Please Note: Cellular phones/pagers must be switched to the non-audible function during this meeting.

**Agenda**

**Municipality of West Grey Committee of the Whole**

To be Held on Monday, December 10, 2018 at 9:00 a.m.

At the Council Chambers – West Grey Municipal Office

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Call to Order</td>
</tr>
<tr>
<td>2.</td>
<td>Declarations of Pecuniary Interest</td>
</tr>
<tr>
<td>3.</td>
<td>Closed Session</td>
</tr>
<tr>
<td></td>
<td>Personal matters about an identifiable individual, including municipal or local board employees</td>
</tr>
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</tr>
</tbody>
</table>

**REGULAR AGENDA:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>4.</td>
<td>Matters Arising from the Closed Session</td>
</tr>
<tr>
<td>5.</td>
<td>Public Meetings - None</td>
</tr>
<tr>
<td>6.</td>
<td>Delegations - None</td>
</tr>
<tr>
<td>7.</td>
<td>Business Arising From Previous Meeting</td>
</tr>
<tr>
<td>8.</td>
<td>Staff Reports</td>
</tr>
<tr>
<td></td>
<td>Director of Finance/Treasurer – Report COW #12/10/18 (attachment)</td>
</tr>
<tr>
<td></td>
<td>Clerk – Report COW #12/10/18 (attachment)</td>
</tr>
<tr>
<td>9.</td>
<td>New Business</td>
</tr>
<tr>
<td>10.</td>
<td>Adjournment</td>
</tr>
</tbody>
</table>

*Please Note: all times are approximate, and are subject to change.*
Report
Committee of the Whole
Director of Finance/Treasurer – Report FTR#12/10/18

Date: December 10, 2018.

Council Technology Review
The previous Council term utilized iPads with keyboards. As this was the same technology provided by the County of Grey, only five iPads were distributed to the remaining members of West Grey Council. The Mayor and Deputy Mayor utilized their County of Grey supplied iPads and keyboards. During the election for 2018, five new iPads were purchased for use at the Help Centres and it was the intention that these iPads would be repurposed to use for the new Council term. It was planned to purchase keyboards for these iPads, however we have delayed this purchase as we have since received inquiries to change to laptops for municipally supplied Council technology. Below is a summary of the estimated costs:

<table>
<thead>
<tr>
<th></th>
<th>Quantity</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPads</td>
<td>5</td>
<td>$438.58</td>
<td>$2,192.90</td>
</tr>
<tr>
<td>keyboards*</td>
<td>5</td>
<td>$105.00</td>
<td>$525.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$543.58</td>
<td>$2,717.90</td>
</tr>
<tr>
<td>Laptops</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chromebook</td>
<td></td>
<td>$500.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>MS Office license</td>
<td></td>
<td>$350.00</td>
<td>$2,450.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$850.00</td>
<td>$5,950.00</td>
</tr>
<tr>
<td>Laptops</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows</td>
<td></td>
<td>$775.00</td>
<td>$5,425.00</td>
</tr>
<tr>
<td>MS Office license</td>
<td></td>
<td>$350.00</td>
<td>$2,450.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,125.00</td>
<td>$7,875.00</td>
</tr>
</tbody>
</table>

* iPad keyboards not purchased yet

There would also be monthly fees (estimated at $30.00 x 7 = $210) for Anti-Virus protection, Security, Patch Updates, etc.

The County of Grey and five lower tier municipalities are utilizing iPads, two lower tier municipalities are utilizing laptops and one lower tier municipality is taking a report on Council technology to their Dec. 12th Council meeting recommending iPads.

The purchase of laptops for Council was not included in the 2018 budget.

FTR#1 Recommendation: Seeking Council direction.
Financial Indicator Review from the Ministry of Municipal Affairs & Housing
Attached is annual Financial Indicator Review provided by the Ministry of Municipal Affairs & Housing based on the 2017 Financial Information Return.

FTR#2 Recommendation: For information purposes.

