Municipality of West Grey Committee of the Whole Held on Tuesday, October 29, 2019 at 9:00 a.m. At the Council Chambers – West Grey Municipal Office

Council Mayor Christine Robinson, Deputy Mayor Tom Hutchinson, Councillor Beth Hamilton, Councillor Rebecca Hergert, Councillor Doug Hutchinson, Councillor Geoffrey Shea, Councillor Stephen Townsend

Staff Laura Johnston, CAO/Deputy Clerk; Mark Turner, Clerk Kerri Mighton, Director of Finance/Treasurer; Phil Schwartz, Fire Chief; Kodey Hewlett, Recreation, Supervisor; Jennifer Watson, Property Standards & By-law Enforcement Office (during reports)

Declarations of Pecuniary Interest & General Nature Thereof - None

Closed Session
Councillor Hamilton-Deputy Mayor Hutchinson, Whereas, the Municipal Act, S.O. 2001, Section 239 (2), as amended, authorizes Councils of municipalities to close to the public a meeting or part of a meeting for dealing with certain subject matters,

Now therefore be it resolved that, the Committee of the Whole of the Municipality of West Grey, does now go into a closed session at 9:02 a.m., with the CAO/Deputy Clerk and Clerk, to discuss an item that relates to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose. #COW 73-19 Carried.

Councillor Hamilton-Deputy Mayor Hutchinson, Be it resolved that, the Committee of the Whole of the Municipality of West Grey hereby returns to Open Session at 10:05 a.m. #COW 74-19 Carried.

REGULAR AGENDA:

Matters Arising from the Closed Session - None Public Meetings - None Delegations - None Business Arising From Previous Meeting - None

Staff Reports

Director of Finance/Treasurer – Report COW #10/29/19
Budget Information Session and 2020 Budget Meeting Dates – resolution #COW 75-19 (The Committee recommended the Chairs of the Committees be invited to applicable
budget discussions. The Committee requested public involvement options be considered.)

Councillor Hergert-Councillor Townsend, Be it resolved that, the Committee of the Whole hereby recommends Council approves holding a Special Committee of the Whole (Budget Information Session) on November 22, 2019, 8:30 a.m. #COW 75-19 Carried.

Recreation, Supervisor – Report COW #10/29/19
2019 Recreation Rates and Fees Update - In summary, currently, if there is a rate change prior to a facility rental date, even after a rental agreement is signed, the approved rates and fees at the time of the rental stand, meaning renters are responsible to pay the difference prior to facility usage. (received for information)

Fire Chief – Report COW #10/29/19
Updated Community Emergency Response Plan – resolution #COW 76-19 (The Committee requested a number of amendments be made to the proposed Community Emergency Plan, and requested the amended Plan be forwarded to the Saugeen Valley Conservation Authority and other stakeholders for consultation purposes. A Bylaw to approve the updated Plan will then be brought forward as early as the November 19 Council meeting for consideration for passing.) Emergency Management Committee Appointment and By-law (see resolution #COW 76-19)

Councillor Shea-Deputy Mayor Hutchinson, Resolved that, the Committee of the Whole hereby recommends Council pass a By-law to approve the proposed Community Emergency Response Plan, including the appointment of an Emergency Management Committee, as contained in Fire Chief – Report #10/29/19, as amended. #COW 76-19 Carried.

The Committee temporarily adjourned for lunch at 12:50 p.m., and reconvened at 1:25 p.m.

Property Standards & By-law Enforcement Officer – Report COW #10/29/19
3rd Quarter 2019 Complaints – open complaints (11); closed complaints (9); 4 complaint files in legal status (received for information)
West Grey Complaint Process (The Clerk will contact Garry Anderson, former President of the Ontario Association of Property Standards Officers, to determine the cost to present on property standards appeal procedure matters at a future meeting.)

The Committee questioned if the Property Standards & By-law Enforcement Officer, when driving through West Grey, will stop to enforce any property standards or by-law enforcement violations if discovered. The Property Standards & By-law Enforcement
Officer noted if it is a safety issue she will stop and investigate. A potential increase in property standards and by-law enforcement can be discussed during budget deliberations as there will be budget implications with greater enforcement.

Clerk – Report COW #10/29/19
West Grey Dark Sky Committee (The Committee referred the proposed proclamation/resolution back to the Dark Sky Committee to reflect encouraging rather than making mandatory, dark sky lighting (best practices versus prescriptive policies); to consider using the term “dark sky compatible lighting” rather than “dark sky compliant lighting” and include commercial/industrial area references. The Committee also requested the Dark Sky Committee seek input from the Police Chief and Accessibility Committee regarding the sufficiency/safety of dark sky lighting. The Committee requested the Clerk to invite Dark Sky Committee members to bring back their draft Terms of Reference and revised proposed proclamation/resolution to the November 26 Committee of the Whole meeting for discussion purposes.)

Delegated Authority By-laws/Statutory Officers of Municipal Corporations (The Committee requested the Clerk to bring forward an updated Delegated Authority By-law for consideration by Council to include the deletion of the delegated authority to waive the requirement for pre-consultation; and to permit the CAO to terminate staff without bringing forward a recommendation to Council, as well as to change the reference to this item being "considered a minor administrative manner").

Signs on Municipal Property (The Clerk noted that municipalities have the right under the Highway Traffic Act to remove any signs placed on municipal signs, and also has the right as owners of municipal property to remove any signs on municipal property such as road allowances and municipal facilities. The Clerk indicated the municipal solicitor suggested a by-law be passed to restrict signage on municipal property, even though the municipality has the right to remove the signage. (received for information)

CAO/Deputy Clerk – Report COW #10/29/19
Overtime and Statutory Holidays Policies – resolution #COW 77-19, #COW 78-19 (Operational Review and Wage Market Checks – resolution #COW 79-19

2019 Projects Update (deferred for discussion during the November 26 Committee of the Whole meeting.)

Councillor Hutchinson-Councillor Hamilton, Resolved that, the Committee of the Whole hereby recommends Council approves amending West Grey Personnel Policy D-1.5 (Statutory Holidays) to include Family Day as a paid holiday. #COW 77-19 Carried.

Townsend-Hergert, Resolved that, the Committee of the Whole hereby recommends Council amends West Grey Personnel Policy D-1.7 (Overtime for Supervisory Employees) to reflect current job titles. #COW 78-19 Carried.
Councillor Townsend-Councillor Hergert, Resolved that, the Committee of the Whole hereby recommends Council further amends West Grey Personnel Policy D-1.7 (Overtime for Supervisory Employees) to provide five management compensation days annually to supervisory employees in lieu of paid overtime, commencing January 1, 2020; And further that, any further adjustments will be considered during the completion of the Operational and Service Delivery Review, as applicable. #COW 79-19 Carried.

Councillor Hutchinson-Deputy Mayor Hutchinson, Resolved that, the Committee of the Whole hereby recommends Council approves issuing a Request for Proposals (RFP) for an independent third-party firm to complete an Operational and Service Delivery Review; And further that, the Committee of the Whole hereby recommends Council approves issuing a Request for Proposals (RFP) for the completion of a market scan for wage comparators, completion of a job description review, completion of a Council compensation review, and completion of a review, with any necessary amendments, to the West Grey pay equity plan. #COW 80-19 Carried.

**New Business**

Major Conferences – Council update (no updates)

West Grey Traffic Safety Working Group (The Committee discussed the possibility of adding Councillor Townsend as an additional Council representative to the West Grey Traffic Safety Working Group. Council will need to introduce a motion to amend resolution #503-19 to appoint Councillor Townsend to the Working Group.)

West Grey Trails/West Grey Trails Advisory Committee (The Committee requested this item be added to the November 26, 2019 Committee of the Whole meeting under “Business Arising from Previous Meeting”.)

West Grey Community Emergency Plan (The Committee requested the Fire Chief to include an Appendix to address “cyber security/threats”)

**Adjournment**

Deputy Mayor Hutchinson-Councillor Hamilton, Resolved that, we do now adjourn at 5:02 p.m., to meet again on October 29, 2019, 7:00 p.m., or at the call of the Mayor. Carried.

______________________________
Christine Robinson, Mayor

______________________________
Mark Turner, Clerk