



Municipality of West Elgin

Minutes

Council Meeting

May 23, 2019 – 9:30 a.m.

Council Chambers, West Elgin Municipal Building

Present: Deputy Mayor Leatham
Councillor Cammaert
Councillor Rowe
Councillor Tellier

Staff Present: G. Scharback, CAO/Clerk
M. Badura, Treasurer
L. Gosnell, Public Works Superintendent
J. Slater, Recreation Superintendent
H. James, Planner
J. Nethercott, Deputy Clerk
M. Fletcher, Administrative Assistant
M. Kalita, Utilities Manager

Also Present: C. McQuiggan, Volunteer Service Coordinator - Victim Services Elgin
D. Towers, Resident

Regrets: Mayor McPhail

1. Call to Order

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

2. Adoption of Agenda

Resolution No. 2019-271

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council adopts the Agenda as circulated.

Disposition: Carried

3. Disclosure of Pecuniary Interest

None.

4. Public Meeting

Resolution No. 2019-272

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That Council proceed into a Public Meeting pursuant to Section 4(6) of the *Retail Holidays Act, R.S.O., 1990* as amended.

Disposition: Carried

Council proceeded into a Public Meeting at 9:32 a.m. and reconvened the regular meeting of Council at 9:34 a.m.

5. Delegations

5.1. Courtney McQuiggan, Volunteer Service Coordinator - Victim Services Elgin

Deputy Mayor Leatham welcomed Ms. McQuiggan and thanked her for attending.

Resolution No. 2019-273

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council hereby receives the delegation from Courtney McQuiggan, Volunteer Service Coordinator - Victim Services Elgin.

Disposition: Carried

5.2. Darlene Towers – Dump days

Resolution No. 2019-274

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Council hereby receives the delegation from Darlene Towers re: Dump days.

Disposition: Carried

6. Minutes

Resolution No. 2019-275

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That minutes of the Council meeting on May 9, 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

8.2. Economic Development Committee

8.3. Port Glasgow Trailer Park Committee

Councillor Tellier reported that she and Councillor Rowe attended a meeting on the weekend. Councillor Tellier also reported that there are many summer activities planned and they are anticipating a busy summer season.

8.4. West Elgin Community Centre Board of Management

8.5. West Elgin Recreation Committee

Councillor Cammaert reported that there was a meeting this week, that Canada Day preparations are underway, and that the Committee is looking into using the West Elgin Arena more in the spring season. Councillor Cammaert also reported that the Committee will be having trial Sundays for a ball hockey program organized by Recreation Superintendent J. Slater.

8.6. Community Policing Committee

8.7. Four Counties Transit Board

8.8. Healthy Communities Partnership Committee

8.9. Lower Thames Conservation Authority

Deputy Mayor Leatham reported there is a meeting later this month.

8.10. Tri-County Water Board of Management

Minutes January 15, 2019.

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 Agricultural Society

Councillor Tellier reported that they have been very successful with fundraising and that their next event is Rags to Riches. Councillor Tellier also reported that they are looking to do a "sign night" as well as a bottle drive, and that their informational booklet has been delayed but will be out soon.

9. Staff Reports

- 9.1. Building**
- 9.2. By-Law Enforcement**
- 9.3. Emergency Management/ Fire**
- 9.4. Municipal Drains**
- 9.5. Public Works**

9.5.1. L. Gosnell, Public Works Superintendent - Amend Health and Safety Policy 2.25 – Chainsaw Procedures

Resolution No. 2019-276

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council received the report from Lee Gosnell, Public Works Superintendent, re: Amend Health and Safety Policy 2.25 – Chainsaw Procedures revision.

Disposition: Carried

9.5.2. L. Gosnell, Public Works Superintendent – Renaming of West Alley in Rodney

Resolution No. 2019-277

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Lee Gosnell, Public Works Superintendent, re: renaming of West Alley in Rodney to Padfield Lane.

Disposition: Carried

Council directed staff to contact the Padfield family to obtain approval before proceeding.

9.6. Recreation

9.6.1. J. Slater, Recreation Superintendent – Rodney Park Horse Barns

Resolution No. 2019-278

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Jeff Slater, Recreation Superintendent re: Rodney Park Horse Barns; and

That West Elgin Council hereby directs staff to proceed with the demolition of the two horse barns located in Rodney Park/Fairgrounds, for the estimated internal cost of \$8,000.00, upon the final adoption of the 2019 Budget.

Disposition: Carried

9.6.2. J. Slater, Recreation Superintendent – Recreation Report

Resolution No. 2019-279

Moved: Councillor Rowe

Seconded: Councillor Tellier

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

Disposition: Carried

9.6.3. J. Slater, Recreation Superintendent – Old Town Hall

Resolution No. 2019-280

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Jeff Slater, Recreation Superintendent re: Old Town Hall, for information purposes; and

That staff arrange a meeting with the current tenants.

Disposition: Carried

9.6.4. J. Slater, Recreation Superintendent – Rodney Grandstand

Resolution No. 2019-281

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Jeff Slater, Recreation Superintendent re: Rodney Grandstand; and

That West Elgin Council directs staff to proceed with Request for Proposal for the demolition of the Grandstand located in Rodney Park and associated repairs required as a result of the demolition of the Grandstand, pending adoption of the 2019 Budget.

Disposition: Carried

9.7. Treasury

9.7.1. M. Badura, Treasurer – 2019 Budget Update

Resolution No. 2019-282

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council receives the report from Magda Badura, Treasurer re: “2019 Operating & Capital Budget Updates”; and

That West Elgin Council directs staff to bring back proposals for the remaining \$333,560 in the Ontario Invest Grant reserve.

Disposition: Carried

Council recessed at 10:48 a.m. and reconvened at 10:58 a.m.

9.8. Planning

9.8.1. H. James, Planner – Proposed Severance, 22488 McDougall Line

Resolution No. 2019-283

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Heather James, Planner re: severance application for 22488 McDougall Line, File E 26/19; and

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 26/19 located on Concession 5 Western Division, Part of Lot 9, 22488 McDougall 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 the owner provides confirmation from a qualified septic installer that the septic system for the severed parcel is completely within the boundaries of the proposed lot;
- 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

9.9. Wastewater

9.10. Water

9.11. Administration

9.11.1 G. Scharback, CAO/Clerk – Amend Council Procedural By-Law

Resolution No. 2019-284

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council receives the report from G. Scharback, CAO/Clerk re: Amend Council Procedural By-Law; and

That West Elgin Council hereby approve the By-Law amendment in the By-Law portion of the agenda.

Disposition: Carried

9.11.2. G. Scharback, CAO/Clerk - Appoint Drainage Engineer – Request for Drainage Works

Resolution No. 2019-285

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council receives the report from G. Scharback, CAO/Clerk re: Appoint Drainage Engineer – Request for Drainage Works; and

That West Elgin Council hereby appoints Spriet Associates Engineers & Architects to prepare a report for the re-location of the Miller Municipal Drain.

Disposition: Carried

10. Accounts

Resolution No. 2019-286

Moved: Councillor Tellier

Seconded: Councillor Rowe

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #5A amounting to \$324,195.33 in settlement of General, Road, Water and Arena Accounts (including cheques # 24921-24937 & EFT# 1379-1439, online Payments# 209-219 and Payroll PP10).

Disposition: Carried

11. Notice of Motion

12. Council Announcements

Resolution No. 2019-287

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That Council hereby approve the paying of up to two teams of staff members to attend the Warden's Charity Golf Tournament up to \$1,300.

Disposition: Carried

Resolution No. 2019-288

Moved: Councillor Rowe

Seconded: Councillor Tellier

That Council directs staff to provide correspondence to Mr. and Mrs. Towers re: use of the landfill.

Disposition: Carried

13. Correspondence

- 13.1. Province of Ontario – Animal Protection**
- 13.2. SWIFT - Change to Terms of Membership**
- 13.3. Thames Valley District School Board – Invite to Annual Community Planning and Facility Collaboration Opportunities Meeting**

It was decided that the Municipality will send one staff and one Council representative.

- 13.4. Blue Flag Program – Blue Flag Beach Award**
- 13.5. Township of McKellar – Resolution regarding Library Funding**
- 13.6. Town of Aurora – Resolution regarding Bill 108, the More Homes, More Choice Act**
- 13.7. West Elgin Youth Task Force – Invitation to networking opportunity**

Councillor Tellier stated that she is part of Task Force and will represent Council as she will already be in attendance.

- 13.8. West Lorne Optimist Club – Request for Support for Playground Equipment**
- 13.9. Federation of Canadian Municipalities – Asset Management Software**

Resolution No. 2019-289

Moved: Councillor Rowe

Seconded: Councillor Tellier

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

Disposition: Carried

Council recessed at 12:03 p.m. and reconvened at 12:10 p.m.

Resolution No. 2019-290

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council proceed past curfew.

Disposition: Carried

14. Closed Session

Resolution No. 2019-291

Moved: Councillor Rowe
Seconded: Councillor Cammaert

That West Elgin Council hereby proceed into Closed Session at 12:11 p.m. in order to address matters related to:

- a) proposed or pending acquisition or disposition of land by the municipality or local board;
- b) personal matters pertaining to an identifiable individual, including municipal or local board employees;
- c) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Disposition: Carried

15. Report from Closed Session

Deputy Mayor Leatham reported that Council addressed matters related to proposed or pending acquisition or disposition of land by the municipality or local board, personal matters pertaining to an identifiable individual, including municipal or local board employees, and advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and provided direction to staff.

Council recessed at 1:31 p.m. and reconvened the open meeting at 1:40 p.m.

Council proceeded to item 17 on the Agenda.

17. Committee of Adjustment Information Session

G. Sharback, CAO/Clerk, provided Council members with education on the roles and responsibilities of Committee of Adjustment members.

16. By-Laws

16.1. 2019-32 – Weeks Drain

Resolution No. 2019-292

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That By-Law 2019-32 being a By-law to provide for the Weeks Drain in the Municipality of West Elgin, be read for a third and final time.

Disposition: Carried

16.2. 2019-33 – Moody Drain

Resolution No. 2019-293

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-Law 2019-33 being a By-law to provide for the Moody Drain in the Municipality of West Elgin, be read for a third and final time.

Disposition: Carried

16.3. 2019-34 – Hampton Drain

Resolution No. 2019-294

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That By-Law 2019-34 being a By-law to provide for the Hampton Drain in the Municipality of West Elgin, be read for a third and final time.

Disposition: Carried

16.4. 2019- 35 – McColl Drain

Resolution No. 2019-295

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-law 2019-35 being a By-law to provide for the McColl Drain in the Municipality of West Elgin, be read for a third and final time.

Disposition: Carried

16.5. 2019-47 – Amend Human Resources Policy 2.25 Chainsaw Procedures

Resolution No. 2019-296

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That By-Law 2019-47, being a By-law to amend Human Resources Policy 2.25 – Chainsaw Procedures, be read for a first, second and third and final time.

Disposition: Carried

16.6. 2019-48 – Tourism Exemption

Resolution No. 2019-297

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-Law 2019-48, being a By-law to exempt Natterjack Brewing Company Ltd under Section 4 of the *Retail Business Holidays Act, R.S.O. 1990* to operate retail sales on specific holidays, be read for a first, second and third and final time.

Disposition: Carried

16.7. 2019-49 – Amend Procedural By-Law

Resolution No. 2019-298

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That By-Law 2019-49 being a By-law to amend By-Law 2018-43 being a By-Law to establish rules of the procedure for the meetings of Council, Council Committees and Boards of The Corporation of the Municipality of West Elgin, be read for a first, second and third and final time.

Disposition: Carried

16.8. 2019-50 – Adopt 2019 Budget

Resolution No. 2019-299

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That By-Law 2019-50 being a By-law to adopt the 2019 Budget for the Municipality of West Elgin, be read a first, second and third and final time.

Disposition: Carried

16.9. 2019-51 – Agreement with Optimist Club of West Lorne

Resolution No. 2019-300

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-Law 2019-51 being a By-law to authorizes the execution of an agreement between the Optimist Club of West Lorne Inc. 45-257 and the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

Disposition: Carried

18. Confirming By-Law

Resolution No. 2019-301

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-Law 2019-52 being a by-law to confirm the proceeding of the meeting of Council held on May 23, 2019, be read a first, second and third and final time.

Disposition: Carried

19. Adjournment

Resolution No. 2019-302

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That Council of the Corporation of the Municipality of West Elgin hereby adjourn at 2:10 p.m. to meet again at 9:30 a.m. on June 13, 2019 or at the call of the Chair.

Richard Leatham, Deputy Mayor

Jana Nethercott, Deputy Clerk