



Municipality of West Elgin

Revised Agenda

Council Meeting

Date: March 23 2023, 9:30 a.m.

Location: West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

This meeting will be held in a Hybrid format. This meeting is broadcasted and the recording made available after the meeting on the municipal website, pending any technical difficulties. If you require an alternate format or accessible communication support or wish to receive the link to the meeting via email please contact the Clerk, at 519-785-0560 or by email at clerk@westelgin.net.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Moment of Silence in Tribute to Mayor McPhail

Council will hold a moment of Silence in honour of the passing of Mayor Duncan McPhail.

4. Disclosure of Pecuniary Interest

5. Delegations

5.1 Elgin Group Police Service Board - D. Jenkins and Inspector Loucas

7

5.2 Eleonore Schneider, ONE Investment - Presentation on Investing

15

6. Committee of Adjustment

Recommendation:

That Council hereby recess at _____ a.m. in order to proceed into a Committee of Adjustment Meeting.

7. Adoption of Minutes

18

Recommendation:

That the Minutes of the Council meeting on March 9, 2023 be adopted as circulated and printed.

8. Business Arising from Minutes

9. Consent Agenda

Recommendation:

That the Consent Agenda for March 23, 2023 be received and filed

9.1 Communications from Other Municipalities

9.1.1	Chatham-Kent - Reducing Municipal Insurance Costs	30
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9.1.11	Darrin Caniff, Mayor Chatham-Kent - Condolences	43

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9.2	Other Items	
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9.2.2	<i>L360 Condolences</i>	50
9.2.3	<i>MPAC Condolences</i>	51
9.3	Monthly Reports	
9.3.1	Monthly Operations Update – February 2023	52
10.	Staff Reports	
10.1	Operations & Community Services	
10.1.1	L. Gosnell, Manager of Operations & Community Services - 2023 Dust Suppressant Tender	55
	Recommendation: That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services; and That West Elgin Council hereby grants pre-budget approval in the amount of \$213,750.00 plus applicable taxes as submitted by Eastern Oilfield Services Ltd. for supply and application of dust suppressant.	
10.1.2	L. Gosnell, Manager of Operations & Community Services - 2023 Gravel Tender - 2023-11-Operations Community Services	57
	Recommendation: That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services; and That West Elgin Council hereby grants pre-budget approval in the amount of \$323,700.00 plus applicable taxes from Johnston Brothers Ltd. for supply & application of maintenance gravel.	

10.2	Clerk's	
10.2.1	J.Nethercott, Clerk - Vacancy of the Office of Mayor	59
	Recommendation: That West Elgin Council hereby receives the report from J. Nethercott Clerk, re: Vacancy of the Office of the Mayor for information purposes.	
10.2.2	J. Nethercott, Clerk - Options for Filling a Vacancy on Council	63
	Recommendation: That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Options for Filling a Vacancy on Council for information purposes.	
10.2.3	J. Nethercott, Clerk - Council Meeting Start Time Survey Results	68
	Recommendation: That West Elgin Council hereby receives the report from Jana Nethercott, Clerk Re: Council meeting start time survey results for information purposes.	
10.3	Finance/Administration	
10.3.1	M. Badura, CAO/Treasurer - Consolidated Linear Infrastructure Environmental Compliance Approval	70
	Recommendation: That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA), and That West Elgin Council approve Ontario Clean Water Agency (OCWA) proposal to undertake the completion of Municipal Sewage Collection System (CLI-ECA) application for the Ministry of Environment, Conservation and Parks (MECP) in the amount not the exceed \$7,100.00 exclusive of HST.	

10.3.2 M. Badura, CAO/Treasurer - Strategic Plan 80

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Strategic Plan and approve the proposal from Jennifer Kirkham, Michevious Cat Productions in the amount of \$21,500.00 plus applicable taxes; and that West Elgin Council chooses one of the options presented.

10.4 M. Badura, CAO/Treasurer - 2023 Compensation Review 83

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2023 Compensation Review;

AND FURTHER, that West Elgin Council accepts the proposal by ML Consulting to undertake a Pay Equity and Compensation review at a cost of \$25,200.00 (excluding HST), plus travel and out of pocket expenses; and

That West Elgin Council hereby gives pre-budget approval for the Pay Equity and Compensation review.

11. Committee and Board Report

11.1 Councillor Reports from Committees

12. Accounts

Recommendation:

THAT the Mayor and Treasurer are hereby authorized to sign Payment Voucher #3A amounting to \$245,443.73 in settlement of General, Road, Water and Arena Accounts including EFT#6448-6475, online Payments#1086-1128, cheque # 26144-26147 and Payroll PP05.

13. Consideration of Items Requiring Discussion

13.1 J. Small - Kraft Hockeyville Request 100

14. Council Inquires/Announcements

14.1 Notice of Motion

14.2 Statements/Inquires by Councillors

14.3 Matters of Urgency

15. Upcoming Meetings

- Four Counties Transportation Advisory Committee - March 28 @ 9:30 a.m.
- Tri-County Water Board - March 28 @ 7 p.m.
- Committee of the Whole (Budget) - March 30 @ 9 a.m.
- Committee of the Whole (Budget) - April 6 @ 9 a.m.
- West Elgin Community Board of Management - April 12 @ 9 a.m.
- Council - April 13 @ 9:30 a.m.

16. By-Laws

17. Confirming By-Law

101

Recommendation:

That By-law 2023-22 being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 23, 2023, be read a first, second and third and final time.

18. Closed Session

Recommendation:

That West Elgin Council hereby proceeds into a Closed Session at _____ a.m. under Section 239 2(b) consideration will be given to items pertaining to personal matters about identifiable individual(s) including a municipal or local board employee(s).

19. Report out of Closed Session

20. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 9:30 a.m. on April 13, 2023 or at the call of the Chair.

Elgin Group Police Services Board

Reporting On Our Progress



SPRING 2023

Inspector Mark Loucas, Detachment Commander

David Jenkins, PSB Chair

Carolyn Krahn, PSB Secretary-Administrator

Agenda

Part 1: Detachment
Update from Inspector
Mark Loucas

Part 2: Elgin County OPP
2022 Annual Report

Part 3: Police Services
Board Update



Update from Inspector Loucas

Elgin County OPP 2022 Annual Report

Crime Prevention

Crime Management Plan

Community Street Crimes Unit

Intelligence Led Policing

Increased Traffic and Public Safety on Roadways, Waterways and Trails

Traffic Management Strategy

ATV/Marine Patrols

Traffic Management Unit

Enhanced Relationships with Local Municipalities, Policing Partners and Local Community Supports

Community Policing Committees

Community Mobilization and Engagement

Community Safety Officer/Media Officer

Elgin Group Police Services Board

PSB Update

2023 Police Services Board

David Jenkins, Chair

Provincial Appointee

Trudy Kanellis, Vice-Chair

Provincial Appointee

Dominique Giguère

Municipal Appointee, Eastern Elgin

Andrew Sloan

Municipal Appointee, Central Elgin

Ida McCallum

Community Representative, Western Elgin

Carolyn Krahn

Secretary-Administrator

PSB Update

Community Safety and Policing Act (CSPA)

Section 10 (OPP) Agreements will be terminated and Section 10 (OPP) Boards will be dissolved.

Section 10 municipalities were required to submit a proposal indicating the preferred composition for their new OPP detachment boards.

On behalf of the participating municipalities, the Secretary-Administrator submitted an application for status quo board composition in June 2021:

- one (1) elected representative appointed by resolution from Eastern Elgin, alternating every three (3) years between the Township of Malahide and the Municipality of Bayham;
- one (1) elected representative appointed by resolution of the Council of the Municipality of Central Elgin for a three (3) year term;
- one (1) community representative from Western Elgin, appointed by resolution jointly by the Township of Southwold, the Municipality of Dutton/Dunwich, and the Municipality of West Elgin for a three (3) year term; and
- two (2) persons appointed by the Lieutenant Governor in Council.

Next Steps

1 Ministry Approval of Board Composition

2 Establish New OPP Board

3 Review Board Member Compensation

4 Establish Board Budget

Elgin Group Police Services Board

Feedback

- We want to hear from you!

Municipality of West Elgin

Schedule “A” to By-Law #2023-XX

Policy 3.5 Municipal Investment Policy

Effective Date:

Review Date:

Policy Statement

It is the policy of the Municipality of West Elgin to invest municipal funds in a manner which will provide the highest rate of return with the maximum security while meeting the daily cash flow demands of the municipality and complying with Section 418 of the Ontario Municipal Act 2001, as amended and Ontario Regulation 438/97 Eligible Investments and Related Financial Agreements, as amended.

Purpose

The purpose of this Policy is to establish and maintain practices and procedures, in regards, to investing public funds.

1. Guiding Principles

1.1. Adhere to Statutory Requirements

All investment activities shall comply with the relevant sections of any applicable legislation and related regulations.

1.2. Preservation of Principal

Safety of principal is a primary objective of the Investment Policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of the principal in the overall portfolio.

1.3. Maintenance of Liquidity

Liquidity is measured by the ease with which investments can be converted to cash. The investments shall remain sufficiently liquid to meet all operating or cash flow requirements.

1.4. Competitive Rate of Return

The Municipality’s funds shall be invested to maximize the rate of return, without compromising the legality, security or principal, and liquidity objectives outlined above. Investments are generally limited to relatively low risk securities in anticipation of earning a fair return relative to the assumed risk.

2. Scope

This policy applies to all investments made by the Municipality on its own behalf and on behalf of the West Elgin Community Board of Management and Tri-County Water Board which the Municipality is Operating Authority.

3. Responsibilities

3.1. Authority

All long-term investments for the Municipality are to be authorized by Council. Long-term investments are those with original maturity dates exceeding 365 days.

The authority to invest in short-term investments and to manage and implement the investment program is granted to the CAO/Treasurer who is responsible for ensuring that all Municipal investments conform to this Policy.

3.2. Reporting

The CAO/Treasurer, in accordance with Section 8(1) of O.Reg. 438/97, will submit to Council an annual report on investment activity and returns.

4. Investment – Instruments

4.1. Guaranteed Investment Certificate (GIC)

Investments which are direct obligations of or guaranteed by the Canadian Imperial Bank of Commerce (CIBC) Global Transaction Banking, in particular the CIBC Special Offer GIC.

4.2. ONE-The Public Sector Group of Funds

Money Market Fund and/or High Interest Savings Account (HISA). Surplus municipal funds, as determined by the CAO/Treasurer, shall be invested in either the Money Market Fund or HISA depending on current interest rates.

THE CORPORATION OF THE _____ OF _____
BY-LAW NO. _____ OF 20_____

A by-law to authorize The Corporation of the _____ of _____ (the “Corporation”) to enter into the Agency Agreement, as defined herein, between CHUMS Financing Corporation and Local Authority Services, as Agent, and Eligible Investors with respect to “ONE Investment” and to authorize the Treasurer to execute the necessary documents from time to time for that Purpose.

WHEREAS the *Municipal Act* provides that the power of a municipality to invest money includes the power to enter into an agreement with any other municipality, school board, college, university, hospital or such other person or classes of them as may be prescribed by regulation for the joint investment of money by those parties or their agents;

AND WHEREAS the Corporation proposes to enter into a restated Agency Agreement dated as of March 1, 2010 (the “Agency Agreement”) between CHUMS Financing Corporation, a duly incorporated wholly-owned subsidiary of the Municipal Finance Officers’ Association of Ontario, and Local Authority Services (LAS), a duly incorporated subsidiary of the Association of Municipalities of Ontario, as Agent, and Eligible Investors, and defined therein, to permit the Corporation to be an investor through “ONE Investment” for joint investments as set out in the various schedules to the Agency Agreement (the “Portfolios”);

AND WHEREAS the Council of the Corporation deems it to be in the interest of the Corporation to enter into the Agency Agreement and to enroll in one or more of the ONE Investment portfolios;

AND WHEREAS the Treasurer has stated, pursuant to the statement appended hereto, that the investment guidelines of the Agent comply with the Corporation’s investment policies and goals;

NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE _____ OF _____ ENACTS AS FOLLOWS:

1. The Agency Agreement is hereby authorized substantially in the form made available to the Council at its meeting held on the _____ day of _____, 20_____
2. The Treasurer is hereby authorized and directed to enter into and execute the Agency Agreement and any other necessary documents, including without limitation, enrolment documents and documents in connection with payment services for the Portfolios, and to do anything necessary or desirable, initially and on an ongoing basis, on behalf of the Corporation, to give effect to the purpose, and the Treasurer is hereby authorized to affix the corporate seal of the Corporation to the Agency Agreement and any other documents which are necessary or desirable to give effect to the Agency Agreement or to the purpose.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 20_____
READ A THIRD AND FINALLY PASSED THIS _____ DAY OF _____, 20_____

HEAD OF COUNCIL

CLERK



Municipality of West Elgin

Minutes

Council Meeting

March 9, 2023, 9:30 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

Present: Deputy Mayor R. Leatham
Councillor T. Tellier
Councillor Navackas
Councillor Denning

Regrets: Mayor D. McPhail

Staff Present: M. Badura, CAO/ Treasurer
J. Nethercott, Clerk
L. Gosnell, Manager of Operations & Community Services
Robert Brown, Planner

Also Present: Brenda Slater, MPAC
Sam Smith, OCWA
Robin Trepanie, OCWA

**This Meeting was held in Hybrid format and the recording available at
www.westelgn.net**

1. Call to Order

Deputy Mayor Richard Leatham called the meeting to order at 9:30 a.m.

2. Adoption of Agenda

Resolution No. 2023- 85

Moved: Councillor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

Resolution No. 2023- 86

Moved: Councillor Denning

Seconded: Councillor Navackas

That Councillor Taraesa Tellier be appointed as the Chair of the Meeting for Item # 5.

Carried

3.1 Deputy Mayor Leatham - J. Nethercott, Clerk - Close a Portion of O'Malley Road

Owner of adjacent Property to road closure request.

4. Delegations

4.1 Brenda Slater, MPAC

Brenda Slater, MPAC, provided a PowerPoint presentation on 2023 Property Assessments.

5. Public Meeting

Resolution No. 2023- 87

Moved: Councillor Denning

Seconded: Councillor Navackas

That Council proceed into a Public Meeting at 9:43 a.m. pursuant to By-Law 2002-40 to consider the stopping up and permanently closing of a portion of O'Malley Road.

Carried

5.1 J. Nethercott, Clerk - Close a Portion of O'Malley Road

Deputy Mayor Leatham declared a conflict on this item. (Owner of adjacent property to requested road closure)

Resolution No. 2023- 88

Moved: Councillor Navackas

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Re: Close a Portion of O'Malley Road; and

That West Elgin Council hereby Stop Up and permanently Close the unopened portion of O'Malley Road Allowance from Gibb Line east to the easternly limit of property at 23855 Gibb Line (713.044 Meters in length), legally described as R.D.A.L BTN Lt. 16 & 17, Con 2 in Aldborough Township, PIN 351080202; and

That West Elgin Council hereby requests an appraisal be sought for the lands known as the unopened portion of O'Malley Road Allowance from Gibb Line east to the easternly limit of property at 23855 Gibb Line (713.044 Meters in length), legally described as R.D.A.L BTN Lt. 16 & 17, Con 2 in Aldborough Township, PIN 351080202, ;and

That West Elgin Council hereby authorizes staff to enter into negotiations for the sale of said lands to the adjacent property owner of roll number 343400011044000000; and

That West Elgin Council hereby direct staff to bring forward a by-law to permanently stop up and close the unopened portion of O'Malley Road at a future meeting of Council; and

That said by-law be registered on title at the Land Registry Office at the cost of the Requestor.

Carried

West Elgin Council adjourned the public meeting to Close a Portion of O'Malley Road at 9:47 am to reconvene in the Regular Meeting of Council and Deputy Mayor Richard Leatham returned as Chair.

6. Adoption of Minutes

Resolution No. 2023- 89

Moved: Councillor Tellier

Seconded: Councillor Denning

That the Minutes of the Council meeting on February 24, 2023 and the Committee of the Whole Meeting on March 2, 2023 be adopted as circulated and printed.

Carried

7. Business Arising from Minutes

None.

8. Consent Agenda

Resolution No. 2023- 90

Moved: Councillor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby receives and files the Consent Agenda for March 09, 2023 as presented.

Carried

8.1 Monthly Staff Reports

8.1.1 C. Pemberton, CBO - Building Department Summary Report – February 2023

8.1.2 J. McArthur, Fire Chief - Monthly Report – January, February 2023

8.1.3 M. Badura, CAO/Treasurer - 2022 Council Remuneration

8.2 Communications from Other Municipalities

8.2.1 Elgin County Council Highlights - Feb 28, 2023

8.2.2 Trent Lakes - Oath of Office Resolution

8.2.3 Niagara Region - Resolution respecting declarations of Emergency for homelessness, mental health and opioid addiction

8.2.4 Township of Moonbeam - Extension of Moratorium on pupil accommodations

8.2.5 Township of Ashfield-Colborne-Wawanosh - Future Accuracy of Permanent Register of Electors

8.3 Other Items

8.3.1 Notice of Decision - E86-22 & E87-22 (11061 Graham)

8.3.2 Notice of Deferral- E91-22 (22300 Talbot)

8.3.3 Notice of Decision - E103-22 (23092 Pioneer Line)

8.3.4 Hydro One - Longwood to Lakeshore Project Open House

8.3.5 Ministry of Natural Resources and Forestry - Amend O'Reg 161/17 (Floating Accommodations)

8.3.6 Ministry of Environment, Conservation and Parks - Amendments to Municipal Class Environmental Assessment

9. Staff Reports

9.1 Water

9.1.1 S. Smith, OCWA - Annual Reports for West Elgin Drinking Water Distribution System

Resolution No. 2023- 91

Moved: Councillor Navackas

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: 2022 Schedule 22 Summary Report for the West Elgin Distribution System; and

That West Elgin Council hereby receives the 2022 Annual Report for the West Elgin Distribution System as required under Section 11 of O'Reg 170/03

Carried

9.2 Planning

9.2.1 R. Brown, Planner - Severance Application E1-23 – Comment to Elgin County – Planning Report 2023-09

Resolution No. 2023- 92

Moved: Councillor Tellier

Seconded: Councillor Navackas

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application, File E1-23 – Comments to Elgin County (Planning Report 2023-09);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E1-23, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;

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

Carried

9.2.2 R. Brown, Planner - Severance Application E6-23 – Comment to Elgin County – Planning Report 2023-10

Resolution No. 2023- 93

Moved: Councillor Denning

Seconded: Councillor Navackas

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application, File E6-23 – Comments to Elgin County (Planning Report 2023-010);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E6-23, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;

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

Carried

9.3 Municipal Drains

9.3.1 T. Mohan, Drainage Superintendent - Award Tender – DK Andrews Drain

Resolution No. 2023- 94

Moved: Councillor Navackas

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Tom Mohan, Drainage Superintendent re:

Award DK Andrews Drain Tender; and

That West Elgin Council hereby awards the tender to the lowest bidder McNally Excavating Ltd. in the amount of \$112,900.00 plus applicable taxes.

Carried

9.3.2 J. Nethercott, Clerk - Apportionment of Drainage Assessment due to Severance of Land, Pursuant to Section 65 (2) of the Drainage Act, R.S.O. 1990

Resolution No. 2023- 95

Moved: Councillor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Apportionment of Drainage Assessment for drains due to Severance of Land, Pursuant to Section 65 (2) of the *Drainage Act, R.S.O. 1990*; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Garlick Municipal Drain, as part of severance E59/22 as presented; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Hampton Municipal Drain, as part of severance E67/21 as presented; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Head Municipal Drain, as part of severance E37/21 as presented; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Kruppe Municipal Drain, as part of severance E67/21 as presented; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Lusty & McKenzie Municipal Drain, as part of severance E75/22 as presented; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the McKenzie Municipal Drain, as part of severance E75/22 as presented; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Schweitzer Municipal Drain, as part of severance E67/21 as presented.

Carried

10. Committee and Board Report

10.1 Councillor Reports from Committees

Deputy Mayor Leatham reported that he has been elected to the Executive Board for the Lower Thames Valley Conservation Authority at their Annual General Meeting.

Deputy Mayor Leatham also reported that he attended a meeting at the Aldborough Public School regarding the new addition. Deputy Mayor Leatham reported the new childcare centre will be opening on Monday, March 13, 2023 with an official grand opening being held on May 24, 2023. More details will follow.

10.2 Tri-County Water Board Minutes - October 18, 2022

10.3 West Elgin Community Centre Board of Management - January 11, 2023 Minutes

11. Accounts

Resolution No. 2023- 96

Moved: Councillor Denning

Seconded: Councillor Navackas

THAT the Mayor and Treasurer are hereby authorized to sign Payment Voucher #3 amounting to \$881,100.96 in settlement of General, Road, Water and Arena Accounts including EFT#6396-6447, online Payments#1078-1085, cheque# 26130-26143 and Payroll PP04.

Carried

12. Consideration of Items Requiring Discussion

12.1 West Elgin Community Health Centre Waiver of Fees Request

Resolution No. 2023- 97

Moved: Councillor Navackas

Seconded: Councillor Tellier

That West Elgin Council hereby approve the Waiver of Fees request for the West Elgin Community Health Centre's Stroller Walk & Lunches in the Miller Park Pavilion in the amount of \$70 plus applicable taxes.

Carried

12.2 Rodney and District Horticultural Society Waiver Request

Resolution No. 2023- 98

Moved: Councillor Denning

Seconded: Councillor Tellier

That West Elgin Council hereby approve the Waiver of Fees request for the Rodney and District Horticultural Society's Annual Plant Sale in the Rodney Recreation Centre in the amount of \$224 plus applicable taxes.

Carried

12.3 Request for Year Round Accommodation at Seasonal Trailer Parks

Direction was provided to staff to respond to requestor explaining the reasons to maintain the By-Law.

13. Council Inquires/Announcements

13.1 Notice of Motion

None.

13.2 Statements/Inquires by Councillors

None.

13.3 Matters of Urgency

L. Gosnell, Manager of Operations and Community Services, reported a memorial bench will be placed on private property on Graham Road to honour a woman who lost her life in a 2021 fire in the Municipality.

14. Up Coming Meetings

- March 14, 2023 @ 8:30 a.m. - Four Counties Transit Committee
- March 16, 2023 @ 9:00 a.m. - Committee of the Whole - Budget #2
- March 16, 2023 @ 7:00 p.m. - Tri-County Water Board

15. By-Laws

15.1 2023-20 - Phase 4 Safe Restart Grant Transfer Payment Agreement

Resolution No. 2023- 99

Moved: Councillor Navackas

Seconded: Councillor Tellier

That By-law 2023-20 being a By-law to Authorize the Execution of the Transfer Payment Agreement for the Safe Restart Agreement Phase 4 Municipal Transit Funding between His Majesty the King Right in Ontario represented by the Minister of Transportation and the Corporation of the Municipality of West Elgin,. be read a first, second and third and final time.

Carried

16. Closed Session

Resolution No. 2023- 100

Moved: Councillor Tellier

Seconded: Councillor Navackas

That West Elgin Council hereby proceeds into Closed Session at 10:16 a.m. under Section 239 2(b & c), consideration will be given to items pertaining to personal matters about identifiable individual(s) including municipal or local board employee(s) and a proposed or pending acquisition or disposition of land by the municipality.

Carried

17. Report from Closed Session

Resolution No. 2023- 101

Moved: Councillor Denning

Seconded: Councillor Navackas

That West Elgin Council provided staff direction regarding a proposed or pending acquisition or disposition of land by the Municipality.

Carried

18. Confirming By-Law

Resolution No. 2023- 102

Moved: Councillor Navackas

Seconded: Councillor Denning

That By-law 2023-21 being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 9, 2023, be read a first, second and third and final time.

Carried

19. Adjournment

Resolution No. 2023- 103

Moved: Councillor Tellier

Seconded: Councillor Navackas

That the Council of the Municipality of West Elgin hereby adjourn at 10:26 to meet again at 9:00 a.m. on March 16, 2023 as Committee of the Whole and at 9:30 am on March 23, 2023 as Council or at the call of the Chair.

Carried

Richard Leatham, Deputy Mayor

Jana Nethercott, Clerk

March 6, 2023

To All Ontario Municipalities

Resolution re Reducing Municipal Insurance Costs

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

“Whereas Chatham-Kent has faced multiple double digit increases to insurance premiums over the past years;

And Whereas the costs on insurance are having a significant impact on municipal budgets in Chatham-Kent and around the Province;

Now Therefore, Council direct administration to engage with other municipalities, the Association of Municipalities of Ontario, and any other relevant municipal associations, to determine what tools may be available to reduce insurance costs, including cooperative purchasing of insurance, creation of a municipal reciprocal insurance provider, or legislative changes to address insurance costs to municipalities.

And administration report back to Council regarding the result of this engagement and any recommended Council resolutions to support improvements to municipal insurance in Ontario.

Further that administration be directed to forward this motion to all other municipalities in Ontario seeking support and collaboration on this issue.”

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance/Clerk

C AMO

March 6, 2023

The Honourable Doug Ford
Premier@ontario.ca

Re: Support Bill 5 - Stopping Harassment and Abuse by Local Leaders Act

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

“That Chatham-Kent Council express its support for Bill 5 - Stopping Harassment and Abuse by Local Leaders Act which would require the code of conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities and local boards to direct the Integrity Commissioner to apply to the court to vacate a member’s seat if the Commissioner’s inquiry determines that the member has contravened this requirement;

And further that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Stephen Blais, and local MPPs.”

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance/Clerk

C

Minister of Municipal Affairs and Housing
Local MPPs
Ontario Municipalities



March 9, 2023

Sent via email.

Re: Call to Action: Review of the Cannabis Act

Please note that on March 2, 2023 Malahide Township Council ("Malahide") passed the following motion:

No. 23-101

Moved By: Scott Lewis

Seconded By: Chester Glinski

THAT the City of Port Colborne correspondence in support of the Corporation of the County of Huron regarding Call to Action: Review of the Cannabis Act be supported;

AND THAT the Council of the Township of Malahide approve forwarding a Call to Action Letter for support.

Carried

Malahide supports the recent calls from Huron County and other municipalities for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada. Malahide's support in this letter is in addition to the comments provided by Malahide in an earlier letter to the Cannabis Act Legislative Review Secretariat (re: Federal Cannabis Act Review, letter dated November 17, 2022).

In conclusion, and to reiterate, Malahide strongly recommends further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Respectfully,

Dominique Giguère
Mayor

On behalf of Malahide Township Council

March 14, 2023

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
Via email: minister.mah@ontario.ca

RE: Future Accuracy of the Permanent Register of Electors

Dear Minister Clark,

During the February 27, 2023 regular meeting of council, the resolution received from the Township of Ashfield-Colborne-Wawanosh was brought forward and discussed, the following resolution was carried:

Moved: Bill Clark Seconded: Ross O'Hara

THAT the Council of the Town of Petrolia support the Township of Ashfield-Colborne-Wawanosh regarding Future Accuracy of the Permanent Register of Electors.
AND THAT the Council of the Town of Petrolia requests that the Province of Ontario, through Elections Ontario and the Chief Electoral Officer utilize any resources available to produce the highest quality Permanent Register of Electors;
AND FURTHER THAT this resolution be circulated to the Township of Ashfield-Colborne-Wawanosh, Minister of Municipal Affairs and Housing, Elections Ontario, MPP Lisa Thompson, MPP Bob Bailey and Ontario Municipal Councils for their support.

Carried

Thank you for circulating this item for County of Lambton Council consideration.

Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

cc: file
Township of Ashfield-Colborne-Wawanosh clerk@acwtownship.ca
Elections Ontario info@elections.on.ca
MPP Lisa Thompson, lisa.thompsonco@pc.ola.org
MPP Bob Bailey, Sarnia-Lambton bob.baileyco@pc.ola.org
Municipalities of Ontario

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694
411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



March 14, 2023

The Honourable Doug Ford
Premier of Ontario
Via email: premier@ontario.ca

RE: A Call to the Provincial government to End Homelessness in Ontario

Dear Premier Ford,

During the February 27, 2023 regular meeting of council, the AMO request calling on the province to calling on the province to end homelessness was brought forward and discussed, the following resolution was carried:

Moved: Chad Hyatt Seconded: Debb Pitel

WHEREAS the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;
WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;
WHEREAS homelessness requires a range of housing, social service and health solutions from government;
WHEREAS homelessness is felt most at the level of local government and the residents that they serve;
WHEREAS municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,
WHEREAS leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

THEREFORE BE IT RESOLVED THAT Council of the Town of Petrolia calls on the Provincial Government to urgently:

- a. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
- b. Commit to ending homelessness in Ontario;
- c. Work with AMO and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; to the Association of Municipalities of Ontario; County of Lambton Social Services.

Carried

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

cc: file
Minister of Municipal Affairs and Housing minister.mah@ontario.ca
Minister of Children, Community and Social Services MinisterMCCSS@ontario.ca
Minister of Health sylvia.jones@ontario.ca
MPP Bob Bailey, Sarnia-Lambton bob.bailey@pc.ola.org
County of Lambton Social Services melissa.fitzpatrick@county-lambton.on.ca
Municipalities of Ontario

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



**The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
The City of Cambridge
50 Dickson Street, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 740-4680 ext. 4585
mantond@cambridge.ca**

March 15, 2023

Re: Barriers for Women in Politics

At the Special Council Meeting of March 14, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS the City of Cambridge values respect, integrity, equity, inclusivity and service in all areas of life, including politics;

WHEREAS women have historically been underrepresented in politics and continue to face barriers and discrimination in their pursuit of elected office;

WHEREAS misogyny and harassment have been identified as significant challenges for women in politics, both in Canada and around the world;

WHEREAS the City of Cambridge believes that all individuals have the right to participate in a political environment that is free from discrimination, harassment, and misogyny;

THEREFORE, BE IT RESOLVED that the City of Cambridge expresses its support for women in politics and their right to participate in a political environment that is free from misogyny and harassment and where everyone feels equitable;

BE IT FURTHER RESOLVED that the City of Cambridge commits to taking steps to ensure that our political environment is inclusive and welcoming to all individuals, regardless of gender, race, ethnicity, religion, sexual orientation, or other identity factors;

BE IT FURTHER RESOLVED that the City of Cambridge joins the Town of Grimsby in encouraging other municipalities in Ontario and across Canada to join us in supporting women in politics and promoting gender equity in all areas of society;

BE IT FURTHER RESOLVED that a copy of this resolution be sent to all Ontario Municipalities for endorsement, the Premier of Ontario, the Minister of Municipal

Affairs and Housing, Cambridge's MP and MPP, and the Association of Municipalities of Ontario to express the City of Cambridge's commitment to this issue and encourage action at the provincial level to create legislation to ensure equity, safety, and security.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton
City Clerk

Cc: (via email)
Hon. Premier Ford
Minister of Municipal Affairs and Housing
Cambridge's MP and MPP
Association of Municipalities of Ontario
All Ontario Municipalities



Resolution Number 2023.07.35
Date: March 8, 2023

Moved by: H. Dryfhout
Seconded by: C. Pemberton

WHEREAS the Province of Ontario review the Provincial Policy Statement, 2020 (PPS) under the Planning Act; and
WHEREAS unique situations include land that is unfarmable, where habitable dwelling had existed but due to uncontrollable situations, the dwelling had been removed or where property had merged on title unintentionally; and
WHEREAS opportunities to create residential lots in the prime agricultural area will help to ensure the sustainability of the rural area while still protecting the farmable land.
NOW THEREFORE the Council of the Municipality of Dutton Dunwich requests that as part of the review of the Provincial Policy Statement, more flexibility be provided to lower and upper tier municipalities as part of lot creation (S 2.3.4) to permit for new buildable residential lots in the prime agricultural area, when there are unique situations; and
FURTHER THAT a copy of this resolution be forwarded to Rob Flack, MPP, Karen Vecchio MP, Elgin County, and its lower-tier municipalities.

Motion:CARRIED



March 14, 2023

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Via Email: premier@ontario.ca

Dear Premier Ford:

RE: School Bus Stop Arm Cameras

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

Moved by Councillor Rothwell **Seconded by** Councillor Blazek

WHEREAS almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

AND WHEREAS the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

AND WHEREAS the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

AND WHEREAS police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

AND WHEREAS the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me at lcline@northperth.ca.

Sincerely,



Lindsay Cline,
Clerk/Legislative Services Supervisor
Municipality of North Perth

cc.
Hon. Doug Downey, Attorney General
Hon. Stephen Lecce, Minister of Education
Provincial Opposition Parties
MPP Matthew Rea
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

March 8, 2023

Via: Email

The Honourable Stephen Lecce, Minister of Education

Re: Ontario School Board Elections

Dear Honourable Stephen Lecce,

Please be advised that at the Regular Meeting of Council on Tuesday, February 21, 2023, Council of the Township of Howick adopted the following resolution:

Resolution No. 58/23

Moved by: Councillor Grimes

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick receive the correspondence from the Town of Petrolia, regarding School Board Elections; and

Confirms that the 2022-2026 Howick Municipal Council was acclaimed in its entirety to their positions and that the expenses incurred for the 2022 Howick Municipal Election were only for facilitating the election of the School Board Trustees; and

That Council supports the Resolution passed by the Township of Petrolia Council to request that School Boards become responsible for conducting their own Trustee elections, or at a minimum, municipalities be compensated by the School Boards for overseeing such Trustee elections; and

That Staff forward this Resolution to the Honourable Stephen Lecce, Minister of Education, and to all Ontario Municipal Councils.

CARRIED

Thank you for your consideration.

Best Regards,



Caitlin Gillis
Clerk-Administrator
Township of Howick

From: noreply@westelgin.net on behalf of [Shelley Ann Bentley](#)
To: [Jana Nethercott](#)
Subject: Condolences
Date: March 14, 2023 3:10:51 PM

On behalf of Haldimand County Council, we were saddened to hear of his Worship Mayor Duncan McPhails passing. Please know our thoughts are with staff and council at this difficult time.

With deepest sympathy-
Mayor Shelley Ann Bentley, Haldimand County

Origin: <https://www.westelgin.net/Modules/contact/search.aspx?s=23NCGzRPIUsAvXmxjQWdoAmpQeQuAleQuAl>

This email was sent to you by Shelley Ann Bentley<mayor@haldimandcounty.on.ca> through <https://www.westelgin.net>.

From: [Jana Nethercott](#)
To: [Jana Nethercott](#)
Subject: FW: Our condolences
Date: March 16, 2023 1:27:40 PM
Attachments: [image001.png](#)

From: Darrin Caniff <Darrin.Canniff@chatham-kent.ca>
Sent: Thursday, March 16, 2023 1:13 PM
To: Richard Leatham <rleatham@westelgin.net>; Taraesa Tellier <ttellier@westelgin.net>; Bill Denning <bdenning@westelgin.net>; Michelle Navackas <mnavackas@westelgin.net>; Magda Badura <mbadura@westelgin.net>
Cc: Michael Duben <Michael.Duben@chatham-kent.ca>
Subject: Our condolences

Council and CAO Badura,

On behalf of the Municipality of Chatham-Kent Council and staff, we wish to extend our most heartfelt condolences on the passing of Mayor McPhail.

We have no doubt the time he spent serving his community has had a lasting impact that will be remembered for years to come.

Sincerely,

Darrin Canniff
Mayor

Michael Duben
CAO



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From: [Chloe Senior](#)
To: [Jana Nethercott; "clerk@elgin.ca"](#)
Cc: [Jerry Acchione; Marcus Ryan](#)
Subject: Heartfelt Sympathies from Oxford County
Date: March 15, 2023 2:01:03 PM

Sent on behalf of Jerry Acchione, Deputy Warden Oxford County / Mayor, City of Woodstock:

On behalf of Oxford County Council, please accept our heartfelt sympathies for the loss of Mayor and Deputy Warden Duncan McPhail. The Mayor was clearly admired by the community he served so well. His long-standing service throughout his various roles is admirable and appreciated, and made a difference to neighbours like us. Our thoughts are with the West Elgin and Elgin County Councils, staff, and residents.

Jerry Acchione, Deputy Warden Oxford County / Mayor, City of Woodstock

Chloé Senior | Clerk
(She/Her/Hers)

519.539.9800, ext. 3001 | 1.800.755.0394

www.oxfordcounty.ca

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 Think about our environment. Print only if necessary

COUNCIL HIGHLIGHTS

TUESDAY,
MARCH 14, 2023

IN THIS ISSUE:

County Council honours
Deputy Warden Duncan
McPhail

Council receives an update
from the Municipal Property
Assessment Corporation
(MPAC)

Elgin County's Library
Branches receive Council
support in moving one step
closer to becoming fine free

Council appoints six (6)
members to the
Terrace Lodge Redevelopment
Fundraising Committee

Elgin's 2023 Budget nears the
finish line

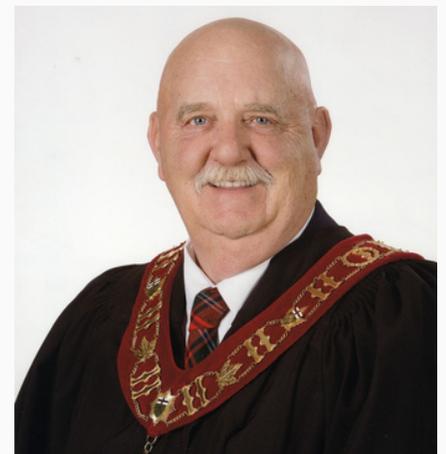
COUNTY COUNCIL HONOURS DEPUTY WARDEN DUNCAN MCPHAIL

County Council observed a moment of silence to honour Deputy Warden Duncan McPhail (pictured below), who passed away on March 11, 2023, just two (2) weeks shy of his 70th birthday.

McPhail served for 17 years on County Council. He was elected Warden in 2000, 2001 and 2019, and was appointed Deputy Warden in 2020, and 2022 until his passing.

McPhail was driven to outstanding community service. Regardless of his role on County Council, he attended to committee assignments, projects and activities with vigour. The flags at all County facilities are lowered to half-mast in honour of McPhail.

A book of condolences is available in the lobby of the Elgin County Administration Building at 450 Sunset Drive, St. Thomas for residents and the community to share their messages of sympathy.





COUNCIL RECEIVES AN UPDATE FROM THE MUNICIPAL PROPERTY ASSESSMENT CORPORATION (MPAC)

The Municipal Property Assessment Corporation (MPAC) presented County Council with an informative update on its services. MPAC is an independent corporation which is funded by Ontario Municipalities. Their role is to assess and classify all properties and buildings across Ontario.

Elgin County's MPAC Account Manager, Brenda Slater, provided some insight into MPAC's role in property taxation, an assessment update, and shared resources available to the County for educating the public on MPAC's services.

For the full MPAC presentation, please see the March 14, 2023, Agenda Package, found [here](#).

ELGIN COUNTY'S LIBRARY BRANCHES RECEIVE COUNCIL SUPPORT IN MOVING ONE STEP CLOSER TO BECOMING FINE FREE

In June 2022, County Council approved the Elgin County Library to begin its path toward becoming fine free. Phase one (1) of this initiative saw overdue fines eliminated on all children's materials, and the overdue fines on adult DVDs were reduced.

Natalie Marlowe, the Manager of Library Services, presented County Council with a recommendation to move to phase two (2), eliminating fines on all adult fiction materials and reducing fines on adult DVDs. Council approved all ten (10) Library Branches to move to this next phase on April 1, 2023.



COUNCIL APPOINTS SIX (6) MEMBERS TO THE TERRACE LODGE REDEVELOPMENT FUNDRAISING COMMITTEE

The Terrace Lodge Redevelopment Fundraising Committee is a sub-committee of the Terrace Lodge Redevelopment Steering Committee and raises funds for value-added enhancements to Terrace Lodge through its Comforts of Home campaign.

In January 2023, correspondence was sent to Elgin's seven (7) local municipal partners requesting an appointed member to sit on the Committee for the 2023-2026 term. At its meeting on February 28, 2023, Elgin County Council approved the appointment of

- Sarah Leitch, Councillor – Township of Malahide
- Amarilis Drouillard, Councillor – Municipality of Dutton Dunwich
- Jamie Chapman, Councillor – Town of Aylmer
- Wendy Carmichael, Community Member
- Jim Jenkins, Community Member
- Kay Haines, Terrace Lodge Auxiliary Representative

ELGIN'S 2023 BUDGET NEARS THE FINISH LINE

Elgin County Council received its final 2023 Budget Presentation from the Director of Financial Services/Treasurer, Jennifer Ford. This presentation provided a detailed overview of the preferred tax rate of 3.76%.

This option results in utilizing some of the project savings from the Centennial/Elm Roundabout Project (\$321K), while allocating the remaining balance of \$245K to the Capital Reserve Fund for future use. As a result, residential properties in Elgin will see a tax rate implication of \$23.88/\$100,000 of assessment.

Once County Council formally adopts the 2023 Budget By-Law at its March 28, 2023, meeting, the 2023 Budget document will be made available for public viewing.

For the complete March 14, 2023, County Council Agenda Package, please visit the Elgin County website.

From: [MIN Feedback \(MNRF\)](#)
To: [MIN Feedback \(MNRF\)](#)
Cc: [Barton, Jennifer \(MNRF\)](#); [Anderson, Kathleen \(MNRF\)](#)
Subject: Invitation to March 31 Listening Session with the Minister of Natural Resources and Forestry regarding legacy oil and gas wells and subsurface gas migration hazards
Date: March 9, 2023 4:56:03 PM
Attachments: [image002.jpg](#)
[image003.jpg](#)

**Ministry of Natural
Resources and Forestry**

Office of the Minister

99 Wellesley Street West
Room 6630, Whitney Block
Toronto ON M7A 1W3
Tel: 416-314-2301

**Ministère des Richesses
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest
Bureau 6630, Édifice
Whitney
Toronto ON M7A 1W3
Tél.: 416 314-2301

March 9, 2023

Dear Mayor/Head of Council:

My ministry is leading the development of a comprehensive action plan to address risks from legacy oil and gas wells and subsurface gas migration hazards.

The development of the action plan will be a collaborative approach, with opportunities for input from all stakeholders.

To kickstart this work, my ministry will be hosting a series of listening sessions over the coming months to hear directly from key groups to understand specific concerns from their perspective.

I would like to invite Mayors and Heads of Councils to meet with me on March 31 to hear about the province's plans and ensure we are aligned with current and future municipal needs.

Additional sessions will be planned with municipal staff later this spring to hear directly from municipal experts on topics such as emergency preparedness, growth and development.

I look forward to meeting with you and hope you can attend one of the planned sessions in Chatham-Kent and Simcoe. For more information and to RSVP please contact Kathleen Anderson, Manager, Strategic Petroleum Initiatives Section, Regional Operational Division, at Kathleen.Anderson@ontario.ca. If you are unable to attend this session, I welcome you to identify an appropriate delegate to attend on your behalf. It would also be appreciated if you could confirm the appropriate contact for us to connect with regarding future municipal engagement sessions.

I look forward to working with you and hearing your perspective on this important initiative.

Yours Sincerely,

The Honourable Graydon Smith
Minister of Natural Resources and Forestry

c: Jennifer Barton, Assistant Deputy Minister, Regional Operations Division, MNRF
Kathleen Anderson

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From: [Paul F. Loreto](#)
To: [Magda Badura](#)
Subject: L360's condolences...
Date: March 17, 2023 5:35:08 PM
Attachments: [image001.png](#)
Importance: High

Hi Magda

I just heard the news about your Mayor's passing. L360's and my condolences go out to you and your County's for your loss.

Our prayers and thoughts are with you all during this very sad time.

Kind regards

Paul F. Loreto, OAA, MRAIC, CanBIM CP
President



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From: [Carmelo Lipsi](#)
To: [Magda Badura](#)
Subject: Our Most Sincere Condolences
Date: March 16, 2023 4:42:54 PM



Good afternoon Magda,

We were saddened to hear of the recent loss of Mayor Duncan McPhail.

His passing is a significant loss to the Municipality of West Elgin, but his legacy will no doubt live on through everything he did for his community.

Please accept our most sincere condolences. Our thoughts are with you, your staff, community, and Mayor McPhail's family at this difficult time.

Kindest regards,

Carmelo Lipsi
Vice President, Valuation & Customer Relations
Chief Operating Officer

mpac.ca
Municipal Property Assessment Corporation
1340 Pickering Parkway, Suite 101 L1V 0C4



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2023-03-23

Subject: Monthly Operations Update – February 2023

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services Re: Monthly operations update.

Purpose:

The purpose of this report is to provide Council with an update on operations carried out during the month of February.

Background:

Parks & Recreation

- Staff kept busy with regular shifts at the arena including additional ice time on Saturday afternoons.
- The arena was shut down for 2 days due to weather and hydro issues.
- Arena staff received a visit from TSSA (Technical Standards and Safety Authority), and all identified items have been resolved.
- Winter maintenance operations were carried out multiple times on sidewalks during the month of February.
- Daily cleaning duties at the Rodney Recreation Centre.
- Interviews were conducted for parks & recreation summer student positions and both spots have now been filled.
- The Winter Car Cruise/Poker Run visited the Olde Jail in Rodney on Sunday, February 19th, on route to the Plunkett Estate in London.

Public Works

- Ice, heavy snow, and wind caused many issues with roadside trees. Municipal crews, along with a contractor for bucket truck work, removed damaged trees/limbs and cleaned up branches/wood debris left over from the storms.
- Short breaks of milder air allowed crews to make repairs to county and municipal signage which was misaligned or damaged from winter operations.
- Pothole patching on hard surface roads took place as weather permitted.
- Preparations and surveying completed for pending ditch job on McDougall Line.
- Trimmed trees to improve sightlines in an area identified on Pioneer Line.

- Multiple rounds of ice, snow and wind were experienced during the month of February requiring operations on roads/sidewalks and maintenance of winter equipment between events.

Utilities

- Utilities Supervisor participated in 2 webinars for Ontario One Call regulation changes.
- Staff prepared three estimates for potential new water customers.
- Utilities staff completed winter maintenance of sidewalks in downtown Rodney and steps/walkways at municipal buildings on multiple occasions.
- Utilities staff started cleanup of limbs and brush around the perimeter fencing located at the Rodney Water Tower (this will be completed as weather permits).
- Locates are beginning to pick up, with an increase over January numbers being reported.

Respectfully submitted by,
Lee Gosnell, Manager of Operations & Community Services

Report Approval Details

Document Title:	Monthly Operations Update - February 2023 - 2023-12-Operations Community Services.docx
Attachments:	
Final Approval Date:	Mar 21, 2023

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2023-03-23
Subject: 2023 Dust Suppressant

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services; and
That West Elgin Council hereby grants pre-budget approval in the amount of \$213,750.00 plus applicable taxes as submitted by Eastern Oilfield Services Ltd. for supply and application of dust suppressant.

Purpose:

To accept the quote from Eastern Oilfield Services Ltd. for the supply, haul and spread of approx. 2,250,000 liters of natural dust suppressant.

Background:

Five quotes were received by the deadline of Friday February 24, 2023, and are listed below (before taxes) –

1. Pollard Highway Products Ltd.	\$247,500.00
2. Den-Mar Brines Limited.	\$315,000.00
3. 552976 Ontario Limited	\$246,375.00
4. Da-Lee Group	\$405,000.00
5. Eastern Oilfield Services Ltd.	\$213,750.00

Financial Implications:

This years' dust suppressant tender received interest from five suppliers, as listed above. A substantial portion of the tender amount comes from transportation of the product. Eastern Oilfield's supply is local to the West Elgin area, which helps reduce the overall cost due to a decrease in time and fuel requirements. Although this is a substantial increase over last year's successful tender of \$117,000.00, it does align more closely with other tender submissions received. The municipality received brine from this contractor last year, and staff found service and product quality met expectations. Therefore, we recommend award of the 2023 dust suppressant tender to Eastern Oilfield Services Ltd.

Respectfully submitted by,
Lee Gosnell, Manager of Operations and Community Services

Report Approval Details

Document Title:	2023 Dust Suppressant - 2023-10-Operations Community Services.docx
Attachments:	
Final Approval Date:	Mar 20, 2023

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2023-03-23
Subject: Report Title

Recommendation:

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

That West Elgin Council hereby grants pre-budget approval in the amount of \$323,700.00 plus applicable taxes from Johnston Brothers Ltd. for supply & application of maintenance gravel.

Purpose:

To accept the quote from Johnston Brothers Ltd. for the supply, haul and spread of approx. 15,000 tonnes of 'A' gravel during the 2023 season.

Background:

The closing date for this years' maintenance gravel tender was March 3, 2023. As of the closing date, two submissions had been received as follows –

- | | |
|--------------------------|----------------------------------|
| 1. Johnston Bros. Gravel | \$323,700.00 plus applicable tax |
| 2. McKenzie & Henderson | \$435,000.00 plus applicable tax |

The low tender bid listed above represents an increase of \$1.63 per tonne over last years' price but remains in-line with the 2023 budget amount as staff anticipated higher pricing again this year. With inflation and fuel costs remaining well above normal, this increase of approx. 8.2% over last year's number was expected. Johnston Bros. Gravel is a local company that have been supplying gravel to the municipality for many years.

For these reasons, we recommend awarding the 2023 Maintenance Gravel contract for 15,000 tonnes of 'A' gravel to Johnston Brothers Ltd.

Respectfully submitted by,
Lee Gosnell, Manager of Operations and Community Services

Report Approval Details

Document Title:	2023 Gravel Tender - 2023-11-Operations Community Services.docx
Attachments:	
Final Approval Date:	Mar 20, 2023

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Jana Nethercott, Clerk
Date: 2023-03-23
Subject: Vacancy of the Office of Mayor

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott Clerk, re: Vacancy of the Office of the Mayor for information purposes.

Purpose:

The purpose of this report is to provide information to Council on the process to officially declare the Office of the Mayor Vacant, to appoint a representative to the upper tier, County of Elgin Council and on the timelines for the next steps.

Background:

Office of Mayor

Mayor Duncan McPhail was sworn in as Mayor of the Municipality of West Elgin on November 17, 2022 for a four-year term to end on November 14, 2026. Mayor McPhail passed away unexpectedly on March 11, 2023, thereby creating the vacancy in the Office of the Mayor for the Municipality of West Elgin.

Vacancies in a Municipal Council are addressed in Sections 259 thru 267 of the *Municipal Act, 2001*. Section 259 sets out the circumstances where a council member's office becomes vacant by stating:

Vacant seat

259 (1) The office of a member of council of a municipality becomes vacant if the member,

- (a) becomes disqualified from holding the office of a member of council under section 256, 257 or 258;
- (b) fails to make the declaration of office before the deadline in section 232;
- (c) is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council;
- (d) resigns from his or her office and the resignation is effective under section 260;
- (e) is appointed or elected to fill any vacancy in any other office on the same council;
- (f) has his or her office declared vacant in any judicial proceeding;

- (g) forfeits his or her office under this or any other Act; or
- (h) dies, whether before or after accepting office and making the prescribed declarations. 2001, c. 25, s. 259 (1).**

Section 262(1) of the *Municipal Act, 2001* requires that if the office of a member of council becomes vacant under section 259, the council shall at its next meeting declare the office to be vacant, except if a vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings. The Office of Mayor will become vacant through the recommendation of Council. Council can choose to make this resolution at the meeting on March 23, 2023 or April 13, 2023.

The declaration of the vacancy will start the clock on requirements laid out in Section 263(5) of the *Municipal Act, 2001*:

Rules applying to filling vacancies

(5) The following rules apply to filling vacancies:

1. Within 60 days after the day a declaration of vacancy is made with respect to the vacancy under section 262, the municipality shall,
 - i. appoint a person to fill the vacancy under subsection (1) or (4), or
 - ii. pass a by-law requiring a by-election be held to fill the vacancy under subsection (1).
2. Despite paragraph 1, if a court declares an office to be vacant, the council shall act under subsection (1) or (4) within 60 days after the day the court makes its declaration.
3. Despite subsections (1) to (4), if a vacancy occurs within 90 days before voting day of a regular election, the municipality is not required to fill the vacancy. 2001, c. 25, s. 263 (5)

Section 264 of the *Municipal Act, 2001* provides that a person appointed or elected to fill a vacancy shall hold the office for the remainder of the term of the person he or she replaced.

Should Council choose to adopt a resolution today, they will have to choose to either appoint a person to fill the vacancy or pass a by-law to hold a by-election no later than May 22, 2023 (closest regular meeting of Council is May 11, 2023). Council has time to make any decision on which way they want to fill the vacancy and staff will provide a follow-up report with approximate costs of running a by-election and some sample procedures on appointing a person from the public, should Council wish.

County Council Representation

Section 267(2) of the *Municipal Act, 2001* provides that:

If the office of a person who is a member of council of both local municipality and its upper-tier municipality become vacant and the vacancies will not be filled for a period exceeding one

month, the local council may appoint one of its members as an alternate member of the upper-tier council until the vacancies are filled permanently.

Once Council declares the Office of the Mayor Vacant It will take more than a month to either appoint a person to the Office of the Mayor or elect to run a by-election, an alternate member may be appointed to the upper-tier council until such time as the position is filled permanently.

Appointments to Committees

Council will also need to consider how to fill the vacancies for the committees of council that Mayor McPhail was appointed to – Four Counties Transportation Committee, West Elgin Community Centre Board of Management, and Tri-County Water Board.

Recap of Next Steps

Step	Action	Time Line	Result
1	Declare the Office of the Mayor Vacant	Must be done no later than April 13, 2023 Council meeting	<ul style="list-style-type: none"> a) Starts the clock on the 60-day period for Council to either appoint a member of the public or pass a by-law to call a by-election b) May appoint a member to the Upper Tier Council until a permanent replacement for the Office is filled c) May appoint member(s) to fill vacancies on Committees of Council
2	Choose method of filling vacancy	60 days from declaration of vacancy	<ul style="list-style-type: none"> a) Appoint a person who has consented to accept the office. b) Pass a by-law to require a by-election
3a)	Appoint a person who has consented to accept office	No later than 60 days from declaration of vacancy	Procedures will need to be adopted on how this process will take place as the <i>Municipal Act, 2001</i> does not set out requirements, only relating to qualifications.
3b)	Pass by-law to require a by-election	Nominations accepted right away for between 30 and 60 days Election Day 45 days after close of nominations	<i>Municipal Elections Act</i> lays out a procedure for a by-election. It will closely mimic the procedures for the last election in all ways possible.

Policies/Legislation:

Municipal Act, 2001

Municipal Elections Act, 1996

Respectfully submitted by,
Jana Nethercott, Clerk



Staff Report

Report To: Council Meeting
From: Jana Nethercott, Clerk
Date: 2023-03-23
Subject: Options for Filling a Vacancy on Council

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Options for Filling a Vacancy on Council for information purposes.

Purpose:

The purpose of this report is to provide information to Council on what other municipalities have done to fill vacancies on Council along with estimates on costs.

Background:

When a municipality has a vacancy on Council due to a resignation or a death, the Council of the municipality must make a decision with regards to how to fill that vacancy. Section 26 of the *Municipal Act, 2001* provides that:

Filling vacancies

263 (1) If a vacancy occurs in the office of a member of council, the municipality shall, subject to this section,

- (a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- (b) require a by-election to be held to fill the vacancy in accordance with the *Municipal Elections Act, 1996*. 2001, c. 25, s. 263 (1).

Rules applying to filling vacancies

(5) The following rules apply to filling vacancies:

1. Within 60 days after the day a declaration of vacancy is made with respect to the vacancy under section 262, the municipality shall,
 - i. appoint a person to fill the vacancy under subsection (1) or (4), or
 - ii. pass a by-law requiring a by-election be held to fill the vacancy under subsection (1).
2. Despite paragraph 1, if a court declares an office to be vacant, the council shall act under subsection (1) or (4) within 60 days after the day the court makes its declaration.
3. Despite subsections (1) to (4), if a vacancy occurs within 90 days before voting day of a regular election, the municipality is not required to fill the vacancy. 2001, c. 25, s. 263 (5).

Appointment

Should Council determine that the vacancy be filled by appointment this appointment must occur within 60 days of the declaration of the seat being vacant. The *Municipal Act, 2001* only requirements for appointing a member is that the must consent to the appointment and they must be a qualified elector within the Municipality as per the *Municipal Elections Act*.

There are a number of sub-options within the Appointment option:

1. Appoint from Council

Council has the right to appoint one the already sitting members into the Office of the Mayor and then follow the process to declare that seat vacant and determine method of filling the vacancy. Should Council choose this option and more than one member of Council wishes to put their name forward, a process would need to be developed and would most likely take the form of appointing a chair or vice chair for a board or committee, which includes call for nominations, seconding of nomination and voting by secret ballot if more than one nomination.

Advantages	Disadvantages
Ensure the Mayor's and County Council position is filled by a serving elected representative	Will result in a subsequent Council vacancy which will require the process to happen again
Provides representative who is familiar with current municipal issues	
No costs associated with this process	
Minimal staff time associated with this process	

2. Appointment by Call for Applications

Council may approve an appointment process which would permit interested eligible persons to submit an application for appointment to Council. This open call for applications would be advertised on multiple platforms and would include a process including an application, declaration of qualifications, and a procedure would need to be developed, which would include an interview/presentation with Council at a public meeting. Staff have sample procedures that have been provided by other municipalities who experienced the same thing.

Advantages	Disadvantages
Ensure every interested and qualified individual is provided the opportunity to be considered by Council	Does not consider the experience and skills of current Council
Allows applicants the opportunity to address Council	The Mayor's race was acclaimed during the last election process and there may not be any applicants willing to put their name forward again
Provides members of the public an opportunity to provide input into the selection of individual who will represent them on Council and County Council	
Provides an opportunity to identify and select an individual possessing a skillset that may not currently be represented on Council	
Minimal costs associated with this process	

3. Direct Appointment by Council

Council can choose to appoint an eligible individual without a public process as the *Municipal Act, 2001* does not prescribe any process. The Clerk would still need to ensure that any appointed person meets the eligibility requirements, and this person would need to consent to the appointment.

Advantages	Disadvantages
Process would be done quickly, allowing for Council to continue on with full membership in a timely manner	Is not a public process
No costs associated with this process	

4. Appointment from Municipal Election Candidates

Council can appoint the next place finisher in the most recent municipal election. Municipalities have done this in the past under the rationale that this person was judged by the electorate and had in the past consented to the Office. The Clerk would need to contact the person and confirm their eligibility still remains and that they consent to the office. In the current case of the Office of the Mayor, there were no other candidates for the Office.

By-Election

Council can choose to fill the vacancy by directing a by-election be held. In accordance with Section 263(5) of the *Municipal Act, 2001*, a by-law must be enacted within 60 days after the seat is declared vacant.

Subsequent to the enactment of a by-election by-law, nomination day (last day for nominations) must be not less than 30 days and not more than 60 days thereafter. Voting day shall be 45 days after nomination day.

Staff have reached out to Intelivote, the provider used for the 2022 Municipal Election, for a quote to run a by-election. They provided a quote of \$13,050.00. Should there be an acclimation of the position, Intelivote will keep the deposit, which is 30% of the quote or \$3,915.00. This cost does not include the required advertisements and notices that the *Municipal Elections Act, 1996* states must be placed in a local newspaper. Currently there is just over \$11,000.00 left in the Election Reserve Fund from the 2022 election.

Timeline (assuming by-election enacted April 13, 2023)

Nomination Day May 15, 2023
 Voting Day June 29, 2023
 Oath of Office June 30, 2023 (first opportunity)

Advantages	Disadvantages
Ensures a democratic process is employed for all electors	Significant cost to the taxpayers
	Longer process, thereby leaving a vacancy for a longer period
	Labour-intensive process that will consume staff resources for the next three months
	Should a current member of Council choose to run it could result in another vacancy on Council, thus start the process again

Considerations:

The advantage of appointing someone thru options 1, 2 or 3 includes low to no cost, the process can be completed quickly thereby avoiding a prolonged period of time without a permanent Mayor.

The current council is just shy of 100 days into the term that will last until November 14, 2026.

Analysis:

In researching Council Vacancy's staff have discovered there are 2 other municipalities with vacancy's at this time. Elliott Lake is in a unique position as its court ordered for the Office of the Mayor, so it must wait until all appeal periods have passed, however the staff recommendation is to appoint the runner up from the election. Quinte West had a vacancy for a Councillor position and after a few failed motions (one to call a by-election and one to appoint the next highest vote getter in the past election), they did a direct appointment from Council. Since 2017, there have been 12 vacancies declared across the province, with 9 of them filled by appointment.

After going thru a Council Vacancy, some Council's have had staff develop a Council Vacancy policy to be prepared for these occasional occurrences.

Financial Implications:

Financial Implications are based on what decisions are made and are contained within the report.

Policies/Legislation:

Municipal Act, 2001

Municipal Elections Act, 1996

Respectfully submitted by,

Jana Nethercott, Clerk



Staff Report

Report To: Council Meeting
From: Jana Nethercott, Clerk
Date: 2023-03-23
Subject: Council Meeting Start Time Survey Results

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk Re: Council meeting start time survey results for information purposes.

Purpose:

The purpose of this report is to provide Council with an analysis of the results from the Council Meeting Start Time Survey.

Background:

Council provided direction to staff at the January 12, 2023 meeting to prepare a survey for residents to provide feedback on the start time of Council meetings. Staff prepared and launched the survey consisting of 10 questions on February 1, 2023 and closed at 5 pm on March 15, 2023. This survey was advertised thru Social Media, the Website, posters in municipal facilities which included a unique QR code to the survey and paper copies were available at the municipal office front desk.

Analysis

A total of 50 residents responded to the survey, which equates to approximately 1% of eligible voters.

56% of respondents indicated a preference for evening meetings, with the majority (53%) preferring a 7:00 pm start time.

24% of respondents selected the option of 1 evening and 1 daytime meeting a month. 16% of respondents selected the option of daytime meetings and 4% were indifferent to the start time.

Start time selections by percent (note this question was only answered by those who chose evening meetings):

- 53% at 7 pm
- 20% at 6 pm
- 20% at 5 pm
- 4% indifferent

46% of respondents had attended a past Council meeting and of these 57% have attended virtually at least once.

32% of respondents indicated that should they attend a Council meeting it would be in person, with 24% indicating a preference to attend virtually.

88% of respondents liked the option of viewing the meeting online after the meeting is over, with 60% of respondents viewing the meetings on YouTube regularly.

Thru this survey respondents had the opportunity to learn about the subscription to the agenda and meeting links and 25 of the respondents did add their names and email addresses to receive the link to the agenda and zoom meeting invite via email the day before the meeting.

In presenting this information staff await direction on Council's preference for meeting start times.

Financial Implications:

None.

Policies/Legislation:

Council Procedure By-law 2018-43 as amended

Respectfully submitted by,

Jana Nethercott, Clerk



Staff Report

Report To: Council Meeting

From: Magda Badura, CAO/Treasurer

Date: 2023-03-23

Subject: Consolidated Linear Infrastructure Environmental Compliance Approval

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA), and That West Elgin Council approve Ontario Clean Water Agency (OCWA) proposal to undertake the completion of Municipal Sewage Collection System (CLI-ECA) application for the Ministry of Environment, Conservation and Parks (MECP) in the amount not the exceed \$7,100.00 exclusive of HST.

Purpose:

The purpose of this report is to seek council's approval for the preparation and submission of application to the Ministry of Environment Conservation and Parks based on the attached proposal from Ontario Clean Water Agency.

Background:

Over a year ago, the province decided to adopt a Consolidated Linear Infrastructure Permissions Approach (CLI) for low-risk projects related to sewage collection and stormwater management, with a goal of getting important, low-risk public infrastructure projects built sooner by reducing the time it takes between when needs are identified and when citizens can benefit.

Under the new consolidated process, a municipality would no longer need to submit individual "pipe by pipe" applications for future alterations provided they are built in accordance with new design criteria and all other ministry approved conditions. These pre-authorizations will allow municipalities to proceed without first having to obtain an individual ministry permission. In certain circumstances, and with municipal approval, developers who are constructing infrastructure on behalf of municipalities can receive pre-authorization if work is being carried out in accordance with the requirements of the municipality's consolidated linear infrastructure Environmental Compliance Approval (ECA), including meeting ministry design standards.

Consolidated Linear Infrastructure will:

- create an efficient process for low-risk projects,
- provide clear, transparent, and consistent requirements,
- improve environmental protection through updated and consolidated terms and conditions,
- establish a more comprehensive picture of sewage works across the province,
- The CLI Permissions Approach will replace the current approach for lower risk, routine sewage works and has been modelled after the current framework for municipal drinking water systems.

All existing and future approvals will be incorporated into two consolidated Environmental Compliance Approvals (ECAs):

- one for municipal sanitary collection systems
- one for stormwater management works
- Consultations and next steps

The first step in the transition is to apply for a CLI-ECA. This is a phase in approach based on a schedule, starting with municipalities with Transfer of Review agreements, then municipalities with combined sewer overflows, and finally based on population starting from larger to smaller.

Financial Implications:

2023 Budget deliberations – cost of application submission was not included.

Policies/Legislation:

Respectfully submitted by,

Magda Badura, CAO/Treasurer

Report Approval Details

Document Title:	Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA).docx
Attachments:	- Consolidated Linear Infrastructure_ECA.pdf - West Elgin ECA Proposal Letter - v2.pdf
Final Approval Date:	Mar 20, 2023

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

October 6, 2021

Re: CLI-ECA Application Process

Dear Clients,

As many of you may already be aware, the Ministry of the Environment, Conservation and Parks (MECP) recently approved and started the implementation of a new and streamlined Environmental Compliance Approval (ECA) application process dedicated to Municipal Sewage Collection Systems and Municipal Stormwater Management Systems within the province.

A Consolidated Linear Infrastructure ECA (CLI-ECA) is a single approval that is intended to replace the numerous pipe-by-pipe sewage works ECAs that have been issued for these systems in the past. The new process may include operational flexibility conditions that pre-authorize future specified alterations in accordance with the conditions in the ECA. As a result, a separate sewage works approval would not be needed and municipalities would be able to undertake construction if specific conditions in the CLI-ECA are met. There are two applications that require submission: one for collection systems and one for stormwater.

As well, a CLI-ECA would not expire. The process includes a requirement that the ECA Holder must submit an application for review of the ECA at regular intervals (e.g., on a cycle of up to five years) to ensure that the description of the system is refreshed at regular intervals and that any terms and conditions associated with operational flexibility remain up to date.

Application Deadlines

You may have already received communications about this new application process from the MECP regarding the deadlines and expectations for each of these applications. Applications are expected to be submitted electronically by the Owner. For those you who haven't yet received, please note that the application due dates are defined by MECP based on systems type and owner. **We are advised that application deadlines for both the Municipal Sewage Collection and the Municipal Stormwater Management Systems are as follows:**

- **Jan 21, 2022 (Toronto Region, communities with combined sewers)**
- **Feb 18, 2022 (larger communities)**
- **March 18, 2022 (smaller communities, most northern and eastern Ontario)**

The MECP will be holding information webinars throughout the fall to discuss CLI, and how they plan to implement the approach. They will also be engaging with municipalities closer to their potential application submission date, to provide information on how to prepare these ECA applications.

Please note that the MECP may be providing some flexibility in the application date. If you feel you may be in a position to need an extension, or have questions for the MECP, please contact enviopermissions@ontario.ca.

Your local OCWA team is also always available to you should you have questions about the new application process or the services that we can provide to support you. Please feel free to contact us directly.

Sincerely,



Sam Smith

Senior Operations Manager- Ontario Clean Water Agency

March 9, 2023

Magda Badura
CAO/Treasurer
Municipality of West Elgin
22413 Hoskins Line
Rodney ON N0L 2C0

**Re: Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA)
Application**

Dear Magda,

On behalf of the Ontario Clean Water Agency (OCWA), we are pleased to submit our proposal to undertake the completion of your Municipal Sewage Collection System CLI-ECA application for the Ministry of the Environment, Conservation and Parks (MECP). Based on our current understanding of your existing municipal wastewater infrastructure, OCWA will complete the necessary forms as described in the following sections. Please note, our proposal does not include costs associated with the completion of your Stormwater Collection System application at this time.

As a provincial crown Agency, OCWA provides a comprehensive range of reliable, cost-effective, and environmentally responsible water and wastewater operations, maintenance and engineering services to a large number of municipalities, First Nations, and industrial, commercial and institutional organizations in the Province of Ontario.

1 Deliverables

- 1) Municipal Sewage Collection Systems CLI-ECA application:
 - Completing forms 00 to 08
 - Form 03 is an infrastructure map of assets currently owned and maintained by the Municipality. For purposes of this budget request, we have assumed we will be required to create this map from the available information, and provide it to both the Municipality and MECP in pdf format.

2 Budget

In reviewing the above scope of work, OCWA proposes a project budget of **\$7,100** (exclusive of HST) for our professional fees and disbursements. Note that this is an upset limit and only fees and disbursements used will be invoiced.

If additional services are required outside of the scope of this proposal, this cost would be in accordance with our Engineering Schedule of Rates attached in Appendix A.

Please note that this budget does not include:

- Digitizing any hard copy drawings. If digital copies are requested or necessary, this will be an additional cost based on time and materials.
- Site visits. If a site visit is required, this will be an additional cost based on time and expenses.

3 Schedule

We understand that time is of the essence. OCWA is ready to start the project in April 2023 upon approval. The full project is expected to take 7 weeks to complete assuming the project is approved to start by March 27, 2023. Table 1 contains a list of the key milestone dates for the project. We have assumed one week for the Municipality to provide necessary background information and another week to review the draft CLI-ECA documents. We recommend that the Municipality request an extension from the MECP for May 2023.

Table 1: Milestones

TASK	SCHEDULE	MILESTONE DATE
Project Approval to Start		March 27, 2023
Collect and Review Background Information	2 weeks	April 11, 2023
Draft CLI-ECA Documents	3 weeks	May 1, 2023
Final CLI-ECA Documents	2 weeks	May 15, 2023

We thank you again for your interest; please contact your local OCWA contact for more information.

Sincerely,



Sonya M Semanuik, P.Eng., PMP
Senior Project Manager – Studies & Condition Assessments

cc: Sam Smith, OCWA

COUNTERSIGNATURE:

By signing below, I accept the scope of work described in the above proposal and provide permission on behalf of the Municipality to proceed.

(Signature)

Date

APPENDIX A

Engineering Schedule of Rates

Engineering Schedule of Rates – 2023

CATEGORY	DESCRIPTION	HOURLY RATE
Director	Director	\$190.00
E04	Senior Specialist Engineer /Project Manager	\$180.00
E03	Senior Engineer/Project Manager	\$160.00
E02	Engineer/Project Manager	\$143.00
E01	Engineer In-Training	\$111.00
	Student Engineer	\$96.00
	Administrative Assistant	\$64.00
	Financial Analyst	\$92.00

Currency: Canadian Dollars, excluding HST

Expenses and Disbursements:

General office expenses including long distance, cellular/data charges, printing, office supplies and courier charges will be charged at 6% of Professional Fees.

Special expenses such as travel and living expenses, third party consultants, capital equipment, contractors fees, permitting fees and any other items not otherwise listed will be charged at cost plus 5% administration fee.

Invoicing:

Professional fees and expenses will be invoiced monthly unless otherwise stated and are payable within 30 days. Taxes will be added as applicable.

Technology and Operations Expertise:

Technology and Operations experts will be charged at specific individual rates to be provided as needed.

Overtime:

Overtime will be charged at 1.5 times the rates stated above, but only if pre-approved by client.

Terms and Conditions:

OCWA standard terms and conditions will apply.

Revision:

This Schedule of Rates is valid until December 2023 after which time it will be reviewed and updated for 2024.



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-03-23
Subject: Strategic Plan

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Strategic Plan and approve the proposal from Jennifer Kirkham, Michevious Cat Productions in the amount of \$21,500.00 plus applicable taxes; and that West Elgin Council chooses one of the options presented.

Purpose:

The Municipal Strategic Plan must be developed to guide Council and Staff into the future (2023-2026).

Background:

When the Municipal Council is elected every four years, they set the Strategic Plan for the term. During the last term of Council, it was determined that an organizational review be completed first as there was a need to strengthen our organization.

With the new term of the Council it is time to develop strategic priorities and a road map for Council and Staff as we determine how to best provide services and help our Municipality thrive. Having a strategic plan in place will enable us to establish goals and objectives that expand our potential without straining our resources or creating too much risk.

Attached proposal contains the following components:

1. Conduct an online survey or interviews with Council members to gather preliminary thoughts.
2. Facilitate two working sessions with Council to develop a draft Strategic Plan, including a vision and mission statement.
3. Conduct a community online survey to gather feedback about the draft Strategic Plan.
4. Conduct up to three online focus groups with targeted groups (based on the demographics profile of respondents to the online survey) to gather feedback about the draft Strategic Plan.
5. Make recommendations to Council regarding final changes to the Strategic Plan.

Financial Implications:

2023 Budget deliberations – Strategic Plan was included in 2023 Operating Draft Budget

Policies/Legislation:

Purchasing Policy and Procedures - AD-1.2

Report Approval Details

Document Title:	Strategic Plan - 2023-18-Administration Finance.docx
Attachments:	- Municipality of West Elgin Strategic Plan Options March 2023.pdf
Final Approval Date:	Mar 20, 2023

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

Municipality of West Elgin Strategic Plan Options

Prepared by: Jennifer Kirkham, Mischevious Cat Productions

Option 1	Option 2
Conduct an online survey or interviews with Council members to gather preliminary thoughts	Conduct an online survey or interviews with Council members to gather preliminary thoughts
Facilitate two working sessions with Council to develop a draft Strategic Plan, including a vision and mission statement	Conduct a community online survey to gather input for the Strategic Plan
Conduct a community online survey to gather feedback about the draft Strategic Plan	Conduct up to three online focus groups with targeted groups (based on the demographic profile of respondents to the online survey)
Conduct up to three online focus groups with targeted groups (based on the demographic profile of respondents to the online survey) to gather feedback about the draft Strategic Plan	Facilitate two working sessions with Council to develop a Strategic Plan, including a vision and mission statement
Make recommendations to Council regarding final changes to the Strategic Plan	

Timing

Fall of 2023 for a final Strategic Plan.

Schedule of Fees

The following is the schedule of fees for the project (for both options).

Item	Total Expenses
Consulting Fees	
(14 days at \$1,250 per day plus HST)	\$17,500.00
SUBTOTAL	\$17,500.00
HST	\$2,275.00
TOTAL	\$19,775.00

Final Report - Graphic Design

It will cost an additional \$4,000.00 to complete design work for a Strategic Plan that can be printed and housed on the Municipality's website



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-03-23
Subject: 2023 Compensation Review

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2023 Compensation Review;

AND FURTHER, that West Elgin Council accepts the proposal by ML Consulting to undertake a Pay Equity and Compensation review at a cost of \$25,200.00 (excluding HST), plus travel and out of pocket expenses; and

That West Elgin Council hereby gives pre-budget approval for the Pay Equity and Compensation review.

Background:

In 1987, the Ontario government passed the *Pay Equity Act*. The Act describes the minimum requirements for ensuring that an employer's compensation practices provide pay equity for all employees in female job classes. The purpose of this Act is to redress systemic gender discrimination in compensation for work performed by employees in female job classes.

As a result of major changes to staff and positions during the Organizational Review report dated January 2020, it was recommended that a review of job descriptions, positions and appropriate pay rates are defined to support succession planning. ML Consultants was approached with the request of HR/Compensation advisory services to facilitate the completion of a comprehensive compensation review for the Management/non-union employee group.

The proposal submission includes review of the current compensation program; specifically, to assess the competitive pay market and percentile targets, assess internal equity, update pay equity compliance, and develop a revised salary grid for implementation in 2024. The outputs of this review will provide the foundation to align fair and competitive pay with performance that can be reflected in a new performance management program, also recommended in the Organizational Review Report.

At the conclusion of the process the municipality will receive a pay grid which complies with the Pay Equity Act for all positions. The consultant will also consider market comparators and organizational structures of similarly sized municipalities and make recommendations for Council's consideration. With respect to updating job descriptions, ML Consultants will train staff on how to update job descriptions thereby, reducing dependence on the consulting firm.

Finally, a draft summary report will be prepared in presentation format that outlines the methodology, observations and recommendations of the market review incorporating the market analysis, recommendations, revised salary structures, recommended policy statements and future considerations. In addition, implementation options that consider cost effectiveness, fairness, compliance and attraction/retention strategies will be presented.

Based on staff's review, the proposal received from ML Consultants for the work proposed is very extensive and the analysis is extremely detailed and thorough. Pay equity and compensation review is their sole area of business with over 30 years of experience in the field. Employee engagement and participation is key to their proposal and open lines of communication with senior management staff is evident throughout the process. ML Consultants has worked with organizations of all sizes and types and understands resource limitations of smaller municipalities. For this reason, their proposal includes staff training to reduce reliance on consultants. During a recent conversation to gather price information ML Consulting commented they will tailor their approach to meet our needs.

By undertaking this study, pay equity and compensation issues will be resolved. By approving the project launch meeting with employees, staff morale will also increase. Employees will be actively participating in the process, and they will have personal knowledge that an independent third party with no prior history of the municipality is undertaking the study. Equitable employee participation in the process will also demonstrate all employees are valued and have an equal opportunity. For these reasons, it is suggested employees will be supportive of the process and have confidence in the study's findings.

Financial Implications:

Overall project budget is estimated at \$25,200 + HST to complete the Pay Equity Study, funds received from the province in 2022, under Municipal Modernization Service & Digital - Intake 3 program, will be allocated towards this project.

Policies/Legislation:

Pay Equity Act

Report Approval Details

Document Title:	2023 Compensation Review - 2023-19-Administration Finance.docx
Attachments:	- West Elgin 2023 Compensation Review_Work Plan and Fee Estimate_ML Consulting.pdf
Final Approval Date:	Mar 22, 2023

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

February 26, 2023

Confidential

Attention: Jana Nethercott, Clerk
clerk@westelgin.net

Magda Badura, CAO/Treasurer
mbadura@westelgin.net

Municipality of West Elgin
22413 Hoskins Line
Rodney ON N0L 2C0

Dear Magda and Jana,

Re: 2023 Compensation Review—Work Plan and Fee Estimate

Further to our discussion, this will confirm that the Municipality of West Elgin requires HR/Compensation advisory services to facilitate the completion of a comprehensive compensation review for the Management/non-union employee group in 2023, approximately 20 positions, for implementation in 2024.

Based on the information provided, I can provide the following summary that will provide context for the review:

Section 1—Summary Background

The Organizational Review Report dated January 2020, recommended introduction of a process to update job descriptions to ensure work was appropriately defined and to support succession planning and cross training. The Report also recommended an evaluation of positions to ensure appropriate pay rates.

The Pay Equity Act requires the employer to demonstrate that Pay Equity has been achieved for all female job classes and continued maintenance. A pay equity review has not been conducted for some time.

The Municipality requires a job evaluation system to effectively evaluate the positions to determine pay rates and support pay equity compliance.

The Municipality is seeking to conduct a review of the current compensation program; specifically, to assess the competitive pay market and percentile targets, assess internal equity, update pay equity compliance, and develop a revised salary grid for implementation in 2024. The outputs of this review will provide the foundation to align fair and competitive pay with performance that can be reflected in a new performance management program, also recommended in the Organizational Review Report.

To achieve the desired end, the key objectives are as follows:

Section 2—Key Objectives

- Introduce a new job description template to define the elements of work required to evaluate the positions; train managers to assist in completion;
- Determine the job evaluation system that will be used for the 2023 Compensation Review;
- Review job content and evaluate all positions, based on updated job information; and review job value for positions identified in the market review to ensure equitable and defensible band placement;
- Identify an appropriate comparator group and conduct a customized external market review of select municipal comparators, determine market positioning for positions using various percentile comparisons;
- Recommend a Compensation Philosophy and Strategy, including percentile targets; identifying current and future directions;
- Develop a revised salary grid structure based on the competitive pay market and compliance requirements; test for compression and appropriate differentials between bands;
- Develop an updated Pay Equity Plan for Management/non-union positions; identify risks and compliance obligations;
- Review position titles and ensure alignment with job content and municipal practice;
- Provide a clear process for job evaluation maintenance and updating compliance and the salary grid framework;
- Provide recommendations regarding updating other compensation-related policies;
- Prepare a draft Summary Report in presentation format suitable and appropriate for Council; finalize the Summary Report; and
- Assist in the implementation of the updated program, engaging key stakeholders through an effective communication strategy during the implementation phase to optimize understanding and support for compensation changes, including a Council presentation.

Section 3—Company Overview and Project Team

Marianne Love Consulting Services Inc (operating as ML Consulting) was incorporated in 1994 and specializes in municipal compensation and organizational design including job evaluation, pay equity, market surveys and pay for performance systems. Marianne Love is President and Principal Consultant.

ML Consulting employs a Senior Analyst that performs statistical analysis and 2 Jobs Analysts.

The Project Team for this Project will be Marianne Love, Principal Consultant and Jeffrey Carey, Senior Analyst.

Section 4—Qualifications and Experience

A. Team Qualifications

Marianne Love will be the Consultant that performs the identified elements of this assignment. Jeffrey Carey, a senior level analyst, is proficient in complex statistical data analysis and preparation of pay equity plans. Jeffrey holds a PHD and has taught statistical analysis at the University level. Jeffrey has provided analytic support for all client work since 2010.

Marianne has worked in and serviced the municipal sector for 35 years with background in municipal and employment law and HR practitioner; a Compensation Consultant for 20 years; serves as a Board member on the OMERS Sponsors Corporation representing municipal interests, and provides pension and labour advice to AMO.

Marianne has extensive experience assessing, reviewing, developing and implementing job evaluation and pay equity solutions, conducting market reviews and developing compliant and competitive pay systems. Marianne has deep experience working with senior leaders and municipal councils to understand pay systems, current trends, the competitive pay market, and implementing affordable and innovative solutions.

CVs are attached as **Appendix A**.

The Senior Analyst can work with West Elgin staff to verify data; however, it is anticipated that Marianne will hold the direct interface with the Clerk and the CAO/Treasurer in order to ensure direct flow of information, advice and recommendations.

B. Comparable Experience

Marianne has a large municipal client base and has conducted similar assignments for many upper tier, single tier and local area municipalities across the province, including attendance at Council to present recommendations and outputs.

- Compensation Projects completed in 2018 through to 2022 that include job evaluation, pay equity, a market survey and updated salary grid include:

Central Elgin, Malahide, Woodstock, St. Thomas, Tillsonburg, Middlesex Centre, Thames Centre, Southwest Middlesex, Lucan Biddulph, Adelaide Metcalfe, North Middlesex, Amherstburg, Tecumseh, Leamington, Lakeshore, Kingsville, LaSalle, Orangeville, East Garafraxa, Mulmur, Mono, Erin, Grey Highlands, West Grey, Puslinch, Erin, Tay, Brock, Uxbridge, King, Severn, Ramara, Wasaga Beach, Clearview, Orillia, Bracebridge, Gravenhurst, Centre Wellington, Whitchurch Stouffville, East Gwillimbury, Springwater, Greater Napanee, Port Hope, Cobourg, Welland, Thorold, Port Colborne, Fort Erie, Grimsby, District of Muskoka, and Counties of Dufferin, Grey, Haliburton, Oxford, Simcoe, Middlesex, Wellington, Hastings and Stormont, Dundas & Glengarry.

The job evaluation system that is recommended for this Review has been introduced and implemented in many of the municipalities sited; and was approved by Review Services at the Pay Equity Commission as being a gender neutral comparison system.

Section 5—Project Understanding and Approach

The road to updating the **Municipality’s compensation program** has six key activities/steps:

Step 1: Project Planning & Management

Step 2: Job Design & Evaluation

Step 3: Competitive Market Analysis (Benchmarking)

Step 4: Compensation Structure Design and Policy Framework

Step 5: Pay Equity Analysis and Amended Plan

Step 6: Summary Report and Implementation

Step 1: Project Planning & Co-ordination

This step includes identification of market comparators that will be used for the market study based on selection criteria (including size, scope of service, geographic placement). We will recommend a group of comparators having regard to selection criteria (e.g., size/scope of service, geographic placement, rural communities). We will consider the Municipality’s current service mandate, size, organization design, and evolving municipal compensation practice.

We will discuss challenges experienced in attraction and retention, any compression issues and current compensation practices.

It is anticipated that West Elgin staff can assist in collection of the market data (i.e., organization charts, salary grids and policies/practices information); however, it is likely that the Consultant will have much of the comparator salary data on file.

The Consultant will review sample job descriptions and we will determine the most effective way to update and validate job content, which can include interviews with the senior team.

The Consultant will prepare the rating record/market file for the project, adding job class gender, 2023 annual and hourly job rates (maximum rates) to ensure that the market review and job evaluation exercise is focused on current positions/job rates.

The Consultant will introduce a new Job Evaluation System that will effectively evaluate all management/non-union positions. The Job Evaluation System, supported by excel, has been developed and used by the Consultant in the municipal and broader public sector with factor language for each level that reflects organization design, decision making and leadership frameworks unique to municipal government.

The rating tool has been tested for pay equity purposes and accepted by Review Services at the Pay Equity Commission; generates approximately 1500 points and has sufficient factor levels to differentiate diverse positions in municipal organizations and will produce a framework that can support the current organization design and future growth. Factor language and weights will be tested using a sample set of positions and revised, if required. The Job Evaluation System, including factor language, rating notes, weights, and points) will be provided to West Elgin for future job evaluation maintenance.

Appendix B shows the Factors in the Job Evaluation System, and sample Factor language.

Success of the project will be dependent on current job information. We will ensure that Job Descriptions are current, and provide time for additional updating, if necessary. A Job Description Template has been developed that supports the Job Evaluation System, accompanied by a Writing Guide.

The Job Description template will provide sufficient information for evaluation purposes, and Questionnaires will not be required.

We will determine how best to communicate the project launch with the employees and the Consultant can prepare employee communications and/or a Launch presentation.

We will confirm timelines and deliverables.

Deliverables:

- Defined/agreed upon Market Comparator group
- Confirmed timelines for Project Steps
- Confirmed approach for updating job content; Job Description template and writing guide
- Rating record and file set up
- Communications Strategy and Key Messages
- Engage the Senior Team and/or employees in a virtual Town Hall meeting format to facilitate collection (or finalize collection) of job content and discuss project steps and timelines

Estimated Consultant Days: 1 to 1.5 days

Step 2: Job Design and Evaluation

All full time and regular and recurring part time management/non-union positions will be evaluated by the Consultant to ensure that accurate job values can be used to support an updated pay equity analysis and internal equity.

The Consultant can recommend changes to job titles and naming conventions based on job content and best practice in the sector.

Deliverables:

- Job Evaluation System (including factor language, weights, points)
- Job evaluation results for all positions

Estimated Consultant Days: 2 to 2.5 days

Timeline: approximately 2 weeks

Step 3: Competitive Market Analysis (Benchmarking)

Based on discussions during the project launch, we will review and recommend select municipal comparators including criteria for selection and organizational issues. We will consider the following criteria:

- comparable size (population/households);
- similar employment markets (assessment base and geographic placement) and economies; and
- equivalent scope of services

We will identify 8 to 10 comparators for participation in the salary survey; and prepare necessary survey data collection materials for distribution. West Elgin staff can assist in collecting the market survey data to facilitate participation of the comparators. The Consultant may have much of the 2023 pay data on file

for many of the identified comparators given municipal work performed in 2022 and continued working relationships with these municipalities.

The Consultant will match the positions at the Municipality to the external market having regard to position responsibilities, organization charts and job rates. Various percentile analyses will be performed dependent upon the composition of the defined municipal comparator group and the number of observations for each position. The Consultant will perform the job matching, prepare tabulated comparative results showing the market comparisons, and prepare recommendations as to preferred market targets for positions within each band.

The market study may identify some positions for job value/band placement (i.e., 'outliers'); and the Consultant may require additional job information.

Deliverables:

- Market analysis with various percentile comparisons (e.g., 50th, 60th, 65th percentiles)
- Market Summary table showing market placement for positions with 3 or more matches; review with the CAO/Treasurer; finalize

Estimated Consultant Days: 2 to 2.5 days

Timeline: Market assessment will commence once all jobs are reviewed/updated for internal equity purposes; the market review can be performed in 2 weeks, pending timely receipt of the market information

Step 4: Compensation Structure Design and Policy Framework

The outcomes from the previous steps serve as the foundation for building the new pay structure.

The current banding structure will be tested to ensure that it can support organization design and market competitive rates. It may be necessary to produce an updated banding framework to support organization and job design and provide for future growth. Pay equity will need to be tested in any event.

The Consultant will establish 2023 job rates having regard to market percentiles, recommended banding framework and pay policy (i.e., percentile targets). The job rates will be tested for compression with positions supervised (including those in the bargaining unit). The Consultant will prepare a recommended 2023 salary grid framework, and a 2024 salary grid for implementation costing having regard to comparator and market projections, incorporating internal and pay equity compliance requirements.

We will review job titling based on job content and market comparators and recommend consistent position titles in the new salary grid.

Deliverables:

- Confirmed (tested) or revised Banding Framework; confirmed job titles
- Proposed Pay Policy (Percentile Target) and Proposed Job Rates for each Pay Band
- Recommended 2023 Salary Grid framework; and 2024 Salary Grid for Implementation

Estimated Consultant Days: 1 to 1.5 day for testing market placement, banding framework; preparation of revised framework, if required; 2024 salary grid

Timeline: 2 weeks

Step 5: Pay Equity Analysis and Amended Plan

The finalized rating results (ladder chart) will be used to prepare a pay equity analysis and a Pay Equity Maintenance Plan. Job class gender will be reviewed having regard to current and historic incumbency. Banding methodology, gender, total points and will be tested to ensure defensible results using the methodologies prescribed by the Pay Equity Act. The analysis will be prepared using 2023 job rates.

The Consultant will make recommendations regarding how best to identify and mitigate any retroactive obligations. Retroactive analysis, if required, would be subject of a separate work plan and fee estimate.

A Pay Equity Maintenance Plan will be prepared to reflect current job rates, current gender and identify adjustments, if any; and the Consultant will make a recommendation on posting/communication.

The Consultant will provide training and tools for tracking maintenance to ensure continued compliance and the ability for the Municipality to evaluate new and changed positions.

Deliverables:

- 2023 Pay Equity Analysis
- Pay Equity Maintenance Plan
- Training and tracking tool

Estimated Consultant Days: 1 day

Timeline: 1 week

Step 6: Summary Report and Implementation

A draft summary report will be prepared in presentation format that outlines the methodology, observations and recommendations of the market review incorporating the market analysis, recommendations, revised salary structures, recommended policy statements and future considerations.

The Consultant will review the draft summary report with the CAO/Treasurer and finalize. The final summary report will be prepared and presented to Council.

The Consultant will recommend implementation options that consider cost effectiveness, fairness, compliance and attraction/retention strategies and trends in the sector. The Consultant can prepare a detailed financial impact analysis (optional); however, typical practice for Compensation Reviews conducted with other municipalities, is for the Consultant to recommend options and review the costing prepared by Finance staff given that individual pay is involved (typically costing to the next closest step in the new grid).

The Consultant will be available to assist in any pay equity queries or appeals by employees during the implementation phase.

Communication with Council, senior management and employees, both during the review and at implementation, is critical to the success of this undertaking. Employees want to know how new programs affect them – without open and direct communications, rumors and misinformation often take hold and negatively affect morale and employee engagement.

The Consultant will work with the Clerk and the CAO/Treasurer at the outset of this project to develop a communications strategy to ensure expectations are managed throughout this project. Effective compensation communication can reinforce the positives of this process:

- Connecting the updated Compensation Program to the organization’s business and people strategies – articulating the business rationale for what is happening, alignment with Core Values and the Strategic Directions, and the process to be undertaken to ensure awareness and understanding of the mandate and why this is important;
- Minimize the risk of pay equity complaints; and
- Gaining trust in the process and the results

Deliverables:

- Draft Summary Report and implementation options
- Final Summary Report
- Council Presentation

Estimated Consultant Days: 1.5 days

Timeline: 2 weeks

Section 6—Value Added Services for this Review

Value added services include review of hours of work in relation to key duties performed, service units and municipal best practice; a review of historic pay equity maintenance obligations and strategies to mitigate risk; assistance in organization and job design and observations/recommendations regarding efficiencies and job duties.

We will ensure that the Municipality has the tools and resources necessary to maintain the compensation program once the Compensation Review has been finalized. The Consultant can assist on an as required basis.

This work plan has been prepared and fees mitigated on the understanding that West Elgin Staff will partner with the Consultant throughout the project. Work activities required of West Elgin Staff will include:

- Supporting the job description update process
- Providing position, pay, gender and organizational information
- Assistance with collection of market comparator data
- Implementation costing
- Logistical support for meetings (virtual)
- Facilitating regular and ongoing communication with Consultant and Council

Section 7--Work Schedule and Fees

Hourly rates/daily rates: \$300 per hour/\$2,400 per day plus HST with no administrative/overhead fee.

It is estimated that the work outlined for the employee compensation review can be performed using **8.5 to 10.5 Consultant Days**, totalling **\$20,400 to \$25,200 in fees plus HST**.

Additional work can be performed, as directed, and will be invoiced at the hourly rates described. Travel expenses for will be invoiced as incurred based on \$.59/km and will be limited to mileage; however, it is anticipated that meetings will be 'virtual' due to COVID and revised work restrictions.

Work can commence in March 2023; and it is anticipated that the Summary Report can be finalized within a 10 to 12-week period pending timely receipt of updated job information and market data. The timelines can be outlined in greater detail at the conclusion of the Project Initiation meeting (Step 1).

Please advise as to whether you require anything further in order to assist with the project budget or getting the project started.

Thank you for the opportunity to provide a work plan, and I'm looking forward to working with you and West Elgin staff on this assignment.

Regards,



Marianne Love, LLB, C. Dir

ML Consulting Services

c. 647-404-9919 e. marianne@mlconsulting.org

ML Consulting Services

Marianne Love, BA, LLB, C. Dir

Marianne Love is a Senior Consultant, with more than 30 years in the human resources field. Marianne brings her clients a unique perspective with her collective experience as a consultant, human resources practitioner, and legal counsel. Prior to establishing *ML Consulting Services (Marianne Love Consulting Services Inc.)*, Marianne held the position of Senior Consultant and Municipal Practice Lead with McDowall Associates as well as a number of senior management positions including Legal Counsel for the City of Toronto and the Municipality of Metropolitan Toronto, as well as the positions of Commissioner of Corporate Services, Corporation Counsel, and Director of Human Resources for the City of Brampton.

Job Evaluation, Pay Equity and Compensation Expert

Marianne has developed, implemented and defended job evaluation, pay equity and compensation systems in a variety of unionized and non-unionized environments; and has deep experience in municipal sector compensation. She has conducted salary administration studies, benefits surveys, and competitive compensation analysis. Marianne has also helped clients determine the most appropriate pay methods to meet organizational goals as well as develop job competencies to support competency-based pay and performance appraisal systems. Marianne has prepared and defended pay equity plans covering jobs in a wide spectrum of work environments in the public and private sector; prepared expert reports and analyses on various job classifications for arbitration and pay equity purposes; and has been retained by organizations as Referee on a variety of job evaluation appeals.

Human Resources Generalist

Marianne has performed organizational studies and operational reviews, developed and led bargaining mandates, and mediated employment disputes. She has sat as employer nominee on a number of arbitration panels. Her previous management consulting experience also includes executive coaching, executive search, business planning, and project management. She has extensive experience in team facilitation and dispute resolution for clients in a broad range of industries, including municipalities, healthcare, public education and financial services.

Board Governance

Marianne provides labour and pension advice to the Association of Municipalities of Ontario; and serves as a Board Member on the OMERS Sponsors Corporation representing municipal employer interests, having held the position as Co-Chair of the Board from 2006 to 2019. Marianne regularly speaks at a variety of pension and stakeholder conferences on pension and governance practices.

Credentials

Marianne has a Law Degree from Osgoode Hall Law School, York University, and a Bachelor of Arts Degree from the University of Windsor. She holds a certificate in Executive Compensation from the Harvard Business School, has earned the designation of Chartered Director from the Degroote School of Business, McMaster University and is Human Resources and Compensation Committee Certified.

Jeffrey Carey, BA, PHD

Jeffrey Carey is a Senior Analyst, with more than 10 years of performing complex statistical analysis for a variety of compensation files, including market summaries, market pay lines and pay equity analyses.

Jeffrey holds a PHD in labour economics and has taught statistical analysis at the post graduate level. Jeffrey provides data analytics and project support, as required for our clients. He is an experienced jobs analyst and performs complex data analysis for all assignments.

He also has considerable experience with reverse engineering of Pay Equity histories from limited information to assist clients in recreating their original Pay Equity Plans.

A. Application:

The intent of job evaluation is to establish the relative ranking or hierarchy of jobs within the organization involving a systematic and detailed analysis and valuing of job content.

Job evaluation is a measuring process using gender-neutral and objective criteria which incorporates the legislated factors of skill, effort, responsibility, and working conditions (under the Pay Equity Act, R.S.O. 1990).

For a thorough and balanced analysis, this job evaluation tool uses the following criteria and weightings:

<u>Legislated Factor</u>	<u>Our Sub-Factor</u>	<u>Weighting Percent</u>
Skill (43%)	Education	10%
	Experience	10%
	Complexity/Judgement	13%
	Ingenuity & Creativity	10%
Effort (5%)	Physical/Mental Exertion	5%
Responsibility (46%)	Independent Action	9%
	Financial Management	8%
	Impact of Errors	8%
	Supervision	8%
	Communication (Contacts)	8%
	Confidentiality	5%
Working Conditions (6%)	Operating Environment/ Hazards	6%

This manual defines these factors and the grades within each sub-factor. It provides guidelines and explanations. Each grade within a sub-factor has a numerical point value assigned. Points allocated vary from factor to factor. Within a sub-factor, they systematically increase by grade. These differences reflect the weightings assigned and determine the total point value or job worth.

Job evaluation measures job content only; it does not measure or reflect on the performance, qualifications, or potential of the incumbent or the job's future changes.

B. Prerequisites:

Objective and effective job evaluation results require:

- *Provision of complete and current job data to the evaluation committee including realistic job titles;*
- *Knowledgeable rater/evaluation committee members who know the variety and scope of jobs across the organization;*
- *Commitment to be objective and fair in the rating of all jobs;*
- *Comprehensive training and understanding in the purpose, process and application of job evaluation;*
- *Appropriate use by the rater/committee of benchmarks, reference points and explanatory notes to support the consistency of the total evaluation process;*
- *Avoiding any tendency to pick words from factors in a narrow interpretive manner to "prove" a distorted high or low evaluation for a particular job;*
- *Evaluating the job requirements as defined by the organization (i.e., as if the job were vacant) and not influenced by the performance of the incumbent(s).*
- *When evaluating a job in each factor, it is best to start with the minimum definition (i.e., grade 1) and determine its applicability or "fit" to the job. If the elements of grade 1 apply, then move to grade 2, then 3, etc. until an acceptable definition is found. Working upwards this way gives best rating results.*

.....

Sample Factor Language:

Communications (Contacts)

This sub-factor measures the skill level required to communicate and inter-relate with staff, clients, Board, interdisciplinary teams or committees; internally and/or externally. The nature or type of interaction should be considered as well as frequency and size of group (consider the nature of the exchange, not the complexity of the information). Contacts can include talking face-to-face, on the telephone, oral presentations and/or using written media.

Skills can include the use of tact, discretion, courtesy, interpretation, analysis, explanation, clarification, persuasiveness, conciliation, negotiation, counseling, coaching, motivating, cooperation, teamwork, interviewing, empathy, etc.



March 16, 2023

Hello Members of Council of the Municipality of West Elgin –

As you probably know, West Lorne Arena made the Top 4 for [Kraft Hockeyville](#) and we have an incredible opportunity to win the Grand Prize of \$250,000 towards upgrades to the our arena as well as host an NHL pre-season hockey game!

Since finding out last Friday, March 10, we have established an organizing committee, created a social media following and campaign for the event, conducted all pre-liminary calls with Kraft Hockeyville and partners and established conversations with all local and regional media.

We are now in full planning mode and a lot of parts are moving very fast leading up to the Rally & Voting beginning on March 31st until April 1st.

With all that said, one item that became clear was that there was no established budget available from Kraft Hockeyville for execution of any of the lead up materials or financial support for the rally party expected. All funding is expected to come from the local community.

We require the help of the community and Municipalities if we have a chance at winning Kraft Hockeyville. It is a chance of a lifetime, if we do not win, we are not able to resubmit to Kraft Hockeyville for 10 years.

Therefore, we are asking for the following support from the Municipality of West Elgin.

Facility Use for Rally & Voting Day

Beginning March 31st at 9am and ending April 1st at 5pm is the voting period. We are looking to host our voting and rally centre at the Arena on March 31st. Giving the space limitations and the number of people expected, we are looking to host the big rally and voting party at the Dutton Dunwich Community Centre on April 1st. This is where Sportsnet will live broadcast our community cheering on the West Lorne Arena.

We would require the facility rental for the full day on March 31st and if available on Thursday evening for setup if possible.

Voting Fire Tablets

During the Rally & Voting period, we would like to set up voting station at the West Lorne Arena as well as throughout West Elgin [for example at Foodland] and we are asking to borrow any Tablets/iPads used on Election Day for this purpose. Voting is all web based, no software is required to be downloaded.

Marketing & Promotional Funding

We are working hard on social media and local media outlets to help get the word out to the local community and region. In speaking with Cathy Burghardt-Jesson from Lucan, who won Kraft Hockeyville in 2018, she emphasised the importance at reaching the larger audience. We are looking to produce signage including posters and signs as well as 10,000 business cards to distribute everywhere and anywhere in Ontario. We have volunteers lined up to start campaigning.

Additionally, we want to look our best at the Rally & Voting days which will be broadcast LIVE on SportsNet. We are hoping to purchase Black & Yellow SWAG such as foam hands or Thunder Sticks to give out on March 31st and April 1st.

We have volunteers lined up to start campaigning and are also reaching out to the Municipality of Dutton Dunwich and all local service clubs and a few specific organizations for financial support as well. We are hoping that each organization can assist with \$1,000 towards these items.

Something to note, that due to the Terms & Conditions of competition, no public recognition such as logos of any support from organizations can be included on any materials.

We are SO EXCITED for this opportunity and extremely proud of how the community has rallied together to get this far!

Thank you so much for your consideration.

Jessica Small
519-857-2462
J355small@gmail.com



MUNICIPALITY OF West Elgin

The Corporation Of The Municipality Of West Elgin

By-Law No. 2023-22

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on March 23, 2023.

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 meeting of Council held on March 23, 2023, 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 Deputy 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 23rd day of March, 2023.

Richard Leatham
Deputy Mayor

Jana Nethercott
Clerk