



Municipality of West Elgin

Agenda

Council Meeting

Date: **August 14, 2025, 4:00 p.m.**
Location: **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, when available (pending no technical difficulties).

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for August 14, 2025 as presented.

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

4. **Public Meeting, Zoning By-law Amendment Application D-14 5-2025, 13904 Graham Road**

Recommendation:

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

4.1 Planners Report

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 5-2025 – Recommendation Report (Planning Report 2025-16); And

That West Elgin Council approve the rezoning of 24649 Crinan Line from General Agricultural (A1) to Agricultural (A2) and Restricted Agricultural (A3), in accordance with the attached draft 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 August 14, 2025, Council Agenda.

4.2 Applicant Comment

4.3 Public Comment

4.4 Council Comment

4.5 Adjournment

Recommendation:

That West Elgin Council hereby adjourn the public meeting, pursuant to the *Planning Act*, for Zoning Amendment Application D-14 5-2025, 13904 Graham Road.

5. Delegations

5.1 Andrei Kovalevskii Re: Improvement of Communication Between Municipality and Residents

6. Adoption of Minutes

Recommendation:

That West Elgin Council hereby adopt the Minutes of July 17, 2025 as presented.

6.1 Committee and Board Minutes

Recommendation:

That West Elgin Council hereby acknowledge receipt of the Committee and/or Board Minutes, and presented, for:

- Heritage Homes, March 24, 2025
- Bo Horvat Community Center Board of Management, April 30 & June 11, 2025
- Economic Development Committee, May 26, 2025
- Four Counties Transit Committee, January 27, 2025
- Recreation Committee, March 19 & June 18, 2025

7. Business Arising from Minutes

8. Staff Reports

8.1 Municipal Drains

8.1.1 Drain Tender Results, McGill Branches of the McMillan Drain

Recommendation:

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

That Council hereby awards the low bid tender for the McGill Branches of the McMillan Drain, to Monden Excavating, for the estimated amount of \$93,733.50 (HST Included).

8.1.2 Drain Tender Results, Dunborough Road Drain

Recommendation:

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

That Council hereby award tender for the Dunborough Road Drain, to McNalley Excavating, for the estimated amount of \$119,328.00 (HST Included)

8.2 Infrastructure & Development

8.2.1 Rodney Cemetery Ownership and Future Operations & Management

Recommendation:

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

That West Elgin Council accepts responsibility and ownership of the Rodney cemetery;

That West Elgin Council directs staff to research municipal cemetery operations and return with a fulsome report on how to best proceed with the future operations and management of the Rodney cemetery.

8.2.2 Monthly Update, June & July 2025

Recommendation:

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

8.3 Community Services & Clerks

8.3.1 2026 Municipal Election, Method of Voting

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Manager of Community Services/Clerk Re: 2026 Municipal Election Method of Voting; And

That Council hereby approve recommended Alternate Voting Methods, being Telephone and Internet voting, with in-person Help Centers for the 2026 Municipal and School Board Election; And

That staff are authorized to execute any agreements necessary to implement Telephone and Internet Voting, and direct staff to prepare the necessary by-law for consideration at a future meeting.

8.3.2 Committee & Board Appointment

Recommendation:

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

That the Committee Members, for each Committee, be appointed as decided by Council; and

That a revised version of the By-law to Appoint the Committee Members to each Committee be brought back for adoption at the next Council meeting; And

That a thorough review of the committee "Term of Reference" be completed for each committee of Council and be brought back for review at a subsequent meeting.

8.4 Chief Administrative Officer

8.4.1 Harassment and Violence in the Workplace - Program and Policy Review

Recommendation:

That West Elgin Council hereby receives the Harassment and Violence in the Workplace policy and program report from Robin Greenall, CAO; AND

That the West Elgin Council approves and adopts the Harassment and Violence in the Workplace policy and program; AND

That the West Elgin Council Repeal by-law 2019-30.

8.4.2 Health & Safety Policy Annual Review

Recommendation:

That West Elgin Council hereby receives the Health and Safety Policy review report from Robin Greenall, CAO; AND

That the West Elgin Council approves and adopts the Health and Safety policy; AND

That the West Elgin Council Repeal By-law 2019-42 and all previous revisions and by-laws.

9. Committee and Board Reports or Updates

- Economic Development Committee
- Bo Horvat Community Center (Arena) Board
- Recreation Committee
- Four Counties Transit Committee
- Old Town Hall Committee
- Heritage Homes
- Rodney Park
- Other Committees

10. Notice of Motion

11. Council Inquires/Announcements

Council opportunity for any informal inquiries and/or announcements.

12. Correspondence

Recommendation:

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

12.1 Emergency Management Ontario (EMO), 2024 Compliance Results

12.2 County of Elgin, Notice of Decision E 30-25

12.3 County of Elgin, Notice of Decision E 32-25

12.4 County of Elgin, Notice of Decision E 34-25

12.5 County of Elgin, Notice of Decision E 36-25

12.6 County of Middlesex, Official Plan Update

12.7 Emergency Management Ontario (EMO), St. Clair Sector Update, August 2025

12.8 Watson & Associates Bulletin Updates, Affordable Residential Units for the Purposes of Development Charges

13. Items Requiring Council Consideration

13.1 Councillor P. Sousa Re: Removal of "Surplus Status", Port Glasgow Trailer Park

Recommendation:

WHEREAS West Elgin Resolution CM 2024-418 declared the lands known as Port Glasgow Trailer Park to be surplus to the needs of the municipality; And

WHEREAS West Elgin Resolution SCM 2025-36 received a Financial Assessment, presented by Daryl Abbs, Managing Partner, Watson & Associates Economists Ltd.; And

WHEREAS Resolution SCM 2025-36 provided direction to maintain ownership of Port Glasgow Trailer Park, directing staff to implement best practices and update service and use policies and procedures; Now

BE IT RESOLVED that West Elgin Council hereby remove the land known as Port Glasgow Trailer Park from the "Surplus Lands List".

13.2 Councillor P. Sousa Re: Fencing around West Lorne Baseball Field

Recommendation:

WHEREAS the existing baseball field at Miller Park lacks adequate fencing impacting the field's usability; And

WHEREAS a properly installed baseball fence will encourage community engagement, attract local organized baseball leagues and potentially provide long term revenue opportunities; Now

BE IT RESOLVED that West Elgin Council directs staff to bring back several cost estimates for installation of metal fencing around Miller Park baseball diamond.

14. Upcoming Meetings

- September 10 - 9:00am - Bo Horvat Community Centre Board of Management (Arena)
- September 11 - 4:00pm - Regular Council
- September 22 - 1:00pm - Heritage Homes
- September 25 - 4:00pm - Regular Council

15. By-Laws

15.1 By-law 2025-28, 3rd Reading, McGill Branches of the McMillan Drain

Recommendation:

That By-law 2025-28, Being a By-Law to provide for drainage works on the McGill Branches of the McMillan Drain in the Municipality of West Elgin, be read a third and final time.

15.2 2025-44, Zoning Amendment, 24649 Crinan Line

Recommendation:

That By-law 2025-44, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 24649 Crinan Line, be read a first, second, third and final time.

15.3 2025-45, Appoint Deputy-Treasurer

Recommendation:

That By-law 2025-45, Being a By-Law to Appoint a Deputy Treasurer for the Corporation of the Municipality of West Elgin, be read a first, second, third and final time.

16. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at _____ pm, to discuss matters pursuant to the *Municipal Act*, Section 239:

- (2)(e) litigation or potential litigation (Port Glasgow Trailer Park)
- (2)(e) litigation or potential litigation (Port Glasgow Yacht Club)
- (2)(d) labour relations or employee negotiations (Human Recourse Update)

17. Report from Closed Session

Clerk to provide Report from Closed Session.

18. Confirming By-Law

Recommendation:

That By-law 2025-46 being a By-law to confirm the proceeding of the Regular Meeting of Council held on August 14, 2025, be read a first, second and third and final time.

19. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 4:00pm, on Thursday, September 11, 2025, or at the call of the Chair.