



Municipality of West Elgin

Addendum Agenda

Council Meeting

February 13, 2020, 9:30 a.m.

Council Chambers, West Elgin Municipal Building

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at jnethercott@westelgin.net.

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9. Staff Reports

9.5 Building

9.5.3 *Building Activity Report – January 2020*

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Recommendation:

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for January 2020 for information purposes.

9.8 Administration

9.8.5 *Concentrating Electronic Bill Payments*

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Recommendation:

That West Elgin Council hereby receives the report from M. Badura, Acting CAO/Treasurer and approve one-time implementation fee in the amount of \$1,250.00 plus HST for the telephone and online banking concentrator service.

13. Correspondence

13.8 *Kiwanis Club of Rodney - Waiver of Fees in 2020*

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Staff Report

Report To: Council Meeting
From: Jackie Morgan-Beunen, CBO
Date: 2020-02-13
Report: February 2020
Subject: Building Activity Report – January 2020

Recommendation:

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for January 2020 for information purposes.

Purpose:

The purpose of this report is to provide Council with information regarding the type of permits issued between January 1st – 31st, 2020 in West Elgin, as well as the permit value and permit fees collected

Background:

Time allocation was spent on new applications, plans examinations, correspondence and inspections,

- Total Number of Building Permits Issued in the months of January: **6**
- Total Number of those being Demolition Permits issued: **0**
- Number of New Residence Building Permits within: **1**

Summary of Permits issued Year-To-Date:

- 2020: Number of Permits Issued to end of January: **6**
- 2019: Number of Permits Issued to end of January: **3**
- 2020: Total Construction Value to end of January: **\$928,700.00**
- 2019: Total Construction Value to end of January: **\$285,000.00**
- 2020: Total Permit Fees to end of January: **\$8,948.49**
- 2019: Total Permit Fees to end of January: **\$1,505.05**

Financial Implications:

There are no financial implications associated with this report.

Policies/Legislation:

N/A

Report Approval Details

Document Title:	Building Activity Report - January 2020.docx
Attachments:	<ul style="list-style-type: none">- Jan 2020 Permit summary.PDF- Jan 2019 Permit summary.PDF- Jan 2020 Permit list.PDF
Final Approval Date:	Feb 4, 2020

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

Jana Nethercott

Municipality The Municipality Of West Elgin
 Phone (519) 785-0560
 Bldg. Dept. Phone (519) 857-9605
 Bldg. Dept. Fax (519) 785-0644

Permit List

Permits By Issued Date - Between: JAN 1,2020 and JAN 31,2020

Permit Number	2020-0001	Date Applied	02/01/2020	Date Issued	02/01/2020	Date Completed	
				Date Expires	/ /		
Type	IND\COM\IST CONSTRUCTION PERMIT			Location	21661 TALBOT LINE		
Action	Install			Legal Description	CON 13 NW 1/4 LOT 4		
Status	ISSUED			Roll Number	34-34-000-040-10800-0000		
MPAC Structure Code	461	Campground Ancillary Building		Value	\$616,200.00	Fee	\$6,162.00
Stats Can Struct Code	534	Other Accommodation,Student,Bo		Gross Area	0		
Stats Can Work Code	06	Mechanical		Permit Area	0	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner Occupancy Date			
Address	C/O WALTER NERLING 100 HOFFMAN ST.KITCHENER, ON N2M 3N1						
Project Desc	INSTALL NEW SEWAGE COLLECTION SYSTEM, 2 SEWAGE PUMPING STATIONS						

Permit Number	2020-0002	Date Applied	14/01/2020	Date Issued	14/01/2020	Date Completed	
				Date Expires	/ /		
Type	FARM BUILDING NON LIVE STOCK			Location	24234 PIONEER LINE		
Action	Extend			Legal Description	CON 8 PT LOT 14 RP 11R3938		
Status	ISSUED			Roll Number	34-34-000-060-00604-0000		
MPAC Structure Code	203	Type III Uninsulated Barn		Value	\$25,000.00	Fee	\$306.44
Stats Can Struct Code	410	Primary Industry Bldg - Farm,H		Gross Area	1,536		
Stats Can Work Code	02	Addition to Existing Bldg - Non Residential		Permit Area	1,536	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input checked="" type="checkbox"/> Applicant Is Owner Occupancy Date			
Address	24234 PIONEER LINE RR 2WEST LORNE, ON N0L 2P0						
Project Desc	ADDITION TO EXISTING WORKSHOP 32'X 48'						

Permit Number	2020-0003	Date Applied	16/01/2020	Date Issued	16/01/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL RENOVATIONS			Location	303 FURNIVAL RD		
Action	Alter			Legal Description	PLAN 153 BLK 2 LOT 1		
Status	ISSUED			Roll Number	34-34-000-091-08101-0000		
MPAC Structure Code	117	Carport		Value	\$2,500.00	Fee	\$200.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	430		
Stats Can Work Code	15	Garage and Carport		Permit Area	430	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input checked="" type="checkbox"/> Applicant Is Owner Occupancy Date			
Address	303 1/2 FURNIVAL RDRODNEY, ON N0L 2C0						
Project Desc	ENCLOSE EXISTING CARPORT FOR GARAGE						

Permit Number	2020-0004	Date Applied	16/01/2020	Date Issued	16/01/2020	Date Completed	
				Date Expires	/ /		
Type	COMERCIAL CONSTRUCTION PERMITS			Location	172 CENTRE		
Action	Erect			Legal Description	PLAN 202 PT LOT 2 AND 11 ANI		
Status	ISSUED			Roll Number	34-34-000-091-06103-0000		
MPAC Structure Code	597	Standard Industry		Value	\$30,000.00	Fee	\$300.00
Stats Can Struct Code	430	Plant for manufacturing, proce		Gross Area	2,250		
Stats Can Work Code	02	Addition to Existing Bldg - Non Residential		Permit Area	2,250	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner Occupancy Date			
Address	300 NATIONAL RDCHATHAM, ON N7M 5J6						
Project Desc	ERECT STEEL FRAME CANOPY FOR STORAGE AND INSTALL NEW						

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Permit List

Permits By Issued Date - Between: JAN 1,2020 and JAN 31,2020

Permit Number	2020-0005	Date Applied	21/01/2020	Date Issued	21/01/2020	Date Completed	
				Date Expires	/ /		
Type	SEWAGE CLASS 4 & 5 CONST. PERMIT			Location	26516 GILBERT LINE		
Action	Install			Legal Description	CON 13 S PT LOT 23 RP		
Status	ISSUED			Roll Number	34-34-000-050-17140-0000		
MPAC Structure Code	399	Unspecified Residential Structure		Value	\$15,000.00	Fee	\$500.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	0		
Stats Can Work Code	16	Sewage System		Permit Area	0	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address	26159 THOMPSON LINEWEST LORNE, ON N0L2P0						
Project Desc	INSTALL NEW CLASS 4 SEWAGE SYSTEM FOR NEW BUNKHOUSE						

Permit Number	2019-0082	Date Applied	23/01/2020	Date Issued	23/01/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL NEW CONSTRUCTION			Location	187 GRAHAM		
Action	Erect			Legal Description	PLAN 155 BLK 2 LOT 16		
Status	ISSUED			Roll Number	34-34-036-002-31400-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$240,000.00	Fee	\$1,480.05
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	1,813		
Stats Can Work Code	01	New Construction		Permit Area	1,813	Sq. Feet	/
				Dwelling Units Created/Lost:	1	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address	15361 FURNIVAL ROADWARDSVILLE, ON N0L 2N0						
Project Desc	CONSTRUCT 4 BEDROOM, 2 CAR SINGLE UNIT DWELLING						

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Permit List

Permits By Issued Date - Between: JAN 1,2020 and JAN 31,2020

Report Summary

Permit Type	Permit Value	Permit Fee												
COMERCIAL CONSTRUCTION PERMITS	30,000.00	300.00												
FARM BUILDING NON LIVE STOCK	25,000.00	306.44												
INDICOMIST CONSTRUCTION PERMIT	616,200.00	6,162.00												
RESIDENTIAL NEW CONSTRUCTION	240,000.00	1,480.05												
RESIDENTIAL RENOVATIONS	2,500.00	200.00												
SEWAGE CLASS 4 & 5 CONST. PERMIT	15,000.00	500.00												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="text-align: right;">Total Value</td> <td style="text-align: right;">\$928,700.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Total Fees</td> <td style="text-align: right;">\$8,948.49</td> </tr> <tr> <td></td> <td style="text-align: right;">Total Number</td> <td style="text-align: right;">6</td> </tr> <tr> <td></td> <td style="text-align: right;">Total Area</td> <td style="text-align: right;">6,029 Sq. Ft. 0 Sq. Meters</td> </tr> </table>				Total Value	\$928,700.00		Total Fees	\$8,948.49		Total Number	6		Total Area	6,029 Sq. Ft. 0 Sq. Meters
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Permit Summary Report

Permits By Issued Date - Between: JAN 1,2019 and JAN 31,2019
 Grouped by Structure Type

Structure Type:	1, 2 and 3 Storey Broiler Barn	Value	\$200,000.00	
Code:	216	Fees	\$1,100.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	8,280.00	Sq. Feet
Structure Type:	Retail Store	Value	\$10,000.00	
Code:	433	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	2,000.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$75,000.00	
Code:	301	Fees	\$330.05	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	1,247.00	Sq. Feet
		Total Value	\$285,000.00	
		Total Fees	\$1,505.05	
		Total Number	3	
		Total Area:	11,527.00	Sq. Fee

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Permit Summary Report

Permits By Issued Date - Between: JAN 1,2020 and JAN 31,2020
 Grouped by Structure Type

Structure Type:	Campground Ancillary Building	Value	\$616,200.00
Code:	461	Fees	\$6,162.00
		Septic Fees	\$0.00
		Number	1
		Gross Area:	Sq. Feet
Structure Type:	Carport	Value	\$2,500.00
Code:	117	Fees	\$200.00
		Septic Fees	\$200.00
		Number	1
		Gross Area:	430.00 Sq. Feet
Structure Type:	Single Family Detached	Value	\$240,000.00
Code:	301	Fees	\$1,480.05
		Septic Fees	\$0.00
		Number	1
		Gross Area:	1,813.00 Sq. Feet
Structure Type:	Standard Industry	Value	\$30,000.00
Code:	597	Fees	\$300.00
		Septic Fees	\$0.00
		Number	1
		Gross Area:	2,250.00 Sq. Feet
Structure Type:	Type III Uninsulated Barn	Value	\$25,000.00
Code:	203	Fees	\$306.44
		Septic Fees	\$0.00
		Number	1
		Gross Area:	1,536.00 Sq. Feet
Structure Type:	Unspecified Residential Structure	Value	\$15,000.00
Code:	399	Fees	\$500.00
		Septic Fees	\$500.00
		Number	1
		Gross Area:	Sq. Feet
		Total Value	\$928,700.00
		Total Fees	\$8,948.49
		Total Number	6
		Total Area:	6,029.00 Sq. Fee



Staff Report

Report To: Council Meeting
From: Magda Badura, Acting CAO/Treasurer
Date: 2020-02-13
Report: 2020-05
Subject: Concentrating Electronic Bill Payments

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, Acting CAO/Treasurer and approve one-time implementation fee in the amount of \$1,250.00 plus HST for the telephone and online banking concentrator service.

Purpose:

To utilize existing financial software and eliminate legacy data entry tasks.

Background:

In seeking a convenient and centralized way to collect bill payments, that our customers make electronically at a variety of financial institutions, we have approached Royal bank to provide us with efficient way of processing daily payments. These payments include telephone and online banking payments and, depending on the originating institution, also electronic payments made to ABMs and in branches.

With RBC's Concentrator service, once RBC provides other financial institutions with our Corporate Creditor Identification Number, and once all Financial Institution's onboarding requirements are met, those institutions will forward the total dollar value of the customer bill payments processed on our behalf, and the related information about those payments to RBC. In turn, RBC will credit our account daily separately by financial institution and will forward reconciliation details to us.

Benefits of Concentrating Payments

- Accuracy of payments, regardless of financial institution.
- Enhance customer satisfaction by having access to current and accurate information about payments.
- Eliminate hard copies as the information will be received electronically
- ½ hour of data entry per day of 2 senior employees can be transferred to more meaningful work.



Kiwanis

Kiwanis Club of Rodney

President Devin Pearson

Secretary Ron Abram

To the Council of The Municipality of West Elgin,

After receiving a rather unpleasant and unfriendly phone call from your Acting Clerk Jana Nethercott it was brought to our attention that we needed to apply to Council for the waiving of fees for the use of the Rodney Recreation Centre for community events. We did not realize that our previous request was no longer recognized and we apologize for the oversight.

We realize that procedures change as do personnel and these changes may warrant a change in procedures. It would be advisable in the future that these changes be communicated in a non-presumptive and non-confrontational manner. Please let us know how we can easily meet the requirements so that confusion and frustration do not impede the good work that service clubs do for the betterment of West Elgin.

The Kiwanis Club of Rodney seeks permission to use the facilities at the Rodney Recreation Centre on Tuesday, February 25, 2020 from 3 p.m. until 8 p.m. and on Saturday, April 11, 2020 from 8:00 a.m. until 12:00 p.m.

The first date is for our annual Pancake Supper and the second date is for our annual Easter Egg Hunt.

We have always enjoyed a good working relationship with the Municipality of West Elgin and the staff and hope that we can continue to work together for the betterment of the community.

Yours in Kiwanis,

A handwritten signature in cursive script that reads "Devin Pearson".

Devin Pearson

President

Kiwanis Club of Rodney