



Municipality of West Elgin

Agenda

Special Council Meeting

March 20, 2020, 1:00 p.m.

**West Elgin Fire Hall, Station 1 Training Room
22413 Hoskins Line**

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at jnethercott@westelgin.net.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Disclosure of Pecuniary Interest

4. Staff Reports

4.1 M. Badura - Verbal update impact of COVID-19 on Municipal Operations.

4.1.1 Human Resources Issues - COVID-19

4.1.2 Emergency Guidelines

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Recommendation:

That West Elgin Council hereby approves the Building Permit and Site Inspections for the COVID-19 period and Emergency/Temporary Telework Guidelines.

4.1.3 Waiver of Penalties

Recommendation:

That West Elgin Council hereby approves the waiver of penalty, for one month, on Municipal Tax installments, Water bills and Dog licensing.

4.1.4 Municipal Communications

4.1.5 Fire Department COVID-19 Procedures

4.1.6 Postponement of Public Meeting on Rodney Sewage

Recommendation:

That West Elgin Council hereby cancel the public meeting on Rodney Sewer Rates, previously scheduled on April 27, 2020 and reschedule the public meeting at a future Regular Council meeting.

4.2 L. Gosnell - Verbal Update on Emergency Management

4.3 J.Nethercott - Electronic and Telephone Participation in Meetings

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5. By-Laws

5.1 By-Law 2020-29 - Employee Remuneration

8

Recommendation:

That By-law 2020-29 being a by-law to set rates of remuneration for Municipal Employees for the calendar year 2020, be read a first, second and third and final time.

5.2 By-Law 2020-30 - Confirming By-law

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Recommendation:

That By-law 2020-30 being a by-law to confirm the proceedings of the Special Meeting of Council on March 20, 2020 be read a first, second and third and final time.

6. Adjournment

Recommendation:

That the Municipality of West Elgin Special Council Meeting hereby adjourn at _____ p.m. to meet again at 9:30 a.m. on April 9, 2020 or at the call of the Chair.



The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

Municipality of West Elgin - Building Permit Applications and Site Inspections for the Covid-19 period

The Municipal Office remains in operation during regular business hours (8:30 am to 4:30 pm, Monday to Friday), however the office will no longer be open to the public. Municipal staff may be contacted by telephone at 519-785-0560 or email westelgin@westelgin.net. Payments to the municipality can be made through telephone or online banking or left in the locked drop box to the right of the main door of the Municipal Office.

As such, the Municipality's Building Department will be operating as follows:

Building Department

The Building Department remains operational and will continue to provide **certain** site inspections (Details below). During this time, the Municipality is unable to guarantee that normal processing and inspection timelines will be met.

New permit applications –

The Municipality will review submitted applications (usually within the 10 business days) for Residential New Construction, Renovation and Additions and Residential Accessory structures. Other permit review periods are completed within the legislated time frame as set out in the Ontario Building Code.

Please email the applications to: building@westelgin.net

While the Municipal Office is **closed** to the public, building permit applications may be mailed in, dropped off at the Municipal Office (drop box) or emailed to the address above.

Site Inspections: New Construction

The Building Department will be inspecting in person **new** construction sites only.

The Building Official will **not** be entering occupied area of buildings under construction including personal dwellings or occupied areas of industrial, commercial, multi - residential and institutional buildings. Details on inspections for previously occupied areas are listed in "Site Inspections: Occupied Buildings" below.

The Building Official may ask you to answer brief, non-intrusive screening questions related to the COVID-19 health risks, and practice social distancing. Please understand this is for the protection and peace of mind of staff who will be serving you and other members of the public.

Building inspections are to be booked by emailing the Building Official at building@westelgin.net or by calling 519-785-0560 extension 224.

Site Inspections: Occupied Buildings

The Building Official will **not** be entering occupied areas of buildings under construction including personal dwellings or occupied areas of industrial, commercial, multi - residential and institutional buildings.

The Building Official will review emailed quality photos and videos or inspect via Facetime and then will email the owner or builder an inspection report stating whether the inspection is satisfactory or list deficiencies. Any deficiencies can be reviewed at a later date by the same methods.

