



# **Municipality of West Elgin**

## **Minutes**

### **Council Meeting**

**July 17, 2025, 4:00 p.m.**

**Council Chambers**

**160 Main Street**

**West Lorne**

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

**Staff Present:** Jeff McArthur, Fire Chief  
Terri Towstiuc, Manager of Community Services/Clerk  
Magda Badura, Manager of Corporate Services (Treasurer)  
Robin Greenall, Chief Administrative Officer  
Dave Charron, Manager of Infrastructure & Development

**Also Present:** Meagan Garber, Safety, Process & Compliance Manager-  
Southwest Region , OCWA  
Sam Smith, Regional Hub Manager- Midwest Region, OCWA  
Robin Trepanier, Business Development Manager, OCWA

**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 4:00 pm.

**2. Adoption of Agenda**

**Resolution No. 2025- 217**

**Moved:** Councillor Denning  
**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby adopts the Regular Council Agenda for July 17, 2025, as presented.

**Carried**

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

No disclosures

**4. Adoption of Minutes**

**Resolution No. 2025- 218**

**Moved:** Councillor Sousa  
**Seconded:** Councillor Statham

That West Elgin Council hereby adopt the Minutes of June 26, 2025, as presented.

**Carried**

**5. Business Arising from Minutes**

None.

**6. Staff Reports**

**6.1 Building**

**6.1.1 Monthly Building Report, June 2024**

**Resolution No. 2025- 219**

**Moved:** Deputy Mayor Tellier  
**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Corey Pemberton, Chief Building Official Re: Building Department Summary Report for the month of June 2025.

**Carried**

**6.2 Fire**

**6.2.1 Incident Report, 2024**

**Resolution No. 2025- 220**

**Moved:** Councillor Denning

**Seconded:** Councillor Sousa

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief, for information purposes.

**Carried**

## **6.2.2 Monthly Report, May & June 2025**

**Resolution No. 2025- 221**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the Monthly Fire report for May & June 2025, from Jeff McArthur, Fire Chief, for information purposes.

**Carried**

## **6.3 Wastewater**

### **6.3.1 OCWA - West Lorne Wastewater Treatment Plant Lagoon Spill**

Meagan Garber, Safety, Process & Compliance Manager-Southwest Region, and Sam Smith, Regional Hub Manager-Midwest Region, Ontario Clean Water Agency, reviewed the events of the Lagoon Spill at the West Lorne Wastewater Treatment Plant, including follow-up training and Standard Operating Procedures to be updated and implemented, to reduce the likelihood of these events happening again.

Ms. Garber reviewed the full executive summary included in the agenda package, and both Ms. Garber and Mr. Smith answered questions from Council regarding detection of the leak, industry standards, back-up pumps, capacity, operating ranges and amendments to guidelines and SOPs.

**Resolution No. 2025- 222**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receive the Executive Summary from Ontario Clean Water Agency Re: West Lorne Wastewater Treatment Plant Lagoon Spill, for information purposes only.

## **Carried**

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

Councillor Sousa acknowledged the Roots & Revival festival, July 18-20 in West Lorne, with events consisting of Heritage Trail, blueberry farms, animal farms to visit, eighteen (18) bands, youth open mic, ATV ride, face painting, carnival rides and more.

### **8. Notice of Motion**

#### **8.1 Councillor Sousa - Removal of "Surplus Land" Status, Port Glasgow Trail Park**

##### **To be read on August 14, 2025:**

WHEREAS West Elgin Resolution CM 2024-418 declared the lands known as Port Glasgow Trailer Park to be surplus to the needs of the municipality; And

WHEREAS West Elgin Resolution SCM 2025-36 received a Financial Assessment, presented by Daryl Abbs, Managing Partner, Watson & Associates Economists Ltd.; And

WHEREAS Resolution SCM 2025-36 provided direction to maintain ownership of Port Glasgow Trailer Park, directing staff to implement best practices and update service and use policies and procedures; Now

BE IT RESOLVED that West Elgin Council hereby remove the land known as Port Glasgow Trailer Park from the "Surplus Lands List".

#### **8.2 Councillor Sousa - Cost Estimate for Fencing, Miller Park Baseball Diamond**

##### **To be read on August 14, 2025:**

WHEREAS the existing baseball field at Miller Park lacks adequate fencing impacting the field's usability; And

WHEREAS a properly installed baseball fence will encourage community engagement, attract local organized baseball leagues and potentially provide long term revenue opportunities; Now

BE IT RESOLVED that West Elgin Council directs staff to bring back several cost estimates for installation of metal fencing around Miller Park baseball diamond.

## **9. Council Inquires/Announcements**

Councillor Denning congratulated Deputy Mayor Tellier and the Canada Day Committee on a very successful Canada Day festival.

Deputy Mayor Tellier advised that Heritage Homes, Old Town Hall and the Recreation Committee are all looking to recruit new members.

Councillor Denning advised that the St. Thomas Elgin Housing is looking to expand units in West Lorne, partnering with West Lorne Optimist Club for grant opportunities.

## **10. Correspondence**

10.1 County of Elgin, Joint Annual Accessibility Status Report, 2023 & 2024

10.2 County of Elgin, Notice of Decision E 30-25

10.3 County of Elgin, Notice of Decision E 32-25

10.4 County of Elgin, Notice of Decision E 34-25

10.5 Watson & Associates, Development Charges Regulations, Proposed Updates

10.6 Elgin OPP 2024 Annual Report

*Elgin OPP Detachment Delegation will be received by West Elgin Council late Fall 2025.*

### **Resolution No. 2025- 223**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

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

**Carried**

## **11. Items Requiring Council Consideration**

### **11.1 Notification Requirement for Liquor License - St. Elijah Orthodox Church**

The Alcohol and Gaming Commission of Ontario requires applicants to notify the Municipality of any event that will occur within the municipal limits and will either sell or provide alcohol for their attendees.

### **Resolution No. 2025- 224**

**Moved:** Councillor Denning

**Seconded:** Councillor Sousa

That West Elgin Council hereby acknowledge receipt of the event notification from the St. Elijah Orthodox Church, for their event to be held on Sunday, August 4, 2025, as a requirement from the Alcohol and Gaming Commission of Ontario (AGCO).

**Carried**

**11.2 Letter from Hon. Lisa M. Thompson (Rural Affairs) Re: Rural Ontario Development (ROD) Program**

Deputy Mayor Tellier acknowledged the Rural Ontario Development (ROD) program, encouraging applications and requesting further information. CAO Robin Greenall advised there has been discussion regarding ROD program at the West Elgin Economic Development Committee and County Economic Development Committee and advised this grant opportunity is available for businesses as well.

**12. Upcoming Meetings**

- July 21 - Four Counties Transit Committee, 8:30am
- July 29 - Recreation Committee, 7:00pm
- August 13 - Bo Horvat Community Centre Board of Management, 9:00am
- August 14, Court of Revision, Dunborough Road Drain, 3:30pm
- August 14, Regular Council, 4:00pm

**13. Closed Session**

**Resolution No. 2025- 225**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 4:57pm, to discuss three (3) matters pursuant to the *Municipal Act*, Section 239(2)(k), being a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

1. Port Glasgow Trailer Park Contracts
2. Easement Contract
3. HR Contracts

**Carried**

**14. Report from Closed Session**

West Elgin Council received three (3) items pursuant to the Municipal Act, Section 239(2)(k). Administrative direction was provided to staff, including the following recommendations:

**Resolution No. 2025- 226**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That West Elgin Council receive the Port Glasgow Trailer Park - Proposed Amendment to the 2025 License of Occupancy report, for information; And

That administration proceed as directed.

**Carried**

**Resolution No. 2025- 227**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That West Elgin Council receives the report Easement Contract between the Municipality of West Elgin and Norman Miller from the CAO (R. Greenall); And

That Council directs staff to proceed as directed.

**Carried**

**15. Confirming By-Law**

**Resolution No. 2025- 228**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That By-law 2025-43 being a By-law to confirm the proceeding of the Regular Meeting of Council held on July 17, 2025, be read a first, second and third and final time.

**Carried**

**16. Adjournment**

**Resolution No. 2025- 229**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That the Council of the Municipality of West Elgin hereby adjourn at 6:17pm to meet again at 4:00pm, on Thursday, August 14, 2025, or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk