



# Municipality of West Elgin

## Agenda

### Council Meeting

Date: March 14, 2024, 4:00 p.m.  
Location: Council Chambers  
160 Main Street  
West Lorne

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

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for March 14, 2024, as presented/amended.

3. Disclosure of Pecuniary Interest

4. Public Meeting, Zoning By-law Amendment Application 1-2024, 23577 & 23667 Gray Line

Recommendation:

That West Elgin Council hereby proceed into a Public Meeting pursuant to the *Planning Act*.

#### **4.1 Planners Report**

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding the removal of the H-Holding symbol from properties located on the south side of Gray Line, being part of Part of Lot 11, Concession 14, Parts 1 and 2, RP 11R 9430, known as 23577 and 23667 Gray Line.

That Council for the Municipality of West Elgin consider the By-law to remove the H-Holding symbol for the lands located at 23577 and 23667 Gray Line as presented in the By-law portion of the Council agenda for March 14, 2024.

#### **4.2 Council Comments**

#### **4.3 Public Comments**

#### **4.4 Written Comments Received**

#### **4.5 Adjournment of Public Meeting**

Recommendation:

That West Elgin Council hereby adjourn the Public Meeting, pursuant to the *Planning Act*, and reconvene into regular session.

### **5. Presentation of the 2024 Water, Sewage and Trailer Park Budget**

Recommendation:

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: 2024 Water, Sewage and Port Glasgow Trailer Park Budget, for information and discussion purposes.

### **6. Adoption of Minutes**

Recommendation:

That West Elgin Council hereby adopt the Minutes of February 22, 2024, as presented.

#### **6.1 Committee and Board Minutes**

Recommendation:

That West Elgin Council hereby acknowledge receipt of the West Community Centre Board minutes of January 10 and February 14, 2024; And the Recreation Committee minutes of January 17, 2024; And the Tri-County Water board minutes of February 6, 2024; And the Old Town Hall Committee minutes of March 7, 2024, as presented.

### **7. Business Arising from Minutes**

## **8. Staff Reports**

### **8.1 Building**

Recommendation:

That West Elgin Council hereby receives the report from Corey Pemberton, Chief Building Official Re: Building Department Summary Report for the month of February 2024.

### **8.2 Fire**

#### **8.2.1 Monthly Activity Report, January and February 2024**

Recommendation:

That West Elgin Council hereby receives the report from report from Jeff McArthur, Fire Chief re: January & February 2024 Fire Report, for information purposes.

#### **8.2.2 Duplicate Road Names**

Recommendation:

That West Elgin Council approve staff to proceed with renaming streets with duplicate names within the municipality, to eliminate emergency service dispatch confusion and response delay.

### **8.3 Municipal Drains**

#### **8.3.1 T. Towstiuc, Clerk - Re-Appportionment of Drainage Assessment for Various Drain (Land Severances)**

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Apportionment of Drainage Assessment for the Hoy, Douglas Street, No. 2, No.2 Johnston Culvert, Morden, Lindenman, McEachren and McCallum Branch, Government Drain No. 1 North, Wismer Drain No. 2, and Mills Municipal Drains, due to Severance of Land, Pursuant to the Drainage Act, R.S. O. 1990; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the attached drains, as part of various severance applications, as presented.

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

#### **8.4.1 Monthly Update, February 2024**

Recommendation:

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

#### **8.4.2 2024 Gravel Tender Results**

Recommendation:

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

That West Elgin Council hereby grants pre-budget approval in the amount of \$338,700.00 plus applicable taxes from Johnston Brothers Ltd. for supply, haul & spread of maintenance gravel for 2024.

#### **8.4.3 2024 Line Painting Tender Results**

Recommendation:

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

That West Elgin Council hereby grants pre-budget approval for the tender amount of \$61,628.00 plus applicable taxes from RanN Maintenance of Guelph ON for line painting services.

#### **8.4.4 2024 Dust Suppressant Tender Results**

Recommendation:

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

That West Elgin Council hereby grants pre-budget approval in the amount of \$281,250.00 plus applicable taxes as submitted by Pollard Distribution Inc. of Harrow ON for supply and application of dust suppressant during the 2024 season.

#### **8.4.5 West Lorne Library Roof Replacement**

Recommendation:

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

That West Elgin Council hereby grants pre-budget approval for the quoted amount of \$17,180.00 plus applicable taxes from Elgin Roofing of Aylmer for replacement of the TPO Flat Roof above the West Lorne Library.

## **8.5 Water**

### **8.5.1 2023 Summary Report for the West Elgin Distribution System**

Recommendation:

That West Elgin Council hereby receive the 2023 West Elgin Distribution System Annual Summary Report, dated February 20, 2024 from Terri-Lynn Thomson, Process and Compliance Technician, Ontario Clean Water Agency, in accordance with O. Reg 170/03, under the *Safe Drinking Water Act*.

## **8.6 Clerk's**

### **8.6.1 Administration Monthly Update**

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Monthly Update, including January & February 2024, for information purposes only.

### **8.6.2 Development Charges Proposal and Quote**

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Development Charges Study Proposal and Quote; And

That Council hereby direct staff to proceed with the Development Charges Background Study and By-law as proposed by Watson and Associates, at an estimated cost of \$29,900, plus applicable taxes.

### **8.6.3 Civil Marriage Solemnization**

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Civil Marriage Solemnization; And

**Option 1:** That West Elgin Council hereby withdraw the Civil Marriage Ceremony from services offered at West Elgin.

**OR**

**Option 2:** That West Elgin Council hereby authorize the Clerk to participate in the next available AMCTO Civil Marriage Solemnization Workshop, to continue to provide this service, when availability allows; And

That council direct staff to update the corresponding by-laws and procedures, at a future meeting of Council.

### **8.6.4 Community Grant Applications**

Recommendation:

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

That West Elgin Council hereby approve the grant applications for the recommended amounts as presented, pending the approval of the 2024 Operational budget.

## **8.7 Finance/Administration**

### **8.7.1 Safe Restart Funding**

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Safe Restart Funding and that the Municipal Council authorizes the refund payment in the amount of \$6,838.00 of unused funding to the Ministry of Transportation.

## **9. Committee and Board Reports or Updates**

### **9.1 Old Town Hall**

### **9.2 Arena Board**

### **9.3 Recreation Committee**

### **9.4 Four Counties Transit Committee**

**9.5 Economic Development**

**9.6 Rodney Park Committee**

**10. Accounts**

Recommendation:

THAT the Mayor and Treasurer are hereby authorized to sign Payment Voucher #3 amounting to \$ 1,451,617.41 in settlement of General, Road, Water and Arena Accounts including Cheque number 26401-26412, EFT#7908-8000 and Payroll Pay Period 04-05.

**11. Notice of Motion**

**11.1 Councillor Navackas - Backyard Chickens**

Recommendation:

Whereas egg laying Hens in residential areas can assist in reducing food scraps, produce a natural fertilizer, rid unwanted garden pests, assist with composting and provide fresh, free-range eggs; And

Whereas the rising cost of living and food insecurities continues to burden many residents; And

Whereas West Elgin initially declined to allow residents the opportunity egg laying hens in residential areas; And

Whereas many Ontario municipalities have successfully completed a "Backyard Chicken" Pilot Project, with continuation of the program after program success;

Therefore, West Elgin Council hereby direct staff to investigate the process to allow residents to have egg laying hens in residential areas within the Municipality, and report back at an upcoming meeting of Council.

**12. Council Inquires/Announcements**

**13. Correspondence**

Recommendation:

That West Elgin Council hereby receive and file all correspondence, not otherwise dealt with.

**13.1 Announcement - Community Emergency Preparedness Grant**

**13.2 AMO Policy Updates**

**13.3 MECP Letter, dated February 22, 2024 Re: Ontario Environmental Assessment Projects Regulations**

**13.4 AMCTO Supports AMO's Call for a Social and Economic Prosperity Review**

**13.5 FCHS Foundation Chicken & Rib Dinner**

**13.6 Elgin St. Thomas Coalition to End Poverty, 2023 Timeline of Success**

**13.7 Thames Valley DSB - Accommodation Plan - 2023/2024**

**13.8 My Main Street Community Activator Stream**

**13.9 Free Dental Screening and Fluoride Applications Clinic - All Ages**

**14. Items Requiring Council Consideration**

**14.1 West Lorne Optimist Club, Rental Fee Waiver Request**

Recommendation:

That West Elgin Council acknowledge receipt of the fee waiver request submitted by the Optimist Club of West Lorne; And

That Council approve the request to waive fees for the Recreation Centre, April 7, 2024, at a cost of \$200, plus applicable taxes, for the Quarter Auction event.

**14.2 Increased Funding for Libraries and Museums**

Recommendation:

That West Elgin Council hereby acknowledge receipt of the letter dated February 28, 2024, from the Town of Lincoln Re: Town of Lincoln Council Resolution RC-2024-23 - Urgent Need for Increased Funding to Libraries and Museums in Ontario,

That Council hereby direct staff to provide a letter of support, addressed to the Honourable Doug Ford; Minister of Tourism, Culture and Sport; and Association of Municipalities of Ontario (AMO).

**14.3 Support Bill 21, Long Term Care Act**

Recommendation:

That West Elgin Council hereby acknowledge receipt of the letter dated February 21, 2024, from the Municipality of St. Charels Re: Resolution Number 2024-036, Request for Support for Bill 21, Fixing Long Term Care Amendment Act (Till Death Do Us Part), 2022,

That Council hereby direct staff to provide a letter of support, addressed to the Honourable Doug Ford; Minister of Long-Term Care; our local Member of Parliament; our local Member of Provincial Parliament; and Association of Municipalities of Ontario (AMO). and Association of Municipalities of Ontario (AMO).



#### **14.4 Guaranteed Livable Income**

Recommendation:

That West Elgin Council hereby acknowledge receipt of the letter dated February 21, 2024, from the Municipality of St. Charels Re: Resolution Number 2024-039, Guaranteed Livable Income,

That Council hereby direct staff to provide a letter of support, addressed to Prime Minister Justin Trudeau; Premier Doug Ford; Minister of Children, Community and Social Service; our local Member of Parliament (MP); our local Member of Provincial Parliament (MPP); and Association of Municipalities of Ontario (AMO).

#### **14.5 Uploading of municipal highway infrastructure to the Province of Ontario**

Recommendation:

That West Elgin Council hereby acknowledge receipt of the letter dated February 23, 2024, from the County of Lambton Re: Uploading of Municipal Highway Infrastructure to the Province of Ontario,

That Council hereby direct staff to provide a letter of support, addressed to the Honourable Doug Ford; Minister of Transportation; our local Member of Parliament (MP); our local Member of Provincial Parliament (MPP); and Association of Municipalities of Ontario (AMO).

### **15. By-Laws**

#### **15.1 2024 - 19 ESRI Agreement**

Recommendation:

That By-law 2024-19, Being a By-law to Enter into a Multi-Jurisdiction Agreement, as an Authorized Entity, between The Corporation of the County of Elgin, including all Lower-Tier Municipalities, and Environmental Systems Research Institute, Inc. for the purpose of geographic information system (GIS) software, be read a first, second and third and final time.

#### **15.2 2024-20, Interim Tax Levy**

Recommendation:

That By-law 2024-20, Being a By-Law to Provide for an Interim Tax Levy for 2024, be read a first, second and third and final time.

**15.3 2024-21, Zoning Amendment, 23577 & 23667 Gray Line**

Recommendation:

That By-law 2024-21, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property known as 23577 & 23667 Gray Line), be read a first, second and third and final time.

**15.4 2024-22 ICIP Transfer Payment Agreement, Public Transportation Stream**

Recommendation:

That By-law 2024-22, Being a By-law to Authorize the Execution of an Agreement an agreement between His Majesty the King in Right of The Province of Ontario represented by the Minister of Transportation for the Province of Ontario and the Corporation of the Municipality of West Elgin, for Transfer Payment Agreement for the Investing in Canada Infrastructure Program (ICIP), be read a first, second and third and final time.

**16. Closed Session**

Recommendation:

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at \_\_\_\_\_ pm, to discuss matters pursuant to Section 239 (2)

- (b), being personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations:
- (e) being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

**17. Report from Closed Session**

**18. Confirming By-Law**

Recommendation:

That By-law 2024-23, being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 14, 2024, be read a first, second and third and final time.

**19. Adjournment**

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at \_\_\_\_\_ to meet again at 4:00pm, on March 28, 2024, or at the call of the Chair.