



Municipality of West Elgin

Minutes

Council Meeting

December 16, 2021, 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
Councillor B. Rowe

Staff Present:
M. Badura, CAO/ Treasurer
J. Nethercott, Clerk
L. Gosnell, Manager of Operations & Community Services
T. Mohan, Drainage Superintendent
J. McArthur, Fire Chief

Also Present:
John Spriet, P.Eng, Spriet and Associates
Angela Bobier, Cultural Manager Backus-Page House
Museum

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 9:32 a.m.

2. Adoption of Agenda

Resolution No. 2021- 402

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

Councillor Rowe declared a conflict on Item 8.4.2

4. Meeting to Consider Engineers Report Under Drainage Act

Resolution No. 2021- 403

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That Council proceed into a Public Meeting at 9:32 a.m. pursuant to the *Drainage Act*, to consider the Krause Drain Engineers Report.

Carried

4.1 J.M. Spriet, PEng. - Krause Drain Engineers Report

Mr. J. Spriet presented the Engineers report for the Krause Drain.

4.2 Public Comments

None.

4.3 Council Comments

Councillor Rowe inquired about the cost to the municipal road. Mr. Spriet explained this is laid out in the Drainage Act.

4.4 Provisional By-Law

Resolution No. 2021- 404

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council receives the Engineers Report on the Krause Drain as prepared by J.M Spriet, P.Eng; and

That West Elgin Council consider the provisional By-Law as presented in the By-Law portion of the agenda for its first and second reading; and

That all members of Council hereby be appointed to the Court of Revision for the Krause Drain on January 13, 2022.

Carried

5. Delegations

5.1 A. Bobier, Cultural Manger Backus-Page House Museum

Ms. Bobier stated that she was here to request some general maintenance and up keep be done at the Flemming Cemetery which is owned by the Municipality. She stated that she in the process of obtaining a quote for the cost of rehabilitating some grave markers and will provide that to Council. This cemetery is part of the 250th Anniversary of the Flemmings which is to be held on June 25 and 26, 2022, for which a grant of \$6,000 has been obtained. Mayor McPhail stated that he has toured the cemetery and the fence is in disrepair and he would like to see if the County has any input on maintaining historical cemeteries, however during budget deliberations some money should be put aside for maintenance of the inactive cemeteries that West Elgin is in control of. The Flemming Cemetery is only accessible through private property and staff need to research if an access easement can be done for this.

6. Adoption of Minutes

Resolution No. 2021- 405

Moved: Councillor Rowe

Seconded: Councillor Tellier

That the Minutes of the Council meeting on December 2, 2021 be adopted as circulated and printed.

Carried

7. Business Arising from Minutes

None.

8. Staff Reports

8.1 Building

8.1.1 J. Morgan-Beunen, CBO - Building Activity Report November 2021

Resolution No. 2021- 406

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

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

Carried

8.3 Municipal Drains

8.3.1 J. Nethercott, Clerk - Appoint Engineer – Major Improvement for Flemming Drain

Resolution No. 2021- 407

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Drainage Engineer – Major Improvement for Flemming Drain; and

That West Elgin Council hereby appoints Spriet's & Associates to prepare an Engineers Report for a Major Improvement for the Flemming Drain under Section 78 of the Drainage Act

Carried

8.4 Operations & Community Services

8.4.1 L. Gosnell, Manager of Operations & Community Services - Monthly Operations Update – November 2021

Resolution No. 2021- 408

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

8.2 Fire

8.2.1 J. McArthur, Fire Chief - 2022 Bunker Gear Order

Resolution No. 2021- 409

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: 2022 Bunker Gear order; and

That West Elgin Council hereby approves the pre-budget ordering of eight sets of Bunker Gear from A.J Stone for a total amount of \$20,432 plus applicable taxes.

Carried

8.2.2 J. McArthur, Fire Chief - Monthly Report - November 2021

Resolution No. 2021- 410

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

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

Carried

8.2.3 J. McArthur, Fire Chief - Elgin County Fire Communications System – System Support Agreement

Resolution No. 2021- 411

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: Elgin County Fire Communications System Support Agreement; and

That West Elgin Council hereby authorize the Mayor and Clerk to sign the Intermunicipal Agreement for Joint Ownership of Fire Communication Equipment to renew the System Support Agreement with Bearcom Communications, as presented in the By-Law portion of the Agenda.

Carried

8.2.4 J. McArthur, Fire Chief - Surplus Vehicles

Resolution No. 2021- 412

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby declares surplus to Municipal needs the Municipally owned Fire Command Trailer and GMC Vandura; and

That West Elgin Council hereby authorizes the disposition of these assets by public auction on Gov Deals website; and

That West Elgin Council direct the proceeds of the sale are placed in fire department reserves.

Carried

Councillor Rowe exited the meeting at 10:45 a.m.

8.4.2 L. Gosnell, Manager of Operations & Community Services - Gilbert Street Truck Route

Resolution No. 2021- 413

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

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

That West Elgin Council hereby directs staff to explore the costs and requirements for Option 3, creating an extension to Finney Street and report back to Council

Carried

Councillor Rowe rejoined the meeting at 11:08 a.m.

Council recessed at 11:08 a.m. and reconvened at 11:22 a.m.

8.5 Clerk's

8.5.1 J. Nethercott, Clerk - Joint Multi Year Accessibility Plan 2021-2026

Resolution No. 2021- 414

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Joint Multi Year Accessibility Plan for 2021 to 2026; and

That West Elgin Council hereby adopt the attached Elgin County and Local Municipal Partners Joint Multi-Year Accessibility Plan.

Carried

8.5.2 Animal Control Update

Resolution No. 2021- 415

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That West Elgin Council hereby receives the Animal Control report from Vicki Kyle for information purposes.

Carried

8.6 Finance/Administration

8.6.1 M. Badura, CAO/Treasurer & J. Nethercott, Clerk - Administration Monthly Update – November 2021

CAO/Treasurer stated that Service Ontario has renewed West Elgin's Contract for the Service Ontario Office for six (6) months time, until the end of June 2022.

Resolution No. 2021- 416

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer and Jana Nethercott, Clerk re: Administration Monthly Report for November 2021 for information purposes.

Carried

9. Committee and Board Report

9.1 Housing Coalition Minutes - November 2, 2021

9.2 Councillor Reports from Committees

Councillor Rowe reported that there has been a staff change at the Adult Day Program and therefore this results in a change in the membership on the Four Counties Transit Committee.

Resolution No. 2021- 417

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby appoints Lorie Arends to the Four Counties Transportation Committee in replacement of Linda Dunn.

Carried

10. Council Announcements/Inquires

10.1 Notice of Motion

10.2 Councillor Announcements

Councillor Tellier requested that staff report back on the costs and feasibility of a Heritage Committee for West Elgin.

10.3 Matters of Urgency

None.

11. Accounts

Resolution No. 2021- 418

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #12A amounting to \$ 196,365.35 in settlement of General, Road, Water and Arena Accounts including EFT#4638-4671, online Payments# 829-836, cheque # 25826-25827 and Payroll PP24.

Carried

12. Upcoming Meetings

13. Correspondence

13.1 City of Kitchener - Fire Safety Measures

13.2 FCHS Foundation Fall 2021 Newsletter

Resolution No. 2021- 419

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That West Elgin Council donate \$5,000 to the Four Counties Health Services Capital Campaign.

Carried

13.3 SWPH - Response to Letter of Instruction Questions

13.4 Eagle Community Centre - Community Grant Update

14. By-Laws

14.1 By-Law 2021-68 - Alternate Voting Methods

Resolution No. 2021- 420

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That By-Law 2021-68 being a By-Law to Enter into an Agreement with Intelivote Systems Inc. for Voting by Telephone and Internet for the 2022 Municipal Elections, be read a first, second and third and final time

Carried

14.2 By-Law 2021- 69 2022 Fees and Charges

Resolution No. 2021- 421

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That By-Law 2021-69 being a By-Law to Provide for Various Fees and Charges for the Municipality of West Elgin, be read a first, second and third and final time.

Carried

14.3 By-Law 2021-70 - Agreement for Joint Ownership of Fire Communication Equipment

Resolution No. 2021- 422

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That By-Law 2021-70 being a By-law to Authorize the Execution of an Agreement for The Joint Ownership of Fire Communications Equipment between Town of Aylmer, Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Township of Malahide, Township of Southwold and the Municipality of West Elgin, be read a first, second and third and final time.

Carried

14.4 By-Law 2021-71 - Provisionally Adopt Krause Drain Engineers Report

Resolution No. 2021- 423

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That By-Law 2021-71 Being A By-Law to provide for the Krause Drain in the Municipality of West Elgin, be read a first and second time and provisionally adopted.

Carried

14.5 By-Law 2021-72 - Appoint Tax Collector

Resolution No. 2021- 424

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-Law 2021-72 being a By-Law to Appoint a Tax Collector for the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

Carried

14.6 By-Law 2021-73 - Amend Hours of Work Policy

Resolution No. 2021- 425

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That By-Law 2021-73 being a By-law to repeal and replace a policy with respect to Hours of Work – HR 4.2, be read a first, second and third and final time.

Carried

15. Confirming By-Law

Resolution No. 2021- 426

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-Law 2021-74 being a By-Law to confirm the proceedings of the Regular Meeting of Council held on December 16, 2021, be read a first, second and third and final time.

Carried

16. Closed Session

Resolution No. 2021- 427

Moved: Councillor Rowe

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 11:52 a.m. under Section 239(b) of the *Municipal Act, R.S.O. 2001* consideration will be given to matters pertaining to an identifiable individual, including a municipal or local board employee.

Carried

17. Report from Closed Session

Mayor McPhail reported out at 11:58 a.m.

Resolution No. 2021- 428

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby directs that employees are authorized to carry-over into 2022 up to two (2) weeks regular 2021 vacation time, with the condition that this is used in the first six (6) months of the new year; and that all other vacation and banked time owed to employees shall be paid out prior to the 2021 year end.

Carried

18. Adjournment

Resolution No. 2021- 429

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That the Council of the Municipality of West Elgin hereby adjourn at 11:59 a.m. to meet again at 9:30 a.m. on January 13, 2022 or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk