



Municipality of West Elgin

Agenda

Council Meeting

Date: October 8, 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).

Zoom Link:

<https://us02web.zoom.us/j/87267982834?pwd=EdVJW62Cpm0Fqf7CDBaMkuFgfeQNpn.1>

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for October 8, 2026, as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

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Recommendation:

That West Elgin Council hereby adopt the Minutes of September 24 and October 1, 2026, as presented.

5. Business Arising from Minutes

6. Delegations

6.1 Amy Sousa Re: Developments & Requested Amendments

7. Staff Reports

7.1 Planning

7.1.1 D14 06-2026, 194 Ridge Street and 172 Chestnut Street

14

Recommendation:

That West Elgin Council hereby receives the report from Diana Morris, Senior Planner regarding Zoning By-law Amendment Application D14 06-2026 Planning Report 2026-25; And

That West Elgin Council approve the Zoning By-law Amendment Application D14 06-2026 to rezone the subject property from Residential First Density (R1) Zone and Future Residential (FR) Zone to a Site-Specific Residential Third Density (R3-8) as presented in By-law 2026-39 attached as Appendix 1 to Planning Report 2026-25; And

That West Elgin Council consider an amendment to the Zoning By-law 2015-36, as amended, be presented in the By-law portion of October 8, 2026, Council Agenda.

Recommendation:

That West Elgin Council hereby receives the report from Diana Morris, Senior Planner regarding Draft Plan of Subdivision Application and Zoning By-law Amendment Application (Application No. D14 09-2026) – Recommendation Report (Planning Report 2026-26), And;

That West Elgin Council endorses the conditions of approval of the proposed Draft Plan of Subdivision 34T-WE2501 to Elgin County, subject to the conditions listed in Appendix 3 to Planning Report PLA 2026-26 being assigned to any Notice of Decision by the County, for Council's consideration, And;

That West Elgin Council approve Zoning By-law Amendment Application D14 09-2026 to rezone the subject property from Future Residential to a Site-Specific Residential Second Density (R2-3) Zone and to a Site-Specific Residential Third Density (R3-9) and a Site-Specific Open Space (OS-7) Zone as presented in By-law 2026-50 attached as Appendix 1 to Planning Report 2026-26, And;

That West Elgin Council consider an amendment Zoning By-law 2015-36, presented in the By-law portion of the October 8, 2026, Council Agenda.

7.2 Infrastructure & Development

7.2.1 West Lorne Complex Emergency Repair - HVAC Unit

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Recommendation:

That West Elgin Council hereby receives the report titled West Lorne Complex Emergency Repair - HVAC Unit from D. Charron, Manager of Infrastructure and Development; And

THAT Council approve the out-of-budget expenditure of \$14,097.53 plus HST for the emergency replacement of HVAC components at the West Lorne Complex; and

THAT the expenditure be funded through the Municipal Buildings Reserve;

AND THAT West Elgin Council approve the creation of reserve 'Municipal Buildings Repairs and Maintenance' to ensure the long-term sustainability, performance, and value of municipal buildings.

7.2.2 Tender Award – ¾ Ton Pickup Truck

96

Recommendation:

That West Elgin Council hereby receives the Tender Award – ¾ Ton Pickup Truck 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 Cotrac Ford for \$57,196.21 plus HST

7.2.3 Tender Award - 2026 Half Ton Pickup

99

Recommendation:

That West Elgin Council hereby receives the Tender Award - 2026 Half Ton Pickup 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 Cotrac Ford for \$53,176.21 plus HST.

7.3 Community Services & Clerks

7.3.1 Approval of Alcohol Sales – Live Concert Event at the Bo Horvat Community Centre

102

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuic, Manager of Community Services entitled “Approval of Alcohol Sales – Live Concert Event at the Bo Horvat Community Centre”;

And That Council approve the sale and service of alcohol at the proposed live concert event to be held at the Bo Horvat Community Centre on May 13, 2027, subject to the event organizer obtaining all required licences, permits, insurance and regulatory approvals and complying with all applicable provincial legislation, municipal requirements and facility policies;

And Further That Council acknowledge that the request to host the event and use the Bo Horvat Community Centre will be presented to the Bo Horvat Community Centre Board of Management for consideration and approval, in accordance with the governing agreement.

7.4 Corporate Services & Finance

7.4.1 2025 Reserves and Reserve Funds Annual Report

107

Recommendation:

That West Elgin Council hereby receives the 2025 Reserves and Reserve Funds Annual report from Emma Nilsson, Manager of Corporate Services/Treasure, for information purposes only.

8. Board or Committee of Council Reports or Updates

Council opportunity for Committee and/or Board announcements.

9. Notice of Motion

None presented prior to the meeting.

10. Council Inquires/Announcements

Council opportunity for informal inquiries and/or announcements.

11. Correspondence

Recommendation:

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

11.1	Letter of Thanks from JA South Western Ontario Re: Community Grant	113
11.2	Township of Ramara Re: Support for Continued Lyme Disease Research and Care	114
11.3	Village of Burk's Falls Re: Funding for Public Libraries	117
11.4	2026–2029 Elgin OPP Detachment Action Plan	118
11.5	2026 Ontario Senior Achievement Award	135
11.6	County of Elgin Correspondence	138
11.7	Township of Ramara Re: Proposed Regional Conservation Authority Governance Framework	151
11.8	Written Submissions, Planning Act, D14 06-2026 and D14 09-2026, Post Deadline, October 1 Meeting	154
	Written submissions received after the deadline to publish and deadline to amend October 1, 2026 agenda.	
11.9	Written Submissions, Planning Act, D14 06-2026 and D14 09-2026, October 8 Meeting	

12. Items Requiring Council Consideration

None presented prior to the meeting.

13. By-laws

13.1 By-law 2026-39

Recommendation:

That By-law 2026-39, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law 2015-36 (194 Ridge Street and 172 Chestnut Street), be read a first, second and third and final time.

13.2 By-law 2026-50

Recommendation:

That By-law 2026-39, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law 2015-36 (Elm Street), be read a first, second and third and final time.

14. Confirming By-Law

170

Recommendation:

That By-law 2026-57 being a By-law to confirm the proceeding of the Regular Meeting of Council held on October 8, 2026, be read a first, second and third and final time.

15. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 4:00pm, on Thursday, October 22, 2026, or at the call of the Chair.



Municipality of West Elgin

Minutes

Special Meeting of Council

October 1, 2026, 5:00 p.m.

Council Chambers

160 Main Street

West Lorne

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

Staff Present: Terri Towstiuc, Manager of Community Services/Clerk
Robin Greenall, Chief Administrative Office
Dave Charron, Manager of Infrastructure & Development
Emma Nilsson, Manager of Corporate Services/Treasurer
Diana Morris, Sr. Planner, County of Elgin
Corey Pemberton, Chief Building Official
Jeff McArthur, Fire Chief

Post Meeting Video Link: <https://youtu.be/Btpz0a4kguM>

1. Call to Order

Mayor Leatham called the Special Meeting of Council to order at 5:00 pm.

2. Adoption of Agenda

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby adopts the Special Meeting Agenda of October 1, 2026, as presented.

Carried

3. Disclosure of Pecuniary Interest

- 3.1 Councillor Statham - Draft Plan of Subdivision 34T-WE2501 and Zoning By-law Amendment Application D14 09-2026, Elm Street
- 3.2 Councillor Sousa - Draft Plan of Subdivision 34T-WE2501 and Zoning By-law Amendment Application D14 09-2026, Elm Street
- 3.3 Councillor Statham - D14 06-2026 194 Ridge Street and 172 Chestnut Street (West Lorne)
- 3.4 Councillor Sousa - D14 06-2026 194 Ridge Street and 172 Chestnut Street (West Lorne)

4. Committee of the Whole, for Purpose of a Public Meeting (Planning Act)

That West Elgin Council hereby move into Committee of the Whole, for the purpose of a Public Meeting, pursuant to the *Planning Act*.

4.1 D14 06-2026 194 Ridge Street and 172 Chestnut Street (West Lorne)

Councillor Statham declared a conflict on this item.

Councillor Sousa declared a conflict on this item.

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

That West Elgin Committee of the Whole hereby receives the report from Diana Morris, Senior Planner regarding Zoning By-law Amendment Application D14 06-2026 Planning Report 2026-23; And

That West Elgin Committee of the Whole recommends the endorsement of conditions and approval of Zoning By-law Amendment Application D14 06-2026 to rezone the subject property from Residential First Density (R1) Zone and Future Residential (FR) Zone to a Site-Specific Residential Third Density (R3-8) as presented in By-law 2026-39 attached as Appendix 1 to Planning Report 2026-23, for Council's consideration; And

That subject to no concerns being raised at the public meeting, that By-law 2026-39 to amend Zoning By-law 2015-36, as amended, be presented at the regular meeting of Council on October 8, 2026, for adoption.

Carried

4.1.1 Public Comment

Public comment heard from Amy Sousa, Resident; Malcolm Dilts, Resident; Mike Davis, Civic Planning Design, Applicant Agent; Paul

Hind, Planner for application D14 09-2026; Linda Ryerse, Resident; Richard Toy, Resident; Curtis Carter, Resident; Mary Browne, Resident; Helen Okolison, Resident;

Public comment and concerns include level of density; infrastructure capacity (water, drainage, sewage); fire & Emergency Services; parking, roads and sidewalks; and traffic and access to the new development.

4.1.2 Committee Comment

Break from 5:54 - 6:03pm.

Committee comments included clarification from Fire Chief McArthur, to confirm capacity for emergency services and the ability of the department to respond to a fire within a four-story building.

Committee comments also include concern for sewer, drainage and financial implications.

4.1.3 Written Comments Received

4.1.3.1 D14 06-2026 Written Comment 1 Received
September 28, 2026

4.1.3.2 D14 06-2026 Written Comment 2 Received
September 29, 2026

4.1.3.3 D14 06-2026 Written Comment 3 - Received
September 30, 2026

4.1.3.4 D14 06-2026 Written Comment 4 - Received
September 30, 2026

4.2 Draft Plan of Subdivision 34T-WE2501 and Zoning By-law Amendment Application D14 09-2026, Elm Street

Councillor Statham declared a conflict on this item.

Councillor Sousa declared a conflict on this item.

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Committee of the Whole hereby receives the report from Diana Morris, Senior Planner regarding Draft Plan of Subdivision Application and Zoning By-law Amendment Application (Application No. D14 09-2026) – Recommendation Report (Planning Report 2026-24), And;

That West Elgin Committee of the Whole recommends the endorsement of conditions and approval of the proposed Draft Plan of Subdivision 34T-WE2501 to Elgin County, subject to the conditions listed in Appendix 3 to Planning Report PLA 2026-24 being assigned to any Notice of Decision by the County, for Council's consideration, And;

That West Elgin Committee of the Whole recommends the approval of the Zoning By-law Amendment Application D14 09-2026 to rezone the subject property from Future Residential to a Site-Specific Residential Second Density (R2-3) Zone and to a Site-Specific Residential Third Density (R3-9) and a Site-Specific Open Space (OS-7) Zone as presented in By-law 2026-50 attached as Appendix 1 to Planning Report 2026-24 be recommended to Council, And;

That subject to no concerns being raised at the public meeting, that By-law 2026-50 to amend Zoning By-law 2015-36, as amended, be presented at the regular meeting of Council on October 8, 2026, for adoption. (Planning Report 2026-24).

Carried

4.2.1 Public Comment

Public comments heard from Amy Sousa, Resident; Sadie Blair, Resident; Linda Ryerse, Resident; Elora Sharp, Resident; Mary Browne, Resident; Paul Hind, Planner for application D14 09-2026; and Malcolm Dilts, Resident.

Public comment and concerns include Community Character, Impact on School System, Compatibility with existing neighbourhood, Level of growth, Infrastructure capacity (water, drainage, sewage), Fire & Emergency Services, Parking, roads and sidewalks, Traffic and access to the new development.

4.2.2 Committee Comment

Committee members acknowledge the preliminary phase of the process and further details will come with the Site Plan process. Committee also requested clarification regarding sidewalk plans, fire department call capacity and implications on budgeting and staffing.

4.2.3 Written Submissions Received

4.2.3.1 D14 09-2026 Written Comment 1 - Received
September 28, 2026

4.2.3.2 D14 09-2026 Written Comment 2 - Received
September 29, 2026

4.2.3.3 D14 09-2026 Written Comment 3 - Received
September 30, 2026

4.2.3.4 D14 09-2026 Written Comment 4 - Received
September 30, 2026

4.3 Adjournment of Committee of the Whole

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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

Carried

5. Confirmatory By-law

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That By-law 2026-56 being a By-law to confirm the proceeding of the Special Meeting of Council held on October 1, 2026, be read a first, second and third and final time.

Carried

6. Adjournment

Moved: Councillor Statham

Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at 7:15pm to meet again at 4:00pm, on Thursday, October 8, 2026, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk



Staff Report

Report To: Council Meeting
From: Diana Morris, Senior Planner
Date: 2026-10-08
Subject: D14 06-2026- Zoning By-law Amendment Application
Recommendation Report- Planning Report 2026-25
194 Ridge Street and 172 Chestnut Street (West Lorne)

Recommendation:

That West Elgin Council hereby receives the report from Diana Morris, Senior Planner regarding Zoning By-law Amendment Application D14 06-2026 Planning Report 2026-25; And

That West Elgin Council approve the Zoning By-law Amendment Application D14 06-2026 to rezone the subject property from Residential First Density (R1) Zone and Future Residential (FR) Zone to a Site-Specific Residential Third Density (R3-8) as presented in By-law 2026-39 attached as Appendix 1 to Planning Report 2026-25; And

That West Elgin Council consider an amendment to the Zoning By-law 2015-36, as amended, be presented in the By-law portion of October 8, 2026, Council Agenda.

Purpose:

The purpose of this application is to rezone the subject property from Residential First Density (R1) Zone and Future Residential (FR) Zone to a Site-Specific Residential Third Density (R3-8) Zone in order to reduce front yard depth, side yard depth, rear yard depth and outdoor amenity area. The zone is also proposed to increase lot coverage, building height and parking area coverage. The proposed uses consist of a mix of townhouse dwellings and apartments.

Internal and external comments can be found under the *Circulation* section of this report.

Site Description:

The lands are referred to as 194 Ridge Street and 172 Chestnut Street and legally described as PLAN 199 S PT LOT 64 and PT LOTS 65 & 68 in the Geographic Village of West Lorne, in the Municipality of West Elgin. The subject lands are located on the south side of Chestnut Street, at the existing southern terminus of Ridge Street, within the West Lorne Settlement Area. The site is approximately 1.67 hectares (4.13 acres) in size and contains approximately 30 metres of frontage along Chestnut Street and 20 metres of frontage on an unopened portion of the Ridge Street right-of-way. The majority of the lands are currently vacant/undeveloped. An existing single detached

dwelling exists on the north portion of the site fronting Ridge Street. The site is bounded by existing residential development to the east and north. Lands to the south and west are currently used for mixed crop production but are within the Urban Settlement Area of West Lorne and designated for future development. A portion of the site is bounded by an existing Hydro One corridor along the south edge. Please see **Figure 1- Key Map**.

Application D14 06-2026	
Owner	Arvai Developments
Address	194 Ridge Street & 172 Chestnut Street
Water Supply	Municipal
Sewage Supply	Municipal
Existing Buildings/Structures	Single-detached dwelling
Elgin County Official Plan	Tier 1 Settlement Area
Municipality of West Elgin Official Plan	Residential

Figure 1-Key Map



Proposed Development:

The conceptual development plan illustrates an internal private roadway extending south from the existing terminus of Ridge Street, providing access throughout the proposed development. The concept plan shows a residential development consisting of thirty-two (32) single storey cluster townhouse units and a four (4) storey apartment building containing thirty-nine (39) dwelling units. To the west of the development block, townhouse units are proposed along with a centralized common amenity area which would include a clubhouse, outdoor patio, and sports court for the enjoyment by residents. The eastern portion of the block is proposed for the apartment building and townhouse units. The townhouses would include a mix of sixteen (16), one (1) bedroom and sixteen (16), two (2) bedroom bungalow style units. The apartment building is primarily intended to provide compact one (1) bedroom suites designed to accommodate singles and couples. Each townhouse unit will be provided with two (2) parking spaces (1 space in garage and 1 in the private driveway). Additional twenty-four (24) visitor parking spaces is distributed throughout the development block. The apartment building is proposed for forty-six (46) surface parking spaces.

Please see **Figure 2- Concept Plan**.

This development block comprises an area of 1.67ha (4.13ac) which accounts for a density of 42.5 units per hectare.

Figure 2-Concept Plan



The approval of this Zoning By-law Amendment will facilitate the future development and will establish the land uses on the subject lands.

Planning Analysis:

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

Provincial Planning Statement (2024):

Policy 2.1.4- Planning for People and Homes:

To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development; and

b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans.

Policy 2.2.1- Housing:

To provide an appropriate range and mix of housing options and densities to meet projected needs of current and future residents.

Policy 2.3.1.1 and 2.3.1.2- General Policies for Settlement Areas

Settlement areas shall be the focus of growth and development and should be based on densities and a mix of land uses which efficiently use land and resources, optimize existing and planned infrastructure and public service facilities.

Comments: The proposed will provide additional residential units within a settlement area and increase the overall supply of housing to meet the Municipality's projected residential growth. The proposed development introduces a mix of housing form that broaden the range of housing opportunities and contributes to a more diverse housing supply. The subject lands are within a settlement area where growth and development is directed and will connect to existing municipal servicing infrastructure.

Elgin County Official Plan:

The subject lands are within the ***Tier 1 Settlement Area*** within West Lorne.

Section 4.2- Residential Land Supply

The County shall ensure there is an adequate supply of residentially designated land in the County to accommodate a minimum of 15 years of residential growth (including redevelopment and intensification opportunities, and 'greenfield' land). Further, local municipalities shall be required to maintain, at all times, land with servicing capacity sufficient to provide at least a five-year supply of residential units available through lands suitably zoned and (where available) serviced.

Section 4.3- Requiring a Mix of Housing

Providing for a range of housing typologies promotes affordability and ensures that the County maintains options for households at all stages of their lifecycle. In settlement areas where full municipal services are available, a range of housing typologies shall be provided. Where new residential development proposes single detached dwellings, they shall generally not comprise more than 70% of the dwelling mix.

Comments: The subject lands are within a designated settlement area, appropriate to accommodate residential growth and where servicing, infrastructure exists and provides a mix of housing forms.

Municipality of West Elgin Official Plan:

The subject lands are within the West Lorne Settlement Area and designated '**Residential.**'

Section 2.2- Goals

In alignment with the Provincial and County direction and to guide the future pattern of growth, the following five key goals have been established:

- a) To focus growth within the existing serviced settlement areas of Rodney and West Lorne while protecting the rural and agricultural character of hamlets and villages;*
- b) To achieve and foster sustainable growth in population, economic development and housing;*
- c) To improve the range of housing opportunities with compact and compatible development in an effort to build complete communities;*

3.3.1 Vision for Growth

The majority of the Municipality's future growth will be directed to the Tier 1 settlement areas of Rodney and West Lorne, as shown on Schedule 1. These settlement areas are the only areas of West Elgin which are serviced by municipal water supply and municipal sanitary sewage systems with reserve capacities to accommodate growth. By directing the majority of future population growth to the two villages, the amount of land needed to accommodate this growth will be used most efficiently, the viability of these settlements will be improved, the investment in municipal infrastructure better utilized and the loss of prime agricultural land to development minimized.

3.3.2.2 Settlement Area Hierarchy- Tier 1 Settlement Area

The Municipality has two tier 1 settlement areas: Rodney and West Lorne. These settlement areas generally have the largest population and are serviced by municipal water and municipal sanitary sewage systems. It is the intent of this Plan to direct the majority of growth to Tier 1 settlement areas through compact, complete mixed-use communities.

3.3.3 Development in Settlement Areas

Settlement areas are the focus of growth and development. Full municipal sewage and water services are the preferred form of servicing in the settlement areas. New development in settlement areas is intended to take place on full municipal services where possible.

Section 7.2.3- Residential

Areas designated for residential purposes include existing residential development and vacant lands for accommodating future residential development.

Section 7.2.3.3- Residential Density

The Municipality will support the County's overall minimum residential density target of 20 units per net hectare in Tier 1 Settlement Areas of Rodney and West Lorne by:

- a) promoting a mix of low and medium density housing opportunities;*
- b) encouraging the efficient use of land through the site plan and plan of subdivision process;*
- c) encouraging denser forms of development where appropriate; and,*
- d) updating the Municipality's Zoning by-law to include appropriate minimum and maximum densities for development, taking into account any servicing constraints/limitations in Rodney and West Lorne*

7.2.3.5- Housing Mix

In accordance with County policy, development proposals for undeveloped parcels shall incorporate a range of housing types and densities, such that no more than 70% of proposed dwelling units are composed of single detached dwellings....

Comments: The proposed would accommodate a variety/diversity of housing forms and densities in order to support complete communities and meet the housing needs of future residents within a settlement area.

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

The subject lands are currently zoned Residential First Density (R1) Zone and Future Residential (FR) Zone on Schedule 'C' Map No. 6.

In order to implement the proposed housing development, the requested zoning by-law amendment will rezone the lands to a Site-Specific Residential Third Density (R3-8) Zone.

Section(s)	Provisions
Existing Zoning	
Residential First Density (R1) Zone	This zone applies to lots for the purposes of single unit dwellings in the village areas of Rodney and West Lorne and are intended to be fully serviced by municipal water supply system and municipal sanitary sewage system.
Future Residential (FR)	This zone applies to large undeveloped parcels in settlement areas designated 'Residential' in the West Elgin Official Plan and is intended for future residential purposes. The zoning which would ultimately be applied to these lands would be determined upon submission of

		a plan of subdivision or plan of condominium approvals and a development agreement entered into with the Municipality.	
Proposed Zoning Site Specific Residential Second Density (R3-8).		The subject lands are proposed to be rezoned to a Residential zone to permit a range of housing types for medium density residential development (in addition to low density) with site specific regulations.	
Municipality of West Elgin Zoning By-law 2015-36	Residential 3 (R3) Zone Standards	Regulation	Proposed (R3-8)
	Maximum Lot Coverage	35%	40%
	Minimum Front Yard Depth	7.5m	6.0m
	Minimum Interior Side Yard Depth (townhouse dwelling)	6.0m	1.8m where the side wall of a townhouse unit faces the lot line and 3.75m where the rear wall of a townhouse unit faces the lot line
	Minimum Exterior Side Yard (townhouse dwelling)	10.5	1.8m where the side wall of a townhouse unit faces the lot line.
	Minimum Rear Yard Depth	10.5m	2.6m
	Minimum Outdoor Amenity Area	45sqm/unit	36sqm/unit
	Maximum Building Height	3 storey's	4 storey's
	Maximum Parking Area Coverage	15% of the lot area	27% of the lot area
	Yard Encroachment	Covered decks/patios projecting not more than two and one-half (2.5) metres into any required front yard, exterior side yard or rear yard provided they	Notwithstanding Section 4.29.1 of By-law 2015-36, covered decks/patios may project not more than two and one-half (2.5) metres into any required front yard, exterior side yard or rear yard provided they do not

		do not project into any sight triangle	project into any sight triangle
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The proposed site-specific zone is being requested to implement the conceptual plan while recognizing the unique characteristics of the subject lands. The amendment is intended to establish zoning provisions for a mixed residential development incorporating a range of medium-density built forms.

In addition to the uses permitted within the R3 Zone, the applicant has requested *additional permitted uses* which is to use the existing dwelling as a leasing centre and/or guest suite(s). The existing dwelling will temporarily be repurposed as a leasing office and sales centre during the marketing of the development. Once there is no use for the sales centre, the existing dwelling may be utilized as guest suites for residents and visitors.

Lot Coverage- Despite a 5% increase in lot coverage, the development will continue to provide landscaped open space areas, a common amenity area and overall site design that is consistent with the intent of the Residential 3 zone.

Front Yard Depth- A reduced front yard setback from 7.5m to 6.0m is proposed for the three townhouse units fronting Chestnut Street only. This reduction will maintain an interface with the public street. The 6.0m depth will continue to provide sufficient space for parking.

Minimum Interior Side Yard Depth- The proposed setbacks recognize the differing building orientations along the perimeter of the development. The reduced setback of 1.8m to the side wall of a townhouse is appropriate given the limited building interface. All other setbacks in the respective zone are maintained where townhouse elevations face the property boundary to provide private amenity space, landscaping and transitions between adjacent properties.

Minimum Exterior Side Yard Depth- A reduced exterior side yard is proposed adjacent to the Ridge Street right-of-way. This reduction is being requested due to the configuration of the property. The interface does not function as a typical public street frontage and therefore, the request for 1.8m setback reflects the comprehensive design of the development, maintains an appropriate relationship with the adjacent right-of-way and facilitates an efficient site layout.

Minimum Rear Yard Depth- A reduced rear yard setback of 2.6m is proposed along the southerly property line where the site abuts the Hydro One transmission corridor. Given the absence of existing residential development and the separation distance by the corridor, the reduced setback is not anticipated to result in adverse impacts and maintains an appropriate transition to adjoining lands.

Minimum Outdoor Amenity Area- A reduction in outdoor amenity area from 42sqm per unit to 36sqm per unit is proposed for each townhouse unit's private outdoor space. A common amenity area is also proposed within the development block.

Maximum Building Height- The increase from 3 storey's to 4 storey's for an apartment building allows for a compact building footprint, supports a range of housing opportunities and transition between surrounding land uses. The proposed building is centrally located within the development block and buffered by internal parking, landscaping and amenity areas.

Maximum Parking Area Coverage- The increase in parking area coverage from 15% to 27% is proposed as it incorporates driveways and hard surfaced parking lots which is distributed throughout the entire block and is integrated with the built form, landscaped open spaces and common amenity areas.

Yard Encroachment- A special provision to permit covered decks/patios to project up to 2.5 metres into the required front, exterior side and rear yards. The zoning by-law permits an encroachment the same distance into the required yards but extending this provision recognizes the bungalow townhouse units and provides enhanced usability for private outdoor amenity areas without adversely affecting adjacent properties or the overall intent of the yard setback regulations.

The Site-Specific By-law can be found in Appendix 1.

Supporting Studies

Stage 1-2 Archaeological Assessment

Haruta Archaeology conducted an investigation of archaeological resources on the subject site and concluded that no artifacts were recovered and therefore, no further assessments would be required.

Site Servicing Feasibility Design Brief

Co-elevate completed a report to present a servicing and stormwater management plan for the proposed development. The report concluded that the existing and proposed services have sufficient capacity to accommodate the proposed multi-residential uses.

Scoped Environmental Review Report

MTE completed a Scoped Environmental Review Report and Species at Risk (SAR) Screening and made the following conclusions/recommendations:

- No natural heritage features were identified on the subject lands. The area includes a significant woodland, however, as the northern extent of the feature is primarily composed of scattered residential trees on backlots, the ecological value of the feature is considered to be of limited ecological value or functional attributes, therefore, no negative impacts are anticipated as a result of the proposed development.
- No SAR were identified on, or adjacent to the subject lands. Species presence was not confirmed through targeted studies and therefore, avoidance or mitigation measures are recommended to ensure protection of potential wildlife.
- The lands were previously disturbed with low ecological value. No constraints were identified and site alteration may proceed, provided that mitigation measures are implemented.

The following recommendations/mitigation measures are to be implemented through the site plan approval process:

Recommendation 1- Tree removals should not occur during the bat maternity period (May 1 to September 31) to prevent disruption to bats during critical reproductive growth periods. If tree removals are required during the bat active season, bat surveys will be completed by a qualified biologist and if no bats are detected, trees may be removed within 24 hours.

Recommendation 2- It is recommended that any tree removals occur outside of the migratory breeding bird season (April 1 to August 31). If this time window can be avoided, nest searches to determine the presence or absence of nesting birds or breeding habitat should be conducted until clearing is complete, or until August 31, whichever comes first.

Recommendation 3- Advise workers for potential encounters with wildlife during construction. If an animal enters the work site, work at that location will stop and the animal should be permitted to leave un-harassed. If there are repeat observations of wildlife in the work area, barrier fencing (i.e. Silt fence) may be needed to direct wildlife away from active construction and toward natural areas.

Traffic Impact Brief

Strik, Baldinelli, Moniz Ltd. (SBM) conducted a brief to identify potential traffic impacts. The analysis concluded that the proposed is expected to generate a total of 25 trips in the AM peak hour (6 in and 19 out) and 32 trips during the PM peak hour (20 in and 12 out). The peak hour volumes will have negligible impact on the overall volumes and operations of the surrounding road network. There are no concerns with the existing or proposed intersections that will provide access to the site with respect to location, visibility or operations. No improvements to the external road network are required to accommodate the proposed development.

Analysis and Comments:

Planning Policy Review

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

Circulation:

Lower Thames Valley Conservation Authority: The subject property is not within any natural hazard area and therefore not subject to Natural Heritage policies of the Provincial Planning Statement or the Conservation Authority's regulations. Note that there is a municipal drain that cuts through this

parcel that outlets to the Brock Creek Drain. No concerns from a zoning perspective but further review will be completed through the site plan approval process.

Building Department: Four story building could have concerns for fire fighting ability. Not sure if they are compliant with parking regulations for numbers and accessible parking. Apartment building would require proof of adequate water supply for fire fighting and a hydrant that complies with OBC and possible fire route. Reduced setbacks may affect limiting distance per OBC and maybe required to be firewalls with no openings.

Fire: Fire Services caution against construction of residential buildings over 3 storey's in height as current fire department service levels for exterior rescue and suppression operations are limited to a maximum of 3 storey's. Fire Services acknowledge that building design and fire protection systems, equal to or above requirements through OBC, would provide increased fire safety protection for occupants.

Water: No comments.

Infrastructure and Development: The Infrastructure and Development Department has reviewed the submission and the supporting technical reports provided to date. Based on the information currently available, the Department has no concerns with the proposed development at this stage, subject to the submission and review of the final detailed design and supporting documentation.

The technical reports submitted with the application include calculations and supporting analysis that generally demonstrate that the proposed subdivision can be serviced without negatively impacting existing municipal infrastructure or the surrounding community. Final confirmation of servicing requirements will be completed as part of the detailed design and engineering review prior to development proceeding.

One outstanding consideration is the sanitary servicing capacity of the Town of West Lorne. Municipal staff are continuing to review and refine the available sanitary flow and capacity calculations to establish a more accurate assessment of the system's existing and future capacity. This review is important as the available sanitary capacity may have implications for the extent and timing of future development within West Lorne.

Until the sanitary capacity assessment is finalized, it cannot be confirmed that the full build-out of the proposed plan, or other future development within the Town, can be accommodated by the existing sanitary system. The findings of this assessment may therefore influence the final servicing requirements, phasing, or overall development potential of this project.

At this time, staff are recommending that the application(s) proceed through the appropriate review process, with final approval and detailed servicing considerations remaining subject to confirmation of municipal sanitary capacity and acceptance of the final engineering design.

Chief Administrative Officer: No comments.

Public: Concerns regarding statutory requirements. Refer to *Statutory Notice Requirements* section below. A written public submission can be found under Appendix 2.

The applicant for the proposed subdivision to the south also expressed concerns as the proposed development proposed three (3) north-south connections. The most westerly connection now has a temporary turning circle due to not being able to come to an agreement with the landowner to purchase that portion of the lands in order to connect to Elm Street. The applicant is concerned that, by changing the proposed road to a private road, it will not allow connection to their lands. This results in having two (2) connections and not three (3) as originally contemplated.

Engineering has confirmed that two (2) accesses, being proposed Street 'C' and Mehring Street are sufficient. Although a third access would be beneficial, going through private property for public access would require an easement. Adding infrastructure is not in the best interest of the Municipality due to liabilities of this infrastructure being maintained properly in the future and operating as intended.

Financial Implications:

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time.

Alignment with Strategic Priorities:

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

Statutory Notice Requirements:

The Notice of the Public Meeting was provided in accordance with the provisions of the Planning Act.

A Notice was posted on the Municipality's website on September 11th, meeting the minimum 20-day requirement. Property owners within 120m of the subject lands were provided notice through regular mail delivery. Signage advising of the date of the Public Meeting, as well as the purpose and effect of the application, was placed on the subject property.

In accordance with the Planning Act and O.Reg. 545/06, notice shall be given in the manner described as:

1. by personal service or ordinary mail, to every owner of land within 120 metres of the subject land, by posting a notice, clearly visible and legible from a public highway or other place to which the public has access, at every separately assessed property within the subject land or, if posting on the property is impractical, at a nearby location chosen by the clerk of the municipality or the secretary-treasurer of the planning board. OR;
2. Notice shall be given by publishing a notice in a newspaper that, in the opinion of the clerk of the municipality or the secretary-treasurer of the planning board, is of sufficiently general circulation in the area to which the proposed by-law would apply that it would give the public reasonable notice of the public meeting or open house, as the case may be. OR;
3. If, in the opinion of the clerk or the secretary-treasurer, a newspaper does not exist, notice shall be given by posting a notice on the website of the Municipality or planning board.

Upon Council making a decision regarding D14 06-2026, the required notice of decision will be circulated as prescribed under the regulations of the *Planning Act*. There is a 20-day appeal period where objections may be submitted to the Ontario Land Tribunal (OLT). To ensure that the OLT has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council.

Conclusion:

Subject to receiving additional comments from the public and Council, staff is in a position to state that the proposed zoning by-law amendment as proposed in By-law 2026-39 is;

- i) Consistent with the direction of the Provincial Planning Statement 2024, including but not limited to Sections 2.1.4, 2.2.1, 2.3.1.1 and 2.3.1.2;
- ii) Conforms to the relevant policies of the Elgin County Official Plan, including but not limited to Sections 4.2 and 4.3;
- iii) Conforms to the relevant policies of Municipality of West Elgin Official Plan, including but not limited to Sections 2.2, 3.3.1, 3.3.2.2, 3.3.3 and 7.23 and;
- iv) Satisfies the criteria of Zoning By-law 2015-36, subsection 10.3 as amended.

Therefore, staff recommends approval of Zoning By-Law No. 2026-39.

Respectfully submitted by:

Diana Morris
Senior Planner

Reviewed by:

Mat Vaughan

Director of Planning and Development (Elgin County)

Approved By:

Robin Greenall

Chief Administrator Officer

Attachments:

Appendix 1- By-law 2026-39

Appendix 2- Public Comments

Appendix 1- Draft By-law 2026-39



MUNICIPALITY OF
West Elgin

The Corporation of the Municipality of West Elgin

By-Law No. 2026-39

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

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

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

1. **THAT** Schedule "C" Map No. 6 to By-law No. 2015-36, is hereby amended by changing the subject property from Residential First Density (R1) Zone and Future Residential (FR) Zone to a Site-Specific Residential Third Density (R3-8) Zone for those lands outlined on **Schedule 'A'** attached hereto and forming part of this By-law.
2. **THAT** Subsection 10.3- Site-Specific Zones of By-law 2015-36, as amended, is hereby further amended by adding the following Special Provisions:

"10.3.8 a) Defined Area (194 Ridge Street and 172 Chestnut Street)
R3-8 as shown on Schedule "C" Map No. 6.

b) Additional Permitted Uses

i) The dwelling existing prior to passing of this by-law can be used for a temporary leasing centre for a period not exceeding three (3) years from the date of passing of this by-law or once all lots within the proposed development are sold, whichever comes first.

Leasing Centre is defined as *"An existing dwelling used in the interim for the purpose of an office and/or show room/sales to promote the sale/rental of residential units within an approved development."*

ii) The dwelling existing prior to passing of this by-law can be used as guest suites.

Guest Suite is defined as *"The use of an existing dwelling for an intended short-term stay for visitors and is not for permanent housekeeping or long-term tenancy."*

All other permitted uses in Section 10.1.1 shall apply

- c) Notwithstanding the provisions of Section 10 of the By-law, the lands zoned R3-8, the following provisions shall apply:

Maximum Lot Coverage	40%
Minimum front yard depth	6.0m
Minimum interior side yard depth (Townhouse)	1.8m where the side wall of a townhouse unit faces the lot line and 3.75m where the rear wall of a townhouse unit faces the lot line
Minimum exterior side yard depth (Townhouse)	1.8m where the side wall of a townhouse unit faces the lot line
Minimum rear yard depth	2.6m
Maximum building height	4 storey's shall be permitted for an Apartment building
Minimum Outdoor Amenity Area	36sqm per unit
Maximum parking coverage	27%
Yard Encroachment	Notwithstanding Section 4.29.1 of By-law 2015-36, Covered decks/patios may project not more than two and one-half (2.5) metres into any required front yard, exterior side yard or rear yard provided they do not project into any sight triangle.

- d) Where the development of any land is approved under Section 41 of the Planning Act and pursuant to a consent subsequently given under Section 53 of the Act or pursuant to an approval or exemption subsequently given under Section 50 of the Condominium Act, any part of the land is conveyed or otherwise dealt with, the regulations of this By-law are hereby deemed to apply to the land as a whole and to any building or structure thereon in the same manner and to the same extent as if the consent, approval or exemption was not given, so long as the land and any building or structure thereon are used and continue to be used for the purpose for which the development was approved.

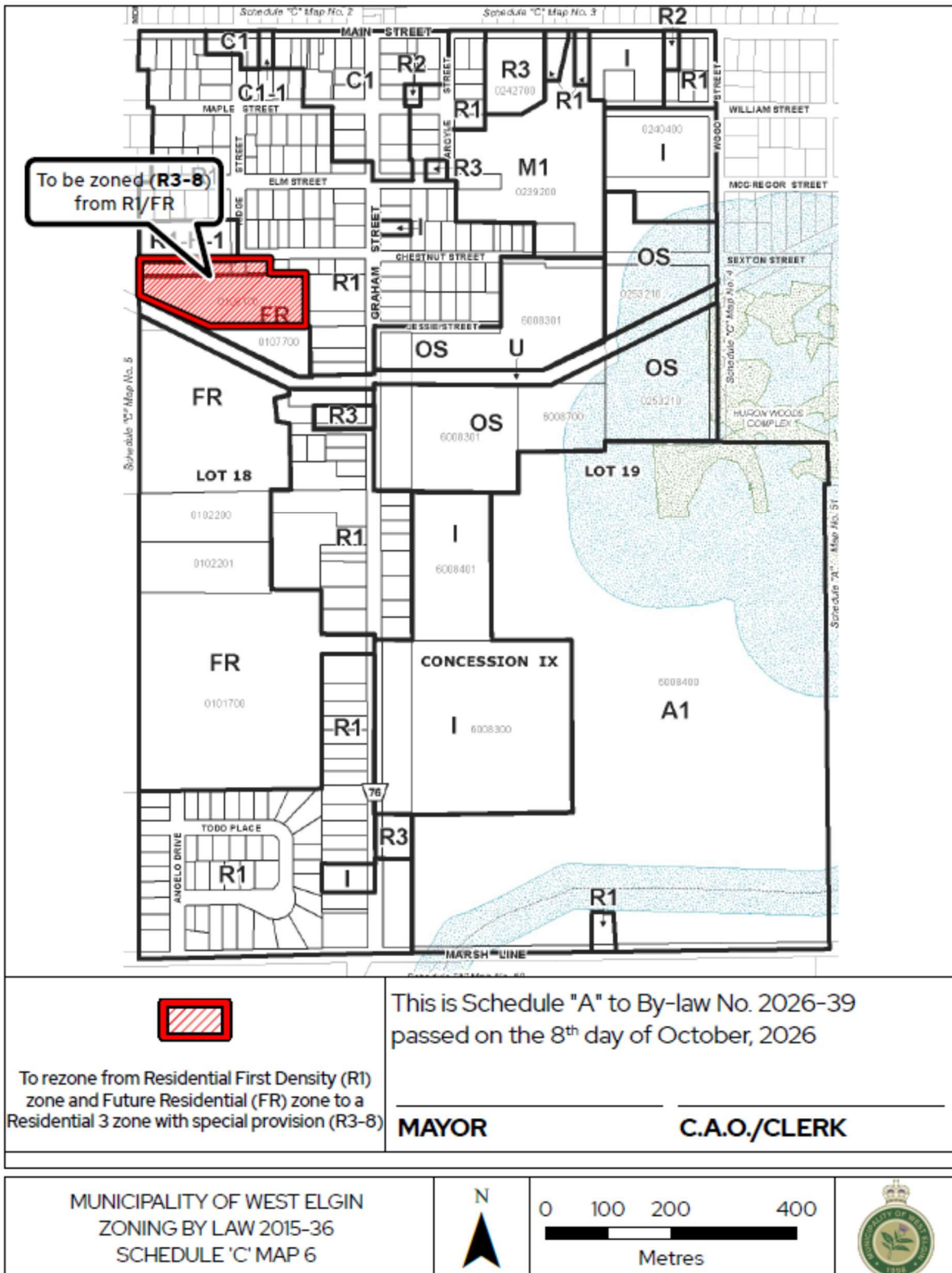
3. **THAT** this By-law shall come into force pursuant to Section 34(2) of the *Planning Act, RSO 1990*.

READ A FIRST AND SECOND TIME, CONSIDERING READ A THIRD TIME AND FINALLY PASSED THIS 8th DAY OF October, 2026.

Richard Leatham
Mayor

Terri Towstiuć
Clerk

Schedule A



Subject: FW: Application for a Zoning By-law Amendment Pursuant to Section 34 of the Planning Act, R.S.O 1990 Applicant: Strik, Baldinelli, Moniz Ltd. Owner: 1000022065
ONTARIO LTD Location: Elm Street- PART of LOTS 36, 70, 79, CON 9, PLAN 199 File:
D14 09-202

Public Submission — D14 06-2026

Current Date Current Date

To: Mayor and Members of Council, Municipality of West Elgin

Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief

Re: D14 06-2026 only — Ridge Street and Chestnut Street

Please file this letter as a written public submission for File D14 06-2026.

Dear Mayor and Members of Council:

I support responsible housing growth in West Elgin. I am not asking Council to reject the proposed townhouse and apartment development at 194 Ridge Street and 172 Chestnut Street. I ask Council not to grant unconditional development rights before the Municipality have confirmed that the project is safe, serviceable, funded, and legally secured.

Before Council makes a final decision, the complete available planning record—including the proposed R3-8 zoning rules, final site plan, height, number of stores, unit count, density, technical studies, agency comments, staff report, and proposed conditions—should be available to residents online and at the Municipal Office.

This site should be reviewed together with File D14 09-2026 on Elm Street for their combined full-buildout effect on water supply, sanitary sewer capacity, hydrants, fire flow, emergency access, roads, stormwater, drainage, municipal infrastructure, and future costs. This is a request for combined technical review; this letter is a submission on D14 06-2026 only.

Requested Council decision.

Council should not pass an unconditional zoning by-law amendment for D14 06-2026. If Council supports the proposed housing, it should approve the amendment only with a holding provision that clearly identifies the conditions required before the new R3-8 zoning permissions can be used.

The holding provision should remain in effect until the Municipality has confirmed that the following matters are complete or legally secured:

1. Final development details. The final R3-8 zoning standards, height, stores, unit count, density, site plan, access, parking, and site-specific permissions are publicly available and approved through the applicable process.
2. Combined service review. The Municipality has completed a full-build-out review of D14 06-2026

and D14 09-2026 for potable water, water pressure, fire flow, sanitary sewer capacity, stormwater, drainage, roads, emergency access, and required infrastructure upgrades.

3. Fire and emergency safety. West Elgin Fire Rescue has confirmed in writing that the final building form and height can be safely served, including a suitable fire route, turning area, hydrants, water supply, fire flow, and emergency-vehicle access.
4. Servicing and drainage. The Municipality has accepted water, sanitary, stormwater, and drainage information demonstrating that the proposed development can proceed without unacceptable offsite effects.
5. Costs and funding. The Municipality has identified every required work, study, peer review, inspection, infrastructure upgrade, maintenance obligation, and long-term replacement responsibility, including its cost, timing, responsible party, ownership, and lawful funding source.
6. Developer agreements and security. The developer has entered all applicable site-plan, servicing, drainage, subdivision, or development agreements and has provided required financial security for developer-funded works, incomplete works, repairs, and other obligations.
7. Charges and fees. The Municipality applies and collects all applicable development charges and authorized fees at the legally required stage. Project-specific work or costs not covered by development charges must be secured from the developer through the applicable agreement or other lawful mechanism.
8. No premature construction. Council should not remove the holding provision until these requirements are complete or formally secured. After removal of the hold, the Municipality should not issue building permits, and no grading, servicing, drainage work, construction, or occupancy should proceed until all permits, agreements, payments, securities, and approvals required for that stage are in place.

If staff does not recommend a holding provision, Council should require staff to explain in the public report how and when all remaining servicing, drainage, fire-safety, infrastructure, financial, agreement,

security, ownership, and long-term maintenance matters will be resolved before any construction begins.

The report should identify the responsible party and lawful funding source for each required work, distinguish costs payable through development charges from costs secured through developer agreements, and confirm what legally prevents permits, grading, servicing, or construction from proceeding before those requirements are met.

Existing West Elgin taxpayers should not be left with unplanned costs or long-term obligations created by

this development. Development-related works, studies, reviews, infrastructure upgrades, and maintenance obligations should be paid by or secured from the developer where legally applicable or funded through authorized growth-related charges where eligible.

Thank you for filing this submission under D14 06-2026 and considering this request

Diana Morris

Subject: FW: Governance-Based Opposition – Premature Zoning Applications (D14-06-2026 & D14-09-2026)

Mayor and Members of Council,

Please accept the following formal submission regarding the proposed zoning by-law amendments for Files D14-06-2026 (Chestnut/Ridge) and D14-09-2026 (Elm Street).

My opposition is based strictly on governance, planning sequence, and taxpayer protection. These applications are being advanced prior to completing the foundational steps required under the Planning Act to ensure responsible, fiscally sound development. Approving zoning at this stage risks transferring future development costs—such as servicing upgrades, stormwater infrastructure, municipal drain obligations, and access solutions—onto West Elgin taxpayers rather than the developer.

Neither application has submitted a Draft Plan of Subdivision, which is the statutory mechanism that establishes lot fabric, street networks, access, stormwater blocks, easements, and servicing responsibilities. Without this, Council cannot properly evaluate development feasibility or ensure that developer obligations are secured before development rights are granted.

Zoning should only proceed once updated servicing capacity studies, access plans for landlocked parcels, stormwater and municipal drain responsibility frameworks, sanitary flow confirmations, and full engineering reviews are complete. These safeguards are essential to protect the Municipality and its residents from avoidable financial exposure.

For these reasons, I respectfully request that Council defer approval or apply strict holding provisions until all mandatory planning inputs and developer obligations are fully established.

Respectfully submitted,

West Elgin, Ontario

Diana Morris

Subject:

FW: D14 06-2026 [REDACTED]

Public Submission — D14 06-2026

To: Mayor and Members of Council, Municipality of West Elgin

Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief

Re: D14 06-2026 only — Ridge Street and Chestnut Street

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Dear Mayor and Members of Council:

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grant unconditional development rights before the Municipality have confirmed that the project is safe, serviceable, funded, and legally secured.

Before Council makes a final decision, the complete available planning record—including the proposed R3-8 zoning rules, final site plan, height, number of stores, unit count, density, technical studies, agency comments, staff report, and proposed conditions—should be available to residents online and at the Municipal Office.

This site should be reviewed together with File D14 09-2026 on Elm Street for their combined full-build-out effect on water supply, sanitary sewer capacity, hydrants, fire flow, emergency access, roads, stormwater, drainage, municipal infrastructure, and future costs. This is a request for combined technical

review; this letter is a submission on D14 06-2026 only.

Requested Council decision.

Council should not pass an unconditional zoning by-law amendment for D14 06-2026. If Council supports

the proposed housing, it should approve the amendment only with a holding provision that clearly identifies the conditions required before the new R3-8 zoning permissions can be used.

The holding provision should remain in effect until the Municipality has confirmed that the following matters are complete or legally secured:

1. Final development details. The final R3-8 zoning standards, height, stores, unit count, density, site plan, access, parking, and site-specific permissions are publicly available and approved through the applicable process.

2. Combined service review. The Municipality has completed a full-build-out review of D14 06-2026 and D14 09-2026 for potable water, water pressure, fire flow, sanitary sewer capacity, stormwater, drainage, roads, emergency access, and required infrastructure upgrades.

LET ME PREFACE, This needs to include studies of sanitary and storm flows influenced by extreme weather events due to CLIMATE CHANGE. I'm already aware that under the current loading, wastewater flows go into bypass, exceeding the plants capacity.

What is the flood-plan setback from the municipal drain? When was the floodplain setback last reviewed and

amended based on extreme weather events due to climate change? 1 in 100 year storms have become commonplace, as

West Lorne has experienced firsthand with severe flooding over the past 5 years more than once. What was learned?

What assessment was performed by a qualified engineer or engineering firm? How can you consciously allow

development in a floodplain if the floodplain setback has not been updated to current/amended 1 in 100 yr storm flows.

Where is the study of influence based on the current ground conditions ability to absorb runoff as compared to

heavily urbanized buildings with impervious roofs, roads, parking areas, driveways, sidewalks and any other surface

changes which alter the current land's ability to reduce increased runoff to storm water pipes, channels and ponds?

When was the last condition assessment of West Lorne's sanitary and storm sewer systems last performed?

What are the resulting engineering recommendations of immediate items to be addressed, and what has

West Elgin done to address? Typically this is shown in a report as Red, yellow, green items to be fixed ASAP,

planned for tender, and a timeline for reassessment in the near future for monitoring?

3. Fire and emergency safety. West Elgin Fire Rescue has confirmed in writing that the final building form and height can be safely served, including a suitable fire route, turning area, hydrants, water supply, fire flow, and emergency-vehicle access.

4. Servicing and drainage. The Municipality has accepted water, sanitary, stormwater, and drainage information demonstrating that the proposed development can proceed without unacceptable off-site effects.

5. Costs and funding. The Municipality has identified every required work, study, peer review, inspection, infrastructure upgrade, maintenance obligation, and long-term replacement responsibility, including its cost, timing, responsible party, ownership, and lawful funding source.

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Existing West Elgin taxpayers should not be left with unplanned costs or long-term obligations created by this development. Development-related works, studies, reviews, infrastructure upgrades, and maintenance obligations should be paid by or secured from the developer where legally applicable or funded through authorized growth-related charges where eligible.

I will add, if the County or Province has any influence or control over anything referenced in this email, then all concerns need to be addressed by each governing body accordingly.

Thank you for filing this submission under D14 06-2026 and considering this request.
Sincerely,

Subject:

FW: Planning Report - Public Meeting Date Change

Hi Terri and Robin,

I just wanted to clarify something with you about the October 1 zoning meeting. A few people in the community have been raising concerns that the notice requirements may not have been followed, and I'd like to be able to direct them to the proper information.

My understanding is that the original notice was for the September 10 meeting, and that meeting could not proceed because of the change in location. The September 11 notice then advised that the meeting had been rescheduled to October 1.

What I'm trying to understand is whether that is sufficient under the Planning Act and the Municipality's notice requirements, or whether a change to the date of a zoning public meeting is required to be communicated through mailed notice to the original notice recipients, with the 20-day notice period applying to the new meeting date.

I understand that the September 11 notice is being treated as a postponement notice rather than a new statutory notice, so I'm really just trying to understand how that works from a legislative and by-law perspective.

Does the original notice for September 10 continue to satisfy the statutory notice requirement for the October 1 meeting, or is there a requirement for the new meeting date to be provided to the original recipients by mail and then allow the required 20-day period to run?

I'm not trying to suggest that anything has been done incorrectly. There are just residents who are concerned that the Municipality may not be following its own notice requirements, and I'd rather be able to point them to the legislation or by-law and explain exactly how the Municipality is interpreting it before these concerns become a larger public discussion.

If you could point me to the applicable Planning Act provision, regulation or municipal by-law that applies here, I'd really appreciate it. I really don't want to see further division between staff, Council and the public online, and I'd much rather be able to help clarify the process and work together on what makes the most sense moving forward.

Thanks for your help!

Re: D14 06-2026 only — Ridge Street and Chestnut Street

Please file this letter as a written public submission for File D14 06-2026.

Dear Mayor and Members of Council:

I support responsible housing growth in West Elgin. I am not asking Council to reject the proposed

townhouse and apartment development at 194 Ridge Street and 172 Chestnut Street. I ask Council not to

grant unconditional development rights before the Municipality have confirmed that the project is safe,

serviceable, funded, and legally secured.

Before Council makes a final decision, the complete available planning record—including the proposed

R3-8 zoning rules, final site plan, height, number of stores, unit count, density, technical studies, agency

comments, staff report, and proposed conditions—should be available to residents online and at the

Municipal Office.

This site should be reviewed together with File D14 09-2026 on Elm Street for their combined full-buildout effect on water supply, sanitary sewer capacity, hydrants, fire flow, emergency access, roads,

stormwater, drainage, municipal infrastructure, and future costs. This is a request for combined technical

review; this letter is a submission on D14 06-2026 only.

Requested Council decision.

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the proposed housing, it should approve the amendment only with a holding provision that clearly

identifies the conditions required before the new R3-8 zoning permissions can be used.

The holding provision should remain in effect until the Municipality has confirmed that the following

matters are complete or legally secured:

1. Final development details. The final R3-8 zoning standards, height, stores, unit count, density, site

plan, access, parking, and site-specific permissions are publicly available and approved through the

applicable process.

2. Combined service review. The Municipality has completed a full-build-out review of D14 06-2026

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form and height can be safely served, including a suitable fire route, turning area, hydrants, water

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information demonstrating that the proposed development can proceed without unacceptable offsite effects.

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drainage, subdivision, or development agreements and has provided required financial security for

developer-funded works, incomplete works, repairs, and other obligations.

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authorized fees at the legally required stage. Project-specific work or costs not covered by development charges must be secured from the developer through the applicable agreement or other lawful mechanism.

8. No premature construction. Council should not remove the holding provision until these requirements are complete or formally secured. After removal of the hold, the Municipality should

not issue building permits, and no grading, servicing, drainage work, construction, or occupancy

should proceed until all permits, agreements, payments, securities, and approvals required for that

stage are in place.

If staff does not recommend a holding provision, Council should require staff to explain in the public

report how and when all remaining servicing, drainage, fire-safety, infrastructure, financial, agreement,

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The report should identify the responsible party and lawful funding source for each required work,

distinguish costs payable through development charges from costs secured through developer agreements, and confirm what legally prevents permits, grading, servicing, or construction from proceeding before those requirements are met.

Existing West Elgin taxpayers should not be left with unplanned costs or long-term obligations created by

this development. Development-related works, studies, reviews, infrastructure upgrades, and maintenance obligations should be paid by or secured from the developer where legally applicable or

funded through authorized growth-related charges where eligible.

Thank you for filing this submission under D14 06-2026 and considering this request.

Public Submission — D14 06-2026

« Current Date Oct. 1, 2026

Current Date »

To: Mayor and Members of Council, Municipality of West Elgin

Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief

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Requested Council decision.

Council should not pass an unconditional zoning by-law amendment for D14 06-2026. If Council supports the proposed housing, it should approve the amendment only with a holding provision that clearly identifies the conditions required before the new R3-8 zoning permissions can be used.

The holding provision should remain in effect until the Municipality has confirmed that the following matters are complete or legally secured:

1. **Final development details.** The final R3-8 zoning standards, height, stores, unit count, density, site plan, access, parking, and site-specific permissions are publicly available and approved through the applicable process.

2. **Combined service review.** The Municipality has completed a full-build-out review of D14 06-2026 and D14 09-2026 for potable water, water pressure, fire flow, sanitary sewer capacity, stormwater, drainage, roads, emergency access, and required infrastructure upgrades.
3. **Fire and emergency safety.** West Elgin Fire Rescue has confirmed in writing that the final building form and height can be safely served, including a suitable fire route, turning area, hydrants, water supply, fire flow, and emergency-vehicle access.
4. **Servicing and drainage.** The Municipality has accepted water, sanitary, stormwater, and drainage information demonstrating that the proposed development can proceed without unacceptable off-site effects.
5. **Costs and funding.** The Municipality has identified every required work, study, peer review, inspection, infrastructure upgrade, maintenance obligation, and long-term replacement responsibility, including its cost, timing, responsible party, ownership, and lawful funding source.
6. **Developer agreements and security.** The developer has entered all applicable site-plan, servicing, drainage, subdivision, or development agreements and has provided required financial security for developer-funded works, incomplete works, repairs, and other obligations.
7. **Charges and fees.** The Municipality applies and collects all applicable development charges and authorized fees at the legally required stage. Project-specific work or costs not covered by development charges must be secured from the developer through the applicable agreement or other lawful mechanism.
8. **No premature construction.** Council should not remove the holding provision until these requirements are complete or formally secured. After removal of the hold, the Municipality should not issue building permits, and no grading, servicing, drainage work, construction, or occupancy should proceed until all permits, agreements, payments, securities, and approvals required for that stage are in place.

If staff does not recommend a holding provision, Council should require staff to explain in the public report how and when all remaining servicing, drainage, fire-safety, infrastructure, financial, agreement, security, ownership, and long-term maintenance matters will be resolved before any construction begins. The report should identify the responsible party and lawful funding source for each required work, distinguish costs payable through development charges from costs secured through developer agreements, and confirm what legally prevents permits, grading, servicing, or construction from proceeding before those requirements are met.

Existing West Elgin taxpayers should not be left with unplanned costs or long-term obligations created by this development. Development-related works, studies, reviews, infrastructure upgrades, and maintenance obligations should be paid by or secured from the developer where legally applicable or funded through authorized growth-related charges where eligible.

Thank you for filing this submission under D14 06-2026 and considering this request.

Sincerely,

« Full Name (Pam Wardell

) Full Name »

« Full Address ([REDACTED]

) Full Address »

« Email ([REDACTED]

) Email »

Pam Wardell

Public Submission — Request to Defer D14 06-2026

Current Date: October 5, 2026

To: Mayor and Members of Council, Municipality of West Elgin

Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief

Re: D14 06-2026 only — Ridge Street and Chestnut Street — Request to Defer Decision

Please file this letter as a written public submission for File D14 06-2026.

Dear Mayor and Members of Council:

We are writing as residents of West Elgin regarding the proposed zoning amendment under File D14 06-2026 and, specifically, the timing of Council's consideration of this application.

At Thursday's public meeting, residents learned that **both Council members who are currently campaigning in the upcoming municipal election are unable to participate in this matter due to conflicts of interest.**

We understand and respect that members with a conflict of interest cannot participate in the discussion or decision. Our concern is not with those recusals.

Our concern is the resulting circumstance.

With both of the current Council members who are campaigning in the upcoming election unable to participate, this matter will be considered and decided by the **remaining members of the outgoing Council**. None of those remaining members are candidates in the upcoming municipal election.

We also understand that Council is currently operating under the **lame-duck provisions of the Municipal Act**. We recognize that the lame-duck provisions do not automatically prevent Council from considering a zoning amendment. However, we believe the circumstances surrounding this application raise a legitimate question about whether a decision of this significance should be made at this particular point in the municipal term.

Public Confidence and Timing

We recognize that the remaining members of Council continue to have responsibilities and decision-making authority during the lame-duck period.

However, public confidence is also an important consideration.

Where a significant planning decision is being considered immediately before an election, and **both Council members who are campaigning are unable to participate**, the remaining Council is placed in the position of making that decision without the participation of either current member who is seeking a new mandate from the residents.

This does not suggest that any member of Council would act improperly or be influenced improperly.

Rather, it raises a reasonable concern about **the appearance of independence and the potential for outside interests, relationships or other considerations to influence a decision that will have long-term consequences for the community**.

Regardless of anyone's intentions, avoiding circumstances that could create questions about influence or public confidence is an important part of maintaining trust in municipal decision-making.

Requested Council Decision

Under these circumstances, we respectfully request that Council **defer consideration and passage of the zoning by-law amendment for D14 06-2026 until after the municipal election**, allowing the newly elected Council to consider the matter.

This would allow:

1. The newly elected Council to review the application and make the decision during its upcoming term.
2. The full elected Council to participate, subject to any applicable conflict-of-interest requirements.
3. Residents to have confidence that a significant planning decision is being made by the Council that will be responsible for governing the municipality following the election.
4. The application to continue through the appropriate planning process in the meantime, including consideration of outstanding technical, servicing, infrastructure and community-impact matters.
5. The decision to be made without the unusual circumstance currently present, where both campaigning members of the existing Council are unable to participate.

This Is a Request for Deferral, Not Rejection

We want to be clear that this submission is **not asking Council to reject the proposed development**.

It is a request that Council consider whether there is a compelling reason for the final zoning decision to be made before the election when the matter can reasonably be considered by the newly elected Council.

The zoning amendment may create development permissions that have consequences for the community well beyond the current Council term. Given that, we believe there is value in allowing the incoming Council to consider the complete planning record, technical information, infrastructure implications, staff recommendations and public submissions before making the final decision.

If there is no immediate necessity to make the decision before the election, we respectfully ask Council to **exercise its discretion to defer the matter.**

We believe this approach would help protect public confidence in the process and avoid unnecessary questions about timing, influence or the circumstances under which an important long-term planning decision was made.

We therefore respectfully request that Council **defer D14 06-2026 until after the municipal election and refer the matter to the newly elected Council for consideration and decision.**

Thank you for filing this submission with File D14 06-2026 and considering the concerns raised by residents.

Sincerely,

Signature: Linda Ryerse (signed electronically)

Full Name: 

Full Address: 

Email Address: 

D14 06-2026 - [REDACTED]

From [REDACTED]
Date Wed 9/30/2026 8:13 AM
To Planner <planning@westelgin.net>
Cc Terri Towstiuc <ttowstiuc@westelgin.net>; [REDACTED]
[REDACTED]

You don't often get email from [REDACTED]. [Learn why this is important](#)

Public Submission — D14 06-2026

Current Date Current Date

To: Mayor and Members of Council, Municipality of West Elgin

Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief

Re: D14 06-2026 only — Ridge Street and Chestnut Street

Please file this letter as a written public submission for File D14 06-2026.

Dear Mayor and Members of Council:

I support responsible housing growth in West Elgin. I am not asking Council to reject the proposed townhouse and apartment development at 194 Ridge Street and 172 Chestnut Street. I ask Council not to

grant unconditional development rights before the Municipality have confirmed that the project is safe,

serviceable, funded, and legally secured.

Before Council makes a final decision, the complete available planning record—including the proposed

R3-8 zoning rules, final site plan, height, number of stores, unit count, density, technical studies, agency

comments, staff report, and proposed conditions—should be available to residents online and at the Municipal Office.

This site should be reviewed together with File D14 09-2026 on Elm Street for their combined full-build-out effect on water supply, sanitary sewer capacity, hydrants, fire flow, emergency access, roads,

stormwater, drainage, municipal infrastructure, and future costs. This is a request for combined technical

review; this letter is a submission on D14 06-2026 only.

Requested Council decision.

Council should not pass an unconditional zoning by-law amendment for D14 06-2026. If Council supports

the proposed housing, it should approve the amendment only with a holding provision that clearly identifies the conditions required before the new R3-8 zoning permissions can be used.

The holding provision should remain in effect until the Municipality has confirmed that the following matters are complete or legally secured:

1. Final development details. The final R3-8 zoning standards, height, stores, unit count, density, site

plan, access, parking, and site-specific permissions are publicly available and approved through the applicable process.

2. Combined service review. The Municipality has completed a full-build-out review of D14 06-2026 and D14 09-2026 for potable water, water pressure, fire flow, sanitary sewer capacity, stormwater, drainage, roads, emergency access, and required infrastructure upgrades.

LET ME PREFACE, This needs to include studies of sanitary and storm flows influenced by extreme weather events due to CLIMATE CHANGE. I'm already aware that under the current loading, wastewater

flows go into bypass, exceeding the plants capacity.

What is the flood-plan setback from the municipal drain? When was the floodplain setback last reviewed and

amended based on extreme weather events due to climate change? 1 in 100 year storms have become commonplace, as

West Lorne has experienced firsthand with severe flooding over the past 5 years more than once. What was learned?

What assessment was performed by a qualified engineer or engineering firm? How can you consciously allow

development in a floodplain if the floodplain setback has not been updated to current/amended 1 in 100 yr storm flows.

Where is the study of influence based on the current ground conditions ability to absorb runoff as compared to

heavily urbanized buildings with impervious roofs, roads, parking areas, driveways, sidewalks and any other surface

changes which alter the current land's ability to reduce increased runoff to storm water pipes, channels and ponds?

When was the last condition assessment of West Lorne's sanitary and storm sewer systems last performed?

What are the resulting engineering recommendations of immediate items to be addressed, and what has

West Elgin done to address? Typically this is shown in a report as Red. yellow, green items to be fixed ASAP,

planned for tender, and a timeline for reassessment in the near future for monitoring?

3. Fire and emergency safety. West Elgin Fire Rescue has confirmed in writing that the final building form and height can be safely served, including a suitable fire route, turning area, hydrants, water supply, fire flow, and emergency-vehicle access.

4. Servicing and drainage. The Municipality has accepted water, sanitary, stormwater, and drainage information demonstrating that the proposed development can proceed without unacceptable off-site effects.

5. Costs and funding. The Municipality has identified every required work, study, peer review, inspection, infrastructure upgrade, maintenance obligation, and long-term replacement responsibility, including its cost, timing, responsible party, ownership, and lawful funding source.

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requirements are complete or formally secured. After removal of the hold, the Municipality should not issue building permits, and no grading, servicing, drainage work, construction, or occupancy should proceed until all permits, agreements, payments, securities, and approvals required for that stage are in place.

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Existing West Elgin taxpayers should not be left with unplanned costs or long-term obligations created by

this development. Development-related works, studies, reviews, infrastructure upgrades, and maintenance obligations should be paid by or secured from the developer where legally applicable or funded through authorized growth-related charges where eligible.

I will add, if the County or Province has any influence or control over anything referenced in this email,

then all concerns need to be addressed by each governing body accordingly.

Thank you for filing this submission under D14 06-2026 and considering this request.

Sincerely,

A large black rectangular redaction box covering the signature area.

Application for a Zoning By-law Amendment Pursuant to Section 34 of the Planning Act, R.S.O 1990
Applicant: Strik, Baldinelli, Moniz Ltd. Owner: 1000022065 ONTARIO LTD Location: Elm Street- PART
of LOTS 36, 70, 79, CON 9, PLAN 199 File: D14 09-202

From [REDACTED]
Date Wed 9/30/2026 9:03 AM
To Planner <planning@westelgin.net>
Cc Terri Towstiuc <ttowstiuc@westelgin.net>

Please accept the attached written submission for File D14 06-2026 and include it in the public record and Council materials for this application. I request that my personal email address be redacted from any publicly posted Council agenda, report, or minutes, to the extent permitted by law and municipal policy. Please confirm receipt by email.

Thank you

Resident of West Elgin
Rodney ON

Public Submission — D14 06-2026
Current Date Current Date
To: Mayor and Members of Council, Municipality of West Elgin
Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief
Re: D14 06-2026 only — Ridge Street and Chestnut Street
Please file this letter as a written public submission for File D14 06-2026.

Dear Mayor and Members of Council:

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Requested Council decision.

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the proposed housing, it should approve the amendment only with a holding provision that clearly identifies the conditions required before the new R3-8 zoning permissions can be used.

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this development. Development-related works, studies, reviews, infrastructure upgrades, and maintenance obligations should be paid by or secured from the developer where legally applicable or

funded through authorized growth-related charges where eligible.

Thank you for filing this submission under D14 06-2026 and considering this request



Staff Report

Report To: Committee of the Whole
From: Diana Morris, Senior Planner
Date: 2026-10-01
Subject: Draft Plan of Subdivision 34T-WE2501 and Zoning By-law Amendment Application D14 09-2026- Recommendation Report (Planning Report 2026-26)- Elm Street

Recommendation:

That West Elgin Council hereby receives the report from Diana Morris, Senior Planner regarding Draft Plan of Subdivision Application and Zoning By-law Amendment Application (Application No. D14 09-2026) – Recommendation Report (Planning Report 2026-26), And;

That West Elgin Council endorses the conditions of approval of the proposed Draft Plan of Subdivision 34T-WE2501 to Elgin County, subject to the conditions listed in Appendix 3 to Planning Report PLA 2026-26 being assigned to any Notice of Decision by the County, for Council's consideration, And;

That West Elgin Council approve Zoning By-law Amendment Application D14 09-2026 to rezone the subject property from Future Residential to a Site-Specific Residential Second Density (R2-3) Zone and to a Site-Specific Residential Third Density (R3-9) and a Site-Specific Open Space (OS-7) Zone as presented in By-law 2026-50 attached as Appendix 1 to Planning Report 2026-26, And;

That West Elgin Council consider an amendment Zoning By-law 2015-36, presented in the By-law portion of the October 8, 2026, Council Agenda.

Purpose:

The purpose of this application is to rezone the subject property from Future Residential to a Site-Specific Residential Second Density (R2-3) Zone and to a Site-Specific Residential Third Density (R3-9) and a Site-Specific Open Space (OS-7) Zone.

No concerns or objections have been identified by circulated agencies. A resident provided an e-mail advising some concerns can be found under the Public Comments section of this report. Residents also voiced that the Statutory Notice Requirements have not been met. Please refer to that section in the report for more information.

Site Description:

The subject lands are legally described as Part of Lots 36, 70 and 79, Registered Plan No. 199 in the Municipality of West Elgin in the County of Elgin. The lands are located south of Elm Street and west of Graham Road, generally southwest of the downtown core of West Lorne. Existing road access is provided from Elm Street to the north and the terminus of Mehring Street to the east. The irregular shaped parcel of land has a total site area of 15.2 hectares (37.56 ac) and is predominately flat and presently used for agricultural cropland production.

There are two significant linear features which transect the Subject Lands: a municipal drain and hydro powerline corridor. **Figure 1- Location Map.**

The Brock Creek Drain is regulated by the Lower Thames Valley Conservation Authority and generally drains stormwater from north to south, from the terminus of Wellington Street to the southern property limit. Surface stormwater flows entering the drainage channel ultimately flow to Lake Erie. In addition to the physical drainage channel, municipal sanitary infrastructure has been placed via easement to the east of the drain.

The hydro corridor traverses the site to the north with overhead powerlines from the westerly limit of the property at Elm Street to the easterly property limit at Graham Street. The transmission corridor is not part of the Subject Lands.

The subject lands are located within the settlement area of West Lorne, a walkable community of predominately low-density residential uses, elementary & high school, West Lorne arena and community park (sports fields), and other commercial services within the downtown core.

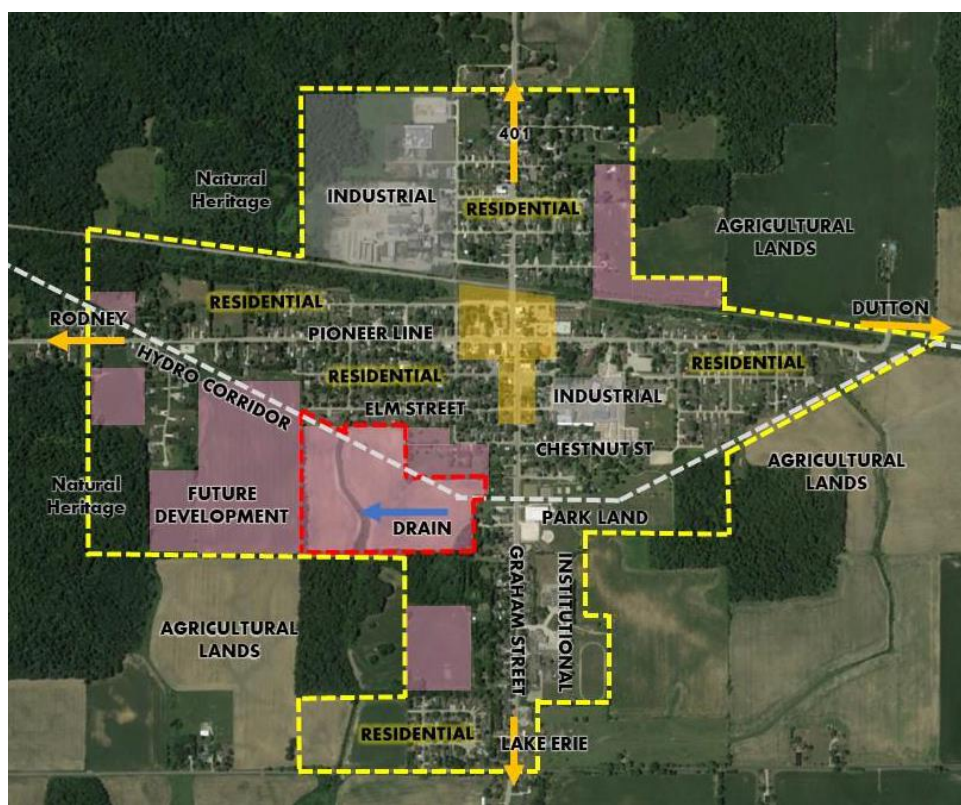
The immediate surrounding land uses include existing single detached residential homes to the north and east. Lands to the west are currently cultivated for agricultural uses but are designated and zoned for future residential development. To the south is a wooded natural area (outside the settlement area boundary) to be retained and other wooded areas and agricultural lands (within the settlement area) that are designated and zoned for future residential development (**Figure 2**).

Application D14 09-2026	
Owner	1000022065 Ontario Ltd. c/o Saravpreet Minhas
Address	Elm Street (no formal Municipal address assigned)
Water Supply	Municipal
Sewage Supply	Municipal

Existing Buildings/Structures	Vacant
Elgin County Official Plan	Tier 1 Settlement Area
Municipality of West Elgin Official Plan	Residential

Figure 1- Location Map



Figure 2- Surrounding Land Use Map**Proposed Development:**

The subject lands are proposed to be developed as a mixed-use residential community. The 15.1 ha of land would create six (6) new public roads (A' through 'F'), 113 single-detached residential lots, 10 semi-detached residential lots (20 dwelling units), and two (2) multi-unit blocks, for a total of approximately 157 dwelling units. The proposed development also includes two (2) blocks for a stormwater management pond, three (3) blocks for the municipal drain, two (2) blocks for open space and one (1) remnant parcel block. The stormwater management and municipal drain blocks would be dedicated to the Municipality as a condition of draft plan approval. The proposed draft plan of subdivision is illustrated in **Appendix 2**.

Land Use	Number of Units/Blocks	Land Area (in hectares)
Single-detached dwellings	113	6.23
Semi-detached dwellings	10 (20 units total)	1.13
Medium Density	2 blocks (+/- 24 units)	0.91
Stormwater Management	2 blocks	0.98
Municipal Drain	3 blocks	1.57
Open Space	2 blocks	1.04
Right-of-Ways	3 blocks	3.24
Total Area	+/- 157 units	15.1

Access to the development would be established by extending Mehring Street from Graham Road to the east. A new intersection would be created onto Elm Street to the north via Street 'C' that would also intersect the powerline corridor. Street 'B' and Street 'F' have been oriented to potentially extend through the vacant lands to the north to connect to Elm Street and Ridge Street. These roads will require a temporary turning circle with the potential for street connections. Potential future development and street connection can be accommodated via Street 'A' to the west property limit and a reserve should those lands be developed in the future.

The two blocks (124 and 125) to the north property limit would be utilized for medium-density multi-unit residential developments, potentially in the form of townhouse dwellings.

A variety of residential lot sizes would be created to reflect contemporary building envelopes for both single detached and semi-detached lots. Lot depths vary in response to development constraints and street pattern. Variations in lot width and depth would create a variety of lot sizes resulting in multiple housing configurations and price points for a range of household types and incomes.

The approval of this Zoning By-law Amendment and Draft Plan of Subdivision will facilitate the future development outlined above and will establish the land uses on the subject lands.

Provincial Planning Statement (2024):

Policy 2.1.4- Planning for People and Homes:

To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development; and*
- b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans.*

Policy 2.2.1- Housing:

To provide an appropriate range and mix of housing options and densities to meet projected needs of current and future residents.

Policy 2.3.1.1 and 2.3.1.2- General Policies for Settlement Areas

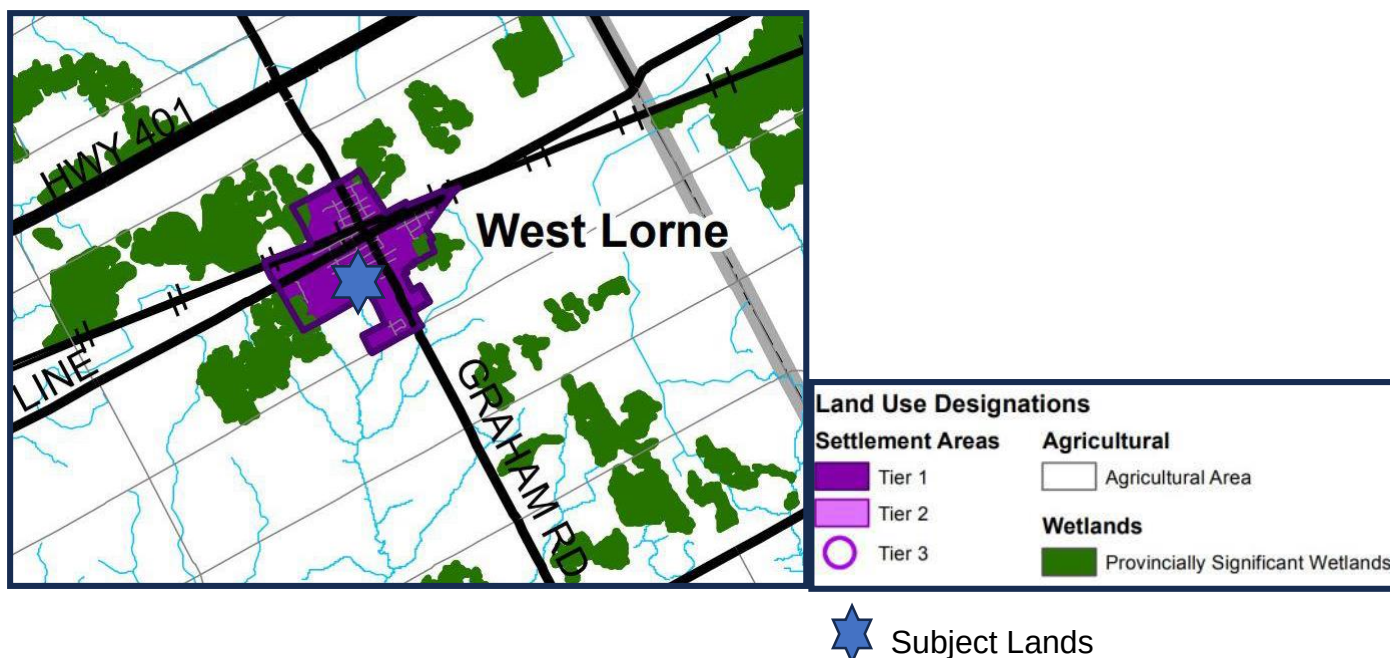
Settlement areas shall be the focus of growth and development and should be based on densities and a mix of land uses which efficiently use land and resources, optimize existing and planned infrastructure and public service facilities.

Comments: The proposed will provide additional residential units within a settlement area and increase the overall supply of housing to meet the Municipality's projected residential growth. The

proposed development introduces a mix of housing forms that broaden the range of housing opportunities and contributes to a more diverse housing supply. The subject lands are within a settlement area where growth and development are directed and will connect to existing municipal servicing infrastructure.

Elgin County Official Plan (2025):

The subject lands are within the **Tier 1 Settlement Area** within West Lorne.



Section 4.2- Residential Land Supply

The County shall ensure there is an adequate supply of residentially designated land in the County to accommodate a minimum of 15 years of residential growth (including redevelopment and intensification opportunities, and 'greenfield' land). Further, local municipalities shall be required to maintain, at all times, land with servicing capacity sufficient to provide at least a five-year supply of residential units available through lands suitably zoned and (where available) serviced.

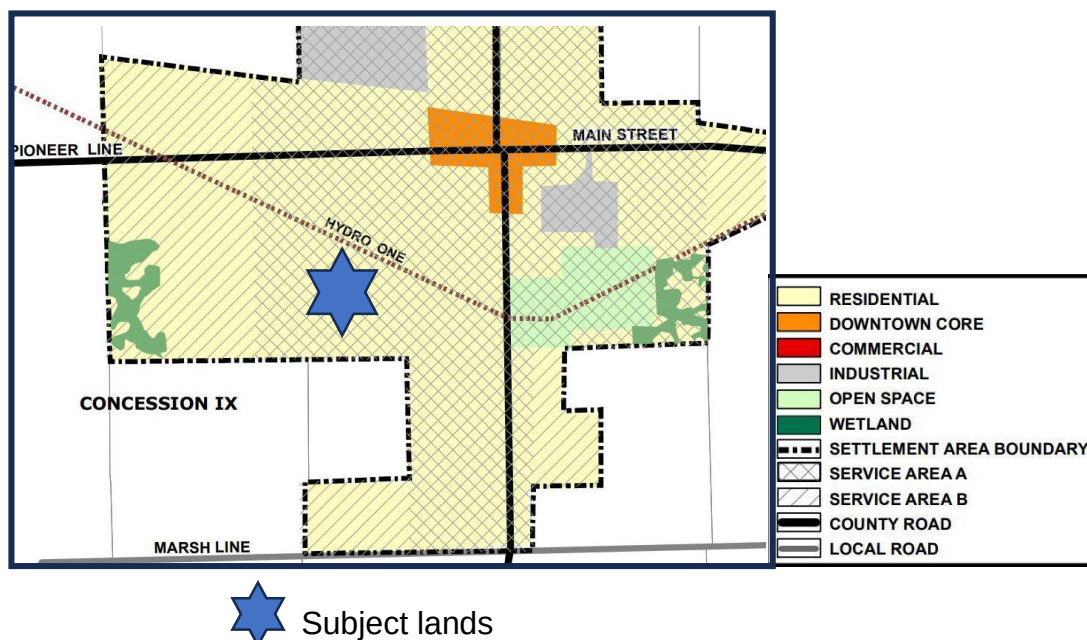
Section 4.3- Requiring a Mix of Housing

Providing for a range of housing typologies promotes affordability and ensures that the County maintains options for households at all stages of their lifecycle. In settlement areas where full municipal services are available, a range of housing typologies shall be provided. Where new residential development proposes single detached dwellings, they shall generally not comprise more than 70% of the dwelling mix. The proposed is slightly under this requirement at 69%.

Comments: The subject lands are within a designated settlement area (West Lorne) which can accommodate residential growth while providing a mix of housing and where servicing infrastructure exists.

Municipality of West Elgin Official Plan:

The subject lands are within the West Lorne Settlement Area and designated '**Residential**.'



Section 2.2- Goals

In alignment with the Provincial and County direction and to guide the future pattern of growth, the following five key goals have been established:

- a) To focus growth within the existing serviced settlement areas of Rodney and West Lorne while protecting the rural and agricultural character of hamlets and villages;*
- b) To achieve and foster sustainable growth in population, economic development and housing;*
- c) To improve the range of housing opportunities with compact and compatible development in an effort to build complete communities;*

3.3.1 Vision for Growth

The majority of the Municipality's future growth will be directed to the Tier 1 settlement areas of Rodney and West Lorne, as shown on Schedule 1. These settlement areas are the only areas of West Elgin which are serviced by municipal water supply and municipal sanitary sewage systems with reserve capacities to accommodate growth. By directing the majority of future population growth to the two villages, the amount of land needed to accommodate this growth will be used most efficiently, the viability of these settlements will be improved, the investment in municipal infrastructure better utilized and the loss of prime agricultural land to development minimized.

3.3.2.2 Settlement Area Hierarchy- Tier 1 Settlement Area

The Municipality has two tier 1 settlement areas: Rodney and West Lorne. These settlement areas generally have the largest population and are serviced by municipal water and municipal sanitary sewage systems. It is the intent of this Plan to direct the majority of growth to Tier 1 settlement areas through compact, complete mixed-use communities.

3.3.3 Development in Settlement Areas

Settlement areas are the focus of growth and development. Full municipal sewage and water services are the preferred form of servicing in the settlement areas. New development in settlement areas is intended to take place on full municipal services where possible.

Section 7.2.3- Residential

Areas designated for residential purposes include existing residential development and vacant lands for accommodating future residential development.

Section 7.2.3.3- Residential Density

The Municipality will support the County's overall minimum residential density target of 20 units per net hectare in Tier 1 Settlement Areas of Rodney and West Lorne by:

- a) promoting a mix of low and medium density housing opportunities;*
- b) encouraging the efficient use of land through the site plan and plan of subdivision process;*
- c) encouraging denser forms of development where appropriate; and,*
- d) updating the Municipality's Zoning by-law to include appropriate minimum and maximum densities for development, taking into account any servicing constraints/limitations in Rodney and West Lorne*

7.2.3.5- Housing Mix

In accordance with County policy, development proposals for undeveloped parcels shall incorporate a range of housing types and densities, such that no more than 70% of proposed dwelling units are composed of single detached dwelling.

Comments: The proposed development would accommodate a variety/diversity of housing forms and densities in order to support complete communities and meet the housing needs of future residents within a settlement area. The proposed single detached dwellings will account for slightly under the 70% maximum, at 69%.

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

The subject lands are currently zoned Future Residential (FR) Zone on Schedule 'C' Map No. 5.

In order to implement the proposed development, the requested zoning by-law amendment would rezone the lands to a Site-Specific Residential Second Density (R2-3) Zone and to a Site-Specific Residential Third Density (R3-9) Zone and a Site-Specific Open Space (OS-7) Zone.

Section(s)		Provisions	
Existing Zoning Future Residential (FR)		This zone applies to large undeveloped parcels in settlement areas designated ‘Residential’ in the West Elgin Official Plan and is intended for future residential purposes. The zoning which would ultimately be applied to these lands would be determined upon submission of a plan of subdivision or plan of condominium approvals and a development agreement entered into with the Municipality.	
Proposed Zoning Site Specific Residential Second Density (R2-3), Site Specific Residential Third Density (R3-9) and Site-Specific Open Space (OS-7)		The subject lands are proposed to be rezoned to Residential zones to permit a mix of housing types and open space zone for stormwater management and municipal drain blocks.	
Municipality of West Elgin Zoning By-law 2015-36	Residential 2 (R2) Zone Standards	Regulation	Proposed (R2-3)
	Minimum Lot Area (Single unit dwelling)	500sqm	370sqm
	Minimum Side Yard Width (Semi-detached)	1.5m and 7.5m abutting the street	1.2m and 4.0m on the side abutting the street
	Minimum Side Yard (Single unit)	1.5m, 4.5m on the other side and 7.5m abutting the street	1.2m with an attached garage, 1.2m on one side and 4.0m on the other side with no attached garage and 4.0m on the side abutting the street
	Residential 3 (R3) Zone Standards	Regulation	Proposed (R3-9)
	Minimum Side Yard (townhouse dwelling)	6.0m or one-half the height	3.0m to a wall with no window to a

		whichever is greater on an interior lot	habitable room and 6.0m to a wall with windows to a habitable room
	Minimum Rear Yard Depth (townhouse dwelling)	10.5m	3.0m to a wall with no window to a habitable room and 6.0m to a wall with windows to a habitable room
	Open Space (OS) Zone Standards	Regulation	Proposed (OS-7)
		Uses are not permitted	Addition of Stormwater Management Facility and Municipal Drain as permitted uses

The proposed site-specific zones are being requested to implement the conceptual plan which is intended to establish zone provisions for a mixed residential development incorporating a range of housing types/options.

The site-specific zoning by-law amendments (R2-3) aims to create a compact residential development that would offer a mix of built forms which would include singles, semis and townhomes on full municipal services. The requested provisions would allow for a greater degree of flexibility with respect to lot sizes/building envelopes that would maximize the functionality of each residential lot.

The medium density blocks (R3-9) are both irregularly shaped and the intent of the site-specific provisions is to maintain setbacks for the development blocks while maintaining flexibility. Design flexibility would maintain appropriate space from the property line by limiting placement of the built form. On walls where windows to a habitable room exist, the required setback is requested for the maintenance of building separation and would allow for reduced setback where no windows to habitable spaces occur. Generally, the reduced setback occurs along the side walls of multi unit developments. These design consideration place emphasis on the establishment of an appropriate separation for privacy and overlook rather than emphasis on the classification of the yard to which the setback is proposed.

The By-law can be found in **Appendix 1**.

Supporting Studies

Environmental Impact Assessment

MTE Consultants prepared an Environmental Impact Assessment to indicate potential ecological impacts on the nearby natural features. The findings included:

- no negative impacts are anticipated for the significant woodland retained on the subject lands or adjacent lands.
- a naturalized buffer of 15m is proposed. Appropriate erosion and sediment control measures are recommended to ensure that there are no direct impacts to Brock Creek Drain and the fish habitat.
- a monitoring plan is recommended to document the implementation of the mitigation and compensation measures.

The recommendations as outlined in the report will be implemented as conditions of Draft Plan approval.

Site Servicing and Feasibility Study

The site will be serviced by municipal water and wastewater, sanitary and storm servicing that can support the proposed development. Findings showed that the SWM facility is sufficient to meet both quality and quantity control requirements as outlined by the Municipality and Lower Thames Conservation Authority.

Archaeological Assessment Stage 1 & 2

No artifacts or archaeological resources were identified and as such, no further assessment was recommended.

Transportation Impact Study

The estimated trip generation from this development is 109 trips in the AM peak house (27 in and 82 out) and 144 trips in the PM peak hour (90 in and 54 out). The operational analysis focused on three intersections and these connections will be sufficient to accommodate traffic from the proposed full build out. It is estimated that approximately 50% of the total subdivision trips may use Street 'C' to connect to/from Elm Street which equates to 72 trips during the busiest peak hour at full build-up.

The operational analysis focused on three intersections, one of which assumed the connection from Street 'F' to Ridge Street. However, the owner to the north of the proposed has incorporated a private road and not a municipal road connecting to this proposed development.

Analysis and Comments:

Planning Policy Review

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

Circulation:

Lower Thames Valley Conservation Authority: No concerns from a zoning perspective. A permit would be required prior to any works/construction/site alteration taking place within 15 metres of the Trigger Drain and/or Wilton Drain. Conditions will be imposed as part of subdivision approval.

Building Department: No concerns.

Water: No comments.

Drainage: No comments.

Infrastructure and Development: The Infrastructure and Development Department has reviewed the subdivision submission and the supporting technical reports provided to date. Based on the information currently available, the Department has no concerns with the proposed development at this stage, subject to the submission and review of the final detailed design and supporting documentation.

The technical reports submitted with the application include calculations and supporting analysis that generally demonstrate that the proposed subdivision can be serviced without negatively impacting existing municipal infrastructure or the surrounding community. Final confirmation of servicing requirements will be completed as part of the detailed design and engineering review prior to development proceeding.

One outstanding consideration is the sanitary servicing capacity of the Town of West Lorne. Municipal staff are continuing to review and refine the available sanitary flow and capacity calculations to establish a more accurate assessment of the system's existing and future capacity. This review is important as the available sanitary capacity may have implications for the extent and timing of future development within West Lorne.

Until the sanitary capacity assessment is finalized, it cannot be confirmed that the full build-out of the proposed subdivision, or other future development within the Town, can be accommodated by the existing sanitary system. The findings of this assessment may therefore influence the final servicing requirements, phasing, or overall development potential of this project.

At this time, staff are recommending that the subdivision proceed through the appropriate review process, with final approval and detailed servicing considerations remaining subject to confirmation of municipal sanitary capacity and acceptance of the final engineering design.

The draft plan currently has 2 access points- one from Mehring Street to Graham and the other being the proposed Street 'C' to Elm Street. A third access was contemplated through the proposed development to the north connecting to Ridge Street, however, the neighbouring landowner has proposed a private road which would require an easement to access private property. Adding infrastructure is not in the best interest of the Municipality due to liabilities of this infrastructure being property maintained in the future and operating as intended.

Chief Administrative Officer: No comments.

Hydro One: conditions of draft plan approval will be implemented

Public: A resident is concerned that West Lorne does not have the infrastructure to sustain this growth. The area has grown in population over the last 10 years but has not seen any municipal improvement on the roads or in utility sources. Please see Appendix 4.

The public also expressed concerns regarding whether statutory requirements were met. Please see below for additional information.

Financial Implications:

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time.

Alignment with Strategic Priorities:

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

Statutory Notice Requirements:

The Notice of the Public Meeting was provided in accordance with the provisions of the Planning Act.

A Notice was posted on the Municipality's website on September 11th, meeting the minimum 20-day requirement. Property owners within 120m of the subject lands were provided notice through regular mail delivery. Signage advising of the date of the Public Meeting, as well as the purpose and effect of the application, was placed on the subject property.

In accordance with the Planning Act and O.Reg. 545/06, notice shall be given in the manner described as:

1. by personal service or ordinary mail, to every owner of land within 120 metres of the subject land, by posting a notice, clearly visible and legible from a public highway or other place to which the public has access, at every separately assessed property within the subject land or, if posting on the property is impractical, at a nearby location chosen by the clerk of the municipality or the secretary-treasurer of the planning board. **OR;**

2. Notice shall be given by publishing a notice in a newspaper that, in the opinion of the clerk of the municipality or the secretary-treasurer of the planning board, is of sufficiently general circulation in the area to which the proposed by-law would apply that it would give the public reasonable notice of the public meeting or open house, as the case may be. **OR;**
3. If, in the opinion of the clerk or the secretary-treasurer, a newspaper does not exist, notice shall be given by posting a notice on the website of the Municipality of planning board.

Upon Council making a decision regarding D14 09-2026, the required notice of decision will be circulated as prescribed under the regulations of the Planning Act. There is a 20-day appeal period where objections by public bodies or specified persons may be submitted to the Ontario Land Tribunal (OLT). To ensure that the OLT has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council.

Conclusion:

Subject to receiving additional comments from the public and Council, staff is in a position to state that the draft plan of subdivision and proposed zoning by-law amendment as proposed in By-law 2026-50 are;

- i) Consistent with the direction of the Provincial Planning Statement 2024, including but not limited to Sections 2.1.4, 2.2.1, 2.3.1.1 and 2.3.1.2;
- ii) Conforms to the relevant policies of the Elgin County Official Plan, including but not limited to Sections 4.2 and 4.3;
- iii) Conforms to the relevant policies of Municipality of West Elgin Official Plan, including but not limited to Sections 2.2, 3.3.1, 3.3.2.2, 3.3.3, 7.23 and 7.2.3.5;
- iv) Satisfies the criteria of Zoning By-law 2015-36, subsections 9.3 and 10.3 as amended.

Therefore, staff recommends approval of Zoning By-law No. 2026-50 as attached in **Appendix 1** and approval of Draft Plan of Subdivision 34T-WE2501 (**Appendix 2**) subject to the endorsement of the conditions in **Appendix 3**.

Respectfully submitted by:

Diana Morris
Senior Planner

Reviewed by:

Mat Vaughan
Director of Planning and Development (Elgin County)

Approved By:

Robin Greenall

Chief Administrator Officer

Attachments:

Appendix 1- Zoning By-law 2026-50

Appendix 2- Draft Plan of Subdivision

Appendix 3- Draft Plan Conditions

Appendix 4- Public Comments

Report Approval Details

Document Title:	Draft Plan of Subdivision 34T-WE2501 and Zoning By-law Amendment Application D14 09-2026, Elm Street.docx
Attachments:	- Appendix 1-Zoning By-law No. 2026-50.pdf - Appendix 2- Draft Plan of Subdivision.pdf - Appendix 3- Draft Plan Conditions.pdf - Appendix 4- Public Comments.pdf
Final Approval Date:	Oct 6, 2026

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

Robin Greenall

Appendix 1- Draft By-law 2026-50



MUNICIPALITY OF
West Elgin

The Corporation of the Municipality of West Elgin

By-Law No. 2026-50

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

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

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

1. **THAT** Schedule "C" Map No. 5 to By-law No. 2015-36, is hereby amended by changing the subject property from Future Residential (FR) Zone to a Site-Specific Residential Second Density (R2-3) and Site Specific Residential Third Density (R3-9) Zone and a Site-Specific Open Space (OS-7) Zone for those lands outlined on **Schedule 'A'** attached hereto and forming part of this By-law.
2. **THAT** Subsection 9.3 and 10.3- Site-Specific Zones of By-law 2015-36, as amended, is hereby further amended by adding the following Special Provisions:

"9.3.4 a) Defined Area- R2-3 as shown on Schedule 'A' attached to this By-law.

b) Permitted Uses

Uses as outlined in Section 9.1.1 shall apply

- c) Notwithstanding the provisions of Section 9 of the By-law, the lands zoned R2-3, the following provisions shall apply:

Minimum Lot Area (<i>single unit dwelling</i>)	370 sqm
--	---------

Minimum Side Yard Width <i>Semi-detached dwelling</i>	a) 1.2m provided that no side
--	-------------------------------

yards shall be required between the common wall dividing the dwelling units

b) 4.0m on the side abutting the street and other requirements as listed in the R2 zone.

Single-detached dwelling

- a) 1.2m with an attached garage
- b) 1.2m on one side and 4.0m on the other side with no attached garage
- c) 4.0m on the side abutting the street and other requirements as listed above on the other side

“10.3.10 a) Defined Area- R3-9 as shown on Schedule ‘A’ attached to this By-law.

b) Permitted Uses

Uses as outlined in Section 10.1.1 shall apply

c) Notwithstanding the provisions of Section 10 of the By-law, the lands zoned R3-9, the following provisions shall apply:

Minimum side yard width (<i>townhouse dwelling</i>)	3.0m to a wall with no window to a habitable room and 6.0m to a wall with windows to a habitable room
Minimum rear yard depth (<i>townhouse dwelling</i>)	3.0m to a wall with no window to a habitable room and 6.0m to a wall with windows to a habitable room

d) Notwithstanding any future lot division, the provisions of the R3-9 zone is to be assessed as a whole

“25.3.7 a) Defined Area- OS-7 as shown on Schedule ‘A’ attached to this By-law

b) Additional Permitted Uses

Stormwater Management Facility
Municipal Drain

These are defined as follows:

Stormwater Management Facility- means the use of a premises where structures control and manage the quantity and quality of stormwater runoff.

Municipal Drain- A communal drainage system including ditches, closed pipes or creeks to resolve drainage issues on agricultural and urban lands. Shall also mean drainage works as defined by the *Drainage Act*, as amended, from time to time.

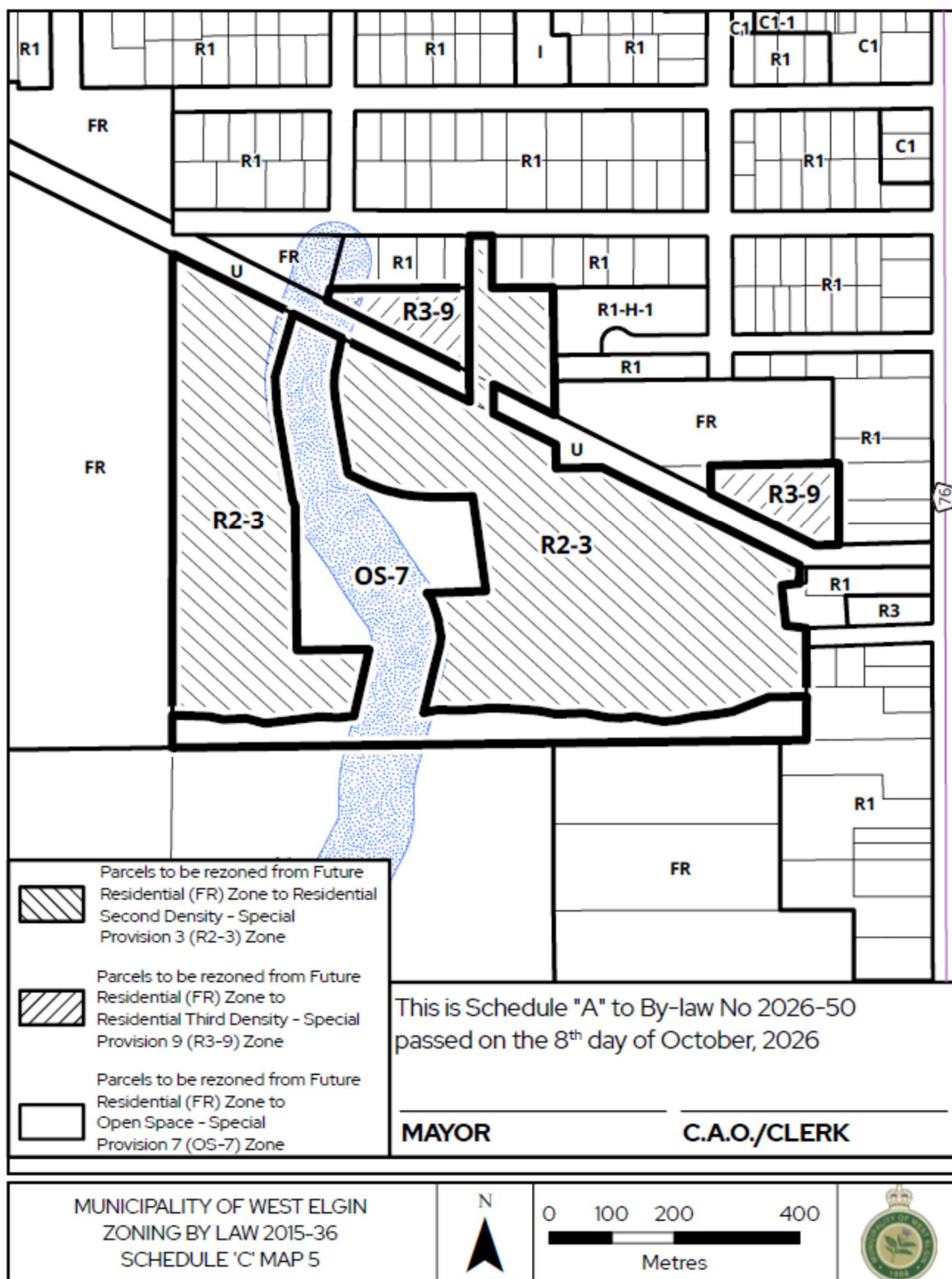
3. **THAT:** this By-law shall come into force pursuant to Section 34(2) of the *Planning Act*, RSO 1990.

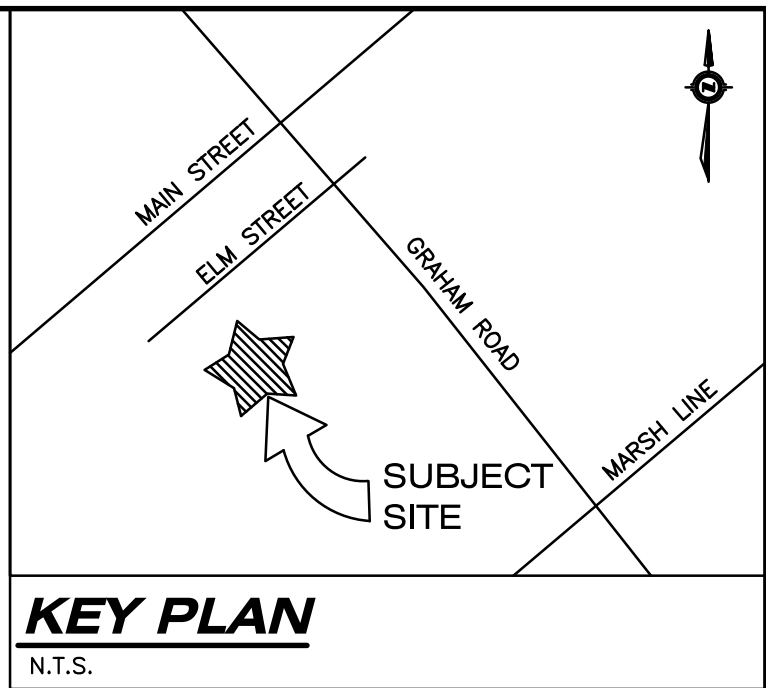
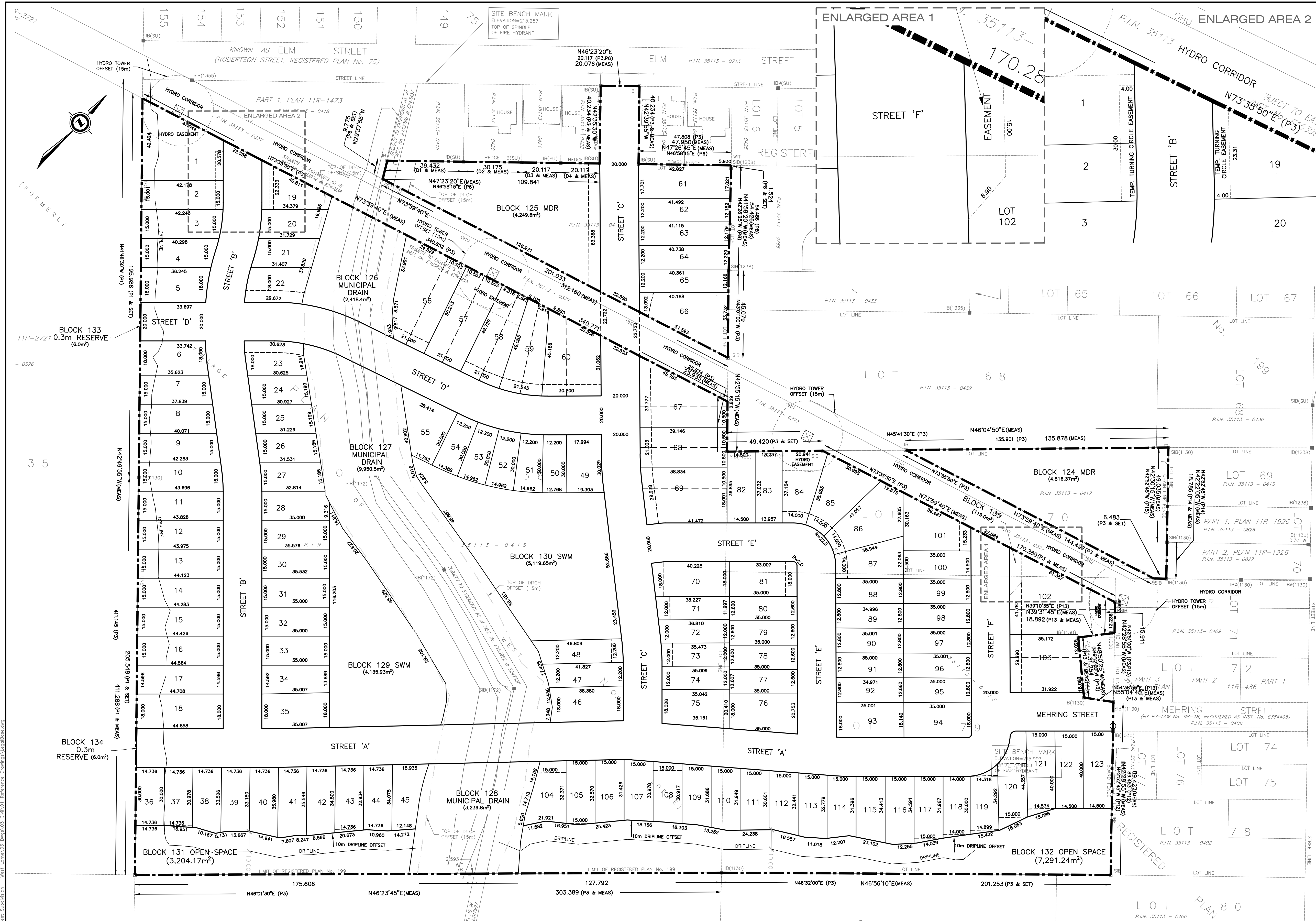
READ A FIRST AND SECOND TIME, CONSIDERING READ A THIRD TIME AND FINALLY PASSED THIS 8th DAY OF OCTOBER 2026.

Richard Leatham
Mayor

Terri Towstiuć
Clerk

Schedule 'A'





LEGAL INFORMATION

PART OF
LOTS 36, 70 AND 79
REGISTERED PLAN No. 199
IN THE
MUNICIPALITY OF WEST ELGIN
COUNTY OF ELGIN

LEGEND:

- SUBDIVISION PROPERTY BOUNDARY
- PROPOSED LOT LINES
- TOP OF DITCH 15m BUFFER
- HYDRO TOWER 15m BUFFER
- HYDRO TOWER

LAND USE CHART

AREA TYPE	COUNT	COUNT	LAND AREA
SINGLE DETACHED	LOTS 1-55, 61-66, 70-101, 104-123	113	6.23 Ha
SEMI-DETACHED	LOTS 56-60, 67-69, 102-103	10 (20 UNITS)	1.13 Ha
MEDIUM DENSITY	BLK 124-125	2 BLOCKS	0.91 Ha
SWM AREA	BLK 130-131	2 BLOCKS	0.98 Ha
MUNICIPAL DRAIN	BLK 127-129	3 BLOCK	1.57 Ha
OPEN SPACE	BLK 132-133	2 BLOCKS	1.04 Ha
R.O.W.	STREET A-F BLK 134-136	3 BLOCKS	3.24 Ha
TOTAL AREA			15.1 Ha

REFERENCE DOCUMENTS:

- TOPOGRAPHICAL PLAN OF SURVEY, COMPLETED BY MTE, DATED MAY 27, 2022.
- TOPOGRAPHICAL PLAN OF SURVEY, COMPLETED BY MTE, FILE 49006-400-1 DRIPLINE AND TREES

OWNER'S CERTIFICATE:

I HEARBY AUTHORIZE MTE TO SUBMIT THIS PLAN OF PROPOSED SUBDIVISION TO THE COUNTY OF ELGIN FOR APPROVAL.

DATE _____ OWNER _____

SURVEYOR'S CERTIFICATE:

I HEARBY CERTIFY THAT BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

DATE _____ ONTARIO LAND SURVEYOR
JEREMY MATTHEWS, O.L.S.

METRIC:

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

AS CONSTRUCTED SERVICES	COMPLETION	No.	REVISIONS	D/M/Y	BY	CONSULTANT
DESIGN	JR	1	INITIAL DESIGN FOR REVIEW	04/01/23	JR	
DRAWN	SC	2	UPDATED PER SURVEYOR REQUEST	03/02/23	JR	
CHECKED	ND	3	FOR DRAFT PLAN APPROVAL	03/02/23	JR	
APPROVED	ND	4	ADDED DRIPLINE	30/11/23	JR	
DATE	03/02/2023	5	REVISED LOTTING AS PER DRIPLINE SETBACK	14/01/25	SC	
		6	REVISED AS PER REVIEW COMMENTS	19/06/25	SC	
CAD	21-1379	7	REVISED FOR FINAL SIGNATURES	15/04/26	SC	
		8	REVISED FOR SIGNATURES	08/06/26	SC	
		9	for review	02/10/26	SC	

STRIK BALDINELLI MONIZ
PLANNING - CIVIL - STRUCTURAL - MECHANICAL - ELECTRICAL
1599 Adelaide St. N, Unit 301, London, Ontario, N5X 4E8
Tel: (519) 471-6667 Fax: (519) 471-0034
Email: sbm@sbmltd.ca

**PRELIMINARY
NOT FOR
CONSTRUCTION**

ENGINEER'S STAMP
ENGINEER'S STAMP
CLIENT
1000022065 ONTARIO LTD.
26 FIELDVIEW DR.
BRAMPTON, ON
L6P 2X7
P: 647.274.7897
E: saravpreet@hotmail.com

SCALE
SCALE - 1:1000
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TITLE
DRAFT PLAN OF SUBDIVISION
WEST LORNE SUBDIVISION
ELM STREET
WEST LORNE, ON.
PROJECT No.
SBM-21-1379
SHEET No.
DP1
PLAN FILE No.
—

APPENDIX 3- Municipal Recommended Conditions of Draft Approval 34T- WE2501

That Council of the Municipality of West Elgin recommend APPROVAL to the County of Elgin Approval Authority for the proposed Draft Plan of Subdivision 34T-WE2501 with the following Municipal conditions;

1. That this approval applies to the **draft plan of subdivision** prepared and certified by Jeremy Matthews **O.L.S., dated October 6, 2026**, that shows one-hundred and thirteen (113) lots for single detached dwellings, ten (10) lots for semi-detached dwellings for a total of 20 units, two (2) blocks for medium density residential uses, two (2) blocks for stormwater management, three (3) blocks for the municipal drain, two (2) blocks for Open Space and three (3) Right-of Way blocks, including reserves for lands legally described as Part of Lots 36, 70 and 79, Registered Plan No. 199, in the Municipality of West Elgin (formerly Village of West Lorne), County of Elgin.
2. The municipal road allowance included on the draft plan shall meet the standards of the Municipality of West Elgin and be shown and dedicated as public highways on the final plan submitted for approval and registration.
3. The streets within the draft plan of subdivision shall be named to the satisfaction of the Municipality.
4. That the Owner be required to enter into a development agreement with the municipality wherein the owner agrees to satisfy all the requirements financial and otherwise, including but not limited to: the payment of fees and development charges, provision of roads, installation and capacity of services, sanitary sewerage collection system, storm water collection system, water distribution system, utilities, stormwater management facilities, sidewalks, active transportation facilities, traffic signage, streetlighting system, pavement markings, temporary lot drainage, temporary drainage systems at limits of subdivision phases, fencing, buffering, retaining walls, and trees for the development of the lands within the plan, all in accordance with approved drawings and specifications.
5. That the development agreement between the Owner and the Municipality contain provisions requiring financial contributions be made and/or secured to the Municipality including all required letters of credit, cash securities and insurances (for a period of time up to and including two years after final completion of all required municipal infrastructure and services). Development Charges, Securities (100% of estimated work on public lands), Water Connection Fees, Deposit for legal fees, costs incurred by the Township, and all other associated fees to be paid upon submission of signed agreement.
6. That Securities be provided in a Letter of Credit or a Surety Bond to the satisfaction of the Municipality.
7. That the development agreement between the Owner and the Municipality be registered against the title of the lands to which it applies prior to the registration of the plan of subdivision.

8. That the Owner convey up to five percent (5%) of the land included in the plan to the Municipality for park or other recreational purposes or alternatively the Municipality require cash-in-lieu of all or a portion of the conveyance.
9. That the development agreement contains provisions to the satisfaction of the Municipality regarding the phasing or timing of the development. That the Owner shall submit plans showing any revised phasing to the Municipality for review and approval if this subdivision is to be developed in more than one registration.
10. That prior to final approval by Elgin County, the County is to be advised by the Municipality that this proposed subdivision conforms to the zoning by-law in effect. The Owner shall provide to the Municipality a table of lot areas and lot frontages certified by an Ontario Land Surveyor confirming compliance with the Zoning By-law.
11. That the Owner shall provide easements as may be required for services, access, maintenance, utility or drainage purposes, and where required by the Municipality, daylight corners and/or 0.3 metre reserves shall be shown on the final plan and conveyed in a form satisfactory to the Municipality and the relevant agency.
12. That the draft plan of subdivision include and show any required daylight/visibility triangles, to the satisfaction of the Municipality.
13. That the Owner provide to the municipality all servicing plans and reports for the review and final approval by the Municipality in accordance with the Development Standards Manual/to the satisfaction of the Municipality.
14. That prior to final approval, the Municipality shall confirm that reserve sewage treatment conveyance capacity and water supply capacity is available for all lots in the proposed development.
15. That the development agreement between the Owner and the Municipality, include the transfer of designated Right-of-Ways to the Municipality upon assumption.
16. That the development agreement between the Owner and Municipality include the dedication of the municipal drain and stormwater management blocks to the Municipality.
17. That the development agreement, between the Owner and the Municipality, contain provisions, to the satisfaction of the Municipality and the Lower Thames Conservation Authority that stipulates, that prior to obtaining final approval, for any phase of the development, that the Owner, will finalize an engineering analysis, to identify stormwater quality and quantity measures, and flood hazards, in accordance with any relevant municipal/provincial, standards or guidelines, in consultation with the applicable authority.
18. That the development agreement, between the Owner and the Municipality, contain provisions, to the satisfaction of the Municipality, that stipulates, that prior to obtaining final approval, for any phase of the development, that the Owner, will finalize the following plans and reports in accordance with any relevant municipal/provincial, standards or guidelines, in consultation with the applicable authority and the satisfaction of the Municipality:

- Grading Plans
 - Site Servicing Plans
 - Erosion and Sediment Control Plans
 - Phasing Plans
 - Sanitary and Storm Area Plans – showing pre and post tributary areas, outlets storm water management, calculations etc
 - Subdivision Plans
 - Details and Notes Plans as Required
 - Plan and Profiles
 - Landscaping Plans
 - Any other plans deemed necessary by the Township
19. That the recommendations outlined in the submitted Geotechnical Investigation Report prepared by MTE Consultants, dated August 22, 2025, be implemented, as required, to the satisfaction of the Municipality.
 20. That the recommendations outlined in the submitted Preliminary Hydrogeological Report prepared by MTE Consultants, dated September 11, 2025, be implemented, as required, to the satisfaction of the Municipality.
 21. That the recommendations outlined in the submitted Traffic Impact Study prepared by SBM Ltd, dated September 2022, and addendums dated July 14, 2025, and June 10, 2026, be implemented, as required, to the satisfaction of the Municipality.
 22. That the recommendations outlined in the submitted Environmental Impact Study prepared by MTE Consultants, dated September 15, 2025, and revised September 22, 2025, be implemented, as required, to the satisfaction of the Municipality and Lower Thames Conservation Authority.
 23. That prior to undertaking construction or site alteration activities, any necessary permits or approvals, be received, from the Lower Thames Conservation Authority.
 24. That the development agreement between the Owner and the Municipality shall contain the following clause:

In the event that an improperly constructed, maintained or abandoned Well is found upon or within any lands either conveyed to the Municipality as a requirement of the development agreement or lands which become owned by and/or under the jurisdiction of the Municipality as a result of the registration of the plan of subdivision, the Owner covenants and agrees to indemnify and save harmless the Municipality for all costs incurred relating to the capping, repairing or otherwise remediating of such Well in accordance with the applicable legislation, regulations, guidelines or orders. It is the intention of the parties that this provision shall survive the closing of any transaction related to the transfer of the applicable lands.

25. The Owner shall acknowledge that no grading or other soil disturbances shall take place on the subject property prior to the Owner's Licensed Archaeologist providing a letter to the Township and County indicating that there are no further concerns for impacts to archaeological sites on the subject lands. This is to be accompanied by a Ministry of Tourism, Culture and Sport letter indicating that the licensee has met the terms and conditions for Archaeological Licensing and that the report has been entered into the Ontario Public register of archaeological reports.
26. That the subdivision agreement between the Owner and the Municipality contain a provision requiring the owner to notify in writing each person who first offers to purchase any subdivided lot within the plan of subdivision of all approved development charges, including development charges for school purposes, relating to any such lot pursuant to Section 59(4) of the Development Charges Act, 1997, and the Education Act.
27. That prior to final approval by Elgin County, the Owner shall submit for review and approval by the Municipality, a draft of the final M plan.

Diana Morris

Subject:

FW: Public Submission — D14 09-2026 - 

Public Submission — D14 09-2026

30/09/2026

To: Mayor and Members of Council, Municipality of West Elgin
Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief
Re: D14 09-2026 only — Elm Street
Please file this letter as a written public submission for File D14 09-2026.

Dear Mayor and Members of Council:

I support responsible housing growth in West Elgin. I am not asking Council to reject the proposed single-detached, semi-detached, and multi-unit housing development on Elm Street. I ask Council not to grant unconditional development rights before the Municipality have confirmed that the project is safe, serviceable, funded, and legally secured.

Before Council makes a final decision, the complete available planning record—including the proposed R2-3, R3-9, and OS-7 zoning rules, final site plan, height, number of stores, unit count, density, lot/block layout, stormwater-management and municipal-drain information, technical studies, agency comments, staff report, and proposed conditions—should be available to residents online and at the Municipal Office.

This site should be reviewed together with File D14 06-2026 at Ridge Street and Chestnut Street for their combined full-build-out effect on water supply, sanitary sewer capacity, hydrants, fire flow, emergency access, roads, stormwater, drainage, municipal infrastructure, and future costs. This is a request for combined technical review; this letter is a submission on D14 09-2026 only.

Requested Council decision.

Council should not pass an unconditional zoning by-law amendment for D14 09-2026. If Council supports

the proposed housing, it should approve the amendment only with a holding provision that clearly identifies the conditions required before the new R2-3, R3-9, and OS-7 zoning permissions can be used. The holding provision should remain in effect until the Municipality has confirmed that the following matters are complete or legally secured:

1. Final development details. The final R2-3, R3-9, and OS-7 zoning standards, height, stores, unit count, density, lot/block layout, site plan, access, parking, stormwater facilities, and site-specific permissions are publicly available and approved through the applicable process
 2. Combined service review. The Municipality has completed a full-build-out review of D14 09-2026 and D14 06-2026 for potable water, water pressure, fire flow, sanitary sewer capacity, stormwater, drainage, roads, emergency access, and required infrastructure upgrades.
- LET ME PREFACE, This needs to include studies of sanitary and storm flows influenced by extreme weather events due to CLIMATE CHANGE. I'm already aware that under the current loading, wastewater flows go into bypass, exceeding the plants capacity.

What is the flood-plan setback from the municipal drain? When was the floodplain setback last reviewed and amended based on extreme weather events due to climate change? 1 in 100 year storms have become commonplace, as West Lorne has experienced firsthand severe flooding over the past 5 years more than once. What was learned?

What assessment was performed by a qualified engineer or engineering firm? How can you consciously allow development in a floodplain if the floodplain setback has not been updated to current/amended 1 in 100 yr storm flows.

Where is the study of influence based on the current ground conditions ability to absorb runoff as compared to heavily urbanized buildings with impervious roofs, roads, parking areas, driveways, sidewalks and any other surface changes which alter the current land's ability to reduce increased runoff to storm water pipes, channels and ponds?

When was the last condition assessment of West Lorne's sanitary and storm sewer systems last performed?

What are the resulting engineering recommendations of immediate items to be addressed, and what has West Elgin done to address? Typically this is shown in a report as Red, yellow, green items to be fixed ASAP, planned for tender, and a timeline for reassessment in the near future for monitoring?

3. Fire and emergency safety. West Elgin Fire Rescue has confirmed in writing that the final building form can be safely served, including a suitable fire route, turning area, hydrants, water supply, fire flow, and emergency-vehicle access.

4. Stormwater and municipal-drain responsibility. The Municipality has accepted the stormwater and drainage plans and has identified the ownership, maintenance, repair, insurance, replacement cost, and any future municipal responsibility for stormwater or municipal-drain facilities.

5. Costs and funding. The Municipality has identified every required work, study, peer review, inspection, infrastructure upgrade, maintenance obligation, and long-term replacement responsibility, including its cost, timing, responsible party, ownership, and lawful funding source.

6. Developer agreements and security. The developer has entered all applicable site-plan, servicing, drainage, subdivision, or development agreements and has provided required financial security for developer-funded works, incomplete works, repairs, and other obligations.

7. Charges and fees. The Municipality applies and collects all applicable development charges and authorized fees at the legally required stage. Project-specific work or costs not covered by development charges must be secured from the developer through the applicable agreement or other lawful mechanism.

8. No premature construction. Council should not remove the holding provision until these requirements are complete or formally secured. After removal of the hold, the Municipality should not issue building permits, and no grading, servicing, drainage work, construction, or occupancy should proceed until all permits, agreements, payments, securities, and approvals required for that stage are in place.

If staff does not recommend a holding provision, Council should require staff to explain in the public report how and when all remaining servicing, drainage, fire-safety, infrastructure, financial, agreement, security, ownership, and long-term maintenance matters will be resolved before any construction begins.

The report should identify the responsible party and lawful funding source for each required work, distinguish costs payable through development charges from costs secured through developer agreements, and confirm what legally prevents permits, grading, servicing, or construction from proceeding before those requirements are met.

Existing West Elgin taxpayers should not be left with unplanned costs or long-term obligations created by this development. Development-related works, studies, reviews, infrastructure upgrades, drainage facilities, and maintenance obligations should be paid by or secured by the developer where legally applicable or funded through authorized growth-related charges where eligible.

I will add, if the County or Province has any influence or control over anything referenced in this email, then all concerns need to be addressed by each governing body accordingly.

Thank you for filing this submission under D14 09-2026 and considering this request.

Sincerely,

Planner

Subject: FW: Public Submission File D14 09-2026

Public Submission — D14 09-2026

September 30, 2026

To: Mayor and Members of Council, Municipality of West Elgin

Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief

Re:
Please file this letter as a written public submission for File D14 09-2026.

Dear Mayor and Members of Council:

I support responsible housing growth in West Elgin. I am not asking Council to reject the proposed singledetached, semi-detached, and multi-unit housing development on Elm Street. I ask Council not to grant unconditional development rights before the Municipality have confirmed that the project is safe, serviceable, funded, and legally secured.

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Before Council makes a final decision, the complete available planning record—including the proposed R2-3, R3-9, and OS-7 zoning rules, final site plan, height, number of stores, unit count, density, lot/block layout, stormwater-management and municipal-drain information, technical studies, agency comments, staff report, and proposed conditions—should be available to residents online and at the Municipal Office.

This site should be reviewed together with File D14 06-2026 at Ridge Street and Chestnut Street for their combined full-build-out effect on water supply, sanitary sewer capacity, hydrants, fire flow, emergency access, roads, stormwater, drainage, municipal infrastructure, and future costs. This is a request for combined technical review; this letter is a submission on D14 09-2026 only.

Requested Council decision.

Council should not pass an unconditional zoning by-law amendment for D14 09-2026. If Council supports the proposed housing, it should approve the amendment only with a holding provision that clearly identifies the conditions required before the new R2-3, R3-9, and OS-7 zoning permissions can be used. The holding provision should remain in effect until the Municipality has confirmed that the following matters are complete or legally secured:

1. Final development details. The final R2-3, R3-9, and OS-7 zoning standards, height, stores, unit count, density, lot/block layout, site plan, access, parking, stormwater facilities, and site-specific

permissions are publicly available and approved through the applicable process.

2. Combined service review. The Municipality has completed a full-build-out review of D14 09-2026 and D14 06-2026 for potable water, water pressure, fire flow, sanitary sewer capacity, stormwater, drainage, roads, emergency access, and required infrastructure upgrades.
3. Fire and emergency safety. West Elgin Fire Rescue has confirmed in writing that the final building form can be safely served, including a suitable fire route, turning area, hydrants, water supply, fire flow, and emergency-vehicle access.
4. Stormwater and municipal-drain responsibility. The Municipality has accepted the stormwater and drainage plans and has identified the ownership, maintenance, repair, insurance, replacement cost, and any future municipal responsibility for stormwater or municipal-drain facilities.
5. Costs and funding. The Municipality has identified every required work, study, peer review, inspection, infrastructure upgrade, maintenance obligation, and long-term replacement responsibility, including its cost, timing, responsible party, ownership, and lawful funding source.
6. Developer agreements and security. The developer has entered all applicable site-plan, servicing, drainage, subdivision, or development agreements and has provided required financial security for developer-funded works, incomplete works, repairs, and other obligations.
7. Charges and fees. The Municipality applies and collects all applicable development charges and authorized fees at the legally required stage. Project-specific work or costs not covered by development charges must be secured from the developer through the applicable agreement or other lawful mechanism.
8. No premature construction. Council should not remove the holding provision until these requirements are complete or formally secured. After removal of the hold, the Municipality should not issue building permits, and no grading, servicing, drainage work, construction, or occupancy

should proceed until all permits, agreements, payments, securities, and approvals required for that

stage are in place.

If staff does not recommend a holding provision, Council should require staff to explain in the public

report how and when all remaining servicing, drainage, fire-safety, infrastructure, financial, agreement,

security, ownership, and long-term maintenance matters will be resolved before any construction begins.

The report should identify the responsible party and lawful funding source for each required work, distinguish costs payable through development charges from costs secured through developer agreements, and confirm what legally prevents permits, grading, servicing, or construction from proceeding before those requirements are met.

Existing West Elgin taxpayers should not be left with unplanned costs or long-term obligations created by

this development. Development-related works, studies, reviews, infrastructure upgrades, drainage

facilities, and maintenance obligations should be paid by or secured by the developer where legally

applicable or funded through authorized growth-related charges where eligible.

Thank you for filing this submission under D14 09-2026 and considering this request.

Sincerely,
Resident of West Elgin
West Lorne, ON

Public Submission — D14 09-2026

Current Date Oct. 1, 2026



To: Mayor and Members of Council, Municipality of West Elgin

Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief

Re: D14 09-2026 only — Elm Street

Please file this letter as a written public submission for File D14 09-2026.

Dear Mayor and Members of Council:

I support responsible housing growth in West Elgin. I am not asking Council to reject the proposed single-detached, semi-detached, and multi-unit housing development on Elm Street. I ask Council not to grant unconditional development rights before the Municipality have confirmed that the project is safe, serviceable, funded, and legally secured.

Before Council makes a final decision, the complete available planning record—including the proposed R2-3, R3-9, and OS-7 zoning rules, final site plan, height, number of stores, unit count, density, lot/block layout, stormwater-management and municipal-drain information, technical studies, agency comments, staff report, and proposed conditions—should be available to residents online and at the Municipal Office.

This site should be reviewed together with File D14 06-2026 at Ridge Street and Chestnut Street for their combined full-build-out effect on water supply, sanitary sewer capacity, hydrants, fire flow, emergency access, roads, stormwater, drainage, municipal infrastructure, and future costs. This is a request for combined technical review; this letter is a submission on **D14 09-2026 only**.

Requested Council decision.

Council should not pass an unconditional zoning by-law amendment for D14 09-2026. If Council supports the proposed housing, it should approve the amendment only with a holding provision that clearly identifies the conditions required before the new R2-3, R3-9, and OS-7 zoning permissions can be used.

The holding provision should remain in effect until the Municipality has confirmed that the following matters are complete or legally secured:

1. **Final development details.** The final R2-3, R3-9, and OS-7 zoning standards, height, stores, unit count, density, lot/block layout, site plan, access, parking, stormwater facilities, and site-specific permissions are publicly available and approved through the applicable process.

2. **Combined service review.** The Municipality has completed a full-build-out review of D14 09-2026 and D14 06-2026 for potable water, water pressure, fire flow, sanitary sewer capacity, stormwater, drainage, roads, emergency access, and required infrastructure upgrades.
3. **Fire and emergency safety.** West Elgin Fire Rescue has confirmed in writing that the final building form can be safely served, including a suitable fire route, turning area, hydrants, water supply, fire flow, and emergency-vehicle access.
4. **Stormwater and municipal-drain responsibility.** The Municipality has accepted the stormwater and drainage plans and has identified the ownership, maintenance, repair, insurance, replacement cost, and any future municipal responsibility for stormwater or municipal-drain facilities.
5. **Costs and funding.** The Municipality has identified every required work, study, peer review, inspection, infrastructure upgrade, maintenance obligation, and long-term replacement responsibility, including its cost, timing, responsible party, ownership, and lawful funding source.
6. **Developer agreements and security.** The developer has entered all applicable site-plan, servicing, drainage, subdivision, or development agreements and has provided required financial security for developer-funded works, incomplete works, repairs, and other obligations.
7. **Charges and fees.** The Municipality applies and collects all applicable development charges and authorized fees at the legally required stage. Project-specific work or costs not covered by development charges must be secured from the developer through the applicable agreement or other lawful mechanism.
8. **No premature construction.** Council should not remove the holding provision until these requirements are complete or formally secured. After removal of the hold, the Municipality should not issue building permits, and no grading, servicing, drainage work, construction, or occupancy should proceed until all permits, agreements, payments, securities, and approvals required for that stage are in place.

If staff does not recommend a holding provision, Council should require staff to explain in the public report how and when all remaining servicing, drainage, fire-safety, infrastructure, financial, agreement, security, ownership, and long-term maintenance matters will be resolved before any construction begins. The report should identify the responsible party and lawful funding source for each required work, distinguish costs payable through development charges from costs secured through developer agreements, and confirm what legally prevents permits, grading, servicing, or construction from proceeding before those requirements are met.

Existing West Elgin taxpayers should not be left with unplanned costs or long-term obligations created by this development. Development-related works, studies, reviews, infrastructure upgrades, drainage facilities, and maintenance obligations should be paid by or secured by the developer where legally applicable or funded through authorized growth-related charges where eligible.

Thank you for filing this submission under D14 09-2026 and considering this request.

Sincerely,

Full Name Pam Wardell

)-

Full Address

)

Valid Email

)

Pam Wardell

Public Submission — Request to Defer D14 09-2026

Current Date: October 5, 2026

To: Mayor and Members of Council, Municipality of West Elgin

Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief

Re: D14 09-2026 only — Elm Street — Request to Defer Decision

Please file this letter as a written public submission for File D14 09-2026.

Dear Mayor and Members of Council:

We are writing as residents of West Elgin regarding the proposed zoning amendment under File D14 09-2026 and, specifically, the timing of Council's consideration of this application.

At Thursday's public meeting, residents learned that **both Council members who are currently campaigning in the upcoming municipal election are unable to participate in this matter due to conflicts of interest.**

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We understand and respect that members with a conflict of interest cannot participate in the discussion or decision. Our concern is not with those recusals.

Our concern is the resulting circumstance.

With both of the current Council members who are campaigning in the upcoming election unable to participate, this matter will be considered and decided by the **remaining members of the outgoing Council.** None of those remaining members are candidates in the upcoming municipal election.

We also understand that Council is currently operating under the **lame-duck provisions of the Municipal Act.** We recognize that the lame-duck provisions do not automatically prevent Council from considering a zoning amendment. However, we believe the circumstances surrounding this application raise a legitimate question about whether a decision of this significance should be made at this particular point in the municipal term.

Public Confidence and Timing

We recognize that the remaining members of Council continue to have responsibilities and decision-making authority during the lame-duck period.

However, public confidence is also an important consideration.

Where a significant planning decision is being considered immediately before an election, and **both Council members who are campaigning are unable to participate**, the remaining Council is placed in the position of making that decision without the participation of either current member who is seeking a new mandate from the residents.

This does not suggest that any member of Council would act improperly or be influenced improperly.

Rather, it raises a reasonable concern about **the appearance of independence and the potential for outside interests, relationships or other considerations to influence a decision that will have long-term consequences for the community.**

Regardless of anyone's intentions, avoiding circumstances that could create questions about influence or public confidence is an important part of maintaining trust in municipal decision-making.

Requested Council Decision

Under these circumstances, we respectfully request that Council **defer consideration and passage of the zoning by-law amendment for D14 09-2026 until after the municipal election**, allowing the newly elected Council to consider the matter.

This would allow:

1. The newly elected Council to review the application and make the decision during its upcoming term.
2. The full elected Council to participate, subject to any applicable conflict-of-interest requirements.
3. Residents to have confidence that a significant planning decision is being made by the Council that will be responsible for governing the municipality following the election.
4. The application to continue through the appropriate planning process in the meantime, including consideration of outstanding technical, servicing, infrastructure and community-impact matters.
5. The decision to be made without the unusual circumstance currently present, where both campaigning members of the existing Council are unable to participate.

This Is a Request for Deferral, Not Rejection

We want to be clear that this submission is **not asking Council to reject the proposed development.**

It is a request that Council consider whether there is a compelling reason for the final zoning decision to be made before the election when the matter can reasonably be considered by the newly elected Council.

The zoning amendment may create development permissions that have consequences for the community well beyond the current Council term. Given that, we believe there is value in allowing the incoming Council to consider the complete planning record, technical information, infrastructure implications, staff recommendations and public submissions before making the final decision.

If there is no immediate necessity to make the decision before the election, we respectfully ask Council to **exercise its discretion to defer the matter.**

We believe this approach would help protect public confidence in the process and avoid unnecessary questions about timing, influence or the circumstances under which an important long-term planning decision was made.

We therefore respectfully request that Council **defer D14 09-2026 until after the municipal election and refer the matter to the newly elected Council for consideration and decision.**

Thank you for filing this submission with File D14 09-2026 and considering the concerns raised by residents.

Sincerely,

Signature: Linda Ryerse (signed electronically)

Full Name: 

Full Address: 

Email Address: 



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-10-08
Subject: West Lorne Complex Emergency Repair – HVAC Unit

Recommendation:

That West Elgin Council hereby receives the report titled West Lorne Complex Emergency Repair - HVAC Unit from D. Charron, Manager of Infrastructure and Development, and

THAT Council approve the out-of-budget expenditure of **\$14,097.53 plus HST** for the emergency replacement of HVAC components at the West Lorne Complex; and

THAT the expenditure be funded through the Municipal Buildings Reserve;

AND THAT West Elgin Council approve the creation of reserve 'Municipal Buildings Repairs and Maintenance' to ensure the long-term sustainability, performance, and value of municipal buildings.

Purpose:

The purpose of this report is to notify Council of an emergency, out-of-budget HVAC repair required at the West Lorne Complex and to seek approval for the associated expenditure of \$14,097.53 plus HST.

The repair is required to replace failed HVAC components and restore the affected unit to safe and reliable operation. The report also identifies the proposed funding source for the repair and recommends establishing a dedicated Building Repairs and Maintenance Reserve to provide a sustainable funding source for future significant building repair requirements.

Background:

The HVAC units serving the West Lorne Complex required inspection and repair to maintain reliable heating and ventilation within the facility.

During the inspection, it was determined that several components required replacement, including three (3) Trane OEM heat exchangers, three (3) inducer fan assemblies, and associated gasket kits.

As part of the inspection and assessment, the natural gas supply to the unit needed to be shut down until the required work is completed. The gas supply will remain shut until the necessary repairs are completed and the HVAC system can be safely returned to service.

Given the condition of the equipment and the need to maintain the facility's heating system, the repair was considered an emergency and could not reasonably be deferred until the normal budget process.

The Emergency repair requires the replacement of Three (3) Trane OEM heat exchangers; Three (3) inducer fan assemblies; and gasket kits and associated components.

A quotation was obtained for the required replacement components and associated work in the amount of \$14,097.53 plus HST.

The use of OEM Trane components is required to ensure compatibility with the existing HVAC equipment and to return the unit to proper operating condition.

The HVAC system is required to be restored to service to maintain appropriate heating and ventilation at the West Lorne Complex. Until the repair is completed, the natural gas supply to the affected unit will remain shut down.

Financial Implications:

As the required repair was not included in the approved 2026 operating budget, therefore represents an out-of-budget expenditure of \$14,097.53 plus HST. Staff recommend that this expenditure be funded through the Municipal Buildings Reserve, which is currently projected to have a year-end 2026 balance of approximately \$79,391.

Staff further recommend the establishment of a dedicated Building Repairs and Maintenance Reserve. Historically, contributions to the Municipal Buildings Reserve have been intended primarily for future capital replacement and major capital investments. Establishing a separate reserve specifically for building repairs and maintenance would provide a sustainable funding source for significant repair projects necessary to preserve and extend the service life of municipally owned facilities.

The creation of this reserve aligns with the Municipality's broader asset management objectives and supports the ongoing development of the Asset Management Plan, which is intended to ensure the long-term sustainability, performance, and value of municipal assets. As part of this process, staff are undertaking a comprehensive assessment of funding projections required to maintain service levels across all municipal facilities and properties. Proposed annual contributions to the reserve will be considered as part of the 2027 budget process.

Policies/Legislation:**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Dave Charron

Manager of Infrastructure and Development

Report Approval Details

Document Title:	Complex Emergency Repair HVAC Unit - 2026-36-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Oct 6, 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: 2026-10-08
Subject: Tender Award - $\frac{3}{4}$ Ton Pickup Truck

Recommendation:

That West Elgin Council hereby receives the Tender Award – $\frac{3}{4}$ Ton Pickup Truck 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 Cotrac Ford for \$57,196.21 plus HST

Purpose:

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

Background:

As included in the Municipality of West Elgin 2026 Budget, Council approved the purchase of one (1) 3/4-ton pickup truck for the Public Works Department. The replacement addressed a similar vehicle that is currently 17 years old (2009) with an odometer of over 268,000 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 September 14th, 2026. On October 5, 2026, West Elgin received two submissions. The results of the tender are as follows:

1. Cotrac Ford - \$57,196.21 plus HST
2. McNaughton Dodge – 78,791.00 plus HST

It is recommended that Council award the contract for the purchase of a pickup truck to Cotrac 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 and bylaw, 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:	Tender Results - 2026 Three Quarter Ton Pick up - 2026-38-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Oct 6, 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: 2026-10-08
Subject: Tender Award - 2026 Half Ton Pickup

Recommendation:

That West Elgin Council hereby receives the Tender Award - 2026 Half Ton Pickup 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 Cotrac Ford for \$53,176.21 plus HST.

Purpose:

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

Background:

Included within the 2026 Budget for the Municipality of West Elgin, Council approved the purchase of one (1) half ton pickup truck for the Public Work Department. The replacement addressed a similar vehicle that is currently 9 years old (2017) with an odometer of over 354,000 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 September 14th, 2026. On October 5, 2026, West Elgin received one submission. The results of the tender are as follows:

1. Cotrac Ford - \$53,796.21 plus HST.

It is recommended that Council award the contract for the purchase of a pickup truck to Cotrac 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 and bylaw, 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:	Tender Results - 2026 Pick up Half Ton - 2026-37-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Oct 6, 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: 2026-10-08
Subject: Approval of Alcohol Sales – Live Concert Event at the Bo Horvat Community Centre

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services entitled “Approval of Alcohol Sales – Live Concert Event at the Bo Horvat Community Centre”;

And That Council approve the sale and service of alcohol at the proposed live concert event to be held at the Bo Horvat Community Centre on May 13, 2027, subject to the event organizer obtaining all required licences, permits, insurance and regulatory approvals and complying with all applicable provincial legislation, municipal requirements and facility policies;

And Further That Council acknowledge that the request to host the event and use the Bo Horvat Community Centre will be presented to the Bo Horvat Community Centre Board of Management for consideration and approval, in accordance with the governing agreement.

Purpose:

The purpose of this report is to obtain Council approval to permit the sale and service of alcohol at a proposed live concert to be held at the Bo Horvat Community Centre on May 13, 2027.

The event is proposed to feature a well-known band that originated in Ontario, Canada. The identity of the band is not being publicly released at this time. Once all required municipal, facility and event approvals are in place, the band and event promoter will formally announce the event, including information regarding ticket availability and the ticket-sale process.

Background:

Municipal staff have been in discussions with an experienced event promoter regarding the potential use of the Bo Horvat Community Centre for a live concert event. As part of the preliminary planning process, representatives of the event promoter attended the facility to review the available space and discuss event logistics. Based on discussions to date, the event organizer wishes to proceed with planning for the concert, subject to the necessary municipal and facility approvals.

Proposed Event

The proposed event is a live concert scheduled for May 13, 2027, at the Bo Horvat Community Centre in West Lorne. The performer is a well-known band originating from Ontario, Canada. In order to respect the event promoter's announcement process, the identity of the band is not being publicly disclosed through this report. Following receipt of all necessary approvals, the band and event promoter will formally announce the concert and provide information regarding ticket sales and the process for purchasing tickets.

Preliminary planning proposes use of the arena floor as a 19+ area, while maintaining a designated portion of the smaller bleacher area for children and families. The organizer has also indicated that approximately 12 to 15 additional portable washrooms would typically be provided outside the main entrance as part of the event setup. The detailed event layout, capacity, security arrangements, and other operational requirements will remain subject to review and approval through the appropriate facility and regulatory processes.

Alcohol Sales and Licensing

The event organizer has requested municipal approval to permit the sale and service of alcohol during the event. Council's approval would provide municipal authorization for alcohol sales at the Bo Horvat Community Centre; however, this approval would not replace or supersede any licence, permit or regulatory approval required for the event. The organizer will remain responsible for obtaining and maintaining all applicable liquor licensing and ensuring that the sale and service of alcohol complies with all applicable provincial requirements and facility policies.

Emergency Services and Public Health

The event promoter has confirmed that the organizer will be responsible for coordinating with the OPP, EMS, and any other required public health officials in connection with the event. This approach places responsibility for event-specific regulatory and operational requirements with the event organizer while allowing municipal and facility representatives to address requirements associated with the use of the municipal facility.

Insurance and Risk Management

The event promoter has confirmed that the organization carries \$5 million in insurance coverage. Prior to the event, appropriate proof of insurance will be required to be provided to the Municipality in a form satisfactory to the Municipality and in accordance with applicable municipal facility requirements. Additional risk-management requirements may be identified as event planning progresses, including matters related to security, emergency services, occupancy, alcohol service, crowd management, and facility operations.

Facility and Board of Management Approval

Council approval of alcohol sales is separate from approval to host the event and use the Bo Horvat Community Centre. In accordance with the agreement governing the Bo Horvat Community Centre, the request to host the concert and use the facility will be presented to the Bo Horvat Community Centre Board of Management for consideration and approval. The correspondence similarly

identifies the Board of Management approval as the required process for authorization to use the facility.

Accordingly, Council's consideration through this report is specifically related to authorization for the sale and service of alcohol. The event will proceed only following receipt of the necessary facility approval and completion of all other applicable regulatory and operational requirements.

Community Impact

Hosting a live concert of this nature at the Bo Horvat Community Centre would provide an opportunity to bring a significant entertainment event to West Elgin and make additional use of the municipal recreation facility outside of its traditional ice and recreation programming. The proposed performer is a well-known County band who originated from Ontario, and the event has the potential to attract attendees from both within West Elgin and the surrounding region.

The event may provide broader community and economic benefits through increased attendance in West Lorne and associated activity for local businesses, restaurants, and other services. The extent of these impacts will depend on final event arrangements, attendance, and ticket sales. The event also provides an opportunity to showcase the Bo Horvat Community Centre as a facility capable of supporting community events and live entertainment in addition to its traditional recreational uses.

Financial Implications:

No specific financial arrangement between the Municipality/Bo Horvat Community Centre Board of Management and the event organizer is identified in the correspondence provided. Any applicable facility rental fees, staffing costs, deposits, security requirements, damage deposits, or other charges will be established through the facility rental and event approval process and any final agreement with the event organizer.

Council's consideration through this report is specifically related to approval of the sale and service of alcohol at the event.

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 Recreational Services/ Clerk

Report Approval Details

Document Title:	Approval of Alcohol Sales – Live Concert Event at the Bo Horvat Community Centre - 2026-42-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Oct 2, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Emma Nilsson, Manager of Corporate Services/Treasurer
Date: 2026-10-08
Subject: 2025 Reserves and Reserve Funds Annual Report

Recommendation:

That West Elgin Council hereby receives the 2025 Reserves and Reserve Funds Annual report from Emma Nilsson, Manager of Corporate Services/Treasure, for information purposes only.

Purpose:

Through By-Law No. 2023-109, dated December 21, 2023, Council adopted the Reserves and Reserve Funds Policy (Policy') which establishes consistent principles, standards, and guidelines for maintenance, management and accounting of the Municipality's reserves and reserve funds. The core objective of this Policy is to ensure that monies are set aside and made available for the long-term goals of the Municipality.

In accordance with the Policy, the Treasurer is required to submit an Annual Reserve Report to Council. This report provides an overview of reserve and reserve fund activity in accordance with the approved 2025 budget and other Council-approved reserve commitments approved through other resolutions. The 2025 ending reserve balances displayed in the attached '2025 Reserve and Reserve Funds Schedule' are the audited balances as at December 31, 2025.

Background:

Reserves and reserve funds are valuable long-term financial planning tools used by municipalities to set aside funds for future purchases and projects. The Municipality of West Elgin includes provisions in its annual Operating Budget to fund its reserves and reserve funds, as well as draws from its reserves to partially fund the Corporation's Capital Budget.

Reserve – an allocation from net revenue at the discretion of council, after the provision for all known expenditures, as part of an overall strategy for funding programs and projects that are set out in the annual budgets or budget forecasts and is authorized under the provisions set out in the Municipal Act.

Reserve Fund – a fund with assets which are segregated and restricted to meet the purpose of the reserve fund. It is based on a statutory requirement or defined liability payable in the future and is usually prescriptive as to the basis for collection and use of monies in the fund. All interest earnings derived from such funds shall form part of the reserve fund and shall be allocated to the funds on

an annual basis based on the actual balance of the reserve fund. There are two types of reserve funds: obligatory reserve funds and discretionary reserve funds.

Discretionary Reserve Fund – reserve funds created at the discretion of Council whenever revenues are earmarked to finance future expenditures for a purpose designated by Council. Interest earned by a discretionary reserve fund shall be allocated to the fund on an annual basis based on the actual balance of the fund.

Obligatory Reserve Fund – reserve funds that are required by legislation or agreement to be segregated from the Municipality's general revenues for a special purpose or for works to be undertaken on behalf of the contributors. These funds are classified in the financial statements as "Deferred Revenue". Interest earned by an obligatory reserve fund shall be allocated to the fund on an annual basis based on the actual balance of the fund.

The 2025 reserve and reserve fund activity, both capital and operations, presented in the attached '2025 Reserve and Reserve Funds Schedule', reflect the following:

- Total reserve and reserve fund balances increased by a total of \$94,021 in 2025 from \$15,819,354 to \$15,913,375.

34% of these reserves are currently budgeted for capital projects in 2026, emphasizing the need for ongoing grant support and the continued utilization of tax levy to ensure adequate transfers to reserves.

Per Policy AD 3.5 Reserves and Reserve Funds, the established annual operating budget contribution will include an annual contribution for the replacement of major capital assets of at least 5% of the prior year's tax levy. In 2025, \$759,281 was raised on taxes and contributed to reserves for future replacement of capital assets, representing 18% of the taxes levied in 2024.

The ongoing efforts to update the Asset Management Plan will become a key resource in determining the true infrastructure gap the Municipality is experiencing. By integrating the results from this plan into our budgets moving forward, we can ensure capital assets continue to be funded at the appropriate levels.

- \$2,017,030 of reserves expended in 2025 were for the replacement of capital assets. This represents 91% of reserve outflows being utilized for capital purposes compared to 9% of reserve transfers used to smooth operational requirements.
- A common metric of a municipality's fiscal health condition, particularly in the area of sustainability, is the total reserves and discretionary reserve funds as a percentage of operating expenses. At the end of 2025, the Municipality of West Elgin's total reserves and discretionary reserve funds were 98% of 2026 budgeted operating expenses. A result in

excess of 20% indicates that the Municipality is setting aside money for future needs and has ability to offset unexpected revenue losses or increases in expenses.

- Another important metric to consider is the level of Taxrate Stabilization reserve balance as a percentage of the total operating budget. A widely recommended range is 5-10% of the total operating budget. This percentage should be maintained at no less than 5% of annual revenue as a prudent level to allow for a reasonable degree of budget fluctuation and to mitigate the financial impacts of emergency situations or unforeseen changes in the economy. In Ontario there are a variety of targets, minimum thresholds and mechanisms (e.g. 5% of tax revenues, 5% of expenditures etc.) used by municipalities that have adopted formal policies.

By the end of 2025, the Municipality of West Elgin's Taxrate Stabilization Reserve came in at 58% of the 2026 tax levy and 25% of the budgeted 2026 operating expenses.

- Finally, the 2025 ending Working Capital reserve balance equated to 0.81 months' worth of operating expenses budgeted for 2026. There is no provincial legislated working capital reserve threshold mandated by the Province of Ontario, however maintaining a balance of at least 2 months' worth of operating expenses is imperative for financial security, with a goal of exceeding this threshold. However, when taking the balance of the Taxrate Stabilization reserve into account, these two reserves combined represent 2.6 months' worth of operating expenses budgeted for 2026 while still maintaining the Taxrate Stabilization reserve at 10% of budgeted 2026 operating expenses.

Capital reserves enhance the City's financial flexibility for future infrastructure needs, while stabilization reserves assist to mitigate fluctuations in taxation and user rates. Collectively, the reserve balances are foundational to supporting a stable financial position and the City's long-term fiscal resilience.

The attached '2025 Reserve and Reserve Funds Schedule' demonstrates that reserves are being actively utilized to fund capital infrastructure, stabilize taxation and rates, and support strategic priorities. Continued monitoring and sustained contributions will be important to ensure long-term financial sustainability and alignment with the Municipality's asset management and financial planning objectives. Looking ahead, utilizing tools such as the Asset Management Plan and prioritizing contributions to the working capital reserve will help to ensure the long-term financial success of the Municipality of West Elgin.

Financial Implications:

N/A

Policies/Legislation:

[Policy AD 3.5 Reserves and Reserve Funds](#)

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Emma Nilsson, Manager of Corporate Services/Treasurer

Report Approval Details

Document Title:	2025 Reserves and Reserve Funds Annual Report - 2026-14-Corporate Services Finance.docx
Attachments:	- 2025 Reserves and Reserve Funds Schedule.pdf
Final Approval Date:	Oct 1, 2026

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

Robin Greenall



Municipality of West Elgin - 2025 Reserve & Reserve Funds Schedule

			Inflows		Transfers		Outflows									
Account Number	Description	2025 Opening Balance	Contributions	Interest Earned	Transfers In	Transfers Out	Capital	Operating	2025 Closing Balance							
Reserves																
01-3000-3001	RES-WORKING CAPITAL	760,228							760,228							
01-3000-3002	RES-CONTINGENCIES	456,470							456,470							
01-3000-3003	RES-ROADS	1,462,388	363,862				(880,041)		946,209							
01-3000-3004	RES-FIRE TRUCK	585,749	200,000				(699,984)		85,764							
01-3000-3005	RES-RECREATION	116,400	70,000						186,400							
01-3000-3006	RES-PARKLAND	88,762							88,762							
01-3000-3007	RES-WASTE MANAGEMENT	740,763							740,763							
01-3000-3008	RES-WATER CONSTRUCTION	50,000							50,000							
01-3000-3010	Reserves - Developments	61,446							61,446							
01-3000-3011	RES - MARINA/WASHROOMS	50,000							50,000							
01-3000-3012	West Lorne Main Street Reconstruction Reserve	25,748							25,748							
01-3000-3013	RES - GEN WATER CONSTRUCTIO	96,702							96,702							
01-3000-3014	RES - TAXRATE STABILIZATION	2,936,076	15,000			(33,930)	(23,891)	(134,191)	2,759,065							
01-3000-3016	RES-BUILDING/SEWAGE REVEN	29,894							29,894							
01-3000-3017	RES-TRAILER PARK	940,694	192,932						1,133,626							
01-3000-3018	RES-WL HERITAGE H. & HUB	206,766							206,766							
01-3000-3019	RES-CN-RODNEY PARK LAND	100,000							100,000							
01-3000-3020	RES-FIRE COMMUNICATIONS	60,000	30,000						90,000							
01-3000-3021	RES-POLICING	209,766						(30,000)	179,766							
01-3000-3022	RES-DOWNTOWN IMPROVEMENT	250,000							250,000							
01-3000-3024	RES-MUNICIPAL BUILDINGS	423,302					(29,393)	(19,518)	374,391							
01-3000-3025	RES-MARINA PIER EXTENSION	396,509							396,509							
01-3000-3026	Reserves - Marina Bridge	120,000	50,000						170,000							
01-3000-3027	RES - Election	21,457	10,000						31,457							
01-3000-3029	Reserve Capital Projects Carryforward	540,000	75,000				(67,115)		547,885							
01-3000-3030	Reserve - Economic Development	-	60,000						60,000							
01-3000-3031	County Roads Reserves	247,251						(7,505)	239,746							
01-3000-3032	Reserves - Connectivity Project	50,000							50,000							
01-3000-3034	Reserves - West Lorne Complex	13,427						(351)	13,076							
01-3000-3035	Reserves - Rodney Library	45,253	9,999						55,252							
01-3000-3036	Reserves - Animal Control	9,583							9,583							
01-3000-3043	Rodney Pool Reserves	25,000	50,000						75,000							
01-3000-3044	Old Town Hall Reserves	20,000							20,000							
01-3000-3045	Playground Equipment	26,236	50,000						76,236							
Total Reserves		11,165,871	1,176,793	-	-	(33,930)	(1,700,425)	(191,565)	10,416,744							
Discretionary Reserve Funds																
01-3000-3040	Arena Facility Upgrades	400,000		11,933	24,442				436,375							
01-3000-3042	Arena Dehumidification System	190,000	50,000	4,739	9,487		(111,853)		142,373							
Total Discretionary Reserve Funds		590,000	50,000	16,672	33,930	-	(111,853)	-	578,749							
Obligatory Reserve Funds																
01-3000-3037	Reserves - Building Inspection	115,894	75,465	4,320					195,678							
01-3000-3050	Development Charges- Services Related to a Highway	-							-							
01-3000-3051	Development Charges- Fire Protection Services	-							-							
01-3000-3052	Development Charges- Parks and Recreation Services	-							-							
01-3000-3053	Development Charges- Growth Studies	-							-							
01-3000-3100	OCIF Funding	1,149,273	264,461	36,029					1,449,763							
01-3000-3101	Canada Community Building Fund Reserve Fund	368,349	165,716	12,686					546,750							
01-3000-3102	RES - PROVINCIAL GAS TAX	29,817	10,000	979					40,796							
01-3000-3201	DISC RESERVES - RODNEY SEWAGE	406,306	81,847	13,138			(204,752)		296,539							
01-3000-3202	DISC RESERVES - WEST LORNE SEWAGE	511,561	171,327	17,035					699,923							
01-3000-3203	DISC RESERVES - WEST ELGIN WATER DEPT	1,482,283	158,292	47,857					1,688,432							
Total Obligatory Reserve Funds		4,063,483	927,107	132,044	-	-	(204,752)	-	4,917,882							
Total Reserves and Reserve Funds	\$	15,819,354	\$	2,153,900	\$	148,716	\$	33,930	\$	(33,930)	\$	(2,017,030)	\$	(191,565)	\$	15,913,375

September 18, 2026
Jenna Campbell
Municipality of West Elgin
22413 Hoskins Line
Rodney ON N0L 2C0

Dear Jenna,

This is what your investment makes possible.

In a classroom in South Western Ontario, students gather around, pencils in hand, ready to tackle real-world challenges. They laugh, debate, and cheer each other on, fully immersed in the Junior Achievement program you've made possible. One educator shared:

“Truly fantastic program that adds rich learning to our students. They become so engrossed and engaged for the entire day! Volunteers are knowledgeable and connect with the students so effectively. What an exceptional experience, every time!” (Grade 7 Dollars with Sense, 2024–2025)

Because of your generosity, young people are discovering confidence they didn't know they had, exploring ideas they never thought possible, and gaining the tools to take on the world beyond the classroom. Every spark of curiosity, every “aha” moment, every smile of pride, they all exist because you chose to support them.

You are more than a donor; you are a partner in shaping futures, inspiring dreams, and opening doors for the next generation. Thank you for believing in the potential of our youth and walking beside them on this journey.

With heartfelt gratitude,



Bobbi-Jo Gardiner, CFRE
Director of Philanthropy
Junior Achievement South Western Ontario

September 22, 2026

Via Email

The Honourable Sylvia Jones, Minister of Health, Province of Ontario
The Honourable Marjorie Michel, Minister of Health, Government of Canada
The Honourable Jill Dunlop, Minister of Emergency Preparedness and Response and
MPP for Simcoe North
Adam Chambers, MP for Simcoe North

**Re: Support for Continued Research, Clinical Guidance, and Access to Care for
Individuals Experiencing Persistent Lyme-Related Illness**

At its meeting held on September 14, 2026, the Council of the Township of Ramara adopted the following resolution regarding persistent Lyme-related illness and access to care. Council respectfully requests your consideration and support of this resolution.

Resolution Number CR.221.2026

Moved by Jennifer Fisher

Seconded by Joe Gough

WHEREAS Lyme disease is a growing public health concern in Ontario and across Canada due to the expanding range of tick populations and increasing incidence of tick-borne illnesses;

AND WHEREAS early diagnosis and treatment of Lyme disease are essential to reducing the risk of long-term health complications;

AND WHEREAS some individuals continue to experience persistent, debilitating symptoms following recommended treatment for Lyme disease, significantly affecting their quality of life, ability to work, and overall well-being;

AND WHEREAS Lyme disease is recognized and insured under the Ontario Health Insurance Plan (OHIP), but Canada has not adopted a nationally accepted clinical definition of "chronic Lyme disease," and current Canadian clinical guidance instead recognizes Post-Treatment Lyme Disease Syndrome (PTLDS);

AND WHEREAS the absence of a nationally accepted definition for persistent Lyme-related illness may contribute to inconsistencies in diagnosis, treatment options, physician education, access to care, and publicly funded services for affected patients;

AND WHEREAS municipalities have an interest in advocating for equitable access to healthcare services that improve the health and well-being of their residents;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Ramara calls upon the Province of Ontario and the Government of Canada to collaborate with medical experts, researchers, healthcare providers, and patient representatives to:

- Continue research into persistent symptoms following Lyme disease and emerging evidence related to long-term outcomes;
- Review existing clinical guidance as new scientific evidence becomes available;
- Enhance physician education and awareness regarding the diagnosis and management of patients experiencing persistent Lyme-related symptoms;
- Improve access to multidisciplinary assessment and care for individuals experiencing ongoing symptoms following Lyme disease; and
- Review current funding policies and access to medically necessary diagnostics and treatments, where supported by emerging evidence and best clinical practice;

BE IT FURTHER RESOLVED THAT Council requests the Province of Ontario advocate to the Government of Canada for continued national leadership in developing evidence-informed guidance on persistent Lyme-related illness;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to request support from:

- Sylvia Jones, Minister of Health, Province of Ontario;
- Marjorie Michel, Minister of Health, Government of Canada;
- Public Health Agency of Canada;
- Association of Municipalities of Ontario;
- Rural Ontario Municipal Association;
- Jill Dunlop, Minister of Emergency Preparedness and Response and MPP for Simcoe North;
- Adam Chambers, MP for Simcoe North; and
- All Ontario municipalities.

CARRIED.

The Township of Ramara respectfully requests your support for this resolution.

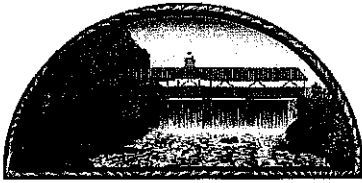
Thank you for your consideration of this matter.

Respectfully submitted,

Nate Harrington
Assistant Clerk

Cc. Public Health Agency of Canada
Association of Municipalities of Ontario (AMO)
Rural Ontario Municipal Association (ROMA)

Bcc. All Ontario Municipalities



The Municipality of the
VILLAGE OF BURK'S FALLS

Moved By: RB Date: September 15, 2026
Seconded By: NK Resolution # 2026- 256

Be it resolved;

WHEREAS public libraries provide essential services including literacy, education, technology access, employment resources, and community programming;

AND WHEREAS the Burk's Falls, Armour & Ryerson Union Public Library serves the residents of the Village of Burk's Fall and surrounding communities;

AND WHEREAS the provincial funding received by the Burk's Falls, Armour & Ryerson Union Public Library has remained at \$13,914 annually since 1990, despite significant increases in the cost of providing library services;

AND WHEREAS the Village of Burk's Falls contribution to library services has increased from \$11,788.00 in 2001 to \$64,738 in 2026, placing an increasing financial burden on municipal taxpayers;

AND WHEREAS the Ontario Library Association and Federation of Ontario Public Libraries have called for increased and sustainable provincial funding for public libraries;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Village of Burk's Falls petitions the Government of Ontario, through the Ministry of Tourism, Culture and Gaming, to substantially increase and provide sustainable, predictable operating funding for Ontario's public libraries;

AND BE IT FURTHER RESOLVED THAT copies of this resolution be forwarded to the Premier of Ontario, the Minister of Tourism, Culture and Gaming, the local Member of Provincial Parliament, the Association of Municipalities of Ontario (AMO), the Ontario Library Association (OLA), and the Federation of Ontario Public Libraries (FOPL) for their support and advocacy;

AND BE IT FURTHER RESOLVED THAT this resolution be circulated to municipalities across Ontario for their consideration and support.

Recorded Vote requested by: _____

Ryan Baptiste	for / opposed
Ashley Brandt	for / opposed
Sean Cotton	for / opposed
Chris Hope	for / opposed
Nancy Kyte	for / opposed

Pecuniary Interest declared by:

X
Carried

Defeated

Deferred

[Signature]
Mayor

Mayor Leatham and Members of West Elgin Council
Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0

Dear Mayor Leatham and Members of Council,

Re: 2026–2029 Elgin County OPP Detachment Action Plan

On behalf of the Elgin OPP Detachment Board, we are pleased to provide the attached 2026–2029 Elgin County OPP Detachment Action Plan for Council's review and information.

The Action Plan outlines the priorities identified by the Elgin OPP Detachment Board and the Elgin County OPP Detachment for the 2026–2029 period. The plan is intended to support effective policing governance and community safety by identifying key areas of focus for policing services throughout Elgin County.

The Board recognizes the importance of continued collaboration with member municipalities in identifying and addressing local community safety needs. Council's awareness of the priorities outlined in the Action Plan provides an opportunity to support ongoing dialogue regarding policing services and community-specific concerns.

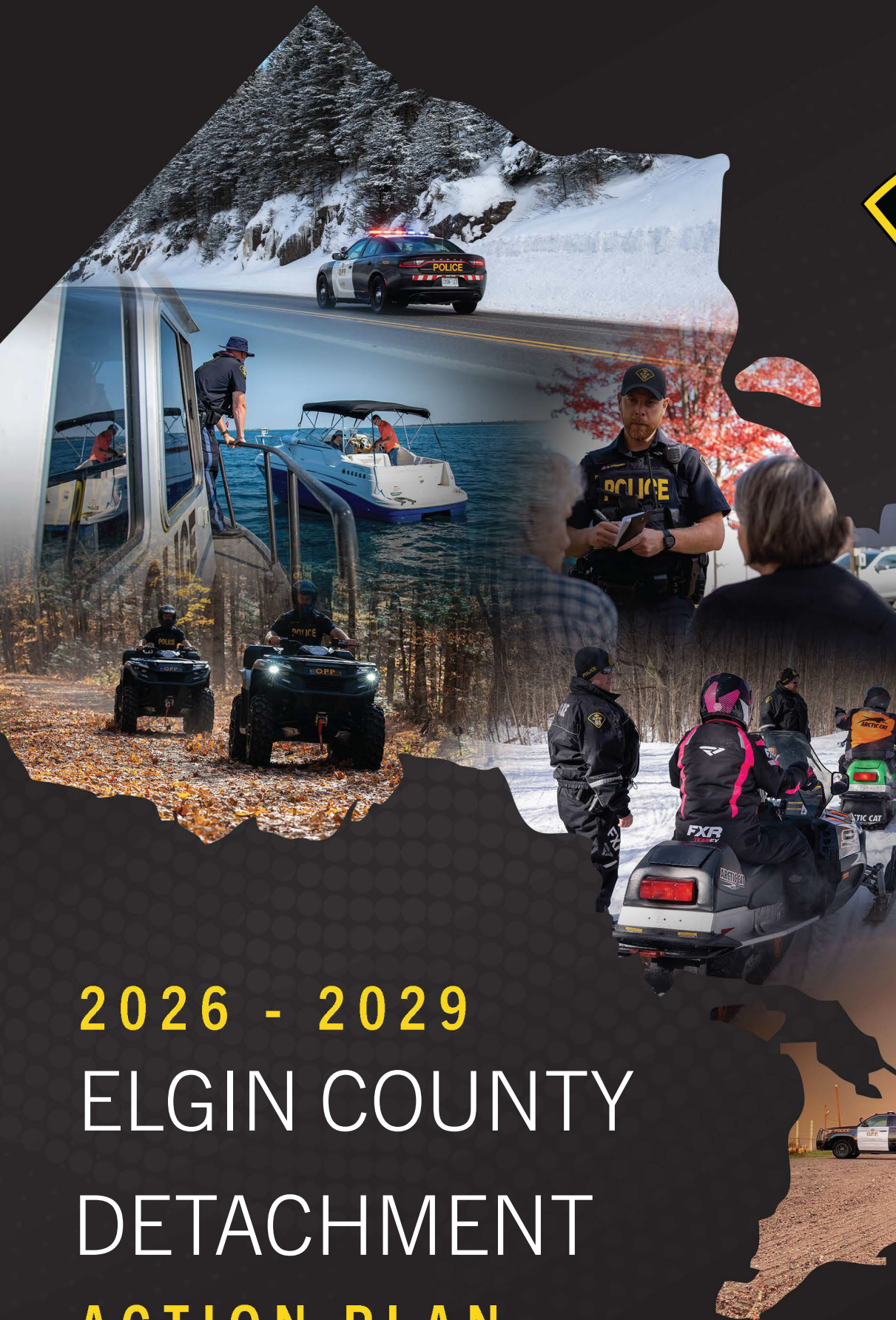
The Board sincerely appreciates the continued support and collaboration of member municipalities in advancing effective policing governance and community safety throughout Elgin County.

Should you have any questions or require additional information, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,

Andrew Sloan
Chair, Elgin OPP Detachment Board



2026 - 2029
ELGIN COUNTY
DETACHMENT
ACTION PLAN

ONTARIO PROVINCIAL POLICE // [OPP.CA](https://opp.ca)

2026-2029 Provincial Action Plan

Strategic Priorities and Commitments



Valuing Our People

A healthy and resilient OPP

We will be the employer of choice supporting our members, personally and professionally, in their pursuits of excellence.

Working With Purpose

A responsive and evolving OPP

We will be a leader of policing excellence empowering our members to deliver the best service for Ontarians.

Communities We Serve

A collaborative and progressive OPP

We will courageously pursue community safety outcomes, building cooperative and strategic relationships with partners who share Our Vision.

Connection Driving Alignment

A connected OPP

We are one OPP emphasizing curiosity and innovation, aligning with our members' efforts, while ensuring actions are consistent with Our Mission and Our Values.

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Message from the Detachment Commander

I am pleased to present the 2026-2029 Elgin County Detachment Action Plan. This action plan has been prepared and adopted per the *Community Safety and Policing Act, 2019* (CSPA) and in alignment with the Ontario Provincial Police 2026-2029 Strategic Plan.



The 2026-2029 Elgin County Detachment Action Plan outlines commitments, actions, and desired outcomes for the detachment over the next four years. It addresses how we will provide adequate and effective policing in our area and will meet the needs of the communities we serve.

To reflect these priorities, the plan is organized in three sections:

- Crime
- Roadways, Waterways and Trails
- Community Well-Being

The plan also includes qualitative and quantitative performance objectives and indicators so we can appropriately measure the outcomes of our actions.

The 2026-2029 Elgin County Detachment Action Plan was created in consultation with relevant stakeholders through the Community Safety and Well-Being working group, which is representative of diverse communities in our respective area.

The 2026-2029 Elgin County Detachment Action Plan is the first action plan prepared under the CSPA. Detachment Board Annual Reports will continue to be enhanced to reflect the updated reporting requirements.

I am proud of the work we do and the relationships we have built at the Elgin County Detachment, and I look forward to our growth and achievements in implementing the 2026-2029 Elgin County Detachment Action Plan.

Inspector Tyler HOLMES
Elgin County Detachment

Message from the OPP Detachment Board Chair

The Elgin OPP Detachment Board is appreciative of the entire Elgin County Detachment for their unfailing dedication to the safety and well-being of all Elgin County residents. We are committed to continuing our work with Detachment Commander Tyler Holmes, officers, and staff to ensure that the needs of our rapidly growing communities continue to be met in the coming years. The 2026-2029 Action Plan serves as the blueprint for our work going forward and gives us key objectives against which we can measure our success.

We recognize the rapidly changing face of Elgin County. Major industrial developments are being built within our boundaries, and it is expected these will result in an increased population coming to work, live, and play here. We anticipate that there will be a variety of cultural backgrounds represented in these new residents. One of our priorities is to prepare for the need for increased sensitivity to cultural diversity and to strive to develop respectful responses for all Elgin residents.

Ensuring community safety and services is the main objective of the OPP Detachment Board and our detachment. To achieve this, we look to establish and maintain cooperative and collaborative relationships with community members, community interest groups, and other police services in our area. We encourage residents of Elgin County to provide feedback to the OPP Detachment Board and the OPP detachment as their perspectives and input is invaluable in developing the best ways to provide the best service.

On behalf of the Elgin OPP Detachment Board, I again want to recognize and thank the Elgin County Detachment for their tireless work in providing our residents with safe and secure communities.

Our Detachment

The Elgin OPP Detachment host office is situated at 42696 John Wise Line, located in the Municipality of Central Elgin. The main satellite office is located at 535 Park Avenue East in the Municipality of Chatham. Members are deployed from both locations.

Elgin County covers 1,845 square kilometres of land and has a population that continues to experience significant growth. The population increases dramatically in summer months with a busy tourist and cottage season. Elgin County borders Lake Erie for 169 kilometres and includes numerous beaches that are excellent for swimming, fishing, sail boating, and other water sports, plus major marinas located in Port Stanley, Port Bruce, and Port Burwell. Industries within Elgin County include farming, heavy and light manufacturing, tourism, and consumer product distribution.

The members of the Elgin Country Detachment are responsible for traffic safety on 136 kilometres of Highway 401. Further, they are also responsible for 40 kilometres of Provincial Highway 40.

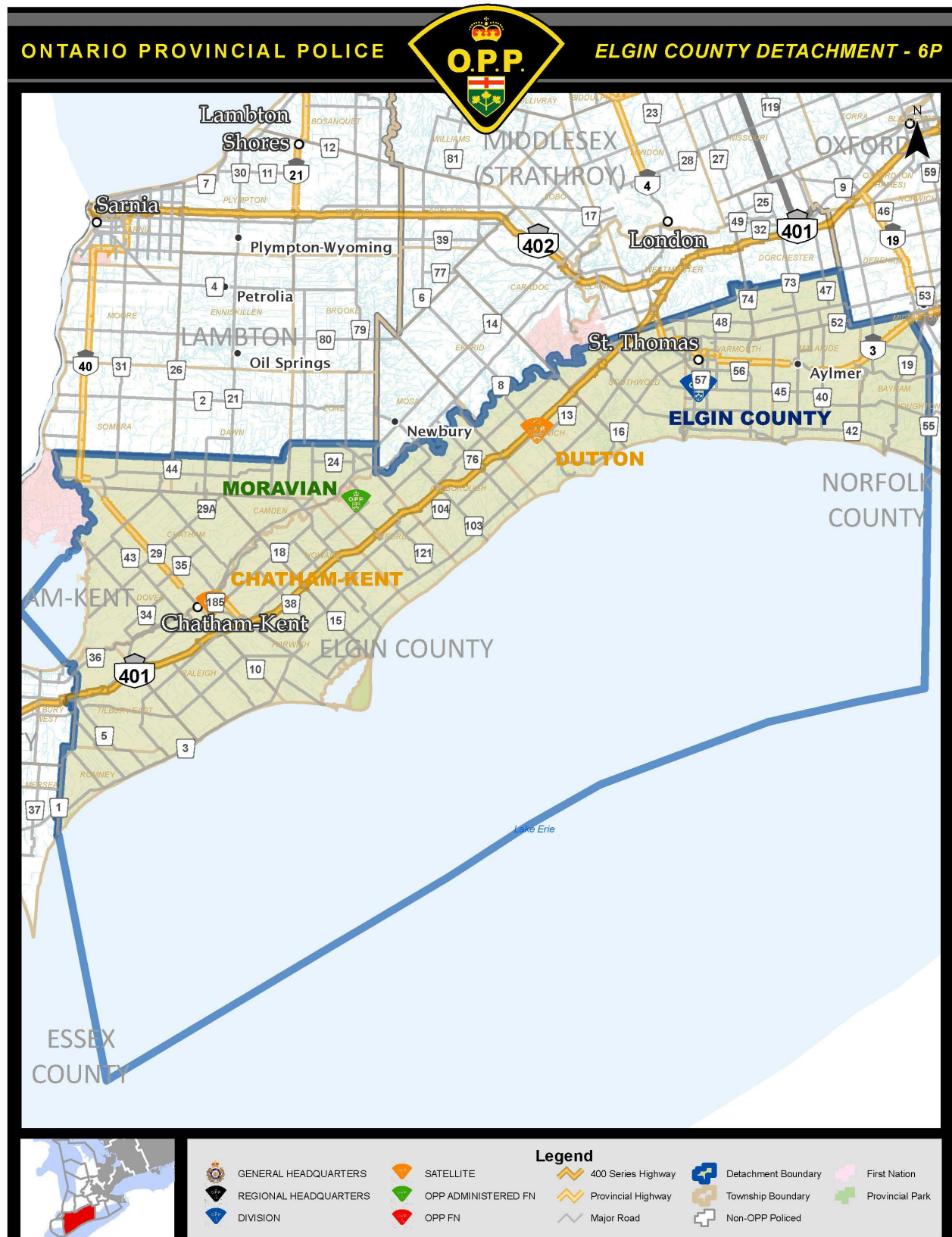
Elgin County hosts sporting activities including minor hockey, minor baseball, hiking, cross country skiing, boating, bird watching, golf and horseback riding.

There are three Provincial Parks, multiple conservation areas, and extensive hiking trail networks.

The County of Elgin is made up of four municipalities (Central Elgin, Bayham, West Elgin, and Dutton/Dunwich) and two townships (Malahide and Southwold).

The Elgin OPP work in partnership with the Aylmer and the St. Thomas Police Services.

Our Detachment Area



Action Plan Commitments Summary

The OPP's action planning process is guided by Section 70 (1) of the *Community Safety and Policing Act, 2019* and ensures compliance with the *Adequate and Effective Policing (General)* standards filed as O. Reg. 392/23.

The following objectives and priorities were identified for the next four years. These are reflective of how adequate and effective policing will be provided in the area served by the detachment, in accordance with the needs and diversity of the population.

- Crime:
 - Enhance proactive patrol and/or initiatives to target specific local crime trends and reduce victimization, while increasing community safety.
 - Prioritize the reduction of Intimate Partner Violence (IPV) through strengthened investigative follow-up, partnerships with shelters and mental-health teams, and proactive awareness initiatives.
 - Increase community education and awareness of crime trends through enhanced engagement, presentations, and data sharing in relation to elder fraud, cyber fraud, and cyber bullying in senior centres, retirement homes, schools, and community forums.
 - Address and prevent property crimes, including break-and-enter, theft over \$5,000, fraud, and vandalism, through community-based prevention strategies.
 - Reduce the impact of opioid production and trafficking and disrupt the distribution of illicit drugs through intelligence-led enforcement.
 - Target repeat offenders and enhance bail-compliance enforcement to reduce recidivism.
- Roadways, Waterways and Trails:
 - Road safety; new/enhanced initiatives, enforcement, technology/equipment, training (ex. breath techs, DRE, SFST, etc.)
 - Proactive enforcement and visibility in our detachment area continuing to enforce the Big 4 (speeding, distracted driving, impaired driving, and occupant restraints) and target specific local trends in traffic safety and enforcement.
 - Prioritize marine enforcement and education to ensure safe recreational use of waterways.
 - Adapt patrol strategies to meet seasonal and geographic needs while maintaining increased visibility and enhanced community engagement.
 - Community patrol; changes/enhancements to meet community needs.
- Community Well-Being:
 - Increase community engagement and strengthen community relationships through enhanced communication and information sharing.
 - Strengthen relationships with local youth by providing structured and unstructured youth programming, delivering information about topics that impact youth, and prioritizing partnerships with local youth-focused organizations.
 - Enhance partnerships with local service providers to best support calls for service related to mental health, substance use and addictions, persons with disabilities, persons experiencing homelessness, and other factors that may contribute to increased victimization.
 - Strengthen partnerships with municipalities and maintain visible policing presence to enhance community trust.

CRIME	ROADWAYS, WATERWAYS AND TRAILS	COMMUNITY WELL-BEING
Enhance proactive patrol and/or initiatives to target specific local crime trends and reduce victimization, while increasing community safety.	Expand local level expertise in specialized traffic enforcement that would directly benefit our detachment area.	Increase community engagement and strengthen community relationships through enhanced communication and information sharing.
Prioritize the reduction of Intimate Partner Violence (IPV) through strengthened investigative follow-up, partnerships with shelters and mental-health teams, and proactive awareness initiatives.	Proactive enforcement and visibility in our detachment area continuing to enforce the Big 4 and target specific local trends in traffic safety and enforcement.	Strengthen relationships with local youth by providing structured and unstructured youth programming, delivering information about topics that impact youth, and prioritizing partnerships with local youth-focused organizations.
Increase community education and awareness of crime trends through enhanced engagement, presentations, and data sharing in relation to elder fraud, cyber fraud, and cyber bullying in senior centres, retirement homes, schools, and community forums.	Prioritize marine enforcement and education to ensure safe recreational use of waterways.	Enhance partnerships with local service providers to best support calls for service related to mental health, substance use and addictions, persons with disabilities, persons experiencing homelessness, and other factors that may contribute to increased victimization.
Address and prevent property crimes, including break-and-enter, theft over \$5,000, fraud, and vandalism, through community-based prevention strategies.	Adapt patrol strategies to meet seasonal and geographic needs while maintaining increased visibility and enhanced community engagement.	Strengthen partnerships with municipalities and maintain visible policing presence to enhance community trust.
Reduce the impact of opioid production and trafficking and disrupt the distribution of illicit drugs through intelligence-led enforcement.		
Target repeat offenders and enhance bail-compliance enforcement to reduce recidivism.		

CRIME

COMMITMENTS	ACTIONS	OUTCOMES
Enhance proactive patrol and/or initiatives to target specific local crime trends and reduce victimization, while increasing community safety.	• Use crime analytics, calls for service trends, and community feedback to identify areas for targeted patrols. • Conduct focused patrols targeting violent offenders and at-risk locations.	Data-driven patrol/initiatives based on analysis and community input, resulting in increased personal and community safety.
Prioritize the reduction of Intimate Partner Violence (IPV) through strengthened investigative follow-up, partnerships with shelters and mental-health teams, and proactive awareness initiatives.	• Increase investigative oversight, timely follow-up, and officer training on trauma-informed IPV response. • Collaborate with shelters, community groups, and mental-health response teams to enhance victim support. • Host community forums and education sessions to increase awareness and support pathways.	Increased IPV reporting, victim follow-up, and multi-agency support. Reduction in repeat IPV incidents and harm to vulnerable families.
Increase community education and awareness of crime trends through enhanced engagement, presentations, and data sharing in relation to elder fraud, cyber fraud, and cyber bullying in senior centres, retirement homes, schools, and community forums.	• Deliver senior-focused fraud-prevention sessions in retirement homes. • Conduct cyber-safety presentations in schools and youth programs. • Expand online information-sharing and outreach.	Increased number of Community Engagement Officer visits, engagements and presentations related to crime prevention, demonstrating an enhanced transparency in local crime data trends.
Address and prevent property crimes, including break-and-enter, theft over \$5,000, fraud, and vandalism, through community-based prevention strategies.	• Deploy patrols to property-crime hot spots identified by analytics and community consultation. • Implement prevention campaigns with	Reduction in property crime, theft, and vandalism. Increased participation in property-crime prevention initiatives.

	municipalities and business associations. • Increase patrols in rural/agricultural theft-risk zones.	
Reduce the impact of opioid production and trafficking and disrupt the distribution of illicit drugs through intelligence-led enforcement.	• Conduct intelligence-led drug-enforcement initiatives focusing on opioids and synthetic drugs. • Work with municipal and health partners on prevention and education. • Support regional and provincial enforcement teams.	Reduction in opioid-related harms, overdoses, and trafficking activity. Improved multi-agency collaboration on substance use and prevention.
Target repeat offenders and enhance bail-compliance enforcement to reduce recidivism.	• Conduct regular, risk-based compliance checks focusing on high-risk violent, property, and IPV offenders. • Collaborate with courts, probation, and justice partners.	Reduction in recidivism rates. Increased offender accountability. Improved supervision of high-risk individuals.

ROADWAYS, WATERWAYS AND TRAILS

COMMITMENTS	ACTIONS	OUTCOMES
Expand local level expertise in specialized traffic enforcement that would directly benefit our detachment area.	• Train officers in SFST, DRE, breath tech, radar/LIDAR operation, and collision investigative excellence. • Deploy trained officers to high-risk locations and times (e.g., impaired-driving peaks, school zones). • Collaborate with HSD and PTO to identify advanced enforcement opportunities.	Increased enforcement capacity and expertise. Improved detection of impaired, aggressive, and distracted driving. Reduction in collision risk associated with high-risk driving behaviours.
Proactive enforcement and visibility in our detachment area continuing to enforce the Big 4 and target specific local trends in traffic safety and enforcement.	• Conduct data-driven enforcement focusing on the “Big 4” causal factors causing injury and fatal collisions. • Conduct RIDE programs, distracted-driving enforcement, and speed enforcement in high-collision zones. • Utilize traffic analytics and community concerns to guide visibility and enforcement.	Reduction in impaired, aggressive, and distracted-driving incidents. Reduction in injury and fatal collisions. Increased compliance with traffic laws.
Prioritize marine enforcement and education to ensure safe recreational use of waterways.	• Increase seasonal marine patrol hours. • Conduct vessel inspections and enforce boating legislation. • Deliver boater-safety education through public events, marinas, schools, and online platforms.	Reduced marine incidents and infractions. Increased compliance and awareness among boaters. Improved safety for seasonal residents and recreational boaters.