Building inspections are to be booked by emailing Jackie Morgan-Beunen at building@westelgin.net or by calling 519-785-0560 ext 224

Municipality of West Elgin

Emergency Management Guideline 01 Emergency/Temporary Telework Guidelines

Effective Date: March 20, 2020

Review Date:

Purpose

In order to support the continuity of operations, the Municipality of West Elgin endorses teleworking as an option for qualified employees whose duties can be performed from an alternative workplace. During an emergency, it may be advantageous to take positive steps to reduce demand on the physical workplace.

Successful teleworking required accountability for work production and communication follow through. Teleworking must have measureable standards for performance to gauge the success of a teleworking arrangement. Positions that may be considered for teleworking during an emergency should be identified by the department head and/or supervisors.

Eligibility and Telework Requirements

The ability to telework is not suited to all positions. Positions whose job requirements include Emergency Operations Committee, field work, daily direct customer service, or other duties that cannot be performed productively away from the regular/temporary workplace will not be approved to participate in the telework program on a regular, on-going basis during the emergency.

Requirements to Qualify for Teleworking Program

- Position designated as eligible by immediate supervisor
- Immediate supervisor's approval
- Immediate supervisor's ability to invest necessary time to help the teleworking arrangement to succeed
- Planning with supervisor and co-workers how workflow issues such as phone calls, mail and meetings will be managed

Approval, Renewal & Termination Process

Positions adaptable to a teleworking program should be identified in the Continuity of Operations Plan. Immediate supervisors should confer with the employee that, in a time of emergency or another workplace disruption, they are willing to participate in a telework program. The employee's immediate supervisor must approve the telework arrangement.

In case of a prolonged disruption of the regular office workplace, the telework arrangement should be discussed and renewed at least every 8 weeks to ensure that continuation of the telework arrangement is meeting the goals set forth.

A telework arrangement may be terminated by one of the following:

- Resumption of the original regular office workplace or establishment of a new regular office workplace following the cessation of the disruption or emergency.
- The employee may discontinue participation in the telework program at any time, for any reason upon written or verbal notice to their supervisor.
- The department head or supervisor may terminate a telework arrangement for operational need requirements, upon 24 hours prior verbal explanation to the affected employee.

Equipment, Furniture & Working Supplies

The Municipality of West Elgin will supply no office furniture, equipment or supplies. Teleworker will be permitted to use their municipally owned computer at the alternate workplace, and remain subject to all IT and Municipal Freedom of Information and Protection of Privacy Act policies/requirements.

Job Performance Standards

The job performance standards for employees working at alternative work places shall be equivalent to the standards used when the employees are working at their regular site.

Corporate policies for all employees apply both in the regular office and the alternate work place.

Work Schedules and Hours

A regular telework schedule must be mutually agreed upon by the employee and supervisor in writing. Any change in the agreed upon schedule must be approved by the supervisor, and if it is a permanent change, documented.

It is expected that a Telework Employee will continue to work the same number of hours in the alternative work place as they are normally scheduled for at the regular site.

Compensation and Benefits

All telework schedules require supervisor approval. An alternate work schedule may be approved for an individual teleworker as long as the work schedule is consistent with the municipality's needs.

Overtime must be authorized in advance by management in accordance with the established municipality policies.

Occupational Health & Safety

A teleworking employee will be covered by WSIB for all work-related injuries occurring at the alternate work place during the teleworker's defined work period. WSIB will not apply to non-work-related injuries or injuries that occur outside of the defined work period.

If a work-related injury occurs while teleworking, the employee must notify the supervisor immediately and complete all necessary documents regarding the injury.

Safeguarding Intellectual Property Rights

An employee's work product of any type that is created or produced, in whole or in part, at the alternate work location shall belong to the Municipality of West Elgin to the same extent as if created or produced at the regular work location.

Information Security

Security of confidential information and irreplaceable documents is of primary concern and importance to the Municipality of West Elgin. Teleworkers, like all employees, are expected to adhere to all applicable laws, rules, regulations, policies and procedures regarding information security.

Supervisors must review functions in their areas and if necessary, designate some tasks that may not be done at alternate work places for security reasons.

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March 2020

Government Passes Legislation to Allow Councils to Meet Electronically

2020-03-19 2:44:26 PM

CATEGORIES: [Municipal Legislation \(/Advocacy-Policy/Policy-Updates?topicCatID=32\)](#)

Amid the COVID19 outbreak, the Ontario Legislature met today in an emergency sitting and passed Bill 187, the *Municipal Emergency Act*, which amends the Municipal Act and City of Toronto Act to allow municipalities to meet electronically in times of emergency.

Passed unanimously, the Bill will allow municipalities to fully conduct Council, local board and committee meetings in situations of local and province-wide emergencies. The implementation of this will be up to municipalities, such as how to set up meetings and the technology to use.

The Bill also temporarily waives noise bylaws to allow trucks to deliver services 24/7.

Bill 186, *Employment Standards Amendment Act (Infectious Disease Emergencies)* (<https://news.ontario.ca/opo/en/2020/03/employment-standards-amendment-act-infectious-disease-emergencies-2020.html>), was also passed providing support to workers amid the outbreak.

For more information, please see below:

Ontario Newsroom: Ontario Supporting Workers, Municipalities and Retailers in Response to COVID-19 (https://news.ontario.ca/opo/en/2020/03/ontario-supporting-workers-municipalities-and-retailers-in-response-to-covid-19.html?utm_source=ondemand&utm_medium=email&utm_campaign=o)

SHARE:  ([https://www.linkedin.com/shareArticle?mini=true&url=https://amcto.com/Blog/March-2020/Government-Passes-Legislation-to-Allow-Councils-to&title=Government Passes Legislation to Allow Councils to Meet Electronically](https://www.linkedin.com/shareArticle?mini=true&url=https://amcto.com/Blog/March-2020/Government-Passes-Legislation-to-Allow-Councils-to&title=Government%20Passes%20Legislation%20to%20Allow%20Councils%20to%20Meet%20Electronically))  (<https://www.facebook.com/sharer/sharer.php?u=https://amcto.com/Blog/March-2020/Government-Passes-Legislation-to-Allow-Councils-to&src=sdkpreparse>)  (<http://twitter.com/home/?status=https://amcto.com/Blog/March-2020/Government-Passes-Legislation-to-Allow-Councils-to>)  (<https://plus.google.com/share?url=https://amcto.com/Blog/March-2020/Government-Passes-Legislation-to-Allow-Councils-to>)  (<mailto:someone@example.com?Body=https://amcto.com/Blog/March-2020/Government-Passes-Legislation-to-Allow-Councils-to>)



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law 2020-29

A By-Law to Set Rates of Remuneration for Municipal Employees for the Calendar year of 2020.

Whereas Section 5 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the powers of a municipality shall be exercised by by-law; and

Whereas Section 283(1) of the *Municipal Act* provides that a municipality may pay expenses of the officers and employees of the municipality; and

Whereas it is deemed desirable and expedient to set the remuneration and expenses for all persons employed by the Corporation of the Municipality of West Elgin;

Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. Remuneration for full time positions for the year 2020 will be as per Schedule "A".
2. Remuneration for part time positions for the year 2020 will be as per Schedule "B".
3. Remuneration for seasonal positions for the year 2020 will be as per Schedule "C".
4. Remuneration for West Elgin Fire Department positions for the year 2020 will be as per Schedule "D"
5. Employee benefits in addition to remuneration shall be paid as set forth in the human resources policies as amended from time to time.
6. Remuneration of any other person engaged by Council for specific purposes shall be fixed by resolution of Council.
7. An employee shall be paid 49.5 cents per kilometre for each kilometre he/she has traveled in their personal vehicle for work purposes. If employees travel together then mileage is paid only to the driver.

8. By-Law 2020-02 is hereby repealed.

Read a first, second and third and finally passed this 20th day of March 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

2020 Remuneration - Schedule A

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<u>Full Time</u>					
Chief Administrative Officer / Treasurer	\$93,605.60	\$99,455.95	\$105,306.29	\$111,156.64	\$117,006.99
Manager, Operations and Community Services	\$84,245.04	\$89,510.36	\$94,775.61	\$100,040.98	\$105,306.29
Planner	\$63,447.49	\$67,412.95	\$71,378.42	\$75,343.89	\$79,309.36
Municipal Clerk	\$59,875.24	\$63,617.44	\$67,359.65	\$71,101.85	\$74,844.05
Senior Accounting Clerk	\$55,120.00	\$58,565.00	\$62,010.00	\$65,455.00	\$68,900.00
Accounting Clerk	\$45,536.40	\$48,375.60	\$51,233.00	\$54,072.20	\$56,911.40
Water/Payroll Clerk	\$42,042.00	\$44,662.80	\$47,301.80	\$49,922.60	\$52,543.40
Supervisor, Public Works	\$27.50	\$29.22	\$30.94	\$32.66	\$34.38
Supervisor, Parks and Recreation	\$27.50	\$29.22	\$30.94	\$32.66	\$34.38
Supervisor, Utilities	\$27.50	\$29.22	\$30.94	\$32.66	\$34.38
Public Works Operator	\$21.00	\$22.31	\$23.63	\$24.94	\$26.25
Parks and Recreation Operator	\$21.00	\$22.31	\$23.63	\$24.94	\$26.25
Utilities Operator	\$21.00	\$22.31	\$23.63	\$24.94	\$26.25
Service Ontario Clerk	\$21.00	\$22.31	\$23.63	\$24.94	\$26.25
Administrative/Records Management Assistant	\$18.24	\$19.38	\$20.52	\$21.66	\$22.80
Administrative Assistant - Operations and Comm Services	\$18.24	\$19.38	\$20.52	\$21.66	\$22.80

2020 Remuneration - Schedule B

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<u>Part Time</u>					
Part-Time Drainage Supt	\$21.00	\$22.31	\$23.62	\$24.94	\$26.25
Service Ontario Clerk	\$21.00	\$22.31	\$23.62	\$24.94	\$26.25
By-law Officer	\$21.00	\$22.31	\$23.62	\$24.94	\$26.25
Bus driver	\$18.24	\$19.38	\$20.52	\$21.66	\$22.80
Janitorial	\$18.24	\$19.38	\$20.52	\$21.66	\$22.80
Part-time office	\$18.24	\$19.38	\$20.52	\$21.66	\$22.80
Landfill Attendant	\$18.24	\$19.38	\$20.52	\$21.66	\$22.80
Meter Reader	\$18.24	\$19.38	\$20.52	\$21.66	\$22.80

2020 Remuneration - Schedule C

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<u>Seasonal</u>					
Supervisor - Life Guard	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00
Assistant Supervisor - Life Guard	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00
Life Guard	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00
Seasonal Operator - Roads/Parks & Rec/Water	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00
Seasonal Operator - Winter Control	\$21.00	\$22.31	\$23.62	\$24.94	\$26.25
Winter Patrol - weekend rate					\$ 100.00
Port Glasgow Trailer Park Manager					\$ 30,510.00
Port Glasgow Trailer Park Assistant					\$ 15,255.00

2020 Remuneration - Schedule D

	<u>Annual</u>	<u>Daily</u>	<u>Hourly</u>
<u>West Elgin Fire Department</u>			
Chief	\$ 5,212.13		
Deputy Chief	\$ 3,648.49		
Chief & Deputy Chief meetings		\$ 104.24	\$ 26.06
Station Chief	\$ 2,606.06		
Captains/Officers	\$ 1,042.43		
Fire Fighting			\$ 26.06
Training officer - position under review	\$ 1,042.43		
Officers Meetings			\$ 26.06
Department Meeting			\$ 15.64
Training		\$ 104.24	\$ 26.06



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2020-30

Being a By-Law to confirm the proceedings of the Special Meeting of Council held on March 20, 2020.

Whereas Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by council; and

Whereas Section 5(3) of the Municipal Act, the powers of Council shall be exercised by by-law; and

Whereas it is deemed expedient that proceedings of Council of the Corporation of the Municipality of West Elgin as herein set forth be confirmed and adopted by by-law;

Now therefore the Council of the Municipality of West Elgin enacts as follows:

1. That the actions of the Special Meeting of Council held on March 20, 2020, in respect of each recommendation, motion and resolution and other action taken by the Council at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of West Elgin are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the preceding section hereof.
3. The Mayor and Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of West Elgin.

Read a first, second, and third time and finally passed this 20th day of March, 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk