



# Municipality of West Elgin

## Minutes

### Council Meeting

June 8, 2023, 9:30 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

**Present:** Mayor R. Leatham  
Councillor T. Tellier  
Councillor Navackas  
Councillor Denning

**Staff Present:** M. Badura, CAO/ Treasurer  
L. Gosnell, Manager of Operations & Community Services  
Robert Brown, Planner  
Heather Bouw, Clerk

**This Meeting was held in Hybrid format and the recording available at  
[www.westelgin.net](http://www.westelgin.net) (pending no technical difficulties)**

**1. Call to Order**

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

**2. Adoption of Agenda**

**Resolution No. 2023- 166**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That the Council of the Municipality of West Elgin hereby adopts the Agenda as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

**3.1 Councillor Denning - By-law 2023-51, Agreement with Rodney Cemetery Company**

**4. Adoption of Minutes**

**Resolution No. 2023- 167**

**Moved:** Councillor Tellier

**Seconded:** Councillor Denning

That the Minutes of the Council meeting on May 25, 2023 be adopted as circulated and printed.

**Carried**

**5. Business Arising from Minutes**

**6. STATUTORY PUBLIC MEETING - Draft Official Plan**

**Resolution No. 2023- 168**

**Moved:** Councillor Tellier

**Seconded:** Councillor Navackas

That the Council of the Municipality of West Elgin proceed into a Public Meeting pursuant to Section 26(3) and (4) of the Planning Act, R.S.O., 1990, as amended, to hear comments and concerns as it relates to the municipality's draft Official Plan; and

Further, to identify additional planning issues that should be considered and or addressed.

**Carried**

**6.1 P. Kennedy and K. Martel, Dillon Consulting**

*Also Present - Ted Halwa, John Slaats, Dianne Slaats, David French*

**6.1.1 Draft Official Plan Presentation**

**6.2 Staff Report**

None

**6.3 Correspondence Received**

None

**6.4 Public Comments**

Approximately 30 people in attendance at the Open House, held on May 9, 2023.

Two written submissions:

–Elgin Federation of Agriculture (May 30th, 2023)

–Planning Justification Report for 11061 Graham Road, West Lorne on behalf of Curtis and Christine Hay (May 8th, 2023)

## **6.5 Recommendation**

### **Resolution No. 2023- 2023-169**

**Moved:** Councillor Tellier

**Seconded:** Councillor Denning

That the Statutory Public Meeting to hear comments and concerns relating to the Municipality's draft Official Plan closes at 10:10 a.m.

**Carried**

## **7. Public Meeting - Planning - ZBA D-14 5-2023**

### **Resolution No. 2023- 170**

**Moved:** Councillor Tellier

**Seconded:** Councillor Denning

That Council of the Municipality of West Elgin proceed into a Public Meeting pursuant to Section 34 of the Planning Act in order to hear an application to rezone property located at Part Lot 6, Concession 1/Broken Front, Pt 1, RP 11R7842.

**Carried**

### **7.1 Purpose of the Public Meeting**

The subject land is a vacant 18.74 ha (46.3 ac.) farm parcel located on the north side of Fleming Line, east of Clachan Road. The applicants recently purchased the property with the intent of relocating and would also like to construct a new single detached dwelling and shed on the site. The applicants currently operate a custom cabinet business and would like to be able to continue this at the new location in the proposed new shed. A home occupation is a permitted use and something typically found on many rural properties through the municipality. The zoning by-law does however limits the size of home occupations to 100 sq. m. The applicant is requesting an increase to 500 sq. m due to the space needs for the business.

### **7.2 Zoning Amendment Application D-14 5-2023 - Recommendation Report - Planning Report 2023-22**

#### **Resolution No. 2023- 171**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That the Council of the Municipality of West Elgin hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 5-2023 – VL NS Fleming Line Recommendation Report (Planning Report 2023-22); and

That the Council of the Municipality of West Elgin approve the zoning amendment for the subject parcel on Fleming Line by rezoning the subject property from General Agricultural (A1) Zone to General Agricultural Special Regulation 8 (A1-8) Zone; and

That the Council of the Municipality of West Elgin consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the June 8, 2023, Council Agenda

**Carried**

**7.3 Applicant Comments**

None

**7.4 Public Comments**

None

**7.5 Council Comments**

None

**8. Public Meeting - Planning - ZBA D-14 7-2023**

**Resolution No. 2023- 172**

**Moved:** Councillor Navackas

**Seconded:** Councillor Tellier

That Council of the Municipality of West Elgin proceed into a Public Meeting pursuant to Section 34 of the Planning Act in order to hear an application to rezone property located at 24365 Crinan Line.

**Carried**

**8.1 Purpose of the Public Meeting**

The purpose of the Zoning By-law Amendment is to consider a condition of Consent Application E6-23, by rezoning the retained farmland parcel from General Agricultural (A1) Zone to Agricultural (A2) Zone, in order to prohibit any future dwellings, and by rezoning the severed surplus farm dwelling parcel from General Agricultural (A1) Zone to Restricted Agricultural (A3) Zone, in order to recognize the new surplus farm dwelling lot being created.

**8.2 Zoning Amendment Application D-14 7-2023 - Recommendation Report - Planning Report 2023-22**

## **Resolution No. 2023- 173**

**Moved:** Councillor Tellier

**Seconded:** Councillor Navackas

That the Council of the Municipality of West Elgin hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 7-2023 – 24365 Crinan Line Recommendation Report (Planning Report 2023-21); and

That the Council of the Municipality of West Elgin approve the rezoning of 24365 Crinan Line by rezoning the retained farmland parcel from General Agricultural (A1) Zone to Agricultural (A2) Zone, and by rezoning the severed surplus farm dwelling parcel from General Agricultural (A1) Zone to Restricted Agricultural (A3) Zone; and

Further that the Council of the Municipality of West Elgin consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the June 8, 2023, Council Agenda.

**Carried**

### **8.3 Applicant Comments**

None

### **8.4 Public Comments**

None

### **8.5 Council Comments**

None

## **9. Public Meeting - Planning - ZBA D-14 11-2023**

### **Resolution No. 2023- 174**

**Moved:** Councillor Tellier

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin proceed into a Public Meeting pursuant to Section 34 of the Planning Act in order to hear an application to rezone property located at 20387 Pioneer Line.

**Carried**

### **9.1 Purpose of the Public Meeting**

The purpose of the Zoning By-law Amendment is to consider a condition of Consent Application E12-23, by rezoning the retained farmland parcel from General Agricultural (A1) Zone to Agricultural (A2) Zone, in order to prohibit any future dwellings, and by rezoning the severed surplus farm

dwelling parcel from General Agricultural (A1) Zone to Restricted Agricultural Special Regulation 7 (A3-7) Zone, in order to recognize the new surplus farm dwelling lot being created and the reduced lot frontage.

**9.2 Zoning By-law Amendment Application D-14 11-2023 - Recommendation Report 2023-23**

**Resolution No. 2023- 175**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That the Council of the Municipality of West Elgin hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 11-2023 – 20387 Pioneer Line Recommendation Report (Planning Report 2023-23); and

That the Council of the Municipality of West Elgin approve rezoning of 20387 Pioneer Line by rezoning the retained farmland parcel from General Agricultural (A1) Zone to Agricultural (A2) Zone, and by rezoning the severed surplus farm dwelling parcel from General Agricultural (A1) Zone to Restricted Agricultural Special Regulation 7 (A3-7) Zone; and

Further that the Council of the Municipality of West Elgin consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the June 8, 2023, Council Agenda

**Carried**

**9.3 Applicant Comments**

None

**9.4 Public Comments**

None

**9.5 Council Comments**

None

**10. Planning**

**10.1 Severance Application E35-23 – Comments to Elgin County – Recommendation Report – Planning Report 2023-25**

**Resolution No. 2023- 176**

**Moved:** Councillor Tellier

**Seconded:** Councillor Navackas

That the Council of the Municipality of West Elgin hereby receives the report from Robert Brown, Planner regarding severance application File E35-23 – Comments to Elgin County (Planning Report 2023-25); and

That the Council of the Municipality of West Elgin hereby recommends approval to the Land Division Committee of the County of Elgin for Severance application, E35-23, subject to the Lower-Tier Municipality conditions in Appendix One; and

Further that the Council of the Municipality of West Elgin directs administration to provide this report as Municipal Comments to the County of Elgin.

**Carried**

**10.2 Severance Application E37-23 - Comment to Elgin County - Recommendation Report - Planning Report 2023-26**

*The applicants, Eric Jensen & Lisa Veldman, attended the meeting.*

**Resolution No. 2023- 177**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin hereby receives the report from Robert Brown, Planner regarding severance application File E37-23 – Comments to Elgin County (Planning Report 2023-26); and

That Council of the Municipality of West Elgin hereby recommends approval to the Land Division Committee of the County of Elgin for Severance application, File E37-23, subject to the Lower-Tier Municipality conditions in Appendix One of this report; and

Further that the Council of the Municipality of West Elgin directs administration to provide this report as Municipal Comments to the County of Elgin.

**Carried**

Council Recessed for a 5 minute break.

**11. Public Meeting - Committee of Adjustment**

**Resolution No. 2023- 178**

**Moved:** Councillor Tellier

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin hereby recess at 10:39 a.m. in order to proceed into a Committee of Adjustment Meeting.

**Carried**

Council reconvened in Regular Session of Council at 10:48 a.m.

**12. Consent Agenda**

**Resolution No. 2023- 179**

**Moved:** Councillor Navackas

**Seconded:** Councillor Tellier

That the Consent Agenda for June 8, 2023 be received and filed.

**Carried**

**12.1 Monthly Staff Reports**

**12.1.1 J. McArthur - Fire Chief - Monthly Report - May 2023**

**12.1.2 L. Gosnell, Manager of Operations & Community Services -  
Monthly Operations Update - May 2023**

**12.1.3 Building Department Summary Report - May 2023**

**12.2 Communications from Other Municipalities**

**12.2.1 Elgin County Council Highlights - May 23, 2023**

**12.3 Other Items**

**12.3.1 Community School Alliance**

**12.3.2 Minister Seniors and Accessibility (MSAA) - June is Seniors  
Month**

**12.3.3 Quad County Support Services - Open House June 11, 2023**

**12.3.3.1 View Annual Report 2021-2022 at [quadcounty.ca](http://quadcounty.ca)**

**13. Staff Reports**

**13.1 Operations & Community Services**

**13.1.1 Elgin County Roads Draft Maintenance Agreement**

**Resolution No. 2023- 180**

**Moved:** Councillor Navackas

**Seconded:** Councillor Tellier



That the Council of the Municipality of West Elgin hereby receives the report from Lee Gosnell, Manager of Operations and Community Services re: Elgin County Roads Maintenance Agreement; and

That the Council of the Municipality of West Elgin approve in principle the amended County Roads Maintenance agreement (attached) and authorize staff to request the County to prepare the finalized agreement based on this amended version.

**Carried**

## **13.2 Finance/Administration**

### **13.2.1 Mileage Report and Policy, Finance/Administration 2023-34**

#### **Resolution No. 2023- 181**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin hereby receives the report from Magda Badura, CAO/Treasurer Re: HR-1.6 Mileage Policy; and

That the Council of the Municipality of West Elgin hereby approves the amended HR-1.6 Mileage Policy; and

That the Council of the Municipality of West Elgin hereby approves the 2023 CRA recommended mileage rate of \$0.68 per kilometer, effective January 1, 2023.

**Carried**

## **13.3 Clerk**

### **13.3.1 Determining the Method for Filling the Deputy Mayor Vacancy**

#### **Resolution No. 2023- 182**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin receives the report from Heather Bouw, Clerk re: Determining the Method for Filling the Vacancy of the Deputy Mayor; and

That Council of the Municipality of West Elgin decides to fill the vacancy of the Deputy Mayor through Option #1; and

Directs staff to proceed with the requirements under Option #1.

**Carried**

### **13.3.2 LTVCA – Service Agreement for Mandatory and Non-Mandatory Services**

#### **Resolution No. 2023- 183**

**Moved:** Councillor Denning

**Seconded:** Councillor Tellier

That the Council of the Municipality of West Elgin hereby receives the report from Heather Bouw, Clerk re: Service Agreement for Mandatory and Non-mandatory Services; and

That the Council of the Municipality of West Elgin hereby directs staff to prepare a by-law and that the Mayor and Clerk be authorized to sign the Service Agreement.

**Carried**

## **14. Accounts**

### **Resolution No. 2023- 184**

**Moved:** Councillor Navackas

**Seconded:** Councillor Tellier

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #6 amounting to \$444,894.79 in settlement of General, Road, Water and Arena Accounts including EFT#6707-6763; Online Payments#1168-1182; Cheque# 26183-26219 and Payroll PP11.

**Carried**

## **15. Consideration of Items Requiring Discussion**

### **15.1 Elgin International Club - Donation Request**

That Council of the Municipality of West Elgin agrees to the Elgin International Club Donation request, in the amount of \$1,000.

#### **Resolution No. 2023- 185**

**Moved:** Councillor Denning

**Seconded:** Councillor Tellier

**Carried**

## **16. Council Inquires/Announcements**

### **16.1 Notice of Motion**

#### **Resolution No. 2023- 186**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That Council directs staff to investigate the request from the Port Glasgow Yacht Club to install a pay station at the fish cleaning station and report to Council.

**Carried**

### **16.2 Statements/Inquires by Councillors**

1. Councillor Denning reminded Council about the Community Celebration in Miller Park on Sunday June 11, 2023
2. Mayor Leatham advised Council of the Quad County 60th Anniversary Celebration in Glencoe at the Agricultural Centre on Sunday June 11, 2023 from 2-4pm. The Municipality will be presenting Quad County with a donation of \$3,500.

## **17. By-Laws**

### **17.1 By-law 2023-46 - ZBA D-14 5-2023**

#### **Resolution No. 2023- 187**

**Moved:** Councillor Tellier

**Seconded:** Councillor Navackas

That By-Law 2023-46, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for Property located at Pt Lot 6, Concession 1/Broken Front, Pt 1, RP 11R7842 , be read a first, second, and third and final time.

**Carried**

### **17.2 By-law 2023-47 - ZBA D-14 7-2023**

#### **Resolution No. 2023- 188**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That By-Law 2023-47, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property located at 24365 Crinan Line, be read a first, second, and third and final time.

**Carried**

**17.3 By-law 2023-48 - ZBA D-14 11-2023**

**Resolution No. 2023- 189**

**Moved:** Councillor Tellier

**Seconded:** Councillor Navackas

That By-Law 2023-48, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property located at 20387 Pioneer Line, be read a first, second, and third and final time.

**Carried**

**17.4 By Law 2023-49 - Appointment of Clerk**

**Resolution No. 2023- 190**

**Moved:** Councillor Navackas

**Seconded:** Councillor Tellier

That By-law 2023-49, being a by-law to appoint the Clerk be read a first, second and third and final time.

**Carried**

**17.5 By-law 2023-50 - Amending By-law 2022-42 Mileage**

**Resolution No. 2023- 191**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That By-law 2023-50, being a by-law to amend By-law 2022-42, be read a first, second and third and final time.

**Carried**

Councillor Denning recused himself from the meeting.

**17.6 By-law 2023-51 - Agreement with the Rodney Cemetery Company**

Councillor Denning declared a conflict on this item.

**Resolution No. 2023- 192**

**Moved:** Councillor Tellier

**Seconded:** Councillor Navackas

That By-law 2023-51, being a by-law to authorize an Agreement with the Rodney Cemetery Company be read a first, second and third and final time.

**Carried**

Councillor Denning returned to the meeting.

**18. Confirming By-Law**

**Resolution No. 2023- 193**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That By-law 2023-52 being a By-law to confirm the proceeding of the Regular Meeting of Council held on June 8, 2023, be read a first, second and third and final time.

**Carried**

**19. Adjournment**

**Resolution No. 2023- 194**

**Moved:** Councillor Tellier

**Seconded:** Councillor Navackas

That the Council of the Municipality of West Elgin hereby adjourn at 11:29 a.m. to meet again at 9:30 a.m. on June 22, 2023, or at the call of the Chair.

**Carried**

---

Richard Leatham, Deputy Mayor

---

Heather Bouw, Clerk