



Municipality of West Elgin

Revised Agenda

Council Meeting

Date: September 24, 2026, 4:00 p.m.
Location: Council Chambers
160 Main Street
West Lorne

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

Join Zoom Meeting:

<https://us02web.zoom.us/j/82098447049?pwd=wuhzN5q9tZmYRY2J6QNZvvr4al88LC.1>

Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for September 24, 2026, as presented.

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

4. **Adoption of Minutes**

Recommendation:

That West Elgin Council hereby adopt the Minutes of September 10, 2026, as presented.

5. **Business Arising from Minutes**

6. **Staff Reports**

6.1 Planning

6.1.1 Comprehensive Zoning By-law Amendment

13

Recommendation:

That West Elgin Council receives the report from L. King, Policy planner titled: West Elgin Comprehensive Zoning By-Law Review-Project Scope, and

THAT Council direct staff to undertake the Zoning By-law Review in accordance with the scope described in this report as Option 1.

6.2 Fire

6.2.1 Surplus Tanker

20

Recommendation:

That West Elgin Council hereby receives the report regarding a surplus tanker from Jeff McArthur, Fire Chief; And

That Council declares Tanker 92 surplus to its needs and authorizes staff to list it for sale by means of online auction, And

That Council directs the proceeds from the sale for Tanker 92 to the Fire Truck reserve.

6.3 Infrastructure & Development

6.3.1 Pick-up Truck Tender

22

Recommendation:

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development, and That West Elgin Council approve the tender award for the purchase of one (1) fleet vehicle to Oliver Ford for \$57,115.00 plus HST per vehicle.

Recommendation:

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

AND THAT Council directs Administration to award the Chestnut Street and Main Street Reconstruction 2026 contract to ASG Excavating Inc. in the amount of \$5,079,530.74, excluding HST, subject to the execution of the required contract documents and receipt of all required bonds and insurance;

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

6.3.3 Verbal Update Re: Waste Collection (Toter) Cart Roll-out

6.4 Community Services & Clerks

6.4.1 Fee Waiver Requests, Rodney Recreation Center

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Manager of Community Services/Clerk Re: Request for Fee Waivers at the Rodney Recreation Centre; And

That That Council approve the waiver of applicable Rodney Recreation Centre rental fees for the two scheduled youth PA Day programs and the annual Breakfast with Santa event, including requested set-up access on the day prior to the Breakfast with Santa event, subject to all applicable municipal facility, insurance and booking requirements.

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Manager of Community Services/Clerk regarding the Community Sport and Recreation Infrastructure Fund (CSRIF) – Stream 1: Repair and Rehabilitation 2026–2029; And

That Council direct staff to proceed with an application under the Community Sport and Recreation Infrastructure Fund – Stream 1 for the previously planned renovations to the Bo Horvat Community Centre, to be prepared and submitted through Transfer Payment Ontario prior to the December 22, 2026, deadline.

7. Board or Committee of Council Reports or Updates

Council opportunity for committee and/or board updates.

8. Notice of Motion

To be heard at next Regular Council meeting.

9. Council Inquires/Announcements

Council opportunity for informal inquiries and/or announcements.

10. Correspondence**Recommendation:**

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

10.1	Town of Parry Sound Re: Seeking Province-wide regulations regarding E-scooters	40
10.2	Webinars: New regulation to focus municipal environmental assessment requirements	41
10.3	Letter from the Honourable Robert J. Flack, Minister of Municipal Affairs and Housing Re: Municipal Accountability Act, 2026	59
10.4	<i>Municipal Accountability Group at Aird & Berlis LLP Re: Comments on Proposed Regulations under the Municipal Accountability Act, 2026</i>	60

11. Items Requiring Council Consideration

12. Upcoming Meeting Schedule

- Thursday, October 1, Special Meeting (Planning Act), 5:00pm
- Thursday, October 8, Committee of the Whole, 4:00pm
- Wednesday, October 14, Arena Board, 9:00am
- Wednesday, October 21, Recreation Committee, 7:00pm
- Thursday, October 22, Regular Council Meeting, 4:00pm
- Monday, November 9, Four Counties Transit, 9:00am (Tentative, Pending consultation with Chair Hentz)
- Tuesday, November 10, Tri-County Water, 7:00pm
- Thursday, November 12, Committee of the Whole, 4:00pm (Final scheduled meeting of 2022-2026 Council Term)
- Thursday, November 19, Inaugural Meeting, 7:00pm, (New Council to take Oath of Office, 2026-2030 Council Term)
- Thursday, November 26, First Regular Council Meeting, 6:00pm (tentative time, with adoption of new procedural By-law forthcoming)

13. By-Laws

13.1 2026-53 Public Notice Policy and By-law

74

Recommendation:

That By-law 2026-53, Being a By-law to establish a policy respecting the circumstances and manner in which notice will be provided to the public, and repeal By-law 2007-113, be read a first, second and third and final time.

13.2 2026-54 Reduced Voting Hours (2026 Municipal Election) at Beattie Have

80

Recommendation:

That By-law 2026-54, Being a by-law to provide for reduced hours on voting day in institutions and retirement homes (Beattie Manor), be read a first, second and third and final time.

14. 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)(d) labour relations or employee negotiations (HR Update), 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Legal Advice, Planning Process); And 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 (PGTP Contracts).

15. Report from Closed Session

Clerk to provide Report from Closed Session.

16. Confirming By-Law

81

Recommendation:

That By-law 2026-55 being a By-law to confirm the proceeding of the Regular Meeting of Council held on September 24, 2026, be read a first, second and third and final time.

17. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 4:00pm, on Thursday, October 1, 2026 (*Special Meeting, Planning*) or at the call of the Chair.



Municipality of West Elgin

Minutes

Council Meeting

September 10, 2026, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Deputy Mayor Tellier
Councillor Denning
Councillor Statham
Councillor Sousa

Regrets: Mayor Leatham

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

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

1. Call to Order

Deputy Mayor Tellier called the meeting to order at 4:30 pm.

2. Adoption of Agenda

Resolution No. 2026- 235

That West Elgin Council hereby adopts the Regular Council Agenda for September 10, 2026, as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

No disclosures

4. Delegation

4.1 Sarah Bod, Conservation Director, Long Point Biosphere Region

Sarah Bod, Conservation Director, Long Point Biosphere Region, provided West Elgin Council with an update regarding the West Elgin Coastal Resilience project for 2024-2026. Ms. Bod reviewed the Port Glasgow to Long Point Littoral Cell, ongoing projects and overview, draft sediment budget key findings, sediment bypassing strategy, upcoming project ideas and funding requirements.

5. Adoption of Previous Meeting Minutes

Resolution No. 2026- 236

Moved: Councillor Statham

Seconded: Councillor Denning

That West Elgin Council hereby adopt the minutes of August 13, 2026, as presented.

Carried

6. Staff Reports

6.1 Wastewater

Resolution No. 2026- 237

Moved: Councillor Sousa

Seconded: Councillor Statham

That West Elgin Council hereby receive both the Rodney and West Lorne, Second Quarter Operations Reports for 2026, as presented by Joe Daly, Senior Operations Manager, Ontario Clean Water Agency, for information purposes.

Carried

6.1.1 Rodney Wastewater, Second Quarter Operations Report

6.1.2 West Lorne Wastewater, Second Quarter 2026, Operations Report

6.2 Water

6.2.1 West Elgin Water Distribution System, Second Quarter 2026, Operation Report

Resolution No. 2026- 238

Seconded: Councillor Denning

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

Carried

6.3 Corporate Services & Finance

6.3.1 Appointment of Scrimgeour and Company for 2026 & 2027 Audits

Resolution No. 2026- 239

Moved: Councillor Statham

Seconded: Councillor Sousa

West Elgin Council amend the motion to include fiscal year 2026 only.

Carried

Resolution No. 2026- 240

Moved: Councillor Statham

Seconded: Councillor Sousa

That West Elgin Council hereby receives the report titled “Appointment of Municipal Auditor” from Emma Nilsson, Manager of Corporate Services/Treasurer; and

That Council direct staff to move forward with the appointment of Scrimgeour & Company CPA Professional Corporation as the Municipality's external auditors for the fiscal year ending December 31, 2026; And

That the Mayor and Clerk be authorized to execute any necessary agreements related to the engagement.

Carried

6.3.2 July 31, Year-to-Date Variance Report

Resolution No. 2026- 241

Moved: Councillor Statham
Seconded: Councillor Sousa

That West Elgin Council hereby receives the West Elgin Year-to-Date Variance report from Emma Nilsson, Manager of Corporate Services/Treasurer, for information purposes.

Carried

6.3.3 Operating Budget Module

Resolution No. 2026- 242

Moved: Councillor Statham
Seconded: Councillor Sousa

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

That Council approve additional funding for the 2026 budget year in the amount of \$13,350 plus HST for the acquisition and implementation of the PSD Citywide Operating Budget Module; And

That the funding be sourced from the Tax Rate Stabilization Reserve; And

That Council approves a three-year license term with an estimated term cost of \$16,200; And

That the Treasurer be authorized to proceed with the purchase and implementation of the software.

Carried

7. Committee and/or Board Updates

Councillor Denning provided an update, regarding the success of the movie night, held at the Rodney Recreation Centre, which was a initiative of the Recreation Committee.

8. Notice of Motion

None presented.

9. Council Inquiries or Announcements

Councillor Sousa requested an updated from the Clerk's Department, regarding the process for the upcoming 2026 Municipal Election. The Clerk provide the

details regarding telephone and internet voting, procedures, and secrecy procedures for all election personnel.

10. Correspondence

10.1 County of Elgin, July 14, 2026 Council Minutes

10.2 County of Elgin, July 14, 2026, Committee of the Whole Minutes

10.3 County of Elgin, August 11, 2026 Council Highlights

10.4 Municipality of Chatham-Kent, Public Consultation Notice

10.5 Municipality of Trent Hills Resolution Re: Elimination of the Workplace Safety and Insurance Board's Second Injury and Enhancement Fund (SIEF)

Resolution No. 2026- 243

Moved: Councillor Statham

Seconded: Councillor Denning

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

Carried

11. Confirming By-Law

Resolution No. 2026- 244

Moved: Councillor Sousa

Seconded: Councillor Denning

That By-law 2026-52 being a By-law to confirm the proceeding of the Regular Meeting of Council held on September 10, 2026, be read a first, second and third and final time.

Carried

12. Adjournment

Resolution No. 2026- 245

Moved: Councillor Statham

Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby adjourn at 5:56pm to meet again at 4:00pm, on September 24, 2026, or at the call of the Chair.

Carried

Taraesa Tellier, Deputy Mayor

Terri Towstiuc, Clerk



Staff Report

Report To: Committee of the Whole
From: Lindsay King, Policy Planner
Date: 2026-09-10
Subject: West Elgin Comprehensive Zoning By-law Review – Project Scope

Recommendation:

That West Elgin Council receives the report from L. King, Policy planner titled: West Elgin Comprehensive Zoning By-Law Review-Project Scope, and

THAT Council direct staff to undertake the Zoning By-law Review in accordance with the scope described in this report as Option 1.

Purpose:

The purpose of this report is to provide Council with information to support their direction regarding the scope of the Municipality of West Elgin's Zoning By-law Review. The Municipality's current Comprehensive Zoning By-law was adopted in 2015. Since that time, changes have occurred to provincial planning legislation and policy, and the Municipality adopted a new Official Plan in 2025. An update to the Zoning By-law is therefore required to ensure that it conforms with the current Official Plan and remains consistent with applicable provincial planning legislation and policy. Staff identified two potential approaches to completing the review:

Option 1 – Comprehensive Review: Undertake a comprehensive review of the Zoning By-law, including legislative and Official Plan conformity updates as well as broader changes to its structure, zones, definitions, provisions, mapping, formatting, and overall usability, where considered appropriate by staff.

Option 2 – Scoped Review: Retain the existing structure, zone framework, definitions, and general approach of the current Zoning By-law and undertake only those amendments necessary to ensure conformity with the Municipality's current Official Plan and consistency with provincial planning legislation and policy.

The West Elgin Committee of the Whole previously received this report detailing the two approaches to establish the scope of the project. The committee's recommendation was for Council to proceed with direction to Option one.

Background:

Municipal zoning by-laws are the primary tool used to implement the vision, goals, and land use policies of an Official Plan. Under the *Planning Act*, zoning by-laws are required to conform to the applicable Official Plan and be consistent with the Provincial Planning Statement, 2024, as amended from time to time. As provincial legislation and policy evolve, municipalities are encouraged to periodically review and update their zoning by-laws to ensure they remain current, effective, and aligned with the provincial planning framework.

The Municipality of West Elgin's current Comprehensive Zoning By-law was adopted in 2015 and has been amended on numerous occasions to respond to individual development applications and changing local needs. While the by-law continues to function effectively as the Municipality's primary land use regulation tool, staff have identified opportunities to improve conformity with the current provincial planning policy and legislation, update and clarify zoning provisions, and address various administrative and technical matters identified through day-to-day implementation. In 2025, the Municipality completed a comprehensive review of its Official Plan. As the Official Plan was recently updated, no amendments to the Official Plan are anticipated as part of this project. Instead, the objective is to implement the policies of the recently adopted Official Plan.

Given the breadth of a Comprehensive Zoning By-law Review, the level of work undertaken can vary significantly depending on the Municipality's objectives. Establishing the project scope at the outset will provide clear direction to staff regarding the extent of the review, consultation program, technical work, project timeline, and anticipated deliverables.

Discussion:

Under Option 1, staff would undertake a comprehensive review of the Zoning By-law. This approach would include all amendments necessary to ensure conformity with the Municipality's Official Plan and consistency with provincial legislation and policy. It would also provide staff with direction to review the Zoning By-law more broadly and make changes considered appropriate to improve its effectiveness, clarity, and usability.

The comprehensive review may include:

- reviewing and updating definitions;
- reviewing existing zone categories and consolidating zones where appropriate;
- reviewing permitted uses and zoning regulations;
- reviewing general provisions;
- removing obsolete, redundant, or inconsistent provisions;
- addressing administrative issues identified through the implementation of the existing By-law;
- identifying opportunities to simplify zoning requirements and reduce unnecessary regulatory barriers;
- improving the organization, readability, and accessibility of the document;
- updating zoning mapping and incorporating historic amendments or correcting identified mapping anomalies;

- aligning zoning provisions with the Municipality's current planning and economic development objectives, where consistent with the Official Plan and provincial policy; and,
- undertaking targeted consultation with residents, businesses, agricultural stakeholders, development professionals, and other interested parties.

A comprehensive review would provide staff with flexibility to address issues identified throughout the review process without requiring Council to separately authorize each individual area of work. Staff are not proposing extensive new technical background studies as part of the comprehensive review. Several technical datasets relevant to zoning, including Source Water Protection, Natural Heritage and Hazard mapping, are maintained or being updated through County-level initiatives. Staff do not consider duplication of these studies to be necessary for the purposes of the Zoning By-law Review. This option is estimated to require approximately 1,800 to 2,500 hours of staff time and approximately 12 to 24 months to complete.

Under Option 2, staff would undertake a more limited review focused on bringing the existing Zoning By-law into conformity with the Municipality's current Official Plan and ensuring consistency with applicable provincial planning legislation and policy. The existing structure and general approach of the Zoning By-law would otherwise be retained. Staff would not undertake a broader reconsideration of matters such as the overall zone structure, consolidation of existing zones, definitions, organization of the document or zoning standards except where changes are required to achieve legislative or Official Plan conformity.

Under this approach, amendments would generally be limited to matters such as:

- implementing new or revised Official Plan policies;
- updating zoning provisions affected by changes to provincial legislation or policy;
- updating terminology where required by the Official Plan or provincial planning framework;
- making consequential amendments necessary to implement these changes; and,
- correcting minor errors directly encountered through the conformity exercise.

Option 2 would result in a more limited project and would retain the overall structure and regulatory approach of the existing 2015 Zoning By-law. Administrative improvements or modernization opportunities that are not required for conformity would generally be addressed separately through future housekeeping or site-specific amendments. This option is estimated to require approximately 500 to 800 hours of staff time and approximately 4 to 8 months to complete.

Consideration	Option 1 – Comprehensive Review	Option 2 – Scoped Review
Primary Objective	Update and modernize the Zoning By-law while achieving legislative and Official Plan conformity	Achieve legislative and Official Plan conformity.
Existing Format/ Structure	May be reorganized or revised	Generally retained
Zone Categories	Reviewed and potentially consolidated or revised	Generally retained
Definitions	Reviewed comprehensively	Updated only where required for conformity
General Provisions and Regulations	Reviewed comprehensively	Updated only where required for conformity
Mapping	Reviewed comprehensively	Updated only where required for conformity
Administrative Improvements	Included	Generally deferred
Estimated Staff Time	600-800 hours	150-200 hours
Estimated Cost	\$32,000	\$16,000
Estimated Duration	12-16 months	4-8 months
Overall Result	Modernized Comprehensive Zoning By-law	Updated version of existing Zoning By-law

Staff recommend Option 1 – Comprehensive Zoning By-law Review. While both options would address the Municipality’s legislative and Official Plan conformity requirements, a comprehensive review would allow staff to address broader issues that have accumulated since the existing Zoning By-law was adopted in 2015. In particular, staff have identified opportunities to consolidate certain zoning categories, improve definitions and general provisions, address mapping anomalies, remove obsolete requirements and improve the overall organization and usability of the By-law. Undertaking this work concurrently with the required conformity would all staff to be considered comprehensively rather than addressed through a series of incremental housekeeping amendments over subsequent years.

The recent adoption of the Municipality’s new Official Plan also provides an appropriate opportunity to reconsider how the Zoning By-law implements Council’s current land use planning framework. Option 1 would require a greater commitment of staff resources and a longer project timeline. However, staff are of the opinion that completing the broader review at this time would provide greater long-term value and result in a clearer more current and functional Zoning By-law.

Financial Implications:

The Zoning By-law Review is anticipated to be undertaken primarily in-house by Elgin County Planning staff in collaboration with Municipal staff. Completing the majority of the work internally will allow staff to draw upon their knowledge of the Municipality, its planning framework and local development context while limiting reliance on external consulting services.

The principal financial implication associated with the two options is staff time. Option 1 is estimated to require approximately 1,800 to 2,500 hours of staff time over approximately 12 to 24 months (estimated \$32,000). Option 2 is estimated to require approximately 500 to 800 hours over approximately 4 to 8 months (estimated \$16,000).

Staff are not recommending extensive technical background studies as part of either option. Should specialized technical work or professional services become necessary during the review, any associated financial implications would be identified for Council prior to proceeding.

Establishing a clear project scope at the outset will also help manage project costs and staff resources by defining project deliverables, consultation requirements, and technical work. This approach will reduce unnecessary revisions, limit changes in project direction, and support the efficient delivery of the project.

Policies/Legislation:

[Ontario Planning Act](#)

Section 26 of the *Planning Act* requires municipalities to periodically review and update their Official Plans to ensure consistency with provincial policy and conformity with applicable provincial plans. Pursuant to subsection 26(9), municipalities are further required to amend their zoning by-laws within three years of an Official Plan review coming into effect to ensure conformity with the updated Official Plan. As the Municipality of West Elgin adopted a new Official Plan in 2025, the proposed zoning by-law update represents the next step in implementing Council's land use planning vision while ensuring continued consistency with the *Planning Act*, the Provincial Planning Statement, 2024, and current provincial legislation.

Alignment with Strategic Priorities:

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

Conclusion:

While a comprehensive review represents a greater investment of staff resources, staff are of the opinion that completing the broader review at one time will provide greater long-term value than undertaking multiple incremental updates over several years. The recommended scope strikes an appropriate balance between legislative compliance, modernization, public engagement, and responsible use of municipal resources. Council's direction on the proposed scope will provide staff with a clear framework to proceed with the Zoning By-law Review and ensure that West Elgin is in legislative compliance.

Respectfully submitted by,

Lindsay King
Policy Planner

Reviewed by,

Mat Vaughan
Planning Director (County of Elgin)

Robin Greenall
Chief Administrative Officer

Report Approval Details

Document Title:	West Elgin Zoning By-law Review - 2026-22-Planning.docx
Attachments:	
Final Approval Date:	Sep 22, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2026-09-24
Subject: Surplus Tanker

Recommendation:

That West Elgin Council hereby receives the report regarding a surplus tanker from Jeff McArthur, Fire Chief; And

That Council declares Tanker 92 surplus to its needs and authorizes staff to list it for sale by means of online auction, And

That Council directs the proceeds from the sale for Tanker 92 to the Fire Truck reserve.

Purpose:

The purpose of this report is to provide Council with information regarding Tanker 92 and seeking support to declare apparatus as surplus to its needs.

Background:

The Fire Department received a new tanker apparatus, and it was placed into service at the West Lorne Station on July 1st, 2026. The tanker it replaced, recently known as Tanker 92, served the fire department well over several years; however, is no longer needed.

There is a limited market for used fire apparatus of this age, and many are listed on the GovDeals website which is designed for listing surplus government and municipal assets. The Municipality of West Elgin extensively uses this platform to sell surplus equipment as it provides an unbiased bidding process.

Financial Implications:

Proceeds from the sale from the surplus tanker are recommended to be placed into the West Elgin Fire Truck Reserve.

Respectfully Submitted by,
Jeff McArthur, Fire Chief

Report Approval Details

Document Title:	Surplus Tanker - 2026-10-Fire.docx
Attachments:	
Final Approval Date:	Sep 18, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-09-24
Subject: Truck Tender Results

Recommendation:

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development, and That West Elgin Council approve the tender award for the purchase of one (1) fleet vehicle to Oliver Ford for \$57,115.00 plus HST per vehicle.

Purpose:

The purpose of this report is to provide West Elgin Council with information regarding the tender of a fleet vehicle for the Utilities Department.

Background:

The 2026 Budget, as approved by Council, included the purchase of one (1) pickup truck for the Utilities Department. The replacement addressed a van that is currently 12 years old (2014) with an odometer of over 237,000 km. This vehicle was scheduled for replacement with a budget allotment of \$60,000.

The tender was conducted in accordance with the Province of Ontario's Buy Ontario Procurement Directive, which requires municipalities to purchase or lease Made-in-Ontario Fleet Vehicles where available and operationally feasible. Where a Made-in-Ontario vehicle is unavailable or not operationally feasible, the Directive provides for the consideration of vehicles from an Ontario Vehicle Producer, subject to the applicable requirements. The tender requirements reflected these procurement obligations.

The budget allotment was carried over to the 2026 budget. A tender document was published for the purchase of the vehicle on August 20, 2026. On September 4, 2026, West Elgin received one submission. The results of the tender are as follows:

1. Oliver Ford - \$57,115.00 plus HST, made by an Ontario Vehicle Producer.

It is recommended that Council award the contract for the purchase of a pickup truck to Oliver Ford.

Financial Implications:

The bid received in the tendering process was under the approved budget.

Administration can confirm that the anticipated expenditure arising out the recommendation, if adopted by Council through resolution is contained within the 2026 approved budget. As a result,

authorization from Council is an exception to what would otherwise be a Restricted Act, pursuant to section 275(4) of the *Municipal Act, 2001*."

Policies/Legislation:

[West Elgin Procurement Policy](#)

Government of Ontario. (2026). Municipal Buy Ontario Procurement Directive. Issued under the [Buy Ontario Act \(Public Sector Procurement\), 2025. Effective April 13, 2026.](#)

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:	Truck Tender Results - 2026-35-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Sep 18, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-09-24
Subject: Chestnut Street and Main Street Reconstruction

Recommendation:

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

AND THAT Council directs Administration to award the Chestnut Street and Main Street Reconstruction 2026 contract to ASG Excavating Inc. in the amount of \$5,079,530.74, excluding HST, subject to the execution of the required contract documents and receipt of all required bonds and insurance;

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

Purpose:

The purpose of this report is to seek Council direction to award the Chestnut Street and Main Street Reconstruction contract and to outline the proposed funding sources for the project, including Housing-Enabling Water Systems funding, subdivision development contributions, developer-provided infrastructure, and the Municipality's required contribution.

Background:

The Municipality of West Elgin proceeded with the tendering of the Chestnut Street and Main Street Reconstruction 2026 project, with Spriet Associates London Limited retained as the Municipality's engineering consultant.

The tender closed on September 16, 2026, with six tenders received for consideration.

Spriet Associates has completed its review of the tender submissions and provided a recommendation to award the contract to ASG Excavating Inc. The consultant's recommendation is based on its review of the tender submissions, previous knowledge of the contractor, and positive reference checks.

The consultant's pre-tender cost estimate for the project was \$5,192,000.00, excluding HST.

ASG Excavating Inc.'s tender is therefore \$112,469.26 below the consultant's pre-tender estimate, representing approximately 2.17% below the estimated construction cost.

The second-lowest tender, submitted by Birnam Excavating Ltd., was \$9,118.69 higher than the ASG Excavating Inc. submission.

Contractor	Tender Price – Submitted, Excl. HST	Corrected Price, Excl. HST
ASG Excavating Inc.	\$5,079,530.74	\$5,079,530.74
Birnam Excavating Ltd.	\$5,088,649.43	\$5,088,649.43
PV-EX Construction Ltd.	\$5,205,929.80	\$5,205,929.80
Cassidy Construction London Ltd.	\$5,346,666.10	\$5,346,666.10
Schouten Excavating Inc.	\$6,187,046.39	\$6,228,874.39
GHN Infrastructure Inc.	\$6,190,515.00	\$6,190,515.00

Included in this price is a contingency lines items for a total of \$425,000.

Financial Implications:

The total project funding will be supported through a combination of external funding, development contributions, developer-provided infrastructure, and municipal funding, as follows:

1. Housing-Enabling Water Systems Fund: \$2,898,964.30
2. Elm Street Subdivision Development Contribution: \$708,189.12
3. Arvi Development: Arvi Development will supply and construct the section of pipe that crosses through its property. This work forms part of the overall stormwater system but is not included in the tendered contract amount. The value of this contribution is therefore separate from the contract award.
4. Municipal Contribution: The remaining project cost of \$1,561,777.04, including the Municipality's portion of HST, will be funded through the Municipality.

The above funding sources provide the required financing for the project, with the developer-provided stormwater infrastructure being completed separately from the tendered construction contract.

Administration can confirm that the anticipated expenditure arising out the recommendation, if adopted by Council through resolution and by-law, is contained within the 2026 approved budget. As a result, authorization from Council is an exception to what would otherwise be a Restricted Act, pursuant to section 275(4) of the *Municipal Act, 2001*."

Policies/Legislation:

[Municipality of West Elgin Purchasing Policy and Procedures](#)

Government of Ontario. (2026). Municipal Buy Ontario Procurement Directive. Issued under the [Buy Ontario Act \(Public Sector Procurement\), 2025. Effective April 13, 2026.](#)

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:	West Lorne Storm Sewer Upgrade - 2026-34-Infrastructure Development.docx
Attachments:	- Letter of Rec - Chestnut and Main.pdf
Final Approval Date:	Sep 18, 2026

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

Robin Greenall



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS
155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
Email: mail@spriet.on.ca
www.spriet.on.ca

September 17, 2026

David Charron
Manager of Infrastructure and Development
Municipality of West Elgin
22413 Hoskins Line, Box 490
Rodney, Ontario N0L 2C0

Re: Chestnut Street and Main Street
Reconstruction 2026
Our Job No. 225188 and 225280

We have completed our review of the six (6) tenders submitted on September 16, 2026 for the above noted project. The following is a summary of the tenders as received:

CONTRACTOR	CONTRACT PRICE SUBMITTED (excl. H.S.T.)	CONTRACT PRICE CORRECTED (excl. H.S.T.)
ASG Excavating Inc.	\$ 5,079,530.74	---
Birnam Excavating Ltd.	\$ 5,088,649.43	---
PV-EX Construction Ltd.	\$ 5,205,929.80	---
Cassidy Construction London Ltd.	\$ 5,346,666.10	---
Schouten Excavating Inc.	\$ 6,187,046.39	\$ 6,228,874.39
GHN Infrastructure Inc.	\$ 6,190,515.00	---

Our pre-tender cost estimate for the project was \$ 5,192,000.00 (excl. HST).

All tenders were required to submit the following:

- i) "Bid Deposit" in the amount of 10% of the Tender Price.
- ii) 100% Performance Bond.
- iii) 50% Labour and Material Bond.
- iv) Form of Tender Statements 'A' to 'D'.
- v) Acknowledged Addendum No. 1, No. 2, and No. 3
- vi) Buy Ontario Form.

The submission by Schouten Excavating Inc. included mathematical errors which are noted in the tabulation above.

Based on the above, as well as our past knowledge and positive reference checks for ASG Excavating Inc., we recommend that this contract be awarded to ASG Excavating Inc.

It is our pleasure to be of service.

Yours truly,

SPRIET ASSOCIATES LONDON LIMITED



Chris Lierman, P. Eng.

CSL:



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-09-24
Subject: Request for Fee Waivers at the Rodney Recreation Center

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Request for Fee Waivers at the Rodney Recreation Centre; And

That That Council approve the waiver of applicable Rodney Recreation Centre rental fees for the two scheduled youth PA Day programs and the annual Breakfast with Santa event, including requested set-up access on the day prior to the Breakfast with Santa event, subject to all applicable municipal facility, insurance and booking requirements.

Purpose:

The purpose of this report is to seek Council approval to waive rental fees for the Rodney Recreation Centre for three community programming dates: two youth PA Day programs and the annual Breakfast with Santa event. The requested fee waivers are intended to support accessible, no-cost community programming for local children and families.

Background:

The Municipality, in partnership with West Elgin Community Health Centre (WECHC) staff, is supporting the delivery of consistent PA Day programming for youth. Two sessions are proposed to be held at the Rodney Recreation Centre on October 26, 2026, and April 16, 2027. Programming is expected to operate in a day-camp format and include a variety of indoor and outdoor activities, with a focus on creative arts and physical activity. The sessions are intended for youth aged 10 to 13, with approximately 15 spaces available per session.

The programs will be coordinated by WECHC staff with support from the Municipal Recreation Coordinator and older student volunteers. The anticipated programming hours are approximately 9:00 a.m. to 3:00 p.m., with final hours to be confirmed prior to registration. Waiving the facility rental fees would assist in allowing the PA Day programs to be offered to participating families at no cost.

Additionally, the annual Breakfast with Santa event is scheduled for Saturday, November 28, 2026, at the Rodney Recreation Centre. The event is organized by community partners and local groups and has historically rotated between locations in West Elgin and Dutton Dunwich. Rodney is scheduled to host the event this year.

The event is expected to require facility access from approximately 7:00 a.m. to 3:00 p.m. for set-up, the event, clean-up and take-down. The organizing committee has also requested access to the facility on the preceding day to begin set-up. Rental fees for the Rodney Recreation Centre have been waived for this event in previous years. Waiving the fees would help the organizers continue to provide the event at no cost to local families and direct available event resources toward food and programming.

Financial Implications:

Approval of the requested fee waivers would result in foregone facility rental and related revenue. Based on the amounts provided for the proposed bookings, the estimated value of the requested waivers is as follows:

Program/Event	Dates	Estimated Fee Waiver
Youth PA Day Programs	October 26 and April 16	\$1,264.00
Breakfast with Santa	November 28, including requested prior-day set-up access	\$669.50
Total Estimated Value		\$1,933.50

Note: The amounts above reflect the fee totals contained in the original request. Any applicable insurance, tax or booking requirements would continue to be administered in accordance with municipal requirements.

Policies/Legislation:

Fees & Charges By-law

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:	Request for Fee Waivers at the Rodney Recreation Center - 2026-39-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Sep 18, 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: 2026-09-24

Subject: Community Sport and Recreation Infrastructure Fund (CSRIF) Stream 1

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk regarding the Community Sport and Recreation Infrastructure Fund (CSRIF) – Stream 1: Repair and Rehabilitation 2026–2029; And

That Council direct staff to proceed with an application under the Community Sport and Recreation Infrastructure Fund – Stream 1 for the previously planned renovations to the Bo Horvat Community Centre, to be prepared and submitted through Transfer Payment Ontario prior to the December 22, 2026, deadline.

Purpose:

The purpose of this report is to advise Council of the current [Community Sport and Recreation Infrastructure Fund \(CSRIF\) – Stream 1: Repair and Rehabilitation](#) funding opportunity and seek direction regarding the municipal recreation project to be submitted.

The current funding opportunity follows previous efforts by the Municipality to secure senior government funding for renovations to the Bo Horvat Community Centre. Most recently, Council received a staff report on July 16, 2026, regarding an application to the federal Build Communities Strong Fund – Local Impact Stream for a comprehensive arena renovation project.

With the opening of a new CSRIF intake, Council now has an additional opportunity to consider the arena project or identify another municipal recreation facility as a priority for provincial funding.

Background:

The Community Sport and Recreation Infrastructure Fund (CSRIF) is a capital funding program delivered by the Ontario Ministry of Sport. Its purpose is to revitalize existing community sport and recreation infrastructure and support the construction of new facilities across Ontario.

CSRIF consists of two streams: Stream 1 – Repair and Rehabilitation and Stream 2 – New Builds/Signature New Builds. The current Stream 1 intake is intended to extend the lifespan of existing community sport and recreation facilities and improve programming, accessibility, and functionality.

In September 2024, Council directed staff to apply under the Community Sport and Recreation Infrastructure Fund – Stream 1: Repair and Rehabilitation for renovations to the Bo Horvat Community Centre. As part of that application, Spriet Associates was retained to prepare costing and proposed renovation plans.

The proposed project included:

- additional dressing rooms;
- relocation and creation of an appropriate entrance vestibule;
- creation of an accessible family washroom; and
- relocation of the staff office to provide improved visibility within the arena.

The application was submitted prior to the October 29, 2024, deadline. On June 3, 2025, the Ministry of Sport advised the Municipality that the application had been unsuccessful.

The unsuccessful application did, however, result in the Municipality completing a significant amount of the preliminary planning, design and costing necessary to advance the arena project when another suitable funding opportunity became available.

Council received Report on July 16, 2026, which sought authorization to apply to FedDev Ontario for funding toward a comprehensive renovation of the West Elgin Community Centre arena. The proposal was intended to build upon West Elgin's 2023 Kraft Hockeyville investment while completing additional improvements to modernize the facility, improve energy efficiency, enhance accessibility, and extend the useful life of the arena.

The previous report also identified the arena as an important municipal recreation facility supporting organized hockey, public skating, figure skating, school programming, tournaments, and community events.

The Build Communities Strong Fund application represented the Municipality's continued effort to leverage external funding to complete a broader arena modernization rather than relying solely on the municipal tax base. The current CSRIF intake provides another opportunity to advance these previously identified arena improvements.

Eligible projects may include projects that extend the lifespan of existing facilities, maximize use and functionality, improve health and safety, enhance accessibility, or improve environmental performance and energy efficiency. Examples provided by the province include HVAC systems, arena boards and glass, accessible washrooms and expansion or retrofitting of change rooms.

Potential Municipal Projects

Bo Horvat Community Centre – Arena Renovations

The arena project is currently the most advanced of the Municipality's potential projects for this funding opportunity. Unlike, other potential projects, considerable pre-planning has already been completed. Spriet Associates previously prepared renovation plans and costing in support of the 2024 CSRIF application. The project was subsequently reviewed and expanded through the July 16, 2026, Build Communities Strong Fund report.

The Municipality has also continued to invest in the facility. The July report identified recent improvements including installation of a new dehumidification system and replacement of the arena dasher boards, while noting that the Kraft Hockeyville funding remained intact at that time.

The arena can therefore be considered substantially shovel ready compared with other municipal recreation projects. The province specifically considers project readiness—including design work,

expected completion dates, financial and human resources, and project risks—as part of the CSRIF assessment.

Further, the CSRIF guidelines strongly encourage applicants to submit existing feasibility information, facility assessments, detailed designs, evidence of financial resources, quotes, and detailed cost estimates.

The planning already undertaken for the arena therefore provides supporting documentation that could be used to develop the application within the current intake period.

West Elgin Community Pool (Rodney)

The West Elgin Community Pool is another existing municipal recreation facility that could potentially be considered for eligible rehabilitation or renovation work under Stream 1. However, unlike the arena project, there has been no comparable pre-planning completed for a significant pool renovation project. There are currently no detailed renovation plans, engineered designs or comprehensive project costing prepared for the purposes of a CSRIF application.

Further, there is currently no dedicated project reserve identified to provide the required municipal contribution toward a significant pool renovation project.

Should Council wish to prioritize the pool, staff would need to develop the project scope, obtain professional assessments/designs and costing, determine the appropriate long-term investment in the facility, and identify a funding source for the Municipality's share.

Rodney Recreation Centre

The Recreation Centre may similarly represent an opportunity for rehabilitation or improvements, subject to confirmation that the proposed scope meets CSRIF requirements and that the facility meets the program's definition and public-use requirements for a sport or recreation facility.

Currently, there are no significant renovation project has been pre-planned for the Recreation Centre. There are no detailed project plans or cost estimates prepared specifically for this funding opportunity, and no dedicated reserve has been established to provide the Municipality's required contribution. As a result, considerably more preliminary work would be required to advance a Recreation Centre application before the December 22 deadline.

One of the significant differences between the arena and the other two potential facilities is project readiness. The CSRIF assessment gives 30% weighting to Operating/Financial Capacity. Applicants are expected to demonstrate sufficient financial and human resources, comprehensive plans for operating the facility and the capacity to complete the project. The guidelines specifically identify being “shovel ready,” design work, expected completion dates and risk mitigation as evidence of readiness.

Based on work already completed, the arena project has:

- previously prepared plans and designs;
- previous project costing;
- an established renovation scope;
- prior Council consideration and direction;

- previous CSRIF application experience;
- additional project development through the Build Communities Strong Fund application; and
- an established history of capital investment in the facility.

In comparison, the pool and Recreation Centre do not currently have equivalent project plans, costing, or identified reserves. Advancing either alternative would therefore require considerable work between Council's direction and the December 22 application deadline.

Financial Implications:

The CSRIF program requires municipalities to fund at least 50% of eligible project costs when requesting the maximum permitted provincial cost share, and the Municipality is responsible for all ineligible expenses and cost overruns. Staff will prepare the grant application seeking the maximum eligible federal contribution.

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

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

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

Policies/Legislation:

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:	Community Sport and Recreation Infrastructure Fund (CSRIF) Stream 1, Council Direction - 2026-38-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Sep 18, 2026

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

Robin Greenall



THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2026 –

DIVISION LIST

YES NO

DATE: September 1, 2026

Councillor **G. ASHFORD**
Councillor **J. BELESKEY**
Councillor **P. BORNEMAN**
Councillor **B. KEITH**
Councillor **D. McCANN**
Councillor **C. McDONALD**
Mayor **J. McGARVEY**

MOVED BY:

SECONDED BY:

CARRIED: ☒ DEFEATED: ☐ Postponed to: _____

WHEREAS electric kick-style scooters (e-scooters) have become an increasingly popular and affordable form of transportation in Parry Sound and across Ontario; and

WHEREAS e-scooters can provide an accessible, low-emission transportation option and help address transportation needs in communities such as Parry Sound that do not have conventional public transit; and

WHEREAS Ontario's current e-scooter pilot program places responsibility on individual municipalities to determine how e-scooters may operate locally, creating administrative and enforcement challenges, particularly for smaller municipalities with limited resources; and

WHEREAS the continued use of a pilot framework has resulted in uncertainty and inconsistent approaches to e-scooter regulation across the Province.

THEREFORE BE IT RESOLVED that the Council of the Town of Parry Sound requests that the Province of Ontario establish a province-wide regulatory framework for e-scooters that recognizes their unique operating characteristics, maintains appropriate safety standards, and provides municipalities with authority to address local needs; and

FURTHER BE IT RESOLVED that the Town of Parry Sound requests the support of the Association of Municipalities of Ontario (AMO) and the Rural Ontario Municipal Association (ROMA) in advocating for a framework that reduces unnecessary administrative and enforcement burdens on local municipalities; and

FINALLY BE IT RESOLVED that a copy of this resolution be circulated to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Premier of Ontario, Doug Ford, the Minister of Transportation, Prabmeet Singh Sarkaria, Parry Sound-Muskoka MPP, Graydon Smith, and all municipalities across Ontario.

Webinars: New regulation to focus municipal environmental assessment requirements

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

Date Wed 9/9/2026 4:38 PM

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

 2 attachments (224 KB)

New regulation to focus municipal environmental assessment requirements ; Preliminary Supporting Document New Regulation for Municipal Projects.pdf;

Good afternoon,

Further to the attached email circulated on August 6, 2026, with respect to the [New regulation to focus municipal environmental assessment requirements](#), the ministry is inviting you to participate in one of the upcoming webinars to learn more about the process that will replace the Municipal Class Environmental Assessment.

We have also attached a supporting document for your reference. More detailed guidance will be made available on the ministry website prior to the implementation date of January 1, 2027.

To register, click on one of the following links. Please note, all sessions will be identical content, and we'd ask that you only register for one to allow for as many participants as possible.

0. [Tuesday, October 6, 2026, 1:30 p.m. to 3:30 p.m. ET](#)
1. [Thursday, October 8, 2026, 10:00 a.m. to 12:00 p.m. ET](#)
2. [Tuesday, October 13, 2026, 10:00 a.m. to 12:00 p.m. ET](#)
3. [Thursday, October 15, 2026, 1:30 p.m. to 3:30 p.m. ET](#)

Note: please register using the email address you intend to log in with on the day of the session as the links you will receive will be unique to the person registering.

Following these sessions, MECP will host a series of additional *Ask Me Anything* sessions later in the fall, with invitations to follow at a later date.

We look forward to seeing you there. If you have any questions, please feel free to reach out to us at eamodernization.mecp@ontario.ca.

Best regards,
EA Modernization Team

Environmental Assessment Modernization

Preliminary Supporting Document: New Regulation for Municipal Infrastructure Projects

Contents

1. Overview.....	2
2. The Municipal Project Assessment Process (MPAP).....	3
Summary of MPAP requirements for commencing a project.....	3
Summary of MPAP requirements for project changes and 10-year review.....	4
Minister's Orders	4
What projects does this apply to?	5
3. The Archaeological Assessment Process (AAP).....	8
Summary of AAP requirements for commencing a project	8
Project Changes	10
What projects does this apply to?	10
4. Transition to the New Regulation for Municipal Infrastructure Projects	15
What transition rules apply to my project?	15
5. Resources.....	17

This document is intended to provide a preliminary summary of the new regulations only, and the ministry will provide further guidance in advance of the new regulations taking effect. In the event of conflict, the wording in the regulations prevails.

1. Overview

A new regulation under the *Environmental Assessment Act* (EAA) has been made and will take effect on January 1, 2027. Ontario Regulation 258/26, Part II.4 Projects – Requirements for Commencing and Proceeding, will replace the Municipal Class Environmental Assessment (EA) with new requirements for proceeding with certain municipal infrastructure projects.

The regulation applies to:

- Municipalities
- Private sector developers
- Water and Wastewater Public Corporations

Ontario Regulation 50/24 – Designation of Part II.3 and Part II.4 Projects lists the projects that are subject to the EAA and whether they are subject to comprehensive EA requirements (Part II.3) or streamlined EA requirements (Part II.4). Other projects may be subject to a Class EA under Part II.1 of the EAA or one of the other regulations (waste, electricity, or transit). Proponents should review the EAA and all relevant regulations carefully to determine which requirements apply.

Sections 28-29, 31-32, and 34-38 of Ontario Regulation 50/24, as amended, set out the projects that are subject to Part II.4 of the EAA, including the new regulation.

If a proponent determines that a project they are proposing is subject to Part II.4, they must satisfy the applicable requirements set out in O. Reg. 258/26.

The new regulation includes two processes:

- 1) Municipal Project Assessment Process (MPAP)
- 2) Archaeological Assessment Process (AAP)

Both processes include requirements for assessing impacts on the environment, providing notice and publishing documentation of the assessment. If a project is subject to MPAP, then the potential impacts on the environment as broadly defined in the EAA must be assessed. For projects subject to the AAP, only potential impacts to archaeological resources must be assessed.

Following the completion of the relevant process, a waiting period applies. During the waiting period, the Minister of the Environment, Conservation and Parks may issue an order under either process to impose additional requirements (e.g., requiring that additional study be undertaken) or require that a comprehensive EA be prepared. If, after the relevant

waiting period, the Minister has not issued an order and a request for an order has not been made, the proponent may proceed with the project as planned.

Other applicable regulations under the EAA

There are other regulations under the EAA that may apply.

- Ontario Regulation 51/24 – Exemptions, includes a provision exempting shoreline, drinking water and wastewater projects from these requirements where there is an emergency situation.
- Ontario Regulation 53/24 – General and Transitional Matters, sets out the rules that apply during the transition period after the new Part II.4 regulation takes effect. More information on the transition rules can be found in Section 4 of this document.

2. The Municipal Project Assessment Process (MPAP)

Summary of MPAP requirements for commencing a project

The new regulation is a proponent-driven assessment process. Projects subject to the regulation do not require approval by the Minister of the Environment, Conservation and Parks to proceed as long as the requirements of the regulation have been followed by the proponent.

Proponents must complete the following steps for projects that are subject to the MPAP process:

- Obtain a list of Indigenous communities from the ministry for the purpose of notifications and consultation.
- Assess the potential impacts of the proposed project on the environment.
- Identify any mitigation measures and the methods that will be used to verify the effectiveness of each mitigation measure (e.g., monitoring).
- Publish a draft report that includes content that meets the requirements set out in the Regulation and provide notice that the draft report is available. A minimum of 30 days must be provided to interested persons to comment on the draft. The report and the notice must be published on the project website, and the notice must also be:
 - provided to adjacent landowners, Indigenous communities, the Director and any other interested persons or government entities, and
 - published in at least one other method likely to reach interested persons.

- Consult with adjacent landowners, Indigenous communities, government entities and interested persons and provide a response, at least 30 days prior to publishing the final report, directly to anyone who raised a concern during the consultation or the comment period that follows the notice of draft report.
- Publish a final report that meets the content requirements set out in the Regulation and provide notice that the final report is available. The final report and the notice must be published on the project website, and the notice must be provided directly to all persons, communities and entities who were required to be notified of the draft report, as well as any other commenters or interested persons.
- Wait 35 days before proceeding with the project.

Part of this process is time-limited; specifically, the proponent has 120 days – starting with publishing the notice of draft report – to complete the remaining steps up to and including publishing and providing notice of the final report. Should more time be needed, the proponent must publish a notice on the website that identifies the new end-date, outlining why more time is needed and the actions that will be taken to complete the process, and provide a copy of the notice to the ministry.

Summary of MPAP requirements for project changes and 10-year review

The new regulation also includes rules for circumstances in which a proponent may wish or need to make a change to a project after the final report has been published, or in which the proponent has not substantially proceeded with a project within 10 years of the final report being published.

For proposed changes to a project that a proponent wishes to make, the regulation requires that the proponent must determine whether the change is significant, assess the potential impacts of the proposed change on the environment and identify any mitigation measures that may be required to address potential environmental impacts. The documentation and notification requirements for an addendum to the final report vary depending on whether or not the proponent determines that the proposed change is significant.

Similarly, if the project has not substantially proceeded within 10 years of the final report being published, the proponent would need to review the environmental conditions in the project area and determine whether changes need to be made prior to implementation. If so, the proponent would need to follow the requirements for making changes to a project.

Minister's Orders

Under s. 17.31 of the EAA, the Minister has the authority to make certain orders on Part II.4 projects. The Minister may make an order declaring a Part II.4 project to be a Part II.3 project, thus requiring that the proponent undertake a comprehensive EA under Part II.3 of

the EAA. The Minister may also make an order imposing additional requirements on the Part II.4 project (e.g., additional studies, additional consultation). The minister may make these orders on their own initiative or upon the request of a person.

Requests for an order may only be made on the grounds that the order may prevent, mitigate or remedy adverse impacts on the existing Aboriginal and treaty rights of the Aboriginal peoples of Canada as recognized and affirmed in section 35 of the *Constitution Act, 1982*.

What projects does this apply to?

Ontario Regulation 50/24 - Designation of Part II.3 and Part II.4 Projects, identifies which projects are subject to the new regulation and which proponents have requirements for each type of project. The projects that are subject to the MPAP process in Ontario Regulation 258/26 – Requirements for Commencing and Proceeding are set out in sections 28, 31, 34, and 36 of Ontario Regulation 50/24.

Ontario Regulation 50/24 should be reviewed carefully as other processes, if applicable, may apply (e.g., a Class EA, Part II.3) or provide definitions for certain terminology.

Shoreline / In-Water Works Projects

The following projects are subject to MPAP (if they do not trigger Part II.3) when undertaken by a municipality, including where the project is a replacement of an existing thing at a different location:

- Establishing a conveyance system (e.g., channels, swales, ditches) that conveys water from one watercourse to another
- Establishing a dam, other than a coffer dam or rock vortex weir
- Establishing an erosion works (e.g., breakwall) in or along the shoreline of a waterbody

Drinking Water

The following projects are subject to MPAP when undertaken by a municipality, private sector developer or water and wastewater public corporation:

- Establishing a subject* drinking water system that has a rated capacity of greater than 100,000 litres per day (lpd)
- Establishing a drinking water plant that has a rated capacity of greater than 100,000 lpd and is part of a subject* drinking water system

The following projects are subject to MPAP when undertaken by a municipality or water and wastewater public corporation:

- Making a change to a subject* drinking water system where this would result in a new surface water source being used
- Making a change to a subject* drinking water plant that has a capacity greater than 100,000 lpd if the resulting capacity is increasing by at least 50% or by at least 2,275,000 lpd**
- Making a change to a drinking water treatment plant that is part of a subject* system that would bring the rated capacity over 100,000 lpd
- Establishing infrastructure for the purpose of artificially recharging an aquifer from a surface water source for use as drinking water

Sewage

The following projects are subject to MPAP when undertaken by a municipality, private sector developer*** or a water and wastewater public corporation:

- Establishing a sewage system (other than a subsurface sewage system) that has a rated capacity of greater than 100,000 lpd
- Establishing a sewage treatment plant that has a rated capacity of greater than 100,000 lpd
- Establishing a sewage detention facility that provides treatment of sewage and that has a rated capacity of greater than 100,000 lpd (not located at a sewage treatment plant or lagoon facility)
- Establishing a sewage lagoon facility that has a rated capacity of greater than 100,000 lpd or temporarily stores biosolids (not located at a sewage treatment plant, existing lagoon facility, detention facility; and for sewage biosolids lagoon facility, not located at a waste disposal site or organic soil conditioning site).

The following projects are subject to MPAP when undertaken by a municipality or water and wastewater public corporation:

- Making a change to a sewage treatment plant or sewage lagoon facility that would bring the rated over 100,000 lpd¹

¹ The ministry is aware of a cross-referencing error in the amendments to O.Reg. 50/24 that inadvertently designates certain expansions of sewage systems by private sector developers. The ministry intends to fix this error prior to the regulation coming into effect.

- Making a change to a sewage treatment plant that has a capacity greater than 100,000 lpd if the resulting capacity is increasing by more than 50% or by at least 2,275,000 lpd**
- Making a change to a sewage lagoon facility that has a rated capacity of greater than 100,000 lpd and the resulting capacity is increasing by 25% or more

Note, the above designations only apply to sewage works that require an environmental compliance approval under the *Ontario Water Resources Act*.

Storm Water Projects

The following projects are subject to MPAP when undertaken by a municipality or a water and wastewater public corporation:

- Establishing a storm water management works that manages storm water that is contaminated with pollutants (other than total suspended solids, oil, grease and chlorides from roads), uses a chemical or biological treatment or disinfection to treat the storm water, and requires the operator of the facility to be actively involved (also known as an ‘active storm water management facility’)
- Making a change to a storm water management facility that results in it becoming a facility with the characteristics described above

The designations above do not apply if:

- The works discharge to another sewage works;
- The works are required as a condition of approval under the *Planning Act* for a site plan, consent, plan of subdivision or plan of condominium; or
- The works are a demonstration project (i.e the works treat, retain or control storm water or allow infiltration primarily to assist in the design of or assessment or demonstration of the merits of technology or procedures for storm water management).

Notes

*Subject drinking water system means that under the *Safe Drinking Water Act, 2002*, a permit is required to establish the system and a licence is required to use or operate the system.

**Capacity increases are measured against the “comparator rated capacity” which is the greater of either the lowest rated capacity of a plant/facility (as specified by an environmental compliance approval for the plant/facility) in the previous 10-year period, or the rated capacity of the plant used in the most recently completed EA.

*** Sewage projects designated as applicable to private sector are those that provide sewage treatment for private residences.

3. The Archaeological Assessment Process (AAP)

Summary of AAP requirements for commencing a project

The new regulation is a proponent-driven assessment process. Projects subject to the regulations do not require approval by the Minister of the Environment, Conservation and Parks to proceed.

The following steps apply to projects that are subject to the AAP process:

- Proponents must obtain a list of potentially interested Indigenous communities from the ministry
- Proponents may make a ‘preliminary determination’ regarding whether the proposed project area has archaeological potential by using the following checklists that are available through the Ministry of Citizenship and Multiculturalism (MCM)’s website:
 - 1) the “[Criteria for Evaluating Archaeological Potential: A Checklist for the Non-Specialist](#)”, dated November 2015, as may be amended from time to time, and
 - 2) the “[Criteria for Evaluating Marine Archaeological Potential: A Checklist for the Non-Marine Archaeologists](#)”, dated November 2022, as may be amended from time to time.

Using these checklists, as appropriate for the type of project area, a proponent may determine that a project area has archaeological potential. The next steps of the process that a proponent must take will depend on the outcome of that preliminary determination, if completed.

No Archaeological Potential

Where, under the ‘preliminary determination’ step, the proponent determines that the project area does not have potential for archaeological resources, the proponent must:

- publish a draft report that includes a description of the project and a map of the project area, a statement of the determination that the project area does not have archaeological potential and the basis for the determination, including a summary of the information relied on

- provide notice of the draft report to Indigenous communities, the Director, and adjacent landowners, and post the draft report and the notice on the project website
- provide for a minimum of 30 days for review and comment on the draft report by those provided notice of the draft report
- publish a final report including a summary of comments received and an explanation of how the information set out in the final report differs from the draft

The waiting period following the publishing of the final report where a determination of no archaeological potential has been made is 15 days, unless the Minister specifies a different waiting period.

Where there is Archaeological Potential

Where the proponent determines that the project area may have archaeological potential, or where the proponent has opted to proceed with an archaeological assessment without making a preliminary determination, the proponent must:

- ensure a licensed archaeologist conducts a Stage 1 and, where necessary, a Stage 2 archaeological assessment in accordance with the MCM [Standards and Guidelines for Consultant Archaeologists](#), dated 2011, as amended from time to time, and prepares the appropriate archaeological report(s), and ensure the report(s) are entered in the Ontario Public Register of Archaeological Reports
 - entry of the report in the Register must be confirmed in writing by MCM
- for any part of the project area that is submerged land, ensure a licensed archaeologist conduct a marine archaeological assessment and prepares a marine archaeological report, and ensure the report is entered in the Ontario Public Register of Archaeological Reports
 - entry of the report in the Register must be confirmed in writing by MCM
- publish a draft report that includes a description of the project and project area, a summary of any Stage 1 and (where applicable) Stage 2 or marine reports, any commitments made to Indigenous communities in relation to archaeological resources and the recommendations from the licensed archaeologist to mitigate potential impacts on archaeological resources, how the proponent will implement those commitments and recommendations, copies of any letters received from MCM, and a consultation record
- provide notice of the draft report to Indigenous communities, the Director and adjacent landowners and post a copy of the notice and report on the project website
- provide for a minimum of 30 days for review and comment on the draft report

- publish a final report on the project website that includes information specified in the Regulation, including a summary of comments received and any updates made to the information in the draft report
- provide notice of the final report to Indigenous communities, the Director and adjacent landowners and publish a copy of the notice and final report on the project website

The waiting period following the publishing of the final report is 35 days, unless the Minister specifies a different waiting period.

Project Changes

When proceeding with the project, proponents must implement any commitments made to Indigenous communities and any recommendations of the licensed archaeologist to mitigate impacts on archaeological resources in accordance with the final report and any addendum. If the proponent wishes to make changes to the project, such that the proponent cannot implement those commitments or recommendations in accordance with the final report and any addendum, they would be required to prepare an addendum that includes the rationale for the change. The addendum would be required to be posted on the project website and circulated to Indigenous communities and the ministry, and a 35-day waiting period would apply unless the Minister specifies a shorter waiting period.

If the location of the project changes such that it would be located on lands that were not assessed in accordance with the process above or a previous archaeological assessment that was entered into the Ontario Public Register of Archaeological Reports on or after January 1, 2011, the proponent must follow the archaeological assessment process described above in relation to any lands that were not assessed.

It should be noted that, if previously undocumented archaeological resources are discovered during construction, the proponent or person discovering the archaeological resources must cease alteration of the site immediately and engage a licensed consultant archaeologist to carry out further archaeological assessment, in accordance with section 48 of the *Ontario Heritage Act*.

What projects does this apply to?

Ontario Regulation 50/24 - Designation of Part II.3 and Part II.4 Projects, identifies which projects are subject to the new regulation and which proponents have requirements for each type of project. The projects that are subject to the AAP process are set out in sections 29, 32, 35, 37 and 38 of Ontario Regulation 50/24.

Some projects listed as subject to the AAP may appear to overlap with those listed in the MPAP designations. The AAP project list applies only if the MPAP does not apply, for instance, a project listed for MPAP may only be designated for municipalities and water and wastewater public corporations and the same project on the AAP list is designated for private sector developers.

The regulation should be reviewed carefully as other processes, if applicable, may apply (e.g., a different Class EA, Part II.3 or MPAP), provide definitions for certain terminology, or there may be an exception for certain circumstances (e.g., project is part of a *Planning Act* application).

Ontario Regulation 53/24 - General and Transitional Matters, also includes a provision which exempts from Part II.4 of the EAA projects for which an archaeological assessment has been completed and a report entered in the Ontario Public Register of Archaeological Reports after January 1, 2011, and before January 1, 2027. Otherwise, the following projects are subject to the AAP.

Shoreline / In-Water Works Projects

The following projects are subject to AAP when undertaken by a municipality:

- An activity carried out in or along a watercourse for the purpose of flood or erosion control, including:
 - Bank or slope regrading
 - Relocating, realigning or channelizing a watercourse
 - Installing rock riffles
 - Constructing revetments, rock vortex weirs or berms
- Making a change to a water crossing for the purpose of flood control
- Constructing a spillway for erosion or sedimentation control at an outfall that discharges water to a waterbody
- Constructing a fish ladder in a natural watercourse
- Making a change to a dam that would result in a change to the dam's footprint
- Enclosing a watercourse in a storm sewer

Drinking Water

The following projects are subject to AAP when undertaken by a municipality, private sector developer or water and wastewater public corporation:

- Establishing a subject* drinking water system that has a rated capacity of less than or equal to 100,000 litres per day

- Making a change to a subject* drinking water system where this would result in a new surface water source being used or the change involves adding or changing an intake pipe for an existing surface water source
- Establishing a drinking water treatment plant that has a rated capacity of less than or equal to 100,000 lpd and is part of a subject* drinking water system
- Making a change to a drinking water treatment plant that is part of a subject* drinking water system if the change would increase the rated capacity of the plant and involves construction outside of an existing building or structure

The following projects are subject to AAP when undertaken by a municipality, or water and wastewater public corporation:

- Making a change to a drinking water treatment plant that is part of a subject* drinking water system if making the change would involve acquiring additional land for the plant or require making new sewer connections or establishing a new works for disposal of process wastewater from the plant
- Establishing a distribution system if, under the *Safe Drinking Water Act, 2002*, a permit is required to establish the system and a license is required to use or operate the system**
- Making a change to a distribution system described above by extending the system** or establishing a pumping station or a drinking water storage facility.
- Making a change to a drinking water pumping station that is part of a distribution system described above if that change involves construction of a new building or structure
- Making a change to a drinking water storage facility that is part of a distribution system described above if that would involve acquiring new land for the facility
- Establishing a well to supply water to a subject* drinking water system

Sewage

The following projects are subject to AAP when undertaken by a municipality, private sector developer*** or a water and wastewater public corporation:

- Establishing a sewage treatment plant that has a rated capacity of less than or equal to 100,000 litres per day
- Establishing a sewage lagoon facility that has a rated capacity of less than or equal to 100,000 litres per day
- Establishing a sewage detention facility that, provides treatment of sewage and has a rated capacity of less than or equal to 100,000 litres per day, or that does not provide treatment of sewage

- Making a change to a sewage treatment plant or sewage lagoon facility, if making the change would, increase the rated capacity of the plant or facility and making the change involves construction outside of an existing building or structure

The following projects are subject to AAP when undertaken by a municipality or a water and wastewater public corporation:

- Establishing a sewage system, other than a subsurface sewage disposal system, that has a rated capacity of less than or equal to 100,000 litres per day
- Establishing a sewage system that is a subsurface sewage disposal system.
- Establishing a sewage collection system**
- Making a change to a sewage collection system by extending the sewage collection system** or establishing a sewage pumping station
- Making a change to a sewage pumping station, if making the change would require construction of a new building or structure
- Making a change to a sewage treatment plant or sewage lagoon facility, if making the change would, involve acquiring additional land for the plant or facility, or require construction that involves excavating previously undisturbed land
- Making a change to a sewage collection system, sewage pumping station, sewage treatment plant, sewage lagoon facility or sewage detention facility that involves adding an equalization tank

Note, the above designations only apply to sewage works that require an environmental compliance approval under the *Ontario Water Resources Act*.

Storm Water Projects

The following projects are subject to AAP when undertaken by a municipality or a water and wastewater public corporation:

- Establishing a storm water management works**
- Making a change to a storm water management works if, the change requires acquiring property to expand the site of the storm water management works, or the change requires constructing part of the storm water works on an area that is outside the area on which the existing storm water works is located**

Road-Related Projects

The following projects are subject to AAP when undertaken by a municipality or by a private sector developer where the project is for residents of a municipality:

- Constructing more than one lane kilometre of sidewalks, multi-purpose paths or cycling facilities

- Constructing a road that is more than one lane kilometre
- Reconstructing or widening a road, if the area of the reconstruction or widening is more than one lane kilometre

The following projects are subject to AAP when undertaken by a municipality:

- Constructing a storage structure that will be used for the purpose of storing de-icing materials
- Constructing a parking lot that is more than 5,575 square metres in area and that is not intended to serve a particular building
- Constructing an underpass or overpass across a road for pedestrian, cycling, recreational or agricultural use
- Constructing a grade separation or interchange
- Constructing a water crossing
- Reconstructing or making a change to a water crossing if, as a result, the water crossing will have a different footprint than the existing water crossing

The regulation sets out some exceptions that apply to road-related projects, please review the regulation carefully to determine if a project is subject.

Notes

*Subject drinking water system means that under the *Safe Drinking Water Act, 2002*, a permit is required to establish the system and a licence is required to use or operate the system.

**The designation does not apply if the works are required as a condition of approval under the *Planning Act* for a site plan, consent, plan of subdivision or plan of condominium. The designations for establishing or extending a distribution system or sewage collection works does not include any part of the distribution system or sewage collection system that is being established in a previously disturbed portion of an existing road allowance or utility corridor.

***Sewage projects designated as applicable to private sector are those that provide sewage treatment for private residences.

4. Transition to the New Regulation for Municipal Infrastructure Projects

What transition rules apply to my project?

Section 38.5 of the EAA and Ontario Regulation 53/24 – General and Transitional Matters will provide for the transition of projects that have completed or are undergoing the MCEA process when the new regulation comes into effect.

Completed MCEA Process

For projects where a MCEA Schedule B or C process has been completed and the undertaking was authorized to proceed but the project has not yet been implemented or is being carried out as of the transition date:

- proponents must implement the project in accordance with any Project File Report, Environmental Study Report and any addendum prepared under MCEA
- all requirements for proceeding with the project set out in the new regulation will apply, including the change/addendum provisions (except where an addendum process under MCEA is already underway)
- if the proponent has not substantially proceeded with the project within 10-years of the publication of the Project File Report or Environmental Study Report, the project review and addendum provisions in the new regulation would apply

These provisions would apply to all projects where a Schedule B or C process under MCEA has been completed or is underway, regardless of which process (MPAP or AAP) the project would otherwise be subject to under the new regulation.

MCEA Process Underway

For projects where a MCEA archaeological screening, Schedule B, Schedule C process is underway, but the proponent is not yet authorized to proceed with the project as of the transition date, proponents may:

1. Complete the MCEA process that is underway, or
2. Subject to the rules for termination (below), terminate the MCEA process that is underway and:
 - a) carry out the new process that would apply to a project of that type (MPAP or AAP), or

- b) if the project is not of a type that is designated as a Part II.4 project, have no further requirements under the EAA

An MCEA process is considered to be underway if the proponent has given a mandatory notice to one or more Indigenous communities or the public but is not yet authorized to proceed with the undertaking. This does not include a notice that a Master Planning process has been initiated following Approach #1 as outlined in the MCEA.

The regulation also sets out requirements that need to be satisfied in order to terminate the MCEA process.

For a change to a project for which a notice of addendum has been given under MCEA but the proponent is not yet authorized under the EAA to make the change, the MCEA addendum process continues to apply. That process cannot be terminated under the transition rules in O.Reg. 53/24.

Rules for Termination

Before a proponent may terminate a MCEA process that is already underway they must provide a notice of termination to the Director within 90 days of the transition date (January 1, 2027) indicating the intent to terminate, subject to eligibility.

If the project would no longer be subject to the EAA or is currently subject to MCEA Schedule B or C process and would be subject to the AAP after the MCEA process is terminated, the proponent must, before giving a notice of termination:

- provide a notice to each Indigenous community and person that has been contacted by the proponent under the applicable class EA process or that, in the opinion of the proponent, would be interested
- allow for a minimum of 30 days to provide comments

The regulation sets out the requirements that must be included in the advance notice.

A proponent would not be eligible to terminate the MCEA process that is underway if:

- a notice of completion has been issued under the applicable class EA prior to the transition date,
- the proponent has provided written notice under 18 (1) (a) of Ontario Regulation 50/24 that they will carry out the undertaking in accordance with the applicable class EA,
- concerns are raised by an Indigenous community in written comments submitted in response to an advance notice,

- a Minister's order request has been submitted under subsection 16 (6) of the EAA and no decision has been made on the request, or
- an order has been made under subsection 16 (3) of the EAA.

Projects that are completed in accordance with the MCEA (whether by proponent choice or because they are not eligible to terminate) would be required to be implemented by the proponent in accordance with any Project File Report or Environmental Study Report prepared under MCEA and would subsequently be subject to the change/addendum and 10-year review provisions set out in the new regulation.

Projects that were previously exempt from or not subject to the EAA as of the transition date but are on the Part II.4 project list would not have any requirements under EAA where the proponent has substantially proceeded with the project.

5. Resources

The new and amended regulations under the EAA can be accessed here: [Environmental Assessment Act, R.S.O. 1990, c. E.18 | ontario.ca](#)

The Ministry is also developing a more comprehensive guidance document that will be made available through this [website](#).

For more information on the Environmental Assessment program, please see our website: [Environmental assessments | ontario.ca](#)

Who to contact

For additional information about the *Environmental Assessment Act* or the new regulation please contact the Environmental Assessment and Permissions Modernization Team at: EAModernization.MECP@ontario.ca.

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2026-3320

September 10, 2026

Dear Head of Council,

I am writing to advise that the content of proposed regulations under the [Municipal Accountability Act, 2026](#), which received Royal Assent on June 2, 2026, is now posted on Ontario's regulatory registry for public comment.

The Act represents a significant step toward strengthening accountability and public confidence in local government. If the changes made by this Act are brought into force, the Ministry of Municipal Affairs and Housing is proposing regulations that would:

1. Establish a standardized municipal code of conduct for members of council and certain local boards;
2. Establish standardized municipal integrity commissioner inquiry processes; and
3. Establish education and training requirements for municipal integrity commissioners and for members of councils and certain local boards.

I value your perspective as Head of Council and encourage you to provide comments through the Regulatory Registry on behalf of your municipality, including any views or feedback from members of council: [Proposal for Regulations to Establish a Standardized Municipal Code of Conduct; Municipal Integrity Commissioner Processes and Education and Training Requirements | regulatoryregistry.gov.on.ca](#)

The proposal is open for public comment until October 2, 2026. Feedback will help inform the development of these regulations and support their effective implementation for the start of the new municipal council term on November 15, 2026.

If you have any questions regarding the proposal, please contact Robert Dodd, Chief of Staff, Minister's Office, Ministry of Municipal Affairs and Housing
Robert.Dodd@ontario.ca.

I look forward to receiving your input.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack".

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

cc : Robert Dodd, Chief of Staff, Minister's Office, Ministry of Municipal Affairs and Housing
Martha Greenberg, Deputy Minister of Municipal Affairs and Housing
Laurie Miller, Assistant Deputy Minister, Local Government Division
Sean Fraser, Assistant Deputy Minister, Municipal and Housing Operations
Division
Municipal Chief Administrative Officer
Municipal Clerk



John Mascarin
Direct: 416.865.7721
E-mail: jmascarin@airdberlis.com

September 15, 2026

Dear Heads of Council and Members of Council

Re: Proposed Regulations under the *Municipal Accountability Act, 2026*

Minister of Municipal Affairs and Housing Robert J. Flack forwarded correspondence last week to all municipalities pertaining to the content of proposed regulations under the *Municipal Accountability Act, 2026* posted on Ontario's regulatory registry.

The proposed regulations would establish:

1. A standardized provincial-wide uniform municipal code of conduct for members of council and certain local boards;
2. A standardized municipal integrity commissioner inquiry process; and
3. Education and training requirements for municipal integrity commissioners and for members of councils and certain local boards.

As Integrity Commissioner for your municipality, we have been following and commenting on the proposed changes to Ontario's municipal accountability framework. We presented at the public hearings on Bill 9 at the Standing Committee on Heritage, Infrastructure and Cultural Policy and filed formal submissions (copy attached). We briefed AMO's Board Committee of the Whole and participated in a panel on Bill 9 at the ROMA Conference earlier this year. We have presented extensively to the municipal sector and to professional organizations on the changes proposed by the *Municipal Accountability Act, 2026* and have had a comprehensive article published on the topic. We have been invited by Minister Flack to meet with his staff at the Ministry of Municipal Affairs and Housing to provide our views on the proposed regulations.

In order to assist our municipalities, we have prepared comprehensive comments on the proposed code of conduct, inquiry process and education and training requirements which we would like to share with you. We have attached the proposed document that will be forwarded to the Ministry of Municipal Affairs and Housing in the hopes that the recommendations set out to enhance, correct and improve upon the proposed regulations will be considered and implemented.

We hope you support our comments, adopt them as your own and submit them to the Province.

Yours truly,

AIRD & BERLIS LLP

John Mascarin

JM/
attach

Submissions For Consultation on Proposed Contents of Regulations under the Municipal Accountability Act, 2026

September 2026

STANDARDIZED MUNICIPAL CODE OF CONDUCT

1. Core Principles

Recommendations:

- Include a principle akin to paragraph 4 of s. 1.1 of the *Municipal Conflict of Interest Act*¹
- The key principles are intended to facilitate an application and interpretation of the code of conduct – but the principles are not stand-alone operative provisions of the code of conduct and are not intended to be enforced independently as such
 - There should be a statement that the principles (like the preamble to a statute or the recitals to an agreement) are not independently enforceable provisions, but instead are included to aid in the understanding of the operative provisions of the code of conduct
 - If this is not expressly set out complaints may be filed based only on the principles – this will lead to complaints being wholly or partially summarily dismissed on the basis that the principles are not directly enforceable provisions

¹ *Municipal Conflict of Interest Act*, s.1.1:

- 4. There is a benefit to municipalities and local boards when members have a broad range of knowledge and continue to be active in their own communities, whether in business, in the practice of a profession, in community associations, and otherwise.

2. Definitions

Recommendations:

- Add “hospitality” to the definition of “Gifts or Benefits”
- Add definitions for “media” and “social media”
- Include definitions to allow for summary dismissals and terminations which are applicable to the Complaint Process:
 - Definitions for “bad faith”, “frivolous”, “vexatious”, etc.

8. Respectful Conduct

Recommendation:

- Remove “but not personal or political activities unrelated to municipal responsibilities”
 - The exception is much too broad and will be asserted as a defence in every case – what is a “personal” or “political” activity is not defined
 - If the exception remains in the code of conduct it will create a problem similar to that which exists with “councillor records” under the *Municipal Freedom of Information and Protection of Privacy Act* where the right to access records is subject to non-statutory exceptions for “personal”, “political” and “constituency” matters

9. Workplace Harassment, Discrimination, and Violence

Recommendation:

- Remove positive obligation that members shall “Help ensure that their work environment is safe and free from discrimination, harassment and violence.”

10. Respect for Code of Conduct

Recommendation:

- Members should not only “not obstruct an integrity commissioner” but should “cooperate with the integrity commissioner” in carrying out their responsibilities

PROVISIONS NOT INCLUDED IN CONSULTATION DOCUMENT

Non-Financial Conflicts of Interest

Recommendations:

- The code of conduct should include a prohibition against a member acting in a non-pecuniary conflict of interest
 - Both the Mississauga and Collingwood judicial inquiry reports noted that the *Municipal Conflict of Interest Act* only concerns a narrow scope of conflict of interest (i.e. financial interests) – both reports recommended an expansion of the scope of conflicts of interest for local representatives
 - “The *Municipal Conflict of Interest Act* does not constitute a complete codification of the law governing conflicts of interest for members of municipal councils”²
 - “The Province of Ontario should amend the *Municipal Conflict of Interest Act* to broaden its scope beyond deemed pecuniary interest to encompass any real, apparent, and potential conflict of interest.”³
 - Personal or private conflicts of interest of members should be regulated by the Code of Conduct
 - non-pecuniary conflicts of interest should be akin to real or apparent conflicts of interest at common law⁴
 - Numerous municipal codes of conduct include non-financial conflict of interest provisions⁵

² J. Douglas Cunningham, *Report of the Mississauga Judicial Inquiry - Updating the Ethical Infrastructure* (City of Mississauga, 2011) at page 146.

³ Frank N. Marocco, *Transparency and the Public Trust - Report of the Collingwood Judicial Inquiry* (Volume I (Town of Collingwood, 2020) at page 24, Recommendation 12.

⁴ *Ibid*, at pages 147-148 – citing and quoting *Old St. Boniface Residents’ Assn v. Winnipeg (City)*, [1990] 3 S.C.R. 1170 and Canada, Commission of Inquiry into the Facts of Allegations of Conflict of Interest Concerning the Honourable Sinclair Stevens, *Report* (Ottawa: Ministry of Supply and Services, 1987).

⁵ For example, see Town of Collingwood Code of Conduct for Members of Council, Committees and Local Boards, Rule No. 1; Regional Municipality of Waterloo Code of Conduct for Members of Council, Committees and Local Boards, s. 11.2; Town of Cochrane Code of Conduct for Members of Council and Local Boards, s. 11.2; City of Windsor, Code of Conduct for Members of Council and Local Boards Rule No. 6.3; City of Hamilton Council Code of Conduct, s. 8; City of Ottawa Code of Conduct for Members of Council, s. 4(5); and Municipality of West Perth, Code of Conduct, s. 11.2.

Compliance with Council Policies and Procedures

- The code of conduct should include a clause that requires members to observe and strictly comply with such policies, procedures and rules that have been established from time to time by the council or local board
 - Such a clause would align with paras. 2 and 5 of s. 223.3(1) of the *Municipal Act, 2001* relating to the Integrity Commissioner's functions to apply and to provide written advice to member with respect to procedures, rules or policies of the municipality or local board that pertains to the ethical behaviour of members ⁶
 - Council / local board policies, rules and procedures do not typically contain enforcement provisions with respect to their members – they are expected to comply with the policies, rules and procedures that their own council or local board from time to time establishes
 - the code of conduct is the mechanism whereby non-compliance with a policy, rule or procedure is commonly enforced

⁶ *Municipal Act, 2001*, s. 223.3(1):

2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.

See for example, City of London Code of Conduct for Members of Council, Rule 8; Town of Cochrane Code of Conduct for Members of Council and Local Boards, s. 12.1; City of Windsor, Code of Conduct for Members of Council and Local Boards, Rule No. 17; Township of South Frontenac Code of Conduct for Members of Council and Local Boards, s. 12; Town of the Blue Mountains Code of Conduct for Members of Council, Local Boards and Advisory Committees (at page 11).

STANDARDIZED INTEGRITY COMMISSIONER PROCESS

1. Complaint Process

Recommendations:

- A provincial-wide uniform complaint form should be structured as a declaration or affidavit to provide a formal, legally binding statement of truth to support the specific facts alleged by a complainant
- Time limit for complaints is aligned with *Municipal Conflict of Interest Act* – six week from date of discovery⁷
 - The date of discovery will prove to be unwieldy and lead to many disputes as to when the complainant became aware of the alleged contravention and had acquired a “reasonable subjective belief” of a breach
 - The limitation period should be extended to 3 or 6 months but with no discoverability to provide a degree of certainty
- The ultimate limitation period of 4 years from when something first occurred is much too long
 - It is not inconceivable that complainants may wait to file complaints until the regular election year for alleged contraventions that happened at the start of the term of council, which leads to a weaponization of the process
 - The ultimate limitation period should be reduced to a maximum of 1 or 2 years

⁷ A statutory declaration must be provided as part of an application under s. 223.4.1(6) of the *Municipal Act, 2001* to support the fact that the applicant only become of the facts of the contravention within the previous 6 weeks.

2. Standardized Protocol

Recommendation:

- The proposed time frames (10 days from receipt, 5 days from date of inquiry) should be extended and authority should be provided to the Integrity Commissioner to exercise reasonable discretion to extend or truncate time periods in order to reasonably accommodate complainants, respondents, witnesses, etc.

3. Standardized Inquiry Timeframes

Recommendations:

- The proposed timeframe for completion of an inquiry (120 days from receipt of a “complete request”) should be increased to 180 days to align with the time period for completion of inquiries for applications made under s. 223.4.1 of the *Municipal Act, 2001*⁸
 - The term “complete request” should be defined
 - An inquiry cannot commence and notice cannot be provided to a member if the full evidentiary basis upon which the complaint is premised is not available
 - many complaints submitted to Integrity Commissioners do not provide sufficient evidence for the Commissioner or the member to fully comprehend the allegations
 - it would be inappropriate for complaints to be supplemented or for necessary information to be disclosed in an incremental manner without re-setting the inquiry time lines
 - In the case of multiple related complaints, Integrity Commissioners have often coordinated same and dealt with related complaints collectively, in an efficient and cost-effective manner

⁸ *Municipal Act, 2001*, s. 223.4.1(14):

Timing

223.4.1 (14) The Commissioner shall complete the inquiry within 180 days after receiving the completed application, unless the inquiry is terminated under subsection (12).

The proposed limitation period for complaints seeks to correspond to the 6-week limitation period for applications under s. 8 of the *Municipal Conflict of Interest Act*. Accordingly, inquiry/investigation time lines should also correspond with one another. There is no reason for complaints under the Code of Conduct to not also have 180 day timeline.

- The completion time for an inquiry should commence only upon receipt of the final related complete complaint otherwise it will lead to a multiplicity of separate investigations because of the separate timelines that are triggered
 - Removal of the extension of 60 days which is applicable to only alleged contraventions of a serious nature
 - The authority to extend for 60 days should apply to *any* inquiries if not completed within 180 days (not 120 days)
 - Court decisions pertaining to code of conduct complaint investigations by Integrity Commissioners have all uniformly and consistently pronounced that the investigative process must be fair and reasonable, and that it must be conducted in accordance with procedural fairness⁹
 - The Integrity Commissioner should be authorized to exercise reasonable discretion to extend or truncate time periods in order to reasonably accommodate complainants, respondents, witnesses, etc.¹⁰
- While the standardized protocol sets out ultimate timelines for inquiry/investigation completion it needs to include prescriptive and specific timeframes for the submission and receipt of:
 - Responses from members
 - Replies from complainants
 - Sur-replies (if needed) from members
 - Final submissions from members on preliminary findings or draft reports
 - Integrity Commissioner should be authorized to exercise reasonable discretion to extend or truncate time periods in order to proceed in a procedurally fair manner

⁹ *Di Biase v. City of Vaughan*, [2016 ONSC 5620](#) (Div. Ct.); *Dhillon v. The Corporation of the City of Brampton*, [2021 ONSC 4165](#) (Div. Ct.); *Jonker v. Township of West Lincoln*, [2023 ONSC 1948](#) (Div. Ct.); *Robinson v. The Corporation of the City of Pickering*, [2026 ONSC 451](#) (Div. Ct.); *Racco v. Corporation of the City of Vaughan*, [2026 ONSC 1075](#) (Div. Ct.).

¹⁰ This is a common provision in many municipal codes of conduct or complaint protocols: see Township of Puslinch Complaint Protocol, s. 13; City of Toronto, Code of Conduct for Members of Council, s. 18; City of Mississauga Code of Conduct for Members of Council, Rule 17.

PROVISIONS NOT INCLUDED IN CONSULTATION DOCUMENT

Council Consideration of Report and Decision-Making

Recommendations:

- Notwithstanding other mandated and prescribed timelines, there is nothing that specifies when council must (i) consider a report from the Integrity Commissioner; or (ii) make a decision on a report before it, except in the case of a recommendation for removal of a member
 - Any investigative reports from the Integrity Commissioner should be required to be placed on the agenda for the next meeting of the council or local board, subject to the availability of the Integrity Commissioner to be in attendance, if necessary, akin to the timing requirements in ss. 223.4.0.4(1) and (2) of the *Municipal Act, 2001*
 - reports should go directly to the council or local board – *not* to a committee of either of them¹¹
 - Councils and local boards should be required to make a decision on any recommendations in a report *at the meeting* at which the investigative report is tabled – no deferrals should be permitted
 - if a council or a local board fails to make a decision or refuses to deal with the report, the recommendations of the Integrity Commissioner should be deemed to be accepted and approved

¹¹ *Municipal Act, 2001*, s. 223.3(1) – “an Integrity Commissioner who reports to council”. Some municipalities have a committee system where the Integrity Commissioner reports to a committee prior to the council. This is improper and bifurcates and adjudicative decision that only council can make. All reports should brought directly to the council (or the local board).

Reliance on Integrity Commissioner's Advice

Recommendation:

- Members of council and local boards are entitled to seek specific and particularized written advice from the Integrity Commissioner with respect to their obligations under the code of conduct; any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members; and ss. 5, 5.1, 5.2 and 5.3 of the *Municipal Conflict of Interest Act*
 - Members should be legislatively entitled to rely on written advice provided by the Integrity Commissioner
 - the Integrity Commissioner should be authorized to not investigate or to summarily dismiss a complaint or application if they have provided written advice to the member and the member has followed that advice (akin to s. 9(2)(b) of the *Municipal Conflict of Interest Act*)¹²

4. Standardized Reporting and Recommendations

Recommendations:

- A member who is the subject of an inquiry must be given a final opportunity to comment on any proposed findings but there should be a specific timeframe set out for the member's response to be provided
- Notice to the member should be given of the proposed findings but not of any recommended penalties or remedial measures/corrective actions and the Integrity Commissioner's recommendations should only follow *after* final comments or submissions on the preliminary findings are made by the member
 - The Integrity Commissioner should not be forming recommendations prior to final comments or submissions from the member under inquiry so it is premature to include recommendations in the notice to the member

¹² *Municipal Conflict of Interest Act*, s. 9(2):

Same

9 (2) In exercising his or her discretion under subsection (1) the judge may consider, among other matters, whether the member or former member,

...

(b) disclosed the pecuniary interest and all relevant facts known to him or her to an Integrity Commissioner in a request for advice from the Commissioner under the *Municipal Act, 2001* or the *City of Toronto Act, 2006* and acted in accordance with the advice, if any, provided to the member by the Commissioner;...

EDUCATION AND TRAINING

1. ICO Training to Municipal Integrity Commissioner

Recommendation:

- Training should occur within 5 months of the regulation coming into force and thereafter within 3 months of a municipal integrity commissioner becoming an integrity commissioner for a municipality

2. Municipal Integrity Commissioner Training to Members

Recommendations:

- Integrity Commissioners should also provide training to members of council and local boards on the *Municipal Conflict of Interest Act* to align with paras. 3, 6 and 7 of s. 223.3(1) of the *Municipal Act, 2001* relating to the Integrity Commissioner's functions¹³
- Training on the *Municipal Conflict of Interest Act* should also be provided to such local boards that are defined in s. 1 of the statute (including the "excluded" local boards that are listed in s. 223.1 of the *Municipal Act, 2001*)¹⁴

69699293.2

¹³ *Municipal Act, 2001*, s. 223.3(1):

3. The application of sections 5, 5.1, 5.2 and 5.3 of the *Municipal Conflict of Interest Act* to members of council and of local boards..
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*.

¹⁴ Local boards excluded in the definition of the term in s. 223.1 of the *Municipal Act, 2001*, include children's aid societies, boards of health, long term care committees of management, police service boards, public library boards, municipal services corporations and other prescribed boards [none currently set out in regulation].

July 25, 2025

Standing Committee on Heritage, Infrastructure and Cultural Policy
Whitney Block - Queen's Park
23 Queen's Park Crescent East
Toronto, ON M7A 1W4

Attention: Laurie Scott, MPP, Chair & Tanzima Kham, Clerk

Dear Chair Scott and Members of the Committee:

Re: Bill 9 – Municipal Accountability Act, 2025

Accountability and proper ethical conduct amongst elected representatives is something that everyone wants to see, not only for municipalities but for all levels of government.

Bill 9 proposes to strengthen municipal accountability but, with respect, misses the mark, in several ways.

By way of background, I am a municipal lawyer practicing with Aird & Berlis LLP in Toronto. I am a Certified Specialist by the Law Society of Ontario in Municipal Law (Local Government & Land Use Planning and Development). I have co-authored two books in the *Municipal Act, 2001* and on the *City of Toronto Act, 2006*. I am a long-standing Adjunct Professor at Osgoode Hall Law School where I regularly teach courses on Municipal Law. I have taught "Ethics and Municipalities" for the LL.M. Program at the law school and units on municipal accountability and the *Municipal Conflict of Interest Act* are always included in my Municipal Law course. I lead all municipal accountability mandates for my firm which acts as Integrity Commissioner for approximately 70 local governments, as well as Closed Meeting Investigator, Municipal Ombudsman and Lobbyist Registrar for many municipalities.

It is important to bring the Integrity Commissioner perspective to Bill 9 because Integrity Commissioners have the experience, knowledge and understanding of the local governmental accountability framework. The current system has been pejoratively referred to as a "fragmented system of accountability for local elected officials" which ignores the historical reasons for the implementation of the original system in Part V.1 of the *Municipal Act, 2001* and the rejection of the "provincial commissioner" system that had been proposed by the never-proclaimed-into-force *Local Government Disclosure Act, 1993*.

In many ways, the current system is working very well. Municipalities have the ability to select well-qualified and knowledgeable Integrity Commissioners, to craft codes of conduct that will be responsive to local needs and distinctiveness and to respond on a timely basis on requests for written advice. I acknowledge that some municipalities have chosen unwisely and have also attempted to get away with substandard codes of conduct and complaint protocols that ignore the proper statutory independence and discretion afforded to Integrity Commissioners.

I would urge the Committee to consider the following:

1. Expand Scope of Bill 9

Bill 9 should be broadened to address more than just the most egregious ethical misconduct of officials. While the removal from office of members that contravene the ethical standards of their municipalities is, in some cases completely justified, these are rare and atypical instances. The government should expand the scope review of the local accountability framework, including, but not limited, to the range of penalties that can be imposed, akin to, but broader than, what was included in subsection 9(2) of the *Municipal Conflict of Interest Act* when it was amended in 2018, and to clarify that remedial measures and corrective actions are also permitted.

2. Depoliticize Decision-Making

The premise of the accountability regime in Part V.1 of the *Municipal Act, 2001* is the basic expectation that councils will hold their own house in order. Sadly, this is has not been the case in many instances. Instead of being enforcers, council members have become enablers of bad behaviour because of the politicized nature of the ultimate decision-making at the local level.

The remedy is to depoliticize the system and remove decision-making authority from councils. This government itself recognized this in the strong mayors legislation where 216 municipalities in Ontario have been designated as strong mayor municipalities. In introducing Bill 3 – *Strong Mayors, Building Homes Act*, the former Minister of Municipal Affairs and Housing repeatedly spoke of depoliticizing municipal decision-making to get housing built. I suggest that due consideration should be given to do the same with respect to ensuring local ethical integrity.

The current proposal requiring unanimous council approval for removal of egregiously badly behaving members is wholly unworkable and this Committee has already heard this from multiple sources. I agree that the threshold for removal should be high but it should not be so onerous that it will likely never happen. Once again, the government should look to the amendments that were made to the *Municipal Conflict of Interest Act* just a few years ago where Integrity Commissioners were imbued with the authority to make an application to a judge to determine whether a breach of the statute warranted a penalty of removal or disqualification from office.

3. Consult with Municipal Integrity Commissioners

With respect, and not to criticize the exemplary work of the provincial Integrity Commissioner, the reliance on this official and her office within the local government context is misplaced. The Ontario Integrity Commissioner knows and is the expert with respect to the provincial ethical framework – from the *Members' Integrity Act, 1994* to the *Lobbyists Registration Act, 1998* – but what does the Ontario Integrity Commissioner know about local government, codes of conduct and the *Municipal Conflict of Interest Act*?

The Ministry of Education, in developing the new school board accountability regime that was recently implemented in 2024 in the *Education Act* and its regulations consulted extensively with municipal Integrity Commissioners.

I strongly recommend, before the government starts looking at:

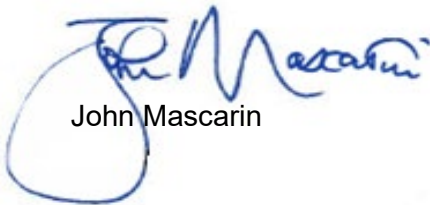
- standardized provincial-wide uniform codes of conduct and complaint protocols,
- at qualifications and training for local Integrity Commissioners, and
- at including an entirely unnecessary secondary investigative review by the Ontario Integrity Commissioner

that local Integrity Commissioners not only be extensively consulted but that they have a role in developing the framework that will hopefully serve to truly strengthen municipal accountability.

I greatly appreciate the opportunity to have presented before the Standing Committee on July 24, 2025 and for your consideration of this written submission on Bill 9.

Yours truly,

AIRD & BERLIS LLP



John Mascarin

JM/ke

65206551.1



BY-LAW NO. 2026-51

**BEING A BY-LAW TO ESTABLISH A POLICY RESPECTING THE CIRCUMSTANCES
AND MANNER IN WHICH NOTICE WILL BE PROVIDED TO THE PUBLIC, AND REPEAL
BY-LAW 2007-113**

WHEREAS pursuant to Section 270 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, 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 hereby enacts as follows:

1. In this By-law:

- (a)** "Act" means the Municipal Act, 2001, S.O. 2001, c. 25, as amended;
- (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 London Free Press 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 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 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, legal description or 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 the 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 the 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. 2007-113 is hereby repealed.

EFFECTIVE DATE

13. This By-law shall come into force and take effect on the date of its final passing.

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

Richard Leatham, Mayor

Terri Towstiuc, Clerk

SCHEDULE "A"

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 London Free Press at least two (2) weeks 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 London Free Press 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 London Free Press 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 London Free Press 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

MATTER	SECTION OF ACT	MANNER AND TIME OF NOTICE
Adoption or amendments to budget	291	• Notice of intention to pass a by-law published once in the London Free Press 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 London Free Press 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 London Free Press 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



MUNICIPALITY OF
West Elgin

The Corporation of The Municipality of West Elgin

By-Law No. 2026-54

Being a by-law to provide for reduced hours on voting day in institutions and retirement homes (Beattie Manor).

Whereas Section 46(3) of the *Municipal Elections Act, S.O. 1996*, as amended, provides that a municipal council shall pass a by-law with respect to reduced voting hours in voting places in institutions or retirement homes as described in subsection 45(7) of the said Act, where the voting place is only for use of residents;

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

1. That the voting hours at the Beattie Manor Retirement Residence on Election Day Monday October 26, 2026 be between the hours of 1:00 pm and 3:00 pm.
2. That this By-Law comes into force and effect upon the final reading thereof.

Read a first, second, and third time and finally passed this 24th day of September 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2026-55

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on September 24, 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 September 24, 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 24th day of September, 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk