



**Elgin County Council
Regular Council Meeting
Orders of the Day**

Tuesday, May 13, 2025, 9:00 a.m.

**Council Chambers
450 Sunset Drive
St. Thomas ON**

Note for Members of the Public:

Please click the link below to watch the Meeting:
<https://www.facebook.com/ElginCounty>

Accessible formats available upon request.

	Pages
1. Meeting Call to Order	
2. Approval of Agenda	
3. Introductions, Recognitions, Memorials	
4. Adoption of Minutes	3
5. Disclosure of Pecuniary Interest and the General Nature Thereof	
6. Presenting Petitions, Presentations and Delegations	
7. Motion to Adopt Recommendations from the Committee of the Whole	8
8. Committee Recommendations	
8.1 Rural Initiatives and Planning Advisory Committee - April 22, 2025 Recommendations	17
9. Reports for Information and Immediate Consideration	
9.1 Warden Jones - Warden's Activity Report (April 2025)	18
9.2 Manager of Human Resources - Human Resources - Accessibility Week Update	20
9.3 Manager of Library Services - 2024 Library Performance Report	22
10. Council Correspondence	
10.1 Letter from Ex-Warden's Association to Honourable Rob Flack, Minister of Municipal Affairs and Housing expressing the Association's collective concerns and opposition to the expansion of Strong Mayor Powers	39
10.2 Resolution from the Town of Aylmer opposing the expansion of Strong Mayor Powers	42

10.3	Letter from AMO President to Honourable Rob Flack, Minister of Municipal Affairs and Housing regarding Strong Mayor Powers	44
10.4	Letter from SCOR EDC Chair of the Board of Directors re: Update on Regional Rail Infrastructure Project Application	46
10.5	Invitation to attend the London District Catholic School Board Community Partnerships Meeting on May 22, 2025	47
10.6	Resolution from City of Richmond Hill requesting provincial regulations to restrict keeping of non-native ("exotic") wild animals	48
11.	Statements/Inquiries by Members	
12.	Closed Meeting Items	
12.1	Closed Meeting Minutes - April 22, 2025	
12.2	Director, People & Culture and Director of Legal Services - Human Resources Matter (verbal) (b) personal matters about an identifiable individual, including municipal or local board employees; and (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.	
13.	Motion to Rise and Report	
14.	Consideration of By-Laws	
14.1	By-Law No. 25-20 Fees and Charges	50
14.2	By-Law No. 25-21 Confirmation	58
15.	Adjournment	



**Elgin County Council
Regular Council Meeting
Minutes**

**April 22, 2025, 9:00 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON**

Members Present: Warden Grant Jones
Deputy Warden Ed Ketchabaw
Councillor Dominique Giguère
Councillor Mark Widner
Councillor Jack Couckuyt
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Michele Harris, Director of Homes and Seniors Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Jeff Lawrence, Tree Commissioner/Weed Inspector (virtual)
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator

1. Meeting Call to Order

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

2. Approval of Agenda

Moved by: Councillor Leatham
Seconded by: Councillor Hentz

RESOLVED THAT the agenda for the April 22, 2025 Meeting of County Council be approved as presented.

Motion Carried.

3. Introductions, Recognitions, Memorials

None.

4. Adoption of Minutes

Moved by: Councillor Sloan
Seconded by: Councillor Noble

RESOLVED THAT the minutes of the meeting held on April 8, 2025 be adopted.
Motion Carried.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

6. Presenting Petitions, Presentations and Delegations

None.

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

Moved by: Councillor Giguère
Seconded by: Councillor Sloan

RESOLVED THAT Items CW25-1 - CW25-4 from the Committee of the Whole Meeting dated April 8, 2025 and the recommendations therein be adopted.

Motion Carried.

8. Committee Recommendations

None.

9. Reports for Information and Immediate Consideration

9.1 Warden Jones - Warden's Activity Report (March 2025)

Warden Jones presented a report detailing his activities during the month of March 2025.

Moved by: Councillor Leatham
Seconded by: Councillor Couckuyt

RESOLVED THAT the report titled "Warden's Activity Report (March 2025)" from Warden Jones dated April 22, 2025 be received and filed.

Motion Carried.

9.2 Tree Commissioner/Weed Inspector - Tree Commissioner/Weed Inspector Quarterly Report July – September 2024 and Quarterly Report October – December 2024

The Tree Commissioner/Weed Inspector provided a report summarizing the activity related to the Elgin Woodlands Conservation By-Law and weed inspection for the period of July 1, 2024 - December 31, 2024.

Moved by: Deputy Warden Ketchabaw
Seconded by: Councillor Widner

RESOLVED THAT the report titled "Tree Commissioner/Weed Inspector Quarterly Report July – September 2024 and Quarterly Report October – December 2024" from the Tree Commissioner/Weed Inspector dated April 22, 2025 be received and filed.

Motion Carried.

9.3 Tree Commissioner/Weed Inspector - Tree Commissioner/Weed Inspector Year End Report 2024

The Tree Commissioner/Weed Inspector provided a report summarizing activity related to the Elgin County Woodlands Conservation By-Law and weed inspection for 2024.

Moved by: Councillor Hentz
Seconded by: Councillor Noble

RESOLVED THAT the report titled “Tree Commissioner/Weed Inspector Year End Report 2024” from the Tree Commissioner/Weed Inspector dated April 22, 2025 be received and filed.

Motion Carried.

9.4 Manager of Economic Development, Tourism & Strategic Initiatives - Website Modernization Project – Elgin Tourism Website Launch

The Manager of Economic Development, Tourism & Strategic Initiatives presented a report informing Council that the County's new tourism website has launched and this completes the final step of the County's website modernization project.

Moved by: Councillor Leatham

Seconded by: Deputy Warden Ketchabaw

RESOLVED THAT the report titled “Website Modernization Project - Elgin Tourism Website Launch” from the Manager of Economic Development, Tourism and Strategic Initiatives dated April 22, 2025 be received and filed.

Motion Carried.

10. Council Correspondence

Moved by: Councillor Giguère

Seconded by: Councillor Leatham

RESOLVED THAT Correspondence Items 10.1, 10.2, 10.3, 10.4 and 10.6 be received and filed.

Motion Carried.

Moved by: Councillor Hentz

Seconded by: Councillor Giguère

RESOLVED THAT Elgin County Council support the email from Howick Township to Premier and Ministers regarding the installation of new utility poles through the accelerated high speed internet project; and

THAT these concerns be brought forward at the 2025 SWIFT AGM.

Motion Carried.

10.1 2025 Elgin County Warden's Golf Tournament Poster

10.2 Email Newsletter from St. Thomas Local Immigration Partnership (STELIP) for April 2025

10.3 Resolution from the Prince Edward-Lennox and Addington Social Services Committee re: Ontario Works Financial Assistance Rates

10.4 Resolution from the Township of Central Frontenac re: US Tariff Response

10.5 Email from Howick Township to Premier and Ministers re: Installation of New Utility Poles through the Accelerated High Speed Internet Project

10.6 Letter from Mayor of the Town of Saugeen Shores to Honourable Rob Flack re: Opposition to O.Reg. 530/22 to Expand Strong Mayor Powers

11. Statements/Inquiries by Members

11.1 Warden Jones - Aylmer Library Relocation Consultation

Warden Jones announced that the County will be hosting a public meeting on May 6, 2025 at 7:00 p.m. in the Imperial Hall of the East Elgin Community Complex to gather feedback on the potential relocation of the Aylmer Library to this location. Warden Jones also announced that there will be a three-week period of online engagement for public feedback through engageelgin.ca following this meeting.

12. Closed Meeting Items

Moved by: Councillor Widner
Seconded by: Councillor Leatham

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

Closed Meeting Item #1 - Closed Meeting Minutes - April 8, 2025

Closed Meeting Item #2 - Labour Relations Update - ONA Interest Arbitration Award

(d) labour relations or employee negotiations

Motion Carried.

12.1 Closed Meeting Minutes - April 8, 2025

12.2 Director of People and Culture - Labour Relations Update - ONA Interest Arbitration Award

13. Motion to Rise and Report

Moved by: Councillor Hentz
Seconded by: Councillor Widner

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Closed Meeting Minutes - April 8, 2025

Moved by: Councillor Noble
Seconded by: Councillor Leatham

RESOLVED THAT the closed meeting minutes of the April 8, 2025 County Council Meeting be adopted.

Motion Carried.

Closed Meeting Item #2 - Labour Relations Update - ONA Interest Arbitration Award

Moved by: Councillor Giguère
Seconded by: Councillor Hentz

RESOLVED THAT County Council receive and file the report titled "Labour Relations Update - ONA Interest Arbitration Award" from the Director of People and Culture dated April 22, 2025.

Motion Carried.

14. Consideration of By-Laws

14.1 By-Law No. 25-18 Debenture

A By-Law of the Corporation of the County of Elgin to Authorize the Borrowing Upon Amortizing Debentures in the Principal Amount of \$6,000,000.00 Towards the Cost of the Terrace Lodge Rebuild.

Moved by: Councillor Sloan
Seconded by: Councillor Widner

RESOLVED THAT By-Law No. 25-18 be now read a first, second, and third time and finally passed.

Motion Carried.

14.2 By-Law No. 25-19 Confirmation

Being a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the April 22, 2025 Meeting.

Moved by: Councillor Sloan
Seconded by: Councillor Noble

RESOLVED THAT By-Law No. 25-19 be now read a first, second, and third time and finally passed.

Motion Carried.

15. Adjournment

Moved by: Councillor Widner
Seconded by: Councillor Sloan

RESOLVED THAT we do now adjourn at 9:45 a.m. to meet again on May 13, 2025 at 9:00 a.m.

Motion Carried.

Blaine Parkin,
Chief Administrative Officer/Clerk.

Grant Jones,
Warden.

Resolution Page
Committee of the Whole Meeting



Agenda Number: 2.
Resolution Number CW25-5
Title: Approval of Agenda
Date: Tuesday, April 22, 2025

Moved by: Councillor Leatham
Seconded by: Councillor Giguère

RESOLVED THAT the agenda for the April 22, 2025 Committee of the Whole Meeting be approved as presented.

Motion Carried.

Resolution Page
Committee of the Whole Meeting



Agenda Number: 3.
Resolution Number CW25-6
Title: Adoption of Minutes
Date: Tuesday, April 22, 2025

Moved by: Deputy Warden Ketchabaw
Seconded by: Councillor Sloan

RESOLVED THAT the minutes of the meeting held on April 8, 2025 be adopted.

Motion Carried.

Agenda Number: 6.1.
Resolution Number CW25-7
Title: Manager of Administrative Services - Approval of Fees and Charges 2025
Date: Tuesday, April 22, 2025

Moved by: Councillor Hentz
Seconded by: Councillor Leatham

RESOLVED THAT the report titled “Approval of Fees and Charges 2025” from the Manager of Administrative Services/Deputy Clerk dated April 22, 2025 be received and filed; and **THAT** the changes to fees and charges identified in “Schedule A” of the aforementioned report be approved and imposed to commence on May 13, 2025; and **THAT** the corresponding By-Law be considered for approval by Council.

Motion Carried.

Agenda Number: 6.2.
Resolution Number CW25-8
Title: Director of Financial Services/Treasurer - Elgin County Grant & Sponsorship Program: Wallacetown Agricultural Society Grant Application
Date: Tuesday, April 22, 2025

Moved by: Councillor Couckuyt
Seconded by: Councillor Hentz

RESOLVED THAT Elgin County Council approve a grant in the amount of \$5,727.79 to the Wallacetown Agricultural Society towards their 2025 office building project; and THAT the Chief Administrative Officer/Clerk and the Warden be authorized to execute the Grant and Sponsorship Policy Agreement with the Wallacetown Agricultural Society.

Motion Carried.

Agenda Number: 6.3.
Resolution Number CW25-9
Title: Director of Engineering Services - Microsurfacing and Surface Treatment (Tender No. 2025-T13) and Culvert Rehabilitations (Tender No. 2025-T12) - Tender Awards
Date: Tuesday, April 22, 2025

Moved by: Deputy Warden Ketchabaw
Seconded by: Councillor Noble

**RESOLVED THAT Duncor Enterprises Inc. be selected to complete Microsurfacing and Surface Treatment on various roads, Tender No. 2025-T13 at a total price of \$839,495 (County Portion) exclusive of H.S.T.; and
THAT Laemers Excavating be selected to complete Culvert Rehabilitations on various roads, Tender No. 2025-T12 at a total price of \$394,063.51 inclusive of a \$50,000 contingency allowance and exclusive of H.S.T.; and
THAT the Warden and Chief Administrative Officer/Clerk be directed and authorized to sign the contracts.**

Motion Carried.

Agenda Number: 6.4.
Resolution Number CW25-10
Title: Director of Engineering Services - Transportation Master Plan – Cycle Master Plan
Date: Tuesday, April 22, 2025

Moved by: Councillor Sloan
Seconded by: Councillor Hentz

RESOLVED THAT consideration of the Cycle Master Plan (CMP) be deferred to a future Committee of the Whole meeting to include results of a public consultation; and

THAT a report be brought forward giving separate consideration to works proposed for 2025.

Motion Carried.

Agenda Number: 6.5.
Resolution Number CW25-11
Title: Director of Engineering Services - Transportation Master Plan Initiatives
– Road Rationalization
Date: Tuesday, April 22, 2025

Moved by: Councillor Hentz
Seconded by: Deputy Warden Ketchabaw

RESOLVED THAT the County’s Road and Bridge Rationalization Study be received and filed; and **THAT** staff be directed to develop an implementation action plan and asset transfer protocol to facilitate the transfer of approximately twenty-four kilometres of County road sections to local jurisdictional ownership as identified in the study for approval by County Council at a future meeting in 2025; and **THAT** staff be directed to begin the planning process for the permanent closure and subsequent removal of the Fulton Line Bridge and the Jamestown Line Bridge; and

THAT the following five (5) bridges be removed from the County’s jurisdiction:

1. Edison Drive Bridge – Municipality of Bayham
2. Lings Bridge – Township of Southwold
3. McGinnis Bridge – Municipality of Central Elgin
4. Harkness Bridge – Municipality of Central Elgin
5. Fleming Creek Bridge – Municipality of West Elgin

Motion Carried.

Agenda Number: 6.6.
Resolution Number CW25-12
Title: Director of Community and Cultural Services - Aylmer Library Expansion - Lease and Space Needs Analysis
Date: Tuesday, April 22, 2025

Moved by: Councillor Widner
Seconded by: Deputy Warden Ketchabaw

RESOLVED THAT Elgin County Council hereby adopts the leasing and space needs analysis as criteria for the consideration of proposals to expand, relocate or construct premises for the Aylmer Library as contained in the report titled "Aylmer Library Expansion - Lease and Space Needs Analysis" from the Director of Community and Cultural Services and Director of Legal Services dated April 22, 2025; and

THAT a copy of this report be circulated to the Councils of the Town of Aylmer and the Township of Malahide and the Board of Directors of the East Elgin Community Complex.

YES: 7

NO: 2

CONFLICT: 0

ABSENT: 0

Motion Carried.

YES: 7

Warden Jones	Deputy Warden	Councillor Giguère	Councillor Widner
Councillor Noble	Ketchabaw	Councillor Leatham	
	Councillor Hentz		

NO: 2

Councillor Couckuyt	Councillor Sloan
---------------------	------------------

CONFLICT: 0

ABSENT: 0

Resolution Page
Committee of the Whole Meeting



Agenda Number: 7.
Resolution Number CW25-13
Title: Adjournment
Date: Tuesday, April 22, 2025

Moved by: Councillor Widner
Seconded by: Councillor Sloan

RESOLVED THAT we do now adjourn at 12:23 p.m. to meet again on May 13, 2025 at 9:00 a.m.

Motion Carried.

Agenda Number: 7.1.
Resolution Number RIPA25-05
Title: Director of Engineering Services and Corporate Communications and Engagement Coordinator - Request for Improved Signage for Agricultural Equipment and Share the Road Communications Plan
Date: Tuesday, April 22, 2025

Moved by: Councillor Widner
Seconded by: Donna Lunn

RESOLVED THAT staff provide the Committee with proposed designs for signage tabs to be installed on Elgin County's gateway signage that promote agricultural road safety; and

THAT the County of Elgin work with the Elgin Federation of Agriculture and the Ontario Provincial Police to develop criteria that could be used for installing custom roadway warning signage to be discussed at a future meeting of the Rural Initiatives and Planning Advisory Committee; and

THAT staff develop a communication campaign with input from the Elgin OPP to remind drivers to share roadways with agricultural equipment and to broadcast the messaging on municipal websites and social media during planting and harvesting seasons annually; and

THAT these recommendations be sent to County Council for consideration.

Motion Carried.



Report to County Council

From: Grant Jones, Warden

Date: May 13, 2025

Subject: Warden's Activity Report (April 2025)

Recommendation(s):

THAT the report titled "Warden's Activity Report (April 2025) dated May 13, 2025, from Warden Jones be received and filed.

Introduction:

The purpose of this report is to provide a high-level summary of the meetings and official functions I have attended during the month of April as Elgin County Warden.

Background and Discussion:

Events/Meetings Attended by Warden:

April 2025:

Guest Speaker at St. Thomas Golden K Club (April 1)
Health Recruitment Partnership (April 7)
Elgin County Council (April 8)
Visit to Evelyn's Sausage Kitchen as part of the Support Elgin Economic Development Campaign (April 8)
Elgin County Ex-Warden's Association Luncheon (April 11)
St. Thomas Home Show (April 11)
SWPH Building Committee (April 11)
Agscape with the EFA (April 15)
Meeting with Elgin CAO (April 16)
St. Thomas and District Chamber of Commerce Business After 5 (April 16)
Elgin County Council (April 22)
Rural Initiatives and Planning Advisory Committee (April 22)
Summers Corners Innovation Valley Pitch Team (April 23)
SWPH Board Meeting (April 24)
WOWC (April 25)
Impact Awards (April 25)

National Day of Mourning Flag Lowering Ceremony (April 28)

Financial Implications:

None.

Advancement of the Strategic Plan:

None.

Local Municipal Partner Impact:

Elgin County continues to work with and find ways to collaborate with Elgin's municipal partners.

Communication Requirements:

None.

Conclusion:

I am deeply honored to have been selected by my colleagues for the office of Warden. I eagerly anticipate representing the County and advocating for its interests at events and meetings throughout the year.

All of which is Respectfully Submitted

Approved for Submission

Grant Jones
Warden

Blaine Parkin
Chief Administrative Officer/Clerk



Report to County Council

From: Emily Waldick, Manager, Human Resources

Date: May 13, 2025

Subject: Human Resources- Accessibility Week Update

Recommendation(s):

THAT the report titled “Human Resources- Accessibility Week” from the Manager of Human Resources dated May 13, 2025, be received and filed.

Introduction:

May 25, 2025, through to May 31, 2025, is Accessibility Week in Canada. This week is dedicated to celebrating the contributions of people with disabilities and promoting accessibility and inclusion in communities and workplaces. This report highlights the work Elgin County is doing during accessibility week.

Background and Discussion:

May 25, 2025, kicks off Accessibility Week in Canada and runs to May 31, 2025. This week is dedicated to celebrating the contributions of people with disabilities and promoting accessibility and inclusion in communities and workplaces.

The Elgin County HR Team, along with support from Communications the team, is setting a plan to recognize Accessibility Week. We are using this as an opportunity to educate staff on accessibility and to continue conversations around accessibility and inclusion.

The week will kick off with training on AODA (Accessibility for Ontarians with Disabilities Act), including staff being asked to complete a review of our accessibility plan. We will be hosting a guest speaker from the Alzheimer’s Society Southwest Partners who will speak to staff on the topic of Dementia and Creating Dementia Friendly Communities. HR and Communications will be partnering to provide a learning session on creating accessible documents and branding. These sessions will be open to all the Local Municipal Partners to participate in either in person or virtually. We will also be highlighting the work the libraries have done to create and promote accessibility in the communities. We will wrap up the week with a message in the CAO report to staff with additional resources and a recap of the week.

The Joint Advisory Accessibility Committee (JAAC) will be holding a meeting and will discuss a partnership with the City of St. Thomas for their Accessibility Open House which is planned for the fall.

Financial Implications:

n/a

Advancement of the Strategic Plan:

Strategy #1- Collaborative Engagement and Communications.

This initiative serves to improve the relationship with the LMP's through the collaboration with the JAAC.

Strategy #2- Organizational Culture and Workforce Development

The work highlighted in this report is building the culture at Elgin County and encourages collaboration within the departments.

Local Municipal Partner Impact:

Staff from LMPs are able to participate in the learning sessions described in this report. Additionally, the JAAC members from LMPs will be meeting.

Communication Requirements:

There are planned communications related to Accessibility Week throughout the week.

Conclusion:

The County is excited for this initiative and believe the structured approach for the week will benefit the employees and continue the conversation on accessibility.

All of which is Respectfully Submitted

Approved for Submission

Emily Waldick
HR Manager

Blaine Parkin
Chief Administrative Officer/Clerk



Report to County Council

From: Natalie Marlowe, Manager of Library Services

Date: May 13, 2025

Subject: 2024 Library Performance Report

Recommendation(s):

THAT the report and presentation titled “2024 Library Performance Report” from the Manager of Library Services dated May 13, 2025, be received and filed.

THAT a copy of this report and presentation be submitted to all municipalities in the County of Elgin.

Introduction:

This report presents Elgin County Library’s 2024 annual performance measurements and usage trends within the context of a five-year analysis from 2020 to 2024, both for the system as a whole and for the ten branches. In addition, this report provides County Council and the public with key library service goals for Elgin County Library in 2025.

Background and Discussion:

The **Elgin County Library 2024 Statistics Infographic** (below) demonstrates how residents of the County of Elgin physically and virtually used library services during 2024. This infographic shows a usage snapshot of key library services across six data categories presented as follows:

1. Circulation

Total Checkouts highlights borrowing trends for physical and electronic usage.

2. Library Users

Total Active Members displays a trend for new members and members actively using library services.

New Members shows new members who created their library membership within the current reporting year of 2024.

3. Online Use

Wifi Sessions shows how library members are using wireless Internet, inside and outside all library branches.

Catalogue Sessions demonstrates a trend for how users access the Library's online catalogue.

Holds Placed (Online) shows trends for library members placing holds online, as a library user.

New Catalogue Users demonstrates a trend for new unique users accessing the Library's online catalogue.

Live Chat Questions displays new trends for the number of questions that were asked by participants about library service using our Live Chat web service.

4. In-Person Service

Computer Users demonstrates a trend for the number of people using public access computers within branches.

In-Person Visits displays trends for the number of people visiting Elgin County Library branches.

Holds Placed (In Person) shows trends for library members placing holds in-person, at library branches.

5. Digital Checkouts

Digital Checkouts highlights borrowing trends for electronic usage.

6. Programs

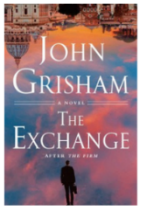
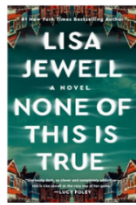
Programs displays the number of programs and tours offered per year.

Attendance shows a trend for the number of participants in the programs offered per year.

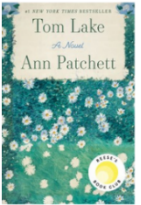
Moving forward, key library service goals for 2025 include: (i) targeting in-person service post-pandemic; (ii) to see a 1% increase (approximately 265 holds) in the number of holds placed by staff in-branch for customers; and, (iii) to continue to target library membership and see another 2% increase (approximately 275 members) in our Total Active Members, which would show membership growth as well as retention of members.



Elgin County Library 2024 STATISTICS



TOP 5 READS
PRINT BOOKS
CHECKOUTS:
327



TOP 5 READS
E-BOOKS
CHECKOUTS:
439



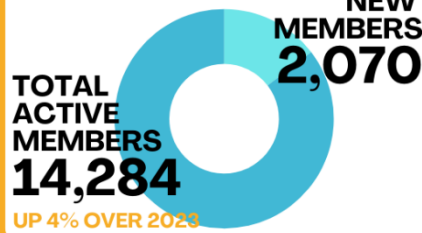
CIRCULATION

TOTAL CHECKOUTS
320,022

*PHYSICAL & DIGITAL UP 6% OVER 2023



USERS



IN-PERSON SERVICE

COMPUTER USERS
10,122
UP 5% OVER 2023

IN-PERSON VISITS
197,568
UP 8% OVER 2023

HOLDS PLACED
26,454
DOWN 2% OVER 2023



ONLINE USE

WIFI SESSIONS
14,595
UP 29% OVER 2023

CATALOGUE SESSIONS
50,501
UP 16% OVER 2023

HOLDS PLACED
32,898
UP 3% OVER 2023

NEW CATALOGUE USERS
14,389
UP 9% OVER 2023

LIVE CHAT QUESTIONS
385
UP 11% OVER 2023



www.elgincounty.ca/library/

PROGRAMS

PROGRAMS
2,485
UP 26% OVER 2023

ATTENDANCE
45,499
UP 16% OVER 2023

DIGITAL CHECKOUTS

UP 18% OVER 2023



Financial Implications:

As requested by County Council when the 2024 report was presented, an analysis of return on investment for certain library services has been conducted based on available data. This initial analysis focuses on the investment made into e-books in 2024 relative to 2023 and the costs for each transaction. This analysis shows that the costs for each item circulated decreased from \$1.60 in 2023 to \$1.45 in 2024, a decrease in transaction costs of approximately 10 per cent. This means that more transactions are being accommodated within planned investment levels.

Advancement of the Strategic Plan:

Strategy #3 - Service Excellence and Efficiency

This initiative serves the goal to “introduce performance metrics and benchmarks”.

Strategy #5 – Community Well-being and Inclusivity

This report provides metrics to assess utilization of the library system.

Local Municipal Partner Impact:

A copy of this report will be submitted to all municipalities in the County of Elgin.

Communication Requirements:

A copy of this infographic and / or report will be posted on the library website and shared through library social media channels.

Conclusion:

Staff are pleased to present this overview of usage and statistics of Elgin County Library for the year 2024.

All of which is Respectfully Submitted

Natalie Marlowe
Manager of Library Services

Brian Masschaele
Director of Community and Cultural Services

Approved for Submission

Blaine Parkin
Chief Administrative Officer/Clerk

2024 LIBRARY PERFORMANCE

May 13, 2025



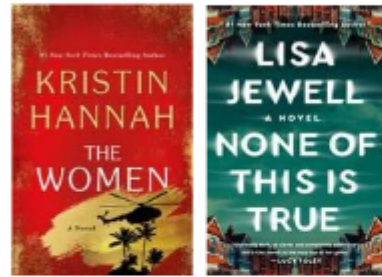
AGENDA

1 2024 Statistics Infographic

2 Infographic Sections

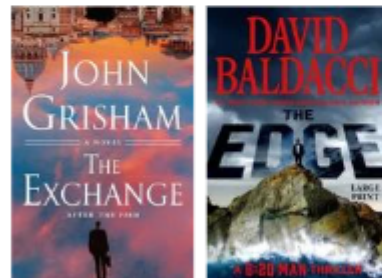
3 Service Goals for 2025

4 Recommendations

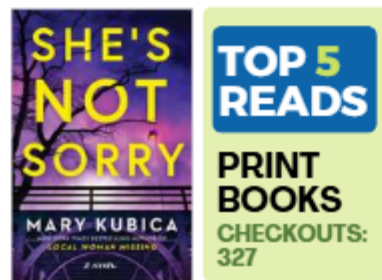


CIRCULATION
TOTAL CHECKOUTS
320,022
*PHYSICAL & DIGITAL UP 6% OVER 2023

IN-PERSON SERVICE
COMPUTER USERS
10,122
UP 5% OVER 2023
IN-PERSON VISITS
197,568
UP 8% OVER 2023
HOLDS PLACED
26,454
DOWN 2% OVER 2023

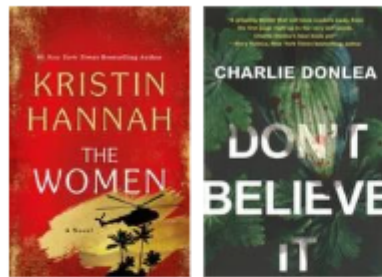


USERS
NEW MEMBERS
2,070
TOTAL ACTIVE MEMBERS
14,284
UP 4% OVER 2023



ONLINE USE
WIFI SESSIONS
14,595
UP 29% OVER 2023
CATALOGUE SESSIONS
50,501
UP 16% OVER 2023
HOLDS PLACED
32,898
UP 3% OVER 2023


PROGRAMS
PROGRAMS
2,485
UP 26% OVER 2023
ATTENDANCE
45,499
UP 16% OVER 2023



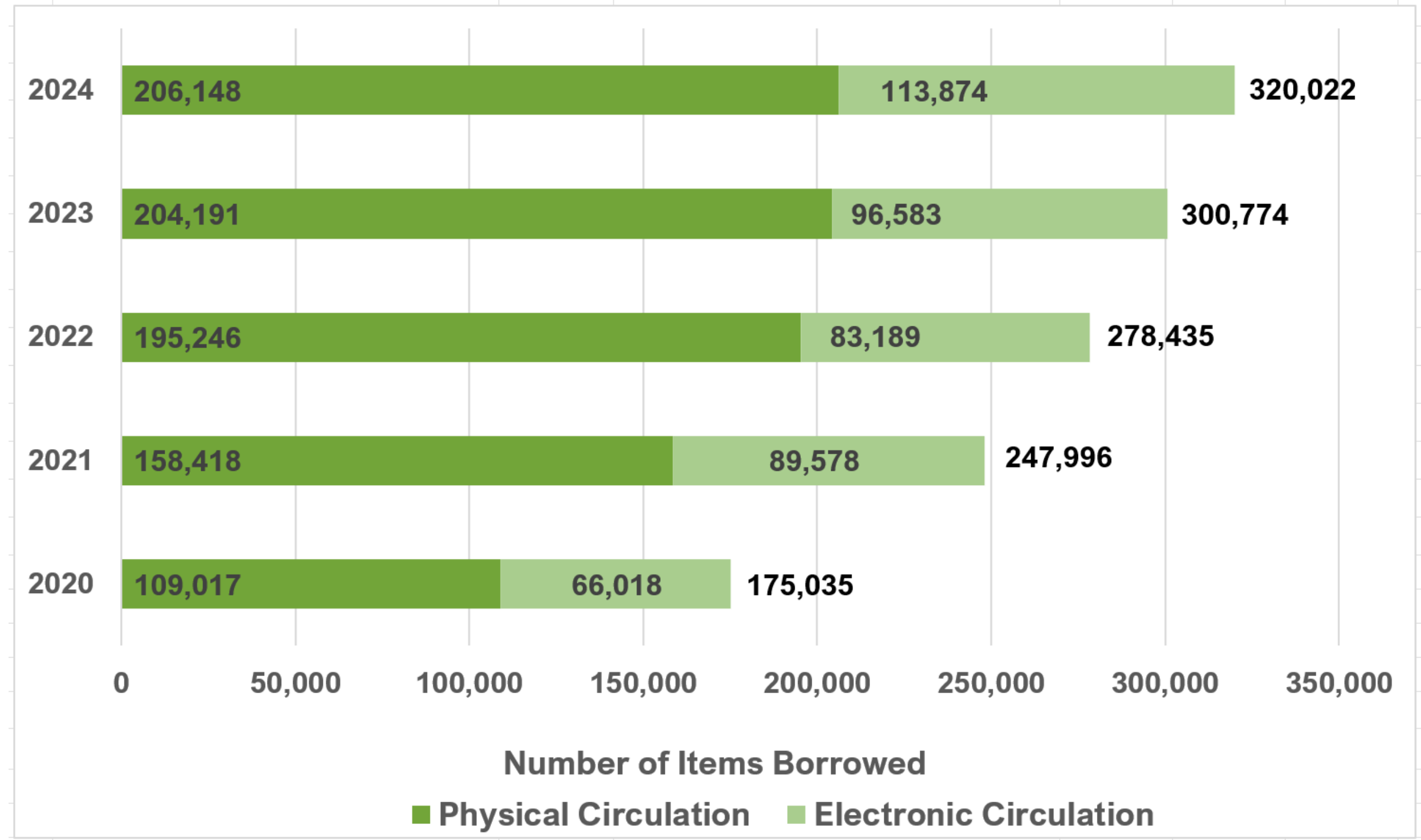
NEW CATALOGUE USERS
14,389
UP 9% OVER 2023
LIVE CHAT QUESTIONS
385
UP 11% OVER 2023



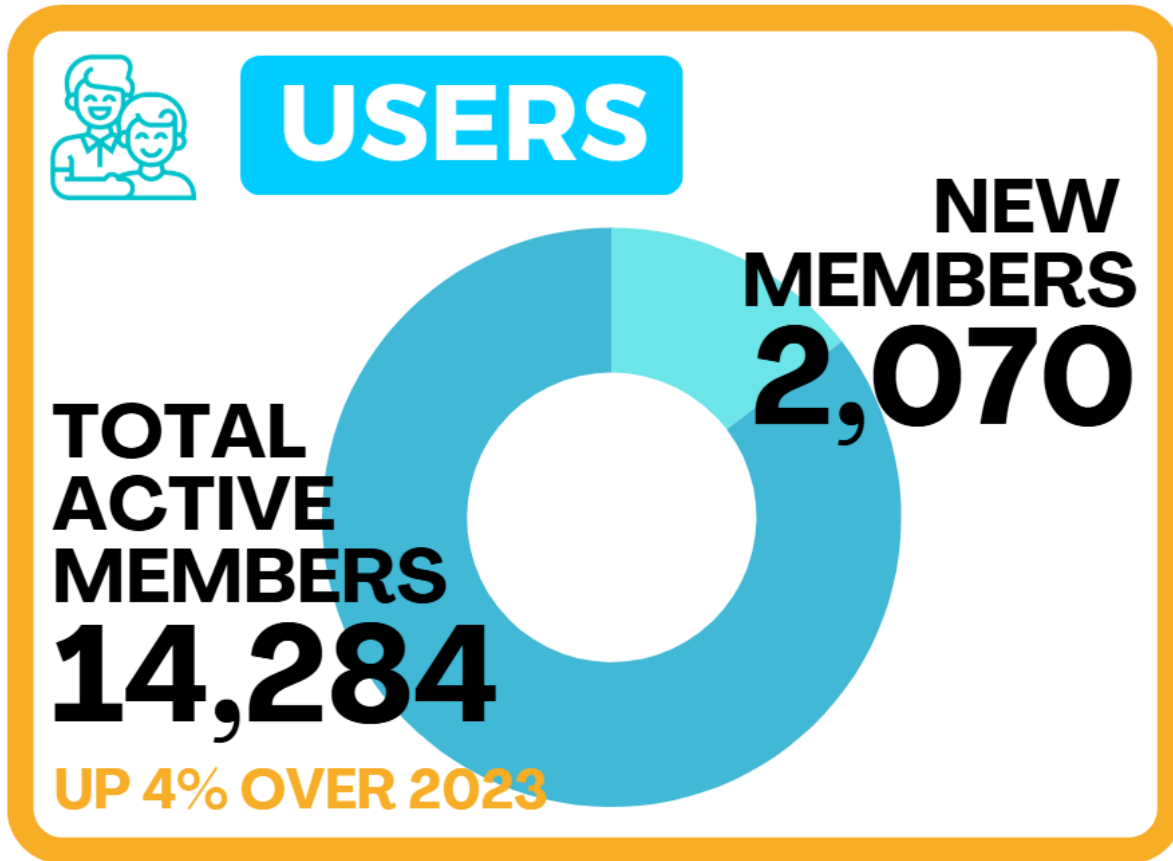
CIRCULATION



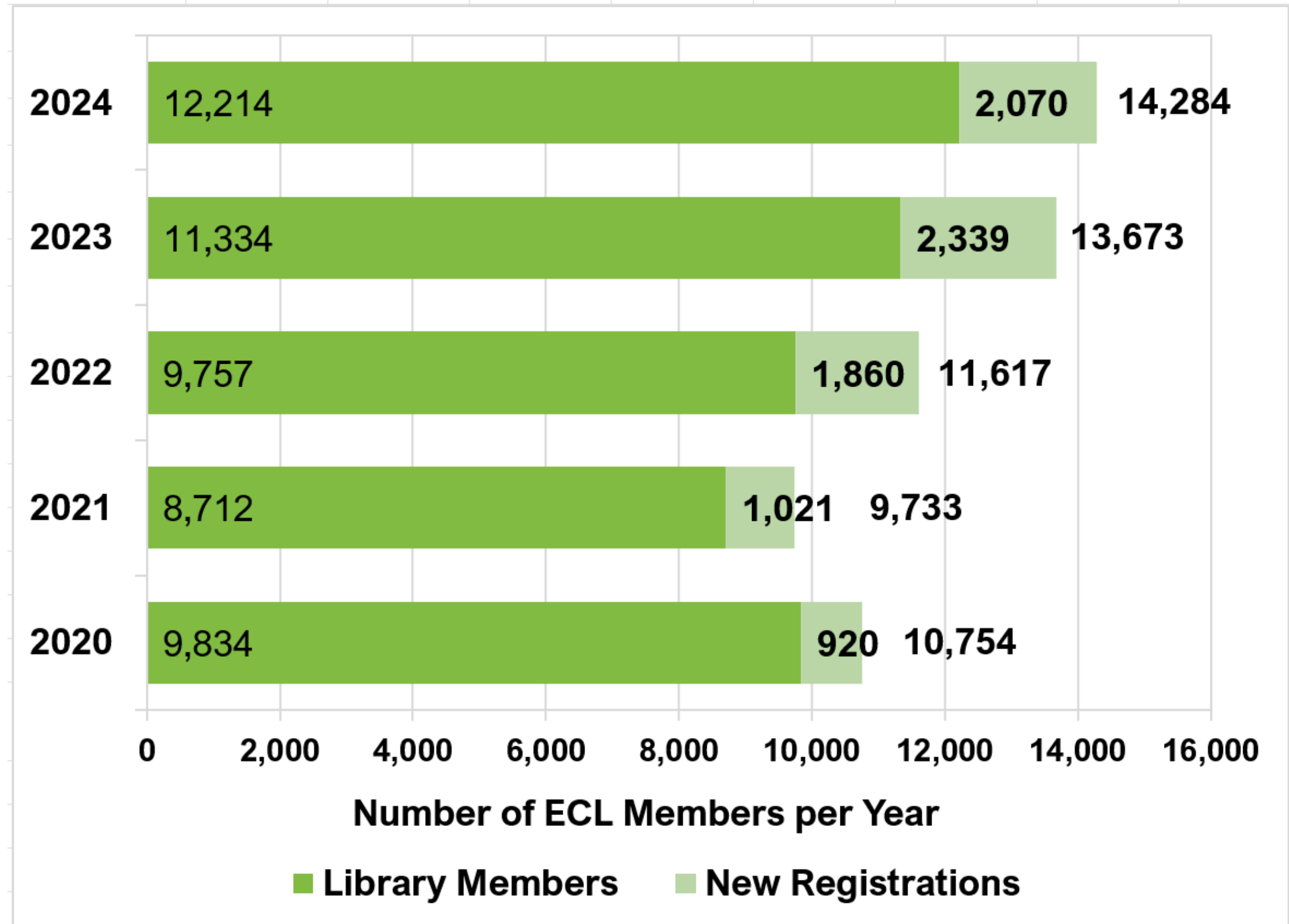
CIRCULATION
TOTAL CHECKOUTS
320,022
*PHYSICAL & DIGITAL **UP 6% OVER 2023**



LIBRARY USERS



*Total Active Members exceed the 2024 service goal of a 2% increase (275 members), with 611 members (4% increase), demonstrating member retention and membership growth in 2024.



ONLINE USE

ONLINE USE

WIFI SESSIONS
14,595
UP 29% OVER 2023

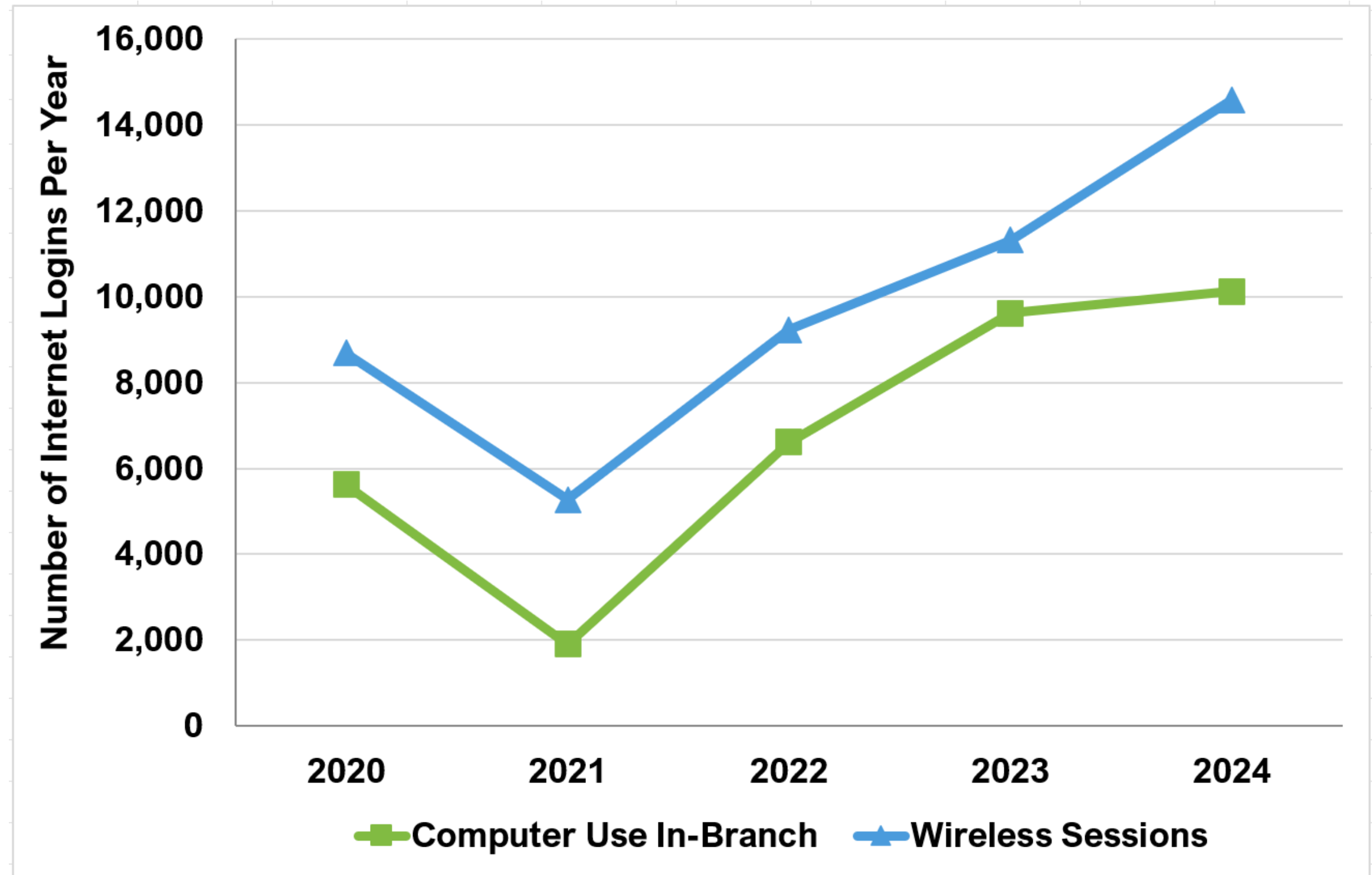
CATALOGUE SESSIONS
50,501
UP 16% OVER 2023

HOLDS PLACED
32,898
UP 3% OVER 2023

NEW CATALOGUE USERS
14,389
UP 9% OVER 2023


LIVE CHAT QUESTIONS
385
UP 11% OVER 2023

www.elgincounty.ca/library/



IN-PERSON SERVICE

IN-PERSON SERVICE

COMPUTER USERS 

10,122

UP 5% OVER 2023

IN-PERSON VISITS

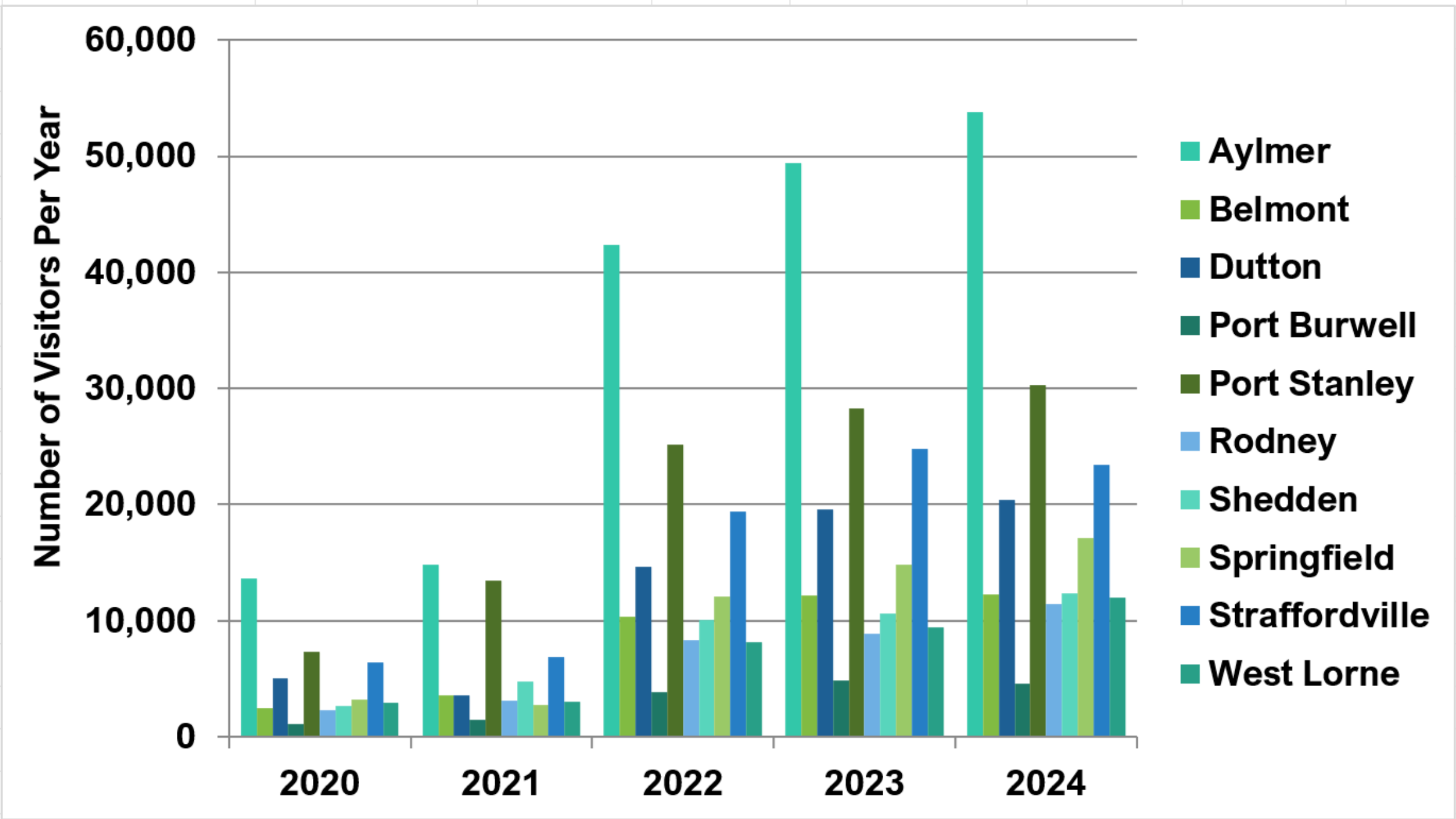
197,568

UP 8% OVER 2023

HOLDS PLACED

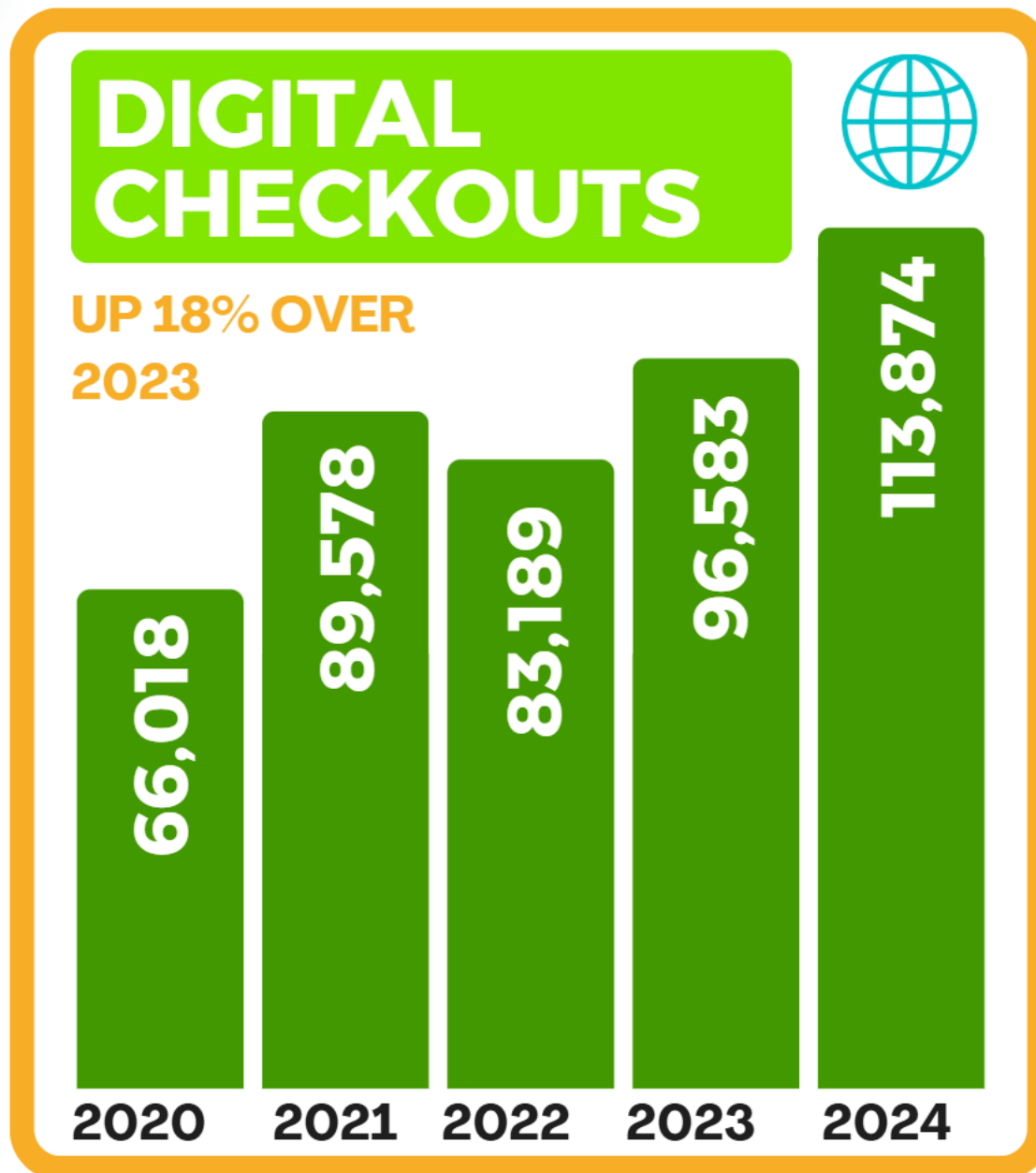
26,454

DOWN 2% OVER 2023



***Holds Placed** experienced a slight downtrend (2% over 2023) and does not meet the 2024 service goal of a 1% increase (approx. 265 holds). However, in 2024 the downtrend was 2% less than the downtrend in 2023 (4%), demonstrating an increase in in-person service in 2024.

DIGITAL CHECKOUTS



Total: 113,874 Digital Checkouts

- 42,120 e-book checkouts (up 5% over 2023)
- 36,774 e-audiobook checkouts (up 21% over 2023)
- 23,493 e-magazine checkouts (up 27% over 2023)
- 7,247 database sessions (down 6% over 2023)
- 3,912 video checkouts (up 16% over 2023)
- 328 e-music checkouts (up 27% over 2023)

ROI: eBook Snapshot



Budget Year	Budget Spend*	Number of Checkouts	Cost Per Circ**
2024	\$133,868.92 (*Increase in spend over 2023: 5%)	92,422 (*Increase in number of checkouts over 2023: 16%)	\$1.45 (*Decrease in cost per circ over 2023: 9%)
2023	\$127,314.84	79,631	\$1.60

***Budget Spend:** 2024 budget sustained 2% inflationary increase only over 2023. Contributing factors impacting pricing include vendor subscription models; title lending models; and publisher pricing.

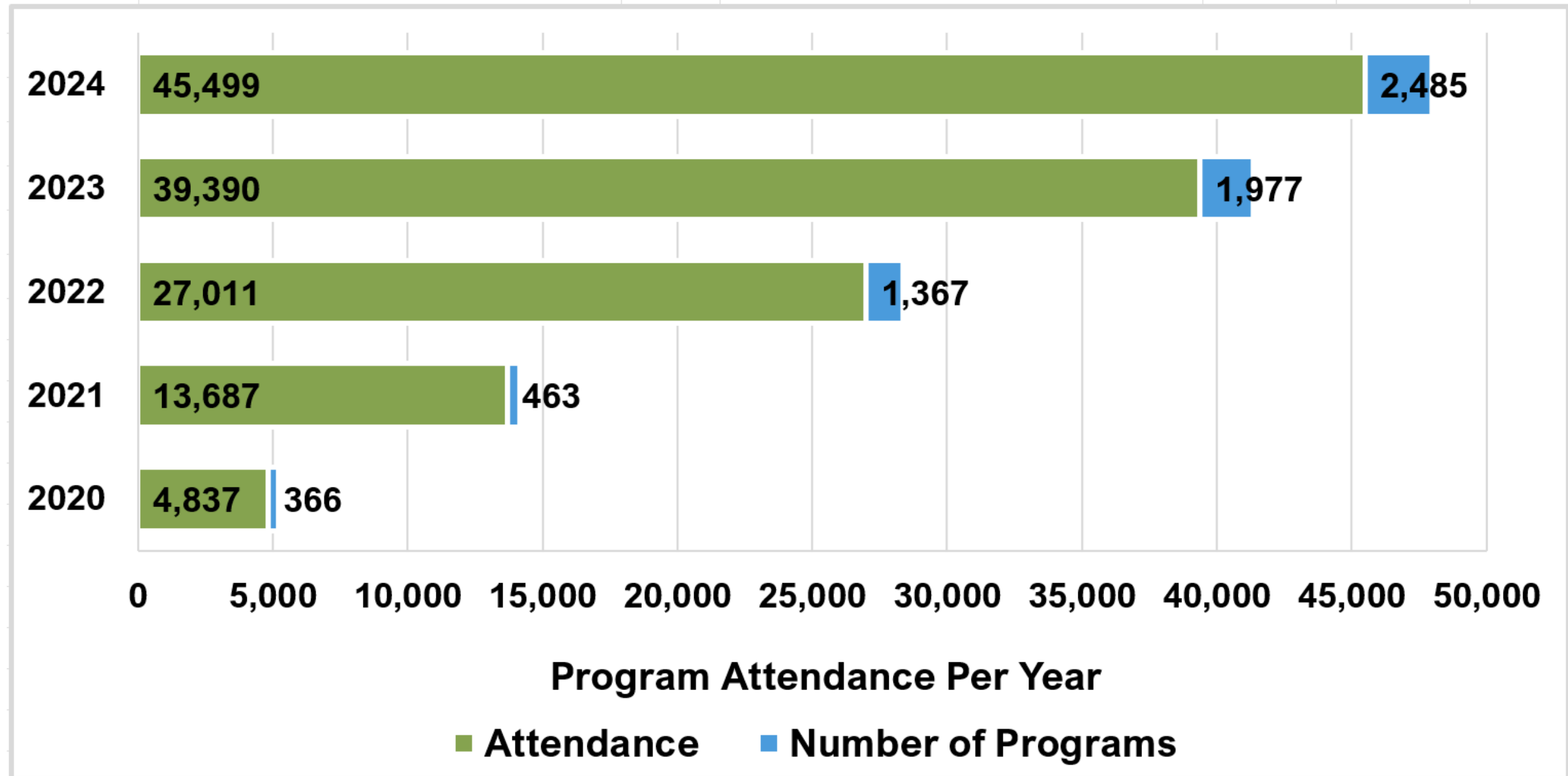

****Cost Per Circ:** Does not account for cost of staff time involved in purchasing digital content.

PROGRAMS & ATTENDANCE

PROGRAMS

PROGRAMS
2,485
UP 26% OVER 2023

ATTENDANCE
45,499
UP 16% OVER 2023



2025 SERVICE GOALS

1 Target in-person service and holds placed in branch, and see a 1% increase (approximately 265 holds) in the number of holds placed by staff for customers in library branches and post-pandemic.

2 Target membership and see another 2% increase (approximately 275 users) in our Total Active Library Members, indicating membership growth as well as retention of members.

*These goals are based on an analysis of 2023 peer data as provided under the "County libraries and county co-operative" section [located here](#), as well as service needs across the system.

RECOMMENDATIONS

THAT the May 13, 2025 presentation and report titled "2024 Library Performance" submitted by the Manager of Library Services, be received and filed for information; and,

THAT a copy of this presentation and report be submitted to local municipal partners in the County of Elgin.

Thank you!



April 24, 2025

The Honourable Rob Flack
Minister of Municipal Affairs and Housing
Ministry of Municipal Affairs and Housing
777 Bay St, 14th Fl
Toronto, ON M7A 2J3

Dear Minister Flack,

On behalf of the Elgin County Ex-Warden's Association, we write to express our deep concern and opposition to the continued expansion of Strong Mayor powers across the Province of Ontario.

We question the rationale behind the introduction of Strong Mayor powers. The Province has stated that these powers are intended to accelerate the construction of much-needed housing in Ontario; however, housing development is already guided by the Provincial Planning Statement, building codes, and other provincially mandated legislation. The pace of housing construction is largely influenced by these policies, as well as by infrastructure and servicing constraints that limit development. Strong Mayor powers will not address these underlying challenges.

As a group of former municipal leaders with decades of combined experience, we understand firsthand the importance of collaborative governance and democratic integrity at the local level. The decision to extend Strong Mayor powers broadly across Ontario undermines the very foundation of municipal democracy.

Residents in our communities—and across the province—elect a council made up of individuals with diverse perspectives and backgrounds. This structure is intentional. It ensures robust debate, a variety of viewpoints, and decision-making that reflects the collective interests of the municipality. Strong Mayor powers disrupt this balance by concentrating significant authority in a single individual and, in certain cases, rendering the votes of the rest of council effectively meaningless.

This shift is not only anti-democratic, but it also sends a discouraging message to current and future municipal leaders. Over the past decade, we have already seen a troubling trend of increased council acclamations and declining candidate numbers in municipal elections. If individuals believe their voices can be overridden or ignored by a Strong Mayor, we fear this trend will only worsen, leading to less engagement and reduced representation at the local level.

Furthermore, while many mayors serve with integrity and dedication, it is naïve to assume this is universally true. In the absence of concentrated powers, councils have historically served as a necessary moderating force when individual members—mayors included—do not act in the best interests of the municipality. Strong Mayor powers remove this important safeguard and place undue risk on the integrity of local governance. A bad actor can cause significant damage to a community in a four-year term—and without the moderating influence of council, that damage can be swift and far-reaching.

For these reasons, the Elgin County Ex-Warden's Association respectfully calls on the Government of Ontario to rescind its decision to extend Strong Mayor powers broadly. We urge a return to a model that respects the democratic principle of equal representation, encourages civic participation, and upholds the accountability and transparency that municipal residents expect and deserve.

We thank you for your attention to this important matter and would welcome the opportunity to discuss our concerns further.

Sincerely on behalf of the Members of the Elgin County Ex-Warden's Association,



Ed Ketchabaw

2025 President of the Elgin County Ex-Warden's Association and Warden 2023 & 2024

Supported unanimously by the members of the Elgin County Ex-Warden's Association:

Bob Purcell, Warden 1986 & 1987
D. Vane Chute, Warden 1994 & 1995
Perry Clutterbuck, Warden 1998
Rien VanBrenk, Warden 1999
John R. Wilson, Warden 2002 & 2003
Dave Rock, Warden 2004
Paul Baldwin, Warden 2006
Lynn Acre, Warden 2007
Graham Warwick, Warden 2009
Bonnie Vowel, Warden 2010
Dave Mennill, Warden 2011 & 2020
Bill Walters, Warden 2012
Cameron McWilliam, Warden 2013
Dave Marr, Warden 2014 & 2018

Paul Ens, Warden 2015
Bernie Wiehle, Warden 2016
Grant Jones, Warden 2017 & 2025
Tom Marks, Warden 2021
Mary French, Warden 2022
Ed Ketchabaw, Warden 2023 & 2024

cc: Association of Municipalities of Ontario (AMO)

Elgin County Council

April 16, 2025

The Honorable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

Re: Motion regarding Opposition to Expansion of Strong Mayor Powers

At their Regular Meeting of Council on April 16, 2025, the Council of the Town of Aylmer endorsed the following resolution:

WHEREAS the Ontario government has proposed expanding the "strong mayor" powers to 169 additional municipalities under the proposed legislation, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets and planning decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminishes the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Aylmer opposes the expansion of Strong Mayor Powers;

AND THAT the Council formally expresses its opposition to the Ontario government's proposal to expand Strong Mayor Powers to preserve local democracy, transparency, and accountability;

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to the Ontario Premier, the Minister of Municipal Affairs and Housing, all Ontario municipalities, as well as the Association of Municipalities of Ontario (AMO) for further action.



The Corporation of the Town of Aylmer
46 Talbot Street West, Aylmer, Ontario N5H 1J7
Office: 519-773-3164 Fax: 519-765-1446
www.aylmer.ca

Thank you,

Owen Jaggard

Director of Legislative Services/Clerk | Town of Aylmer

46 Talbot Street West, Aylmer, ON N5H 1J7

519-773-3164 Ext. 4913 | Fax 519-765-1446

ojaggard@town.aylmer.on.ca | www.aylmer.ca

CC:

Hon. Rob Flack rob.flack@pc.ola.org

Association of Municipalities of Ontario resolutions@amo.on.ca

All municipalities

Sent via e-mail to: minister.mah@ontario.ca

May 2, 2025

The Honourable Rob Flack
Minister of Municipal Affairs and Housing
College Park, 17th Floor
777 Bay Street
Toronto, Ontario M7A 2J3

Dear Minister Flack,

Local governments are a cornerstone of our democratic system: strong, effective and close to the people. The collaborative nature of municipal government has long been a strength of our system. The Government of Ontario has made significant changes to the municipal government framework, powers and processes in the last few years. In some circumstances, strong mayor powers can be a helpful tool to support progress on priorities, including increasing housing supply.

AMO has highlighted concerns with two elements of the strong mayor framework:

- **Majority Rule:** Changes to the Municipal Act that enable mayors to make law with the support of just one third of Council runs counter to fundamental democratic principles.
- **Public Administration:** Powers that enable the head of Council to hire and fire the heads of departments within municipalities and reorganize municipal administration are at odds with good corporate governance practice.

These elements are now law, and municipalities can be counted on to use these powers responsibly and in the public interest.

We have heard from our members that additional resources to support the rollout of this framework are needed. We would encourage the Ministry to consider offering a suite of guidance tools and training opportunities for mayors, councillors, and municipal staff.

Staff from AMO would be happy to meet with your ministry officials to discuss this important topic further.

Sincerely,



Robin Jones
AMO President

- cc. The Honourable Graydon Smith, Associate Minister, Ministry of Municipal Affairs
and Housing
Martha Greenberg, Deputy Minister, Ministry of Municipal Affairs and Housing



2025-03-27

Dear Mayor/Warden and Council,

Re: Update on Regional Rail Infrastructure Project Application

On behalf of South Central Ontario Region Economic Development Corporation Board of Directors, I would like to thank you once again for your support of the regional short line freight rail initiative aimed at supporting long-term economic development across our communities.

I am writing today to provide an update on the status of the funding application previously submitted to National Trade Corridor Fund. While we have not yet received a decision regarding our original submission, we are actively working to strengthen the proposal by refining its focus and resubmitting an updated application. The revised application will shift focus from primarily rail crossings to include rail bridgework that is critical to achieving expanded logistics infrastructure that serves the entire region and aligns more closely with current economic priorities and realities.

This infrastructure project is particularly important as it supports the resilience and growth of our region's manufacturing and agricultural sectors — two of the most significant contributors to our regional economy. Given the recent changes to U.S. tariffs policies and evolving trade relationships, strengthening our regional supply chains and infrastructure has become even more vital. This project will help ensure that producers and manufacturers across our municipalities can remain competitive, access markets more efficiently, and adapt to changing economic conditions.

At this time, we are not requesting any additional financial commitment. The existing commitments remain in place to support the project, and no funds are required. Financial commitments will only be necessary upon successful funding application, as indicated in our original request to members. We remain committed to transparency and collaboration as the project progresses and will continue to keep you informed on key developments and next steps.

Thank you again for your continued support and shared commitment to regional economic development. Should you have any questions or require further details, please do not hesitate to contact me directly.

Kind regards,

Ed Ketchabaw

Ed Ketchabaw
Chair of the Board of Directors
eketchabaw@elgin.ca
[SCOR EDC](#)
[Southwest Community Transit \(SCT\)](#)

South Central Ontario Region Economic Development Corporation (SCOR EDC)
4 Elm Street, Tillsonburg, ON N4G 0C4,
www.scorregion.com

From: Kelly, Karen A <kakelly@ldcsb.ca>
Sent: April 16, 2025 8:32 AM
Subject: Invitation to LDCSB Community Partnerships Meeting

The London District Catholic School Board is holding a meeting to share accommodation planning/growth needs, and to encourage partnerships with respect to proposed LDCSB capital projects across the board's region (Elgin, Oxford, Middlesex Counties, and the City of London).

This meeting will be held in-person with availability of remote attendance (hybrid) as follows:

Location: London Middlesex Room, LDCSB Catholic Education Centre,
5200 Wellington Road South,
London, ON

Date: Thursday, May 22, 2025, 10:00 am - 12:00 pm

If you wish to attend this meeting remotely, please forward a request to planning@ldcsb.ca no later than 5:00 pm, Tuesday, May 20, and a Microsoft Teams meeting link will be forwarded to you. An agenda and presentation will be provided at the meeting and posted to the Teams meeting link for virtual attendees prior to May 22nd. If you have any questions regarding this meeting, please contact us by email at planning@ldcsb.ca.

15. Committee and Staff Reports

15.1 Minutes - Committee of the Whole Meeting CW#06-25 held April 16, 2025

15.1.13 Member Motion - Councillor Cilevitz - Provincial regulations needed to restrict keeping of non-native ("exotic") wild animals - (CW Item 12.1)

Moved by: Councillor Thompson

Seconded by: Councillor Cilevitz

Whereas Ontario has more private non-native ("exotic") wild animal keepers, roadside zoos, mobile zoos, wildlife exhibits and other captive wildlife operations than any other province; and,

Whereas the Province of Ontario has of yet not developed regulations to prohibit or restrict animal possession, breeding, or use of non-native ("exotic") wild animals in captivity; and,

Whereas non-native ("exotic") wild animals can pose very serious human health and safety risks, and attacks causing human injury and death have occurred in the province; and,

Whereas the keeping of non-native ("exotic") wild animals can cause poor animal welfare and suffering, and poses risks to local environments and wildlife; and,

Whereas owners of non-native ("exotic") wild animals can move from one community to another even after their operations have been shut down due to animal welfare or public health and safety concerns; and,

Whereas municipalities have struggled, often for months or years, to deal with non- native ("exotic") wild animal issues and have experienced substantive regulatory, administrative, enforcement and financial challenges; and,

(continued)



Extracts from Council Meeting
C#10-25 held April 23, 2025
Confirmatory By-law 60-25

Whereas the Association of Municipalities of Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and the Municipal Law Enforcement Officers' Association (MLEOA) have indicated their support for World Animal Protection's campaign for provincial regulations of non-native ("exotic") wild animals and roadside zoos in letters to the Ontario Solicitor General and Ontario Minister for Natural Resources and Forestry;

Now Therefore Be It Resolved:

1. That the City of Richmond Hill hereby petitions the provincial government to implement provincial regulations to restrict the possession, breeding, and use of non-native ("exotic") wild animals and license zoos in order to guarantee the fair and consistent application of policy throughout Ontario for the safety of Ontario's citizens and the non-native ("exotic") wild animal population;
2. That this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Premier of Ontario, Ontario Solicitor General, Ontario Minister for Natural Resources and Forestry, and Richmond Hill MPP's, AMO, AMCTO, and MLEOA.

Carried

For Your Information and Any Action Deemed Necessary

COUNTY OF ELGIN

By-Law No. 25-20

**“BEING A BY-LAW TO PROVIDE A SCHEDULE OF SERVICES AND ACTIVITIES
SUBJECT TO FEES AND CHARGES BY THE COUNTY OF ELGIN AND TO REPEAL
BY-LAWS NO. 24-26 and 24-45”**

WHEREAS, by virtue of s.9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under that or any other Act;

AND WHEREAS, by virtue of s.11 of the said Municipal Act, 2001, S.O. 2001, c.25, as amended, an upper tier municipality may enact a by-law respecting, among other things, public assets of the municipality acquired for purpose of exercising its statutory authorities, economic well-being of the municipality, services and things that the municipality is otherwise authorized to provide, and protection of persons and property;

AND WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, states that a municipality and a local board may pass by-laws imposing fees or charges on persons for services or activities provided or done for persons;

AND WHEREAS the Corporation of the County of Elgin did pass By-Law No. 24-26 imposing fees or charges on services or activities provided to persons by the County of Elgin’s various departments;

AND WHEREAS the Corporation of the County of Elgin has deemed it advisable to amend the fees and charges applicable to some of its services or activities, and to make provision for the addition of taxes where appropriate.

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

1. THAT Schedule “A” attached hereto and forming part of this by-law setting out services and activities which are subject to fees and charges, and taxes where applicable, and the amount of such fees or charges be and is hereby adopted.
2. THAT By-Law No. 24-26, 24-45 and any by-law that is contrary to this one be and is hereby repealed.
3. THAT this by-law shall come into force and take effect upon its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 13th DAY OF MAY 2025.

Blaine Parkin,
Chief Administrative Officer/Clerk.

Grant Jones,
Warden.

SCHEDULE “A”

By-Law No. 25-20

The Corporation of the County of Elgin has deemed it advisable to provide activities and services that are subject to fees and charges. The following list details such activities and services and the fees and charges that will apply:

Please note that the fees and charges below include taxes, where applicable.

General (authority under the Municipal Act)

Photocopies for the public throughout all County of Elgin Departments:

Copy charge per printed page	
- per printed side (black & white)	\$0.25
- per printed side (colour)	\$1.00

Document Commissioning Fee: \$25.00 inclusive of HST

Financial Services (authority under the Municipal Act)

Late payment of County Levy 15%/year
 (i.e. - installment due on the 15th and not received until the 16th, one day of interest would be charged)

Community & Cultural Services – Archives (authority under the Municipal Act)

Long-Distance Research \$40.00 per hour

Photocopying/Internet Printing

Letter/Legal	\$0.25
11 x 17	\$0.50

Microfilm Reader-Printer:

Letter/Legal – per page	\$0.50
11 x 17 – per page	\$0.75
Scans	\$0.25

Photograph Prints:

4 x 6	\$17.00
4 x 6 – additional print	\$10.00
5 x 7	\$20.00
5 x 7 – additional print	\$12.00
8 x 10	\$30.00
8 x 10 – additional print	\$17.00
11 x 14	\$40.00
11 x 14 – additional print	\$30.00
Larger Sizes	On a case by case basis

Digital photo/document files for personal use \$10.00

Digital photo/document files for publication/exhibition/display/commercial use \$20.00

Photo/document image scanning \$10.00

Scanning:

Document scanning as PDF	\$5.00
Recordable CD	\$2.50

Supplies:

Acid-free storage box	\$25.00
Newspaper storage box	\$60.00
Acid-free file folders	\$2.00
General archival supplies	Market value

Shipping

Actual cost with a \$5.00 minimum cost

Community & Cultural Services - Libraries (authority under the Public Libraries Act)

Library Fines:

Fines are subject to Elgin County Library's fine-free plan to eliminate overdue fines on all library materials by December 31, 2024.

Fax Machine:

Sending:

First Page \$1.50
- Each Additional Page \$0.50

Receiving

Per Page \$0.50

Interlibrary Loan – Borrowing:

Canadian Library or University – plus shipping (if they charge) Discretion of Loaning Library
U.S. Library or University – plus shipping (if they charge) Discretion of Loaning Library
Microfilm – plus shipping (where applicable) \$4.00

Printing:

Black & White/Colour – per printed side \$0.25

Lost or Damaged Materials:

All Material Types Actual Cost plus \$5.00 Processing
Bag of Books \$160.00

If actual cost is unknown, the following rates are charged:

Other Materials – Lost or Damaged:

DVDs/Videos \$20.00
Playaways \$80.00
Wonderbooks \$70.00
Microfilms \$30.00
Music CDs \$20.00
Puzzles/Games \$20.00
Program Kits \$20.00
Computer Kits \$80.00
Park Permits \$100.00
Yoto Bundles \$210.00 - \$265.00
Yoto Cards \$10.00
Library Card Replacement \$1.00
Healthy Brain Kits \$150 - \$350

Books – Lost or Damaged:

Hardcover \$30.00
Magazines \$5.00
Paperbacks \$10.00
Audio Books \$50.00
Reference Books \$50.00

Room Rentals (no charge for non-profit group) \$25.00

Library Fine Threshold \$20.00

Fines are subject to Elgin County Library's fine-free plan to eliminate overdue fines on all library materials.

3D Printing Filament \$0.10/gram

Exam Proctoring Donation basis

Book, Magazine & DVD/CD Discards Donation basis

Community & Cultural Services – Museum (authority under the Municipal Act)

Admission Donation basis

Programs Delivered:

Adult off-site programming (edu-kits) \$30.00
plus travel paid at the rate established by the County for use of personal vehicles

School tours and children’s group tours (designed for children under the age of 14) \$9.00 per child

- Chaperones are no charge

School programs offered in-school (designed for children under the age of 14) – including rented teacher’s kit \$9.00 per child

Note: Fees for programs delivered by the Museum may vary according to the program

Engineering Services (authority under the Municipal Act)

County Road Maps \$5.00

Meeting Room Rental Rates: (authority under the Municipal Act)

For use of meeting rooms in the County Administration Building by outside groups:

Central Elgin Boardroom (Suite #25) \$75 for 3-hour minimum inclusive; \$25 per hour thereafter

West Elgin Boardroom (Suite #138) \$65 for 3-hour minimum inclusive; \$25 per hour thereafter

Electric Vehicle Charging Station Fee: \$2.40/hr

Oversize/Overweight Moving Permit: (authority under the Highway Traffic Act)

Permit for moving heavy vehicles, loads, objects or structure in excess of dimensional & weight limits set out in the Highway Traffic Act:

Single Move Fee (if action is requested with greater than 10 business days’ notice) \$200.00

Single Move Fee (if action is requested with less than 10 business days’ notice) \$400.00

Single Move Fee - Overweight, greater than 63,500 kg (approval requires a minimum of 10 business days’ notice) \$1,300.00

Annual Oversize Moving Permit Fee \$500.00

Preparation of Road User Agreement / Telecommunication Equipment (Where Applicable by Agreement)

Consent and Road User Agreement \$1,000.00

Road User Agreements

(authority under the Municipal Act)

Annual fees shall be a minimum of \$500 with no upset limit. Project type and the amount of road property affected shall dictate the annual fee and associated encumbrances. Taxes not applicable and fees may be added to the property tax roll for collection, on behalf of the County, by a local municipality.

Telecommunication Equipment Consent and Road User Agreement

Permit Fee Page 53 of 58 \$200.00 base fee plus \$0.25/m

(Applicable to each approved telecommunications equipment installation location)

Contract Administration Fee \$100.00 (Where applicable by Agreement per year for each year of term of Agreement)

Road Occupancy Permit (authority under Public Highway & Transportation Improvement Act)

To regulate the construction or alteration of any entranceway, private road or other facility that permits access to County Roads:

Request greater than 5 days notice \$200.00
Request less than 5 days notice \$400.00

Tender Documents (Hard Copy) (authority under the Municipal Act) \$50.00

Cost Recovery Damage to Public Property Caused During a Collision Actual Cost
(authority under the Municipal Act)

Long-Term Care Homes (authority under the Long-Term Care Act, 2007)

Adult Day Programs Fees as set by the Province

Barber/Hairdresser (Terrace Lodge): effective August 1, 2024

Shampoo Only	\$7.00
Shampoo/Blowout	\$26.00
Conditioning Treatment	\$10.00
Ladies Cut only	\$23.00
Ladies Cut/Dry	\$24.00
Men's Cut	\$20.00
Men's Cut/Dry	\$21.00
Bang Trim	\$5.00
Beard Trim	\$7.00
Beard/Ears/Eyebrows/Nose	\$10.00
Set only (no shampoo)	\$23.50
Shampoo and set	\$26.00
Cut and set (no shampoo)	\$36.00
Comb Out & Curl with Iron	\$22.50
Shampoo/Perm/Set	\$67.50
Shampoo/Colour/Set	\$52.00
Foils (1/2 head)	\$42.50
Cut/Set/Curl	\$45.00
Shampoo/Cut/Set	\$40.00
Shampoo/Cut/Set/Curl	\$47.50
Shampoo/Colour/Cut/Set	\$62.50
Shampoo/Perm/Cut	\$70.00
Shampoo/Perm/Cut/Set	\$80.00
Braids/Updo	\$10.00

Bobier Villa & Elgin Manor As per Contracted Service Provider

Cable TV/Internet Market Rate

Foot Care through Contract Provider Market Rate

Dental Care Services through Contract Provider Market Rate

Optometry Care Services through Contract Provider Market Rate

Wheelchair Seating Assessment Fees
Wheelchair and mobility equipment repair fees (Contract Provider) Market Rate

Guest Room Accommodation – 1 Guest Maximum

- per night including breakfast at Elgin Manor, Bobier Villa, and/or Terrace Lodge \$60

Meals on Wheels for Community Clients:

- per meal

VON

(October 1, 2024 – September 30, 2025) \$8.00
Double portions \$4

WECHC

(January 4, 2025 – September 30, 2025) \$8
Double portions \$4

Medication not Covered by Health Card 65 & Non-prescription Drugs

Cost of drug plus \$2.00 - ODB co-payment

Newspaper

Market Rate

Preferred Accommodation Rate Upon Admission:

Resident fees are charged in accordance with the rates set by the Province of Ontario which may change from time to time.

Purchases Services

Resident requested sundry products, therapy services, supplies, etc. Market Rate

Resident Basic Accommodation Rate:

Resident Fees are charged in accordance with the rates set by the Province of Ontario which may change from time to time.

Note: Residents may apply for a rate reduction based on annual income

Resident and Staff – Replacement Key

actual replacement cost ranges from \$10 - \$30

Staff Replacement Name Tags

\$9.00

Room Rental

\$42.50

Determined by Homes' Director

- minimum fee may apply

Loss/Replacement of Fob

\$12.00

Transportation/Accompaniment of Staff

Market transportation rate, plus, if accompanied by staff the employee's hourly rate of pay times the length of absence from the workplace, plus benefits if applicable. (Minimum of 4 hours may apply)

Valet (mending or clothing)

Market Rate As Available

Visitor Meals:

Full Course Meals (lunch) \$12.00

Full Course Meals (supper and breakfast) \$8.00

Under the age of 5 years \$4

Volunteers \$6.50

Special Event Meals \$17.50

Under the age of 5 years \$6.00

Volunteers \$7.50

-per meal (including HST) (January 5, 2024 – January 4, 2025)	\$7.75
Double portions (January 5, 2025 – September 30, 2025)	\$3.75
Double portions	\$8
Double portions	\$4

Wander Guard System – Replacement Strap/Tag Market Rate

Human Resources (authority under the Municipal Act)

County Sponsored Training Programs:

Participation by Public Partners	Cost Recovery Basis
Accessibility Training Services	Cost Recovery Basis

Identification Badge Photo:

Loss of Employee Identification Badge	\$5.00
---------------------------------------	--------

Research

Responding to Professional Service Requests	Cost Recovery
---	---------------

Land Division (authority under the Planning Act)

	\$1,350
Application for Consent	\$1,350
Application for Validation Title	\$300.00
Stamping of Deed	\$300.00
Validation Certification	

If an Application for Consent/Validation is:

- (i) withdrawn at least fourteen (14) days prior to the hearing date \$50.00 will be retained. If amended at least fourteen (14) days prior to the hearing date, an additional \$50.00 will be charged.
- (ii) withdrawn after the time limit set in (i), the entire fee will be retained. If amended after the time limit set in (i), an additional \$50.00 will be charged.
- (iii) requested to be reconsidered once consent has been granted, in order to alter the original decision in a minor way, it will be treated as if it were a new application, and a fee of \$300.00 must accompany the letter explaining the reason for the change.
- (iv) requested to be deferred from having action taken on it, by the applicant, in writing, whether after or before a hearing date has been set, a fee of \$300.00 must accompany the request for deferral.

Planning Application Fees (authority under the Planning Act)

Pre-submission consultation meeting (OPA / Draft Plan of Subdivision)	\$250.00
Pre-submission consultation meeting (consents & minor applications)	\$100.00
Consent (new lot, boundary adjustment, easement)	\$2,675.00
Plan of Subdivision or Vacant Land Condominium	\$12,000.00
Extension to Draft Plan Approval	\$750.00
Draft Plan Amendment (Redline revision)	\$1,250.00
Plans of Condominium (excluding vacant land)	\$8,250.00
Condominium Exemption	\$1,750.00
County Official Plan Amendment	\$7,000.00
Local Official Plan Amendment: (municipally – initiated Official Plan Amendment exempt)	\$2,000.00
Part Lot Control Exemption	\$750.00
Area studies, Block Plans, or Expansions to Settlement Boundaries	\$10,000.00
Resubmission Fee	\$250.00
Site Plan Control application review	\$250.00
OLT appeal	\$100.00

The applicant seeking approval in support of any development matter shall be required to reimburse the County for the fees and expenses, if any, of the County's peer review professionals related to technical studies/reports determined necessary by the Director of Planning and Development, or his/her designate. Technical studies/reports include but are not limited to: address planning matters such as a planning justification report, relating to environmental and natural matters such as a development assessment report or a hydrogeology study, to address transportation matters such as a traffic impact assessment, to address servicing and infrastructure matters such as a functional servicing report, and to address nuisance and hazard matters such as a noise assessment study.

Provincial Offences (authority under the Provincial Offences Act)

Photocopies	\$1.00
Certified Copies	\$3.50
- per certification	
Transcripts	
- per page for first copy (paper)	\$8.70
- per page for first copy (electronic)	\$6.30
- per page for first copy (paper) RUSH 5 days	\$9.60
- per page for first copy (electronic) RUSH 5 days	\$8.80
- per page for first copy (paper) RUSH 24 hrs	\$12.55
- per page for first copy (electronic) RUSH 24 hrs	\$11.75
- per page for additional copies	\$0.80

Note: The above items are not applicable to Judiciary and County Prosecutor.

NSF Cheques	\$40.00
-------------	---------

Cost of Collection	A range of 10% to 45% for Collection Agents. All other costs of enforcement as incurred.
--------------------	---

Cost of Collecting Delinquent Fines to be charged back to the Defendant as a percentage of the Fine.	25% of the fine amount
--	------------------------

Note: Fees for copies and transcripts are set by the Ministry.

COUNTY OF ELGIN

By-Law No. 25-21

**“BEING A BY-LAW TO CONFIRM PROCEEDINGS OF THE MUNICIPAL COUNCIL OF
THE CORPORATION OF THE COUNTY OF ELGIN AT THE
MAY 13, 2025 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 May 13, 2025 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 13TH DAY OF MAY 2025.

Blaine Parkin,
Chief Administrative Officer/Clerk.

Grant Jones,
Warden.