



Municipality of West Elgin

Agenda

Inaugural Meeting

December 3, 2018 – 7:00 p.m.

Council Chambers, West Elgin Municipal Building

Documents are available in alternate formats upon request. If you require an accessible format or communication support, please contact the Clerk's Department at 519-785-0560 or by email at gscharback@westelgin.net to discuss how we best can meet your needs.

1. Call to Order

2. National Anthem

Vocalist: Kate Docherty

3. Declaration of Office

4. Presentation of Gavel

5. Address by Mayor McPhail

6. By-Law 2018-85 – Appoint Signing Officers

Recommendation: That By-Law 2018-85, being a By-Law to appoint Signing Officers for the municipal bank accounts, be read for a first, second and third and final time.

7. Confirming By-Law

Recommendation: That By-Law 2018-86, being a By-law to confirm the proceeding of the Inaugural meeting of Council held on December 3, 2018, be read for a first, second and third and final time.

8. Adjournment

Recommendation: That Council of the Corporation of the Municipality of West Elgin hereby adjourn at _____ to meet again at 9:30 a.m. on December 6, 2018 or at the call of the Chair.

Photographs and refreshments to follow, all welcome!



DECLARATION OF OFFICE
(Section 232 of the *Municipal Act, 2001*)

I, _____, having been elected or appointed to the office of _____
in the Municipality of West Elgin, do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second.

I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me
at the Municipality of West Elgin,
in the County of Elgin,
this 3rd day of December 2018.

Signature of Declarant

Commissioner for taking Affidavits
Genevieve Scharback, CAO/Clerk



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2018-85

Being a By-Law to Appoint Signing Officers for the Municipal Bank Accounts

Whereas Section 11(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides a municipality with authority to pass by-laws regarding the financial management of the municipality; and

Whereas Section 23.1 of the *Municipal Act, 2001*, S.O. 2001, authorizes the municipality to delegate its powers and duties under the *Municipal Act*, subject to certain requirements;

Whereas all cheques of The Corporation of the Municipality of West Elgin (the "Corporation") be drawn in the name of the Corporation; and

Now therefore the Council of the Municipality of West Elgin enacts as follows:

1. That the authorized bank Signing Officers on behalf of the Corporation are:
 - i. The Mayor
 - ii. The Treasurer
 - iii. The Deputy Mayor
 - iv. The Chief Administrative Officer/Clerk

Cheques

2. That all cheques of the Corporation shall be drawn in the name of the Corporation and shall be jointly signed by the Treasurer and Deputy Mayor.
3. That the Corporation shall designate the Mayor to sign cheques in the event that the Deputy Mayor is not available; and the Chief Administrative Officer/Clerk if the Treasurer is not available.
4. That all Municipal cheques shall be signed manually by both signing officers.

Electronic Funds Transfer and On-Line Payments

5. That the supporting documentation required for each Electronic Funds Transfer (EFT) issued by the Municipality shall be authorized by two (2) of the signing officers.
6. That once an EFT has been authorized in accordance with Section 5, the electronic file shall be released and transmitted to the Bank by the Treasurer.
7. The supporting documentation required for each On-line payment issued by the Municipality shall be authorized by the Treasurer.
8. That the Municipality designate any one (1) of the individuals holding the following positions to authorize and release payroll and payroll related transfers to the Bank:
 - i. Treasurer
 - ii. Chief Administrative Officer/Clerk

General Banking

9. That the Treasurer and or Chief Administrative Officer/Clerk be authorized and directed to give instructions, to provide verifications and approvals on behalf of the Municipality to the Bank and to be authorized to sign and deliver a service requests or other banking agreements.
10. That the Treasurer and or Chief Administrative Officer/Clerk be authorized on behalf of the Municipality to arrange, settle and balance all accounts and financial records between the Municipality and the Bank; and to receive all other negotiable instruments or other electronically produced data.

General

11. That the Treasurer shall arrange for the authorized bank of the Corporation, at which an account of the Corporation is kept, to be furnished with a copy of this By-Law certified by the Clerk under the Corporate Seal and from time to time with specimens of facsimiles of the signature of persons having authority to sign cheques on behalf of the Corporation.
12. That this By-Law hereby repeals all other By-Laws appointing Signing Officers for the Municipal Bank Accounts.
13. That this By-Law comes into force and effect on the day that it is passed

Read a first, second, and third time and finally passed this 3rd day of December, 2018.

Duncan McPhail
Mayor

Genevieve Scharback
CAO / Clerk



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2018-86

Being a By-Law to confirm the proceedings of the Inaugural meeting of Council held on December 3, 2018.

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 Inaugural meeting of Council held on December 3, 2018, 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 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 3rd day of December, 2018.

Duncan McPhail
Mayor

Genevieve Scharback
CAO / Clerk