



Municipality of West Elgin

Agenda

Council Meeting

Date: March 26, 2026, 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).

Zoom Link: <https://us02web.zoom.us/j/82723441173?pwd=TjwaycrPku6C8ej3QbtnqqCYIOoJl6.1>

1. Call to Order

2. Adoption of Agenda

Recommendation:

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

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Delegations and Presentation

4.1 Amy Sousa, Roots & Revival Festival, Request Updates

5. Adoption of Minutes

Recommendation:

That West Elgin Council hereby adopt the Minutes of March 12, 2026, as presented.

5.1 Committee and Board Minutes

Recommendation:

That West Elgin Council hereby acknowledge receipt of the various committee and board minutes, as presented.

6. Business Arising from Minutes

7. Staff Reports

7.1 Planning

7.1.1 E 25-26, Comment to Elgin County, 8589 Furnival Road

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding severance application E 25-26- Comments to Elgin County (Planning Report 2026-09).

And that West Elgin Council hereby recommend APPROVAL to the Elgin County Land Division Committee for Consent Application E 25-26.

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

7.2 Wastewater

7.2.1 Rodney Wastewater Treatment Plant, 2025 Annual Report

Recommendation:

That West Elgin Council hereby receive the Rodney Wastewater Treatment Plant, 2025 Annual Report, presented by Joe Daly, Sr. Operations Manager, Ontario Clean Water Agency, for information purposes.

7.2.2 West Lorne Wastewater Treatment Plant, 2025 Annual Report

Recommendation:

That West Elgin Council hereby receive the West Lorne Wastewater Treatment Plant, 2025 Annual Report, presented by Joe Daly, Sr. Operations Manager, Ontario Clean Water Agency, for information purposes.

7.3 Infrastructure & Development

7.3.1 Enactment of a Consolidated Stop Sign By-law

Recommendation:

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development for Enactment of a Consolidated Stop Sign By-law report, And

That Council adopts By-law 2026-16 as the By-law providing for the erection of stop signs in The Municipality of West Elgin, thereby repealing By-law 95-56 of the former Township of Aldborough, and By-law 87-05 of the former Village of West Lorne.

7.3.2 Port Glasgow Trailer Park Washroom Construction

Recommendation:

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

That the West Elgin Council accept the tender submitted by Complete Building System in the amount of \$642,000.00 (excluding HST), being the lowest compliant bid for the Port Glasgow Trailer Park Washroom; and

That Council authorizes the Mayor and Clerk to execute all necessary agreements and contract documents related to the project.

7.4 Community Services & Clerks

7.4.1 Delegation of Authority (Lame Duck)

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Manager of Community Services/Clerk Re: Restricted Acts after Nomination Day (Lame Duck); And

That West Elgin Council direct the Clerk to prepare the necessary By-law prior to Nomination Day, being August 21, 2026, delegating authority to the Chief Administrative Officer, pursuant to Section 275 of the *Municipal Act*, being Restricted Acts after Nomination Day (“Lame Duck”).

7.4.2 Website Transition

Recommendation:

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

That Council hereby authorizes the transition from GHD Digital to Loop for website hosting solutions.

7.4.3 Pre-Budget Approval Request, Rodney Park Masterplan

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Manager of Community Services/Clerk Re: Rodney Park Masterplan, Pre Budget Approval Request; And

That Council hereby approves pre-budget funding for the Rodney Park Masterplan in an upset limit of \$15,000 plus HST and directs staff to include the approved funding within the 2026 Municipal Budget.

7.5 Corporate Services & Finance

7.5.1 2025 Council Remuneration

Recommendation:

That West Elgin Council hereby receives the 2025 Council Remuneration Report from R. Greenall, CAO for information purposes.

7.5.2 2025 Public Sector Salary Disclosure

Recommendation:

That West Elgin Council hereby receives the 2025 Public Sector Salary Disclosure report from R. Greenall, CAO, for information purposes.

7.5.3 2026 Remuneration Schedules for Council, Fire and Public Works & Parks and Recreation Staff

Recommendation:

That West Elgin Council receives the 2026 Remuneration Schedules for Council, Fire and Public Works & Parks and Recreation Staff report from R. Greenall, CAO, and

That Council approve the Schedule D, the 2026 remuneration for Council positions, and

That Council approve the Schedule E 2026 remuneration for the West Elgin Fire Department, and

That Council approve the 2026 amendments to Schedule B, remuneration for the West Elgin Public Works and Parks & Recreation staff (previously unionized positions), and

That Council directs staff to complete a review of council stipends and benefits of neighbouring municipalities and return a comparison report before the end of term.

8. Board or Committee of Council Reports or Updates

- Economic Development Committee
- Bo Horvat Community Center (Arena) Board
- Recreation Committee
- Four Counties Transit Committee
- Old Town Hall Committee

9. Notice of Motion

None presented prior to meeting.

10. Council Inquires/Announcements

Council opportunity for informal inquiries and/or announcements.

11. Correspondence

Recommendation:

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

11.1 Elgin County Council Minutes, February 24, 2026

11.2 Elgin County Committee of the Whole Minutes, February 24, 2026

11.3 Elgin County Council Highlights, March 10, 2026

11.4 Regional Municipality of York Council Decision Re: Circular Materials Ontario

11.5 AMO Watchfiles

11.5.1 February 26

11.5.2 March 5

11.5.3 March 12

11.5.4 March 19

12. Items Requiring Council Consideration

12.1 Ontario Clean Water Agency, 2025 Annual Report, West Elgin Distribution System

Recommendation:

That West Elgin Council hereby acknowledge receipt of the 2025 Annual Water Report for the West Elgin Distribution System, in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the *Safe Drinking Water Act*.

13. By-Laws

13.1 Stop Sign Consolidation

Recommendation:

That By-law 2026-16, being a by-law Providing for the Erection of a Stop Sign at Intersections, be read a first, second third and final time.

14. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at _____ pm, to discuss matters pursuant to the *Municipal Act*, Section 239(2)(d) Labour relations or employee negotiations (Manager of Corporate Services/Treasurer Recruitment).

15. Report from Closed Session

Clerk to provide Report from Closed Session.

16. Confirming By-Law

Recommendation:

That By-law 2026-17 being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 26, 2026, be read a first, second and third and final time.

17. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 4:00pm, on Thursday, April 9, 2026, or at the call of the Chair.