



Municipality of West Elgin

Agenda

Committee of the Whole Meeting

November 21, 2022, 9:30 a.m.
West Elgin Community Complex - Hybrid Meeting
160 Main Street
West Lorne
Electronic Hybrid Meeting

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 Committee of the Whole adopt the agenda as circulated.

3. Disclosure of Pecuniary Interest

4. Councillor Training - PowerPoint Presentation

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5. Adjournment

Recommendation:

That West Elgin Committee of the Whole hereby adjourn at _____ to meet again at 9:30 am on November 28, 2022 or at the call of the Chair.



MUNICIPALITY OF
West Elgin

COUNCIL ORIENTATION

November 21, 2022

AGENDA

- Who We Are
- Areas of Responsibility
- Our Team
- Roles
- Meetings
- Code of Conduct
- Conflict of Interest
- Setting Priorities



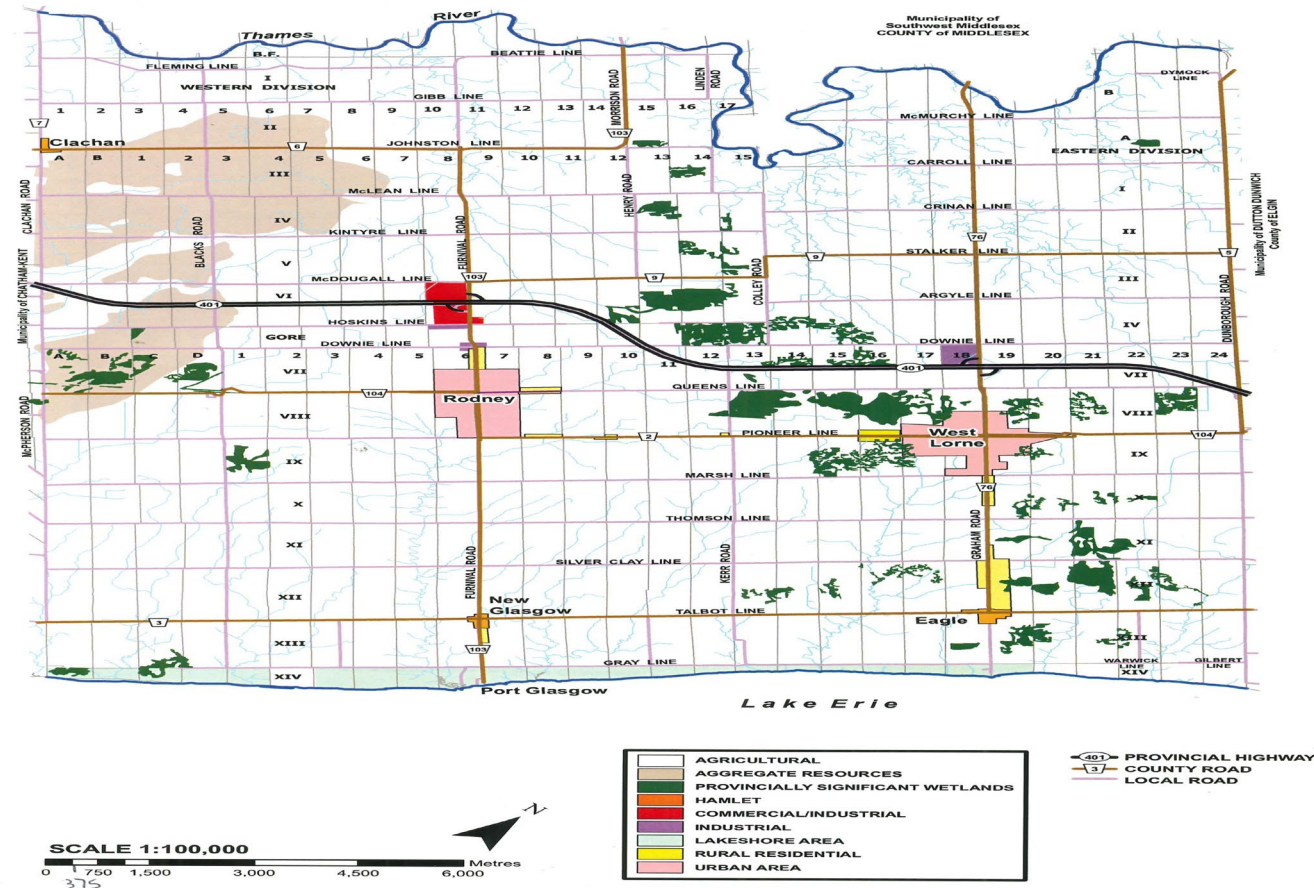
WHO WE ARE

The Municipality of West Elgin was formed by provincial order to restructure the County of Elgin on January 1, 1998, by the amalgamation of the Township of Aldborough and the Village of West Lorne.

West Elgin is made up of two villages, (Rodney and West Lorne) and three hamlets (Clachan, New Glasgow and Eagle), one lakeshore area (Port Glasgow) and nine rural residential settlement areas

Municipality of WEST ELGIN

**RURAL AREA
LAND USE & TRANSPORTATION PLAN
Schedule 'E'**





HOW WE GOT HERE

- Municipalities were created by the Province to provide the services better handled at the local level
- Provincial legislation gives municipalities the authority and requirements to perform certain actions and duties

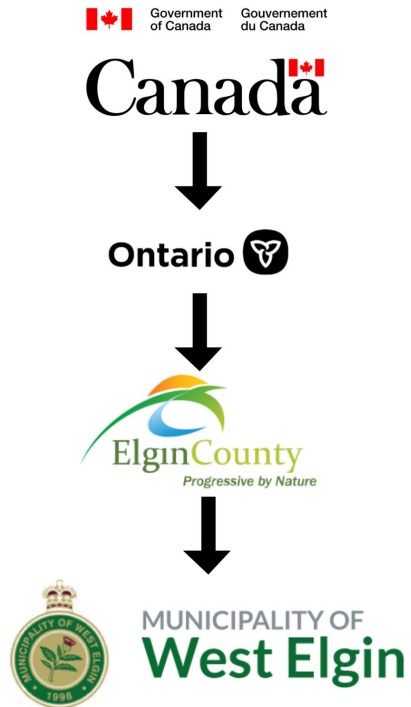


WHERE WE ARE GOING

- Population as of 2021 is 5,100 and projected to be 5,300 by end of Council term in 2026
- In 2021 there were 2,180 households in West Elgin and the projection is for 31 new households to be added per year during the term

*Numbers based on 2021 growth trends

HOW WE FIT IN



Municipality of West Elgin is a lower tier municipality, with the County of Elgin being the Upper Tier

Municipal responsibilities as set out in the Municipal Act and other provincial legislation, are split between upper tier and lower tier municipalities.

The Mayor of West Elgin is the representative to Elgin County Council



AREAS OF MUNICIPAL RESPONSIBILITIES

Animal Control

Building Code

By-law Enforcement

Cemeteries

Fire & Emergency Services

Garbage and Recycling Collection

Roads

Parks and Recreation

Public Transit

Planning

Water

Wastewater



OUR TEAM


*Council sets the course & steers the ship
Staff rows the boat*

Council

CAO/Treasurer

Senior Management Team

Staff



TEAM WORK MAKES THE DREAM WORK

Public expects Council to
do the job they were
elected to do and Staff to
do the job they were
hired for

When Elected Officials
look good, Public
Servants look good and
vice versa

Working together as a
team produces the best
results

COUNCIL ROLE

Council's authority is exercised by:

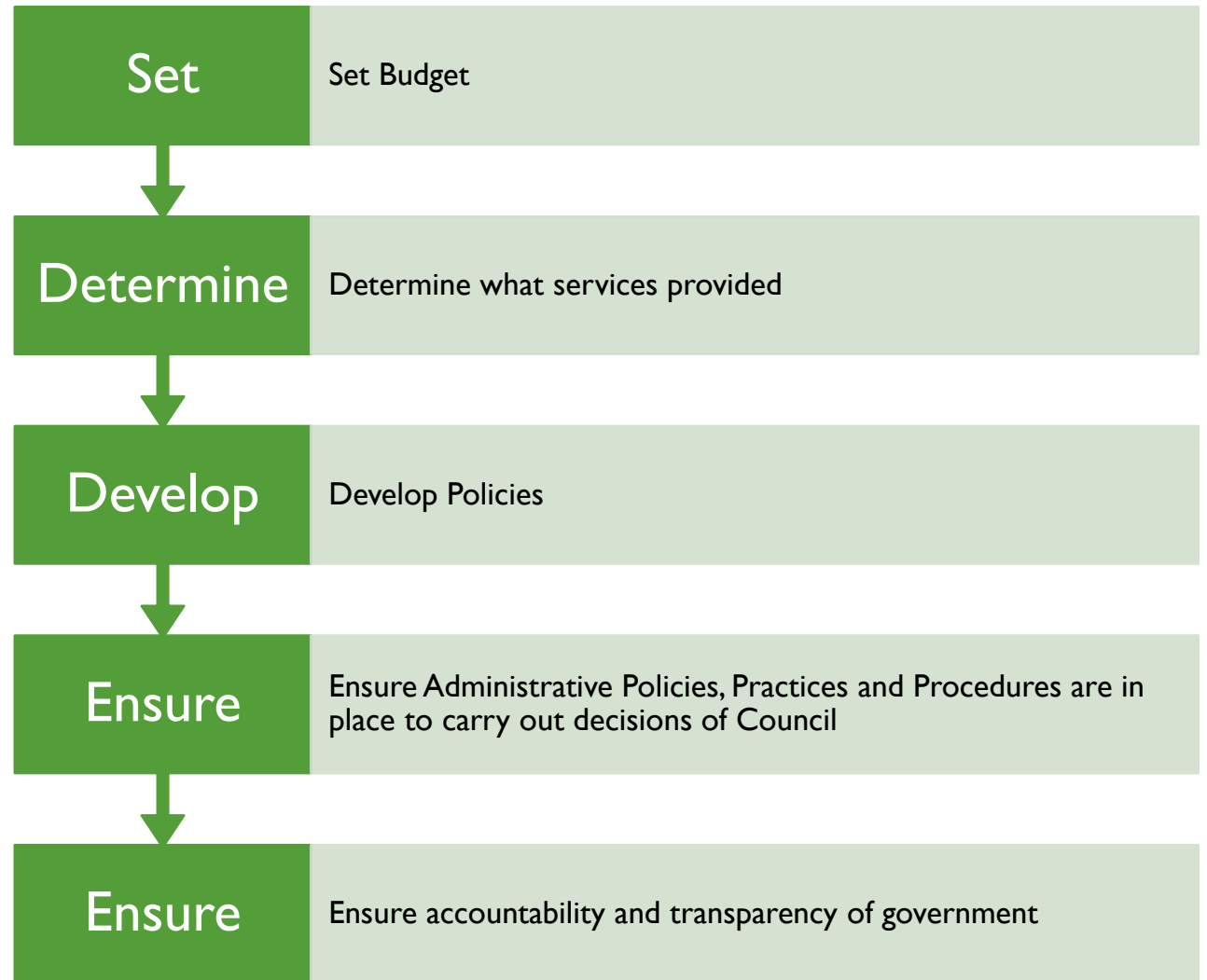
- passing a by-law
- adopting a resolution

Unless authorized by Council resolution, no individual member of Council has any individual authority.

All of Council's decisions are acted on through the CAO, unless specified by resolution/by-law or legislation.

Council has one Employee: Chief Administrative Officer (CAO)

November 21, 2022



PASSING OF BY-LAWS

The Municipal Act grants Council authority to pass by-laws respecting certain areas.

By-laws may be passed to:

- Regulate or prohibit
- Require persons to do something
- Provide for a system of licensing



EVEN LEADERS NEED A LEADER

All members of Council are encouraged to uphold the Office of the Mayor, even if they oppose a particular statement or position taken by the Mayor.

Respect for each other is the hallmark of a mature and effective Council





ROLE OF MAYOR

Sections 225, 226 & 226.1 of *Municipal Act*

- Acts as Chief Executive Officer (CEO) of Municipality
 - Uphold and promote the purposes of municipality
 - Promote public involvement in municipality's activities
 - Act as the representative of the municipality both within and outside the municipality and promote the municipality locally, nationally and internationally
 - Participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents

POLITICS OF MANAGEMENT & THE MANAGEMENT OF POLITICS

Policy is Council's Role



Management is the
CAO's Role



ADMINISTRATION ROLE

Implement Council's decisions

Establish administrative practices and procedures to carry out Council's decisions

Research and provide advice to Council on policies and programs

Carry out other duties required under Acts and assigned by Municipality

Provide services at levels determined by Council



All contact with staff should be through the CAO.



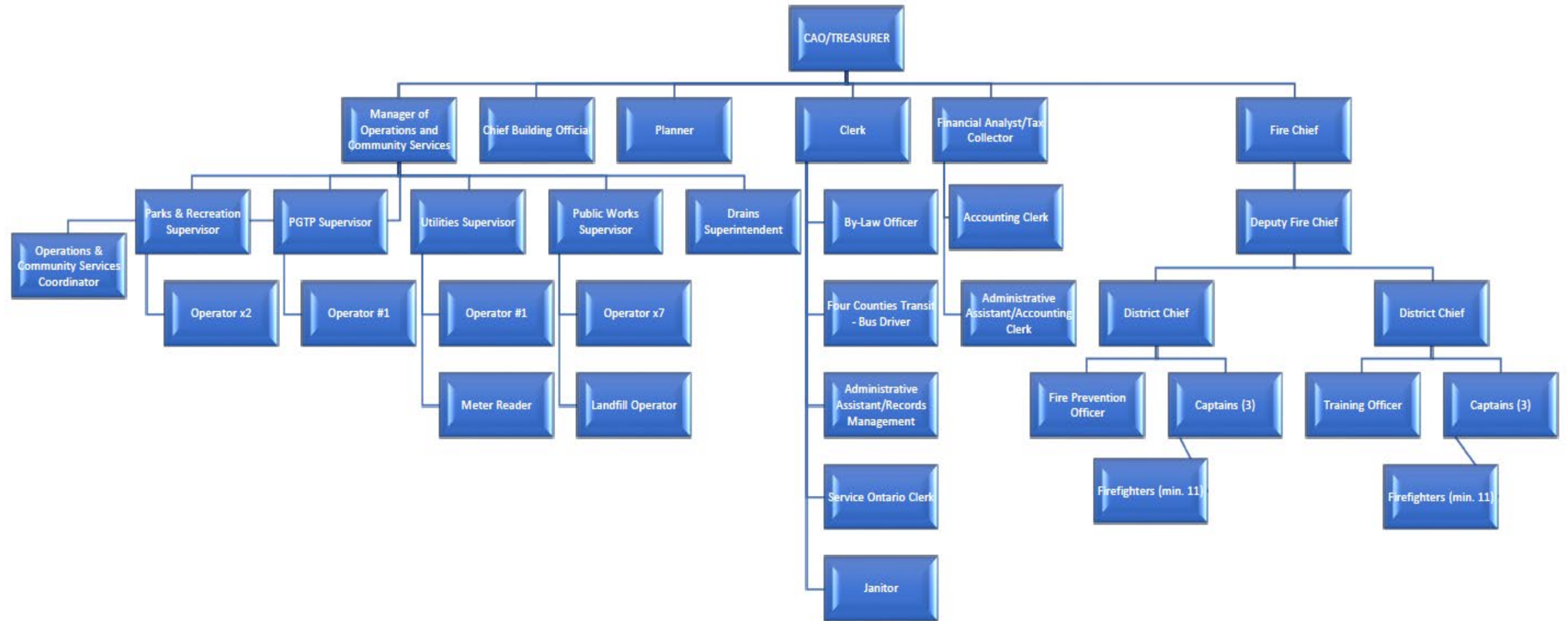
Remember staff reports cost money. Staff time spent on one issue is time taken away from other matters and duties.



Council cannot direct staff to perform duties or tasks – must pass a resolution in Council and the CAO will in turn direct staff.

RESPECT THE CHAIN
OF COMMAND &
STAFF TIME

ORGANIZATIONAL CHART



DEPARTMENTS

Office of Chief Administrative Officer (Magda Badura) – oversight and assistance to all departments, Building, Planning and Information Technology

Operations & Community Services (Lee Gosnell)– Water Services, Trailer Park, Road Maintenance, Waste Collection, Parks & Recreation, Drainage and Facility Management

Financial Services (Magda Badura)– Budget, Property Taxation, Utility Billing, Purchasing, Payroll, Human Resources and Asset Management

Corporate Services (Jana Nethercott)– Legislative/Council Services, Corporate Communications, By-Law Enforcement & Records Management

Emergency Services (Jeff McArthur)– Fire Services and Emergency Management

STAFF MEET AND GREET

We will now do a “Speed Dating” exercise. Each member of Council will have 7 minutes with a representative from each area. Staff will provide information on their departmental duties and an opportunity for questions.

Utilities

Mike Kalita

Parks & Recreation

Adam Ecker

Waste Collection/Landfill

Lee Gosnell

Roads

Chad Yokom

Finance

Magda Badura

Drainage

Tom Mohan

By-law Enforcement

Bill Tedford

Building

Jackie Morgan-
Beunen

Planning

Rob Brown

Fire Department

Jeff McArthur



COUNCIL MEETINGS

Traditionally the 2nd and 4th Thursday of each Month

Agenda Set by Clerk and CAO/Treasurer

Agenda's sent to Council and Public by 12:30 pm Tuesday before meeting

Meetings operated in Hybrid Format

Meetings are Open to Public and are Recorded for later publishing on Website

November 21, 2022





COUNCIL MEETING QUESTIONS

*Common Terms and Questions about
Council Meetings*

What does it Mean?

Procedural By-law

Quorum

Table, defer, refer

Motion of Reconsideration

Notice of Motion

Recorded Vote

What does the Clerk do at a meeting?

Mayor's Role

Addressing an item on the agenda

Consent Agenda

Can I ask questions about a staff report?

COUNCIL CODE OF CONDUCT

General Duties

Abide by all applicable
legislation, policies and
procedures

Shall server and be seen to
server constituents in
conscientious and diligent
manner

Conduct their dealings in a
way that maintain public
confidence (honest, focused
on issues, avoid aggressive,
offensive and abusive
conduct)

Communicate Council's
decisions truthfully
regardless of your opinion

Conduct themselves at
Council meeting with
decorum and respect for
each other and in
accordance with the
Procedural By-law

CODE OF CONDUCT: GUIDING PRINCIPLES

In accordance with the *Municipal Act* and *Municipal Conflict of Interest Act* every member shall exercise his or her power and discharge his or her official duties in accordance with the following guiding principles

Seek to advance
the common good
of the Municipality

Exercise Care,
Diligence and Skill
that a reasonably
prudent person
would exercise in
similar
circumstances

Exercise his/her
power only for
the purposes of
which they were
intended

Truly, Faithfully
and Impartially
exercise his/her
office to the best
of their
knowledge

CODE OF CONDUCT: OTHER



Can not accept gifts or fees for performance of duties. Recognizing that hospitality is part of events and maintaining business relationships there are exceptions and in some cases disclosure is required.



Council and staff relations flow thru one source: CAO. No member shall use their office to seek influence over staff or interfere with enforcement of by-laws, or administration of staff duties



Council shall not seek to interfere or exude influence on the hiring of staff



Council shall not use the Corporate Logo or allow a third party to use the Logo without the permission of CAO or Council



10 COMMANDMENTS FOR COUNCIL BY GEORGE CUFF

Thou shall not attempt to convey to others you have the power to do things you aren't entitled to

Thou shall not attempt to gain employment for a family member or other person in the community

Thou shall not attempt to gain advantage or favour for yourself or any company or organization in which you have any form of pecuniary interest

Thou shall not try to have administration do something for which you do not have prior approval of Council

Thou shall not commit the municipality to any course of action without prior approval of Council

10 COMMANDMENTS FOR COUNCIL CONTINUED

Thou shall not, when a member of public wants a course of action say anything other than “I will look into this and get back to you”

Thou shall not leak information. Having loose lips because of a desire to be seen as “being in the know” or “powerful” or “because the public has a right to know” is never appropriate

Thou shall not seek to undermine the authority of the CAO or other Staff

Thou shall not develop a close personal friendship with any member of the administration


Thou shall not presume the public “owes” you the next term; each term requires you seek the public’s endorsement

INTEGRITY

- Citizens expect integrity in the decisions and day-to-day operations of their public institutions and elected officials at all levels — including municipal governments and municipal officials.
- All members of Council, certain local boards and committees have an obligation to act honestly and responsibly when making decisions or giving advice in their capacities. This obligation includes the disclosure of any pecuniary interest (conflict of interest).

WHAT IS A CONFLICT OF INTEREST?

A conflict of interest occurs when a person in public life is in a position where a private interest may or may not appear to conflict with their role as a municipal council member. Conflict of interest provisions recognize that the judgement of even the most well-meaning person may be impaired when their own interests or the interests of someone close to them are affected. Conflict of interest provisions exist because council members must make decisions in the best interest of the municipality first and foremost.




CONFLICT OF INTEREST

Council and Board members have strict obligations under the *Municipal Conflict of Interest Act* to disclose any DIRECT or INDIRECT pecuniary interest in any matter that is before Council.

- A Council member must disclose the general nature of the conflict prior to the discussion at a meeting – Form can be requested and submitted prior to meeting
- Refrain from participating in the discussion and any vote on the matter
- Refrain from influencing or attempting to influence the voting on the matter before, during or after the meeting.

CONFLICT OF INTEREST DISCLOSURE

It is the responsibility on the member to determine whether they are affected by the pecuniary interest provisions.



All members must submit their disclosures of pecuniary interest in writing to the Clerk at the meeting where the information is being presented and discussed. This can be initiated by verbal disclosure during the proceedings of a meeting and by submitting their Disclosure of Pecuniary Interest Form.



COMMITTEES OF COUNCIL

Council has a number of Committees that they participate in. These committees have various authorities and roles.

Committees can be made up of members of Council, residents, special interest group representatives and other Councils.

West Elgin participates in 3 Boards of Management, has 3 Advisory Committees and has elected members sit on a number of outside boards

Council as a whole will decide on appointments to these committees

Boards of Management

- Four Counties Transportation
- West Elgin Community Centre Board of Management
- Tri-County Water Board

Advisory Committees

- Economic Development
- Recreation Committee
- Port Glasgow Trailer Park

Outside Boards

- Elgin County Council
- Lower Thames Valley Conservation Authority
- Port Glasgow Yacht Club
- Rodney Aldborough Ag Society
- Community Policing
- Heritage Homes
- See list in binder for all committees



That's a Council decision



That's a good point, however you need to get the votes for that at Council



You need to talk to the Mayor



That is not in the budget



Council does not have a by-law in place to enforce that



We need to look at the rules around doing that and report back at a Council meeting

THINGS YOU
MAY HEAR STAFF
SAY



COUNCIL PRIORITIES

- Each Council should set out a list of priorities for their term. These priorities need to be communicated to Staff and the public.



THINGS TO CONTEMPLATE

Development – Balancing the excitement of a potential new development with the wants and needs of the current residents

Taxes – the cost of everything has increased, including providing basic services to the residents. There is only ONE taxpayer

Water/Wastewater Rates – this is a user pay system and the infrastructure is aging and there is a legal requirement to have money set aside for capital repairs

Prioritizing Capital Projects – West Elgin has been the recipient of a number of grants to assist in offsetting the cost of projects. However many of these grants were calculated in 2019 funds, not 2022 and they require West Elgin to come up with 1/3 of the cost and all overages.

THANK YOU

Questions?