



# Municipality of West Elgin

## Minutes

### Council Meeting

May 8, 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

**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 4:05 pm.

**2. Adoption of Agenda**

**Resolution No. 2025- 142**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That West Elgin Council hereby adopts the Regular Council Agenda for May 8, 2025 as presented.

**Carried**

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

No disclosures

#### **4. Public Meeting**

##### **Resolution No. 2025- 143**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

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

**Carried**

##### **4.1 Zoning Amendment**

###### **Resolution No. 2025- 144**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 2-2025 – Recommendation Report (Planning Report 2025-08)

That West Elgin Council approve the correction of the zoning of the lands at 172 and 174 Jane St. by rezoning the lands from Residential Second Density (R2) to Residential Third Density (R3) Zone, in accordance with the attached draft zoning 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 8, 2025, Council Agenda.

**Carried**

###### **4.1.1 Council Comment**

None.

###### **4.1.2 Public Comment**

None.

###### **4.1.3 Landowner Comment**

None.

##### **4.2 Adjournment of the Public Meeting**

###### **Resolution No. 2025- 145**

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

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

**Carried**

## **5. Delegations**

### **5.1 Motion to Suspend the Rules (Allow thirty (30) minutes for delegation)**

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- 146**

**Moved:** Councillor Denning  
**Seconded:** Councillor Statham

That West Elgin Council hereby suspend the rules of By-law 2024-05, Section 6.8, allowing delegation Mat Vaughan, County of Elgin, a maximum of thirty (30) minutes for the purpose of a presentation Re: Elgin County Planning, Shared Services.

**Carried**

### **5.2 Mat Vaughan, Director of Planning and Development, County of Elgin Planning, Centralized Planning Services**

Mat Vaughan, Director of Planning and Development, County of Elgin Planning Department, provided Council with an update on the proposed centralized planning services. Mr. Vaughan reviewed the efficiencies experienced with the current partnering lower-tier municipalities, and cost restructuring that has occurred since the initial proposal. Cost structure includes time-tracking by the quarter hours, tracking metrics and monthly reports and invoices for budget tracking purposes. There have been lower costs that anticipated from the introduction of pay-per-use services than initially presented.

The process includes pre-consultation processes, which is strongly advised to review any challenges and consistencies across all lower tiers. Due to legislated time-requirements under the *Planning Act*, all

applications will be treated equally, and consultants will be on-call until the need for more planners and a Senior Planner is required.

The future plan is to provide a consistent county-wide Official Plan for all municipal partners, that will include policies and schedules to keep consistencies, however, also introduce individual schedules for uniqueness to each partnering municipality.

A follow-up report from West Elgin's Chief Administrative Officer will be forth coming, with recommended options.

**6. Adoption of Minutes**

**Resolution No. 2025- 147**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby adopt the Minutes of April 24, 2025, as presented.

**Carried**

**7. Business Arising from Minutes**

None.

**8. Staff Reports**

**8.1 Wastewater (Planning to Present)**

**8.1.1 Wastewater Treatment Capacity and Growth**

Council members had various questions regarding the recent work done at the Rodney Wastewater plant, where we stand for joint funding for capital projects and capacity calculations. Council also addressed concerns that we are putting West Elgin first, if we are moving forward with joint funding applications. CAO Greenall advised that we are planning ahead for long term growth, and that creative solutions will be required due to lack of funding, and most municipalities requiring infrastructure funding.

**Resolution No. 2025- 148**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Robert Brown, Planner on the current wastewater treatment capacity and growth in West Elgin, and

That West Elgin Council directs administration to initiate the process to engage a consultant to undertake the necessary modelling to determine future wastewater treatment needs and develop solution options to expand treatment capacity, including shared services with neighbouring municipalities.

**Carried**

## **8.2 Building**

### **8.2.1 Monthly Building Report, April 2025**

Break from 5:01 to 5:05pm, prior to Item 8.2.1.

**Resolution No. 2025- 149**

**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 April 2025.

**Carried**

## **8.3 Fire**

### **8.3.1 Monthly Fire Services Report, April 2025**

**Resolution No. 2025- 150**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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

**Carried**

## **8.4 Municipal Drains**

### **8.4.1 Section 78, Request for Major Improvement, Mills Drain**

**Resolution No. 2025- 151**

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

That West Elgin Council hereby receives Section 78, Notice of Request for Drain Major Improvement for the Municipal Drain known as the Mills Drain; And

That Council approve the request for the Improvement of the Mills Drain, dated April 23, 2025, submitted by Mike Simon, President, 1000728899 Ont. Inc.; And

That Council hereby approves Spriet and Associates, to proceed with the necessary actions, pursuant to the *Drainage Act*.

**Carried**

## **8.5 Community Services & Clerks**

### **8.5.1 Community Grants Update**

#### **Resolution No. 2025- 152**

**Moved:** Councillor Statham  
**Seconded:** Councillor Denning

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

That Council hereby provide pre-budget approval for the 2025 community grant requests, as requested.

**Carried**

## **8.6 Chief Administrative Officer**

### **8.6.1 OCWA 2025 Capital Spending Request**

#### **Resolution No. 2025- 153**

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

That West Elgin Council hereby receives the report from Robin Greenall, CAO; AND

That West Elgin Council approves the capital spending of \$97,000 as requested by the Ontario Clean Water Agency for necessary upgrades to the West Lorne wastewater treatment plant.

**Carried**

**9. Committee and Board Reports or Updates**

Councillor Denning advised the hockey and skating season has come to an end, with numbers growing. No major issues to report, other than the Zamboni breakdown which was handled quickly. Councillor Denning thanked both West Lorne Minor Hockey and the Skating Club for a successful season.

Deputy Mayor Tellier advised that Heritage Homes Committee will be looking to recruit new members by the end of 2025, with some anticipated retirements on the horizon.

**10. Notice of Motion**

None received prior to meeting.

**11. Council Inquires/Announcements**

None.

**12. Correspondence**

12.1 County of Elgin, Notice of Decision, E 27-25

12.2 County of Elgin, From the Council Chambers, April 22 2025

12.3 Four Counties Community Villa

**Resolution No. 2025- 154**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

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

**Carried**

**13. Items Requiring Council Consideration**

**13.1 Special Meeting of Council, June 5, 2025**

**Resolution No. 2025- 155**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That West Elgin Council hereby schedule a Special Meeting of Council on Thursday, June 5, 2025 at 4:00pm, for the purpose of Ward 3 Candidate Interviews; And

That a selection and appointment of Ward 3 Councillor will be made on Thursday, June 12, 2025, at the Regular Meeting of Council.

**Carried**

#### **14. By-Laws**

##### **14.1 2025-22, Dissolution of Ward System of Electoral Representation**

**Resolution No. 2025- 156**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That By-law 2025-22, being a By-law to dissolve the 'Ward System of Electoral Representation' for the Corporation of The Municipality of West Elgin, and Institute an 'At-Large System of Electoral Representation' and to Repeal By-law 99-53, be read a first, second and third and final time.

**Carried**

##### **14.2 2025-23, Zoning Amendment, 172 and 174 Jane Street**

**Resolution No. 2025- 157**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That By-law 2025-23, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 172/174 Jane Street, be read a first, second and third and final time.

**Carried**

#### **15. Closed Session**

**Resolution No. 2025- 158**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:24 pm, to discuss three (3) matters pursuant to the *Municipal Act*, Section 239 (2)

1. (c) a proposed or pending acquisition or disposition of land by the municipality or local board; (Graham Road West Lorne)
2. (b) personal matters about an identifiable individual, including municipal or local board employees; (Chief Building Official (CBO) Contract)



3. (b) personal matters about an identifiable individual, including municipal or local board employees; (Unauthorized use/damage of Municipal Property)

**Carried**

**16. Report from Closed Session**

Report from Closed Session at 6:16 pm.

West Elgin Council received three (3) items pursuant to the Municipal Act, Section 239(2). Council provided administrative direction to staff, where necessary, including the following recommendation:

**Resolution No. 2025- 159**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That the West Elgin Council receives the Agreement to Purchase and Sale for 294 Graham Street West Lorne from Robin Greenall, CAO; And

That Council directs the Mayor and Clerk to authorize the final agreement.

**Carried**

**17. Confirming By-Law**

**Resolution No. 2025- 160**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That By-law 2025-24 being a By-law to confirm the proceeding of the Regular Meeting of Council held on May 8, 2025, be read a first, second and third and final time.

**Carried**

**18. Adjournment**

**Resolution No. 2025- 161**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin hereby adjourn at 6:17 to meet again at 4:00pm, on Thursday, May 22, 2025, or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk