



# Municipality of West Elgin

## Agenda

### Special Council Meeting

June 3, 2025, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

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).

*The Municipality will make a reasonable effort to ensure that live streaming and video recordings of 2025 Budget meetings are available to the public (Resolution No. 2025-175). However, there may be situations where the live streaming and video recordings may be unavailable or delayed due to technical difficulties. Meetings will not be cancelled or postponed due to technical issues with live streaming or recording of meetings if Council Chambers is physically open and accessible to the public. For a zoom link, contact [clerk@westelgin.net](mailto:clerk@westelgin.net), prior to 3:00pm on Tuesday, June 3, 2025.*

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Special Meeting Agenda of June 3, 2025 as presented.

3. Disclosure of Pecuniary Interest

4. Adoption of Previous Special Meeting Minutes

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Recommendation:

That West Elgin Council hereby adopts the Special Meeting Minutes of May 28, 2025, as presented.

**5. M. Badura, Manager of Corporate Services/Treasurer Re: 2025 Draft Budget Revisions**

Magda Badura, Manager of Corporate Services/Treasurer to present second draft 2025 Operating Budget, with suggested revisions from Council.

**6. Gas Tax By-law and Agreement**

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Recommendation:

That By-law 2025-31, Being a By-law to Authorize the Execution of an Agreement between His Majesty the King in Right of Ontario, as represented by the Minister of Transportation, and The Corporation of the Municipality of West Elgin for the Provision and Use of Dedicated Gas Tax Funds Under the Dedicated Gas Tax Funds for Public Transportation Program be read a first, second, third and final time.

**7. Confirmatory By-law**

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Recommendation:

That By-law 2025-32, Being a By-Law to confirm the proceedings of the Special Meeting of Council held on June 3, 2025, be read a first, second and third and final time.

**8. Adjournment**

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at \_\_\_\_\_ to meet again at 4:00pm, on Thursday, June 5, 20205 (Special Meeting - Ward 3 Interviews) or at the call of the Chair.



# Municipality of West Elgin

## Minutes

### Special Meeting of Council

May 28, 2025, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

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

**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  
Lee Gosnell, Manager of Operations and Community Services  
Dave Charron, Manager of Infrastructure & Development

**1. Call to Order**

Mayor Leatham called the Special Meeting of Council to order at 4:00 pm.

**2. Adoption of Agenda**

**SCM 2024- 06**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That West Elgin Council hereby adopts the Special Meeting Agenda of May 28, 2025, as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Closed Session**

**SCM 2024- 07**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 4:01 pm, to discuss matters pursuant to the *Municipal Act*, Section 239 (2)(d), being labour relations or employee negotiation (employee wage review).

**Carried**

**5. Report from Closed Session**

Report from Closed Session at 4:29 pm.

Council received one item, relating to labour relations or employee negotiations, for information purposes only.

**6. Municipal Delegation Request Form for the 2025 Association of Municipalities of Ontario (AMO) Annual Conference**

Councillor Statham will be attending the AMO Conference in Ottawa in August. Council wishes to submit a delegation, to discuss the challenges that present Ontario farmers are facing losing significant acreage to large corporations. Councillor Statham has spoke to local farmers and OFA members, who are supportive of the delegation. The delegation will also include the near impossibility for anyone wishing to get into farming, that does not own or inherit any farmland.

The delegation submission deadline is Friday, May 30, 2025 at 5:00pm.

**7. M. Badura, Manager of Corporate Services/Treasurer Re: 2025 Draft Budget**

M. Badura, Manager of Corporate Services/Treasurer provided Council with the draft 2025 Operating budget, for review and discussion. The presentation included budget objective and overview, with a snapshot of each department that experienced significant increases. Council brought forth items of clarification for transparency and constituent understanding, including OMERS increases, increase in equipment purchases for administration, IT service increase, dust-suppressant options for cost reduction, Rodney Park site preparation, and EV Charging Station cost. Suggestions were made from Council to defer ergonomic furniture for administration staff, enquire about cancelling the EV Charging

Station grant to allocate the municipal portion towards the WEFD tanker purchase, and enquiring about shared expenses at the Port Glasgow Marina.

Adjustments will be made to the draft budget and brought back to Council to at the next schedule Special Meeting on June 3, 2025.

**SCM 2024- 08**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby receive the 2025 Draft Budget and presentation from Magda Badura, Manager of Corporate Services/Treasurer, for discussion and information purposes.

**Carried**

**8. Confirmatory By-law**

**SCM 2024- 09**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That By-law 2025-30 being a By-law to confirm the proceeding of the Special Meeting of Council held on May 28, 2025, be read a first, second and third and final time.

**Carried**

**9. Adjournment**

**SCM 2024- 10**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at 6:22 pm to meet again at 4:00pm, on Tuesday, June 3, 2025 or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk



MUNICIPALITY OF  
**West Elgin**

## **The Corporation of the Municipality of West Elgin**

### **By-Law No. 2025-31**

#### **A By-law to Authorize the Execution of an Agreement between His Majesty the King in Right of Ontario, as represented by the Minister of Transportation, and The Corporation of the Municipality of West Elgin for the Provision and Use of Dedicated Gas Tax Funds Under the Dedicated Gas Tax Funds for Public Transportation Program**

**Whereas** Section 9 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority; and

**Whereas** it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with His Majesty the King in Right of Ontario as represented by the Minister of Transportation for the purposes of providing monies to the Corporation of the Municipality of West Elgin through the Dedicated Gas Tax Funds for Public Transportation Program; and

**Now Therefore** the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with His Majesty the King in Right of Ontario as represented by the Minister of Transportation, in the form of an agreement titled Dedicated Gas Tax Funds for Public Transportation Program, identified as Schedule "A" attached hereto and forming an integral part of this By-law.
2. That the Mayor and Clerk are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on June 3, 2025.

Read a first, second, and third time and passed this 3<sup>rd</sup> day of June, 2025.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk

**Ministry of  
Transportation**

Office of the Minister  
777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M7A 1Z8

Tel: 416 327-9200

**Ministère des  
Transports**

Bureau du ministre  
777, rue Bay 5<sup>e</sup> étage  
Toronto ON M7A 1Z8

Tél : 416 327-9200



March 31, 2025

107-2025-148

Mayor Richard Leatham  
Municipality of West Elgin  
22413 Hoskins Line  
Rodney ON N0L 2C0

Dear Mayor Leatham:

**RE: Dedicated Gas Tax Funds for Public Transportation Program Letter of Agreement**

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This Letter of Agreement between the **Municipality of West Elgin** (the “Municipality”) and His Majesty the King in right of the Province of Ontario, as represented by the Minister of Transportation (the “Ministry”), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the “Program”).

Under the Program, the Ministry provides two cents out of the revenue from each litre of gasoline sold in Ontario, in accordance with provincial gas tax statutory requirements, to municipalities to fund improvements to Ontario’s transportation network and supporting economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2024-25 Guidelines and Requirements (the “Guidelines and Requirements”).

In consideration of the mutual covenants contained in this Letter of Agreement and the Guidelines and Requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to **\$31,172** (“the “Maximum Funds”) in accordance with, and subject to, the terms and conditions set out in this Letter of Agreement and the Guidelines and Requirements.
2. The Municipality will provide to the Ministry a fully signed copy of this Letter of Agreement and a copy of the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement no later than **April 30, 2025**.

3. Upon receipt of the documentation identified in Section 2 above, the Ministry will provide the Municipality with 75% of its Maximum Funds. Reporting forms are due for submission by **June 30, 2025**. Upon approval of the reporting forms, the Ministry will provide the Municipality with any remaining payment(s). Any outstanding reporting requirements from previous years of the Program will need to be submitted and approved prior to receiving 2024-25 Gas Tax funding.
4. If another municipality authorizes the Municipality to provide local public transportation services on its behalf and authorizes the Municipality to request and receive dedicated gas tax funds for those services also on its behalf, the Municipality will in the by-law(s) and, if applicable, resolution(s) described in Section 2 confirm that the Municipality has the authority to provide those services and request and receive those funds on behalf of the other municipality.
5. The Municipality agrees that any amount payable under this Letter of Agreement and the Program may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the Guidelines and Requirements.
6. The Municipality will deposit the Maximum Funds received in accordance with the Program into a dedicated gas tax funds reserve bank account and use the Maximum Funds, and any related interest, only in accordance with the Guidelines and Requirements.
7. The Municipality will adhere to all requirements set out in the Guidelines and Requirements, including, but not limited to, reporting and accountability measures. The Municipality will also provide all requested documentation to the Ministry in accordance with the Guidelines and Requirements.
8. The Municipality agrees that the Maximum Funds represent the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2024-25 Program year.
9. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand the return of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 8(b) of this LOA; and (ii) subject to Section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funding exceeding the amount specified under Section 1.
10. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition,



accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies, will survive its termination or expiration.

11. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
12. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.
13. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
14. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement and shall remain in force and effect until the completion of the 2024-25 Program in accordance with the Guidelines and Requirements.
15. The parties hereby consent to the execution of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please print and secure the required signatures, and then deliver a fully signed pdf copy to the Ministry through Transfer Payment Ontario (TPON). Subject to the province's prior written consent, including any terms and conditions the Ministry may attach to the consent, the Municipality may execute and deliver the Letter of Agreement to the Ministry electronically. In addition, all program documents are also to be sent through TPON.

### **Ministry of Transportation**



*March 31, 2025*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Prabmeet Singh Sarkaria  
Title: Minister

I have authority to bind the Ministry.

I have read and understand the terms and conditions of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms and conditions.

### **Municipality**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print):  
Title (head of council or  
authorized delegate):

I have authority to bind the Municipality.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Name (print):

Title (clerk or authorized delegate):

I have authority to bind the Municipality.



# MUNICIPALITY OF **West Elgin**

## **The Corporation of The Municipality of West Elgin**

### **By-Law No. 2025-32**

#### **Being a By-Law to confirm the proceedings of the Special Meeting of Council held on June 3, 2025.**

**Whereas** Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by council; and

**Whereas** Section 5(3) of the Municipal Act, the powers of Council shall be exercised by by-law; and

**Whereas** it is deemed expedient that proceedings of Council of the Corporation of the Municipality of West Elgin as herein set forth be confirmed and adopted by by-law.

**Now therefore** the Council of the Municipality of West Elgin enacts as follows:

1. That the actions of the Special meeting of Council held on June 3, 2025, in respect of each recommendation, motion and resolution and other action taken by the Council at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of West Elgin are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the preceding section hereof.
3. The Mayor and Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of West Elgin.

Read a first, second, and third time and finally passed this 3<sup>rd</sup> day of June 2025.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk