



# Municipality of West Elgin

## Minutes

Council Meeting

January 24, 2019 – 9:30 a.m.

Council Chambers, West Elgin Municipal Building

**Present:** Mayor McPhail  
Deputy Mayor Leatham  
Councillor Cammaert  
Councillor Rowe  
Councillor Tellier

**Staff Present:** G. Scharback, CAO/Clerk  
M. Badura, Treasurer  
L. Gosnell, Public Works Superintendent  
J. Morgan-Beunen, Chief Building Official  
H. James, Planner  
J. Nethercott, Deputy Clerk

### 1. Call to Order

Mayor McPhail called the meeting to order at 9:45 a.m.

### 2. Adoption of Agenda

**Resolution No. 2019 - 23**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That West Elgin Council hereby adopt the agenda as circulated.

**Disposition: Carried**

### 3. Disclosure of Pecuniary Interest

Councillor Cammaert declared a pecuniary interest in Item 7, Business Arising From Minutes, due to a business interest in the Optimist Club Road Race and declared that she is a member of the West Lorne Optimist Club.

Mayor McPhail declared a pecuniary interest in Item 9.5.1, 2019 Maintenance Gravel Contract, due to business interest in Johnson Brothers Gravel Company.

### 4. Public Meeting

**Resolution No. 2019 - 24**

**Moved: Councillor Rowe**

**Seconded: Councillor Cammaert**

That Council proceed into a Public Meeting pursuant to Section 34 of the *Planning Act, R.S.O. 1990*.

**Disposition: Carried**

## **5. Delegations**

## **6. Minutes**

### **Resolution No. 2019 - 27**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That minutes of the Council meeting on January 10, 2019 and the minutes of the Committee of the Whole meeting on January 7, 2019, be adopted as circulated and printed.

**Disposition: Carried**

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

Councillor Cammaert did not take part in any discussion or vote on this matter.

### **5.1 K. Neil West Lorne Optimist Club**

#### **Resolution No. 2019 - 28**

**Moved: Councillor Tellier**

**Seconded: Councillor Rowe**

That West Elgin Council hereby approves entering into a five (5) year lease agreement with West Lorne Optimist Club to allow for the placement of playground equipment within Millar Park in West Lorne; and

That West Elgin Council hereby approves the sponsorship of the runner's shirts and timing rental for the West Lorne Optimist Road Race, for up to \$1,500 pending the submission of receipts.

**Disposition: Carried**

## **8. Committee and Board Reports**

### **8.1. Elgin County Council**

Mayor McPhail stated that Elgin County Council met on January 22, 2019 and at the meeting they decided to end their supplementary support for the Elgin Business Resources Centre two satellite offices. Mayor McPhail reported County Council has decided to review the wage increases proposed in order to do a comparison of area municipalities and counties as well as a merit based system. There was also discussions held at County Council regarding the adjustments on the tax ratios for agricultural lands. The Mayor handed out a position paper that he had presented to the Minister of Finance as Warden, with the accompanying resolution for Council to review. Mayor McPhail stated that Elgin County has started on their Capital Budget

preparations for the 2019 year and the Asset Management system that is used by the County has made this process more efficient and straightforward. Mayor McPhail stated that currently Rodney main street upgrades are forecasted for 2021. Mayor McPhail stated that County Administration is hoping to provide more in house services such as Human Resources, IT and economic development to the lower tier municipalities in the future.

- 8.2. Economic Development Committee**
- 8.3. Port Glasgow Trailer Park Committee**
- 8.4. West Elgin Community Centre Board of Management**
- 8.5. West Elgin Recreation Committee**
- 8.6. Community Policing Committee**

Deputy Mayor Leatham stated that the Community Policing Committee has been focusing on engaging youth and so far have recruited one youth member to their committee.

#### **8.7. Four Counties Transit Board**

Councillor Rowe stated that at their meeting on January 24, 2019 the Four Counties Transit Board approved their 2019 Budget. Councillor Rowe stated that the ridership numbers have stayed the same even though the attendance at the Four Counties Day program has decreased and as a result of special trips. The committee discussed the reserves for the Four Counties Transit and are hoping that asset management program will help with this. The Budget was approved with no increases, however the committee members will be approaching their councils and funding partners regarding the 2020 budget and changes to the funding formula and fees.

- 8.8. Healthy Communities Partnership Committee**
- 8.9. Lower Thames Conservation Authority**
- 8.10. Tri-County Water Board of Management**

Councillor Rowe stated the meeting was held on January 16, 2019 with good attendance as all partners were represented. At this meeting the Budget was approved, the assets are in good shape but are ageing and that a five (5) year plan is going to be included in the asset management plan. Councillor Rowe stated that Tri-County Water Board of Management agreed to give Southwest Middlesex and Newbury a year to work out a draft agreement. Councillor Rowe announced that OCWA got a mark of 100% compliance for inspections.

- 8.11. West Elgin Centre Support Planning Committee**
- 8.12. West Lorne Heritage Homes Board of Directors**
- 8.13. Haven's Lake Road Committee**
- 8.14. Port Glasgow Shore Erosion Committee**

### **9. Staff Reports**

- 9.1. Building**
- 9.2. By-Law Enforcement**
- 9.3. Emergency Management/ Fire**

**9.3.1. J. Slater, Fire Chief – West Elgin Fire 2018 Statistics**

**Resolution No. 2019 - 29**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the report from J. Slater, Fire Chief re: West Elgin Fire 2018 Statistics.

**Disposition: Carried**

**9.3.2. J. Slater, Fire Chief – December Monthly Fire Report**

Fire Chief Slater stated that both stations have met regarding submissions for the 2019 Budget. Chief Slater also reported that Gap Audit for Health and Safety is being conducted on January 30, 2019.

**Resolution No. 2019 - 30**

**Moved: Councillor Rowe**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the report from J. Slater, Fire Chief re: December Monthly Fire Report.

**Disposition: Carried**

**9.4. Municipal Drains**

**9.5. Public Works**

Mayor McPhail relinquished chair to Deputy Mayor Leatham at 10:42 a.m. due to pecuniary interest and exited Council Chambers.

**9.5.1. L. Gosnell, Public Works Superintendent – 2019 Maintenance Gravel**

**Resolution No. 2019 - 31**

**Moved: Councillor Cammaert**

**Seconded: Councillor Rowe**

That West Elgin Council hereby receives the report from L. Gosnell, Public Works Superintendent re: 2019 Maintenance Gravel; and

That West Elgin Council authorize an extension of the 2018 maintenance gravel contract with Johnston Bros. Ltd (at the 2018 tender price) to cover the 2019 season.

**Disposition: Carried**

Council recessed at 10:50 a.m. and reconvened with Mayor McPhail as Chair at 11:00 a.m.

**9.5.2. L. Gosnell, Public Works Superintendent – Surplus Property – 175 Main Street, West Lorne**

**Resolution No. 2019 - 32**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That West Elgin Council hereby receives the report from L. Gosnell, Public Works Superintendent re: Surplus Property – 175 Main Street, West Lorne; and

That West Elgin Council direct staff to report back at a future meeting with an updated demolition quote for the building and the estimated value of the land.

**Disposition: Carried**

**9.5.3. L. Gosnell, Public Works Superintendent – Surplus Gravel Pits – Kearns 1 & 2**

**Resolution No. 2019 - 33**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the report from L. Gosnell, Public Works Superintendent re: Surplus Gravel Pits – Kearns 1 & 2; and

That West Elgin Council directs staff to have test holes dug to investigate how much gravel is below the water table and report back to Council.

**Disposition: Carried**

**9.5.4. M. Kalita, Utilities Manager – Update on Fiber Optic Installation Project.**

West Elgin Council hereby received the report from M. Kalita, Utilities Manager re: Update on Fiber Optic Installation Project; and

West Elgin Council directs staff to report back on the water meter reading staff at a future meeting.

**9.6. Recreation**

**9.6.1. J. Slater, Recreation Superintendent – December Monthly Report**

**Resolution No. 2019 - 34**

**Moved: Councillor Tellier**

**Seconded: Councillor Rowe**

That West Elgin Council hereby receives the report from J. Slater, Recreation Superintendent re: December Monthly Report.

**Disposition: Carried**

Council recessed at 12:01 p.m. and reconvened at 12:53 p.m.

## **9.7. Treasury**

### **9.7.1. M. Badura, Treasurer – 2019 Employee and Council Remuneration**

#### **Resolution No. 2019 - 35**

**Moved: Councillor Tellier**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the report from M. Badura, Treasurer re: 2019 Employee and Council Remuneration; and

That West Elgin Council hereby consider By-Laws 2019-10 and 2019-11 in the by-law section of the agenda; and

That West Elgin Council hereby direct staff to bring forward a policy standardizing the CPI rate in future years for consideration to Council.

**Disposition: Carried**

## **9.8. Planning**

### **9.8.1. H. James, Planner – Request for Council to Accept a Parcel of Land**

#### **Resolution No. 2019 - 36**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the report from Heather James re: Request for Council to Accept Parcel of Land; and

That West Elgin Council hereby accept a 0.09 m<sup>2</sup> (1.0 ft.<sup>2</sup>) parcel of land that abuts the Downie Line municipal road allowance from lands municipally known as 22643 Downie Line, at no expense to the Municipality, in order to fulfill conditions imposed on severance application file no. E55/18.

**Disposition: Carried**

## **9.9. Wastewater**

## **9.10. Water**

## **9.11. Administration**

### **9.11.1. G. Scharback, CAO/Clerk – Apportionment of Drainage Assessment Due to Severance of Land – Bogl Drain**

#### **Resolution No. 2019 - 37**

**Moved: Councillor Cammaert**

**Seconded: Councillor Tellier**

That West Elgin Council hereby receives the report from G. Scharback, CAO/Clerk re: Apportionment of Drainage Assessment due to Severance of Land, Pursuant to Section 65(2) of the Drainage Act, R.S.O. 1990; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Bogl Municipal Drain, as part of severance E8/18 as presented.

**Disposition: Carried**

**9.11.2. G. Scharback, CAO/Clerk - Apportionment of Drainage Assessment Due to Severance of Land – Wilton Drain No. 2**

**Resolution No. 2019 - 38**

**Moved: Councillor Cammaert**

**Seconded: Councillor Rowe**

That West Elgin Council hereby receives the report from G. Scharback, CAO/Clerk re: Apportionment of Drainage Assessment due to Severance of Land, Pursuant to Section 65(2) of the Drainage Act, R.S.O. 1990; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Wilton Municipal Drain No. 2, as part of severance E74/18 as presented.

**Disposition: Carried**

**9.11.3. G. Scharback, CAO/Clerk – Animal Control direct staff**

West Elgin Council received the report from G. Scharback, CAO/Clerk re: Animal Control and directed staff to bring back a report at a future Council meeting showing what area municipalities' By-Laws are regarding Animal Control.

**9.11.4. G. Scharback, CAO/Clerk – Sale of Land By-law Revision direct staff**

West Elgin Council received the report from G. Scharback, CAO/Clerk re: Sale of Land By-Law Revision and provided direction to staff to bring forward the draft by-law at the next Council meeting for Council's consideration

## **10. Accounts**

**Resolution No. 2019 - 39**

**Moved: Councillor Cammaert**

**Seconded: Councillor Rowe**

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #1A amounting to \$349,257.47 in settlement of General, Road, Water and Arena Accounts (including cheques # 24746-24754 and ETC # 1029-1049, online payment # 154 and Payroll PP02).

**Disposition: Carried**

## **11. Notice of Motion**

## **12. Council Announcements**

Mayor McPhail reminded Councillors about the Elgin County Councillors supper at the Rural Ontario Municipalities Association Conference. Mayor McPhail stated this would be a good opportunity to meet fellow Council members from across the County.

## **13. Correspondence**

- 13.1. Province of Ontario** – Reforming Auto Insurance
- 13.2. Ministry of Finance** – Interim OMPF allocation
- 13.3. West Elgin Community Health Centre** – Social Prescribing Pilot Project
- 13.4. Rodney Aldborough Agricultural Society** – Request to waive rental fees for 2019 events – West Elgin Council directed staff to bring these requests to the Budget discussions.
- 13.5. Municipal Property Assessment Corporation** – 2018 Year End Assessment

**Resolution No. 2019 - 40**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

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

**Disposition: Carried**

Council recessed at 2:07 p.m. and reconvened at 2:13 p.m.

## **14. Closed Session**

**Resolution No. 2019 - 41**

**Moved: Councillor Tellier**

**Seconded: Councillor Rowe**

That the Council of the Corporation of the Municipality of West Elgin hereby proceed in Closed Session at 2:13 p.m. in order to address personal matters pertaining to an identifiable individual, including municipal or local board employees.

**Disposition: Carried**

Open Council reconvened at 3:36 p.m.

## **15. Report from Closed Session**

Mayor McPhail reported that West Elgin Council provided direction to staff regarding personal matters pertaining to an identifiable individual, including municipal or local board employees.

## **16. By-Laws**

- 16.1. 2019-08 Council Committee Appointment By-Law**

**Resolution No. 2019 - 42**



**Moved:** Deputy Mayor Leatham  
**Seconded:** Councillor Rowe

That By-Law 2019-08 being a by-law to appoint members to various Boards, Committees and Authorities in the Municipality of West Elgin, be read a first, second and third and final time.

**Disposition:** Carried

#### **16.2. 2019-09 Zoning Amendment – 20207 and 20283 Marsh Line**

**Resolution No. 2019 - 43**

**Moved:** Councillor Tellier  
**Seconded:** Councillor Rowe

That By-Law 2019-09 being a by-law to amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the properties located at 20207 and 20283 Marsh Line, be read a first, second and third and final time.

**Disposition:** Carried

#### **16.3. 2019-10 Council Remuneration By-Law**

**Resolution No. 2019 - 44**

**Moved:** Councillor Tellier  
**Seconded:** Councillor Cammaert

That By-Law 2019 – 10 being a by-law to set rates of remuneration for Members of Council for the calendar year of 2019, be read a first second and third and final time.

**Disposition:** Carried

#### **16.4. 2019-11 Employee Remuneration By-Law**

**Resolution No. 2019 - 44**

**Moved:** Councillor Rowe  
**Seconded:** Councillor Cammaert

That By-Law 2019-11 being a by-law to set rates of remuneration for the Employees of the Municipality of West Elgin for the calendar year of 2019, be read a first, second and third and final time.

**Disposition:** Carried

#### **17. Confirming By-Law**

**Resolution No. 2019 - 45**

**Moved:** Deputy Mayor Leatham  
**Seconded:** Councillor Cammaert

That By-Law 2019-12 being a by-law to confirm the proceeding of the meeting of Council held on January 24, 2019, be read a first, second and third and final time.

**Disposition: Carried**

## **18. Adjournment**

**Resolution No. 2019 - 46**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That Council of the Corporation of the Municipality of West Elgin hereby adjourn at 3:50 p.m. to meet again at 9:30 a.m. on February 14, 2019 or at the call of the Chair.

**Disposition: Carried**

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Duncan McPhail  
Mayor

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Jana Nethercott  
Deputy Clerk