



Municipality of West Elgin

Minutes

Council Meeting

March 14, 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
J. Slater, Recreation Superintendent
H. James, Planner
B. Tedford, By-Law Enforcement Officer
J. Nethercott, Deputy Clerk

Also Present: Staff Sergeant M. Butler, Elgin County OPP
S. Smith, OCWA
G. Hind

1. Call to Order

Mayor McPhail called the meeting to order at 9:31 a.m.

2. Adoption of Agenda

Resolution No. 2019 - 118

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby adopt the agenda as circulated.

Disposition: Carried.

3. Disclosure of Pecuniary Interest

None.

4. Public Meeting

Resolution No. 2019 - 119

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That Council proceed into a Public Meeting pursuant to Subsection 7(6) of the *Building Code Act, R.S.O 1992*, as amended.

Disposition: Carried.

5. Delegations

5.1. Staff Sergeant M. Butler, Elgin County OPP – OPP 2018 Year End Report

Mayor McPhail welcomed Staff Sergeant Butler and thanked him for attending the Council meeting and for all the information.

Resolution No. 2019 - 120

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the delegation from Staff Sergeant M. Butler, Elgin County OPP re: OPP 2018 Year End Report.

Disposition: Carried.

5.2. G. Hind – Phragmities

Mayor McPhail thanked Mrs. Hind for attending Council and bringing this issue to Council's attention.

Resolution No. 2019 - 121

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby receives the delegation from Geraldine Hind, re: Phragmities.

Disposition: Carried.

Council recessed at 10:42 a.m. and reconvened at 10:53 a.m.

6. Minutes

Resolution No. 2019 - 122

Moved: Councillor Tellier

Seconded: Councillor Rowe

That minutes of the Council meeting on February 28, 2019 and Committee of the Whole on February 19, 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 provided an update from Elgin County Council noting that development charges will not be pursued at this time. He advised that SWIFT's Annual General meeting is scheduled on March 21, 2019 Elgin County's representative on the SWIFT Board is Tom Marks.

8.2. Economic Development Committee

8.3. Port Glasgow Trailer Park Committee

8.3.1. Committee Minutes September 21, 2018

Councillor Rowe provided an update from the Port Glasgow Trailer Park Committee meeting that was held on March 7, 2019. She stated that the Bingo Hall refurbishment is reaching its completion and that at this meeting the committee had a chance to look at the draft budget.

Deputy Mayor Leatham, Chair of Port Glasgow Trailer Park Committee advised that the gate project is moving along and he has located the plaque that was missing from the monument.

8.4. West Elgin Community Centre Board of Management

Mayor McPhail stated that the West Elgin Community Centre Board of Management met on March 12, 2019. He stated that the board has found a solution for hanging of the minor hockey banners, discussed the minor hockey storage room air issues and decided on improvements to the air exchanger and removal of excess storage as a solution. Mayor McPhail stated that the board is interested in promoting the Arena as a year round use facility, not just for winter activities.

8.5. West Elgin Recreation Committee

8.6. West Elgin & Area Community Policing Committee

8.6.1. January 9, 2019 Meeting Minutes

Councillor Cammaert reported that the West Elgin & Area Community Policing Committee had met on March 13, 2019. She stated that the committee discussed the statistics that were presented earlier by Staff Sergeant Butler.

Councillor Cammaert presented a letter from the Community Policing Committee to Council requesting funding. Council directed staff to forward this request to Budget deliberations.

8.7. Four Counties Transit Board

8.8. Healthy Communities Partnership Committee

Councillor Rowe stated that she has provided some information regarding this committee that will be on the next Council Agenda.

8.9. Lower Thames Conservation Authority

- 8.9.1. Board of Directors Minutes
- 8.9.2. Annual General Meeting Minutes

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

Councillor Tellier stated that the West Lorne Heritage Homes, Sub-Committee has submitted a request to present at an upcoming Council meeting.

8.13. Haven's Lake Road Committee

Resolution No. 2019 - 123

Moved: Councillor Cammaert

Seconded: Councillor Rowe

The Haven's Lake Road Committee recommends to West Elgin Council that Remi Begin and Julie Newman be appointed to the Haven's Lake Road Committee.

Disposition: Carried.

8.14. Port Glasgow Erosion Committee

8.15. Rodney Aldborough Agricultural Society

9. Staff Reports

9.1. Building

9.1.1. J. Morgan-Beunen, Chief Building Official – Building Permit Monthly Report

Resolution No. 2019 - 124

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, Chief Building Official re: Building Permit Report for February 2019, for information purposes.

Disposition: Carried.

9.2. By-Law Enforcement

9.2.1. B. Tedford, By-Law Enforcement Officer – By-Law Enforcement Monthly Report

Resolution No. 2019 - 125

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Bill Tedford, By-Law Enforcement Officer re: By-Law Enforcement Monthly Report for January and February 2019, information purposes.

Disposition: Carried.

9.3. Fire

9.3.1. J. Slater, Fire Chief - West Elgin Fire Department Monthly Report

Resolution No. 2019 - 127

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Jeff Slater, Fire Chief re: West Elgin Fire Department Monthly Report for February 2019, for information purposes.

Disposition: Carried.

9.4. Municipal Drains

9.5. Public Works

9.5.1. L. Gosnell, Public Works Superintendent – Public Works Monthly Report

Resolution No. 2019 - 128

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Lee Gosnell, Public Works Superintendent re: Public Works Monthly Report for February 2019, for information purposes; and

That West Elgin Council requests a report regarding the history of phragmites control, mapping of phragmites in West Elgin be brought forward at a future meeting

Disposition: Carried.

9.6. Recreation/Emergency Management

9.6.1. J. Slater, Recreation Superintendent – Recreation Centre Addition Update

Resolution No. 2019 - 129

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council table this report to a future Council meeting.

Disposition: Carried.

9.6.2. J. Slater, Recreation Superintendent – Recreation Monthly Report

Resolution No. 2019 - 130

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Jeff Slater, Recreation Superintendent re: West Elgin Recreation Department Monthly Report for February 2019, for information purposes.

Disposition: Carried.

9.6.3. J. Slater, Emergency Management Coordinator - Emergency Preparedness Week

Resolution No. 2019 - 131

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Jeff Slater, Emergency Management Coordinator re: Emergency Preparedness Week for, information purposes.

Disposition: Carried.

Council recessed at 12:25 p.m. and reconvened at 1:07 p.m.

9.7. Treasury

9.8. Planning

9.8.1. H. James, Planner – Request to Declare Municipal Land Surplus

Resolution No. 2019 - 132

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Heather James, Planner Re: Request to Declare Municipal Lands Surplus; and

That West Elgin Council declare surplus, municipally owned lands legally described as Part of Lot 64 Plan 199 Parts 2 and 3 on RP 11R-9125; and

Disposition: Carried.

9.9. Wastewater

9.10. Water

9.10.1. S. Smith, OCWA – Annual Drinking Water Report

Report moved up in the agenda following item number 9.2.1.

Resolution No. 2019 - 126

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: 2018 Schedule 22 Summary Report for the West Elgin Distribution System; and

That Council receives the 2018 Annual Report for the West Elgin Distribution System required under Section 11 of O'Reg 170/03.

Disposition: Carried.

9.11. Administration

9.11.1. G. Scharback, CAO/Clerk – Harassment and Violence in the Workplace Policies

Resolution No. 2019 - 133

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Genevieve Scharback, CAO/Clerk re: Harassment and Violence in the Workplace Policies; and

That the Harassment and Violence in the Workplace Policy, as presented, be reviewed and provided to all employees and Health and Safety Committee for comment prior to final approval; and

That when approved the Harassment and Violence in the Workplace Policy be provided to all staff, Council and contractors and posted in all Municipal workplaces.

Disposition: Carried.

10. Accounts

Resolution No. 2019 - 134

Moved: Councillor Tellier

Seconded: Councillor Rowe

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #3 amounting to \$344,622.85 in settlement of General, Road, Water and Arena Accounts (including cheques # 24809-24833 & EFT# 1154-1190, online Payments# 172-179 and Payroll PP05).

Disposition: Carried.

11. Notice of Motion

11.1. Resolution No. 2019 - 135

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Council schedule a Committee of the Whole Meeting on April 18 at 9:30 am for an initial strategic planning session to lay out Council's top 10 goals.

Disposition: Carried.

**11.2. Moved: Councillor Cammaert
Seconded:**

That West Elgin Council hereby direct staff to bring forward a report to the next regular council meeting regarding the possible extension of Finney Street, West Lorne.

**11.3. Moved: Councillor Tellier
Seconded:**

That staff be directed to offer and promote email as an option for residents to receive water and tax bills as opposed to paper.

**11.4. Moved: Deputy Mayor Leatham
Seconded:**

That Councillor Tellier be appointed to the Rodney Agricultural Society in place of Deputy Mayor Leatham.

12. Council Announcements

Councillor Rowe stated that she has been apprised of a community discussion of the creation of the West Elgin Foundation in conjunction with the Elgin County Foundation.

Mayor McPhail stated that has been in discussions with representatives from the MP and MPP offices about holding a public roundtable discussion in conjunction with Dutton-Dunwich Council and local MP and MPP's at the International Club. Mayor McPhail to follow up with more details once available.

13. Correspondence

- 13.1. Stewardship Ontario** – Windup of Municipal Hazardous or Special Waste Program
- 13.2. Southwestern Public Health** – Elgin County Trails Study
- 13.3. Lower Thames Conservation Authority** – Annual General Meeting Recap
- 13.4. Lower Thames Conservation Authority** – 2019 Budget
- 13.5. Municipality of Chatham-Kent** – Notice of Public Meeting to Consider Official Plan and Zoning By-Law amendment regarding production of Cannabis
- 13.6. Rodney & District Horticultural Society** – Request for Water of Flowers on Municipal Property in Rodney

Resolution No. 2019 - 136

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

That West Elgin Council hereby directs staff to water flowers planted by the Horticultural Societies in the villages of Rodney and West Lorne.

Disposition: Carried.

13.7. Rodney Kiwanis Club – Request to waive rental fees of Recreation Centre

Resolution No. 2019 - 137

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby waive the rental fee of \$254.25 for the 5 hour booking of the Recreation Centre on February 5, 2019.

Disposition: Carried.

13.8. Jack Niccolls-McDonald - Request for consideration of water bill

13.9. West Lorne Lawn Bowling – Request to share a summer employee

Resolution No. 2019 - 138

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby request this letter be tabled to a future Council meeting.

Disposition: Carried.

Resolution No. 2019 - 139

Moved: Councillor Rowe

Seconded: Councillor Tellier

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

Disposition: Carried.

Council recessed at 2:25 p.m. and reconvened at 2:30 p.m.

14. Closed Session

Resolution No. 2019 - 140

Moved: Councillor Tellier

Seconded: Councillor Rowe

That the Council of the Corporation of the Municipality of West Elgin hereby proceed in Closed Session at 2:31 p.m. in order to address:

- a) personal matters pertaining to an identifiable individual, including municipal or local board employees;
- b) proposed or pending acquisition or disposition of land by the municipality or local board;

- c) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Disposition: Carried.

15. Report from Closed Session

Mayor McPhail reported that Council provided direction to CAO/Clerk relating to personal matters pertaining to an identifiable individual, including a municipal or local board employee; proposed or pending acquisition or disposition of land by the municipality or local board; and received advice that is subject to solicitor-client privilege.

16. By-Laws

16.1. 2019-28 Building Fees and Charges By-Law

Resolution No. 2019 - 141

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-Law 2019-28, being a By-law to provide for Various Fees and Charges for the Building Department of the Municipality of West Elgin, be read for a first, second and third and final time.

Disposition: Carried.

16.2. 2019-29 Appoint a Drainage Superintendent By-Law

Resolution No. 2019 - 142

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That By-Law 2019-29, being a By-law to appoint a Drainage Superintendent for the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

Disposition: Carried.

16.3. 2019-30 Harassment and Violence in the Workplace Policy

Resolution No. 2019 - 143

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That By-Law 2019-30, being a By-law to adopt and maintain a policy with respect to Harassment and Violence in the Workplace, be read a first, second and provisionally adopted.

Disposition: Carried.

17. Confirming By-Law

Resolution No. 2019 - 144

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That By-Law 2019-31, being a By-law to confirm the proceeding of the meeting of Council held on March 14, 2019, be read a first, second and third and final time.

Disposition: Carried.

18. Adjournment

Resolution No. 2019 - 145

Moved: Councillor Rowe

Seconded: Councillor Tellier

That Council of the Corporation of the Municipality of West Elgin hereby adjourn at 4:14 p.m. to meet again at 9:30 a.m. on March 27, 2019 or at the call of the Chair.

Disposition: Carried.

Duncan McPhail
Mayor

Jana Nethercott
Deputy Clerk



Municipality of West Elgin

Minutes

Public Meeting

March 14, 2019 – 9:30 a.m.

Council Chambers, West Elgin Municipal Building

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at gscharback@westelgin.net.

1. Call to Order

Mayor called meeting to order at 9:32 a.m.

2. Disclosure of Pecuniary Interest

3. Purpose of Public Meeting

Pursuant to Subsection 7(6) of the *Building Code Act, R.S.O. 1992* as amended

4. J. Morgan-Beunen, Chief Building Official – 2019 Proposed Fees and Charges - Building

Resolution No. 2019-146

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, Chief Building Official re: 2019 Proposed Fees and Charges for the Building Department; and

That West Elgin Council approve the 2019 Fees and Charges for the Building Department as presented.

Disposition: Carried.

4.1. Written Comments Received

None.

4.2. Comments – Council, Public in Attendance

None.

5. Close Public Meeting

Resolution No. 2019-147

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That Council now closes the Public Meeting at 9:36 a.m. and reconvenes the Regular Council Meeting.

Disposition: Carried.

Duncan McPhail
Mayor

Jana Nethercott
Deputy Clerk