



Municipality of West Elgin

Minutes

Council Meeting

May 22, 2025, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Mayor Leatham
Deputy Mayor Tellier
Councillor Denning
Councillor Statham

Staff Present: 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

Also Present: David Charron, Manager of Infrastructure and Development
JM Spriet, P. Eng., Spriet Associates (*Virtual Audio Attendance*)

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

1. Call to Order

Mayor Leatham called the meeting to order at 4:00 pm.

2. Motion to Suspend the Rules

Pursuant to Section 3.5 of By-law 2024-05 (*Procedural By-law*) "Any part or parts of this by-law may be suspended by a vote with the consent of Council Members present unless the part(s) is prescribed by statute or law."

Resolution No. 2025- 162

Moved: Councillor Statham

Seconded: Councillor Denning

That West Elgin Council hereby suspend the rules of By-law 2024-05, Section 4.2.6.3, allowing an amendment to the agenda after the deadline, for the purpose of the addition of an Item of Consideration - Livestream Access for 2025 Budget Deliberations.

Carried

3. Adoption of Agenda

Resolution No. 2025- 163

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby adopts the Regular Council Agenda for May 22, 2025 as presented.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

Mayor Leatham declared Conflict of Interest on Item 17 or the Regular Agenda (Closed Session Item 4), being O'Malley Road.

5. Public Meeting - Consideration Meeting for the McGill Branches of the McMillan Drain

Resolution No. 2025- 164

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby proceed into a Public Meeting pursuant to *Drainage Act*.

Carried

5.1 Engineers Report, dated April 10, 2025

Mr. JM Spriet presented the Engineers report for the McGill Branches of the McMillian Drain. Mr. Brian McGill (requesting landowner) was present, with no concerns or objections.

Resolution No. 2025- 165

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That the Council of the Municipality of West Elgin hereby receives the Engineers report as prepared and presented by Mr. JM Spriet, P. Eng.; and

That Council authorizes staff to initiate the tender process in accordance with the *Drainage Act*, if required, for the construction of the Municipal Drain known as McGill Branches of the McMillian Drain, to be considered by Council following the Court of Revision; and

That the Court of Revision be scheduled for Thursday, June 26, 2025, at 3:45pm; and

That Council consider the provisional By-Law 2025-28, as presented in the By-Law portion of the agenda for a first and second reading.

Carried

5.2 Landowner Comment

No objections or concerns.

5.3 Public Comment

None.

5.4 Council Comment

None.

5.5 Adjournment of Public Meeting, Drainage Act

Resolution No. 2025- 166

Moved: Councillor Denning

Seconded: Councillor Statham

That West Elgin Council hereby adjourn the Public Meeting, pursuant to the *Drainage Act*.

Carried

6. Public Meeting - Zoning Amendments

Resolution No. 2025- 167

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby proceed into a Public meeting, pursuant to the *Planning Act*.

Carried

6.1 D-14 3-2025, Marsh Line

6.1.1 Planners Report, 3-2025, Marsh Line

Resolution No. 2025- 168

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning Amendment Application D-14 3-2025 – Recommendation Report (Planning Report 2025-11); And

That West Elgin Council approve an amendment of the existing Residential First Density Special Regulation 9 (R1-9) Zone to add semi-detached dwellings and semi-detached dwelling units as an additional permitted use on up to 6 lots within the Creek's Edge subdivision and establish the necessary zoning regulations for semi-detached and semi-detached dwelling units, and

Further that West Elgin Council consider the by-law to amend the Zoning by-law, as presented in the by-law portion of the May 22, 2025, Council Agenda.

Carried

6.1.2 Council Comment

None.

6.1.3 Landowner Comment

Not present.

6.1.4 Public Comment

None.

6.2 D-14 4-2025, 24915 Crinan Line

6.2.1 Planners Report, 4-2025, 24915 Crinan Line

Resolution No. 2025- 169

Moved: Councillor Statham

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning Amendment Application D-14 4-2025 – Recommendation Report (Planning Report 2025-10); And

That West Elgin Council approve the rezoning of 24915 Crinan Line from General Agricultural (A1) to Agricultural (A2) and Restricted Agricultural (A3), in accordance with the attached draft by-law, and

Further that West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the May 22, 2025, Council Agenda.

Carried

6.2.2 Council Comment

None.

6.2.3 Landowner Comment

Not present.

6.2.4 Public Comment

None.

6.3 Adjournment of Public Meeting, Planning Act

Resolution No. 2025- 170

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby adjourn the Public Meeting, pursuant to the *Planning Act*.

Carried

7. Adoption of Minutes

Resolution No. 2025- 171

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby adopt the Minutes of May 8 (Regular Meeting) and May 12, 2025 (Special Meeting) as presented.

Carried

8. Business Arising from Minutes

None.

9. Staff Reports

9.1 Corporate Services & Finance

9.1.1 2025 Budget Presentation: Port Glasgow Trailer Park, Water and Wastewater

Councillor Statham provided concerns regarding the discussion of the budget, without a Ward 3 representative, and suggested that the budget process be deferred until Ward 3 Councillor is in place. No formal motion was made. It was also suggested to defer until livestreaming was available, if directed by Council (agenda item 14.2).

CAO Greenall advised that the livestreaming would provide listen only access, and the recording would be made available, as soon as possible the following day. CAO Greenall also reminded Council that both Mayor and Deputy Mayor are elected at-large, not to represent a singular ward.

Council decided to move forward with the presentation and discussion of the Port Glasgow Trailer Park, Water and Wastewater, on the presumption that no decisions will be made during this session.

Resolution No. 2025- 172

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby receive the 2025 Port Glasgow Trailer Park, Water and Wastewater budgets, for deliberations purposes.

Carried

9.1.1.1 Port Glasgow Trailer Park

Magda Badura, Manager of Corporate Services/Treasurer, provided the 2025 draft Port Glasgow Trailer Park (PGTP) budget summary, including inflationary increases, operating expense

increases due to salary adjustment, plan for capital projects and the anticipated business study. A review of the reserve fund balance was provided, with an estimated balance of \$1,057,478 by December 31, 2025.

Council requested clarification regarding the salary adjustment, which was due to the 2024 pay equity review, and potential for additional part-time wages for the park. Council also noted that while a freeze has been placed on capital improvements until the future of PGTP is known, it is important to recognize the needed bathroom renovations and lighting in the food booth, for safety and compliance. Council gave direction to include these renovations in the final capital budget, for consideration, during capital discussion.

9.1.1.2 Water

Ms. Badura presented the 2025 draft water budget, which includes a new charge for Tri-County Capital Change. The 2025 amount will be \$12.00 bi-monthly and reduced to \$6.00 bi-monthly in 2026. This is in addition to the flat rate charge water customers currently experience.

9.1.1.3 Wastewater - Rodney

Ms. Badura presented the Rodney Wastewater draft budget and indicated that the reserve fund will be deleted by the end of 2025 due to schedule maintenance work. Council acknowledged that the upcoming development would assist with costs endured on the wastewater system, however, will also affect maintenance and capacity issues.

9.1.1.4 Wastewater - West Lorne

Council received the 2025 West Lorne Wastewater budget, which presented like Rodney. Deputy Mayor Tellier acknowledged that while the numbers may seem daunting, the reality is we are completely the bare minimum to ensure our water and wastewaters

systems are keeping residents safe and are within compliance parameters.

10. Committee and Board Reports or Updates

No updates provided.

11. Notice of Motion

11.1 Councillor Denning - Rescind Motion #122 (Relocation of West Lorne Cenotaph)

Councillor Denning advised that since the executive changeover within the West Lorne Legion, their focus has shifted to supporting other projects.

Motion to be read at Regular Meeting of Council, June 12, 2025.

"I, Councillor Denning, hereby move a motion to rescind Motion #122, which passed on April 10, 2025, which requested staff to provide a report with options to move the West Lorne Cenotaph from the Bo Horvat Community Center to the Rosalie Krebsz Heritage Park."

12. Council Inquires/Announcements

CAO R. Greenall advised that the municipality is aware that there is a scam letter circulating, advising residents to click on a link and update banking information for their utility bill. The distinction is a comma in the email address, and if completed, the funds are not being directed to the municipality, but to a fraudulent account. CAO Greenall advised that the municipality does not accept electronic fund transfers (EFTs), and only accept cash, cheque or debit.

13. Correspondence

13.1 Hydro One, Longwoods to Lakeshore Project - Notice of Preferred Route and Upcoming Open Houses

13.2 County of Elgin 2025 Warden's Golf Tournament

13.3 Letter dated May 13, 2025 from Hon. Robert J Flack, Minister of Municipal Affairs and Housing Re: Protect Ontario by Building Faster and Smarter Act, 2025 (Bill 17)

13.4 Watson & Associates, Preliminary Assessment of Bill 17

13.5 Letter dated May 13, 2025 from J.G. (Jon) Dumond, Chief Superintendent, Bureau Commander, Crime Prevention and Community Support Bureau

Resolution No. 2025- 173

Moved: Councillor Denning

Seconded: Councillor Statham

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

Carried

14. Items Requiring Council Consideration

14.1 Liquor License Extension - Elgin International Club

Resolution No. 2025- 174

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby receive the request received May 20, 2025 from Lori Parker, Past President, Elgin International Club Re: Liquor License 801297; And

That Council hereby request staff to write a letter of support for a Liquor License Extension, for the 2025 events indicated by the Elgin International Club.

Carried

14.2 Livestream Option for 2025 Budget Meetings

Resolution No. 2025- 175

Moved: Councillor Statham

Seconded: Councillor Denning

That West Elgin Council hereby authorize the use of Zoom livestream technology for the 2025 Budget Deliberation meetings only.

Carried

15. By-Laws

15.1 2025-26, Zoning Amendment D14-3, Marsh Line

Resolution No. 2025- 176

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That By-law 2025-26, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for VL NS of Marsh Line, be read a first, second and third and final time.

Carried

15.2 2025-27, Zoning Amendment D14-4, 24915 Crinan Line

Resolution No. 2025- 177

Moved: Councillor Denning

Seconded: Councillor Statham

That By-law 2025-27, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 24915 Crinan Line, be read a first, second and third and final time.

Carried

15.3 By-law 2025-28, McGill Branches of the McMillian Drain

Resolution No. 2025- 178

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That By-law 2025-28, being a By-Law to provide for drainage works on the McGill Branches of the McMillian Drain in the Municipality of West Elgin, be read a first and second time, and provisionally adopted.

Carried

16. Upcoming Budget and Special Meetings

- Wednesday, May 28, 2025, 4:00pm - Special Meeting, Budget Deliberations
- Tuesday, June 3, 2025, 4:00pm - Special Meeting, Budget Deliberations
- Thursday, June 5, 2025, 4:00pm - Special Meeting, Councillor Ward 3 Interviews
- Monday, June 9, 2025, 4:00pm - Special Meeting, Budget Deliberations
- Tuesday, June 10, 2025, 4:00pm - Special Meeting, Budget Deliberations (If necessary)
- Thursday, June 12, 2025, 4:00pm - Regular Meeting, Ward 3 Councillor to be appointed

17. Closed Session

Resolution No. 2025- 179

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:17 pm, to discuss matters pursuant to the *Municipal Act*, Section 239 2(c), being a proposed or pending acquisition or disposition of land by the municipality or local board (O'Malley Road).

Carried

18. Report from Closed Session

Reporting from Closed Session at 5:26pm.

Mayor Leatham declared conflict of Interest on the Closed Session item and was absent from the Council Chambers during discussion.

Council received one (1) item pursuant to the Municipal Act, Section 239 (2)(c), for information purposes regarding a proposed or pending acquisition or disposition of land by the Municipality (O'Malley Road).

Council provided CAO Greenall with administrative direction.

19. Confirming By-Law

Resolution No. 2025- 180

Moved: Councillor Statham

Seconded: Councillor Denning

That By-law 2025-29 being a By-law to confirm the proceeding of the Regular Meeting of Council held on May 22, 2025, be read a first, second and third and final time.

Carried

20. Adjournment

Resolution No. 2025- 181

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 5:27pm to meet again at 4:00pm, on Wednesday, May 28, 2025 (Special Meeting - Budget Deliberations) or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk