



## Staff Report

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**Report To:** Council Meeting  
**From:** Robin Greenall, Chief Administrative Officer  
**Date:** 2025-04-24  
**Subject:** Port Glasgow Trailer Park Financial Analysis Study Quote

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### **Recommendation:**

That West Elgin Council hereby receives the report from Robin Greenall, CAO regarding the Port Glasgow Trailer Park Financial Analysis Study– Quote.

And That Council approves the recommendation to contract Watson and Associates Economist Ltd. to complete a financial analysis study, and to fund the cost of the service through the Municipality of West Elgin’s Port Glasgow Trailer Park Reserves.

### **Purpose:**

The purpose of this report is to provide Council with the details of a proposed financial analysis for the Port Glasgow Trailer Park, and the cost associated to complete the proposed analysis.

### **Background:**

At the April 10, 2024, meeting, Council approved the following recommendations:

*“...Be it resolved that the divestment of Port Glasgow Trailer Park be deferred until a comprehensive cost-recovery analysis is completed, outlining the financial implications of continued municipal ownership and operation, inclusive of leasing options; And Further that a report is delivered to Council with full-cost recovery options and divestment options.”*

Administration is proposing engaging the consulting services of Watsons and Associates Economist Ltd. to complete a review of the following scenarios:

1. Complete a review of background information, including
  - a. Current agreements
  - b. Current fees and charges
  - c. Capital and operating budgets
  - d. Identification of Municipal Asset within the park
  
2. Prepare a cashflow of Trailer Park expenditures and revenues based on the current approach, and a reserve fund continuity schedule.

3. Undertake an analysis of the following scenarios:
  - a. The financial viability of the park to be sustained in the current operating model
  - b. A model for operating the park to be revenue neutral.
  - c. A model for operating the park to be a revenue stream for municipal capital reserves
  - d. A model for leasing the park to a 3rd party to operate and identify the leasing rates required to ensure revenue neutrality for the Municipality.
  - e. Selling the park in its current state and identify potential land value based on the similar properties and potential future use.
4. Prepare a report summarizing the findings of the analysis.
5. Present report findings to Council (in-person)

Administration is proposing engaging the services of Watson and Associates to complete the comprehensive cost-recovery analysis of the Port Glasgow Trailer Park, outlining the financial implications of continued municipal ownership and operation, inclusive of a leasing option; as Watsons and Associates is familiar with municipal services and operations of recreational assets across Ontario, including the services and recreational assets within West Elgin; and Watson and Associates has the skills resources and capacity to complete an objective analysis and final reports for Council park in a timely manner.

#### **Financial Implications:**

The financial implication for the consulting services from Watson and Associates is \$11,500 plus applicable taxes. Administration recommends to Council to fund the cost for consulting services through the Port Glasgow Trailer Park Reserves.

#### **Policies/Legislation:**

None

#### **Alignment with Strategic Priorities:**

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,  
Robin Greenall, CAO