



MUNICIPALITY OF  
**West Elgin**

## COUNCIL ORIENTATION

November 21, 2022

# AGENDA

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

November 21, 2022



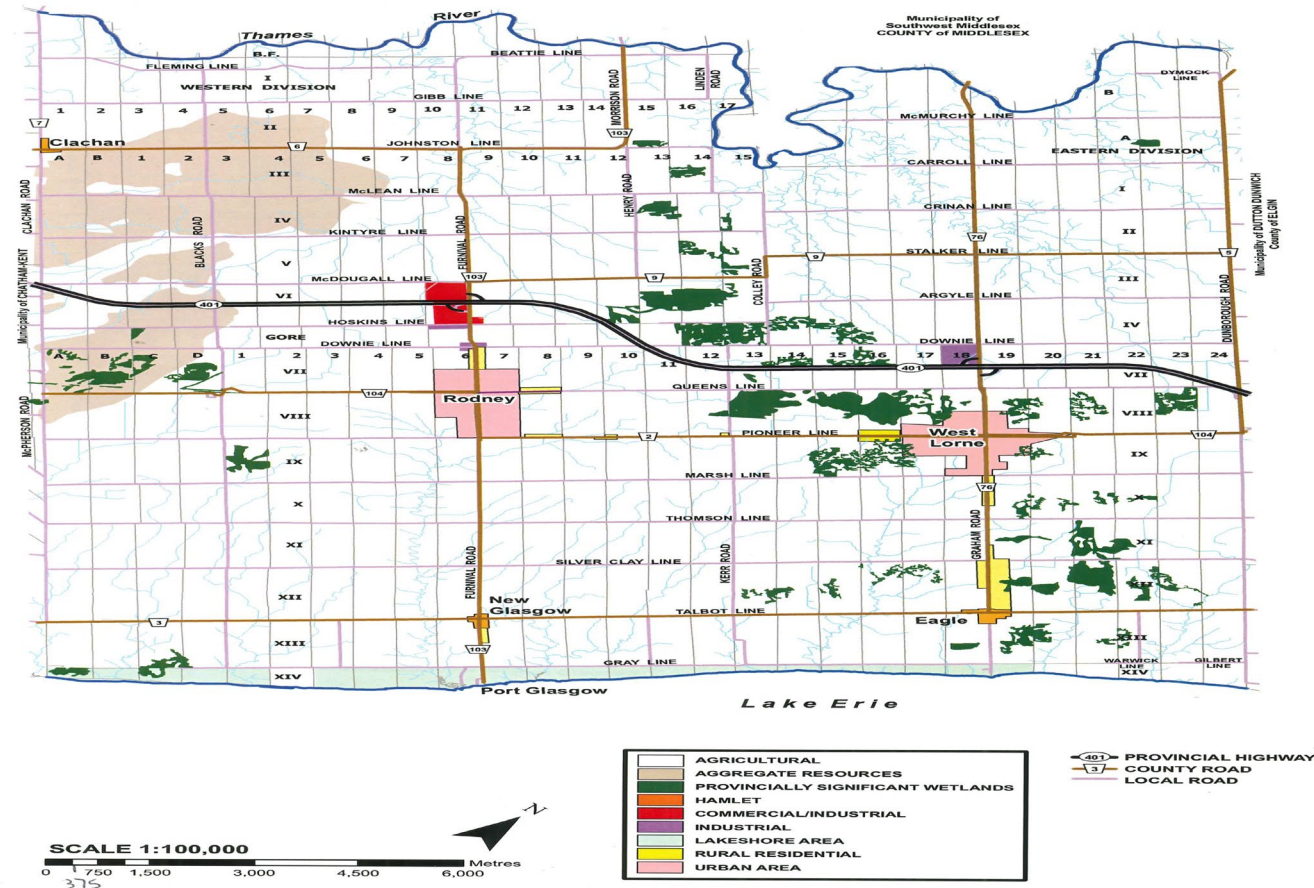
# WHO WE ARE

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

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

**Municipality of WEST ELGIN**

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





## HOW WE GOT HERE

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

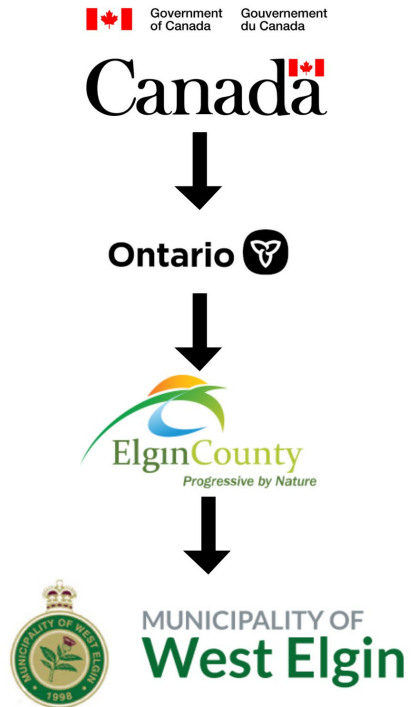


## WHERE WE ARE GOING

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

\*Numbers based on 2021 growth trends

# HOW WE FIT IN



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

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

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



## AREAS OF MUNICIPAL RESPONSIBILITIES

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Animal Control

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Building Code

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By-law Enforcement

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Cemeteries

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Fire & Emergency Services

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Garbage and Recycling Collection

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Roads

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Parks and Recreation

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Public Transit

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Planning

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Water

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Wastewater

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

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# Council

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# CAO/Treasurer

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# Senior Management Team

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# Staff



## TEAM WORK MAKES THE DREAM WORK

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

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

Working together as a  
team produces the best  
results

# COUNCIL ROLE

## Council's authority is exercised by:

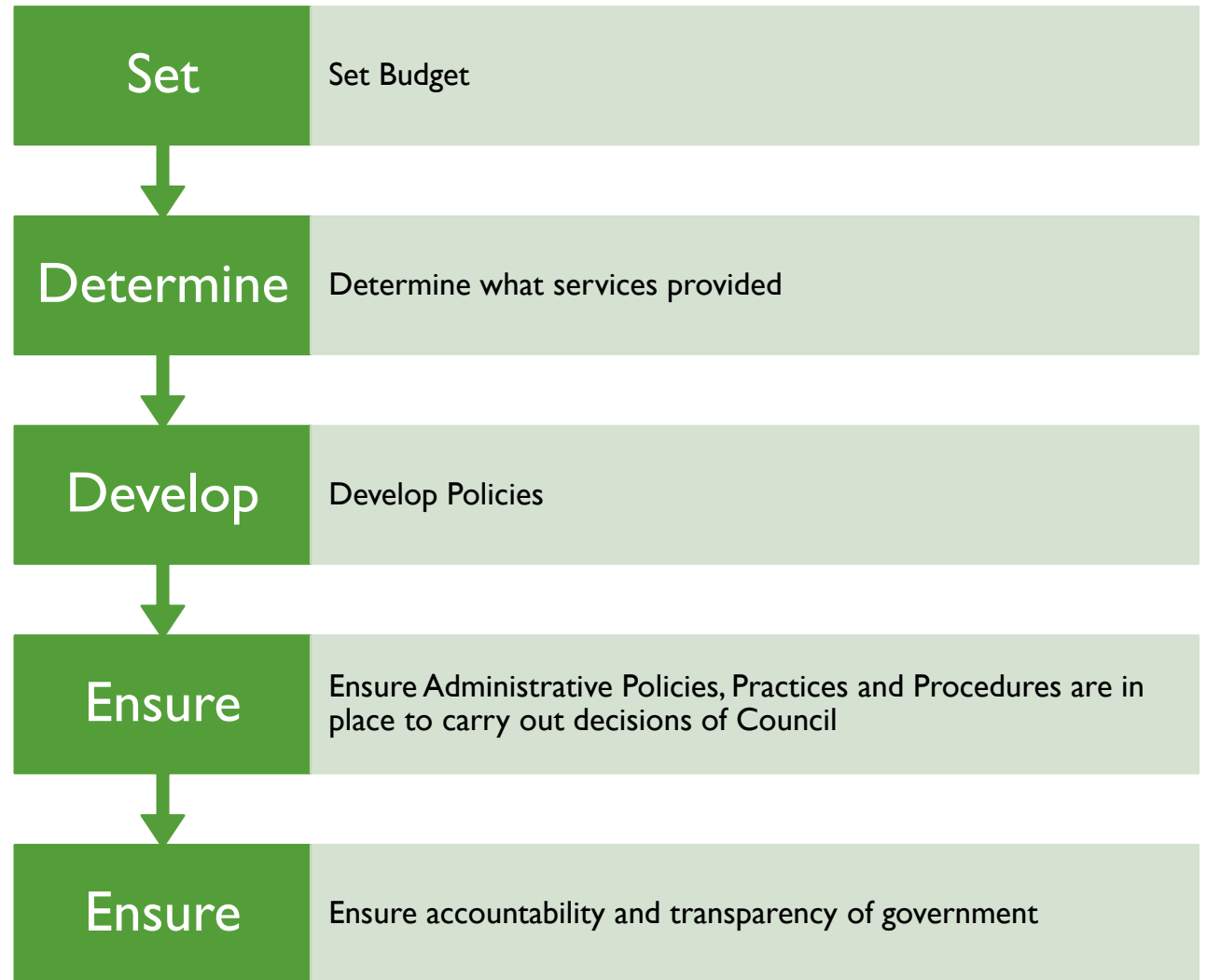
- passing a by-law
- adopting a resolution

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

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

***Council has one Employee: Chief Administrative Officer (CAO)***

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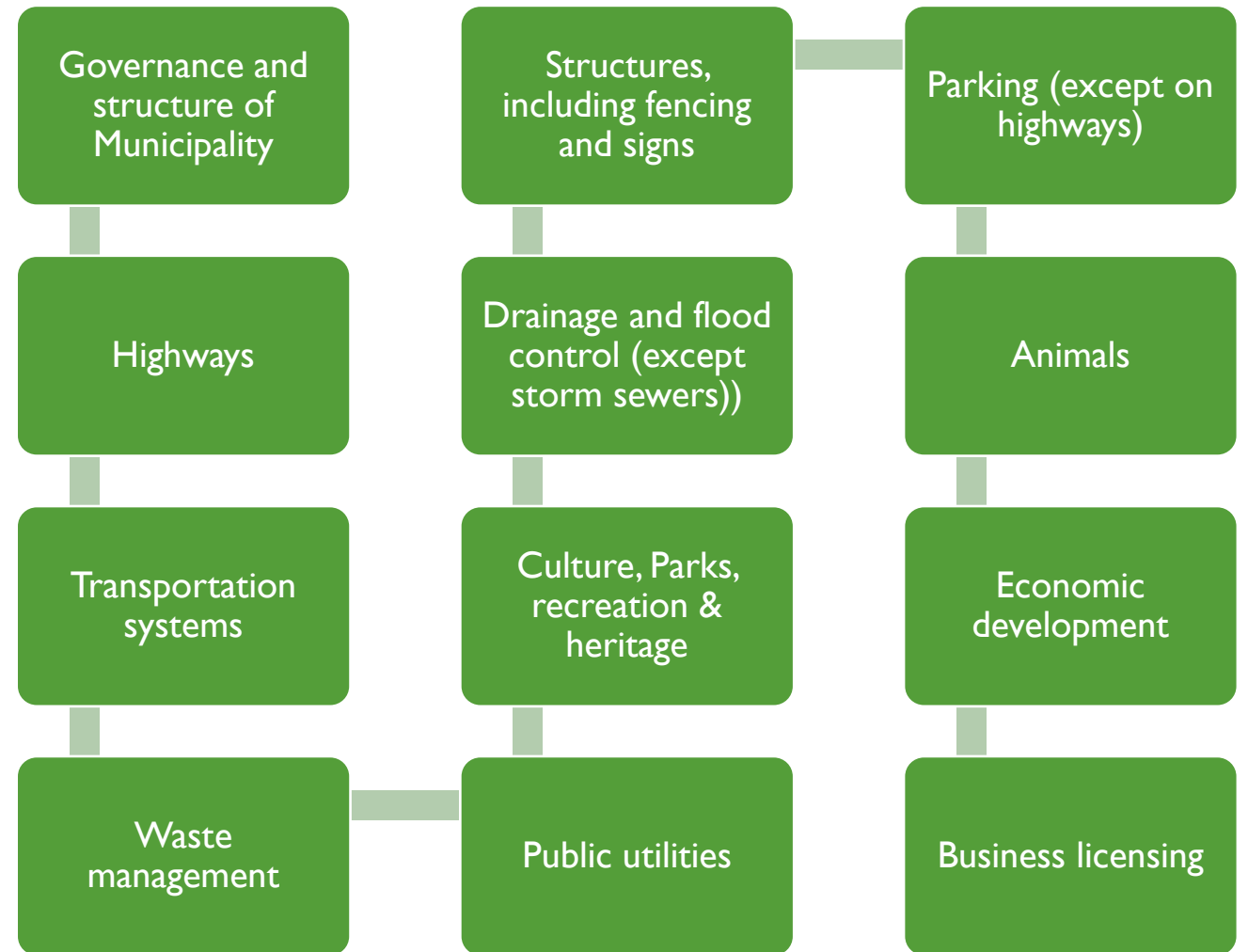


# PASSING OF BY-LAWS

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

By-laws may be passed to:

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



## EVEN LEADERS NEED A LEADER

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

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





# ROLE OF MAYOR

Sections 225, 226 & 226.1 of *Municipal Act*

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

# POLITICS OF MANAGEMENT & THE MANAGEMENT OF POLITICS

Policy is Council's Role



Management is the  
CAO's Role



## ADMINISTRATION ROLE

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Implement Council's decisions

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

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Research and provide advice to Council on policies and programs

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Carry out other duties required under Acts and assigned by Municipality

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Provide services at levels determined by Council





All contact with staff should be through the CAO.



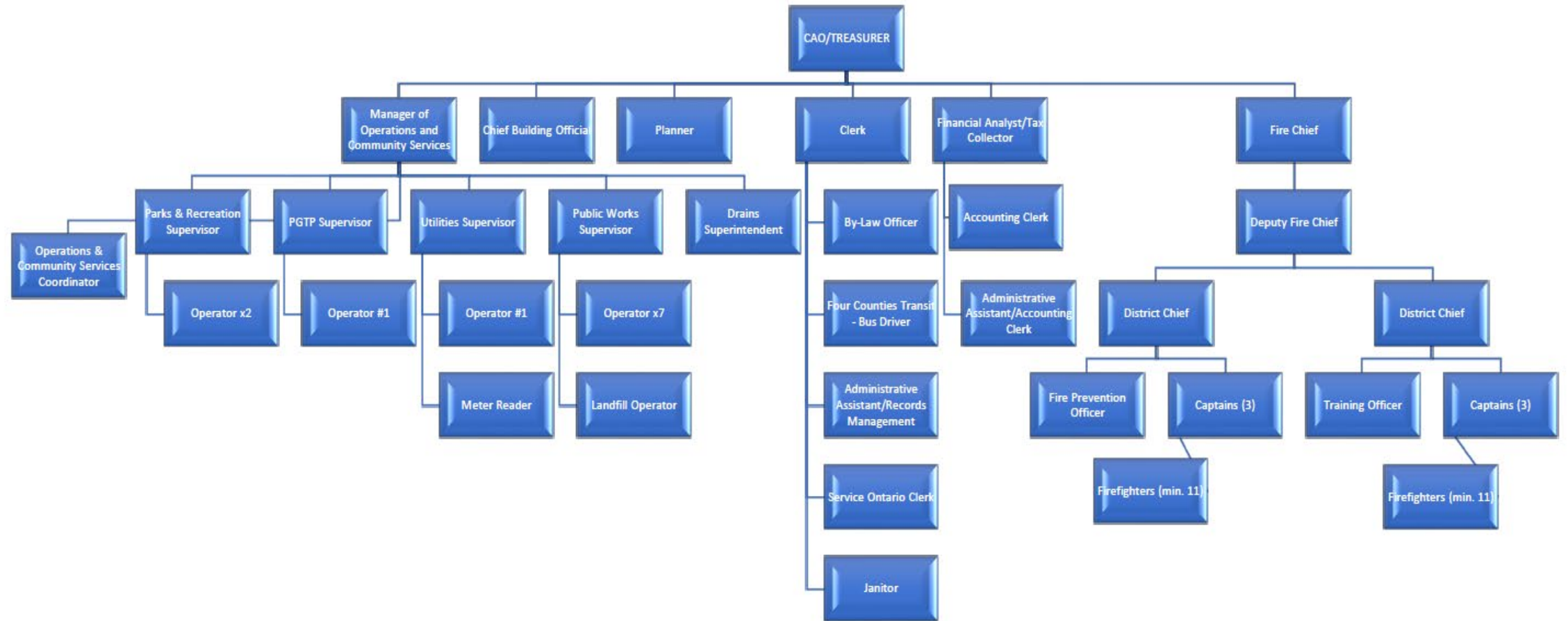
Remember staff reports cost money. Staff time spent on one issue is time taken away from other matters and duties.



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

RESPECT THE CHAIN  
OF COMMAND &  
STAFF TIME

# ORGANIZATIONAL CHART



# DEPARTMENTS

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

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

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

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

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

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# STAFF MEET AND GREET

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

## **Utilities**

Mike Kalita

## **Parks & Recreation**

Adam Ecker

## **Waste Collection/Landfill**

Lee Gosnell

## **Roads**

Chad Yokom

## **Finance**

Magda Badura

## **Drainage**

Tom Mohan

## **By-law Enforcement**

Bill Tedford

## **Building**

Jackie Morgan-  
Beunen

## **Planning**

Rob Brown

## **Fire Department**

Jeff McArthur



# COUNCIL MEETINGS

**Traditionally the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each Month**

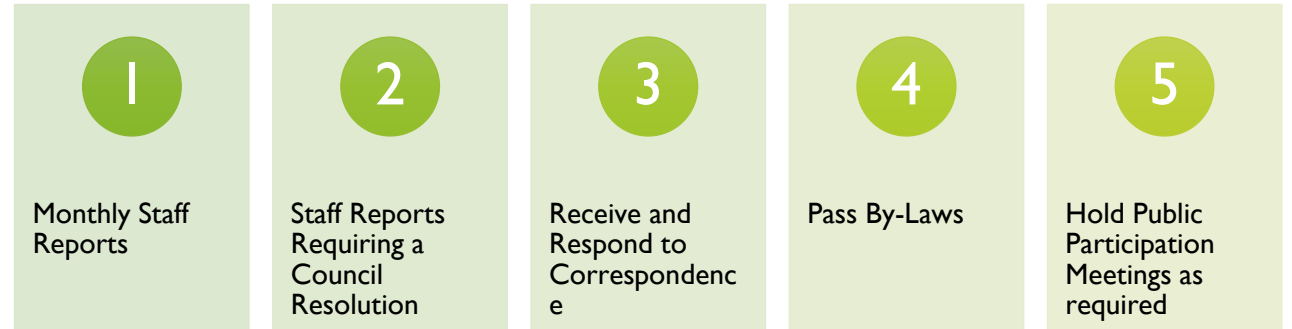
Agenda Set by Clerk and CAO/Treasurer

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

Meetings operated in Hybrid Format

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

November 21, 2022





## COUNCIL MEETING QUESTIONS

*Common Terms and Questions about  
Council Meetings*

*What does it Mean?*

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Procedural By-law

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Quorum

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Table, defer, refer

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Motion of Reconsideration

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Notice of Motion

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Recorded Vote

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What does the Clerk do at a meeting?

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Mayor's Role

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Addressing an item on the agenda

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Consent Agenda

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Can I ask questions about a staff report?

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# COUNCIL CODE OF CONDUCT

## General Duties

Abide by all applicable  
legislation, policies and  
procedures

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

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

Communicate Council's  
decisions truthfully  
regardless of your opinion

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

## CODE OF CONDUCT: GUIDING PRINCIPLES

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

Seek to advance  
the common good  
of the Municipality

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

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

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



## CODE OF CONDUCT: OTHER



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



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



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



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



## 10 COMMANDMENTS FOR COUNCIL BY GEORGE CUFF

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

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

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

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

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

# 10 COMMANDMENTS FOR COUNCIL CONTINUED

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

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

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

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


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

# INTEGRITY

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

## WHAT IS A CONFLICT OF INTEREST?

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




# CONFLICT OF INTEREST

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

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

## CONFLICT OF INTEREST DISCLOSURE

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



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



## COMMITTEES OF COUNCIL

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

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

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

*Council as a whole will decide on appointments to these committees*

### Boards of Management

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

### Advisory Committees

- Economic Development
- Recreation Committee
- Port Glasgow Trailer Park

### Outside Boards

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





That's a Council decision



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



You need to talk to the Mayor



That is not in the budget



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



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

THINGS YOU  
MAY HEAR STAFF  
SAY



# COUNCIL PRIORITIES

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



## THINGS TO CONTEMPLATE

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

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

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

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

# THANK YOU

Questions?