Adapt patrol strategies to meet seasonal and geographic needs while maintaining increased visibility and enhanced community engagement.	• Adjust road, trail, and waterway patrol schedules based on agricultural traffic, tourism seasons, and local events. • Increase patrols in rural areas, school zones, parks, trails, and waterfronts. • Participate in community events to promote safety and engagement.	Increased visibility and reassurance for residents and visitors. Improved traffic safety outcomes during high-risk seasons and events. Enhanced community confidence in police presence and responsiveness.
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COMMUNITY WELL-BEING

COMMITMENTS	ACTIONS	OUTCOMES
Increase community engagement and strengthen community relationships through enhanced communication and information sharing.	• Participate in municipal meetings and community safety committees. • Maintain visible foot, bicycle, vehicle, and trails patrols in areas identified to be local priorities.	Increased number of community engagements and local level communications, resulting in positive feedback from community members about transparency and accessibility of information.
Strengthen relationships with local youth by providing structured and unstructured youth programming, delivering information about topics that impact youth, and prioritizing partnerships with local youth-focused organizations.	• Deliver culturally respectful outreach programs at schools and youth agencies. • Provide officers with training on cultural safety and anti-bias. • Increase school visits, leadership programs, and mentorship activities.	Increased partnerships, initiatives, engagements, and presentations with and for youth, resulting in positive feedback and outcomes for youth-related interactions with police.
Enhance partnerships with local service providers to best support calls for service related to mental health, substance use and addictions, persons with disabilities, persons experiencing homelessness, and other factors that may contribute to increased victimization.	• Strengthen collaboration with mental-health crisis teams, EMS, hospitals, and social-service providers. • Participate in joint case reviews and coordinated follow-up.	Clearly defined roles and responsibilities with relevant service providers, resulting in decreased victimization and increased support of vulnerable community members by the most appropriate agency.
Strengthen partnerships with municipalities and maintain visible policing presence to enhance community trust.	• Participate in municipal meetings and community-safety committees. • Maintain visible foot, bicycle, vehicle, and trail patrols in priority areas. • Communicate regularly with community leaders and residents.	Improved trust in police presence and responsiveness. Enhanced collaboration with municipal leaders and community partners. Increased visibility in community-identified priority areas.

OUR VISION

Safe Communities...
A Secure Ontario

OUR MISSION

To serve our province by
protecting its citizens,
upholding the law
and preserving
public safety.

OUR VALUES

Serving with
PRIDE,
PROFESSIONALISM
& **HONOUR**

Interacting with
RESPECT,
COMPASSION
& **FAIRNESS**

Leading with
INTEGRITY,
HONESTY
& **COURAGE**



CONTACT THE OPP

Know your location - be ready to describe the situation and your location. Look for addresses, landmarks and buildings that may help identify your location.

REACH THE OPP BY PHONE

- Call 9-1-1 if there is an immediate risk to someone's life or property
 - to stop or report a crime in progress
 - to report a fire
 - to report a life-threatening medical emergency
 - Don't hang up, stay on the line
- To report non-life-threatening incidents that require a police response, use the non-emergency line (1-888-310-1122) or go to opp.ca/reporting
- TTY 1-888-310-1133 or agent 511 for registered subscribers may be used for individuals in the Deaf, Hard of Hearing and Speech Impaired (DHHSI) community to contact police
- For all administrative inquiries or to schedule an appointment, find contact information for your local detachment at opp.ca/detachments

PROVIDE AN ANONYMOUS TIP

- Call Crime Stoppers at 1-800-222-8477 (TIPS) or visit www.crimestoppers.ca

REPORT AN INCIDENT ONLINE

- The OPP offers online reporting for minor, non-emergency occurrences in areas of OPP jurisdiction. opp.ca/reporting allows you to submit a report without visiting or calling.
- Use the online reporting tool for:
 - Theft Under \$5,000
 - Mischief / Damage to Property Under \$5,000
 - Mischief / Damage to Vehicle Under \$5,000
 - Theft from Vehicle Under \$5,000
 - Lost / Missing Property Under \$5,000, including a licence plate(s) or validation sticker(s)
 - Driving Complaints

If you are reporting an emergency, call 9-1-1.

#KNOWWHENTOCALL

9-1-1 is for emergencies only:
If there is an immediate risk to someone's life or property.

- ✓ a crime in progress
- ✓ a fire
- ✓ a life-threatening medical emergency

Dialed 9-1-1 accidentally? #Be911Ready. Don't hang up, stay on the line and speak with an OPP Communicator to confirm there's no emergency.

The misuse of 911 ties up emergency lines, communicators and officers, which can result in a slower response to a real emergency and risks the safety of people who may need urgent help.

It is against the law to call 9-1-1 as a joke. Prank 9-1-1 calls can be dangerous and waste valuable emergency resources.

ACTION PLAN

ELGIN COUNTY
DETACHMENT



2026-2029

42696 John Wise Line
St. Thomas, ON
N5P 3S9

Tel: 519-631-2920
Fax: 519-631-2923

2026 Ontario Senior Achievement Award / Prix d'excellence de l'Ontario pour les personnes âgées de 2026

From Ontario Honours And Awards (MCM) <OntarioHonoursAndAwards@ontario.ca>

Date Tue 9/29/2026 3:35 PM

To Ontario Honours And Awards (MCM) <OntarioHonoursAndAwards@ontario.ca>

You don't often get email from ontariohonoursandawards@ontario.ca. [Learn why this is important](#)

(Un message en français suivra)

Ministry for Seniors and Accessibility

Minister

College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

Ministère des Services aux aînés et de l'Accessibilité Ministre

College Park
777, rue Bay
5e étage
Toronto (Ontario) M7A 1S5



September 2026

Dear Friends,

It is my pleasure to invite you to submit a nomination for the 2026 [Ontario Senior Achievement Award](#).

Each year, the program recognizes extraordinary seniors who, **after the age of 65**, have made significant contributions to their community or province.

This is to inform you the deadline to nominate someone has been extended to December 1st. You can submit a nomination online by [registering through the Ontario Honours and Awards Portal](#).

For more information about the program, please visit the [Ontario Senior Achievement Award webpage](#).

You may also contact Ontario Honours and Awards Secretariat at OntarioHonoursAndAwards@ontario.ca, if you have questions about the Ontario Senior Achievement Award and how to submit a nomination online.

Thank you in advance for taking the time to consider putting forward the name of a special senior in your community.

Sincerely,



Raymond Cho
Minister for Seniors and Accessibility

**Ministry for Seniors
and Accessibility**

Minister

College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

**Ministère des Services aux
aînés et de l'Accessibilité**
Ministre

College Park
777, rue Bay
5e étage
Toronto (Ontario) M7A 1S5



Septembre 2026

Madame, Monsieur,

J'ai le plaisir de vous inviter à proposer une candidature au [Prix d'excellence de l'Ontario pour les personnes âgées](#) de 2026.

Chaque année, le programme rend hommage aux aînés extraordinaires qui, **après l'âge de 65 ans**, ont apporté une contribution exceptionnelle à leur communauté ou à la province.

Nous souhaitons vous informer que la date limite pour présenter une candidature a été prolongée jusqu'au 1^{er} décembre. Pour soumettre une candidature en ligne, veuillez-vous [inscrire au Portail des distinctions et prix de l'Ontario](#).

Pour plus de renseignements sur le programme, veuillez consulter la [page Web du Prix d'excellence de l'Ontario pour les personnes âgées](#).

Si vous avez des questions au sujet du Prix d'excellence de l'Ontario pour les personnes âgées, veuillez contacter aussi le Secrétariat des distinctions et prix de l'Ontario à OntarioHonoursAndAwards@ontario.ca.

Je vous remercie d'avance de prendre le temps de songer à proposer le nom d'une personne âgée exceptionnelle de votre collectivité.

Veuillez agréer, Madame, Monsieur, l'expression de mes sentiments les meilleurs.

Sincèrement,



Raymond Cho



Elgin County Council
Committee of the Whole Meeting
Minutes

September 8, 2026, 10:00 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Jack Couckuyt (virtual)
Councillor Todd Noble
Councillor Mike Hentz

Members Absent: Councillor Andrew Sloan (with notice)
Councillor Richard Leatham (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Joe Anne Holloway, Director of Homes and Seniors Services
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives
Katherine Thompson, County Clerk/Manager of Administrative Services
Jenna Fentie, Deputy Clerk
Stefanie Heide, Executive Performance Coordinator

1. Meeting Call to Order

The meeting was called to order at 11:04 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Resolution Number: CW26-86

Moved by: Councillor Hentz

Seconded by: Deputy Warden Jones

RESOLVED THAT the agenda for the September 8, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: CW26-87

Moved by: Councillor Ketchabaw

Seconded by: Councillor Widner

RESOLVED THAT the minutes of the meeting held on August 11, 2026 be adopted.

Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Members' Motions

6. Reports of Council, Staff or Outside Boards

6.1 Director of Engineering Services - ENG 26-19 No Parking By-Law Amendment – Belmont Road

The Director of Engineering Services presented the report recommending that a consolidated by-law for the regulation of traffic be adopted to incorporate all amendments to the by-law to date.

Resolution Number: CW26-88

Moved by: Councillor Ketchabaw

Seconded by: Councillor Hentz

RESOLVED THAT By-Law No. 26-35, being a consolidated by-law for the regulation of traffic including parking on County roads be adopted; and

THAT By-Law No. 20-05 be repealed.

Motion Carried.

6.2 Deputy Clerk - ADM 26-29 Grant Application Submission – Port Burwell Historical Society

The Deputy Clerk presented the report requesting direction on the Port Burwell Historical Society's grant application for the Port Burwell Lighthouse Rehabilitation project.

Resolution Number: CW26-89

Moved by: Councillor Couckuyt

Seconded by: Councillor Ketchabaw

RESOLVED THAT the original motion be amended to remove the condition requiring receipt of funding from the federal government.

Motion Defeated.

Resolution Number: CW26-90

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT grant funding in the amount of \$153,624.80 for the Port Burwell Lighthouse Rehabilitation Project be approved, conditional on receipt of funding from the federal government.

Motion Carried.

6.3 County Clerk/Manager of Administrative Services - ADM 26-30 Proposed Contents of Regulations for a Standardized Code of Conduct and IC Process

Deputy Warden Jones left the meeting at 11:46 a.m.

The County Clerk/Manager of Administrative Services presented the report that provides details on the Ministry of Municipal Affairs and

Housing's proposed regulation under the Municipal Accountability Act, 2026.

Resolution Number: CW26-91

Moved by: Councillor Couckuyt
Seconded by: Councillor Ketchabaw

RESOLVED THAT Elgin County Council direct staff to submit feedback on the proposed contents of regulations under the Municipal Accountability Act, 2026.

Motion Carried.

6.4 Director of Legal Services - LEG 26-10 – Artificial Intelligence and Responsible AI Use Policy

The Director of Legal Services presented the Artificial Intelligence and Responsible AI Use Policy for the Committee's consideration.

Resolution Number: CW26-92

Moved by: Councillor Noble
Seconded by: Councillor Ketchabaw

RESOLVED THAT the report titled "LEG 26-10 – Artificial Intelligence and Responsible AI Use Policy" dated September 8, 2026 from the Director of Legal Services be received and filed for information; and

THAT Appendix "A" to the report be adopted by Elgin County as its Artificial Intelligence and Responsible AI Use Policy.

Motion Carried.

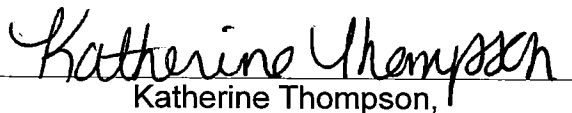
7. Adjournment

Resolution Number: CW26-93

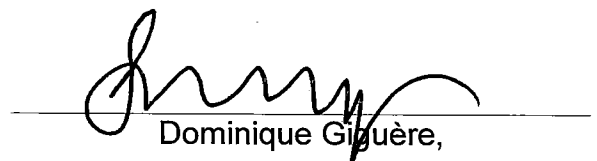
Moved by: Councillor Widner
Seconded by: Councillor Couckuyt

RESOLVED THAT we do now adjourn at 12:20 p.m. to meet again on September 22, 2026 at 9:30 a.m.

Motion Carried.


Katherine Thompson,

County Clerk/Manager of
Administrative Services.


Dominique Giguère,
Warden.

COUNTY OF ELGIN

By-Law No. 26-36

**“BEING A BY-LAW TO CONFIRM PROCEEDINGS OF THE MUNICIPAL COUNCIL OF
THE CORPORATION OF THE COUNTY OF ELGIN AT THE
SEPTEMBER 22, 2026 MEETING”**

WHEREAS, pursuant to Section 5.1 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by its Council;

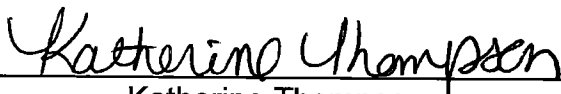
AND WHEREAS pursuant to Section 5.3 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of every Council shall be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Municipal Council of the Corporation of the County of Elgin at this meeting be confirmed and adopted by by-law.

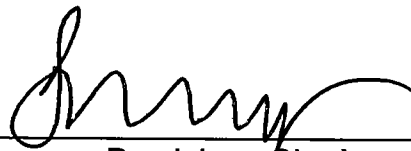
NOW THEREFORE the Municipal Council of the Corporation of the County of Elgin enacts as follows:

1. THAT the actions of the Municipal Council of the Corporation of the County of Elgin, in respect of each recommendation contained in the reports and each motion and resolution passed and other action taken by the Municipal Council of the Corporation of the County of Elgin, at its meeting held on September 22, 2026, be hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. THAT the Warden and appropriate officials of the Corporation of the County of Elgin are hereby authorized and directed to do all things necessary to give effect to the actions of the Municipal Council of the Corporation of the County of Elgin referred to in the preceding section hereof.
3. THAT the Warden and the Chief Administrative Officer, or alternate, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the County of Elgin.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22ND DAY OF SEPTEMBER 2026.



Katherine Thompson,
County Clerk /
Manager of Administrative Services.



Dominique Giguère,
Warden.



Elgin County Council
Regular Council Meeting
Minutes

September 8, 2026, 9:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Jack Couckuyt (virtual)
Councillor Todd Noble
Councillor Mike Hentz

Members Absent: Councillor Andrew Sloan (with notice)
Councillor Richard Leatham (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Joe Anne Holloway, Director of Homes and Seniors Services
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives
Katherine Thompson, County Clerk/Manager of Administrative Services
Jenna Fentie, Deputy Clerk
Stefanie Heide, Executive Performance Coordinator

1. Meeting Call to Order

The meeting was called to order at 9:52 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Moved by: Councillor Ketchabaw
Seconded by: Councillor Widner

RESOLVED THAT the agenda for the September 8, 2026 County Council Meeting be approved as presented.

Motion Carried.

3. Introductions, Recognitions, Memorials

None.

4. Adoption of Minutes

Moved by: Councillor Ketchabaw
Seconded by: Deputy Warden Jones

RESOLVED THAT the open and closed session minutes of the meeting held on August 11, 2026 be adopted.

Motion Carried.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

6. Presenting Petitions, Presentations and Delegations

6.1 Doug Park, Chair - Better Bayham Business Association - Port Burwell Bridge Reconstruction - Maintaining One Lane of Traffic

Doug Park, Chair of the Better Bayham Business Association, provided a delegation to Council advocating for one lane of traffic to remain open during the reconstruction of the Port Burwell Bridge.

Moved by: Councillor Noble

Seconded by: Deputy Warden Jones

RESOLVED THAT the delegation from Doug Park, Chair of the Better Bayham Business Association, regarding the reconstruction of the Port Burwell Bridge be received and filed.

Motion Carried.

6.2 Elgin Federation of Agriculture - Residential Development near Cargill Grain

Representatives from the Elgin Federation of Agriculture provided an update to Council regarding the residential development that was proposed to be built near the Cargill Grain Terminal Facility.

Moved by: Councillor Widner

Seconded by: Councillor Hentz

RESOLVED THAT the delegation from Greg Fentie and Fons VandenBroek from the Elgin Federation of Agriculture be received and filed.

Motion Carried.

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

Council recessed at 10:11 a.m. to hold a flag raising and proclamation ceremony in recognition of Childhood Cancer Awareness Month. Council reconvened at 10:37 a.m.

7.1 ADM 26-28 - Recommendations from Committee of the Whole – August 11, 2026

Moved by: Councillor Hentz

Seconded by: Councillor Widner

RESOLVED THAT items CW26-81 – CW26-84 from the Committee of the Whole meeting dated August 11, 2026, and the recommendations therein be adopted.

Motion Carried.

8. Committee Recommendations

None.

9. Reports for Information and Immediate Consideration

None.

10. Council Correspondence

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT Correspondence Items 10.1, 10.2, 10.4, 10.5 and 10.7 be received and filed; and

THAT Council submit correspondence to the Ministry of the Environment, Conservation and Parks regarding concerns on the governance model related to representation; and

THAT Council support CN's request for a resolution in support of Rail Safety Week; and

THAT Council issue a formal letter to the Elgin Federation of Agriculture confirming intent to consult on an annual basis regarding construction projects.

Motion Carried.

10.1 Western Ontario Wardens Caucus - Media Release AMO

10.2 Ministry of Transportation/Stantec - Notice of Study Commencement and PIC - Highway 401 at Southminster Bourne

10.3 Kettle Creek Conservation Authority - ERO Posting Consultation and Proposed Governance Regulations for Regional Conservation Authorities

10.4 Elgin County/Central Elgin Joint Accessibility Advisory Committee - Accessibility Open House 2026

10.5 District of Parry Sound - Request to the Ministry of Tourism, Culture and Gaming to substantially increase and provide sustainable, predictable operating funding for Ontario's public libraries

10.6 CN - Request for Resolution in Support of Rail Safety Week

10.7 Elgin Federation of Agriculture - Safety Concerns and request for Warning Signage - Graham Road Bridge

10.8 Elgin Federation of Agriculture - Annual Consultation on Capital Planning Projects Affecting Agriculture

11. Statements/Inquiries by Members

None.

12. Closed Meeting Items

None.

12.1 Closed Meeting Item #1 - Closed Meeting Minutes - August 11, 2026

13. Motion to Rise and Report

None.

14. Consideration of By-Laws

14.1 By-Law No. 26-32 Official Plan Amendment No. 01-26

BEING a By-Law to Adopt Official Plan Amendment No. 01-26 to the County of Elgin Official Plan 2024.

Moved by: Councillor Noble

Seconded by: Deputy Warden Jones

RESOLVED THAT By-Law No. 26-32 be now read a first, second, and third time and finally passed.

Motion Carried.

14.2 By-Law No. 26-33 Planning Authority Delegation

BEING a By-Law to Delegate Certain Authorities vested in the Council of the Corporation of the County of Elgin as the Approval Authority with respect to Plans of Subdivision, Plans of Condominium and Part Lot Control By-Laws pursuant to Section 22 and 51 of the Planning Act to the Director of Planning for the County of Elgin and to Repeal By-law Nos. 2162 and 24-25.

Moved by: Councillor Widner
Seconded by: Councillor Noble

RESOLVED THAT By-Law No. 26-33 be now read a first, second, and third time and finally passed.

Motion Carried.

14.3 By-Law No. 26-34 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the September 8, 2026 Meeting.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Hentz

RESOLVED THAT By-Law No. 26-34 be now read a first, second, and third time and finally passed.

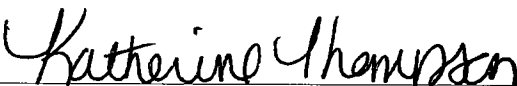
Motion Carried.

15. Adjournment

Moved by: Deputy Warden Jones
Seconded by: Councillor Widner

RESOLVED THAT we do now adjourn at 10:59 a.m. to meet again on September 22, 2026 at 9:00 a.m.

Motion Carried.



Katherine Thompson,

County Clerk/Manager of
Administrative Services.



Dominique Giguère,

Warden.

From the Council Chambers

September 22, 2026

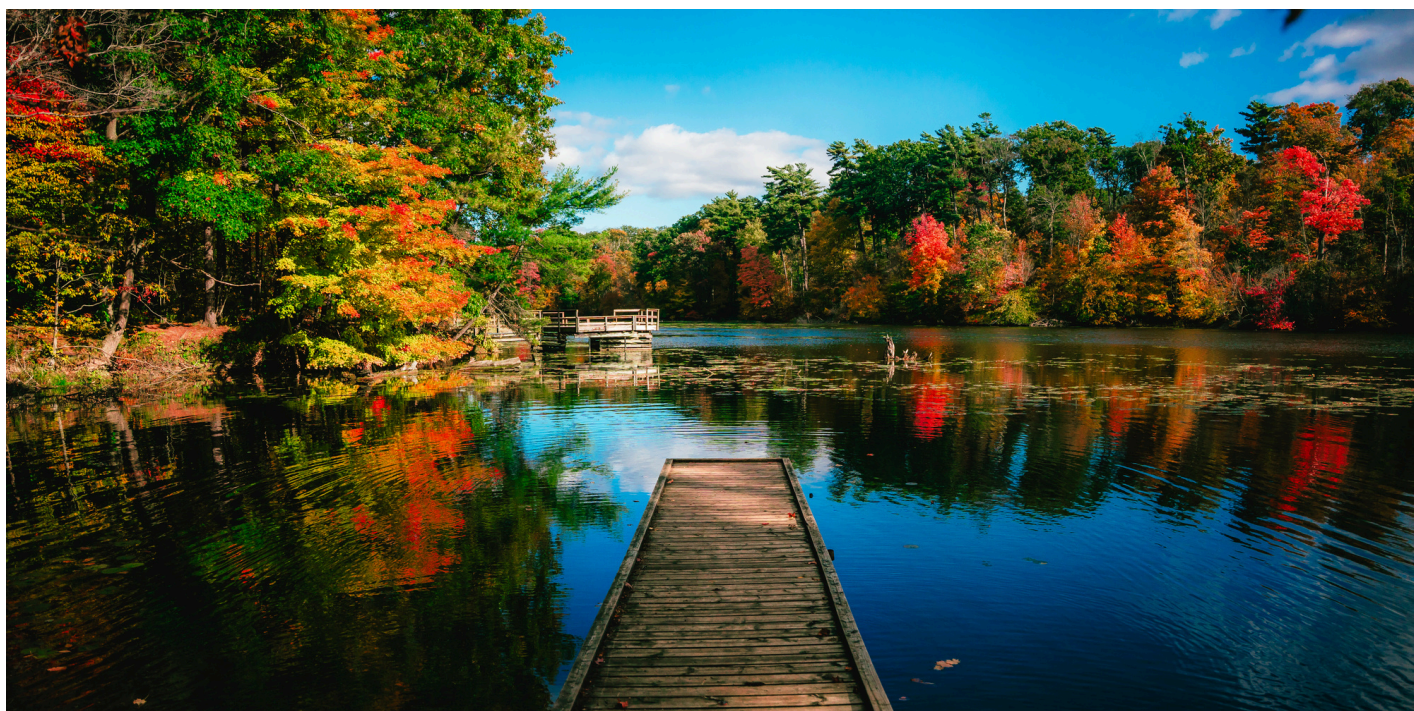
Council Meeting

Council Approves Consolidated Traffic and Parking By-Law

Elgin County Council approved a new consolidated by-law regulating traffic and parking on County roads. The by-law brings the County's existing traffic and parking regulations, along with amendments made since the previous consolidated by-law was adopted in 2020, into one comprehensive document to support clearer administration and enforcement.

The updated by-law also formalizes the recently approved no-stopping zone on both sides of County Road 74 (Belmont Road), extending from 50 metres to 130 metres south of Borden Avenue.

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



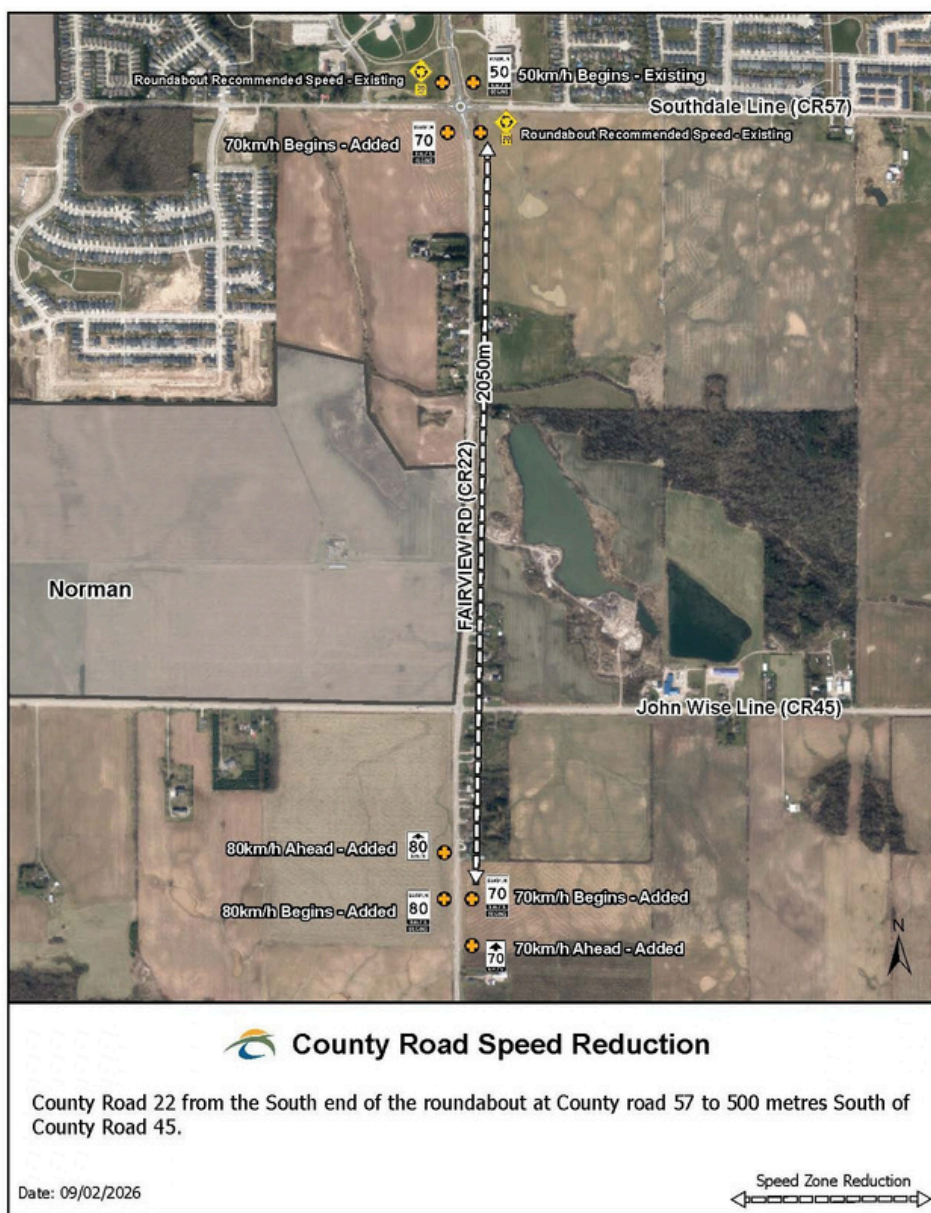
Committee of the Whole

Safety Improvements Recommended for Fairview Road and John Wise Line

An all-way stop at Fairview Road and John Wise Line and a lower speed limit along a section of Fairview Road have been recommended to improve safety in the area. The proposed changes would reduce the speed limit on Fairview Road from 80 km/h to 70 km/h, beginning at Southdale Line and continuing south for approximately 2.05 kilometres.

Nine multi-vehicle collisions have occurred at the intersection since 2021, including five within the past two years. Many involved drivers failing to stop or yield, with prevailing speeds contributing to the severity of the collisions. A technical review also confirmed that the intersection meets the criteria for an all-way stop.

The proposed improvements include new and oversized stop signs, rumble strips on all approaches, modifications to the overhead intersection beacon, new pavement markings, and advance warning signs. The work is estimated to cost \$10,000 and will proceed following the necessary by-law amendments.



Committee of the Whole

Expanded Hours Proposed for Three Elgin County Library Branches

The Committee supported increasing weekly public service hours at the Port Burwell, Springfield, and Shedden branches of the Elgin County Library. The proposed changes are:

- **Shedden:** Thursdays from 10:00 a.m. to 7:00 p.m., increasing weekly service from 21 to 25 hours
- **Port Burwell:** Mondays from 10:00 a.m. to 5:00 p.m., increasing weekly service from 17 to 21 hours
- **Springfield:** New Monday hours from 10:00 a.m. to 3:00 p.m., increasing weekly service from 23 to 28 hours

Together, the changes will provide 13 additional hours of library service each week, creating more opportunities for programming, school visits, and access for working families and students. The expanded hours can be accommodated within the Library's existing operating budget and will take effect following Council's formal approval.

Access to Information and Privacy Policy Updated to Reflect Provincial Changes

The Committee supported adopting an updated Access to Information and Privacy Policy to reflect recent amendments to the *Municipal Freedom of Information and Protection of Privacy Act* through Ontario's Bill 97.

The revised policy outlines several changes to the County's process for responding to freedom of information requests, including:

- Allowing the County's Privacy Coordinator to work with applicants to clarify requests that are vague, open-ended, or do not sufficiently identify the records being requested
- Extending the legislated response period from 30 calendar days to 45 business days, while staff will continue to complete requests as quickly as possible
- Allowing large or complex requests to be processed and released in stages where appropriate
- Providing clearer requirements for fee estimates, deposits, and payments
- Introducing Privacy Impact Assessments for projects involving the collection, use, storage, disclosure, or disposal of personal information

The County is developing a Privacy Impact Assessment tool ahead of the January 1, 2027, legislative deadline. Once formally approved by Council, the updated policy and request form will be posted on the County's website.

Committee of the Whole

Committee Supports Revised Hours at West Lorne and Rodney Libraries

Public service hours at the West Lorne and Rodney library branches would be adjusted to better reflect usage patterns and coordinate staffing between the two locations. The changes would shift existing hours without reducing the total weekly service available at either branch. The proposed changes are:

- **West Lorne:** Tuesdays from 10:00 a.m. to 6:00 p.m. and Thursdays from 2:00 p.m. to 7:00 p.m.
- **Rodney:** Saturdays from 10:00 a.m. to 1:00 p.m.

The total number of weekly service hours will remain unchanged at 26 hours for West Lorne and 21 hours for Rodney. The revised schedule will not result in additional staffing or operating costs and will take effect following Council's formal approval.

New Policy Establishes Customer Service Standards

Elgin County is formalizing its customer service standards through a new Customer Engagement Policy. The policy builds on the service standards already followed by staff and establishes consistent expectations for how the County responds to public inquiries, concerns, complaints, and other feedback.

Key service standards include:

- Responding to telephone calls and emails as soon as possible, ideally the same day and within three business days
- Responding to social media inquiries within three business days
- Acknowledging complex inquiries and providing an estimated timeline when a full response requires additional time
- Providing alternate contact information through out-of-office messages when staff are unavailable
- Offering accessible, respectful, and professional service through in-person, telephone, email, and online channels

The policy also establishes a process for submitting compliments, complaints, and concerns and sets expectations for respectful interactions between staff and the public. Staff may end or suspend an interaction involving abusive, discriminatory, threatening, or harassing behaviour. Once formally approved by Council, the policy will be posted on the County's website.

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

Beyond the Council Chamber

Elgin County Recognizes Welcoming Week

On September 22, Elgin County raised the Welcoming Week flag to recognize the importance of creating communities where everyone feels valued, included, and able to contribute.

Warden Dominique Giguère was joined by representatives from the St. Thomas-Elgin Local Immigration Partnership and the office of MP Andrew Lawton. Remarks were shared before Warden Giguère read the County's Welcoming Week proclamation.

Welcoming Week highlights the experiences, skills, and perspectives new residents bring to our communities. Elgin County thanks the St. Thomas-Elgin Local Immigration Partnership for leading this initiative and for its continued work to help newcomers feel welcomed, connected, and supported across the region.



Advancing Water Safety Across the Great Lakes

On September 17, Elgin County supported the Great Lakes Drowning and Risk Communication Summit, which brought together researchers, emergency services professionals, municipal leaders, water safety advocates, and community partners.

The summit focused on improving how information about rip currents and other water hazards is communicated to the public. Through the Rip Current Information Project, Nathan MacIntyre is working to advance clear, consistent, and evidence-informed water safety messaging across Ontario's Great Lakes so people can better recognize hazards and make safer decisions around the water.

Elgin County thanks Nathan for organizing the summit and for his continued leadership in this area, as well as everyone who attended and contributed their knowledge to the discussion.



Follow County Projects on Engage Elgin

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

Visit engageelgin.ca to learn more.

October 2, 2026

Via Email

Hon. Todd McCarthy, Minister of the Environment, Conservation and Parks
Jill Dunlop, MPP Simcoe North

**Re: Support for Enhanced Municipal and Watershed Representation in the
Proposed Regional Conservation Authority Governance Framework**

At its meeting held on September 28, 2026, the Council of the Township of Ramara adopted the following resolution:

Resolution Number CR.238.2026

Moved by Dana Tuju

Seconded by Joe Gough

WHEREAS the Province of Ontario has proposed the consolidation of Ontario's existing conservation authorities into nine Regional Conservation Authorities (RCA), with a proposed transition date of February 1, 2027, or such later date as may be prescribed;

AND WHEREAS Environmental Registry of Ontario Posting No. 026-0740 proposed regulations respecting the method for determining the number of members appointed by participating municipalities to RCAs and additional eligibility criteria for appointments to the Board of Directors of the Ontario Provincial Conservation Agency (OPCA);

AND WHEREAS under the proposed governance framework, upper-tier and single-tier municipalities will be responsible for appointing members to RCAs, resulting in lower-tier municipalities no longer having the ability to directly appoint representatives to the governing board;

AND WHEREAS lower-tier municipalities continue to have a direct and significant interest in the programs, services, land use planning matters, natural hazard management, environmental protection and other responsibilities undertaken by conservation authorities within their communities;

AND WHEREAS meaningful local and watershed-based representation will be essential to ensuring that local municipal priorities, knowledge and watershed-specific considerations continue to inform decision-making within the new RCA structure;

AND WHEREAS the geographic size of the proposed RCAs further emphasizes the importance of ensuring that appointed Board members have a meaningful connection to the watershed they are responsible for governing;

AND WHEREAS there remains a need for additional information and guidance respecting several significant aspects of the proposed transition and future operation of the RCAs, including the governance framework, member recruitment and eligibility, travel and time commitments, budgeting, financial responsibility and the future apportionment and payment of conservation authority levies;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Ramara supports continued consultation with municipalities and existing local Conservations Authorities on the development and implementation of the new RCA governance framework;

BE IT FURTHER RESOLVED THAT the Province of Ontario be requested to ensure that any individual appointed to a RCA Board of Directors reside within the applicable watershed of the RCA to which they are appointed, in order to ensure that Board members have a direct and meaningful connection to the communities, municipalities and watershed they are responsible for governing;

BE IT FURTHER RESOLVED THAT the future regulations establishing the composition, role, and operation of Watershed Advisory Committees provide meaningful opportunities for lower-tier municipal representation and participation, recognizing that lower-tier municipalities will no longer directly appoint members to RCA Boards;

BE IT FURTHER RESOLVED THAT the Province be requested to reconsider the proposed eligibility restrictions for the OPCA Board in order to establish a meaningful connection between the RCAs and the Ontario Provincial Conservation Agency, including consideration of providing for at least one representative from each RCA on the OPCA Board, or another formal mechanism to ensure direct communication and coordination between the two levels of governance;

BE IT FURTHER RESOLVED THAT the Province be requested to provide clear guidance to upper-tier and lower-tier municipalities respecting the recruitment and appointment of RCA Board members, including eligibility criteria, desired qualifications and expertise, expected roles and responsibilities, anticipated meeting frequency, travel requirements, and the time commitment associated with serving on the larger regional authorities;

BE IT FURTHER RESOLVED THAT the Province be requested to provide municipalities with additional information regarding the financial and operational implications of the consolidation, including how RCA budgets will be developed and approved, how municipal levies and apportionment will be determined and collected, whether upper-tier and single-tier municipalities will assume responsibility for levy payments on behalf of lower-tier municipalities, and how costs and financial obligations will be allocated throughout the transition and ongoing operation of the new RCAs;

BE IT FURTHER RESOLVED THAT the Province be encouraged to provide this information as soon as possible to allow municipalities sufficient time to understand the governance, operational and financial implications of the new model and to prepare for implementation;

BE IT FURTHER RESOLVED THAT this resolution be forwarded to the Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks; the Association of Municipalities of Ontario; the Rural Ontario Municipal Association; Conservation Ontario; Simcoe North MPP Jill Dunlop; the County of Simcoe; all Ontario municipalities; the Lake Simcoe Regional Conservation Authority (LSRCA); and the Ontario Provincial Conservation Agency (OPCA).

CARRIED.

The Township of Ramara respectfully requests your consideration of the enclosed resolution and encourages support for the continued involvement of municipalities and conservation authorities in the development and implementation of the proposed Regional Conservation Authority governance framework. The Township further believes that meaningful watershed-based representation, opportunities for lower-tier municipal participation, and greater clarity regarding governance and financial implications will be essential to the successful transition to the new model.

Thank you for your consideration of this matter.

Respectfully submitted,

Nate Harrington
Assistant Clerk

Cc. Association of Municipalities of Ontario (AMO)
Rural Ontario Municipal Association (ROMA)
Conservation Ontario
County of Simcoe
Lake Simcoe Regional Conservation Authority (LSRCA)
Ontario Provincial Conservation Agency (OPCA)

Bcc. All Ontario municipalities

Public Submission File D14 09-2026

From [REDACTED]
Date Wed 9/30/2026 2:37 PM
To Planner <planning@westelgin.net>
Cc Terri Towstiuic <ttowstiuic@westelgin.net>

Some people who received this message don't often get email from [REDACTED]. [Learn why this is important](#)

Please accept the attached written submission for File D14 09-2026 and include it in the public record and Council materials for this application. I request that my home address, personal email address, and telephone number be redacted from any publicly posted Council agenda, report, or minutes, to the extent permitted by law and municipal policy. Please confirm receipt by email.

Thank you

Resident of West Elgin

West Lorne, ON

Public Submission — D14 09-2026

September 30, 2026

To: Mayor and Members of Council, Municipality of West Elgin

Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief

Re:

Please file this letter as a written public submission for File D14 09-2026.

Dear Mayor and Members of Council:

I support responsible housing growth in West Elgin. I am not asking Council to reject the proposed single-detached, semi-detached, and multi-unit housing development on Elm Street. I ask Council not to grant unconditional development rights before the Municipality have confirmed that the project is safe, serviceable, funded, and legally secured.

Before Council makes a final decision, the complete available planning record—including the proposed R2-3, R3-9, and OS-7 zoning rules, final site plan, height, number of stores, unit count, density, lot/block layout, stormwater-management and municipal-drain information, technical studies, agency comments, staff report, and proposed conditions—should be available to residents online and at the Municipal Office.

This site should be reviewed together with File D14 06-2026 at Ridge Street and Chestnut Street for their

combined full-build-out effect on water supply, sanitary sewer capacity, hydrants, fire flow, emergency access, roads, stormwater, drainage, municipal infrastructure, and future costs. This is a request for combined technical review; this letter is a submission on D14 09-2026 only.

Requested Council decision.

Council should not pass an unconditional zoning by-law amendment for D14 09-2026. If Council supports

the proposed housing, it should approve the amendment only with a holding provision that clearly identifies the conditions required before the new R2-3, R3-9, and OS-7 zoning permissions can be used. The holding provision should remain in effect until the Municipality has confirmed that the following matters are complete or legally secured:

1. Final development details. The final R2-3, R3-9, and OS-7 zoning standards, height, stores, unit count, density, lot/block layout, site plan, access, parking, stormwater facilities, and site-specific permissions are publicly available and approved through the applicable process.
2. Combined service review. The Municipality has completed a full-build-out review of D14 09-2026 and D14 06-2026 for potable water, water pressure, fire flow, sanitary sewer capacity, stormwater, drainage, roads, emergency access, and required infrastructure upgrades.
3. Fire and emergency safety. West Elgin Fire Rescue has confirmed in writing that the final building form can be safely served, including a suitable fire route, turning area, hydrants, water supply, fire flow, and emergency-vehicle access.
4. Stormwater and municipal-drain responsibility. The Municipality has accepted the stormwater and drainage plans and has identified the ownership, maintenance, repair, insurance, replacement cost, and any future municipal responsibility for stormwater or municipal-drain facilities.
5. Costs and funding. The Municipality has identified every required work, study, peer review, inspection, infrastructure upgrade, maintenance obligation, and long-term replacement responsibility, including its cost, timing, responsible party, ownership, and lawful funding source.
6. Developer agreements and security. The developer has entered all applicable site-plan, servicing, drainage, subdivision, or development agreements and has provided required financial security for developer-funded works, incomplete works, repairs, and other obligations.
7. Charges and fees. The Municipality applies and collects all applicable development charges and authorized fees at the legally required stage. Project-specific work or costs not covered by development charges must be secured from the developer through the applicable agreement or other lawful mechanism.
8. No premature construction. Council should not remove the holding provision until these requirements are complete or formally secured. After removal of the hold, the Municipality should not issue building permits, and no grading, servicing, drainage work, construction, or occupancy should proceed until all permits, agreements, payments, securities, and approvals required for that stage are in place.

If staff does not recommend a holding provision, Council should require staff to explain in the public

report how and when all remaining servicing, drainage, fire-safety, infrastructure, financial, agreement,

security, ownership, and long-term maintenance matters will be resolved before any construction begins.

The report should identify the responsible party and lawful funding source for each required work, distinguish costs payable through development charges from costs secured through developer agreements, and confirm what legally prevents permits, grading, servicing, or construction from proceeding before those requirements are met.

Existing West Elgin taxpayers should not be left with unplanned costs or long-term obligations created by this development. Development-related works, studies, reviews, infrastructure upgrades, drainage facilities, and maintenance obligations should be paid by or secured by the developer where legally applicable or funded through authorized growth-related charges where eligible.
Thank you for filing this submission under D14 09-2026 and considering this request.

Sincerely,
Resident of West Elgin
West Lorne, ON

Public Submission — D14 06-2026

From [REDACTED]
Date Wed 9/30/2026 2:33 PM
To Planner <planning@westelgin.net>
Cc Terri Towstiuć <ttowstiuć@westelgin.net>

Some people who received this message don't often get email from [REDACTED]. [Learn why this is important](#)

Please accept the attached written submission for File D14 06-2026 and include it in the public record and Council materials for this application. I request that my personal email address be redacted from any publicly posted Council agenda, report, or minutes, to the extent permitted by law and municipal policy. Please confirm receipt by email.

Thank you

Resident of West Elgin
West Lorne, ON

Public Submission — D14 06-2026
September 30, 2025

To: Mayor and Members of Council, Municipality of West Elgin
Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief
Re: D14 06-2026 only — Ridge Street and Chestnut Street
Please file this letter as a written public submission for File D14 06-2026.

Dear Mayor and Members of Council:

I support responsible housing growth in West Elgin. I am not asking Council to reject the proposed townhouse and apartment development at 194 Ridge Street and 172 Chestnut Street. I ask Council not to grant unconditional development rights before the Municipality have confirmed that the project is safe, serviceable, funded, and legally secured.

Before Council makes a final decision, the complete available planning record—including the proposed R3-8 zoning rules, final site plan, height, number of stores, unit count, density, technical studies, agency comments, staff report, and proposed conditions—should be available to residents online and at the Municipal Office.

This site should be reviewed together with File D14 09-2026 on Elm Street for their combined full-buildout effect on water supply, sanitary sewer capacity, hydrants, fire flow, emergency access, roads, stormwater, drainage, municipal infrastructure, and future costs. This is a request for combined technical review; this letter is a submission on D14 06-2026 only.

Requested Council decision.

Council should not pass an unconditional zoning by-law amendment for D14 06-2026. If Council supports the proposed housing, it should approve the amendment only with a holding provision that clearly identifies the conditions required before the new R3-8 zoning permissions can be used. The holding provision should remain in effect until the Municipality has confirmed that the following matters are complete or legally secured:

1. Final development details. The final R3-8 zoning standards, height, stores, unit count, density, site plan, access, parking, and site-specific permissions are publicly available and approved through the applicable process.
2. Combined service review. The Municipality has completed a full-build-out review of D14 06-2026 and D14 09-2026 for potable water, water pressure, fire flow, sanitary sewer capacity, stormwater, drainage, roads, emergency access, and required infrastructure upgrades.
3. Fire and emergency safety. West Elgin Fire Rescue has confirmed in writing that the final building form and height can be safely served, including a suitable fire route, turning area, hydrants, water supply, fire flow, and emergency-vehicle access.
4. Servicing and drainage. The Municipality has accepted water, sanitary, stormwater, and drainage information demonstrating that the proposed development can proceed without unacceptable off-site effects.
5. Costs and funding. The Municipality has identified every required work, study, peer review, inspection, infrastructure upgrade, maintenance obligation, and long-term replacement responsibility, including its cost, timing, responsible party, ownership, and lawful funding source.
6. Developer agreements and security. The developer has entered all applicable site-plan, servicing, drainage, subdivision, or development agreements and has provided required financial security for developer-funded works, incomplete works, repairs, and other obligations.
7. Charges and fees. The Municipality applies and collects all applicable development charges and authorized fees at the legally required stage. Project-specific work or costs not covered by development charges must be secured from the developer through the applicable agreement or other lawful mechanism.
8. No premature construction. Council should not remove the holding provision until these requirements are complete or formally secured. After removal of the hold, the Municipality should not issue building permits, and no grading, servicing, drainage work, construction, or occupancy should proceed until all permits, agreements, payments, securities, and approvals required for that stage are in place.

If staff does not recommend a holding provision, Council should require staff to explain in the public

report how and when all remaining servicing, drainage, fire-safety, infrastructure, financial, agreement,

security, ownership, and long-term maintenance matters will be resolved before any construction begins.

The report should identify the responsible party and lawful funding source for each required work, distinguish costs payable through development charges from costs secured through developer agreements, and confirm what legally prevents permits, grading, servicing, or construction from proceeding before those requirements are met.

Existing West Elgin taxpayers should not be left with unplanned costs or long-term obligations created by

this development. Development-related works, studies, reviews, infrastructure upgrades, and maintenance obligations should be paid by or secured from the developer where legally applicable or

funded through authorized growth-related charges where eligible.

Thank you for filing this submission under D14 06-2026 and considering this request

Resident of West Elgin
West Lorne, ON

Fw: Governance-Based Opposition – Premature Zoning Applications (D14-06-2026 & D14-09-2026)

From West Elgin <westelgin@westelgin.net>

Date Thu 10/1/2026 9:45 AM

To Terri Towstiuc <ttowstiuc@westelgin.net>

From: Curtis Hay [REDACTED] >

Sent: Thursday, October 1, 2026 9:26 AM

To: West Elgin <westelgin@westelgin.net>

Subject: Governance-Based Opposition – Premature Zoning Applications (D14-06-2026 & D14-09-2026)

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Mayor and Members of Council,

Please accept the following formal submission regarding the proposed zoning by-law amendments for Files D14-06-2026 (Chestnut/Ridge) and D14-09-2026 (Elm Street).

My opposition is based strictly on governance, planning sequence, and taxpayer protection. These applications are being advanced prior to completing the foundational steps required under the Planning Act to ensure responsible, fiscally sound development. Approving zoning at this stage risks transferring future development costs—such as servicing upgrades, stormwater infrastructure, municipal drain obligations, and access solutions—onto West Elgin taxpayers rather than the developer.

Neither application has submitted a Draft Plan of Subdivision, which is the statutory mechanism that establishes lot fabric, street networks, access, stormwater blocks, easements, and servicing responsibilities. Without this, Council cannot properly evaluate development feasibility or ensure that developer obligations are secured before development rights are granted.

Zoning should only proceed once updated servicing capacity studies, access plans for landlocked parcels, stormwater and municipal drain responsibility frameworks, sanitary flow confirmations, and full engineering reviews are complete. These safeguards are essential to protect the Municipality and its residents from avoidable financial exposure.

For these reasons, I respectfully request that Council defer approval or apply strict holding provisions until all mandatory planning inputs and developer obligations are fully established.

Respectfully submitted,

Curtis Hay

[REDACTED] West Elgin, Ontario

Fw: Formal Public Submission — Liability Impacts on Public Safety File D14 06-2026 (and File D14 09-2026)

From West Elgin <westelgin@westelgin.net>
Date Thu 10/1/2026 9:45 AM
To Terri Towstiuic <ttowstiuic@westelgin.net>

From: Angela Cammaert [REDACTED] >
Sent: Wednesday, September 30, 2026 7:06 PM
To: West Elgin <westelgin@westelgin.net>; Planner <planning@westelgin.net>
Cc: Jeff McArthur <firechief@westelgin.net>; Robin Greenall <rgreenall@westelgin.net>
Subject: Formal Public Submission — Liability Impacts on Public Safety File D14 06-2026 (and File D14 09-2026)

Some people who received this message don't often get email from [REDACTED] [Learn why this is important](#)

Dear Mayor, Members of Council and Senior Leadership

I support responsible, well-managed housing growth in West Elgin. However, I am writing to formally object to the granting of unconditional development rights for File D14 06-2026 and File D14 09-2026 before the Municipality has confirmed that these projects are entirely safe, technically serviceable, fully funded, and legally secured.

1. Liability Impacts on Public Safety and Oversight

- **Capped Service Levels & Equipment Reality:** West Elgin Fire Services has explicitly noted that exterior rescue and suppression operations are strictly limited to a maximum of 3 storeys.
- **Failure to Flag the 4-Storey Hazard:** The proposed development at 194 Ridge Street and 172 Chestnut Street includes a 4-storey apartment building. Although the Fire Chief noted the 3-storey operational limit in his review, he failed to properly fulfill his professional responsibility by failing to adequately identify, flag, or object to the severe life-safety and liability hazards of permitting a 4-storey structure without an aerial/ladder truck in the municipal fleet.
- **Creation of Actionable Corporate Liability:** By omitting this critical operational warning and failing to properly flag the hazard in his reply to the Municipal Planner, the Fire Chief has directly contributed to a severe administrative oversight that exposes the Corporation of the Municipality of West Elgin to profound legal, financial, and public safety liabilities.
- **Oversight on Public Safety Liabilities:** As the administrative head who approved and signed off on these planning reports, the Chief Administrative Officer (CAO) carries the responsibility for advancing applications that contain unaddressed life-safety risks and liability exposures regarding fire services.

Moving these reports forward without resolving the gap between 4-storey buildings and 3-storey maximum fire capabilities creates an unmitigated safety liability for the Corporation.

- **Compromising First Responders:** Permitting multi-storey developments that exceed local firefighting capabilities places volunteer firefighters and future building occupants at extreme, life-threatening risk, directly generating actionable municipal liability through this combined failure of administrative and operational oversight.

2. Unverified Sanitary, Water, and Infrastructure Capacity (Relying on Outdated 2020 RV Anderson Reports)

- **Outdated Servicing Data (2020 RV Anderson Master Servicing Background Report):** The planning and engineering justifications for these developments continue to rely on a master servicing background report prepared by RV Anderson dating back to **2020**. Relying on six-year-old metrics creates a dangerous planning blind spot that fails to reflect current network stressors.
- **Why the 2020 Report is Outdated:**
 - **Stale Growth Projections:** The baseline population and flow projections from 2020 do not account for subsequent cumulative infill, regional housing targets, or accelerated development pressures in West Lorne.
 - **Climate and Weather Extremes:** Increased frequency of heavy storm surges and intense precipitation events over the last six years have altered stormwater runoff volumes and infiltration rates, which were not accurately captured in the 2020 figures.
 - **Shifting Infrastructure Realities:** Subsequent annual reporting (such as the 2024 OCWA Wastewater Treatment Plant reports) highlights ongoing high-flow management challenges and seasonal aeration constraints that invalidate the static assumptions of the 2020 study.
- **Outstanding Capacity Assessments:** Staff reports for both developments explicitly state that sanitary flow and capacity calculations for the Town of West Lorne remain unfinalized, meaning it cannot be confirmed whether the existing sanitary system can accommodate the full build-out of these projects.
- **Strain on Aging Networks:** Urban-centric planning approaches fail to account for rural legacy infrastructure. Adding a 157-unit subdivision on Elm Street alongside a multi-unit complex at Ridge and Chestnut risks overwhelming water and sanitary networks, leading to potential backups, service disruptions, and restricted future growth.
- **Municipal Drains & Long-Term Maintenance:** The Elm Street development is heavily transected by the Brock Creek Drain and co-located sanitary infrastructure easements. The dedication of these municipal drain and stormwater management blocks to the Municipality transfers long-term maintenance, repair, insurance, and replacement liabilities directly onto West Elgin taxpayers.

3. Required Studies and Conditions Prior to Approval

Council should not pass unconditional zoning by-law amendments for either of these files. If Council supports housing growth, the approvals for both developments must include strict holding provisions that remain in effect until the following mandatory studies and safeguards are complete and legally secured:

1. **Updated RV Anderson Servicing & Capacity Update:** A fully updated, comprehensive peer-reviewed review of the 2020 RV Anderson report, incorporating current sanitary and water capacity assessments to prove that existing municipal infrastructure can support the combined full build-out of both developments without off-site failures.

2. **Integrated Fire & Emergency Safety Review:** Written confirmation and operational proof from West Elgin Fire Rescue detailing how 4-storey building forms can be safely served regarding water pressure, fire flow, hydrant compliance, and the lack of an aerial ladder truck.
3. **Life-Cycle Cost & Infrastructure Financial Analysis:** A detailed financial breakdown identifying the long-term maintenance, repair, and replacement costs of new assets (such as stormwater facilities and municipal drain blocks) to ensure all financial obligations are fully secured from the developer rather than dumped onto existing taxpayers.

Thank you for filing this submission under both File D14 06-2026 and File D14 09-2026, and for considering these critical public safety and infrastructure protections.

Angela Cammaert



West Lorne ON N0L 2P0

Public Submission — D14 06-2026

« Current Date Oct. 1, 2026

Current Date »

To: Mayor and Members of Council, Municipality of West Elgin

Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief

Re: D14 06-2026 only — Ridge Street and Chestnut Street

Please file this letter as a written public submission for File D14 06-2026.

Dear Mayor and Members of Council:

I support responsible housing growth in West Elgin. I am not asking Council to reject the proposed townhouse and apartment development at 194 Ridge Street and 172 Chestnut Street. I ask Council not to grant unconditional development rights before the Municipality have confirmed that the project is safe, serviceable, funded, and legally secured.

Before Council makes a final decision, the complete available planning record—including the proposed R3-8 zoning rules, final site plan, height, number of stores, unit count, density, technical studies, agency comments, staff report, and proposed conditions—should be available to residents online and at the Municipal Office.

This site should be reviewed together with File D14 09-2026 on Elm Street for their combined full-build-out effect on water supply, sanitary sewer capacity, hydrants, fire flow, emergency access, roads, stormwater, drainage, municipal infrastructure, and future costs. This is a request for combined technical review; this letter is a submission on **D14 06-2026 only**.

Requested Council decision.

Council should not pass an unconditional zoning by-law amendment for D14 06-2026. If Council supports the proposed housing, it should approve the amendment only with a holding provision that clearly identifies the conditions required before the new R3-8 zoning permissions can be used.

The holding provision should remain in effect until the Municipality has confirmed that the following matters are complete or legally secured:

1. **Final development details.** The final R3-8 zoning standards, height, stores, unit count, density, site plan, access, parking, and site-specific permissions are publicly available and approved through the applicable process.

2. **Combined service review.** The Municipality has completed a full-build-out review of D14 06-2026 and D14 09-2026 for potable water, water pressure, fire flow, sanitary sewer capacity, stormwater, drainage, roads, emergency access, and required infrastructure upgrades.
3. **Fire and emergency safety.** West Elgin Fire Rescue has confirmed in writing that the final building form and height can be safely served, including a suitable fire route, turning area, hydrants, water supply, fire flow, and emergency-vehicle access.
4. **Servicing and drainage.** The Municipality has accepted water, sanitary, stormwater, and drainage information demonstrating that the proposed development can proceed without unacceptable off-site effects.
5. **Costs and funding.** The Municipality has identified every required work, study, peer review, inspection, infrastructure upgrade, maintenance obligation, and long-term replacement responsibility, including its cost, timing, responsible party, ownership, and lawful funding source.
6. **Developer agreements and security.** The developer has entered all applicable site-plan, servicing, drainage, subdivision, or development agreements and has provided required financial security for developer-funded works, incomplete works, repairs, and other obligations.
7. **Charges and fees.** The Municipality applies and collects all applicable development charges and authorized fees at the legally required stage. Project-specific work or costs not covered by development charges must be secured from the developer through the applicable agreement or other lawful mechanism.
8. **No premature construction.** Council should not remove the holding provision until these requirements are complete or formally secured. After removal of the hold, the Municipality should not issue building permits, and no grading, servicing, drainage work, construction, or occupancy should proceed until all permits, agreements, payments, securities, and approvals required for that stage are in place.

If staff does not recommend a holding provision, Council should require staff to explain in the public report how and when all remaining servicing, drainage, fire-safety, infrastructure, financial, agreement, security, ownership, and long-term maintenance matters will be resolved before any construction begins. The report should identify the responsible party and lawful funding source for each required work, distinguish costs payable through development charges from costs secured through developer agreements, and confirm what legally prevents permits, grading, servicing, or construction from proceeding before those requirements are met.

Existing West Elgin taxpayers should not be left with unplanned costs or long-term obligations created by this development. Development-related works, studies, reviews, infrastructure upgrades, and maintenance obligations should be paid by or secured from the developer where legally applicable or funded through authorized growth-related charges where eligible.

Thank you for filing this submission under D14 06-2026 and considering this request.

Sincerely,

« Full Name Pam Wardell

Full Name »

« Full Address [REDACTED] Rodney

Full Address »

« Email [REDACTED]

Email »

[REDACTED]

Public Submission — D14 09-2026

Current Date Oct. 1, 2026



To: Mayor and Members of Council, Municipality of West Elgin

Copy: Municipal Clerk; Planning Department; Chief Building Official; Fire Chief

Re: D14 09-2026 only — Elm Street

Please file this letter as a written public submission for File D14 09-2026.

Dear Mayor and Members of Council:

I support responsible housing growth in West Elgin. I am not asking Council to reject the proposed single-detached, semi-detached, and multi-unit housing development on Elm Street. I ask Council not to grant unconditional development rights before the Municipality have confirmed that the project is safe, serviceable, funded, and legally secured.

Before Council makes a final decision, the complete available planning record—including the proposed R2-3, R3-9, and OS-7 zoning rules, final site plan, height, number of stores, unit count, density, lot/block layout, stormwater-management and municipal-drain information, technical studies, agency comments, staff report, and proposed conditions—should be available to residents online and at the Municipal Office.

This site should be reviewed together with File D14 06-2026 at Ridge Street and Chestnut Street for their combined full-build-out effect on water supply, sanitary sewer capacity, hydrants, fire flow, emergency access, roads, stormwater, drainage, municipal infrastructure, and future costs. This is a request for combined technical review; this letter is a submission on **D14 09-2026 only**.

Requested Council decision.

Council should not pass an unconditional zoning by-law amendment for D14 09-2026. If Council supports the proposed housing, it should approve the amendment only with a holding provision that clearly identifies the conditions required before the new R2-3, R3-9, and OS-7 zoning permissions can be used.

The holding provision should remain in effect until the Municipality has confirmed that the following matters are complete or legally secured:

1. **Final development details.** The final R2-3, R3-9, and OS-7 zoning standards, height, stores, unit count, density, lot/block layout, site plan, access, parking, stormwater facilities, and site-specific permissions are publicly available and approved through the applicable process.

2. **Combined service review.** The Municipality has completed a full-build-out review of D14 09-2026 and D14 06-2026 for potable water, water pressure, fire flow, sanitary sewer capacity, stormwater, drainage, roads, emergency access, and required infrastructure upgrades.
3. **Fire and emergency safety.** West Elgin Fire Rescue has confirmed in writing that the final building form can be safely served, including a suitable fire route, turning area, hydrants, water supply, fire flow, and emergency-vehicle access.
4. **Stormwater and municipal-drain responsibility.** The Municipality has accepted the stormwater and drainage plans and has identified the ownership, maintenance, repair, insurance, replacement cost, and any future municipal responsibility for stormwater or municipal-drain facilities.
5. **Costs and funding.** The Municipality has identified every required work, study, peer review, inspection, infrastructure upgrade, maintenance obligation, and long-term replacement responsibility, including its cost, timing, responsible party, ownership, and lawful funding source.
6. **Developer agreements and security.** The developer has entered all applicable site-plan, servicing, drainage, subdivision, or development agreements and has provided required financial security for developer-funded works, incomplete works, repairs, and other obligations.
7. **Charges and fees.** The Municipality applies and collects all applicable development charges and authorized fees at the legally required stage. Project-specific work or costs not covered by development charges must be secured from the developer through the applicable agreement or other lawful mechanism.
8. **No premature construction.** Council should not remove the holding provision until these requirements are complete or formally secured. After removal of the hold, the Municipality should not issue building permits, and no grading, servicing, drainage work, construction, or occupancy should proceed until all permits, agreements, payments, securities, and approvals required for that stage are in place.

If staff does not recommend a holding provision, Council should require staff to explain in the public report how and when all remaining servicing, drainage, fire-safety, infrastructure, financial, agreement, security, ownership, and long-term maintenance matters will be resolved before any construction begins. The report should identify the responsible party and lawful funding source for each required work, distinguish costs payable through development charges from costs secured through developer agreements, and confirm what legally prevents permits, grading, servicing, or construction from proceeding before those requirements are met.

Existing West Elgin taxpayers should not be left with unplanned costs or long-term obligations created by this development. Development-related works, studies, reviews, infrastructure upgrades, drainage facilities, and maintenance obligations should be paid by or secured by the developer where legally applicable or funded through authorized growth-related charges where eligible.

Thank you for filing this submission under D14 09-2026 and considering this request.

Sincerely,

Full Name Pam Wardell)

Full Address)

Valid Email)
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MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2026-57

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on October 8, 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 October 8, 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 8th day of October 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk