



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-04-23
Subject: Council Meeting Options During Community Complex Renovations

Recommendation:

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

That Council hereby direct staff to reschedule all meetings to virtual access only, for duration of the Community Complex Renovations only.

Purpose:

The purpose of this report is to obtain Council direction for access to Council meetings to be held from May to September 2026, while the Community Complex in West Lorne is being renovated.

Background:

On March 12, 2026, West Elgin Council approved the renovation contract for the West Lorne Library and the West Elgin Council Chambers, located at 160 Main Street, West Lorne (Community Complex).

West Elgin Council currently holds their meetings at this location, every 2nd and 4th Thursday of each month, and will need to consider how these meetings will be facilitated during the renovations. The renovations are scheduled to start in May, with an anticipated end day of September 1, 2026. Meetings will need to be rescheduled to either a full-online module, in-person only module at an alternate location or a hybrid module. In consultation with all respective departments within the municipality, the best option for in-person would be the large meeting room at the Rodney Recreation Center. Below are details for Council to consider, when making the decision for a short term relocation of Council meetings.

Hybrid Option – Participation can be in-person (Rec Centre) OR virtually

A hybrid option can continue to bring Council together in person and offer virtual participation and access to Council, staff as required, consultants and the public utilizing the large meeting room at the Rodney Recreation Centre. If Council wishes to hold a regular hybrid meeting at the recreation centre, we will need to set up the necessary IT equipment. To share the space with registered user groups, the equipment would need to be removed and stored after every meeting. West Elgin does not have dedicated IT staff that can perform this regular service, nor safe storage areas to hold the

equipment. Therefore, a hybrid meeting would require IT equipment to be set up and left installed in the Rodney Recreation meeting room. Current rentals that would require cancellation include playing card group every Thursday evening, Shuffleboard tournament August 20 (access to the main facility is still available). Council must also consider the sound that Thursday evening pickleball may carry and the noise from the HVAC system. The room is also rented in September for the Rodney Fair; however, we are anticipating being back in the regular Council Chambers by that time.

In-Person Only – All Council, Staff and Public will be in-person only.

In-person only eliminates virtual access for online participation, which reduces accessibility for Council and public who wish to attend the meetings virtually. In-person access would allow participants to attend the meeting at the recreation center, in the large meeting room. Additional consideration required for in-person meetings at the recreation center would be the use of the facility by user groups. Thursday evenings (6-8pm) are rented by a local group playing cards (large meeting room) and by pickleball (gymnasium), which, at times, can be noisy.

Virtual Only – All Council, Staff and Public will have online access.

Virtual only is fully accessible, with no registration required for participants. Online access links are provided on the agenda. This route will involve minimal, if any, participation from West Elgin's IT provider. This will allow all current and planned events at the Rodney Recreation Centre to continue as scheduled. Public access will continue to be muted to eliminate accidental interruptions.

Due to the temporary nature of this project, and aiming to keep meetings accessible to everyone, staff are recommending moving to virtual only for all meetings during the renovation period. The intent is to have the renovations completed by September 1, 2026, however if an extension is required, proper notice will be provided.

The list of meeting effected is noted below, and all participants will be advised of the location change:

- May 13, Arena Board
- May 14, Committee of the Whole
- May 28, Council
- June 8, Four Counties Transit
- June 10, Arena Board
- June 11, Committee of the Whole
- June 16, Tri-County Water Board
- June 25, Council
- July 8, Arena Board
- July 16, Council
- August 12, Arena Board
- August 13, Council

Financial Implications:

None.

Policies/Legislation:

Procedural By-law

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,

Terri Towstiuć, Dipl. M.A.
 Manager of Community Services/Clerk

Report Approval Details

Document Title:	Council Meeting Options During Renovations - 2026-17-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Apr 17, 2026

This report and all of its attachments were approved and signed as outlined below:

Robin Greenall