



Municipality of West Elgin

Minutes

Special Meeting of Council

March 20, 2020, 1:00 p.m.
West Elgin Fire Hall, Station 1 Training Room
22413 Hoskins Line

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, Public Works Superintendent

Also Present: R. Bryce, Human Resources Consultant

1. Call to Order

Mayor Duncan McPhail called the meeting to order at 1:08 p.m.

2. Adoption of Agenda

Municipal Clerk, J. Nethercott, handed out a memo from Elgin County regarding their view on declaring an emergency.

Resolution No. 2020-121

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby adopts the Agenda for the Special Meeting on March 20, 2020 as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Staff Reports

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

CAO/Treasurer M. Badura provided an update on Municipal Services. Currently the municipal office is closed to the public. Ms. Badura reported that normal work is having to be delayed due to concentration on the COVID-19 situation.

4.1.1 Human Resources Issues - COVID-19

Human Resources Consultant R. Bryce explained to Council their Health and Safety Obligations and how the municipality is meeting these standards. Mr. Bryce explained that guidelines need to be set for how staff are to be deployed and pay rates during this situation.

Council directed Senior Staff to develop a plan for deploying full time staff until April 30, 2020, reducing staff contact with each other and to write a letter to staff stating that until April 4, 2020 all staff will be paid for absences related to COVID-19 (including self-quarantine due to travel, illness with symptoms of COVID-19, immediate family member illness with symptoms of COVID-19 or to look after immediate family member with COVID-19.

4.1.2 Emergency Guidelines

Resolution No. 2020-122

Moved: Councillor Cammaert

Seconded: Councillor Tellier

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

Carried

4.1.3 Waiver of Penalties

Resolution No. 2020-123

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That notwithstanding By-law No. 2019-97, the Fees and Charges By-law, the CAO/Treasurer be authorized and directed to defer the imposition of all new penalties and/or interest on all accounts receivables for non-payment or late payment until April 30, 2020;

It being noted that such deferral is being taken in response to COVID-19 Coronavirus pandemic

Carried

4.1.4 Municipal Communications

Clerk J. Nethercott reported that the Emergency Control Group requested that municipal communications on social media and website be official communications from the following sources: Southwestern Public Health Unit, Province of Ontario or local MPP, Federal Government or local MP, and County of Elgin.

4.1.5 Fire Department COVID-19 Procedures

CAO/Treasurer M. Badura reported that the Fire Chief has cancelled all training and monthly meetings. The Fire Department has enough personal protective equipment and have instituted a policy of making contact with EMS before any patient contact.

4.1.6 Postponement of Public Meeting on Rodney Sewage

Resolution No. 2020-124

Moved: Councillor Cammaert

Seconded: Councillor Tellier

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.

Carried

4.2 L. Gosnell - Verbal Update on Emergency Management

L. Gosnell, Alternate CEMC provided an update on the Municipality's Emergency Control Group's meeting and provided the information that at this time the Emergency Control Group would like to declare an emergency. Mayor McPhail wanted to have Council input before signing the Declaration.

Council agreed unanimously to have Mayor McPhail sign the Declaration at 3:45 pm.

Council directed staff to cancel all events at municipal facilities, including outdoor parks, until April 30, 2020.

4.3 J. Nethercott - Electronic and Telephone Participation in Meetings

Clerk J. Nethercott provided the most recent update from the Province with regards to allowing electronic or telephone participation at Council meetings. Ms. Nethercott stated that a by-law needs to be introduced at this meeting to amend the procedural by-law.

Council directed Ms. Nethercott to bring forward such an amendment in the by-law portion of the meeting.

5. By-Laws

5.1 By-Law 2020-29 - Employee Remuneration

Resolution No. 2020-125

Moved: Councillor Cammaert

Seconded: Councillor Tellier

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.

Carried

5.3 By-Law 2020-31 - Delegation of Authority and Duties in a Pandemic

Resolution No. 2020-126

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That By-law 2020-31 being a by-law to delegate certain duties and authority, as required during a pandemic period, be read a first, second and third and final time.

Carried

5.4 By-Law 2020-32 - Amendment to Procedural By-law

Resolution No. 2020-127

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That By-law 2020-32 being a by-Law to amend By-law 2018-43 being a by-Law to establish rules of procedure for the meetings of Council, Council Committees and Boards of The Corporation of the Municipality of West Elgin, to allow for electronic and telephone participation in a declared emergency, be read a first, second and third and final time.

Carried

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

Resolution No. 2020-128

Moved: Councillor Tellier

Seconded: Councillor Rowe

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.

Carried

6. Adjournment

Resolution No. 2020-129

Moved: Councillor Cammaert

Seconded: Mayor McPhail

That the Municipality of West Elgin Special Council Meeting hereby adjourn at 3:58 p.m. to meet again at 9:30 a.m. on April 9, 2020 or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk