



# Municipality of West Elgin

## Agenda

### Council Meeting

Date: August 15, 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 August 15, 2024 as presented.

3. Disclosure of Pecuniary Interest
4. Public Meeting

Recommendation:

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

#### **4.1 Planners Report, Zoning Amendment Application D-14 7-2024**

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning Amendment Application D-14 7-2024 – Recommendation Report (Planning Report 2024-23).

That West Elgin Council approve the rezoning of 25248 Queen’s Line from General Agricultural (A1) to Agricultural (A2) and Restricted Agricultural (A3), in accordance with the attached draft by-law, and

Further that West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the August 15, 2024, Council Agenda.

#### **4.2 Public and/or Applicant Comment**

#### **4.3 Council Comment**

#### **4.4 Adjournment**

Recommendation:

That West Elgin Council hereby adjourn the Public Meeting, pursuant to the *Planning Act*.

### **5. Delegations**

#### **5.1 Janet Given, Elgin County Library Branch Supervisor Re: Branch update for West Lorne and Rodney**

Introduction of staff, branch programs, partnerships, statistics, current upgrades and future goals.

#### **5.2 Andrew Fraser, Resident Re: Seasonal Pool Passes Reimbursement**

#### **5.3 Ryan Cheeseman, Resident Re: Commercial Vehicles on Centre Street, Rodney**

#### **5.4 Keith Taylor and Jennifer Hess, ONE Investment Overview**

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

Recommendation:

That West Elgin Council hereby adopt the Minutes of July 15 (Special Meeting), July 18 and August 1, 2024 (Special Meeting), as presented.

## **6.1 Committee and Board Minutes**

Recommendation:

That West Elgin Council hereby acknowledge receipt of the minutes of Four Counties Transit Committee, April 15, 2024; Old Town Hall Committee, June 25, 2024; And the Recreation Committee, July 17, 2024, as presented.

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

## **8. Staff Reports**

### **8.1 Planning**

#### **8.1.1 Notice of Application Re: Absolute Title**

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding a Notice of Application for Absolute Title on lands located at 191 Queen St and Part of Lot 1, Plan 202, consisting of PIN 35105-0174, 35105-0181 & 35105-188; And

That West Elgin Council authorize the Mayor and Clerk to sign the Consent and Waiver of Notice for the property in question at 191 Queen St and Part of Lot 1, Plan 202, consisting of PIN 35105-0174, 35105-0181 & 35105-188.

#### **8.1.2 Severance Application E67-24 - Comments to Elgin County**

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E67-24 – Comments to Elgin County (Planning Report 2024-25);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E67-24, subject to the Lower-Tier Municipality conditions in Appendix One of this report;

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

### **8.1.3 Severance Application E63, 64, 65 - 24 - Comments to Elgin County**

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding consent applications File E63-24, E64-24 and E65-24 – Comments to the County of Elgin (Planning Report 2024-26);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance applications, File E63-24, E64-24 and E65-24, subject to the Lower-Tier Municipal conditions in Appendix One of this report;

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

## **8.2 Wastewater**

Recommendation:

That West Elgin Council hereby acknowledge receipt of the West Lorne Wastewater Treatment Plant Operations Report, Second Quarter, 2024; and the Rodney Wastewater Treatment Plant Operations Report, Second Quarter, 2024, presented by Sam Smith, Senior Operations Manager, Ontario Clean Water Agency.

### **8.2.1 West Lorne Wastewater Treatment Plant Operations Report, Second Quarter 2024**

### **8.2.2 Rodney Wastewater Treatment Plant Operations Report, Second Quarter 2024**

## **8.3 Water**

### **8.3.1 West Elgin Distribution System Operations Report, Second Quarter 2024**

Recommendation:

That West Elgin Council hereby acknowledge receipt of the West Elgin Distribution System Operations Report, Second Quarter, 2024, presented by Sam Smith, Senior Operations Manager, Ontario Clean Water Agency.

## **8.4 Building**

### **8.4.1 Monthly Report and Comparison, July 2024**

Recommendation:

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

## **8.5 Municipal Drains**

### **8.5.1 Re-apportionment - Zoller Drain**

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Clerk Re: Apportionment of Drainage Assessment for the Zoller Drain, 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 severance application for 24953 Pioneer Line, as presented.

## **8.6 Operations & Community Services**

### **8.6.1 Monthly Operations Report, June & July 2024**

Recommendation:

That West Elgin Council hereby receives the Monthly Operations report for June & July 2024 from Lee Gosnell, Manager of Operations & Community Services, for information purposes.

### **8.6.2 Parking By-law Amendment**

Recommendation:

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

That By-Law 2001-50, “being a By-Law to regulate parking and traffic in the Municipality of West Elgin” be amended to establish restricted parking zones as follows:

- Munroe Street in West Lorne, north side, from the west property limits of Graham Road to a point 103 meters west of the west property limit of Graham Road.
- Munroe Street in West Lorne, south side, from the east property limits of Ridge Street to the west property limits of Graham Road, being a distance of 140 meters.
- Centre Street in Rodney, north side, from a point 130 meters west of the west limits of Furnival Road to the west end of the ROW known as Centre Street, being a distance of 70 meters

## **8.7 Clerk's**

#### **8.7.1 Volunteer Recognition Award Policy**

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Volunteer Recognition Award Policy; And

That Council hereby approves the policy as presented/amended, and be included as 'Schedule A' to By-law 2024-60

#### **8.7.2 Memorial & Commemorative Bench Program**

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Memorial and Commemorative Bench Policy; And

That Council approve the policy as presented/amended, and be included as "Schedule A" to By-law 2024-61

#### **8.7.3 Community Grant Request, Rodney Kiwanis Club**

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Community Grant Request, Rodney Kiwanis Club; And

That Council hereby approve the in-kind donation request from the Kiwanis Club of Rodney for the following items:

1. Twice monthly meetings for an estimated annual cost of \$2169.60; And
2. Toonie Tuesday, August 27, 2024 road closure, at an estimated cost of cost \$650.00; And
3. Rodney Night Market, November 16, 2024, Road Closure at an estimated cost of \$650.

#### **8.7.4 Royal Canadian Legion Branch 221, Poppy Project Request**

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Royal Canadian Legion Branch 221, Poppy Project Request; And

That Council approve the request, in theory, and direct the Royal Canadian Legion Branch 221, to work with staff during the Poppy Campaign to determine a suitable location.

## **8.8 Finance/Administration**

### **8.8.1 Purchase of a Folder Inserter**

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Purchase of a Folder/Inserter Machine; and

That West Elgin Council approves the purchase of Folder/Inserter machine FPi 2720 from Rival Office Solutions under a 60-month lease agreement at a cost of \$239.00 per month plus applicable taxes; and

That, West Elgin Council directs CAO/Treasurer to sign the lease agreement.

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

## **10. Notice of Motion**

None Received.

## **11. Council Inquires/Announcements**

## **12. Correspondence**

Recommendation:

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

### **12.1 Terrace Lodge Bowling Tournament and Fundraiser**

### **12.2 Count of Elgin, Notice of No Appeals, E 44-24**

## **13. Items Requiring Council Consideration**

## **14. By-Laws**

### **14.1 2024-58 - Site Plan Agreement - Shree Rodney Gas Station Inc. (239-241 Furnival Road)**

Recommendation:

That By-law 2024-58, Being a By-law to Authorize the Execution of a Site Plan Agreement with Shree Rodney Gas Station Inc. (239-241 Furnival Road), be read a first, second and third and final time.

**14.2     2024-59 - Zoning By-law Amendment D14 7-2024 - 25248 Queen's Line, JenVeld Farms**

Recommendation:

That By-law 2024-59, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 25248 Queen's Line, be read a first, second and third and final time.

**14.3     2024-60 - Volunteer Recognition Awards Policy**

Recommendation:

That By-law 2024-60, being a By-law to adopt a Policy "Volunteer Recognition Awards", be read a first, second and third and final time.

**14.4     2024-61, Memorial and Commemorative Bench Policy**

Recommendation:

That By-law 2024-61, Being a By-Law to adopt a Policy "Memorial and Commemorative Bench", be read a first, second and third and final time.

**14.5     2024-62 - Amendment to Parking By-law 2001-50**

Recommendation:

That By-law 2024-62, Being A By-Law to Amend By-Law No. 2001-50, Being A By-Law to Regulate Parking and Traffic in Conjunction with County of Elgin Parking By-Law No. Eg1, be read a first, second and third and final time.

**15.     Closed Session**

Recommendation:

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

- a. the security of the property of the municipality or local board;
- b. personal matters about an identifiable individual, including municipal or local board employees;
- c. a proposed or pending acquisition or disposition of land by the municipality or local board;
- d. labour relations or employee negotiations;
- e. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;



**16. Report from Closed Session**

**17. Confirming By-Law**

Recommendation:

That By-law 2024-63 being a By-law to confirm the proceeding of the Regular Meeting of Council held on August 15, 2024, be read a first, second and third and final time.

**18. Adjournment**

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at \_\_\_\_\_ to meet again at 4:00pm, on Thursday, September 12, 2024 or at the call of the Chair.