



Municipality of West Elgin

Agenda

Council Meeting

Date: August 13, 2026, 4:00 p.m.
Location: Rodney Recreation Centre
135 Queens Line
Rodney, ON

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

Zoom Link: <https://us02web.zoom.us/j/86393513067?pwd=y5Znpi9Vo4WMN09Mixzw3bnlcxr9Yo.1>
Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for August 13, 2026, as presented.

3. **Disclosure of Pecuniary Interest and General Nature Thereof**

4. **Presentation of 2025 Financial Statements**

Recommendation:

That West Elgin Council hereby receive and approve the 2025 Draft Consolidated Financial Statements and the 2025 Draft Trust Funds, as presented by Christene Scrimgeour, Auditor.

4.1 **2025 Draft Consolidated Financial Statements** 9

4.2 **2025 Draft Trust Funds** 28

5. **Delegations**

5.1 Tim Blain, Stinson Street Resident

5.2 Siskins Law Representing D. Geddes & K Montgomery

5.3 Kirby Law Representing Rodney Market

6. Adoption of Minutes

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Recommendation:

That West Elgin Council hereby adopt the Regular Meeting Minutes of July 16, 2026 and the Special Meeting Minutes of August 6, 2026, as presented.

7. Business Arising from Minutes

8. Staff Reports

8.1 Infrastructure & Development

8.1.1 Old Town Hall Request for Proposals (RFP) Results

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Recommendation:

That West Elgin Council hereby receives the report from Dave Charron Manager of Infrastructure and Development;

AND THAT Council award Request for Proposal (RFP) No. 2026-02 – Rodney Old Town Hall Consulting Services – Design, Cost Estimating, Including Provisional Tendering and Construction Administration to A+LiNK Architecture Inc in the amount of \$194,120 (excluding HST);

AND THAT the Mayor and Clerk be authorized to execute the necessary agreement and associated documents.

8.2 Community Services & Clerks

8.2.1 Miller Park Ball Diamond Fencing

56

Recommendation:

That West Elgin Council hereby receives the *Miller Park Baseball Diamond Fencing* report from T. Towstiuć, Manager of Community Services/Clerk; And

That Council directs staff to award the contract for the supply and installation of fencing at the Miller Park Ball Diamond to Chainlink Construction in the amount of \$18,500.00, plus applicable HST, for a maximum project cost of \$30,000, inclusive of contingency and applicable taxes, funded through the approved 2026 Capital Budget.

8.2.2 Arena Floor Repairs

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Recommendation:

That West Elgin Council hereby receives the *Arena Floor Repairs* report from T. Towstiuć, Manager of Community Services/Clerk; And

That Council approve the quote from Athletica Sport Systems Inc. in the amount of \$13,240.00 plus HST for the supply of rubber flooring for the Bo Horvat Community Centre; And

Further That Council approve the quote from Machado's General Contracting in the amount of \$6,400.00 plus HST to complete concrete repairs at all four corners of the arena floor to address gaps created by the radius changes associated with the new dasher board installation; And

Further That Council authorize staff to reallocate the \$20,000 approved in the 2026 Municipal Budget for Zamboni repairs toward the arena flooring and concrete corner repair projects, as the timing of the 2026 arena season did not permit the Zamboni to be sent away for the planned summer repairs.

Recommendation:

That West Elgin Council hereby receives the *Review of Public Notice By-law 2007-113 Following the Closure of the West Elgin Chronicle* report from T. Towstiuc, Manager of Community Services/Clerk; And

That Council direct staff to prepare an a “Public Notice By-law”, to be brought back at the next regular meeting of Council, to repeal Public Notice By-law 2007-113, replacing the West Elgin Chronicle with the London Free Press as the Municipality's designated newspaper for statutory public notices where publication in a newspaper is required by legislation; and

Further that Council reaffirm the Municipal Website as the Municipality's primary communication platform for non-statutory public notices, news releases, public information, with social media used to direct residents to official notices.

8.2.4 2026 Municipal Election, Appointment of Members, Joint Compliance Audit Committee

Recommendation:

That West Elgin Council hereby receives the *2026 Municipal Election – Appointment of Elgin Election Joint Compliance Audit Committee Members* report from Terri Towstiuc, Manager of Community Services/Clerk; And

That Council endorses the appointment of Christene Scrimgeour, Andrew Wright, Marty Gobin, Ophelia Chang, and Chantel Therrien to sit on the Elgin Election Joint Compliance Audit Committee for 2026-2030; and

That a by-law be adopted confirming these appointments.

Recommendation:

That West Elgin Council That Council receive the report entitled *“Rodney Park and Miller Park, Master Plan Consultation Proposals”*; and

That Council approve the proposal submitted by McQueen Galloway Associates (MGA), in partnership with GSP Group, for the completion of the Rodney Park and Miller Park Master Plans; And

That Council approve Option A, consisting of MGA’s community engagement and planning services at \$6,000 plus HST and GSP Group’s Design Development and Construction Documents budget of \$13,999 plus HST, for a combined amount of \$19,999 plus HST; and

That Council direct staff to incorporate the additional funds required to proceed with Option B, into the 2027 Municipal Budget proposal; And

That staff be authorized to work with MGA and GSP Group to finalize the project scope, schedule and deliverables, with the project proceeding first through community and stakeholder consultation before final concept design decisions are confirmed.

8.3 Chief Administrative Officer

Recommendation:

That West Elgin Council hereby receives the report from R. Greenall, CAO titled Permitted Use of an Alleyway in the Commercial Centre of Rodney. And;

That Council permits, for the next eighteen (18) months, the Municipal laneway may continue to be used as a loading zone, and

That Council directs staff to modify the schedule to the parking by-law as necessary and install “no stopping” signs and erect the following road signs:

- i. one metre north of the entrance to the northern-most driveway of 152 Moriah Street with an arrow pointing towards Moriah Street; and
- ii. on Moriah St. in front of residence at 152 Moriah Street; And, that Council directs staff to submit a request to the County of Elgin to designate a portion of Furnival Road in front of the Rodney Market as a waiting zone (5 minutes parking only), and That Council directs staff to waive applicable fees of the Municipality of West Elgin associated with any site plans/site plan amendments advanced by the Market or affiliate which would address the loading zone issue.

9. Board or Committee of Council Reports or Updates

Council opportunity to provide updates to any of the respective board and/or committee appointments.

10. Notice of Motion

None presented prior to meeting.

11. Council Inquires/Announcements

Council opportunity for informal inquiries and/or announcements.

12. Correspondence

Recommendation:

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

12.1	County of Elgin	
12.1.1	Notice of No Appeals, E 43-26	95
12.1.2	County Council Minutes, June 23, 2026	96
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12.4	Township of Tudor and Cashel Resolution Re: Single Use Propane Cylinder	121
12.5	WLERCA Project Executive Appointment and Guiding Principles	123
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12.7	New Regulations MEA Requirements	131
12.8	IPC 2025 Annual Report	133
13.	Items Requiring Council Consideration	
13.1	A Cammaert Re: Follow-up to public delegations and submissions	138
13.2	Letter of Support Request, Tiny Tots	141
14.	By-laws	
14.1	2026-48, Appoint Members to Joint Compliance Audit Committee	142
	Recommendation:	
	That By-law 2026-48, Being a By-law to appoint members to the Elgin Election Joint Compliance Audit Committee for the 2026 Municipal Election, be read a first, second, and third and final time.	

Recommendation:

That By-law 2026-49, being a By-law to Authorize the issue of Debentures in the principal amount of \$28,419.33 for the construction of 2025 Dunborough Drain Construction, 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)(c), being pending land disposition (Munroe Street, West Lorne); And Section 239(2)(b), being identifiable individuals (Volunteer Recognition Awards selection); And Section 239(2)(k) being contract negotiations (Port Glasgow Trailer Park Winter Contract).

16. Report from Closed Session

Clerk to provide Report from Closed Session.

17. Confirming By-Law

Recommendation:

That By-law 2026-51 being a By-law to confirm the proceeding of the Regular Meeting of Council held on August 13, 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, September 10, 2026 or at the call of the Chair.

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

-1-	Independent Auditor's Report
-3-	Consolidated Statement of Financial Position
-4-	Consolidated Statement of Operations and Accumulated Surplus
-5-	Consolidated Statement of Cash Flows
-6-	Consolidated Statement of Change in Net Financial Assets
-7-	Notes to the Consolidated Financial Statements
-16-	Schedule 1 - Consolidated Schedule of Tangible Capital Assets
-17-	Schedule 2 - Consolidated Schedule of Segmented Information



INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Municipality of West Elgin

Opinion

We have audited the accompanying consolidated financial statements of Municipality of West Elgin (the "Municipality"), which comprise the Consolidated Statement of Financial Position as at December 31, 2025, and Consolidated Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of Municipality of West Elgin as at December 31, 2025 and its financial performance and its changes in cash flows and net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

SCRIMGEOUR & COMPANY

CPA PROFESSIONAL CORPORATION

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

August 13, 2026
London, Canada

LICENSED PUBLIC ACCOUNTANT

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2025**

	2025	2024
FINANCIAL ASSETS		
Cash and short-term investments (note 3)	\$ 16,175,239	\$ 14,218,232
Taxes receivable	1,180,750	1,126,170
Accounts receivable	3,062,519	3,123,497
	20,418,508	18,467,899
LIABILITIES		
Accounts payable and accrued liabilities	2,630,208	1,302,038
Deferred revenue (note 8)	2,332,191	1,635,061
Asset retirement obligation (note 1.j), (note 14)	1,670,750	1,630,000
Net long-term liabilities (note 9.a)	176,267	221,744
	6,809,416	4,788,843
NET FINANCIAL ASSETS	13,609,092	13,679,056
NON-FINANCIAL ASSETS		
Tangible capital assets - Schedule 1 (note 1.e)	38,009,305	38,998,079
Capital work in progress	3,400,424	1,237,492
Prepaid expenses	69,184	62,994
Inventories	63,822	56,022
	41,542,735	40,354,587
ACCUMULATED SURPLUS (page 4), (note 10)	\$ 55,151,827	\$ 54,033,643

Approved by:

Approved by:

MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2025

	Budget 2025	Actual 2025	Actual 2024
REVENUE			
Property taxation	\$ 4,508,127	\$ 4,510,011	\$ 4,309,021
User charges	5,529,993	5,232,707	5,012,300
Government grants	2,918,153	2,896,291	2,682,320
Investment income	294,000	418,717	510,137
Penalty and interest on taxes	106,200	131,623	105,713
Other revenue	31,000	11,700	158,932
	13,387,473	13,201,049	12,778,423
EXPENDITURES			
General government	1,827,336	1,821,168	1,496,630
Protection to persons and property	1,871,864	2,022,622	1,870,967
Transportation services	2,398,865	3,212,666	2,817,753
Environmental services	3,769,589	4,223,333	3,866,157
Recreation and cultural development	1,232,174	1,453,458	1,482,270
Planning and development	189,819	117,708	380,388
	11,289,647	12,850,955	11,914,165
EXCESS OF REVENUE OVER EXPENDITURES	2,097,826	350,094	864,258
OTHER REVENUE (EXPENDITURES)			
Government transfers related to capital	2,130,097	734,761	317,342
Net gain (loss) on disposal of tangible capital assets	41,517	12,157	(15,968)
Obligatory and other revenue related to capital	677,324	21,172	305,173
Increase in asset retirement obligation (note 1.j), (note 14)	-	-	(1,220,000)
	2,848,938	768,090	(613,453)
EXCESS OF REVENUE OVER EXPENDITURES	4,946,764	1,118,184	250,805
ACCUMULATED SURPLUS, BEGINNING OF YEAR	54,033,643	54,033,643	53,782,838
ACCUMULATED SURPLUS, END OF YEAR (note 10)	\$ 58,980,407	\$ 55,151,827	\$ 54,033,643

The accompanying notes are an integral part of these financial statements

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2025**

	2025	2024
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess of revenue over expenditures (page 4)	\$ 1,118,184	\$ 250,805
Non-cash changes to operations		
Amortization	1,858,952	1,815,801
Net change in non-cash operating balances (A)	2,072,448	(163,978)
	5,049,584	1,902,628
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(1,074,673)	(2,991,494)
Net loss on disposal of capital assets	204,495	172,341
Decrease (increase) in capital work in progress	(2,162,932)	736,281
Decrease (increase) in inventories	(7,800)	(24,851)
Decrease (increase) in prepaid expenses	(6,190)	36,151
	(3,047,100)	(2,071,572)
FINANCING ACTIVITIES		
Net change (repayments) in long-term debt	(45,477)	90,923
	(45,477)	90,923
Net change in cash and cash equivalents during the year	1,957,007	(78,021)
Cash and cash equivalents, beginning of year	14,218,232	14,296,253
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 16,175,239	\$ 14,218,232

(A) Non-cash operating balances includes taxes and accounts receivable, accounts payable and accrued liabilities, deferred revenue and asset retirement obligations.

MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2025

	Budget 2025	Actual 2025	Actual 2024
Excess of revenue over expenditures (page 4)	\$ 4,946,764	\$ 1,118,184	\$ 250,805
Amortization of tangible capital assets	-	1,858,952	1,815,801
Acquisition of tangible capital assets	(6,948,903)	(1,074,673)	(2,991,494)
Decrease (increase) in capital work in progress	-	(2,162,932)	736,281
Acquisition (disposal) of inventories	-	(7,800)	(24,851)
Net change in prepaid expenses	-	(6,190)	36,151
Net disposal of tangible capital assets	-	204,495	172,341
Change in net financial assets	(2,002,139)	(69,964)	(4,966)
NET FINANCIAL ASSETS, BEGINNING OF YEAR	13,679,056	13,679,056	13,684,022
NET FINANCIAL ASSETS, END OF YEAR	\$ 11,676,917	\$ 13,609,092	\$ 13,679,056

The accompanying notes are an integral part of these financial statements

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

The Municipality of West Elgin (the Municipality) is a municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. Significant accounting policies

The consolidated financial statements of the Municipality of West Elgin are prepared by management in accordance with Canadian public sector accounting standards (PS).

The focus of these financial statements is on the consolidated financial position of the Municipality and changes thereto. The Consolidated Statement of Financial Position reports financial assets and liabilities. Financial assets are available to provide resources to discharge existing liabilities or finance future operations. Net financial assets represent the financial position of the Municipality and is the difference between financial assets and liabilities. This information presents the Municipality's overall future revenue requirements and its ability to finance activities and meet its obligations.

Significant aspects of the accounting policies adopted by the Municipality are as follows:

a. i. Basis of consolidation

These consolidated financial statements reflect the assets, liabilities, operating revenue and expenditures and accumulated surpluses and changes in investment in non-financial assets of the Municipality. The reporting entity includes the activities of all committees of Council and the following boards, municipal enterprises and utilities which are under the control of Council:

Four Counties Community Transportation Services
Port Glasgow Yacht Club
West Elgin Arena
Tri-County Water Board - Proportionate Consolidation - 43.24% (2024 - 43.24%)

ii. Non-consolidated entities

There are no local boards, joint local boards, municipal enterprises and utilities which are not consolidated.

b. Revenue recognition

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Government grants and transfers are recognized in the consolidated financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

1. Significant accounting policies continued

c. Accounting for County and School Board transactions

The Municipality is required to bill, collect and remit provincial education and upper tier taxation in respect of residential and other properties on behalf of the School Boards and upper tier. The Municipality has no jurisdiction or control over the School Board or upper tier's operations or their tax rate. The taxation, other revenue, expenditures, assets and liabilities with respect to the operations of the School Boards, and the County of Elgin are not reflected in these consolidated financial statements.

d. Trust funds

Trust funds and their related operations administered by the Municipality are not consolidated but are reported separately on the Trust Funds Statements of Financial Position and Operations and Accumulated Surplus.

e. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the Change in Net Financial Assets for the year.

The Municipality's non-financial assets consist of tangible capital assets. Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land Improvements	25 to 50 years
Buildings	30 to 70 years
Leasehold improvements	term of lease
Automotive	3 to 20 years
Information technology	3 to 10 years
Equipment	5 to 40 years
Infrastructure	20 to 75 years

The Municipality has a capitalization threshold of \$10,000, so that individual assets of lesser value are expensed unless they are pooled because collectively they have a significant value.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

Tangible capital assets received as contributions are recorded at their fair value at the date of the receipt. The fair value is also recorded as contributed revenue.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

1. Significant accounting policies continued

f. Deferred revenue

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenditures are incurred, services performed or the tangible capital assets are acquired.

g. Use of estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

h. Inventories

Inventories held for consumption are recorded at the lower of cost or replacement cost.

i. Financial instruments

Financial instruments of the Municipality consist mainly of cash, investments, accounts receivable and taxes receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

1. Significant accounting policies continued

j. Asset retirement obligations

An asset retirement obligation is recognized when as at the financial reporting date, all of the following criteria are met:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that the future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

Closure and post closure care costs related to the Municipality-owned landfill site; and buildings and underground pipes containing asbestos, are estimated and recognized as a liability and an increase in the cost of the asset at the time of acquisition. The liability is discounted annually over the same useful life as the asset's annual amortization expense, calculated in accordance with the Municipality's amortization policies. The liability is increased due to the passage of time and is recorded as accretion expense on Schedule 2 under Rent and Financial Expenses. The Municipality has evaluated its buildings and underground pipes and have determined any liability for these assets is not material. The Municipality will continue to monitor these assets.

During the year ended December 31, 2024, the Municipality received an updated estimate of the retirement costs of its landfill. The liability was increased for this estimate to include post retirement reporting and monitoring.

2. Public Sector Accounting Standards (PSAS)

There are two new PSAS that will be implemented for the year ended December 31, 2027.

PS 1100 will replace PS 1000. This standard provides a new Conceptual Framework providing guidance for the application of accounting policies where no standard exists and will guide future new standards.

PS 1202 will result in a new Financial Statement Presentation Model. The changes will result in the following:

- a. Restructured Statement of Financial Position with liabilities classified as financial or non-financial.
- b. New statements disclosing the change in net assets and net debt as well as debt indicators.
- c. Isolated financing transactions in the Statement of Cash Flows.

Management is currently assessing the impact of these new standards on future financial statements.

3. Short-term investments

The Municipality's investment activities are governed by the Municipal Act and the Municipality's investment policy. As at December 31, 2025, the Municipality has \$11,507,168 (2024 - \$11,636,361) in a premium investment account with RBC and included in cash and short-term investments on the Consolidated Statement of Financial Position.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

4. Tax revenue

Property tax billings are prepared by the Municipality based on an assessment roll prepared by the Municipal Property Assessment Corporation. All assessed property values in the Municipality were reviewed and new values established based on a common valuation date which was used by the Municipality in computing the 2025 property tax bills. Property tax revenue and tax receivables are subject to appeals which may not have been heard yet. Any supplementary billing adjustments made necessary by the determination of such appeals will be recognized in the fiscal year they are determined and the effect shared with the County of Elgin and the appropriate school boards.

5. Trust funds

Trust funds administered by the Municipality amounting to \$344,795 (2024 - \$344,761) have not been included in these consolidated financial statements.

6. Operations of School Boards and the County of Elgin

Further to note 1.c, the taxation revenue of the School Boards and County of Elgin are comprised of the following:

	School Boards	County
Taxation and user charges	\$ 1,231,830	\$ 4,422,035
Requisitions	\$ 1,231,830	\$ 4,422,035

7. Pension agreements

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of services and rates of pay.

The amount contributed to OMERS for 2025 was \$170,818 (2024 - \$148,123) for current service and is included as an expenditure on the Consolidated Statement of Operations and Accumulated Surplus. The Municipality had no obligation, as of December 31, 2025, under the past service provisions. The OMERS funding ratio for 2025 is 99.0% (2024 - 98.0%).

MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025

8. Deferred revenue - obligatory reserve funds

A requirement of the Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Municipality are summarized as follows:

	2025	2024
CCBF	\$ 546,750	\$ 368,349
Provincial Dedicated Gas Tax - Transit	40,796	29,817
OCIF	1,449,763	1,149,273
Other	294,882	87,622
	\$ 2,332,191	\$ 1,635,061

9. Long-term liabilities

a. Composition of long-term liabilities

The balance of long-term liabilities reported on the Consolidated Statement of Financial Position is made up of the following:

	2025	2024
Total long-term liabilities incurred by the Municipality including those incurred on behalf of school boards, other municipalities and municipal enterprises and outstanding at the end of the year amount to	\$ 182,676	\$ 234,199
Of the long-term liabilities shown above, the responsibility for payment of principal and interest charges for tile drain loans has been assumed by individuals. At the end of the year, the outstanding principal amount of this liability is	(6,409)	(12,455)
	\$ 176,267	\$ 221,744

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

9. Long-term liabilities continued

b. Debt retirement

Debt repayments over the next five years are as follows:

	Recovered from Ratepayers
2026	\$ 30,875
2027	\$ 32,290
2028	\$ 33,772
2029	\$ 27,321
2030 and thereafter	\$ 52,009

c. Approval

Approval of the Ontario Municipal Board has been obtained for those pending issues of long-term liabilities and commitments to be financed by revenue beyond the term of Council and approved on or before December 31, 1992. Those approved after January 1, 1993 have been approved by by-law. The principal and interest payments required to service these pending issues and commitments are within the debt repayment limit prescribed by the Ministry of Municipal Affairs.

d. Contingent liability

The Municipality is contingently liable for long-term liabilities with respect to tile drainage loans, and for those for which the principal and interest had been assumed by other municipalities, school boards and unconsolidated local boards, municipal enterprises, and utilities. The total amount outstanding as at December 31, 2025 is \$6,409 (2024 - \$12,455) and is not recorded on the Consolidated Statement of Financial Position.

e. Interest

The Municipality paid interest in 2025 on long-term liabilities of \$10,306 (2024 - \$4,609).

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

10. Accumulated Surplus

The accumulated surplus on the Consolidated Statement of Financial Position at the end of the year is comprised of the following:

	2025	2024
Operating Surplus		
- for general reduction of taxation	\$ -	\$ -
- for reduction of user fees	395,149	269,352
Asset retirement obligation	(1,670,750)	(1,630,000)
Invested in tangible capital assets	42,173,877	40,765,799
Reserves set aside for specific purpose	11,191,171	11,871,764
Reserve funds set aside for specific purpose	3,062,380	2,756,728
ACCUMULATED SURPLUS	\$ 55,151,827	\$ 54,033,643

11. Budget figures

The Municipality's Council completes separate budget reviews for its operating and capital budgets each year. The approved operating budget for 2025 is reflected on the Consolidated Statement of Operations and Accumulated Surplus. For capital spending, budgets are set for individual projects and funding for these activities is determined annually and made by transfers from the accumulated surplus and by the application of applicable grants or other funds available to apply to capital projects.

12. Commitments

- a. The Municipality has contracted with Ontario Clean Water Agency ("OCWA") to operate and maintain their water and wastewater systems for a total contracted amount in 2025 - \$1,031,479 (2024 - \$1,016,720).
- b. The Municipality contracts with the Ontario Provincial Police to provide policing services through the County of Elgin. The Municipality's share of this contract for 2025 was \$979,892 (2024 - \$959,758).

13. Public sector salary disclosure

There are two employees paid a salary, as defined in the Public Sector Disclosure Act, 1996 of \$100,000 or more.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

14. Asset Retirement Obligation

The Municipality's asset retirement obligation consists of the following:

a. Landfill obligation

The Municipality owns and operates one active landfill site. The liability for the closure of operational sites and post-closure care has been recognized under PS 3280 - Asset Retirement Obligations, for each active cell within the landfill site. The costs are based on presently known obligations that will exist at the estimated year of closure of each cell and for 25 years post closure.

The landfill has a remaining estimated useful life of approximately 2 to 5 years. The remaining estimated useful life is estimated based on remaining waste capacity which can fluctuate based on diversion efforts. Post-closure care is estimated to be required for 25 years from the date of site disclosure. The related asset retirement costs were discounted to December 31, 2025 using a discount rate of 2.5% per annum.

	2025	2024
Beginning of year	\$ 1,630,000	\$ 400,000
Adjustment re estimate for asset retirement obligation standard	-	1,220,000
Accretion expense	40,750	10,000
END OF YEAR	\$ 1,670,750	\$ 1,630,000

15. Segmented Information

Segmented information is presented on Schedule 2. The Municipality is a diversified municipality and provides a wide range of services to its citizens including police through contracted services, fire, transportation, environmental services, including water, wastewater and waste disposal and community services, including recreation and planning. The general government segment includes such functions as finance and information services, council and administrative offices.

16. Significant event

The Municipality passed a bylaw in 2024 to commence charging development charges on specific types of development as described in the bylaw on January 1, 2025. As of December 31, 2025, there have been no collection of development charges.

**MUNICIPALITY OF WEST ELGIN
SCHEDULE 1 - CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2025**

	Land	Land Improvements	Buildings	Automotive	Equipment	Roads and Bridges	Environmental Systems	2025 Total	2024 Total
COST									
Balance, beginning of year	\$ 4,991,195	\$ 3,173,852	\$12,949,537	\$ 5,620,979	\$13,084,521	\$14,996,835	\$14,868,629	\$69,685,548	\$67,002,288
Add:									
Additions during the year	-	-	54,350	552,664	406,490	61,169	-	1,074,673	2,991,494
Less:									
Disposals during the year	-	-	-	(223,872)	(275,121)	(9,589)	-	(508,582)	(308,234)
Balance, end of year	4,991,195	3,173,852	13,003,887	5,949,771	13,215,890	15,048,415	14,868,629	70,251,639	69,685,548
ACCUMULATED AMORTIZATION									
Balance, beginning of year	-	1,531,055	6,870,865	3,283,466	6,005,094	8,642,113	4,354,876	30,687,469	29,007,561
Add:									
Amortization during the year	-	84,079	259,749	249,728	647,613	426,718	191,065	1,858,952	1,815,801
Less:									
Disposals during the year	-	-	-	(25,949)	(268,549)	(9,589)	-	(304,087)	(135,893)
Balance, end of year	-	1,615,134	7,130,614	3,507,245	6,384,158	9,059,242	4,545,941	32,242,334	30,687,469
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$ 4,991,195	\$ 1,558,718	\$ 5,873,273	\$ 2,442,526	\$ 6,831,732	\$ 5,989,173	\$10,322,688	\$38,009,305	\$38,998,079

This schedule is provided for information purposes only.

**MUNICIPALITY OF WEST ELGIN
SCHEDULE 2 - CONSOLIDATED SCHEDULE OF SEGMENTED INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2025**

	General Government	Protective Services	Transportation	Environmental	Recreation and Culture	Planning and Development	Total
REVENUE							
Taxation	\$ 4,510,011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,510,011
User charges	118,378	186,129	206,377	3,682,438	973,283	66,102	5,232,707
Government grant	2,074,916	36,415	621,898	-	135,522	27,540	2,896,291
Investment income	340,451	-	42,879	30,336	5,051	-	418,717
Penalty and interest on taxes	131,623	-	-	-	-	-	131,623
Other	-	200	-	-	11,500	-	11,700
Other revenue (expenditures)	-	2,321	262,072	502,180	1,517	-	768,090
	7,175,379	225,065	1,133,226	4,214,954	1,126,873	93,642	13,969,139
EXPENDITURES							
Salaries and benefits	1,109,182	291,012	634,947	283,727	463,807	42,033	2,824,708
Materials and supplies	639,588	1,635,911	1,907,730	3,087,784	762,897	67,401	8,101,311
Rents and financial expenses	13,302	-	-	42,782	1,626	8,274	65,984
Amortization	59,096	95,699	669,989	809,040	225,128	-	1,858,952
	1,821,168	2,022,622	3,212,666	4,223,333	1,453,458	117,708	12,850,955
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)	\$ 5,354,211	\$ (1,797,557)	\$ (2,079,440)	\$ (8,379)	\$ (326,585)	\$ (24,066)	\$ 1,118,184

This schedule is provided for information purposes only.

MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2025

**MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

-1-	Independent Auditor's Report
-3-	Statement of Financial Position
-4-	Statement of Operations and Accumulated Surplus
-5-	Statement of Cash Flows
-6-	Notes to the Financial Statements



INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Municipality of West Elgin

Opinion

We have audited the accompanying financial statements of Municipality of West Elgin Trust Funds (the "Trust Funds"), which comprise the Statement of Financial Position as at December 31, 2025, and Statements of Operations and Accumulated Surplus, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Municipality of West Elgin Trust Funds as at December 31, 2025 and its financial performance and its cash flows and net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Trust Funds in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust Funds' ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust Funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust Funds' financial reporting process.

SCRIMGEOUR & COMPANY

CPA PROFESSIONAL CORPORATION

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust Funds' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust Funds' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust Funds to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

August 13, 2026
London, Canada

LICENSED PUBLIC ACCOUNTANT

**MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2025**

	2025	2024
FINANCIAL ASSETS		
Bank	\$ 343,512	\$ 338,632
Due from Municipality of West Elgin - Schleihau	1,283	1,248
Due from Municipality of West Elgin - HST rebate	-	4,881
	344,795	344,761
LIABILITIES	-	-
NET FINANCIAL ASSETS	344,795	344,761
ACCUMULATED SURPLUS (note 2) (page 4)	\$ 344,795	\$ 344,761

Approved by:

Approved by:

The accompanying notes are an integral part of the financial statements

**MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2025**

	2025	2024
REVENUES		
Interest	\$ 35	\$ 46
	35	46
EXPENDITURES		
Bank charges	1	2
Cemetery improvements	-	44,190
	1	44,192
Excess revenue over expenditures (expenditures over revenue) for the year	34	(44,146)
ACCUMULATED SURPLUS, BEGINNING OF YEAR	344,761	388,907
ACCUMULATED SURPLUS, END OF YEAR	\$ 344,795	\$ 344,761

The accompanying notes are an integral part of the financial statements

**MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2025**

	2025	2024
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess revenue over expenditures (expenditures over revenue) for the year (page 4)	\$ 34	\$ (44,146)
(Increase) decrease in due from Municipality of West Elgin	(35)	(4,926)
(Increase) decrease in HST rebate	4,881	-
Cash provided by operating transactions	4,880	(49,072)
Increase (decrease) in cash	4,880	(49,072)
Cash, beginning of year	338,632	387,704
CASH, END OF YEAR	\$ 343,512	\$ 338,632

The accompanying notes are an integral part of the financial statements

**MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

1. Accounting policies

The financial statements of the Municipality of West Elgin Trust Funds (the "Trust Funds") are prepared by management in accordance with Canadian public sector accounting standards.

a. Revenue recognition

Revenue is recognized as it is received or receivable if the amount to be received can be reasonably estimated and collection is reasonable assured.

b. Financial instruments

The financial instruments of the Trust Funds consist of cash. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

c. Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates.

d. Capital assets

The Trust Funds do not own any capital assets.

e. Budget

The Trust Funds do not set a budget.

2. Accumulated surplus

The accumulated surplus of the Trust Funds is comprised of the following:

	2025	2024
Schleihaut Trust Fund	\$ 1,283	\$ 1,248
Rodney Cemetery Company	343,512	343,513
	\$ 344,795	\$ 344,761

**MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

2. Accumulated surplus continued

The Schleihaut Trust Fund is to be used for needy individuals of the former Village of West Lorne. Annually, interest earned can be distributed at the discretion of Council. The original bequest was \$1,000 and interest is accruing on a yearly basis. The cash is held by the Municipality of West Elgin.

During the year ended December 31, 2023, the Trustees of the Rodney Cemetery Company donated \$700,000 to the Trust. Expenditures from this trust will be made upon the recommendations of the Trustees. These recommendations are not binding on the Trust.



Municipality of West Elgin

Minutes

Council Meeting

July 16, 2026, 4:00 p.m.
Rodney Recreation Centre
135 Queens Line
Rodney, ON

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

Staff Present: Jeff McArthur, Fire Chief
Terri Towstiuc, Manager of Community Services/Clerk
Robin Greenall, Chief Administrative Officer
Dave Charron, Manager of Infrastructure & Development
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, and the post-meeting recording available at www.westelgin.net, when available (pending no technical difficulties).

1. Call to Order

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

2. Adoption of Agenda

Amendment made to the agenda, prior to the "Amendment to Agenda Deadline" (By-law 2024-05), which included the removal of one delegate, Sarah Bod, Long Point Biosphere. Rescheduled date, August 13, Regular Council meeting.

Resolution No. 2026- 192

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

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

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

3.1 Mayor Leatham - Report from Closed Session

Property owner of sales contract (O'Malley Road) in Closed Session, and resolution read in Open Session. Declared at time of item presentation.

4. Public Meeting

Resolution No. 2026- 193

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

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

Carried

4.1 Planner Report, Zoning Amendment, 26212 Carroll Line

Resolution No. 2026- 194

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

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).

Carried

4.2 Public or Landowner Comment

None.

4.3 Council Comment

None.

4.4 Adjournment of Public Meeting

Resolution No. 2026- 195

Moved: Councillor Sousa

Seconded: Councillor Statham

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

Carried

5. Delegations and Presentation

Delegates are reminded, that pursuant to Section 6.8 of the Procedural By-law (2024-05), *Delegations shall be limited in speaking to not more than ten (10) minutes in total per person, per group or per organization.*

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

Angela Cammaert, West Elgin resident, addressed Council regarding 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

John Sears, resident of Rodney, addressed Council regarding the recent sale and reversal of the old Rodney Playground Equipment, and his concerns regarding the lack of communication and transparency with the process.

Resolution No. 2026- 196

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That item 8.3.3 (*Rodney Park Playground Equipment report*) be moved ahead, to discuss after Rodney Park delegation (John Sears).

Carried

5.2.1 Rodney Park Playground Equipment

Resolution No. 2026- 197

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

That Council direct staff to include the playground as part of the public engagement event; And

Further direct staff to provide quotes for inspection and remediation of the Rodney Park Playground Equipment.

Carried

6. Adoption of Minutes

Resolution No. 2026- 198

Moved: Councillor Statham

Seconded: Councillor Sousa

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

Carried

7. Business Arising from Minutes

None.

8. Staff Reports

8.1 Building

8.1.1 Second Quarter Building Report, 2026

Resolution No. 2026- 199

Moved: Councillor Statham

Seconded: Councillor Denning

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.

Carried

8.2 Fire

8.2.1 Second Quarter Fire Report, 2026

Resolution No. 2026- 200

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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

Carried

8.2.2 Automatic Aid Agreement, Southwest Middlesex

Resolution No. 2026- 201

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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.

Carried

8.3 Infrastructure & Development

8.3.1 Second Quarter Infrastructure & Development Report, 2026

Resolution No. 2026- 202

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the Second Quarter 2026, Infrastructure and Development report from Dave Charron, Manager of Infrastructure and Development, for information purposes.

Carried

8.3.2 West Lorne Crosswalk Update

Resolution No. 2026- 203

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

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

Carried

8.4 Community Services & Clerks

8.4.1 Second Quarter Community Services & Clerks Report, 2026

Resolution No. 2026- 204

Moved: Councillor Statham

Seconded: Councillor Sousa

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.

Carried

8.4.2 Municipal Website Transition to Loop

Resolution No. 2026- 205

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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

Carried

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

Resolution No. 2026- 206

Moved: Councillor Denning

Seconded: Councillor Statham

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 Bo Horvat 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.

Carried

8.5 Corporate Services & Finance

8.5.1 Second Quarter Corporate Services & Finance Report, 2026

Resolution No. 2026- 207

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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.

Carried

9. Board or Committee of Council Reports or Updates

Councillor Statham advised Council that the Economic Development Committee (EDC) is preparing for an Agri-Bus tour, including various local and provincial dignitaries and EDC members. The tour will visit and showcase various farms in Elgin County.

10. Notice of Motion

None presented.

11. Council Inquires/Announcements

Council acknowledge the hard work and dedication, and gave thanks to Amy Sousa, and the Roots & Revival committee, for a successful 2026 event, held in collaboration with the Port Glasgow Yacht Club and the Port Glasgow Trailer Park.

Deputy Mayor Tellier thanked the Canada Day committee for a successful Canada day, which included festivities at Miller Park, Tri-County Plant tours, and a ceremony at the West Elgin Fire Department, West Lorne location, to welcome the new tanker.

Deputy Mayor Tellier also advised that the Recreation Committee and Erie Shores Snack & Social will be pairing to run a Pooch Plunge on August 9, 2026, from 9:00 to 11:00am.

12. Correspondence

Resolution No. 2026- 208

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

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

Carried

12.1 County of Elgin

12.1.1 Notice of Decision E 43-26

12.1.2 June 9 County Council Minutes

12.1.3 June 9 County Committee of the Whole Minutes

12.1.4 June 23, County Council Minutes

12.2 Municipal Resolutions

12.2.1 Caledon Re: Provincial Support, Funding and Coordinated Plans to Combat Tick Borne Diseases

12.2.2 Smith Falls Re: Sustainable Provincial Grant Funding for Fire Services in Ontario

- 12.3 Thames Valley District School Board, Accommodation Plan
- 12.4 Ministry of Environment, Conservation & Parks Re: Regulatory changes to the Clean Water Act
- 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

13. Items Requiring Council Consideration

None.

14. By-Laws

14.1 2026-45 - Zoning Amendment App 08-2026

Resolution No. 2026- 209

Moved: Councillor Denning

Seconded: Councillor Statham

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.

Carried

15. Closed Session

Resolution No. 2026- 210

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:46pm, 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)

Carried

16. Report from Closed Session

Mayor Leatham declared a conflict on this item. (Property owner of sales contract (O'Malley Road) in Closed Session, and resolution read in Open Session. Declared at time of item presentation.)

Reporting from Closed Session at 6:07 pm.

Mayor Leatham declared pecuniary interest on item 6.2 of Closed Session and left for the discussion.

Mayor Leatham also declared pecuniary interest on item 16 of Open Session, report from Closed, as a recommendation is to be made, resulting from the Closed Session (item 6.2). Mayor Leatham removed himself from the table.

Council received two (2) items pursuant to the Municipal Act, Section 239(2)(k). Council provided administrative direction to staff, and were presented with the following recommendation:

Resolution No. 2026- 211

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That Council receives the report regarding the final sale for the portion of road allowance for O'Malley Road from R. Greenall, Chief Administrative Officer, and

That Council directs staff to finalize the agreement for sale of part of the road allowance between Lots 16 and 17, Concession2, designated Parts 1,2 and 3 on Plan 11R-11514 (Geographic Township of Aldborough) Municipality of West Elgin being part of P.I.N 35108-0202 (LT) to J.R. and R.E. Leatham.

Carried

17. Confirming By-Law

Resolution No. 2026- 212

Moved: Councillor Sousa

Seconded: Councillor Denning

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.

Carried

18. Adjournment

Resolution No. 2026- 213

Moved: Councillor Statham

Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby adjourn at 6:09pm, to meet again at 4:00pm, on Thursday, August 13, 2026, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk



Municipality of West Elgin

Minutes

Special Meeting of Council

August 6, 2026, 4:00 p.m.

Recreation Centre

135 Queen Street

Rodney

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 Office
Dave Charron, Manager of Infrastructure & Development
Emma Nilsson, Manager of Corporate Services/Treasurer

1. Call to Order

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

2. Adoption of Agenda

SCM 2026- 22

Moved: Councillor Statham

Seconded: Councillor Sousa

That West Elgin Council hereby adopts the Special Meeting Agenda of August 6, 2026, as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Staff Reports

4.1 2025 Reserve Transfers

SCM 2026- 23

Moved: Councillor Denning

Seconded: Councillor Sousa

That West Elgin Council hereby receives the report from Emma Nilsson, Manager of Corporate Services/Treasurer;

That \$23,169.07 be authorized to be transferred from the Road Reserve to fund the Kerr line resurfacing costs incurred in 2025;

That \$24,442.41 be authorized to be transferred from the Tax Rate Stabilization Reserve to the Arena Facility Upgrades Reserve to account for 2023 and 2024 interest earned; And

That \$9,487.34 be authorized to be transferred from the Tax Rate Stabilization Reserve to the Arena Dehumidification System Reserve to account for 2023 and 2024 interest earned.

Carried

4.2 Support for MFOA Advocating for a Permanent Doubling of OCIF

SCM 2026- 24

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council receives the report from Emma Nilsson, Manager of Corporate Services/Treasurer; and

Whereas recent municipal infrastructure funding programs by the Government of Canada and Province of Ontario have tended to prioritize growth-related or housing-enabling infrastructure projects over infrastructure renewal needs;

Whereas the Government of Ontario has regulated municipal infrastructure asset management through O. Reg 588/17 (Asset Management Planning for Municipal Infrastructure) under the Infrastructure for Jobs and Prosperity Act, 2015;

Whereas municipal asset management plans and the Financial Accountability Office of Ontario have identified that municipalities have

significant state-of-good-repair backlogs and renewal needs for infrastructure;

Whereas the Government of Ontario doubled the Ontario Community Infrastructure Fund (OCIF) from \$200M/year to \$400M/year for 2021-2026 but has not publicly committed to maintaining this level of funding beyond 2026;

Whereas the OCIF has become a vital and indispensable resource for municipalities, assisting them with improving their asset management programs and meeting community-preserving infrastructure renewal needs;

Whereas increased geopolitical uncertainty is threatening the economic prosperity of Canada, Ontario, and every municipality;

Whereas municipal infrastructure is a key enabler and preserver of economic prosperity; And

Whereas the Municipal Finance Officers' Association of Ontario (MFOA) has heard from its members and their municipalities concerns regarding the potential erosion of existing municipal infrastructure and thus service levels in light of the ongoing focus on housing-enabling infrastructure by grant funding programs;

That the Municipality of West Elgin support MFOA's letter to the Ministry of Infrastructure requesting that the doubling of the Ontario Community Infrastructure Fund be made permanent in advance of the allocations for the 2027 calendar year, helping municipalities to continue building housing-enabling infrastructure while preserving the economic value provided by existing infrastructure; And

That the Treasurer be directed to provide a copy of this resolution to MFOA, the Acting Minister of Infrastructure, the Minister of Municipal Affairs and Housing and the Minister of Finance.

Carried

5. Statement from the Mayor

Mayor Leatham announced he will not seek re-election in the upcoming municipal election, concluding 16 years of service to West Elgin. Mayor Leatham thanked residents, staff, Council and his family for their unwavering support.

6. Confirmatory By-law

SCM 2026- 25

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That By-law 2026-47 being a By-law to confirm the proceeding of the Special Meeting of Council held on August 6, 2026, be read a first, second and third and final time.

Carried

7. Adjournment

SCM 2026- 26

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at 4:29 pm to meet again at 4:00 pm, on Thursday, August 13, 2026, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-08-13
Subject: Old Townhall RFP Results and Recommendations

Recommendation:

That West Elgin Council hereby receives the report from Dave Charron Manager of Infrastructure and Development;

AND THAT Council award Request for Proposal (RFP) No. 2026-02 – Rodney Old Town Hall Consulting Services – Design, Cost Estimating, Including Provisional Tendering and Construction Administration to A+LiNK Architecture Inc in the amount of \$194,120 (excluding HST);

AND THAT the Mayor and Clerk be authorized to execute the necessary agreement and associated documents.

Purpose:

The purpose of this report is to recommend the award of RFP No. 2026-02 for professional consulting services required to complete the design, cost estimating, tender preparation, and provisional construction administration for the rehabilitation of the Rodney Old Town Hall. The intent of the project is to preserve and revitalize the historic building while supporting its future use as a community-focused public facility.

Background:

The Municipality issued Request for Proposal No. 2026-02 seeking qualified consulting firms with experience in building rehabilitation, heritage restoration, engineering design, cost estimating, tender preparation, and construction administration. The successful consultant will undertake a comprehensive assessment of the facility, prepare detailed design drawings and specifications, develop construction cost estimates, and provide provisional tendering and construction administration services as funding and project approvals permit.

The RFP utilized a two-stage evaluation process consisting of a technical evaluation followed by a financial evaluation. Technical submissions were evaluated based on qualifications, experience, understanding of the project, methodology, and work plan. Only proponents achieving the minimum technical score advanced to the financial evaluation. The final evaluation combined technical and financial scores to determine the highest-ranked proponent.

A total of eight (8) compliant proposals were received prior to the submission deadline. Submitted proposal prices ranged from approximately \$116,200 to \$499,000, demonstrating a broad range in pricing, methodologies, and project approaches. Following the evaluation process, A+LiNK Architecture achieved the highest overall score and is recommended for award.

While not the lowest-priced submission, the evaluation committee determined that the recommended consultant provides the best overall value to the Municipality based on the evaluation criteria established within the RFP. The recommended firm demonstrated extensive experience with municipal building rehabilitation and heritage restoration projects of a similar nature. Their submission showed a comprehensive understanding of the complexities associated with rehabilitating an aging community facility while preserving its historic character, meeting current accessibility, and building code requirements.

The evaluation committee was particularly satisfied with the firm's demonstrated understanding of phased rehabilitation projects, stakeholder engagement, municipal approval processes, and the need to balance heritage preservation with long-term operational functionality. Their experience on comparable community-based rehabilitation projects provides confidence that the consultant will deliver a practical and cost-effective design that reflects the Municipality's operational requirements and the expectations of the community.

The recommendation is consistent with the evaluation methodology outlined within the RFP, which emphasized overall value rather than lowest cost alone. The RFP expressly provides that pricing is only one component of the evaluation and that the Municipality reserves the right to recommend the proposal that best meets its overall objectives.

Financial Implications:

On May 28th West Elgin Council directed staff to complete a final design plan, at a cost not to exceed \$200,000, and proceed to tender the project to return final project costings for Council approval. With funding the cost of the design plans through the Rate Stabilization Reserve.

This recommended consulting service is within the parameters as set by Council and includes the price for tendering and construction administration for the project as well if the project to proceed to construction is approved by council.

Policies/Legislation:

[By-Law No. 2023-42 Purchasing Policy and Procedures.](#)

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 of Infrastructure and Development.

Report Approval Details

Document Title:	Old Townhall RFP Results and Recommendations - 2026-31-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Aug 7, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-08-13
Subject: Miller Park Baseball Diamond Fencing

Recommendation:

That West Elgin Council hereby receives the *Miller Park Baseball Diamond Fencing* report from T. Towstiuc, Manager of Community Services/Clerk; And

That Council directs staff to award the contract for the supply and installation of fencing at the Miller Park Ball Diamond to Chainlink Construction in the amount of \$18,500.00, plus applicable HST, for a maximum project cost of \$30,000, inclusive of contingency and applicable taxes, funded through the approved 2026 Capital Budget.

Purpose:

The purpose of this report is to present the fencing quotations received for improvements to the Miller Park Ball Diamond and to recommend the award of the contract to the lowest compliant bidder.

Background:

At the March 12, 2026, Committee of the Whole meeting, direction was provided to include funding for the Miller Park Ball Diamond fencing project. Subsequently, \$30,000 was approved in the 2026 Municipal Budget for the project.

At the Regular Meeting of Council held August 14, 2025, West Elgin Council considered the condition and future use of the Miller Park Ball Diamond and passed the following motion:

WHEREAS the existing baseball field at Miller Park lacks adequate fencing impacting the field's usability; And

WHEREAS a properly installed baseball fence will encourage community engagement, attract local organized baseball leagues and potentially provide long-term revenue opportunities; Now

BE IT RESOLVED that West Elgin Council directs staff to bring back several cost estimates for installation of metal fencing around Miller Park baseball diamond, and include an estimation of potential revenue for advertising to offset the cost of fencing; And

Investigate improvements to the Miller Park Ball diamond in order to bring Softball Leagues to West Lorne, including lighting and fencing.

Following this direction, staff investigated potential improvements to the Miller Park Ball Diamond, with consideration given to fencing and lighting requirements and the potential to improve the usability of the facility for organized baseball and softball.

Staff have also identified that the replacement of a light standard is required at the ball diamond, the cost of the replacement can be accommodated through the existing Parks and Recreation maintenance budget and does not need to be funded from the \$30,000 allocated for the fencing project.

In accordance with Council's direction to obtain several cost estimates, staff sought competitive quotations for the supply and installation of new metal fencing at the Miller Park Ball Diamond. Three quotations were received and are summarized within this report.

The current project and the quotations presented to Council are for fencing improvements only. The proposed work should not be interpreted as a complete redevelopment of the ball diamond or as bringing the facility into compliance with Ontario Baseball Association standards.

Additional improvements may be required to achieve applicable standards and to accommodate expanded organized baseball or softball use. Any future improvements beyond the approved fencing project would require further investigation, costing, Council approval and funding through subsequent municipal budgets.

The current \$30,000 budget allocation should therefore be considered a first phase of improvements to address the immediate fencing needs identified by Council, while allowing future Councils to consider additional enhancements as funding and priorities permit.

Financial Implications:

Three quotations were received for the project.

Contractor	Quoted Price (Before HST)	Total (Including HST)
Chainlink Construction	\$18,500.00	\$20,905.00
Simpson's Fence (Chatham)	\$30,465.64	\$34,426.17
Simpson's Fence (London)	\$30,791.50	\$34,794.40

Chainlink Construction submitted the lowest quotation, approximately 39% lower than the remaining quotations.

The submitted scope of work includes supply and installation of approximately six hundred feet of 5-foot galvanized chain link fencing; Installation of protective safety top guard; And three-year workmanship warranty.

Council approved funding for this project within the 2026 Capital Budget.

Although the recommended quotation totals \$18,500.00 plus HST, staff recommend authorizing a maximum project budget of \$30,000. This provides sufficient funding for applicable taxes, minor site contingencies, and any unforeseen conditions that may arise during installation.

Policies/Legislation:

By-law 2023-42: The Municipality's Procurement Policy requires that purchases within the applicable quotation threshold be supported through a competitive quotation process.

The recommended contractor submitted the lowest-priced quotation meeting the project's scope and specifications, representing best value for the Municipality.

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



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-08-13
Subject: Bo Horvat Community Centre Floor Repairs

Recommendation:

That West Elgin Council hereby receives the report from T. Towstiuc, Manager of Community Services/Clerk; And

That Council approve the quote from Athletica Sport Systems Inc. in the amount of \$13,240.00 plus HST for the supply of rubber flooring for the Bo Horvat Community Centre; And

Further That Council approve the quote from Machado's General Contracting in the amount of \$6,400.00 plus HST to complete concrete repairs at all four corners of the arena floor to address gaps created by the radius changes associated with the new dasher board installation; And

Further That Council authorize staff to reallocate the \$20,000 approved in the 2026 Municipal Budget for Zamboni repairs toward the arena flooring and concrete corner repair projects, as the timing of the 2026 arena season did not permit the Zamboni to be sent away for the planned summer repairs.

Purpose:

The purpose of this report is to seek Council approval to proceed with the purchase of new rubber flooring for the Bo Horvat Community Centre and to complete necessary concrete repairs around the four corners of the arena floor following the installation of the new dasher board system.

The report also seeks Council authorization to reallocate the \$20,000 included in the approved 2026 Municipal Budget for Zamboni repairs to fund these arena improvements.

Background:

As part of ongoing improvements to the Bo Horvat Community Centre, new dasher boards have been installed in the arena. The installation has changed the radius of the boards at each of the four corners.

The radius change has resulted in large gaps between the new dasher boards and the concrete/flooring footprint where the former boards were located. These gaps present a significant safety concern for arena users, staff and others accessing the area and should be corrected before regular arena operations resume.

Completing the concrete corner repairs is a priority due to the gaps created by the new dasher board radius. Leaving these areas unfinished could create a trip or fall hazard and expose arena users and staff to unnecessary risk.

Proceeding with the repairs before regular arena activities resume will allow the new dasher board installation and surrounding floor area to function as an integrated and safer system.

Replacement of the rubber flooring will also improve the condition and functionality of the arena's public and operational areas and complement the investment already made in the new dasher board system.

Rubber Flooring

In addition, staff identified the need to replace/install rubber flooring within the arena and obtained three quotations for consideration.

Staff received the following quotations from Athletica Sport Systems Inc., Canada Mats and Perfect Surfaces Inc.

Supplier	Product/Scope	Quoted Amount	HST
Athletica Sport Systems Inc.	CAS Stamina 120, 4' x 6' x 3/8" Rubber Grey	\$13,240.00	Extra
Canada Mats	Outdoor Roller Hockey Sports Tiles and edging,	\$14,127.16*	Extra
Perfect Surfaces Inc.	VersaRUBBER 4' x 6' x 12 mm	\$16,531.97	Extra

Based on the quotations received, Athletica Sport Systems Inc. submitted the lowest quotation at \$13,240 plus applicable HST and is therefore recommended by staff.

It should be noted that the products and quantities contained in the three quotations are not identical. Staff's recommendation assumes that the Athletica product and quantity meet the Municipality's operational requirements for the intended arena application.

Concrete Corner Repairs – Safety Concern

Following installation of the new dasher board system, the altered radius at each corner has resulted in gaps between the new boards and the location of the previous boards. Staff considers these gaps a significant safety issue that requires correction.

Machado's General Contracting has provided a quotation of \$6,400 plus HST to repair all four corners. The proposed work will fill the affected areas with concrete and provide a proper transition between the new dasher board configuration and the existing arena floor.

Given the need to coordinate the repairs with the recently completed dasher board project, the specific nature of the work and the importance of addressing the identified safety concern promptly, staff is recommending that Council authorize Machado's General Contracting in the amount of \$6,400. As the quote was under \$20,000, it is in line with our procurement policy.

Financial Implications:

The approved 2026 Municipal Budget includes \$20,000 for Zamboni repairs. The intent was to send the Zamboni away during the summer shutdown period to complete the required repairs.

Due to timing constraints, it became too late in the summer season to send the Zamboni away and have the work completed without potentially affecting arena operations. As a result, the \$20,000 budget allocation is available to be redirected, subject to Council approval.

The proposed expenditures are:

Project	Amount Before HST
Athletica – Rubber Flooring	\$13,240.00
Machado's General Contracting – Concrete Corner Repairs	\$6,400.00
Total	\$19,640.00
2026 Zamboni Repair Budget	\$20,000.00
Remaining Before HST	\$360.00

The combined pre-tax cost of the two projects is therefore \$19,640, which is within the existing \$20,000 budget allocation.

This approach addresses an immediate safety concern, completes work associated with the arena improvements and makes use of funding already approved within the 2026 Municipal Budget.

Policies/Legislation:

By-law No. 2023-42 Procurement Policy

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:	Arena Floor Repairs - 2026-31-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Aug 7, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-08-13
Subject: Review of Public Notice By-law 2007-113 Following the Closure of the West Elgin Chronicle

Recommendation:

That West Elgin Council hereby receives the *Review of Public Notice By-law 2007-113 Following the Closure of the West Elgin Chronicle* report from T. Towstiuc, Manager of Community Services/Clerk; And

That Council direct staff to prepare an a “Public Notice By-law”, to be brought back at the next regular meeting of Council, to repeal Public Notice By-law 2007-113, replacing the West Elgin Chronicle with the London Free Press as the Municipality's designated newspaper for statutory public notices where publication in a newspaper is required by legislation; and

Further that Council reaffirm the Municipal Website as the Municipality's primary communication platform for non-statutory public notices, news releases, public information, with social media used to direct residents to official notices.

Purpose:

The purpose of this report is to review the impact of the closure of the West Elgin Chronicle on the Municipality's Public Notice By-law (By-law 2007-113), summarize the results of the July 2026 public survey regarding local news sources, and recommend an updated approach for publishing statutory public notices.

Background:

Public Notice By-law 2007-113 establishes the methods by which the Municipality provides notice to the public for matters requiring public notification under provincial legislation or municipal by-laws.

At the time the by-law was adopted, the *West Elgin Chronicle* served as the Municipality's local newspaper and was identified as the publication for statutory notices.

With the closure of the *West Elgin Chronicle*, the Municipality no longer has a local newspaper available to satisfy those requirements where legislation specifically requires newspaper publication.

While many legislative notice requirements under the *Municipal Act, 2001* allow municipalities to establish alternative methods of public notice through a by-law, several provincial statutes continue

to require publication in a newspaper. Accordingly, Council must designate an alternative publication that serves the residents of West Elgin.

The closure of the West Elgin Chronicle requires the Municipality to identify an alternative newspaper for legislative notices while continuing to modernize municipal communications.

The Municipal Website has become the Municipality's primary source for official information, providing residents with timely access to Council agendas, minutes, public notices, news releases, project updates, and emergency information. Social media platforms continue to play an important supporting role by directing residents to information published on the Municipal Website.

However, where provincial legislation specifically requires publication in a newspaper, the Municipality must continue to advertise in a publication with broad circulation.

Based on the public survey, the London Free Press is the most widely read newspaper among respondents and provides the greatest opportunity to reach residents through print publication. It is therefore recommended that the London Free Press replace the West Elgin Chronicle within Public Notice By-law 2007-113 as the Municipality's designated newspaper for statutory notices.

This approach balances legislative compliance with evolving communication practices by maintaining newspaper publication where required while continuing to rely on the Municipal Website as the Municipality's primary communication platform.

Public Engagement

During July 2026, the Municipality conducted a public survey asking residents where they obtain local news. The survey results are summarized below:

News Source	Responses
Social Media	31
London Free Press	18
The Chronicle	9
St. Thomas Journal	8
Word of Mouth	6
Notices in Mailboxes	5

Chatham Daily News	4
Other / Irrelevant	9
Ontario Gazette	2
Ridgetown Independent	1

The survey demonstrates that residents primarily obtain information through digital platforms, with social media receiving the greatest number of responses. Among newspapers, the *London Free Press* was identified as the most frequently used publication by respondents, receiving more than twice the number of responses as any other newspaper.

These results indicate that while traditional newspapers remain an important communication method for statutory notices, residents increasingly rely on digital sources to receive local information.

Option 1 – Designate the London Free Press (Recommended)

Designate the London Free Press as the Municipality's official newspaper for statutory notices where newspaper publication is required by legislation.

Continue publishing notices on the Municipal Website and promote those notices through municipal social media channels.

Advantages

- Maintains compliance with provincial legislative requirements.
- Utilizes the newspaper most frequently identified by survey respondents.
- Supports transparency through multiple communication methods.
- Aligns with current municipal communication practices.
- Ensures one consistent newspaper is used for statutory advertising.

Disadvantages

- Newspaper advertising costs will continue where legislatively required.
- Print readership continues to decline over time.

Option 2 – Designate Another Regional Newspaper

Council could designate another regional publication, such as the St. Thomas Journal or Chatham Daily News.

Advantages

- Continues newspaper publication.

Disadvantages

- Lower readership among West Elgin survey respondents.
- Reduced local reach compared to the recommended option.

Newspaper	Publication Days	Booking Deadline	Half Island Advertisement*	Skyscraper Advertisement*
London Free Press	Tuesday to Saturday	2 business days prior to 11:30 a.m. EST	\$672 + HST	\$1,200 + HST
St. Thomas Journal	Tuesday, Thursday and Friday	3 business days prior to 11:30 a.m. EST	\$448 + HST	\$800 + HST
Chatham Daily News	Tuesday, Thursday and Saturday	3 business days prior to 11:30 a.m. EST	\$448 + HST	\$800 + HST

Advertisement Sizes

- **Half Island (Cube):** 4.4375 inches (W) × 4 inches (H)
- **Skyscraper:** 4.4375 inches (W) × 8.571 inches (H)

Although the London Free Press has higher advertising rates than the St. Thomas Journal and the Chatham Daily News, it offers several advantages that support its selection as the Municipality's designated newspaper. The publication is distributed five days per week, providing greater flexibility for meeting legislated notice timelines and accommodating special Council meetings or time-sensitive statutory requirements. Its more frequent publication schedule also reduces the risk of delayed notices resulting from missed booking deadlines.

The July 2026 public survey further demonstrated that the London Free Press is the most widely read newspaper among respondents, receiving 18 responses compared to 8 for the St. Thomas

Journal and 4 for the Chatham Daily News. Selecting the London Free Press therefore provides the Municipality with the broadest newspaper reach while continuing to satisfy legislative publication requirements.

While the advertising cost is higher than other regional newspapers, statutory newspaper advertisements occur only when required by provincial legislation. The majority of municipal notices will continue to be published on the Municipal Website and promoted through municipal social media channels, limiting the overall financial impact while ensuring residents receive information through the communication methods they use most frequently.

Financial Implications:

The recommended amendment to Public Notice By-law 2007-113 is not expected to have a significant impact on the Municipal budget.

Where provincial legislation requires newspaper publication, notices would be advertised in the *London Free Press*. Current advertising rates are approximately **\$672 plus HST** for a Half Island advertisement and **\$1,200 plus HST** for a Skyscraper advertisement.

Although these rates exceed those offered by other regional newspapers, staff believe the additional cost is justified by the publication's broader readership within West Elgin, more frequent publication schedule, and improved flexibility for meeting statutory notice deadlines.

Because most municipal communications are now delivered through the Municipal Website and supported by social media, newspaper advertising will be limited to legislated requirements, helping to minimize annual advertising expenditures.

Policies/Legislation:

By-law 2007-113, Public Notice By-law
Municipal Act

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 Towstiuć, Dipl. M.A.

Manager of Community Services/Clerk

Report Approval Details

Document Title:	Public Notice Policy and By-law Update - 2026-33-Community ServicesClerks.docx
Attachments:	- 2007-113 - notice (repeals 2003-77).pdf
Final Approval Date:	Aug 7, 2026

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

Robin Greenall

THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

BY-LAW 2007-113

BEING A BY-LAW TO ESTABLISH A POLICY RESPECTING THE CIRCUMSTANCES AND MANNER IN WHICH NOTICE WILL BE PROVIDED TO THE PUBLIC

WHEREAS pursuant to Section 270 of the Municipal Act, 2001, S.O. 2001, c. 25, a municipality shall adopt and maintain policies with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notices shall be given;

AND WHEREAS it is deemed expedient to set out reasonable minimum notice requirements for those actions for which requirements are not prescribed under the provisions of the said Act or its regulations;

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

1. In this by-law.
 - (a) "Act" means the Municipal Act, 2001, S.O. 2001, c.25;
 - (b) "Clerk" means the Clerk of the Corporation of the Municipality of West Elgin;
 - (c) "Council" means the Council of the Corporation of the Municipality of West Elgin;
 - (d) "Form" means the format of the notice;
 - (e) "Mailed" means mailed by prepaid first class mail;
 - (f) "Municipality" means the Corporation of the Municipality of West Elgin;
 - (g) "Prescribed requirements" means the requirements prescribed by the Act or its regulations.
2. Schedule "A" attached, forms part of this by-law and is hereby adopted as reasonable minimum procedures for the giving of notice as required under the Act.

MANNER OF NOTICE

3. Where notice is required, the Clerk shall cause such notice to be published in The Chronicle and to be posted on the Municipal website in the form and manner and at the times indicated in Schedule "A" to this by-law unless:
 - a) Council directs that other public notice is to be given as the Council considers adequate in the circumstances;
 - b) No additional notice will be required for subsequent meetings where a matter has been deferred or referred to a subsequent meeting by Council
 - c) Notwithstanding Section 2 of this By-law, a notice is deemed to have been given in accordance with the requirements of Schedule "A" of this By-law even if there are times when the Municipal website is not accessible to the public.

TIME OF NOTICE

4. Notice shall be provided in the time frame prescribed in the Act and if not so prescribed or in the form and manner indicated in Schedule "A" to this by-law, notice shall be given at least seven (7) days immediately preceding consideration of the matter by Council.

FORM OF NOTICE

Unless otherwise prescribed in the Act or its regulations, where notice of intention to pass a by-law or notice of a public meeting is required to be given, the form of the notice shall include the following information:

- a) Section of the Act or its regulations that apply to the matter;
- b) A description of the purpose of the meeting or the purpose and effect of the proposed by-law;
- c) Where the matter relates to a defined location, sufficient particulars of the location such as reference to a municipal address or to a legal description or to a key map;
- d) Date, time and location of the meeting;
- e) The name and address of the person who will receive written comments including the deadline for receiving such comments, on the matter which is the subject of the meeting or on the proposed by-law.

FINANCIAL

5. Normal operating costs incurred prior to the adoption of the annual budget shall not require notice, and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.
6. Notice is required if a proposed amendment within a departmental budget will change the total expenditures approved for the department in that current year.
7. Notice shall be provided when a proposed change in the total expenditures in the current budget exceeds \$50,000.00.

GENERAL

8. Where separate by-laws have been enacted in accordance with provisions contained in Act, the notice provisions set out in such by-laws shall prevail.
9. No notice shall be required under this by-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed session under Section 239 of the Act.
10. Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

EMERGENCY PROVISION

11. If a matter arises, which in the opinion of the Clerk, in consultation with the Mayor, is considered to be of an urgent nature, and which could affect the health or well-being of the residents of the Municipality of West Elgin, or if so advised by a Provincial Ministry, the notice requirements of this by-law may be waived and the Clerk and the Mayor shall make their best efforts to provide as much notice as is reasonable under the circumstances.

REPEAL

12. That By-law No. 2003-77 is hereby repealed.

EFFECTIVE DATE

13. This by-law shall come into effect on January 1, 2008.

READ A FIRST AND SECOND TIME THIS 20TH DAY OF DECEMBER, 2007.

READ A THIRD TIME AND FINALLY PASSED THIS 20TH DAY OF DECEMBER, 2007.


MAYOR


CLERK

SCHEDULE "A"
BY-LAW 2007-113

MATTER	SECTION OF ACT	MANNER AND TIME OF NOTICE
Highway closing (permanent)	34	• In accordance with the procedure by-law for closing of certain classes of highways • Municipal website
Highway and Private Road Renaming	47 and 48	• Notice of intention to pass a by-law published once in the Chronicle at least two (2) week prior to the meeting when the by-law is to be considered • Notice of intention to pass a by-law at next regular council meeting included on agenda of preceding regular council meeting • Notice mailed to Municipality abutting road allowance, if any • Municipal website
Shut-off of Public Utility	81	• In accordance with procedure by-law for the Water Department
Proposal to restructure	173	• Notice of intention to pass a by-law published once in the Chronicle at least seven (7) days prior to the meeting when the by-law is to be considered • Municipal website
Establish, change ward boundaries or dissolving existing wards	222	• Notice of intention to pass a by-law published once in the Chronicle at least seven (7) days prior to the meeting when the by-law is to be considered • Municipal website
Procedure by-law governing calling, proceedings and place of meeting	238	• Notice of intention to pass a by-law published once in the Chronicle at least seven (7) days prior to the meeting when the by-law is to be considered • Notice of intention to pass a by-law at next regular council meeting included on agenda of preceding regular council meeting • Municipal website
Sale or disposition of land	270	• In accordance with the by-law governing the sale and disposition of land
Adoption or amendments to budget	291	• Notice of intention to pass a by-law published once in the Chronicle at least seven (7) days prior to the meeting when the by-law is to be considered • Municipal website
Fees and charges, sewer and water	400	• Notice of intention to pass a by-law published once in the Chronicle at least seven (7) days prior to the meeting when the by-law is to be considered • Municipal website
Audited financial statements	295	• Notice of audited financial statements to be published once in the Chronicle within sixty (60) days after receiving the audited financial statement for the previous year; to include that information will be made available at no cost to any taxpayer or resident of the municipality upon request • Municipal website



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-08-13
Subject: 2026 Municipal Election – Appointment of Elgin Election Joint Compliance Audit Committee Members

Recommendation:

That West Elgin Council hereby receives the *2026 Municipal Election – Appointment of Elgin Election Joint Compliance Audit Committee Members* report from Terri Towstiuc, Manager of Community Services/Clerk; And

That Council endorses the appointment of Christene Scrimgeour, Andrew Wright, Marty Gobin, Ophelia Chang, and Chantel Therrien to sit on the Elgin Election Joint Compliance Audit Committee for 2026-2030; and

That a by-law be adopted confirming these appointments.

Introduction:

Section 88.37 of the Municipal Elections Act, 1996, as amended requires each municipal Council to establish a Compliance Audit Committee before October 1st in an election year to deal with matters regarding election campaign finances and contributions.

Historically, Member Municipalities within Elgin County have established an “Elgin Election Joint Compliance Audit Committee” to deal with matters provided for in Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act, 1996.

Background and Discussion:

The Municipal Elections Act, 1996 (MEA), as amended, requires that every municipality appoint a Compliance Audit Committee prior to October 1st in the year of a Municipal Election.

Earlier in 2026, Elgin County Clerks discussed and agreed to again recommend establishment of a joint Compliance Audit Committee for the 2026 Municipal Election. Each Elgin County Member Municipality has approved the Terms of Reference and By-Law to establish the Joint Committee.

As per the Terms of Reference, the Committee is required to have at least three (3) members but can have as many as five (5).

Advertising for prospective Committee Members was undertaken in June of 2026 through advertisements in local newspapers and on social media accounts, by contacting previous members

of the 2022 Joint Committee, reaching out to the Law Society of Elgin County and local accounting firms, and by posting advertisement information on each municipal webpage.

Elgin County Clerks have had the opportunity to review applications received and are recommending the following individuals to serve on the Elgin Election Joint Compliance Audit Committee for the 2026 Municipal Election:

Christine Scrimgeour – is a Chartered Account and is familiar with the Municipal Act and Municipal Elections Act. Her practice is primarily devoted to the not-for-profit sector, which includes extensive experience with municipalities. She has previously served on the Elgin Election Joint Compliance Audit Committee as well as Election Audit Committees for the City of London and the County of Middlesex.

Andrew Wright – is a retired lawyer that specialized in Municipal Law. He is familiar with all applicable legislation as a result of his profession and has previously served on the Elgin Election Joint Compliance Audit Committee.

Ophelia Chang – is a risk management specialist with a background in accounting and finance. She has extensive experience in internal audits and is well versed in election legislation from her time spent as a Deputy Returning Officer for both Federal and Provincial elections.

Chantel Therrien – is an administrative professional with experience managing complex data integrity, regional reporting, and document compliance. She is currently pursuing education with the Association of Municipal Clerks and Treasurers and has a keen interest in municipal government and elections.

Marty Gobin – is a lawyer licensed by the Law Society of Ontario. He also teaches law courses at George Brown College and has authored a textbook on evidence and litigation procedure. He has served on the Property Standards Committee of the City of Oshawa and has experience as a committee chair.

Based on the appropriateness of qualifications and significant experience demonstrated by the above listed candidates, staff are recommending that Council endorse the appointment of Christene Scrimgeour, Andrew Wright, Ophelia Chang, Marty Gobin, and Chantel Therrien to the Elgin Election Joint Compliance Audit Committee.

Financial Implications:

None

Policies/Legislation:

Municipal Elections Act.

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:	Appointment of Elgin Election Joint Compliance Audit Committee Members - 2026-34-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Aug 7, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-08-13
Subject: Rodney Park and Miller Park, Master Plan Consultation Proposals

Recommendation:

That West Elgin Council That Council receive the report entitled “*Rodney Park and Miller Park, Master Plan Consultation Proposals*”; and

That Council approve the proposal submitted by McQueen Galloway Associates (MGA), in partnership with GSP Group, for the completion of the Rodney Park and Miller Park Master Plans; And

That Council approve Option A, consisting of MGA’s community engagement and planning services at \$6,000 plus HST and GSP Group’s Design Development and Construction Documents budget of \$13,999 plus HST, for a combined amount of \$19,999 plus HST; and

That Council direct staff to incorporate the additional funds required to proceed with Option B, into the 2027 Municipal Budget proposal; And

That staff be authorized to work with MGA and GSP Group to finalize the project scope, schedule and deliverables, with the project proceeding first through community and stakeholder consultation before final concept design decisions are confirmed.

Purpose:

The purpose of this report is to provide Council with a comparative evaluation of the three proposals received for the development of a comprehensive Master Plan for Rodney Park and a Master Plan for Miller Park, with particular emphasis on the proposed multi-use court at Miller Park.

The proposals have been evaluated against the objectives previously identified by Council at the Committee of the Whole, March 12, 2026, and will be referred to through this report, including:

- Project initiation and background review;
- Community and stakeholder engagement;
- Concept development and costing;
- Implementation and funding strategy;
- Risk considerations and mitigation;
- Long-term and multi-year capital planning; and

- Final project deliverables.

Background:

Council has previously considered reports regarding the future development of Rodney Park and the need for a comprehensive Master Plan. The previous report identified that future investment in Rodney Park should be guided by a comprehensive and evidence-based planning process due to the significant long-term financial, operational and community implications associated with potential improvements. The scope identified by the Municipality included review of existing conditions, extensive community and stakeholder engagement, development of concept options, capital and lifecycle costing, phasing, funding opportunities, risk analysis and recommendations for future design and budgeting.

The Municipality also identified a range of engagement methods including public workshops, stakeholder interviews, online surveys, pop-up engagement, youth/high-school engagement and Council/staff consultation.

Council subsequently provided pre-budget approval in the amount of \$15,000 for the Rodney Park Master Plan alone, recognizing that an up-front planning investment would assist in guiding significantly larger future capital expenditures and reduce the risk of uncoordinated or inefficient park development. Council has also previously discussed the installation of a multi-use pad for Miller Park in West Lorne, which could include pickle ball, tennis, basketball, etc. In the 2026 Budget, a total of \$40,000 was approved for masterplans, with \$15,000 committed to Rodney Park. The quotes received included Miller Park Multi-use pad, separate of Rodney Park, for Council consideration.

Pursuant to West Elgin's purchasing by-law 2023-42, three proposals were received:

1. Dillon Consulting Limited;
2. The MBTW Group; and
3. McQueen Galloway Associates (MGA)

Staff evaluated the proposals based upon the objectives established through the Municipality's previous reports. The evaluation places particular emphasis on the principle that community consultation should occur before the Municipality commits to a preferred park design.

A Masterplan should determine what residents, user groups, community organizations, accessibility representatives, youth, fundraising groups, Council and staff identify as priorities and then translate those priorities into technically feasible and financially sustainable improvements.

The below chart is a high-level comparison of the proposals. MGA's submission was unique from Dillon Consulting and The MBTW Group, as they provided two separate options, one being CSP Group and the second being Hill Design Studio. MGA is also unique in the fact that they provided additional options with both partners for concept options with preliminary designs (Option A) or drawings which would be useable for tendering the project (Option B).

Relative Strength Against the March 12 Requirements

On the seven criteria identified in the March 12 report, I would characterize the proposals as follows:

Proposal	Overall Alignment with March 12 Requirements	Key Distinguishing Feature
Dillon Consulting	Strong	Very clear master-plan methodology and the strongest explicitly defined 1–10 year capital phasing framework.
The MBTW Group	Strong	Excellent iterative, community-driven Listen → Explore → Confirm engagement model and strong transparency around how public input changes the plan.
MGA/GSP Option A	Very Strong	Extensive up-front stakeholder/community engagement combined with concept planning, costing, risk mitigation, funding and phasing.
MGA/GSP Option B	Very Strong / Most Complete	Retains MGA's engagement/planning strengths while moving beyond the master plan toward tender-ready implementation.
MGA/Hill Option A	Very Strong	Extensive MGA engagement and long-term planning combined with Hill's park-design expertise at the concept level.
MGA/Hill Option B	Very Strong / Most Complete	Combines MGA's extensive community-driven planning with detailed multidisciplinary design and tender documentation.

For purposes of a Council report, the most important distinction is that an Option B (MGA/GSP and MGA/Hill Design) approach provides continuity from community consultation through to implementation. Council would be investing more up front, but the Municipality would potentially avoid having to undertake a second procurement/design assignment before proceeding with construction. Conversely, Option A is more appropriate where Council wants to establish the community-supported vision, priorities, preliminary costs and multi-year capital strategy first and defer detailed design until funding for individual improvements has been confirmed. Option A is also more comparable to the other quotes received from Dillon Consulting and the MBTW Group.

Financial Implications:

Rank – Low to High \$ Amt.	Proposal	Total Fee (multiplied by 1.0176 (see note))	Difference from \$40,000
1	MGA/GSP – Option A	\$19,743.20	\$20,256.80 under
2	MGA/Hill Design – Option A	\$20,350.99	\$19,649.01 under

Rank – Low to High \$ Amt.	Proposal	Total Fee (multiplied by 1.0176 (see note))	Difference from \$40,000
3	The MBTW Group	\$33,728.35	\$6,271.65 under
4	Dillon Consulting	\$34,751.01	\$5,248.99 under
5	MGA/GSP – Option B	\$53,424	\$13,424 over
6	MGA/Hill Design – Option B	\$55,153.92	\$15,153.92 over

Note: 1.0176 represented the true tax amount that the municipality pays once HST rebates have been received.

From a current-year budget perspective, MGA/Hill Option A and MGA/GSP Option A have the lowest immediate financial impact. Both provide extensive MGA-led community engagement, concept development, preliminary costing, phasing and capital-planning information while using approximately half of a \$40,000 budget. MGA/GSP Option A is quoted at \$19,999 plus HST, while MGA/Hill Option A is \$19,500 plus HST.

MBTW and Dillon require a greater portion of the available funding at \$33,145 and \$34,150 respectively, but both provide more traditional comprehensive park master-planning assignments.

All proposals received provide credible approaches to completing the Rodney Park and Miller Park Master Plans.

However, staff recommend MGA in partnership with GSP Group, Option A, because it provides strong alignment with the Municipality's objectives for up-front community engagement, stakeholder consultation, community-driven concept development, risk consideration, implementation planning and long-term capital budgeting. Option A also represents a financially responsible first step. At approximately \$19,999 plus HST, it remains well within the approved 2026 budget while allowing the Municipality to establish a comprehensive, community-supported direction for both parks.

Staff further recommend a deliberate two-year approach, budgeting the additional work as described in proposal B from MGA/GSP into the 2027 Municipal Budget, to prepare "shovel ready" tender ready documents allowing West Elgin to respond more efficiently should federal, provincial or other external funding opportunities become available.

This phased approach balances fiscal responsibility with long-term project readiness and ensures that future capital investment in Rodney Park and Miller Park is based on a community-supported, technically informed and implementation-ready plan.

Policies/Legislation:

By-law 2023.42, Procurement/Purchasing By-law/Policy

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



Staff Report

Report To: Council Meeting
From: Robin Greenall, Chief Administrative Officer
Date: 2026-08-13
Subject: Permitted Use of an Alleyway in the Commercial Centre of Rodney

Recommendation:

That West Elgin Council hereby receives the report from R. Greenall, CAO titled Permitted Use of an Alleyway in the Commercial Centre of Rodney. And;

That Council permits, for the next eighteen (18) months, the Municipal laneway may continue to be used as a loading zone, and

That Council directs staff to modify the schedule to the parking by-law as necessary and install “no stopping” signs and erect the following road signs:

- i. one metre north of the entrance to the northern-most driveway of 152 Moriah Street with an arrow pointing towards Moriah Street; and
- ii. on Moriah St. in front of residence at 152 Moriah Street;

And, that Council directs staff to submit a request to the County of Elgin to designate a portion of Furnival Road in front of the Rodney Market as a waiting zone (5 minutes parking only), and

That Council directs staff to waive applicable fees of the Municipality of West Elgin associated with any site plans/site plan amendments advanced by the Market or affiliate which would address the loading zone issue.

Purpose:

The purpose of this report is to provide Council with information to support their direction for use of the alleyway located between Furnival Road and Stinson Street in the Community of Rodney.

Background:

Council at its meeting on June 25th, 2026, received a report setting out next steps in managing the use of the alleyway located between Furnival Road and Stinson Street in the Community of Rodney. This report noted that the residents at 152 Moriah and the owners of the Rodney Market, with their respective lawyers, requested time to develop a joint proposal. This proposal would be submitted to the Municipality for review and presented to Council at its August 13th, 2026, meeting.

The attached proposal was received by the Municipal lawyer on July 17, 2026. Administration reviewed the proposal and offers the following information to support Council's decision.

The proposal, as put forward by both the residents of 152 Moriah and the Rodney Market requests that trucks be allowed to use the alleyway for the purpose of deliveries, with specific conditions that the Market will manage the location that trucks are parking/stopping to not block driveways or garage access.

The proposal requests that the Municipality consider the following requests and conditions; that the municipality may:

- Obtain a survey to precisely locate the boundaries of the lane way.
- Install a sign to permit stopping in the area one metre north of the entrance of the northernmost driveway of Ms. Geddes/Mr. Montgomery.
- Designate the above noted area as a loading zone
- Install a sign to designate a "No Parking/ No Stopping" zone to the portion of the laneway for Moriah Street to the area just beyond one metre north of the entrance to the northern most driveway of 152 Moriah Street.
- Install a sign to designate a "No Parking / No Stopping" zone on Moriah in front of the residences at 152 Moriah.
- Submit a request to the County of Elgin to designate a portion of Furnival Road in front of the Rodney Market as a waiting zone (5 minutes parking only)

Administration recognizes the submitted proposal addresses the concerns of both the residents at 152 Moriah and the Rodney Market; however, the proposal does not consider the following concerns:

Neighbouring Properties

The attached proposal addresses the concerns of the residents of 152 Moriah; however, it does not consider the concerns expressed by other neighbouring properties. Council has previously received delegations from T. Blain and R. Ghanadero expressing concern about the continuous truck traffic in the alleyway, and the disruption and impact it has on their personal property

Administration has received continuous correspondence from T. Blain, expressing that the proposed location for truck parking is directly behind his property and the issues of sound, exhaust and driver's sight lines are now impacting on his use and enjoyment of his backyard.

Damage and wear of municipal assets and utilities

The attached proposal requests that the alleyway is the preferred location for truck deliveries to Rodney Market. Administration recognizes that the alleyway has historically accepted truck traffic to deliver goods to the market; however, the size, weight and frequency of truck traffic has increased over time. This increased use has an impact on the condition of the Municipal roads, drains and utilities.

With the increase of truck size and load weigh the ability for drivers to access the alleyway via Moriah Street is becoming increasingly challenging. Deputations received Canada Cartage noted that truck are utilizing neighbouring property so truck can turn into the alley. Administration has received correspondence showing trucks repetitively hitting utility poles, and observations and reports from R. Ghanadero show damage to the roadway and drainage grates.

The proposal does not address responsibility of either property owners to assume liability or responsibility for any damage that may or has occurred due to increased usage and/ or driver error. Administration has a concern that the alleyway being municipal property, the Municipality will assume all costs to maintain, repair or replace damaged assets.

Best practices for commercial properties

The proposal requests that the municipality designate the location one meter north of driveway located at 152 Moriah, as a “Loading Zone”.

Administration has the following concerns regarding this request:

- The proposal does not consider any assessment of the alleyway to support continuous use of the road to support the weight of delivery truck.
- The proposal does not specify who is responsible for the cost to continuously repair and replace assets
- The proposal does not specify who is liable for any damage to neighbouring property.

For these reasons, the best practice for loading zones on commercial/retail properties should be planned where all delivery truck actions, such as stopping, unloading, and turning, are to be undertaken on the commercial/ retail property. Administration has concerns that the proposal will shift cost, responsibility and liability of the assets to the Municipality, instead of the property owner. It would be the preference of this Administration that the Rodney Market review its current property layout to accept deliveries truck and the loading and unloading of materials on its own properties.

Administration Recommendations

Upon reviewing the attached proposal and reviewing the correspondence and deputation for neighbouring property owners. Administration recommends the following:

Installation of signs

That Council directs staff to erect signs in the following locations:

- “No Parking/ No Stopping” zone to the portion of the laneway for Moriah Street to the area just beyond one metre north of the entrance to the northern most driveway of 152 Moriah Street.
- “No Parking / No Stopping” zone on Moriah in front of residences at 152 Moriah Street.

- Submit a request to the County of Elgin to designate a portion of Furnival Road in front of the Rodney Market, which is currently a bay of 3 consecutive roadside parking spots, as a waiting/loading zone - 5-minute parking only.

The above recommendations will clearly identify no parking/ no stop zones on residential streets and in areas with driveway access.

The above recommendation will permit an alternative loading area located on Furnival Road, while maintaining short-term (5-minute only) parking in Rodney's retail area.

Permission of use

That Council directs staff to permit the Rodney Market temporary use of the alleyway as proposed for an 18-month period, to provide the Market time to design and implement a plan whereby truck movement and loading activities occur on their properties. After eighteen months have passed, to designate the entire laneway as a no parking zone and that no loading be permitted on the laneway.

It is not recommended that the Municipality paint new lines in the alleyway to designate a loading zone. Line previously painted by the Market provides a reference for truck stopping, as the lines fade, the Market should be investigating alternative routes for trucks to access a designated loading zone on their property. If the Market needs to confirm their property lines for planning purposes, a survey may be conducted at their cost.

It is not recommended that the Municipality invest municipal funds to obtain a survey to locate the boundaries of the alleyway. A municipally funded survey would be appropriate if the use of the land was for municipal purposes, or if the municipality were to consider declaring the land as surplus to its needs. If the Market or neighbouring residents wish to obtain a survey of the alleyway to locate the property lines at their expense, the Municipality could consent to this request.

Permission to waive fees

It is recommended that Council directs staff to waive applicable fees of the Municipality of West Elgin associated with any site plans/site plan amendments advanced by the Market or affiliate which would address the loading zone issue.

It is Administrations position that the above recommendations provide time for the Market to address movement of delivery vehicles to occur on their own property, it retains the intended use of the alley for movement of vehicles and provides a land buffer between residential and commercial activities.

Financial Implications:

Financial implications of the recommendation within report include:

- Cost to create an install appropriate signage
- Loss of revenue due to waive planning fees

Policies/Legislation:

[BY-LAW NO. 2001-50 – By-Law to regulate Parking and Traffic](#)

[BY-LAW NO. 2011-61 – Control the Idling of Vehicles and Boats](#)

[By-Law No. 20-05 By-Law for the Regulation of Traffic Including Parking on County Roads](#)

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,
Robin Greenall, CAO

File No. 891900

August 6, 2026

Email: paul.morrissey@siskinds.com
Delivered by: Email to cao@westelgin.net and
acase@elgin.ca

Robin Greenall, Chief Administrative Officer
Municipality of West Elgin Council
22413 Hoskins Line
Rodney, ON N0L 2C0

Nicholas Loeb
Elgin County
450 Sunset Drive
St. Thomas, ON N5R 5V1

Dear Sirs/Mesdames :

Re: Moriah Street Lane and Rodney Market

[Residents of 152 Moriah]

Our clients, [REDACTED], support West Elgin staff recommendations, as outlined in Mr. Loeb's communication of July 31, 2026. We understand them to be:

- a. That the municipality will permit the laneway to be used as a "loading zone" for the next 18 months;
- b. That this is predicated upon imminent modifications to the parking by-law, as necessary, that will allow for the creation of "no stopping" zones (and signage to that effect) as follows: firstly, on the laneway, from the Moriah Street entrance to one metre north of the entrance to the northern-most driveway/garage on the [REDACTED] property; and secondly, on Moriah Street in front of the [REDACTED] residence;
[152 Moriah, x2]
- c. That the municipality will proceed at this time to submit a request to the County of Elgin to designate a portion of Furnival Road in front of the Rodney Market (which is currently a bay of 3 consecutive roadside parking spots) as a waiting/loading zone;
- d. After the 18 month period the municipally owned portion of the laneway will no longer be used for loading and parking.

Direct Toll Free
Phone: 1.877.672.2121

Head Office
Phone: 519.672.2121
Fax: 519.672.6065

This is quite similar to a proposal our clients have been advocating and discussing with the Market's representative over the past 8 weeks. Having regard to larger concerns your staff have identified relating to safety, protecting infrastructure, and the capacity of the laneway to accommodate larger vehicles, it is a solution our clients are comfortable supporting.

In that regard we refer you to a June 8, 2026 video, which captured, in rather dramatic fashion, a hydro electric pole being struck by a truck that was encountering difficulty backing into the laneway, this type of occurrence having been observed on a number of occasions. I note that Mr. Kirby has asked for video and I am sending you and him a copy with this letter.

Generally, we have been led to believe that Mr. Kirby's clients and our clients are on the same page in most respects. Our clients are strongly supportive of the long-term success of the Market. However, although we have been pressing for a response, we have thus far been unsuccessful in securing confirmation of his clients' position on the matters we have discussed.

However, we note Mr. Kirby has delivered a letter dated July 21, 2026 "updated to August 4, 2026". The "painted line" approach being advocated is fine except that in winter months it may be obscured and thus, the signage option is preferred. We take no position, with respect to the Market's request for a survey of the laneway. We are comfortable with any and all parties prevailing upon Hydro One to clear branches on the east side of the laneway.

Insofar as staff recommendations are not necessarily adopted by council and contrary positions might be advanced at the August 13 meeting, we would appreciate this letter being accepted as a written submission for the August 13th meeting, and that delegation status be granted to our clients (or me, as their representative) on that date.

Yours truly,

Siskinds LLP

A handwritten signature in blue ink, appearing to read 'M. Paul Morrissey', is shown on a light blue background.

M. Paul Morrissey

MPM/ic

D. JOHN KIRBY

LAWYER

805 North Christina Street
Suite 202
P.O. Box 2107
Sarnia, Ontario
N7T 7L1
Telephone 519-337-3733
Fax 519-332-6588
E-mail djohnkirby@kirbylawfirm.com

DELIVERED BY EMAIL on
August 4, 2026-
acase@ELGIN.ca
nloeb@ELGIN.ca

Aug. 4, 2026

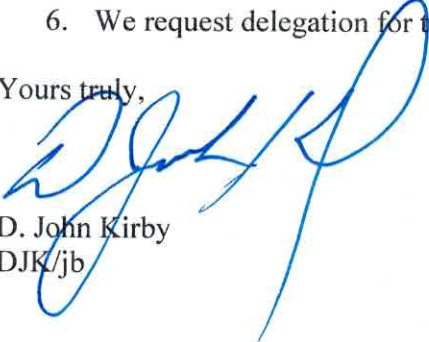
Andrew Case and Nicholas Loeb
Elgin county
450 Sunset Drive
St. Thomas, ON
N5R 5V1

Re: WEST ELGIN PARKING BY-LAW-RODNEY MARKET

Further to Nicholas Loeb email of 4:02 July 31, 2026:

1. i. My clients agree with staff recommendations numbers 1, 2, and 4.
ii. My clients strongly disagree with staff recommendation number 3.
2. Is there a reason that the Municipality does not retain an Ontario Land Surveyor to precisely locate the boundaries of the laneway? This simple step would probably lead to an obvious just solution.
3. There is no reason to leave the laneway dissecting my client's property on the east from that on the west to be dissected as a laneway without allowing parking or loading on it. Staff's proposal effectively closes that part of the laneway. If it is going to be closed it should be conveyed to my clients.
4. Please provide copies of, or particulars regarding any complaints received from other neighbouring property owners so that they may be addressed in a timely manner.
5. Please provide copies of any videos, or other submissions that demonstrate delivery drivers causing damage to infrastructure relied upon by staff, so that these concerns may be addressed in a timely manner.
6. We request delegation for the meeting on August 13, 2026.

Yours truly,


D. John Kirby
DJK/jb

D. JOHN KIRBY

LAWYER

805 North Christina Street
Suite 202
P.O. Box 2107
Sarnia, Ontario
N7T 7L1
Telephone 519-337-3733
Fax 519-332-6588
E-mail djohnkirby@kirbylawfirm.com

DELIVERED BY EMAIL on
August 4, 2026-
Paul.morrissey@siskinds.com
acase@ELGIN.ca
nloeb@ELGIN.ca

July 21, 2026 Updated Aug. 4, 2026

Andrew Case and Nicholas Loeb
Elgin county
450 Sunset Drive
St. Thomas, ON
N5R 5V1

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

Re: WEST ELGIN PARKING BY-LAW-RODNEY MARKET (revised paragraph 9, 14, and deletion 16)

Subject to the approval of both the Municipality and Mr. Morrissey on behalf of [REDACTED]
[REDACTED] [The residents of 152 Moriah Street]

We propose a resolution as follows:

Rodney Market, will:

1. Instruct Delivery Trucks in writing, copied to Mr. Morrissey, that under no circumstances shall they block access to the property of [REDACTED] (152 Moriah Street) via laneway, including driveway, garages etc and shall also be instructed to pay attention to markings (to extent they can be seen) and proposed signage.
2. Instruct delivery drivers to park no closer than one (1) metre north of the entrance to the northern-most driveway of [REDACTED] [152 Moriah Street]
3. Instruct drivers to comply with all municipal signage, pavement markings, and directions relating to the laneway.

4. Instruct drivers to turn off their engines immediately upon stopping, except where the vehicle must remain running to operate necessary equipment (occasional tailgate use), refrigeration or freezer equipment.
5. Instruct drivers backing into the laneway to keep their vehicles to the east side of the laneway.
6. Instruct drivers not to drive over the catch basin covers on the west side of the laneway.
7. With the approval and direction of the Municipality of West Elgin, Rodney Market will arrange for a painted line on the laneway marking the point one (1) metre north of the entrance to the northern-most driveway of [REDACTED] [152 Moriah Street]
8. Use its best efforts to monitor the activities of transportation companies and delivery drivers servicing the business and will take reasonable steps to ensure compliance with these delivery requirements. Where Rodney Market becomes aware of any non-compliance, it will promptly communicate with the responsible transportation company or driver and request that corrective action be taken to prevent future occurrences.

Municipality will:

9. Retain an Ontario Land Survey to precisely locate the boundaries of the laneway.
10. Be asked to install appropriate signage at one (1) metre north of the entrance to the [REDACTED] [152 Moriah Street] northern-most driveway of [REDACTED], so the permitted stopping area is clear to delivery drivers.
11. Be asked that “No Parking/No Stopping” zone will apply to the portion of the laneway from Moriah Street to the area just beyond one (1) metre north of the entrance to the northern-most driveway of [REDACTED]. [152 Moriah Street]

12. Be asked that the portion of the laneway north of the point that is one (1) metre north of the entrance to the northern-most driveway of [REDACTED] be designated as a loading zone. [152 Moriah Street]

13. Be asked to create a "No Parking/No Stopping" zone in front of [REDACTED] [REDACTED] (152 Moriah Street), on both sides of Moriah Street.

14. Ask the County to designate a portion of Furnival Road as a, **Delivery Vehicle Parking/Standing Zone** for any Delivery Truck.

15. Follow up with Hydro about trimming branches on the east side of the laneway.

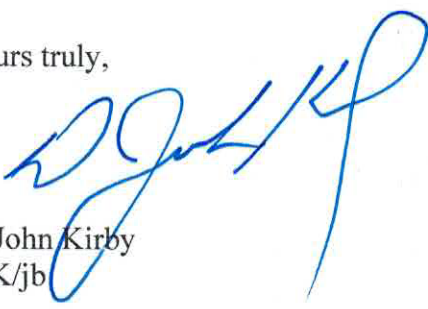
[REDACTED]

[REDACTED]

We remain open to further discussions with both of you and are available for conference call tomorrow or Friday or some other agreeable time.

Please advise.

Yours truly,


D. John Kirby
DJK/jb



**NOTE: PLEASE REMOVE IDENTIFICATION
SIGNS FROM THE SUBJECT LANDS**

July 16, 2026

Daniel Whittal
330 Richmond St. Unit 104
Chatham, ON
N7M 1P7

Dear Mr. D. Whittal,

RE: Severance Application E 43-26

Part North ½ Lot 11, Concession 1 West Division Aldborough; Part Lot 12, Concession 1 West
Division Aldborough
0 Beattie Line

You are advised in respect to the subject submissions of the Land Division Committee that the period for the giving of notice of appeal has now expired and that no appeal has been received. If no notice of appeal is given within the specified period, the decision of the Land Division Committee is final and binding.

Where conditions have been imposed and the applicant has not, within a period of two years from the date of the decision fulfilled the conditions, the application for consent shall thereupon be refused. Confirmation of conditions being fulfilled requires original correspondence only; faxed copies will not be accepted. Under the Planning Act, the Elgin County Land Division Committee cannot grant any extensions to the two-year period.

I believe that you have already received a copy of the decision containing the conditions of the Committee in respect to the above-mentioned application and once proof of those conditions have been met, it will be in order for you to submit the necessary documents for the consent to register to be affixed by this office. You must submit all documents for certification by June 24, 2028, or your consent will lapse and you will be required to make a new application for consent, if you wish to proceed with the transaction.

I would request that one (1) signed digital copy of the necessary documents be forwarded, along with the \$300.00 fee charged for affixing the consent stamp, to landdivision@elgin.ca. One (1) copy will be stamped and returned digitally, and one (1) digital copy will be retained for our file. In the event it is necessary to have a survey, one (1) digital copy of the reference plan is required, to accompany the documents.

Sincerely,

Alicia Csoff
Secretary-Treasurer
Land Division Committee

c.c. Municipality of West Elgin: CAO, Clerk/Deputy Clerk, Planning Department

**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 23, 2026, 9:45 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 Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Andrew Sloan (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
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
Diana Morris, Senior Planner
Stefanie Heide, Executive Performance Coordinator
Jeff Lawrence, Tree Commissioner/Weed Inspector
Lindsay King, Policy Planner

1. Meeting Call to Order

The meeting was called to order at 9:58 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 23, 2026 County Council Meeting be approved as presented.

Motion Carried.

3. Introductions, Recognitions, Memorials

None.

4. Adoption of Minutes

Moved by: Councillor Leatham
Seconded by: Deputy Warden Jones

RESOLVED THAT the minutes of the meeting held on June 9, 2026 be adopted.

Motion Carried.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

6. Presenting Petitions, Presentations and Delegations

None.

7. Motion to Adopt Recommendations from the Committee of the Whole

7.1 Warden Giguère - ADM 26-21 - Recommendations from Committee of the Whole – June 9, 2026

Moved by: Councillor Hentz

Seconded by: Councillor Widner

RESOLVED THAT items CW26-60 and CW26-63 from the Committee of the Whole meeting dated June 9, 2026, and the recommendations therein be adopted.

Motion Carried.

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-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 this decision subject to the conditions of final approval in accordance with the requirements of the Planning Act.

Motion Carried.

Moved by: Councillor Hentz

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 this decision subject to the conditions of final approval in accordance with the requirements of the Planning Act.

Motion Carried.

8. Committee Recommendations

None.

9. Reports for Information and Immediate Consideration

9.1 Tree Commissioner/Weed Inspector - ADM 26-22 Tree Commissioner/Weed Inspector Quarterly Report January – March 2026

The Tree Commissioner/Weed Inspector presented the report that summarizes the activity related to the Elgin County Woodlands Conservation By-Law and weed inspection activity for the period of January 1, 2026 to March 31, 2026.

Moved by: Councillor Widner
Seconded by: Councillor Ketchabaw

RESOLVED THAT the report titled "ADM 26-22 Tree Commissioner/Weed Inspector Quarterly Report January – March 2026" from the Tree Commissioner/Weed Inspector dated June 23, 2026 be received and filed.

Motion Carried.

9.2 Director of Financial Services/Treasurer - FIN 26-07 2025 Audited Financial Statements and 2026 Annual Report (Final)

The Chief Administrative Officer introduced Rob Foster, Partner at Graham Scott Enns Chartered Professional Accountants. Mr. Foster presented the 2025 Audited Financial Statements and the 2025 Audit Findings Letter for Council's review and approval.

Moved by: Deputy Warden Jones
Seconded by: Councillor Ketchabaw

RESOLVED THAT the Warden, Chief Administrative Officer, and Director of Financial Services/Treasurer be authorized to sign off on the final statements and audit findings letters as presented; and

THAT the 2025 Annual Report for the Corporation of the County of Elgin be received and posted on our website in its final form once the audited statements are signed.

Motion Carried.

9.3 Policy Planner - PLN 26-11 Provincial Planning Policy and Legislative Updates

The Policy Planner presented the report that provides details regarding legislative and policy updates introduced by the Province through Bill 98 - Building Homes and Improving Transportation Infrastructure Act, 2026 and Bill 119 - Municipal Accountability Act, 2026 that may affect land use planning and development review processes within Elgin County and its local municipal partners.

Moved by: Councillor Hentz
Seconded by: Councillor Leatham

RESOLVED THAT the report titled "PLN 26-11 Provincial Planning Policy and Legislative Updates" from the Policy Planner dated June 23, 2026 be received and filed; and

THAT Council send a letter of support for Administrative Monetary Penalties (AMPs) as contained in Bill 119.

Motion Carried.

10. Council Correspondence

Moved by: Deputy Warden Jones
Seconded by: Councillor Widner

RESOLVED THAT Correspondence Items 10.1 - 10.4 be received and filed.

Motion Carried.

10.1 Southwestern Public Health - "Bring Your Own" Alcohol at Outdoor Public Events Guidance Document for Municipalities

10.2 South Central Ontario Region Economic Development Corporation (SCOR EDC) Board Meeting Minutes - April 4, 2026

- 10.3 Western Ontario Wardens' Caucus Media Release - Registration Opens for 2026 Western Ontario Municipal Conference in Guelph**
- 10.4 Resolution from the County of Prince Edward regarding a request to the Province to extend the deadline for Notices of Intention to Designate Listed Heritage Properties**
- 10.5 Flag Raising and Proclamation Request from St. Thomas-Elgin Crime Stoppers for Crime Stoppers Month**

Moved by: Councillor Noble
Seconded by: Deputy Warden Jones

RESOLVED THAT the request from St. Thomas-Elgin Crime Stoppers to hold a flag raising and proclamation on September 1, 2026 at 10:00 a.m. in recognition of Crime Stoppers Month be approved.

Motion Carried.

11. Statements/Inquiries by Members

Councillor Widner shared an invitation from Chaplain Nick Wells inviting Council to the Annual Founders Day Service at the Old St. Thomas Church on Sunday, July 5, 2026 at 3:00 p.m.

12. Closed Meeting Items

Moved by: Councillor Ketchabaw
Seconded by: Councillor Noble

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

Closed Meeting Item #1 - Closed Meeting Minutes - June 9, 2026

Closed Meeting Item #2 - PAC 26-03 Bargaining Mandate

(d) labour relations or employee negotiations

Closed Meeting Item #3 - HSS 26-06 Homes Staffing

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

Motion Carried.

12.1 Closed Meeting Minutes - June 9, 2026

12.2 Director of People and Culture - PAC 26-03 Bargaining Mandate

12.3 Director of Homes and Seniors Services - HSS 26-06 Homes Staffing

13. Motion to Rise and Report

Moved by: Councillor Leatham
Seconded by: Councillor Noble

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Closed Meeting Minutes - June 9, 2026

Moved by: Deputy Warden Jones
Seconded by: Councillor Noble

RESOLVED THAT the June 9, 2026 closed meeting minutes be adopted.

Motion Carried.

Closed Meeting Item #2 - PAC 26-03 Bargaining Mandate

Moved by: Councillor Hentz

Seconded by: Councillor Noble

RESOLVED THAT staff proceed as directed; and

THAT the confidential report from the Director of People and Culture be recieved and filed.

Motion Carried.

Closed Meeting Item #3 - HSS 26-06 Homes Staffing

Moved by: Deputy Warden Jones

Seconded by: Councillor Widner

RESOLVED THAT the Director of Homes and Seniors Services proceed as directed.

Motion Carried.

14. Consideration of By-Laws

14.1 By-Law No. 26-27 Procedural By-Law

BEING a By-Law to Regulate the Proceedings of the Municipal Council of the Corporation of the County of Elgin.

Moved by: Deputy Warden Jones

Seconded by: Councillor Ketchabaw

RESOLVED THAT By-Law No. 26-27 be now read a first, second, and third time and finally passed.

Motion Carried.

14.2 By-Law No. 26-28 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the June 23, 2026 Meeting.

Moved by: Councillor Leatham

Seconded by: Councillor Ketchabaw

RESOLVED THAT By-Law No. 26-28 be now read a first, second, and third time and finally passed.

Motion Carried.

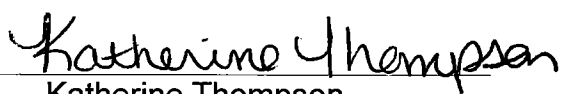
15. Adjournment

Moved by: Councillor Widner

Seconded by: Deputy Warden Jones

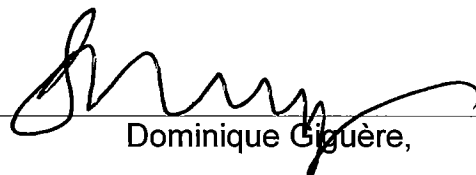
RESOLVED THAT we do now adjourn at 11:09 a.m. to meet again on July 14, 2026 at 9:00 a.m.

Motion Carried.



Katherine Thompson,

County Clerk/Manager of
Administrative Services.



Dominique Giguère,

Warden.



Elgin County Council
Committee of the Whole Meeting
Minutes

June 23, 2026, 10:30 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 Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Andrew Sloan (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
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
Diana Morris, Senior Planner
Stefanie Heide, Executive Performance Coordinator
Lindsay King, Policy Planner

1. Meeting Call to Order

The meeting was called to order at 11:09 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Resolution Number: CW26-65

Moved by: Councillor Couckuyt
Seconded by: Councillor Leatham

RESOLVED THAT the agenda for the June 23, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: CW26-66

Moved by: Councillor Hentz
Seconded by: Deputy Warden Jones

RESOLVED THAT the minutes of the meeting held on June 9, 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 Policy Planner - PLN 26-10 Hospital Expansion Lands Official Plan Amendment No. CE OPA-01-26

The Policy Planner presented the report recommending approval of Official Plan Amendment No. CE OPA-01-26, adopted by the Municipality of Central Elgin with respect to the former St. Thomas Psychiatric Hospital lands. The proposed Official Plan Amendment establishes a comprehensive planning policy framework to guide the long-term redevelopment of the subject lands as a mixed-use community containing residential, commercial institutional, open space, and supporting land use designations.

Resolution Number: CW26-67

Moved by: Councillor Couckuyt

Seconded by: Councillor Noble

RESOLVED THAT Elgin County approve Official Plan Amendment No. CE OPA-01-26, adopted by the Council of the Municipality of Central Elgin on April 13, 2026; and

THAT staff be directed to provide Notice of this Decision in accordance with the requirements of the Planning Act.

Motion Carried.

6.2 Director of People and Culture - PAC 26-04 Non-Union Job Evaluation and Market Comparators

Councillor Hentz left the meeting at 11:30 a.m.

The Director of People and Culture presented the report recommending approval for a list of comparators that will be used during the market review of wages.

Resolution Number: CW26-68

Moved by: Deputy Warden Jones

Seconded by: Councillor Widner

RESOLVED THAT the following list of comparators for the job evaluation and market comparison review, as contained in the June 23, 2026, report titled "Non-Union Job Evaluation and Market Comparators" be approved.

- Oxford County
- Middlesex County
- City of St. Thomas
- Municipality of Chatham-Kent
- County of Lambton
- County of Essex
- County of Wellington

- City of London
- Perth County
- Norfolk County

Motion Carried.

6.3 Director of Engineering Services - ENG 26-16 County Asset Transfers

The Director of Engineering Services presented the report that provides details regarding the discussions with Elgin County's local municipal partners regarding the assets proposed to be transferred from the County of Elgin and recommended that the asset transfer process begin with completion expected in early 2027.

Resolution Number: CW26-69

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT staff proceed with the road and bridge asset transfers as identified in the adopted Transportation Master Plan with a goal to finalize the transfers by January 31, 2027; and

THAT funding be provided to receiving municipalities between 2027 to 2030 and as identified in the Asset Transfer Funding Schedule Table contained within this report; and

THAT current Road Maintenance Agreement allocations continue until December 31, 2027 when the agreement expires.

Motion Carried.

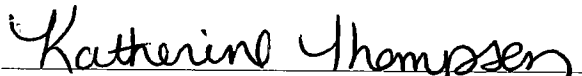
7. Adjournment

Resolution Number: CW26-70

Moved by: Councillor Widner
Seconded by: Councillor Couckuyt

RESOLVED THAT we do now adjourn at 11:53 a.m. to meet again on July 14, 2026 at 9:30 a.m.

Motion Carried.


Katherine Thompson,

County Clerk/Manager of
Administrative Services.


Dominique Giguère,

Warden.

From the Council Chambers

July 14, 2026

Council Meeting

Western Ontario Wardens' Caucus Highlights Regional Advocacy Efforts

Council received a presentation from Kate Burns Gallagher, Executive Director of the Western Ontario Wardens' Caucus (WOWC), outlining the organization's role in advocating for the interests of rural municipalities across Western Ontario. Representing 15 upper- and single-tier municipalities, WOWC works to advance shared regional priorities through research, collaboration, and coordinated advocacy with provincial and federal governments.

The presentation highlighted several priorities currently shaping WOWC's advocacy efforts, including increased investment in rural infrastructure, sustainable funding for homelessness prevention and housing supports, and improved regional transit connections. These initiatives aim to strengthen rural communities by improving access to transportation, healthcare, education, housing, and economic opportunities while ensuring municipalities have the resources needed to support future growth.

Council also heard how WOWC supports its member counties by conducting regional research, analyzing policy, and developing evidence-based recommendations to help inform government decision-making. Recent advocacy efforts have contributed to changes in provincial policies affecting rural municipalities, including infrastructure funding, farm lot severances, community response initiatives, and vulnerable sector check processing. Looking ahead, WOWC will continue working with all levels of government to advance practical, data-informed solutions that address the unique needs and challenges of rural Ontario.

County Reports Progress on Strategic Plan Priorities

Council received a mid-year update on the County of Elgin's 2024-2026 Strategic Plan, highlighting progress made toward the organization's long-term priorities during the first half of 2026. The Strategic Plan serves as the County's roadmap for decision-making, guiding investments, programs, and initiatives that support residents, businesses, and local municipalities.

Council Meeting

County Reports Progress on Strategic Plan Priorities (continued)

The update highlights progress across five strategic priority areas: collaborative engagement and communication, organizational culture and workforce development, service excellence and efficiency, sustainable community growth, and community well-being and inclusivity. Since the plan was adopted in 2024, Council, the Warden, and County staff have advanced numerous initiatives, including strengthening relationships with local municipal partners, approving the County's first Transportation Master Plan, adopting a new five-year Economic Development Plan, expanding public engagement efforts, enhancing emergency preparedness, supporting affordable housing initiatives, and continuing investments in long-term care, library services, and employee development.

The report also recognizes the Warden's advocacy efforts on behalf of Elgin County through organizations such as the Western Ontario Wardens' Caucus, meetings with provincial representatives, and participation in regional and community events. Staff continue to implement projects that align with Council's strategic priorities, ranging from technology improvements and service modernization to economic development, infrastructure planning, tourism promotion, and community safety initiatives.

The progress report notes that many initiatives have already been completed, while others remain underway or are ongoing. A final evaluation, including measurable outcomes, will be completed at the end of 2026 as Council begins developing its next Strategic Plan.

County Preparing to Implement Buy Ontario Act Requirements

Council received an update on Ontario's new Buy Ontario Act, which introduces procurement requirements aimed at increasing the use of Ontario and Canadian-made goods and services in municipal purchasing and infrastructure projects. The legislation requires municipalities to give preference to domestic suppliers in certain procurement processes while continuing to ensure value for taxpayers.

For Elgin County, the new requirements are expected to have minimal impact on the County's fleet operations, as emergency vehicles such as ambulances are exempt from the legislation. However, future capital projects will require contractors to identify the source of major goods and services used in their bids, and the County will update its procurement policies and evaluation processes to comply with the new provincial directive.

While the changes are not expected to have immediate financial impacts, the report notes that procurement processes may become more complex and some project costs could increase as the new requirements are implemented. The County will continue working with neighbouring municipalities to develop a consistent approach while ensuring compliance with provincial regulations.

Council Meeting

Council Awards Site Preparation Contract for New Fire Training Facility

Council awarded the contract for site preparation work for the Elgin-Middlesex Regional Fire School's new live fire training facility, marking another important step toward establishing a permanent, state-of-the-art training centre in Talbotville. The work includes site grading, drainage, electrical servicing, tree replacement, and the installation of concrete pads needed to support the new fire training structure and equipment.

The contract was awarded to 291 Construction Ltd., the lowest compliant bidder, following a competitive procurement process. While the site preparation costs exceeded the original budget estimate, Council approved additional funding through the Province's Municipal Legacy Wells Transfer Payment Program. As a result, no additional costs will be borne by County taxpayers to complete this phase of the project.

Once completed, the training facility will provide firefighters from across Elgin County with access to modern live fire training systems that are not currently available locally. The centralized facility is expected to enhance firefighter training, improve emergency preparedness and response capabilities, strengthen collaboration among municipal fire departments, and reduce the need for firefighters to travel outside the region for specialized training.

County to Co-Host Great Lakes Drowning Prevention Symposium

Council approved Elgin County's participation as a co-host of the Great Lakes Drowning Prevention Symposium, an event being organized by the Rip Current Information Project to improve water safety education across Great Lakes shoreline communities. The symposium, scheduled for September 2026, will bring together municipal leaders, emergency management professionals, researchers, and community organizations to share best practices and develop consistent approaches to drowning prevention and public education.

With several popular Lake Erie beaches located throughout Elgin County, Council heard that drowning remains a significant public safety concern. The report notes that Ontario accounts for approximately 40 per cent of drowning fatalities in Canada and that Elgin County's water-related fatality rate is higher than the provincial average. Through its partnership with the Rip Current Information Project, the County is working to develop evidence-based strategies to improve public awareness of hazards such as rip currents, changing water conditions, high waves, and cold-water temperatures.

Recommendations emerging from the symposium could lead to standardized safety signage, educational materials, and consistent messaging at beaches throughout Elgin County and neighbouring shoreline communities. Any future costs associated with implementing these initiatives would be considered as part of the 2027 budget process in collaboration with local municipal partners.

Council Meeting

Town of Aylmer Proposes Mural for John Street Bridge

Council received an update on a proposal from the Town of Aylmer to install a mural on the west side of the John Street Bridge, facing Balmoral Park. The mural is intended to enhance the appearance of the bridge while celebrating Aylmer's identity and creating a welcoming feature for residents and visitors.

County staff advised that permission for the project is contingent upon the Town of Aylmer formally approving the mural through a Council resolution and adding the County of Elgin as an additional insured party under the Town's liability insurance for the project. If these conditions are met, the mural is expected to be completed by October 30, 2026.

An image of the proposed mural is shown below.



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

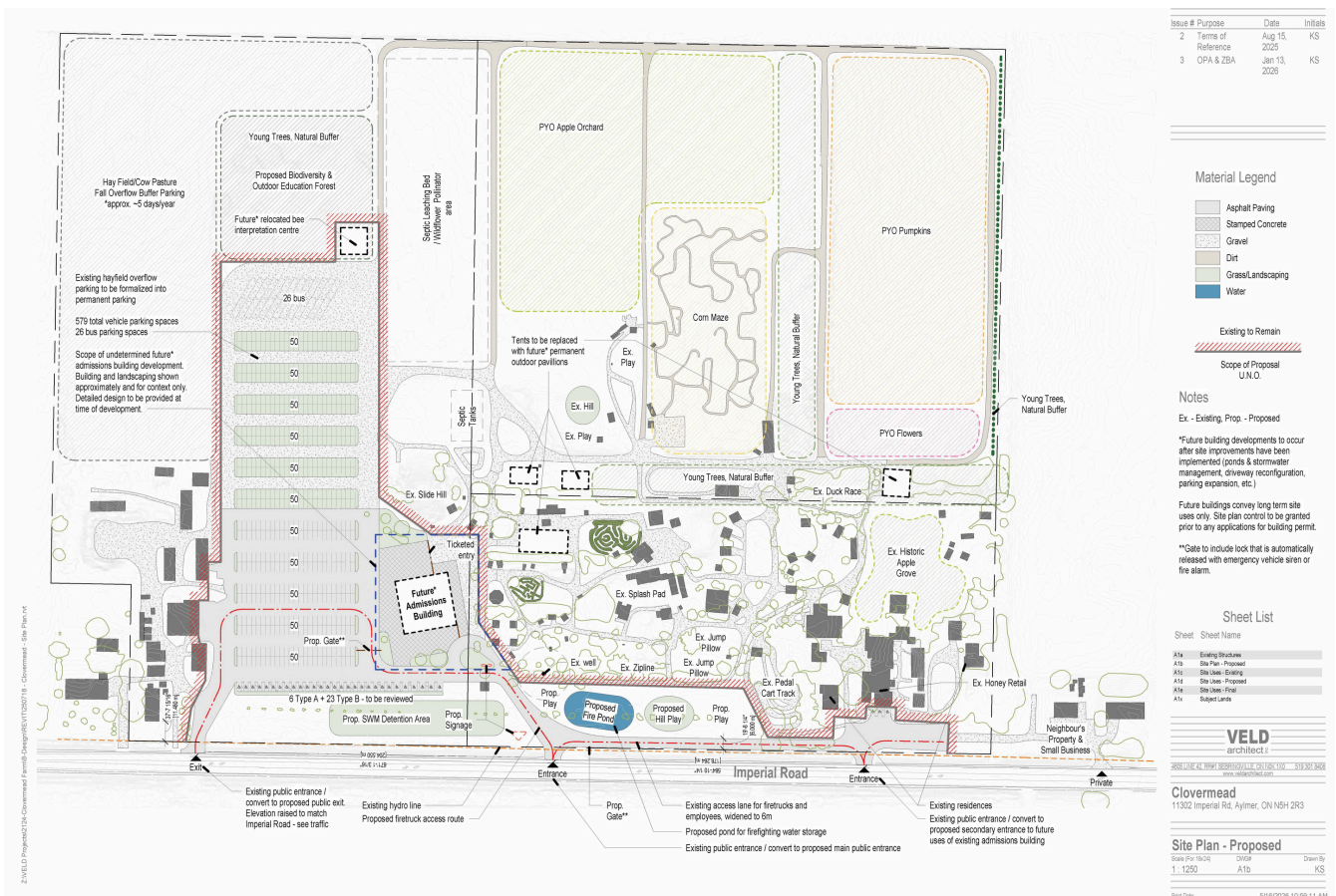
Committee of the Whole

Committee Recommends Official Plan Amendment for Clovermead Adventure Farm

The Committee of the Whole recommended approval of an Official Plan Amendment to recognize the Clovermead Adventure Farm in Malahide Township as a site-specific, large-scale agri-tourism destination within a Prime Agricultural Area. The recommendation acknowledges that the long-established attraction has evolved beyond the scale of a typical on-farm diversified use while remaining closely connected to its active agricultural operation.

The proposed amendment would apply to approximately 11 hectares of the 21.8-hectare property, establishing clear limits on the area dedicated to agri-tourism while preserving the balance of the lands for agricultural production. Future improvements include expanded and formalized parking, improved site circulation and servicing, a new admissions building, and other infrastructure designed to safely accommodate existing visitor demand.

Planning staff concluded that the proposal is consistent with provincial planning policies for non-agricultural uses in prime agricultural areas. The Committee heard that the amendment recognizes an established rural tourism destination that supports agricultural education, pollinator awareness, and the local economy while ensuring surrounding farming operations remain protected. The application will also require approvals from the Township of Malahide before any future development can proceed.



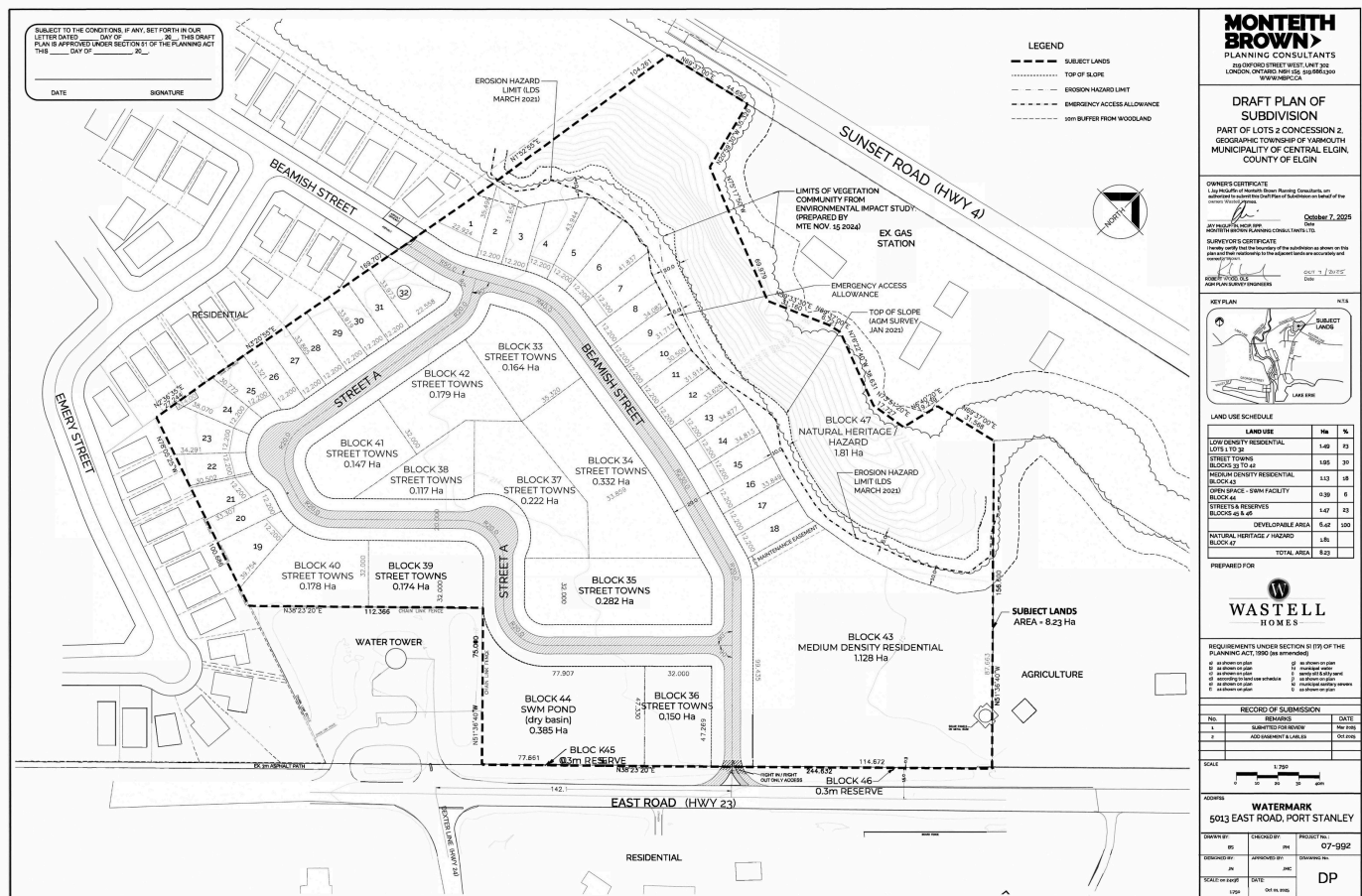
Committee of the Whole

Committee Supports 178-Unit Residential Development in Port Stanley

The Committee recommended approval of an Official Plan Amendment and draft plan of subdivision for a proposed 178-unit residential development on East Road in Port Stanley. The development would include 32 single-detached homes, street townhouses, and a medium-density residential block that could accommodate additional townhouses, stacked townhouses, or apartments, providing a mix of housing options within the community.

The proposed subdivision also includes new local roads, a stormwater management pond, and the protection of approximately 1.8 hectares of significant woodland and natural heritage features. Beamish Street would be extended to connect the new neighbourhood with the existing road network and provide access to East Road.

Planning staff advised that the proposal is consistent with provincial planning policies and the County's Official Plan, which directs residential growth to fully serviced settlement areas such as Port Stanley. The Committee heard that the development is intended to help meet future housing needs while preserving environmentally significant lands within the property. Detailed design for the medium-density residential block will be reviewed through a future site plan approval process before construction can proceed.



Committee of the Whole

Engineering Contract Awarded for Port Burwell Bridge Rehabilitation

The Committee recommended awarding a \$419,000 engineering contract to Doug Dixon & Associates Inc. to complete the detailed design for the Port Burwell Bridge rehabilitation project. The engineering work will include detailed design, environmental permitting, public consultation, and tender preparation for the future rehabilitation of the bridge.

Originally constructed in 1969, the Port Burwell Bridge has reached the point where several major components require replacement. As the only bridge crossing Big Otter Creek within the village, it is a vital transportation link for residents, businesses, visitors, and emergency services. The design process will also consider how to minimize disruptions during construction while maintaining critical utilities attached to the bridge.

The project is expected to remain in the design and public consultation phase through 2027, with construction anticipated to begin in 2028. During the design process, the consultant will present options to County Council for managing traffic during construction, including whether the bridge can remain partially open or will require a full closure. Public information sessions will also be held to gather feedback and share updates as the project progresses.

Committee Reviews Future Direction of County Grant Program

The Committee reviewed the County's Sponsorship and Grant Policy and discussed potential changes to better align funding with Council's strategic priorities. Since the program was introduced in 2024, Council has identified opportunities to strengthen the funding process by ensuring investments deliver meaningful, long-term benefits for communities across Elgin County.

During the discussion, Committee members expressed support for exploring alternative methods of funding community festivals and events while also exploring opportunities to invest in larger, strategic initiatives that provide broader County-wide benefits. The discussion also considered ways to improve transparency, accountability, and consistency in how funding decisions are made.

Rather than making changes immediately, the Committee directed staff to prepare an updated grant program that reflects the feedback received during the meeting. The revised program will be presented for further consideration at a future Committee of the Whole meeting before any changes are implemented.

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

Beyond the Council Chamber

Celebrating Canada Day Across Elgin County

Warden Dominique Giguère joined residents across Elgin County in celebrating Canada Day, recognizing the many volunteers, service clubs, sponsors, municipalities, and community organizations whose hard work made this year's festivities possible.

Despite some challenging weather, communities came together to enjoy parades, family activities, community gatherings, and spectacular fireworks displays. From Port Burwell's Canada Day parade to the evening celebrations in Aylmer and events across the County, the day highlighted the strong community spirit that makes Elgin County such a special place to live.

The Warden also extends her appreciation to MPP Rob Flack and MP Andrew Lawton for attending celebrations throughout Elgin County and helping mark the occasion with residents.



Celebrating Hometown Champion Cameron Reid

Warden Giguère joined hundreds of community members at the East Elgin Community Complex in Aylmer to celebrate Cameron Reid's outstanding hockey accomplishments. A resident of Copenhagen in the Township of Malahide, Cameron captained the Kitchener Rangers to a Memorial Cup championship and was selected in the first round of the 2025 NHL Draft by the Nashville Predators. The celebration recognized not only Cameron's achievements, but also the strong community that has supported him throughout his journey.



Follow County Projects on Engage Elgin

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

Visit engageelgin.ca to learn more.

Ministry of Energy and Mines

Distribution, Conservation and Innovation
Policy Division

77 Grenville Street, 5th Floor
Toronto ON M7A 2C1

Ministère de l'Énergie et des Mines

Division des politiques relatives à la
distribution, la conservation et l'innovation

77, rue Grenville, 5^e étage
Toronto ON M7A 2C1



Subject: Municipal Energy Plan Program Review – Invitation to Provide Feedback

July 8, 2026

Greetings,

The Ministry of Energy and Mines is undertaking a review of the [Municipal Energy Plan Program](#) and is seeking input from municipalities across Ontario.

The Municipal Energy Plan Program is a voluntary application-based grant program that offers matched funding to municipalities to develop or enhance community energy plans. These plans identify opportunities for community-wide energy efficiency and cost savings. They both inform, and are informed by, land-use, transportation, housing, and economic planning priorities.

Through this review, we are exploring how the program could better support communities in advancing energy infrastructure, strengthening integrated energy planning, improving energy system resilience and reliability, and supporting economic growth.

We are inviting municipalities to participate through the following engagement opportunities to inform the program review and any future program changes:

A survey to gather municipal perspectives

- The survey is open from July 8 to August 22, 2026
- Your municipality can access and fill out the survey at this [link](#).

An Environmental Registry of Ontario (ERO) posting outlining objectives for a renewed Municipal Energy Plan grant program

- The posting is open for feedback from July 8 to August 22, 2026
- The links to the posting are found here:
 - English: [Review of Ontario's Municipal Energy Plan Grant Program | Environmental Registry of Ontario](#)
 - French: [Examen du Programme des plans énergétiques municipaux | Registre environnemental de l'Ontario](#)

Thank you for your continued collaboration and leadership in advancing municipal energy planning in Ontario. Your input will help shape the future of the Municipal Energy Plan Program.

If you have any questions, please contact us at MEP@ontario.ca.

Sincerely,



Mike Smith
Assistant Deputy Minister
Distribution, Conservation and Innovation Policy Division
Ministry of Energy and Mines

2026 ELGIN ATV CLUB POKER RUN

Tourism, Economic Impact & Community Partnership Report

A CASE FOR WHY RESPONSIBLE ATV RECREATION BELONGS IN OUR COMMUNITIES

150 ATVs and Side-by-Sides | 73 passengers | 110 km route | nearly \$10,000 raised
by the Club

Prepared for

Elgin County Tourism
Elgin County Economic Development
Municipality of West Elgin
Municipality of Dutton Dunwich

Prepared by Daniel Soos, President, Elgin ATV Club

Event date: Sunday, July 12, 2026 | 7:30 a.m. - 4:00 p.m.

Executive Summary

The 2026 Elgin ATV Club Poker Run was organized to promote safe, responsible ATV recreation while showcasing the businesses, attractions and rural character of West Elgin and Dutton Dunwich. It was the largest event hosted by the Elgin ATV Club to date and demonstrated that properly organized ATV recreation can generate meaningful economic activity, strengthen community partnerships and introduce visitors to communities they may not otherwise experience.

Approximately 150 ATVs and Side-by-Sides participated, along with 73 passengers, for a total of approximately 223 participants. Riders travelled a 110-kilometre route and remained within West Elgin and Dutton Dunwich for approximately 8.5 hours. That represents approximately 1,896 participant-hours spent visiting local destinations, supporting businesses and experiencing the area.

Based on participant numbers, event revenue, travel requirements and reasonable estimates for fuel, meals, beverages, retail purchases and incidental spending, the Elgin ATV Club estimates that the event generated approximately \$30,000-\$40,000 in direct local economic activity. The Club itself raised nearly \$10,000 during the event, providing further evidence that organized ATV recreation can support both the local economy and a volunteer organization that reinvests in events, safety, advocacy and community initiatives.

A portion of the Poker Run proceeds is being donated to the Roots & Revival Festival in Port Glasgow. Throughout the past year, the Elgin ATV Club has also made donations to local food banks on several occasions and continues to support community initiatives throughout the region.

The Poker Run provides a practical local case study showing why responsible ATV recreation belongs in our communities: it attracts visitors, supports rural businesses, raises funds for community initiatives, promotes local attractions and gives municipalities an accountable partner through an organized club.

Event at a Glance

150	ATVs and Side-by-Sides	73	Passengers
223	Approximate participants	110 km	Organized route
8.5 hours	Time spent in the area	1,896	Approximate participant-hours
\$30,000-\$40,000	Estimated direct local economic activity	Nearly \$10,000	Raised by the Elgin ATV Club

Participants and Regional Reach

Participants travelled from Hamilton, Sarnia, Grand Bend, Leamington and many other Ontario communities. Many arrived with trucks and trailers carrying one or more machines, creating spending before the ride even began through tow-vehicle fuel, ATV fuel, food, convenience purchases and other travel-related expenses.

The event did more than draw riders to one location. It moved participants through multiple communities and destinations over the course of the day, distributing visitor spending and exposure across West Elgin and Dutton Dunwich.

Route and Event Activities

The approximately 110-kilometre route combined organized road travel, community stops and recreational activities. Participants took part in the Poker Run, drag races, an off-road course, awards and an end-of-day social gathering. The event format encouraged riders to remain in the municipalities for most of the day rather than arriving briefly and leaving.

Community and Business Participation

- **Elgin International Club:** Hosted registration and breakfast. Approximately 192 breakfast sandwiches were served before supplies were exhausted.
- **Santarosa Shooting Sports - Rodney:** Welcomed participants as an event stop and introduced visitors to a local business and attraction.
- **Aldred's Maple - West Lorne:** Provided another community-based stop and an opportunity for riders to discover a local producer.
- **Dutton Farmers' Market - Dutton Park:** Brought riders directly into Dutton and provided exposure for market vendors and the surrounding community.
- **Natterjack Brewing Company - Port Glasgow:** Hosted the poker draw, awards and social gathering at the conclusion of the route.
- **Hop Dogs:** Served approximately 120 hot dogs during the afternoon, demonstrating the food-service demand created by event attendance.

Estimated Tourism and Economic Impact

The 2026 Elgin ATV Club Poker Run attracted approximately 150 ATVs and Side-by-Sides carrying 73 passengers, bringing a total of approximately 223 participants to West Elgin and Dutton Dunwich for approximately 8.5 hours.

Based on participant numbers, travel distances, fuel purchases for ATVs and tow vehicles, meals, beverages, retail purchases, event participation and other incidental expenses, the Elgin ATV Club estimates that the event generated approximately \$30,000-\$40,000 in direct local economic activity.

\$30,000-\$40,000 Estimated direct local economic activity	Nearly \$10,000 Raised by the Elgin ATV Club that day
---	--

This spending benefited fuel stations, convenience stores, restaurants, service clubs, vendors, attractions and businesses throughout the route. The estimate does not include the longer-term value of repeat tourism, future visits or the promotional exposure created when participants share photos, videos and recommendations with family, friends and social media audiences.

In addition to the broader tourism impact, the Elgin ATV Club itself generated nearly \$10,000 in gross event revenue during the Poker Run. These funds support future events, safety initiatives, insurance, equipment, trail advocacy, charitable giving and the continued promotion of responsible ATV recreation. The Club's fundraising success is separate from the wider \$30,000-\$40,000 estimate and demonstrates the additional value created by a volunteer organization that reinvests in the community.

Why ATV Recreation Benefits Rural Communities

- Brings visitors into rural communities and introduces them to local businesses and attractions.
- Creates spending across several sectors, including fuel, food, beverages, retail, recreation and event services.
- Encourages repeat visits with family and friends after participants discover the area.
- Supports volunteer organizations that reinvest revenue into safety, advocacy, events and charitable initiatives.
- Provides opportunities for municipalities, businesses, landowners and organized clubs to work together.
- Promotes safe and lawful riding through organized events, clear expectations and accountability.
- Creates positive exposure for West Elgin and Dutton Dunwich as welcoming outdoor recreation destinations.

Community Contributions

A portion of the 2026 Poker Run proceeds is being donated to the Roots & Revival Festival in Port Glasgow. This allows the economic success of the event to support another local attraction and community celebration.

Throughout the past year, the Elgin ATV Club has donated to local food banks on several occasions and continues to support community initiatives. These contributions show that the value of organized ATV recreation extends beyond the event day.

Responsible Riding, Accountability and Municipal Partnership

The Elgin ATV Club recognizes that community support depends on safe, respectful and lawful riding. The Club communicates event rules, promotes responsible operation and expects participants to respect public roads, private property, residents, businesses and municipal infrastructure.

During the Poker Run, the Municipality of Dutton Dunwich Roads Department contacted the Club regarding three ATVs being operated inappropriately. A Roads Department employee supplied photographs, and the Club also received multiple videos from participants confirming the behaviour.

The Club Executive responded immediately. All three riders were disqualified from the event without refunds, and the Roads Department was informed of the action taken. The following day, Club President Daniel Soos personally contacted a Dutton Dunwich councillor to apologize.

This response reflects the Club's commitment to transparency and to protecting the future of ATV recreation in the region. The actions of three riders should not overshadow the approximately 223 participants who completed the event responsibly. Organized clubs provide municipalities with a clear point of contact and an accountable partner when concerns arise.

The Future of Outdoor Recreation Tourism

The Poker Run demonstrates that outdoor recreation tourism can be successful in West Elgin and Dutton Dunwich. It was not an isolated example.

On Saturday, July 18, 2026, approximately 50-60 dual sport and enduro motorcycles travelled from Gopher Dunes in Norfolk County to Natterjack Brewing Company and the Port Glasgow area. This ride generated additional spending on fuel, food, beverages and tourism-related purchases while bringing another group of visitors into the region.

Many of these riders are members of, or ride with, the Ontario Federation of Trail Riders (OFTR). OFTR is partnering with the Ontario Federation of All Terrain Vehicle Clubs (OFATV) toward the development of safe, sustainable multi-use trail opportunities.

The provincial and federal governments increasingly recognize the economic and community value of outdoor recreation. Local support remains essential to turn that potential into practical opportunities. The Elgin ATV Club respectfully encourages Elgin County Tourism, Elgin County

Economic Development, the Municipality of West Elgin and the Municipality of Dutton Dunwich to continue supporting responsible motorized recreation, tourism partnerships and future trail discussions.

The Club appreciates West Elgin and Dutton Dunwich for recognizing the benefits that ATV and dual sport recreation can bring to rural communities. We look forward to continuing to build safe multi-use recreation opportunities through cooperation with municipalities, businesses, landowners, tourism partners, OFATV and OFTR.

Conclusion

The 2026 Elgin ATV Club Poker Run provides local evidence that responsible ATV recreation belongs in our communities. In one day, the event brought approximately 223 participants through West Elgin and Dutton Dunwich, generated an estimated \$30,000-\$40,000 in direct local economic activity, raised nearly \$10,000 for the Club and created support for local businesses, community organizations and future charitable initiatives.

The event also demonstrated the value of an organized club that promotes safety, communicates with municipal partners and acts quickly when unacceptable behaviour occurs. With continued cooperation, responsible ATV recreation can remain an important part of rural tourism, economic development and community life in Elgin County.

Appreciation

The Elgin ATV Club sincerely thanks Elgin County Tourism, Elgin County Economic Development, the Municipality of West Elgin, the Municipality of Dutton Dunwich, our volunteers, sponsors, participating businesses, landowners and riders. Their support helped make the 2026 Poker Run the largest event hosted by the Club and a strong demonstration of what organized outdoor recreation can contribute to our communities.

Daniel Soos

President

Elgin ATV Club



Via: minister.mecp@ontario.ca

Honorable Todd McCarthy

Subject: Request for Review of Extended Producer Responsibility for One-Pound Single-Use Propane Cylinders

Dear Sir,

I am writing to request that the Ministry of the Environment, Conservation and Parks and the Resource Productivity & Recovery Authority (RPRA) undertake a review of the current regulatory framework governing one-pound single-use propane cylinders sold in Ontario.

Consumers purchasing these cylinders pay environmental stewardship or producer responsibility costs at the point of sale with the expectation that an appropriate end-of-life management system exists. In practice, however, accessible return and recycling opportunities for these cylinders are extremely limited across many parts of the province. Most retail locations that sell the cylinders do not accept them back, and consumers are often left with few or no practical disposal options.

As a result, municipalities have become the default managers of these products. Municipal waste facilities bear the responsibility, cost, and safety risks associated with collecting, storing, and managing these pressurized cylinders despite not being the producers or distributors of the product. Improper disposal also creates significant operational hazards at material recovery facilities, transfer stations, and landfills, including the risk of fires and equipment damage.

This situation appears inconsistent with the principles of Extended Producer Responsibility (EPR), which are intended to shift the financial and operational responsibility for post-consumer products from municipalities and taxpayers to producers. When consumers contribute to environmental handling costs at the time of purchase, there should be a convenient, accessible, and effective collection system available to ensure the product is managed responsibly at the end of its useful life.

I respectfully request that the Ministry and RPRA review the current requirements applicable to one-pound propane cylinders and consider the following:

- Assess whether the existing producer responsibility system provides sufficient and accessible return opportunities for consumers throughout Ontario.
- Evaluate whether the fees collected from consumers are being used to establish an effective province-wide collection and recycling network.





- Require producers and retailers to provide convenient and publicly accessible take-back locations wherever these products are sold.
- Review whether municipalities are being unfairly burdened with the costs and liabilities associated with managing these products.
- Consider regulatory amendments to strengthen producer accountability and ensure the objectives of Ontario's circular economy and waste diversion policies are being achieved.

Municipalities should not be left to absorb the financial costs, operational challenges, and public safety risks associated with products for which producers have collected environmental stewardship fees. A well-functioning producer responsibility system should ensure that consumers have practical disposal options and that municipalities are not forced to subsidize the end-of-life management of these products.

I appreciate your consideration of this matter and would welcome the opportunity to discuss this issue further or provide examples of the challenges municipalities continue to face regarding the management of one-pound propane cylinders.

Thank you for your attention to this important issue.

Sincerely,

Nancy Carrol
CAO/Clerk-Treasurer
Tudor and Cashel Township

Cc: Resource Productivity & Recovery Authority (RPR): registry@rpra.ca
Premier Doug Ford: Premier@ontario.ca
All municipalities



July 24, 2026

Subject: WLERCA Transition – Project Executive Appointed

We are writing to provide an update on the amalgamation of Essex Region Conservation Authority (ERCA), Lower Thames Valley Conservation Authority (LTVCA), St. Clair Region Conservation Authority (SCRCA), and Upper Thames River Conservation Authority (UTRCA) into the future Western Lake Erie Regional Conservation Authority (WLERCA), including the appointment of the Project Executive who will lead the regional transition.

As you know, Ontario's 36 conservation authorities are preparing to amalgamate into nine regional conservation authorities on February 1, 2027. As part of this process, each conservation authority was required to appoint two representatives to a Transition Committee by June 30, 2026: its General Manager/CAO and one elected board member.

The Ontario Provincial Conservation Agency (OPCA) is overseeing the transition, including the recruitment and appointment of a Project Executive for each new regional conservation authority. The Project Executive will chair the regional Transition Committee and serve as the inaugural CAO of the new organization. On July 15, 2026, OPCA announced that Davin Heinbuck, General Manager of Ausable Bayfield Conservation Authority (ABCA), has been appointed to this role for WLERCA. Davin has been with ABCA for more than 22 years, serving in a variety of positions before becoming General Manager two years ago. WLERCA General Managers have a strong working relationship with Davin and value the knowledge of conservation authorities and team-building skills he brings to the position, starting on July 27, 2026.

The Board of Directors of the four conservation authorities have approved the [Guiding Principles for Transition](#) as outlined in the attached letter. These principles will help guide the work ahead and reflect a shared commitment to building the Western Lake Erie Regional Conservation Authority in a manner that is grounded in science, informed by local knowledge, and strengthened through collaboration and partnerships.

We recognize that organizational change may raise questions and concerns. Throughout this process, we are committed to open, transparent, and ongoing communication with our municipal partners and interest-holders. Our priority is to support a seamless transition while continuing to deliver the programs and services that municipalities, residents, and watershed communities rely on.

Following OPCA approval, the Transition Committee is expected to begin meeting later this summer. We remain committed to keeping municipalities informed and engaged as the

transition progresses and will continue to share updates as key milestones are reached. In the interim, questions about the transition may be directed to the General Managers as follows:

Essex Region Conservation Authority, Tim Byrne tbyrne@erca.org

Lower Thames Valley Conservation Authority, Mark Peacock mark.peacock@ltvca.ca

St. Clair Region Conservation Authority, Ken Phillips kphillips@scrca.on.ca

Upper Thames River Conservation Authority, Tracy Annett annettt@thamesriver.ca

Attachments:

- Letter from Chairs within the Western Lake Erie Regional Conservation Authority
- Guiding Principles for Transition

July 24, 2026

Subject: Letter from Chairs within the Western Lake Erie Regional Conservation Authorities

In accordance with recent changes to the [Conservation Authorities Act](#), Ontario's 36 conservation authorities will amalgamate into nine regional conservation authorities on February 1, 2027.

Locally, the Essex Region Conservation Authority (ERCA), Lower Thames Valley Conservation Authority (LTVCA), St. Clair Region Conservation Authority (SCRCA), and Upper Thames River Conservation Authority (UTRCA) will amalgamate to form the Western Lake Erie Regional Conservation Authority (WLERCA).

As the transition begins, the four Boards have all affirmed a shared commitment to openness, transparency, and accountability by adopting the attached [Guiding Principles for Transition](#). These high-level principles recognize the local relationships that have shaped each authority's success and will guide decision-making throughout the amalgamation:

- Accountable to communities and transparent governance,
- Fiscal responsibility,
- Commitment to workforce stability and talent retention,
- Service excellence,
- Risk management and business continuity,
- Watershed-based, science informed management, and
- Transparency, trust, and clear communication.

The principles are not listed in order of priority. Rather, all are seen as essential components of a successful and responsible transition.

Navigating change always brings a certain level of uncertainty; we recognize a responsibility to look ahead to a future that can build upon our shared achievements. We are committed to shaping the identity of the new Western Lake Erie Regional Conservation Authority based on the same commitment to science, local knowledge and strong community partnerships that have defined conservation authorities for over 80 years.



Molly Allaire,
Chair



Paul Tiessen,
Chair



Greg Grimes,
Chair



Brian Petrie,
Chair



Guiding Principles for Transition

Over the past 80 years, Conservation Authorities have balanced fiscal responsibility with high-quality, locally responsive services. That success is rooted in a deep local knowledge and upheld by local connections with landowners, community groups and member municipalities. The consolidated authority should continue to be guided by science, local knowledge, and strong partnerships to protect people, property, and the natural environment.

Throughout this process, protecting staff and supporting a transition that respects municipal contributions and maintains public trust for all communities served should be a top priority. Successful consolidation will need to respect the past, while building upon shared achievements to create a unified region capable of delivering enhanced programs and services, advancing integrated watershed management and strengthening community partnerships across the region.

The principles are not listed in order of priority. Each principle is essential and collectively provide a framework for the future.

Accountable to Communities and Transparent Governance

Establish an effective, accountable, and transparent governance model that includes all participating municipalities and communities and complies with provincial legislation.

Fiscal Responsibility

Develop a fiscally responsible transition plan that protects short-term stability and long-term sustainability.

Commitment to Workforce Stability and Talent Retention

Prioritize the well-being, retention, and fair treatment of all staff while maintaining local service delivery throughout the consolidation process.

Service Excellence

Ensure that communities continue to receive high-quality, locally responsive programs and services.

Risk Management and Business Continuity

Ensure uninterrupted delivery of critical services while carefully managing risks associated with organizational change.

Watershed-Based Science Informed Management

Ensure consolidation does not dilute the watershed-based approach that defines Conservation Authorities.

Transparency, Trust and Clear Communication

Transparent communication is critical for maintaining confidence among staff, municipalities and the public.

July 30, 2026

Dear Conservation Authority CAOs, General Managers, Board Chairs, Mayors and Heads of Council:

I am writing to announce the members of the transition committees that will support the implementation of regional conservation authority consolidation.

As you may recall, transition committees will provide advice and operational expertise to support transition activities, including the development of transition plans for each new regional conservation authority.

Committee membership includes the current CAO or General Manager and one board member from each existing conservation authority participating in a regional consolidation.

Each committee will be chaired by a dedicated project executive who will oversee transition activities and provide continuity by serving as the first Chief Administrative Officer of the new regional conservation authority for up to two years. Project executives were recently appointed.

Following a brief orientation period, project executives will convene their transition committees and begin transition planning activities in the coming weeks.

Please find below the membership of the transition committees for each of the eight new regional conservation authorities.

Thank you for your continued leadership and partnership as we work together to establish strong, effective regional conservation authorities.

Sincerely,



Hassaan Basit
CEO
Ontario Provincial Conservation Agency

Regional Conservation Authority	Transition Committee Members
Central Lake Ontario Project Executive: Robert Baldwin	Dave Barton, Toronto and Region Conservation John MacKenzie, Toronto and Region Conservation Bob Chapman, Central Lake Ontario Conservation Authority Chris Darling, Central Lake Ontario Conservation Authority
Eastern Lake Ontario Project Executive: Alison McDonald	Brad McNevin, Quinte Conservation Kathryn Brown, Quinte Conservation Rhonda Bateman, Lower Trent Conservation Authority Sherry Hamilton, Lower Trent Conservation Authority Linda Laliberte, Ganaraska Region Conservation Authority Vicki Mink, Ganaraska Region Conservation Authority Mark Majchrowski, Kawartha Conservation Authority Pat Warren, Acting, Kawartha Conservation Authority David Ellingwood, Cataraqui Conservation Authority Paul Proderick, Cataraqui Conservation Authority Janette Loveys Smith, Otonabee Region, Crowe Valley Conservation Authority Conservation Authority, Crowe Valley Conservation Authority Michael Metcalf, Otonabee Region Conservation Authority, Crowe Valley Conservation Authority
Western Lake Ontario Project Executive: Jacqueline Johnson	Lisa Burnside, Hamilton Conservation Authority Brad Clark, Hamilton Conservation Authority Leilani Lee-Yates, Niagara Peninsula Conservation Authority Robert Foster, Niagara Peninsula Conservation Authority Chandra Sharma, Conservation Halton Gerry Smallegange, Conservation Halton Terri LeRoux, Credit Valley Conservation Authority Michael Palleschi, Credit Valley Conservation Authority
Lake Huron	Jonathan Scott, Nottawasaga Valley Conservation Authority

Project Executive: Don Goodyear	Jennifer Vincent, Nottawasaga Valley Conservation Authority Raymond Chartrand, Ausable Bayfield Conservation Authority Nathan Schoelier, Ausable Bayfield Conservation Authority Erik Downing, Saugeen Valley Conservation Authority Tom Hutchinson, Saugeen Valley Conservation Authority Phil Beard, Maitland Valley Conservation Authority Ed McGugan, Maitland Valley Conservation Authority Mark Critch, Lake Simcoe Region Conservation Authority Clare Riepma, Lake Simcoe Region Conservation Authority Tim Lanthier, Grey Sauble Conservation Authority Jennifer Shaw, Grey Sauble Conservation Authority
St. Lawrence River Project Executive: Sommer Casgrain-Robertson	Sally McIntyre, Mississippi Valley Conservation Authority Roy Huet, Mississippi Valley Conservation Authority Glen McDonald, Rideau Valley Conservation Authority Gary Waterfield, Rideau Valley Conservation Authority Lisa Van de Ligit, Raisin Region Conservation Authority Andrew Guindon, Raisin Region Conservation Authority Carl Bickerdike, South Nation River Conservation Authority Isabelle Skalski, South Nation River Conservation Authority
Eastern Lake Erie Project Executive: Samantha Lawson	Judy Maxwell, Long Point Region Conservation Authority Doug Brunton, Long Point Region Conservation Authority Elizabeth VanHooren, Kettle Creek Conservation Authority Sharron McMillan, Kettle Creek Conservation Authority John Challinor II, Grand River Conservation Authority Karen Armstrong, Grand River Conservation Authority

	Dusty Underhill, Catfish Creek Conservation Authority Morgaine Griffin, Catfish Creek Conservation Authority
Western Lake Erie Project Executive: Davin Heinbuck	Tim Byrne, Essex Region Conservation Authority Molly Allaire, Essex Region Conservation Authority Tracy Annett, Upper Thames Conservation Authority Brian Petrie, Upper Thames Conservation Authority Mark Peacock, Lower Thames Conservation Authority Sarah Bod, Lower Thames Conservation Authority Ken Philllips, St Clair Region Conservation Authority Greg Grimes, St Clair Region Conservation Authority
Northeastern Project Executive: Tim Commisso	Mark Signoretti, Nickel District Conservation Authority Carl Jorgensen, Nickel District Conservation Authority Liza Vandermer, North Bay-Mattawa Conservation Authority Lana Mitchell, North Bay-Mattawa Conservation Authority Corrina Barrett, Sault Ste. Marie Conservation Authority Sandra Hollingsworth, Sault Ste. Marie Conservation Authority David Vallier, Mattagami Region Conservation Authority Andrew Marks, Mattagami Region Conservation Authority

New regulation to focus municipal environmental assessment requirements

From EA Modernization (MECP) <EAModernization.MECP@ontario.ca>

Date Thu 8/6/2026 3:47 PM

To EA Modernization (MECP) <EAModernization.MECP@ontario.ca>

Good afternoon,

The Ministry of the Environment, Conservation and Parks (MECP) is continuing to modernize the environmental assessment framework by creating a [streamlined environmental assessment regulation for municipal infrastructure projects](#) that will help municipalities deliver critical infrastructure faster while protecting the environment.

Effective January 1, 2027, the new regulation will replace the Municipal Class Environmental Assessment (EA) with the Municipal Project Assessment Process (MPAP) for more complex municipal infrastructure projects. The new approach maintains strong environmental oversight while streamlining requirements and providing a clearer, more predictable process. For designated projects, public review and consultation can be completed in as little as five months.

The regulation also introduces an Archaeological Assessment Process (AAP) for certain other projects to identify potential impacts to archaeological resources and maintain opportunities for input from Indigenous communities.

Over the coming months, the ministry will develop guidance and work with Ontario municipalities and the municipal development sector to support implementation of the new framework and a smooth transition ahead of the January 1, 2027, effective date.

As part of our ongoing efforts to modernize the environmental assessment program, the ministry will be reviewing the remaining Class EA processes and will consult on any proposed changes before they are made. Streamlining approvals while maintaining strong environmental protections is part of the government's plan to protect Ontario by supporting housing, accelerating infrastructure delivery and driving economic growth across the province.

More information about these changes, including which projects will be subject to the new requirements, process details and transition provisions, is available on the [Environmental Registry of Ontario](#). Until the new regulation comes into force, the Municipal Class EA process will continue to apply.

If you have questions, please contact the EA Modernization team at:
EAmmodernization.mecp@ontario.ca.

Sincerely,



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

The IPC's 2025 Annual Report released! / Publication du rapport annuel 2025 du CIPVP!

From Information and Privacy Commissioner of Ontario <newsletter@ipc.on.ca>

Date Wed 8/5/2026 3:01 PM

To Terri Towstiuć <ttowstiuć@westelgin.net>

The Office of the Information and Privacy Commissioner of Ontario (IPC) is pleased to present its 2025 annual report, [*Strong Foundations for a Changing World*](#), highlighting its work over the past year to protect privacy, promote transparency, and help Ontarians navigate an increasingly complex digital world.

The report reflects a pivotal transition year between Commissioner Patricia Kosseim's first and second term and sets out a clear course for the future as reflected in the IPC's [*2026-2030 Strategic Plan*](#).

Ontario's access to information regime continues to see strong public engagement. In 2025, provincial and municipal institutions reported receiving over 84,400 freedom of information requests, an increase of more than 20 per cent over the previous year. Meanwhile, the number of access appeals filed with the IPC increased by almost 33 per cent since 2024, hitting an all-time high in the office's history.

"This significant growth suggests that Ontarians are increasingly aware of their access to information rights. This is a healthy sign," said Information and Privacy Commissioner, Patricia Kosseim. "It shows that Ontarians aren't giving up on democracy. Rather, they're leaning into it. They're keenly interested in what their government is doing; they understand they have the right to access government-held information; and they are choosing to exercise that right."

At the same time, rapid advances in artificial intelligence, escalating cybersecurity threats, and the emergence of new data-driven tools are creating new privacy risks for public institutions and the public alike. In 2025, the IPC received 101 cyber breach reports, marking a more than 68 per cent increase since 2021, that reflects the growing frequency of cyber incidents affecting organizations across Ontario, particularly in the municipal, education and health sectors. The office also continued to see a rise in self-reported privacy breaches and privacy complaints across all sectors. The IPC was able to resolve almost 90 per cent of these cases informally through early resolution, expedited process, or mediation and did so faster on average than in the previous year. In parallel, the IPC worked proactively to deliver

practical guidance and public education to help strengthen security safeguards and ensure Ontarians' privacy rights remain protected in an increasingly digital environment.

“Protecting privacy and access rights in an era of digital intensification requires vigilance, innovation, and a willingness to adapt quickly and proactively in anticipation of new challenges,” Commissioner Kosseim said. “By promoting and protecting Ontarians’ access and privacy rights, the IPC is helping build the trust infrastructure needed for innovation to thrive.”

Key highlights from 2025 include:

- The development of [guidance and tools](#) to support implementation of new privacy protection and accountability requirements under FIPPA
- Updating the IPC’s award-winning [De-identification Guidelines for Structured Data](#) to provide practical tools and guidance to support institutions’ use of data for the public good
- Publishing updated guidance called, [Yes, You Can. Dispelling the Myths About Sharing Information with Children’s Aid Societies](#) and [Sharing Information in Situations Involving Risk of Serious Harm](#), helping frontline professionals better understand when personal information can be lawfully shared to protect children and individuals at risk
- Releasing [Guardrails for Police Use of Investigative Genealogy in Ontario](#), establishing one of the first privacy and accountability frameworks of its kind to guide police use of this emerging investigative technology
- Launching the [Privacy Management Handbook for Small Health Care Organizations](#), offering practical guidance to help small and medium-sized health information custodians establish effective privacy programs and strengthen patient trust
- Responding to major cybersecurity incidents and sharing [lessons learned](#) from notable cases, helping public sector organizations strengthen their cyber resilience

Explore the print and digital versions of the report, which include key highlights and a spotlight on real-world impacts in 2025.

Additional information, including 2025 statistics, is available on our [website](#).

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Le Bureau du commissaire à l’information et à la protection de la vie privée de l’Ontario (CIPVP) a le plaisir de présenter son rapport annuel 2025, [Des assises solides dans un monde dynamique](#), qui décrit le travail qu’il a accompli l’an dernier pour protéger la vie

privée, promouvoir la transparence et aider les Ontariennes et les Ontariens à s'orienter dans un monde numérique de plus en plus complexe.

Ce rapport fait état d'une année charnière, marquée par la transition entre le premier et le deuxième mandat de la commissaire Patricia Kosseim, et trace clairement la voie à suivre, comme l'indique le [Plan stratégique 2026-2030](#) du CIPVP.

Le régime d'accès à l'information de l'Ontario continue de susciter une forte participation du public. En 2025, les institutions provinciales et municipales ont déclaré avoir reçu plus de 84 400 demandes d'accès à l'information, soit une hausse de plus de 20 % par rapport à l'année précédente. Parallèlement, le nombre d'appels en matière d'accès à l'information déposés auprès du CIPVP a augmenté de près de 33 % par rapport à 2024, atteignant un sommet historique.

« Cette hausse importante donne à penser que les Ontariennes et les Ontariens sont de plus en plus conscients de leurs droits en matière d'accès à l'information. C'est bon signe, a déclaré Patricia Kosseim, commissaire à l'information et à la protection de la vie privée. Cela montre que les Ontariennes et les Ontariens n'abandonnent pas la démocratie; au contraire, ils s'y investissent. Ils s'intéressent vivement à ce que font les pouvoirs publics; ils comprennent qu'ils ont le droit d'accéder à l'information qu'ils détiennent et choisissent d'exercer ce droit. »

Par ailleurs, les progrès rapides de l'intelligence artificielle, l'intensification des menaces à la cybersécurité et l'émergence de nouveaux outils fondés sur les données créent de nouveaux risques pour la vie privée, tant pour les institutions publiques que pour le public. En 2025, le CIPVP a reçu 101 signalements de cyberatteintes, soit une hausse de plus de 68 % depuis 2021, ce qui témoigne de la fréquence croissante des cyberincidents touchant les organisations partout en Ontario, particulièrement les institutions municipales et les secteurs de l'éducation et de la santé. Le CIPVP a également continué de constater une hausse des atteintes à la vie privée autodéclarées et des plaintes concernant la protection de la vie privée dans tous les secteurs. Le CIPVP a pu régler de façon informelle près de 90 % de ces dossiers au moyen du règlement anticipé, du processus accéléré ou de la médiation, et ce, plus rapidement en moyenne que l'année précédente. En parallèle, le CIPVP a travaillé de manière proactive pour fournir des conseils pratiques et sensibiliser le public afin de contribuer au renforcement des mesures de sécurité et de veiller à ce que les droits des Ontariennes et des Ontariens en matière de protection de la vie privée demeurent protégés dans un environnement de plus en plus numérique.

« La protection de la vie privée et des droits d'accès à notre époque de numérisation croissante exige de la vigilance, de l'innovation et une volonté de s'adapter rapidement et de manière proactive en prévision de nouveaux défis, a déclaré la commissaire Kosseim. En assurant la promotion et la protection des droits des Ontariennes et des Ontariens en matière

d'accès à l'information et de protection de la vie privée, le CIPVP contribue à bâtir l'infrastructure de confiance nécessaire pour stimuler l'innovation. »

Voici quelques faits saillants de 2025 :

- Nous avons élaboré des [documents d'orientation et des outils](#) afin d'appuyer la mise en œuvre de nouvelles exigences en matière de protection de la vie privée et de responsabilisation aux termes de la Loi sur l'accès à l'information et la protection de la vie privée.
- Nous avons actualisé nos [lignes directrices primées sur la dépersonnalisation des données structurées](#) (en anglais seulement) afin de fournir aux institutions des outils et des conseils pratiques favorisant l'utilisation des données dans l'intérêt public.
- Nous avons publié des versions actualisées du document d'orientation [Oui, vous le pouvez – Les idées reçues sur la communication de renseignements aux sociétés d'aide à l'enfance](#) et du guide pratique [La communication de renseignements dans les situations présentant un risque de préjudice grave](#), afin d'aider les professionnels de première ligne à mieux comprendre dans quelles circonstances ils peuvent communiquer légalement des renseignements personnels pour protéger les enfants et les personnes à risque.
- Nous avons publié le document [Balises pour l'utilisation par la police de la généalogie génétique d'enquête en Ontario](#), qui établit l'un des premiers cadres du genre en matière de protection de la vie privée et de responsabilisation pour orienter l'utilisation de cette nouvelle technologie d'enquête par la police.
- Nous avons lancé le [Guide de gestion de la protection de la vie privée à l'intention des petits organismes de soins de santé](#), qui offre des conseils pratiques aux petits et moyens dépositaires de renseignements sur la santé afin de les aider à établir des programmes efficaces de protection de la vie privée et à renforcer la confiance des patients.
- Nous sommes intervenus à la suite d'incidents majeurs de cybersécurité et nous avons diffusé les [enseignements tirés](#) d'affaires marquantes afin d'aider les organismes du secteur public à renforcer leur cyberrésilience.

Consultez les versions imprimée et numérique du rapport, qui présentent les principaux faits saillants et mettent en lumière l'incidence concrète de notre travail en 2025.

D'autres renseignements, notamment les statistiques de 2025, sont accessibles sur notre [site Web](#).

[Mettre à jour vos préférences de courriel ou vous désabonner](#)



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If you have any questions, call us at 416.326.3333 / 1.800.387.0073, send us an email at info@ipc.on.ca, or write to us at: Office of the Information and Privacy Commissioner of Ontario, 2 Bloor St. East, Suite 1400, Toronto, ON,

M4W 1A8.

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Si vous avez des questions, appelez-nous au 416.326.3333 / 1.800.387.0073, envoyez-nous un courriel à info-fr@ipc.on.ca ou écrivez-nous à l'adresse suivante : Commissaire à l'information et à la protection de la vie privée de l'Ontario, 2, rue Bloor Est, bureau 1400, Toronto, ON, M4W 1A8.

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Sent by

 Envoke

 Envoke open pixel

Angela Cammaert



West Lorne, ON N0L 2P0

August 2, 2026

Mayor and Members of Council
Corporation of the Municipality of West Elgin
Attention: Terri Towstiuc, Clerk
cc: Robin Greenall, Chief Administrative Officer

Administrative Handling of This Submission

This letter is not routine correspondence. It is a formal follow-up to public delegations and submissions made since May 2026 and is submitted for Council consideration, direction, and action.

Accordingly, I request that it be addressed through the public and minuted Council process and not be classified as correspondence, received for information, or filed without a formal Council response and disposition.

Purpose of This Submission

This submission requests Council consideration, direction, and a documented public response regarding governance, accountability, transparency, delegated authority, public reporting, and oversight matters previously raised through established municipal processes.

Since May 2026, I have participated in public delegations and submitted materials concerning governance oversight, transparency, reserve management, financial reporting, asset management planning, infrastructure planning, procurement, public reporting, Council accountability, and related municipal decision-making processes.

Governance, Accountability, and Transparency

The public record does not clearly demonstrate what action Council has taken in response to the concerns raised, whether Council directed staff to investigate or report on those concerns, whether any deficiencies or gaps were identified, or how the matters were ultimately addressed through Council processes.

In addition, administrative responses have referenced delegated authority in relation to matters raised through my submissions. However, those responses did not identify the Council resolutions, meeting minutes, bylaw authority, staff reports, or other public records demonstrating the Council direction provided or the scope of authority being relied upon.

I have consistently requested that responses be provided through open Council processes rather than informal administrative communications so that Council's consideration, direction, decisions, and rationale form part of the public record.

Council acknowledged a transparency gap during its July meeting. While that acknowledgement is a positive step, acknowledgement alone does not resolve past omissions or gaps in the public record.

A documented response, supported by Council direction and recorded in the minutes, is necessary to demonstrate how those concerns have been addressed and what corrective measures, if any, will be implemented.

Council's recognition of the issue is a step in the right direction, further action is required to strengthen transparency, accountability, and public confidence that matters raised through delegations and public submissions have been properly considered and addressed.

Requested Action of Council

1. Receive this submission and all related submissions since May 2026 as part of the public record.
2. Acknowledge, in open session, that all delegations, written submissions, and supporting materials have been received, reviewed, and considered.
3. Confirm that this submission is being treated as a governance matter requiring Council consideration and not as routine correspondence for filing.
4. Direct staff to prepare a comprehensive public report addressing the matters raised through my submissions.
5. Identify relevant Council resolutions, directions, bylaws, delegated authorities, approvals, policies, reports, and other records applicable to the matters raised.
6. Clarify the Council direction, if any, that formed the basis for administrative responses provided in relation to these matters.
7. Identify any governance gaps, reporting deficiencies, compliance concerns, oversight matters, implementation gaps, liability risks, or other matters requiring Council attention.
8. Identify any missing Council direction, approvals, records, business cases, supporting analyses, or deficiencies in public documentation.
9. Confirm actions taken by Council or Administration in response to concerns raised through my delegations and submissions.
10. Adopt a formal resolution in open session setting out Council's disposition of the matters raised and ensure that the decision and rationale are recorded in the official minutes.
11. Direct that unresolved matters be brought forward through future public reports with recommendations and implementation timelines.
12. Establish and publicly communicate a timeline for addressing these matters,

including anticipated staff reporting, Council consideration, interim steps, and a final public response.

Closing

The purpose of this submission is straightforward: to obtain a clear, documented, and publicly accessible record of how matters raised through my delegations and submissions since May 2026 have been reviewed, considered, and addressed by Council.

A comprehensive public response, supported by Council direction and recorded in the official minutes, would strengthen transparency, accountability, and public confidence in the Municipality's governance processes.

Sincerely,

A solid black rectangular box used to redact the signature of Angela Cammaert.

Angela Cammaert



Tiny Tots Co-operative Nursery School
Aldborough Child & Family Centre
11443 Furnival Rd, Rodney, ON, N0L 2C0
519-785-2164
ttcns78@gmail.com

Wednesday, August 5, 2026

Dear Municipality of West Elgin

I am sending a request for a letter of support as Tiny Tots Co-operative Nursery School Inc. is reapplying through the RFP process with the City of St. Thomas to be the lead agency to continue to administer and deliver EarlyON Child and Family Centre programs and services in **Western Elgin County** since March 2021, as well as **Eastern Elgin County** since January 2026.

We want to retain and build our strong relationships with local community partners and colleagues to provide EarlyON programs and services to families that are inclusive, innovative, and high quality. Tiny Tots is asking for your letter, expressing how you may collaborate with and/or support our organization to help us reach our goals in delivering these programs.

We look forward to receiving your letter of support by September 14th, 2026. Thank you in advance.

Sincerely,

Shelley Smith

Shelley Smith, RECE, Supervisor,
Tiny Tots Co-operative Nursery School Inc.
EarlyON West
EarlyON East



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2026-48

Being a By-law to appoint members to the Elgin Election Joint Compliance Audit Committee for the 2026 Municipal Election.

WHEREAS section 88.37 of the Municipal Elections Act, 1996, as amended requires the Council of a municipality to establish a Compliance Audit Committee before October 1st in an election year to deal with matters regarding election campaign finances and contributions;

AND WHEREAS the Council of the Corporation of the Municipality of West Elgin established the Elgin Election Joint Compliance Audit Committee for the 2026 Municipal Election and adopted its Terms of Reference by By-law 2026-23 on Date April 23, 2026;

AND WHEREAS it is now deemed necessary to appoint members to the Elgin Election Joint Compliance Audit Committee for the 2026 Municipal Election;

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

1. **THAT** the following individuals be appointed to the Elgin Election Joint Compliance Audit Committee for the term November 15, 2026, to November 14, 2030:
 - Christene Scrimgeour
 - Andrew Wright
 - Ophelia Chang
 - Marty Gobin
 - Chantel Therrien
2. **THAT** this By-law shall come into force and take effect on the final passing thereof.

Read a first, second, and third time and finally passed this 13th day of August 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



The Corporation of the Municipality of West Elgin

By-Law No. 2026-49

A By-law to Authorize the issue of Debentures in the principal amount of \$28,419.33 for the construction of Dunborough Drain.

Whereas Section 9 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority; and

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

1. That for the purposes of the aforesaid, debentures shall be issued by The Corporation of the Municipality of West Elgin in the principal amount of \$28,149.33, bearing interest at the rate of 6.45% per annum payable annually by the last business day in November each year.
2. That the said debentures shall be dated the first day of September and shall be payable in ten (10) annual installments of principal and interest payable in respect of such debentures in the years 2026 to 2035 inclusive, as set forth in Schedule "A" attached hereto. The amount of interest paid in the year 2035 shall be adjusted, if necessary.
3. That the said payments of principal and interest shall be payable in Canadian funds.
4. That the said debentures shall be sealed with the seal of The Corporation of the Municipality of West Elgin and shall be signed by the Mayor and the Treasurer.
5. That all sums required to pay off the installments of principal of the debentures and to pay interest thereon as set out in Schedule "A" attached hereto, shall be levied and raised in the years 2026 to 2035, inclusive, by a special rate, over and above all other rates, upon the rateable property as set out in Schedule "B" at the same time and in the same manner as other rates, but shall not be necessary to levy in any year a greater amount than is required to pay the said installments of principal and interest after taking into account receipts from any other source in respect of said works.
6. That the debentures shall contain a clause providing for the registration thereof pursuant to Section 408 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended.

7. The Corporation shall have the right, at its option, to redeem the said debentures on any interest payment date prior to maturity by payment of the unmatured principal amount together with interest accrued to the date set for redemption.
8. This By-Law shall come into full force and effect upon final passage.

Read a first, second, and third time and passed this 13th day of August, 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



MUNICIPALITY OF West Elgin

Debenture Schedule

2025 Dunborough Drain Construction

Project: 2025 Dunborough Drain Construction
Amount: 28,419.33
Years: 10
Interest Rate: 6.45%
Annual Payment: \$3,944.02

Debenture No. 2026-12

By-law No.

Name: Dugald Alfred Aldred
Judith Patricia Aldred
Address: 15677 Dunborough Rd
West Lorne ON
N0L 2P0

Roll No. 34-34-000-080-01500-0000

<u>Date</u>	<u>Open</u>	<u>Interest</u>	<u>Principal</u>	<u>Close</u>
2026	28,419.33	1,833.05	2,110.97	26,308.36
2027	26,308.36	1,696.89	2,247.13	24,061.23
2028	24,061.23	1,551.95	2,392.07	21,669.16
2029	21,669.16	1,397.66	2,546.36	19,122.81
2030	19,122.81	1,233.42	2,710.60	16,412.21
2031	16,412.21	1,058.59	2,885.43	13,526.78
2032	13,526.78	872.48	3,071.54	10,455.24
2033	10,455.24	674.36	3,269.65	7,185.59
2034	7,185.59	463.47	3,480.55	3,705.04
2035	3,705.04	238.98	3,705.04	0.00

By signing below I agree to pay all amount(s) owed for Debenture No. 2026-12 over the period of, ten (10) years with the first payment on Debenture 2026-12 to be processed on 2026 Final Tax Bill.

Property Owner

Municipality of West Elgin

Authorized Signature

Richard Leatham, Mayor

Date

Date

Emma Nilsson, Treasurer

Date

Schedule "B" to By-Law No. 2026-49

<u>Roll #</u>	<u>Amount</u>
34-34-000-080-01500-0000	28,419.33
	<u>\$ 28,419.33</u>



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2026-51

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

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

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

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

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

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

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

Richard Leatham, Mayor

Terri Towstiuc, Clerk