



Municipality of West Elgin

Minutes

Council Meeting

September 10, 2020, 9:00 a.m.

Recreation Centre

135 Queen Street

Rodney

Present: Mayor D. McPhail
Deputy Mayor R. Leatham
Councillor T. Tellier
Councillor A. Cammaert
Councillor B. Rowe

Staff Present: M. Badura, CAO/ Treasurer
J. Nethercott, Clerk
L. Gosnell, Manager of Operations & Community Services
J. Morgan-Beunen, Chief Building Official
H. James, Planner
Sam Smith, OCWA
Jeff McArthur, Fire Chief

Also Present: Mark McDonald, Independent Resolutions
Vicki Kyle, Animal Control

Due to the COVID-19 Pandemic and physical distancing requirements this meeting was held in an alternate location.

1. Call to Order

Mayor Duncan McPhail called the meeting to order at 9:08 a.m.

2. Closed Session

Resolution No. 2020-278

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 9:08 a.m. under Section 239(2)(i) of the *Municipal Act*, consideration will be given to a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence to the municipality, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization.

Carried

3. Report from Closed Session

Mayor McPhail reported out at 10:02 a.m., that consideration was given to a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence to the municipality, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization.

4. Adoption of Agenda

Resolution No. 2020-279

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby adopts the Agenda as presented.

Carried

5. Disclosure of Pecuniary Interest

No disclosures

6. Delegations - 9:30 am

6.1 S. Steckley - Animal Controls in West Elgin

Mayor McPhail welcomed Ms. Steckley. Ms. Steckley stated that she wanted to bring to Council's attention an issue of dogs at large within the Municipality. She is wondering about the procedure to check on containment of dogs and if there is a way to proceed with improving the current by-law for owner's to assume more responsibility.

Clerk Jana Nethercott reported that staff are currently working on an amendment to the animal control by-law which includes the ability for

animal control officer and by-law officer to declare an animal dangerous and impose conditions. This designation will allow for an appeal to Council.

Animal Control Officer Vicki Kyle also spoke regarding animals at large, urging the public to report these so that she can handle it as staff can not prevent what we are not advised of.

9. Staff Reports

9.1 Water - S. Smith OCWA

Sam Smith of OCWA explained that the Operational Plan needed to be endorsed again as there had been changes in Senior Leadership within the Municipality.

Resolution No. 2020-280

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Council hereby approves the Mayor and CAO/Treasurer sign the Operational Plan for the West Elgin Distribution System as prepared by OCWA.

Carried

6. Delegations

6.2 M. McDonald, Independent Resolutions - Council/Staff Training Not Before 11 am

Mr. McDonald explained that the Provincial Ombudsman has provided more clarity into illegal meetings and at the mid-term point of term it is a good time for a refresher for all staff and Council. Mr. McDonald provided a power point presentation on Closed meetings and Council Staff Relations.

Council recessed at 11:21 a.m. and Reconvened at 11:38 a.m.

7. Adoption of Minutes

Resolution No. 2020-281

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That the Minutes of the Council meeting on August 27, 2020 be adopted as amended.

Carried

9. Staff Reports

9.3 Planning

9.3.1 H. James, Planner - 2020 West Elgin Zoning By-law Introduction to the Housekeeping Amendment

Resolution No. 2020-282

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Heather James regarding the introduction to the 2020 West Elgin Zoning By-law Housekeeping Amendment; and,

That West Elgin Council provides preliminary approval on the proposed amendment and provides direction to staff to proceed with the public meeting for the housekeeping amendment.

Carried

9.4 Fire

9.4.1 J. McArthur, Fire Chief - Monthly Report – August

Resolution No. 2020-283

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: August Monthly Report for information purposes.

Carried

9.2 Building

9.2.1 J. Morgan-Beunen, CBO - Building Activity Report July - August 2020

Resolution No. 2020-284

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for July and August 2020 for information purposes.

Carried

9.5 Operations & Community Services

9.5.1 L. Gosnell, Manager of Operations & Community Services - August 2020 – Monthly Report

Lee Gosnell, Manager of Operations & Community Services reported that staff have developed Safe Return Guidelines for all recreation facilities which will be released to the public early next week. Rentals of the Recreation Centre in Rodney will be available starting September 21, 2020 with bookings and plans to be presented to the Municipal Office. Mr. Gosnell also reported that there will be required reductions in programming due to Southwestern Public Health and Provincial guidelines, these include a maximum building capacity of 50 people, not just a room capacity and all booking requests must be accompanied by a safety plan prior to be given access to the facility.

Mr. Gosnell provided an update on the staff discussions with Tiny Tots. Staff met with Shelley Smith to see how best to work with in the guidelines and restrictions to provide this service. Mr. Gosnell presented Council with the option to provide Tiny Tots sole use of the meeting room until June 30, 2021, this would mean the three days a week that the program is running, the capacity of the auditorium room would be reduced by the number in the Tiny Tots program as there is only one entrance and exit to the building. Mr. Gosnell also stated that at this time the other regular rental of the meeting room has decided to postpone until the Spring of 2021 due to the resurgence of COVID-19 and the community groups that use the meeting room in the evening could easily use the large auditorium for the meetings and it would probably better for them in order to physically distance. Mr. Gosnell stated that if Council supports this, an agreement will be drawn up between the

Municipality and Tiny Tots that lays out cleaning responsibilities and a set timeline for the program to use the meeting room.

Resolution No. 2020-285

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby approves a reduced rental rate of \$1,000 per month for Tiny Tots Early Years program until June 30, 2021.

Carried

Council Recessed at 12:41 p.m. and reconvened at 1:11 p.m.

9.6 Clerk's

9.6.1 J. Nethercott, Clerk - Appoint Court of Revision – Yauch Drain and Crabbe Drain

Resolution No. 2020-286

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Appoint Court of Revision – Yauch Drain and Crabbe Drain; and

Whereas Courts of Revision have been scheduled on September 24, 2020 at 9:30 a.m. for the Yauch Drain and Crabbe Drain;

Be it resolved that West Elgin Council hereby appoints the following members to the Court of Revision for the Yauch Drain:

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

Be it resolved that West Elgin Council hereby appoints the following members to the Court of

Revision for the Crabbe Drain:

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

Carried

9.6.2 J. Nethercott, Clerk - Update on Call Manager Implementation

Resolution No. 2020-287

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Update on Call Manager for information purposes.

Carried

9.6.3 J. Nethercott, Clerk - Boards and Committees Review

Councillor Rowe requested an amendment to the draft Advisory Committee Policy to indicated that not more than one immediate family member is permitted to sit on advisory committee and to define immediate family member.

Resolution No. 2020-288

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Boards and Committees Review; and

That West Elgin Council here by directs staff to bring forward a by-law adopting a revised Advisory Committee Policy at the next Council Meeting;

Carried

9.6.4 J. Nethercott, Clerk - Appoint Engineer – Request for Drainage Works

Resolution No. 2020-289

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Drainage Engineer – Request for Drainage Works; and

That West Elgin Council hereby appoints GM BluePlan Engineering to prepare a report for the improvement of the Voros Municipal Drain; and

That West Elgin Council hereby appoints GM BluePlan Engineering to prepare a report for the improvements of the Thompson Municipal Drain

Carried

9.7 Finance/Administration

9.7.1 M. Badura, CAO/Treasurer - Update on Utilities Receivable

Resolution No. 2020-290

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Update on Utilities Receivable for information only.

Carried

10. Committee and Board Report

10.1 Elgin County Council

Mayor McPhail reported that SWIFT has issued a RFP for up to \$6.1 million dollars worth of upgrades to Elgin County internet services. Elgin County has invested approximately \$527,000 into SWIFT and hopefully this upgrade will provide better internet services to rural areas of Elgin County, there is no way of knowing what improvements will come to West Elgin at this point.

Mayor McPhail also reported that the County of Elgin has decided not rescind their Declaration of Emergency at this time due to the possibility of a second wave.

10.2 Tri-County Water Board of Management

10.2.1 Minutes from June 30, 2020

10.3 West Elgin Community Centre Board of Management

Lee Gosnell, Manager of Operations & Community Services reported that at the meeting on September 9, 2020 the Board approved the delaying of opening the facility until October 5 due to the fact that not all user groups would be ready for rentals prior to this date and that West Lorne Figure Skating Club will be doing a dry run with Municipal Staff, Coaches and Parents on October 3 to ensure that their safety protocols will work and everyone understands their roles. Mr. Gosnell also reported that a deadline has been provided to Minor Hockey in order to set the ice time schedule as there are a lot of user groups interested in ice time rentals. Mr. Gosnell will be attending a Minor Hockey executive meeting to explain the Safe Return Guidelines and Ice User Policies that have been approved by the Board.

Resolution No. 2020-291

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby approves of the Resolution from the September 9, 2020 West Elgin Community Centre Board of Management that states West Elgin Community Centre Board of Management hereby recommends to the councils of Dutton Dunwich and West Elgin that they approve the use of 2019/2020 Seasonal User Numbers to set the User Percentage for allocating costs for the 2020/2021 season.

Carried

11. Accounts

Resolution No. 2020-292

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #9 amounting to \$242,980.78 in settlement of General, Road, Water and Arena

Accounts (including EFT#2985-3030 Cheque# 25391-25399, online Payments# 503-514 and Payroll PP18).

Carried

12. Councillor Inquires/Announcements

12.2 Statements/Inquires by Councillors

Councillor Cammaert stated that she is a volunteer with the Community Food Drive initiative being run by the West Elgin Community Health Centre and they are looking for support from the Community and Council for this food drive on September 26, 2020.

12.3 Matters of Urgency

Clerk Jana Nethercott reported that at the Elgin County Emergency Management Meeting it was requested that all Council's encourage all groups to maintain physical distancing as part of Remembrance Day Celebrations and encourage the cancellation of Santa Claus Parades for 2020 due to COVID-19. West Elgin Council discussed this and it was decided that at this time Council would explore alternatives for the Santa Claus Parade with local groups and that they were confident that physical distancing could be maintained during the outside Remembrance Day Celebrations in Rodney and West Lorne.

13. Correspondence

13.1 Ministry of Agriculture, Food and Rural Affairs -Security from Trespass and Protecting Food Safety Act

13.2 County of Elgin - Community Grant Program

14. Closed Session # 2

Resolution No. 2020-293

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session #2 at 2:54 p.m. under Section 239(2)(b) & (c) of the *Municipal Act*, consideration will be given to personal matters about identifiable individual(s) including a municipal or local board employee(s) and a proposed or pending acquisition or disposition of land by the municipality or local board.

Carried

15. Report from Closed Session

Mayor McPhail reported at 3:40 p.m. that consideration was given to personal matters about identifiable individual(s) including a municipal or local board employee(s) and a proposed or pending acquisition or disposition of land by the municipality or local board.

16. Confirming By-Law

Resolution No. 2020-294

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That By-law 2020-63, being a by-law to confirm the proceedings of the regular meeting of Council held on September 10, 2020, be read a first, second and third and final time.

Carried

17. Adjournment

Resolution No. 2020-295

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That the Council of the Municipality of West Elgin hereby adjourn at 3:41 p.m. to meet again at 9:30 a.m. on September 24, 2020 or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk