



Municipality of West Elgin

Minutes

Committee of the Whole Meeting

November 19, 2020, 9:00 a.m.

Recreation Centre

135 Queen Street

Rodney

Present: Mayor D. McPhail
Deputy Mayor R. Leatham
Councillor T. Tellier
Councillor A. Cammaert
Councillor B. Rowe – via telephone

Staff Present: M. Badura, Treasurer
J. Nethercott, Clerk
L. Gosnell, Public Works Superintendent
J. Morgan-Beunen, Chief Building Official
Jeff McArthur, Fire Chief

1. Call to Order

Mayor Duncan McPhail called the meeting to order at 9:02 a.m.

2. Adoption of Agenda

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Committee of the Whole adopt the agenda as circulated.

Carried

3. Disclosure of Pecuniary Interest

No Disclosures

4. 2021 Proposed Fees and Charges

Committee of the Whole proceeded to review each department fees and charges.

Building Fees - CBO Jackie Morgan-Beunen reported that with these slight fee increases she believes West Elgin is moving closer to cost recovery and having the department break even each year. Committee of the Whole directed staff to proceed with the fees and charges as presented.

Fire - Fire Chief Jeff McArthur reported that at this point the fees are generic and hopefully once he has a better handle on the inspections and department responsibilities the fees can be better broken down in the future. Committee of the Whole directed staff to proceed with the fees and charges as presented.

Planning - Committee of the Whole directs staff to proceed with fees and charges as presented

Public Works - Lee Gosnell, Manager of Operations & Community Services reported that the fee changes were mainly just clarifications. Committee of the Whole directed staff to proceed with the fees and charges as presented.

Water - Lee Gosnell, Manager of Operations & Community Services reported that the only fee change was the break out of a call out fee during business hours and one after hours. Committee of the Whole directs staff proceed with fees and charges as presented.

Port Glasgow Trailer Park - Lee Gosnell, Manager of Operations & Community Services and Magda Badura, CAO/Treasurer reported that there is a significant increase to the rental fees for the seasonal rental and this is a direct result of the work that needs to be done on the septic system. This work will deplete the reserves and there will not be any money left for any other capital work, nor the additional work needed to the septic systems. The rental increase is in line with other municipally run campgrounds in the area. Ms. Badura reported that the additional charges are being increased as currently those charges don't even fund 20% of the total hydro costs of the park. Councillor Rowe inquired about an hourly rental fee for the pavilion. A \$5.00 per hour rental fee is to be added to the fees and charges. Committee of the Whole directs that staff proceed with the fees and charges with the addition of the hourly pavilion rental and that a letter be sent to all seasonal residents of Port Glasgow Trailer Park explaining the increase in fees before the end of this calendar year, after Council has approved the letter.

Recreation - Lee Gosnell, Manager of Operations & Community Services reported that the West Elgin Community Centre Board of Management had just finalized the ice fee structure for 2021. The Committee of the Whole directs staff to proceed with the fees and charges as presented with the exception of reducing the Warm Room Rental to \$20 and the addition of an hourly rental for the Miller Park Pavilion of \$5.00.

Administration - Clerk Jana Nethercott reported that setting one flat fee for Marriage Ceremonies makes the most sense as with COVID-19 no on-site marriages are able to be preformed and the majority of the wedding's are off site anyway. Ms. Nethercott reported that the increase to the Kennel license fee is a recommendation from the Animal Control Officer to recover her costs for annual inspections and it keeps us in line with other area municipalities. CAO/Treasurer Magda Badura reported that staff will keep track of the hours spent on the Port Glasgow Trailer Park and that if there isn't enough hours to justify the \$10,000 per annum charges to Port Glasgow Trailer Park then they will not be charged the full amount, however in the past two seasons staff have spent significant time dealing with issues at the park and feel this amount is more than justified. Committee of the Whole direct staff to proceed with fees as presented.

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Committee of the Whole direct staff to bring forward a by-law at the next Regular Council Meeting to adopt the fees and charges as amended for 2021.

Carried

5. Waiver of Fees Form

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That West Elgin Committee of the Whole hereby receives the report from J. Nethercott, Clerk re: Exemption from Rental Fees for information purposes; and

That the Waiver of Fees Form be used for the 2021 Council term to approve waiver of fees for groups.

Carried

6. Adjournment

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Committee of the Whole hereby adjourn at 11:58 a.m. to meet again at 9:00 a.m. on December 10, 2020 or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk