



## **Minutes**

### **Port Glasgow Trailer Park Committee**

**October 21, 2019**

**1:00 p.m. Council Chambers, West Elgin Municipal Office**

**Present:** R. Leatham, Chair  
B. Rowe, Vice Chair  
O. Fournie  
S. Higginbottom  
B. Howell  
M. Marsh  
J. Reteff

**Staff:** M. Badura, CAO/Treasurer  
M. Fletcher, Administrative Assistant  
J. Nethercott, Recording Secretary

#### **1. Call to Order**

Mr. Leatham, Chair called the meeting to order at 1:04 p.m.

#### **2. Adoption of Agenda**

**Moved: B. Howell**

**Seconded: M. Marsh**

That Port Glasgow Trailer Park Committee hereby adopts the agenda as circulated.

**Disposition: Carried**

#### **3. Disclosure of Pecuniary Interest**

None.

#### **4. Adoption of the Minutes**

**Moved: M. Marsh**

**Seconded: O. Fournie**

That the Port Glasgow Trailer Park Committee adopt the minutes of September 16, 2019 as amended.

**Disposition: Carried**

## **5. Business Arising from Minutes**

Shelley Higgenbottom inquired about the recovering of the picnic tables in the Dance Hall. Mrs. Higgenbottom stated that seats and tops of tables need to be replaced. Ben Howell suggested getting quotes for this work.

The Committee requested staff to create a form letter for dumping over the bank and create Steve a form for his two warnings.

**Moved: J. Reteff**  
**Seconded: O. Fournie**

That the Port Glasgow Trailer Park Committee direct that a rule for giving notice to tenants breaking the Rules & Regulations be added to the Rules & Regulations for 2020.

**Disposition: Carried**

Councillor Rowe requested that a signature line be added at the bottom of the rules that are sent to seasonal campers to confirm they have been read and understood.

## **6. New Business**

### **6.1. Fees & Charges for 2020**

**Moved: B. Rowe**  
**Seconded: J. Reteff**

That Port Glasgow Trailer Park Committee hereby recommends to West Elgin Council that they exempt seasonal residents from paying for rentals of the dance hall or pavilion and propose that the rental fee for the Rec Hall be lowered from \$50 to \$25.

**Disposition: Carried**

The Committee requests staff to add a separate line to the Fees & Charges in the amount of \$57 for Electric Cars.

### **6.2. Requested Capital Projects List**

B. Howell stated that the pavilion ceiling and south washroom roof should be the top priorities for capital projects in 2020.

The Committee recommends obtaining 4 washing machines for the laundromat and an increase in the fee for washing at the laundromat to \$3 and leave cost of dryers at \$2 until the units are replaced in the future.

### **6.3. Memorial Cairn**

Committee suggested that the quotes be obtained to fix the Carin and replace the gates in the Memorial Park and be presented to the committee.

#### **6.4. Budget to Actuals**

Committee received the 2019 budget to actual report.

#### **7. New Business**

Marie Marsh inquired if the committee meetings for 2020 could be returned to the third Friday of the month at 1 pm. Committee agreed to set meetings for this date as much as possible.

#### **8. Adjournment**

**Moved: J. Reteff**  
**Seconded: O. Fournie**

That the Port Glasgow Trailer Park Committee hereby adjourn at 2:33 p.m. to meet again on April 17, 2019 at 1:00 p.m. or at the call of the Chair.

**Disposition: Carried**

---

Richard Leatham, Chair

---

Jana Nethercott, Recording Secretary