



## Departmental Accomplishments for 2007

### ADMINISTRATION:

- ◆ Designed and implemented use of a Media Release Template and a Media Advisory Template.
- ◆ Developed and implemented a Media Contact / Spokesperson Procedure / Policy.
- ◆ Held a Media Workshop.
- ◆ Drafting and implementing policies directed by Council, such as WSIB Clearance Certificate Proof of Compliance, Paid Work for the Municipality – Members of Council, Recognition Plaque – Former Members of Council, Flowers / Donation in Remembrance – Member of Council and Former Members of Council (Amalgamation). Amended the Statutory Holidays / Paid Holidays policy.
- ◆ Held Public Information Meetings on various topics (Farmers Market, Saugeen River Erosion, Strategic Plan).
- ◆ Held a Report Writing Clinic for staff with introduction of a Report Template and accompanying Report Writing Guide.
- ◆ Addressed and implemented the required changes to the *Municipal Act*.
- ◆ Assisted Council with its directive of utilizing the Committee of the Whole in its governance structure.
- ◆ Assisted Council in developing and initiating the implementation of the Strategic Plan.
- ◆ Assisted Council through Staff support (technical and / or administrative) on various advisory boards and committees.
- ◆ The Municipality of West Grey has 17 Advisory Committees. There are 91 citizens appointed to these Committees (a few citizens even serve on two or three committees).
- ◆ Co-ordinated the “Evening of Recognition” for citizen advisory committee members.
- ◆ Prepared Backgrounders and provided Staff support for Municipal Delegation Meetings at the OGRA / ROMA Conference with the Minister of the Natural Resources, the Honourable David Ramsay (regarding Saugeen River Erosion); the Ministry of Finance, Wayne Arthurs, Parliamentary Assistant (regarding Farm Tax Rebate); the Minister of the Environment, the Honourable Laurel Broten (regarding Saugeen River Erosion); the Department of Oceans and Fisheries with Ken Brant, District Manager and Dana Boyter, Fish Habitat Biologist (regarding Saugeen River Erosion).
- ◆ Prepared Backgrounders and provided Staff support for Municipal Delegation Meetings at the AMO Conference with the Minister of Community Safety & Correctional Services, the Honourable Monte Kwinter (regarding Volunteer Firefighters) and; the Minister of Natural Resources, the Honourable David Ramsay (regarding Frazil Ice).

- ◆ Assisted in the “West Grey Goes Wireless” E-Technology initiative.
- ◆ Implemented a maintenance procedure for Canadian flags and West Grey flags.
- ◆ There were a total of 26 Severance Applications in 2007, compared to 32 Severance Applications in 2006.
- ◆ There were a total of 21 Zoning By-law Amendment Applications received in 2007, compared to 34 Zoning By-law Amendment Applications received in 2006.
- ◆ There were a total of 76 Septic System Applications (new / replacement) in 2007, and 29 Extended Environmental Health Services (EEHS) Applications in 2007, compared to 84 Septic System Applications (new / replacement) in 2006, and 34 EEHS applications in 2006.
- ◆ There were 3 Housekeeping Zoning By-law Amendments passed in 2007 to correct errors and omissions to the West Grey Comprehensive Zoning By-law No. 37-2006.
- ◆ There were a total of 85 By-laws and 465 Resolutions passed by West Grey Council in 2007, compared to 114 By-laws and 455 Resolutions passed by West Grey Council in 2006.
- ◆ There was an approximated total of 1961 Dog Tags issued in 2007, compared to 1900 Dog Tags issued in 2006.

## **BUILDING DEPARTMENT:**

- ◆ Issued 247 assorted Permits including 40 for Single Family Dwellings.
- ◆ Conducted an estimated 1200 Inspections.
- ◆ Discovered 8 occurrences of building without permit infractions.
- ◆ Hosted the October meeting of the Grey Bruce Chapter of the Ontario Building Officials Association with Ernie Yakiwchuk from the Ontario Fire Marshal’s Office as the guest speaker.
- ◆ Continued with educational upgrading by attending seminars dealing with Mould and Grow Op awareness.
- ◆ Attended training seminars dealing with Ontario Building Code changes which came into force January 1, 2007 and only available in print in March 2007.
- ◆ Provided guidance to many contractors and designers dealing with changes to the Ontario Building Code.

## WEST GREY FIRE SERVICE:

### YEAR END STATS (Dec 1<sup>st</sup> 2006 to Nov 30<sup>th</sup> 2007)

STATION	Fires	False Alarms Fire / Co	Public Hazards Wires / Flooding	Rescues MVC etc	Medical CPR / Defib	Ambulance Assist	Other CO etc.	Totals
DURHAM	32	9	1	27	17	9	14	109
AYTON	10	3	2	3	5	4	0	27
NEUSTADT	7	2	1	5	1	1	0	17
<b>TOTAL</b>	<b>49</b>	<b>14</b>	<b>4</b>	<b>35</b>	<b>23</b>	<b>14</b>	<b>14</b>	<b>153</b>
SOUTHGATE	4	0	1	4	2	1	0	12
2007 Burn Complaints Investigated								38

#### LEGEND:

Fire: all working fires, structure, grass, vehicle, etc.

False: all false alarms, CO detector, smoke detector, monitored alarms.

Public Hazard: wires down, spills, any calls that are a hazard to public safety.

Rescues: any calls of entrapment or where removal of a victim from danger is necessary.

Medical: true medical emergencies, life threatening.

Ambulance Assist: Pt. lifts and removal from scene to ambulance is requested.

Other: CO Detectors, public concerns, assist other agencies, Police, Works, Etc.

Southgate: calls answered by Durham Station into the Township of Southgate.

Note: The chart does not reflect the total calls in West Grey as Hanover, Markdale, Elmwood and Mt. Forest are not required to report to the West Grey Chief as their fire agreements do not reflect this requirement.

- ◆ Amalgamation of the three fire departments, Ayton, Durham and Neustadt into the West Grey Fire Service.
- ◆ Addition of de-fibrators at each of the fire stations and Community Centres.
- ◆ Received a Certificate of Compliance from the Office of the Fire Marshal for meeting the four levels of municipal fire protection as defined in the *Fire Prevention and Protection Act*.

#### Emergency Management

- ◆ Purchased of the ATV (funds partially raised by Firefighters and local businesses / industries).
- ◆ Purchased of a Cargo Trailer which contains all the disaster relief supplies from the Canadian Red Cross (45% funding through JEPP).

## **Health & Safety**

- ◆ Conducted several courses: Grader Operation & Safety Training (Public Works); Basic Chainsaw Safety Training (Public Works); WHIMS training (open to all Staff); Chainsaw Safety & Roof Ventilation (Fire Department); First Aid training (Fire Department); CPR (Fire Department); Certification & Re-certification in De-fibrillator training (Fire Department); Search & Rescue training (Fire Department) and Firefighter Survival training (Fire Department).

## **PUBLIC WORKS DEPARTMENT:**

### **Roads**

- ◆ Completed Phase 1 paving on Bentinck Sullivan Town-Line
- ◆ Completed Paving on Albert Street in Ayton
- ◆ Completed Surface Treatment Glenelg Road. 23
- ◆ Completed Surface Treatment Normanby Road. 71
- ◆ Purchased of a new Tandem Snow-Plow Truck

### **Bridges**

- ◆ Completed Rehabilitation on Yandt Bridge (Normanby) lot 27 con. 15/16
- ◆ Partial Rehabilitation on Walkway Bridge Durham
- ◆ Partial Rehabilitation on Normanby Bridge N-070 lot 74 con. 2-3 WGR

### **Water and Sewer**

- ◆ Completed Sanitary Sewer Extension and Watermain Replacement on Durham Road East
- ◆ Installed Water Booster Pumping Station for Upper Tier Water Supply in Durham
- ◆ Implemented a Water and Sewer Rates By-law including Capital Recovery

### **Recreation**

- ◆ Installation of Reverse Osmosis and Water Treatment System at Normanby Arena
- ◆ Completed major renovations of the Ayton Centennial Hall
- ◆ Replaced old roof on Durham Arena

## **TREASURY DEPARTMENT:**

- ◆ Continued to progress towards meeting the Public Sector Accounting Board's requirements with respect to Tangible Capital Assets (TCA). Effective in 2009, municipalities will be required to report on their tangible capital assets in their Financial Statements. Finance staff has attended training on this issue. Work continues on a draft Tangible Capital Asset policy for West Grey. The first step is to generate an inventory of the municipality's TCA. Henderson Paddon will be completing a Bridges & Roads Needs Study in the Spring of 2008 which will generate an accurate inventory of our linear assets. Preliminary inventory lists generated primarily from current insurance records will be provided to Department Heads to review and approve. An agreement has been signed with Municipal DataWorks for use of their software for a TCA registry.
- ◆ The loan to construct the West Grey Municipal Office has been paid off.

- ◆ Council adopted the recommendations from the Council Remuneration Review Committee. The first phase of the implemented in 2007 related to an increase to the per diems rates and in 2008 the honorarium increases will be implemented.
- ◆ Council approved a loan of \$9,050 for the purchase of a new tractor/mower for the Durham Cemetery.
- ◆ Council initiated a policy to allocate 3% interest on year end reserves not generated from the General Levy.
- ◆ The Ontario Government's Regulated Price Plan for municipalities is planned to be removed by April 2008. In anticipation of this West Grey has entered into an agreement with AMO/LAS for Bulk Electricity Purchasing for Municipalities.
- ◆ Appointment of a new Treasurer effective February 19, 2007. The 2007 Year marks the completion the first budget year under the new Treasurer. This has been an opportunity for growth, learning of the position, and job succession planning.