



Municipality of West Elgin

Minutes

Council Meeting

October 23, 2025, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

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

Staff Present: Jeff McArthur, Fire Chief
Terri Towstiuc, Manager of Community Services/Clerk
Robin Greenall, Chief Administrative Officer
Dave Charron, Manager of Infrastructure & Development

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

Mayor Leatham called the meeting to order at 4:00 pm.

2. Adoption of Agenda

Resolution No. 2025- 267

Moved: Councillor Denning

Seconded: Councillor Sousa

That West Elgin Council hereby adopts the Regular Council Agenda for October 23, 2025 as presented.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

No disclosures

4. Presentation, Christene Scrimgeour, 2024 Draft Financials

Christene Scrimgeour, CPA, presented West Elgin Council with the draft financial statements for the year ending December 31, 2024. Ms. Scrimgeour included the consolidated statements, which include Port Glasgow Yacht Club and West Elgin's portion of Tri-County Water, to be formatted into a Financial Information Return (FIR), once approved by Council. Ms. Scrimgeour advised that the documents provided, are in line with the Canadian Auditing Standards.

4.1 Draft Consolidated Financial Statements, Year Ending 2024

Resolution No. 2025- 268

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby approve the 2024 Draft Consolidated Financial Statements, as presented by Christene Scrimgeour, Scrimgeour & Company, CPA Professional Corporation, as presented.

Carried

4.2 Draft Trust Funds, Year Ending 2024

Resolution No. 2025- 269

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby approve the 2024 Draft Trust Account Statements, as presented by Christene Scrimgeour, Scrimgeour & Company, CPA Professional Corporation, as presented.

Carried

4.3 Adjusting Journal Entries, Year Ending 2024

Resolution No. 2025- 270

Moved: Councillor Denning

Seconded: Councillor Sousa

That West Elgin Council hereby receive the Adjusting Journal Entries, for Year-End 2024, as presented by Christene Scrimgeour, Scrimgeour & Company, CPA Professional Corporation, as presented.

Carried

5. Delegations

5.1 Dan Soos, Elgin ATV Club Update

Dan Soos, President of the Elgin ATV Club, local resident and local business owner, attended Council to ask for a letter of support to provide to Entegrus to acquire access to the railbed system. The Elgin ATV Club is a not-for-profit group, creating a safe riding environment affiliated with the Ontario ATV trail system. Mr. Soos advised that liability insurance is in place to access the system, as well private lands/trails. Mr. Soos also advised that the club has multiple Wardens, who are on the trails to ensure safe riding, and have taken training courses through OFATV. Members of Council expressed their support for providing a letter of support, however no formal recommendation was made.

6. Adoption of Minutes

Resolution No. 2025- 271

Moved: Councillor Statham

Seconded: Councillor Sousa

That West Elgin Council hereby adopt the Minutes of October 9, 2025 as presented.

Carried

6.1 Elgin OPP Detachment Board Minutes

Resolution No. 2025- 272

Moved: Councillor Denning

Seconded: Councillor Statham

That West Elgin Council hereby receive and file the Elgin OPP Detachment Board Meeting Minutes of June 25 and September 16, 2025.

Carried

7. Business Arising from Minutes

None.

8. Staff Reports

8.1 Fire

8.1.1 Monthly Fire Report, September 2025

Resolution No. 2025- 273

Moved: Councillor Sousa

Seconded: Councillor Statham

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

Carried

8.1.2 Letter of Support

Resolution No. 2025- 274

Moved: Councillor Denning

Seconded: Councillor Statham

That West Elgin Council approve staff issuing a letter of support to the West Lorne Legion, for a Trillium Grant.

Carried

8.1.3 2025-26 Budget Request

Resolution No. 2025- 275

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That West Elgin Council provide budget approval for the 2025/26 project identified within this report.

Carried

8.2 Municipal Drains

8.2.1 Fleuren Drain Extension, Tender Results

Resolution No. 2025- 276

Moved: Councillor Statham

Seconded: Councillor Sousa

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk, re: Tender Results, Fleuren Drain Extension; and

That Council approves the low tender submission from McNally Excavating Ltd. for the Fleuren Drain Extension, in the amount of \$60,907.00 (HST included).

Carried

8.3 Infrastructure & Development

8.3.1 Rodney Park

Resolution No. 2025- 277

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

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

That West Elgin Council award the RFP for the design and construction of the playground equipment at Rodney Park to New World Park Solution with a budget up to \$350,000 including HST.

Carried

8.4 Community Services & Clerks

8.4.1 Meeting Dates and Structure for 2026

Resolution No. 2025- 278

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: 2026 Regular Council Meetings Dates and Format; And

That West Elgin Council hereby approves the 2026 Council Meeting Schedule for regular and committee of the whole meetings; And

That Council direct staff to prepare and finalize a full 2026 meeting schedule, including committee and board meetings, for approval prior to December 31, 2025.

Carried

9. Committee and Board Reports or Updates

Council took a break from 5:04 to 5:12pm, prior to item 9.

No committee and/or board updates were provided.

10. Notice of Motion

None presented prior to meeting.

11. Council Inquires/Announcements

Council opportunity for any information inquiries and/or announcements.

Resolution No. 2025- 279

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That staff send a letter of condolence to the Four Counties Health Services regarding the recent passing of Dr. Agron Alija.

Carried

12. Correspondence

Resolution No. 2025- 280

Moved: Councillor Statham

Seconded: Councillor Sousa

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

Carried

12.1 Letter of Thanks, Four Counties Health Services Foundation

12.2 Elgin County, Letter of No Appeals, E 50-25

13. Items Requiring Council Consideration

13.1 Councillor Sousa, Livestream Access for Public Participation

Resolution No. 2025- 281

Moved: Councillor Sousa

Seconded: Councillor Statham

Whereas online public access via zoom was cancelled in September 2023; And

Whereas online access for public viewing would increase accessibility for residents unable to attend in person; Now

Therefore, West Elgin Council hereby approve use of public access zoom links for Council meetings, providing audio & visual access only.

For (3): Councillor Denning, Councillor Statham, and Councillor Sousa

Against (2): Mayor Leatham, and Deputy Mayor Tellier

Carried (3 to 2)

13.2 Royal Canadian Legion Remembrance Day Request

Resolution No. 2025- 282

Moved: Councillor Sousa

Seconded: Councillor Statham

That West Elgin Council hereby receive the annual request from Royal Canadian Legion Br. 221 (West Elgin); And

That Council hereby approve the use of sound system and seating for the Remembrance Day Ceremonies on November 9, 2025 (Rodney Library, 1:00pm) and November 11, 2025 (West Lorne Cenotaph, 11:00am); And

That Council hereby approve the request to display the "Poppy Project" display of knitted poppies on the large evergreen tree located at 160 Main Street, West Lorne (West Lorne Community Complex), with installation in collaboration with the Parks and Recreation Department; And

Further That Council hereby approve a donation of \$100.00 to the Royal Canadian Legion Branch 221 Poppy Fund.

Carried

13.3 ROMA 2026 Delegation Request

Council advised they would like to submit delegation requests for 2026 ROMA, and the following topics were noted:

- Agriculture
- Mental Health and Addictions
- Health Care and Physician Attraction

- Heritage Homes
- Infrastructure and Water
- Repeat Offender (crime) Reduction

14. Closed Session

Resolution No. 2025- 283

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:47 pm, to discuss matters pursuant to the Municipal Act

1. Section 239 (2)(k), being position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Centralized Planning Services Contract); And
2. Section 239 (2)(e), being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Port Glasgow Yacht Club).

Carried

15. Report from Closed Session

Report from Closed Session at 6:18 pm

West Elgin Council received two (2) items pursuant to Section 239(2) of the Municipal Act, and received the following recommendation:

Resolution No. 2025- 284

Moved: Councillor Statham

Seconded: Councillor Sousa

That West Elgin Council hereby receives the report Centralized Planning Services contract with the County of Elgin from Robin Greenall. CAO, And

That West Elgin Council approves the recommendation to contract its planning services with County of Elgin.

Carried

16. Confirming By-Law

Resolution No. 2025- 285

Moved: Councillor Sousa

Seconded: Councillor Statham

That By-law 2025-60 being a By-law to confirm the proceeding of the Regular Meeting of Council held on October 23, 2025, be read a first, second and third and final time.

Carried

17. Adjournment

Resolution No. 2025- 286

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby adjourn at 6:20 pm to meet again at 4:00pm, on Thursday, November 13, 2025 or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk