



Municipality of West Elgin

Minutes

Council Meeting

February 28, 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
T. Mahon, Drainage Superintendent
H. James, Planner
J. Nethercott, Deputy Clerk

Also Present: S. McFarlane, Accessibility Coordinator, County of Elgin
J. M. Spriet, P.Eng., Spriet and Associates Engineers

1. Call to Order

Mayor McPhail called the meeting to order at 9:30 a.m.

2. Adoption of Agenda

Resolution No. 2019 - 85

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council hereby adopt the agenda as circulated.

Disposition: Carried

3. Disclosure of Pecuniary Interest

4. Public Meeting

None

5. Delegations

5.1. Sam McFarlane, Accessibility Coordinator, County of Elgin – Accessibility Legislation

Resolution No. 2019 - 86
Moved: Councillor Tellier
Seconded: Deputy Mayor Leatham

That West Elgin Council receives the delegation from Sam McFarlane, Accessibility Coordinator for Elgin County.

Disposition: Carried

5.2. JM. Spriet, PEng, Spriet and Associates

5.2.1. Drainage Act, Meeting to Consider Engineers Report – Leibner Drain Culvert

Resolution No. 2019 - 87
Moved: Deputy Mayor Leatham
Seconded: Councillor Tellier

That West Elgin Council receives the Engineers report as prepared and presented by Mr. J.M. Spriet, P. Eng.

Disposition: Carried

Resolution No. 2019 - 88
Moved: Deputy Mayor Leatham
Seconded: Councillor Cammaert

That West Elgin Council authorizes staff to initiate the tender process, if required, for the improvement to the Municipal Drain known as Leibner Drain, to be considered by Council following the Court of Revision.

Disposition: Carried

5.2.2. Drainage Act, Meeting to Consider Engineers Report – Bonn Drain Culverts

Resolution No. 2019 - 89
Moved: Councillor Rowe
Seconded: Councillor Tellier

That West Elgin Council receives the Engineers report as prepared and presented by Mr. J.M. Spriet, P. Eng.

Disposition: Carried

Resolution No. 2019 - 90
Moved: Councillor Tellier
Seconded: Councillor Rowe

That West Elgin Council authorizes staff to initiate the tender process, if required, for the improvement to the Municipal Drain known as Bonn Drain to be considered by Council following the Court of Revision.

Disposition: Carried

5.2.3. Drainage Act, Meeting to Consider Engineers Report – Redinger Drain Culvert

Resolution No. 2019 - 91

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council receives the Engineers report as prepared and presented by Mr. J.M. Spriet, P. Eng.

Disposition: Carried

Resolution No. 2019 - 92

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council authorizes staff to initiate the tender process, if required, for the improvement to the Municipal Drain known as Redinger Drain, to be considered by Council following the Court of Revision; and

Disposition: Carried

Engineer J. M Spriet and Councillor Rowe left meeting at 10:17 a.m. Council recessed at 10:18 a.m. and reconvened at 10:23 a.m.

6. Minutes

Resolution No. 2019 - 93

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That minutes of the Council and Public meetings on February 14, 2019 and February 22, 2019 be adopted as circulated and printed.

Disposition: Carried

7. Business Arising from Minutes

None.

8. Committee and Board Report

8.1. Elgin County Council

Mayor McPhail stated that there was no second County Council meeting in February due to the Good Roads Conference.

8.2. Economic Development Committee

8.3. Port Glasgow Trailer Park Committee

Deputy Mayor Leatham stated that the meeting scheduled for February 27, 2019 had been rescheduled to March 7, 2019 due to weather.

8.4. West Elgin Community Centre Board of Management

8.5. West Elgin Recreation Committee

Councillor Tellier stated that she and Councillor Cammaert attended the meeting on February 20, 2019. Councillor Tellier provided a brief overview of topics covered at the meeting; 2019 events, Blue Flag Beach programming, Optimist Road Race and Canada Day. Councillor Tellier shared the Recreation Committee wish list that was created in 2018.

8.6. Community Policing Committee

Deputy Mayor Leatham stated that the February meeting was cancelled due to weather.

8.7. Four Counties Transit Board

8.8. Healthy Communities Partnership Committee

8.9. Lower Thames Conservation Authority

Deputy Mayor Leatham attended the Annual General Meeting on February 21, 2019 and was appointed to the Executive Committee. Deputy Mayor Leatham reported that the Budget was approved, which included a pay raise for staff.

8.10. Tri-County Water Board of Management

8.11. West Elgin Health Centre Support Planning Committee

8.12. West Lorne Heritage Homes Board of Directors

8.13. Haven's Lake Road Committee

8.14. Port Glasgow Erosion Committee

8.15. Rodney Aldborough Ag Society

9. Staff Reports

9.1. Building

9.2. By-Law Enforcement

9.3. Emergency Management/ Fire

9.4. Municipal Drains

9.4.1. T. Mohan, Drainage Superintendent – Award Tender, Hind Drain

Resolution No. 2019 - 94

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That West Elgin Council receives the report from T. Mohan, Drainage Superintendent re: Award Tender for Hind Municipal Drain; and

That West Elgin Council hereby award the tender for the maintenance of the Hind Municipal Drain to the lowest bidder, Timmermans Drainage and Excavating Inc. in the amount of \$23,350.00 plus applicable taxes.

Disposition: Carried

9.5. Public Works

9.5.1. L. Gosnell, Public Works Superintendent – 2019 Landfill Monitoring Agreement

Resolution No. 2019 - 95

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from L. Gosnell, Public Works Superintendent; and

That West Elgin Council provide pre-budget approval for the 2019 Landfill Monitoring Contract as submitted by BluMetric Environmental in the amount of \$32,745.00 plus applicable taxes.

Disposition: Carried

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

Resolution No. 2019 - 96

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from L. Gosnell, Public Works Superintendent re: 175 Main Street, West Lorne for information.

Disposition: Carried

9.6. Recreation

9.7. Treasury

9.7.1. M. Badura, Treasurer – 2019 Budget – Preliminary Review

Resolution No. 2019 - 97

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council receives the report from M. Badura, Treasurer re: 2019 Budget – Preliminary Review; and

That West Elgin Council hereby approves the March 07, 2019 tentative Committee of the Whole meeting be re-scheduled for March 21, 2019 at 9:30 a.m. for the purpose of the preliminary review of the 2019 Operating and Capital Budget.

Disposition: Carried

9.8. Planning

9.8.1. H. James, Planner – Proposed Severance Application E 10/19 – 26131 Argyle Line

Resolution No. 2019 - 98

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council receives the report from H. James, Planner re: Proposed Severance Application E 10/19 – 26131 Argyle Line.

Disposition: Carried

Resolution No. 2019 - 99

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That Council of the Municipality of West Elgin recommend approval to the Land Division Committee of the County of Elgin for the proposed severance application E 10/19 located on Concession 4 Eastern Division, North Part of Lot 24, 26131 Argyle Line, provided the following conditions are included:

- a) That a Zoning By-law Amendment is in force and effect for the severed and retained parcels;
- b) That the owner has the necessary review and assessment conducted on the existing sewage disposal system to confirm its adequacy and/or necessary replacement;
- c) That Municipal drain re-apportionments (if required) have occurred;
- d) That requirements of the Municipal Road Department regarding access and/or drainage have been met;
- e) Water and/or sewer connection fees, if applicable have been paid;
- f) That taxes have been paid in full;
- g) That two copies of the registered survey have been provided to the Municipality; and
- h) That the solicitor provides an undertaking that a copy of the registered deed for the severed lands once the transaction has occurred will be provided to the Municipality.

Disposition: Carried

9.8.2. H. James, Planner – Bill 68 – Municipal Act Changes and Requirement for Municipal Tree Canopy and Natural Vegetation Policy

Resolution No. 2019 - 100

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council receives the report from H. James, Planner re: Bill 68 – Municipal Act Changes and Requirement for Municipal Tree Canopy and Natural Vegetation Policy; and

That Council of the Municipality of West Elgin consider the By-Law to adopt the Municipal Tree Canopy and Natural Vegetation Policy, as presented in the By-Law portion of the agenda.

Disposition: Carried

9.9. Wastewater

9.10. Water

9.11. Administration

9.11.1. G. Scharback, CAO/Clerk – Council Parental Leave and Council Member – Staff Relations Policies

Resolution No. 2019 - 101

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from G. Scharback, CAO/Clerk re: Council Parental Leave and Council Member-Staff Relations Policies; and

That West Elgin Council considers the by-laws to adopt the above noted policies in the By-Law portion of the Agenda.

Disposition: Carried

9.11.2. G. Scharback, CAO/Clerk – Appoint Members to Courts of Revision

Resolution No. 2019 - 102

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That West Elgin Council receives the report from G. Scharback, CAO/Clerk re: Appoint members to Courts of Revision; and

That Courts of Revision are hereby scheduled on March 27, 2019 at 9:00 a.m. for the following municipal drains:

- Leibner Municipal Drain;
- Bonn Municipal Drain;
- Redinger Municipal Drain; and

Be it resolved that West Elgin Council hereby appoints the following members to the Courts of Revision for the Leibner, Bonn and Redinger Municipal Drains:

- Mayor McPhail;
- Deputy Mayor Leatham;
- Councillor Cammaert;
- Councillor Rowe;
- Councillor Tellier.

Disposition: Carried

10. Accounts

Resolution No. 2019 - 103

Moved: Councillor Tellier

Seconded: Councillor Rowe

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #2A amounting to \$545,515.85 in settlement of General, Road, Water and Arena Accounts (including cheques # 24797-24808 & EFT# 1128-1153, online Payments# 166-171 and Payroll PP04).

Disposition: Carried

Council recessed at 12:00 p.m. and reconvene at 12:40 p.m.

11. Notice of Motion

11.1. Resolution No. 2019 – 104

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council directs staff to obtain estimates of the cost of updating the current municipal office to address workplace needs and evaluate and repair ceiling and or roof of building.

Disposition: Carried

11.2. Resolution No. 2019 – 105

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council directs staff to obtain estimates of the cost of the following scenarios for the Old Town Hall:

1. To allow for updates to make the main floor usable for a single occupancy, including the basement to meet fire separation code, and required roof repairs;
2. Removal of the fire truck bays at the back of the building; and

To schedule a meeting with the current tenants of the building and Dutton co-operative childcare; and

That a public information meeting be scheduled to present the findings;

Disposition: Carried

12. Council Announcements

13. Correspondence

13.1. Ministry of Transportation - 2018/2019 Gas Tax Program

13.2. Ministry of Community Safety and Correctional Services – Community safety and well-being planning process

- 13.3. **Jon Pegg, Emergency Management Chief** – Emergency Preparedness Week 2019
- 13.4. **Ministry of Finance** – Ontario Cannabis Legalization Implementation Fund Second Payment
- 13.5. **West Lorne Heritage Homes** – Request for Council Member to sit on West Elgin Heritage Homes Building Sub-Committee.
- 13.6. **Tiny Tots Co-Operative Nursery School** – Request to waive rental fees for Tikes on Trikes Program.
- 13.7. **Nourishing Hearts Wellness Care Farm** – Request for Letter of Support

Resolution No. 2019 - 106

Moved: Councillor Tellier
Seconded: Councillor Cammaert

That West Elgin Council agrees to waive the rental fees of \$50 for Tiny Tots for their Tikes on Trikes Program.

Disposition: Carried

Resolution No. 2019 - 107

Moved: Councillor Rowe
Seconded: Councillor Cammaert

That West Elgin Council appoints Councillor Tellier to Heritage homes building sub-committee.

Disposition: Carried

Resolution No. 2019 - 108

Moved: Councillor Rowe
Seconded: Councillor Tellier

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

Disposition: Carried

14. Closed Session

None.

15. Report from Closed Session

None.

16. By-Laws

16.1. 2019-20 Gas Tax Agreement By-Law

Resolution No. 2019 - 109
Moved: Deputy Mayor Leatham
Seconded: Councillor Rowe

That By-Law 2019-20, being a By-law to Authorize the Execution of an Agreement between Her Majesty the Queen in Right of Ontario and The Corporation of the Municipality of West Elgin for the Dedicated Gas Tax Funds for Public Transportation Program, be read a first, second and third and final time.

Disposition: Carried

16.2. 2019-21 Council Member Pregnancy and/or Parental Leave Policy

Resolution No. 2019 - 110

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That By-Law 2019-21, being a By-law to adopt and maintain a policy with respect to pregnancy leaves and parental leaves for members of Council, be read a first, second and third and final time.

Disposition: Carried

16.3. 2019-22 Protection of Tree Canopy Policy

Resolution No. 2019 - 111

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That By-Law 2019-22, being a By-law to adopt and maintain a policy with respect to the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality, be read a first, second and third and final time.

Disposition: Carried

16.4. 2019-23 Council Member-Staff Relations Policy

Resolution No. 2019 - 112

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-Law 2019-23, being a By-law to adopt and maintain a policy with respect to the relationship between members of council and the officers and employees of the municipality, be read a first, second and third and final time.

Disposition: Carried

16.5. 2019-24 – Leibner Drain

Resolution No. 2019 - 113

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That By-Law 2019-24, being a By-law to provide for the Leibner Drain in the Municipality of West Elgin, be read for a first, second time and be provisionally adopted.

Disposition: Carried

16.6. 2019-25 – Bonn Drain

Resolution No. 2019 - 114

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That By-Law 2019-25, being a By-law to provide for the Bonn Drain in the Municipality of West Elgin, be read for a first, second time and be provisionally adopted.

Disposition: Carried

16.7. 2019-26 – Redinger Drain

Resolution No. 2019 - 115

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That By-Law 2019-26, being a By-law to provide for the Redinger Drain in the Municipality of West Elgin, be read for a first, second time and be provisionally adopted.

Disposition: Carried

17. Confirming By-Law

Resolution No. 2019 - 116

Moved: Councillor Tellier

Seconded: Councillor Rowe

That By-Law 2019-27, being a by-law to confirm the proceeding of the meeting of Council held on February 28, 2019, be read a first, second and third and final time.

Disposition: Carried

18. Adjournment

Resolution No. 2019 - 117

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That Council of the Corporation of the Municipality of West Elgin hereby adjourn at 1:46 p.m. to meet again at 9:30 a.m. on March 14, 2019 or at the call of the Chair.

Disposition: carried

Duncan McPhail
Mayor

Jana Nethercott
Deputy Clerk