Respectfully submitted:
Kerri Mighton
Director of Finance/Treasurer

West Grey 2020 Action Plan
Decisions respecting this report should support the following Strategic Priorities and Goals identified in the approved West Grey 2020 Action Plan:

Strategic Priorities
1. Ensure the Financial Sustainability of the Municipality.
2. Pursue Economic Development in West Grey.
3. Enhance Efforts to Inform and Communicate.
## Financial Indicator Review

(Based on 2017 Financial Information Return)

**West Grey M**

### Sustainability Indicators

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Ranges</th>
<th>Actuals 2013</th>
<th>Median</th>
<th>Average</th>
<th>Level of Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied</td>
<td>Low: &lt; 10%</td>
<td>17.1%</td>
<td>10.6%</td>
<td>11.6%</td>
<td>HIGH</td>
</tr>
<tr>
<td></td>
<td>Mod: 10% to 15%</td>
<td>19.2%</td>
<td>10.3%</td>
<td>11.3%</td>
<td>HIGH</td>
</tr>
<tr>
<td></td>
<td>High: &gt; 15%</td>
<td>19.7%</td>
<td>9.9%</td>
<td>10.6%</td>
<td>HIGH</td>
</tr>
<tr>
<td></td>
<td>Low: &lt; 10%</td>
<td>16.6%</td>
<td>9.0%</td>
<td>10.2%</td>
<td>HIGH</td>
</tr>
<tr>
<td></td>
<td>Mod: 10% to 15%</td>
<td>18.4%</td>
<td>8.9%</td>
<td>9.5%</td>
<td>MODERATE</td>
</tr>
<tr>
<td></td>
<td>High: &gt; 15%</td>
<td>14.7%</td>
<td>30.6%</td>
<td>31.6%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Low: &lt; 50%</td>
<td>20.4%</td>
<td>32.2%</td>
<td>31.2%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Mod: -50% to -100%</td>
<td>34.0%</td>
<td>36.5%</td>
<td>34.2%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>High: &gt; 100%</td>
<td>35.5%</td>
<td>43.7%</td>
<td>40.8%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Low: &lt; 20%</td>
<td>39.4%</td>
<td>53.1%</td>
<td>45.7%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Mod: 10% to 20%</td>
<td>29.6%</td>
<td>50.7%</td>
<td>55.2%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>High: &gt; 10%</td>
<td>31.0%</td>
<td>53.3%</td>
<td>57.9%</td>
<td>LOW</td>
</tr>
<tr>
<td>Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses</td>
<td>Low: &gt; 20%</td>
<td>13.1%</td>
<td>3.32:1</td>
<td>4.18:1</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Mod: 10% to 20%</td>
<td>3.25:1</td>
<td>3.24:1</td>
<td>3.24:1</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>High: &lt; 10%</td>
<td>4.57:1</td>
<td>4.57:1</td>
<td>4.57:1</td>
<td>LOW</td>
</tr>
<tr>
<td>Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)</td>
<td>Low: &gt; 0.5:1</td>
<td>2.01:1</td>
<td>3.32:1</td>
<td>4.18:1</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Mod: 0.5:1 to 0.25:1</td>
<td>4.14:1</td>
<td>3.12:1</td>
<td>4.24:1</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>High: &lt; 0.25:1</td>
<td>2.27:1</td>
<td>3.03:1</td>
<td>4.23:1</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Low: &gt; 0.5:1</td>
<td>3.24:1</td>
<td>3.24:1</td>
<td>4.21:1</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Mod: 0.5:1 to 0.25:1</td>
<td>2.76:1</td>
<td>3.16:1</td>
<td>4.57:1</td>
<td>LOW</td>
</tr>
</tbody>
</table>

### Flexibility Indicators

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Ranges</th>
<th>Actuals 2013</th>
<th>Median</th>
<th>Average</th>
<th>Level of Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debt Servicing Cost as a % of Total Revenues</td>
<td>Low: &lt; 5%</td>
<td>2.0%</td>
<td>3.0%</td>
<td>3.9%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Mod: 5% to 10%</td>
<td>1.8%</td>
<td>2.8%</td>
<td>3.8%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>High: &gt; 10%</td>
<td>2.1%</td>
<td>2.4%</td>
<td>3.2%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Low: &lt; 5%</td>
<td>1.2%</td>
<td>2.6%</td>
<td>3.3%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Mod: 5% to 10%</td>
<td>1.8%</td>
<td>2.6%</td>
<td>3.0%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>High: &gt; 10%</td>
<td>1.8%</td>
<td>1.9%</td>
<td>1.6%</td>
<td>LOW</td>
</tr>
<tr>
<td>Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)</td>
<td>Low: &lt; 50%</td>
<td>38.6%</td>
<td>39.8%</td>
<td>42.2%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Mod: 50% to 75%</td>
<td>40.2%</td>
<td>40.5%</td>
<td>43.2%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>High: &gt; 75%</td>
<td>41.7%</td>
<td>41.8%</td>
<td>44.0%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Low: &lt; 50%</td>
<td>42.5%</td>
<td>42.3%</td>
<td>44.6%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Mod: 50% to 75%</td>
<td>42.5%</td>
<td>43.6%</td>
<td>45.5%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>High: &gt; 75%</td>
<td>43.2%</td>
<td>43.6%</td>
<td>45.5%</td>
<td>LOW</td>
</tr>
<tr>
<td>Annual Surplus / (Deficit) as a % of Own Purpose Taxation, User Fees and Service Charges (Operating Surplus Ratio)</td>
<td>Low: &gt; 1%</td>
<td>3.3%</td>
<td>5.5%</td>
<td>6.7%</td>
<td>MODERATE</td>
</tr>
<tr>
<td></td>
<td>Mod: -1% to -30%</td>
<td>4.5%</td>
<td>5.4%</td>
<td>6.6%</td>
<td>MODERATE</td>
</tr>
<tr>
<td></td>
<td>High: &lt; -30%</td>
<td>8.8%</td>
<td>8.4%</td>
<td>12.4%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Low: &gt; 1%</td>
<td>3.4%</td>
<td>9.7%</td>
<td>12.2%</td>
<td>LOW</td>
</tr>
<tr>
<td></td>
<td>Mod: -1% to -30%</td>
<td>3.4%</td>
<td>13.3%</td>
<td>16.3%</td>
<td>LOW</td>
</tr>
</tbody>
</table>

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The data and information contained in this document is for informational purposes only. It is not an opinion about the municipality and is not intended to be used as its own. It should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.
**FINANCIAL INDICATOR REVIEW**  
(Based on 2017 Financial Information Return)  
West Grey M

**NOTES**

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

**Supplementary Indicators of Sustainability and Flexibility**

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.
- A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

**Additional Notes on what Financial Indicators may indicate:**

- **Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied** - How much of the taxes billed are not collected.
- **Net Financial Assets or Net Debt as % of Own Purpose Taxation, User Fees and Service Charges** - How much tax and fee revenue is servicing debt?
- **Reserves and Reserve Funds as a % of Municipal Expenses** - How much money is set aside for future needs / contingencies?
- **Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)** - Measures the ability of the municipality to meet its current obligations with its current resources on hand.
- **Debt Servicing Cost as a % of Total Revenues** - Indicates the extent to which past borrowing decisions may impact the current budget.
- **Closing Amortization Balance as a % or Total Cost of Capital Assets (Asset Consumption Ratio)** - Measures the age of a municipality's physical assets. It measures the extent to which depreciable assets have been consumed by comparing the amount of the assets that have been used up and their historical cost.
- **Annual Surplus / (Deficit) as a % of Own Purpose Taxation, User Fees and Service Charges (Operating Surplus Ratio)** - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (i.e. reserves, debt repayment, etc.)

**The Northern and Rural Municipal Fiscal Circumstances Index (MFCI)** is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The Index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change In Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)
## FINANCIAL INDICATOR REVIEW
(Based on 2017 Financial Information Return)

**West Grey M**

### CALCULATIONS

<table>
<thead>
<tr>
<th>Calculation</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied</td>
<td>SLC 70 0999 01 / (SLC 76 9199 03 - SLC 72 2899 09)</td>
</tr>
<tr>
<td>Net Financial Assets or Net Debt as % of Own Purpose Taxation, User Fees and Service Charges</td>
<td>SLC 70 9945 01 / (SLC 10 0299 01 + SLC 10 1299 01)</td>
</tr>
<tr>
<td>Total Reserves and Reserve Funds as a % of Municipal Expenses</td>
<td>(SLC 40 3099 02 + SLC 60 2299 03) / SLC 40 9910 11 - SLC 12 9910 03 + SLC 12 9910 07</td>
</tr>
<tr>
<td>Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)</td>
<td>SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)</td>
</tr>
<tr>
<td>Debt Servicing Cost as a % of Total Revenues</td>
<td>(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 0910 01</td>
</tr>
<tr>
<td>Closing Amortization Balance as a % or Total Cost of Capital Assets (Asset Consumption Ratio)</td>
<td>SLC 51 9910 10 / (SLC 51 9910 06 + SLC 10 2299 01 + SLC 10 1299 01)</td>
</tr>
<tr>
<td>Annual Surplus / (Deficit) as a % of Own Purpose Taxation, User Fees and Service Charges (Operating Surplus Ratio)</td>
<td>(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 0910 01</td>
</tr>
</tbody>
</table>
Proposed 2019 Council, Committee of the Whole, Committee of the Whole (Planning), and Committee of Adjustment meeting dates:

The proposed 2019 Council, Committee of the Whole, Committee of the Whole (Planning) and Committee of Adjustment meeting dates are attached for review and recommendation to Council. Of significance is the change in meeting dates from Mondays to Tuesdays for the vast majority of proposed meetings. (attachment)

Another consideration for the Committee of the Whole is to determine whether or not they wish to change the day of meetings from Tuesdays to Wednesdays for those meetings that are to be held immediately after a holiday Monday, being the May 21, July 2, and August 6, 2019 Council meetings.

COW#1 Recommendation: That the Committee of the Whole pass a resolution recommending Council approves the proposed 2019 Council, Committee of the Whole, Committee of the Whole (Planning), and Committee of Adjustment meetings, as proposed, or as amended to account for meetings after holiday Mondays.

Proposed Update to By-law Number 119-2018
By-law Number 119-2018, being a By-law to establish a Terms of Reference and Mandates for certain advisory and local committees of the Municipality of West Grey, is proposed to be updated and a new by-law passed to incorporate certain new provisions.

The new provisions will change the membership of the West Grey Parks, Recreation & Culture Advisory Committee (Appendix B) and West Grey Economic Development Advisory Committee (Appendix C), by changing the provision for one non-voting paid member of Council to a maximum of three non-voting paid members of Council.

Appendix A also requires to be updated as a result of changes to Appendices B & C, by changing the first bullet point under “Membership – General” to read “One non-voting paid representative from West Grey Council unless otherwise specified, . . . .” (attachment)
COW#2 Recommendation: That the Committee of the Whole pass a resolution recommending Council approves the proposed by-law.

Proposed By-law to Appoint Officials to Various Committees
Current By-law Number 36-2018, as amended, being a by-law to appoint officials and citizens to various committees of the Municipality of West Grey, is proposed to be repealed, and updated by two new by-laws – one being to appoint officials (Council members) to various committees, and the other to appoint citizens to various committees. The proposed by-law to appoint officials to various committees is attached for review. (attachment)

COW#3 Recommendation: Seek direction from the Committee of the Whole.

West Grey 2020 Action Plan
Decisions respecting this report should support the following Strategic Priorities and Goals identified in the approved West Grey 2020 Action Plan:
Strategic Priorities
Ensure the Financial Sustainability of the Municipality.
Pursue Economic Development in West Grey.
Enhance Efforts to Inform and Communicate.

Respectfully submitted:
Mark Turner, Clerk
### 2019 Council Meeting Dates
(Council Meetings on Tuesdays unless otherwise noted)

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Time</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>January 8</td>
<td>10:00 a.m.*</td>
<td>January 22</td>
<td>7:00 p.m.**</td>
</tr>
<tr>
<td>February</td>
<td>February 5</td>
<td>10:00 a.m.</td>
<td>February 19</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>March</td>
<td>March 5</td>
<td>10:00 a.m.</td>
<td>March 19</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>April</td>
<td>April 2</td>
<td>10:00 a.m.</td>
<td>April 16</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>May</td>
<td>May 7</td>
<td>10:00 a.m.</td>
<td>May 21</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>June</td>
<td>June 4</td>
<td>10:00 a.m.</td>
<td>June 18</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>July</td>
<td>July 2</td>
<td>10:00 a.m.</td>
<td>July 16</td>
<td>7:00 p.m.</td>
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<tr>
<td>August</td>
<td>August 6</td>
<td>10:00 a.m.</td>
<td>Thursday, August 22, 7:00 p.m.</td>
<td></td>
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<tr>
<td>September</td>
<td>September 3</td>
<td>10:00 a.m.</td>
<td>September 17</td>
<td>7:00 p.m.</td>
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<tr>
<td>October</td>
<td>October 1</td>
<td>10:00 a.m.</td>
<td>October 15</td>
<td>7:00 p.m.</td>
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<tr>
<td>November</td>
<td>November 5</td>
<td>10:00 a.m.</td>
<td>November 19</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>December</td>
<td>December 3</td>
<td>10:00 a.m.</td>
<td>December 17</td>
<td>7:00 p.m.</td>
</tr>
</tbody>
</table>

*Closed sessions of morning Council meetings commence 9:00 a.m.*

**Closed sessions of evening Council meetings commence 6:00 p.m.**

### 2019 Committee of the Whole Meetings
(last Tuesday of each month unless otherwise noted)

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>January 29</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>March</td>
<td>March 26</td>
<td>9:00 a.m.</td>
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<tr>
<td>May</td>
<td>May 28</td>
<td>9:00 a.m.</td>
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<tr>
<td>July</td>
<td>July 30</td>
<td>9:00 a.m.</td>
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<tr>
<td>September</td>
<td>September 24</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>November</td>
<td>November 26</td>
<td>9:00 a.m.</td>
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</tbody>
</table>

### 2019 Annual Conferences:

- Rural Ontario Municipalities of Ontario (ROMA) – January 27-29
- Ontario Good Roads Association (OGRA) – February 24-27
- Ontario Small Urban Municipalities (OSUM) – May 1-3
- Association of Municipal Managers, Clerks & Treasurers of Ontario (AMCTO) – June 9-12
- Association of Municipalities of Ontario (AMO) – August 18-21

### 2019 Municipal Office Holidays

- New Years Day – Monday, January 1
- Good Friday – Friday, April 19
- Victoria Day – Monday, May 20
- Canada Day – Monday, July 1
- Civic Holiday – Monday, August 5
- Labour Day – Monday, September 2
- Thanksgiving Day – Monday, October 8
- Christmas – Wednesday, December 25
- Boxing Day – Thursday, December 26
2019 West Grey Committee of Adjustment & Committee of the Whole (Planning) Meeting Dates

Tuesday, January 15*
Tuesday, February 12
Tuesday, March 12
Tuesday, April 9
Tuesday, May 14
Tuesday, June 4**
Tuesday, July 9
Tuesday, August 13
Tuesday, September 10
Tuesday, October 8***
Tuesday, November 12
Tuesday, December 10

*All WGCOA meetings commence at 1:00 p.m.; and all WG COW (Planning) meetings commence at 1:30 p.m., unless noted otherwise in the Agenda

**Clerk is away at 2019 AMCTO Annual Conference June 9-12, so earlier date provided for in June

***Monday, October 14 is Thanksgiving Holiday.
The Corporation of the Municipality of West Grey

By-law Number -  2018

Being, a By-law to establish Terms of Reference and Mandates for certain advisory and local committees of the Corporation of the Municipality of West Grey;

Whereas, Chapter 25, Municipal Act, S.O. 2001, S. 224, provides Councils of municipalities with the authority to carry out the duties of council under this or any other Act;

Now Therefore the Council of the Corporation of the Municipality of West Grey hereby enacts as follows:

1. That the Terms of Reference and Mandates for certain advisory and local committees of the Corporation of the Municipality of West Grey, attached as Appendices A, B, C, D & E, and forming part of this by-law, are hereby approved.

2. That By-law Number 119-2018 is hereby repealed.

3. This By-law shall come into force and effect on the date of passing thereof.

Read a first and second time this 15th day of October, 2018.

Read a third time and finally passed, this 15th day of October, 2018.

______________________________       ________________________________
Kevin Eccles, Mayor                     Mark Turner, Clerk
West Grey Advisory Committees
Terms of Reference - General

Purpose
To advise and provide perspective guidance to West Grey Council on matters related to the long-term vision, prosperity and vitality of the municipality.

Principles
Principles that guide the work of West Grey’s Advisory Committees include:

- A commitment to enhancing the quality of life in West Grey
- A commitment to responsible and sustainable community development
- A commitment to ensuring opportunity for successive generations of residents
- A commitment to collaborative partnerships and communication to achieve common objectives
- A commitment to supporting existing initiatives and fostering innovative opportunities

Membership – General
West Grey’s Advisory Committees are to be representative of the community, achieved by specific selection criteria for members:

- One non-voting paid representative from West Grey Council unless otherwise specified, with a term expiring on November 30 of an election year. The Mayor will be ex-officio member of all West Grey committees and working groups. The Mayor will have the right to take part in discussion, but will not be included to make up quorum and will not have the right to vote.
- One non-voting paid West Grey staff liaison will be appointed by the CAO to serve as Staff Committee Administrator (SCA) and sit on the Committee as a non-voting member. The SCA will prepare the agenda and work with the Committee Recording Secretary to ensure minute accuracy and timely distribution.
- Committees may have a minimum of five and a maximum of 13 citizen representatives with pertinent background, experience, skills or the interest to learn.
- Members will be appointed by Council for a four-year term, ending on December 31 of an election year. Members may be appointed for a shorter term if special consideration is warranted, such as student appointments.
- Committee Members shall attend and actively participate in all meetings, and devote time between meetings to work on matters pertaining to Committee projects.
- The Committee may, from time to time, invite resource persons to attend a meeting.
- Each Committee Member will vote on all questions put forward. A motion shall be carried when a majority of the members present and voting have expressed agreement on the question put forward.
A member may resign from the Committee at any time in writing to the Chair of the Committee. If a Committee member is unable to complete the term, a new Committee member will be appointed by Council.

By majority vote, the Committee may recommend to Council the dismissal of a member if the member has missed three consecutive meetings (subject to consideration, pending circumstances surrounding the absences). Members may request a temporary leave of absence in writing to the Chair 30 days prior to such action.

If at any time the Committee membership drops below quorum, the Committee may recommend new members to be approached. If the recommended individual accepts the invitation the Committee shall recommend to Council to appoint the new member to the Committee. The Committee may also choose to advertise for new public application from time to time, in accordance with municipal procedures.

Role of the Officers of the Committee

- A Chair, Vice-Chair and Recording Secretary will be nominated by a Committee member and then elected by a majority vote among members at the first meeting every year and no more than annually. The election is to be recorded in the Committee minutes.
- In accordance with the Municipality’s Procedural By-law on matters requiring votes, the Committee shall strive for consensus. Committee minutes will reflect the collective decision.
- The Chair shall preside over the meetings of the Committee.
- The Chair may be requested by the Committee to present to Council on any matters relating to the Committee. The Chair must present the Committee’s official position on a particular matter.
- The Vice-Chair shall assume the authority and perform all duties of the Chair in the absence of the Chair, whether a planned absence or if the Chair is 15 minutes late for a scheduled meeting.
- The Recording Secretary is responsible for recording minutes and providing draft minutes to the Staff Committee Administrator (SCA) for review. The SCA is responsible for circulating the draft minutes in accordance with the municipal procedural by-law and ensuring both draft and approved minutes are posted to the municipal website.

Conflict of Interest

- Committee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter. Members may also declare should matters arise through the course of the meeting. All declared conflicts must be put in writing and the Staff Committee Administrator (SCA) will ensure the written conflict is provided to, and retained by the Municipal Clerk.
Meetings
- The Committee shall normally meet once every month at a prescribed date and time or at the call of the Chair with adequate notice to be given to all members.
- All Committee meetings are public.
- Quorum for a full Committee meeting will be 50% of the current membership plus one. West Grey Council and staff do not count toward quorum.
- If the quorum for a Committee is not present within 30 minutes then the meeting shall be cancelled. The Committee Recording Secretary shall record the names of the present members.

Agendas and Minutes
- An agenda for the upcoming Committee meeting will be coordinated by the Staff Committee Administrator (SCA) and e-mailed to Committee members one week in advance of the meeting. The SCA will ensure agendas are posted on the municipal website in advance of the meeting.
- Draft and formal minutes of the Committee meeting will be prepared by the Recording Secretary and reviewed for accuracy by the SCA. The SCA will then email the draft minutes to Committee members within 10 days following the meeting. These minutes will be considered draft until approved by the Committee at their next meeting. The draft minutes will be posted on the municipal website.
- Once approved by the Committee, the SCA will ensure the approved minutes are posted on the municipal website.

Reporting
- The Advisory Committees are established by Municipal Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are responsible to Municipal Council.

Financing
- Committee fundraising will reflect the values and expectations of the community and Council.
- Committee fundraising will be initiated by the Local Committees and funds will be held in reserve by the Municipality of West Grey. Spending of fundraised dollars will be disbursed through a committee vote.
- Any tax-funded financial support must be requested from Council as part of the Municipality’s regular budget preparation process.
- The municipal staff appointed as Staff Committee Administrator (SCA) will manage all budgets and approve expenditures in accordance to the municipal purchasing procedures. The Treasurer for the Municipality of West Grey oversees all municipal budgets.

Amendments
- The Committee may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.
- Amendments to the Terms of Reference must be approved by Council.
West Grey Parks, Recreation & Culture Advisory Committee - Terms of Reference

Purpose
As the governing committee, the West Grey Parks, Recreation & Culture (PRC) Advisory Committee advises Council and makes recommendations on active and passive recreation, community events and festivals, programs and services related to recreational, open space and cultural opportunities, as recommended by the Parks, Recreation & Culture Local Committees (Durham and area, Neustadt and area and Ayton and area). The PRC Advisory Committee assists in bringing together other community groups and volunteers as opportunities arise.

Membership
The members of the PRC Advisory Committee shall be appointed by Council in accordance with the General Terms of Reference. The committee will be comprised of:
- A maximum of three non-voting paid members of Council
- One non-voting paid staff member appointed by the CAO as Staff Committee Administrator (SCA)
- The Chair or the Vice-Chair
- One alternate from each of the Parks, Recreation & Culture Local Committees.

Volunteer members may have the following experience/skills or the interest in:
- Knowledge, experience or interest in parks, recreation or culture.
- Knowledge, experience or interest in active recreation, (e.g.: coaching or participating in sports)
- Knowledge, experience or interest in passive recreation, arts and culture
- Knowledge, experience or interest organizing and participating in community fundraising events
- Knowledge, experience or interest in horticulture
- Representation will be reflective of all communities of West Grey

Reporting
The members of the West Grey PRC Advisory Committee will:
- advise Council on community activities, including any budgetary requirements;
- not represent themselves as having any authority beyond that which Council delegates;
- forward minutes as per the procedural by-law and the General Terms of Reference guidelines;
- at least once a year, assist the Staff Committee Administrator (SCA), with preparing a Report for Council that summarizes activities and achievements, and outlines its goals and objectives for the coming year. There is no expectation of the Chair, Vice-Chair and Committee Members to attend this presentation, however, all Committee Members are welcome to attend.
West Grey Economic Development Advisory Committee - Terms of Reference

Purpose
The West Grey Economic Development Advisory Committee (EDAC) advises Council and the citizens of West Grey on matters related to the long term prosperity of the community.

Membership
The members of the West Grey EDAC shall be appointed by Council in accordance with the General Terms of Reference, which includes a maximum of three non-voting paid members of Council and one non-voting paid staff member appointed as a Staff Committee Administrator (SCA).
Volunteer members of the EDAC ideally may include one representative from the following sectors, where possible;
1. Commercial/Retail
2. Industrial
3. Agricultural
4. Education/Health
5. Manufacturing
6. Creative Economy

Responsibilities
The members of the West Grey EDAC will strive to:
- Identify business retention, attraction and expansion opportunities.
- Provide advice and recommendations to Council regarding economic and tourism development.
- Promote the municipality as an attractive environment for existing and prospective businesses.
- Oversee the development of policies and plans around economic and tourism development.
- Ensure that communication regarding economic development is publically shared through the development of an Economic Development Strategy.

Reporting
Council is the approving authority for Committee initiatives and activities and will support economic development programs with annual budget allocations. To that end,
- The West Grey EDAC Staff Committee Administrator shall report annually to Council as an update on budget, activities, and priorities for upcoming year. There is no expectation of the Chair, Vice-Chair and Committee Members to attend this presentation, however, all Committee Members are welcome to attend.
• Financial support (tax-funded budget allocation) will be reviewed annually through the municipal budget process. The Staff Committee Administrator will be responsible for administering the budget in accordance with the municipal procurement process. The EDAC will identify priorities and make recommendations for Council's direction regarding budget expenditures. The Treasurer for the Municipality of West Grey is responsible for, and oversees, all municipal budgets.
West Grey Parks, Recreation & Culture Local Committees - Mandate

Purpose
The three West Grey Parks, Recreation & Culture (PRC) Local Committees advise the PRC Advisory Committee on active and passive recreation, community events and festivals, fundraising initiatives, programs and services related to recreational, open space and cultural opportunities, in their respective communities. The recommendations of the Local Committees will guide the Advisory Committees’ recommendations to Council.

Membership
The members of the Local Committees shall be appointed by Council in accordance with the General Terms of Reference. The committees will be comprised of a predetermined amount of volunteers required to complete the work plan, and one paid staff appointed by the CAO as Staff Committee Administrator (SCA). Each of the Local Committees will appoint a Chair & Vice-Chair. The Chair or the Vice-Chair and one alternate will sit on the Advisory Committee.

Volunteer members may have the following experience/skills or interest:

- Knowledge, experience or interest in parks, recreation or culture:
- Knowledge, experience or interest in active recreation (such as coaching or participating in sport)
- Knowledge, experience or interest in passive recreation, arts and culture
- Knowledge, experience or interest in organizing/participating in community fundraising events
- Knowledge, experience or interest in horticulture
- Representation shall be reflective of the respective communities of West Grey

Reporting
The members of the West Grey Local Committees will report to the Advisory Committee and will:

- advise the Advisory Committee regularly on parks, recreation and culture initiatives, including budgetary needs to complete the approved work;
- not represent themselves as having any authority beyond that which Council delegates;
- forward minutes as per the procedural by-law and the General Terms of Reference guidelines;
- contribute to the Advisory Committee’s annual reporting to Council, summarizing activities, and achievements and outlining objectives for the coming year.
West Grey Commercial Beautification Committee - Mandate

Purpose
The West Grey Commercial Beautification Committee (CBC) is a supporting committee to the West Grey Economic Development Advisory Committee. The CBC works to enhance the visual appearance of the commercial cores and entry signage of West Grey's four urban areas: Ayton, Durham, Elmwood and Neustadt. The seasonal plantings and maintenance program is an important initiative for community pride, tourism and marketing purposes.

Membership
The members of the CBC shall be appointed by Council and report to the members of the West Grey EDAC. The Staff Committee Administrator (SCA) of EDAC will provide support to the members of the CBC to ensure communication flow and transparency.

Volunteer members of the West Grey CBC should be able to, or interested in, planning, planting and maintaining entry sign space and seasonal commercial beautification. This could be a combination of seasonal baskets, hanging baskets, bridge baskets, street planters, banners, lighting and winter scape greenery etc.

Reporting
The members of the CBC will actively share and:
- advise EDAC regularly on beautification initiatives, including budgetary needs to complete the approved work;
- not represent themselves as having any authority beyond that which Council delegates;
- forward minutes as per the procedural by-law and the General Terms of Reference guidelines;
- contribute and assist SCA to the EDAC with an Annual Report to Council, summarizing activities, and achievements and outlining objectives for the coming year.
The Corporation of the Municipality of West Grey
By-law Number – 2018

Being, a By-law to appoint officials to various committees of the Corporation of the Municipality of West Grey in the County of Grey;

Whereas, Chapter 25, Municipal Act, S.O. 2001, S. 224, provides Councils of municipalities with the authority to carry out the duties of council under this or any other Act;

Now Therefore the Council of the Corporation of the Municipality of West Grey hereby enacts as follows:

1. That the following officials are appointed to the respective committees:
   1) Dark Sky Sub-committee – Beth Hamilton
   2) Durham B.I.A. – Doug Hutchinson
   3) Durham Cemetery Board – Stephen Townsend
   4) Elmwood Community Centre Joint Board – Beth Hamilton, Tom Hutchinson (alternate)
   5) Elmwood Fire Department Joint Board of Management – Rebecca Hergert, Tom Hutchinson
   6) Saugeen Mobility and Regional Transit Corporation (SMART) – Beth Hamilton, Christine Robinson (alternate)
   7) Saugeen Municipal Airport Committee – Rebecca Hergert, Tom Hutchinson (alternate)
   8) Saugeen Valley Conservation Authority Board of Directors – Christine Robinson
   9) Stodhart Hall Joint Board – Doug Hutchinson
   10) West Grey Economic Development Advisory Committee – Doug Hutchinson, Tom Hutchinson, Stephen Townsend
   11) West Grey Parks, Recreation & Culture Advisory Committees:
       West Grey Parks, Recreation & Culture Advisory Committee – Rebecca Hergert, Doug Hutchinson, Geoffrey Shea
   12) West Grey Police Service Board – Christine Robinson, Geoffrey Shea
   13) West Grey Police Service Building Special Committee – Tom Hutchinson, Christine Robinson, Geoffrey Shea, Stephen Townsend
   14) West Grey Public Library Board – Beth Hamilton, Doug Hutchinson, Stephen Townsend (alternate)

   (Four year term consistent with Council and in accordance with Public Libraries Act)
2. The Mayor shall be an ex officio member of all Committees of Council that the Mayor is not specifically appointed to, unless prohibited by legislation to be an ex officio member of a specific Committee, but shall not have the right to vote and shall not be included to make up quorum.

3. All official appointments expire December 31, 2022, or until re-appointed by Council, unless indicated otherwise.


5. This By-law shall come into force and effect on the date of passing thereof.

Read a first and second time this 17th day of December, 2018.

Read a third time and finally passed, this 17th day of December, 2018.

Christine Robinson, Mayor                       Mark Turner, Clerk