



Municipality of West Elgin

Minutes

Council Meeting

April 22, 2021, 9:00 a.m.

Electronic Participation Meeting via Zoom

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
Jeff McArthur, Fire Chief
Bryan Pearce, Planner

Due to the COVID-19 Pandemic and physical distancing requirements this meeting was held electronically.

1. Call to Order

Mayor Duncan McPhail called the meeting to order at 9:01 a.m.

2. Adoption of Agenda

Resolution No. 2021- 120

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Closed Session

Resolution No. 2021- 121

Moved: Councillor Rowe

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 9:02 a.m. under Section 239 (2)(b & d) of the *Municipal Act, 2001* consideration will be given to personal matters about identifiable individual(s), including municipal or local board employee(s) as well as labour relations or employee negotiations.

Carried

4. Report from Closed Session

Resolution No. 2021- 122

Moved: Councillor Tellier

Seconded: Councillor Rowe

Mayor McPhail reported out of Closed at 10:17 a.m. that West Elgin Council received a report on Employee Benefits from Mosey and Mosy and that Staff were provided direction regarding personal matters pertaining to identifiable individuals.

Carried

5. Disclosure of Pecuniary Interest

No disclosures

6. Delegations

6.1 10:00 am M. Tynan Re: Request for Nature School

Michelle Tynan presented a power point presentation outlining her request to host a Nature School in West Elgin and stated that she would like Council to consider the use of Joe's Bush where she would like to be able to have a campfire, place a canvas tent with a wood stove, build shelters for animals and humans out of fallen branches, erect bird houses, plant native trees and shrubs, hold an archery range, all to host summer camps and winter nature school. Ms Tynan stated she is in the process of obtaining insurance and is currently looking for a place to host this and feels that Joe's Bush is a good location.

Council stated that they believe this a wonder program and suggested that Ms. Tynan speak with private land owners to see if this could be better accommodated on their lands due to the red tape and insurance costs and other issues with hosting this on Municipal Property.

7. Adoption of Minutes

Resolution No. 2021- 123

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That the Minutes of the Council meeting on April 8, 2021 be adopted as circulated and printed.

Carried

8. Business Arising from Minutes

None.

9. Staff Reports

9.1 Building

9.1.1 J. Morgan-Beunen, CBO - Building Activity Report March 2021

Ms. Morgan-Beunen stated that the recent emergency orders have not affected projects in West Elgin at this time.

Resolution No. 2021- 124

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for March 2021 for information purposes.

Carried

9.2 Planning

9.2.1 B. Pearce, Planner - Planning Pre-Application Consultation and Completeness of Planning Applications

Mr. Pearce stated that this by-law is just a formalizing of current practices to ensure more transparency in how the process will unfold.

Resolution No. 2021- 125

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Bryan Pearce, Planner, regarding Planning Application Consultation and Completeness of Planning Applications;

And that West Elgin Council approve a By-law for Planning Pre-Application Consultation and Delegation of Authority for Completeness of Planning Applications, in accordance with Appendix One of this report.

Carried

9.3 Fire

9.3.1 J. McArthur, Fire Chief - Monthly Report – March 2021

Fire Chief McArthur stated he wanted to acknowledge the fatal house fire that occurred in West Lorne during March. Chief McArthur wanted to acknowledge the work the fire fighters did at that fire and offer condolences to the family.

Resolution No. 2021- 126

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

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

Carried

Councillor Tellier exited the meeting due to small hydro outage at 11:25 a.m. and returned at 11:31 a.m.

9.3.2 J. McArthur, Fire Chief - Surplus Exercise Equipment

Resolution No. 2021- 127

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council approves declaring the Municipally owned cable exercise machine surplus; and

That West Elgin Council approves disposition of this equipment as per the Purchasing Policy and Procedures.

Carried

9.4 Operations & Community Services

9.4.1 L. Gosnell, Manager of Operations & Community Services - March 2021 Monthly Report

Resolution No. 2021- 128

Moved: Councillor Cammaert

Seconded: Councillor Tellier

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

Carried

9.4.2 L. Gosnell, Manager of Operations & Community Services - Municipal Hazardous Waste

Resolution No. 2021- 129

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

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

That West Elgin Council hereby directs staff to enter into negotiations for an agreement with St Thomas Community Recycling Centre.

Carried

Council Recessed at 11:49 a.m. and reconvened at 12:02 p.m.

12. Council Inquires/Announcements

12.3 Matters of Urgency

Kate Dymock from West Elgin Community Health Centre joined the meeting to make a request of Council for free use of municipal buildings to host COVID-19 Vaccine Clinics. Ms. Dymock reported that they are currently in negotiations with Southwestern Public Health to possibly host vaccine clinics in West Elgin, pending vaccine availability, however funding does not cover rental of facilities.

Resolution No. 2021- 130

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby supports the West Elgin Community Health Centre in their efforts to host COVID-19 Vaccine Clinics in West Elgin; and

That in support of this West Elgin Council hereby agrees to waive all rental fees associated with the use of municipal facilities required for West Elgin Community Health Centre to host these clinics, as needed; and

That West Elgin Council direct staff to work with West Elgin Community Health Centre to book the facilities as needed.

Carried

9. Staff Reports

9.6.2 M. Badura, CAO/Treasurer - Health & Safety Quarter end review

Magda Badura, CAO/Treasurer introduced Derek Drekić from OSG. Mr. Drekić provided an overview of OSG's involvement in the Municipalities Health and Safety program.

Resolution No. 2021- 131
Moved: Councillor Tellier
Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Health & Safety quarterly review for information only.

Carried

9. Staff Reports

9.5 Clerk

9.5.1 J. Nethercott, Clerk - 2022 Municipal and School Board Election

Staff reported that no final decision is required at this time regarding voting methods and that a survey can be developed to be sent in tax bills to gauge residents' thoughts on voting methods.

Resolution No. 2021- 132
Moved: Councillor Cammaert
Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk Re: 2022 Municipal and School Board Election for information purposes; and

That West Elgin Council hereby directs staff to develop a survey on proposed voting methods for the 2022 Municipal and School Board Election and that this survey be included on the website, social media and in the 2021 Final Tax Bill mailed to residents.

Carried

9.5.2 J. Nethercott, Clerk - Appoint Engineer for Drainage Works – McKenzie Drain

Resolution No. 2021- 133
Moved: Deputy Mayor Leatham
Seconded: Councillor Tellier

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

That West Elgin Council hereby appoints Spriet & Associates Engineers to prepare a report for the relocation of the South Branch of the McKenzie Municipal Drain;

Carried

9.6 Finance/Administration

9.6.1 M. Badura, CAO/Treasurer - 2021 Local Authority Services (LAS) Agreement

Resolution No. 2021- 134

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2021 Local Authority Services (LAS) Agreement and

That West Elgin Council hereby authorize the CAO/Treasurer to execute the agreement on behalf of the municipality.

Carried

10. Committee and Board Report

10.1 West Elgin Community Centre Board of Management Minutes March 10, 2021

10.2 Councillor Reports from Committees

Deputy Mayor Leatham stated he would ensure that the Lower Thames Valley Conservation Authority minutes are submitted to the municipality in the future.

10.3 Emergency Control Group Minutes - April 17, 2021

11. Accounts

Resolution No. 2021- 135

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #4A amounting to \$355,499.92 in settlement of General, Road, Water and Arena Accounts including EFT#3818-3837, online Payments# 661-667, cheque# 25694 and Payroll PP07.

Carried

12. Council Inquires/Announcements

12.1 Notice of Motion

None.

12.2 Statements/Inquires by Councillors

Councillor Cammaert stated she had a few inquires about the number of Dog tag notices that were mailed out. CAO/Treasurer Magda Badura stated that staff sent these extra ones out to prevent questions in relation to why a fee was added to the final tax bills, however that a report will be brought forward in late summer regarding Dog Tags and proposals for how to handle these in the future.

13. Correspondence

13.1 Elgin County Council Highlights - April 6, 2021

13.2 Notice of Issuance of Cannabis License

13.3 OPP News Release - Stay at home order enforcement

13.4 Township of Archipelago - Road Management on Invasive Phragmites

Draft Resolution to support this item with amendments to come to next Council meeting.

14. By-Laws

14.1 By-Law 2021-27 - Amend Hiring of Employees Procedure

Resolution No. 2021- 136

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-Law 2021-27, being a By-law to repeal and replace a policies with respect to Hiring of Employees Procedure HR- 3.1 and repeal policy HR – 3.1 Part-Time Employment, be read a first, second and third and final time.

Carried

14.2 By-Law 2021-28 - Planning Act Pre-Consultation and Delegate Authority

Resolution No. 2021- 137

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That By-Law 2021-28 being a By-Law to require Consultation prior to Submission of Planning Applications and Delegation of Authority for Completeness of Planning Applications, be read a first, second and third and final time.

Carried

15. Confirming By-Law

Resolution No. 2021- 138

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That By-law 2021-29 being a By-Law to confirm the proceedings of the Regular Meeting of Council held on April 22, 2021, be read a first, second and third and final time.

Carried

16. Adjournment

Resolution No. 2021- 139

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That the Council of the Municipality of West Elgin hereby adjourn at 1:17 p.m. to meet again at 9:30 a.m. on May 13, 2021 or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk