



# Municipality of West Elgin

## Minutes

### Council Meeting

December 21, 2023, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

**Present:** Mayor Leatham  
Deputy Mayor Tellier  
Councillor Navackas  
Councillor Denning  
Councillor Statham

**Staff Present:** M. Badura, CAO/Treasurer  
L. Gosnell, Manager of Operations & Community Services  
Robert Brown, Planner  
Terri Towstiuc, Clerk

**Council Meetings are held in-person at 160 Main Street, West Lorne, and the post-meeting recording available at [www.westelgin.net](http://www.westelgin.net), when available (pending no technical difficulties).**

**1. Call to Order**

Deputy Mayor Tellier called the meeting to order at 4:00 pm.

**2. Adoption of Agenda**

**Resolution No. 2023- 383**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby adopts the Agenda as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

#### **4. Public Meeting - Marsh Line, Public Comment**

##### **Resolution No. 2023- 384**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 21-2023 – Recommendation Report (Planning Report 2023-50).

That West Elgin Council approve the zoning by-law amendment for the subject parcel on Marsh Line to rezone the property from Residential First Density, Holding One (R1-H-1) Zone to Residential First Density Special Regulation 9 (R1-9) including site-specific regulations as outlined in Figure Three of this report.

That West Elgin Council consider the by-law to amend the comprehensive Zoning By-law, as presented in the by-law portion of the December 21, 2023, Council Agenda.

**Carried**

##### **4.1 Public Comment**

None Present.

##### **4.2 Further Council Comment**

None.

##### **4.3 Further Planner's Comment**

None.

#### **5. Committee of Adjustment**

##### **Resolution No. 2023- 385**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That Council proceed into a Public Meeting pursuant to the Planning Act, for the purpose of two (2) Minor Variance Applications.

**Carried**

#### **6. Delegations**

##### **6.1 Ron Fox & Rick McFadden, Port Glasgow Yacht Club Re: Marina Pier Proposal**

Mr. Fox provided Council with proposal for funding to assist with the break walls at the Port Glasgow Marina channel. Mr. Fox advised that they are facing safety issues, and the repairs will be a significant cost.

Council recommended the group apply for the FedDev Tourism grant, and that we will take this proposal into consideration when budget deliberations start in the New Year.

Council confirmed their desire to see the repairs done at Port Glasgow Marina to continue tourism growth, and will assist if able, once determined, but encourage the FedDev Grant application route for the Port Glasgow Marina Committee.

## **6.2 Don Shropshire and Carolyn Krahn, County of Elgin, Council Education Session Re: Business Retention and Expansion**

Don Shropshire and Carolyn Krahn, County of Elgin, Provided Council with an Education Session regarding the upcoming possibilities and planning for growth within the region with the upcoming PowerCo SSE GigaFactory.

Ms. Krahn discussed the opportunities that will be forthcoming for community engagement, preparing for future growth and the benefits that will come from the potential growth. Ms. Krahn left council with information to digest regarding their appetite for growth, and what that will look like for West Elgin in the coming years.

Mr. Shropshire introduced the idea of a more centralized planning network through the County, with Planning staff employed by the County and supporting the lower-tier municipalities, based on volume of work. Mr. Shropshire reviewed the current municipalities that are taking this same approach and the benefits of a County based Planning department.

Mr. Shropshire advised that at this time, they are not looking for any commitment from Council, but providing the information for future collaboration, potential for growth, development and business retention.

## **7. Adoption of Minutes**

### **Resolution No. 2023- 386**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That the Minutes of the Regular Council meeting on November 23, 2023 and the Special Council Meeting on December 7, 2023, be adopted as circulated and printed.

**Carried**

**8. Business Arising from Minutes**

None.

**9. Consent Agenda**

**Resolution No. 2023- 387**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby receives and files the Consent Agenda for December 21, 2023, as presented.

**Carried**

**9.1 Communications from Other Municipalities**

9.1.1 County Council Highlights, December 6, 2023

9.1.2 Elgin County, Notice of Decision, E 81-23

9.1.3 Township of South Glengarry - Amendment to Legislation Act

9.1.4 Town of Bracebridge - Request for Amendments to Legislation Act, 2006

9.1.5 Town of Amherstburg Re: Cigarette Producer Responsibility

9.1.6 Coleman Township, Letter of Support Re: Conservation Officer Reclassification

9.1.7 Town of South Bruce Peninsula R-407-2023 Request to Amend Highway Traffic Act for Use of Automated Speed Enforcement Systems

**9.2 Other Items**

9.2.1 Four Counties Health Services, Fall 2023 Newsletter

9.2.2 Hospice of Elgin Project Overview

9.2.3 Watson & Associates Economists Ltd. Presentation to the Standing Committee on Heritage, Infrastructure and Cultural Policy on Bill 134

9.2.4 West Lorne Horticulture Society Letter Re: Community Complex Meeting Room

9.2.5 Summerfest 2024

9.2.6 MECP Update on Amendments to the MTO Class EA

9.2.7 Child Care and Early Years System Service Plan Community Consultation

9.2.8 AMCTO Legislative Express

9.2.9 Rural Economic Development (RED) Program

9.2.10 Update on amendments to the Public Work Class EA

**10. Staff Reports**

## **10.1 Building**

### **10.1.1 Building Department Summary Report - November 2023**

#### **Resolution No. 2023- 388**

**Moved:** Councillor Navackas

**Seconded:** Mayor Leatham

That West Elgin Council hereby receives the report from Corey Pemberton, CBO Re: Building Department Summary Report for the month of November 2023.

**Carried**

## **10.2 Operations & Community Services**

### **10.2.1 Monthly Operations Update – October and November 2023**

#### **Resolution No. 2023- 389**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

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

**Carried**

Break from 5:35 - 5:41 pm, prior to Clerks Reports.

## **10.3 Clerk's**

### **10.3.1 Frivolous and Vexatious Request Policy, Update**

#### **Resolution No. 2023- 390**

**Moved:** Councillor Navackas

**Seconded:** Mayor Leatham

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Frivolous and Vexatious Request Policy; And

That Council approve the policy as amended and reviewed with the County of Elgin Legal Department; And

That the policy be adopted in the by-law portion of the meeting.

**Carried**

### **10.3.2 Joint Diversity, Equality, and Inclusion Plan**

#### **Resolution No. 2023- 391**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Joint Diversity, Equality, and Inclusion Plan; And

That Council approve the Joint Diversity, Equality, and Inclusion Plan, as presented; And

That Council direct staff to post the plan on the Website, as required.

**Carried**

### **10.3.3 Trumpia Automate Software Update**

#### **Resolution No. 2023- 392**

**Moved:** Councillor Statham

**Seconded:** Mayor Leatham

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Trumpia Enrollment Update as Information Only.

**Carried**

### **10.3.4 2023-2027 West Elgin Strategic Plan**

Council requested "Expand the use and reach of social media channels" be replaced with "Expand the use through all communications channels".

#### **Resolution No. 2023- 393**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: 2023-2027 West Elgin Strategic Plan; And

That Council hereby approve the final 2023-2027 West Elgin Strategic Plan, as amended, as presented by Jennifer Kirkham, Mischievous Cat Productions.

**Carried**

### **10.3.5 Off-Leash Dog Park**

#### **Resolution No. 2023- 394**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk; And

That Council direct staff to initiate a resident survey specific to Off-Leash Dog Parks in Municipality, advertising of Social Media, Municipal Website, Electronic Sign and the Newspaper, for a two week period.

**Carried**

### **10.3.6 Mobile Bakery Proposal**

#### **Resolution No. 2023- 395**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk for Information Purposes.

**Carried**

## **10.4 Finance/Administration**

### **10.4.1 Reserve and Reserve Fund Policy**

#### **Resolution No. 2023- 396**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from M. Badura re: Reserves and Reserve Funds Policy and that West Elgin council approves the policy as presented; and

That a new Reserve Fund entitled Arena Facility Upgrades (01-3000-3040) be created to be used to transfer Kraft Hockeyville funds and accumulate interest at the rate the municipality earns from the financial institution;

That a new Reserve Fund entitled Arena Dehumidification System (01-3000-3042) be created to be used to transfer money to

reserves and accumulate interest at the rate the municipality earns from the financial institution;

That a new Reserve Fund entitled “Playground Equipment – Rodney Park” (01-3000-3041) be created to be used to transfer donations received throughout the year.

That a new Reserve Fund entitled “Parks & Recreation – Pool” (01-3000-3043) be created to be used to transfer donation received from Rodney Cemetery Board.

That a new Reserve Fund entitled “Municipal Buildings – Old Town Hall Washroom Fund” (01-3000-3044) to be used to transfer donations received from Rodney Cemetery Board.

That the Federal Gas Tax Reserve Funds (01-3000-3101) be renamed to “Canada Community Building Fund Reserve Fund”;

That the RES- WL COMM IMPROVEMENT (01-3000-3012) be renamed to “West Lorne Main Street Reconstruction Reserve Fund”.

That \$40,940.66 be transferred from the RES – Prior Year’s Capital (01-3000-3030) to the Contingencies Reserve (01-3000-3002); and \$150,000.00 be transferred to Arena Facility Upgrades (01-3000-3040) (Res. 2023-117); and close depleted account RES – Prior Year’s Capital (01-3000-3030);

That depleted Reserves – Safe Restart Funding (01-3000-3015) be closed;

That depleted Reserves – 2021 COVID-19 Recovery funding (01-3000-3038) be closed; and

That depleted Reserves – RES-HAVEN LAKE ROAD (01-300-3026) be closed.

**Carried**

#### **10.4.2 2023 YTD Financials as of November 30, 2023**

##### **Resolution No. 2023- 397**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2023 YTD Financials as of November 30, 2023 to be received and filed.



**Carried**

#### **10.4.3 Deferral of 2023 Capital Projects**

**Resolution No. 2023- 398**

**Moved:** Councillor Navackas

**Seconded:** Mayor Leatham

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2023 Carry Forward Projects; And

That West Elgin Council hereby authorizes that the following list of 2023 approved projects be carried forward to the 2024 fiscal year for completion and that the balance of the 2023 budget allowances for each of the respective projects be carried forward to the 2023 fiscal year.

**Carried**

#### **10.4.4 2023 EI Premium Reduction**

**Resolution No. 2023- 399**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer; And

That West Elgin Council hereby approves payment from the Premium Employment Insurance Rate reduction to all full-time employees in the total amount of \$1,530.73, being 5/12 of the total savings of \$ \$3,673.74 realized by West Elgin in 2023.

**Carried**

*Break from 7:01 - 7:10 pm, prior to discussion on 2024 Employee and Council Remuneration.*

#### **10.4.5 2024 Employee and Council Remuneration**

**Resolution No. 2023- 400**

**Moved:** Mayor Leatham

**Seconded:** Councillor Navackas

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2024 Employee and Council Remuneration; and

that West Elgin Council approves wage increase of 3.3% as indicated in attached Schedule A, B, C & D.

**Carried**

#### **10.4.6 2024 Fees and Charges**

##### **Resolution No. 2023- 401**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: 2024 Fees and Charges; And

That West Elgin Council approves recommended rates as presented in Schedule A of this report.

**Carried**

#### **10.4.7 2024 Municipal Insurance Renewal**

##### **Resolution No. 2023- 402**

**Moved:** Councillor Statham

**Seconded:** Mayor Leatham

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer, re: 2024 Insurance Programs as set out in the renewal documents provided by Intact Public Entity dated Dec. 18, 2023.

**Carried**

#### **10.4.8 Creation of GIS/Asset Management Position**

##### **Resolution No. 2023- 403**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: GIS/Asset Management position; And

That West Elgin Council authorize staff to formalize shared services agreement with the Township of Southwold.

**Carried**

**11. Committee and Board Report**

**11.1 Councillor Reports from Committees**

**11.1.1 Heritage Homes Minutes, October 2023**

**Resolution No. 2023- 404**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That Council hereby receive and file the Heritage Home Minutes for October 2023.

**Carried**

**12. Accounts**

**Resolution No. 2023- 405**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #12 amounting to \$ \$780,072.83 in settlement of General, Road, Water and Arena Accounts including EFT#7493-7645 online Payments#1285-1299, Cheque# 26343-26354 and Payroll Pay Period 24-25.

**Carried**

**13. Consideration of Items Requiring Discussion**

**13.1 Elgin International Club, Liquor License Extension Request**

**Resolution No. 2023- 406**

**Moved:** Mayor Leatham

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin direct staff to write a letter of support for a Liquor License Extension, for the events as request by the Elgin International Club.

**Carried**

**13.2 Letter to Council dated December 5, 2023 Re: Closure of Employment Services Office**

**Resolution No. 2023- 407**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That Council hereby receive the letter dated December 5, 2023 from Jenn Blanchard and Jennifer Keech Re: Closure of Employment Services Office.

**Carried**

**14. Council Inquires/Announcements**

**14.1 Notice of Motions (2), Councillor Navackas**

**Resolution No. 2023- 408**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That Council directs staff to review existing policies and Rental agreements for Municipal Facilities; And

That Council requests staff to provide a follow-up report and recommendations to establish a Code of Conduct for anyone renting and attending events at Municipal Facilities at a future meeting of Council.

**Carried**

**Resolution No. 2023- 409**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That council direct staff to submit a grant application for The FedDev grant for the Farms Open West Elgin ten (10) day event.

**Carried**

**14.2 Statements/Inquires by Councillors**

Deputy Mayor Tellier queried when Budget Deliberations would begin, and Council was advised discussion would begin in January 2024.

**14.3 Matters of Urgency**

None.

**15. By-Laws**

**15.1 By-law 2023-92, Lamont Drain (3rd Reading Only)**

**Resolution No. 2023- 410**

**Moved:** Mayor Leatham

**Seconded:** Councillor Denning

That By-law 2023-92, Being a By-law to Provide for Drainage Works in the Municipality of West Elgin for the Lamont Drain, be read a third and final time.

**Carried**

**15.2 By-law 2023-103, Employee Remuneration**

**Resolution No. 2023- 411**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That By-law 2023-103, Being a By-Law to Set Rates of Remuneration for Municipal Employees, be read a first, second and third and final time.

**Carried**

**15.3 By-law 2023-104, Council Remuneration**

**Resolution No. 2023- 412**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That By-law 2023-104, Being a By-Law to Set Rates of Remuneration for Member of Council, be read a first, second and third and final time.

**Carried**

**15.4 By-law 2023-105, Marsh Line Rezoning**

**Resolution No. 2023- 413**

**Moved:** Mayor Leatham

**Seconded:** Councillor Denning

That By-law 2023-105, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for VL NS of Marsh Line and repeal By-law 2023-97, be read a first, second and third and final time.

**Carried**

**15.5 By-law 2023-106, MPAC Data Sharing Agreement**

**Resolution No. 2023- 414**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That By-law 2023-106, Being a By-law to Authorize the Execution of an Agreement with the Municipal property Assessment Corporation (MPAC) for the purpose of a Data Sharing and Services Agreement, be read a first, second and third and final time.

**Carried**

**15.6 By-law 2023-107, 2024 Fees and Charges**

**Resolution No. 2023- 415**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That By-law 2023-107, Being a By-Law to Provide for Various Fees and Charges for the Municipality of West Elgin for 2024, and Repeal By-law 2023-10, be read a first, second and third and final time.

**Carried**

**15.7 By-law 2023-108 Unreasonable, Frivolous or Vexatious Complaints Policy**

**Resolution No. 2023- 416**

**Moved:** Mayor Leatham

**Seconded:** Councillor Navackas

That By-law 2023-108 Being a By-Law to adopt Policy HR- 9.2 Unreasonable, Frivolous or Vexatious Complaints Policy, be read a first, second and third and final time.

**Carried**

**15.8 By-law 2023-109, Reserve and Reserve Fund Policy**

**Resolution No. 2023- 417**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

That By-law 2023-109 Being a By-Law to adopt Policy AD 3.5 Reserve and Reserve Fund Policy, be read a first, second and third and final time.

**Carried**

**16. Confirming By-Law**

**Resolution No. 2023- 418**

**Moved:** Mayor Leatham

**Seconded:** Councillor Statham

That By-law 2023-110, being a By-law to confirm the proceeding of the Regular Meeting of Council held on December 21, 2023, be read a first, second and third and final time.

**Carried**

**17. Adjournment**

**Resolution No. 2023- 419**

**Moved:** Councillor Navackas

**Seconded:** Mayor Leatham

That the Council of the Municipality of West Elgin hereby adjourn at 7:49 pm to meet again at 4:00 pm on Thursday, January 11, 2024 or at the call of the Chair.

**Carried**

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Taraesa Tellier, Deputy Mayor

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Terri Towstiuc, Clerk