



# Municipality of West Elgin

## Minutes

### Council Meeting

June 11, 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, Public Works Superintendent  
J. Morgan-Beunen, Chief Building Official  
T. Mohan, Drainage Superintendent  
H. James, Planner

## 2. Report from Closed Session

Mayor McPhail reported out at 12:05 p.m., that consideration and staff direction was given to matters about an identifiable individual(s) including municipal or local board employee(s); a proposed or pending acquisition or disposition of land by the municipality or local board; and advice was received that is subject to solicitor-client privilege.

### **Resolution 2020-180**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That West Elgin Council hereby recommends approval to the Approval Authority of the County of Elgin, for an extension of six (6) months for draft plan of condominium File No. 34CD-WE1401, to a new lapse date of January 11, 2021.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

**3. Call to Order - Not before 12 p.m.**

Mayor Duncan McPhail called the meeting to order at 12:05 p.m.

**4. Adoption of Agenda**

**Resolution 2020-181**

**Moved: Councillor Tellier**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby adopts the Agenda as presented.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

**5. Disclosure of Pecuniary Interest**

No disclosures

**6. Adoption of Minutes**

**Resolution 2020-182**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That the Minutes of the Council meeting on May 28, 2020 be adopted as circulated and printed.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

**7. Business Arising from Minutes**

None.

**8. Staff Reports**

**8.1 Building**

### **8.1.1 J. Morgan-Beunen, CBO - Building Activity Report May 2020**

#### **Resolution 2020-183**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

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

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

## **8.2 Emergency Management/ Fire**

### **8.2.1 Emergency Control Group Minutes - May 29, 2020**

### **8.2.2 Emergency Control Group Minutes - June 5, 2020**

### **8.2.3 Province of Ontario - Stage 2 of Reopening**

CAO/Treasurer Magda Badura provided an update to Council that the Municipal Office and Service Ontario will be open to the public starting on Monday June 15. The hours will be 8:30 a.m. to 4:30 p.m, with a closure between 12:30 p.m. and 1:00 p.m. to allow staff to have lunch.

Council held a discussion around the opening of Municipal Facilities under Stage 2 of the reopening under the Emergency Declaration. Council decided that all decisions regarding Municipal facilities would be made by Council and not the Emergency Control Group.

CAO/Treasurer Magda Badura requested Council's direction on the opening of the Public Beach. Council provided direction to Open the beach as of June 12, 2020 as per the Provincial direction.

CAO/Treasurer Magda Badura requested Council's direction on the opening of the Splash Pad at Miller Park. Council provided direction to Open the beach as of June 12, 2020 as per the Provincial direction.

CAO/Treasurer Magda Badura requested Council's direction on the opening of transient camping and visitors to the Port Glasgow Trailer Park. Council provided direction to allow seasonal campers to have visitors and to start accepting transient campers as of June 12, 2020 as per the Provincial direction.

CAO/Treasurer Magda Badura reported that at this time staff are still gathering information regarding the opening of the Rodney Pool and what the rules will be. Staff will report back to Council on June 25, 2020 with what options for programming and schedules along with safety procedures for the Rodney Pool.

### **8.3 Municipal Drains**

#### **8.3.1 T. Mohan, Drainage Superintendent - Award Tender - Smith Drain Reconstruction**

**Resolution 2020-184**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby receives the report from Tom Mohan, Drainage Superintendent re:

Smith Drain Reconstruction; and

That West Elgin Council hereby awards the tender to G.W. Clarke Drainage in the amount of \$96,900.00 plus applicable taxes.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe  
Abstain (1): Mayor McPhail

**Carried (4 to 0)**

### **8.4 Operations & Community Services**

#### **8.4.1 L. Gosnell, Manager of Operations & Community Services – Monthly Report**

Manager of Operations & Community Services Lee Gosnell provided Council with an update that Large Item Collection has been cancelled due to COVID-19, however Waste Connections will be collecting Spring Yard Waste starting on June 29, 2020.

**Resolution 2020-185**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

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

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

**8.4.2 L. Gosnell - Manager of Operations & Community Services -  
Municipal Wide Solid Waste & Recycling Curbside Collection**

Manager of Operations & Community Services Lee Gosnell reported that information regarding the collection routes and recycling bins will be distributed to residents in July and that as far as the routes, the current routes will maintain their pick up days.

**Resolution 2020-186**

**Moved: Councillor Rowe**

**Seconded: Councillor Cammaert**

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

That West Elgin Council hereby approves the expansion of solid waste and recycling curbside collection starting August 1, 2020; and

That West Elgin Council hereby approves a prorated flat fee of \$50.00 be added to the final tax bill to all additional Residential and Commercial Properties that will receive solid waste and recycling curbside collection beginning August 1, 2020; and

That West Elgin Council hereby approves the cost of municipal wide solid waste and recycling curbside collection be added to the base tax rate for all properties in West Elgin beginning in the 2021 tax year.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe  
Abstain (1): Mayor McPhail  
**Carried (4 to 0)**

## **8.5 Planning**

### **8.5.1 H. James, Planner - Zoning Report – 145 Furnival Road**

Mayor recognized Joy Westelaken, property owner for 145 Furnival Road. Ms. Westelaken stated that she would be happy to apply for a by-law amendment to allow for her greenhouse and have the barn also allowed and then apply for a permit as she was unaware that her entire property was not zoned R1.

#### **Resolution 2020-187**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That West Elgin Council hereby receives the report from Heather James regarding a zoning report for 145 Furnival Road; and,

That West Elgin Council provides direction to staff to have the property owner apply for a zoning amendment to bring the structures on the property into compliance and apply for a permit with provisions to ensure that the environmental setbacks are maintained; and

That West Elgin Council provides direction to staff to bring forward a zoning amendment to clarify the FR zone in the West Elgin Comprehensive Zoning By-law.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe  
Abstain (1): Mayor McPhail  
**Carried (4 to 0)**

Council recessed at 2:07 p.m. and reconvened at 3:01 p.m.

## **8.5 Planning**

### **8.5.2 H. James, Planner - Update on Acquisition of Laneway between Main and Munroe Streets**

**Resolution 2020-187**

**Moved:** Councillor Tellier

**Seconded:** Councillor Rowe

That West Elgin Council hereby receives the report from Heather James regarding an update on the acquisition of a laneway between Main and Munroe Streets; and,

That West Elgin Council provides direction to staff to proceed with completing the title searches as requested.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

**8.6 Administration**

**8.6.1 J. Nethercott, Clerk - Blue Box Program Transition to Full Producer Responsibility**

**Resolution 2020-188**

**Moved:** Councillor Tellier

**Seconded:** Councillor Cammaert

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Blue Box Program Transition to Full Producer Responsibility; and

That West Elgin Council authorize the Mayor to advise the Ontario Ministry of the Environment, Conservation and Parks and the Association of Municipalities of Ontario (AMO) that the Corporation of the Municipality of West Elgin would like to transition the collection, processing and marketing of recyclables to full producer responsibility on January 1, 2023; and

That the Municipality of West Elgin has no interest in continuing to provide contract services for the Blue Box Program after the transition date, with the exception of promotion and education.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

**8.6.3 J. Nethercott, Clerk - Update on Complaints Policy**

West Elgin Council received the report from J. Nethercott, Clerk re: Update on Complaints policy for information purposes.

**8.6.2 J. Nethercott, Clerk - Website Analytics**

That West Elgin Council received the report from J. Nethercott, Clerk Re: Website Analytics for information purposes.

**8.6.4 M. Badura, CAO/Treasurer - Council Remuneration Analysis**

**Resolution 2020-189**

**Moved: Councillor Tellier**

**Seconded: Councillor Rowe**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer for information only; and That Council directs staff to report back on salary comparisons prior to 2021 budget deliberations and update COVID-19 costs to include Emergency Control Group Meetings.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

**9. Committee and Board Report**

**9.1 Elgin County Council**

**9.1.1 Council Highlights - May 26, 2020**

**10. Accounts**

**Resolution 2020-190**

**Moved: Councillor Tellier**

**Seconded: Deputy Mayor Leatham**

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #6 amounting to \$306,629.48 in settlement of General, Road, Water and Arena Accounts (including EFT#2664-2720 Cheque# 25353-25359, online Payments# 442-451 and Payroll PP12).



For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

## **11. Correspondence**

### **11.1 Take A Bite Restaurant - Request for Letter of Support re: temporary patio extension**

Council directed staff to write a letter of support for the patio at Take A Bite.

Councillor Tellier brought forward that several other restaurants have inquired about the possibility of using the sidewalk for tables.

#### **Resolution 2020-191**

**Moved: Councillor Tellier**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby direct staff to create a simplified application process to allow for temporary sidewalk cafe patios in 2020.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

## **12. Other Business**

### **12.1 Statements/Inquires by Councillors**

Councillor Tellier brought forward a request from Aldborough Parent Council to pay for a photographer to take the graduation photos of approximately 60 kindergarten and grade 8 students at a cost of \$20 per student.

Councillor Rowe reported that she is attending the AMO Conference in August remotely. If West Elgin wishes any delegations with Provincial Ministers, a request must be submitted prior to June 30, 2020.

Councillor Tellier inquired if due to the Emergency if we should have two (2) meetings in July, instead of the scheduled one. Clerk to report back on possible dates for meetings at the June 25, 2020 meeting.

**Resolution 2020-192**

**Moved: Councillor Tellier**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby approves the donation of \$600 each towards the cost of 2020 graduation exercises to Aldborough Public School and St Mary's Elementary School.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

**13. By-Laws**

**13.1 By-Law 2020-44 - Approve Agreement with Juce Connect**

**Resolution 2020-193**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That By-law 2020-44 being a by-law to authorize the execution of an agreement between The Corporation of the Municipality of West Elgin and Juce Connect Inc. for the installation of telecommunications equipment on the Rodney Water Tower, be read a first, second and third and final time.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

**14. Confirming By-Law**

**Resolution 2020-194**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That By-law 2020-45, being a by-law to confirm the proceedings of the regular meeting of Council on June 11, 2020, be read a first, second and third and final time.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

**15. Adjournment**

**Resolution 2020-195**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That the Council of the Municipality of West Elgin hereby adjourn at 3:57 p.m. to meet again at 9:30 a.m. on June 25, 2020 or at the call of the Chair.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

**Carried (4 to 0)**

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Duncan McPhail, Mayor

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Jana Nethercott, Clerk