



# Municipality of West Elgin

## Minutes

### Council Meeting

March 26, 2026, 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:** Terri Towstiuc, Manager of Community Services/Clerk  
Robin Greenall, Chief Administrative Officer  
Dave Charron, Manager of Infrastructure & Development  
Evan McKinstry, Junior Planner, County of Elgin  
Joe Daly, OCWA  
Maegan Garber, 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- 62**

**Moved:** Councillor Denning

**Seconded:** Councillor Sousa

That Council hereby amend the agenda, to receive item 12.1 (*Ontario Clean Water Agency, 2025 Annual Report, West Elgin Distribution System*), immediately after item 7.2.2.

**Carried**

**Resolution No. 2025- 63**

**Moved:** Councillor Statham

**Seconded:** Councillor Sousa

That West Elgin Council hereby adopts the Regular Council Agenda for March 26, 2026, as amended.

**Carried**

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

**3.1 Councillor Sousa - Amy Sousa, Roots & Revival Festival, Request Updates**

Member of Committee and Spouse of Delegate.

**4. Delegations and Presentation**

**4.1 Amy Sousa, Roots & Revival Festival, Request Updates**

Councillor Sousa declared a conflict on this item. (Member of Committee and Spouse of Delegate. )

Amy Sousa, Roots & Revival Festival Committee President, attended Council to provide an update to the plans for the 2026 Roots & Revival Festival. Previous plans were to have the festival at the Port Glasgow Trailer Park; however the new plans incorporate both the park and the Port Glasgow Yacht Club. Ms. Sousa advised the committee was seeking support from Council and the municipality in the form of use of the municipal parking lot, access to municipal land for family-friendly activities, increased cleaning and maintenance of the public washrooms, waste receptacles and a waste "dumpster" as well additional picnic tables. No formal recommendation was made to staff.

Council thanked Ms. Sousa for her dedication to the Roots and Revival festival and are looking forward to the events that will take place this year.

**5. Adoption of Minutes**

**Resolution No. 2025- 64**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby adopt the Minutes of March 12, 2026, as presented.

**Carried**

**5.1 Committee and Board Minutes**

**Resolution No. 2025- 65**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby acknowledge receipt of the various committee and board minutes, as presented.

**Carried**

**6. Business Arising from Minutes**

None.

**7. Staff Reports**

**7.1 Planning**

**7.1.1 E 25-26, Comment to Elgin County, 8589 Furnival Road**

**Resolution No. 2025- 66**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding severance application E 25-26-Comments to Elgin County (Planning Report 2026-09).

And that West Elgin Council hereby recommend APPROVAL to the Elgin County Land Division Committee for Consent Application E 25-26.

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

**Carried**

**7.2 Wastewater**

**7.2.1 Rodney Wastewater Treatment Plant, 2025 Annual Report**

**Resolution No. 2025- 67**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That West Elgin Council hereby receive the Rodney Wastewater Treatment Plant, 2025 Annual Report, presented by Joe Daly, Sr. Operations Manager, Ontario Clean Water Agency, for information purposes.

**Carried**

#### **7.2.2 West Lorne Wastewater Treatment Plant, 2025 Annual Report**

**Resolution No. 2025- 68**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receive the West Lorne Wastewater Treatment Plant, 2025 Annual Report, presented by Joe Daly, Sr. Operations Manager, Ontario Clean Water Agency, for information purposes.

**Carried**

### **7.3 Water**

#### **7.3.1 Ontario Clean Water Agency, 2025 Annual Report, West Elgin Distribution System**

**Resolution No. 2025- 69**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That West Elgin Council hereby acknowledge receipt of the 2025 Annual Water Report for the West Elgin Distribution System, in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the *Safe Drinking Water Act*.

**Carried**

### **7.4 Infrastructure & Development**

#### **7.4.1 Enactment of a Consolidated Stop Sign By-law**

**Resolution No. 2025- 70**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development for Enactment of a Consolidated Stop Sign By-law report, And

That Council adopts By-law 2026-16 as the By-law providing for the erection of stop signs in The Municipality of West Elgin, thereby repealing By-law 95-56 of the former Township of Aldborough, and By-law 87-05 of the former Village of West Lorne.

**Carried**

#### **7.4.2 Port Glasgow Trailer Park Washroom Construction**

##### **Resolution No. 2025- 71**

**Moved:** Councillor Denning

**Seconded:** Councillor Sousa

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development, and

That the West Elgin Council accept the tender submitted by Complete Building System in the amount of \$642,000.00 (excluding HST), being the lowest compliant bid for the Port Glasgow Trailer Park Washroom; and

That Council authorizes the Mayor and Clerk to execute all necessary agreements and contract documents related to the project.

**Carried**

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

##### **7.5.1 Delegation of Authority (Lame Duck)**

##### **Resolution No. 2025- 72**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Restricted Acts after Nomination Day (Lame Duck); And

That West Elgin Council direct the Clerk to prepare the necessary By-law prior to Nomination Day, being August 21, 2026, delegating authority to the Chief Administrative Officer, pursuant to Section 275 of the *Municipal Act*, being Restricted Acts after Nomination Day (“Lame Duck”).

**Carried**

## **7.5.2 Website Transition**

### **Resolution No. 2025- 73**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Website Migration; And

That Council hereby authorizes the transition from GHD Digital to Loop for website hosting solutions.

**Carried**

## **7.5.3 Pre-Budget Approval Request, Rodney Park Masterplan**

### **Resolution No. 2025- 74**

**Moved:** Councillor Denning

**Seconded:** Councillor Sousa

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Rodney Park Masterplan, Pre Budget Approval Request; And

That Council hereby approves pre-budget funding for the Rodney Park Masterplan in an upset limit of \$15,000 plus HST and directs staff to include the approved funding within the 2026 Municipal Budget.

**Carried**

## **7.6 Corporate Services & Finance**

### **7.6.1 2025 Council Remuneration**

#### **Resolution No. 2025- 75**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the 2025 Council Remuneration Report from R. Greenall, CAO for information purposes.

**Carried**

## **7.6.2 2025 Public Sector Salary Disclosure**

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

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the 2025 Public Sector Salary Disclosure report from R. Greenall, CAO, for information purposes.

**Carried**

## **7.6.3 2026 Remuneration Schedules for Council, Fire and Public Works & Parks and Recreation Staff**

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

**Moved:** Councillor Statham

**Seconded:** Councillor Sousa

That West Elgin Council receives the 2026 Remuneration Schedules for Council, Fire and Public Works & Parks and Recreation Staff report from R. Greenall, CAO, and

That Council approve the Schedule D, the 2026 remuneration for Council positions, and

That Council approve the Schedule E 2026 remuneration for the West Elgin Fire Department, and

That Council approve the 2026 amendments to Schedule B, remuneration for the West Elgin Public Works and Parks & Recreation staff (previously unionized positions), and

That Council directs staff to complete a review of council stipends and benefits of neighbouring municipalities and return a comparison report before the end of term.

**Carried**

## **8. Board or Committee of Council Reports or Updates**

Councillor Sousa advised council that the Economic Development Committee held their first Small Town, Big Connections small business networking event. Councillor Sousa thanked all committee members and representatives from the County of Elgin for their time and commitment to this event.

Councillor Statham also thanked and congratulated Councillor Sousa for his tireless efforts for making the Small Town, Big Connections event a success.

Councillor Denning provided an update regarding the Bo Horvat Arena renovations, as the 2025-26 season winds down. The dasher board replacement will take place early spring, with an estimated timeframe of six (6) weeks for installation. The funds for this project are from municipal contributions as budgeted, and the money awarded from Kraft Hockeyville remain in a reserve at the municipality. Councillor Denning also advised that the arena board is working to establish a scaled down version of the renovations, using the funds that are available. CAO Greenall summarized the discretionary reserve which is within the municipality, that currently accounts for the awarded Kraft Hockeyville funding, as well contributions from West Elgin and Dutton Dunwich.

**9. Notice of Motion**

None presented prior to meeting.

**10. Council Inquires/Announcements**

Mayor Leatham congratulated Public Works Supervisor Chad Yokom on his successful completion of the Association of Ontario roads Superintendents' certification program.

Councillor Sousa congratulated the West Lorne Comets U13 on their recent championship win.

**11. Correspondence**

- 11.1 Elgin County Council Minutes, February 24, 2026
- 11.2 Elgin County Committee of the Whole Minutes, February 24, 2026
- 11.3 Elgin County Council Highlights, March 10, 2026
- 11.4 Regional Municipality of York Council Decision Re: Circular Materials Ontario
- 11.5 AMO Watchfiles
  - 11.5.1 February 26
  - 11.5.2 March 5
  - 11.5.3 March 12
  - 11.5.4 March 19

**Resolution No. 2025- 78**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

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

**Carried**

**12. Items Requiring Council Consideration**

None.

**13. By-Laws**

**13.1 Stop Sign Consolidation**

**Resolution No. 2025- 79**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

That By-law 2026-16, being a by-law Providing for the Erection of a Stop Sign at Intersections, be read a first, second third and final time.

**Carried**

***Recess from 5:03 to 6:06pm***

**14. Closed Session**

Returned from recess at 6:06pm, to move into closed session.

**Resolution No. 2025- 80**

**Moved:** Councillor Sousa

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 6:06 pm, to discuss matters pursuant to the *Municipal Act*, Section 239(2)(d) Labour relations or employee negotiations (Manager of Corporate Services/Treasurer Recruitment).

**Carried**

**15. Report from Closed Session**

Report from Closed Session at 7:41 pm.

West Elgin Council received two (2) items pursuant to Section 239 (2)(d) of the *Municipal Act*, for information purposes, and provided staff with administrative direction.

**16. Confirming By-Law**

**Resolution No. 2025- 81**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

That By-law 2026-17 being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 26, 2026, be read a first, second and third and final time.

**Carried**

**17. Adjournment**

**Resolution No. 2025- 82**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 7:41pm, to meet again at 4:00pm, on Thursday, April 9, 2026, or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk