



# Municipality of West Elgin

## Minutes

### Council Meeting

September 22, 2022, 9:30 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main Street

West Lorne

Electronic Hybrid Meeting

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

**Regrets:** Councillor B. Rowe

**Staff Present:** M. Badura, CAO/ Treasurer  
J. Nethercott, Clerk  
L. Gosnell, Manager of Operations & Community Services  
Jeff McArthur, Fire Chief  
Robert Brown, Planner  
Tom Mohan, Drainage Superintendent

**Also Present:** Brandon Wiener, Spriet & Associates  
Christene Scrimgeour, Auditor  
Sam Smith, OCWA

**Due to the COVID-19 Pandemic and physical distancing requirements this meeting was held in a hybrid format.**

**1. Call to Order**

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

**2. Adoption of Agenda**

**Resolution No. 2022- 323**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby adopts the Agenda as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Meeting to Consider Engineers Report - McKenzie Drain**

**Resolution No. 2022- 324**

**Moved: Councillor Tellier**

**Seconded: Councillor Cammaert**

That Council proceed into a Meeting to Consider the Engineers Report for the McKenzie Drain - South Branch and St Thomas Moore Branch, under Section 42 of the *Drainage Act* at 9:32 a.m.

**Carried**

**4.1 J.M. Spriet P. Eng - McKenzie Drain - South Branch & St Thomas Moore Branch Engineers Report**

Brandon Widner presented the Engineers Report on behalf of Mr. Spriet.

**4.2 Public Comments**

Shaun Newman, Furnival Road enquired about changes in the maintenance schedule and what the difference was from his previous assessment. Mr. Widner stated he would look at the previous report and provide an answer to him after the meeting.

**4.3 Council Comments**

Mayor McPhail enquired if this would have any impact on the east side of Furnival Road drainage. It was confirmed that it would not.

**4.4 Recommendation**

**Resolution No. 2022- 325**  
**Moved: Deputy Mayor Leatham**  
**Seconded: Councillor Tellier**

That West Elgin Council receives the Engineers Report on the McKenzie Drain - South Branch & St Thomas Moore Branch Municipal Drain as prepared by Mr J.M Spriet, PEng.; and

That West Elgin Council authorizes staff to initiate the tender process, if required, for the reconstruction of the McKenzie Drain - South Branch & St Thomas Moore Branch Municipal Drain to be considered by Council following the Court of Revision; 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

**Carried**

#### **4.5 Close of Public Meeting**

**Resolution No. 2022- 326**  
**Moved: Councillor Cammaert**  
**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby closes the Meeting to Consider the Engineers Report held pursuant to Section 42 of the *Drainage Act* at 9:43 a.m. to reconvene in the Regular Meeting of Council.

**Carried**

### **5. Delegations**

#### **5.1 Audited 2021 Financial Statements**

**Resolution No. 2022- 327**  
**Moved: Deputy Mayor Leatham**  
**Seconded: Councillor Cammaert**

That West Elgin Council hereby approves the 2021 Audited Financial Statements as presented by Christene Scrimgeour, Auditor.

**Carried**

**6. Adoption of Minutes**

**Resolution No. 2022- 328**

**Moved: Councillor Cammaert**

**Seconded: Councillor Tellier**

That the Minutes of the Council meeting on August 11, 2022 be adopted as circulated and printed.

**Carried**

**7. Business Arising from Minutes**

None.

**8. Consent Agenda**

**Resolution No. 2022- 329**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That West Elgin Council hereby receives and files the Consent Agenda as presented.

**Carried**

**8.1 Monthly Staff Reports**

**8.1.1 Building**

**8.1.2 Fire**

**8.1.3 Operations and Community Services**

**8.1.4 Administration**

**8.2 Communications from Other Municipalities**

**8.2.1 Elgin County Council Highlights - August 9, 2022**

**8.2.2 Town of Aylmer - Cooling and Warming Centre Policy Resolution**

**8.2.3 Letter Regarding Strong Mayors and Better Housing Act**

**8.2.4 Elgin County Council Highlights - September 14**

**8.2.5 Town of South Bruce - Firefighter Certification Requirements**

### **8.3 Procurement Items within Budget**

#### **8.3.1 Decorative Downtown Lighting**

### **8.4 Other Items**

#### **8.4.1 Correspondence from R. Flack, MPP**

#### **8.4.2 Letter from Eagle Community Centre**

#### **8.4.3 Invitation to National Day for Truth and Reconciliation**

## **9. Staff Reports**

### **9.1 Water**

#### **9.1.1 S. Smith, OCWA - West Elgin Water Distribution System - Q2 Report**

**Resolution No. 2022- 330**

**Moved: Councillor Tellier**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the Second Quarter Operations Report for the West Elgin Drinking Water Distribution System from Sam Smith of OCWA.

**Carried**

### **9.2 Wastewater**

#### **9.2.1 S. Smith OCWA - West Lorne WWTP Q2 Operations Report**

**Resolution No. 2022- 331**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the Second Quarter Operations Report for the West Lorne Wastewater Treatment Plant from Sam Smith of OCWA.

**Carried**

### **9.2.2 S. Smith, OCWA - Rodney WWTP Q2 Report**

**Resolution No. 2022- 332**

**Moved: Councillor Tellier**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the Second Quarter Operations Report for the Rodney Wastewater Treatment Plant from Sam Smith of OCWA.

**Carried**

## **9.3 Planning**

### **9.3.1 R. Brown, Planner - Severance Application E59-22 – 24397 Argyle Line**

**Resolution No. 2022- 333**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding the severance application, File E59-22 – Comments to Elgin County (Planning Report 2022-33);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E59-22, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;

And further that West Elgin Council directs Administration to provide this report as Municipal Comments to the County of Elgin.

**Carried**

### **9.3.2 R. Brown, Planner - Severance Report - 22576 Queens Line**

**Resolution No. 2022- 334**

**Moved: Councillor Tellier**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding the consent application File E65-22 – Comments to Elgin (Planning Report 2022-035);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E65-22, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;

And further that West Elgin Council directs Administration to provide this report as Municipal comments to the County of Elgin.

**Carried**

## **9.4 Fire**

### **9.4.1 J. McArthur, Fire Chief - Elgin County Fire Communications System Study**

**Resolution No. 2022- 335**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief for information purposes.

**Carried**

## **9.5 Clerk's**

### **9.5.1 J. Nethercott, Clerk - Council Grant for West Lorne Lawn Bowlers**

**Resolution No. 2022- 336**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Council Grant for West Lorne Lawn Bowling Club; and

That West Elgin Council hereby approves/refuses the reimbursement of invoices from the West Lorne Lawn Bowling Club in the amount of \$2,524.78 as a 2022 Council Grant.

**Carried**

### **9.5.2 J. Nethercott, Clerk - Draft Electronic Monitoring Policy**

**Resolution No. 2022- 337**

**Moved: Councillor Tellier**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Electronic Monitoring Policy; and

That West Elgin Council adopts the Electronic Monitoring Policy as presented; and further

That West Elgin Council direct staff to circulate the policy as mandated by Bill 88.

**Carried**

## **9.6 Finance/Administration**

### **9.6.1 M. Badura, CAO/Treasurer & J. Nethercott, Clerk - Proposed Redistribution of Federal Electoral Districts**

**Resolution No. 2022- 338**  
**Moved: Deputy Mayor Leatham**  
**Seconded: Councillor Tellier**

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer and Jana Nethercott, Clerk re: Proposed Redistribution of Federal Electoral Districts for information purposes; and

That West Elgin Council hereby direct staff to coordinate efforts with Elgin County, City of St Thomas and local municipal partners to represent the interest and concerns pertaining to the proposed redistribution of the federal electoral districts; and

That the Municipality of West Elgin make the attached petition available to our residents at the Municipal Office.

**Carried**

#### **9.6.2 M. Badura, CAO/Treasurer - Library Lease Renewal**

**Resolution No. 2022- 339**  
**Moved: Councillor Cammaert**  
**Seconded: Councillor Tellier**

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Library Lease Renewal; and

That West Elgin Council hereby approves the Rodney Library Lease Agreement and the West Lorne Library Lease Agreement; and further

That West Elgin Council hereby approves the Mayor and CAO/Treasurer to sign the lease agreements approved above.

**Carried**

## **10. Committee and Board Report**

### **10.1 Councillor Reports from Committees**

None.

### **10.2 West Elgin Community Centre Board of Management Minutes - June 8, 2022**

**10.3 West Elgin Community Centre Board of Management - Minutes  
August 24, 2022**

**11. Consideration of Items Requiring Discussion**

None.

**12. Council Inquires/Announcements**

**12.1 Notice of Motion**

None.

**12.2 Statements/Inquires by Councillors**

Councillor Cammaert stated that there is an Economic Development meeting on Thursday October 13 from 5:30 pm to 7:30 pm at Cotrac Ford in Dutton, featuring information for small businesses from Dutton Dunwhich and West Elgin.

**12.3 Matters of Urgency**

Lee Gosnell, Manager of Operations & Community Services stated that he had spoken to the County of Elgin Engineering Department about Council's request for a no parking zone in front of the LCBO store on Furnival Road. The County requires a letter from West Elgin Council be sent to formally request this. Direction to provided to the Clerk to draft a letter and send it to the County Engineering Department.

**13. Acknowledgement**

**13.1 Retirement of By-Law Enforcement Officer Bill Tedford**

Mayor and Council thanked Mr. Tedford for his exemplary service these past 3.5 years. Mr. Tedford thank Council and the staff for all of their assistance and support. Mr. Tedford then introduced Jim Watson from Tenet Security Systems who is the new By-Law Enforcement Officer.

**14. By-Laws**

**14.1 By-Law 2022-58 - Appoint CEMC**

**Resolution No. 2022- 340**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

That By-Law 2022-58 Being a By-Law to Appoint Community Emergency Management Coordinators (CEMC) for the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

**Carried**

**14.2 By-Law 2022-59 - Provisionally Adopt McKenzie Drain Report**

**Resolution No. 2022- 341**

**Moved: Councillor Tellier**

**Seconded: Deputy Mayor Leatham**

That By-Law 2022-59 being A By-Law to provide for the McKenzie Drain – South Branch & St Thomas More Branch in the Municipality of West Elgin, be read a first and second time and provisionally adopted.

**Carried**

**14.3 By-Law 2022-60 - Adopt Electronic Monitoring Policy**

**Resolution No. 2022- 342**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

That By-Law 2022-60, being a By-Law to adopt the Policy HR-4.9 – Electronic Monitoring Policy, be read a first, second and third and final time.

**Carried**

**14.4 By-Law 2022-61 - Library Lease Agreements with Elgin County**

**Resolution No. 2022- 343**

**Moved: Councillor Cammaert**

**Seconded: Councillor Tellier**

That By-Law 2022-61 being a By-law to Authorize the Execution of a Lease Agreement between The Corporation of the County of Elgin and The Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

**Carried**

**15. Confirming By-Law**

**Resolution No. 2022- 344**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Cammaert**

That By-law 2022-62 being a By-law to confirm the proceeding of the Regular Meeting of Council held on September 22, 2022, be read a first, second and third and final time.

**Carried**

**16. Adjournment**

**Resolution No. 2022- 345**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That the Council of the Municipality of West Elgin hereby adjourn at 11:15 a.m. to meet again at 9:30 a.m. on October 6, 2022 or at the call of the Chair.

**Carried**

---

Duncan McPhail, Mayor

---

Jana Nethercott, Clerk