



# Municipality of West Elgin

## Minutes

Council Meeting

July 19, 2018 – 9:30 a.m.

Council Chambers, West Elgin Municipal Building

**Present:** Mayor Wiehle  
Deputy Mayor Bodnar  
Councillor Leatham  
Councillor Seman  
Councillor Wolf

**Staff Present:** G. Scharback, CAO/Clerk  
M. Badura, Treasurer  
L. Gosnell, Public Works Superintendent  
J. Slater, Recreation Superintendent  
T. Pillon-Abbs, Planner  
J. Nethercott, Deputy Clerk  
P. McMillan, Drainage Superintendent  
T. Mahon, Drainage Superintendent in Training

**Present:** C. Scrimgeour  
J.M. Spriet, P.Eng.

### 1. Call to Order

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

### 2. Adoption of Agenda

#### Resolution No. 288

**Moved:** Councillor Seman

**Seconded:** Councillor Wolf

**That Council adopt the amended agenda with the addition of By-Law 2018-64, being a By-Law to Appoint at Chief Building Official for the Municipality of West Elgin and Correspondence Item number 12.11, a letter from the National Farmers Union.**

**Disposition: Carried**

### 3. Disclosure of Pecuniary Interest

None

#### 4. Public Meeting

##### **Resolution No. 289**

**Moved: Councillor Seman**

**Seconded: Councillor Wolf**

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

**Disposition: Carried**

Council Reconvened at 9:34 a.m.

#### 5. Delegations

5.1. C. Scrimgeour – Consolidated Financial Report for Year Ended December 31, 2017

##### **Resolution No. 292**

**Moved: Deputy Mayor Bodnar**

**Seconded: Councillor Leatham**

**That the West Elgin Council hereby receives and accepts the 2017 Audited Financials Report as prepared and presented by C. Scrimgeour of Scrimgeour & Company.**

**Disposition: carried**

Council Recessed at 9:47 a.m. and reconvened at 9:52 a.m.

5.2.1. J.M. Spriet, P. Eng. – Engineer's Report – Har-De-Bo Drain

##### **Resolution No. 293**

**Moved: Deputy Mayor Bodnar**

**Seconded: Councillor Leatham**

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

**That West Elgin Council authorizes staff to initiate the tender process, if required, for the construction of the Municipal Drain known as Har-De-Bo Drain; and**

**That West Elgin Council consider the provisional By-Law as presented in the By-Law portion of the agenda for a first and second reading.**

**Disposition: Carried**

5.2.2. J.M. Spriet, P. Eng. – Engineer's – Leibner Drain.

##### **Resolution No. 294**

**Moved: Councillor Seman**

**Seconded: Councillor Wolf**

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

**That West Elgin Council authorizes staff to initiate the tender process, if required, for the improvement to the Municipal Drain known as Leibner Drain; and**

**That West Elgin Council consider the provisional By-Law as presented in the By-Law portion of the agenda for a first and second reading.**

**Disposition: Carried**

5.2.3. J.M. Spriet, P. Eng. – Engineer’s Report – Staddon Drain

**Resolution No. 295**

**Moved: Councillor Leatham**

**Seconded: Deputy Mayor Bodnar**

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

**That West Elgin Council authorizes staff to initiate the tender process, if required, for the construction and improvement to the Municipal Drain known as Staddon Drain, And**

**That West Elgin Council consider the provisional By-Law as presented in the By-Law portion of the agenda for a first and second reading.**

**Disposition: Carried**

5.2.4. J.M. Spriet, P. Eng. – Engineer’s Report – Wilton Drain No. 2

**Resolution No. 296**

**Moved: Councillor Leatham**

**Seconded: Councillor Wolf**

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

**That West Elgin Council authorizes staff to initiate the tender process, if required, for the improvement to the Municipal Drain known as Wilton Drain No. 2; and**

**That West Elgin Council consider the provisional By-Law as presented in the By-Law portion of the agenda for a first and second reading.**

**Disposition: Carried**

5.2.5. J.M. Spriet, P. Eng. – Engineer’s Report – McMillan Drain

**Resolution No. 297**

**Moved: Deputy Mayor Bodnar**

**Seconded: Councillor Seman**

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

**That West Elgin Council authorizes staff to initiate the tender process, if required, for the improvement to the Municipal Drain known as Mc Millan Drain; and**

**That West Elgin Council consider the provisional By-Law as presented in the By-Law portion of the agenda for a first and second reading.**

**Disposition: Carried**

Don McCallum noted concerns that stone screening will erode over time. Mr. Spriet advised that options to the recommendation in the report are to leave as is which does not satisfy the requests or advised that much more costly options such as cement mats to prevent erosion.

Annie Isobel Tait inquired as to when the work will be done as they need the passageway fairly soon. Mr. Spriet explained the process of Court of Revision and that the earliest start date would be in late September.

5.2.6. J.M. Spriet, P. Eng. – Engineer’s Report – Hind Drain

**Resolution No. 298**

**Moved: Deputy Mayor Bodnar**

**Seconded: Councillor Leatham**

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

**That West Elgin Council authorizes staff to initiate the tender process, if required, for the improvement to the Municipal Drain known as Hind Drain, And**

**That West Elgin Council consider the provisional By-Law as presented in the By-Law portion of the agenda for a first and second reading.**

**Disposition: Carried**

Randy McCloud inquired about a berm being installed behind the tile. Engineer, Mr. Spriet explained that there is generally a berm with their design. Mr. McCloud inquired about getting a cement erosion mat instead of a quarry stone to prevent the erosion and Mr. Spriet said he would look into this and compare the costs.

John Schaecken requested clarified of the location of cement erosion mat. Engineer Mr. Spriet believes the tile has failed as it was installed in 1968 and due to this age this tile no longer maintainable. Mr. Spriet confirmed that the material in the specifications are plastic in the length of 20 ft or 6 m.

5.2.7. Set the date of Court of Revision

**Resolution No. 299**

**Moved: Councillor Leatham**

**Seconded: Deputy Mayor Bodnar**

**That the Council of the Municipality of West Elgin hereby sets the Court of Revision as August 16, at 9:30 am for the following Drains: Har-De-Bo Drain; Leibner Drain; Staddon Drain; Wilton Drain No. 2; McMillan Drain and Hind Drain.**

**Disposition: Carried**

Council Recessed at 10:34 a.m. and reconvened at 10:41 a.m.

6. Minutes

**Resolution No. 300**

**Moved: Councillor Seman**  
**Seconded: Councillor Leatham**

**That minutes of the Council meeting and Public meeting on June 28, 2018 be adopted as circulated and printed.**

**Disposition: Carried**

7. Business Arising from Minutes

None

8. Staff Reports

- 8.1. Building
- 8.2. By-Law Enforcement
- 8.3. Emergency Management/ Fire

**8.3.1. West Elgin Fire Chief J. Slater – Fire Monthly Report**

**Resolution No. 301**

**Moved: Deputy Mayor Bodnar**  
**Seconded: Councillor Seman**

**That Council received the Monthly Fire Report from J. Slater, West Elgin Fire Chief.**

**Disposition: Carried**

8.4. Municipal Drains

**8.4.1. CAO/Clerk Genevieve Scharback – Appoint Drainage Engineer Request for Drainage Works- Leibner Drain**

**Resolution No. 302**

**Moved: Councillor Leatham**  
**Seconded: Councillor Seman**

**That Council receives the report from G. Scharback, CAO/Clerk Re: Appoint Drainage Engineer – Request for Drainage Works; and That Council hereby appoints Spriet Associates Engineers & Architects to prepare a report for the replacement of existing culverts on the Leibner Municipal Drain.**

**Disposition: Carried**

- 8.4.2.** CAO/Clerk Genevieve Scharback – Appoint Drainage Engineer Request for Drainage Works – Bonn Drain

**Resolution No. 303**

**Moved: Councillor Wolf**  
**Seconded: Deputy Mayor Bodnar**

**That Council receives the report from G. Scharback, CAO/Clerk Re: Appoint Drainage Engineer – Request for Drainage Works; and That Council hereby appoints Spriet Associates Engineers & Architects to prepare a report for the replacement of existing culverts on Bonn Municipal Drain.**

**Disposition: Carried**

- 8.4.3.** CAO/Clerk Genevieve Scharback – Appoint Drainage Engineer Request for Drainage Works

**Resolution No. 304**

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

**That Council receives the report from G. Scharback, CAO/Clerk Re: Appoint Drainage Engineer – Request for Drainage Works; and That Council hereby appoints Spriet Associates Engineers & Architects to prepare a report for the replacement of existing culvert on Redinger Municipal Drain.**

**Disposition: Carried**

**8.5. Public Works**

- 8.5.1. Public Works Superintendent L. Gosnell – Monthly Roads Report**

**Resolution No. 305**

**Moved: Councillor Seman**  
**Seconded: Councillor Wolf**

**That Council receives the Roads Monthly Report for June 2018.**

**Disposition: Carried**

**8.6. Recreation**

- 8.6.1. Recreation Superintendent J. Slater – Rodney Grandstand Update**

**Resolution No. 306**

**Moved: Councillor Leatham**  
**Seconded: Councillor Wolf**

**That the Council of the Municipality of West Elgin hereby receives the report of the Recreation Superintendent J. Slater re: Rodney Grandstand; and**

**That the Council approve renting portable bleachers for seating at the 2018 Rodney Fair from neighbouring municipalities and Fair Boards for donations up to a total of \$1500.00; and**

**That Kiwanis Club be allowed to use the existing concession area/kitchen for the 2018 fair; and**

**That a long range plan for the grandstands be provided for Council's consideration prior to the 2019 budget considerations; and**

**Recreation Superintendent to work with Fair Board to consider logistics and placement of temporary bleachers for 2018 Fair events.**

**Disposition: carried**

8.6.2. Recreation Superintendent J. Slater – Monthly Recreation Report

**Resolution No. 307**

**Moved: Councillor Seman**

**Seconded: Deputy Mayor Bodnar**

**That the Council of the Municipality of West Elgin hereby receives the monthly Recreation Report.**

**Disposition: Carried**

8.6. Treasury

8.7. Planning

8.8. Wastewater

8.9. Water

8.10. Administration

**8.11.1. CAO/Clerk Genevieve Scharback – Revisions to Council Meeting Schedule**

**Resolution No. 308**

**Moved: Councillor Leatham**

**Seconded: Councillor Seman**

**That the Council of the Municipality of West Elgin receives the report from G. Scharback, CAO/Clerk re: Revisions to the Council Meeting Schedule; and**

**That West Elgin Council hereby schedules a Special Meeting on July 26, 2018 at 9:30 a.m. for the purpose of addressing personnel matters and for awarding the Tender for the West Lorne Sewage Treatment Plant Refurbishment; and**

**That the October 25, 2018 Regular Council meeting be cancelled; and**

**That Council meetings for the purpose of preliminary Council**

**Orientation be scheduled for December 6 and 13, 2018 at 9:30 a.m.**

**Disposition: Carried**

- 8.11.2. CAO/Clerk Genevieve Scharback –Voting Options for 2018  
Municipal Elections in West Elgin

**Resolution No. 309**

**Moved: Councillor Seman**  
**Seconded: Deputy Mayor Bodnar**

**That Council receives the report from G. Scharback, CAO/Clerk re:  
Voting Options for the 2018 Municipal Election in West Elgin for  
information.**

**Disposition: Carried**

9. Accounts

**Resolution No. 310**

**Moved: Councillor Seman**  
**Seconded: Councillor Leatham**

**That the Mayor and Treasurer are hereby authorized to sign Payment  
Voucher #7 amounting to \$618,226.79 in settlement of General, Road, Water  
and Arena Accounts (including cheques # 24341-24389 & EFT# 393-468 &  
Online Payment# 52-62).**

**Disposition: Carried**

**10. Notice of Motion**

- 10.1. Councillor Leatham gave notice of the following motion at the June 14, 2018  
Council Meeting:

That a draft by-law for no cutting be brought forward at next Council for roads as  
described by the delegation that attended Council Meeting on June 14, 2018.

Councillor Leatham requested that this motion be deferred until Staff have a report ready  
regarding a roadside management plan.

**10.2. Resolution No. 311**

**Moved: Councillor Wolf**  
**Seconded: Leatham**

**That the unused ice time be offered to the High School students at West  
Elgin Secondary School at a reduced rate of 50% of the day rate for the  
West Elgin Hockey Course for the 2018/2019 School Semester**

**Disposition: Carried**

**10.3. Moved: Mayor Weihle**

That an anti-dumping and anti-littering by-law, including penalties be brought forward  
at a future Council meeting.



## 11. Council Announcements

Deputy Mayor Bodnar brought forward many compliments from All-Breed American Quarter Horse competition judges and competitors at the Cactus, Cattle and Cowboys event held on July 13<sup>th</sup> and 14<sup>th</sup> regarding the condition of the Sand Ring. She thanked Ontario Clean Water Agency for providing the water station. Deputy Mayor Bodnar also thanked West Elgin Recreation Staff for all of their hard work in setting up the tents and the West Elgin Roads Department for providing the solid waste bin and thanked the community for attending.

Councillor Leatham provided an update on Port Glasgow Trailer Park memorial gates and on the stone work around the memorial monument.

Mayor Wiehle informed Council that he had received an email from John Bowl regarding his great uncle who was originally from West Lorne. Mr. Bowl requested a piece of memorabilia from West Elgin for his family's pilgrimage to his great uncle's final resting place at the Vimy Ridge Memorial. Mayor Wiehle, provided pins and Mr. Bowl reported that they placed the pins on the cross dedicated to his great uncle.

## 12. Correspondence

**12.1. The College of Physicians and Surgeons of Ontario** - Nominate an Outstanding Ontario Physician in Your Community

**12.2. Eagle Community Centre** - Request for letter of support for Trillium Grant Application

### Resolution No. 312

**Moved: Councillor Seman**

**Seconded: Councillor Leatham**

**That the Council of the Municipality of West Elgin send a letter of support Regarding the Eagle Community Centre Trillium Grant Application.**

**Disposition: Carried**

**12.3. West Elgin Secondary School (R. Tait)** - West Elgin Secondary School Hockey Course

**12.4. Port Glasgow Fish Fry Committee** - Request for funding

### Resolution No. 313

**Moved: Councillor Leatham**

**Seconded: Deputy Mayor Bodnar**

**That the Council of the Municipality of West Elgin hereby approves a donation in the amount of \$750.00 plus the cost of the fireworks to the Port Glasgow Fish Fry.**

**Disposition: Carried**

**12.5. Audrey and Robert Miller** - Donation of a Park Bench - Council had no objections to Mr and Mrs. Miller providing a bench in remembrance of their friend.

**12.6. Rodney Aldborough Agricultural Society** – Grandstand

- 12.7. **Elgin Federation of Agriculture** - No Cut By-law
- 12.8. **Community Schools Alliance** – Call for Nominations
- 12.9. **Lower Thames Valley Conservation Authority** - Artifact day with Ska-Nah-Doht and the OAS
- 12.10. **Norm Miller** - Pedestrian Walkway Assistance Request

**Resolution No. 314**

**Moved: Councillor Leatham**  
**Seconded: Councillor Seman**

**Directs Staff to request a meeting with Mr. Miller, Lower Thames Conservation Authority and West Elgin Staff to review the scope of work of this project.**

**Disposition: Carried**

**Resolution No. 315**

**Moved: Deputy Mayor Bodnar**  
**Seconded: Councillor Seman**

**That Council the Corporation of the Municipality of West Elgin receives and files all correspondence not otherwise dealt with.**

**Disposition: Carried**

Council recessed for a lunch break at 12:05 p.m. and reconvened at 1:00 p.m.

**13. Closed Session**

**Resolution No. 316**

**Moved:**  
**Seconded:**

**That the Council of the Corporation of the Municipality of West Elgin hereby proceed in Closed Session at 1:01 p.m. in order to address matters pertaining to identifiable individuals, including municipal or local board employees.**

**Disposition: Carried**

**14. Report from Closed Session**

Mayor Wiehle reported that in Closed Session Council addressed matters pertaining to identifiable individuals, including municipal employees and provided direction to the CAO/Clerk.

**Resolution No. 317**

**Moved: Councillor Leatham**  
**Seconded: Councillor Seman**

**That Council hereby approves the revised Organizational Chart, copy attached.**

**Disposition: Carried.**

## **15. By-Laws**

### **15.1. By-Law 2018-53 – Appoint Tile Drain Loan Inspector**

#### **Resolution No. 318**

**Moved: Deputy Mayor Bodnar**  
**Seconded: Councillor Seman**

That By-Law 2018-53 being a By-Law to Appoint a Tile Drain Loan Inspector for The Corporation of the Municipality of West Elgin, be read for a first, second and third and final time.

**Disposition: Carried**

### **15.2. By-Law 2018-54 – Har-De-Bo Drain**

#### **Resolution No. 319**

**Moved: Councillor Leatham**  
**Seconded: Councillor Seman**

That By-Law 2018-54 being a By-law to provide for the Har-De-Bo Drain in the Municipality of West Elgin, be read for a first, second time and be provisionally adopted.

**Disposition: Carried**

### **15.3. By-Law 2018-55 – Leibner Drain**

#### **Resolution No. 320**

**Moved: Deputy Mayor Bodnar**  
**Seconded: Councillor Wolf**

That By-Law 2018-55 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**

### **15.4. By-Law 2018-56 – Staddon Drain**

#### **Resolution No. 321**

**Moved: Councillor Leatham**  
**Seconded: Councillor Seman**

That By-Law 2018-56 being a By-law to provide for the Staddon Drain in the Municipality of West Elgin, be read for a first, second time and be provisionally adopted.

**Disposition: Carried**

## **15.5. By-Law 2018-57 – Wilton Drain No. 2**

### **Resolution No. 322**

**Moved: Deputy Mayor Bodnar**  
**Seconded: Councillor Seman**

That By-Law 2018-57 being a By-law to provide for the Wilton Drain No. 2 in the Municipality of West Elgin, be read for a first, second time and be provisionally adopted.

**Disposition: Carried**

## **15.6. By-Law 2018-58 – McMillan Drain**

### **Resolution No. 323**

**Moved: Councillor Wolf**  
**Seconded: Councillor Leatham**

That By-Law 2018-58 being a By-law to provide for the McMillan Drain in the Municipality of West Elgin, be read for a first, second time and be provisionally adopted.

**Disposition: Carried**

## **15.7. By-Law 2018-59 – Hind Drain**

### **Resolution No. 324**

**Moved: Councillor Leatham**  
**Seconded: Councillor Seman**

That By-Law 2018-59 being a By-law to provide for the Hind Drain in the Municipality of West Elgin, be read for a first, second time and be provisionally adopted.

**Disposition: Carried**

## **15.8. By-Law 2018-60 – Records Management**

### **Resolution No. 325**

**Moved: Deputy Mayor Bodnar**  
**Seconded: Councillor Wolf**

That By-Law 2018-60 being a By-law to establish a Records Retention Program for the Municipality of West Elgin, be read for a first, second and third and final time.

**Disposition: Carried**

**15.9. By-Law 2018-61 – Amend Zoning By-Law 2015-36 – 26134 Thomson Line**

**Resolution No. 326**

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

That By-Law 2018-61 being a By-law to amend the Municipality of West Elgin Comprehensive Zoning By-Law 2015-36 for the property located at 26134 Thomson Line, be read for a first, second and third and final time.

**Disposition: Carried**

**15.10. By-Law 2018-62 – Reduced Voting Hours**

**Resolution No. 327**

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

That By-Law 2018-62 being a By-law to provide for reduced hours on voting day in institutions and retirement homes, be read for a first, second and third and final time.

**Disposition: Carried**

**15.11. By-Law 2018-63 – Delegation of Authority**

**Resolution No. 328**

**Moved: Councillor Leatham**  
**Seconded: Councillor Seman**

That By-Law 2018-63 being a By-law to Delegate Authority to the CAO/Clerk for Certain Acts during a “Lame Duck” Period for The Corporation of the Municipality of West Elgin, be read for a first, second and third and final time.

**Disposition: Carried**

**15.12. By-Law 2018-64 – Appoint Chief Building Official**

**Resolution No. 329**

**Moved: Councillor Leatham**  
**Seconded: Councillor Wolf**

That By-Law 2018-64 being a By-Law to appoint a Chief Building Official (CBO) for the Corporation of the Municipality of West Elgin, be read for a first, second and third and final time.

**Disposition: Carried**

## **16. Confirming By-Law – By-Law 2018-65**

### **Resolution No. 330**

**Moved: Councillor Wolf**  
**Seconded: Deputy Mayor Bodnar**

That By-Law 2018-65 being a By-law to confirm the proceedings of the meeting of Council held on July 19, 2018, be read for a first, second and third and final time.

**Disposition: Carried**

## **17. Adjournment**

### **Resolution No. 331**

**Moved: Councillor Seman**  
**Seconded: Councillor Leatham**

That Council of the Corporation of the Municipality of West Elgin hereby adjourn at 2:08 p.m. to meet again at 9:30 a.m. on July 26, 2018 or at the call of the Chair.

**Disposition: Carried**

Bernie Wiehle  
Mayor

Genevieve Scharback  
C.A.O./Clerk



# Municipality of West Elgin

## Minutes

### Public Meeting

July 19, 2018 – 9:30 a.m.

Council Chambers, West Elgin Municipal Building

#### 1. Call to Order

Mayor Wiehle called the public meeting to order at 9:35 a.m.

#### 2. Disclosure of Pecuniary Interest

#### 3. Purpose of Public Meeting

The CAO/Clerk advised that the purpose of this Public Meeting of the Council of the Corporation of the Municipality of West Elgin is to review an application for a proposed amendment to the West Elgin zoning by-law number 2015-36, and to allow interested members of the public the opportunity to ask questions or offer comments with regard to the application.

Council will not make a decision on the application at the Public Meeting. Based on the recommendation and information received at this Public Meeting an amending by-law will be presented for approval at a regular Council meeting.

There is a Public Registry located on the counter and if any member of the public would like to be notified in writing of the decision on the application they are to provide their name and mailing address on the registry. A person or public body may appeal the decision if they have made an oral submission this public

#### 4. Application for Amendment to Zoning By-Law 2015-36 –26134 Thomson Line

4.1. T. Pillion-Abbs – Report P04-18

##### Resolution No. 290

**Moved:** Deputy Mayor Bodnar

**Seconded:** Councillor Wolf

**That the Council of the Municipality of West Elgin receives the report regarding the application to amend the Zoning By-Law 2015-36 for 26134 Thomson Line, File No. P 04/18.**

**Disposition: Carried**

4.2. Written Comments Received

None

4.3. Comments – Council, Public in Attendance

None

**5. Close Public Meeting**

**Resolution No. 291**

**Moved: Councillor Seman**

**Seconded: Councillor Leatham**

**That Council now closes the Public Meeting at 9:34 a.m. and reconvenes the Regular Council Meeting.**

**Disposition: Carried**

Bernie Wiehle  
Mayor

Genevieve Scharback  
C.A.O./Clerk