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 Tuesday, October 29, 2019 at 9:00 a.m.
At the Council Chambers – West Grey Municipal Office

1. Call to Order 9:00 a.m.
2. Declarations of Pecuniary Interest
3. Closed Session
   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

REGULAR AGENDA: 10:00 a.m.
4. Matters Arising from the Closed Session
5. Public Meetings - None
6. Delegations - None
7. Business Arising From Previous Meeting
8. Staff Reports 10:05 a.m.
   Director of Finance/Treasurer – Report COW #10/29/19 (attachment)
   Recreation, Supervisor – Report COW #10/29/19 (attachment)
   Fire Chief – Report COW #10/29/19 (attachment)
   Property Standards & By-law Enforcement Officer – Report COW #10/29/19 (attachment)
   Clerk – Report COW #10/29/19 (attachment)
   CAO/Deputy Clerk – Report COW #10/29/19 (attachment)
9. New Business 1:45 p.m.
   ➢ Major Conferences – Council update (maximum three minutes/Council member)
10. Adjournment 2:00 p.m.

*Please Note: all times are approximate, and are subject to change.
Date: October 29, 2019.

Budget Information Session and 2020 Budget Meeting Dates
Previously, the request was made to have a budget information session in advance of the review of the 2020 Budget. This session would review the annual budget and multi-year budget process, property tax sale process, and may also include current year-to-date budget variance reporting.

FTR#1 Recommendation: Schedule meeting dates for Budget Information Session and 2020 Budget meeting dates.

Respectfully submitted:
Kerri Mighton
Director of Finance/Treasurer
Recommendation
THAT Report CS- 01- 10-29-19 be received for information.

Executive Summary
With the changes to the Recreation Rates and Fees schedule that took place on October 1, 2019 there was an increase to a number of the rates and fees, which has resulted in end fee to renters incrementally increasing. While several contracts would have been executed prior to the new rates coming into effect, when any contract is signed, the funds quoted are treated as a deposit given the unknown incidentals that can occur post-event. To improve clarity, staff will be revising the contract language as outlined in this report.

Background and Discussion
On June 18, 2019 bylaw 38-19 was passed which included an increase to many of the recreation rates and fees. The amended rates came into effect on October 1, 2019, impacting any event occurring after October 1, 2019. Given there are annual increases and adjustments (for example, the rate for bartenders was increased to match market trends), it is not equitable for renters who are hosting their event after October 1, 2019 - but have booked prior to the new rate schedule - to pay a different rate than those who have booked after the new rates came into effect.

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. The current wording of the contract states:
“I/We hereby agree to rent the above facility at the rental fee shown on this contract. In accordance with the conditions on the reverse side of this contract. All rental rates are subject to adjustment on review by the West Grey Recreation Committee.”

Staff will be updating the contract wording through Book King to read:

“To secure your booking please ensure full payment is made no less than 10 days prior to your first scheduled reservation. Bookings made within 10 business days of a scheduled reservation must be paid within 24 hours of the original booking. Rates and fees are subject to council approval; renters agree to pay the current standing rates and fees at the time of rental.”

Legal and Legislated Requirements

None

Financial and Resource Implications

None

Consultation

- Randy Murray – Facilities Manager (Durham)
- Kerri Mighton – Treasurer

Next Steps

Staff will continue with the current standing rates and fees and update the payment invoice text to reflect the above-mentioned wording in Book King.

Respectfully submitted:
Kodey Hewlett
Recreation Supervisor
Updated Community Emergency Response Plan:

The Community Emergency Response Plan for West Grey has now been updated. The changes include updated contact lists for the Emergency Control Group (ECG) and support staff. The plan has been brought up to standard as it now complies with the accessibility regulations. We will have it both in print form and available on the web site for downloading by those who require it. The printed copies will be for the control group and West Grey staff who require a hard copy. (attachment)

The main body of the plan requires approval by by-law. It is a terms of references detailing responsibilities of those named in the Emergency Plan.

The Appendices are not included in the by-law in order to facilitate changes and updates required by the Emergency Management Committee at any time during the year without bring it to council. These changes deal with logistics of the plan as it may refer to references on how to acquire or get assistance mutually and instructions on mitigation.

A big thanks goes to Lindsey Glazier for putting the document into the accessible version and assisting with the updates.

Council should pass a by-law adopting the updated plan as the last by-law was passed in 2004. This is part of the compliance report completed sent to the Office of the Fire Marshall and Emergency Management (OFMEM) annually.

**FCR #1**
**For Recommendation:**

West Grey Committee of the Whole review the updated Community Emergency Response Plan and if satisfied with the update, recommend to council they repeal By-law 27-2004 and pass a new by-law adopting the updated Emergency Management Plan.
Emergency Management Committee Appointment and Bylaw:

The emergency management committee is a committee made up of senior managers that when required by the CEMC (Community Emergency Manager Coordinator) meet to give input and ideas for any updates or preplanning for emergencies. This committee meets about once or twice per year when updates are required. The last committee meeting was held about three years ago as no updates were required. Since the last meeting, several committee members have retired from West Grey.

The new proposed committee members would be;

Phil Schwartz, Fire Chief / CEMC  
Laura Johnston, CAO/Deputy Clerk  
Robert Martin, Chief of Police  
Vance Czerwinski, Director of Infrastructure and Public Works  
Kerri Mighton, Director of Finance/Treasurer  
Christine Robinson, Mayor

FCR #2  
For Recommendation:

West Grey Committee of the Whole recommend to council that a by-law be passed appointing the Emergency Management Committee members as noted above.

Respectfully Submitted:

Phil Schwartz  
Fire Chief / CEMC /Health & Safety
Community Emergency Response Plan
Emergency Management Plan

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4.1 Introduction

This Emergency Management Plan will serve key officials of the Municipality of West Grey as an operational guideline for managing an appropriate response to any emergency situation occurring within municipal boundaries. This Plan includes defining an emergency situation, identifying any emergency control structure and an emergency operations structure.

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Municipality of West Grey.

The population of the Municipality of West Grey is approximately 12,000 residents.

In order to protect residents, businesses and visitors, the Municipality of West Grey requires a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency service.

While most emergencies could occur within the geographical area of the Municipality of West Grey, those most likely to occur are: floods, tornadoes, hurricanes, blizzards, ice storms, epidemics, transportation accidents involving hazardous materials, air crashes, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable fires, explosions, breakdown in flow of essential services/supplies, or any combination thereof.

The Municipality of West Grey Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Municipality of West Grey important emergency response information related to:

a) Arrangements, services and equipment; and
b) Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Municipality of West Grey Emergency Response Plan may be viewed at the Municipality Office and Library. For more information, please contact:

Community Emergency Management Coordinator
West Grey Fire Services, Durham Station
179 George Street West, Durham ON.
(519) 369 2505
4.2 Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors, of the Municipality of West Grey, when faced with an emergency, and shall include:

a) A prompt response to an emergency by all required services and the establishment of an overall control of the emergency operation;

b) Prompt traffic control at the site to avoid impeding the emergency operations and to prevent additional casualties;

c) Elimination of all sources of potential danger in the general area of the emergency;

d) Evacuation of any building considered to be hazardous, or of the area, if necessary;

e) Prompt rescue of all persons trapped and the provision of first aid at the site;

f) Controlled evacuation and balanced distribution to hospitals of the injured;

g) The provisions of such essential services for the victims, and emergency services personnel, as may be necessary for their immediate comfort and welfare;

h) Prompt factual information to:
   i. All officials concerned
   ii. News media
   iii. Concerned individuals

i) Minimize the effects of the emergency on the Municipality of West Grey; the restoration of normal services as soon as possible.

It enables a centralized, controlled and coordinated response to emergencies in the Municipality of West Grey, and meets the legislated requirements of the Emergency Management Act.

For further details, please contact the Community Emergency Management Coordinator.
4.3 Authority

The Emergency Management Act is the legal authority for this emergency response plan in Ontario. The Emergency Management Act states that:

a) “Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.” [Section 3 (1)]

b) The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.” [Section 4 (1)]

As enabled by the Emergency Management Act, this Community Emergency Response Plan and its’ elements have been:

a) Issued under the authority of the Municipality of West Grey By-law #27-2004

4.3.1 Definition of an Emergency

The Emergency Management Act defines an emergency as:

a) “An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Center (EOC) can be activated for any emergency for the purpose of managing an emergency, by maintaining services to the community and supporting the emergency site.

4.3.2 Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Municipality of West Grey.
4.4 Emergency Notification Procedures

Upon receipt of a warning of a real or potential emergency, the responding department will, during regular office hours, immediately contact the West Grey Municipal Office at 519 369 2200 to request that the notification system be activated. After office hours and on weekends, the responding department will immediately contact the Police Service Dispatch Center and request West Grey Fire is notified to activate the ECG. The Police Service Dispatch Center will page out the West Grey Fire Department, Durham Station, to require that a notification system be activated.

a) Upon receipt of the warning, the receptionist or Firefighter shall immediately notify all members of the Emergency Control Group.
b) Upon being notified, it is the responsibility of all Emergency Control Group officials to notify their staff and volunteer organizations.
c) Where a threat of an impending emergency exists, the Emergency Control Group will be notified and placed on standby.

4.4.1 Request for Assistance

a) Assistance may be requested from the County at any time by contacting the County Warden. The request shall not be deemed to be a request that the County assume authority and control of the emergency.
b) Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.
c) The Emergency Control Group contact list, is attached as Appendix A. The Contact List for all other support and advisory staff, officials, experts or representatives deemed necessary by the Emergency Control Group at the time of the emergency are listed in Appendix C.

4.4.2 A Declared Community Emergency

The Mayor of the Municipality of West Grey, as the Head of Council, (or Acting Mayor), is responsible for declaring an emergency. The Mayor has the power under the Emergency Management Act to declare an emergency that exists within the boundaries of the Municipality of West Grey. Any decision by the Mayor to declare an Emergency will be done in consultation with the members of the Emergency Control Group. However, the Mayor does have the ultimate responsibility for deciding to (or not to) declare any emergency to exist.

Upon declaring an emergency, the Mayor will notify:

a) Office of the Fire Marshal & Emergency Management (OFMEM)
b) Ministry of Community Safety & Correctional Services, (MCSCS)
c) Municipal Council
d) County Warden, as appropriate
e) Public  
f) Neighbouring community officials, as required  
g) Local Member of Provincial parliament (MPP)  
h) Local member of Parliament (MP)

4.4.3 Termination of Declaration  
The act of terminating an emergency declaration is required to advise that the dangers presented by the emergency have been mitigated once the threats to life, health and/or safety are no longer apparent. Once a Community Emergency has been declared by the Mayor of the Municipality of West Grey it shall remain in force for seven days until midnight on the seventhmkj unless cancelled by order of Mayor Christine Robinson [or the Minister responsible].

4.4.4 Community emergency may be terminated at any time by  
a) Mayor or Acting Mayor  
b) Municipal Council, through a special meeting of council  
c) Premier of Ontario

4.4.5 When terminating an emergency, the Mayor will notify:  
a) Office of The Fire Marshal & Emergency Management, (OFMEM)  
b) Ministry of Community Safety & Correctional Services, (MCSCS)  
c) Municipal Council,  
d) County Warden, as appropriate  
e) Public,  
f) Neighboring community officials, as required  
g) Local Member of Provincial parliament (MPP)  
h) Local member of Parliament (MP)
4.5 Emergency Control Group

4.5.1 Emergency Operations Center

a) The Emergency Control Group will report to the Emergency Operation Center located at the West Grey Municipal Office 402813 Grey Road 4, RR #2, Durham, Ontario. In the event this Operation Center cannot be used, then the alternative location will be Rockwood Terrace located on 575 Saddler Street East.

b) The Municipal Office consists of one main floor, with a full basement. On the main floor there are administration desks located in a general office space, a mayor’s office and six private offices. The basement has two offices and storage rooms. The building has five washrooms and is equipped with four telephone lines and the Public Works Department base radio unit. It has emergency lighting and stand-by-power.

c) Rockwood Terrace is a three story structure, a home of the aged. It consists of an administration area, with two telephone lines and about 30 private residential telephone lines throughout the resident’s rooms in the building. There is also sufficient capacity for addition of numerous extra telephone lines in the event of an emergency. There is no radio communication equipment. The building is equipped with emergency stand-by-power, diesel operated, which starts automatically should normal power fail. The building is equipped with facilities to feed about 200 people, has first aid facilities and limited sleeping facilities. It also has a large activity area, which could be used in a hospital evacuation or as a reception center for other evacuation.

4.5.2 Emergency Control Group

The emergency response will be directed and controlled by the Emergency Control Group; a group of officials or their appropriate alternatives that are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Emergency Control Group will consist of the following officials, or as many as are actively involved in managing the emergency:

a) Community Emergency Management Coordinator (CEMC)
b) Community Spokesperson
c) Emergency Operations Centre Manager (EOCM)
d) Emergency Information Officer
e) Scribe
f) Chief-On-Call Officer (COCO)
g) Fire Chief
h) Logistics Section Manager
i) Planning Section Manager
j) Finance/Administration Manager
k) Support and Advisory Staff called or added to the Emergency Control Group may include:
   i. Director of Infrastructure & Public Works/Public Utilities Manager
   ii. Chief Building Official
   iii. Emergency Medical Services (EMS) Representative
   iv. Emergency Management Ontario Representative
   v. Senior Social Services Representative
   vi. Ontario Provincial Police representative
   vii. Union Gas
   viii. Medical Officer of Health
   ix. South Bruce Grey Health Center Administrator
   x. Hydro One Duty Officer
   xi. Office of the Fire Marshal
   xii. Ministry of Natural Resources and Forestry
   xiii. Saugeen Valley Conservation Authority Representative
   xiv. Ministry of Environment and Climate Change
   xv. Food Services Coordinator
   xvi. Volunteers & Equipment Coordinator
   xvii. Any other officials, experts or representative deeded necessary by the Emergency Control Group at the time of the emergency.

The Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Emergency Control Group may not require the presence of all the people listed as members of the Control Group, all members of the Emergency Control Group must be notified.

4.5.3 Operating Cycle
Members of the Emergency Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. Upon convening the Emergency Control Group in the Emergency Operations Center, the Emergency Operations Centre Manager (EOCM) will implement a cycle of meetings where the Emergency Control Group (ECG) members will share information and coordinate actions in response to the emergency.

When operations cycle meetings are conducted all ECG members must temporarily suspend external communications and temporarily delegate their responsibilities to their support group members. The meetings are chaired by the Emergency Operations Centre Manager (EOCM) with each Emergency Control Group (ECG) member in turn briefing the group as to the issues, actions and resource challenges of their staff at the emergency site or other emergency support locations (i.e. evacuation center).
The operations cycle meeting is the forum for information sharing and group decision making. All ECG members must be present at each meeting to hear reports from and give reports to the group as a whole.

When the operations cycle meeting is adjourned, ECG members then return to their workstations and continue their duties as defined in the Plan.

The Emergency Operations Centre Manager will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible, allowing members to carry out their individual responsibilities. The Information Officer will maintain status board and maps which will be prominently displayed and kept up to date.

### 4.5.4 Emergency Control Group Responsibilities

The members of the Emergency Control Group (ECG) are to be responsible for the following actions or decisions:

a) Calling out and mobilizing their emergency service, agency and equipment.
b) Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
c) Determining if the location and composition of the ECG are appropriate,
d) Advising the Mayor as to whether the declaration of an emergency is recommended.
e) Advising the Mayor on the need to designate all or part of the municipality as an emergency area. Advising the Mayor regarding recommending terminating the emergency.
f) Ensuring that an Emergency Site Manager (ESM) is appointed
g) Ensuring support to the ESM by offering equipment, staff and resources, as required.
h) Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
i) Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, etc.
j) Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, and service clubs.
k) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary.
l) Determining if additional volunteers are required and if appeals for volunteers are warranted.
m) Determining if additional transport is required for evacuation or transport of persons and/or supplies.
n) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Information Officer for dissemination to the media and public.

o) Determining the need to establish advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery.

p) Authorizing expenditure of money required dealing with the emergency

q) Notifying the service, agency or group under their direction, of the termination of the emergency

r) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the EOCM within one week of the termination of the emergency, as required

s) Participating in the debriefing following the emergency

4.5.5 Individual Responsibilities of Emergency Control Group:

4.5.5.1 Mayor/Community Spokesperson

a) Provide overall leadership in responding to an emergency.

b) Declaring an emergency within the designated area.

c) Declaring that the emergency has terminated.

d) Upon declaring and termination of an emergency, the Mayor will notify; Emergency Management Ontario, Ministry of Community Safety & Correctional Services; County Warden, as appropriate Public; Neighbouring community officials, as required; Local Member of the Provincial Parliament (MPP); Local Member of Parliament (MP).

e) Ensuring the Members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

f) Approve and/or delegate, in consultation with the Information Officer and Emergency Operations Centre Manager, news releases and public announcements.

g) Giving interviews on behalf of the Municipality of West Grey Council.

h) Establishing a communications link and regular liaison with the Information Officer at the EOC.

i) Redirecting all inquiries about decisions made by the Emergency Control Group and about the emergency as a whole, to the Emergency Information Officer.

j) Maintain a log of all actions taken.

4.5.5.2 Emergency Operations Centre Manager (EOCM)

a) Activating the emergency notification system in whole or in part.

b) Ensuring liaison with the Police Chief regarding security arrangements for the Emergency Operations Center.

c) Directing all business activities within the Emergency Operations Center.
d) Chairing the Emergency Control Group Meetings.

e) Establishing an Operations Cycle of Emergency Control Group Meetings and ensuring that the members adhere to it as meeting facilitator/providing leadership and administrative direction, including the maintenance of an agenda of issues/problems, actions and solutions so at each operations cycle meeting the issue/problems are identified and recorded.

f) Ensuring a record is kept of all major decision, actions and instructions issued.

g) Ensuring a record of all expenditures is maintained for later cost recovery if warranted.

h) Providing support staff to assist the Emergency Control Group in the coordination, collection and dissemination of information relative to the emergency.

i) Advising the Mayor on policies and procedures, as appropriate.

j) Approving in conjunction with the Mayor, major announcements and media releases prepared by the Information Officer, in consultation with the Emergency Control Group.

k) Ensuring that a communication link is established between the Emergency Control Group and the Emergency Site Manager.

l) Calling out additional Municipal staff to provide assistance, as required.

m) Maintain a log of all actions taken.

4.5.5.3 Emergency Information Officer

a) Establishing a communication link with the Community Spokesperson, and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate.

b) Ensuring that the Emergency Information Centre is set up and staffed and a site Emergency Information Centre, if required.

c) Ensuring liaison with the Emergency Control Group to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences.

d) Ensuring that the following are advised of the telephone number of the media center:

   i. Media
   ii. Emergency Control Group
   iii. Switchboard (Municipality and Emergency Services)
   iv. Community Spokesperson
   v. Police Public Relations Officer
   vi. Neighbouring Communities
   vii. Any other appropriate persons, agencies or businesses.

e) Writes media releases.
f) Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media releases to the Emergency Information Centre, and the Emergency Control Group, and other key persons handling inquiries from the media.

g) Ensuring distribution of approved media releases.

h) Monitoring news coverage, and correcting any erroneous information.

i) Maintaining copies of media releases and newspaper articles pertaining to the emergency.

a) Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Center.

b) Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of Emergency Control Group members’ telephone numbers in the Emergency Operations Center.

c) Assuming the responsibilities of the Citizens Inquiry Supervisor.

d) Upon direction by the Mayor, arranging special meetings of Council, as required and advising Members of Council of the time, date, and location of the meetings.

e) Coordinating media photograph sessions at the scene when necessary and appropriate and coordinating on-scene interviews between the emergency services personnel and the media.

f) Receive and process complaints.

g) Monitor media and provide presence.

h) Monitor social media and provide presence.

i) Maintain a log of all actions taken.

4.5.5.4 Scribe

a) Recording all actions and decisions of the Emergency Control Group.

b) Providing a process for registering Emergency Control Group members and maintaining an Emergency Control Group List.

c) Assisting the Emergency Operations Centre Manager and the Mayor, as required in the Emergency Operations Center.

d) Maintain status board and maps which will be prominently displayed and kept up to date.

e) Arranging for printing of material, as required.

f) Maintain a log of all actions taken.

g) Information Management (inbound data, tracking, statistics, forward projections of incident).
4.5.5.5 Community Emergency Management Coordinator (CEMC)
   a) Activating and arranging the Emergency Operations Center.
   b) Ensuring that security is in place for the Emergency Operation Center and registration of Emergency Control Group members.
   c) Ensuring that all members of the Emergency Control Group have necessary plans, resources, supplies, maps and equipment.
   d) Providing advice and clarification about the implementation details of the Emergency Response Plan.
   e) Supervising the Telecommunications Coordinator.
   f) Ensuring liaison with community support agencies (e.g. St. Johns Ambulance, Canadian Red Cross).
   g) Ensuring that the operating cycle is met by the Emergency Control Group and related documentation is maintained and kept for future reference.
   h) Addressing any action items that may result from the activation of the Emergency Response Plan and keeping Emergency Control Group informed of implementation needs.
   i) Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.

4.5.5.6 Finance/Administration Manager
   a) Providing information and advice on financial matters as they relate to the emergency.
   b) Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities.
   c) Ensuring that records of expenses are maintained for future claim purposes.
   d) Ensure the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
   e) Providing and securing of equipment and supplies not owned by the Municipality of West Grey.
   f) Ensuring liaison with purchasing agents of the neighbouring communities, if necessary.
   g) Maintaining and updating a list of all vendors (including 24 hour contact numbers) who may be required to provide supplies and equipment.
   h) Maintaining a log of all actions taken.

4.5.5.7 Chief-On-Call Officer (COCO)
   a) Activating the emergency notification system and ensuring all members of the Emergency Control Group are notified.
   b) Notifying necessary emergency and community services, as required.
   c) Establishing a site command post with communications to the Emergency Operations Center.
d) Depending on the nature of the emergency, assign the Site Manager and inform the Emergency Control Group.

e) Establishing an ongoing communications link with the senior police official at the scene of the emergency.

f) Establishing the inner perimeter within the emergency area.

g) Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.

h) Providing traffic control staff to facilitate the movement of emergency vehicles.

i) Alerting persons endangered by the emergency and coordinating evacuation procedures.

j) Opening of evacuee centers in collaboration with the Logistics Section Manager.

k) Ensuring liaison with the Logistics Section Manager regarding the establishment and operation of evacuation and reception centers.

l) Ensuring the protection of life and property and the provision of law and order.

m) Providing police service in Emergency Operation Center, evacuee centers, morgues, and other facilities, as required.

n) Notifying the coroner of fatalities.

o) Ensuring liaison with other community, provincial and federal police agencies, as required.

p) Providing an Emergency Site Manager, if required.

q) Maintaining a log of all actions taken.

4.5.5.8 Fire Chief

a) Activating the emergency notification system through West Grey Police Service, Dispatch Center.

b) Providing the Emergency Control Group with information and advice on firefighting and rescue matters.

c) Depending on the nature of the emergency, assigning the Site Manager and informing the Emergency Control Group.

d) Establishing an ongoing communications link with the senior fire official at the scene of emergency.

e) Informing the Grey County Mutual Aid Fire Coordinator and/or initiating mutual aid for the provision of additional firefighters and equipment, if needed.

f) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g. breathing apparatus, protective clothing.

g) Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g. rescue, first aid, casualty collection, evacuation.

h) Providing an Emergency Site Manager, if required.

i) Maintaining a log of all actions taken.
4.5.5.9 Logistics Section Manager

a) Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services.

b) Supervising the opening and operation of temporary and/or long-term evacuee centers, and ensuring they are adequately staffed.

c) Ensuring liaison with the police chief with respect to the pre-designation of evacuee centers which can be opened on short notice.

d) Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers.

e) Ensuring that a representative of the Blue Water Board of Education and the Bruce Grey Catholic School Board are notified when facilities are required as evacuee reception centers, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation.

f) Ensuring liaison with Rockwood Terrace as required.

g) Making arrangements for meals for the staff/volunteers at the EOC and the Site.

h) Maintaining a log of all actions taken.

4.5.5.10 Director of Infrastructure & Public Works/Public Utilities Manager

a) Providing the Emergency Control Group with information and advice on engineering and public works matters.

b) Depending on the nature of the emergency, assigning the Site Manager and informing the Emergency Control Group.

c) Establishing an ongoing communications link with the senior public works official at the scene of the emergency.

d) Ensuring liaison with the public works representative from the neighboring community(s) to ensure a coordinated response.

e) Ensuring provision of engineering assistance.

f) Ensuring construction, maintenance and repair of town roads.

g) Ensuring snow removal/sanding operations as required.

h) Ensuring the maintenance of sanitary sewage and water systems.

i) Providing equipment for emergency pumping operations.

j) Ensuring liaison with the Fire Chief concerning emergency water supplies for firefighting purposes.

k) Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health.

l) Discontinuing any public works service to any resident, as required, and restoring these services when appropriate.
m) Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.

n) Providing public works vehicles and equipment as required by any other emergency services.

o) Providing temporary fuel depot in emergency area, if required.

p) Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

q) Maintaining a log of all actions taken.

4.5.5.11 Chief Building Official

a) Providing the Emergency Control Group with information and advice on structural integrity of buildings.

b) Establishing an ongoing communications link with the senior building official at the scene of the emergency.

c) Ensuring liaison with the building official representative from the neighboring community(s) to ensure a coordinated response.

d) Maintaining a log of all actions taken.

4.5.5.12 Emergency Medical Services (EMS) Representative

e) Ensuring emergency medical services at the emergency site.

f) Depending on the nature of the emergency, assigning the site manager and informing the Emergency Control Group.

g) Establish an ongoing communication link with the Senior EMS official at the scene of the emergency.

h) Obtaining EMS from other municipalities for support, if required.

i) Ensuring triage at the site.

j) Advising the Emergency Control Group if other means of transportation is required for large scale response.

k) Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Center to ensure balanced emergency coverage is available at all times throughout the community.

l) Ensuring liaison with the receiving hospitals.

m) Ensuring liaison with the Medical Officer of Health, as required.

4.5.5.13 Emergency Management Ontario Representative

The responsibility of the EMO representative is to support and advise the Emergency Control Group as necessary.
4.5.5.14 Additional Personnel

In an emergency, many agencies may be required to work with the Emergency Control Group. Additionally the following may be called or added to include some of these possible groups:

a) Ontario Provincial Police representative
b) Ontario Fire Marshal Office and Emergency Management
c) Ministry of Natural Resources and Forestry
d) Ministry of Environment and Climate Change
e) Food Services Coordinator
f) Volunteers & Equipment Coordinator
g) Social Services Representative

4.5.5.15 Hydro One Duty Officer

a) Ensuring that there is no prevailing hazard and take such action as may be necessary to prevent hazards from developing wherein human life might be at risk.
b) Monitoring the status of power outages and customers without services.
c) Ensuring liaison with the Public Works Representative.
d) May provide assistance with accessing generators for essential services, or other temporary power measures.
e) Ensure liaison with private utility suppliers, i.e. Union Gas, etc., to discontinue services if and when necessary.
f) Establishing an ongoing communications link with the senior public works official at the scene of the emergency.
g) Maintaining a log of all actions taken.

4.5.5.16 Union Gas

In the event of any emergency impacting or involving gas storage and/or distribution infrastructure within the Municipality of West Grey, Union Gas representation in the Emergency Operations Center may be required.

4.5.5.17 Medical Officer of Health

a) Acting as a coordinating link for all emergency health services at the Emergency Control Group.
b) Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch.
c) Depending on the nature of the emergency, assigning the Site Manager and informing the Emergency Control Group.
d) Establishing an ongoing communications link with the senior health official at the scene of the emergency.
e) Ensuring liaison with the ambulance service representatives.
f) Providing advice on any matters, which may adversely affect public health.
g) Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer.
h) Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care Policies.
i) Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centers during an emergency.
j) Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
k) Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
l) Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities.
m) Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centers.
n) Maintaining a log of all actions taken.

4.5.5.18 Saugeen Valley Conservation Authority Representative
a) Establishing an ongoing communications link with the senior public works official at the scene of the emergency.
b) Ensuring liaison with the Emergency Control Group.
c) Ensure the operation of the Authority Flood Forecast Center during anticipated or actual flood conditions, using information available from environmental stations and that the staff will prepare and issue emergency flood warning messages, and where possible, the emergency flood warning messages will contain both arrival times and crest times for specific locations, and expected flood stages.
d) Flood warning messages issued by the SVCA will include in the preamble to the message the term “Advisory” or “Alert” message for a particular municipality or part of the watershed.
e) Maintaining a log of all actions taken.

4.5.5.19 South Bruce Grey Health Center Administrator
a) Implementing the hospital emergency plan.
b) Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required.
c) Evaluating requests for the provision of medical site teams/medical triage teams.
d) Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.
e) Ensuring liaison with the Emergency Control Group.
f) Any other officials, experts or representative deemed necessary by the Emergency Control Group.

