



Municipality of West Elgin

Minutes

Council Meeting

December 17, 2020, 9:30 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
H. James, Planner
J. McArthur, Fire Chief
J. Simpson, Health and Safety Coordinator

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 9:30 a.m.

2. Adoption of Agenda

Resolution No. 2020- 417

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Public Meeting

The purpose of the public meeting was read aloud by the Clerk.

Resolution No. 2020- 418

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That Council proceed into a Public Meeting at 9:30 a.m. pursuant to Section 34 of the Planning Act.

Carried

3.2 Public Comments

None received.

3.3 Council Comments

None received.

3.4 Close of Public Meeting

Resolution No. 2020- 420

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby closes the public meeting at 9:32 a.m. and reconvenes in the Regular Meeting of Council.

Carried

4. Fire

4.1 J. McArthur, Fire Chief - Monthly Report – November

Resolution No. 2020- 421

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

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

Carried

5. Closed Session

Resolution No. 2020- 422

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 9:39 a.m. under Section 239(2)(b) of the Municipal Act, 2001, consideration will be given to personal matters about identifiable individual(s) including a municipal or local board employee(s).

Carried

6. Report from Closed Session

Mayor McPhail reported out at 1:35 p.m. that information was received, and direction provided regarding identifiable individuals including local, board or municipal employees and the following items were reported:

Resolution No. 2020- 423

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That West Elgin Council hereby approve the expense submissions of \$1,025 and \$2,432.55 for the West Elgin Fire Department.

Carried

Resolution No. 2020- 424

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council direct staff to bring forward a by-law to amend HR Policy 4.2 Hours of Work and HR 4.5 Standby Time in the by-law portion of the Agenda.

Carried

Resolution No. 2020- 425

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby directs that employees are authorized to carry-over into 2021 up to two (2) weeks regular 2020 vacation time, with the condition

that this carry-over vacation time be used in the first six months of the new year;
and

That all other vacation and banked time owed to employees shall be paid out
prior to the 2020 year-end

Carried

Resolution No. 2020- 426

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council approves a purchase of services from OSG to
coordinate Health and Safety duties and obligations in the upcoming 2022 year.

Carried

7. Disclosure of Pecuniary Interest

No disclosures

8. Adoption of Minutes

Resolution No. 2020- 427

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That the Minutes of the Special Meeting of Council on November 23, 2020 and
the Regular Meeting of Council on November 26, 2020 be adopted as circulated
and printed.

Carried

9. Business Arising from Minutes

None.

10. Staff Reports

10.1 Health and Safety

**10.1.1 J. Simpson, Health and Safety Coordinator - 2020 Year End
Health and Safety Report**

Mayor McPhail thanked Jamie Simpson for his work in moving the
Health and Safety Committee forward.

Resolution No. 2020- 428
Moved: Councillor Tellier
Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Jamie Simpson, Health and Safety Coordinator re: Final Health and Safety Report 2020 for information purposes.

Carried

10.2 Building

10.2.1 J. Morgan-Beunen, CBO - Building Activity Report November 2020

Resolution No. 2020- 429
Moved: Councillor Cammaert
Seconded: Councillor Rowe

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

Carried

10.3 Operations & Community Services

10.3.1 L. Gosnell, Manager of Operations and Community Services - November 2020 – Monthly Report

Councillor Tellier stated that she has received a lot of positive feedback regarding the restrictions at the Arena and thanked Mr. Gosnell for his work.

Councillor Rowe stated that it was great to see the collaboration with Dutton Dunwich over the Crinan Hall.

Resolution No. 2020- 430
Moved: Deputy Mayor Leatham
Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services for information purposes.

Carried

**10.3.2 L. Gosnell, Manager of Operations and Community Services -
Tree Replacement Program**

Resolution No. 2020- 431

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services; and

That Council supports the continuation of West Elgin's tree giveaway program for spring 2021.

Carried

**10.3.3 L. Gosnell, Manager of Operations and Community Services -
2021 Blue Flag Beach Renewal**

Councillor Cammaert inquired about staff time required to maintain the status. Mr. Gosnell reported that weekly water testing and the cost of a staff member driving the 5 required samples to the testing facility in London would be approximately \$200 plus \$130 for the test.

Deputy Mayor Leatham stated that this accreditation was sought to promote tourism, however with high water levels and lack of actual sand beach this may not be worth the weekly costs to the residents.

Resolution No. 2020- 432

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services re: 2021 Blue Flag Beach Renewal; and

That West Elgin Council direct staff to not renew the Blue Flag Beach Accreditation for 2021.

Carried

10.3.4 L. Gosnell, Manager of Operations and Community Services - Industrial Boiler Water Usage

Councillor Cammaert inquired about how this lost revenue will affect the West Lorne Sewage Budget. CAO/Treasurer stated that currently West Lorne Sewage budget is in a deficit position already and the loss of this revenue will require an increase to the West Lorne Sewage rates in 2021.

Resolution No. 2020- 433

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services; And

That Council approves the elimination of sewage charges on municipal water which is metered separately and used for industrial boiler systems, effective immediately.

Carried

10.4 Clerk's

10.4.1 J. Nethercott, Clerk - Council Meeting Options

Resolution No. 2020- 434

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Council Meeting Options for information purposes; and

That Council direct staff to place money in the 2021 Budget for this equipment.

Carried

10.4.2 J. Nethercott, Clerk - Privacy Breach Policy

Resolution No. 2020- 435

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from J. Nethercott, Clerk Re: Privacy Breach Policy; and

That West Elgin Council hereby adopt the Privacy Breach Policy as presented.

Carried

10.5 Finance/Administration

10.5.1 M. Badura, CAO/Treasurer - Water and Sewage Flat Rate Analysis

Resolution No. 2020- 436

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer regarding Water & Sewage Flat Rate Analysis; and

That West Elgin Council hereby agree to maintain status quo for charging the flat rate for Water and Sewage of multi-residential properties.

Carried

10.5.2 M. Badura, CAO/Treasurer - 2020 Completed Projects and Initiatives

Resolution No. 2020- 437

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: 2020 Completed Projects for information purposes.

Carried

10.5.3 M. Badura, CAO/Treasurer - Amend Fire Schedule of Fees & Charges By-Law

Resolution No. 2020- 438

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Amend Fire Schedule of Fees & Charges By-Law; and

That West Elgin Council hereby consider the proposed by-law in the by-law portion of the agenda.

Carried

10.5.4 M. Badura, CAO/Treasurer - Extension of Audit Services

Mayor McPhail stated that the previous extensions were three years and he is concerned about this length of extension.

Resolution No. 2020-

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from M. Badura, CAO-Treasurer re: extension of audit services; and That Council hereby agrees to extend the external audit services for the five (5) year period of 2021-2025 to engage Scrimgeour & Company Chartered Accountant at a cost of \$18,500 plus \$2,500 for the preparation of the EFIR/MPMP submission.

Defeated

Resolution No. 2020- 439

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from M. Badura, CAO-Treasurer re: extension of audit services; and That Council hereby agrees to extend the external audit services for the three (3) year period of 2021-2023 to engage Scrimgeour & Company Chartered Accountant at a cost of \$18,500 plus \$2,500 for the preparation of the EFIR/MPMP submission.

Carried

10.5.5 M. Badura, CAO/Treasurer - Municipal Office Renovations

Resolution No. 2020- 440

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Municipal Office Renovations; and

That West Elgin Council hereby approve the request to prepare a Request for Proposal for the Municipal Office Renovations to be issued in early 2021.

Carried

10.5.6 M. Badura, CAO/Treasurer - 2021 Municipal Insurance Renewal

Resolution No. 2020-

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2021 Municipal Insurance Renewal and

That West Elgin Council approve the premium of \$273,041.00 plus applicable taxes for the 2021 renewal period; and

That West Elgin Council direct staff to Request Quotes in 2021 for 2022 renewal.

Carried

11. Committee and Board Report

11.1 West Elgin Community Centre Board of Management

11.1.1 Minutes of November 17, 2020

11.1.2 Agenda - December 9, 2020

11.2 Tri-County Water Board

11.2.1 Agenda - December 15, 2020

Mayor McPhail stated that the Tri-County Budget was approved at the meeting and that staff are reporting back in January about the costs associated with the required upgrades to the West Lorne Standpipe.

11.3 Four Counties Transit Committee

11.3.1 Minutes September 21, 2020

11.3.2 Agenda December 1, 2020

Councillor Rowe reported that at this meeting it was decided to postpone the purchase of the new bus in 2021.

11.4 Councillor Reports from Committees

Councillor Tellier reported that the Homelessness Coalition has met a few times and is working on long and short term solutions. Councillor Tellier reported that the community reaction has been wonderful, from organizations to families there has been a lot of support.

Councillor Tellier reported that the Youth Task Team has begun virtual yoga and other activities to assist the youth with their stress levels.

12. Accounts

Resolution No. 2020- 442

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #12 amounting to \$470,056.95 in settlement of General, Road, Water and Arena Accounts (including EFT#3302-3373 Cheque# 25599-25615, online Payments# 569-583 and Payroll PP25).

Carried

13. Other Business

13.1 Statement/Inquires by Councillors

None.

13.2 Notice of Motion

None.

13.3 Matters of Urgency

Councillor Rowe stated that all of Council received an email from a resident at the Port Glasgow Trailer Park regarding the fee increase. Council requested staff respond to the resident that Council is not able to alter their decision at this time due to the magnitude of work required and to direct any resident that has financial constraints to contact staff about payment options.

14. Correspondence

14.1 County of Elgin 2021 Budget Survey Results

14.2 Lower Thames Valley Conservation Authority - Media Release

14.3 Peter Julian, MP - Request for Endorsement of Canada Pharmacare Act

14.4 Municipality of Southwest Middlesex - CN Drainage Resolution

14.5 City of Hamilton - Cap on Gas Plant and Greenhouse Gas Pollution

14.6 Township of Matachewan - Grant deadline extensions

14.7 Ontario Farmers Network - Press Release

14.8 Councillor Tellier - Concerns with access to pool parking lot

Council to request OPP to add this parking lot to their patrol as it is a safety hazard to block the entrance.

14.9 Rodney Shuffleboard and Carpet Bowlers - Request to reduce rental fee

Council request staff to contact Shuffleboard club to clarify request.

15. By-Laws

15.1 By-Law 2020-91 - OCWA Renewal Agreement

Resolution No. 2020- 443

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That By-law 2020-91, being a By-law to Authorize the Execution of a Renewal of Service Agreement between Ontario Clean Water Agency and The Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

Carried

15.2 By-Law 2020-92 - Adopt Privacy Breach Policy

Resolution No. 2020- 444

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That By-law 2020-92, being a by-law to adopt and maintain a policy with respect to Privacy Breaches, be read a first, second and third and final time.

Carried

15.3 By-Law 2020-93 - Amend Fire Fees and Charges

Resolution No. 2020- 445

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That By-law 2020-93, being a by-law to amend By-Law 2020-87 to provide for various fees and charges for the Municipality of West Elgin for 2021, be read a first, second and third and final time.

Carried

15.4 By-Law 2020-94 - Employee Remuneration for 2021

Resolution No. 2020- 446

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That By-law 2020-94, being a by-law to set rates of remuneration for Municipal Employees for the Calendar year of 2021, be read a first, second and third and final time.

Carried

15.5 By-law 2020-95 - Amend Zoning for 2651 Downie Line

Resolution No. 2020- 447

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That By-Law 2020-95 being a by-law to amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property known as 26591 Downie Line, be read a first, second and third and final time.

Carried

15.6 By-law 2020-97 - Adopt Hours of Work and Standby Time Policies

Resolution No. 2020- 448

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That By-Law 2020-97, being a by-law to adopt and maintain a policies with respect to hours of work and standby time, be read a first, second and third and final time.

Carried

16. Confirming By-Law

Resolution No. 2020- 449

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That By-Law 2020-96, being a by-law to confirm the proceedings of the Regular Meeting of Council on December 17, 2020, be read a first, second and third and final time.

Carried

17. Adjournment

Resolution No. 2020- 450

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That the Council of the Municipality of West Elgin hereby adjourn at 3:34 p.m. to meet again at 9:30 a.m. on January 14, 2021 or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk