



# Municipality of West Elgin

## Minutes

### Council Meeting

February 26, 2026, 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  
Robert Brown, Planner  
Terri Towstiuc, Manager of Community Services/Clerk  
Robin Greenall, Chief Administrative Officer  
Dave Charron, Manager of Infrastructure & Development  
Evan McKinstry, Junior Planner, County of Elgin

**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 4:00 pm.

**2. Adoption of Agenda**

**Resolution No. 2025- 19**

**Moved:** Councillor Statham

**Seconded:** Councillor Sousa

That West Elgin Council hereby adopts the Regular Council Agenda for February 26, 2026, as presented.

**Carried**

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

No disclosures

**4. Public Meeting**

**Resolution No. 2025- 20**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

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

**Carried**

**4.1 Zoning Amendment D14 11-2025**

**4.1.1 Planners Report**

**Resolution No. 2025- 21**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 11-2025 – Recommendation Report (Planning Report 2026-04).

That West Elgin Council approve the rezoning of 23104 Johnston Line from General Agricultural (A1) to Agricultural (A2) and Rural Residential (RR), in accordance with the attached draft by-law; and

That West Elgin Council consider an amendment to the Zoning By-law, presented in the by-law portion of the February 26, 2026, Council Agenda.

**Carried**

**4.1.2 Landowner or Public Comment**

None.

**4.1.3 Council Comment**

Councillor Denning asked Robert Brown, Planner, if the irregular lot size could cause potential boundary issues for future owners. Mr.

Brown indicated in his career, he has seen many irregular lots without issue.

#### **4.2 Zoning Amendment D14 1-2026**

##### **4.2.1 Planners Report**

###### **Resolution No. 2025- 22**

**Moved:** Councillor Statham

**Seconded:** Councillor Sousa

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 1-2026 – Recommendation Report (Planning Report 2026-06).

That West Elgin Council approve the rezoning of 283 Ridout St. from Residential Third Density (R3) Zone to Residential First Density (R1) Zone, in accordance with the attached draft by-law; and

That West Elgin Council consider an amendment to the Zoning By-law, presented in the by-law portion of the February 26, 2026 Council Agenda.

**Carried**

##### **4.2.2 Landowner or Public Comment**

None.

##### **4.2.3 Council Comment**

None.

#### **4.3 Zoning Amendment D14 2-2026**

##### **4.3.1 Planners Report**

###### **Resolution No. 2025- 23**

**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 2-2026 – Recommendation Report (Planning Report 2026-05).

That West Elgin Council approve the rezoning of 22165 Talbot Line from General Agricultural (A1) to Agricultural (A2) and Rural Residential (RR), in accordance with the attached draft by-law; and

That West Elgin Council consider an amendment to the Zoning By-law, presented in the by-law portion of the February 26, 2026 Council Agenda.

**Carried**

#### **4.3.2 Landowner or Public Comment**

Mr. Brown indicated he received a late response from the conservation authority, bringing attention to the proximity of the drain, as information only.

#### **4.3.3 Council Comment**

None.

### **4.4 Zoning Amendment D14 3-2026**

#### **4.4.1 Planners Report**

##### **Resolution No. 2025- 24**

**Moved:** Councillor Sousa

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 3-2026 – Recommendation Report (Planning Report 2026-07).

That West Elgin Council approve the rezoning of 145 Graham St. from Institutional (I) to a site-specific Institutional Special Use Regulation 3 (I-3) Zone;

That West Elgin Council approve the inclusion of a new definition, “*Off-Site Accessory Worker Housing*” in the West Elgin Zoning-By-law, and

That West Elgin Council consider an amendment to the Zoning By-law, presented in the by-law portion of the February 26, 2026 Council Agenda.

**Carried**

#### **4.4.2 Landowner or Public Comment**

Tyler Arvai, representing Arvai Developments and ICS, spoke to the future development and potential to utilize an existing building and repurpose it to provide housing for their workers. Their tenancy at the facility and employment will be interconnected and regulated.

Mr. Arvai was able to assist with answering questions from Council, including parking and parking lot lighting pollution, use of indoor gymnasium and common areas within the facility.

#### **4.4.3 Council Comment**

Councillor Sousa asked questions about the parking lot capacity and indicated that residents have posed concerns about the proximity to their houses, and having all the residents of the facility in their "backyard. However, no members of the public attended the meeting, to speak about these concerns.

Deputy Mayor Tellier asked about the plan for additional lighting, creating light pollution. Mr. Arvai advised there is no plan to add additional lighting, from what is currently there now.

Councillor Statham asked Mr. Brown for confirmation that this application conforms with the West Elgin and County of Elgin Official Plans.

#### **4.5 Adjournment of Public Meeting**

##### **Resolution No. 2025- 25**

**Moved:** Councillor Sousa

**Seconded:** Councillor Denning

That West Elgin Council hereby adjourn the Public Meeting, pursuant to the *Planning Act*, and reconvenes into regular Council.

**Carried**

#### **5. Delegations and Presentation**

##### **5.1 Pam Wardell, Chair, Economic Development Committee Re: 2026 Budget Request and Project Plans**

Pam Wardell, Chair, West Elgin Economic Development Committee, attended Council, to advised of five (5) events planned for 2026, aligning

with the West Elgin Strategic Plan. The events will each have a budget request from Council, and the events include:

- Business After Five events, \$200-300 per event
- West Elgin Business Mapping, \$5,000
- Cultivating our Success, joint with Dutton Dunwich, Southwold and Elgin County, \$2,000
- Small Farm Business Tour, \$5,000 to \$10,000
- Business Welcome Package, \$500

A report to be forthcoming in the meeting, requesting immediate access to \$300 for a March 2026 Business After Five event.

## **6. Adoption of Minutes**

### **Resolution No. 2025- 26**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That West Elgin Council hereby adopt the Minutes of January 22, 2026 (Regular Council Meeting) and February 5, 2026 (Special Council Meeting) as presented.

**Carried**

## **7. Business Arising from Minutes**

None.

## **8. Staff Reports**

### **8.1 Planning**

#### **8.1.1 Consent Application E 17-26 26212 Carroll Line, Comment to Elgin County**

##### **Resolution No. 2025- 27**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding severance application E 17-26-Comments to Elgin County (Planning Report 2026-08).

And that West Elgin Council hereby recommend REFUSAL to the Elgin County Land Division Committee for Consent Application E17-26.

And further that West Elgin Council directs administration to provide this report as Municipal Comments to the County of Elgin.

**Carried**

## **8.2 Fire**

***Break from 4:56 to 5:03pm, prior to item 8.2.***

### **8.2.1 2025 Year End Report, West Elgin Fire Department**

**Resolution No. 2025- 28**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the 2025 Year End Report from Jeff McArthur, Fire Chief, for information purposes.

**Carried**

## **8.3 Municipal Drains**

### **8.3.1 Request for Section 78, Drain Major Improvement, Yauch Drain**

**Resolution No. 2025- 29**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

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

That Council approve the request for the improvement of the Yauch Drain, dated January 21, 2026, submitted by (1) Kevin Krier, Krier Farms Ltd and (2) Mike Miller, 571419 Ont. Ltd.; And

That Council hereby appoint Spriets and Associates to proceed with all necessary actions, pursuant to the *Drainage Act*.

**Carried**

### **8.3.2 Drain Tender Results, Government Drain No. 1 North**

#### **Resolution No. 2025- 30**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk, re: Tender Results, Government Drain No. 1 North; and

That Council approves the low tender submission from J&L Henderson Ltd., in the amount of \$120,028.31 (HST included).

**Carried**

## **8.4 Infrastructure & Development**

### **8.4.1 Tender Results, 2026 Maintenance Gravel**

#### **Resolution No. 2025- 31**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development Re: 2026 Maintenance Gravel; and

That West Elgin Council authorizes a tender from Johnston Bros. Ltd. at the price of \$344,400.00 plus applicable taxes to cover supply and application for the 2026 season.

**Carried**

### **8.4.2 Tender Results, 2026 Dust Suppressant (Brine)**

Application schedule for dust suppressant is May & June and is weather dependent.

#### **Resolution No. 2025- 32**

**Moved:** Councillor Statham

**Seconded:** Councillor Sousa

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

That West Elgin Council hereby grants pre-budget approval in the amount of \$249,800.00 plus applicable taxes as submitted by Newman Petroleum (1998) Inc. of Clinton, ON for supply and application of dust suppressant during the 2026 season.

**Carried**

#### **8.4.3 McLeod Court Assumption**

**Resolution No. 2025- 33**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

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

That West Elgin Council authorizes the dedication of the lands described as Macleod Court (PIN 35113-0844) as part of the municipal highway system, And.

That West Elgin Council authorizes the Mayor and Clerk to sign By-Law 2026-11 to give effect to this decision.

**Carried**

#### **8.4.4 Installation of Stop Sign, McLeod Court**

**Resolution No. 2025- 34**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That West Elgin Council hereby receives the Amendments to By-Law 95-56 -Addition of Stop Signs report from Dave Charron, Manager of Infrastructure and Development, And

That Council approves the installation of a stop sign on MacLeod Court at its intersection with Finney Street; and

That Council adopts By-law 2026-02 to amend the Municipality's Traffic and Parking By-law 95-56 to reflect this change.

**Carried**

### **8.5 Community Services & Clerks**

#### **8.5.1 Game On: Youth Drop In Sport Day**

**Resolution No. 2025- 35**

**Moved:** Councillor Sousa

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from Terri Towstiuic, Manager of Community Services/Clerk Re: Game On: Youth Sport Drop In; And

That Council hereby approve a fee waiver for the program, to be conducted on Friday March 20, 2026, in collaboration with the West Elgin Community Health Center.

**Carried**

**8.6 Chief Administrative Officer**

**8.6.1 Economic Development Committee, Budget Request**

**Resolution No. 2025- 36**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the West Elgin Economic Development Committee report from Pam Wardell, Chair and Robin Greenall, CAO, And

That Council consider incorporating the proposed Economic Development project costs as part of the 2026 Operational Budget, And

That Council approves the Committee to spend up to \$300.00 to support a first quarter West Elgin Business networking event tentatively scheduled for late March 2026.

**Carried**

**8.6.2 2026 Remuneration Adjustment**

**Resolution No. 2025- 37**

**Moved:** Councillor Statham

**Seconded:** Councillor Sousa

That West Elgin Council hereby receives the 2026 Remuneration Adjustment report from R. Greenall, CAO, And

That West Elgin Council approves the 2026 wage band adjustments of 2.20% the October 2025 Statistics Canada Consumer Price Index (CPI) for All Goods, in accordance with H.R Policy 3.6 – Pay Administration, And

That West Elgin Council directs staff to conduct a Pay Equity review of all previously unionized positions to incorporate them into the established Pay Equity schedule.

**Carried**

### **8.6.3 ZEVIP Grant Program - Installation of Electric Charging Stations**

#### **Resolution No. 2025- 38**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from R. Greenall, CAO, And

That West Elgin Council approves the recommendation to proceed with a commitment to the installation of Electric Charging Stations upon receiving grant funding through the EV ChargeON program.

**Carried**

## **9. Board or Committee of Council Reports or Updates**

No updates provided.

## **10. Notice of Motion**

### **To be heard at next Regular Council meeting.**

#### **10.1 Councillor Sousa, Winter Sidewalk Maintenance**

Whereas, West Elgin Council received a Winter Maintenance report on February 12, 2026, for information purposes; And

Whereas, Policy RE 2.1, being a policy to regulate Level of Services for Sidewalk Plowing and Salting has not been reviewed since December 2010; Now

West Elgin Council hereby request staff to review the existing Snow Removal Sidewalk Bylaw and update it to reflect current standards; And

That staff be requested to revise existing bylaw(s) establishing clear regulations requiring the clearing of sidewalks in front of residential properties.

**11. Council Inquires/Announcements**

Councillor Denning congratulated both Bo Horvat (2026 Olympian) and James Dunn (2026 Paralympian).

**12. Correspondence**

12.1 County of Elgin, Notice of Decision, E 8-26

12.2 County of Elgin, Notice of No Appeals, E 8-26

**Resolution No. 2025- 39**

**Moved:** Councillor Denning

**Seconded:** Councillor Sousa

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

**Carried**

**13. Items Requiring Council Consideration**

None presented prior to publishing.

**14. By-Laws**

**14.1 2025-61, Hookaway Drain, 3rd Reading**

**Resolution No. 2025- 40**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

That By-law 2025-61, being a By-Law to provide for drainage works on the Hookaway Drain in the Municipality of West Elgin, be read a third and final time.

**Carried**

**14.2 By-law 2025-67, Government Drain No. 1 North, 3rd Reading**

**Resolution No. 2025- 41**

**Moved:** Councillor Statham

**Seconded:** Councillor Sousa

That By-law 2025-67, Being a By-Law to provide for drainage works on the Government No. 1 North Drain in the Municipality of West Elgin and the Municipality of Dutton Dunwich, as amended by Resolution No. 2025-12, be read a third and final time.

**Carried**

**14.3 By-law 2026-02, Stop-Sign By-law Amendment for McLeod Court**

**Resolution No. 2025- 42**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

That By-law 2026-02, Being a By-Law amend By-Law No.95-56 providing for the erection of stop signs at intersection of Macleod Court and Finney Street, be read a first, second and third and final time.

**Carried**

**14.4 By-law 2026-06, Zoning Amendment, 23104 Johnston Line**

**Resolution No. 2025- 43**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That By-law 2026-06, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 23104 Johnston Line, be read a first, second and third and final time.

**Carried**

**14.5 By-law 2026-07, Zoning Amendment, 22165 Talbot Line**

**Resolution No. 2025- 44**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That By-law 2026-07, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 22165 Talbot Line, be read a first, second and third and final time.

**Carried**

**14.6 By-law 2026-08, Zoning Amendment, 283 Ridout Street**

**Resolution No. 2025- 45**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That By-law 2026-08, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 283 Ridout St, be read a first, second and third and final time.

**Carried**

**14.7 By-law 2026-09, Zoning Amendment, 145 Graham Street**

**Resolution No. 2025- 46**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That By-law 2026-09, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 145 Graham St, be read a first, second and third and final time.

**Carried**

**14.8 By-law 2026-10, Appointment of Chief Administrative Officer**

**Resolution No. 2025- 47**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That By-law 2026-10, being a By-Law to Appoint a Chief Administrative Officer for the Corporation of the Municipality of West Elgin and Repeal By-law 2025-03, be read a first, second and third and final time.

**Carried**

**14.9 By-law 2026-11, Establish Public Highway, McLeod Court**

**Resolution No. 2025- 48**

**Moved:** Councillor Sousa

**Seconded:** Councillor Denning

That By-law 2026-11, being a By-Law to dedicate and establish lands as a Public Highway to be known as Macleod Court (PIN 35113-0844), be read a first, second and third and final time.

**Carried**

**15. Closed Session**

**Resolution No. 2025- 49**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That West Elgin Council hereby proceeds into Closed Session at 5:54 pm, to discuss matters pursuant to the *Municipal Act*, Section 239 (2)(b), being personal matters about identifiable individuals, including municipal employees (1. HR issue and 2. HR Overview), Section 239(2)(d), being labour relations or employee negotiations (Treasurer recruitment update) and Section 239 (2)(e) Potential litigation (By-law).

**Carried**

**16. Report from Closed Session**

Reporting from Closed Session at 6:22 pm.

West Elgin Council received four (4) items pursuant to Section 239 (2) of the Municipal Act and provided staff with administrative direction.

**17. Confirming By-Law**

**Resolution No. 2025- 50**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

That By-law 2026-12 being a By-law to confirm the proceeding of the Regular Meeting of Council held on February 26, 2026, be read a first, second and third and final time.

**Carried**

**18. Adjournment**

**Resolution No. 2025- 51**

**Moved:** Councillor Denning

**Seconded:** Councillor Sousa

That West Elgin Council hereby adjourn at 6:23 pm to meet again at 4:00pm, on March 5, 2026 (Committee of the Whole), or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiac, Clerk