**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 Wednesday, January 30, 2019 at 9:00 a.m.**  
**At the Council Chambers – West Grey Municipal Office**

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<tbody>
<tr>
<td>1.</td>
<td>Call to Order</td>
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<tr>
<td>2.</td>
<td>Declarations of Pecuniary Interest</td>
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<td>3.</td>
<td>Closed Session - None</td>
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**REGULAR AGENDA:**  
9:05 a.m.

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<td>4.</td>
<td>Matters Arising from the Closed Session – n/a</td>
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<tr>
<td>5.</td>
<td>Public Meetings - None</td>
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<td>6.</td>
<td>Delegations</td>
</tr>
</tbody>
</table>

Anne-Marie Shaw, Director of Housing, Grey County – re: Affordable Housing (attachment)  
10:15 a.m.

Bill Twaddle, Chair, & Carl Seider, Project Manager, Drinking Water Source Protection/Risk Management Office – Drinking Water Source Protection update (attachment)  
10:30 a.m.

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<tr>
<td>7.</td>
<td>Business Arising From Previous Meeting</td>
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<tr>
<td>8.</td>
<td>Staff Reports</td>
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</tbody>
</table>

Manager, Community Services – Report COW #01/30/19 (attachment)  
Director of Finance/Treasurer – Report COW #01/30/19 (attachment)  
Director of Infrastructure and Public Works – Report COW #01/30/19 (attachment)  
Clerk – Report COW #01/30/19 (attachment)  
CAO/Deputy Clerk – Report COW #01/30/19 (attachment)  

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<td>9.</td>
<td>New Business</td>
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<td>10.</td>
<td>Adjournment</td>
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*Please Note: all times are approximate, and are subject to change.*
Grey County Housing

- Grey County Housing: 997 units of housing
- Non Profit Housing: 494 units of Housing
- 2017-2019: 56 affordable units

Community Homelessness Prevention Program

<table>
<thead>
<tr>
<th>Housing with related supports</th>
<th>Sustainable Housing Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Housing</td>
<td>Community Enhancement Program</td>
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</table>

Investment in Affordable Housing Programs

<table>
<thead>
<tr>
<th>Homeownership</th>
<th>Rent Supplement</th>
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</thead>
<tbody>
<tr>
<td>Ontario Renovates</td>
<td>Secondary Suites</td>
</tr>
<tr>
<td>Rental Build</td>
<td></td>
</tr>
</tbody>
</table>
Investment in Affordable Housing

- 100% Federal/Provincially Funded Program
- Provides Service Manager with funds to deliver programs that respond to local priorities
- Program Objectives:
  - Improve access to affordable housing that is safe, sound, suitable and sustainable
  - Address affordable housing needs for specific groups such as seniors or persons with disabilities
  - Offer funding for an array of housing options
  - Incorporate energy efficiency and accessibility into affordable housing
Investment in Affordable Housing

Homeownership: 5% down payment for lower and moderate income households

Ontario Renovates:
- Repairs and renovations such as roofs, furnaces and septic
- Accessible renovations; ramps, stair glides, grab bars

Secondary Suite Program *New:
- Up to $25,000 for the creation of a secondary suite

Rent Supplement Program:
- Up to $200 rent subsidy paid to the landlord
Affordable Rental Housing Build Program

- Have all required municipal approvals
- Be able to start construction within 120 days of an agreement
- Be financially viable
- Rents at or less than 80% of Average Market Rent as determined by CMHC
- Enter into a 20 year agreement
- Tenants must make below the HIL’s
Program Process

- Expression of Interest
- Review of proposals
- Report to committee of the whole
- Approval by Council
- Enter into agreement of sale of land
- Enter into agreement for IAH contributions
- Grant in lieu for development charges
Evaluation Criteria

- Proponent Qualifications
- Project Team Qualifications
- Energy Efficiency
- Accessibility
- County Preferences (number of affordable units, units for seniors, persons with disabilities...)
14 one bedroom apartments, 11 affordable rent, 3 market rent

Rents are $577/month utilities included

595 square foot apartments

Laundry on site, free parking

First floor accessible

One fully accessible unit

Energy efficient (windows, appliances, LED lighting, radiant high efficiency heating with boiler system
County Grant in Lieu of DC’s

- Must be part of IAH or successor program for the development of affordable housing
- Grant in Lieu provided from general reserve
- Part of Community Improvement Program incentives
- County offers 100% grant at this point but could be a certain percentage
Questions?
"I recommend a source protection system that includes a strong planning component ... at the watershed level." Justice Dennis R. O’Connor
Principles of Source Protection

• Prevention: safeguarding drinking water for the health of our communities

• Multi-barrier: source protection is the first barrier in the drinking water safety net and focuses on preventing contaminants from entering the drinking water system

• Shared responsibility: locally driven, collaborative planning process in partnership with multiple stakeholders
Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region (SPR)

• Covers 22 municipalities and 8400 km²

• Region contains 38 municipal residential drinking water systems (29 groundwater, 8 surface water and 1 combined)
Source Protection Plan applies near municipal wells/intakes

- **WHPA-A**
  - 100m circle
- **WHPA-B**
  - 2 year Time of Travel
- **WHPA-C**
  - 5 year Time of Travel
- **IPZ-1** & **IPZ-2**

- **WHPA-E**
  - Pathogen Threats only

- **Events-based Areas (EBA)**
  - Great Lakes Intakes for fuel handling/storage threats
Part IV Responsibilities – Risk Management

Risk Management Plans
Municipalities are accountable for implementing “Part IV” responsibilities including Risk Management Plans (RMP)

• Grey Sauble Conservation is under contract with 13 municipalities to deliver Part IV responsibilities

West Grey Risk Management Activities include:
• Site visits (8 site inspections conducted)
• Completion of threats verification (77 properties verified)
• Negotiation of Risk Management Plans (10 of 14 RMP’s completed)
• Ongoing screenings of planning applications (6 screenings)
FOR MORE INFORMATION:
Carl Seider, Project Manager

c.seider@waterprotection.ca
519-470-3000
home.waterprotection.ca
Recommendation
THAT Report CS-01-30-19 be received for discussion;

Executive Summary
It is imperative that West Grey takes necessary steps to reduce the risk of litigation and have measures in place that facilitate safe, inclusive and well-organized events. This guide is a resource for delivering a successful event within the Municipality of West Grey.

At the January 22 Council meeting the Special Events Guide was presented. Council subsequently requested that the matter be brought back for further discussion.

Background and Discussion
The intention of a special event guide is to protect residents, volunteers, staff and visitors to West Grey. Currently, many of the practices in the guide are being followed, however there is always opportunity to minimize risk.

This guide has been developed following consultation with the municipal insurance provider, Frank Cowan Insurance, and through compilation of municipal best practices and industry standards. Cowan Insurance suggested West Grey review our current event process and implement a revised process to ensure the safety of all involved.

Further review of the guide will ensure agreement and understanding of the rationale and requirements for safe community events.

Legal and Legislated Requirements
The special events guide includes a number of requirements, such as insurance coverage, intended to mitigate risk and protect all parties.
Financial and Resource Implications
Financial implications could occur if the reduction of risk does not take place.

West Grey 2020 Action Plan
A.1 Partnership
B.4 Tourism
C.2 Community Activities

Consultation
- Frank Cowan Insurance
- West Grey Fire Chief
- West Grey Police Chief
- West Grey Facility Managers

Next Steps
Upon Council approval staff will advise current event planners of the special event guide and provide assistance to event planners, as required.

Respectfully submitted:
Stephanie Stewart
Manager, Community Services

Attachments: Appendix A Special Events Guide
Welcome to the Special Event Guide. This guide is a resource for delivering a successful event within the Municipality of West Grey.
SECTION 1: INTRODUCTION

Municipality of West Grey Special Event Guide

Welcome to the Special Event Guide. This guide is your resource for delivering a successful event within the Municipality of West Grey. While this is a comprehensive guide, there are always specific detail that may require additional information.

Event planners are asked to keep the following in mind:

This guide is intended to serve in part as a summary of by-laws, policies, and requirements within the jurisdiction of the Municipality of West Grey, its departments and related services. It should not be considered the final authority on any legal statute or requirement. Throughout the guide, the reader will find references to by-laws, policies, requirements, forms, and other resources which pertain to the various subjects. Event planners are encouraged to contact the Municipal office at 519-369-2200 where they are uncertain.

Definitions

Special Event (or Public Event)

Any organized activity involving the use of, or having impact upon public property, public facilities, parks, pathways, streets, or the use of private property to which members of the public are invited to attend.

Special events may include any of the following components: rides/carnival activities, tournaments, rodeos, parades, street closures, fireworks or lasers, traffic control, use of elevated stages or other temporary structures (i.e. bleachers, platforms, barricades), animals, entertainment, food or beverage sales, or commercial vending.

Public Property

Any land, structure, or building owned, leased or controlled by the Municipality, designated or used as a facility, parkland, trail, gardens, playgrounds, sports fields or beach.

Private Property

Land owned by private individuals or corporations other than the Municipality.
SECTION 2: MUNICIPALITY OF WEST GREY FACILITY RENTALS

The information in Section 2 is intended primarily for renters of the Municipality of West Grey venues and facilities, but please note that many of the Applicable By-laws, Policies and Procedures in this guide will apply wherever your event is held within the Municipality’s geographic boundaries.

How to Book a Municipal Facility for Your Event

The Municipality of West Grey manages a wide variety of indoor and outdoor spaces which are available to be used for special events

**Step 1:** Refer to the Municipal website for a comprehensive list of Municipal facilities.

**Step 2:** Contact the Municipality to inquire about availability and reserve your date.

**Step 3:** Fill in and submit the Special Event Application Form:

**Step 4:** When contacted by Municipal staff you will be asked to provide additional information, documentation, and payment as applicable within required time frame.

If you have any questions about our facilities, or do not see the venue or facility that you are interested in booking, please contact the Municipality of West Grey at 519-369-2200.

Applicable Legislation, By-laws, Policies and Procedures

The following section includes many of the provincial and federal legislation, Municipal by-laws, and various policies and procedures which may pertain to special events in the Municipality of West Grey. It is the event organizer’s responsibility to determine which of the following pertains to your event, to submit any forms and fees which may be required, and obtain more information when necessary.

**Accessibility**

As an event planner, it is your responsibility to ensure that your organization complies with provincial legislation regarding accessibility.

**Alcohol Licensing**

If you are planning on having alcoholic beverages at your event you will need to adhere to both provincial and municipal guidelines to ensure that you are legally permitted to serve alcohol.

Provincially, all alcohol licensing is handled by the Alcohol & Gaming Commission of Ontario (AGCO) and issued through the Liquor Control Board of Ontario (LCBO) stores. You will not be permitted to serve alcohol on Municipal property without applying for and obtaining a license from the AGCO.

The type of license which would apply in most cases is a Special Occasion Permit, issued by the AGCO.
There are three types of Special Occasion Permits:

1. Private Event:
   • only invited guests will attend
   • cannot be advertised
   • no intent to gain or profit from the sale of alcohol at the event

A “private place” is defined as an indoor place to which the public is not ordinarily invited or permitted and is not available for rent to the public for occasional use. A company’s private boardroom is an example of a private place. However, if alcohol is being sold in a private place, a special occasion permit is always required unless the event is already being held under the authority of a Catering Endorsement.

2. Public Event:
   • are open to the public
   • can be advertised
   • allowed to profit from the sale of alcohol at the event
   • permits can be issued to: registered charities, non-profit organizations, events of municipal, provincial, national or international significance.

Public Events may be held for events of significance and/or to raise funds for charitable purposes and objects that benefits the public-at-large (i.e. advancement of education, religion, relief of poverty, charitable purposes benefiting the community).

3. Industry promotional event
   • event held to promote a manufacturer’s product(s) through sampling
   • no intent to gain or profit from the sale of alcohol at the event
   • orders for alcohol may be taken, but no retailing of alcohol is permitted at the event.

For further information about AGCO liquor licenses contact: Alcohol & Gaming Commission of Ontario www.agco.on.ca Toll-Free 1-800-522-2876.

The Municipality of West Grey has a Municipal Alcohol Policy (Appendix A). The Municipal Alcohol Policy serves as an additional document to complement approvals and conditions required through the AGCO permit process.

It is your responsibility as a facility renter to obtain a copy of the Municipality of West Grey’s Municipal Alcohol Policy and review and adhere to the requirements. The Municipal Alcohol Policy may be viewed and downloaded from the Municipal website. Printed copies of the Municipal Alcohol Policy are available for $10 at the Municipal office.
For public events that include the sale or service of alcohol, approval by the Municipality is required before the Public Event Special Occasion Permit or Caterer’s Endorsement for the use of Municipal Property.

If a group/individual other than a charity or non-profit entity applies for a Public Event Special Occasion Permit, the AGCO requires that the application contain a municipal resolution deeming the event “municipally significant”. The designation of an Event as “Municipally Significant” shall be governed by Municipal Policy. (Appendix B)

**Food Handling**

The Event Organizer should contact Grey Bruce Health Unit at 1-800-263-3456 prior to their event if the event will have any on-site food preparation and vending. (For additional resources refer to Appendix D)

The Grey Bruce Health Unit role is to make sure that the public is protected from food-borne illnesses. We want to ensure that food is prepared safely and that the event goes ahead in a way that protects the people being served. To achieve this goal, we ask that people planning events involving serving food to the public fill out an application. This way, we can help you reduce the risk of food-borne illness in the people you are serving.

**Insurance**

The Municipality of West Grey requires event organizers to provide a certificate of insurance confirming Commercial General Liability Coverage along with any other applicable coverages. This certificate can be obtained from an insurance provider.

Any renter of a Municipal facility must maintain and provide proof of Commercial General Liability, in the amount not less than $2,000,000, naming the Municipality of West Grey as additional insured. The Municipality reserves the right to increase the liability amount, and/or request additional coverages, for events that pose a higher risk to the Municipality.

To reduce your risk the Municipality’s insurance company encourages event organizers to do the following:

1. Make sure there is plenty of nutritious food such as vegetable dips, cheeses, sandwiches. You do not want guests drinking on an empty stomach.
2. Avoid too many salty snacks, which tend to make people thirsty and drink more.
3. Offer a variety of non-alcoholic beverages for the designated drivers and those who don’t drink alcohol.
4. Consider providing free non-alcoholic beverages to the designated drivers.
5. Limit the number of free alcoholic beverages by the use of ‘drink tickets’.
6. Do not push drinks or encourage alcohol consumption through ‘drinking games’.
7. Do not let guests mix their own drinks.
8. Contract personnel with liquor service training as bartenders.
9. Appoint specific management individuals to be introduced to the bartenders and request that the bartenders alert one of these individuals when it is felt that a guest has had too much to drink.
Lotteries, Raffles and Other Games of Chance

The Alcohol and Gaming Commission of Ontario (AGCO) sets out the rules and regulations for issuing lottery licences. These include raffles / 50-50 draws / bingos / Nevada ticket sales. To obtain a licence, your group must qualify as an eligible charitable organization or as a non-profit organization with charitable purposes. For further details as to the eligibility of your organization, please contact the Municipal Office at 519-369-2200

Noise

The Municipality’s Noise By-law 55-2016 regulates noise and the times of day noise can occur. (Refer to Appendix D for the complete By-law)

You can apply to Municipal Council for an exemption from noise restrictions by providing a request in writing setting out the particulars respecting the exemption requested to the Municipal Clerk at least ten (10) days prior to the Council meeting. For more information please contact the Clerk at 519-369-2200.

Smoking

The Smoke-free Ontario Act, 2017 may affect your event, in particular if it’s an outdoor event.

According to the Smoke-free Ontario Act, 2017 smoking is prohibited in the following places:

1. An enclosed public place.
2. An enclosed workplace.
3. A school within the meaning of the Education Act.
4. A building or the grounds surrounding the building of a private school within the meaning of the Education Act, where the private school is the only occupant of the premises, or the grounds annexed to a private school, where the private school is not the only occupant of the premises.
5. Any indoor common area in a condominium, apartment building or university or college residence, including, without being limited to, elevators, hallways, parking garages, party or entertainment rooms, laundry facilities, lobbies and exercise areas.
6. A child care centre within the meaning of the Child Care and Early Years Act, 2014.
7. A place where home child care is provided within the meaning of the Child Care and Early Years Act, 2014, whether or not children are present.
8. A place where an early years program or service is provided within the meaning of the Child Care and Early Years Act, 2014.
9. The reserved seating area of a sports arena or entertainment venue.
10. A prescribed place or area, or a place or area that belongs to a prescribed class.

**SOCAN (Society of Composers, Authors & Music Publishers of Canada) Fees**

Events playing music, including but not limited to a band, DJ, radio, personal music player, etc. are required to obtain a SOCAN (Society of Composers, Authors & Music Publishers of Canada) license and provide a copy to the Municipality. The event organizer must pay SOCAN fees upon the receipt of an invoice from the Municipality of West Grey when the event is held at a Municipal facility.

**SECTION 3: ROAD CLOSURES AND TRAFFIC CONTROL**

**Road Closure Permits (Municipal and County)**

Event organizers requiring use of any road allowance including the use of sidewalks and boulevards within the Municipality of West Grey, must make an application to the Municipality for that use. If you have any questions regarding the application process please contact the Municipality’s Public Works Department at 519-369-2200. (Refer to Appendix E for permit application)

**SECTION 4: SECURITY AND EMERGENCY PLANNING**

**First Responders**

There are many events which may require you to have onsite emergency responders. If you require first aid/ambulance service on site contact Grey County Emergency Medical Services at 519-376-5744. There are also private service providers that may meet the requirements for your event such as St John’s Ambulance.

**SECTION 5: PARKING/SHUTTLES AND WASHROOMS/HAND WASHING**

**Parking/Shuttles**

The Event Organizer is responsible for: ensuring there is sufficient parking for event attendees, arranging off-site parking if there is no available parking on site, arranging shuttle service for off-site parking if required and advising attendees of parking arrangements and enforcement for the event.

At larger events, parking attendants should be arranged. The Municipality encourages accessible or barrier-free parking spaces to be located in close proximity to the event entrance.
Washrooms/Hand Washing

Event organizers need to make sure there are sufficient washrooms at the event. Generally speaking, an indoor venue will have enough washroom stalls available to meet their maximum capacity. Permanent washroom facilities at outdoor venues on the other hand, may only be enough to accommodate smaller events such as a ball game or picnic, not a tournament or concert. In such cases, portable toilet rentals will be necessary and you will need to order a sufficient quantity of toilets to match your projected attendance.

The number of units (including permanent indoor toilets, if available) required varies according to the duration of your event and the number of attendees. The chart below is to act as a guideline and Event Organizers are encouraged to consult with a sanitation company for exact numbers.

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<tr>
<th>People</th>
<th>1</th>
<th>2</th>
<th>3</th>
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<th>6</th>
<th>7</th>
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<td>4000</td>
<td>12</td>
<td>18</td>
<td>23</td>
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<td>30</td>
<td>31</td>
<td>31</td>
<td>32</td>
</tr>
</tbody>
</table>

Source: [www.wiltonsanitation.com](http://www.wiltonsanitation.com)

Additional considerations:

- A portion of these facilities should be barrier free
- Hand washing stations are highly recommended to help prevent the spread of communicable illnesses. Hand sanitizers are not sufficient.
- For the safety and comfort of your attendees, your facilities need to be checked regularly for cleanliness and supplies
APPENDIX A

Special Event Application Form

This Application Form is intended to help the Municipality of West Grey gather information from event planners who wish to either rent a facility or park, or occupy Municipal streets or other public spaces for their special event.

**EVENT PLANNER**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Postal Code:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Website address:</td>
<td></td>
</tr>
</tbody>
</table>

**Type of Organization:**
- Incorporated not-for-profit
- Registered charity
- Unincorporated (with non-profit goals)
- Private, for-profit

Alternate Contact – Please provide name, telephone number and email address for us to contact if you are unavailable.

**EVENT INFORMATION**

1. What is the name of your event?

2. What are the target date(s) and time(s) for your event? Include set-up and clean-up days, if applicable, as well as alternate dates in case your primary dates are not available.

3. **This event is:**
   - First Time
   - Annual
   - If Annual, how many years has the event been held? _

4. Please answer Yes or No to the following and provide details where indicated (use extra sheets if needed):

<table>
<thead>
<tr>
<th>Proposed Component</th>
<th>Yes</th>
<th>No</th>
<th>Details (more information available in Special Event Guide)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of Municipal Facility (rink, meeting room, road, park, etc.)</td>
<td>Rental Agreement required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open to the Public</td>
<td>Specify intended audience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Closure(s) Required</td>
<td>Road Closure Permit required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specify: Race/Run Walkathon Parade Other (specify)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol at Event</td>
<td>AGCO Permit Required: see Municipal Alcohol Policy</td>
<td></td>
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</tr>
<tr>
<td>Age of Majority (19+) only?</td>
<td>If No, event is assumed to be all ages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tournament as part of event</td>
<td>Specify sport</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation of Tents, Stage, or Portable Structures</td>
<td>Tent Permit and/or Building Permit may be required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carnival Rides or Amusements/Bounce Attractions</td>
<td>Specify types, sizes, supplier(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Entertainment/Amplified Sound System</td>
<td>Specify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Concessions</td>
<td>Health Unit Food Permit required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Mobile Food Service Equipment (outdoor cooking)</td>
<td>Must meet TSSA guidelines</td>
<td></td>
<td></td>
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<tr>
<td>Commercial Vendors/Trade Show</td>
<td>Hawkers &amp; Pedlars Permit required</td>
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<tr>
<td>Lottery, raffle, 50/50 draw, Nevada tickets</td>
<td>Lottery license required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fireworks or Open Fire</td>
<td>Permit required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petting Zoo, Animal Show, or other event using animals</td>
<td>Specify</td>
<td></td>
<td></td>
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</tbody>
</table>
5. In which Municipal facility, venue, street(s) etc. do you want to hold your event? (If you don’t know, please tell us what type of facility you are looking for, e.g. arena, park, ball field etc.)

6. Does your event team have previous experience planning this event, or very similar events?

7. Please give us some information about your intended audience for the event, including age range and any special interest or demographic.

8. What is your projected attendance?
   - <100
   - 100-499
   - 500-999
   - 1,000-9,999
   - 10,000+

9. Please describe your event and include information on who is involved and what programs/activities are included. Use an extra sheet if necessary.

10. What provision are you making for First Aid services at your event?
    - Hiring Grey County Paramedics
    - St. John Ambulance
    - No provision

11. Depending on your location and projected attendance, there may not be sufficient parking on site. If that is the case, please describe how you will ensure there is parking available for all of your guests (i.e. shuttle buses, arrangement with nearby property owners etc.)

12. Accessibility: please describe what accommodations you are providing to people with disabilities.

Please return form to:
Dept. of Community Services, West Grey Municipal Office, 402813 Grey Road 4, RR 2, Durham, ON N0G 1R0
Phone: (519) 369-2220 • Fax (519) 369-6962 • Email: info@westgrey.com • Web: www.westgrey.com

FOR OFFICE USE ONLY
Date received ____________________ Received by: ____________________
## The Municipality of West Grey – Municipal Alcohol Policy

### Table of Contents:

<table>
<thead>
<tr>
<th>Description</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Statement, Policy Objectives, Definition of “Liquor Licenced Event”</td>
<td>2</td>
</tr>
<tr>
<td>Municipal Facilities Eligible for Liquor Licenced Events</td>
<td>3</td>
</tr>
<tr>
<td>Municipal Parks and Facilities Not Eligible for Liquor Licenced Events</td>
<td>5</td>
</tr>
<tr>
<td>Signs</td>
<td>6</td>
</tr>
<tr>
<td>Safe Transportation</td>
<td>7</td>
</tr>
<tr>
<td>Youth Admission to Adult Events, Alcohol Service</td>
<td>8</td>
</tr>
<tr>
<td>Controls Prior to Events</td>
<td>11</td>
</tr>
<tr>
<td>Event Workers / Server Training (S.I.P. / Smart Serve)</td>
<td>12</td>
</tr>
<tr>
<td>Controls During Events</td>
<td>13</td>
</tr>
<tr>
<td>Insurance</td>
<td>14</td>
</tr>
<tr>
<td>Policy Monitoring and Revisions</td>
<td>15</td>
</tr>
<tr>
<td>Consequences for Failure to Comply</td>
<td>15</td>
</tr>
<tr>
<td>Consequences for Alcohol Consumption in Arena Dressing Rooms Appendix “A”</td>
<td></td>
</tr>
<tr>
<td>Check List for Liquor Licenced Event Organizers</td>
<td>Appendix “B”</td>
</tr>
<tr>
<td>Municipal Alcohol Policy Comment Form</td>
<td>Appendix “C”</td>
</tr>
<tr>
<td>Floor Plans for Municipal Facilities</td>
<td>Under Separate Cover</td>
</tr>
</tbody>
</table>

Municipality of West Grey Policy
Policy Statement:
It is important to the Municipality of West Grey for residents and visitors to enjoy the various municipal facilities and parks. In order for the Municipality to ensure the health and safety of its participants and the protection of municipal-owned facilities, a policy for the orderly use of alcohol during events and functions has been developed.

Policy Objectives:

1. Ensure proper operation and supervision of Liquor Licenced Events by providing education in prevention and intervention techniques and in effective management procedures. This will lower the risk of liability to event organizers, participants, volunteers, the Municipality and its staff.

2. Reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.

3. Honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.

4. Provide a balanced use of alcohol through Liquor Licenced Events so that alcohol becomes a responsible part of a social function, rather than the reason for it.

5. Provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

Definition of “Liquor Licenced Event”: A “Liquor Licenced Event” shall be defined as a special occasion permit, a liquor licenced event or a liquor licenced catered event.
Regulation #1: Municipal Facilities Eligible for Liquor Licenced Events

This Chart identifies the Municipal Facilities and the associated Designated Areas that are Eligible for Liquor Licenced Events:

<table>
<thead>
<tr>
<th>Municipal Facility</th>
<th>Designated Area</th>
<th>Maximum Capacity</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayton Normanby Arena Complex</td>
<td>Arena Floor</td>
<td>1,000</td>
<td>It is wheelchair accessible &amp; is equipped with a kitchen area including a stove and fridge.</td>
</tr>
<tr>
<td></td>
<td>Banquet Hall</td>
<td>450</td>
<td></td>
</tr>
<tr>
<td>Ayton Centennial Hall</td>
<td>Banquet Hall</td>
<td>218</td>
<td>It is wheelchair accessible and is equipped with a kitchen area including a stove and fridge.</td>
</tr>
<tr>
<td></td>
<td>Boardroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ayton Picnic Shelter</td>
<td>Picnic Shelter</td>
<td>200</td>
<td>Picnic Shelter is suitable for large and small functions / receptions. The size of functions will vary depending on type of event.</td>
</tr>
<tr>
<td></td>
<td>Ball Diamond &amp; Grounds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Durham &amp; District Community Centre</td>
<td>Banquet Hall</td>
<td>400</td>
<td>Banquet Hall is wheelchair accessible &amp; is equipped with a kitchen area including a stove and fridge.</td>
</tr>
<tr>
<td></td>
<td>Upstairs Lobby</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boardroom</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arena Floor</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Durham Warming Room</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Durham Ball Park Picnic Shelter</td>
<td>Picnic Shelter</td>
<td>75</td>
<td></td>
</tr>
</tbody>
</table>

Note: Maximum Capacity is determined by AGCO in consultation with the Fire Chief and Facility Managers and is subject to change.

Municipality of West Grey Policy
Chart – continued - Identifies the Municipal Facilities and the associated Designated Areas that are Eligible for Liquor Licenced Events:

<table>
<thead>
<tr>
<th>Municipal Facility</th>
<th>Designated Area</th>
<th>Maximum Capacity</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Durham Ball Diamonds A &amp; B</td>
<td>Ball Diamonds (A &amp; B)</td>
<td>500 each</td>
<td></td>
</tr>
<tr>
<td>Durham Town Hall</td>
<td>Main Floor</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Glenelg Township Hall</td>
<td>Main Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lamlash Hall</td>
<td>Main Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neustadt Arena and Ball Diamond</td>
<td>Arena Floor</td>
<td>1,000</td>
<td>Arena Floor is wheelchair accessible.</td>
</tr>
<tr>
<td>Neustadt Lions Community Park</td>
<td>Picnic Shelter</td>
<td>200</td>
<td>Picnic Shelter is suitable for large and small functions / receptions. The size of functions will vary depending on type of event.</td>
</tr>
<tr>
<td>Neustadt Community Centre</td>
<td>Banquet Hall</td>
<td>250</td>
<td>Accessible. Kitchen Facilities. Suitable for large and small events.</td>
</tr>
<tr>
<td>Neustadt Community Centre</td>
<td>Meeting Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Grey Municipal Office</td>
<td>Main Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Grey Fire Service</td>
<td>Durham Fire Station</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Normanby Fire Station</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Neustadt Fire Station</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Maximum Capacity is determined by AGCO in consultation with the Fire Chief and Facility Managers and is subject to change.

Municipality of West Grey Policy
Any person or organization wishing to hold a Liquor Licenced Event in a location / designated area not listed in this Policy as being eligible, must make application to the West Grey Municipal Council for approval.

**Regulation #2: Municipal Parks and Facilities Not Eligible for Liquor Licenced Events**

A. Parks and outdoor areas – All other areas not listed in Policy. Vicker’s Park, Riverside Park, Junior Farmers Park, for example are not eligible for Liquor Licenced Events.

B. Arena Dressing Rooms – Alcohol is not permitted in this area as it encourages skaters to be on the ice surface under the influence of alcohol thus leading to safety concerns. Illegal consumption of alcohol is not tolerated in this area. See Appendix “A”.

C. Arena Lobby – This is a public access area and would not be appropriate to have people passing through a Liquor Licenced Event.

D. Arena and Spectator Seating Area – The arena and spectator seating area are not suitable for a Liquor Licenced Event, except with permission of Council.

Exceptions – Any person wishing to hold a Liquor Licenced Event in a location not listed in this Policy must make application to the West Grey Municipal Council for approval.
Regulation #3: Signs

A. **Serving Practices** – These signs will be provided by the Municipality of West Grey to be placed in the bar area. The sign will state:

“It is against the Liquor Licence Act of Ontario for licensed establishments to serve customers to intoxication. For this reason, Servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non alcohol beverages.”

B. **Accountability** – Signs will be supplied by the Municipality of West Grey. These signs will be posted at the bar and main entrance of all Liquor Licenced Events. These signs will inform patrons where to direct concerns regarding the manner in which the function has been operated. In addition to naming the sponsor of the event, these signs should include the name and address and phone numbers of the Municipal Office, Police Service and the Alcohol & Gaming Commission of Ontario.

Having these signs visible to participants eliminates any confusion on who to contact for information or to lodge complaints regarding an event.

C. **No Last Call** – A sign stating “Last Call Will Not Be Announced”, to be placed in the bar area. This sign will be provided by the Municipality of West Grey.

D. **Unused Tickets** – A sign stating “This bar closes at 1:00 a.m., unused tickets will be refundable up to 15 minutes after the Liquor Licenced Event expires.” This sign will be provided by the Municipality of West Grey and will be placed in the bar area.
E. **Individuals Under the Age of Majority** – Signs stating: “Individuals Under the Age of Majority must be accompanied by a responsible adult.” These signs will be provided by the Municipality of West Grey and will be posted in the bar and main entrance of all Liquor Licenced Events.

F. **Maximum 2 Tickets Per Person Sold After 12:00 Midnight** – A sign stating “After 12:00 midnight only two tickets per person will be sold.”

G. **Ticket Sales Stop at 12:45 a.m.** – A sign stating “Ticket sales will stop at 12:45 a.m.”

**Regulation #4: Safe Transportation**

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental / use privileges of facilities for Liquor Licenced Events.

The Liquor Licenced Event Organizer shall identify the strategies, which will be used on the “Checklist for Liquor Licenced Event Organizers” form (See Appendix “B”). The Liquor Licenced Event Organizer shall implement and encourage a Designated Drivers Program. This program shall be advertised at the event so that all patrons are aware this program is available. This program shall consist of the following:

The designated driver shall be supplied with free soft drinks / coffee during the function. The Liquor Licenced Event Organizer shall advertise or announce the availability of this program during and, if possible, prior to the event.

In addition, the sponsor shall do the following:

a) Advertise the Use of Taxi Service – The Liquor Licenced Event Organizer shall advertise or announce the availability of a taxi service to attendees of the event. If not required to provide a taxi service, the Liquor Licenced Event Organizer shall ensure that appropriate signage is erected at the facility, which includes the telephone number and/or use their best efforts to obtain any attendee a taxi upon request.
Rationale:
The risk of liability is high when an impaired driver leaves an event where alcohol is served. Event organizers must assume responsibility for promoting safe transportation for all patrons consuming alcohol.

Regulation #5: Youth Admission To Adult Events

Each Liquor Licenced Event Organizer will be responsible to select a strategy on allowing youth to their event. In all cases the following guidelines must be adhered to:

1. Anyone who appears to be under the age of 25 years will be required to show I.D. before they are allowed into the event/facility.

2. Two (2) floor monitors will be required if persons under the age of majority are allowed to enter the event.

3. Individuals under the age of majority will not be allowed to consume alcohol beverages.

4. Liquor Licenced Event Organizer shall provide wristbands to identify persons over the age of majority.

Regulation #6: Alcohol Service

A. Low Alcohol Drinks

In order to be eligible for a facility rental involving a Liquor Licenced Event, the Liquor Licenced Event Organizer must demonstrate to the satisfaction of the Facility Manager, or municipal representative that a minimum of 30% of beer available must have a concentrate of 4%. All sales receipts must be attached to the Liquor Licenced Event. Non-alcohol beverages should be made available at a significantly lower price or free. Free non-alcohol beverages will be at the discretion of the permit holder. The Municipality encourages renters to purchase low alcohol beverages.
Rationale:
Low alcohol beverages help prevent intoxication by providing consumers with an opportunity to consume less alcohol. An individual consuming a regular beer (at 5% alcohol) could drink two “extra light beers” (at 2.5% alcohol) and ingest the same amount of alcohol. Similarly, “light beer” (at 4% alcohol) represents a 20% reduction in alcohol intake.

B. Control of Alcohol Service

1) All drinks to be served in plastic or paper cups and all bottles to be retained in the bar area. Alcoholic and Non-Alcoholic drinks are to be served in different cups.
Exception: Private events by invitation and/or at a sit down dinner, wine may be served by the bottle.

2) A sign will be posted at the Bar stating “No Last Call Will Be Announced.”

3) Liquor Licenced Event Organizers will agree not to use marketing practices such as: availability of oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts or tickets including a free bar, as these practices encourage increased alcohol consumption. Additionally, liquor cannot be offered as any prize at any function.

4) Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar.

5) Unused tickets may be redeemed for a cash refund at any time during the event and up to 15 minutes after the bar closes. A sign will be placed at the bar stating, “Unused tickets will be refundable up to 15 minutes after the Liquor Licenced Event.” This sign will be supplied by the Municipality of West Grey.
6) Food must be available and consumption should be encouraged throughout the event.

7) There will be no self-serve events, even “Wine and Cheese” functions require a Bartender.

8) There will be absolutely no shooters served.

9) A sign stating “After 12:00 midnight only two tickets per person will be sold” must be posted.

10) A sign stating “Ticket sales will stop at 12:45 a.m.” must be posted.

11) A sign stating “Only 4 drinks per person will be served per visit at the bar” must be posted.

Rationale:
By following the above guidelines we will reduce the risk that Liquor Licenced Event Organizers automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption.

C. Advertising Events:

All alcohol advertising must conform to guidelines of the Alcohol and Gaming Commission of Ontario and the Liquor Licence Act and Regulations.

Rationale:
Alcohol advertising is designed to encourage and promote the consumption of alcohol. Since it is illegal for people under the age of 19 to consume these products, it is preferred that alcohol advertising is not used. It is also the desire of the Municipality to provide a positive example to underage patrons.
Regulation #7: Controls Prior To Events

Liquor Licenced Event Organizers of Municipal facilities will be required to understand the West Grey Municipal Alcohol Policy prior to renting a West Grey Municipal Facility.

1. Liquor Licenced Event Organizers for an outdoor Public Licenced Event must provide 60 days notice to the Municipality (including the Facility Manager, Clerk, Police, Fire and Health Departments) for events where fewer than 2,500 people are expected to attend and 90 days notice to the Municipality (including the Facility Manager, Clerk, Police, Fire and Health Departments) for Events where 2,500 or more people are expected to attend.

2. A copy of the Municipality of West Grey Municipal Alcohol Policy will be provided to the Liquor Licenced Event Organizers from Municipal Staff person or designate at the time of booking. If any questions or concerns arise from this Policy contact the Municipal Staff for clarification.

3. A “Check list For Liquor Licenced Event Organizers” form and a Rental Contract form will be provided by the Municipality at the time of booking. These forms are to be completed by the Liquor Licenced Event Organizers and returned to the Municipal Staff person or designate at least two (2) weeks prior to the event. Signatures from both the Liquor Licenced Event Organizer and Municipal Staff person are required on the forms. Please see Appendix “B”.

4. Except under Class D of Regulation 8 and Class E of Regulation 8, 30 days is required.

5. The Municipal Staff person or designate will maintain a current list of Server Trained persons (S.I.P / Smart Serve) who have indicated that they may be available to assist at events where the Liquor Licenced Event Organizer does not have the required Server Trained personnel.

6. The responsible person / Liquor Licenced Event Organizer must attend the event, as required by the Liquor Licence Act & Regulations and be responsible for decisions regarding the operation of the bar. Designates may be assigned in accordance with Liquor Licence Act & Regulations. These designates and all event workers must refrain from alcohol consumption during the event.
Rationale: The above is to ensure that there are no misunderstandings of the Regulations contained in the Policy. Also, be aware that any required information or assistance of the Liquor Licensed Event Organizer is available through the Municipal Staff person.

### Regulation #8: Event Workers / Server Training (S.I.P. / Smart Serve)

Categories for Liquor Licensed Events with Rules to Apply – Personnel Required

<table>
<thead>
<tr>
<th>CLASS A</th>
<th>CLASS B</th>
<th>CLASS C</th>
<th>CLASS D</th>
<th>CLASS E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Hall with Bar Rental</td>
<td>Community Hall</td>
<td>Community Hall</td>
<td>Arena Floor</td>
<td>Open Air</td>
</tr>
<tr>
<td>Stag &amp; Doe Old Home Week Concerts Benefit Dances Fundraisers Video Dances</td>
<td>Weddings Socials Dinners Anniversaries</td>
<td>Booster Club Trade Shows</td>
<td>Stag &amp; Doe Old Home Week Concerts Benefit Dances Fundraisers Video Dances</td>
<td>Tournaments Concerts Barbeques Beer Gardens</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Door:</th>
<th>Bar:</th>
<th>Bar Tickets Sales:</th>
<th>Security:</th>
<th>Floor Monitor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Responsible Persons</td>
<td>2 Server Training Municipal Facility Bartender 1 Untrained, if required</td>
<td>1 Responsible Person</td>
<td>In consultation with Chief of West Grey Police Service &amp; Municipal Facility Manager</td>
<td>2 Responsible Persons (must be identifiable)</td>
</tr>
</tbody>
</table>

Municipality of West Grey Policy
Regulation #9: Controls During Events

All controls and service must be consistent with the provisions of the Liquor Licence Act of Ontario and its Regulations.

1. The entrance to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. These person(s) shall further observe for individuals that may be attempting to enter the premises and that appear to be impaired or have a history of causing problems at events.

2. The Liquor Licenced Event Organizer has the right to deny entry to any individual.

3. Only identification bearing a photograph, and issued by the Province of Ontario, The Government of Canada or photographic identification issued by another Province, State or Country shall be accepted as bona-fide proof of age.

4. The Liquor Licenced Event Organizer and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough persons to fulfill this obligation.

5. In the event of a masquerade party taking place in any premise owned by the Municipality of West Grey, the Liquor Licenced Event Organizer is responsible to check ALL patrons I.D. to ensure they are of appropriate age. Any person under the age of majority will not be allowed into a masquerade event. No masks to be worn.

6. The type of identification to be worn by the event workers must be stated on the “Checklist For Liquor Licenced Event Organizers” form. See Appendix “B”.

7. Bartenders, Volunteers and Workers of the Event are not to consume alcohol during the event.
8. The bar area within the premises shall be closed no later than 1:00 a.m. and NO service of alcoholic beverages will be allowed after this time.

9. All entertainment within the facility shall cease at 1:00 a.m. At 1:00 a.m. the lights must be turned on.

10. All evidence of consumption and service of alcohol including empty glasses shall be removed from sight within 30 minutes of the expiry of the Liquor Licenced Event or by 1:30 a.m., whichever is the earliest.

11. To assist Municipal staff and ensure that no incidents occur within the premises, the facility must be vacated by patrons by 2:00 a.m. Failure to comply with the above could prevent the Liquor Licenced Event Organizer or organization from further renting any Municipality of West Grey facility and where appropriate, Police will be advised and charges could be laid.

The only exception to the 1:00 a.m., closing time would be during a New Years Eve event when the Liquor Licenced Event indicated the expiry time of 2:00 a.m.

Rationale: To ensure the safety of all persons and to promote orderly conduct during events.

Regulation #10: Insurance

That the Liquor Licenced Event being held in a Municipally owned facility be required to provide proof, at least fourteen (14) days prior to the event, that they have purchased a minimum of **two million dollars** in party alcohol insurance or produce a certificate of insurance stating liquor liability is covered.

Rationale: In Chapis, Quebec the Chapis Lions Club, club organizers, Lions International and Falconbridge Limited (hall owners) were successfully sued following a New Year’s Eve Party where a participant set fire to hall decorations with a cigarette lighter. The ensuing fire resulted in injuries and death.
**Section:** Recreation  
**Policy Number:** R-01-11  
**Sub-section:** Municipal Facilities  
**Effective Date:** August 3, 2011  
**Subject:** Municipal Alcohol Policy  
**Revision Date:** March 7, 2016

### Regulation #11: Policy Monitoring and Revisions

The Municipality of West Grey Alcohol Policy will be reviewed as required by the Chief Administrative Officer, the Chief of the West Grey Police Service and Facilities Managers. A Municipal Alcohol Policy Comment Form will be given to all Liquor Licenced Event Organizers asking for comments on their rental in relation to this Policy. See Appendix “C”.

**Rationale:**

i) Policy to be monitored and reviewed to ensure that the Policy remains up to date and effective.

ii) This will ensure that the public will remain involved in the process of review and revising of the existing Policy.

### Consequences for Failure to Comply

Individuals and / or groups who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

1. Although the West Grey Police Service will be called if a situation deems necessary to do so, it is the responsibility of the Liquor Licenced Event Organizer to ensure the proper management of the event.

2. Facility Staff will report any infraction of this Policy to legal authorities whenever they believe such action is required. An Incident Report shall be filled out and submitted to the Facility Manager.

3. Should a situation arise and the Liquor Licenced Event Organizer has breached the *Liquor License Act* and its Regulations to the point where the West Grey Police Service or the Liquor Inspector cancels the License and the event has to be shut down, the Liquor Licenced Event Organizer will be permanently banned from renting a facility in West Grey.
4. The Liquor Licenced Event Organizer must report any incidents to the Bartender and forwarded to the Facility Manager. The Facility Manager is to advise the Chief Administrative Officer.

5. Where persons under the age of majority are found to have consumed or to be consuming alcohol at Liquor Licenced Event and Non-Liquor Licenced Events, the authorities will be called.

6. Where anyone is engaged in disruptive behaviour or willful damage at licensed events or breech of this Policy, authorities may be called and/or the following procedure will be followed:

First Infraction: Time period of suspension to be determined on case by case where someone is involved in disruptive behavior or willful damage, as well as for alcohol consumption in arena dressing rooms.

Second Infraction: Time period of suspension to be determined on case by case where someone is involved in disruptive behavior or willful damage, as well as for alcohol consumption in arena dressing rooms.
Appendix “A”

Consequences for Alcohol Consumption in Arena Dressing Rooms

The following actions will be taken regarding possession or consumption of alcoholic beverages within the dressing rooms at the Durham & District Community Centre; the Normanby Arena Complex and the Neustadt Arena.

First Infraction: Time period of suspension to be determined on case by case where someone is involved in disruptive behavior or willful damage, as well as for alcohol consumption in arena dressing rooms.

Second Infraction: Time period of suspension to be determined on case by case where someone is involved in disruptive behavior or willful damage, as well as for alcohol consumption in arena dressing rooms.
Appendix “B”

“Checklist for Liquor Licensed Event Organizers”

All material to be supplied two weeks prior to event date:

1. Name of Liquor Licensed Event Organizer: ________________________________

2. Will persons under 19 years of age be attending this event? ______ Yes ______ No

3. Type of Identification for event workers ________________________________

4. Has proof of Liquor Licensed Event been provided? ______ Yes ______ No

5. Has proof of Insurance been provided? ______ Yes ______ No

6. The safe transportation strategy(s) that will be used at this function are (use back of page, in necessary):
   a) ______________________________________________________________________
   b) ______________________________________________________________________
      ______________________________________________________________________

7. I understand all the Policy requirements and will adhere to them. ______ Yes ______ No

8. I have been advised that if there is something that I do not understand with respect to this Policy, I will contact the Municipal Facilities Staff.

9. Security has been agreed to in consultation with the Chief of West Grey Police Service and the Facilities Manager. _________ Yes _________ No

Signature of Liquor Licensed Event Organizer                  Signature of Municipal Staff

Date: ____________________________

Municipality of West Grey Policy
Appendix “C”

Municipal Alcohol Policy Comment Form

Please comment on the effects that The Municipality of West Grey – Municipal Alcohol Policy had relating to your Event.

Name of Liquor Licensed Event Organizer: _________________________________

Date of Event: _______________________________________________________

Location of Event: ___________________________________________________

Type of Event: _______________________________________________________

Comments: __________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Thank you for your cooperation!

____________________________________________________________________

Municipality of West Grey Policy
DESIGNATION OF AN EVENT AS “MUNICIPALLY SIGNIFICANT” WITH RESPECT TO AN APPLICATION FOR A SPECIAL OCCASION PERMIT.

BACKGROUND
The purpose of the Policy is to establish guidelines, criteria and conditions for events to be designated as events of Municipal Significance.

A special occasion permit ("SOP") is required any time alcohol is offered for sale, served or consumed anywhere other than in a licensed establishment or a private place. SOPs are issued for occasional special events and not for an ongoing business. The Alcohol and Gaming Commission of Ontario ("AGCO") is the authority that issues SOPs.

Changes to Regulation 389/91 under the Liquor Licence Act (the "Act")
In June of 2011, the regulations under the Act were amended to streamline three (3) former categories of SOPs and created a single new category – Public Event SOP.

There are now three types of SOPs:

- Private event
- Public event
- Industry promotional event

In the "Public Event" category SOPs may be issued in three situations:

1. The event is conducted by a registered charity; a non-profit organization or an organization for the advancement of charitable, educational, religious or community objects;
2. An event of provincial, national or international significance; or
3. An event designated by a municipality as an event of municipal significance.

For an event to be designated as “municipally significant”, a resolution of Council is required.

Municipalities are now being approached by individuals and groups whose event do not qualify under items 1 and 2 above, requesting that the municipality declare the event municipally significant.

Scope: The Municipality of West Grey (the “Municipality”) will apply the following criteria to determine if an event should be designated municipally significant for the purpose of applying to the Registrar of the AGCO for a SOP:

1.0 GUIDELINES & INFORMATION

Applicants who wish to request the Municipality designate their event to be of municipal significance must submit the request in writing to the Municipal Clerk including the following information:

1.1 Organization Name;
1.2 Contact person;
1.3 Contact information;
1.4 Objects of the organization;
1.5 Reason(s) the organization believe their event should be deemed “municipally significant” (please refer to Criteria in Section 2.0);
1.6 Date of the event;
1.7 The request must be submitted with the required $100 non-refundable fee.
1.8 A pre event anticipated budget and actual post event budget (within 14 days following the event)

Note: The request must be received a minimum of 45 days prior to the event.

2.0 CRITERIA

In terms of reviewing the event to determine if the event is of “municipal significance”, the Municipality will consider the following:

2.1 Does the event benefit the community;
2.2 Does the event have significant community profile;
2.3 Is it a community celebration of special importance that will benefit the community;
2.4 Is the event a public gathering to participate in athletic, social, religious, cultural, recreation, educational programs or one with other “community” objectives.

The Municipality is not obligated to designate any event as municipally significant and the decision by the Municipality is final.

3.0 CONDITIONS

3.1 If an event is designated to be of municipal significance the operator/organizer of the event shall enter an agreement with the Municipality which will include, among other matters, indemnification for the municipality should any claims arise as a result of the event.

3.2 The operator organizer of the event is required to have liability insurance in the amount of $5 million (minimum) with the Municipality named in the policy as an additional insured.

3.3 While the Municipality may designate an event, the Registrar for AGCO ultimately has the final decision of whether or not to issue a SOP for a public event. In other words, even with a designation by a municipal resolution, the Registrar may decide not to issue a Public Event SOP.

3.4 Tradeshows and other for-profit commercial events will not be designated a municipally significant event and these proponents would be encouraged to partner with a non-profit charitable organization or third party to obtain a Public Event SOP.

3.5 Fee as per the Municipalities Fees and Charges Bylaw
3.6 The municipal alcohol policy will also apply. This includes, among other matters, that all persons involved in serving alcohol are SIP certified and that there is a safety and security plan approved by the Municipality.

Events designated as municipally significant must continue to assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the rules with respect to the Fire and Building Codes, Noise By-laws, etc.
Special Event
Temporary Food Establishment
Special Event Applications

Please ensure the Grey Bruce Health Unit receives the organizer and vendor applications at least 14 days prior to the event. If you require assistance, a public health inspector is available for consultation prior to the event. You can access the applications online: www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Special-Event-Application

For information on food safety courses, please refer to www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Food-Safety-Certification-Courses

Organizer Responsibilities

• Provide a plan indicating the location of food vendors, washroom facilities, water spigots, power stations, food storage areas and waste disposal sites

• Notify the Grey Bruce Health Unit of any significant changes to the original application

• Co-ordinate alternative back up plans with food vendors in the event of power failure or water shortages (e.g., provision of emergency generators, propane burners, potable ice, etc.)

• Arrange for proper disposal of liquid waste (e.g., grease, grey water, etc.)

• Provide adequate garbage disposal (e.g., dumpster(s))

• Consult with local municipality regarding washroom facilities
  • Ensure adequate hand washing stations
  • Ensure facilities are properly maintained (e.g., cleaned daily)

Food Vendor Responsibilities

GENERAL RESPONSIBILITIES

All food handlers must

• Practice good personal hygiene and hand washing
• Wear clean clothes and aprons
• Wear headgear (hair net or hat)
• Not use tobacco products within the booth or where food is stored, prepared and served

Food must be protected from contamination during storage, preparation and display

• Utensils must be used to handle food (including ice) wherever possible to minimize hand contact (napkins may be used for pastries)
• Food must be stored in their original containers or food grade containers
• Keep food covered with lid, foil, plastic wrap or other barriers to prevent contamination by pests, dust, dirt and other foreign material
• Food must be kept 15 cm (6”) off the ground (i.e. on pallets)

Booths
• Must have an overhead cover with 3 sides where food is prepared (not required if food is prepared off-site)
• Only food handlers are allowed within the food preparation area

Thermometers
• A probe thermometer is required to check all cold holding, hot holding and cooking temperatures
• Ensure you have alcohol swabs or a means to wash and sanitize probe thermometers between uses

Water
• All water used in food preparation, hand washing and cleaning must be potable
• All events lasting 4 days or more must have running hot and cold water, and a sink with a minimum of 2 compartments

Garbage and waste disposal
• All garbage and waste containers must be of a durable, leak proof and non-absorbent material
• All waste containers must have tight fitting lids
• All waste must be removed as often as necessary and disposed of in an approved manner

HAND WASHING
• Required in all booths where food is being prepared or served
• Hand wash stations must be conveniently located for all food handlers
• Must consist of potable water under pressure*, paper towels, and liquid soap in a pump dispenser
• Hand sanitizer is not a replacement for hand washing
• Disposable gloves may be worn but are not a substitute for hand washing. They must be changed in between tasks and hands must be washed before putting on a new pair and after taking off a dirty pair. Washing gloves is not acceptable.
HAZARDOUS FOODS

These are generally foods which are moist, high in protein or carbohydrates, neutral or slightly acidic, and low in salt or sugar. These foods must be refrigerated (examples: milk and milk products, eggs, meat, poultry, fish, shellfish, cooked rice, cream and cheese pastries, meringue, mixed salads such as potato or tuna).

Transporting and storage of hazardous foods

• During transportation, use thermally insulated containers with hot or cold packs or ice to maintain internal food temperatures
• Thermometers must be present in all containers, coolers and refrigeration units

Cooking foods

• Foods must be cooked to the final internal temperature listed below:

<table>
<thead>
<tr>
<th>Internal Cooking Temperatures (must be held for 15 seconds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Poultry</td>
</tr>
<tr>
<td>Poultry pieces/ground poultry</td>
</tr>
<tr>
<td>Hazardous Food Mixtures</td>
</tr>
<tr>
<td>Pork/Ground Meat</td>
</tr>
<tr>
<td>Fish</td>
</tr>
<tr>
<td>Eggs</td>
</tr>
</tbody>
</table>

Reheating hazardous foods

• Foods must be reheated to at least the original cooking temperature for at least 15 seconds (whole poultry can be reheated to 74ºC) before placing in hot holding units (e.g. chafing dishes)

Hot and cold holding of hazardous foods

• Hot holding: food must be held at an internal temperature of 60ºC (140ºF) or higher
• Cold holding: food must be held at an internal temperature of 4ºC (40ºF) or less

Cooling hazardous foods

• Cool from 60ºC to 20ºC within 2 hours and from 20ºC to 4ºC within 4 hours
• It is recommended that leftovers from the day be discarded

Meat, poultry and fish products

No raw meat, raw poultry, or raw fish is to be prepared on site, unless approved by a public health inspector

• All meat, poultry and fish products must be pre-cooked, commercially prepared or prepared in an approved inspected food premise
CLEANING AND SANITIZING

Dishwashing

- Only single use disposable utensils (examples: plates, forks, knives, cups) are to be provided to customers. Utensils used in food preparation may be cleaned and sanitized or enough clean sets must be on hand to last the entire day.

<table>
<thead>
<tr>
<th>Events lasting 3 days or less (with no running water in the booth)</th>
<th>Events lasting 4 days or more (with running water in the booth)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The 3-step method of dishwashing is to be used to clean dishes and utensils:</strong></td>
<td><strong>The 2 compartment sink method may be used to wash dishes and utensils:</strong></td>
</tr>
<tr>
<td><strong>TUB #1</strong> Wash using warm water</td>
<td><strong>SINK #1</strong> Wash and rinse using warm water</td>
</tr>
<tr>
<td><strong>TUB #2</strong> Rinse with clean water</td>
<td><strong>SINK #2</strong> Sanitize with a 100ppm chlorine solution or another sanitizer approved by a public health inspector and used according to the manufacturer’s directions. Test strips to check the sanitizer concentration must be on hand.</td>
</tr>
<tr>
<td><strong>TUB #3</strong> Sanitize with a 100ppm chlorine solution or another sanitizer approved by a public health inspector and used according to the manufacturer’s directions. Test strips to check the sanitizer concentration must be on hand.</td>
<td></td>
</tr>
</tbody>
</table>

Sanitizing

- Use spray bottles and paper towels or buckets with cloths with a 200ppm chlorine solution or another approved sanitizing solution mixed according to the manufacturer’s directions to sanitize surfaces and clean in place
- Change buckets every 2 hours or as they become visibly dirty
- All food contact and soiled surfaces must be washed before sanitizing
- Wiping cloths for cleaning and sanitizing must be stored in a sanitizing solution in between uses. Do not add detergent to the mixture.
Exempt Events
(RELIGIOUS OR FRATERNAL ORGANIZATIONS OR SERVICE CLUBS)

Only religious organizations, fraternal organizations and service clubs are exempt from the Ontario Food Premises Regulation, but are not exempt from the Health Protection and Promotion Act (HPPA). Special events may still be inspected by a public health inspector under the HPPA to ensure no health hazards exist.

Requirements for Exempt Events

• Notify the GBHU of all special events at least 14 days before the beginning of the event (complete the Special Event - Vendor Application form)

• Post “Notice to Patrons” signs stating that the food premises and food has not been inspected in accordance with the Food Premises Regulation.
  
  • Post at all entrances to the event or at the food booth in plain site where it can be easily seen

  • Signage must be 8.5” x 11” (see Appendix)

  • Keep a list of all foods donated to the event, including the name, address and phone number of the donor(s). This is important so a public health inspector can review it for any potentially hazardous foods in the case of an outbreak.

Have you received an exemption from treatment and sampling requirements of Ontario Regulation 319, Small Drinking Water Systems?

If yes, are the warning signs posted at every location that instructs the users not to consume the water? Signs may be required at a service connection, tap, or other water delivery device which might allow human consumption of the water. Prior to the special event, ensure warning signs are posted, in a good state of repair, and may be easily read.

Note: Exempt organizations have the option of adhering to the requirements of the Food Premises Regulation and being inspected as a regular event. In such cases the Notice to Patrons and a donated food list would not be required. Please submit an application and follow all of the guidelines in this document.
Smoking Tobacco at Outdoor Special Events

Special event organizers are encouraged to contact Public Health in advance of the event to ensure all proprietor obligations under the Smoke-Free Ontario Act are met. Contact the Grey Bruce Health Unit at 519-376-9420 or 1-800-263-3456 and speak to a Tobacco Enforcement and Education Officer.

Patios

Smoking is prohibited on all patios (covered and uncovered) at restaurants and bars all year round. This also applies to any picnic tables, folding tables and chairs set up by a food truck or concession stand for the use of patrons to consume food or drink.

Signage indicating that smoking is banned on the patio should be placed at the seating area where it is free from obstruction and easily visible for customers to see.

Playgrounds

A playground is an area used primarily for the purposes of children’s recreation, contains play equipment, and is open to the public whether or not a fee is charged for entry. Smoking is prohibited at all outdoor children’s playgrounds and all public areas within 20 metres of the perimeter of the playground all year round. This would include vehicles parked in public parking lots within the 20 metres perimeter. It would not extend to vehicles parked in private parking spots, such as the driveway of a private residence. This prohibition applies in all seasons and to playgrounds temporarily established for outdoor events. No smoking signs must be posted at all times where they are free from obstruction and easily visible for users to see.
Sporting Area including Spectator Area

A sporting field may include soccer, baseball, skating, and skateboarding that is open to the public whether or not a fee is charged for entry. Golf is not considered a sporting field and this prohibition does not apply.

Smoking is prohibited at all outdoor **provincial and municipal** sporting areas including spectator areas and within 20 metres of the perimeter of the sporting field all year round. No smoking signs must be posted at all times where they are free from obstruction and easily visible for users to see.

A multi-purpose sporting area, used primarily for sports and occasionally for other activities such as outdoor markets and concerts, is considered a sports field where smoking is prohibited at all times. This means the market or concert would be a smoke-free event.

**Signs**

No smoking signs are available, free of charge, through Public Health. It is an offense under the *Smoke-Free Ontario Act* for failure to post required signage.
DID YOU FORGET ANYTHING?

Food Vendor Basic Event Checklist

**FOOD HANDLERS**
- Headgear
- Clean outer garments and aprons

**HAND WASH STATION**
- Safe water supply
- Water container with spigot (dispensing valve) and wastewater collection container
- Liquid soap, paper towels, and waste container
- Rental hand wash station

**FOOD SAFETY**
- Food probe thermometers to check internal temperature of hot and cold hazardous foods
- Thermometers in each cooler/fridge/freezer
- Ice/ice packs
- Food storage containers and coverings - adequate protection to ensure food is not contaminated (e.g. lids, plastic wrap, aluminum foil, sneeze guards)

**WASTE DISPOSAL**
- Adequate supply of garbage bags and containers
- Waste water containers with leak proof lids
- Grease container

**UTENSILS AND EQUIPMENT**
- Tables/shelving/racks for preparation and to keep food off the ground
- Cooking utensils (e.g. servingspoons, tongs, spatulas) to minimize direct contact with food (adequate back-up supplies available if washing and sanitizing is not available)
- Disposable utensils for patrons
- Booth where food is prepared has overhead cover with 3 sides

**WASHING AND SANITIZING**
- Safe water supply
- Appropriate number of wash tubs/sinks
- Dishwashing soap
- Sanitizer (e.g. bleach) and test strips
- Spray bottle or buckets for sanitizer
- Adequate supply of cloths or papertowels for cleaning and sanitizing
DON’T LET GERMS MOVE IN. Clean your hands.

1. Wet hands with water.
2. Apply enough soap to cover all hand surfaces.
3. Rub hands palm to palm.
4. Scrub in between and around fingers and the backs of your palms.
5. Rinse thoroughly under running water.
6. Pat hands dry with paper towel.
7. Turn off water using same paper towel.
8. Your hands are now safe.

Duration of entire procedure: 10-20 seconds.
## Three Compartment Method of Dishwashing

<table>
<thead>
<tr>
<th>SINK # 1</th>
<th>SINK # 2</th>
<th>SINK # 3</th>
<th>AIR DRY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WASH</strong></td>
<td><strong>RINSE</strong></td>
<td><strong>SANITIZE</strong></td>
<td><strong>AIR DRY</strong></td>
</tr>
</tbody>
</table>
| with a detergent that removes grease | in clean running water 43°C / 109°F or more | Mix one of the following with water 24°C or 75°F:  
- 100 ppm chlorine bleach  
- 200 ppm “quats”  
- 25 ppm iodine  
OR hot water at 77°C / 171°F | Cutlery should be placed handles pointing up.  
Glasses are placed upside down. |

1 millilitre (ml) of household bleach per 1 litre (L) of water = 1 teaspoon per 1 gallon = 100 parts per million (ppm)

---

## Two Compartment Method of Dishwashing

<table>
<thead>
<tr>
<th>SINK # 1</th>
<th>SINK # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WASH &amp; RINSE</strong></td>
<td><strong>SANITIZE</strong></td>
</tr>
</tbody>
</table>
| with a detergent that removes grease | Mix one of the following with water 24°C or 75°F:  
- 100 ppm chlorine bleach  
- 200 ppm “quats”  
- 25 ppm iodine  
OR hot water at 77°C / 171°F |

1 millilitre (ml) of household bleach per 1 litre (L) of water = 1 teaspoon per 1 gallon = 100 parts per million (ppm)

---

519-376-9420 1-800-263-3456  
www.publichealthgreybruce.on.ca
NOTICE TO PATRONS

This premises and/or all or a portion of the food for this special event have not been inspected by the Grey Bruce Health Unit in accordance with Ontario Regulation 562 made under the Health Protection and Promotion Act.

Posted in accordance with Section 2 (3) (1) Ontario Regulation 562 (Food Premises)
The Corporation of the Municipality of West Grey

By-law Number 55 - 2016

Whereas, Section 129 (a) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, provides that a local municipality may prohibit and regulate with respect to noise;

And whereas, pursuant to the said Municipal Act, Section 8 (1) and 9 provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipalities ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas, the Council of The Corporation of the Municipality of West Grey deems it expedient to pass a by-law to prohibit and regulate noises;

NOW THEREFORE the Council of The Corporation of the Municipality of West Grey enacts as follows:

1. INTERPRETATION:

Definitions In this By-law:

1.1 “Construction” includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, moving, land clearing, earthmoving, grading, excavating, the laying of pipe and conduit whether above or below ground level, street and highway building, concreting, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose, and includes any work in connection therewith;

1.2 “Construction Equipment” means any equipment or device designed and intended for use in construction, or material handling, including but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders, or other material handling equipment;

1.3 “Cleary Audible” shall mean a noise level that a reasonable person would, in all of the circumstances, consider to be excessive, or unnecessary, or intrusive, or disturbing or unacceptable;

1.4 “Council” means The Council of the Corporation of the Municipality of West Grey;

1.5 “Highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle designed and intended for, or used by, the general public for the passage of vehicles;

1.6 “Holiday” means any holiday set out as a holiday in the Retail Business Holidays Act, R.S.O. 1990, Chapter R.30, or any successor thereof;

1.7 “Motor Vehicle” includes an automobile, motorcycle, and any other vehicle propelled or driven otherwise than by muscular power; but does not include the cars of electric or steam railways, or other motor vehicles running only upon rails, or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road building machine within the meaning of the Highway Traffic Act;

1.8 “Motorized Conveyance” means a conveyance propelled or driven otherwise than by muscular, gravitational or wind power;

1.9 “Municipality” means the land within the geographic limits of The Corporation of the Municipality of West Grey;
1.10 “Noise” means sound that is of such a volume or nature that is likely to disturb the inhabitants of the Municipality;

1.11 “Officer” means any Police Officer or Municipal By-law Enforcement Officer so designated by the Council of the Municipality of West Grey;

1.12 “Point of Reception” means any point where sound or vibration originating from a location other than that point is received;

1.13 “Public Park” means any municipal park in the Municipality of West Grey; excluding the Municipal Buildings within the park;

1.14 “Residential Area” means any area of the Municipality of West Grey that is zoned R1A, R1B, R2, R3, or ER, in the existing Zoning By-laws of The Corporation of the Municipality of West Grey and subsequent amendments thereto;

2. PROHIBITIONS:
No person shall emit or cause to permit the emission of noise resulting from an act at any time night or day listed in Schedule A- General Prohibitions and which sound is clearly audible at the point of reception.

3. PROHIBITIONS BY TIME AND PLACE:
No person shall emit or cause or permit the emission of noise resulting from any act listed in Schedule B if clearly audible at a point of reception located in an area of the municipality within a prohibited time shown for such an area

4. EXEMPTION:

4.1 Public Safety
Notwithstanding any other provision of this bylaw, it shall be lawful to emit or cause to permit the emission of sound or vibration in connection with emergency measures undertaken:

4.1.1 For the immediate health, safety or welfare of the inhabitants;

4.1.2 for the sounds or any bell, horn siren or other signaling device associated with any emergency or law enforcement vehicle;

4.1.3 where the Municipality, its servants, employees, contractors or agents are carrying out Municipality operations or operating, maintaining, or installing municipally-owned infrastructure, facilities or the like, except for the detonation of explosives;

4.1.4 for the noise created by the operation of snow plowing or snow removal equipment or for the clearing of street or sidewalks;

4.1.5 for the preservation or restoration of property;

4.1.6 unless such sound or vibration is clearly of a longer duration or nature more disturbing, than is reasonably necessary for the accomplishment of such emergency purposes.

5. EXEMPTION OF TRADITIONAL, FESTIVE CULTURAL, RELIGIOUS OR OTHER ACTIVITIES

5.1 Any annual fairs, parades, events or Community Festivals duly authorized by Council held on municipal property;

5.2 any sporting or recreational events held in parks where the Municipality has authorized such event;

5.3 any band or parade, provided that the authorization for such band or parade has been first been obtained from the Municipality of West Grey;

5.4 for the ringing or sounding of church bells or chimes, and honking of automobile horns after weddings;
5.5 the lawful use and detonation of fireworks on the holidays referred to as Victoria Day, Canada Day, and Labour Day, at any time other than between the hours of 11:00 p.m. to 10:00 a.m., or as authorized by The Municipality of West Grey, or any higher legislation thereto;

5.6 where the emission of noise arises from necessary work being performed in the pursuit of normal farm practices.

6. GRANT OF EXEMPTION BY COUNCIL:

6.1 Application to Council:
6.1.1 Despite the provisions of this By-law, any person may make application to Council to be granted an exemption from any of the provisions of this bylaw with respect to any source of sound or vibration for which he might be prosecuted and Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect and any exemption granted shall specify the time period, not in excess of six months during which it is effective and may contain such terms and conditions as Council sees fit.

6.1.2 Any person applying for an exemption shall provide a request in writing setting out the particulars respecting the exemption requested to the Municipal Clerk at least ten (10) days prior to the Council meeting.

6.2 Decision:
In deciding whether to grant the exemption, Council shall give the applicant and any person opposed to the application an opportunity to be heard and may consider such other matters as it sees fit.

6.3 Breach:
6.3.1 Breach by the applicant of any of the terms or conditions of any exemption granted by Council shall render the exemption null and void.

6.3.2 No person shall breach any terms or conditions of any exemption granted by Council.

7. SEVERABILITY:

If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

8. PENALTY:

Every person who contravenes any provision of this by-law is guilty of an offence and subject to penalty as provided for under the Provincial Offences Act. R.S.O. 1990, c.P.33

9. BY-LAW REPEALED:

Municipality of West Grey By-law No. 15-2004 is hereby repealed.
10. GENERAL:

10.1 That Schedules 'A' & 'B' are attached hereto and form part of this by-law.

10.2 That this by-law shall come into full force and effect upon its final passage.

10.3 That this by-law may be cited as the "Noise Control By-law"

*************************************************

Read a first and second time this 6th day of June, 2016.

Read a third time and finally passed this 6th day of June, 2016.

(Signed) (Signed)
(Acting) Mayor – John A. Bell CAO/Deputy Clerk – Larry C. Adams
Schedule A

By-law Number 55 - 2016

General Prohibitions

1. Racing of any motorized conveyance other than in a racing event regulated by law.

2. The operation of a motor vehicle in such a way that the tires squeal.

3. The operation of any combustion engine or pneumatic device without an effective exhaust or intake muffling device in good working order and in constant operation.

4. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sounds due to improperly secured load or equipment, or inadequate maintenance.

5. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices.

6. The operation of any item of construction equipment without effective muffling devices in good working order and in constant operation.

7. Persistent barking, whining or other similar persistent noise making by any domestic pet for a prolonged or excessive period of time.

8. The discharge of firearms for target practice between the hours of 9:00 p.m. and 7:00 a.m.

9. The discharge of firearms for hunting purposes ½ hour after sunset and ½ hour before sunrise, Monday to Saturday, unless permitted by another over-riding statute or legislation to discharge firearms during other hours.

10. The discharge of firearms for hunting purposes on Sunday, save and except for bow and cross-bowing hunting.

11. The detonation of explosives, except when used in construction or approved by the Municipality.

12. The detonation of binary exploding targets.
## Schedule B

**By Law Number 55 - 2016**

### Prohibitions

<table>
<thead>
<tr>
<th>Noise Created From The Following Activities Is Prohibited</th>
<th>Prohibited Area</th>
<th>Prohibited Time Of Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>The operation of any electronic devices intended for the production, reproduction or amplification of sound.</td>
<td>All Areas</td>
<td>At all times</td>
</tr>
<tr>
<td>The operation of any auditory signaling device, including but not limited to the ringing of bells or gongs and the blowing of horns or sirens or whistles, or the production, reproduction or amplification of any similar sounds by electronic means except where required or authorized by law or in accordance with good safety practices.</td>
<td>All Areas</td>
<td>At all times</td>
</tr>
<tr>
<td>All selling or advertising by shouting, outcry or amplified sound.</td>
<td>All Areas</td>
<td>9:00 p.m. to 9:00 a.m.</td>
</tr>
<tr>
<td>The operation of any construction equipment or in connection with construction.</td>
<td>All Areas</td>
<td>11:00pm to 6:00am</td>
</tr>
<tr>
<td>The operation of combustion engine which is used in, or is intended for use in a toy or model or replica of a larger device, which model or replica has no function other than amusement and which is not a conveyance.</td>
<td>All Areas</td>
<td>9:00pm to 9:00am</td>
</tr>
<tr>
<td>The operation of any motorized conveyance other than on a highway or authorized snowmobile trail.</td>
<td>All Areas</td>
<td>11:00pm to 9:00am Sunday 11:00pm to 7:00am Monday to Saturday</td>
</tr>
<tr>
<td>The operation of any powered or non-powered tool, equipment or appliance for domestic purposes other than snow removal</td>
<td>All Areas</td>
<td>9:00pm to 9:00 am Sunday 9:00pm to 7:00 am Monday to Saturday</td>
</tr>
<tr>
<td>The operation of solid waste, bulk lift, or refuse compacting equipment, delivery of products.</td>
<td>All Areas</td>
<td>11:00 pm to 7:00 am Monday to Sunday</td>
</tr>
<tr>
<td>Yelling, shouting, hooting, singing or hollering.</td>
<td>All Areas</td>
<td>At all times</td>
</tr>
<tr>
<td>Loud playing of musical instruments.</td>
<td>All Areas</td>
<td>At all times</td>
</tr>
<tr>
<td>Item</td>
<td>Column 1 - Short Form Wording</td>
<td>Column 2 - Offence Creating Provision or Defining Offence</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Noise from racing motorized conveyance</td>
<td>Section 2, Schedule A p.1</td>
</tr>
<tr>
<td>2</td>
<td>Noise from squealing motor vehicle tires</td>
<td>Section 2, Schedule A p.2</td>
</tr>
<tr>
<td>3</td>
<td>Noise from operating combustion engine without effective muffling device</td>
<td>Section 2, Schedule A p.3</td>
</tr>
<tr>
<td>4</td>
<td>Noise from operating pneumatic device without effective muffling device</td>
<td>Section 2, Schedule A p.3</td>
</tr>
<tr>
<td>5</td>
<td>Noise from operating vehicle with improper secured load, equipment or inadequate maintenance</td>
<td>Section 2, Schedule A p.4</td>
</tr>
<tr>
<td>6</td>
<td>Noise from operating vehicle with attached trailer with improper secured load, equipment or inadequate maintenance</td>
<td>Section 2, Schedule A p.4</td>
</tr>
<tr>
<td>7</td>
<td>Noise from operating motor vehicle horn or other warning device not in good safety practices</td>
<td>Section 2, Schedule A p.5</td>
</tr>
<tr>
<td>8</td>
<td>Noise from operating construction equipment without effective muffling device</td>
<td>Section 2, Schedule A p.6</td>
</tr>
<tr>
<td>9</td>
<td>Allow persistent noise by domestic pet</td>
<td>Section 2, Schedule A p.7</td>
</tr>
<tr>
<td>10</td>
<td>Noise from discharge of firearms for target practice</td>
<td>Section 2, Schedule A p.8</td>
</tr>
<tr>
<td>11</td>
<td>Noise from discharge of firearms for hunting purposes</td>
<td>Section 2, Schedule A p.9</td>
</tr>
<tr>
<td>12</td>
<td>Noise from discharge of firearms for hunting purposes on Sunday</td>
<td>Section 2, Schedule A p.10</td>
</tr>
<tr>
<td>13</td>
<td>Noise from detonation of explosives</td>
<td>Section 2, Schedule A p.11</td>
</tr>
<tr>
<td>14</td>
<td>Noise from detonation of binary exploding targets</td>
<td>Section 2, Schedule A p.12</td>
</tr>
<tr>
<td>15</td>
<td>Noise from operating electronic device</td>
<td>Section 3, Schedule B</td>
</tr>
<tr>
<td>16</td>
<td>Noise from operating auditory signalling device</td>
<td>Section 3, Schedule B</td>
</tr>
<tr>
<td>17</td>
<td>Noise from creating noise by selling advertising during prohibited time</td>
<td>Section 3, Schedule B</td>
</tr>
<tr>
<td>18</td>
<td>Noise from operating construction equipment during prohibited time</td>
<td>Section 3, Schedule B</td>
</tr>
<tr>
<td>19</td>
<td>Noise from operating combustion engine associated with toy or model during prohibited time</td>
<td>Section 3, Schedule B</td>
</tr>
<tr>
<td>Item</td>
<td>Column 1 - Short Form Wording</td>
<td>Column 2 - Offence Creating Provision or Defining Offence</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>20</td>
<td>Noise from operating motorized conveyance other than highway or authorized trail during prohibited time</td>
<td>Section 3, Schedule B</td>
</tr>
<tr>
<td>21</td>
<td>Noise from operating tools during prohibited time</td>
<td>Section 3, Schedule B</td>
</tr>
<tr>
<td>22</td>
<td>Noise from operating waste, refuse or delivery equipment during prohibited time</td>
<td>Section 3, Schedule B</td>
</tr>
<tr>
<td>23</td>
<td>Noise from yelling, shouting, hooting, singing or hollering</td>
<td>Section 3, Schedule B</td>
</tr>
<tr>
<td>24</td>
<td>Noise from playing musical instrument</td>
<td>Section 3, Schedule B</td>
</tr>
<tr>
<td>25</td>
<td>Breach condition or exemption granted by council</td>
<td>Section 6.3.2</td>
</tr>
</tbody>
</table>

The penalty provision for the offences listed above is Section 8 of By-Law Number 55 - 2016, certified copies of which have been filed.
Request for Temporary Road Closure

Description of Event for Road Closure: ______________________________________________________

Section of Road to be Closed: ____________________________________________________________

Alternate Route for Closed Area (if possible): ______________________________________________

Date Closure Required: ___________________________________________________________________

Time Period as of ______________ Until __________

Group and Contact Person Making Request: ________________________________________________

Telephone No.: ______________________

Group operating event must:

1. At least one (1) week prior to the event, contact police, fire department and ambulance service to make them aware of the date and time of the road closure. If event is held on a school day, contact both school boards to make them aware of the road closure.

2. Place appropriate barriers as directed by the Public Works Department immediately prior to the event and remove same immediately after the event;

3. Removal of any debris, etc. from the closed portion of road to return area to its pre-closing status.

4. Contact Municipality two business days prior to the event to confirm that they are looking after the closure details.

5. Contact police, fire department and ambulance service on the day of the event to remind them of the proposed closure.

6. Confirm to Municipality that emergency agencies have been contacted.

7. Proof of Liability Insurance.

Emergency Contacts:

911: Owen Sound Dispatch, sbell-matheson@owensoundpolice.com
Police: West Grey Police Services, Rob Martin, Police Chief, rmartin@westgreyps.ca, 519-369-3046
Fire: West Grey Fire Department, Philip Schwartz, Fire Chief, pschwartz@westgrey.com, 519-369-2505
OPP (Grey County – Chatsworth Office): 519-794-7827
Ambulance Dispatch: No Email, 519-371-4155 or 1-800-265-1868
Grey Paramedic Services: 519-379-0279

Municipal Approval Signature: ___________________________ Date: ____________________________
Date: January 30, 2019.

2018 Year End Assessment Report for the 2019 Tax Year
Attached is a copy of the 2018 Year-End Assessment Report for the 2019 Tax Year from the Municipal Property Assessment Corporation (MPAC). Also included is the West Grey specific Assessment Change Summary by Property Class (Appendix 1) as well as the Assessment Base Distribution Summary (Appendix 2). I have also included a separate spreadsheet which illustrates the impact of the Tax Ratios, which are set by Grey County, to determine the weighted assessment totals used for taxation. As an example from Appendix 2 the 2019 CVA (current value assessment) for Farm represents 30.6% of our total assessment, however the weighted assessment for Farm is only 9.9% of our total assessment.

FTR#1 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.
2018 YEAR-END ASSESSMENT REPORT FOR THE 2019 TAX YEAR

AS OF DECEMBER 2018
# Table of Contents

- About MPAC
- The Property Assessment Cycle in Ontario
- Purpose of this Report
- 2018 Highlights
- Maintaining Your Annual Assessment Roll
- New Assessment
- Requests for Reconsideration and Appeals
- Service Level Agreement (SLA)
- Looking Ahead to the Next Assessment Update
- Conclusion
As an independent, not-for-profit corporation, our assessments follow the Assessment Act and other legislation and regulations set by the Government of Ontario. We also have a Board of Directors made up of provincial, municipal and taxpayer representatives.

MPAC’s expertise is in property assessment, customer service and technology. It is these components of MPAC’s work that make our contribution to Ontario so valuable.

MPAC is responsible for assessing more than 5 million properties in Ontario, of all types (residential, business and farms), representing $2.78 trillion in property value. We take property assessment seriously because it’s the part we play in helping to make the communities we all live in stronger.

Learn more at:

mpac.ca
Introduction

Ontario municipalities rely on MPAC to provide expert opinions on the value of properties in our communities. We understand that turning these opinions into assessments goes beyond the determination of values. The work we do includes producing the products and services you require to understand, maintain and support your assessment base, such as property data, phase-in, classification, new assessment and appeals. The 2018 Year-End Assessment Report provides an update on these items.

The Property Assessment Cycle in Ontario
We update the assessment of every property in Ontario every four years to capture changes to properties and the real estate market.

While the effective valuation date of January 1, 2016 remains constant during the four-year cycle, we are responsible for providing an updated annual Assessment Roll to each municipality that includes:

➤ Changes to property ownership
➤ Changes to state and condition of a property
➤ Updates to the assessed value and classification
  • New construction, demolitions and consolidations
  • Requests for Reconsideration (RfR) and Assessment Review Board (ARB) decisions

In advance of the 2019 property tax year, we delivered more than 800,000 Property Assessment Notices to property owners across Ontario where there was a change in property ownership or value. Your municipality also recently received the 2018 Assessment Roll for the 2019 property tax year and the electronic Year-End Tax File. This file includes the updates we made during 2018 to keep your Roll current.

Purpose of This Report
We have prepared this report to assist you in understanding changes in your assessment base to inform ongoing budget and tax policy planning. The report also provides an update on the work we have undertaken over the course of 2018 to deliver an updated and stable Assessment Roll.

In addition, the report shares our plan for the next Assessment Update in 2020, which will provide property values for the 2021–2024 property tax years.

Attached to this report are two municipal-level assessment snapshots:

1. Assessment Change Summary
   Provides the updated 2016 current value assessment (destination) and a comparison of the phased-in assessments for the 2018 and 2019 tax years

2. Assessment Base Distribution
   Compares the distribution of the total 2018 and 2019 phased-in assessments and includes the percentage of the total assessment base by property class
2018 Highlights

Our assessments support the collection of nearly **$20 billion in municipal taxes annually**. We understand how important our work is to you, which is why we offer a range of services that enables you to understand and employ those values. No two assessment bases are the same. As such, we understand the need to share insights and develop understanding with all municipalities about how markets and communities are changing.

Maintaining Your Annual Assessment Roll

Having accurate and timely data is critical to the assessment process. Throughout the year, we complete regular quality control processes. Specifically, we review assessments and property classification changes received through:

- Building permits
- Vacancy applications
- Tax applications
- Subdivision plans

This ensures information is both current and accurate. This ongoing assessment work provides confidence that the information in your Assessment Roll is reliable and ready to support your budget and tax planning.

New Assessment

In 2018, we delivered more than $38 billion in new assessment to municipalities across the province. We successfully processed more than 85% of this new assessment within one year of occupancy. Timely processing of new assessment from new construction or additions to existing property and accurate forecasting of new assessment were identified as key municipal priorities and are included in our Service Level Agreement with municipalities.

New Assessment Forecasting

A significant change in 2018 was the presentation of the quarterly new assessment forecast and our commitment to capture a minimum of 85% of all new assessment within one year of occupancy, based on availability of information from your municipality.

The other important change in 2018 came from you, our municipal partners.

This year, we started delivering new assessment progress reports on a quarterly basis to support ongoing dialogue between MPAC and municipalities about current and future growth trends and to provide a better sense of future taxable amounts.
Requests for Reconsideration and Appeals

Another important activity we continue to work on throughout the four-year assessment cycle is responding to and processing assessment changes because of Requests for Reconsideration (RfR) and Assessment Review Board (ARB) appeal outcomes. This information is applied to your Assessment Roll throughout the year as part of our ongoing efforts to maintain and deliver stable Assessment Rolls.

We continue to work closely with the ARB and other parties, providing impartial, expert opinions to support the appeal process.

We have seen a steady decrease in the number of RfRs and appeals; since 2009 the number of RfRs filed has decreased by 50% and the number of appeals has decreased by 40%.

We will continue to work with the ARB and other parties to improve the efficiency and effectiveness of the appeals process, with the goal of reducing the time to resolve appeals.

2009, 2013 and 2017 represent the first tax year of the last three Assessment Updates, when the majority of appeals are filed.
Service Level Agreement (SLA)

The service levels in the SLA represent the most important MPAC deliverables as identified by you, our municipal partners. The SLA itself defines high performance standards in key service areas; outlines the roles, responsibilities and dependencies of both parties – reinforcing our shared accountability.

We implemented the SLA in 2017, and the end of 2018 marks a full year of measuring against these service levels.

In 2018, we also launched the SLA Reporting Tool in Municipal Connect to offer an at-a-glance snapshot to guide discussions around SLA objectives, help improve service delivery and promote shared accountability. At the end of our first year, MPAC is happy to report that we have met 96% of all service levels and have worked closely with municipalities, including remedial action, when service levels have not been met.
The four-year phase-in program remains in place, meaning values will be effective for the 2021 to 2024 property tax years. As in the past, all assessment increases are phased-in over four years and assessment decreases are applied immediately.

The earlier valuation date increases the availability of data used to prepare valuations and will provide more time to consult and share preliminary market insights when our engagement activities begin in earnest in 2020.

This will enable MPAC and stakeholders to identify and resolve potential issues before the return of the Roll in December 2020.
Conclusion

At the core of our new 2017–2020 Strategic Plan is the theme “Valuing What Matters Most.” For municipalities, we value building the customer and municipal relationship. This means enhancing the transparency of new assessment forecasts, processing assessment adjustments in a timely way, ensuring traceability and transparency in our assessment valuation and methodology, and keeping stakeholders apprised of changes in the market that may impact property values.

Through greater collaboration between MPAC and municipalities, we remain committed to continuously improving our service, and we encourage you to share your feedback with us on the delivery of our products and services.

Your local Municipal and Stakeholder Relations team is available to support you with any of our products or services. Please contact your Regional Manager, Account Manager, or Account Support Coordinator if you have any questions or would like more information about this report.
APPENDIX 1
Assessment Change Summary by Property Class
Municipality of West Grey

The following chart provides a comparison of the total assessment for the 2016 base years, as well as a comparison of the assessment change for 2018 and 2019 property tax year by property class.

<table>
<thead>
<tr>
<th>Property Class/Realty Tax Class</th>
<th>2016 Full CVA</th>
<th>2018 Phased-in CVA</th>
<th>2019 Phased-in CVA</th>
<th>Percent Change 2018 to 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>R Residential</td>
<td>1,327,043,472</td>
<td>1,262,004,667</td>
<td>1,294,524,068</td>
<td>2.6%</td>
</tr>
<tr>
<td>M Multi-Residential</td>
<td>8,767,000</td>
<td>8,560,000</td>
<td>8,663,500</td>
<td>1.2%</td>
</tr>
<tr>
<td>C Commercial</td>
<td>44,412,100</td>
<td>43,784,336</td>
<td>44,098,218</td>
<td>0.7%</td>
</tr>
<tr>
<td>X Commercial (New Construction)</td>
<td>7,714,200</td>
<td>7,559,281</td>
<td>7,636,739</td>
<td>1.0%</td>
</tr>
<tr>
<td>I Industrial</td>
<td>10,858,200</td>
<td>10,643,642</td>
<td>10,750,921</td>
<td>1.0%</td>
</tr>
<tr>
<td>L Large Industrial</td>
<td>3,577,500</td>
<td>3,519,322</td>
<td>3,548,411</td>
<td>0.8%</td>
</tr>
<tr>
<td>J Industrial (New Construction)</td>
<td>6,497,582</td>
<td>6,385,996</td>
<td>6,441,788</td>
<td>0.9%</td>
</tr>
<tr>
<td>P Pipeline</td>
<td>8,231,000</td>
<td>7,780,656</td>
<td>8,005,829</td>
<td>2.9%</td>
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<tr>
<td>F Farm</td>
<td>744,789,446</td>
<td>580,709,801</td>
<td>662,749,621</td>
<td>14.1%</td>
</tr>
<tr>
<td>T Managed Forests</td>
<td>51,212,900</td>
<td>40,749,075</td>
<td>45,980,994</td>
<td>12.8%</td>
</tr>
<tr>
<td>(PIL) R Residential</td>
<td>147,900</td>
<td>137,300</td>
<td>142,600</td>
<td>3.9%</td>
</tr>
<tr>
<td>(PIL) C Commercial</td>
<td>3,897,700</td>
<td>3,787,500</td>
<td>3,842,600</td>
<td>1.5%</td>
</tr>
<tr>
<td>(PIL) H Landfill</td>
<td>453,700</td>
<td>382,600</td>
<td>418,150</td>
<td>9.3%</td>
</tr>
<tr>
<td>E Exempt</td>
<td>68,938,500</td>
<td>64,117,790</td>
<td>66,528,146</td>
<td>3.8%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2,286,541,200</td>
<td>2,040,121,966</td>
<td>2,163,331,585</td>
<td>6.0%</td>
</tr>
</tbody>
</table>
The following chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2018 and 2019 phased-in assessment which includes the percentage of the total assessment base by property class.

<table>
<thead>
<tr>
<th>Property Class/Realty Tax Class</th>
<th>2016 Full CVA</th>
<th>Percentage of Total 2016 CVA</th>
<th>2018 Phased-in CVA</th>
<th>Percentage of Total 2018 CVA</th>
<th>2019 Phased-in CVA</th>
<th>Percentage of Total 2019 CVA</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2,040,121,966</td>
<td>100%</td>
<td>2,163,331,585</td>
<td>100%</td>
</tr>
</tbody>
</table>
## Municipality of West Grey - Assessment for the Taxation Year 2019

### Phased-In Tax Ratios Phased-In 2019

<table>
<thead>
<tr>
<th>Category</th>
<th>CVA Per County</th>
<th>Weighted Assessment</th>
<th>Phased-In Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>1,208,310,009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential Separate</td>
<td>85,268,159</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential No Support</td>
<td>195,150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential French Public</td>
<td>351,898</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential French Separate</td>
<td>378,852</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL RESIDENTIAL</strong></td>
<td>1,294,524,068</td>
<td>1.000000</td>
<td>1,294,524,068</td>
</tr>
<tr>
<td>Multi-Residential</td>
<td>8,232,528</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Residential Separate</td>
<td>430,283</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Residential French Public</td>
<td>192</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Residential French Separate</td>
<td>497</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL MULTI-RESIDENTIAL</strong></td>
<td>8,663,500</td>
<td>1.441197</td>
<td>12,485,810</td>
</tr>
<tr>
<td>Commercial Occupied No Support</td>
<td>43,204,718</td>
<td>1.306940</td>
<td>56,465,974</td>
</tr>
<tr>
<td>Commercial Excess Land No Support</td>
<td>408,100</td>
<td>0.914858</td>
<td>373,354</td>
</tr>
<tr>
<td>Commercial Vacant Land No Support</td>
<td>485,400</td>
<td>0.914858</td>
<td>444,072</td>
</tr>
<tr>
<td>Commercial New Construct No Support</td>
<td>7,558,289</td>
<td>1.000000</td>
<td>9,878,230</td>
</tr>
<tr>
<td>Commercial New Con. Excess Land No Support</td>
<td>78,450</td>
<td>0.914858</td>
<td>71,771</td>
</tr>
<tr>
<td><strong>SUBTOTAL COMMERCIAL</strong></td>
<td>51,734,957</td>
<td>67,233,401</td>
<td>4.0%</td>
</tr>
<tr>
<td>Industrial Occupied No Support</td>
<td>9,150,747</td>
<td>1.858187</td>
<td>17,003,799</td>
</tr>
<tr>
<td>Large Industrial No Support</td>
<td>3,548,411</td>
<td>1.858187</td>
<td>6,593,611</td>
</tr>
<tr>
<td>Industrial Excess Land No Support</td>
<td>299,550</td>
<td>1.207822</td>
<td>361,803</td>
</tr>
<tr>
<td>Industrial Vacant Land No Support</td>
<td>1,254,724</td>
<td>1.207822</td>
<td>1,515,483</td>
</tr>
<tr>
<td>Industrial New Con. Excess Land No Support</td>
<td>121,372</td>
<td>1.207822</td>
<td>146,596</td>
</tr>
<tr>
<td>Industrial New Construction No Support</td>
<td>6,320,416</td>
<td>1.858187</td>
<td>11,744,515</td>
</tr>
<tr>
<td><strong>SUBTOTAL INDUSTRIAL</strong></td>
<td>20,695,220</td>
<td>37,365,807</td>
<td>2.2%</td>
</tr>
<tr>
<td>SHOPPING CENTRE No Support</td>
<td>-</td>
<td>1.306940</td>
<td>-</td>
</tr>
<tr>
<td><strong>PIPLINES</strong></td>
<td>8,005,629</td>
<td>0.906848</td>
<td>7,260,070</td>
</tr>
<tr>
<td>Farmland Public</td>
<td>624,175,045</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farmland Separate</td>
<td>38,574,576</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farmland No Support</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farmland French Public</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farmland French Separate</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL FARMLAND</strong></td>
<td>662,749,621</td>
<td>0.250000</td>
<td>165,687,405</td>
</tr>
<tr>
<td>Managed Forest Public</td>
<td>42,085,653</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managed Forest Separate</td>
<td>3,823,437</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managed Forest No Support</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managed Forest French Public</td>
<td>20,061</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managed Forest French Separate</td>
<td>51,843</td>
<td></td>
<td></td>
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<tr>
<td><strong>SUBTOTAL MANAGED FOREST</strong></td>
<td>45,980,994</td>
<td>0.250000</td>
<td>11,495,248.50</td>
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<tr>
<td><strong>TOTAL TAXABLE ASSESSMENT</strong></td>
<td>2,092,354,189</td>
<td>1,596,051,809.83</td>
<td>95.7%</td>
</tr>
</tbody>
</table>

### Payment in Lieu

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Tax Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential General No Support</td>
<td>142,600</td>
<td>1.000000</td>
</tr>
<tr>
<td>Landfill Full No Support</td>
<td>418,150</td>
<td>1.000000</td>
</tr>
<tr>
<td><strong>Subtotal Residential</strong></td>
<td>560,750</td>
<td>1.000000</td>
</tr>
<tr>
<td>Commercial Full No Support</td>
<td>2,496,350</td>
<td>1.000000</td>
</tr>
<tr>
<td>Commercial General No Support</td>
<td>1,346,250</td>
<td>1.000000</td>
</tr>
<tr>
<td><strong>Subtotal Commercial</strong></td>
<td>3,842,600</td>
<td>1.000000</td>
</tr>
<tr>
<td>Industrial Full No Support</td>
<td>45,900</td>
<td>1.858187</td>
</tr>
<tr>
<td><strong>Total PIL</strong></td>
<td>4,449,250</td>
<td>1.858187</td>
</tr>
</tbody>
</table>

### Total Taxable & PIL

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Tax Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Taxable Assessment</strong></td>
<td>2,096,803,439</td>
<td>1,601,719,898</td>
</tr>
<tr>
<td>Exempt</td>
<td>66,528,146</td>
<td>1.000000</td>
</tr>
<tr>
<td><strong>Total Municipal Assessment</strong></td>
<td>2,163,331,585</td>
<td>1,668,248,044</td>
</tr>
</tbody>
</table>

*Note: All amounts are in Canadian dollars.*
Subject #1:  Road Supervisor’s Report

Staff has been busy with the following activities:

- Plowing, sanding and ice blading
- Maintenance and small repairs to equipment

Subject #2: Utilities Supervisor’s Report

Staff has been busy with the following activities:

- Plowing, sanding streets and sidewalks.
- Maintenance and small repairs to equipment
- Utility Supervisor busy with coordinating and overseeing the removal of ice from the river behind the ball diamonds in an effort to lower the risk of flooding due to the production of frazil ice in the river.

   PW#1 & 2: For COW information

Subject #3: Equipment

- 2013 CAT Grader – GR1WG is out of service due to a transmission problem. Grader floated to Cambridge for repairs. Department obtained a rental from Jade Equipment to fill in until the CAT grader is repaired. West Grey negotiating with CAT over repair costs.
- TR23WG out of service last week due to a failed injector. Truck expected to be back in service before weekend.

   PW#3: For COW information
Subject #4: Contracted Work

- None

PW#4: For COW information

Subject #5: Staff Update

- The department will be recognizing two employees from West Grey at the annual Long Service Awards banquet at the OGRA Conference on February 26, 2019. Jim Holm, truck driver/grader operator from the Normanby Depot will be retiring this year after 31 years of service and Doug Fuehrer, grader operator from the Normanby Depot will posthumously receive an award for 34 years of service. Doug’s daughter Pauline Hunter and son Rob Fuehrer will be attending to accept the award on their father’s behalf.

PW#5: For COW information

Subject #6: Natural Resources of Canada Green Construction through Wood Expression of Interest (EOI)

Background:
The Department will be submitting an EOI to build a wooden bridge in 2019. Due to the complexity of the EOI criterion, the Director has engaged the services of Wood Research and Development to assist the Department with the EOI application process and strategically chose a bridge that best meets the eligibility criterion stipulated. Deadline for the EOI is March 25th, 2019.

PW#6: for COW information/discussion
Decisions respecting these subjects support the following Strategic Priority and Goals identified in the approved West Grey 2020 Action Plan:

**Strategic Goal**

A.3 Asset Management Planning

Respectfully submitted
Brent Glasier, C.E.T.
Director of Infrastructure and Public Works
1993934 Ontario Inc., Jason Tremble (President) & Kevin Tremble (Vice-President)

Jason Tremble (President) & Kevin Tremble (Vice-President) of 1993934 Ontario Inc. (the "Proponent"), came as a delegation to the December 17, 2018 Council meeting requesting Council to consider waiving or reducing the development charges for the eleven affordable residential apartment units proposed at Plan 500, Park Part Lot 8, Chester N/S, Geographic Town of Durham, being property roll #4205 260 001 05901 0000. There are three other apartment units in the proposed building that will not be affordable housing units. The units are to be rented. (attachment)

Council passed the following resolution during the December 17, 2018 Council meeting:

"Townsend-Hergert, Be it resolved that, the Council of the Municipality of West Grey hereby defers a decision respecting the request from 1993934 Ontario Inc., to waive or reduce development charges for further discussion during the January 30, 2019 Committee of the Whole meeting. #358-18 Carried."

The Proponent entered into a 20-year agreement with Investment in Affordable Housing in Ontario (IAH) for the provision of the eleven affordable housing units, with the County of Grey being a partner in this undertaking by providing the subject property at a nominal sum and awarding the Proponent a grant-in-lieu of the County development charge for the eleven affordable housing units. The eleven affordable housing units meet the affordable housing unit requirements for this area as determined by the Canada Mortgage and Housing Corporation (CMHC).

The Tremble’s have requested Council to consider either awarding a grant-in-lieu in equal amount to the development charge for the eleven affordable housing builds, or to waive the applicable West Grey development charge for the affordable housing units. Section 11.3 of West Grey Development Charges By-law Number 19-2015 states “Council has the power to enter into agreements to reduce or waive development charges that are payable under the Act and this By-law".
The current West Grey development charge is $3,250/household (residential unit), and therefore, the total development charges payable for eleven affordable housing units would be $35,700.

Anne Marie Shaw, Director of Housing, County of Grey, is attending the January 30, 2019 Council meeting to clarify the IAH/Grey County agreement with the Proponent, and to address affordable housing questions that Council may have in general.

While both the West Grey Official Plan and Comprehensive Zoning By-law Number encourages affordable housing in West Grey, it is a concern that lower-tier municipalities are being pressured to financially commit to affordable housing that in the past has mainly been the responsibility of the Province and upper-tier municipalities.

**COW#1 Recommendation: Seek direction from Council.**

**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
December 11, 2018

Dear Council:

We are requesting that council adopt a policy of awarding a grant-in-lieu of equal amount for development charges on affordable housing units.

Background:

Affordable housing is considered housing in which the rent is set at a rate of no more than 80% of the average market rate in a county for that type of housing. This is set by CMHC each year. The current rate for one bedroom apartments in Grey County is $577/month. Affordable Housing developments are required to be occupied by residents considered “high risk”. High risk tenants include working poor, individuals with physical disabilities, Aboriginal people and seniors.

We have committed to the County of Grey and the Investment in Affordable Housing for Ontario (IAH) to build a 14 unit apartment building in Durham, with construction starting in April 2019. Of the 14 units being built, 11 of those units will be considered affordable for a period of 20 years per the agreement signed with IAH (Investment in Affordable Housing Program).

The County of Grey has fully supported this project. They have sold us the land for a nominal amount and awarded us a grant-in-lieu of the County development charges for the affordable units. They have also assisted us in applying to the IAH for funding for affordable housing.

Affordable housing is a real issue in West Grey and Grey County. Per Anne Marie Shaw, Director of Housing at Grey County, Grey County’s vacancy rate for a one bedroom has gone from 6.5% in 2013 to 1.7% in 2017 and sure to be lower in 2018. The waitlist for housing overall for Grey County is over 800 residents with Durham currently having 89 people on the waitlist for a one bedroom apartment. There is a significant need for affordable housing.

Several other Counties and Municipalities has adopted policies to assist with development charges on affordable housing, all noting that it is a significant need in their communities. Some notable municipalities and counties that have done this include:

- Grey County has awarded a grant-in-lieu equal to the cost of the development charges on past affordable housing projects.
- Cambridge has included affordable housing in its Community Improvement Plan with significant incentives for building affordable units regarding planning and development fees.

Non-profit organizations are responsible for the majority of affordable housing projects. There simply is not enough construction and expansion in the non-profit sector to keep up with the demand for affordable housing. It is important for municipalities to provide support when the private sector wants to contribute.
How this meets West Grey’s objectives:

This request by us is in line with several of the councilor’s beliefs, the past actions of the Town of Durham and the West Grey official plan.

- During the electoral debate that occurred in September and October 2018, several of the councilors made it a campaign promise and noted the need for the Municipality to ensure that there is adequate affordable housing in West Grey. During multiple debate, questions arose about affordable housing and every councilor candidate stated that we as a municipality needs to make housing affordable and looks for ways to add to the affordable housing pool.

- The last affordable housing build in West Grey was done in 1992 at 329 Garafraxa St N by Garafraxa Non-Profit Homes Inc. It is been 26 years since West Grey has added to their pool of affordable housing.

- The original development charge By-Law passed in 1992 (#92-22) exempted Durham and Grey County from Development charges. I would assume that this exempted the most recent affordable housing build in 1992 from development charges.

- The West Grey Official Plan specifically addresses affordable housing. Here are the relevant excerpts from the Official Plan:
  - Goal - D2.1.1 This Official plan shall strive to provide an ample supply of affordable and desirable residential dwelling types and densities for the present and future residents of Durham and Neustadt.
  - D2.4.7 The Municipality shall strive to improve access to housing for people with special needs, including assisted housing for low-income households, seniors housing and housing for persons with disabilities, etc. The Municipality may support appropriate applications and proposals for special needs housing.
  - D2.4.8 The Municipality shall encourage new residential housing, both rental and ownership, to be affordable.
  - D2.4.9 The Municipality may consider a request for a grant in lieu of residential development charges, planning fees and building permit fees for a new affordable housing development in return for a commitment by the developer to meet specified affordability targets.
  - D2.4.10 The Municipality shall promote, and where possible, assist in the administration of County, Provincial and Federal housing programs.
  - D2.4.11 In an attempt to assist in meeting the density target and to promote special needs housing, rental and affordability, the Municipality may support a variety of zoning standards and subdivision design standards, where appropriate. Reduced urban development standards such as narrower road allowances, smaller lot areas and frontages, reduced yard requirements and increase lot coverage may be considered in new areas of development on a case by case basis and where deemed appropriate, or in areas of existing development which require unique development standards

The proposed project meets several criteria on the West Grey Official Plan. We ask that you follow the lead of Grey County and support this affordable development project by assisting the project with a grant-in-lieu equal to the development charges for the project.

We hope that implementing a policy to assist with affordable housing projects will spur an increase interest from the private sector to invest in these types of projects so that the waiting list for affordable housing can be eliminated.
Financial Impact of West Grey:

Option 1: To award a grant in equal amount to development charges for affordable housing builds. The developer pays the development charges, and then West Grey pays the developer a grant in equal value. The current development charges for residential units in West Grey is $3,250. We are proposing 11 affordable units. Therefore a total grant for $35,750. This cost to West Grey would be offset by an increase in there development charges reserve fund. Net financial impact is zero.

Option 2: Waive development charges on affordable housing builds. No development charges to developers on affordable housing builds, therefore no grants awarded to developers by West Grey. Net financial impact is zero.

Use of Grant:

We are going ahead with this project no matter what. What this grant will do is change what we spend our money on. If the grant is awarded to us, we can add more features to the building designed to reduce energy costs, such as LED lighting throughout the building and a higher insulated building envelope. As part of the agreement with the IAH, tenants are required to pay their own hydro. We want to include more energy efficient technology to reduce hydro costs and our energy footprint; however, we are working with a fixed budget from the Ministry of Housing. We are hoping that with more efficient hydro and heating equipment, the tenant’s monthly bill will be reduced.

The Ministry understands that these projects simply are not feasible without significant grant money to assist with the capital costs of the builds. Without assistance from all levels of government, there simply is not enough rental income to cover the operating costs of the project as well as put away a sufficient amount of money into a capital reserve fund for future capital repairs.

We ask you to consider everything discussed above in assisting with our affordable housing project. We would be more than happy to explain our project in more detail as well as listen to other options or requests you may have to better address the needs of the residents of West Grey.

Sincerely,

Jason Tremble
President
1993934 Ontario Inc.
519-369-7608

Kevin Tremble
Vice-President
1993934 Ontario Inc.
519-369-4736
Committee Report

To: Warden Halliday and Members of Grey County Council

Committee Date: November 22, 2018

Subject / Report No: HDR-CW-22-18

Title: Agreement for Investment in Affordable Housing Funding-Trembles

Prepared by: Anne Marie Shaw, Director of Housing

Reviewed by: Kim Wingrove

Lower Tier(s) Affected: West Grey

Status: Recommendation adopted by the Committee as presented per Resolution CW290-18;

Recommendation

1. That Report HDR-CW-22-18 regarding funding for affordable housing in West Grey be received; and

2. That the Warden and Clerk be authorized to enter into a Contribution Agreement with 1993934 Ontario Inc. (Kevin and Jason Tremble) for the funds available in 2018 and 2019 through the Investment in Affordable Housing Program Rental Build Program.

Executive Summary

In 2016 the County received $2,550,000 in funding from the Investment in Affordable Housing (IAH) Program for years 2016-2019. The Rental Build Program, one of the programs in the IAH. The recent award of RFP-HOU-17-18 to Kevin and Jason Tremble to build affordable housing qualifies for the remaining IAH Rental Build Program funding. A total of $900,000 is available; $510,940 in 2018 and $389,060 in 2019. This report requests approval for the County of Grey to enter into an agreement with 1993934 Ontario Inc. (Kevin and Jason Tremble) for $900,000 to build affordable housing in West Grey.

Background and Discussion

The Rental Housing Program component of the Investment in Affordable Housing Program provides funding to increase the supply of rental housing by providing funding to eligible projects for construction of safe, adequate and affordable rental housing. Kevin and Jason Tremble’s (1993934 Ontario Inc.) proposed build in Durham of 14 one bedroom units, 11 of which are
affordable meets the eligibility for the Rental Build Program. The RFP-HOU-17-18 was awarded at the November 8, 2018 Committee of the Whole meeting to Kevin and Jason Tremble.

There is $900,000 in funding available through the Investment in Affordable Housing Program; $510,940 in 2018 and $389,060 in 2019. This report requests approval for Grey County to enter into two agreements for the IAH funding. The first agreement needs to be signed by the end of December 2018 and the second agreement will be signed in April 2019 at the beginning of the 2019 funding year.

Legal and Legislated Requirements

Grey County is required to enter into a Contribution Agreement with 1993934 Ontario Inc. (Kevin and Jason Tremble) in order to flow the funds to them for the affordable housing build.

Financial and Resource Implications

The funding is 100% provincial dollars.

Relevant Consultation

☐ Internal:

☐ External:

Appendices and Attachments

Contribution Agreement
Public Notice
Sale of Land

October 2018

Property Description

The Committee of the Whole will be considering the private sale of Part of Park Lot 8 North of Chester Street West Plan 500 Durham as in GS38555 except R443637, Geographic Township of Bentinck, Municipality of West Grey (Twin Pines) to Kevin and Jason Tremble on November 8, 2018 at 9:30 at its regular meeting in Council Chambers, Grey County Administration Building.

Pending the outcome of this meeting, a by-law to authorize the sale of the above-noted property will be brought forward for Council’s consideration at the November 22, 2018 session of Grey County Council.

Those wishing to submit comments must do so in writing to Heather Morrison, County Clerk at heather.morrison@grey.ca or to the County of Grey, Clerk’s Department, 595 9th Ave. E., Owen Sound, ON no later than 12:00 noon on Wednesday November 7, 2018.
Recommendation

Receive for information.

Executive Summary

Adopted in March 2016, the 2020 Action Plan outlines three strategic goals, with a total of 40 Action Priorities. Quarterly updates started in March 2018. This fourth quarter update shows progress (highlighted in yellow) and completed items (shown in red). As has been the case throughout the 2018 reporting program, progress continues on many Action Priorities, however, some Priorities have had to be shifted due to resource challenges.

Background and Discussion

The West Grey 2020 Action Plan is organized under three Strategic Priority Goals:

1. Long-term financial sustainability of the Municipality
2. Development of the West Grey economy
3. Provide information and communicate with the public.

Progress has been made in several priority areas since its adoption in 2016. The attached work plan matrix (Appendix A) captures progress, highlights challenges and provides recommendations.

Updates:

Goal A: Financial Stability. There are four Strategy Categories.

A.1 Partnerships

A.1.1 West Grey and Chatsworth are working together on a shared building services model.

A.1.2 The CAO has been received the research paper from the Western University Master, Public Administration degree program team. The scope of the project was
finalized as a review of current practices in attracting and retaining employees and considerations for succession planning.

A.1.3 Closed.

A.2 New Sources of Revenue

A.2.4 Partnership proposal in a municipal service review of infrastructure has been placed on hold due to resourcing constraints. Future determination whether this remains an Action Item will be required.

A.3 Asset Management Planning

A.3.2 West Grey to respond to an Expression of Interest to be considered for a grant program to replace a bridge under the Green Construction through Wood program.

A.4 Comprehensive Service Review

A.4.4 Administration and finance operations review put on hold due to budget restraints.

**Goal B: Economic Development.** There are five Strategy Categories.

B.1 High-speed Internet

B.1.2 Business case postponed due to budget restraints. Should this item remain a priority, staff will propose options and costs, such as retaining university research team.

B.3 Urban Cores

B.3.2 New Committee formed - Commercial Beautification Committee – to provide a concentrated focus on urban core planting, flowers, etc.

B.4 Tourism

B.4.2 The Manager, Community Services is investigating the implications of developing and promoting a municipal trail system and will report to Council in 2019.

**Goal C: Communications.** There are two Strategy Categories.

C.1 Municipal Communications

C.1.1 Staffing resource requested through the 2019 budget process.

C.2.1 Future volunteer fairs are dependent on staffing availability

C.2.2 Promoting community events, facilities and opportunities contingent on staffing resources as outlined in the 2019 budget requests.
Financial and Resource Implications
Financial implications will be presented through the budget process.

West Grey 2020 Action Plan
Goal A – Fiscal Sustainability
Goal B – Economic Development
Goal C - Communication

Consultation
Mark Turner, Clerk
Kerri Mighton, Director of Finance/Treasurer
Brent Glasier, Director of Infrastructure and Public Works
Cathy Sweeney, Coordinator, Economic Development
Stephanie Stewart, Manager, Community Services

Next Steps
Through the 2019 Budget process, Council will determine resourcing allocations for the ongoing implementation of the Action Plan. Council may also consider if this Action Plan continues to align with priorities for the current term of Council.

Attachments
Appendix A – 2020 Action Plan Matrix, Q4

Respectfully submitted:
Laura Johnston
Chief Administrative Officer
<table>
<thead>
<tr>
<th>Action Priorities</th>
<th>Lead</th>
<th>Progress or Task</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1.1</td>
<td>Expand on Joint Chief Building Services (JBS) partnership</td>
<td>CAO Mayor/D. Mayor</td>
<td>01.01.2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Deputy Mayor Bell is 2018 Chair</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Proposed revisions to agreement still under review by CAOs</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Southgate has left the partnership as of June 30, 2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Joint Building Services dissolved as of December 31, 2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Chatsworth and West Grey to enter into new partnership for 2019</strong></td>
<td></td>
</tr>
<tr>
<td>A.1.2</td>
<td>Investigate partnerships in service reviews</td>
<td>SMT</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Marmac road asset management plan ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• StreetScan project underway</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Finalizing proposal for Western University grad student to undertake service review as a thesis requirement for Masters, Public Administration program</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Western University research project approved. CAO to meet with research team late September</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Western University research paper received and under review</strong></td>
<td></td>
</tr>
<tr>
<td>A.1.3</td>
<td>Communicate 2020 Action Plan to neighbouring municipalities to identify potential partnerships</td>
<td>CAO</td>
<td>CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CAO, Economic Development Coordinator (EDC) and Manager, Community Services (MCS) to continue investigating partnerships</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• West Grey Lions Club to initiate 2018 fundraiser for Durham bridge gardens</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Quarterly Matrix posted as public document to promote Action Plan priorities and progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2018 Municipal Election partnership with Grey County Clerks is seeing great success</td>
<td></td>
</tr>
</tbody>
</table>
## GOAL A: FINANCIAL STABILITY
### STRATEGY A.2
#### New Sources of Revenue

<table>
<thead>
<tr>
<th>Action Priorities</th>
<th>Lead</th>
<th>Progress or Task</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.2.1 Naming Rights policy</td>
<td>EDC</td>
<td>• Economic Development Coordinator (EDC) to research, draft and bring to Council</td>
<td>2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• EDC workload has pushed this to 2019</td>
<td></td>
</tr>
<tr>
<td>A.2.2 Liquor Licences for facilities</td>
<td>Manager Community Services</td>
<td>• New Manager retained to begin research and report back</td>
<td>2019</td>
</tr>
<tr>
<td>A.2.3 Lobby for infrastructure funds</td>
<td>Council</td>
<td>• County, AMO, Conferences</td>
<td>Ongoing</td>
</tr>
<tr>
<td>A.2.4 Partnership potential in municipal service review of infrastructure</td>
<td>EDC</td>
<td>• Explore opportunities presented by service groups and report to Council</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Revised: scope of work to be rolled into Western University project, if possible</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Not completed; dedicated resource will be required if this remains a priority</td>
<td></td>
</tr>
<tr>
<td>A.2.5 Policy on gravel sale from municipal pits</td>
<td>TBD</td>
<td>• Not recommended; counters Economic Development initiatives.</td>
<td>CLOSED</td>
</tr>
<tr>
<td>A.2.6 Lobby for changes to Aggregate Act to increase tonnage levy paid to municipality</td>
<td>Council</td>
<td>• AMO AGM delegation request</td>
<td>CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Update; no delegation on this matter</td>
<td></td>
</tr>
<tr>
<td>A.2.7 Identify surplus property for potential sale</td>
<td>Clerk</td>
<td>• Any potential lands to be brought to Council for direction to work with Real Estate agent</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Disposition of municipal properties to be determined by new Council. Staff will bring report to Council in 2019</td>
<td></td>
</tr>
<tr>
<td>A.2.8 Revenue from solar panels at municipal sites</td>
<td>N/A</td>
<td>• Council decision to not proceed.</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>
### GOAL A: FINANCIAL STABILITY
#### STRATEGY A.3
**Asset Management Planning**

<table>
<thead>
<tr>
<th>Action Priorities</th>
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</tr>
</thead>
</table>
| A.3.1 Identify municipality’s potential to use long-term borrowing to catch up on infrastructure repairs/needs | Treasurer, Director, PW | • Capacity to borrow exists, however, priorities should be identified only after infrastructure studies and asset management plans adopted  
• ITEM CLOSED | CLOSED |
| A.3.2 Investigate use of lower-cost bridge specifications and implementation plan | Director, PW | • Underway  
• West Grey to host national workshop on wooden bridge construction  
• West Grey to respond to the Expression of Interest opportunity through the Green Construction through Wood (GCWood) program to be a grant recipient for bridge replacement | Ongoing November 2018 Due March 25, 2019 |
| A.3.3 Prepare long-term bridge replacement plan | Director, PW | • Initial work started, however, staff will report to Council should resourcing and capacity impact project and timeline | Due July 1, 2021 |
| A.3.4 Develop long-term asset management plan | Director, PW | • Initial work started, however, staff will report to Council should resourcing and capacity impact project and timeline | Due July 1, 2019 |

### GOAL A: FINANCIAL STABILITY
#### STRATEGY A.4
**Comprehensive Service Reviews**

<table>
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</thead>
<tbody>
<tr>
<td>A.4.1 Review to include waste management, service levels, landfill sites and waste depots</td>
<td>Director, PW</td>
<td>Underway</td>
<td>TBD</td>
</tr>
<tr>
<td>A.4.2 Review library service, including long-term plan for service delivery</td>
<td>Library CEO</td>
<td>Strategic Plan COMPLETED</td>
<td>2019/2020 budget</td>
</tr>
</tbody>
</table>
| A.4.3 Review police service delivery and the adequacy of police facilities | West Grey Police Services Building Committee | • Committee formed for Headquarters build  
• RFP developed but not released | TBD |
| A.4.4 Review administration and finance operations | CAO | Will require funding &/or resources to be brought forward in 2019 budget process  
Postponed due to budget pressures | 2019 TBD |
<table>
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<tr>
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<th>Lead</th>
<th>Progress or Task</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.1.1 Advocate for senior gov’t funding and rapid implementation of SWIFT</td>
<td>Council SWIFT</td>
<td>Lobbying efforts</td>
<td>Ongoing</td>
</tr>
<tr>
<td>B.1.2 Business case to install local fibre cable networks in municipality on a</td>
<td>CAO EDC</td>
<td>Potential research project with university MBA</td>
<td>2019 start TBD</td>
</tr>
<tr>
<td>cost-recovery basis</td>
<td></td>
<td>program Postponed due to budget pressures</td>
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</tbody>
</table>
## GOAL B: ECONOMIC DEVELOPMENT

### STRATEGY B.2

**Employment Opportunities**

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<tbody>
<tr>
<td>B.2.1 Attract satellite trades training and apprenticeships</td>
<td>Mayor, Deputy Mayor Council</td>
<td>• Ongoing advocacy at County, Provincial and Federal levels</td>
<td>Ongoing</td>
</tr>
<tr>
<td>B.2.2 New municipal position to promote, facilitate Economic Development</td>
<td>CAO</td>
<td>• Position in place</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>B.2.3 Promote municipal industrial areas and investigate partnering with neighbouring municipalities</td>
<td>Economic Development Administrator</td>
<td>Continue working with SEDC, Regional Advisory Committee, Saugeen Connects, Joint 3 ED Committee, Grey County ED working group and ED committee, Chamber of Commerce, Grey County GIS, DMO (Tourism) Working Group, Durham BIA, Neustadt BG, WOWSA</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
| B.2.4 Work with County GIS to create a searchable database of commercial and industrial properties | EDA                                       | • EDA to explore other municipal models and work with GIS to create West Grey version  
• Work has started: photos and data being collected for County IT partner  
• GIS Project proceeding to conclusion  
• Online Business Directory (recreate/revamp)                                      | Q4 2018, Q2 2018, Q1 2019, 2019 completion |
## GOAL B: ECONOMIC DEVELOPMENT
### STRATEGY B.3
#### Urban Cores

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| **B.3.1** Enforce property standards | Clerk | • Contract completed for joint enforcement services  
• Provincial downloading of additional property standards enforcement may have implications on capacity. Staff will monitor throughout 2019 | Q2 2018 2019 |
| **B.3.2** Continue to beautify public realm in urban cores | Director, PW Manager, Community Svs Coordinator, Economic Dev. | • Parks planting program to continue  
• Ongoing maintenance/repairs by Infrastructure & Public Works department  
• Manager, Parks & Recreation to attend Parks Committee and provide dedicated staff support  
• Completed Review of Committee Terms of Reference to explore options for urban beautification and report to Council  
• New committee: Commercial Beautification Committee (CBC) implemented | Ongoing Q3 2018 2019 |
| **B.3.3** Increase loans and grants for façade improvements | CAO EDA | • Research and report to Council on creating a Community Improvement Plan and implementing an Urban Design Guideline program – CANCELLED. County CIP will assist in this.  
• Investigate funding potential through OMAFRA’s RED program: [http://www.omafra.gov.on.ca/english/rural/red/guidelines.htm#4](http://www.omafra.gov.on.ca/english/rural/red/guidelines.htm#4)  
• Work with business community to investigate formation of CIP committee – CANCEL and replace with County CIP and 2019-2022 Economic Development Committee Terms of Reference  
• Develop program for distribution of Main Street Funding program. Survey created and findings will assist in Main Street Revitalization plan. - COMPLETED  
• Main Street Funding finalized. West Grey Business Grant program suspended to be incorporated into 2019 Main Street Program, utilizing the business improvement section of the upcoming County CIP | Q4 2018 2019-2020 |
| **B.3.4** Review bylaw restrictions for business use of public sidewalks | EDA | • By-law 57-2013 passed.  
• Economic Development Coordinator will monitor through business relationships and advise of any challenges with current by-law. | Ongoing |
## GOAL B: ECONOMIC DEVELOPMENT

### Strategy B.4

#### Tourism

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| B.4.1  | Support for development of a tourism festival or market | EDC       | • No progress.  
• Steering Committee or Working Group to be developed in early 2019 to propose event to Council in 2020 with funding request and proposed partnership roles/deliverables  
• Manager, Community Services to be resource | 2020     |
| B.4.2  | Enhance mapping and signage for hiking, biking and riding trails | EDC Mgr, Community Services | • County Wayfinding program underway  
• Implications of the development of an official trail network will be brought to Council for discussion. | Q4, 2019 |

## GOAL B: ECONOMIC DEVELOPMENT

### Strategy B.5

#### Population Growth

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</thead>
<tbody>
<tr>
<td>B.5.1</td>
<td>Grey County to continue supporting critical amenities in West Grey (hospital, Rockwood Terrace, affordable housing, diversified housing, etc.)</td>
<td>Mayor, Deputy Mayor</td>
<td>• Staff support where required</td>
</tr>
</tbody>
</table>
| B.5.2  | Promote natural attractions and nature to attract retirees and young families | EDC Mgr, CS CAO | • Develop Communication & Marketing Strategy  
• Participate in the Welcoming Newcomers initiative, including ‘website scan’ project  
• Investigate SPRYNT 499: Opportunity to Establish a Rural Youth Advisory/Action Council/Committee | Begin Q4, 2018 for ongoing implementation to 2020 and beyond |
| B.5.3  | Encourage activities and amenities that appeal to newcomers to WG | EDC Mgr, CS | • Ongoing implementation of Communication & Marketing Strategy  
• Investigate social media platforms and participation in existing campaigns | 2019 and ongoing |
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| C.1.1 Update WG website and enhance content | CAO    | • Maintain current process for updates  
• Investigate costs and process for website refresh  
• Investigate costs and implications of a micro-sites model to create distinct, but complementary sites: economic development; tourism, recreation & culture; municipal services  
• Rewrites of home page and “Government” pages completed June 2018  
• Council approval to apply for RED grant and earmark matching funds in 2019, should grant be successful  
• Council approval to contract with Book King to begin providing online transaction options, starting with facility bookings.  
• [2019 Budget request for resource](#)                                                                 | Q3 2018 (for 2019 budget discussion) |
| C.1.2 Produce municipal newsletter; include with regular mailing, provide copies at municipal facilities | CAO    | Winter 2018 newsletter has had a refresh. Further design and content enhancements will be ongoing     | Ongoing                   |
| C.1.3 Annual breakfast meeting with stakeholders  | EDC    | Planning to begin 2018; work towards 2019 event to celebrate first year of next council term and report on progress of Action Plan  
[On hold, pending discussion with new Economic Development Advisory Committee](#) | Q4 2019                  |
| C.1.4 Develop and launch e-complaint process   | Clerk  | • Formal complaint process has been developed and implemented - COMPLETED  
• E-process to be incorporated if and when a website refresh happens. Otherwise, staff will report in future update on options. | Q3 2018                  |
### GOAL C: COMMUNICATION

#### STRATEGY C.2

## Community Activities

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| **C.2.1** Work with community groups to host a volunteer fair to showcase WG’s community groups, activities and recruit volunteers | Library, CEO Mgr, CS EDC | • Explore partnership with Library, council committees, and community groups in development and delivery of volunteer fair/symposium  
• Manager, Community Services and the Economic Development Coordinator attended volunteer fair in Grey Highlands to determine any opportunity for a West Grey fair for volunteers of all ages in advance of the next term of Council Committees.  
• Future fairs to be assessed based on staffing availability, etc. | TBD, October 27 |
| **C.2.2** Create a new responsibility for the promotion of community events, organizations, facilities and opportunities | CAO | • Maintain current process for promotion (website, digital sign, e-news)  
• In conjunction with website review, research implications of launching social media platforms  
• In 2019 budget, seek approval for additional staff resource in Community Services department | TBD, Jan 2019 |