



# Municipality of West Elgin

## Agenda

### Committee of the Whole

Date: June 11, 2026, 4:00 p.m.  
Location: Rodney Recreation Centre  
135 Queens Line  
Rodney, ON

Committee of the Whole Meetings are temporary held in-person at 135 Queen Street, Rodney, and the post-meeting recording available at [www.westelgin.net](http://www.westelgin.net), when available (pending no technical difficulties).

Zoom Link for Virtual Participation:

<https://us02web.zoom.us/j/89040381534?pwd=zuoVYYG8PrgJFZgm9gHsd4vuHktsOE.1>

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Committee of the Whole Agenda for June 11, 2026, as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

Recommendation:

That West Elgin Council hereby adopt the Minutes of May 14, 2026, as presented.

5. Business Arising from Minutes

6. Staff Reports

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## **6.1 Infrastructure & Development**

### **6.1.1 Water Service Meter Reading Software and Meters**

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Recommendation:

That West Elgin Committee of the Whole hereby receives the report Re: Water Service Meter Reading Software and Meters from D. Charron, Manager of Infrastructure and Development;  
And

That West Elgin Council direct staff bring back a final report to council for approval based on discussions.

## **7. Adjournment**

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at \_\_\_\_\_  
to move into Regular Session of Council.



# Municipality of West Elgin

## Minutes

### Committee of the Whole

May 14, 2026, 4:00 p.m.  
Rodney Recreation Centre  
135 Queens Line  
Rodney, ON

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

**Staff Present:** Robin Greenall, Chief Administrative Officer  
Dave Charron, Manager of Infrastructure & Development  
Terri Towstiuc, Manager of Community Services/Clerk  
Emma Nilsson, Manager of Corporate Services/Treasurer

**Also Present:** Lindsay King, Policy Planner, County of Elgin  
Committee of the Whole 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. 2026- 23**

**Moved:** Councillor Sousa

**Seconded:** Councillor Denning

That West Elgin Council hereby adopts the Committee of the Whole Agenda for May 14, 2026, as presented.

**Carried**

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

No disclosures

**4. Adoption of Minutes**

**Resolution No. 2026- 24**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby adopt the Minutes of April 9, 2026, as presented.

**Carried**

**5. Business Arising from Minutes**

None.

**6. Staff Reports**

**6.1 Infrastructure & Development**

**6.1.1 Water Policies**

**Resolution No. 2026- 25**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

That West Elgin Committee of the Whole hereby receives the report from D. Charron, Manager of Infrastructure and Development,

AND THAT Council receives the draft amendments to the policies for Water System Operations and the Water and Wastewater Billing, Payment and Collections (2026),

AND THAT Council provide feedback and direction on the proposed transition from By-law 2022-19 to a policy-based framework,

AND THAT staff report back with final policies and a by-law repeal recommendation for consideration at a future Council meeting.

**Carried**

**6.2 Community Services & Clerks**

**6.2.1 2026 Pool Fees and Cost Recovery**

**Resolution No. 2026- 26**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

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

That West Elgin Committee of the Whole hereby direct staff to bring back the 2026 Fees & Charges for the West Elgin Pool, at a future meeting.

**Carried**

**6.2.2 Rodney Park, Access to Washrooms**

**Resolution No. 2026- 27**

**Moved:** Councillor Sousa

**Seconded:** Councillor Denning

That West Elgin Committee of the Whole hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Rodney Park Access to Washrooms; And

That Committee of the Whole hereby requests staff to bring the request forward to Council, within the 2026 Municipal Budget deliberations.

**Carried**

**6.3 Chief Administrative Officer**

**6.3.1 Verbal Update Re: Old Town Hall**

**6.4 Planning**

**6.4.1 Planning Fee Update**

**Resolution No. 2026- 28**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

THAT the West Elgin Committee of the Whole receive the report from the County of Elgin Planning Services Department titled “West Elgin Planning Fees Update – 2026-09”, dated May 28, 2026, be received for discussion;

AND That West Elgin Committee of the Whole hereby direct staff to report an amended West Elgin Planning Fees Schedule to Council for final approval.

**Carried**

**7. Adjournment**

**Resolution No. 2026- 29**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

That West Elgin Committee of the Whole hereby adjourn at 5:25pm, to move into a Regular Session of Council.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuć, Clerk



## Staff Report

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**Report To:** Committee of the Whole  
**From:** Dave Charron, Manager of Infrastructure & Development  
**Date:** 2026-06-11  
**Subject:** Water Service Meter, Reading and Software

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### **Recommendation:**

That West Elgin Committee of the Whole hereby receives the report from D. Charron, Manager of Infrastructure and Development, and

That West Elgin Council direct staff bring back a final report to council for approval based on discussions.

### **Purpose:**

The Municipality currently has a contract with the Sensus Smart Meter system supplied by KTI Limited. The provider recently transitioned from a four-year subscription agreement to an annual contract structure for the service. Prior to renewing the agreement, staff reviewed available market options, and the findings and recommendations are presented within this report.

The Municipality's existing meter reading equipment is approaching the end of its operational lifespan, and upgrades will be required to maintain compatibility with newer systems and technologies.

### **Background:**

The Municipality is responsible for reading all water meters within the water distribution system. Based on the current inventory of 1,832 services, it is estimated that 92-meter reads will require manual reading, with the radio-read network expected to be fully upgraded within five years. Under the proposed approach, the initial water meter installation for new developments will be purchased by the customer, reducing future municipal capital costs associated with growth. The variance in radio replacement costs reflects the difference between the radios currently installed and the upgraded equipment required to support the long-term meter reading system.

The market review identified two potential water meter reading system providers for the Municipality. This report outlines the anticipated annual operating costs, equipment and software requirements, startup and implementation costs, service considerations, and operational impacts associated with each vendor.

In preparing this report, staff considered a five-year financial outlook to evaluate potential cost savings, long-term operational requirements, and overall sustainability of each option.

To summarize the costs for both vendors, see breakdown below:

### Proposed Annual Fees

Service Item	Sensus (annual cost)	Neptune (annual cost)
Base Service Agreement	\$5,753	\$4,379
Meter Cost	\$22,992	\$20,734
Radio	\$73,982	\$80,608
Reading Equipment	\$200	\$2,200
Set Up Fee	\$0	\$541
<b>Total Estimated Annual Cost</b>	<b>\$102,837</b>	<b>\$108,462</b>
<b>Yearly Expense, after Year-5</b>	<b>\$28,745</b>	<b>\$25,113</b>

### Option 1 Sensus Smart Meter

- Company Name: KTI Ltd.
- Operating System: AutoRead (Xylem technical support USA based)
- Years in Operation: since 1988
- Areas Serviced: Canada

### Pros

- Have already installed 564 Sensus radios
- Current provider
- Staff have on hand knowledge of the limitations

### Cons

- Switch from 4-year service agreement to annual contract with a 204% increase in costs.
- Back-ordered frequently, long turnaround time for order meters and radios
- Poor customer service support, additional hours needed at the municipal end to align the data collection into usable form.
- Comparable supply time is 4-6 weeks
- Large error rate when reading meter which is averaging 14% each cycle
- Digital reading system in which battery failures can occur, resulting in data loss.

## Current Issues with Supplier

In 2024 encountered issues with communications between radio reading systems which took months and multiple meetings to address the concerns. In 2025 there was backorder for meters. Delays continue to date. In 2026 they no longer offer support on our aging reading equipment and are moving to a cloud-based system to continue, as indicated in pricing chart above.

## Option 2 Neptune 360

- Company Name: Evans Utility & Municipal Products Supply Ltd
- Operating System: Neptune 360
- Years in Operation: since 1992
- Areas Serviced: Ontario, Canada

## Pros

- Works with existing Sensus meters by adding a Neptune 360 Radio
- Neighbouring municipalities Dutton Dunwich and Southwold use this system currently.
- Have a resource for emergencies, if needed to request assistance or borrow mechanical equipment
- Local to Southwestern Ontario (London) for supplies and technical support
- Comparable Supply time is 1-2 weeks (large stock immediately available)
- Reading system is a mechanical reading system which will not have a digital failure, and the reads will be still available battery failures.

## Cons

- Change over to new system
- Higher upfront cost \$13,900, which would be recouped across five years
- Replacing radio equipment that is already in place (30%)

## Financial Implications:

Please refer to the chart in the Background section. Additional upfront costs are greater, but over 7 years the implication of this decision will decrease the annual expenditure of approximately \$3,000, according to current prices that the municipality has received.

## Policies/Legislation:

**Alignment with Strategic Priorities:**

<b>Infrastructure Improvement</b>	<b>Recreation</b>	<b>Economic Development</b>	<b>Community Engagement</b>
<input checked="" type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Dave Charron  
 Manager, Infrastructure and Development

## Report Approval Details

Document Title:	Water Service Meter Reading Software and Meters - 2026-23-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Jun 5, 2026

This report and all of its attachments were approved and signed as outlined below:

Robin Greenall