4.5.5.20 Relationship between Emergency Control Group & Emergency Site Manager

Depending on the nature of the emergency, and once the Emergency Site Manager has been assigned, the Emergency Control Group relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

The Emergency Control Group will also ensure that the rest of the community maintains municipal services.

4.5.5.21 Relationship between the Emergency Site Manager & Command & Control Structures of Emergency Responders

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process by which response to the emergency will be provided.
4.6 Emergency Telecommunications Plan

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Communications may also be required at various locations including evacuation centers, hospitals and other key responding agencies.

The Emergency Telecommunications Coordinator for the Municipality of West Grey is pre-designated Amateur Radio Operator. The emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure, who in turn will call upon their contacts for further communications support as required.

The Emergency Telecommunications Office is located in the EOC. It is equipped with portable hand radios; battery back-up; two-way radios with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshall.

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

Should the Municipality of West Grey lose all telephone communications, pre-arranged communications could be obtained from ARES.
4.7 Emergency Information Plan

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

1. Community Spokesperson.
2. Citizen Inquiry Supervisor.

The local Emergency Information Centre (EIC) will be located in the Durham Arena, 451 Saddler St. West in the Municipality of West Grey. In the event that this center cannot be used, the secondary location will be the Durham Town Hall, 185 George St. West, in the Municipality of West Grey.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Emergency Control Group. This area, if established, will be staffed as determined by the community spokesperson.

The Citizen Inquiry Section is located in the Municipality of West Grey Fire Department, Durham Station, under the supervision of the Social Services Representative.

4.7.1 Citizen Inquiry Supervisor

a) Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines.

b) Informing the Emergency Information Officer of the establishment of the citizen Inquiry Service and designated telephone number(s).

c) Informing the affected emergency services, the Emergency Control Group and the municipality’s switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers.

d) Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency.

e) Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuee centers.)

f) Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service.
g) Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centers to the registration and inquiry telephone numbers(s).

h) Procuring staff to assist, as required.

4.7.2 Food Coordinator
The food coordinator shall be appointed by the Emergency Control Group if required at the time of the emergency and will be responsible for the following:

   a) Contacting the appropriate service club that will be preparing the food,
   b) Contacting the facility where food is to be prepared eg, Legion, community center etc, to get it open,
   c) Arrange for food purchasing from a local vender (grocery store etc,)
   d) Keep all receipts of food purchases to be handed into the clerk treasurer for payment of accounts,
   e) Ensure delivery of food to work sites, by volunteer drivers,
   f) Keep a tally of number of meals prepared and served

4.7.3 Volunteer Coordinator
The volunteer coordinator shall be appointed by the Emergency Control Group if required at the time of the emergency, and will be responsible for:

   a) Ensuring all volunteers’ are registered so they are covered by WSIB,
   b) Keep a list of volunteers’ and their skill sets and qualifications by filling out the volunteer registration forms provided in the Volunteer coordinator site box
   c) Assign tasks and work locations that are in line with their skill sets and qualifications,
   d) Ensure that work site passes are issued to each volunteer at the beginning of the day and collected at the end of the day, and all are wearing appropriate PPE personal protective clothing,
   e) Coordinate with site managers as to what skill sets that are required for each work site, and ensure only those with those skill sets are sent to that site,
   f) Report any injuries and ensure medical aid is sought after and the injury is reported to West Grey HR
4.8 Logistics (Annex A)

4.8.1 Emergency Operations Centre
The Emergency Operation Centre is located at the West Grey Municipal Office 402813 Grey Road 4, RR#2, Durham, Ontario.

4.8.2 Alternate Operations Centre
In the event 4.8.1 operation center cannot be used, the alternative location will be Rockwood Terrace located at 575 Saddler Street East.

4.8.3 Equipment
The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the basement of the Emergency Operations Centre. The Emergency Management Coordinator is responsible for the inspection of the kit on a regular basis and for ensuring that the kit contents are all in working order. See Appendix G – Inventory
4.9 Saugeen Valley Watershed Flood Warning System (Annex B)

Past records clearly document the serious and unpredictable nature of river-related flooding within the Saugeen Watershed. Floods can be expected at any time during any year. The Town of Durham is particularly susceptible to flooding during times of extensive snowmelt, and as a result of winter frazil (slush) ice buildup in the river channel. Channel flows and local water levels may also be adversely affected by debris and/or ice buildup at the McGowan Falls (Upper) dam structures. Floodplain maps, on file at the municipal office, identify the full extent of flood-prone lands within the Town. What is not often realized is that the potential exists for future floods to be of greater severity than those experienced in the past.

As part of its water resources management program, the Saugeen Valley Conservation Authority will continue to assist municipalities and the Province of Ontario with the implementation of flood control measures in high risk areas. However, it must be remembered that such structures provide a limited degree of protection for specific locations. So long as watershed residents live and work in flood susceptible areas, an effective warning system must be in operation.

The personnel and procedures detailed comprise the part of the flood warning contingent of the Saugeen Valley Conservation Authority's flood warning and river forecasting system for the Durham area. Each official associated in any way with this system should be fully aware of his/her responsibilities and be prepared to make every possible effort to ensure its effectiveness. More information is available in the Flood Contingency Plan prepared by the Saugeen Valley Conservation Authority.

4.9.1 General
An extensive network of field gauges, monitoring factors affecting the amount of water entering the river system and the corresponding water levels, makes up the information collection segment of the Authority's flood forecast system. From this data, flood forecasting personnel can establish the flood potential within the watershed. A number of agencies, municipal departments and individuals bear responsibility, in varying degrees, for the efficiency of the flood warning system.

4.9.2 Saugeen Valley Conservation Authority
During anticipated or actual flood periods, the Saugeen Valley Conservation Authority is responsible for the operation of the Flood Forecast Centre, located within its administrative offices. Flood Advisories will be issued by FAX to affected municipalities and agencies. They indicate an assessment of flood potential and are usually issued on a watershed basis. Flood Alerts are issued on a more site specific basis and
indicated that flooding is probable or imminent. When a "Flood Advisory" is in effect, the center will be staffed during regular business hours (8:30 a.m. - 5:00 p.m.). Upon the issuance of a "Flood Alert", the Flood Forecast Centre will operate on a 24-hour-a-day basis, until the alert is cancelled.

Based on available information, flood forecasting personnel will release the necessary bulletins, containing potential and existing flood conditions, to officials identified in the information dispersal network flow chart. Receipt of such bulletins should initiate a check of internal emergency plans by participating organizations.

In order to maintain the continuity of the warning system, all messages will be conveyed to all members of the dispersal network. The senior official of each organization receiving a message will determine whether further internal notification or action is required.

Initially, messages will be passed to the Ontario Provincial Police and designated watershed news media services. The O.P.P. will, in turn, contact all watershed police departments, or where no local force exists, municipal officials in order to maintain the routine of police communications. Where possible, it is preferable that radio and television news services tape flood warning messages for re-broadcast, but the policy of the station will prevail.

All persons passing a flood warning message should identify themselves and state the purpose of the call. For example, "This is Mr. Blue, City Engineer. I have a flood warning message". This method allows direct contact with personnel involved. The communications fan-out should be continued, even though the message is received from someone other than the regular contact. When possible, further attempts should be made to maintain communications with regular contacts.

When a message is to be re-transmitted and the prime means of communication are inoperable, every alternative measure must be considered. In the event that primary telephone communications fail, the Authority will utilize an alternative system established in co-operation with the Ontario Provincial Police and the Ministry of Natural Resources.

4.9.3 Flood Warning Messages

When flood warning messages are issued from the Flood Forecast Centre, record forms will be used. The numbering of flood warning messages will be sequential throughout a flood period. Flood forecast Centre messages to the police network will commence at 01, while those to the media will commence at 201. The preamble for flood warning messages will include the term "Flood Advisory" or "Flood Alert".
Flood Advisory will be issued when watershed conditions are such that a potential for flooding exists.

Flood alert will be issued when significant flooding is probable.

Emergency flood warning messages will be as specific as available information permits, in order that recipients are not faced with problems of interpretation. Where possible, the messages will contain time of flood states and crests in reference to specific locations and shall include the approximate time of the next flood warning message.

When a message has been transmitted, the name of the recipient will be recorded. Immediately following the transmission or receipt of an emergency flood warning message, the following details should be entered into an operations log maintained by participating organizations.

   a) Message number
   b) Time of transmission or receipt of message
   c) Personnel transmitting and receiving message

4.9.4   SVCA Municipal Liaison
As existing, or predicted conditions warrant, the SVCA General Manager (alternate - Flood Forecast Centre Supervisor) and Municipal Flood Response Coordinator may establish direct communications. In addition to flood status reports, liaison between the two groups should include information pertaining to:

   a) the municipality’s responses
   b) the extent of municipal resources yet available for response
   c) requests for technical advice and/or response assistance

4.9.5   Requesting Provincial Assistance
When a flood emergency has extended beyond the capabilities of local resources, the municipality may request flood response support from the Ontario Government. The Ministry of Natural Resources is the lead agency to deliver the Ontario Government’s response to a flood emergency.

A request to the Province of Ontario for additional flood response assistance must be proceeded by:

Full commitment of local resources available to the municipality for;

   a) flood response
   b) declaration of a state of municipal emergency
   c) consultation with the SVCA
In such a situation, a request for provincial assistance will be made by the Municipal Flood Response Coordinator to the SVCA General Manager (alternate - Flood Forecast Centre Supervisor). If satisfied that all other alternatives have been investigated, the SVCA General Manager will present the request, with supporting information and assessments, to the Ontario Government’s Local Flood Response Coordinator (Ministry of Natural Resources, Owen Sound District Manager). As necessary, the MNR’s Local Flood Response Coordinator will establish direct communications with the Municipal Flood Response Coordinator, and direct other measures deemed necessary for the effective delivery of provincial assistance.
4.10 Activation Triggers

The table below provides guidelines for determining emergency levels and subsequently determining whether or not it is advisable to activate the ECG, CERP, EOC and convene Council.

Note:
- These descriptions are merely guidelines; judgement is paramount when determining the Emergency Level of an incident.
- The ECG Section Chiefs and or Section Members can be activated without the activation of the Emergency Operations Centre.
- The ECG can be activated (all or in part) without a declaration of a State of Emergency
- Not all descriptions of incidents need to be present for a level to be declared.

<table>
<thead>
<tr>
<th>Levels</th>
<th>Description</th>
<th>Activation of ECG and/or EOC</th>
<th>External Support</th>
</tr>
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<tbody>
<tr>
<td>Low</td>
<td>- Minor incident; manageable with local resources &lt;br&gt; - Low impact on people/greater community/damage to property &lt;br&gt; - No media attention</td>
<td>- No</td>
<td>- Notify appropriate Council members &lt;br&gt; - No notification or activation of other agencies</td>
</tr>
<tr>
<td>Moderate</td>
<td>- Moderate incident disruption that requires resources beyond those available locally &lt;br&gt; - Moderate impact on people/greater community and moderate impact/damage to property &lt;br&gt; - Multiple buildings affected/threatened; impact on large area of Municipality &lt;br&gt; - Some impact with utilities &lt;br&gt; - Evacuation and moderate displacement of residents Period of time (7-12 hours) &lt;br&gt; - Local media attention, with possibility of wider media attention &lt;br&gt; - Injury</td>
<td>- Assessment of the incident will be passed from the COCO to the CAO &lt;br&gt; - Full or Partial activation of the ECG and/or EOC can be authorized by the CAO and activated by the CEMC &lt;br&gt; - Possible declaration of a State of Emergency is at the discretion of the Mayor based on advice from the ECG Manager and the CEMC &lt;br&gt; - If a State of Emergency is declared full ECG and EOC should be activated</td>
<td>- Notify appropriate council members &lt;br&gt; - Possible notification to County of Grey &lt;br&gt; - Possible activation of Mutual Aid Agreements &lt;br&gt; - Possible declaration of a State of Emergency (i.e. CECG/PEOC)</td>
</tr>
<tr>
<td>Levels</td>
<td>Description</td>
<td>Activation of ECG and/or EOC</td>
<td>External Support</td>
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</tbody>
</table>
| High    | • Moderate incident disruption that requires resources beyond those available locally  
          • Moderate impact on people/greater community and moderate impact/damage to property  
          • Multiple buildings affected/threatened; impact on large area of Municipality  
          • Some impact with utilities  
          • Evacuation and moderate displacement of residents  
          • Period of time (7-12 hours)  
          • Local media attention, with possibility of wider media attention  
          • Injury                                                                 | • Assessment of the incident will be passed from the COCO to the CAO  
          • Activation of the ECG and/or EOC is authorized by the CAO and activated by the CEMC  
          • Declaring a State of Emergency is at the discretion of the Mayor based on advice from the ECG Manager and the CEMC  
          • If a State of Emergency is declared full activation of the ECG and EOC will occur | • Notify all council members  
          • Notify Grey County (CECG)  
          • Province of Ontario (PEOC) |
Report

Regular Agenda

By-law Enforcement/Property Standards Officer – Report 2019

Date: October 29, 2019.

CR#1 Recommendation: For information purposes.

Number of Open Complaints: 11 Files Open
Number of Closed Complaints: 9 Files Closed
Number of Zoning Complaints: 8 Zoning files
Number of Property Standards Complaints: 11 Property Standards File
Number of Residential Tenancies Act Complaints: 1 File
Number of Complaints in Legal Status: 4 Files

Total Number of complaints to Date: 20 Files to date between July- November 2019

Respectfully Submitted By: Jennifer Watson (C)PSO
West Grey Dark Sky Committee
The West Grey Dark Sky Committee drafted a Dark Sky Friendly Community Proclamation/resolution during its September 23, 2019 meeting for the Committee of the Whole to consider recommending for approval by Council. The original Dark Sky Friendly Proclamation resolution #162-16 was passed by the former Council on May 2, 2016, that will have to be rescinded if the proposed new Dark Sky Friendly Community Proclamation/resolution is passed by Council.

(attachment)

CC#1 Recommendation: Seek direction from the Committee of the Whole.

Delegated Authority By-laws/Statutory Officers of Municipal Corporations
The Committee of the Whole requested a discussion be held regarding the Delegation of Powers and Duties Policy By-law Number 58-2013. As well, By-law Numbers 68-2018 and 10-2019 also delegated certain authority to staff.

(attachment)

The Committee of the Whole also requested information be provided regarding statutory officers of a municipality. There seems to be very little information available as it relates to statutory officers of a municipality. I contacted the Senior Advisor at the Ministry of Municipal Affairs & Housing regional office in London who was unable to provide any correspondence relating to statutory officers, outside of relevant Acts. I also requested information from the Association of Municipalities of Ontario who indicated they do not provide such information, and I also requested information from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), however, no response has been received to date.

There is no definition of “statutory officer” contained in the Municipal Act, however, I found a general definition of “statutory officer” from the internet as follows:

(Statutory officer means a duties of an office established by an enactment; or
(b) performing duties expressly conferred on the person by virtue of his or
her office by an enactment; or
(c) holding office as the chief executive of a Crown organization"
The Clerk and Treasurer are the only statutory officers named in the Municipal Act. Section 228 (1) of the Municipal Act reads as follows: “228 (1) A municipality shall appoint a clerk whose duty it is,…….”. Section 286 (1) reads as follows: “286 (1) A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including,…..”.

The CAO is not a statutory officer as Section 229 of the Municipal Act states: “A municipality may appoint a chief administrative officer who shall be responsible for,…..”

The Chief Building Official is a statutory officer as per Section 3(2) of the Building Code Act that reads as follows: “3 (2) The council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction.”

The Fire Chief is a statutory officer as per Section 6 (1) as follows: “6 (1) If a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the fire department”.

CC#2 Recommendation: For discussion purposes.

Signs on Municipal Property
The Committee of the Whole requested discussion be held regarding authority of municipalities to restrict non-municipal signage on municipal property, including road allowances, road signs, and municipal facilities.

The following section 184 of the Highway Traffic Act provides the legislation authority for municipalities not to permit any signs, etc., to be attached to traffic (municipal) signs, which has been confirmed by municipal solicitor, Erroll Treslan:

“Defacing or removing notices or obstructions
184 Every person who wilfully removes, defaces or in any manner interferes with any notice or obstruction lawfully placed on a highway is guilty of an offence and on conviction is liable to a fine of not less than $200 and not more than $1,000 or to imprisonment for a term of not more than six months, or to both. R.S.O. 1990, c. H.8, s. 184.

Note: On a day to be named by proclamation of the Lieutenant Governor, section 184 of the Act is repealed and the following substituted: (See: 2019, c. 8, Sched. 1, s. 32)
Defacing or removing notices or obstructions
Every person who wilfully removes, defaces, alters or in any manner interferes with any sign, traffic control device, light, notice, obstruction, barricade, detour sign, gantry or sign post lawfully placed on a highway under this or any Act is guilty of an offence and on conviction is liable to a fine of not less than $200 and not more than $1,000 or to imprisonment for a term of not more than six months, or to both. 2019, c. 8, Sched. 1, s. 32.

Section Amendments with date in force (d/m/y)"

The following question was also posed to Mr. Treslan: “Do you agree that a municipality has the authority to remove any signs placed by individuals on municipally owned property, including municipal road allowances (i.e. shoulder) as it is the property of the municipality, and would in effect, be a trespass of property?” Mr. Treslan responded that he does agree with the question posed, however, he has recommended that a by-law be passed by Council to affirm these restrictions/prohibitions of signage on municipal property.

CC#3 Recommendation: That the Clerk prepare a by-law restricting signage on municipal property for consideration at a future Committee of the Whole meeting.

Respectfully submitted:
Mark Turner, Clerk
Final Draft - As Approved by West Grey Dark Sky Committee on September 23, 2019

Municipality of West Grey - Dark Sky Friendly Community Proclamation

Whereas outdoor lighting is utilized for a variety of purposes including: for work and recreational activities at night; for the safety and security of persons and property; for highlighting features of architectural or historical significance; for advertising and promoting locations, products and services; and

WHEREAS, in West Grey star filled skies are essential to the quality of life, health, safety and well being of humans, animals and plant life; and

WHEREAS, protecting and encouraging the appreciation of star filled skies is in keeping with the spirit of West Grey's motto 'Nestled in Nature' and Grey County's reputation as a natural place to visit and live with exceptional natural assets; and

WHEREAS, efficient and effective outdoor lighting practices will support the preservation, protection and enhancement of the natural environment by: eliminating wasted light that results in urban sky glow, light trespass, glare and clutter; and

WHEREAS, dark sky compliant outdoor lighting practices will conserve energy and resources; and

WHEREAS, West Grey will lead by example and is committed to improving municipal lighting where possible by retrofitting or replacement; and

WHEREAS, the Municipality, through the review of future exterior lighting within Site Plans and Subdivision Agreements and by the education of property owners to the benefits, shall encourage the use of dark sky compliant practices for exterior lighting.

NOW THEREFORE, BE IT RESOLVED THAT the Corporation of the Municipality of West Grey hereby proclaims this Municipality as being a “Dark Sky Friendly Community”; and

FURTHER THAT West Grey formally request that the County of Grey include a Dark Sky Friendly policy within its Official Plan to ensure compliance by all future developments and also encourage all other Grey County municipalities to consider adopting similar proclamations; and

BE IT FINALLY RESOLVED that this resolution be forwarded the Minister of the Environment, Conservation and Parks; the Minister of Infrastructure; Minister of Tourism, Culture and Sport; Local members of Provincial Parliament; the Grey County Council; Planning Director, Grey County Planning & Development Department; and all lower-tier Grey County municipalities.
Corporation of the Municipality of West Grey
Resolution

Moved by: [Signature] No. 162-16
Seconded by: [Signature] Session: May 2, 2016

WHEREAS, outdoor lighting is needed for a variety of purposes to the benefit of our community including: enabling people to undertake work or recreational activities at night; facilitating the safety and security of persons and property; emphasizing features of architectural or historical significance; and advertising and promoting locations, products and services or calling attention to commercial premises by way of area lighting or signs; and

WHEREAS, West Grey is a unique community in North America where star filled skies add to the quality of life, good health, safety and economic well-being of residents as well as tourists and visitors; and

WHEREAS, West Grey and Grey County are increasingly becoming popular four season “Natural Retreat Destinations” for tourism and the Bruce Peninsula is already designated by UNESCO as a “World Biosphere Reserve” and protecting and encouraging the appreciation of star filled skies is in keeping with the spirit of our ‘Nestled in Nature’ initiatives; and

WHEREAS, efficient and effective outdoor lighting practices will preserve, protect and enhance our community’s use and enjoyment of the natural environment by: eliminating hazardous and annoying glare from poorly designed light fixtures; reducing stray light through shielding and directing light fixtures to prevent light from unnecessarily falling outside the boundaries of the property on which a light fixture is installed; and

WHEREAS, dark sky compliant outdoor lighting practices will conserve energy and resources; and

WHEREAS, proclaiming the Municipality of West Grey a “Dark Sky Friendly Community” will protect our night-time environment and promote our community identity; and

WHEREAS, the Municipality is prepared to lead by example and is committed to improving where possible by retrofitting or replacement, municipal lighting to ensure safety, security, effective and efficient use of energy; and

WHEREAS, the Municipality, through the review of future exterior lighting within Site Plans and Subdivision Agreements and by the education of property owners to the benefits, shall encourage the use of dark sky compliant practices for exterior lighting.
NOW THEREFORE, BE IT RESOLVED THAT the Corporation of the Municipality of West Grey hereby proclaims this Municipality as being a "Dark Sky Friendly Community"; and

AND FURTHER THAT West Grey formally request that the County of Grey include a Dark Sky Friendly policy within their Official Plan to ensure compliance by all future developments and also encourage all other Grey County municipalities to consider adopting similar proclamations; and

THAT this proclamation be forwarded to the Provincial and Federal Governments for their information and future support and recognition of this position.

Carried ___ Defeated ___  Mayor

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

John A. Bell  For
Bev Cutting
Kevin Eccles
Doug Hutchinson
Carol Lawrence
Don B. Marshall
Rob Thompson

Against

Declaration of pecuniary interest or the general nature thereof:
CORPORATION OF THE MUNICIPALITY OF WEST GREY

BY-LAW NUMBER 58 - 2013

BEING, a By-law to adopt the Delegation of Powers and Duties Policy for the Municipality of West Grey;

WHEREAS, Section 270.(1) of the Municipal Act, 2001, as amended, provides that a municipality shall adopt and maintain policies with respect to the delegation of powers and duties;

AND WHEREAS, the Council of the Municipality of West Grey deems it expedient to adopt a Delegation of Powers and Duties Policy;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST GREY ENACTS AS FOLLOWS:

1. That the Delegation of Powers and Duties Policy attached hereto as Schedules "A" & "B", and forming part of this By-law, is hereby adopted.

2. That Bylaw Numbers 77-2009 and 42-2010 are hereby repealed.

3. That this By-law shall come into force and take effect upon being passed by Council.

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

Read a first and second time this 15th day of July, 2013.

Read a third time and finally passed this 15th day of July, 2013.

(SIGNED) (SIGNED)
Kevin Eccles, Mayor Mark Turner, Clerk-Acting CAO
SCHEDULE “A” TO BY-LAW NUMBER 58 - 2013

DELEGATION OF POWERS
AND DUTIES POLICY

PURPOSE

Section 270.(1) of the Municipal Act, 2001, as amended (the “Act”), requires that all municipalities adopt and maintain a policy with respect to the delegation of Council’s legislative and administrative authority.

The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy has been developed in accordance with the Act in order to comply with its other applicable sections, including section 270. This policy applies to all committees of Council, departments and staff.

DEFINITIONS

Legislative Powers - Includes all matters where council acts in a legislative or quasi judicial function including enacting by-laws, setting policies, and exercising decision making authority.

Administrative Powers - Includes all matters required for the management of the corporation which do not involve discretionary decision making.

POLICY STATEMENT

The Council of the Municipality of West Grey, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies, and administrative functions. Council’s decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to committees and staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions. Council authority will be delegated within the context set out in the Act and will respect the applicable restrictions outlined in the Act.

POLICY REQUIREMENTS

1. All delegations of Council powers, duties or functions shall be effected by bylaw.

2. Unless a power, duty, or function of Council has been expressly delegated by bylaw, all of the powers, duties and functions of Council remain with Council.

3. A delegation of a power, duty or function under any bylaw to any member of staff includes a delegation to a person who is appointed by the CAO or selected from time to time by the delegate to act in the capacity of the delegate in the delegate’s absence.

4. Subject to section 3, a person to whom a power, duty or function has been delegated by bylaw has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted.
5. Legislative matters may be delegated by Council where they are minor in nature or where Council has explicitly provided for the terms and conditions under which the powers shall be exercised, and must take into account the limitations set out in the Act.

6. Council has authorized those specific legislative matters listed in Schedule "B" to be delegated to the individual designated subject to the terms set out therein.

7. Administrative matters may generally be delegated to staff subject to the conditions set out in the delegation and in this policy, and must take into account the limitations set out in the Act.

8. Council has authorized the delegation of specific administrative matters to those individuals listed in Schedule "B" subject to the terms set out therein. In exercising any delegated power, the delegate shall ensure the following:
   - Any expenditure related to the matter shall have been provided for in the current year’s budget (or authorized by the purchasing by-law).
   - The scope of the delegated authority shall not be exceeded by the delegate.
   - Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated power and confirming compliance with the delegated authority and this policy.
   - All policies regarding insurance and risk management shall be complied with.
   - Delegates shall ensure the consistent and equitable application of council policies and guidelines.

POWERS THAT CANNOT BE DELEGATED

In accordance with the Act, the following powers and duties cannot be delegated by Council:

- The power to appoint or remove from office an officer of the municipality whose appointment is required by the Act.
- The power to pass a by-law for municipal taxation, limitation on taxes for certain property classes or tax collection.
- The power to incorporate corporations.
- The power to adopt an official plan or an amendment to an official plan under the Planning Act.
- To pass a zoning by-law under the Planning Act.
- The power to pass a by-law for the establishment of a counseling service to small businesses operating in the municipality or for the provision of municipal capital facilities.
- The power to adopt a community improvement plan.
- The power to adopt or amend the budget of the municipality.
- Any other power or duty that may be prescribed.
<table>
<thead>
<tr>
<th>Proposed Delegated Authority</th>
<th>Director of Building Services/ C.B.O.</th>
<th>Director of Infrastructure and Public Works</th>
<th>CAO &amp; Clerk</th>
<th>Committee of Adjustment</th>
<th>Relevant Legislated Authority</th>
<th>Reporting Requirements &amp; Restrictions</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegation of authority to issue sign permits (not including on municipal roads)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>No ongoing reporting anticipated</td>
<td>Considered a minor, routine administrative matter</td>
</tr>
<tr>
<td>Delegation of authority to enter into temporary use agreements (locate trailer while building a house)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>No ongoing reporting anticipated</td>
<td>Considered a minor, routine administrative matter</td>
</tr>
<tr>
<td>Delegation of authority to issue entrance permits (excluding industrial entrance permits)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>No ongoing reporting anticipated</td>
<td>Considered a minor, routine administrative matter</td>
</tr>
<tr>
<td>Delegation of authority to enter into water service connection agreements</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>No ongoing reporting anticipated</td>
<td>Considered a minor, routine administrative matter</td>
</tr>
<tr>
<td>Delegation of authority to enter into agreements for signage on municipal roads</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>No ongoing reporting anticipated</td>
<td>Considered a minor administrative matter</td>
</tr>
<tr>
<td>Delegation of authority to sign Adopt a Road Agreements</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>No ongoing reporting anticipated</td>
<td>Considered a minor administrative matter</td>
</tr>
<tr>
<td>Delegation of authority to sign Sidewalk Patio Agreements</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>No ongoing reporting anticipated</td>
<td>Considered a minor administrative matter</td>
</tr>
<tr>
<td>Delegation of authority to close municipal roads for various events and road construction projects</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>No ongoing reporting anticipated</td>
<td>Considered a minor administrative matter</td>
</tr>
<tr>
<td>Delegation of authority to give consent and minor variance under the Planning Act</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Planning Act, RSO 1990 Sections 44 &amp; 54</td>
<td>Committees minutes required</td>
<td>Considered a minor administrative matter</td>
</tr>
<tr>
<td>Delegation of authority to approve and renew Kennel and Breeding/Boarding Establishment Licences</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>New licence approvals subject to passing of a Zoning By-law Amendment. Renewal licences may be issued upon no complaints being received</td>
<td>Considered a minor administrative matter</td>
</tr>
<tr>
<td>Delegation of authority to waive the requirement for pre-consultation</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Planning Act, as amended by Planning &amp; Conservation Land Statute Law Amendment Act</td>
<td>In cases where proposal is minor or similar review has already occurred</td>
<td>Considered a minor administrative matter</td>
</tr>
<tr>
<td>Delegation of authority to issue a Refreshment Vehicle Licence</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>Renewal licences may be issued upon no complaints being received</td>
<td>Considered a minor administrative matter</td>
</tr>
<tr>
<td>Delegation of authority to issue Lottery Licenses</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Order in Council authorized Municipal Councils to issue licenses</td>
<td>No ongoing reporting anticipated</td>
<td>Considered a minor administrative matter</td>
</tr>
<tr>
<td>Delegation of authority as Head of the Municipality for the purposes of the Municipal Freedom of Information and Protection of Privacy Act</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Section 3 - Municipal Freedom of Information and Protection of Privacy Act</td>
<td>Annual report to MFIPPA Office required</td>
<td>Considered a minor administrative matter</td>
</tr>
<tr>
<td>Proposed Delegated Authority</td>
<td>Delegated To</td>
<td>Director of Building Services/ C.B.O.</td>
<td>CAO &amp; Clerk</td>
<td>Committee of Adjustment</td>
<td>Relevant Legislated Authority</td>
<td>Reporting Requirements &amp; Restrictions</td>
<td>Rationale</td>
</tr>
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</tr>
<tr>
<td>Delegation of authority to hire, orient, train, develop, discipline, and recommend termination of staff</td>
<td>X (CAO ONLY)</td>
<td></td>
<td></td>
<td></td>
<td>Municipal Act, 2001 Section 23.1, CAO Appointment By-law, CAO Task List, and West Grey Personnel Policy</td>
<td>No ongoing reporting anticipated, save and except for requirement for reporting to Council on recommendation for termination of staff</td>
<td>Considered a minor administrative matter</td>
</tr>
</tbody>
</table>
The Corporation of the Municipality of West Grey  
By-law Number 66 - 2018  

Being a by-law to delegate certain responsibilities through the restricted acts of Council, known as "Lame Duck" period for 2018

Whereas Section 8 of the Municipal Act 2001, S.O. 2001, as amended provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

Whereas Section 275 of the Municipal Act S.O. 2001, C.25 as amended provides that if less than 75% percent of the current members of Council will be returning to sit on the new Council after Nomination Day of the 2018 Municipal Elections (July 27, 2018) or Election Day (October 22, 2018):

a) The appointment or removal from office of any officer of the municipality;

b) The hiring or dismissal of any employee of the municipality;

c) The disposition of any real or personal property of the municipality which has a value exceeding $50,000 at the time of disposal;

 d) Making any expenditure or incurring any other liability which exceeds $50,000; and

Whereas sections 8, 9 and 11 of the Municipal Act, 2001, S.O. 2001, c. 25, authorize a municipality to pass by-laws necessary or desirable for municipal purposes, and in particular subsection 11(2) 2 authorizes by-laws respecting the accountability and transparency of the municipality and its operations; and

Whereas sections 23.1 and 23.2 of the Municipal Act, 2001, S.O. 2001, c. 25, authorize a municipality to delegate its powers and duties, including legislative and quasi-judicial powers under the Municipal Act, 2001, S.O. 2001, c. 25, to an individual who is an officer, employee or agent of the Municipality; and

Now therefore be it resolved that the Council of the Municipality of West Grey hereby enacts as follows:

1. That pursuant to the restrictions as set out in Section 275 (3), Council hereby delegates authority as follows:

   i. That the CAO/Deputy Clerk and the Director of Finance/Treasurer are granted jointly delegated authority as financial signing authority for expenditures outside the current approved budget exceeding $50,000;

   ii. That the CAO/Deputy Clerk and the Director of Finance/Treasurer are granted jointly delegated authority to execute the agreement of purchase and sale, pertaining to the disposition of any real or personal property of the municipality which has a value exceeding $50,000 at the time of disposal;

   iii. That the CAO/Deputy Clerk and the Director of Finance/Treasurer, are granted jointly delegated authority for the appointment or removal from office of any officer of the municipality;

   iv. That the CAO/Deputy Clerk and the Director of Finance/Treasurer, are granted jointly delegated authority for the hiring and/or dismissal of any employee of the municipality;

2. That pursuant to Section 275 (4.1) nothing shall prevent the Municipality from taking any action in the event of an emergency nor shall it prevent any person or body from exercising authority delegated by Council;

3. That "jointly delegated authority" means that the authority is required to be exercised together. Authority is not granted to only one person.
4. That this by-law comes into full force and effect on the 27th day of July, 2018 until the 3rd day of December, 2018.

Read a first, second and third time and finally passed this 4th day of June, 2018.

(Signed) ____________________________  (Signed) ____________________________
Kevin Eccles, Mayor                      Mark Turner, Clerk
The Corporation of the Municipality of West Grey

By-law Number 10 – 2019

BEING A BY-LAW to delegate authority to the municipal Treasurer to authorize the execution of tax arrears extension agreements pursuant to Section 378 of the Municipal Act, 2001.

WHEREAS Section 23.1 and 23.2 of the Municipal Act, 2001, permits a municipality to delegate certain powers and duties to a person.

Now, therefore, be it resolved that council of the Municipality of West Grey enacts as follows:

1. The municipal Treasurer/designate is authorized to negotiate and execute tax extension agreements on behalf of the Municipality of West Grey. The authority is subject to the following limitations:

   a. The tax extension agreement must be requested by and entered into with any owner of the land, the spouse of any owner of the land, any mortgagee, any tenant in occupation of the land or any person the treasurer is satisfied has an interest in the land, in accordance with Section 378 of the Municipal Act, 2001; and

   b. The tax extension agreement must be compliant with the requirements of Section 378 of the Municipal Act, 2001 and in the form of Schedule A as negotiated by the Treasurer/designate;

   c. The tax extension agreement can only be entered into after a tax arrears certificate has been registered, and before the expiry of the one-year period.

This By-law shall come into force and take effect upon the final passing thereof.

READ a FIRST and SECOND time this 22nd day of January, 2019.

READ a THIRD time and FINALLY PASSED this 22nd day of January, 2019.

(Signed)
Christine Robinson, Mayor

Mark Turner, Clerk
The Corporation of the Municipality of West Grey

SCHEDULE "A"

To By-Law Number 10 - 2019

EXTENSION AGREEMENT

THIS AGREEMENT made in triplicate this ___ day of ________, 2019.

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF WEST GREY

(Hereinafter called the "Corporation")

OF THE FIRST PART;

- and -

(Hereinafter called the "Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land")

OF THE SECOND PART;

WHEREAS the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land is the owner of the land in the Municipality of West Grey described in Schedule "A" attached hereto and forming part of this Agreement;

AND WHEREAS the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land is in arrears of taxes on the ___ day of ________, 2019 in the amount of $_______ and a tax arrears certificate was registered in the Land Registry or Land Titles Office on the ___ day of ________, 2019 in respect of the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land;

AND WHEREAS Section 378 of the Municipal Act, 2001 provides that after the registration of a tax arrears certificate and before the expiry of one (1) year following the date of the registration of the tax arrears certificate, a Municipality or Board may authorize an extension agreement with the Owner(s) of the land, the spouse of the owner, a mortgagee or a tenant in occupation of such land, or a person the Treasurer is satisfied has an interest in the land to extend the period of time in which the cancellation price in respect to the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land is to be paid;

AND WHEREAS the period during which there is a subsisting extension agreement shall not be counted by the Treasurer in calculating the periods mentioned in sub-section 379(1) of the Municipal Act, 2001;
NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of
the premises and of the covenants and obligations hereinafter contained, it is
hereby agreed as follows:

1. The Corporation will extend to (final date of extension)
   the payment period for the cancellation price
   payable in respect of the land.

2. The Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied
   has an interest in the land will make payments to the Corporation in
   accordance with Schedule “B” attached hereto.

3. In addition to paying the amounts provided for in paragraph 2, the
   Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has
   an interest in the land agrees to pay:
   a. all further taxes levied on the land as they become due and payable
      during the term of this Agreement; and
   b. not later than _______ days following the due date of the last
      payment under paragraph 2, such additional amount, if any, as is
      necessary to bring the total amount paid under this Agreement up
      to the amount of the cancellation price payable in respect of the
      land.

4. Notwithstanding any of the provisions of this Agreement, the Municipal
   Act, 2001, as amended, shall continue to apply to the collection and
   enforcement of all tax arrears and all taxes except that the Treasurer and
   the Tax Collector of the Corporation, without waiving the statutory rights
   and powers of the municipality or of the Treasurer, shall not enforce
   collections of such tax payments, except as set out in paragraph 2 and 3,
   during the time this Agreement is in force so long as the Owner(s)/
   Spouse/ Mortgagee/ Tenant/ person the Treasurer is satisfied has an
   interest in the land is not in default hereunder.

5. In the event the Owner(s)/Spouse/Mortgagee/Tenant/person the
   Treasurer is satisfied has an interest in the land defaults in any payments
   required by this Agreement and upon notice being given to the
   Owner(s)/Spouse/ Mortgagee/Tenant/person the Treasurer is satisfied has
   an interest in the land by the Corporation, this Agreement shall be
   terminated and the Owner(s)/Spouse/Mortgagee/Tenant/person the
   Treasurer is satisfied has an interest in the land shall be placed in the
   position he or she was before this Agreement was entered into. In the
   event of a default, this Agreement shall cease to be considered a
   subsisting agreement on the day that the notice of termination is sent to
   the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied
   has an interest in the land.

6. Immediately upon the Owner(s)/Spouse/Mortgagee/Tenant/person the
   Treasurer is satisfied has an interest in the land or any other person
   making all the payments required under paragraphs 2 and 3, this
   Agreement shall be terminated and, the Treasurer shall forthwith register a
   tax arrears cancellation certificate in respect of the said lands.

7. Notwithstanding the provisions of paragraphs 2 and 3, the
   Owner(s)/Spouse/ Mortgagee/Tenant/person the Treasurer is satisfied has
   an interest in the land and any other person may at any time pay the
   balance of the cancellation price and upon receipt of the aforesaid
   payment by the Corporation, this Agreement shall terminate and the
   Treasurer shall forthwith register a tax arrears cancellation certificate.
8. This Agreement shall cease to be considered a subsisting Agreement upon the date of the sale or other disposition of the land.

9. If any paragraph or part of paragraphs in this Agreement is determined by a court or tribunal of competent jurisdiction to be illegal or unenforceable, it or they shall be considered separate and severable from the Agreement and the remaining provisions of the Agreement shall remain in force and effect and shall be binding upon the Parties hereto as though the said paragraph or paragraphs or part or parts of paragraphs had never been included.

10. Any notice required to be given to the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land hereunder shall be sufficiently given if sent by mail to the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land at the following address:

IN WITNESS WHEREOF the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land has hereunto set his/her hand and seal and the Corporation has caused its corporate seal to be hereunto affixed and attested to by its proper signing officers in that behalf.

THE CORPORATION OF THE MUNICIPALITY OF WEST GREY

TREASURER

Signed at the Municipality of West Grey this day of 2019

witness

Signature of Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land

witness

Signature of Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land
SCHEDULE “A”
TO EXTENSION AGREEMENT

DESCRIPTION OF THE LAND:

(insert description of land)

SCHEDULE “B”
TO EXTENSION AGREEMENT

PAYMENTS REQUIRED UNDER EXTENSION AGREEMENT:
Committee of the Whole Report

**Council Date:** October 29, 2019  
**Report No:** CAO-10-29-19-01  
**Title:** Overtime and Statutory Holidays Policies  
**Prepared by:** Laura Johnston, Chief Administrative Officer

**Recommendation**

THAT Report CAO-10-29-19-01 be received; and further

THAT Committee recommends Council approve the following amendments:

1. That West Grey Personnel Policy D-1.5 (Statutory Holidays) be amended to include Family Day;
2. That West Grey Personnel Policy D-1.7 (Overtime for Supervisory Employees) be amended to provide five management compensation days annually to supervisory employees in lieu of paid overtime;
3. That West Grey Personnel Policy D-1.7 be amended to reflect current job titles.

**Executive Summary**

From time to time, personnel policies are reviewed by management and occasionally by the Employee Consultation Committee. A recent review has recommended the Statutory Holiday policy be amended to add Family Day and the Overtime policy be amended to provide management compensation days and to correct job titles. These two policies are attached as Appendix A and B.

**Discussion**

**Statutory Holidays Policy D-1.5**

The Employee Consultation Committee (ECC), a staff committee representative of departments across the corporation, meets on a monthly basis to share information, make recommendations to management, and work on special projects. Recently, the ECC completed a review of the employee policy handbook, implemented an online service for the Employee Years of Service recognition program, and are working on developing an employee newsletter. The ECC works in conjunction with the Chief Administrative Officer and acts as a voice for staff.

The ECC has surveyed other municipalities regarding statutory holidays and is requesting that Family Day be added to the paid holiday list. For staff who are required to work on Family Day, the current practice of time off in-lieu would apply.
Overtime Policy D-1.7
Policy D-1.7 is a corporate policy that has not been used or utilized consistently. This policy is misleading as it identifies several positions that are salary positions and are technically not entitled to overtime.

A scan of municipal policies in Grey County was conducted by the CAO and a common practice was discovered: several municipalities offer management compensation days to acknowledge that senior leadership positions are expected to work in excess of 35 hours per week. The standard is one week off per year and, should the hours not be used, there is no compensation or option to carry the time forward. The CAO’s recommendation, effective January 1, 2020, is to add five compensation days for the positions identified in Policy D-1.7. Additionally, this policy amendments regarding the following:

- “CAO/Clerk” to “CAO/Deputy Clerk”
- “Public Works Manager” to “Director, Public Works & Infrastructure”
- “Deputy Clerk” to “Clerk”
- “Roads Supervisor” to “Roads Supervisor and Utilities Supervisor”

For all non-management employees, it is the responsibility of the supervisor to manage overtime. The corporation strives to provide a work-life balance and does not advocate for overtime. Any overtime must be preapproved. It is essential to manage overtime due to budgetary and productivity implications in addition to maintaining a healthy workforce. Supervisors are encouraged to assess their overtime needs and discuss challenges with their managers.

Legal and Legislated Requirements
On council ratification, an amending by-law will be required.

Financial and Resource Implications
Not applicable.

Staffing Implications
Not applicable.

Consultation
Employee Consultation Committee
Municipal HR Group

Next Steps
Prepare amending by-law for November 5, 2019 Council.

Respectfully submitted:
Laura Johnston, Chief Administrative Officer

Attachments: Overtime Policy for Supervisory Staff, Statutory Holiday Policy
Statutory Holidays

Purpose:
To outline the days on which employees are entitled to a paid holiday.

Policy:

1. In accordance with the Employment Standards Act, you are entitled to the following paid public holidays:
   - New Year’s Day;
   - Good Friday;
   - Victoria Day;
   - Canada Day;
   - Civic Holiday;
   - Labour Day;
   - Thanksgiving Day;
   - Christmas Day;
   - Boxing Day.

2. In addition, we will grant you two individual floater days.

4. To qualify for paid public holidays, you must:
   - Have worked your regularly scheduled day before and the regularly scheduled day after the holiday (unless you have been granted a day off on one of those days).
   - Payment for the holiday will be equal to the total amount of wages and vacation pay received in the four weeks before the work week in which the public holiday occurred, divided by 20: or
   - If some other manner of calculation is prescribed, the amount determined using that manner of calculation.
Overtime

Purpose:
To outline the conditions under which supervisory employees may be Required to work overtime.

Policy:
This policy applies to the positions of CAO/Clerk, Public Works Manager, Treasurer, Deputy Clerk, Fire Chief, Roads Supervisor, CEO Librarian, Chief Building Official and Facilities Manager.

1. **Recording Overtime**
   (a) All hours shall be recorded but not paid or banked for hours exceeding an employees' normal working hours up to 44 hours per week.
   (b) All in-lieu time (current and accrued) accumulated to effective date is required to be taken prior to year ending December 31, 2006.

2. **Overtime Pay**
   (a) The employee shall receive overtime pay of one and one half times her regular rate of each hour or work in excess of 44 hours each week.

3. **Effective Date**
   (a) This policy shall come into effect on date of passing.
Recommendation
THAT Report CAO-10-29-19-02 be received; and further

THAT Committee recommends Council approve issuing a Request for Proposal (RFP) for an independent, third-party firm to:

1. complete a market scan for wage comparators
2. complete a job description review
3. review and make any amendments to the pay equity plan; and further

THAT Committee recommends Council approve issuing a RFP for an independent, third-party firm to complete an Operational and Service Delivery Review; and further

THAT Committee recommends Council approve an expenditure of up to $6,000 to implement the municipal filing system TOMRMS; and

THAT Committee recommends Council approve that these three projects be funded from the Modernization Grant.

Executive Summary

In 2014, the Municipality of West Grey completed a market check of wages based on a set of comparable municipalities. Best practice recommends a review be completed every five years. The West Grey Employee Consultation Committee, an in-house staff committee representative of departments across the corporation, has been requesting the review be completed, and the Chief Administrative Officer supports this request. In conjunction with the salary review, it would be prudent to review job descriptions and ensure the corporation’s pay equity plan remains accurate.

An Operational Review should also be conducted given the corporate and workload changes, the future needs of the corporation and how we will continue best serving our growing community. Like municipalities across Ontario, West Grey will need to address retirements, succession planning and appropriate staffing levels as the population grows and the need for and pressures of service enhancements continue.
Finally, the corporation has been implementing software and processes that achieve efficiencies, yet we lack a corporate-wide file management system. The result of this is lack of conformity, disjointed workflows and unnecessary duplication. The Ontario Municipal Records Management System – TOMRMS – has, since 1990, become a standard in municipal file management systems across the province. Attached is a comprehensive overview of TOMRMS.

Discussion

Wage Review, Job Description Review, Pay Equity Compliance Review
The Employee Consultation Committee (ECC), a staff committee representing departments across the corporation, meets on a monthly basis to share information, make recommendations to management, and work on special projects. In the 2019 budget cycle, a request was included to complete a market check regarding the West Grey pay bands. At that time, an estimated $20,000 was requested.

Since then, it has become apparent that some job descriptions may need updated. New responsibilities, shifts in job functions and additional assignments can impact roles. West Grey’s review of job descriptions is over six years old, which also warrants an update.

As is the practice, any changes to job responsibilities and pay scales are measured against the West Grey pay equity plan. It is legislated that this component be included in this review.

Given the expanded scope of this project, the 2019 estimate of $20,000 is likely too low. It is recommended that a Request for Proposal (RFP) be issued and staff will report back on the results of the RFP. It is further recommended that the cost for this project be funded from the Modernization Grant, as this project is a direct complement to the Operational Review Project. Funding from the Grant removes the tax-funded burden and also enables the project to begin as soon as possible so Council will have the necessary information for any future budget implications.

Operational and Service Delivery Review
The intention of the Modernization Grant funding is to assist smaller and rural municipalities with planning, modernizing and improving the way services are provided. As was announced in March 2019, municipalities are receiving this funding to find “smarter, more efficient ways” to operate and an example provided by the province was service delivery reviews. In the spirit of long-term planning to prepare for realities such as changes in staffing and community priorities, the need for multi-year budgeting in conjunction with asset management planning, and the desire to be prepared and strategic in planning for the future, it is timely to undergo an operational and service delivery review. It is rare that municipalities have the opportunity to fund such important work without creating even more pressure on the tax-funded portion of the budget. Staff is proposing that an RFP be issued and a follow-up staff report once the RFP closes.

Corporate-wide file management system: TOMRMS
A municipal corporation is a complex entity with several departments offering a wide range of services. It is not uncommon for each department to store and manage their individual records. The challenge with this, however, is difficulty accessing other department files when work overlaps multi-department teams, inconsistency in file naming and structure, and lost time in retrieving information.
Additionally, while West Grey is compliant with records retention, a corporate-wide system will guarantee continued compliance as well as achieve compliance with the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, and the Personal Information Protection and Electronic Documents Act.

West Grey has obtained pricing to implement, train and maintain a corporate file management system. The Ontario Municipal Records Management Systems – TOMRMS – was developed in conjunction with the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) and is a combination of indexing system, retention schedules and records management. Currently, there are two West Grey staff members who have experience with TOMRMS and will be valuable in implementation. The cost of the system is a one-time set-up cost of $4000, with a $350 annual license fee which also includes receiving necessary updates. There will also be a cost for training for a total spend of approximately $6,000. This project aligns with the intent of the Modernization Grant in implementing an efficient, consistent and compliant file management.

Legal and Legislated Requirements
Ontario Pay Equity Act
Municipal Act
MFIPPA
PIPED

Financial and Resource Implications
Funding to be allocated from the Modernization Grant. In March 2019, West Grey received $642,347 as a one-time grant from the province for “modernization” initiatives. At the October 1, 2019 regular meeting of Council, approval was given to allocate $16,000 to eScribe meeting management software solution and up to $50,000 for a new website and communications strategy.

Staffing Implications
None.

Consultation
Kerri Mighton, Treasurer
Employee Consultation Committee

Next Steps
On Council ratification, prepare and issue the Request for Proposal for projects one and two, and proceed with the TOMRMS project.

Respectfully submitted:
Laura Johnston, Chief Administrative Officer
BRINGING YOUR DOCUMENTS INTO THE DIGITAL AGE

TOMRMS
The Ontario Municipal Records Management System
LEARN ABOUT:

♦ What is TOMRMS
♦ Why should an Ontario Municipality implement TOMRMS
♦ The TOMRMS structure
♦ The benefits to an Ontario Municipality
♦ How do you get there
WHAT IS TOMRMS?

TOMRMS stands for “The Ontario Municipal Records Management System”

TOMRMS is a complete file classification system for managing the paper and electronic records of an Ontario Municipality.

♦ Developed in conjunction with the AMCTO—Association of Municipal Managers, Clerks and Treasurers of Ontario
♦ Used by 100’s of Ontario municipalities since 1990

The primary components are:

♦ Classification / Indexing System
♦ Retention Schedule = Current Legislation
♦ Policies for Records Management
♦ Procedure for Records Management
WHY SHOULD AN ONTARIO MUNICIPALITY IMPLEMENT TOMRMS?

Ontario municipalities are organized into many different departments such as:

- Administration
- Building
- Clerks
- Corporate Services
- Planning
- Building
- By-law Enforcement
- Finance
- Public Works
- Protective Services
- Economic Development
- Fire & Rescue
- Garbage & Recycling
- Information Technology
- Human Resources
- Public Health
- Engineering/Transportation
- Etc.

Typically each department is responsible for storing and managing the records in their department. This results in silos of information where one department can not access records in the other department and there may be different versions of the same document stored in multiple places. If an employee goes on vacation or retires it is often very difficult to find the records that this person is responsible for. Staff also typically do not know how long to store their records and end up keeping everything forever thereby resulting in a paper and electronic storage that is much larger than necessary.
THE TOMRMS STRUCTURE

TOMRMS is based on Primary and Secondary Classifications.

There are 14 Primary Classifications which are the Record Series including:

♦ A — Administration
♦ C — Council, Boards and By-laws
♦ D — Development and Planning
♦ E — Environmental Services
♦ F — Finance and Account
♦ H — Human Resources
♦ J — Justice
♦ L — Legal Affairs
♦ M — Media and Public Relations
♦ P — Protection and Enforcement Services
♦ R — Recreation and Culture
♦ S — Social and Health Care Services
♦ T — Transportation Services
♦ V — Vehicles and Equipment

Secondary Classifications are the types of documents in that department or record group. The Secondary Classifications in “Administration” include:

♦ A00 - Administration, General
♦ A01 - Associations and Organizations
♦ A02 - Staff Committee and Meetings
♦ A03 - Computer/Information Systems
♦ A04 - Conferences and Seminars
♦ A05 - Consultants
♦ Etc.
Scope Notes

Scope Notes are a description of what records are to be classified in each of the Secondary Classifications. An example of a Scope Note is as follows:

<table>
<thead>
<tr>
<th>A01</th>
<th>ASSOCIATIONS AND ORGANIZATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff members belong or with which they communicate in the course of their duties such as Drayton &amp; Community Citizens Association, AMCTO, MISA, Ontario Farm Drainage Association, etc. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</td>
</tr>
</tbody>
</table>

Excludes:

Alphabetic Cross Reference

There is an Alphabetic Cross Reference to easily identify what Secondary Classification a record should be filed under:

Accessibility of Records (FOI) ................................................................. A17
Accident/Incident Reports ................................................................. P08
Accommodation, Travel and ................................................................. A13
Accounting, Finance and ................................................................. F
Accounting, Finance and - General .................................................. FOO
Accounts Payable ........................................................................ F01
# Retention Schedule

The Retention Schedule details the amount of time that a record must be kept and is based upon current Provincial and Federal legislation. The Retention Schedule appears as such:

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (# of years after current year)</th>
<th>Retention Justification/Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>A08</td>
<td>Office Services</td>
<td>Originating</td>
<td>1</td>
<td>business need</td>
</tr>
</tbody>
</table>
| A09        | Policies and Procedures            |Originating        | 15**                                          | g040  
g046  
g059  
g060  
g062  
g125  
g148  
g155  |
| A10        | Records Management                 |Clerk's            | S                                             | business need                                         |
| A11        | Records Disposition                |Clerk's            | P                                             | common practice (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence |
| A12        | Telecommunications Systems         |Originating        | S                                             | business need                                         |
| A13        | Travel and Accommodation           |Originating        | 1                                             | business need                                         |
| A14        | Uniforms and Clothing              |Originating        | S**                                           | business need                                         |
| A15        | Vendors and Suppliers              |Originating        | 2                                             | business need                                         |
| A16        | Intergovernmental Relations        |Originating        | S**                                           | business need                                         |
| A17        | Information Access and Privacy     |Clerk's            | 2                                             | g071                                                 |
| A18        | Security                            |Originating        | 5                                             | business need                                         |
| A19        | Facilities Construction and Renovations | Originating | project finished and no outstanding issues + 2** | g059  
g073  |
| A20        | Building and Property Maintenance  |Originating        | 5                                             | g099  
g123  
g160  | Setup tests and manuals = Equipment removed + 1 year |

Legend: **P** - Permanent; **S** - Superseded; **E** - Event; **C** - Current Year; ** - Subject to Archival Selection

**Business need** = no citations identified; **Common Practice** = typical retention exceeds citation retention identified

You will see a series of numbers in the right hand column which are the Citations.
# Citation Table

The Citation Table shows the Law, Act or Legislative text that defines the retention period for Municipal Records as shown:

<table>
<thead>
<tr>
<th>group #</th>
<th>Compliance Centre™ Entry</th>
<th>Citation</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>g160</td>
<td>OENV-Ev.Pr.-458 — Solar Facilities — Inspection, Complaint and Maintenance Records</td>
<td>Registrations under Part II.2 of the Act — Solar Facilities Regulation, under the Environmental Protection Act, O. Reg. 350/12, s. 7</td>
<td>5 years</td>
</tr>
<tr>
<td>g161</td>
<td>OMUN-Asse.-7 — Access to Assessment Information</td>
<td>Assessment Act, R.S.O. 1990, c. A.31, s. 53; as am. S.O. 1996, c. 4, s. 43; as am. S.O. 1997, c. 43, Sched. G, s. 18(33); as am. S.O. 2000, c. 25, s. 13; as am. S.O. 2015, c. 20, Sched. 2, s. 1(1) to (3); as am. S.O. 2016, c. 37, Sched. 2, s.</td>
<td>PRIVACY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Act states that information is made available to a municipality by the assessment corporation to meet planning requirements</td>
<td></td>
</tr>
<tr>
<td>g162</td>
<td>OMUN-Muni01-3 — Actions for Injury — Limitation Period</td>
<td>Municipal Act, 2001, S.O. 2001, c. 25, s. 44(10); as am. S.O. 2017, c. 10; Sched. 1, s. 4</td>
<td>Event + 10 days (Event = Occurrence of injury)</td>
</tr>
<tr>
<td>g163</td>
<td>OPM-Re.Ten.-1 — Ministerial Operational Records Reviews — Limitation Period</td>
<td>Residential Tenancies Act, 2006, S.O. 2006, c. 17, s. 120(6)</td>
<td>Event + 4 years (Event = Commencement date)</td>
</tr>
</tbody>
</table>
A Guide for Establishing a Records Management Program

TOMRMS includes a “Guide for Establishing a Records Management Programs” that includes:

♦ Policy
♦ Staffing and Requirements
♦ Equipment and Supplies
♦ Inactive Records Storage
♦ Vital Records Protection
♦ Disaster Recovery Planning
♦ Etc.

Sample Retention By-law

A “Sample Retention By-law” is also included.
WHY AN ONTARIO MUNICIPALITY SHOULD IMPLEMENT TOMRMS

A corporate wide records management system ensures that the municipality complies with the requirements of the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Personal Information Protection and Electronic Documents Act (PIPEDA) and any other policies and legislation.

Without such a system individuals store and classify their records in a departmental manner as has been always done in the past. This traditional system means that there is no conformity in the way records are managed across the organization. There is also “Institutional Memory” meaning that one staff member will have knowledge of where a record resides but with the retirement of that individual the memory of that record also retires.

Ontario Municipalities should also have a “Retention By-law”. This document is very difficult to keep current and accurate, especially for smaller Municipalities so these legal documents are typically incomplete and inaccurate. TOMRMS solves this problem because it includes a sample retention By-law that refers to the TOMRMS classification that is updated annually.

Most Municipalities that have not implemented TOMRMS also have the issue of the storage of paper records. Because staff do no know the retention period of records they are kept permanently and pose storage issues that can be resolved through proper classification and purging.
INTEGRATION WITH ELECTRONIC RECORDS MANAGEMENT

Although TOMRMS was initially designed as a paper records management system it integrates very well with electronic records management systems and can be used as the basis for the file classification and retention of such a system. Shown below is how TOMRMS is used within the FileHold Electronic Document and Records Management System.

Image Advantage Solutions Inc. are experts in integrating TOMRMS with the FileHold system for Ontario Municipalities and has this system implemented into over twenty five Ontario Municipalities.
IMPLEMENTATION

TOMRMS includes one day of training for staff. This training includes the process to implement TOMRMS into an Ontario Municipality. The first step is to contact Image Advantage Solutions Inc. for a free web presentation on how TOMRMS works.

CONCLUSION

Records in a Municipality are often difficult to find because they are managed departmentally. They tend to be kept for too long because staff are not aware of the legal or functional retention periods of their records. Retention By-laws also tend to be outdated and incomplete causing legal risk. TOMRMS resolves all of these issues and allows a Municipality to comply with the requirements of the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Personal Information Protection and Electronic Documents Act (PIPEDA) and any other policies and legislation.

For more information please contact:

Image Advantage Solution Inc.

Addresss: 1-1354 County Road #2
Mallorytown, Ontario, Canada
K0E 1R0

Phone: 1-613-659-4620 ext. 1

Email: sales@imageadvantage.com

Website: www.imageadvantage.com
Recommendation
THAT Report CAO-10-29-19-03, 2019 Projects Update be received for information.

Executive Summary
Throughout the first year of the new term of Council, a number of "new business" items were raised by Council. Appendix A: NEW BUSINESS provides additional information on the status of these projects. Appendix B: CAPITAL PROJECT LISTING has been updated to include a "Notes" column for additional or clarifying information as well as identify incomplete or deferred projects.

Discussion
New Business 2019 Council: Council has the opportunity to raise matters not envisioned or captured on agendas or work plans. Staff has developed a document that captures these "new business" items and provides an update as of October 21, 2019.

2019 Capital Projects Listing: This document was presented to Committee of the Whole in September. The request was made to add a "Notes" column to provide clarification or additional information. To get a visual sense of completed projects, the form has also been updated highlighting deferred or incomplete projects in red.

Legal and Legislated Requirements
Financial and Resource Implications
Staffing Implications
Not applicable.

Consultation
Senior Management Team

Next Steps
Ongoing updating of both forms.

Respectfully submitted:
Laura Johnston, Chief Administrative Officer
<table>
<thead>
<tr>
<th>Action</th>
<th>Owner</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayton &amp; Area Recreation Committee (see resolution #22-19) (The municipal insurer will be invited to a future Council or Committee of the Whole meeting to discuss municipal insurance matters. The Manager, Community Services, will provide a report concerning Municipal Significant events in conjunction with the municipal insurer delegation for discussion purposes.)</td>
<td>Stephanie Stewart</td>
<td>Pending</td>
<td>Transferred to Kodey Hewlett</td>
</tr>
<tr>
<td>Property Standards (Council requested the By-law Enforcement Officer to attend a future Council meeting to introduce herself, Council also requested a discussion take place concerning the current complaint process.)</td>
<td>Mark Turner</td>
<td>Completed</td>
<td>Current complaint process to be incorporated into new website project</td>
</tr>
<tr>
<td>Elimination of Vacant Commercial Tax Rebate (Council noted the City of Owen Sound is considering this issue to determine the potential impact on the City’s downtown, even though a decision to eliminate the vacant commercial tax rebate has to be made at the County level. Council requested a report respecting this issue be brought forward to a future Council or Committee of the Whole meeting.)</td>
<td>Kerri Mighton</td>
<td>Discussed at Area Treasurers’ Meeting</td>
<td>County to investigate</td>
</tr>
<tr>
<td>Source Protection Committee Appointment (see resolution #39-19). Council requested the Clerk to obtain information regarding the next Source Protection Committee meeting, and the mandate of the Drinking Water Source Protection Committee.</td>
<td>Mark Turner</td>
<td>Completed</td>
<td>Project Manager &amp; Chair of DWSPC attended Jan 30/19 COW Meeting</td>
</tr>
<tr>
<td>Council questioned if the Grey Bruce Sustainability Network is still in operation. Staff will verify this question for Council, including its mandates and terms of reference, as applicable, to determine if it might achieve what West Grey is considering.</td>
<td>Mark Turner</td>
<td>Completed - for Sustainability Committee</td>
<td>Google “Grey-Bruce Sustainability Network” for Website</td>
</tr>
<tr>
<td>ROMA/Ontario Good Roads Association (OGRA) 2019 Annual Conference – Council update (This item was deferred for discussion during the March 26, 2019 Committee of the Whole meeting due to time constraints.)</td>
<td>Mark Turner</td>
<td>Completed (May COW)</td>
<td></td>
</tr>
<tr>
<td>Special Olympics 50th Anniversary Celebration (The Committee expressed support for the Special Olympics Flag Raising to take place on March 25, however, no other related events will be held as the municipality recently held the Polar Plunge fundraising event for Special Olympics.)</td>
<td>Mark Turner</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Council discussed the issue of vacant commercial assessment and farm tax rebates. The Director of Finance/Treasurer will provide a report on this issue for the March 26 Committee of the Whole meeting to facilitate providing comments to Grey County prior to April 11, as Grey County is discussing the same issue that day.</td>
<td>Kerri Mighton</td>
<td>See 2019-01-08</td>
<td></td>
</tr>
<tr>
<td>Ontario Good Roads Association (OGRA) 2019 Annual Conference/Mayor</td>
<td>Mark Turner</td>
<td>See 2019-03-05</td>
<td></td>
</tr>
<tr>
<td>Property Standards &amp; By-law Enforcement (The Committee of the Whole requested the Property Standards &amp; By-law Enforcement Officer to attend the April 28, 2019 Committee of the Whole meeting to provide a quarterly report summarizing the number and types of complaints for the quarter.)</td>
<td>Mark Turner</td>
<td>Completed</td>
<td>Bi-Annual Report Presented Attended June 25/19 COW Meeting</td>
</tr>
<tr>
<td>Asset Management Report/Plan (The Director of Finance/Treasurer will submit the Asset Management Report/Plan to Council or Committee of the Whole to facilitate completion/approval by the July 2019 deadline.)</td>
<td>Kerri Mighton</td>
<td>Completed</td>
<td>Asset Management Policy adopted. Asset Management Plan being completed</td>
</tr>
<tr>
<td>a future Council or Committee of the Whole meeting to discuss the fire training house</td>
<td>Mark Turner</td>
<td>Completed</td>
<td>Brockton Fire Chief Declined Invite</td>
</tr>
<tr>
<td>Grey Bruce Pride – resolution #129-19 (A flag raising ceremony will be held on June 4, 2019, 12 noon, at the West Grey Municipal Office. Grey Bruce Pride to be advised accordingly.)</td>
<td>Laura Johnston</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Action</td>
<td>Owner</td>
<td>Status</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Normanby Fire Department (Council noted being informed of a safety concern from a ratepayer regarding the use of Sideroad 25 by the Normanby Fire Department, and the lack of notification/sign on the road to advise the travelling public of firefighting training being conducted on the road. The Fire Chief will be advised of the concern.)</td>
<td>Phil Schwartz</td>
<td>Completed</td>
<td>As with any Emergency Vehicle when the lights are flashing all drivers must adhere to the Ontario Highway Traffic Act, give one lane, reduce speed, and proceed with caution. This also applies in training areas, anywhere emergency lights are activated</td>
</tr>
<tr>
<td>2019-05-07 Jeff &amp; Karen Beitz (The Director of Infrastructure and Public Works will reply to the letter from Jeff &amp; Karen Beitz noting concerns with the closure of the Kennedy Bridge.)</td>
<td>Brent Glasier</td>
<td>On hold</td>
<td>Deferred to new PW Director</td>
</tr>
<tr>
<td>Council questioned when the recreation facilities booking software will be up and running. The CAO/Deputy Clerk projected it will be ready by the end of summer.</td>
<td>Laura Johnston</td>
<td>Completed</td>
<td>Launch: October 2019</td>
</tr>
<tr>
<td>2019-06-04 Parachute Canada (see resolution #390 -19) Now therefore be it resolved that, the Council of the Municipality of West Grey hereby proclaims June 3, 2019 to June 9, 2019 as “Parachute Safe Kids Week”. #390-19 Carried</td>
<td>Mark Turner</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Council suggested Molok North America Ltd., representatives operating within West Grey be invited to Council in recognition of their 20th Anniversary and to discuss possible partnering. Mayor Robinson replied that the Mayor and CAO/Deputy Clerk are in discussions with Molok representatives, and an update will be provided to Council in the near future.</td>
<td>Laura Johnston</td>
<td>Deferred for new PW Director</td>
<td></td>
</tr>
<tr>
<td>Council meeting that pursuant to By-law Number 20-2018, being a By-law to govern the proceedings of Council, Committees, and Committee of Adjustment, is placed under “New Business” in this Agenda for discussion purposes, and possible resolution: “July 27, 2019 COW meeting be held at 7:00pm in Ayton and the September 24, 2019 COW meeting be held at 7:00pm in Neustadt; And that consideration be given for holding future meetings in Elmwood and the former townships; And that an informal, one-hour meeting be scheduled just before the COW meeting for residents and councilors to discuss issues of local concern.” Shea-Hergert, Be it resolved that, the Council of the Municipality of West Grey tables the “Notice of Motion”, #432-19 Carried. Special Committee of the Whole Meetings (Council requested this item be brought forward for discussion purposes during the July 30, 2019 Committee of the Whole meeting. The proposed Special Committee of the Whole meetings are proposed to be held for brain-storming/visioning purposes using a break-out session format, possibly including a local municipal facilities tour.)</td>
<td>Mark Turner</td>
<td>Completed</td>
<td>Revised and booked as community visioning sessions</td>
</tr>
<tr>
<td>The Committee of the Whole complimented the Commercial Beautification Committee for the flowerbeds, and noted an inventory of flowerbeds is needed to determine what flowerbeds will be maintained and who will maintain them.</td>
<td>Laura Johnston</td>
<td>Pending</td>
<td>Report coming late 2019</td>
</tr>
<tr>
<td>2019-07-30 Staff will discuss this matter, and bring back a report to Committee of the Whole or Council. The Committee of the Whole asked about the status of advertising for new committee member appointments. The CAO/Deputy Clerk replied that another advertisement is</td>
<td>Laura Johnston/ Mark Turner</td>
<td>By-law report pending</td>
<td>Ads for volunteers completed</td>
</tr>
<tr>
<td>Action</td>
<td>Owner</td>
<td>Status</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>The Committee of the Whole requested discussions be held during a future meeting to provide more detailed information on the types and purpose of financial reserves, and possible alternative methods for budget review and voucher approvals. The CAO/Deputy Clerk responded that she is discussing these issues with the Director of Finance/Treasurer, and a report will be forthcoming.</td>
<td>Laura Johnston/Keri Milton</td>
<td>Incorporate into 2020 budget sessions</td>
<td></td>
</tr>
<tr>
<td>The Committee of the Whole requested an updated staff organizational chart be provided due to the number of staffing changes. Staff will provide an updated staff organizational staff to Council members.</td>
<td>Laura Johnston</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>The Committee of the Whole complimented the Commercial Beautification Committee for the flowerbeds, and noted an inventory of flowerbeds is needed to determine what flowerbeds will be maintained and who will maintain them.</td>
<td>Laura Johnston</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>The Committee of the Whole noted the need to step-up enforcement of by-laws. Staff will discuss this matter, and bring back a report to Committee of the Whole or Council.</td>
<td>Laura/Johnston/Mark Turner</td>
<td>Pending</td>
<td>October 29/19 COW Meeting Tentative</td>
</tr>
<tr>
<td>The Committee of the Whole asked about the status of advertising for new committee member appointments. The CAO/Deputy Clerk replied that another advertisement is being placed in the Spotlight with a response deadline of August 15, and the ad will also be placed on the West Grey website/news &amp; notices, with a possible media release.</td>
<td>Laura Johnston</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>The Committee of the Whole requested discussions be held during a future meeting to provide more detailed information on the types and purpose of financial reserves, and possible alternative methods for budget review and voucher approvals. The CAO/Deputy Clerk responded that she is discussing these issues with the Director of Finance/Treasurer, and a report will be forthcoming.</td>
<td>Laura Johnston/Keri Milton</td>
<td>Completed</td>
<td>See 2019-07-30</td>
</tr>
<tr>
<td>The Committee of the Whole requested an updated staff organizational chart be provided due to the number of staffing changes. Staff will provide an updated staff organizational staff to Council members.</td>
<td>Laura Johnston</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>
## NEW BUSINESS 2019 COUNCIL

<table>
<thead>
<tr>
<th>Action</th>
<th>Owner</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dyan Jones/July 30, 2019 Committee of the Whole Resolution #COW 42-19 – resolution #457-19; Councillor Hamilton-Councillor Hutchinson. Whereas the UN Intergovernmental Panel on Climate Change report states that the world has less than 12 years to avert the worst impacts of the climate crisis; and Whereas municipalities will bear the burden of much of the financial damage associated with climate change because of a dramatic increase in costs of road maintenance, inland flooding, water quality, winter recreation, and bridges; and Whereas municipalities across Canada and Ontario are acting on climate change, and since January 2019 more than 822 municipalities, towns, cities and countries world-wide have declared a climate emergency; Now therefore be it resolved that the Municipality of West Grey officially declares a climate crisis to name and deepen our commitment to protecting our economy, our community, and our eco systems, from the climate crisis. Climate crisis solutions not only reduce carbon output, but they also offer multiple benefits including improved health and air quality, greater community resilience, economic development and reduced costs; and Be it further resolved that the Municipality of West Grey directs the West Grey Sustainability Advisory Committee to work with stakeholders through consultation to develop a fact-based measurable Climate Action Plan for fighting the climate crisis in West Grey; and That a copy of the resolution be forwarded to the Premier of Ontario, the Minister of Environment, Conservation and Parks, the Association of Municipalities Ontario, the local MPP Bill Walker, MP Larry Miller, the Minister of Government and Consumer Services, lower-tier Grey County municipalities, and Federal Election candidate, #453-19 Carried.</td>
<td>Mark Turner</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Normanby Arena Parking Lot (Council questioned why an approximate 15' x 40' section of the Normanby Arena parking lot by Grey Road 3 has not been paved yet, The CAO replied that she will discuss the matter with the Normanby Arena Facilities Manager as she believes it was part of this year's budget consideration, and will report back to Council or Committee of the Whole.)</td>
<td>Laura Johnston/ Brent Glasier</td>
<td>Completed</td>
<td>Update provided</td>
</tr>
<tr>
<td>Council requested an update respecting West Grey Landfill Sites, with an update to be included in the “News &amp; Notices” section of the West Grey website, and a forthcoming report by the Director of Infrastructure and Public Works, to note, for example, any changes in the hours of operation and acceptable materials. The CAO/Deputy Clerk informed Council there are no changes in operational hours and only one change in accepted materials. Council still requested a report from the Director of Infrastructure and Public Works.</td>
<td>Brent Glasier</td>
<td>On hold</td>
<td>New Director to incorporate into Landfill Review report</td>
</tr>
<tr>
<td>Councillor Hutchinson-Councillor Hamilton. Be it resolved that, the Council of the Municipality of West Grey hereby approves applying for the following two Rural Economic Development (RED) grants: social enterprise (as a partnership with Georgian College/Social Enterprise Network of Central Ontario (SENO) and Grey Highlands) and a downtown revitalization program, as recommended by the Committee of the Whole. #467-19 Carried.</td>
<td>Laura Johnston</td>
<td>Completed</td>
<td>Grant application submitted</td>
</tr>
<tr>
<td>Action</td>
<td>Owner</td>
<td>Status</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>----------</td>
<td>-------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| ii) Rural Economic Development (RED) Grants  
The CAO reported on the September 9 deadline for submission of RED Grants, and an opportunity to partnership on another project. The RED grant would be through Economic Development. Councillor Shea mentioned the proposed partnership with Georgian College/Social Enterprise Network of Central Ontario (SENO) and Grey Highlands relating to social enterprise to boost local entrepreneurs. West Grey Economic Development Advisory Committee will be informed of these initiatives. Resolution #COW 58-19  
Councillor Townsend-Councillor Shea, Resolved that, the Committee of the Whole hereby recommends Council approves applying for the following two Rural Economic Development (RED) grants: social enterprise (as a partnership with Georgian College/Social Enterprise Network of Central Ontario (SENO) and Grey Highlands) and a downtown revitalization program. #COW 58-19 Carried. | Laura Johnston | Completed | Applications submitted                                     |
<p>| 2019-08-27                                                                                                                                     |              |          | Future CBC meeting                                         |
| The Committee mentioned the installation of bike racks in urban areas may be appropriate. The CAO will make note of this and report back to the Committee of the Whole.                                                                                     | Laura Johnston | Pending  | Future CBC meeting                                         |
| 2019-08-27                                                                                                                                     |              |          | Future CBC meeting                                         |
| municipal garbage. The Committee questioned if West Grey can remove any signs on municipal property. (i.e. road allowances). The Clerk will obtain a legal opinion on this matter.                                                                 | Mark Turner   | Pending  | Future CBC meeting                                         |
| 2019-08-27                                                                                                                                     |              |          | Future CBC meeting                                         |
| Homecoming should be charged the normal rate for use of West Grey facilities. The Clerk warned of the consequences of doing so, as other non-profit organizations and possibly individuals will request the same waiving or reduction in fees. This matter will be discussed during budget deliberations. | Kerri Mighton | Deferred to 2020 budget process | Future CBC meeting                                         |
| 2019-08-27                                                                                                                                     |              |          | Future CBC meeting                                         |
| Provision of Hydro at Riverside Park for Music Events (A $4,000 quote was obtained regarding the cost to provide hydro at the Riverside Park for music events. This matter was referred for budget discussions.) | Kerri Mighton | Deferred to 2020 budget process | Future CBC meeting                                         |
| 2019-09-24                                                                                                                                     |              |          | Discussed with Cannassist Sept 27. Hydro for large facility not available. Smaller facility would be OK. CAO to follow up with Hydro One regarding options |
| Major Conferences – Council update (The Committee questioned if there is any update from the Association of Municipalities of Ontario (AMO) Annual Conference with respect to Hydro One and CannAssist. The CAO stated she has left a message with the principal from CannAssist to call her.) | Laura Johnston | Pending  | Future CBC meeting                                         |
| 2019-09-24                                                                                                                                     |              |          | Future CBC meeting                                         |
| The Committee requested Human Resources roles and responsibilities, the Delegated Authority By-law, and Statutory Officer issues be discussed during the October 29, 2019 Committee of the Whole meeting. | Mark Turner   | In process| Future CBC meeting                                         |
| 2019-09-24                                                                                                                                     |              |          | Future CBC meeting                                         |
| The Committee requested a report be provided to update Council/Committee of the Whole on the status of the West Grey Police Services proposal with the Township of Chatsworth. Mayor Robinson added that the West Grey Police Service will also be providing an annual report to Council. | Chief Martin to be invited | Pending | Future CBC meeting                                         |
| 2019-09-24                                                                                                                                     |              |          | Future CBC meeting                                         |
| The Committee of the Whole requested the Clerk to invite the West Grey Integrity Commissioner to attend a future Committee of the Whole meeting to discuss the Council Code of Conduct, the Staff Council Relations Policy, and other matters deemed relevant by the Integrity Commissioner. | Mark Turner   | Pending  | Code of Conduct meeting being held on Nov 13/19 at Grey Roots with Integrity Commissioner |
| 2019-09-24                                                                                                                                     |              |          | Future CBC meeting                                         |
| The Committee questioned if any plans are in place for a Volunteer Appreciation Night. The CAO noted there will be a volunteer appreciation time likely during National Volunteer Week, however, the CAO indicated the budget for this was revised as the level of input will have to be assessed. | Kodey Hewlett | Pending  | Kodey meeting with CAO to review options                   |
| 2019-09-24                                                                                                                                     |              |          | Future CBC meeting                                         |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Owner</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-09-24</td>
<td>The Committee questioned if there will be a forthcoming report respecting proposed Aggregate Resources Act changes. The Clerk indicated the Municipal Planner will be presenting a report on this topic during the October 8 Committee of the Whole (Planning) meeting.</td>
<td>Ron Davidson</td>
<td>Completed</td>
<td>October 8 Planning meeting</td>
</tr>
<tr>
<td>2019-09-24</td>
<td>The Committee asked for an update respecting the status of the West Grey Municipal Office electronic sign that is currently non-operational. The CAO noted numerous calls have been made to the firm that provided the electronic sign, however, there has been no response to date, so another firm will be contacted.</td>
<td>Laura Johnston</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>2019-09-24</td>
<td>The Committee indicated the need to set some 2020 Budget meeting dates, including some budget training. The CAO will discuss this matter with the Director of Finance/Treasurer.</td>
<td>Laura Johnston/Kerr Mighty</td>
<td>Pending</td>
<td>Treasurer taking report to Oct COW</td>
</tr>
<tr>
<td>2019-09-24</td>
<td>The Committee questioned the status of the former Durham Carnegie Public Library. The Clerk will be bringing forward a closed session report for discussion purposes.</td>
<td>Mark Turner</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>2019-09-24</td>
<td>The CAO indicated AMO Delegation Backgrounders will be sent to all Council members.</td>
<td>Laura Johnston</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>2019-09-24</td>
<td>The Committee asked about possible methods to improve the planning process. The Clerk will bring forward this issue at a future Committee of the Whole (Planning) meeting for discussion purposes.</td>
<td>Mark Turner</td>
<td>Pending</td>
<td>Dec 10/19 WG COW (Planning) Meeting</td>
</tr>
<tr>
<td>2019-09-24</td>
<td>The Committee suggested any monetary rewards received by West Grey for float parade entries should be donated back to the respective organization.</td>
<td>Laura Johnston</td>
<td>Completed</td>
<td>Staff have been advised</td>
</tr>
</tbody>
</table>
# 2019 Capital Project Listing

<table>
<thead>
<tr>
<th>Department</th>
<th>Project Name</th>
<th>Project Details</th>
<th>Anticipated Completion Date</th>
<th>Additional Comments</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Computer Upgrades</td>
<td>server &amp; workstations</td>
<td>Fall 2019</td>
<td>Completed July 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Police Station</td>
<td>design/planning/lets</td>
<td>TBD</td>
<td>Multi-year project</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Municipal Office Elevator</td>
<td>166,000 w/ Brentwood 100,000</td>
<td>Jan-20</td>
<td>Availed September 2019</td>
<td></td>
</tr>
<tr>
<td>Fire</td>
<td>Turnout Gear</td>
<td>complete w/boots, helmets, gloves</td>
<td>Sep-19</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Portable Radios</td>
<td></td>
<td>Completed April 2019</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pagers</td>
<td></td>
<td>Completed April 2019</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Public Works</td>
<td>Electric Power</td>
<td>E/forage main tangle</td>
<td>2019</td>
<td>Maintenance is ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Forcible Entry Door Training</td>
<td>Prop shared between 3 stations</td>
<td>May-19</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4&quot; Storz x 2-2 1/2&quot; gated Y</td>
<td>for water supply</td>
<td>Oct-19</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TFT Pack for Ladder #1</td>
<td></td>
<td>Jun-19</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4&quot;x4&quot; Storz Hydrant Gate valves</td>
<td></td>
<td>Jun-19</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4&quot;x100' HI Volume Hose for Ladder #1 (8)</td>
<td></td>
<td>Sep-19</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6&quot;x4&quot; Storz Piston Intake Valve for Pump #3</td>
<td></td>
<td>Sep-19</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laptop for Office &amp; Licensing</td>
<td>for replacement server and upgrades</td>
<td>June - Sept 2019</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>IT Capital</td>
<td>refresh equipment and website</td>
<td></td>
<td>Field (equipment) delayed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Half Ton Pickup - Road Supervisor</td>
<td>in Service</td>
<td>Jul-19</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Half Ton - Utilities Supervisor</td>
<td>in Service</td>
<td>Jul-19</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Loader - Durham</td>
<td>in Service</td>
<td></td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Single Axle - Nor'Umbry</td>
<td>Delivery by October</td>
<td></td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 - Rear Mount Rollers for Graders</td>
<td>in Service</td>
<td></td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Misc. Equipment</td>
<td>drowned</td>
<td></td>
<td></td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greenw. Shed -  LED Lighting</td>
<td></td>
<td></td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bentlinch Shed - LED Lighting</td>
<td></td>
<td></td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bentlinch Shed - New Man Doors</td>
<td></td>
<td></td>
<td>In progress, in-house</td>
<td></td>
</tr>
<tr>
<td>Road</td>
<td>Rd. 1 Recycling, Concession 2 NDR</td>
<td>Spot improvement</td>
<td>Early July, August</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bridge Repair</td>
<td>Bridge 45 &amp; 47 Repairs</td>
<td>Completed</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Braman &amp; Lamton Street Recreation</td>
<td>Water, Sewer &amp; Roads</td>
<td>Early August</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Surface Treatment - 23km</td>
<td>Resurface Various Roads</td>
<td>August</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Con 4 NDR Road Capital</td>
<td>Application of Granular &amp; Surface Treatment</td>
<td>Treatment</td>
<td>August</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Sidewalk Replacement</td>
<td>New Sidewalk Formal St., Ayton &amp; Greenw. &amp; Seaside Project</td>
<td>2005</td>
<td>Delivered to be included in 2020 budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Engineering for Capital Projects</td>
<td>--</td>
<td>Durham Rd. E - From Grey Rd. 4 to Concession 2</td>
<td>Fall of 2019</td>
<td>Completed</td>
<td>Quote Fall of 2019</td>
</tr>
<tr>
<td>Durham Water - 228 radio frequency meters</td>
<td>--</td>
<td>Fall of 2019</td>
<td>Contract awarded September 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neustadt Water - Chlorine Analyser</td>
<td>WSP Eng, Developing Plan</td>
<td>August</td>
<td>Tendered to commence Fall 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neustadt Water - Generator</td>
<td>--</td>
<td>Completed</td>
<td>Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neustadt Water - Chlorine Contact Storage</td>
<td>WSP Eng, Developing Plan</td>
<td>2020</td>
<td>In progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer</td>
<td>Lagoon Erosion Protection</td>
<td>Place Erosion Control Material</td>
<td>Fall of 2019</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meek Creek Erosion Control</td>
<td>Tendered in June</td>
<td>Fall of 2019</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Neustadt Sewer Lagoon Cell Valve System Control</td>
<td>Tendered in August</td>
<td>Fall of 2019</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Generator for WWTP electrical upgrades</td>
<td>Tendered in August</td>
<td>Fall of 2019</td>
<td>Jan 2020 target completion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DWWTP Building upgrades</td>
<td></td>
<td>Fall of 2019</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>Landfill</td>
<td>Household Hazardous Waste Project</td>
<td>Certificate of Approval Obtained</td>
<td>2020</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paving Around Landfill slopes</td>
<td>--</td>
<td>October</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>Recreation</td>
<td>Normandy Arena Parking Lot Repaving</td>
<td>Tender being drafted</td>
<td>Summer 2019</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Neustadt Arena - New tables (75)</td>
<td>Purchasing</td>
<td>May 2019</td>
<td>Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neustadt Arena - Snack Booth exhaust hood</td>
<td>Confirming date for installation</td>
<td>June 2019</td>
<td>Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neustadt Arena - New Chairs</td>
<td>Purchasing</td>
<td>May 2019</td>
<td>Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Durham Arena Replace Condenser</td>
<td>Tender Out - existing unit is 24 yrs. old</td>
<td>Fall 2019</td>
<td>Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Durham Arena Ammonia Alarm System</td>
<td>Updating per TSSA</td>
<td>End of 2019</td>
<td>In progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elmwood Community Centre - Kitchen Renovation</td>
<td>Kitchen completed, still doing some finishing touches</td>
<td>Winter 2019</td>
<td>Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Buildings Capital</td>
<td>Neustadt Library: Furnace &amp; Roof</td>
<td>Back to market Aug 10</td>
<td>Both awarded September 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Glenelg Hall - washroom upgrades</td>
<td>Oct-19</td>
<td>Complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Dept. - vehicle</td>
<td>Joint tender with Chatsworth</td>
<td>Summer 2019</td>
<td>Completed. Delivered July 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evota software</td>
<td>To COW July 30; approved. To Council in September for ratification.</td>
<td>Jan-20</td>
<td>Contract awarded September 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Dept. - furniture, fixtures, etc.</td>
<td>Items necessary to set up building dept.</td>
<td>Nov-19</td>
<td>In progress</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>