



# Municipality of West Elgin

## Minutes

### Council Meeting

March 13, 2025, 5:00 p.m.

Council Chambers

160 Main Street

West Lorne

**Present:** Mayor Leatham  
Deputy Mayor Tellier  
Councillor Denning  
Councillor Statham  
Councillor Dougherty

**Staff Present:** Jeff McArthur, Fire Chief  
Robert Brown, Planner  
Terri Towstiuc, Clerk  
Magda Badura, Manager of Corporate Services (Treasurer)  
Robin Greenall, Chief Administrative Officer  
Lee Gosnell, Manager of Operations and Community Services

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

**1. Call to Order**

Mayor Leatham called the meeting to order at 5:00 pm.

**2. Adoption of Agenda**

Prior to the adoption of the agenda, may it be noted for the minutes that the agenda has been amended to add Item 13, being closed session to deal with an emergent item relating to labour relations.

**Resolution No. 2025- 66**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That West Elgin Council hereby adopts the Regular Council Agenda for March 13, 2025 as amended.

**Carried**

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

No disclosures

**4. Delegations**

**4.1 Chris Cain, Plant Manager, KSR Re: No Parking Signage, South Side, Centre Street, Rodney**

Chris Cain, Plant Manager for KSR Industrial (Rodney), addressed Council regarding the no parking signage and nuisance that has been experienced on Centre Street. The delivery drivers are not KSR employees, and all dispatch are aware of the signage. Mr. Cain requested either removal of the signs on the south side of Centre Street, or an amendment allowing drivers to stop long enough to close the doors on their equipment, indicating "no longer than five-minutes". Mr. Cain cited the West Elgin by-law for rules regarding deliveries, indicating that he has spoken with the By-law Enforcement Officer, with the understanding that the drivers are allowed to park for the purpose noted, however the OPP continue to be called on ongoing basis.

Councillor Statham enquired about the difference between "no parking" and "no stopping".

Lee Gosnell, Manager of Operations, confirmed that, in accordance with West Elgin's "parking by-law" (2001-50), no parking still allows for the delivery of any persons or goods (S. 7(ii)), and that the current signage allows the drivers to stop for the purpose of closing their doors.

**4.2 Jason Johnson, Dillon Consulting Limited Re: West Elgin Water Consumption**

**Resolution No. 2025- 67**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That In accordance with Section 3.5 of By-Law 2024-05 Being a By-Law to establish rules of procedure for the meetings of Council, West Elgin Council hereby allow Nick Emery (*Jason Johson*), Dillon Consulting

Limited, one-half hour (thirty minutes) for item 4.2, Delegation, suspending the rules of Section 6.8 of By-law 2024-05.

**Carried**

Jason Johnson with Dillon Consulting presented the findings of two studies created for West Elgin, including a consumption and meter reads study and a study on the water distribution system, by completing a hydraulic model. The purpose was to assess the Municipality of West Elgin's water consumption calculation methodology; Develop a hydraulic model of the Municipality's water distribution network; and review the model performance of the Municipality's water distribution network.

The presentation included project objectives, constraints, summary of procedures and steps, consumption review and distribution system review.

The full presentation is available on the meeting recording.

**5. Adoption of Minutes**

**Resolution No. 2025- 68**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Dougherty

That West Elgin Council hereby adopt the Minutes of February 27, 2025 as presented.

**Carried**

**6. Business Arising from Minutes**

None.

**7. Staff Reports**

**7.1 Planning**

**7.1.1 Severance Application, File E15-25 - Recommendation to Elgin Land Division**

**Resolution No. 2025- 69**

**Moved:** Councillor Dougherty

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E15-25 – Comments to Elgin County (Planning Report 2025-06).

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E15-25, subject to the Lower-Tier Municipality conditions in Appendix One of this report;

And further that West Elgin Council directs administration to provide this report as Municipal Comments to the County of Elgin.

**Carried**

## **7.2 Fire**

### **7.2.1 Monthly Fire Update, January and February 2025**

**Resolution No. 2025- 70**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the Monthly Fire report for January and February 2025, from Jeff McArthur, Fire Chief, for information purposes.

**Carried**

### **7.2.2 Pre-Budget Approval**

**Resolution No. 2025- 71**

**Moved:** Councillor Statham

**Seconded:** Councillor Dougherty

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

That West Elgin Council provide pre-budget approval for the 2025 project identified within this report.

**Carried**

### **7.2.3 Washroom Renovation - Station 1**

**Resolution No. 2025- 72**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

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

That Staff be authorized to accept the quote from Baines Contracting Inc, in the amount of \$31,935 plus HST, for a remodel of the existing washroom and to build a new washroom.

**Carried**

### **7.3 Municipal Drains**

#### **7.3.1 Tender Results, Fleuren Drain**

**Resolution No. 2025- 73**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from Terri Towstiuć, Clerk, re: Tender Results, Fleuren Drain; and

That Council approve the low tender submission from Monden Excavating for the Fleuren Drain, in the amount of \$21,131.00 (HST included).

**Carried**

### **7.4 Operations (Infrastructure and Development)**

#### **7.4.1 Monthly Operations Update, February 2025**

**Resolution No. 2025- 74**

**Moved:** Councillor Dougherty

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the Monthly Operations Update Report from Lee Gosnell, Manager of Operations & Community Services, for information purposes.

**Carried**

### **7.5 Community Services & Clerks**

#### **7.5.1 Monthly Update, February 2025**

**Resolution No. 2025- 75**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Dougherty

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Community Services Monthly Update, February 2025, for information purposes only.

**Carried**

#### **7.5.2 2025 Community Grants**

##### **Resolution No. 2025- 76**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the 2025 Community Grant Applications report from Terri Towstiuc, Clerk; And

That West Elgin Council hereby defer the decision to a subsequent meeting.

**Carried**

#### **7.6 Corporate Services & Finance**

##### **7.6.1 2024 Council Remuneration**

##### **Resolution No. 2025- 77**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: 2024 Council Remuneration and Expenses report for information only.

**Carried**

##### **7.6.2 2024 Public Salary Disclosure**

##### **Resolution No. 2025- 78**

**Moved:** Councillor Dougherty

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: 2024 Public Sector Salary Disclosure for information only.

**Carried**

## **7.7 Chief Administrative Officer**

### **7.7.1 Old Town Hall Assessment Quote**

#### **Resolution No. 2025- 79**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the Old Town Hall – Engineering Assessment Quote report from Robin Greenall, CAO;

And that Council pre-approve the payment of the services to Spriet Associates, as quoted, to be included in the 2025 operating budget.

**Carried**

### **7.7.2 West Lorne Library and Community Complex Renovations**

#### **Resolution No. 2025- 80**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That the West Elgin Council hereby receives the West Lorne Library and Community Complex Renovations report from Robin Greenall, CAO; And

That Council direct staff to proceed with contracting Spriet Associates to complete Architectural Drawings and cost estimates for the renovation project.

**Carried**

## **8. Committee and Board Reports or Updates**

No updates provided.

## **9. Notice of Motion**

None received.

## **10. Council Inquires/Announcements**

Councillor Statham acknowledge the Citizens Town Hall meeting regarding Port Glasgow Trailer Park, indicating that it was a constructive meeting, and also acknowledged a petition received from Adam Lumley and Carm Lasson. Councillor Statham indicated that, in light of all of the community support, there is more information that will be forthcoming to Council and residents.

Councillor Denning stated that in light of the uncertain times, while it is not always possible to purchase everything in Canada, it is important to buy local and support local businesses.

**11. Correspondence**

**Resolution No. 2025- 81**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Dougherty

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

**Carried**

11.1 County of Elgin, Notice of Decision E 9-25

11.2 County of Elgin, From the Council Chambers, February 25, 2025

11.3 Letter dated March 6, 2025 Re: Response to recent posting by the Municipality regarding Port Glasgow Trailer Park.

***Clerk Towstiuic advised that item 11.3 will be included again on the March 27th agenda, as a delegation.***

**12. Items Requiring Council Consideration**

None.

**13. Closed Session**

**Resolution No. 2025- 82**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That In accordance with Section 3.5 of By-Law 2024-05 Being a By-Law to establish rules of procedure for the meetings of Council, West Elgin Council hereby allow a late submission item to the agenda, being a Closed Session item for the purpose of labour relations, suspending the rules of Section 6.8 of By-law 2024-05.

**Carried**

**Resolution No. 2025- 83**

**Moved:** Councillor Statham

**Seconded:** Councillor Dougherty



That West Elgin Council hereby move into Closed Session at 5:59 pm, to discuss one (1) matter pursuant to the *Municipal Act*, Section 239 (2)(d), being labour relations or employee negotiations (Union Matters).

**Carried**

**14. Report from Closed**

Council took an eight (8) minute break, prior to commencing Closed Session business.

Report from closed at 6:11pm.

West Elgin Council received one (1) item relating to the Municipal Act, Section 239 (2)(d) (*labour relations - union matters*), for information purposes only.

**15. Confirming By-Law**

**Resolution No. 2025- 84**

**Moved:** Councillor Statham

**Seconded:** Councillor Dougherty

That By-law 2025-14 being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 13, 2025, be read a first, second and third and final time.

**Carried**

**16. Adjournment**

**Resolution No. 2025- 85**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin hereby adjourn at 6:12 pm to meet again at 4:00pm, on Thursday, March 27, 2025, or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk