



Council Meeting
Municipality of West Grey
402813 Grey County Rd 4, Durham, ON N0G 1R0

December 3, 2024, 9 a.m.

West Grey municipal office, council chambers and virtual

This meeting shall be held in the Municipality of West Grey council chambers. Members of the public may attend in person or electronically via Zoom.

To join through your computer (or smartphone with the Zoom app) go

to: <https://us02web.zoom.us/j/89156262480>

To phone in and listen live dial +1 647 558 0588 (long-distance charges may apply)

When prompted, enter the meeting ID: 891 5626 2480

Accessibility of documents: Documents are available in alternate formats upon request. If you require an accessible format or communication support contact the Clerk's Department by email at clerk@westgrey.com or 519-369-2200 to discuss how we can meet your needs.

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In accordance with the West Grey Procedural Bylaw members may request clarification or updates on previous agenda items.

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14. New business**15. Announcements**

In accordance with the West Grey Procedural Bylaw, comments are not debatable, nor shall they introduce new business. Comments shall be limited to five minutes per member.

16. Closed session

There is no closed session.

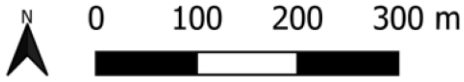
17. Report from closed session

There is no closed session.

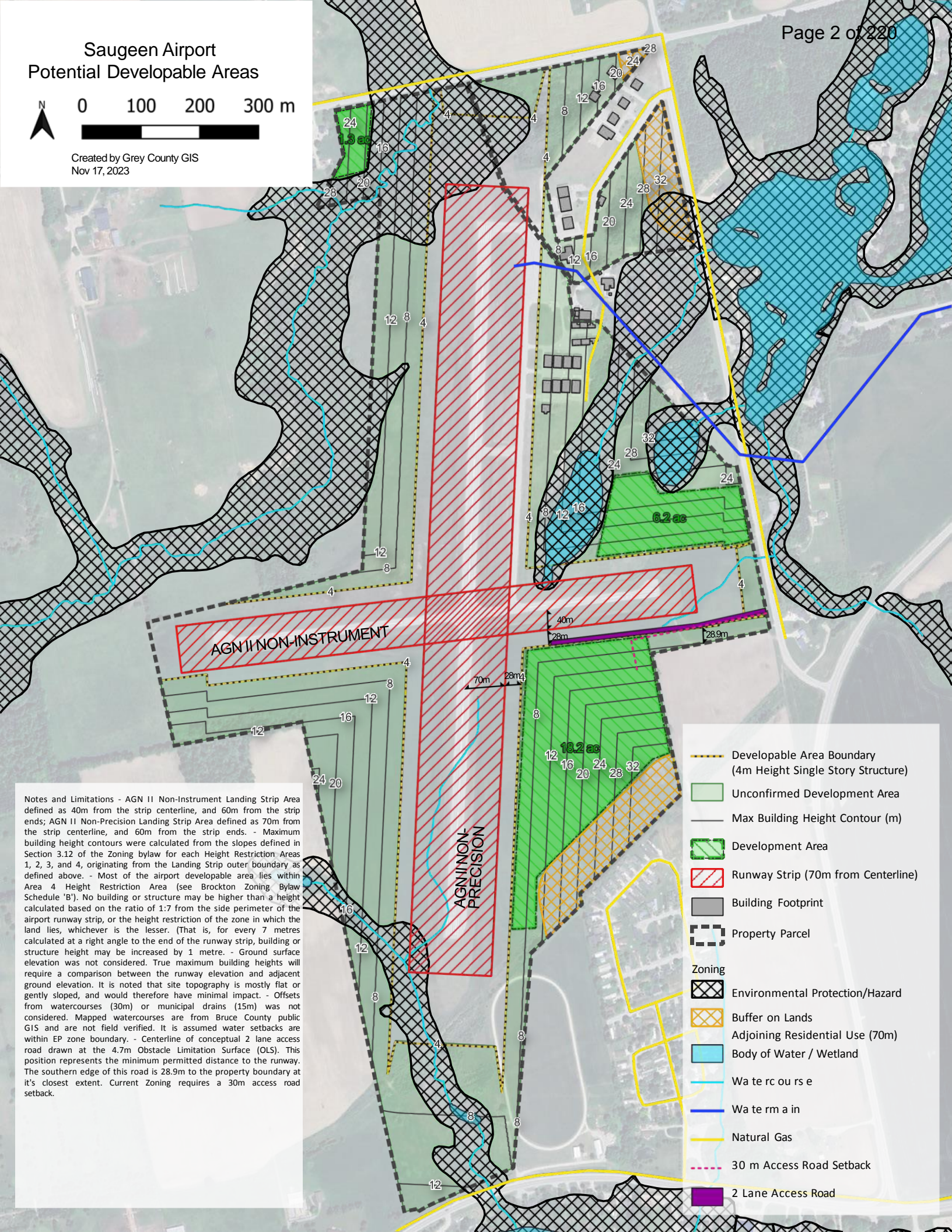
18. **Adjournment**

**SAUGEEN MUNICIPAL AIRPORT
DEVELOPMENT OPPORTUNITY,
PLANNING FOR GROWTH
ONTARIO, CANADA**

Saugeen Airport Potential Developable Areas



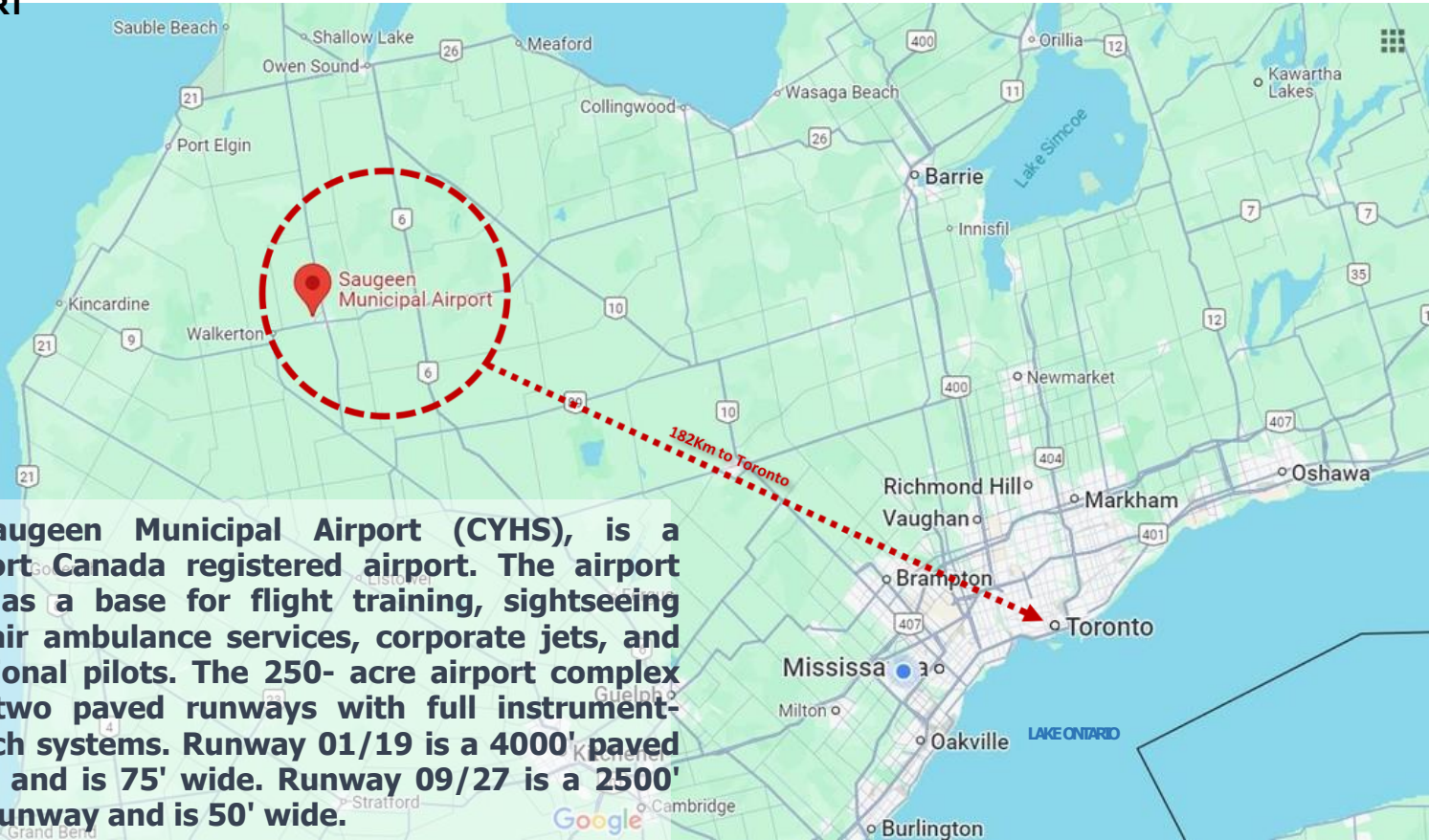
Created by Grey County GIS
Nov 17, 2023



Notes and Limitations - AGN II Non-Instrument Landing Strip Area defined as 40m from the strip centerline, and 60m from the strip ends; AGN II Non-Precision Landing Strip Area defined as 70m from the strip centerline, and 60m from the strip ends. - Maximum building height contours were calculated from the slopes defined in Section 3.12 of the Zoning bylaw for each Height Restriction Areas 1, 2, 3, and 4, originating from the Landing Strip outer boundary as defined above. - Most of the airport developable area lies within Area 4 Height Restriction Area (see Brockton Zoning Bylaw Schedule 'B'). No building or structure may be higher than a height calculated based on the ratio of 1:7 from the side perimeter of the airport runway strip, or the height restriction of the zone in which the land lies, whichever is the lesser. (That is, for every 7 metres calculated at a right angle to the end of the runway strip, building or structure height may be increased by 1 metre. - Ground surface elevation was not considered. True maximum building heights will require a comparison between the runway elevation and adjacent ground elevation. It is noted that site topography is mostly flat or gently sloped, and would therefore have minimal impact. - Offsets from watercourses (30m) or municipal drains (15m) was not considered. Mapped watercourses are from Bruce County public GIS and are not field verified. It is assumed water setbacks are within EP zone boundary. - Centerline of conceptual 2 lane access road drawn at the 4.7m Obstacle Limitation Surface (OLS). This position represents the minimum permitted distance to the runway. The southern edge of this road is 28.9m to the property boundary at it's closest extent. Current Zoning requires a 30m access road setback.

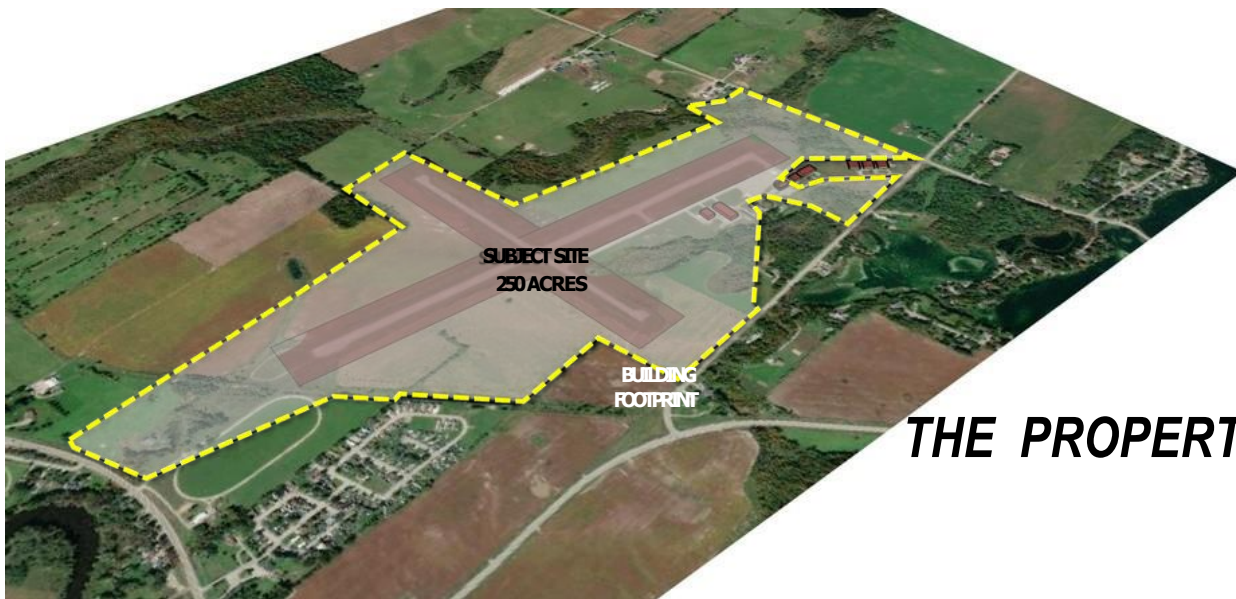
- Developable Area Boundary (4m Height Single Story Structure)
- Unconfirmed Development Area
- Max Building Height Contour (m)
- Development Area
- Runway Strip (70m from Centerline)
- Building Footprint
- Property Parcel
- Zoning**
- Environmental Protection/Hazard
- Buffer on Lands Adjoining Residential Use (70m)
- Body of Water / Wetland
- Wa te rc ou rs e
- Wa te r m a in
- Natural Gas
- 30 m Access Road Setback
- 2 Lane Access Road

SAUGEEN MUNICIPAL AIRPORT



The Saugeen Municipal Airport (CYHS), is a Transport Canada registered airport. The airport serves as a base for flight training, sightseeing tours, air ambulance services, corporate jets, and recreational pilots. The 250- acre airport complex offers two paved runways with full instrument-approach systems. Runway 01/19 is a 4000' paved runway and is 75' wide. Runway 09/27 is a 2500' paved runway and is 50' wide.

SAUGEEN MUNICIPAL AIRPORT



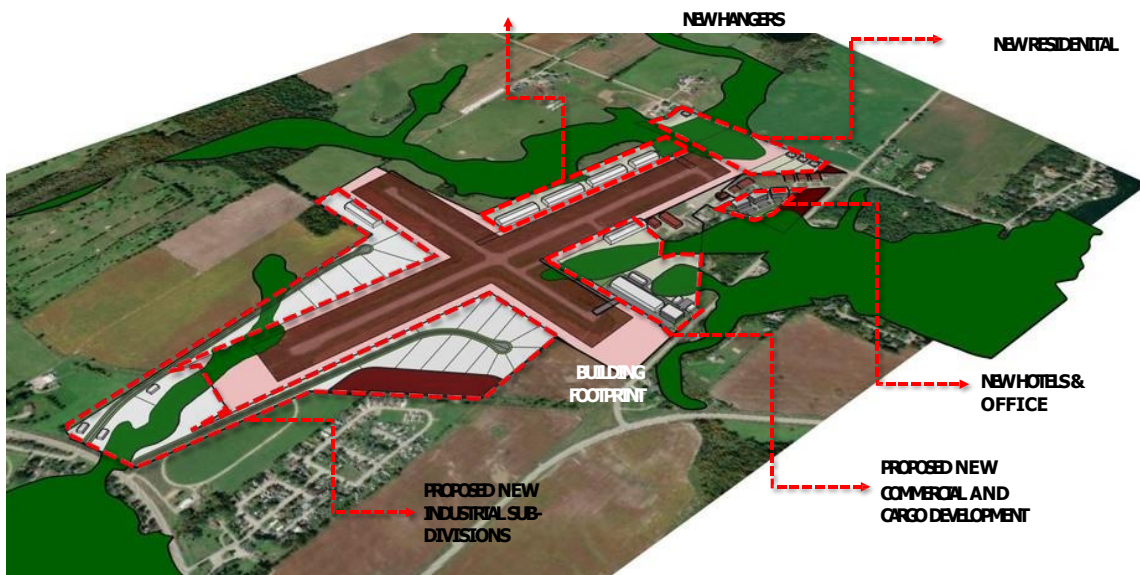
THE PROPERTY

SALGEE MUNICIPAL AIRPORT



EXISTING RUNWAYS

ENVIRONMENTAL LANDS



PROPOSED DEVELOPMENT

**BIRDSEYE
VIEW OF
NORTH SIDE**



**BIRDSEYE
VIEW OF
SOUTH SIDE**



**BIRDSEYE
VIEW OF
SOUTHSIDE**



Development Potential of Saugeen Airport

Over 25 acres of developable lands

Service infrastructure is available

Multiple airport uses and general manufacturing potential

Investment in infrastructure required

Invest Ontario can assist

Next Steps

- Support from municipalities
- Refine concepts, uses and costing
- Engage Infrastructure Ontario re: financing
- Develop Investment Attraction Plan
- Work the Plan



Minutes
Special budget meeting
Municipality of West Grey

Tuesday, November 12, 2024, 9 a.m.
West Grey municipal office, council chambers and virtual

Members present: Mayor Kevin Eccles
 Deputy Mayor Tom Hutchinson
 Councillor Scott Foerster
 Councillor Doug Hutchinson
 Councillor Joyce Nuhn
 Councillor Geoffrey Shea
 Councillor Doug Townsend

Staff present: Michele Harris, Chief Administrative Officer
 Jamie Eckenswiller, Director of Legislative Services/Clerk
 Kerri Mighton, Director of Finance/Treasurer
 Karl Schipprack, Director of Community and Development Services/CBO
 Geoff Aitken, Director of Infrastructure and Public Works
 Phil Schwartz, West Grey Fire Chief
 Kim Storz, Chief Librarian/Library CEO
 Ashley Noble, Communications Coordinator
 Krista House Langdon, Legislative Services Coordinator

1. Call to order

Mayor Eccles called the meeting to order at 9:00 a.m.

2. Declaration of pecuniary interest and general nature thereof

Councillor Nuhn declared a conflict on item 3.1 – Draft 2025 Consolidated Operating and Capital Budget (Item 2 - 2025 Consolidated Capital; Normanby Centennial Hall Renovations), as she is a member of the former Normanby Recreation Committee (now Friends of Ayton).

Councillor Shea declared a conflict on item 3.1 – Draft 2025 Consolidated Operating and Capital Budget (Item 8 - Budget Request Community Garden 2025), as he is a user of the community garden service.

3. Presentations

3.1 Draft 2025 Consolidated Operating and Capital Budget

The Director of Finance/Treasurer provided an overview of the draft 2025 consolidated operating and capital budget and summarized the items previously approved at the budget meeting of October 22, 2024.

Staff provided additional information with respect to specific departmental budget requests.

Hazel Pratt, Elmwood Community Centre Board Chair, provided an overview of the Board's budget request of \$15,150 from the Municipality of West Grey.

This figure represents 50 percent of total project costs, with the remaining 50 percent to be requested from the Municipality of Brockton.

S-241112-001

Moved by Deputy Mayor Hutchinson

Seconded by Councillor Nuhn

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council directs staff to include \$15,150 in the 2025 draft budget for capital improvements at the Elmwood Community Centre and Elmwood Lions Park."

Carried

S-241112-002

Moved by Councillor Shea

Seconded by Councillor Nuhn

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council directs staff to include \$300,000 in a bridge and culvert reserve in the draft 2025 budget."

Carried

Council recessed at 10:49 a.m. and reconvened at 11:00 a.m. Councillor Shea was not present when Council reconvened.

S-241112-003

Moved by Deputy Mayor Hutchinson

Seconded by Councillor Nuhn

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council directs staff to remove the \$50,000 allocated to Glenelg Road 23 engineering for approaches to County bridge from the 2025 draft budget."

Carried

Councillor Shea returned to Council Chambers at this time.

S-241112-004

Moved by Councillor Shea

Seconded by Councillor Hutchinson

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council directs staff to include \$18,800 in the 2025 draft budget for engineering for a signalized crossing within the town of Durham."

Carried

Council recessed for lunch at 12:05 p.m. and reconvened at 12:45 p.m.

S-241112-005

Moved by Councillor Nuhn

Seconded by Councillor Foerster

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council hereby reduces the dam reserve transfer in the 2025 draft budget to \$10,000."

Carried

S-241112-006

Moved by Councillor Hutchinson

Seconded by Councillor Shea

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council directs staff to:

- 1. remove the \$110,000 allocated to an ice resurfer in the 2025 draft budget;**
- 2. include a \$15,000 transfer into the ice resurfer reserve in the 2025 draft budget; and**
- 3. investigate options for an electric ice resurfer."**

Carried

S-241112-007

Moved by Councillor Nuhn

Seconded by Councillor Townsend

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council hereby reduces the Normanby dressing room upgrade reserve transfer to \$15,000 in the 2025 draft budget."

Carried

Having declared a conflict, Councillor Nuhn left the Council table for the duration of the conversation on the Normanby Hall and Arena.

Deputy Mayor Hutchinson disconnected from the meeting at this time.

S-241112-008

Moved by Councillor Foerster

Seconded by Councillor Townsend

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council hereby removes the \$10,000 allocated to the soccer nets at the Neustadt Arena from the 2025 draft budget."

Carried

Deputy Mayor Hutchinson reconnected to the meeting at this time.

Council recessed at 2:28 p.m. and reconvened at 2:40 p.m.

Councillor Shea left Council Chambers at this time.

S-241112-009

Moved by Deputy Mayor Hutchinson

Seconded by Councillor Nuhn

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council approves the human resources support business case, as presented."

Carried

Councillor Shea returned to Council Chambers at this time.

S-241112-010d

Moved by Deputy Mayor Hutchinson

Seconded by Councillor Foerster

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council forgoes including an economic development officer in the 2025 draft budget."

Defeated

Mayor Eccles relinquished the chair to speak to the motion. Deputy Mayor Hutchinson took the chair.

S-241112-011

Moved by Councillor Townsend

Seconded by Councillor Nuhn

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council approves the economic development officer business case, as presented."

Carried

Mayor Eccles reclaimed the chair.

Having declared a conflict with respect to community garden growth/expansion, Councillor Shea left the Council Chambers at this time.

S-241112-012

Moved by Councillor Hutchinson

Seconded by Deputy Mayor Hutchinson

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council approves the community gardens growth/expansion business case, as presented."

Carried

Councillor Shea returned to Council Chambers at this time.

S-241112-013

Moved by Councillor Foerster

Seconded by Councillor Shea

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council approves the library budget increase business case, as presented."

Carried

S-241112-014

Moved by Deputy Mayor Hutchinson

Seconded by Councillor Foerster

"THAT in consideration of the draft 2025 consolidated operating and capital budget, Council directs staff to include \$12,000 in the 2025 draft budget for a crossing guard in Ayton."

Carried

4. Bylaws

4.1 Bylaw No. 2024-092

S-241112-015

Moved by Councillor Townsend

Seconded by Councillor Hutchinson

"THAT Bylaw No. 2024-092 be passed and enacted."

Carried

5. Adjournment

The business contained on the agenda having been completed, Mayor Eccles adjourned the meeting at 3:45 p.m.

Mayor Kevin Eccles

Clerk Jamie M. Eckenswiller



Minutes
Council meeting
Municipality of West Grey

Tuesday, November 19, 2024, 9 a.m.
West Grey municipal office, council chambers and virtual

Members present: Mayor Kevin Eccles
Deputy Mayor Tom Hutchinson
Councillor Scott Foerster
Councillor Doug Hutchinson
Councillor Joyce Nuhn
Councillor Geoffrey Shea
Councillor Doug Townsend

Staff present: Michele Harris, Chief Administrative Officer
Jamie Eckenswiller, Director of Legislative Services/Clerk
Kerri Mighton, Director of Finance/Treasurer
David Smith, Manager of Planning and Development
Ashley Noble, Communications Coordinator
Krista House Langdon, Legislative Services Coordinator

1. Call to order

Mayor Eccles called the meeting to order at 9:00 a.m.

2. Moment of reflection

Mayor Eccles called for a moment of reflection.

3. Declarations of pecuniary interest and general nature thereof

There were no declarations of interest.

4. Delegations/presentations

4.1 Daniel Segal, Segal Construction Re: Municipal Housing Development

Daniel Segal, Segal Construction, provided a delegation on municipal housing developments. Mr. Segal provided an overview of Segal Construction's proposal to establish a community of entry-level modular homes in West Grey.

Segal Construction is seeking Council support through the provision of a land lease/trust to build the proposed community of attainable housing.

5. Public meetings

There were no public meetings.

6. Comment period

There were no comments.

7. Unfinished business

There was no unfinished business.

8. Adoption of minutes

8.1 Minutes of the Regular Council Meeting held on November 5, 2024

8.2 Minutes of the Special Council Meeting held on November 8, 2024

R-241119-001

Moved by Deputy Mayor Hutchinson

Seconded by Councillor Townsend

"THAT the minutes of the regular Council meeting held on November 5, 2024, and the special Council meeting held on November 8, 2024, be adopted."

Carried

9. Committee and board reports

There were no committee and board reports.

10. Correspondence

10.1 Correspondence received for which direction of council is required

10.1.1 Correspondence from ROMA Re: Call for 2025 Delegation Requests

R-241119-002

Moved by Councillor Foerster

Seconded by Councillor Hutchinson

"THAT in consideration of correspondence received from the Rural Ontario Municipal Association (ROMA) respecting call for delegation requests for the 2025 ROMA conference, Council directs staff to submit delegation requests with the Ministry of Transportation regarding lighted intersections and crosswalks on the connecting link, Ministry of Infrastructure regarding additional funding for infrastructure, and Ministry of Health regarding rural healthcare."

Carried

10.2 Correspondence received which is presented for the information of council

R-241119-003

Moved by Councillor Hutchinson

Seconded by Deputy Mayor Hutchinson

"THAT council receives all correspondence not otherwise dealt with."

Carried

11. Staff reports

11.1 Manager of Planning and Development

11.1.1 ZA26.2023 - Roseate

The Manager of Planning and Development provided an overview of the report.

R-241119-004

Moved by Deputy Mayor Hutchinson

Seconded by Councillor Shea

**"That in consideration of staff report 'ZA26.2023 – Roseate',
Council:**

- 1. hereby determines that, pursuant to section 34(17) of the Planning Act RSO 1990 as amended, no further public notice is required in respect to the proposed zoning bylaw amendment; and**
- 2. directs staff to bring forward a bylaw to amend bylaw 37-2006 as it relates to ZA26.2023."**

Carried

11.2 Director of Legislative Services/Clerk

11.2.1 2025 Council Calendar

The Director of Legislative Services/Clerk provided an overview of the report.

R-241119-005

Moved by Councillor Nuhn

Seconded by Councillor Shea

**"THAT in consideration of staff report '2025 Council Calendar,
Council approves the 2025 Council Calendar as attached to the
report."**

Carried

11.2.2 West Grey Brand Refresh

The Director of Legislative Services/Clerk provided an overview of the report.

R-241119-006

Moved by Deputy Mayor Hutchinson

Seconded by Councillor Nuhn

**"THAT in consideration of staff report 'West Grey Brand Refresh',
Council:**

- 1. Approves the attached West Grey brand refresh as presented; and**
- 2. Directs staff to bring forward a bylaw to repeal bylaw 52-2020 (West Grey Communications Strategy bylaw)."**

Carried

12. Questions

Councillor Townsend made a comment with respect to communities that use automated crossings, noting that some still use crossing guards.

13. Bylaws

13.1 Bylaw No. 2024-093

13.2 Bylaw No. 2024-094

13.3 Bylaw No. 2024-095

R-241119-007
 Moved by Councillor Foerster
 Seconded by Councillor Townsend

"THAT Bylaw Numbers 2024-093, 2024-094, and 2024-095 be passed and enacted."

Carried

14. New business

There was no new business.

15. Announcements

Deputy Mayor Hutchinson advised that the Toronto Maple Leafs alumni hockey game will take place in Durham on December 14, 2024, at 7:00 p.m. Tickets are still available and may be purchased at various locations throughout West Grey.

Councillor Hutchinson advised that the Durham bridge lighting will take place on December 3, 2024, at 5:30 p.m.

Councillor Hutchinson advised that the Santa Claus Parade in Durham will take place on December 7, 2024, starting at 12:30 p.m.

Councillor Foerster advised that the Elmwood tree lighting will take place on November 24, 2024, at 5:00 p.m.

Mayor Eccles advised the Santa Claus Parade in Neustadt will take place on December 8, 2024.

Mayor Eccles advised that the Ayton tree lighting will take place on December 1, 2024, at 6:00 p.m. at Centennial Hall.

The Chief Administrative Officer advised that hazard waste collection will reopen at the Durham waste site on November 22, 2024.

16. Closed session

Council recessed at 10:26 a.m. and reconvened at 10:37 a.m.

R-241119-008
 Moved by Councillor Nuhn
 Seconded by Councillor Townsend

"THAT council now moves into closed session to consider:

- a. Minutes of the closed session of the regular Council meeting held on November 5, 2024;**
- b. One matter regarding a proposed or pending disposition of land by the municipality, and a position, plan, procedure, criteria, or instruction to be applied to negotiations respecting municipal property; and**
- c. One matter regarding personal matters about identifiable individuals, and labour relations or employee negotiations respecting a municipal department."**

Carried

17. Report from closed session

Mayor Eccles advised that in closed session, Council:

- Reviewed minutes of the closed session of the regular Council meeting held on November 5, 2024;
- Discussed one matter regarding a proposed or pending disposition of land by the municipality, and a position, plan, procedure, criteria, or instruction to be

applied to negotiations respecting municipal property, and direction was given to staff; and

- Discussed one matter regarding personal matters about identifiable individuals, and labour relations or employee negotiations respecting a municipal department and no direction was given.

18. Adjournment

The business contained on the agenda having been completed, Mayor Eccles adjourned the meeting at 11:01 a.m.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk



Minutes
Public meeting
Municipality of West Grey

Tuesday, November 19, 2024, 2 p.m.
West Grey municipal office, council chambers and virtual

Members present: Mayor Kevin Eccles
 Deputy Mayor Tom Hutchinson
 Councillor Scott Foerster
 Councillor Doug Hutchinson
 Councillor Joyce Nuhn
 Councillor Geoffrey Shea
 Councillor Doug Townsend

Staff present: Michele Harris, Chief Administrative Officer
 Jamie Eckenswiller, Director of Legislative Services/Clerk
 David Smith, Manager of Planning and Development
 Ashley Noble, Communications Coordinator
 Krista House Langdon, Legislative Services Coordinator

1. Call to order

Mayor Eccles called the meeting to order at 2:00 p.m.

2. Declarations of pecuniary interest and general nature thereof

There were no declarations of interest.

3. Zoning Amendment No. ZA19-2024 - 422314 Concession 6 NDR, Bentinck

Mayor Eccles opened the public meeting and read the following comments:

- The purpose of this public meeting is to receive input from the public.
- Every person who attends a statutory public meeting required under the Planning Act shall be given an opportunity to make representations in respect of the proposed Bylaw.
- All submission materials for this application are available at the West Grey Municipal Office during regular business hours.
- Recent amendments to the Planning Act by the province now limit appeal rights on zoning bylaw amendment applications to the applicant, public bodies, and specified persons who made oral or written submissions to the municipality prior to a decision being made. Specified persons generally include energy, railroad, and telecommunication providers, as well as NAV Canada.
- This meeting is an essential part of the decision-making process. Feedback received will be considered in the decision of West Grey council.
- An explanation of how the public and agency comments factored into the decision will be included in the notice of passing of the bylaw.
- Where changes made in the proposed bylaw after the holding of the public meeting, council will determine if any further notice will be given respecting the proposed bylaw, and the determination of council as to the giving of further notice is final and not subject to the review in any court, no matter the extent of the change made in the proposed bylaw.

The Director of Legislative Services/Clerk advised that notice of the public meeting was circulated in accordance with the Planning Act.

The Director of Legislative Services/Clerk advised that personal information is collected under the authority of the Planning Act and that the information collected will be used to complete the zoning bylaw amendment process and will form part of the public record.

The Director of Legislative Services/Clerk advised that any person wishing to receive notice of this decision of the Corporation of the Municipality of West Grey on the proposed zoning bylaw amendment application must make a written request to the Municipality of West Grey, care of the Director of Legislative Services/Clerk.

The Manager of Planning and Development provided an overview of Zoning Amendment No. ZA19-2024 - 422314 Concession 6 NDR, Bentinck and the proposal contained therein. Mr. Smith noted that no comments or concerns had been raised by the public, neighbouring property owners, or agencies that had not been addressed through the consent process or zoning.

Wim Snoek, resident, advised he was in favour of the application but asked for clarity with respect to the new zoning and the types of activities that would be permitted.

There being no further comments, the public meeting concluded.

PM-241119-001

Moved by Councillor Hutchinson

Seconded by Councillor Shea

"THAT in consideration of staff report 'ZA19.2024 – Gerber', Council directs staff to bring forward a bylaw to authorize the passing of a zoning bylaw amendment as it relates to ZA19.2024."

Carried

4. Zoning Amendment No. ZA20.2024 - 204 Forler Street, Neustadt

Mayor Eccles opened the public meeting and read the following comments:

- The purpose of this public meeting is to receive input from the public.
- Every person who attends a statutory public meeting required under the Planning Act shall be given an opportunity to make representations in respect of the proposed Bylaw.
- All submission materials for this application are available at the West Grey Municipal Office during regular business hours.
- Recent amendments to the Planning Act by the province now limit appeal rights on zoning bylaw amendment applications to the applicant, public bodies, and specified persons who made oral or written submissions to the municipality prior to a decision being made. Specified persons generally include energy, railroad, and telecommunication providers, as well as NAV Canada.
- This meeting is an essential part of the decision-making process. Feedback received will be considered in the decision of West Grey council.
- An explanation of how the public and agency comments factored into the decision will be included in the notice of passing of the bylaw.
- Where changes made in the proposed bylaw after the holding of the public meeting, council will determine if any further notice will be given respecting the proposed bylaw, and the determination of council as to the giving of further notice is final and not subject to the review in any court, no matter the extent of the change made in the proposed bylaw.

The Director of Legislative Services/Clerk advised that notice of the public meeting was circulated in accordance with the Planning Act.

The Director of Legislative Services/Clerk advised that personal information is collected under the authority of the Planning Act and that the information collected will be used to complete the zoning bylaw amendment process and will form part of the public record.

The Director of Legislative Services/Clerk advised that any person wishing to receive notice of this decision of the Corporation of the Municipality of West Grey on the proposed zoning bylaw amendment application must make a written request to the Municipality of West Grey, care of the Director of Legislative Services/Clerk.

The Manager of Planning and Development provided an overview of Zoning Amendment No. ZA20.2024 - 204 Forler Street, Neustadt and the proposal contained therein, and highlighted comments received to date. Mr. Smith noted that there are no buildings or structures proposed at this time, though an accessory structure is located at the far west edge of the property. Because accessory structures are not permitted before construction of the principle use dwelling, a H - Holding is recommended to be placed on the lot until such time a residential building permit is issued.

There were no comments from the public.

There being no further comments, the public meeting concluded.

PM-241119-002

Moved by Councillor Townsend

Seconded by Deputy Mayor Hutchinson

"THAT in consideration of staff report 'ZA20.2024 – Kuepfer', Council directs staff to bring forward a bylaw to authorize the passing of a zoning bylaw amendment as it relates to ZA20.2024."

Carried

5. Zoning Amendment No. ZA23.2024 – 443530 Concession 8

Mayor Eccles opened the public meeting and read the following comments:

- The purpose of this public meeting is to receive input from the public.
- Every person who attends a statutory public meeting required under the Planning Act shall be given an opportunity to make representations in respect of the proposed Bylaw.
- All submission materials for this application are available at the West Grey Municipal Office during regular business hours.
- Recent amendments to the Planning Act by the province now limit appeal rights on zoning bylaw amendment applications to the applicant, public bodies, and specified persons who made oral or written submissions to the municipality prior to a decision being made. Specified persons generally include energy, railroad, and telecommunication providers, as well as NAV Canada.
- This meeting is an essential part of the decision-making process. Feedback received will be considered in the decision of West Grey council.
- An explanation of how the public and agency comments factored into the decision will be included in the notice of passing of the bylaw.
- Where changes made in the proposed bylaw after the holding of the public meeting, council will determine if any further notice will be given respecting the proposed bylaw, and the determination of council as to the giving of

further notice is final and not subject to the review in any court, no matter the extent of the change made in the proposed bylaw.

The Director of Legislative Services/Clerk advised that notice of the public meeting was circulated in accordance with the Planning Act.

The Director of Legislative Services/Clerk advised that personal information is collected under the authority of the Planning Act and that the information collected will be used to complete the zoning bylaw amendment process and will form part of the public record.

The Director of Legislative Services/Clerk advised that any person wishing to receive notice of this decision of the Corporation of the Municipality of West Grey on the proposed zoning bylaw amendment application must make a written request to the Municipality of West Grey, care of the Director of Legislative Services/Clerk.

The Manager of Planning and Development provided an overview of Zoning Amendment No. ZA20.2024 - 204 Forler Street, Neustadt and the proposal contained therein, and highlighted comments received to date, which included specific confirmation that no environmental impact study or archaeological assessment are required.

There were no comments from the public.

There being no further comments, the public meeting concluded.

PM-241119-003

Moved by Councillor Nuhn

Seconded by Councillor Hutchinson

"THAT in consideration of staff report 'ZA23.2024 – Elders (West)', Council directs staff to bring forward a bylaw to authorize the passing of a zoning bylaw amendment as it relates to ZA23.2024."

Carried

6. Adjournment

The business contained on the agenda having been completed, Mayor Eccles adjourned the meeting at 2:45 p.m.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk

SAUGEEN MOBILITY

and REGIONAL TRANSIT

GENERAL BOARD MEETING MINUTES

Friday, June 28, 2024, 10:00 a.m.

Boardroom, 603 Bruce Rd 19, Walkerton, ON & via Zoom

Board Members Present: Ed McGugan, Councillor, Huron-Kinloss, Chair
 Warren Dickert, Deputy Mayor, Hanover, Past Chair
 Cheryl Grace, Councillor, Saugeen Shores
 Kym Hutcheon, Councillor, Brockton
 Joel Loughead, Councillor, Grey Highlands
 Jennifer Shaw, Deputy Mayor, Arran-Elderslie (via Phone & Zoom)
 Monica Singh-Soares, Councillor, Southgate (via Zoom at 10:10 a.m.)

Board Members Absent: Doug Townsend, Councillor, West Grey, Vice Chair
 Doug Kennedy, Councillor, Kincardine
 Scott Mackey, Mayor, Chatsworth

Others Present: Stephan Labelle, SMART Manager
 Catherine McKay, Recording Secretary

1. Call to Order

The Chair called the meeting to order at 10:00 a.m..

2. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

3. Approval of the Agenda

Motion Moved by Cheryl Grace; Seconded by Kym Hutcheon

That the agenda be amended to add item *11. Manager Performance Review* and that the agenda be accepted as so amended.

Carried

4. Delegation

There were no delegations.

5. Minutes of Previous Meeting – May 24, 2024

Motion Moved by Warren Dickert; Seconded by Cheryl Grace

That the minutes from May 24, 2024 be accepted as circulated.

Carried

6. Business Arising from the Minutes

A. 30-Passenger Bus Charter

There have been no changes to the proposed rates for the 30 passenger bus of \$300/hour, and \$120/hour for the 9 passenger van. An insurer, Facility Association, has been found that can insure the 30 passenger bus operating as a charter, and as part of the usual SMART operation, for one year at \$10,292 and the 9 passenger bus for \$5,000. If the vehicles travel to the GTAHA the cost would increase to \$16,641 for the 30 passenger bus and \$7,290 for the 9 passenger van. This insurer will not cover only some vehicles, so all would have to be moved from Intact, the current insurer which does not cover charters. The current coverage with Intact costs \$23,000 so there could be a savings of \$15,000. It is not known whether charters will generate enough to cover the cost of insurance. The exact definition of “charter” was raised and it was noted that SMART’s agreement with the province does not mention charters. The Manager expects to receive information from Intact about coverage for charters within about a week. There are no Board meetings scheduled until September 27, so if a decision is required following receipt of the information from Intact, a meeting could be held via Zoom.

Motion Moved by Joel Loughhead; Seconded by Kym Hutcheon

That the issue of rates for charters using the 30 passenger bus and the 9 passenger van be deferred to the next meeting.

Carried

B. Notifications Software

The software will cost \$10,000 plus \$5,800 in licensing fees. There is no requirement that it be kept for five years and if SMART decides it does not want it after one year, it can let it go. The purchase is contingent on SMART entering into a letter of agreement with the federal government. Implementation as of January 1, 2025 will allow savings to be achieved over a full year, rather than only for 6 months if acquired now, and will provide time to notify clients and allow them to become accustomed to and accept the new system.

Motion Moved by Cheryl Grace; Seconded by Monica Singh-Soares

That \$10,000 be expended from the SMART budget to install the notifications software so that operations can start January 1, 2025 and that \$5800 be included in the 2025 budget for annual licensing fees.

Carried

7. Correspondence

There was no correspondence.

8. New Business

A. Hiring of Recording Secretary

The Manager is waiting for applications to come in.

B. 2024 Budget Update

The budget is well on track with a projected \$96,000 surplus and a year-end deficit of \$779,000. Five areas account for the surplus. Legal fees were budgeted at \$8,000 with \$3,000 committed which might not be spent. Some cell phones were eliminated resulting in \$18,000 in expenditures compared to the \$24,000 budgeted. Fuel expenses are \$30,000 less than budget and a minimum of \$20,000 in savings is expected in maintenance as a result of having eliminated three older and costlier vehicles, leaving SMART with a smaller, newer fleet requiring fewer repairs. Additional savings of about \$25,000 are expected from group benefits through a rebate from the benefit administrator. There is the potential for savings of about \$83,000 for 2024.

The financial statement shows a negative amount of \$4,800 in revenue for grants which relates to funds received for AED training, of which \$4,800 was not spent and had to be returned.

The Manager explained that the Revenue line noted as RBC Cash accounts is for payments in cash, by debit and e-transfer. These funds may not in fact be revenue since they have already been accounted for in User Fees and could result in revenue being overstated. It was suggested that these funds should be on the Balance Sheet as an asset rather than as revenue on the Statement of Operations. The Manager will contact SMART's auditor, BDO, to clarify the issue.

Motion Moved by Cheryl Grace; Seconded by Monica Singh-Soares

That the budget update be received for information.

Carried

C. SMART Get-Together

The event is scheduled for September 15, 2024 and the Manger indicated that he has donated \$500 towards the cost. A pair of Oakley sunglasses will be offered as a draw prize which hopefully will generate interest in staff attending. The cost of the event last year was \$496 and attendance was less than the year before. Since the introduction of the policy on personal use of SMART vehicles, drivers

would not be allowed to use a SMART vehicle to travel to the event. The Chair encouraged Board members to attend and it was agreed that family members would be welcome.

Sponsorships for the event from some of SMART's suppliers and possibly promotional items from the member municipalities were discussed and it was suggested that the Elmwood Chamber of Commerce could do a barbecue for the lunch rather than serving submarine sandwiches. It was decided that the Manager should pursue sponsorship opportunities and promotional items, and that the food should be left to the Manager's discretion.

Motion Moved by Kym Hutcheon; Seconded by Joel Loughead

That the Manager be authorized to spend up to a maximum of \$750 for the staff get together and that Board members attend on September 15, 2024 at 1:00 p.m. at the Elmwood Community Centre.

Carried

Motion Moved by Kym Hutcheon; Seconded by Joel Loughead

That direction be provided to the Manager to pursue sponsorships for the staff get together.

Carried

9. Reports and Recommendations

A. Cancellation Fees

Cancellation fees are charged when there is a no-show situation or when a cancellation is made too late, hampering the ability to book alternative rides. Current cancellation fees are \$30 for short rides and \$50 for long rides to destinations such as London and Burlington. In 2023, there were 289 cancellations at the door leading to a loss of over \$18,000 in revenue. In the past, 20% of rides were cancelled and SMART has had no difficulty in collecting the cancellation fees. The policy is to provide for the Manager to use his discretion in applying the cancellation fee with examples such as illness, family emergencies, and cancellation of medical appointments amongst others. It was suggested that if a client repeatedly cancels due to illness, they could be asked for supporting medical documentation. The Manager explained that the fee has been waived in the past in 3% of cases at the most. The Manager will in future report to the Board on cancellation fees.

Motion Moved by Cheryl Grace; Seconded by Kym Hutcheon

That cancellation fees be increased to 50% of ride costs, with a minimum of \$30 for rides of less than 80 km round trip and a maximum of \$300 for longer trips to destinations such as London and Burlington, that the Cancellation Fee Policy be amended to provide for the Manager to use his discretion to waive fees, and that the amended policy be submitted to the Board for approval.

Carried

B. Report on May 2024 Operations

In May 2024, there were 2,512 rides, \$41,642.50 in sales and 38,495 billed kilometers an increase of 19% in rides, 30% in fees and 1% in billed kilometers compared to the same period last year. There were 36,438km driven in deadhead. Ridership continues to increase from the 2020 level, but has not yet reached the level experienced in 2019.

Motion Moved by Kym Hutcheon; seconded by Warren Dickert

That the report on May 2024 operations be accepted as presented.

Carried

C. Rural Transit Solutions Fund Project

The Manager circulated correspondence from SMART to the Rural Transit Solutions Fund Project to allow signing authority.

Motion Moved by Warren Dickert; seconded by Kym Hutcheon

That the Manager and the Board Chair be authorized to sign agreements, payment claims, cheques, reports and other documents related to the project on behalf of Saugeen Mobility, as the recipient of funds.

Carried

10. Committee Reports

There were no committee reports.

11. Manager Performance Review

In light of the Manager's upcoming second year anniversary, a date will be set for him to meet with the Board's Executive Committee to conduct his performance review.

There was some discussion of the process to be followed by committees of the Board, with it being noted that public notice of committee meetings must be provided and that quorum is a majority of committee members.

12. Closed Session

Motion Moved by Jennifer Shaw; Seconded by Cheryl Grace

That the Board convene in closed session at 11:10 a.m. to address matters pertaining to an ongoing investigation respecting the Board by the Ombudsman appointed under the Ombudsman Act.

Carried

The Board reconvened in open session at 11:34 a.m. and the Chair confirmed that the Board had gone in closed session and discussed matters pertaining to an ongoing investigation respecting the Board by the Ombudsman appointed under the Ombudsman Act, and no other matters were discussed.

13. Direction Coming Out of Closed Session

Motion Moved by Cheryl Grace; Seconded by Joel Loughead

That the SMART Board approve direction as provided in the closed session.

Carried

13. Adjournment & Upcoming Meeting Dates

Upcoming Meeting Dates

Friday, September 27, 2024, 10:00 a.m. Regular Monthly Board Meeting, SMART Office, 603 Bruce Rd 19, Walkerton, ON.

Motion Moved by Warren Dickert; Seconded by Jennifer Shaw

That the Board of Directors of SMART adjourn at 11:45 a.m.

Carried



Ed McGugan, Chair



for Catherine McKay, Recording Secretary



West Grey Public Library Board Minutes

October 9, 2024

West Grey Public Library - Durham Branch

Present: Malcolm Beddoe, Scott Foerster, Doug Townsend, Samantha Mund, Stephen Townsend

Regrets: Geoffrey Shea, Yvonne Pelletier

1. Call to Order

The Chair called the meeting to order at 6:03 pm.

2. Agenda

Moved by Stephen Townsend and seconded by Samantha Mund
THAT the West Grey Library Board approve the agenda.

Carried.

3. Declaration of Interest

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

4. Correspondence

4.1 Letter of concern

Moved by Stephen Townsend and seconded by Doug Townsend
THAT the West Grey Library Board moves into closed session at 6:07pm to discuss personal matters about an identifiable individual.

Moved by Samantha Mund and seconded by Scott Foerster THAT
the West Grey Library Board returns to open session at 6:20pm.

Carried.

West Grey Public Library Board Minutes



October 9, 2024
West Grey Public Library - Durham Branch

(Chair Malcolm Beddoe confirmed that only closed-session items identified were discussed in closed session.)

5. Minutes

Moved by Scott Foerster and seconded by Samantha Mund THAT the West Grey Library Board minutes of September 11, 2024, be approved as presented.

Carried.

Moved by Stephen Townsend and seconded by Doug Townsend THAT the West Grey Library Board closed minutes of June 12, 2024, be approved as presented.

Carried.

6. Business arising from the minutes.

None

7. Chief Librarian's report

Moved by Samantha Mund and seconded by Doug Townsend THAT the West Grey Library Board accepts the Chief Librarian's report as presented.

Carried.

8. Report from Board and Council Members

Council declared Ontario Public Library week.

9. Other Business

9.1 Durham Expansion



West Grey Public Library Board Minutes

October 9, 2024

West Grey Public Library - Durham Branch

9.1.1 A discussion was held about the future growth of the West Grey Libraries and next steps.

9.2 2025 draft capital budget

9.2.1 CEO asked to have a discussion with the Treasurer and bring a revised capital budget back at the November Board meeting.

9.3 2025 closures

9.3.1 Moved by Stephen Townsend and seconded by Scott Forester THAT the West Grey Library Board approves the 2025 closures.

Carried.

9.4 2025 Board meetings

9.4.1 Moved by Doug Townsend and seconded by Samantha Mund THAT the West Grey Library Board approves the 2025 Board meeting dates.

Carried.

10. Open Board Discussion
None

11. Next Meeting

Wednesday, November 13, 2024, 6pm to be held at Durham Branch.

12. Adjournment

Adjourned at 7:37pm

November 13, 2024

Chair:

Date:

BIA MINUTES

Held on **September 25, 2024 at 7:00pm.**
CoOperators Insurance office - Durham

Present: Susan Tremble, Bobbi Burnett, Doug Hutchinson, April Barker, Tanya Matthews, Connie MacEwan, Jamie Eckenswiler.
Other: Tim Dyck, Nancy Nurse
Absent: Jenny Parsons
 Quorum established

Agenda:

1. **Call to Order** – Jamie Eckenswiler 7:00 pm

2. **Appointment of BIA Executive**

Chair - Susan Nominated Bobbi Burnett for the position of Chair, Doug Hutchinson 2nd the nomination. Bobbi accepted. No other nominations for this position. Vote approved; motion carried. Jamie closed.

Vice Chair – April Barker nominated Doug Hutchinson, Tanya Matthews seconded the nomination, no other nominations for the position. Doug accepted. Vote approved; motion carried.

Treasurer – April Barker nominated Susan Tremble for the position of treasurer, seconded by Connie MacEwan, Susan accepted. No other nominations for the position. Vote approved; motion carried..

Secretary – Susan Tremble nominated Connie MacEwan for the position, April Barker seconded the motion. Connie accepted. No other nominations for the position. Vote approved; motion carried.

3. **Approval of Agenda** Motion by Susan, seconded by Tanya, Vote approved; motion carried.

4. **Declaration** (of pecuniary interest or general nature there of) - none

5. **Approval of Minutes** - as presented - Motion made by Susan, seconded by April. Vote approved; motion carried.

6. **Business arising from previous minutes**

Website/social media – Susan made a motion to authorize Tanya to explore the option of the BIA obtaining authorization for the Web site. Seconded by Doug. Discussion regarding the ownership of the site, there is nothing in the contract that suggests we are not able to cancel the contract with Tech 360. Vote approved; motion carried.

Tanya will reach out to Tech 360 regarding the change.

Weeds – Cory Harris was hired to remove the weeds. He did this two times and the cost of this was \$652.00. Doug will reach out to Geoff regarding the weed removal on the sidewalks for 2025.

Lambton St bridge – Doug did not reach out to Geoff but will ask him if it is possible for us (BIA) to paint it black to match the new bridge on Garafraxa St in the spring 2025.

Christmas- Kodey will look at pricing for Black fabric to be placed around the hydro poles so that the Nut Crackers will be more prominent. – Kodey was away so no updates at this meeting.

7. **Municipal Update – Doug Hutchinson**

New CAO Michelle Harris- West Grey was not able to attend this meeting but possibly the October meeting.

Riverside park – New Pavilion will be installed before the end of 2024. There will also be a storage container and new signs regarding information and to be built to hide the port a potty.

Hospital - no updates at this time.

8. **Treasures Report** Susan Tremble - \$37,688.24 in the general account, \$10,915 in the GIC Susan will have a more detailed update at our next meeting.

9. **Other/New Business**

“Headshots & Happy Hour” Dec 5th – Email request from Nicole Churchill – West Grey Administrative Assistant Community Services.

Nicole requested a **\$400 sponsorship** for this event. Your support would play a crucial role in helping us create an impactful experience for these women and align perfectly with BIA Durham’s mission of fostering community and supporting local professionals.

Motion made by Susan, seconded by April to give \$400.00. Vote approved; motion carried.

Farmers Market – Shannon was away on holidays so no update from her. April advised that two of the long-term vendors have pulled out due to the lack of other vendors as well as lack of customers/sales.

We discussed several options for the market/summer promo. Summer festival – river themed in the evening – Friday night? One in July and again in August?

Connie made a motion to have Tanya, Nancy, Bobbi, April and Shannon get together and discuss options for the next meeting. Doug seconded the motion. Vote approved; motion carried.

Empty Store fronts are very discouraging – ultimately there is nothing directly we can do.

Tim encouraged the members to complete the Formal Complaints link on the West Grey Site regarding misuse of commercial space as well as other infringements regarding empty store fronts/signage etc.

<https://forms.westgrey.com/Formal-complaint-form>

Pumpkin Fest – Halloween – Kodey sent along a copy of the letter that is being sent out to local businesses and organizations

10. **Correspondence**- none

11. **Next meeting** – October 23rd at 6 pm at The Foundry 1872 - 204 Garafraxa St S, Durham

12. **Adjournment** -

Bobbi adjourned the meeting

MINUTES

**Durham Improvement Area Meeting
 Held on October 23, 2024 at 6:00pm.
 The Foundry 1872 - Durham**

Present: Susan Tremble, Bobbi Burnett, Doug Hutchinson, April Barker, Tanya Matthews, Connie MacEwan, Jenny Parsons.

Other: Tim Dyck, Nancy Nurse, Matt Meulenstein, Kodey Hewlett, Michele Harris

Quorum established.

Agenda:

1. **Call to Order** – Bobbi Burnett – 6:05pm
2. **Approval of Agenda** – Jenny Parson’s made the motion, seconded by Susan Tremble, Vote approved and motion carried.
3. **Approval of Minutes** Motion by Doug, seconded by April, Vote approved; motion carried.
4. **Declaration** (of pecuniary interest or general nature thereof) - none
5. **Municipal update** - Doug:

Riverside Park work has begun from the Grant money that Kodey was able to get.

Lambton St Bridge – Geoff gave us the go-ahead – Susan reached out to Superior Painting, they quoted \$29,000.00 to sandblast and paint. Susan made a motion for Connie to write a letter on behalf of the BIA to Grey County, including West Grey Council in regards to the need of the bridge to be painted. Motion seconded by Bobbi, Vote approved; motion carried.

Weeds Doug reached out to Geoff but did not receive a response yet.

West Grey Council is currently working on the 2025 Budget.

Doug introduced Michele Harris newly appointed CAO of West Grey.

Michele resides in Grey Highlands and has a background in Economic Development.

She gave us a brief history of her past positions and is excited about her new position as CAO. Welcome Michele!!

6. Business arising from previous minutes

Kodey – Halloween 400 kids registered, 500 expected.
Kodey and staff will be at the event and have extra candy in case any business/partner/group needs extra.

Christmas – Connie and Kodey would like to order window clings for the businesses to display in their windows. Kodey has gotten a price through one of West Grey's vendors. Connie made a motion to go ahead and have Kodey order the Nutcracker Window Cling 2 per business and also order black plastic to wrap the poles so that the Nutcrackers are more visible. Bobbi seconded the motion. Voted, motion carried.

Bridge lighting –

Kodey has ordered more lights to replace the ones vandalized last year. The Lions group has purchased a new topper for the top of the pine tree.

Susan made a motion to host the event on December 3rd at 6 pm, Seconded by Tanya Voted, motion carried.

Jenny will ask the Sauntering band if they are willing to open the event. Kodey will reach out to the principal at Spruce Ridge to see if they can put together a children's choir to sing a few songs. April will reach out to Jennifer at the Art Gallery to see about them hosting the snacks. Susan will have the campfire going with hotdogs and marshmallows (same as last year)

**** Susan had another meeting so the report was moved ahead**

7. Treasures Report Susan – report attached. Connie made a motion to accept the report, April seconded, voted, motion carried.

Farmers Markey/Summer Events – many ideas were discussed, Connie made a motion(Sept 2024) to have Tanya, Bobbi, April, Susan, Nancy, and Matt get together and discuss the options and come up with a plan to be presented at the November meeting.

Tanya seconded the motion, voted, and motion carried.

Website – Tanya reached out to Tech360 and they are not willing to allow us to host our website. They are willing to charge us \$300.00 until June 2025 to have some access to the site so we can make updates and such on our own. Tanya made a motion to appropriate

the \$300.00 fee till June 2025 allowing Tanya access/managing the website. Bobbi seconded the motion, voted, motion carried.

We will revisit this in the future.

8. **Other/New Business**

Tents – April made a motion to borrow a few of the tents to be used at the West Grey Youth Center – non-profit fundraiser. Connie seconded the motion, voted, motion carried.

9. **Correspondence-** none

10. **Next meeting** – November 19th at 6 pm at The Foundry 1872 - 204 Garafraxa St S, Durham

11. **Adjournment -**

Bobbi adjourned the meeting 8:25pm



MINUTES
WEST GREY POLICE SERVICES BOARD
TUESDAY, SEPTEMBER 10, 2024

The West Grey Police Services Board met on Tuesday, September 10, 2024 in the Council Chambers at the West Grey Municipal Office.

Present: Vice Chair Dave Fawcett, Bev Cutting, Joyce Nuhn, secretary Heather Webb, Chief Martin and Inspector White.

Absent: Chair Kevin Eccles and provincial appointee Filomena McDonald.

Vice Chair Dave Fawcett called the meeting to order at 9:10 a.m. The later start was due to technical difficulties and room availability.

He stated that he would be Chairing the meeting today in the absence of Chair Eccles and went on to advise that Filomena McDonald had resigned her position as a provincial appointee to the Board. The province has been notified of her resignation and are working to fill this position.

Declaration of Pecuniary Interest

None declared at this time.

Minutes

Resolution: 037-2024
Moved: Member Cutting
Seconded: Member Nuhn

THAT the West Grey Police Services Board approve the minutes of the regular meeting of July 8, 2024 as circulated.

Carried.

Business Arising from the Minutes

Chief Martin informed the members that the additional column on the Monthly Stats and the changes to the Annual Report requested at the last meeting had been completed. The Annual Report has been circulated and posted on the Police Service website.

Monthly Stats

Chief Martin referred to a number of categories contained within the August report only.

- 911 Hang Ups continue to see reduced numbers due to Dispatch Centre's diversion program
- Drug charges continue to be laid in accordance with the Public Prosecution Service of Canada guidelines(PPSC) where minimal or low treatment services are available to combat substance abuse problems in communities

West Grey Police Services Board

September 10, 2024

- Impaired drivers continue to be targeted through the RIDE program
- recent frauds of note involve takeover of email and/or bank accounts and crypto currency scams
- No news yet on the application submitted for funds for an imbedded Mental Health Crisis Worker. Grant announcements are nine months behind for these positions.
- Person Well Being Checks and Property Checks are up compared to last year at this time. These calls often turn out not to be serious in nature however they do take Officer time away from calls of a more urgent nature. Chief hopes to present plan to address this at next meeting.
- 668 POA charges have been laid to date, 28 criminal charges this month and 19 arrests. There were 405 calls for service and three firearms were seized.

Resolution **038-2024**
Moved: **Member Nuhn**
Seconded: **Member Cutting**

THAT the West Grey Police Services Board receive the Monthly Stats for July and August 2024.
Carried.

Chief's Report

- no LECA complaints
- no secondary employment requests received
- Chief, Inspector and Sgt. Meyer attended Attorney General session which addressed Hate Crime in Ontario
- Inspector and Chief attended session in Renfrew on Infanticide
- Cst. Iles attended International Women in Policing Conference in Chicago to accept her award for her winning Women in Law Enforcement essay. Service is extremely proud of her accomplishment and her recognition by this International Agency reflects positively on the West Grey Police Service
- procedure rewrites still ongoing. Core critical procedures complete now secondary being amended to be compliant with CSPA
- Service is the recipient of four breaching tools from the West Grey-Durham Lions Club. Training on this equipment will take place in the fall before they are placed in cruisers
- Service has been extremely busy participating in numerous Community Events scheduled over the course of the summer.
- Chief relayed details of some significant incidents the police have responded to and the charges arising from them
- budgetary process will start soon
- Chief then spoke to the media release issued by Council regarding the meeting between Owen Sound and West Grey Police Service Boards advising members that the meeting was not about amalgamation but to identify any possible cost and efficiency savings by sharing resources. He also wanted to emphasize the fact that West Grey Police Service does not have, and never has had an officer retention or recruitment problem.

West Grey Police Services Board

September 10, 2024

Resolution: 039-2024
Moved: Member Cutting
Seconded: Member Nuhn

THAT the Chief's Report for July/August 2024 be received.
 Carried.

Accounts

July and August accounts of the West Grey Police Service be reviewed.

Resolution: 040-2024
Moved: Member Nuhn
Seconded: Member Cutting

THAT the West Grey Police Services Board accounts for July and August in the amount of \$173,962.92 be approved for payment.
Carried

Correspondence

Letter from Crimestopper's of Grey-Bruce Inc. advising policing partners that their program will be unable to operate after their current fiscal year ends on March 31, 2025 unless sufficient funding is received from the policing community with an ongoing commitment of financial support.

Letter from Ministry of the Solicitor General's office reminding Policing community about the mandatory Thematic Training which for the current Board members will need to be completed by September 30, 2024 in order to comply with the requirements set out in the new Community Safety & Policing Act.

Resolution: 041-2024
Moved: Member Nuhn
Seconded: Member Cutting
THAT the West Grey Police Services Board receive the correspondence from Crimestopper's of Grey -Bruce and the Solicitor General's Office.
Carried

Resolution 042-2024
Moved: Member Cutting
Seconded: Member Nuhn
THAT the West Grey Police Services Board rise and move into closed Session at 9:55 a.m. in accordance with Section 44(b) of the Community Safety and Policing Act, 2019, to discuss matters about an identifiable individual and labour relations. Carried.

West Grey Police Services Board

September 10, 2024

Report From Closed Session

Vice Chair Fawcett reported that only those items permitted were discussed in closed session.

New Business

Resolution: 043-2024
Moved: Member Nuhn
Seconded: Vice Chair Fawcett

THAT member Cutting be appointed as an alternate to the West Grey Police Services Board contract negotiation committee.
Carried.

Resolution: 044-2024
Moved: Member Nuhn
Seconded: Member Cutting

THAT the West Grey Police Services Board promote Inspector Jeremy White to the position of Deputy Chief. Said promotion to be effective as of August 1, 2024.
Carried.


Vice Chair Fawcett, on behalf of the Board, congratulated the Deputy on his appointment noting his advancement through the ranks and his ties and commitment to the community.

Next meeting of the Board will be October 21, 2024 at 9 a.m.

All business concluded the meeting was adjourned by Vice Chair Fawcett at 10:40 a.m.



Dave Fawcett, Vice Chair



Heather Webb, Secretary



CORRESPONDENCE ITEMS PRESENTED FOR INFORMATION
December 3, 2024

(To jump to the information, just click the item)

1. Correspondence regarding OPP detachment billing increases:
 - a. Municipality of Leamington
 - b. Howick Township

2. Correspondence regarding requests for the redistribution of the Provincial Land Transfer Tax and GST to municipalities for sustainable infrastructure funding:
 - a. Town of Aurora
 - b. Township of Essa
 - c. Township of King
 - d. Township of Russell
 - e. Municipality of Wawa

3. Correspondence from the City of Toronto Re: respecting local democracy and cities.

4. Correspondence from the Township of Terrace Bay Re: Northwestern Ontario Municipal Association letter of support for Billy Bishop Airport.

5. Correspondence from the Township of Terrace Bay Re: ambulance shortages and healthcare system issues.

6. Correspondence from the Municipality of Wawa Re: support for the Township of Papineau-Cameron regarding their call on the Ontario government to amend the Ontario Building Code to include provisions for pre-approved affordable housing plans specifically aimed at supporting low income and homeless individuals.

7. Press release from Saugeen Valley Conservation Authority Re: Cessation of Winter Operations at Durham Upper Dam to Prevent Structural Failure and Ensure Public Safety.



Municipality of
Leamington
live | play | work

Item 1a

November 14, 2024

Hon. Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Email: premier@ontario.ca

Dear Honourable Doug Ford,

RE: OPP Detachment Billing Increases

Please be advised that the Council of the Corporation of the Municipality of Leamington, at its meeting held Tuesday, November 12, 2024 enacted the following resolution:

WHEREAS current police services within the Municipality of Leamington (hereinafter referred to as the 'Municipality') are provided by the Ontario Provincial Police (hereinafter referred to as the 'OPP');

AND WHEREAS the Municipality and the local OPP detachment have worked in a positive, collaborative and effective manner for decades;

AND WHEREAS historical increases in OPP Annual Billing Statements have trended around 5.67%;

AND WHEREAS the OPP submitted their 2025 Annual Billing Statement to the Municipality on October 4, 2024, that identifies an approximate \$833,000 (14.45%) increase from 2024 to 2025 that will translate to an approximate 2.48% tax rate increase, in addition to what the Municipality was contemplating for the residents of Leamington;

AND WHEREAS the Municipality was not consulted nor provided any advanced notice from the Commissioner regarding the significant cost increase received for OPP services;

AND WHEREAS the Municipality cannot afford to absorb this unexpected and entirely preventable increase without causing undo financial strain to our taxpayers;

THEREFORE BE IT RESOLVED THAT the Municipality of Leamington wishes to dispute the 2025 OPP Annual Billing Statement;

AND FURTHER THAT the Town requests that the 2025 OPP Annual Billing Statement be reduced to an approximate 5% increase that is more manageable for the Municipality and in line with historical trends;

AND FURTHER THAT any increase above 5% be absorbed by the province as the additional costs are directly the result of collective bargaining that was within the control of the OPP and should have been known to be financially unsustainable for the municipalities that now need to pay the bill;

AND FURTHER THAT the Municipality request that the County of Essex undertake a feasibility study for a County Police Force;

AND FURTHER THAT a copy of this Resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Michael Kerzner, Solicitor General, MPP Trevor Jones, the County of Essex, and all 329 municipalities serviced by OPP.

Yours Truly,

Abbie Marchildon

Abbie Marchildon, Council and Committee Coordinator

cc: The Hon. Michael Kerzner, Solicitor General
Trevor Jones, MPP
County of Essex
All 329 municipalities serviced by the OPP



Howick Township
44816 Harriston Road
Gorrie, ON N0G 1X0

Phone: 519-335-3208 ext. 2
Fax: 519-335-6208
Email: clerk@howick.ca
Website: www.howick.ca

Item 1b

November 6, 2024

Premier Doug Ford
Legislative Building
Queen's Park
Toronto, ON M7A 1A1
Via email: premier@ontario.ca

Dear Honourable Premier Ford,

Re. Resolution – Ontario Provincial Police Costs for 2025

Please be advised that the Council of the Corporation of the Township of Howick, at its meeting held November 5, 2024 enacted the following resolution:

MOVED BY: Councillor Rognvaldson
SECONDED BY: Councillor Grimes

WHEREAS the Township of Howick's 2025 OPP Annual Billing Costs represents a 21.15% increase over the 2024 OPP Annual Billing Costs, with many small, rural municipalities across Ontario facing even larger increases for 2025;

AND WHEREAS this 21.15% increase in OPP costs equates to more than a 2.8 per cent tax increase before Howick Township even begins its 2025 budget process in terms of levels of services;

AND WHEREAS the downloading of costs such as these from the province and the subsequent significant cost increases are not feasible or sustainable for small, rural municipalities in Ontario who are bound to raising their revenue solely through property taxes and user fees;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Howick adopt and endorse Resolution No. 229 of the Municipality of Tweed and further calls on the Ontario Government to immediately implement sustainable funding for small, rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities.

CARRIED.

The Township of Howick appreciates the province's attention to the financial challenges faced by small, rural municipalities and looks forward to a collaborative solution.

Sincerely,

Caitlin Gillis

Caitlin Gillis, Clerk-Administrator

Cc: The Honourable Michael Kerzner, Solicitor General
The Honourable Peter Bethlenfalvy, Minister of Finance
The Association of Municipalities of Ontario, All Municipalities of Ontario
Huron-Bruce MPP Lisa Thompson
County of Huron

**Municipality of Tweed Council Meeting
Council Meeting**



Resolution No. 229
Title: Councillor P. Valiquette
Date: Tuesday, April 23, 2024

Moved by P. Valiquette
Seconded by J. Palmateer

WHEREAS it is apparent that the Ontario Government has overlooked the needs of small rural Ontario;
 AND WHEREAS Ontario's small rural municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets including roads, bridges, water/wastewater and municipally owned buildings including recreational facilities, libraries and other tangible capital assets;

AND WHEREAS small rural Ontario's operating needs consume the majority of property tax revenue sources;

AND WHEREAS small rural municipalities (of 10,000 people or less) are facing monumental infrastructure deficits that cannot be adequately addressed through property tax revenue alone;

AND WHEREAS in 2015 the provincial government moved to standardized billing for all non-contract J.P.P. (5.1) locations;

AND WHEREAS the Ontario Government has committed \$9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway; and \$534 million to Ottawa for the repatriation of Hwy 174;

AND WHEREAS the annual cost of the Ontario Provincial Police, Municipal Policing Bureau for small rural non-contract (5.1) municipalities is approximately \$428 million;

AND WHEREAS this annual cost is significantly less than the repatriation costs of the Gardiner Express Way, the Don Valley Parkway and Highway 174 (Ottawa Region) but provides a greater impact to the residents of the Province overall;

AND WHEREAS this will afford relief to small rural municipalities for both infrastructure and operating needs while having a minimal impact on the provincial budget;

NOW THEREFORE BE IT RESOLVED THAT The Municipality of Tweed call on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities;

AND FURTHER, that Council direct staff to circulate this resolution to Premier Doug Ford (premier@ontario.ca), Minister of Solicitor General, Minister of Finance, and to the Association of Municipalities of Ontario (amo@amo.on.ca) and all Municipalities in Ontario.

Item 2a

100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Member Motion

Mayor's Office

Re: Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

To: Members of Council

From: Mayor Tom Mrakas

Date: November 5, 2024

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. Now Therefore Be It Hereby Resolved That Aurora Town Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

Request the Redistribution of the Provincial Land Transfer Tax and GST to
Municipalities for Sustainable Infrastructure Funding
November 5, 2024

2. Be It Further Resolved That Aurora Town Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

Corporation of the Township of Essa
5786 County Road 21
Utopia, Ontario
L0M 1T0



Telephone: (705) 424-9917
Fax: (705) 424-2367
www.essatownship.on.ca

November 21, 2024

**Re: Township of Essa Motion No. CR172-2024
Fair Share of Provincial and Federal Government Financial Support**

Please be advised that at its meeting of November 20, 2024, Council of the Township of Essa passed the following:

Resolution No: CR172-2024 Moved by: Sander Seconded by: Kiezebrink

WHEREAS municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

WHEREAS the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

WHEREAS the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

WHEREAS the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

WHEREAS redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

WHEREAS a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

NOW THEREFORE BE IT RESOLVED THAT Council of the Township of Essa formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and further,

THAT Council of the Township of Essa calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

THAT this redistribution of the Land Transfer Tax and GST be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

THAT copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

THAT copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

---Carried---

Your consideration and support to Ontario municipalities is appreciated.

Sincerely,



Lisa Lehr, CMO
Township of Essa

cc: Right Honourable Justin Trudeau, Prime Minister
Hon. Doug Ford, Premier
Hon. Peter Bethlenfalvy, Minister of Finance
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Brian Saunderson, MPP Simcoe-Grey
Terry Dowdall, MP Simcoe-Grey
All Ontario Municipalities
AMO

Item 2c



King Township
2585 King Road
King City, Ontario
Canada L7B 1A1

Phone: 905.833.5321
Fax: 905.833.2300
Website: www.king.ca
Email: clerks@king.ca

November 18, 2024

The Right Honourable Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

justin.trudeau@parl.gc.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

premier@ontario.ca

Dear Prime Minister and Premier,

RE: TOWNSHIP OF KING RESOLUTION – REQUESTING THE REDISTRIBUTION OF PROVINCIAL LAND TRANSFER TAX AND GST TO MUNICIPALITIES FOR SUSTAINABLE INFRASTRUCTURE FUNDING

At its Council meeting of November 12, 2024, Council of the Township of King received and supported the following Resolution:

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

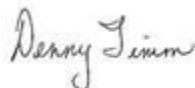
Now Therefore Be It Resolved That;

1. The Township of King Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

2. The Township of King Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

Carried Unanimously.

Yours sincerely,



Denny Timm
Township Clerk

- cc. Hon. Peter Bethlenfalvy, Ontario Minister of Finance Peter.Bethlenfalvy@pc.ola.org
Hon. Paul Calandra, Ontario Minister of Municipal Affairs and Housing
Paul.Calandra@pc.ola.org
Anna Roberts, MP, King-Vaughan anna.roberts@parl.gc.ca
Scot Davidson, MP, York-Simcoe Scot.Davidson@parl.gc.ca
Stephen Lecce, MPP, King-Vaughan Stephen.lecce@pc.ola.org
Hon Caroline Mulroney, MPP, York-Simcoe caroline.mulroneyca@pc.ola.org
444 Municipalities of Ontario
The Federation of Canadian Municipalities (FCM) info@fcm.ca
Association of Municipalities of Ontario amo@amo.on.ca
Mayor Steve Pellegrini, King spellegrini@king.ca
Councillor David Boyd, King dboyd@king.ca



TOWNSHIP OF
RUSSELL

CERTIFIED RESOLUTION

Date: October 28, 2024

Item(s) no.: 10 a

Subject: Motion to request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

Moved by: Marc Lalonde

Seconded by: Lisa Deacon

WHEREAS municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

WHEREAS the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

WHEREAS the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

WHEREAS the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

WHEREAS redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

WHEREAS a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. **NOW THEREFORE BE IT HEREBY RESOLVED THAT** the Corporation of the Township of Russell Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

2. **BE IT FURTHER RESOLVED THAT** the Corporation of the Township of Russell Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

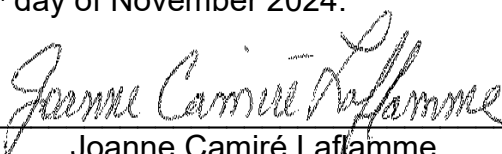
3. **BE IT FURTHER RESOLVED THAT** this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

4. **BE IT FURTHER RESOLVED THAT** copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

5. **BE IT FURTHER RESOLVED THAT** copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy

MOTION APPROVED

I, Joanne Camiré Laflamme, Clerk of the Corporation of the Township of Russell, hereby certify that the foregoing is a true copy of the resolution adopted by the Council of the Corporation of the Township of Russell on the 12th day of November 2024.



Joanne Camiré Laflamme
Clerk

Item 2e

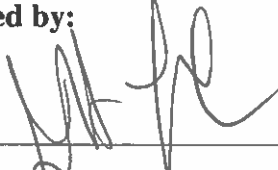



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 19, 2024

Resolution # RC24268	Meeting Order: 6
Moved by: 	Seconded by: 

WHEREAS municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

WHEREAS the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

WHEREAS the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

WHEREAS the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

WHEREAS redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

WHEREAS a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Municipality of Wawa formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

BE IT FURTHER RESOLVED THAT Council of the Corporation of the Municipality of Wawa calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

p.2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

BE IT FURTHER RESOLVED THAT this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

BE IT FURTHER RESOLVED THAT copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

FINALLY, BE IT RESOLVED THAT copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL

Item 3



John D. Elvidge
City Clerk

City Clerk's Office

Secretariat
Sylvia Przedziecki
Council Secretariat Support
City Hall, 12th Floor, West
100 Queen Street West
Toronto, Ontario M5H 2N2

Tel: 416-392-7032
Fax: 416-392-2980
e-mail:
Sylvia.Przedziecki@toronto.ca
web: www.toronto.ca

**In reply please quote:
Ref.: 24-CC23.1**

(Sent by Email)

November 18, 2024

ALL ONTARIO MUNICIPALITIES:

**Subject: New Business Item 23.1
Respecting Local Democracy and Cities (Ward All)**

City Council on November 13 and 14, 2024, considered [Item CC23.1](#) and a copy is attached for your information or appropriate action.

A handwritten signature in cursive script, appearing to read "Przedziecki".

for City Clerk

S. Przedziecki/wg

Attachment

c. City Manager

City Council

New Business - Meeting 23

CC23.1	ACTION	Amended		Ward: All
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Respecting Local Democracy and Cities

City Council Decision

City Council on November 13 and 14, 2024, adopted the following:

1. City Council express its opposition to the proposed amendments to Part XII of the Highway Traffic Act contained in Bill 212, and any related proposed regulations, both of which contradict the stated purpose of the City of Toronto Act, 2006, to allow the City to determine what is in the public interest of the city.
2. City Council request the Province to work collaboratively with cities to address congestion and road safety, and accordingly withdraw the proposed amendments to Part XII of the Highway Traffic Act contained in Bill 212.
3. City Council direct the City Solicitor to review Bill 212 and any accompanying regulations, once in force, and to report to City Council with a summary of the legislation and regulations and the potential for commencing litigation to challenge Bill 212 or the regulations.
4. City Council request the General Manager, Transportation Services, or designates, to appear before the Ontario Legislature's Standing Committee on Heritage, Infrastructure, and Cultural Policy as part of public hearings regarding Bill 212 to give testimony in accordance with the position outlined in this item.
5. City Council request the City Manager to submit written comments to Ontario's Regulatory Registry and Environment Registry of Ontario that reflect the City's positions outlined in this item, including the City's opposition to any requirement of the City to provide support in the removal of City Infrastructure approved by its democratically elected City Council.
6. City Council adopt the position that no costs associated with the amendments to Part XII of the Highway Traffic Act should be incurred or paid by the City of Toronto, including staff time, planning, design, construction, and traffic management as a result of the congestion created by the removal.
7. City Council forward this item to the Premier of Ontario, the Minister of Transportation, the Minister of Municipal Affairs and Housing, the Leader of the Official Opposition, all Ontario Members of Provincial Parliament, the Association of Municipalities of Ontario, the Ontario Big City Mayors, and all Ontario municipalities and include City Council's commitment to the right of municipalities to govern their own affairs and represent the interests of their residents and electors.

8. City Council request the Ministry of Transportation to permit the publication of the results of the Transportation Tomorrow Survey 2022 as soon as possible to facilitate the use of the study in informing collaborative consultations with cities regarding options for addressing congestion and road safety.

9. City Council direct the City Manager to report back on the feasibility of placing signs on City roads where there are traffic delays resulting from the Provincial mandate to remove bike lanes from Toronto roads and that these signs would read "This road congestion and traffic delay is the result of Premier Ford's Bill 212".

10. City Council direct that Confidential Attachment 1 to the supplementary report (November 13, 2024) from the City Manager remain confidential in its entirety, as it contains information explicitly supplied in confidence to the City of Toronto as a partner municipality in the Transportation Tomorrow Survey 2022, conducted by a consultant retained by the Ministry of Transportation of Ontario as part of a cooperative effort by local and provincial government agencies to collect information about urban travel in southern Ontario, until such time as the Transportation Tomorrow Survey 2022 is authorized to be published by the Ministry of Transportation of Ontario.

Confidential Attachment 1 to the supplementary report (November 13, 2024) from the City Manager remains confidential in its entirety in accordance with the provisions of the City of Toronto Act, 2006, as it contains information explicitly supplied in confidence to the City of Toronto as a partner municipality in the Transportation Tomorrow Survey 2022, conducted by a consultant retained by the Ministry of Transportation of Ontario as part of a cooperative effort by local and provincial government agencies to collect information about urban travel in southern Ontario, until such time as the Transportation Tomorrow Survey 2022 is authorized to be published by the Ministry of Transportation of Ontario.

Summary

The recent provincial Bill 212 seeks to overturn the decisions and work of our locally elected Toronto City Council. If passed, the Bill means one government would, at tremendous cost to the taxpayer and without collaboration, undo another government's work.

As Mayor, it is my responsibility to stand up for the decision-making authority of City Council and the expertise of our professional public service which supports that decision-making. As such, I am working with City Staff to review the City's options and will provide recommendations on this item prior to the City Council meeting on November 13, 2024.

Background Information (City Council)

(November 5, 2024) Report from the Mayor on Respecting Local Democracy and Cities (CC23.1)

<https://www.toronto.ca/legdocs/mmis/2024/cc/bgrd/backgroundfile-250054.pdf>

(November 13, 2024) Supplementary report and Attachments 2 to 5 from the City Manager on Respecting Local Democracy and Cities - Supplemental Report: Impact of Bill 212 Bike Lanes Framework (CC23.1a)

<https://www.toronto.ca/legdocs/mmis/2024/cc/bgrd/backgroundfile-250545.pdf>

Confidential Attachment 1

Communications (City Council)

(November 7, 2024) E-mail from Matthew Freedlander (CC.Supp)

(November 8, 2024) E-mail from Adam Rodgers (CC.Supp)

(November 7, 2024) E-mail from Derek van Vliet (CC.Supp)

(November 7, 2024) E-mail from Beverley Yu (CC.Supp)

(November 7, 2024) E-mail from Santiago Pacheco Perez (CC.Supp)

(November 7, 2024) E-mail from Genessa Radke (CC.Supp)
(November 7, 2024) E-mail from Jesse Knapp (CC.Supp)
(November 7, 2024) E-mail from Ernest Tam (CC.Supp)
(November 8, 2024) E-mail from Keyondre Young (CC.Supp)
(November 8, 2024) E-mail from Adam Rodgers (CC.Supp)
(November 7, 2024) E-mail from Bryn Kennedy (CC.Supp)
(November 8, 2024) E-mail from Lilia Kazberuk (CC.Supp)
(November 8, 2024) E-mail from Aaron MacLean (CC.Supp)
(November 9, 2024) E-mail from Conrad Heidenreich (CC.Supp)
(November 9, 2024) E-mail from Jack Wynne (CC.Supp)
(November 9, 2024) E-mail from Omar Khan (CC.Supp)
(November 9, 2024) E-mail from Arkady Arkhangorodsky (CC.Supp)
(November 9, 2024) E-mail from Debbie Green (CC.Supp)
(November 10, 2024) E-mail from Mike D'Agostino (CC.Supp)
(November 10, 2024) E-mail from Darren Donahue (CC.Supp)
(November 10, 2024) E-mail from Stacy Kennedy (CC.Supp)
(November 8, 2024) E-mail from Isabel Reid (CC.Supp)
(November 8, 2024) E-mail from David Eddison (CC.Supp)
(November 10, 2024) E-mail from Zachary Davis (CC.Supp)
(November 9, 2024) E-mail from Susan Ye (CC.Supp)
(November 10, 2024) E-mail from Robert J A Zaichkowski (CC.Supp)
(November 10, 2024) E-mail from Michael Ross (CC.Supp)
(November 9, 2024) Letter from Cathie Macdonald, President and Richard Steele, Board member, Deer Park Residents Group (CC.Supp)
(<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184523.pdf>)
(November 10, 2024) E-mail from Loudon Young (CC.Supp)
(November 10, 2024) E-mail from Justin EJ Sharp (CC.Supp)
(November 10, 2024) Letter from Alison Stewart, Bicycle Mayor of Toronto (CC.Supp)
(<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184527.pdf>)
(November 11, 2024) E-mail from David Safran (CC.Supp)
(November 11, 2024) E-mail from Caitlin Walsh (CC.Supp)
(November 12, 2024) E-mail from Catherine Clark (CC.Supp)
(November 9, 2024) E-mail from Alex Bonenfant (CC.Supp)
(November 10, 2024) E-mail from Cameron MacDonald (CC.Supp)
(November 10, 2024) E-mail from Holly Reid (CC.Supp)
(November 10, 2024) E-mail from M. Kalocilja (CC.Supp)
(November 10, 2024) E-mail from Leona Laird (CC.Supp)
(November 10, 2024) E-mail from Kenneth Brown (CC.Supp)
(November 10, 2024) E-mail from Jenny Sin (CC.Supp)
(November 10, 2024) E-mail from Jane Auster (CC.Supp)
(November 10, 2024) E-mail from Elizabeth Osborne (CC.Supp)
(November 10, 2024) E-mail from Geoff Hodgson (CC.Supp)
(November 10, 2024) E-mail from Brian Dunfield (CC.Supp)
(November 10, 2024) E-mail from John Oyston (CC.Supp)
(November 10, 2024) E-mail from Sean Cooper (CC.Supp)
(November 10, 2024) E-mail from Fernando Gonçalves (CC.Supp)
(November 10, 2024) E-mail from Gillian Bogden (CC.Supp)
(November 10, 2024) E-mail from Siobhan Fitzmaurice (CC.Supp)
(November 12, 2024) E-mail from Steve Cooke (CC.Supp)
(November 12, 2024) E-mail from Susan Raphael (CC.Supp)
(November 12, 2024) E-mail from Lee Giles (CC.Supp)
(November 12, 2024) E-mail from Melinda Rawn (CC.Supp)
(November 12, 2024) E-mail from Hamish Wilson (CC.Supp)
(November 12, 2024) E-mail from Shelly Nixon (CC.Supp)

(November 12, 2024) E-mail from Kerry Scott (CC.Supp)
(November 12, 2024) E-mail from Amanda Parcher (CC.Supp)
(November 12, 2024) E-mail from Elizabeth Hallerman (CC.Supp)
(November 12, 2024) E-mail from Ralph Callebert (CC.Supp)
(November 10, 2024) E-mail from Ryan Mumby (CC.Supp)
(November 10, 2024) E-mail from Gray E Taylor (CC.Supp)
(November 10, 2024) E-mail from Alexander Saxton (CC.Supp)
(November 10, 2024) E-mail from Lisa Bonney (CC.Supp)
(November 10, 2024) E-mail from David Nash (CC.Supp)
(November 10, 2024) E-mail from Tim Morawetz (CC.Supp)
(November 10, 2024) E-mail from James Deutsch (CC.Supp)
(November 10, 2024) E-mail from Linda Rowe (CC.Supp)
(November 10, 2024) E-mail from Michael Chung (CC.Supp)
(November 10, 2024) E-mail from Kathy Chung (CC.Supp)
(November 10, 2024) E-mail from Harold Smith (CC.Supp)
(November 10, 2024) E-mail from Dawn Scarrow (CC.Supp)
(November 10, 2024) E-mail from Steve Clayman (CC.Supp)
(November 10, 2024) E-mail from David Johnson (CC.Supp)
(November 11, 2024) E-mail from Jan Gould (CC.Supp)
(November 11, 2024) E-mail from Emily Tate (CC.Supp)
(November 11, 2024) E-mail from Rebecca Southgate (CC.Supp)
(November 12, 2024) E-mail from Hamish Wilson 2 (CC.Supp)
(November 12, 2024) E-mail from Charlotte Graham (CC.Supp)
(November 12, 2024) E-mail from Elizabeth Hallerman, BeRationalTO (CC.Supp)
(November 12, 2024) E-mail from JJ. Fueser (CC.Supp)
(November 12, 2024) E-mail from Linda Brett, President, Bloor Street East Neighbourhood Association (CC.Supp)
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184636.pdf>
(November 12, 2024) E-mail from Cait and Ty (CC.Supp)
(November 10, 2024) E-mail from Yuen Chua (CC.Supp)
(November 10, 2024) E-mail from Karen Wyler (CC.Supp)
(November 10, 2024) E-mail from Noreen Jamal (CC.Supp)
(November 10, 2024) E-mail from Piotr Sepski (CC.Supp)
(November 10, 2024) E-mail from Lauren McVittie (CC.Supp)
(November 10, 2024) E-mail from Alice Baujet (CC.Supp)
(November 10, 2024) E-mail from Linh Tran (CC.Supp)
(November 10, 2024) E-mail from Theresa Campbell (CC.Supp)
(November 10, 2024) E-mail from Filip Matovina (CC.Supp)
(November 10, 2024) E-mail from Greg Kozma (CC.Supp)
(November 10, 2024) E-mail from Steven Fistell (CC.Supp)
(November 10, 2024) E-mail from Jenna Blumenthal (CC.Supp)
(November 11, 2024) E-mail from Barbara Captijn (CC.Supp)
(November 11, 2024) E-mail from Hamish Wilson (CC.Supp)
(November 11, 2024) E-mail from Kevin Harris (CC.Supp)
(November 11, 2024) Letter from Mary Helen Spence and Arlene Dejarbins, The Avenue Road Safety Coalition (CC.Supp)
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184646.pdf>
(November 11, 2024) E-mail from Sharon Pel (CC.Supp)
(November 11, 2024) E-mail from Arushi Nath (CC.Supp)
(November 11, 2024) E-mail from Joe Power (CC.Supp)
(November 11, 2024) E-mail from Edward Knapp (CC.Supp)
(November 11, 2024) E-mail from Janet Lin (CC.Supp)
(November 12, 2024) E-mail from John Shea (CC.Supp)
(November 10, 2024) E-mail from Alexis Venerus (CC.Supp)

(November 10, 2024) E-mail from Lois Pike (CC.Supp)
(November 10, 2024) E-mail from Christine Bear (CC.Supp)
(November 10, 2024) E-mail from Vanessa Brown (CC.Supp)
(November 10, 2024) E-mail from Bruce Novakowski (CC.Supp)
(November 10, 2024) E-mail from Daphne Jackson (CC.Supp)
(November 10, 2024) E-mail from Patrick DeRochie (CC.Supp)
(November 10, 2024) E-mail from Rachael Vuong (CC.Supp)
(November 10, 2024) E-mail from Mike Kurz (CC.Supp)
(November 10, 2024) E-mail from Alex Pletsch (CC.Supp)
(November 10, 2024) E-mail from David Simmons (CC.Supp)
(November 10, 2024) E-mail from Dana Snell (CC.Supp)
(November 11, 2024) E-mail from Betty De Groot (CC.Supp)
(November 11, 2024) E-mail from Kevin McIntosh (CC.Supp)
(November 11, 2024) E-mail from Frank Siciliano (CC.Supp)
(November 11, 2024) E-mail from Parker Bloom (CC.Supp)
(November 11, 2024) E-mail from John Lloyd (CC.Supp)
(November 11, 2024) E-mail from Peter Osborne (CC.Supp)
(November 11, 2024) E-mail from Alina Iordache (CC.Supp)
(November 11, 2024) E-mail from Robert Fuller (CC.Supp)
(November 11, 2024) E-mail from Charles Kime (CC.Supp)
(November 11, 2024) E-mail from Barbara Captijn (CC.Supp)
(November 11, 2024) E-mail from Susan Stock (CC.Supp)
(November 11, 2024) E-mail from Chad Mohr (CC.Supp)
(November 11, 2024) E-mail from Ive Viksne (CC.Supp)
(November 11, 2024) E-mail from Nelson Torres De Miranda (CC.Supp)
(November 11, 2024) E-mail from Michael Dawn (CC.Supp)
(November 11, 2024) E-mail from Ilana Newman Hernandez (CC.Supp)
(November 11, 2024) E-mail from Erin Marchak (CC.Supp)
(November 11, 2024) E-mail from Lauri Lintott (CC.Supp)
(November 11, 2024) E-mail from Joseph Pauker (CC.Supp)
(November 11, 2024) E-mail from Lisa Kristensen (CC.Supp)
(November 11, 2024) E-mail from Kevin Carmona-Murphy (CC.Supp)
(November 11, 2024) E-mail from Tim Lynch (CC.Supp)
(November 11, 2024) E-mail from Felix Whitton (CC.Supp)
(November 11, 2024) E-mail from Julia M Swiggum (CC.Supp)
(November 11, 2024) E-mail from Elizabeth Chrumka (CC.Supp)
(November 11, 2024) E-mail from Lola Landekic (CC.Supp)
(November 11, 2024) E-mail from John Hallerman (CC.Supp)
(November 11, 2024) E-mail from Prasann Patel (CC.Supp)
(November 11, 2024) E-mail from Dan Reisler (CC.Supp)
(November 11, 2024) E-mail from David Townley (CC.Supp)
(November 11, 2024) E-mail from Virginia Trieloff (CC.Supp)
(November 12, 2024) E-mail from Caitlin Walsh (CC.Supp)
(November 11, 2024) E-mail from Caitlin Walsh (CC.Supp)
(November 12, 2024) E-mail from Angela Zehr (CC.Supp)
(November 11, 2024) E-mail from Jay D Gould (CC.Supp)
(November 11, 2024) E-mail from Jan Gould (CC.Supp)
(November 11, 2024) E-mail from Grant Oyston (CC.Supp)
(November 11, 2024) E-mail from Carol Gray (CC.Supp)
(November 12, 2024) Letter from Isaac Berman, Co-Chair, Palmerston Residents' Association (CC.Supp)
(<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184683.pdf>)
(November 11, 2024) E-mail from Frances Gallop (CC.Supp)
(November 11, 2024) E-mail from Cameron Tedford (CC.Supp)

(November 12, 2024) E-mail from Candace Hart (CC.New)
 (November 12, 2024) E-mail from Patrick Dias (CC.Supp)
 (November 12, 2024) E-mail from Emelia Zamidar (CC.New)
 (November 12, 2024) E-mail from Tyler McGraw (CC.New)
 (November 12, 2024) Letter from Michael Longfield, Executive Director, Cycle Toronto (CC.New)
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184728.pdf>
 (November 12, 2024) E-mail from Barry Pickford (CC.New)
 (November 12, 2024) E-mail from L. Spring (CC.New)
 (November 12, 2024) E-mail from Sandra Dosen (CC.New)
 (November 12, 2024) E-mail from Luis Ledesma (CC.New)
 (November 12, 2024) E-mail from John Leeson (CC.New)
 (November 12, 2024) E-mail from Kimberly Hinton (CC.New)
 (November 12, 2024) E-mail from Linda Nicolson (CC.New)
 (November 12, 2024) E-mail from Donna Patterson (CC.New)
 (November 12, 2024) E-mail from Michael Szego (CC.New)
 (November 12, 2024) Letter from Marjorie Nichol, On behalf of Yonge4All (CC.New)
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184725.pdf>
 (November 12, 2024) Letter from Lee Scott, on behalf of the Steering Committee, Walk Toronto (CC.New)
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184753.pdf>
 (November 12, 2024) E-mail from Ingrid Doucet (CC.New)
 (November 11, 2024) E-mail from Arushi Nath (CC.Supp)
 (November 12, 2024) E-mail from Pamela Hardie (CC.New)
 (November 12, 2024) E-mail from Pamela Hardie 2 (CC.New)
 (November 13, 2024) Multiple Communications from 2,139 Individuals (CC.New)
<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184764.pdf>
 (November 12, 2024) E-mail from Peter Lindley (CC.New)
 (November 12, 2024) E-mail from Norman Di Pasquale (CC.New)
 (November 12, 2024) E-mail from Hilary Stone (CC.New)
 (November 12, 2024) E-mail from Angela Dale (CC.New)
 (November 12, 2024) E-mail from John Shea (CC.New)
 (November 12, 2024) E-mail from Aaron Matthews (CC.New)
 (November 13, 2024) E-mail from Aleksuei Riabtsev (CC.New)
 (November 13, 2024) E-mail from Diana Arteaga (CC.New)
 (November 13, 2024) E-mail from Maria Boyad (CC.New)
 (November 12, 2024) E-mail from Jay Scott (CC.New)
 (November 12, 2024) E-mail from Laura Lindberg (CC.New)
 (November 12, 2024) E-mail from Heather Hatch (CC.New)
 (November 12, 2024) E-mail from Peter Low (CC.New)
 (November 13, 2024) E-mail from Rosalie Lam (CC.New)
 (November 13, 2024) E-mail from Edik Zwarenstein (CC.New)
 (November 13, 2024) E-mail from Darren Donahue (CC.New)
 (November 13, 2024) E-mail from Tom Henheffer (CC.New)
 (November 13, 2024) E-mail from Jeff Wintersinger (CC.New)
 (November 13, 2024) E-mail from Katherine Sawicka (CC.New)
 (November 13, 2024) E-mail from Billy Leung (CC.New)
 (November 13, 2024) E-mail from Stewart Ellis (CC.New)
 (November 13, 2024) E-mail from Andrew Hurlbut (CC.New)
 (November 13, 2024) E-mail from Paromita Nakshi (CC.New)
 (November 13, 2024) E-mail from Jennifer Dickie (CC.New)
 (November 14, 2024) Letter from Geoff Kettel and Cathie Macdonald, Co-Chairs, FoNTRA (CC.New)

<https://www.toronto.ca/legdocs/mmis/2024/cc/comm/communicationfile-184819.pdf>



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
Phone: (807) 825-3315 Fax: (807) 825-9576

November 19, 2024

Honorable Anita Anand,
President of the Treasury Board and Minister of Transportation
House of Commons
Ottawa, ON K1A 0A6
Via Email: Anita.anand@parl.gc.ca

Her Worship Mayor Olivia Chow
Office of the Mayor
City Hall, 2nd Floor
100 Queen St. W.
Toronto, ON M5H 2N2
Via Email: mayor_chow@toronto.ca

Dear Minister Anand and Mayor Chow,

At the Township of Terrace Bay Regular Council Meeting held on Monday October 21, 2024 the following resolution of support was passed.

Re: NOMA Letter re Billy Bishop Airport Support

Resolution 293-2024

Moved By: Councillor St. Louis

Seconded By: Councillor Adduono

WHEREAS Billy Bishop Airport serves more than 2 million passengers per year, making it the 9th-busiest airport in Canada, 5th-busiest serving the US market, 3rd busiest airport in Ontario, and making it a critical component of the national and regional air transportation system; and

WHEREAS the airport provides daily connections to the North with service to Thunder Bay, Sault Ste. Marie, Timmins and Sudbury, and enables access to many other neighbouring communities;

and WHEREAS Billy Bishop Airport is a critical access point for Northern communities for economic opportunities, tourism, social connectivity and critical medical care located in downtown Toronto;

WHEREAS the airport operates under a Tripartite Agreement among the City of Toronto, Transport Canada and PortsToronto, and that agreement is set to expire in 2033; and

WHEREAS the airport is seeking to secure its long-term future through a process to modernize and extend the Tripartite Agreement to drive sustainable growth and enhanced access and connections for passengers and the communities it connects to;

NOW THEREFORE BE IT RESOLVED THAT the Northwestern Ontario Municipal Association is seeking urgent action from the City of Toronto, PortsToronto and Transport Canada to commence a process and conclude it by the end of 2025 to modernize the current Tripartite Agreement and secure the future of Billy Bishop Airport.



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0

Phone: (807) 825-3315 Fax: (807) 825-9576

AND FURTHER BE IT RESOLVED THAT a copy of this motion be sent to Hon. Anita Anand - President of the Treasury Board and Minister of Transport, Mayor Olivia Chow – Toronto City, Hon. Soraya Martinez Ferrada - Minister of Tourism, Government of Canada, Hon. François-Philippe Champagne - Minister of Innovation, Science and Industry - Government of Canada, Hon. Arun Thangaraj - Deputy Minister of Transport Canada - Government of Canada, John D. Elvidge - City of Toronto – Clerk, Paul Johnson - City of Toronto - City Manager, Jag Sharma - City of Toronto - Deputy City Manager, RJ Steenstra - President and CEO - Ports Toronto, Sandra Papatello – Chair of Board of Directors - Ports Toronto, Neil Pakey - President and CEO - Nieuport Aviation, Hon. Prabmeet Sarkaria - Minister of Transportation - Government of Ontario, Hon. Vic Fedeli - Minister of Economic Development, Job Creation and Trade - Government of Ontario, MP Patty Hajdu (Thunder Bay - Superior North), MP Marcus Powlowski – Thunder Bay-Rainy River, MP Eric Melillo – Kenora, MPP Greg Rickford, (Kenora – Rainy River), MPP Kevin Holland, (Thunder Bay - Atikokan), MPP Lise Vaugeois, (Thunder Bay - Superior North), and all NOMA member municipalities - CAOs and Clerks.

Sincerely,

J. Hall
Chief Administrative Officer/Clerk

CC:

Minister of Tourism – Soraya Martinez Ferrada Soraya.martinezferrada@parl.gc.ca

Minister of Innovation, Science and Industry – Francois-Philippe Champagne francois-philippe.champagne@parl.gc.ca

Deputy Minister of Transport Canada – Arun Thangaraj arun.thangaraj@tc.gc.ca

City of Toronto Clerk -John D. Elvidge jelvidge@toronto.ca

City of Toronto Manager – Paul Johnson paul.r.johnson@toronto.ca

City of Toronto Deputy Manager – Jag Sharma

Ports Toronto President and CEO – RJ Steenstra and Ports Toronto Board of Directors Chair – Sandra Papatello chair@portstoronto.com

Nieuport Aviation President and CEO – Neil Pakey neil@nieuport.com

Minister of Transportation – Prabmeet Sarkaria prabmeet.sakaria@pc.ola.org

Minister of Economic Development, Job Creation and Trade – Vic Fedeli vic.fedelico@pc.ola.org

MP Patty Hajdu patty.hajdu@parl.gc.ca

MP Marcus Powlowski marcus.powlowski@parl.gc.ca

MP Eric Melillo eric.melillo@parl.gc.ca

MPP Greg Rickford greg.rickford@pc.ola.org

MPP Kevin Holland kevin.holland@pc.ola.org

MPP Lise Vaugeois lvaugeois-qp@ndp.on.ca

All Ontario Municipalities



Representing the Districts of Kenora, Rainy River and Thunder Bay

P.O. Box 10308, Thunder Bay, ON P7B 6T8
www.noma.on.ca

p. 807.683.6662 e. admin@noma.on.ca

October 7, 2024

Honourable Anita Anand
President of the Treasury Board and Minister of Transport
House of Commons
Ottawa, ON, K1A 0A6
Via Email: Anita.Anand@parl.gc.ca

Her Worship Mayor Olivia Chow
Office of the Mayor
City Hall, 2nd Floor
100 Queen St. W.
Toronto, ON M5H 2N2
Via Email: mayor_chow@toronto.ca

Re: The Future for Billy Bishop Airport Requires Urgent Action and a Modern Governing Agreement

Dear Minister Anand and Mayor Chow,

I am writing to you to express my support for the sustained operation and development of Billy Bishop Toronto City Airport. As the President of the Northwestern Ontario Municipal Association, I am extremely concerned to learn that the Tripartite Agreement that governs operations at the Airport expires in 2033 – less than 9 years from now.

Billy Bishop Airport provides a critical service and point of connection for the North. Many of my community members rely on Billy Bishop airport to visit family, connect through to other destinations for work, travel and tourism or to access critical medical services, the convenience and ease of Billy Bishop Airport cannot be matched. It has been reported widely that Northern Ontario communities have experienced drastic reductions in air service coming out of the COVID pandemic. Reliable air connectivity available through Billy Bishop Airport is an important economic and social lifeline for my community.

We were pleased to see the Federal Government's investment in a US Customs and Border Patrol preclearance facility, which is expected to open in 2025. This is welcomed news for communities in Northwestern Ontario as it will enable more and better connections through Billy Bishop Airport and amplify the airport's already strong economic contribution. We viewed this investment in the airport's long term future as recognition of the very important role the airport has come to play for the communities it connects including Northwestern Ontario – very much at odds with an agreement that expires in a matter of years.

To that end, we would implore you, as signatories to the Tripartite Agreement, to commence a process to modernize the Tripartite Agreement and secure the long-term future of Canada's 9th-busiest airport and 3rd-busiest in Ontario. My community members rely on this service, and we

want to see even more connections and expanded services to the North. As elected leaders, we have a responsibility to think past our own front doors, reflect the needs of all of our constituents and those beyond our communities who are impacted by our decisions. Certainty about the airport's long-term future should not be something we as leaders should need to think long about. **The time is now for the parties of the agreement to move forward with urgency to ensure this vital piece of transportation infrastructure and the important connections it facilitates are sustained.**

Sincerely,



Wendy Landry
President, Northwestern Ontario Municipal Association
Mayor, Municipality of Shuniah

Cc:

Hon. Soraya Martinez Ferrada, Minister of Tourism, Government of Canada
Hon. François-Philippe Champagne, Minister of Innovation, Science and Industry, Government of Canada
Hon. Arun Thangaraj, Deputy Minister of Transport Canada, Government of Canada
John D. Elvidge, City of Toronto, Clerk
Paul Johnson, City of Toronto, City Manager
Jag Sharma, City of Toronto, Deputy City Manager
RJ Steenstra, President and CEO, Ports Toronto
Sandra Papatello, Chair, Board of Directors, Ports Toronto
Neil Pakey, President and CEO, Nieuport Aviation
Hon. Prabmeet Sarkaria, Minister of Transportation, Government of Ontario
Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade, Government of Ontario
MP Patty Hajdu (Thunder Bay - Superior North)
MP Marcus Powlowski – Thunder Bay-Rainy River
MP Eric Melillo – Kenora
MPP Greg Rickford, (Kenora – Rainy River)
MPP Kevin Holland, (Thunder Bay - Atikokan)
MPP Lise Vaugeois, (Thunder Bay - Superior North)
All member municipalities - CAOs and Clerks



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
Phone: (807) 825-3315 Fax: (807) 825-9576

November 19, 2024

Minister of Health Sylvia Jones
sylvia.jones@ontario.ca

Dear Minister Jones,

At the Township of Terrace Bay Regular Council Meeting held on Monday September 16, 2024, the following resolution was put forth by Councillor Chris Dube and was passed.

Re: Ambulance Shortages and Healthcare System Issues

Resolution 266-2024

Moved by: Councillor Johnson

Seconded by: Councillor Dube

WHEREAS, the Council of the Corporation of the Township of Terrace Bay is gravely concerned about the ongoing shortages and staffing challenges facing Superior North EMS (SNEMS);

WHEREAS, the provincial funding for ambulance services, currently at 50%, along with the city's 50% contribution, has been falling short, leading to financial strain on municipalities and regional partners, including the City of Thunder Bay;

WHEREAS, the rolling shortages of paramedics and EMS personnel in the region present a significant risk to public safety and healthcare services in northern communities, which are disproportionately affected by the province-wide shortage of paramedics;

WHEREAS, recruitment and retention issues, including insufficient wages and benefits, lack of mental health supports, frequent exposure to traumatic experiences, and inadequate recovery time between work periods, are causing high turnover rates and burnout among EMS workers;

THEREFORE, BE IT RESOLVED THAT, the Honorable Sylvia Jones, Minister of Health, be requested to take immediate action to address the funding shortfalls and structural challenges in the delivery of EMS services in northern communities, including:

1. Increasing provincial funding to support EMS services and reduce the financial burden on municipalities;
2. Implementing incentives such as "learn and stay" grants to encourage paramedics to live and work in northern Ontario;
3. Enhancing support systems for EMS workers, including improved wages, benefits, and mental health resources.



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0

Phone: (807) 825-3315 Fax: (807) 825-9576

AND THAT, this resolution be forwarded to Minister Sylvia Jones, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Hall", is written above the typed name.

J. Hall
Chief Administrative Officer/Clerk

CC:
AMO
All Ontario Municipalities

Item 6



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 19, 2024

Resolution # RC24270	Meeting Order: 8
Moved by: <i>Joseph Opat</i>	Seconded by: <i>M Hatfield</i>

RESOLVED THAT Council for the Corporation of the Municipality of Wawa does hereby support the Resolution dated November 13, 2024 passed by the Township of Papineau-Cameron regarding the Ontario Building Code;

AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be forwarded to the Hon. Doug Ford, Premier of Ontario, Hon. Paul Calandra, Minister of Municipal Affairs and Housing, Hon. Michael Parsa, Minister of Children, Community and Social Services, Hon. Victor Fedeli, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade, Association Municipalities of Ontario, Ontario Building Officials Association, Municipalities of Ontario.

RESOLUTION RESULT	RECORDED VOTE	YES	NO
<input checked="" type="checkbox"/> CARRIED	MAYOR AND COUNCIL		
<input type="checkbox"/> DEFEATED	Mitch Hatfield		
<input type="checkbox"/> TABLED	Cathy Cannon		
<input type="checkbox"/> RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/> PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/> WITHDRAWN	Joseph Opat		

Disclosure of Pecuniary Interest and the general nature thereof.

- Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL
<i>M. Pilon</i>	<i>Maury O'Neill</i>

This document is available in alternate formats.



THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072
E-mail: clerk@papineaucameron.ca Website: www.papineaucameron.ca

November 13, 2024

The Honourable Doug Ford
Premier of Ontario
Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

RE: Ontario Building Code

The Council of Papineau-Cameron met at their regular Council meeting on November 12, 2024 and passed the attached resolution 2024-328.

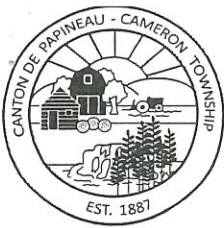
Feel free to contact us if you have any questions.

Sincerely,

Jason McMartin, BA, ADA
CAO/Clerk-Treasurer

Encl. Council Resolution 2024-328

c.c. Hon. Paul Calandra MPP, Minister of Municipal Affairs and Housing
Hon. Michael Parsa MPP, Minister of Children, Community and Social Services
Hon. Victor Fedeli MPP, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade
Association of Municipalities of Ontario
Ontario Building Officials Association
Municipalities of Ontario



THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072
Website: www.papineaucameron.ca

DATE: November 12, 2024 **RESOLUTION NUMBER:** 2024- 328

MOVED BY: *Shelley Belanger* **SECONDED BY:** *MChenier*

WHEREAS Ontario is facing a significant affordable housing crisis, with many residents struggling to secure safe and affordable living accommodations;

AND WHEREAS the crisis of homelessness in Ontario continues to affect thousands of individuals and families, necessitating urgent and effective housing solutions;

AND WHEREAS the current Ontario Building Code contains regulations that may inadvertently hinder the development of affordable housing by imposing excessive costs and barriers on individuals and developers;

AND WHEREAS current building code regulations may restrict the development of innovative housing solutions designed to address the needs of homeless individuals and families;

AND WHEREAS an increase in affordable housing units is essential to promote economic stability, community well-being, and social equity within Ontario;

AND WHEREAS providing pre-approved affordable housing plans can streamline the construction process, reduce costs, and facilitate quicker access to housing for those in need;

THAT the Council of Papineau-Cameron Township hereby calls on the Ontario government to amend the Ontario Building Code to include provisions for pre-approved affordable housing plans specifically aimed at supporting low income and homeless individuals, including:

1. Standardized Designs: Creating a set of pre-approved housing designs that meet safety and quality standards while being cost-effective and quick to construct.
2. Flexible Design Standards: Allowing for innovative building designs and materials that meet affordability criteria while ensuring safety and livability.
3. Community Integration: Ensuring that these housing designs can be integrated into existing neighborhoods in a way that respects community character and promotes acceptance.
4. Support for Diverse Models: Including options for various types of housing, such as tiny homes, modular units, and converted shipping containers, to cater to different needs and preferences.

AND FURTHER THAT the Council of Papineau-Cameron Township encourages the Ontario government to engage with stakeholders, including architects, housing advocates, and service providers, to develop these pre-approved plans that effectively address the needs of low income and homeless individuals;

AND FURTHER THAT this resolution be provided to the Hon. Doug Ford, Premier of Ontario, Hon. Paul Calandra, Minister of Municipal Affairs and Housing, Hon. Michael Parsa, Minister of Children, Community and Social Services, Hon. Victor Fedeli, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade, Association Municipalities of Ontario, Ontario Building Officials Association, Municipalities of Ontario.

CARRIED: *Robert Corriveau* **NOT CARRIED:** _____
(Mayor) (Mayor)

COPY

Recorded Vote (Upon Request of Councillor _____) Section 246 (1) Municipal Act

RECORDED DIVISION VOTE	YES Signature	NO Signature	ABSTAIN Signature
Mayor Robert Corriveau			
Deputy Mayor Shelley Belanger			
Councillor Keith Dillabough			
Councillor Jason Bélanger			
Councillor Mélanie Chenier			



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Canada | N0G 1W0 | 519-364-1255
www.saugeenconservation.ca
publicinfo@svca.on.ca

FOR IMMEDIATE RELEASE – November 26th, 2024

Saugeen Valley Conservation Authority Board Approves Cessation of Winter Operations at Durham Upper Dam to Prevent Structural Failure and Ensure Public Safety

ALL SAUGEEN WATERSHED MUNICIPALITIES – Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington-North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey.

The Saugeen Valley Conservation Authority (SVCA) Board of Directors has approved the end of winter ice operations at the Durham Upper Dam, following repeated engineering assessments highlighting resulting risks to the structure. This decision will be re-evaluated annually.

Since 1977, the Durham Upper Dam has been operated seasonally, with stoplogs and flashboards removed each fall and reinstalled after spring melt. In 2006, West Grey Council voted to adopt management of ice through leaving stoplogs and flashboards in during winter operations at the Durham Upper Dam. Over time, these winter operations contributed to structural deterioration. Engineering assessments in 2021, 2022, and 2024 identified severe concrete damage, stress on the metal walkway, and erosion, confirming that continuing winter operations poses a risk of structural failure.

Operating the Durham Upper Dam in winter for ice management has always been outside the original design and intent of the structure. Years of this practice have caused extensive damage, placing the dam at risk of failure. The decision to stop winter ice operations is not one the Board made lightly. However, it is a necessary step to protect public safety and prevent the dam from failing.

“The decision to cease winter ice operations at the Durham Upper Dam is grounded in the need to prevent its failure; the risks of continuing winter operations far outweigh any perceived benefits.”

- Erik Downing, General Manager/Secretary-Treasurer, SVCA

The SVCA Board has directed staff to prioritize the safety of operators, residents, and the community by adhering to engineering recommendations and ensuring compliance with the historical operating plan.

Saugeen Valley Conservation Authority remains committed to working closely with the Municipality of West Grey and the community to ensure transparent communication and address public concerns throughout this process.



Photo credit: Saugeen Valley Conservation Authority.

For more information, please contact:

Ashley Richards

Communications Coordinator, Saugeen Valley Conservation Authority

Email: a.richards@svca.on.ca

Cell: 519-369-4295



Staff Report

Report To: Council

Report From: Karl Schipprack, Director of Community and Development Services/CBO

Meeting Date: December 3, 2024

Subject: Proposed Tower Antenna Installation – Multiple Locations

Recommendations:

THAT in consideration of staff report 'Proposed Tower Antenna Installation – Multiple Locations', Council directs staff to provide a letter of concurrence to the Innovation, Science and Economic Development Canada (IESDC) regarding the proposed telecommunication tower installation at the following locations:

- i. 262130 Concession Rd. 18, in the geographic township of Normanby, in the Municipality of West Grey;
- ii. 494137 Baptist Church Rd., in the geographic township of Glenelg, in the Municipality of West Grey; and
- iii. 503668 Grey Rd. 12, in the geographic township of Glenelg, in the Municipality of West Grey.

Highlights:

- The approval of the proposed telecommunication tower falls under the Government of Canada through Innovation, Science and Economic Development Canada (IESDC – formerly Industry Canada).
- Although not an approval authority, in municipalities where no radio communication policy exists, ISED's Radiocommunication and Broadcasting Antenna Systems – CPC-2-0-03, Issue 5 outlines the consultation process for the proponent to follow where no local policy exists.
- Correspondence is required to confirm the Municipality is satisfied that the consultation requirements have been met.

Previous Report/Authority:

None.

Analysis:

The approval of the tower lies under the exclusive jurisdiction of the Government of Canada through Innovation, Science and Economic Development Canada (ISED – formerly Industry Canada) in accordance with the Radiocommunication Act. In cases where local municipalities do not have a consultation process, the IESDC requires that their policies are followed for consultation purposes.

To provide assurance that appropriate consultation has occurred, a concurrence letter supporting this information is required from the Municipality.

262130 Concession Rd. 18

A new 45.0 m shared tower is presently proposed at 262130 Concession Rd. 18 in the geographic township of Normanby. The tower is intended for wireless communication to improve service in the area. The applicant, through their agent, is conducting consultation under Industry Canada's CPC2-0-03 – Radiocommunication and Broadcasting Antenna Systems (CPC). The applicant received one comment through the consultation process. The comment was from a neighbouring property owner and a response was sent from the applicant. No further communication was received.

494137 Baptist Church Rd.

A new 45.0 m shared tower is presently proposed at 494137 Baptist Church Rd. in the geographic township of Glenelg. The tower is intended for wireless communication to improve service in the area. The applicant, through their agent, is conducting consultation under Industry Canada's CPC2-0-03 – Radiocommunication and Broadcasting Antenna Systems (CPC). The applicant received no comments for this application.

503668 Grey Rd. 12

A new 45.0 m shared tower is presently proposed at 503668 Grey Rd. 12, in the geographic township of Glenelg. The applicant, through their agent, is conducting consultation under Industry Canada's CPC2-0-03 – Radiocommunication and Broadcasting Antenna Systems (CPC). The applicant received no comments for this application.

Financial Implications:

None.

Communication Plan:

As required by ISED Canada.

Consultation:

None.

Attachments:

- Site sketch for 262130 Concession Rd. 18.
- Site sketch for 494137 Baptist Church Rd.
- Site sketch for 503668 Grey Rd. 12.

Recommended by:

Karl Schipprack, Director of Community and Development Services/CBO

Submission approved by:

Michele Harris, Chief Administrative Officer

For more information on this report, please contact Karl Schipprack, Director of Community and Development Services/CBO at kschipprack@westgrey.com or 519-369-2200 Ext. 234.



FORBESBROS
 INFRASTRUCTURE | CONSTRUCTION
 482 South Service Road East, Suite 130
 Oakville, Ontario L6J 2X6
 www.forbesbrosltd.ca

SITE SKETCH

THIS SITE SKETCH IS FOR INFORMATIONAL PURPOSES ONLY AND HAS NOT BEEN PREPARED FOR LEGAL, ENGINEERING OR SURVEYING PURPOSES

SITE: ON8449 - ALLAN PARK
 Proposed 45m Lattice Tower
 Telecommunications within
 15m x 15m Site

Address: 262132 Concession 18,
 Hanover, Ontario.

PIN: 37301-0142(LT)
Property Description: LT 23-24 CON 17
 NORMANBY; WEST GREY

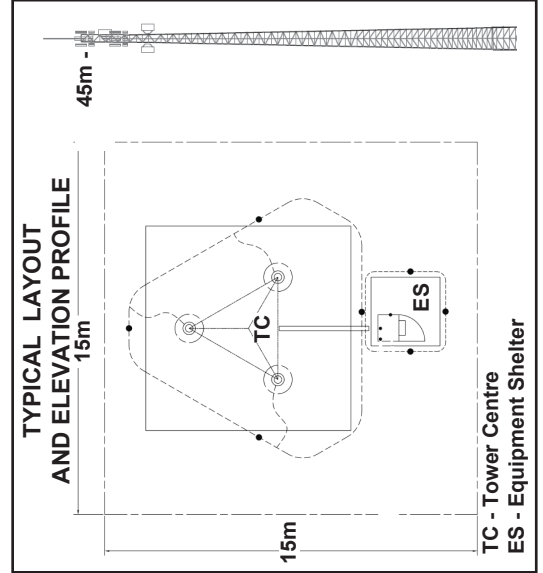
TOWER CENTRE
 Latitude: 44.126098N
 Longitude: 80.908719W

- XPLORE SITE
- XPLORE ACCESS
- SUBJECT PROPERTY
- - - PROPERTY BOUNDARIES

***XPLORE HYDRO CONNECTION TO BE DETERMINED IN CONSULTATION WITH LOCAL DISTRIBUTION COMPANY

Date: 21-Aug-24

Scale: NOT TO SCALE





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SITE SKETCH

THIS SITE SKETCH IS FOR INFORMATIONAL PURPOSES ONLY AND HAS NOT BEEN PREPARED FOR LEGAL, ENGINEERING OR SURVEYING PURPOSES

SITE: ON8408 - GLENELG CENTRE

Proposed 45m Lattice Tower Telecommunications within 15m x 15m Site

Address: Baptist Church Road Markdale, Ontario.

PIN: 37230-0190 (LT)

Property Description: PART LOT 11 CONCESSION 6 NDR GLENELG, PART 1 16R7185 MUNICIPALITY OF WEST GREY

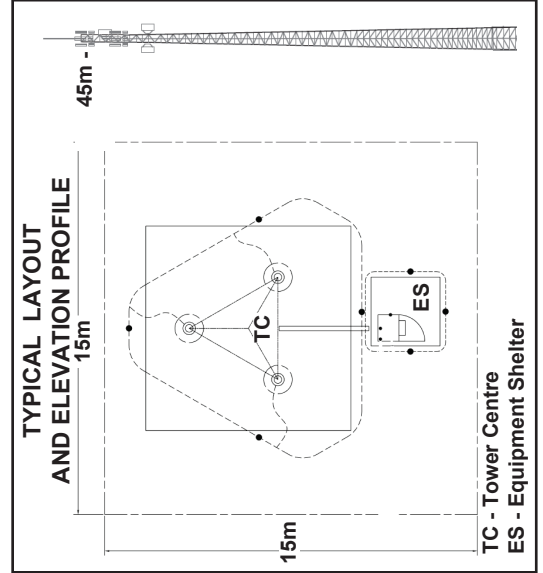
TOWER CENTRE
 Latitude: 44.244182N
 Longitude: 80.730619W

- XPLORE SITE
- · · · · XPLORE ACCESS
- SUBJECT PROPERTY
- - - PROPERTY BOUNDARIES

***XPLORE HYDRO CONNECTION TO BE DETERMINED IN CONSULTATION WITH LOCAL DISTRIBUTION COMPANY

Date: 04-Sep-24

Scale: NOT TO SCALE





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 Oakville, Ontario L6J 2X6
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SITE SKETCH

THIS SITE SKETCH IS FOR INFORMATIONAL PURPOSES ONLY AND HAS NOT BEEN PREPARED FOR LEGAL, ENGINEERING OR SURVEYING PURPOSES - PROPERTY BOUNDARIES ARE APPROXIMATE

SITE: ON8447 - WAUDBY
 Proposed 45m Lattice Tower
 Telecommunications within
 15m x 15m Site

Address: 503668 Grey Rd 12
 Markdale, Ontario.

PIN: 37231-0159 (LT)
Property Description: PT LT 4 CON 10
NDR GLENELG AS IN R326848; WEST
GREY

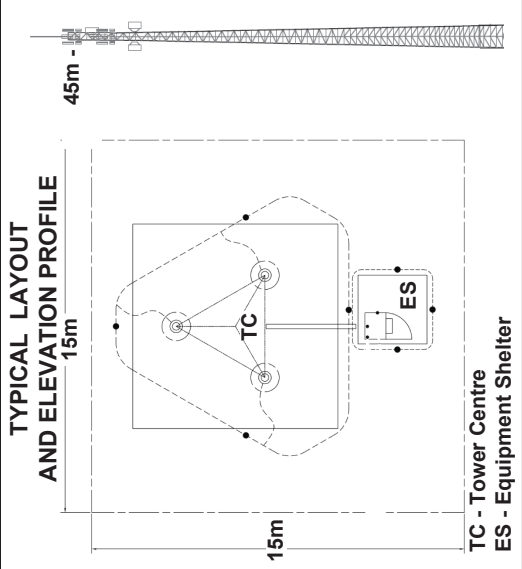
TOWER CENTRE
 Latitude: 44.278662N
 Longitude: 80.773732W

- XPLORE SITE
- · · · · XPLORE ACCESS
- SUBJECT PROPERTY
- - - PROPERTY BOUNDARIES

***XPLORE HYDRO CONNECTION TO BE DETERMINED IN CONSULTATION WITH LOCAL DISTRIBUTION COMPANY

Date: 15-Sep-24

Scale: NOT TO SCALE





Staff Report

Report To: Council
Report From: Karl Schipprack, Director of Infrastructure and Development/CBO
Meeting Date: December 3, 2024
Subject: 2024 Q3 Building Department Activities

Recommendations:

That in consideration of staff report '2024 Q3 Building Department Activities', Council receives the report for information purposes.

Highlights:

- Building department activity for the third quarter of 2024 and year-to-date.
- For information and comparison, 2020, 2021, 2022 and 2023 data are also provided.

Previous Report/Authority:

None.

Analysis:

The purpose of this staff report is to provide the third quarter and year-to-date building department activity, including number of permits, project value, and permit revenue. This report also provides the third quarter and year-end information for 2020, 2021, 2022 and 2023 for comparison.

The third quarter building activity has increased over the same period in 2023. The number of issued building permits is up 22 percent, project values are up 58 percent, and building permit revenue is up 72 percent.

The year-to-date building activity has also increased from 2023. The number of issued building permits is up four percent, project values are up 118 percent, and building permit revenue is up 212 percent. Building permits for the West Grey Police Services building and Rockwood Terrace were issued in the second quarter. Projects this size do

not get built on a regular basis in West Grey. For a fair comparison with these two projects removed, year-to-date project values are up 11 percent and building permit revenue is up 14 percent.

To-date, 52 new residential units have been added in 2024.

Financial Implications:

There are no financial implications associated with this report.

Communication Plan:

This report is available on the West Grey website through the agenda.

Consultation:

None.

Attachments:

2024 Q3 Building Department Activity

Recommended by:

Karl Schipprack, Director of Community and Development Services/CBO

Submission approved by:

Michele Harris, Chief Administrative Officer

For more information on this report, please contact Karl Schipprack, Director of Community and Development Services/CBO at cbo@westgrey.com or 519-369-2200 Ext. 234.

West Grey	Q1 - BUILDING DEPARTMENT ACTIVITY														
TYPE OF PERMIT	# of Permits					Project Value					Permit Revenue				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Residential															
Multi Residential	2	10	-	-	5	\$ 600,000	\$ 2,600,000	\$ -	\$ -	\$ 1,500,000	\$ 3,955	\$ 13,931	\$ -	\$ -	\$ 6,448
New Homes	8	24	15	9	10	\$ 3,150,000	\$ 12,522,996	\$ 9,219,000	\$ 5,333,370	\$ 4,562,200	\$ 18,594	\$ 58,899	\$ 37,660	\$ 18,055	\$ 21,508
Add/Reno/Mobile	7	10	12	5	8	\$ 775,000	\$ 1,324,500	\$ 1,345,800	\$ 223,300	\$ 1,152,375	\$ 6,006	\$ 4,426	\$ 10,249	\$ 1,278	\$ 3,961
Septic Permits	9	25	20	5	9	\$ 120,000	\$ 591,000	\$ 314,000	\$ 99,000	\$ 134,999	\$ 4,250	\$ 12,150	\$ 9,650	\$ 2,500	\$ 4,500
Accessory	8	8	7	10	5	\$ 174,700	\$ 397,000	\$ 715,000	\$ 518,000	\$ 493,000	\$ 2,083	\$ 3,546	\$ 4,384	\$ 4,202	\$ 2,725
No. of New Units	8	33	15	9	17										
Agriculture															
New Buildings	5	5	8	1	5	\$ 1,220,000	\$ 410,000	\$ 1,020,000	\$ 11,000	\$ 492,000.00	\$ 14,368	\$ 8,729	\$ 7,568	\$ 351	\$ 4,074
Add/Reno	2	-	-	3	-	\$ 50,000	\$ -	\$ -	\$ 70,000	\$ -	\$ 436	\$ -	\$ -	\$ 450	\$ -
Commercial															
New Buildings	-	-	1	-	-	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -
Add/Reno	2	-	-	-	-	\$ 54,800	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -
Institutional															
New Buildings	-	-	1	-	-	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -
Add/Reno	1	-	2	-	-	\$ 335,000	\$ -	\$ 250,000	\$ -	\$ -	\$ 4,115	\$ -	\$ 2,500	\$ -	\$ -
Industrial															
New Buildings	-	-	1	-	-	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 3,218	\$ -	\$ -
Add/Reno	-	-	1	-	-	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 1,750	\$ -	\$ -
Sewer Connections	4	15	-	-	9										
Demolitions	1	4	3	-	6	\$ 1,000	\$ 20,000	\$ 11,780	\$ -	\$ 19,600.00	\$ 150	\$ 600	\$ 450	\$ -	\$ 900
Change of Use	-	-	-	1	-	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -
Revisions	-	-	1	-	-	\$ -	\$ -	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ -
Tent	2	-	2	3	-	\$ 4,750	\$ -	\$ 8,932	\$ 9,700	\$ -	\$ 150	\$ -	\$ 150	\$ 225	\$ -
TOTALS	47	86	74	37	48	\$ 6,485,250	\$ 17,865,496	\$ 15,004,512	\$ 6,284,370	\$ 8,354,174	\$ 54,407	\$ 102,281	\$ 81,228	\$ 27,261	\$ 44,115

West Grey	Q2 - BUILDING DEPARTMENT ACTIVITY														
TYPE OF PERMIT	# of Permits					Project Value					Permit Revenue				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Residential															
Multi Residential	6	4	5	3	2	\$ 1,495,700	\$ 1,000,000	\$ 1,885,000	\$ 900,000	\$ 720,800	\$ 8,148	\$ 5,521	\$ 10,285	\$ 4,054	\$ 2,990
New Homes	11	36	23	19	11	\$ 4,350,000	\$ 18,235,000	\$ 14,019,000	\$ 9,807,050	\$ 5,227,600	\$ 26,540	\$ 80,381	\$ 61,173	\$ 47,247	\$ 21,866
Add/Reno/Mobile	9	10	13	21	17	\$ 453,000	\$ 943,000	\$ 911,000	\$ 1,284,399	\$ 745,982	\$ 3,851	\$ 5,381	\$ 7,075	\$ 8,749	\$ 4,152
										+					
Septic Permits	12	34	25	24	14	\$ 160,500	\$ 611,000	\$ 416,500	\$ 462,220	\$ 279,000	\$ 5,750	\$ 16,150	\$ 12,750	\$ 11,750	\$ 7,000
Accessory	14	37	24	12	10	\$ 622,000	\$ 1,382,444	\$ 1,387,800	\$ 1,415,000	\$ 741,000	\$ 6,251	\$ 12,667	\$ 5,933	\$ 7,585	\$ 4,050
No. of New Units	17	36	32	21	9										
Agriculture															
New Buildings	11	16	8	7	3	\$ 3,888,700	\$ 2,246,275	\$ 4,848,000	\$ 2,017,000	\$ 825,000	\$ 31,394	\$ 20,548	\$ 30,738	\$ 10,495	\$ 4,333
Add/Reno	-	4	3	2	5	\$ -	\$ 620,000	\$ 305,000	\$ 310,000	\$ 3,612,000	\$ -	\$ 4,665	\$ 2,100	\$ 1,401	\$ 17,945
Commercial															
New Buildings	1	1	-	1	1	\$ 200,000	\$ 150,000	\$ -	\$ 250,000	\$ 15,000	\$ 2,500	\$ 1,500	\$ -	\$ 600	\$ 150
Add/Reno	1	-	1	-	2	\$ 10,000	\$ -	\$ 75,000	\$ -	\$ 50,000	\$ 150	\$ -	\$ 750	\$ -	\$ 1,100
Institutional															
New Buildings	-	-	-	-	3	\$ -	\$ -	\$ -	\$ -	\$ 38,004,000	\$ -	\$ -	\$ -	\$ -	\$ 380,150
Add/Reno	1	2	1	-	1	\$ 150,000	\$ 191,300	\$ 185,000	\$ -	\$ 500,000	\$ 865	\$ 1,913	\$ 1,850	\$ -	\$ 5,000
Industrial															
New Buildings	-	1	-	1	-	\$ -	\$ 100,000	\$ -	\$ 1,250,000	\$ -	\$ -	\$ 1,000	\$ -	\$ 11,000	\$ -
Add/Reno	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Connections	9	11	2	1	3										
Demolitions	7	5	-	4	4	\$ 52,500	\$ 67,000	\$ -	\$ 30,000	\$ 29,000	\$ 1,050	\$ 750	\$ -	\$ 600	\$ 600
Change of Use	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revisions	-	-	1	2	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 300	\$ -
Tent	-	1	2	1	4	\$ -	\$ 4,000	\$ 8,200	\$ 2,225	\$ 5,788	\$ -	\$ 75	\$ 150	\$ 75	\$ 300
TOTALS	73	151	106	97	77	\$ 11,382,400	\$ 25,550,019	\$ 24,040,500	\$ 17,727,894	\$ 50,755,170	\$ 86,499	\$ 150,551	\$ 132,955	\$ 103,855	\$ 449,636

West Grey	Q3 - BUILDING DEPARTMENT ACTIVITY														
TYPE OF PERMIT	# Of Permits					Project Value					Permit Revenue				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Residential															
Multi Residential	2	1	-	8	19	\$ 600,000	\$ 350,000	\$ -	\$ 2,474,400	\$ 5,625,400	\$ 2,866	\$ 350	\$ -	\$ 10,002	\$ 21,791
New Homes	20	39	34	9	8	\$ 7,769,600	\$ 14,738,000	\$ 15,400,000	\$ 3,839,400	\$ 4,260,000	\$ 45,286	\$ 72,067	\$ 65,232	\$ 19,595	\$ 15,686
Add/Reno/Mobile	19	12	16	20	13	\$ 1,289,200	\$ 244,800	\$ 2,330,367	\$ 968,719	\$ 1,496,340	\$ 8,726	\$ 2,558	\$ 13,525	\$ 7,764	\$ 4,071
Septic Permits	23	16	28	15	11	\$ 331,020	\$ 297,000	\$ 524,250	\$ 528,000	\$ 226,000	\$ 11,500	\$ 7,650	\$ 13,750	\$ 6,750	\$ 5,500
Accessory	18	22	23	11	16	\$ 375,380	\$ 1,167,100	\$ 1,555,200	\$ 734,040	\$ 1,307,000	\$ 4,454	\$ 9,708	\$ 12,039	\$ 4,922	\$ 11,115
No. of New Units	22	39	37	15	26										
Agriculture															
New Buildings	12	8	7	5	11	\$ 2,085,600	\$ 1,606,000	\$ 726,375	\$ 401,000	\$ 1,707,975	\$ 18,471	\$ 8,147	\$ 8,024	\$ 3,168	\$ 14,731
Add/Reno	3	1	1	1	5	\$ 195,000	\$ 300,000	\$ 4,800	\$ 1,356,000	\$ 3,662,923	\$ 6,088	\$ 373	\$ 150	\$ 1,094	\$ 30,646
Commercial															
New Buildings	-	-	-	1	-	\$ -	\$ -	\$ -	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 3,235	\$ -
Add/Reno	1	-	1	1	-	\$ 52,000	\$ -	\$ 8,780	\$ 250,000	\$ -	\$ 520	\$ -	\$ 150	\$ 2,500	\$ -
Institutional															
New Buildings	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add/Reno	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Industrial															
New Buildings	-	-	1	1	-	\$ -	\$ -	\$ 250,000	\$ 128,000	\$ -	\$ -	\$ -	\$ 2,500	\$ 1,280	\$ -
Add/Reno	-	-	1	-	2	\$ -	\$ -	\$ 300,000	\$ -	\$ 65,000	\$ -	\$ -	\$ 3,000	\$ -	\$ 650
Sewer Connections	8	27	15	10	20										
Demolitions	3	3	7	1	2	\$ 20,000	\$ 12,000	\$ 106,000	\$ 10,000	\$ 3,000	\$ 450	\$ 450	\$ 900	\$ 150	\$ 300
Change of Use	-	1	-	-	-	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -
Revisions	-	1	-	-	-	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ -	\$ -
Tent	3	4	9	3	6	\$ 2,875	\$ 8,000	\$ 27,177	\$ 9,004	\$ 23,862	\$ 225	\$ 300	\$ 675	\$ 225	\$ 450
TOTALS	104	108	128	76	93	\$ 12,720,675	\$ 19,122,900	\$ 21,232,949	\$ 11,598,563	\$ 18,377,500	\$ 98,586	\$ 102,253	\$ 119,945	\$ 60,686	\$ 104,940

West Grey	YTD - BUILDING DEPARTMENT ACTIVITY															
	TYPE OF PERMIT	# of Permits					Project Value					Permit Revenue				
		2020 YTD	2021 YTD	2022 YTD	2023 YTD	2024 YTD	2020 YTD	2021 YTD	2022 YTD	2023 YTD	2024 YTD	2020 YTD	2021 YTD	2022 YTD	2023 YTD	2024 YTD
Residential																
Multi Residential	10	15	5	11	26	\$ 2,695,700	\$ 3,950,000	\$ 1,885,000	\$ 3,374,400	\$ 7,846,200	\$ 14,969	\$ 19,802	\$ 10,285	\$ 14,056	\$ 31,229	
New Homes	39	99	72	37	29	\$ 15,269,600	\$ 45,495,996	\$ 38,638,000	\$ 18,979,820	\$ 14,049,800	\$ 90,420	\$ 211,347	\$ 164,065	\$ 84,896	\$ 59,059	
Add/Reno/Mobile	35	32	41	46	38	\$ 2,517,200	\$ 2,512,300	\$ 4,587,167	\$ 2,476,418	\$ 3,394,697	\$ 18,583	\$ 12,365	\$ 30,849	\$ 17,790	\$ 12,184	
Septic Permits	44	75	73	44	34	\$ 611,520	\$ 1,499,000	\$ 1,254,750	\$ 1,089,220	\$ 639,999	\$ 21,500	\$ 35,950	\$ 36,150	\$ 21,000	\$ 17,000	
Accessory	40	67	54	33	31	\$ 1,172,080	\$ 2,946,544	\$ 3,658,000	\$ 2,667,040	\$ 2,541,000	\$ 12,788	\$ 25,921	\$ 22,356	\$ 16,709	\$ 17,890	
No. of New Units	47	108	84	45	52											
Agriculture																
New Buildings	28	29	23	13	19	\$ 7,194,300	\$ 4,262,275	\$ 6,594,375	\$ 2,429,000	\$ 3,024,975	\$ 64,233	\$ 37,424	\$ 46,330	\$ 14,015	\$ 23,137	
Add/Reno	5	5	4	6	10	\$ 245,000	\$ 920,000	\$ 309,800	\$ 1,736,000	\$ 7,274,923	\$ 6,524	\$ 5,038	\$ 2,250	\$ 2,946	\$ 48,592	
Commercial																
New Buildings	1	1	1	2	1	\$ 200,000	\$ 150,000	\$ 600,000	\$ 1,150,000	\$ 15,000	\$ 2,500	\$ 1,500	\$ 1,000	\$ 3,835	\$ 150	
Add/Reno	4	-	2	1	2	\$ 116,800	\$ -	\$ 83,780	\$ 250,000	\$ 50,000	\$ 970	\$ -	\$ 900	\$ 2,500	\$ 1,100	
Institutional																
New Buildings	-	-	1	-	3	\$ -	\$ -	\$ 250,000	\$ -	\$ 38,004,000	\$ -	\$ -	\$ 2,500	\$ -	\$ 380,150	
Add/Reno	2	2	3	-	1	\$ 485,000	\$ 191,300	\$ 435,000	\$ -	\$ 500,000	\$ 4,980	\$ 1,913	\$ 4,350	\$ -	\$ 5,000	
Industrial																
New Buildings	-	1	2	2	-	\$ -	\$ 100,000	\$ 850,000	\$ 1,378,000	\$ -	\$ -	\$ 1,000	\$ 5,718	\$ 12,280	\$ -	
Add/Reno	-	-	2	-	2	\$ -	\$ -	\$ 600,000	\$ -	\$ 65,000	\$ -	\$ -	\$ 4,750	\$ -	\$ 650	
Sewer Connections	21	53	17	11	32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Demolitions	11	12	10	5	12	\$ 73,500	\$ 99,000	\$ 117,780	\$ 40,000	\$ 51,600	\$ 1,650	\$ 1,800	\$ 1,350	\$ 750	\$ 1,800	
Change of Use	-	1	-	1	-	\$ -	\$ 50,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 500	\$ -	\$ 200	\$ -	
Revisions	-	1	2	2	-	\$ -	\$ 350,000	\$ 370,000	\$ -	\$ -	\$ -	\$ 150	\$ 300	\$ 300	\$ -	
Tent	5	5	13	7	10	\$ 7,625	\$ 12,000	\$ 44,309	\$ 20,929	\$ 29,650	\$ 375	\$ 375	\$ 975	\$ 525	\$ 750	
TOTALS	224	345	308	210	218	\$ 30,588,325	\$ 62,538,415	\$ 60,277,961	\$ 35,610,827	77,486,844	\$ 239,492	\$ 355,085	\$ 334,128	\$ 191,802	\$ 598,691	



Staff Report

Report To: Council
Report From: Karl Schipprack, Director of Development and Community Services
Meeting Date: December 3, 2024
Subject: West Grey Police Services Building Update

Recommendations:

THAT in consideration of staff report 'West Grey Police Services Building Update', Council receives the report for information purposes.

Highlights:

- Council awarded the tender for the construction of the West Grey Police Services building to Domm Construction on April 16, 2024, for the amount of \$8,800,000.
- Construction started in May of 2024 and is ongoing. Expected completion date is October 2025.
- Council awarded the tender for the road and infrastructure construction to Cedarwell Excavating on October 1, 2024, for the amount of \$1,323,860. Expected completion date is June 2025.

Previous Report/Authority:

[West Grey Police Services Building Tender Results - April 16, 2024](#)

[West Grey Police Services Property Update - October 1, 2024](#)

Analysis:

On January 19, 2023, Council confirmed they would continue with the West Grey Police Service for municipal policing. With this confirmation, the police station construction process was restarted.

In March 2023, the Municipality issued an RFP for architectural and contract administration services. +VG Architects was awarded the contract and has completed the architectural and engineering drawings.

On April 16, 2024, the tender for the police services building was awarded to Domm Construction. This tender is for the construction of the West Grey Police Services building, parking area, driveways, and landscaping; it does not include the road works and servicing. The construction cost of the building is \$8,800,000. The cost includes \$460,000 for cash allowances and \$300,000 for contingency.

\$942,786.00 has been paid to Domm's Construction as of the date on this report.

The building cash allowance of \$460,000 is for nine items.

- 1.) Door hardware - \$120,000
- 2.) Inspection and testing - \$30,000
- 3.) Interior and exterior signage - \$60,000
- 4.) Gas service connection - \$30,000
- 5.) Main electrical service and connections - \$60,000
- 6.) Access control devices - \$25,000
- 7.) Security/CCTV/monitoring devices - \$100,000
- 8.) Audio visual equipment - \$25,000
- 9.) Weapons rack - \$10,000

The design of these items were either unknown at the time of tendering or site specific. The cost consultant set the price of these items based on previous construction costs of similar buildings and all contractors were required to include \$460,000 in their bid.

The design of the access control devices and security/CCTV/monitoring devices was done by Brandt Security in consultation with West Grey Police. Brandt security provided a quote of \$275,632.42 plus HST; \$150,632.42 over the \$125,000 allowance. This additional cost can be deducted from the contingency fee, leaving a contingency balance of \$149,367.58.

On October 1, 2024, the tender for the road and infrastructure works was awarded to Cedarwell Excavating. This tender is for the construction of the road and infrastructure work on the balance of the property and includes water, sanitary and storm water management for this building, the Grey County paramedic building and a proposed residential subdivision. The construction cost is \$1,323,860 and includes a \$50,000 contingency. \$152,000 of this cost will be billed back to the County for the paramedic building. As of the writing of this report, Cedarwell has been delayed on another project and is expected to start construction the week of November 25, 2024.

Financial Implications:

Construction of the new police station was included in the 2024 budget and the project will carry over into the 2025 budget as well. The project will be funded in part with the tax levy, reserves, and development charges, but most of the cost will be funded through long-term borrowing. The budget also includes tax levy funding for interest payments on the construction loan. The total annual tax levy funding budgeted in 2024 is \$350,000. Final estimated borrowing costs will be dependent on the interest rates in effect when the project is finished in 2025, however annual repayment required may be \$500,000 to \$600,000 over a 30-year period.

Communication Plan:

Communication of this report is through the posting of council meeting agendas on the Municipality of West Grey website.

Consultation:

Kerri Mighton, Director of Finance/Treasurer

Attachments:

None.

Recommended by:

Karl Schipprack, CBCO, Director of Development and Community Services/CBO

Submission approved by:

Michele Harris, Chief Administrative Officer

For more information on this report, please contact Karl Schipprack at cbo@westgrey.com or 519-369-2200 ext. 234.



Staff Report

Report To: Council
Report From: Nicole Heber, Environmental Officer
Meeting Date: December 3, 2024
Subject: IPW-2024-37 – Blue Box Transition Update

Recommendations:

THAT in consideration of staff report 'IPW-2024-37 – Blue Box Programs Update', Council receives the report for information purposes.

Highlights:

- *Waste Diversion Transition Act (WDTA) 2016* signaled the beginning of Extended Producer Responsibility (EPR) in Ontario. West Grey's Blue Box recycling program will transition to producer responsibility beginning January 1, 2025. Full producer responsibility will take effect across the province on January 1, 2026.
- In August, Circular Materials Ontario (CMO) awarded the contract for curbside and depot collections of blue box eligible materials for Grey and Bruce Counties to Waste Management Canada (WM) (West Grey's existing contractor).
- As part of the EPR transition, the blue box collection will change from manual pick-up to automated, bi-weekly cart collection in mid-2025.
- West Grey will continue to be responsible for all other diversion programs at depots going forward, including the administration of non-eligible blue box services in the transition year of 2025.
- West Grey staff will work closely with Waste Management to communicate the changes of the Blue Box curbside collection to residents, to provide a smooth transition to the mandatory collection system.

Previous Report/Authority:

[IPW-2024-16 Blue Box Transition to Producer Responsibility. April 2, 2024](#)

[IPW 2024-32 Circular Materials Depot Operations. Sept 3, 2024](#)

Analysis:

The *Waste Diversion Transition Act, 2016*, in combination with the *Resource Recovery and Circular Economy Act (O.Reg 391/21)* requires the producers of consumer goods (designated products and packaging) that enter the Ontario market take responsibility for their end of life. Many of these materials have already transitioned to producer responsibility, including: tires; batteries; waste electrical and electronic equipment; municipal hazardous and special waste (MHSW); lighting.

Blue box program transition to Extended Producer Responsibility (EPR) began July 1, 2023, and will be completed December 31, 2025. During this period municipalities and first nations across Ontario have transitioned at different times, West Grey is part of the last group to transition on January 1, 2025.

West Grey's existing recycling and waste collection contract took effect July 1, 2016, and is valid for a 10-year period expiring on June 30, 2026. This contract currently includes:

- Curbside municipal waste collection transferred to Bentinck landfill and a small portion of curbside waste directly to WM facility.
- Curbside municipal recycling collection
- Bentinck depot recycling collection
- Durham depot recycling collection
- Durham depot waste transfer to WM facility

Eligible Sources - Curbside

CMO is responsible for transitioning the blue box recycling program, and on January 1, 2025, will assume administrative and financial responsibility of the blue box recycling program for eligible sources in West Grey. In August 2024, CMO awarded the collections contract for Catchment Area 17, including Grey and Bruce Counties, to Waste Management, effective January 1, 2025. After that date, West Grey will act as a contractor for depot operations while CMO handles administrative and financial responsibilities.

The collection method will shift from manual pickup to automated cart collection in mid-2025, allowing time for public education and cart distribution by Waste Management. The carts will have a 436-liter (96-gallon) capacity, with costs covered under the contract between Waste Management and CMO.

Switching to carts reduces injury risks for collection staff, improves collection times, and requires fewer trucks. Collection will remain bi-weekly but may occur on different days, as it will now span five days instead of three to increase efficiency. Waste Management has yet to finalize the collection zones, which will be communicated once determined.

The move to carts is dependent on both recycling and waste collections adopting the cart system.

Eligible Sources - Depot

West Grey has entered into an agreement with CMO in which West Grey will continue to manage the blue box portion of its depot services and receive compensation from CMO. CMO has indicated that depot service will not be available in 2026, as West Grey's blue box depots are classified as convenience depots due to the provision of curbside collection for residents. Some municipalities have expressed concerns about the importance of blue box depot service, creating uncertainty about the availability of this service beyond 2025.

Non-Eligible Sources

2025 is a transition year for the collection of non-eligible sources. Staff will monitor the curbside and depot non-eligible services in 2025 and present options to Council on whether these services should be continued in 2026 and beyond.

Contract Amendments

West Grey will continue to be responsible for all other diversion programs at depots going forward, including the administration of non-eligible blue box services in the transition year of 2025.

Given the legislative changes at the provincial level, the West Grey collections contract will require amendments. This will involve removing the curbside and depot collection of blue box materials effective January 1, 2025, and adding non-eligible source recycling service for the transition year 2025.

Financial Implications:

Collection of eligible blue box service at curbside and depot will no longer be a cost to the municipality in 2025.

The unknown item at this point is the net cost of waste collection as Waste Management has advised that there is a mandatory requirement to move to the cart system for both recycling and waste.

Currently, the cost of waste collection is partially offset by bag tag revenues. The transition to a cart system will mean the elimination of bag tag revenues.

There will be additional revenue from the depot operations agreement with CMO. It is anticipated that this will offset any blue box costs absorbed by West Grey.

Communication Plan:

CMO will be administering a provincial communications plan providing customized municipal contact information for inquiries regarding blue box collection curbside including accepted and not accepted materials. The communications plan will include a website, printed material, email, and phone number to call for information as well as information for the Municipality's website. Staff have started discussions with CMO to ensure the unique needs of West Grey are addressed.

Consultation:

Circular Materials Ontario

Waste Management Canada

Continuous Improvement Fund

Chief Administrative Officer

Director, Infrastructure and Public Works

Attachments:

Exhibit "A" Blue Box Recycling and Waste Collection Service Summary

Recommended by:

Nicole Heber, Environmental Officer

Geoff Aitken, Director, Infrastructure and Public Works

Submission approved by:

Michele Harris, Chief Administrative Officer

For more information on this report, please contact Nicole Heber, Environmental Officer at environment@westgrey.com or 519-369-2200 Ext. 252.

Exhibit "A" Blue Box Recycling and Waste Collection Service Summary

Curbside Service



Eligible & Non-Eligible Sources (\$)

Depot Service



Other Diversion & Waste programs



Eligible & Non-eligible Sources (\$)

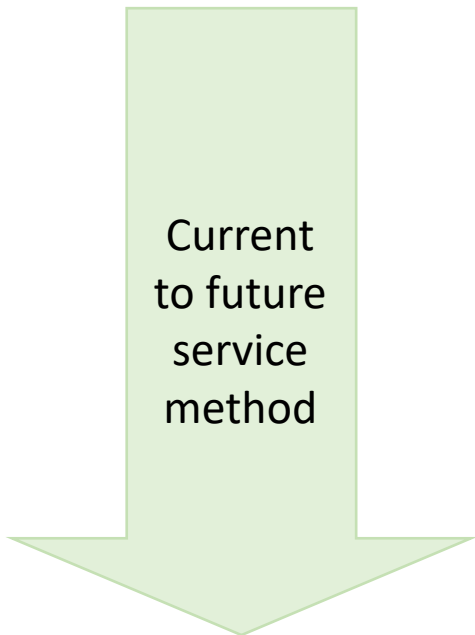
Eligible Sources (E)

No municipal cost to provide service



4.1% Non-Eligible Sources (NES)

Municipal cost to provide service



Current to future service method

Curbside change (Depots do not change)





Staff Report

Report To: Council
Report From: Kerri Mighton, Director of Finance/Treasurer
Meeting Date: December 3, 2024
Subject: West Grey 2024 Non-Core Asset Management Plan Update

Recommendations:

THAT in consideration of staff report 'West Grey 2024 Non-Core Asset Management Plan Update', Council approves the West Grey 2024 Non-Core Asset Management Plan as presented.

Highlights:

- O. Reg. 588/17 (as amended by O. Reg. 193/21) requires municipalities to prepare an asset management plan for all assets by July 1, 2024
- West Grey's current asset management plan covers the core assets only and requires an update to include the remaining non-core assets.
- By July 1st, 2025, the regulation requires municipalities to determine the lifecycle activities that they need to undertake for each asset category over a 10-year period to provide the proposed levels of service.

Previous Report/Authority:

None.

Analysis:

O. Reg. 588/17 (as amended by O. Reg. 193/21) requires that every municipality prepare an asset management plan for all municipal infrastructure assets by July 1, 2024. West Grey's current asset management plan includes the core municipal infrastructure assets which are referred to as water, wastewater (sanitary and stormwater), roads, and bridges or culverts. The remaining non-core assets include land, buildings, building inventory, equipment, and fleet. This Non-Core Asset Management Plan is supplemental to West Grey's existing Asset Management Plan 2022.

The Municipality engaged Marmak to assist with completing the update for the non-core assets. Staff will continue to review and update the inventory data, condition assessments, replacement costs and levels of service. The next requirement for asset management plans is to build on the 2024 requirements and include proposed levels of service, the activities to meet the proposed levels of service, and a strategy to fund these activities.

Financial Implications:

Financial implications for implementation of the plan will be part of ongoing budget deliberations.

Communication Plan:

Municipalities must post their updated and Council-approved asset management plan on their website and are required to inform the Province by emailing a link to the website.

Consultation:

None.

Attachments:

2024 Non-Core Asset Management Plan

Recommended by:

Kerri Mighton, Director of Finance/Treasurer

Submission approved by:

Michele Harris, Chief Administrative Officer

For more information on this report, please contact Kerri Mighton, Director of Finance/Treasurer at kmighton@westgrey.com or 519-369-2200 ext. 223.



2024 Non-Core Asset Management Plan

Prepared for:

The Municipality of West Grey

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Ontario Regulation 588/17

Objectives as defined by the Ontario reg. 588/17

A Municipality's asset management plan must include for each asset category, the current levels of service being provided, determined in accordance with qualitative descriptions and technical metrics based on data from at most the two calendar years prior to the year in which all information required under this section is included in the asset management plan.

For each asset category, a summary of the assets in the category, the replacement cost of the assets in the category, the average age of the assets in the category, determined by assessing the average age of the components of the assets, the information available on the condition of the assets in the category, and a description of the Municipality's approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate.

For each asset category, the lifecycle activities that would need to be undertaken to maintain the current levels of service for each of the 10 years following the year for which the current levels of service are determined and the costs of providing those activities based on an assessment of the following: The full lifecycle of the assets, the options for which lifecycle activities could potentially be undertaken to maintain the current levels of service and the risks associated with the options.

Phase-in schedule

July 1, 2019: Date for municipalities to have a finalized strategic asset management policy that promotes best practices and links asset management planning with budgeting, operations, maintenance, and other municipal planning activities.

July 1, 2022: Date for municipalities to have an approved asset management plan for core assets (roads, bridges and culverts, water, wastewater, and stormwater management systems) that identifies current levels of service and the cost of maintaining those levels of service.

July 1, 2023: Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that identifies current levels of service and the cost of maintaining those levels of service.

July 1, 2024: Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that builds upon the requirements set out in 2023. This includes an identification of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund these activities.

Council Responsibility

- Member of council play an important role in validating municipal level of service. Not only through the policies that they adopt, the yearly review and the ongoing involvement when levels are adversely affected.
- The frequency of these reviews should be established and followed by staff as part of the Asset Management Policy
- Council must be educated on the asset management strategies which comprise of an accurate inventory, required inspections, lifecycle events, risk mitigations, citizen engagement and financial sustainability.
- Council's responsibility is to provide direction to staff while supporting qualified staff in their decisions.
- Validate and support the amount of time it will take to reach expected Levels of Service

Societal Trends

- Upcoming Governmental trends
- Changes in society
- Technology changes
- Cyber security
- Environmental sustainability

Accessibility for Ontarians with Disability Act (AODA)

According to the legislation, the AODA aims to develop, implement and enforce standards related to goods, services, accommodation, employment and buildings before Jan. 1, 2025. The legislation applies to every person in both the public and private sector.

The [Accessibility for Ontarians with Disabilities Act, 2005](#) (AODA) is intended to reduce and remove barriers for people with disabilities so that Ontario can become more accessible and inclusive for everyone. Collaboration among businesses, organizations, communities and all levels of government is key to reaching this goal.

The O. Reg. 191/11, [AODA](#) is the law that sets out a process for developing, implementing and enforcing accessibility standards that government, businesses, non-profits and public sector organizations must follow to become more accessible. These laws and standards are intended to make Ontario open to everyone by helping to reduce and remove barriers.

Detailed information can be found on the Municipality website

<https://www.westgrey.com/en/discover/resources/MYAP-2020-2024-AA.pdf>

Asset Management Components

Accurate and detailed asset inventory

- a summary of the assets in the category
- condition of the assets in the category
- the average age of the assets in the category
- condition ratings
- collection of minimum data per asset category
- operations, such as increased maintenance schedules

Lifecycle Management

- When to remediate
- What to remediate
- How to remediate
- When to replace rather than remediate
- The options for which lifecycle activities could potentially be undertaken to maintain the current levels of service.
- The lifecycle activities undertaken for the lowest cost to maintain the current levels of service
- Lifecycle management and financial strategy that sets out the following information with respect to the assets in each asset category for the 10-year period.

Level of Service

- Establishment and Adoption of Technical Level of service
- Establishment and Adoption of end user Level of service
- Adoption of provincial standards
- Establishment and Adoption of Probability of Failure (PoF)
- Establishment and Adoption of Consequence of Failure (CoF)
- Establishment and Adoption of the risks associated with PoF and CoF

Financial Controls

- An estimate of the annual costs for each of the 10 years of undertaking the lifecycle activities separated into capital expenditures and significant operating costs.
- The replacement cost of the assets in the category
- If based on the funding projected to be available, the Municipality identifies a funding shortfall for the lifecycle activities
- An identification of the annual funding projected to be available to undertake lifecycle activities and an explanation of the options examined by the Municipality to maximize the funding projected to be available.

Climate change

- Energy efficiency
- Climate change adaption
- Climate change mitigation

Citizen Engagement

- Municipal residents and other interested parties to provide input
- Service request associated to location, deficiency type, and actions required. Input deficiency, create work orders, and manage the repairing, the deadlines and follow up comments.

Corporate Policy

- Adoption of risk matrix
- Adoption of financial strategy
- Create multiple scenarios
- Regular update of plan
- Establish an asset replacement policy
- Enact a municipal bylaw

Time frames

The AM initiative comprises of several updates which are required at specific intervals.

Tasks	Timelines	Description
Update AM plan	biannual	Edit the updated document
Update asset repository	ongoing	Continuously update the inventory repository
Capital plan	yearly	Create annual capital plans establishing a link between capital, operational and corporate strategic plan
Level of Service/financial	yearly	Define individual inspection which culminates with LoS
Financial capabilities	yearly	Link LoS to financial capabilities. Integrate tax increases, levy's, user fees
Building Condition Index (BCI)	5 – 10 years	Buildings constitute the large part of non-core assets. Request BCI for buildings and assets

Non-Core assets

The Municipality will focus on physical non-core assets which includes

- Land (municipal properties, parks, and trails)
- Buildings (community hall, fire department)
- Fleet /Equipment (Trucks, and associated equipment)

Additionally over time the Municipality will based on its capacity choose to expand the list to include,

- Information Technology
- Data Electronic (electronic, paper, documents)
- Purchasing procedures (green compliancy)
- Human Resources (Staffing, recruiting, retention)

Hierarchy	Category	Subtype
Land (roll number)	administration public works/ Recreation/	<ul style="list-style-type: none"> • Parking lots • Vacant properties • Cemeteries • Community hall • Emergency; fire, ambulance • Salt / Storm shed. •
Building	Building structure/Outer shell	<ul style="list-style-type: none"> • Interior/exterior • Roof/shell structure/walls • Foundations/footings/slabs •
Inventory	Capital assets within building	<ul style="list-style-type: none"> • Electrical/ • Mechanical/ • Structural • Emergency • Miscellaneous •
Fleet/Equipment	Vehicle	<ul style="list-style-type: none"> • Heavy duty • Medium duty • Light duty • Recreational • Emergency •

Asset attributes

Collection of all mandatory fields is necessary in order to produce valid reports

Community Centre / Municipal Office - Equipment Inventory
✕

Equipment Category: * <input type="text" value="Finishes (C)"/>	Department: <input type="text" value="Select..."/>	Installation Year: <input type="text"/>
Equipment Type: * <input type="text" value="Doors"/>	Space Category: * <input type="text" value="Main Entrance"/>	Warranty End Date: <input type="text"/>
Equipment Detail: <input type="text" value="Door Hardware"/>	Floor: <input type="text" value="..."/>	Proposed Replacement Date: <input type="text"/>
Equipment Item: <input type="text" value="Select..."/>	Room #: <input type="text"/>	Lifespan: <input type="text"/>
Name: <input type="text" value="Automatic Door Arm #1"/>	Location Served: <input type="text"/>	Actual Replacement Date: <input type="text"/>
Asset Relationship: <input type="text"/>	Map: <input type="text" value="Map"/>	Usage (Hours): <input type="text"/>
ID: <input type="text" value="Automatic Door Arm_001"/>	TCA: <input type="text"/>	Capacity (Hours): <input type="text"/>
Make: <input type="text" value="Ditec"/>	Purchase Price: <input type="text" value="1500"/>	Condition: * <input type="text" value="Very Good (80-100% Remai..."/>
Model: <input type="text" value="Auto Swing HA-8"/>	Replacement Cost: <input type="text" value="1500"/>	Comments: <input type="text"/>
Serial Number: <input type="text" value="28473"/>	Quantity: <input type="text"/>	Status: * <input type="text" value="Capital"/>
	Energy Equipment: <input checked="" type="checkbox"/>	

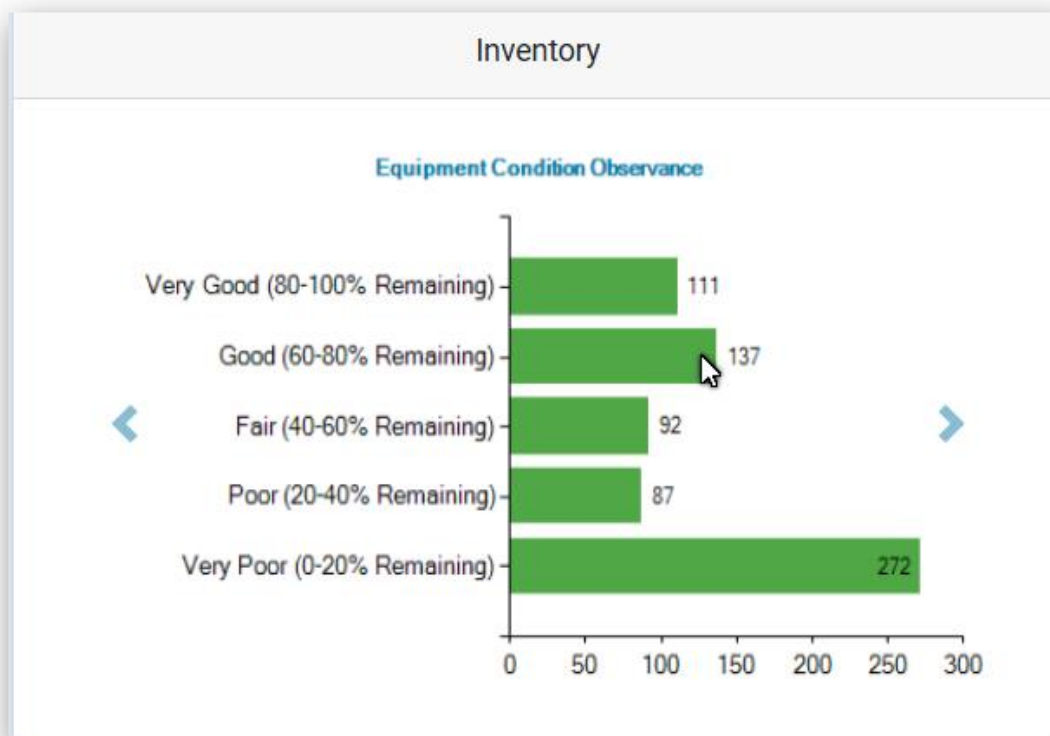
Asset breakdown

Asset category	Asset Categories	Asset Attributes
Land	Administration, Green space, Public Works Environmental	Roll Number
Buildings	Envelope Foundations Roof	Uniformat II
Building Inventory	Plumbing HVAC Electrical	Make, model, SN, dates
Fleet	Heavy duty Medium duty Light duty Environmental	Make, model, Vin, dates
Equipment	Recreation, Emergency, Public Works Environmental	Make, model, dates

Facility Inventory – Replacement values

Facility type	Total number of assets within Facilities	Total replacement value
Public Works	100	\$ 7,719,103.00
Leisure	170	\$7,722,097.00
emergency	187	\$4,158,414.00
fleet	47	\$10,549,077.00
administration	82	\$2,482,547.00

Facility Inventory – condition ratings



Building Inventory – Replacement cost

Based on replacement cost of \$500.00 /square foot

Facility type	Total number of buildings	Total replacement value
Public Works	15	\$ 26,278,000.00
Leisure	25	\$ 63,513,000.00
emergency	5	\$ 11,121,500.00
environmental	12	\$ 5,231,500.00
administration	8	\$ 2,482,547.00

Lifecycle Activities

Asset lifecycle activities consist of the following components.

Rehabilitate	lifecycle events which may extend the life of the asset
Replace	activities once the asset has reach its end of life
Disposal	accounting and engineering activities which may have ongoing activities
Climate Change	Impact and access to renewable technologies

Accurate lifecycle

Accurate lifecycle for each asset category is fundamental to establishing proper AM plan. Each lifecycle event is directly attributed to the proper inventory data collection. Each building comprises of various asset categories. Each asset category has a defined life expectancy. Each life expectancy is further defined by the amount of usage. The amount of usage is directly proportional to the efficiency of the unit and overall building.

Category	Life Expectancy (years)	Usage /Consumption
Land		
Parks	50	Remaining useful life
Parking lots	25	Remaining useful life
Cemeteries	50	Remaining useful life
Building		
Structural	50	Remaining useful life
Shell	40	Remaining useful life
Electrical	15	Condition rating / Run Hours
Mechanical	20	Condition rating / Run Hours
Inventory	10-20	Condition rating / Run Hours
Fleet / Equipment		
Emergency services	20	Condition rating / Run Hours/ Km
Public Works	20	Condition rating / Run Hours/ Km
Recreation	20	Condition rating / Run Hours/ Km

Asset Condition Information

Category	Current Condition rating	Optimal condition rating
Land	Estimated remaining useful life	Estimated remaining useful life
Buildings	Estimated remaining useful life	BCI
Inventory	Estimated remaining useful life	Condition rating
Fleet /Equipment	Estimated remaining useful life	Inspections

Inspections

The Municipality has taken a proactive approach to measuring LoS, by adopting the ORFA's RFAM solution and cataloging each piece of inventory. The Municipality should create Inspections which will be classified as Predictive, Preventative and Reactive. These typical Inspections are categorized as regulatory, mandatory, health and safety and occurs daily, weekly, quarterly and annually. Sample of these inspections are;

Fleet	MTO inspections, Fire truck inspections
Building	subject to internal building inspections
Land	staff inspection, CSA, play structures
Inventory	subject to regulatory Inspections
Emergency	Personal Preventative Equipment sent to manufacturer

Routine inspections

As an integral part of level of service, the Municipality could consider electronically collecting and manage inspections to both facilities and individual assets. The Municipality could increase and customize the inspection which would translate to proposed level of service and the Municipality's ability to financially afford the established levels of service.

Inspections - Municipality of Calvin

Current Inspections | Past Inspections | Upcoming Inspections

Drag a column header here to group by that column

+ On Demand | Search...

Inspection Name	Asset Name	Inspector
Weekly Air Compressor Check_4	Public Works Garage	
Weekly Air Compressor Check_3	Public Works Garage	
Weekly Air Compressor Check_2	Public Works Garage	
Weekly Air Compressor Check_1	Public Works Garage	

Level of Service Overview

Level of Service (LoS) is a balance between user expectations for overall quality, performance, availability, and safety versus affordability.

LoS requires asset category, performance measurement, a current measurement, a target measurement, an achievement date, an approximate cost, and a priority assigned to each performance measurement.

AMPs typically comprise of theoretical models which need to be vetted against operational models concluding with practical realities. LoS can be considered the practical component of an AMP. Operational and practical data is used to establish and validate LoS which in turn will feed into the financial component. This closed-loop approach will either validate the AMP or indicate required changes to the financial strategy. LoS is a key driver which influences asset management decisions, and depending on asset type can be either condition or age based.

LoS outlines the overall quality, performance, availability and safety of the service being provided. LoS contains a number of distinct categories:

- Service Identification
- Financial
- Municipal risk
- Community Expectations
- Technical component
- Strategic component

Level of Service (LoS) Policies

The core purpose of a Municipality is to provide services to residents and other stakeholders. Physical assets are simply a portion of what is required to deliver the various LoS as determined by the Municipality. The Municipality needs to ensure that the infrastructure performs to meet the level of service goals at an affordable and sustainable cost. An objective of LoS analysis is to find a balance between the expected levels of service and the cost of providing that LoS. Determining municipal LoS policies requires first developing a baseline for acceptable and affordable levels of service. This is done by first examining present-day service levels, community needs, regulatory or legal obligations and the cost-of-service delivery. Once present-day service levels have been examined, this baseline can be compared against LoS expectations.

The Process

Levels of Service analysis may involve:

1. Developing
 - Customer vs. Technical Levels of Service
 - Current vs. Expected Levels of Service
 - Use of performance measures
 - Financial validation

2. Communication
 - Receive input from staff
 - Receive input from citizens
 - Communicate the Levels of Service to stakeholders
 - Council approval of Levels of Service strategies
3. Update
 - Updating the Levels of Service Analysis on a yearly basis

Financial investment

The management of physical assets, their **selection, maintenance, inspection and renewal** plays a key role in determining the operational performance and viability of organizations that operate assets as part of their core business. Operational data is used to establish and validate LoS which in turn will feed into the financial component. This closed-loop approach will either validate the LoS strategies or indicates required changes to the financial strategy.

Level of Service Matrix

Determining the desired levels of service for asset is achieved with consideration of a number of factors including costs, user expectations and government mandated and minimum requirements. LOS outlines the overall quality, performance, availability, and safety associated to municipal assets and services. Each asset category can have its own Key Performance Indicator, current measurements, target measurements, achievement date, approximate costs associated to each component and a priority listing based on staff and council consensus.

There are three (3) distinct categories of LoS:

- Municipal risk
- Asset life cycle cost implications
- Financial options

LoS outlines the overall quality, performance, availability and safety of the service being provided. Technical levels of Service (TLS) outline the operating, maintenance, rehabilitation, and renewal strategies.

TLS outline the operating, maintenance, rehabilitation, renewal and upgrade activities expected to occur. TLS must be considered that also look at the risk associated with providing the service. Proposed targets for customer and technical levels of service must be included as part of the asset management strategy. Performance measures should be developed, and the actual results achieved reported and updated annually.

The target levels of service must be reviewed on a regular basis to determine if they are appropriate and achievable. Consideration should be given to risk and cost in the development of target levels of service.

All assets carry a level of risk for their users. Generally, when conducting risk assessment, two key factors that come into consideration are frequency of use and cost of improvement. Acceptable levels of risk may vary depending on their frequency of use.

Citizen level of service

Asset category	LEVEL OF SERVICE	Compliance
land	landscape maintenance	
	Landfill monitor report	
Buildings	Safe buildings	Building Inspections
	Meet legislative requirements	AODA Compliant
	Emergency accessibility	Distance from fire hall
	Building Condition Index (BCI)	UNIFORMAT II STANDARD
	Inventory	TSSA, CSA
	Energy Efficiency	O.Reg. 507/18 broader public Sector energy reporting
Fleet/Equipment	Routine inspections	MTO regulations
	Routine maintenance	

Technical Level of service

Asset category	LEVEL OF SERVICE	Tracking Methodology
land	landscape	
	Maintenance	
Buildings	Foundation	BCI
	Structure	BCI
	Roof	BCI
	Safety	RFAM Inspections
	Electrical	RFAM Inspections
	HVAC	RFAM Inspections
	Plumbing	RFAM Inspections
Fleet/Equipment	Routine Maintenance	RFAM Inspections

Risk

Prioritization Matrix

Assigning a base line value from 10 – 100 for each municipal asset category will enable to prioritize and compare various asset categories.

Probability of Failure (PoF)

Not all assets deteriorate at the same level. In some cases the deterioration may be quantitative as 2 Building Condition Index (BCI) per year while others may be based on asset longevity. As the assets deteriorate the probability of failure increases. PoF for an asset category requires a combination of attributes including baseline weight, material, classification, condition rating and useful life. These values are normalized to a value from 1-5. The condition rating and useful life are matched against a desired level of service for a visual representation. The results including percentage weight, produce a PoF rating from 1-5

PoF Matrix

PoF	Rating	Remaining useful life	Condition Index
1	Very Good	0-10% of UL	90 – 100
2	Good	11-30 % of UL	75 - 89
3	Fair	31-50 % of UL	50 - 74
4	Poor	51-65 % of UL	35 - 50
5	Very Poor	66 > % of UL	<34

Consequence of Failure (CoF)

Not all assets pose the same Consequence of Failure level. Even within the same category various pieces of equipment pose different risk or consequence of failure. CoF can be derived for each asset category from the calculation of an asset category baseline weight, and 5 criteria including; safety, operational, environment, finance, and legal.

Risk lookup

Environmental conditions; Values from 1- 5 with associated description and details outlining the severity of the consequence associated to the environment

Financial conditions; Values from 1- 5 with associated description and details outlining the severity of the consequence associated to the financial

Health and safety conditions; Values from 1- 5 with associated description and details outlining the severity of the consequence associated to the Health and safety

Legal; Values from 1- 5 with associated description and details outlining the severity of the consequence associated to the Legal

Operational conditions; Values from 1- 5 with associated description and details outlining the severity of the consequence associated to the Operational

Asset Risk

Category	Type	Data Confidence	PoF	CoF	RISK
Land	Municipal owned land	Fair	1	1	low
Buildings	Envelopes, Roof, foundations	Fair	2	3	Medium
Inventory	A collection of all capitalized inventory	Fair	2	2	Medium
fleet	Vehicles	Fair	2	3	Medium
Equipment	Various machinery	Fair	2	2	Medium

Climate change

Energy Demands

The Municipality collects energy consumption and will incorporate this as part of future AM requirements.

- Meter each individual building
- Identify inventory assets which consume energy
- Collect water usage by building and associated various assets

O.Reg. 507/18 broader public Sector energy reporting and conservation and demand management plans include the summary for a year must include the following information for each of the public agency's prescribed operations:

1. The name of the building or facility.
2. The address of the building or facility.
3. The total floor area of the indoor space of the building or facility.
4. The type of the building or facility.
5. A description of the days and hours in the year during which the building or facility is operated and, if the building or facility is operated on a seasonal basis, the period or periods during the year when it is operated.
7. The total amount of each type of energy that was consumed in the year to operate the building or facility and that was purchased by the public agency, regardless of when it was purchased.

The Municipality has posted its climate change and energy reporting on its website

<https://www.westgrey.com/en/government/resources/Documents/WestGrey-climate-change-action-plan.pdf>

Citizen engagement

The Municipality has made citizen engagement a priority. It has adopted innovative technologies to collect and analyze citizen satisfaction. The Municipality is measuring 5 key indicators including, operational, security, amenities, professionalism, accessibility

The Municipality's website offers a number of ways to stay informed about what are the Corporation of the Municipality of West Grey's programs and services; who to contact at the Municipal office to obtain those services; when Council is meeting, what are they discussing and what were Council's past meeting results.

Occupiers liability act

The Municipality may wish to review its property assets to insure that premises are reasonably free of hazards. That entrants are reasonably safe, and establish and maintain a "standard of care"

Occupiers' Liability Act

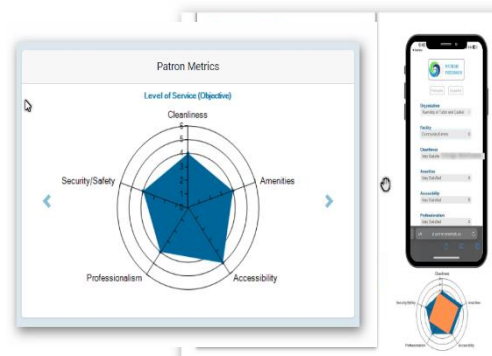
Legislation for Premises Liability

- This important legislation compels the Occupier, often the owner of the property (but not always!), to keep their premises reasonably free of hazards.
- Entrants to the property should expect a reasonably safe premises.
- Creates an important "standard of care."

"An occupier of premises owes a duty to take such care as in all the circumstances of the case is reasonable to see that persons entering on the premises, and the property brought on the premises by those persons are reasonably safe while on the premises."

Patron feedback

The same QR code technology used for inventory can be implemented within the Municipality facilities to gather pertinent user satisfaction.



Incident reporting

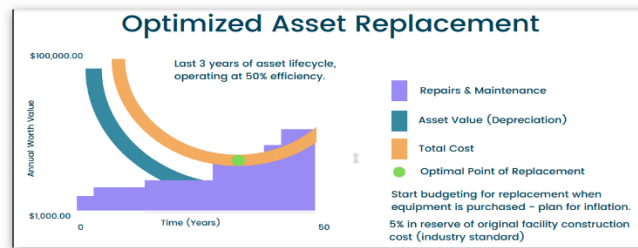
From both a liability and LoS perspective, the Municipality may wish to begin to electronically collect and manage incident occurrences with municipal owned properties.

Financial

Application for any OCIF funding, the Municipality is required to provide Current Replacement Value. The Municipality has established a replacement cost at the inventory level.

Optimized Asset replacement

The Municipality has begun to collect the financial investment for each asset, and establish a policy to determine cost remediation versus cost replacement



Budget forecasting

Through the collection of proper inventory and appropriate data fields the Municipality has created a 5 - 50 years dynamic capital plan

Equipment Utilization

The Municipality has begun to adopt an equipment Utilization index strategy to more accurately define assets which require immediate attention. This approach will indicate which similar assets have a shorter lifespan as a result of their daily usage, and thereby provide a more accurate replacement and lifecycle date.

		VERY LOW - 1 to 20%	LOW - 21 to 40%	MODERATE - 41 to 60%	HIGH - 61 to 80%	VERY HIGH - 81 to 100%		
ASSET NAME	EQUIPMENT DETAIL	EQUIPMENT NAME	RISK	CONDITION	LIFESPAN	ROUTINES	INVESTMENTS (LIFESPAN \$)	EUI
Public Works Garage	Commercial Equipment (E1010)	Welder	Not Defined	Fair (40-60% Remaining)	13483.33%	0.00%	0.00%	13483.33%
Public Works Garage	Commercial Equipment (E1010)	Pressure Washer	Not Defined	Poor (20-40% Remaining)	13483.33%	0.00%	0.00%	13483.33%
Public Works Garage	Fuel Distribution (G008)	Diesel Tank	Not Defined	Good (80-90% Remaining)	10120.00%	0.00%	0.00%	10120.00%



Staff Report

Report To: Council
Report From: Jamie Eckenswiller, Director of Legislative Services/Clerk
Meeting Date: December 3, 2024
Subject: 2025 Council Appointments to Committee of Adjustment

Recommendations:

That in consideration of staff report 'Council Appointments to Committee of Adjustment', Council directs staff to bring forward a bylaw to appoint all members to the Committee of Adjustment.

Highlights:

- The Committee of Adjustment is made up of all members of council.
- The *Planning Act* requires members of the committee who are council members shall be appointed annually.
- Appointments to the Committee of Adjustment must be done by bylaw.

Previous Report/Authority:

None.

Analysis:

The Committee of Adjustment is established under the authority of *Planning Act* and its regulations, *Statutory Powers Procedure Act*, *Municipal Conflict of Interest Act*, *Building Code Act*, *Municipal Freedom of Information and Protection of Privacy Act* and the common law concept of natural justice.

The Committee of Adjustment considers and may authorize minor variances from the zoning bylaw, reviews and permits extensions and enlargements to legal nonconforming uses and can grant consent for severances (land division). All decisions are subject to notice of the decision and all decisions made under the *Planning Act* are subject to appeal to the Ontario Land Tribunal (OLT).

The West Grey Committee of Adjustment is made up of all members of council. As per section 44 of the *Planning Act*, members of the Committee of Adjustment are to be appointed by bylaw. Members of the committee who are council members shall be appointed annually.

Financial Implications:

There are no financial implications associated with this report.

Communication Plan:

Communication of this report is through the posting of council meeting agendas on the Municipality of West Grey's website.

Consultation:

None.

Attachments:

None.

Recommended by:

Jamie Eckenswiller, AOMC, AMP
Director of Legislative Services/Clerk

Submission approved by:

Michele Harris, Chief Administrative Officer

For more information on this report, please contact Jamie Eckenswiller, Director of Legislative Services/Clerk at clerk@westgrey.com or 519-369-2200.



Staff Report

Report To: Council

Report From: Jamie Eckenswiler, Director of Legislative Services/Clerk

Meeting Date: December 3, 2024

Subject: 2026 Election Voting Method

Recommendations:

THAT in consideration of staff report '2026 Election Voting Method', Council directs staff to bring forward a bylaw to authorize internet and telephone voting as the voting method for the 2026 municipal and school board election.

Highlights:

- The next municipal election will be held on Monday, October 26, 2026.
- The *Municipal Elections Act, 1996* requires municipal councils to pass a bylaw authorizing the use of alternative voting by May 1, 2026.
- Alternative voting methods such as internet and telephone voting are the least expensive and most customer service-oriented method for the elector.
- Internet and telephone voting was utilized in the 2018 and 2022 elections with great success.
- A paper ballot election is the most expensive option and has a number of logistical challenges.
- Given the superior convenience and accessibility; financial considerations and constraints on staff capacity; the support for climate change initiatives (does not require excessive paper use or physical travel to a polling station); the difficulty recruiting skilled election workers; and the positive experience of the 2022 election, staff recommend that Council adopt internet and telephone voting again for the 2026 election.
- Other voting methods, including vote by mail and paper ballots, are more expensive, more time-consuming for staff and the elector, and less convenient for the elector.

Previous Report/Authority:

None.

Analysis:

Municipal and school board elections must be held every four years and are administered by the Clerk as Returning Officer, pursuant to the *Municipal Elections Act, 1996*, S.O. 1996, C.32 (the “MEA”). A list of key dates for candidates in the 2026 municipal election are attached to this report. Beginning in 2024, the Chief Electoral Officer (Elections Ontario) has taken over the voters’ list responsibility from the Municipal Property Assessment Corporation (MPAC) and will manage a single register of electors for both provincial and municipal elections. The voters’ list for each municipal election will be prepared using data from the [Provincial Register of Electors](#) (the “Register”) maintained by Elections Ontario. Clerks staff are cautiously optimistic that these developments will positively impact the quality of the data that forms the voters’ list.

In 1996, the MEA was amended to permit the use of alternative voting methods and tabulation equipment in lieu of, or in addition to the traditional paper ballot system of voting. This change was viewed by many Ontario municipalities as a positive change to enable greater opportunity and access for both resident and non-resident electors. The MEA requires that a bylaw authorizing an alternative voting method must be passed by May 1, 2026. However, it is vital that Clerk’s staff begin the groundwork for the election in 2025 and therefore require direction from Council on the voting method to be employed.

Voting Methods

Several voting method options are available for conducting the 2026 municipal and school board elections including an internet and telephone voting system, a paper ballot system using optical scan vote tabulating devices, a vote by mail system, or a combination of multiple voting methods.

Internet and Telephone Voting (Recommended method)

In 2018, survey data from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) indicated that the use of alternative voting methods by municipalities was growing, with the most popular alternative method reported by respondents being internet voting. The survey indicated that the use of internet voting within municipalities in Ontario is growing rapidly from 44 using this method in 2010, to 231 in 2022; this trend is expected to increase once again for the 2026 municipal election. Internet voting is one part of an increasing trend to modernize elections. As of 2018, at the local level, municipalities in Canada have deployed online voting in more elections than anywhere else in the world.

With advancements in technology, security, and the expansion of internet availability, internet voting is becoming increasingly popular, with the potential to reduce costs in numerous areas, such as training, administration, staffing, and resources. After the 2014

Municipal Election, researchers from the University of Toronto and the Centre for e-Democracy conducted an in-depth study regarding use of internet voting as an alternative voting method. The report studied internet voters, candidates, and election administration officials, and the primary rationale for adopting internet voting was to enhance accessibility, improve voter turnout and add convenience for voters. Conclusions noted that, overall, users (administrators and electors) found the system to be convenient, accessible, straightforward, and private with 95 percent of the respondents indicating that they were satisfied with the online voting process.

Internet and telephone voting is designed to be user-friendly, accommodating various accessibility needs, and ensuring that all voters can participate easily and securely. Internet and telephone voting allow electors to cast their ballots from the comfort of their homes or any location with internet or telephone access. In early October of an election year, each elector receives a personal voter notification letter containing information to access the voting system, including:

- a. Access credentials (e.g. a unique identification number and PIN);
- b. The URL and telephone number for the voting system; and
- c. Voting information such as the candidates running for office, the location of voting centres (for those who want to congregate in public to vote or those requiring assistance), legal requirements to vote, contact information for inquiries, etc.

When the voting period opens, electors will enter their unique credentials and follow a series of prompts to make their selections, review their choices, and submit their vote. The system ensures privacy and security by encrypting the connection and verifying the voter's identity through the unique code.

Internet voting is designed to fully verify voter intent by disallowing unintentionally spoiled ballots and, provide warning prompts in relation to offices that may be under-voted or left blank. Completing an online ballot is similar to marking a hard copy ballot.

Telephone voting follows a similar process. Voters receive a secure access code and a phone number to call. Upon dialing in, they enter their code and follow a series of voice prompts to cast their vote. The telephone system is designed to be straightforward, guiding voters through each step and confirming their selections before final submission.

Voting centres will be available for electors to visit where they can cast their vote electronically, as well as to promote the election and assist voters with the following services:

- a. Adding electors to the voters' list;
- b. Providing information on the election process;
- c. Offering access to computers for voting on-site; and
- d. Assisting electors with voting where requested.

On election day, voting closes at 8:00 p.m., however, electors that are already at a voting centre or in the internet or telephone voting system are able to complete their voting session. Results are made available at the close of the polls, meaning that the outcome of the election will be known moments after 8:00 p.m.

Staff recommend that Council approve internet and telephone voting as the voting method for the 2026 election, as it best supports:

- Superior customer service by providing the most flexibility and opportunity for participation;
- Simplicity and privacy;
- Improved accessible voting options;
- Elimination of spoiled ballots (and warnings for under-votes);
- Sound accuracy of the count;
- Participation by non-resident electors;
- Utilizing the most skilled election staff because of the small number of staff required to be hired, trained, and managed;
- Timely election results;
- Building on public familiarity with the process (this method was used in both the 2018 and 2022 West Grey municipal and school board elections);
- Building on staff familiarity with the process and related procedures;
- Climate change initiatives by reducing reliance on paper and vehicles;
- Cost effectiveness.

Benefits of Internet and Telephone Voting:

Customer Service

- Provides the most flexibility and opportunity for participation;
- Allows for a longer voting period (10 days) and 24 hours per day voting until Monday, October 26, 2026, at 8:00 p.m.;
- Electors can vote in the privacy of their own home or anywhere in the world;
- Electors can vote by telephone, smartphone, tablet or computer;
- Weather and health events, such as a pandemic, do not affect voting;
- Voting centres are available throughout the voting period to provide assistance and to allow voters to congregate in a public place to vote.

Accessibility

- For voters with different abilities this method supports independence, dignity, integration and equal opportunity;
- Voters can use their personal telephones or computers with accessibility features including high volume, headphones and talk-to-you (TTY) features;
- No need to travel or navigate polling stations;

- Voting centres will be available in accessible locations with access to ample parking. These locations provide electors who want to vote in person with the greatest access as they will be available throughout the 10-day voting period.

Voter Education

- West Grey can build on the familiarity with the system from the 2018 and 2022 elections;
- Voting centres will be set up throughout the voting period to assist voters with general questions, registration and voting.

Proxies

- This method removes the need for proxies and enables absent voters to exercise their voting rights by themselves.

Advance Polls

- A longer voting period removes the need for advance polls and offers more time – 24/7 voting – for the voting period.

Accuracy of Count

- The system prevents over-voting, warns for under-voting, and does not enable a voter to mark the ballot in an unclear manner;
- The count with this method is 100 percent accurate – there is no human error component or interpretation component to the count;
- No risk of spoiled ballots or unclear voter intent – every ballot counts.

Timing of Results

- Complete results are available moments after polls close.

Staffing and Resources

- Temporary part-time staff required is significantly reduced, along with associated training time;
- Full-time staff resources dedicated to election functions are significantly reduced, particularly staff in the Clerks and Finance departments, as well as the human resources function.

Climate Change Initiatives

- Vastly reduces the amount of paper because there are no printed ballots or voter kits;
- Reduces the reliance on transportation because only a small portion of voters travel in order to vote.

Costs

- This is the most economical method due to the small election staff, lower postage costs, and paperless format – internet and telephone voting is estimated to cost \$50,000 in 2026.
- By 2026, there will be a sufficient reserve balance to conduct an election using internet and telephone voting without having to raise additional tax dollars over and above what is allocated annually.

Concerns with Internet and Telephone Voting:

Voter Turnout

- Voter turnout in West Grey in the 2022 municipal election was 34.5 percent, slightly above the provincial average of 34 percent;
- Research to date suggests no clear evidence that method of voting has an impact on voter turnout. The more influential factor for municipal elections is the number of mayoral candidates;
- While many desire a high voter turnout and perceive it as evidence of the legitimacy of the voting system, a low voter turnout can be a reflection of voter contentment about likely winners.

Access

- According to Statistics Canada’s Canadian Internet Use Study published in 2023:
 - “Year over year, various trends in technology reflect a smarter and more connected lifestyle, benefiting both the younger and older generations.”
 - Approximately 93.9 percent of the Canadian population have a smart phone and 95 percent are connected to the internet.
 - More than three in four Canadians (78 percent) use the internet to conduct general online banking.
- Voting centres and the West Grey Public Library provide access to computers for those who do not have personal access and who prefer to use computers over the telephone;
- Voting centres are designed to emulate the paper ballot experience for those who wish to congregate in a public venue to vote.

Security

- Risks are mitigated with comprehensive security controls, including secure data centres, access controls, data confidentiality, and data integrity;
- West Grey employs a two-step authentication process;
- Once an elector has voted they are struck from the voters’ list and are unable to log into the system;

- When access credentials are issued to a voter, any previously issued credentials are automatically deactivated;
- No attempts at voter fraud or other process challenges which would sufficiently influence the outcome of an election have been reported by Ontario municipalities using internet and telephone voting;
- West Grey did not receive any allegations of voter fraud in 2018 or 2022;
- In 2022, Simply Voting’s platform was rigorously evaluated by staff before implementation. Staff continues to be confident that the system provides a secure service;
- Testing and auditing will be performed throughout the various stages of implementation to ensure the validity and accuracy of the system is maintained.

Alternative Methods (Not Recommended)

Vote by Mail

Staff consider vote by mail to be inferior to internet and telephone voting for West Grey. There is a shortened voting window due to the mail-in date, a higher estimated cost, greater risk for spoiled ballots, and full reliance on the postal system (a third party with no contractual obligations to the Municipality) which undertook rotating strikes during the 2018 election period.

For vote by mail, electors must first confirm they are on the voters’ list. Once confirmed, electors would receive a voting kit in late September of an election year containing a voting instruction sheet, a composite ballot, a ballot security envelope, a voter declaration form with barcode, and a prepaid return envelope. Electors complete the declaration, mark the ballot, place the ballot in the secrecy envelope, seal the secrecy envelope, and then place the secrecy envelope and declaration into the return envelope and mail back or drop off at the municipal office. There is a “guaranteed mail return date” after which electors are advised to use personal delivery of the return envelope to ensure receipt at the municipal office by close of voting on Election Day. As return envelopes are received at the municipal office, they are opened to confirm the declaration is signed, the secrecy envelope is sealed, and that there is an equal number of declarations and secrecy envelopes in the return envelope. Voters are then manually struck from the voters’ list and ballots are secured. On Election Day, eligible ballots are counted by an electronic tabulator. When all ballots have been reviewed and eligible ballots counted, the tabulators will be closed and each will provide a tally that, combined, will be the election results.

Benefits and Drawbacks of Vote by Mail:

Customer Service and Accessibility

- Vote by mail has the ability to enhance the convenience of voting for some resident and non-resident electors, but some may find it less convenient as there will be a

“guaranteed mail return date” prior to Election Day to ensure receipt by close of polls;

- Candidates will have access to less accurate lists of electors who have voted due to the lag in mailing time;
- This method may be more or less accessible than a traditional paper ballot, depending on individual electors’ abilities – it is less accessible than internet and telephone voting.

Staffing and Resources

- Vote by mail reduces costs associated with staffing and voting locations and reduces need to recruit large numbers of skilled election staff;
- More staff time will be involved as this is not a method of voting that has been used in the past; staff will need to develop a new voting program for the Municipality including new policies and procedures, forms, candidate guides, training material, and communication tools.

Proxies and Advance Polls

- Removes the need for proxy voting and advance polls.

Accuracy of Count

- There is no ability to interact with a voter using vote by mail so the risk of ballots being rejected is greater because of inadvertent voter errors such as over-voting or voters not including the signed declaration with their return envelope;
- Tabulators ensure an accurate count of all eligible ballots.

Voter Education

- Vote by mail would be another new voting method for electors in the Municipality and would require ample voter education initiatives to mitigate the potential for spoiled ballots.

Climate Change Initiatives

- Vote by mail is extremely paper intensive as the voter kits require multiple envelopes, a page of instructions, and a ballot;
- The process of voting remotely reduces the need for voters to drive to polling stations. If the guaranteed mail return date is missed, electors would be required to drive to the municipal office to physically drop off their ballot.

Security

- Electors may mistakenly receive ballots intended for other individuals;
- Electors may mistakenly disclose their identity by returning ballots in the wrong envelope;

- Full reliance on the postal system to disseminate blank ballots and return completed ballots creates risk. The postal strike in 2018 caused a great deal of uncertainty for electors and municipal staff.

Cost

- Costs are estimated to be approximately \$90,000;
- Costs are lower than for a paper ballot election due to reduction in required election workers and facility rentals, but higher than internet and telephone voting due to the high cost of postage and voter kits;
- If there was a postal strike these costs would increase, as a robust advertising campaign would be necessary to explain where and how to return voter kits and additional locations around the Municipality would need to be secured and staffed for the return of voter kits;
- By 2026, the election reserve balance will be approximately \$50,000, meaning that there will be an insufficient amount of funds available to conduct a vote by mail election without increasing taxes in 2025 and 2026 to make up the approximate \$40,000 shortfall.

Paper Ballots

Staff do not recommend that Council adopt paper ballots as staff consider this method to be inferior to internet and telephone voting and vote by mail. This position is based on the high-cost implications; the additional resources and full-time and part-time staff required; the challenges associated with recruiting, training, and managing a large election staff; the climate change impact, the risk of spoiled ballots, and later/delayed election results.

This is the method that was used in 2014. While the election was a success, recruiting skilled workers for the 80+ positions was a major challenge. The other challenge was finding accessible space that offered ample parking and could accommodate large crowds.

In a paper ballot election, electors must first confirm they are on the voters' list. In early October of an election year, each elector receives a voter notice advising of voting options and identification requirements. Electors may vote at an advance poll or at any voting location on Election Day. Electors are provided a ballot and secrecy envelop and are stricken from the voters' list. Electors mark their ballot and have it fed through a tabulator. At the close of polls, the tabulators are closed and each provides a tally that, combined, are the election results. Results in 2014 were provided within a few hours of the close of polls.

Benefits and Drawbacks of Paper Ballots:

Customer Service and Accessibility

- Provides less flexibility and opportunity for participation than internet and telephone voting;
- Provides a very limited voting period (Election Day and select advance polls);
- Electors must travel to a voting location;
- More difficult for non-resident electors to participate;
- Requires persons with disabilities to bring an aide or ask for assistance or use assistive voting equipment available at only one voting location i.e. voting paddles or sip and puff devices.

Staffing and Resources

- A very large election staff is required to support voting activities, and all of them require significant training;
- This method requires highly skilled staff members who are comfortable working in excess of a 12-hour day, have exceptional attention to detail, and have superior customer service skills. This skill set is very difficult to find in large numbers for such a short contract;
- This method significantly impacts the capacity of staff in the Clerks department, as well as finance and other human resource functions. It is important to note that the large number of staff involved makes this election method far more labour-intensive. An election coordinator would be needed to address the additional workload to ensure that staff can maintain their day-to-day responsibilities;
- Voting locations need to be rented/leased, assembled, and dismantled.

Proxies and Advance Voting

- Proxies will be needed for this method and advance poll dates will be selected.

Accuracy of the Count

- Use of tabulators provides some controls by confirming when a voter has over-voted, voted in an unclear manner, or left a contest blank on the ballot – if an error is discovered, the voter may revise the ballot or direct the tabulator operator to cast the ballot “as is”.

Voter Education

- With the last two elections using internet and telephone voting, additional voter education will be required.

Climate Change Initiatives

- This method is the least supportive of climate change initiatives as it relies heavily on paper and requires all electors to travel to a polling location.

Security

- Paper ballots offer a strong audit trail;
- The high number of staff increases the potential for human error.

Costs

- This is the costliest method with an estimate for 2026 of \$130,000.
- This high cost is due to the large number of election staff and related training, equipment, and supplies.
- By 2026, the election reserve balance will be approximately \$50,000, meaning that there will be an insufficient amount of funds available to conduct a vote by mail election without increasing taxes in 2025 and 2026 to make up the approximate \$80,000 shortfall.

Staff consider vote by mail to be inferior to internet and telephone voting for West Grey. There is a shortened voting window due to the mail-in date, a significantly higher estimated cost, greater risk for spoiled ballots, and full reliance on the postal system (a third party with no contractual obligations to the Municipality) which undertook rotating strikes during the 2018 election period.

Financial Implications:

The financial implications for the 2026 election are outlined throughout the report and will be determined by the method chosen by Council. The estimated costs for each voting method are shown below:

Internet and telephone	\$50,000
Vote by mail	\$90,000
Paper ballot	\$130,000

The estimates above include contingencies for legal advice, compliance audits and other costs that may or may not be required. For instance, in 2022 it cost West Grey \$46,000 to conduct the election because there were no complex legal issues or compliance audits.

Funds are placed in an election reserve each year. In 2023 and 2024, \$12,500 was placed in reserve each year. If this amount continues to be reserved in 2025 and 2026 the election reserves for the 2026 election will be \$50,000.

Should Council opt for vote by mail or a paper ballot election, a significant increase to election reserves in 2025 and 2026 will be required.

Communication Plan:

The decision of Council will be integrated into a communication plan for the municipal and school board elections and may include media releases, flyers with municipal mail-outs, a dedicated website, voter information sessions, and advertisements in the newspaper and on the radio.

Consultation:

Chief Administrative Officer

Director of Finance/Treasurer

Clerks at various Ontario municipalities

Attachments:

- AMCTO 2022 Post Election Survey Report
- Election 2026 Key Dates for Candidates

Recommended by:

Jamie Eckenswiller, AOMC, AMP

Director of Legislative Services/Clerk

Submission approved by:

Michele Harris, Chief Administrative Officer

For more information on this report, please contact Jamie Eckenswiller, Director of Legislative Services/Clerk at clerk@westgrey.com or 519-369-2200 Ext. 229.



AMCTO 2022 Post Election Survey Report

Context

As has been an AMCTO tradition post-elections, we asked our members for support in collecting election administration and operational information following the 2022 municipal elections.

AMCTO collaborated with the Ministry of Municipal Affairs and Housing (MMAH) to enhance data quality and reduce duplicative inquiries thereby reducing the burden on municipal clerks responding to the survey.

The data collected through these surveys was analyzed for key trends.

This deck was prepared to provide AMCTO members with key information for comparing election administration practices across the Province.

For further clarification or questions regarding this report, please contact advocacy@amcto.com.

Research Notes

- The **AMCTO 2022 Post Election Survey** had 220 respondents from various municipalities, a change from 263 respondents in 2018. Respondents were dispersed across zones with most respondents from municipalities +/- 50,000 populations.
- The **MMAH 2022 Post Election Survey** had 414 respondents, one from each municipality in Ontario that administers elections. This is consistent with 2018.
- Each chart includes the number of respondents for that particular question (represented as the N#). In some cases, respondents were able to select multiple responses, so the N# does not always correspond to the number of municipalities that responded to that question.
- The report sometimes compares data across population groupings, as well as [AMCTO Zones](#), and [MMAH regions](#).

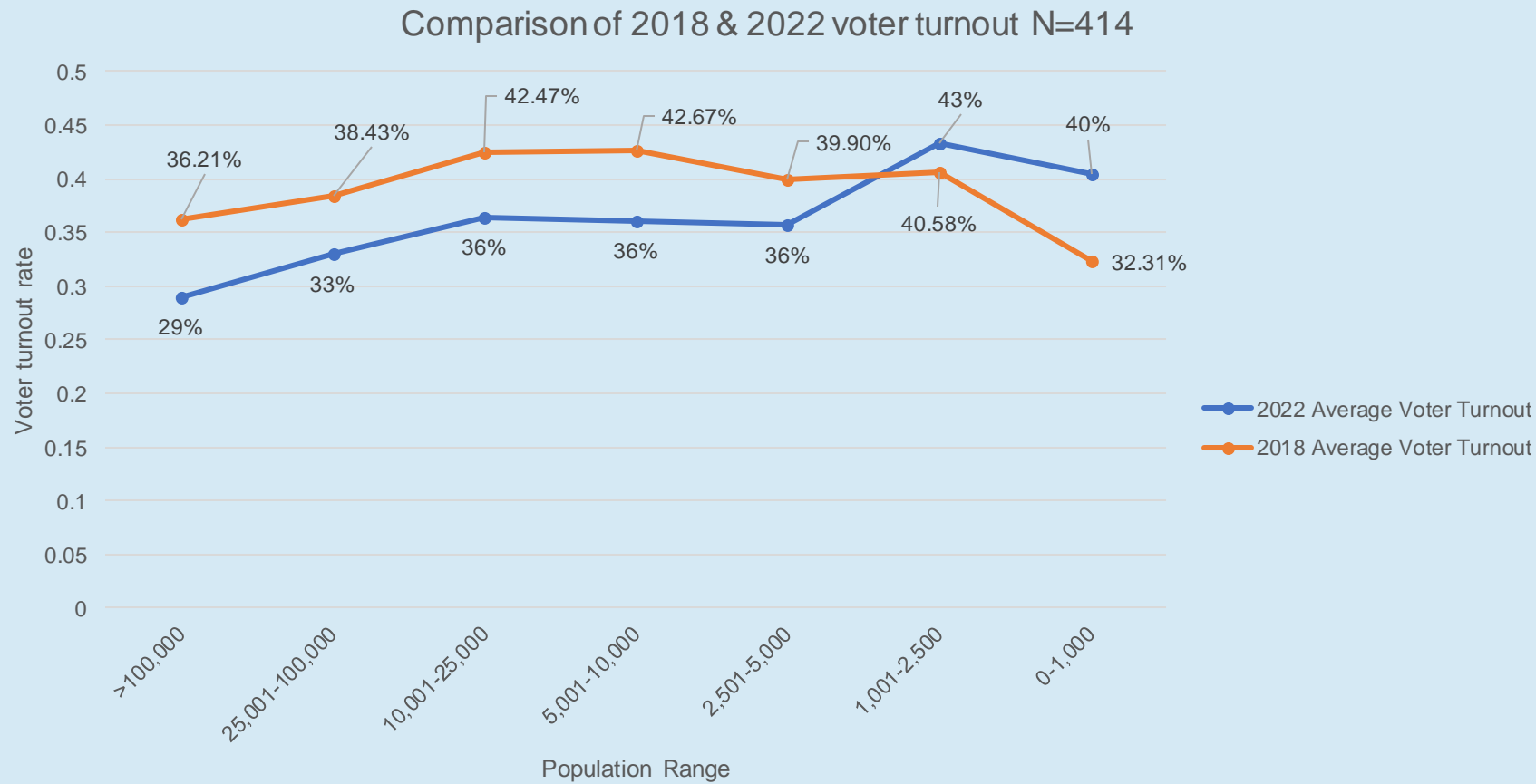
Outline

- [**Election Trends**](#) – voter turnout, council size, and wards
- [**Election Administration**](#) – election staffing, voters' list, voting methods, advanced voting, compliance audit committees, third party advertising
- [**Spotlight: Third Party Advertising**](#) – a closer look at our members' experiences with registered third party advertisers
- [**Spotlight: Internet Voting**](#) - a closer look at some of the challenges and opportunities with internet voting
- [**Contact**](#)

Election Trends

This section identifies key findings related to general election trends including voter turnout, council size and wards

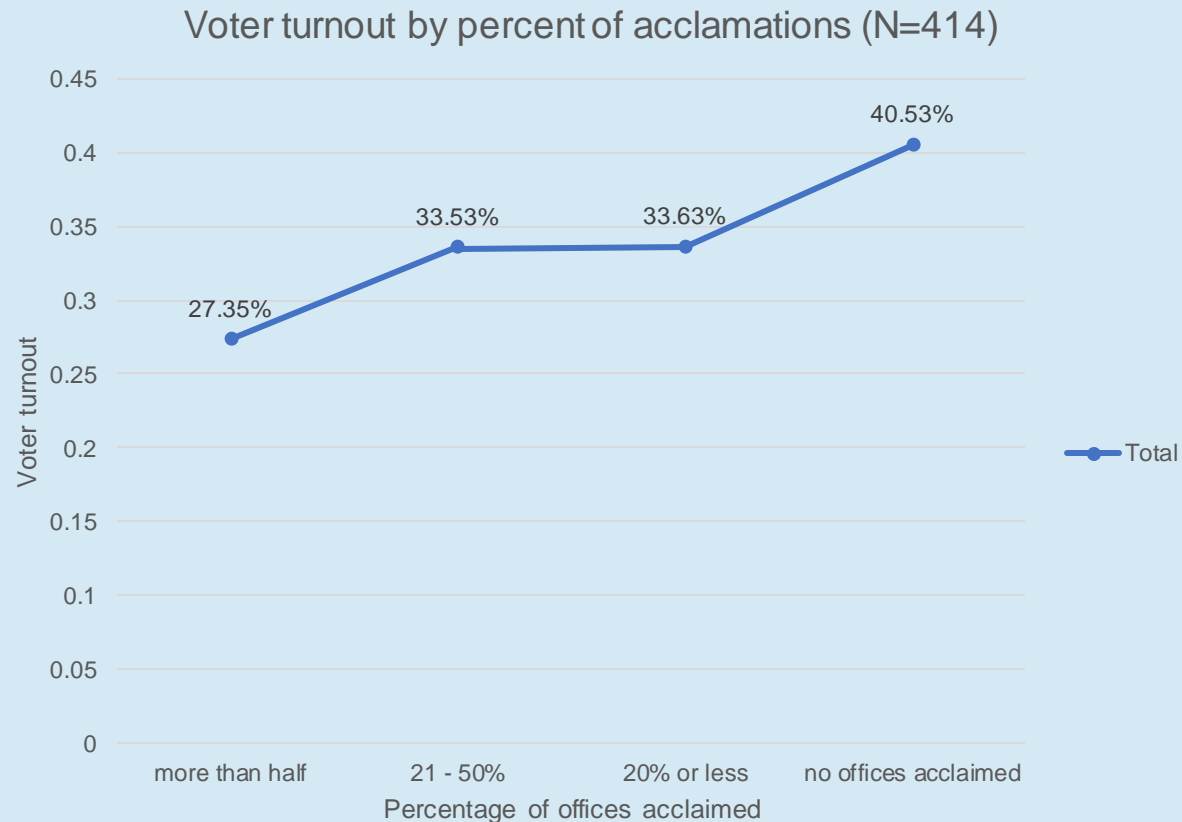
Voter Turnout: 2018 and 2022 voter turnout comparison



Key findings

- Voter turnout for most municipalities declined more than 4% between 2018 and 2022.
- Contrastingly, voter turnout increased for municipalities with populations of less than 2500.
- Voter turnout increased by more than 8% for municipalities with populations less than 1000.

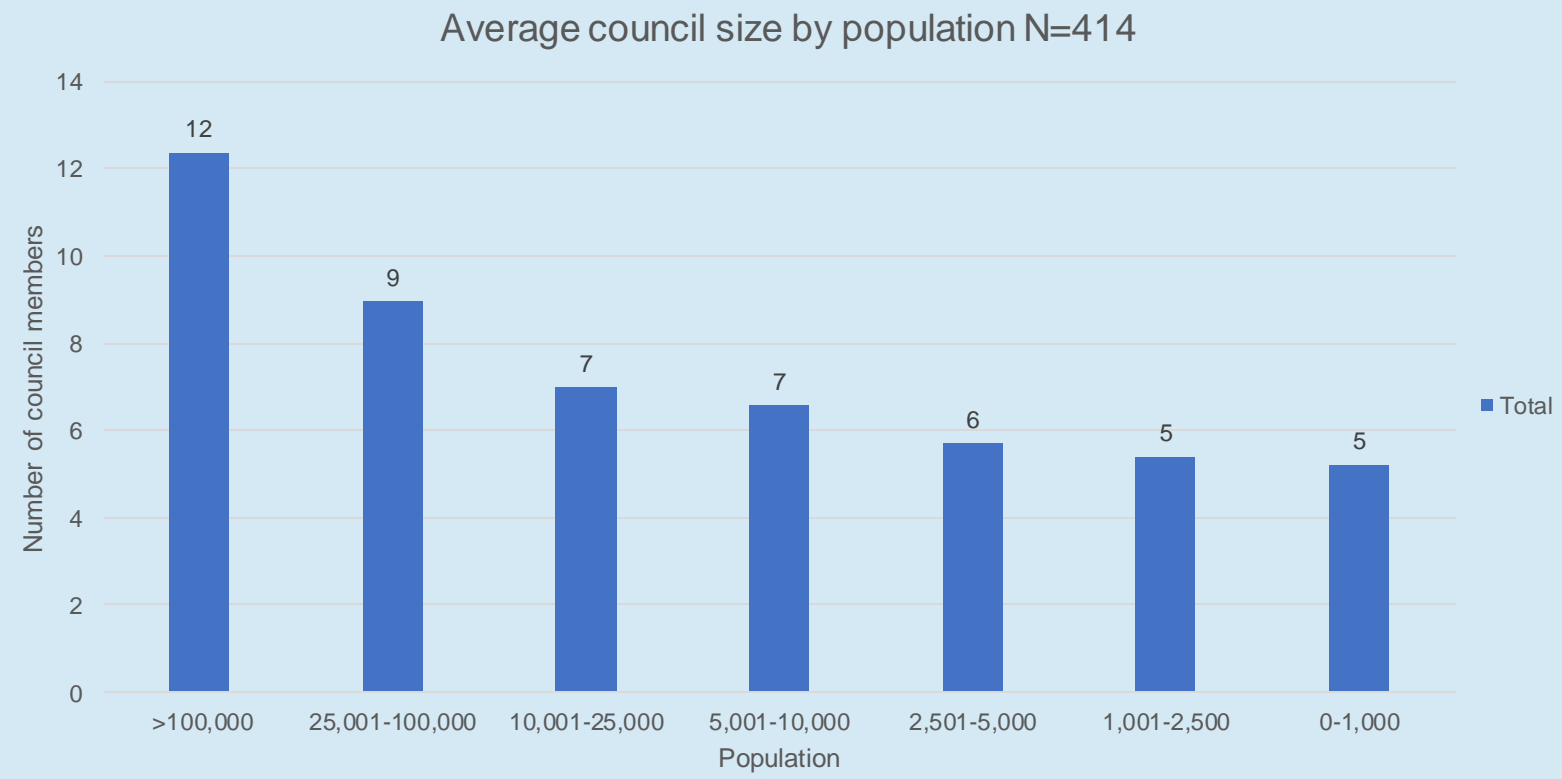
Voter Turnout: Acclamations and voter turnout



Key findings

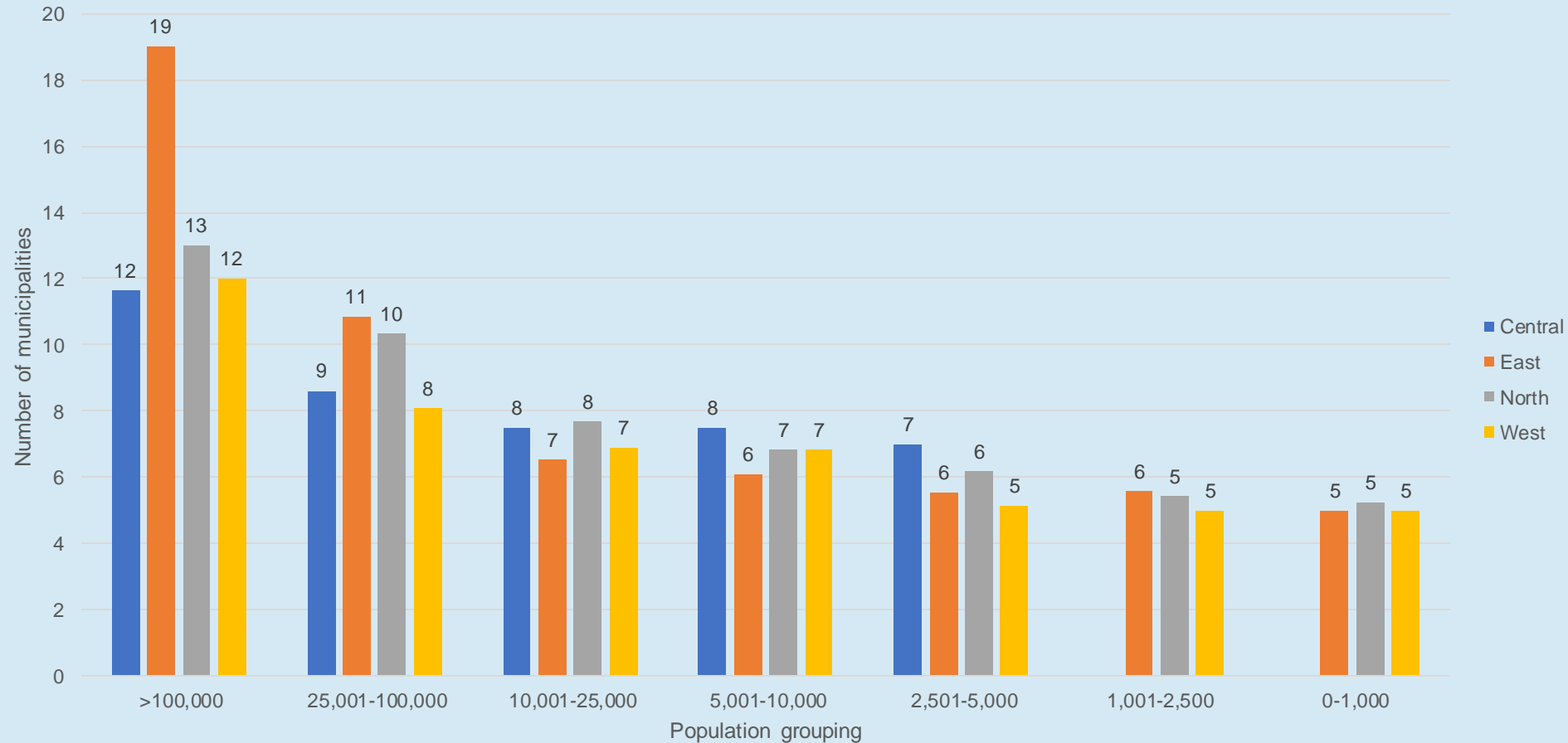
- There appears to be an association between voter turnout and the percentage of acclaimed offices.
- Voter turnout is 13% higher in municipalities with no acclaimed offices than it is in municipalities with more than half of offices acclaimed.
- Voter turnout is about 10% lower when the head of council is acclaimed.

Council: Average council size by population



Council: Average council size by population & MMAH region

Average council size by population and region N=414



Election Administration

This section looks at key election administration and operational considerations including election staffing, voters list, voting methods, tabulator usage, and compliance and third-party advertising

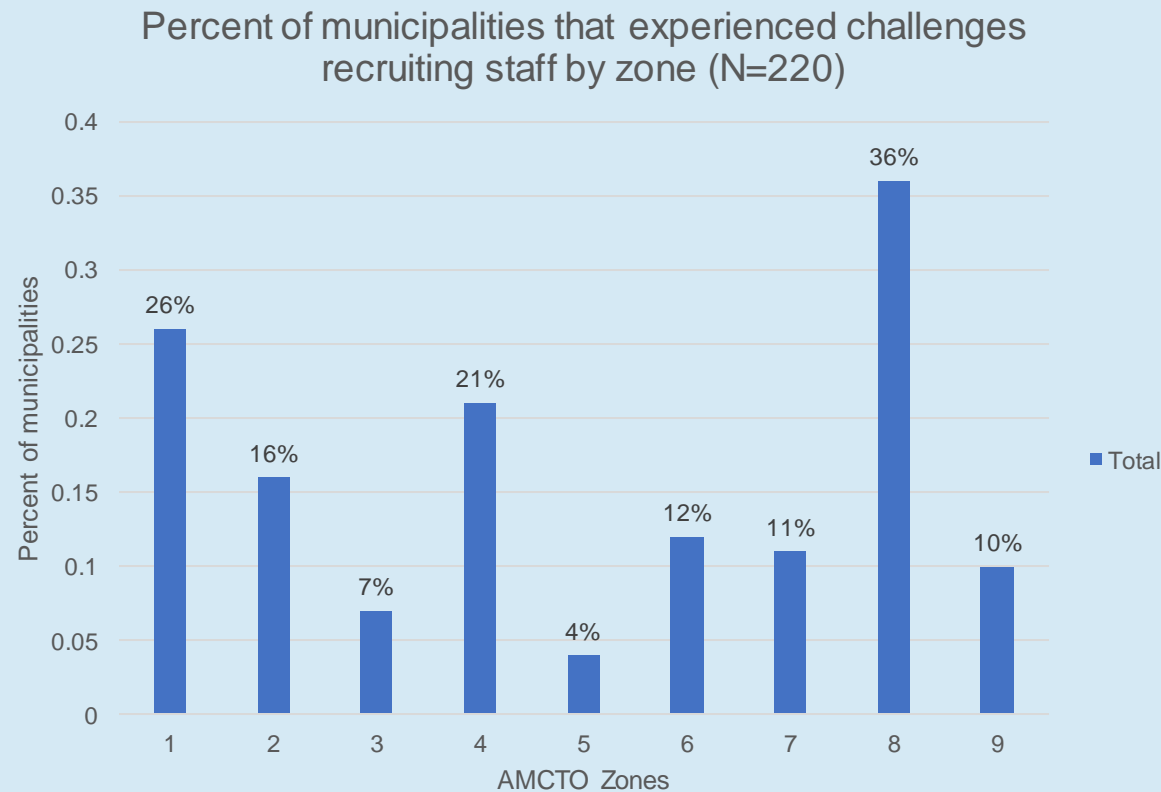
Election Staffing: Average number of election staff working election by population

Population	Average of number of permanent staff (i.e. municipal staff) dedicated to the management of the election	Average of number of contract staff hired to help deliver the election (not including poll workers) (e.g. election coordinator)	Average of number of staff hired for voting day only (e.g. poll workers)
Fewer than 10,000	2.3	0.4	3.4
10,000 – 50,000	3.6	1.1	27.0
All municipalities under 50,000	2.7	0.6	10.9
50,000 – 100,000	2.6	1.4	138.8
100,000 – 250,000	6.2	2.1	275.5
More than 250,000	2.1	10.1	1131.4

Key findings:

- The number of permanent staff dedicated to managing elections is highest for municipalities with populations of 100,000-250,000; whereas, municipalities with populations of over 250,000 hire more contract staff to deliver the election.

Election Staffing: Municipalities that experienced challenges recruiting election staff by AMCTO Zone



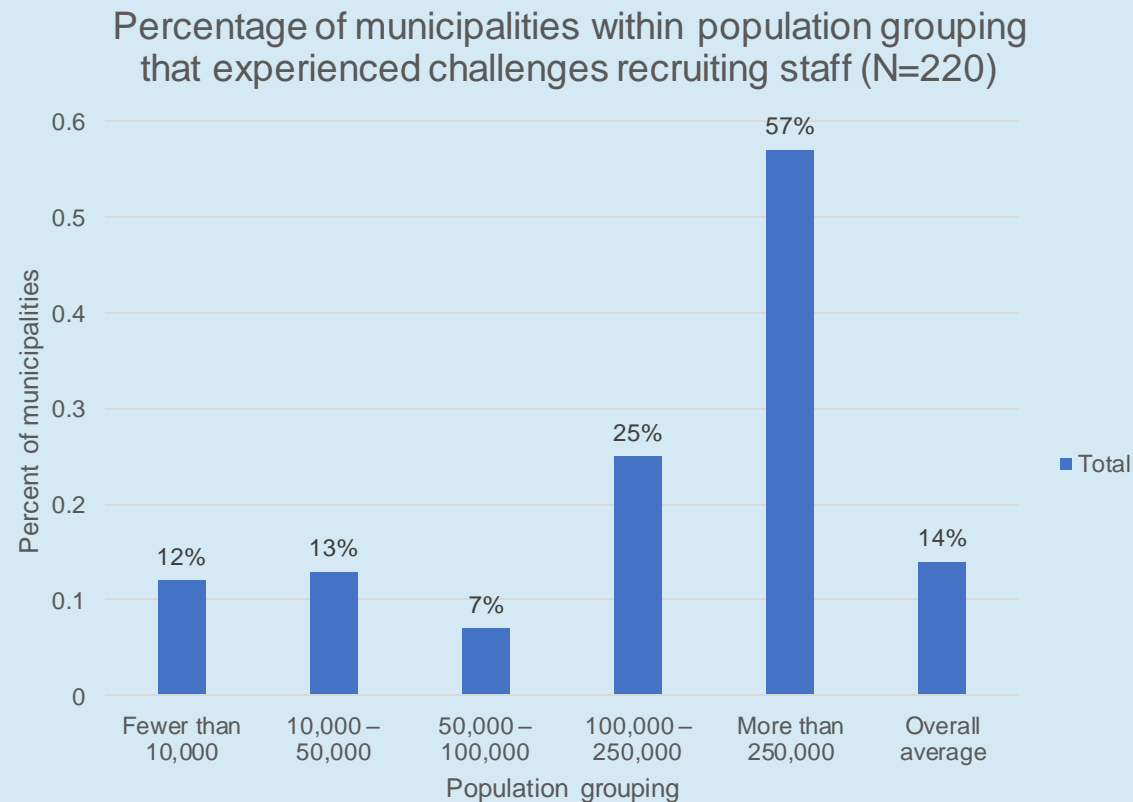
Key findings:

Overall, 14% of municipalities had challenges recruiting staff to work in the election, **36% of municipalities in Zone 8** had challenges recruiting staff to work in the election - 22% more than the average.

Municipalities in Zones 1 and 4 also reported having challenges recruiting staff with 12% more than average having difficulty in Zone 1 and 7% more than average having difficulty in Zone 4.

The lowest percentage of municipalities having challenges recruiting staff was in Zone 5 with only 4% having challenges recruiting staff.

Election Staffing: Municipalities that experienced challenges recruiting election staff by population



Key Findings:

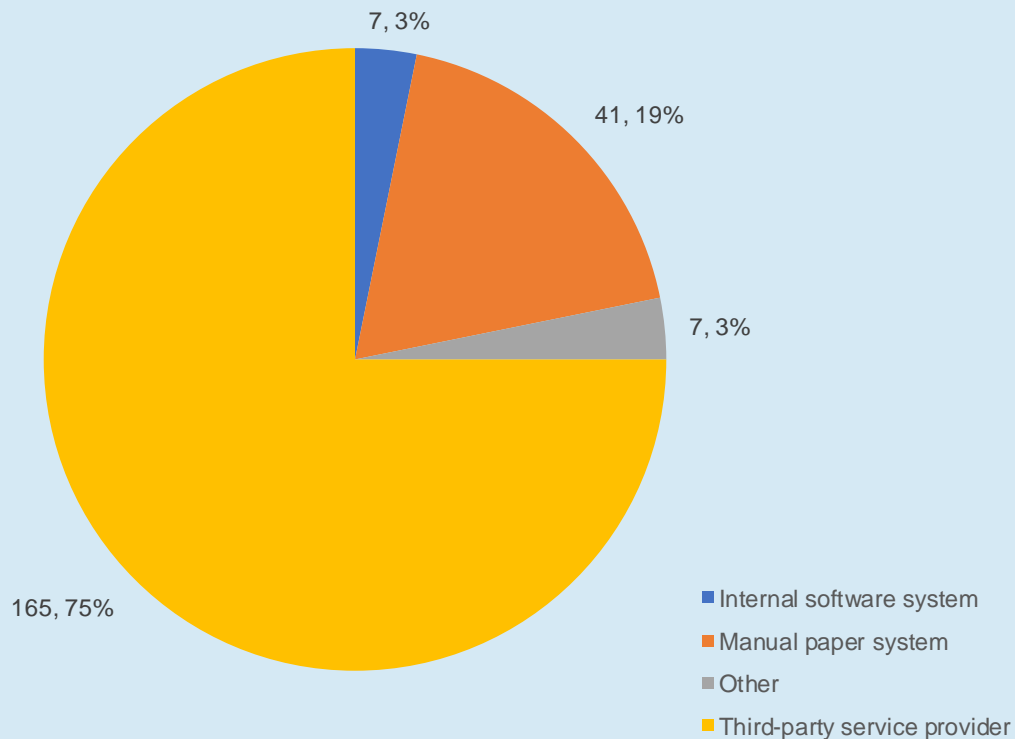
Municipalities with the highest populations reported having the most challenges recruiting staff. The largest percentage of **municipalities that had challenges recruiting were those with populations over 250,000 with 57%** reporting that it was difficult to find staff to work the election. **Followed by municipalities with between 100,000-250,000 of whom 25% reported challenges finding staff.**

Key findings from election staffing data

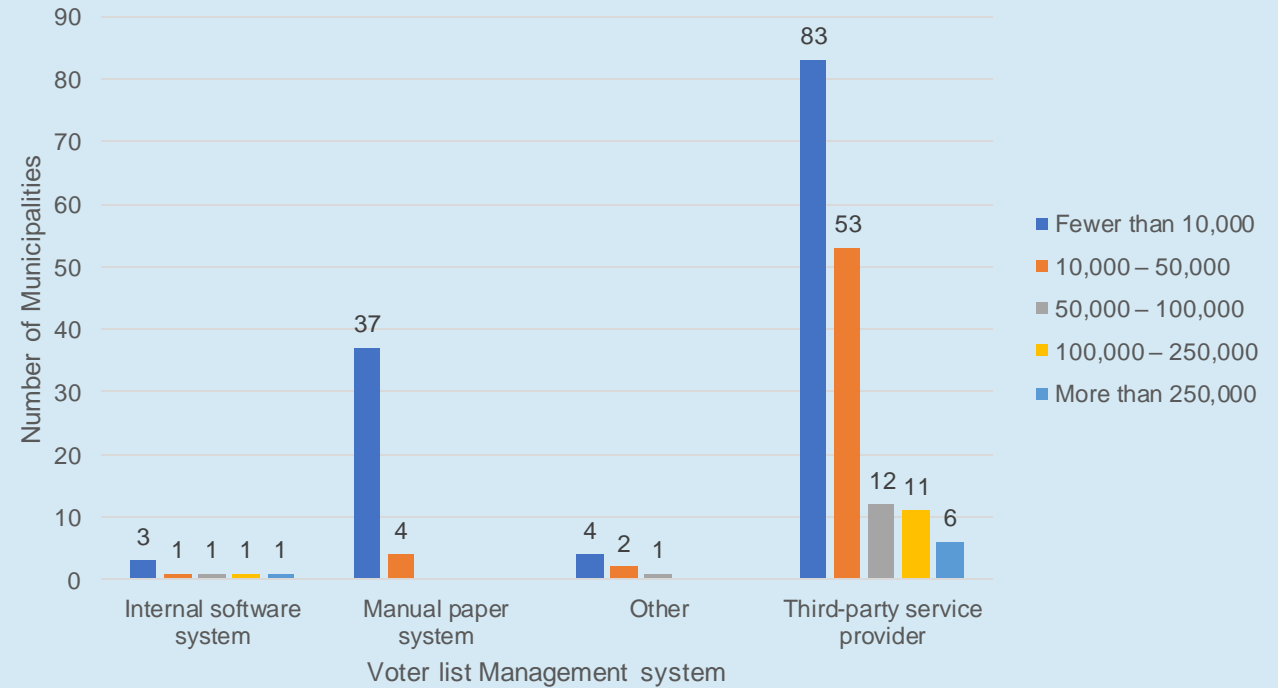
- The number of permanent staff dedicated to managing elections is highest for municipalities with populations of 100,000-250,000 whereas **municipalities with populations of over 250,000 hire more contract staff** to deliver the election.
- Overall, **14% of municipalities surveyed had challenges recruiting staff** to work the election.
- **Municipalities in some Zones had more challenges recruiting staff to work than others.** 36% of municipalities in Zone 8, 26% of municipalities in Zone 1 and 21% of municipalities in Zone 4 had trouble recruiting staff.
- **A higher share of municipalities with large populations had challenges recruiting staff.** 57% of municipalities with populations over 250,000 had trouble recruiting staff and 25% of municipalities with populations between 100,000-250,000 had trouble recruiting staff.
- The number of municipalities that reported having trouble finding staff was the lowest for **municipalities with populations between 50,000 and 100,000** where only **7% of municipalities had challenges finding staff.**

Voters List: Voters list management

Municipal voters list management (N=220)

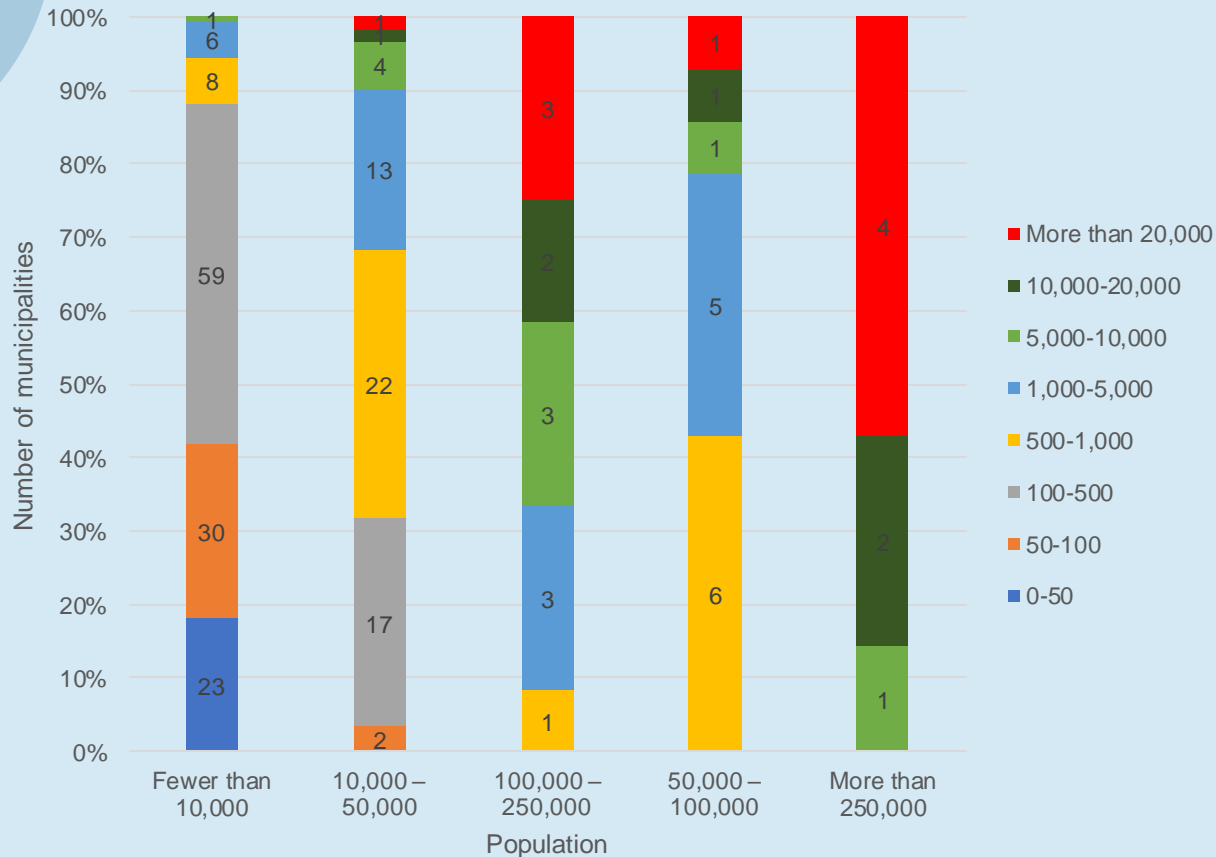


Voter list management systems by population (N=220)



Voters List: Number of changes to voters list by population

Number of changes to voter list by population (N=220)



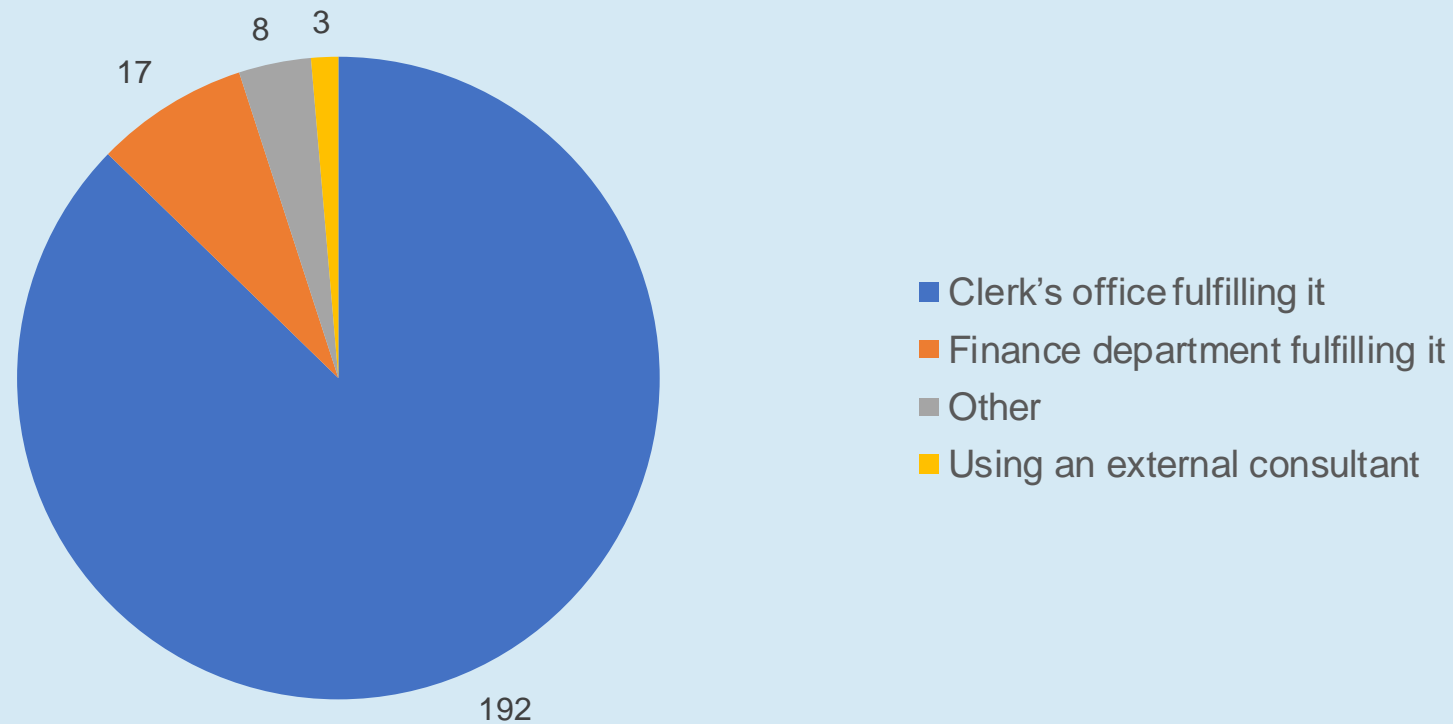
Population	Number of changes to voter list							Grand Total	
	0-50	50-100	100-500	500-1,000	1,000-5,000	5,000-10,000	10,000-20,000		More than 20,000
Fewer than 10,000	23	30	59	8	6	1	0	0	127
10,000 – 50,000	2	17	22	13	4	1	1	1	60
100,000 – 250,000	0	0	1	3	3	2	3	12	12
50,000 – 100,000	0	0	6	5	1	1	1	1	14
More than 250,000	0	0	0	0	0	1	2	4	7
Grand Total	23	32	76	37	27	10	6	9	220

Key findings:

Several municipalities reported needing to make a significant number of changes to their voters list. **At least 32 municipalities reported needing to make changes to the voters list equal to or exceeding 10% of their population.**

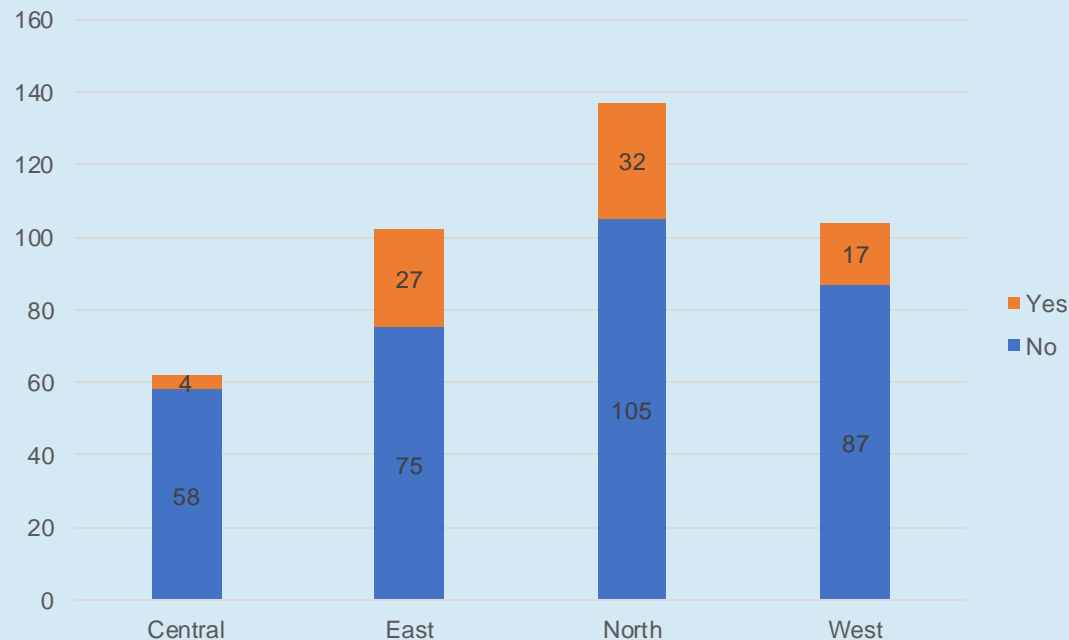
Compliance: How do municipalities determine if contributions exceed the maximum allowable amount?

How does your municipality determine whether any contributors exceed the maximum allowable amount? (N=220)



Compliance: Compliance Audit Committees (CAC)

Challenges finding CAC members by region
(N=405)

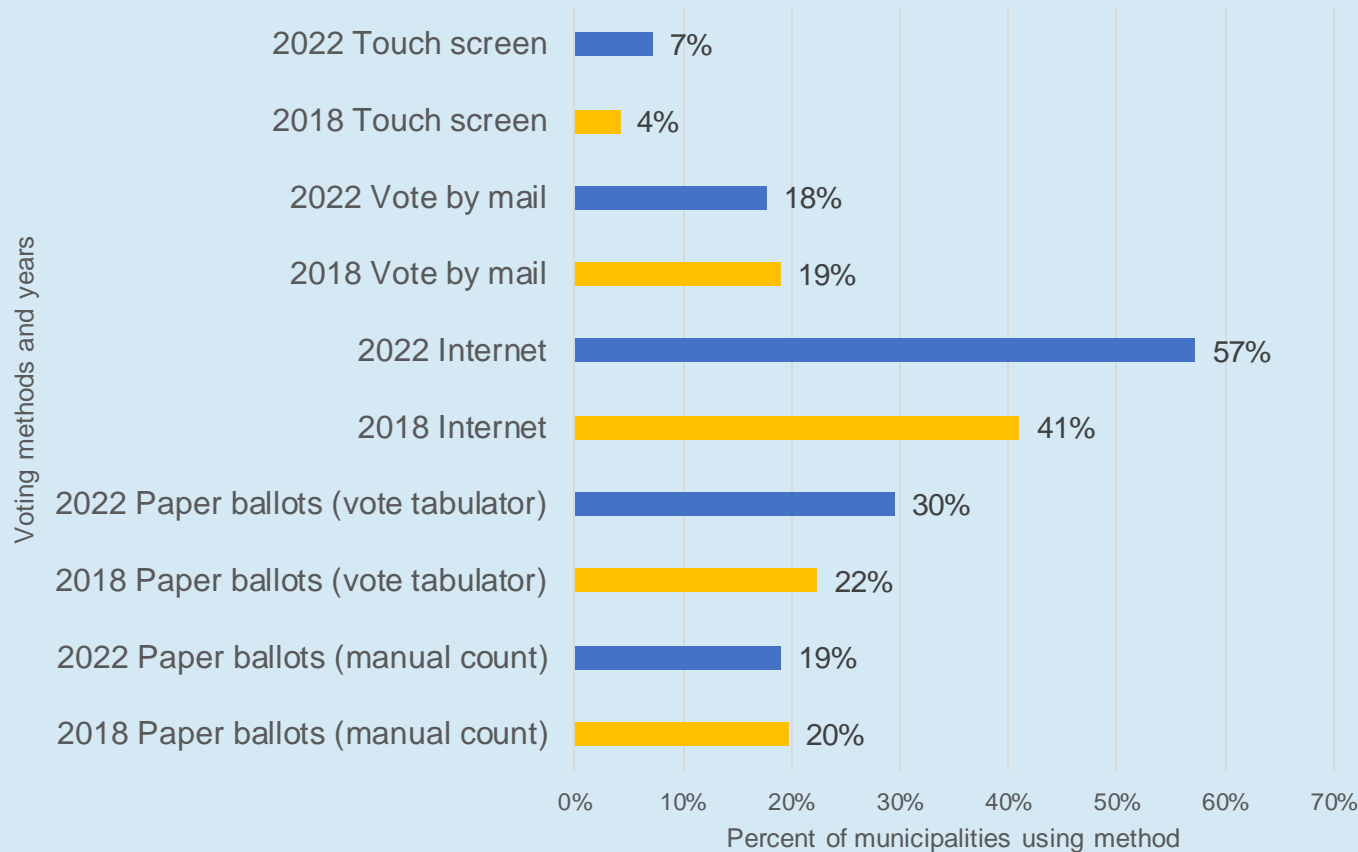


Key Findings:

Overall, **20% of municipalities had challenges recruiting for their compliance audit committee.** The most municipalities in the **East and North regions** reported difficulty finding CAC members (26% and 23% respectively) whereas municipalities in the Central region had the least difficulty (6%). **25% of single tier** municipalities reported challenges finding CAC members. **28% of municipalities with populations under 1000** reported challenges finding CAC members.

Voting Methods: 2018 and 2022 comparison

Voting methods comparison, 2018 and 2022
N=263 (2018) N=220 (2022)

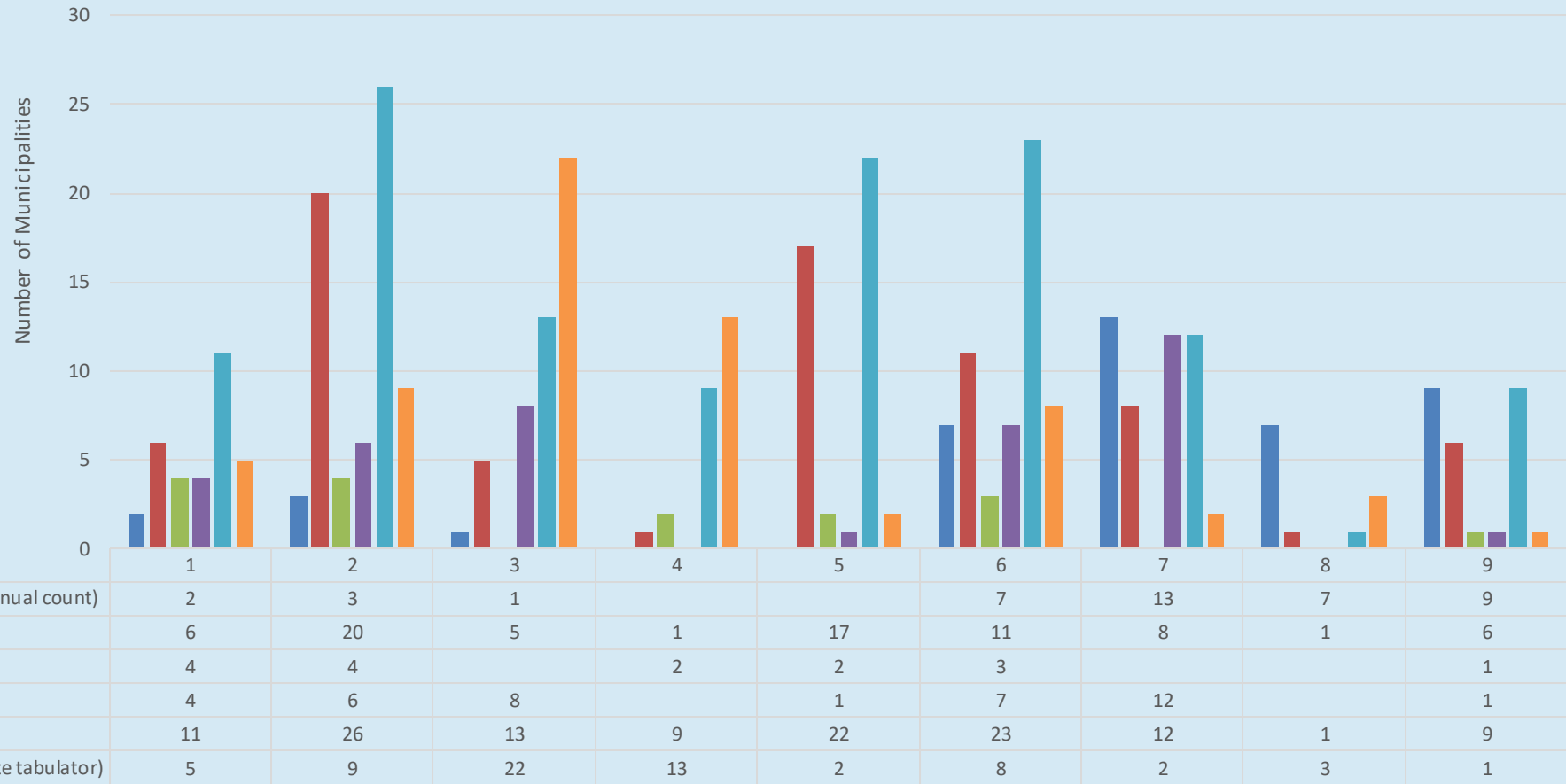


Key finding:

The percentage of respondent municipalities using **vote tabulators and internet voting increased** significantly between the 2018 and 2022 elections, with increases of 8% for vote tabulator use and 16% for internet voting use respectively.

Voting Methods: By AMCTO Zone

AMCTO zones and vote methods (N=363)

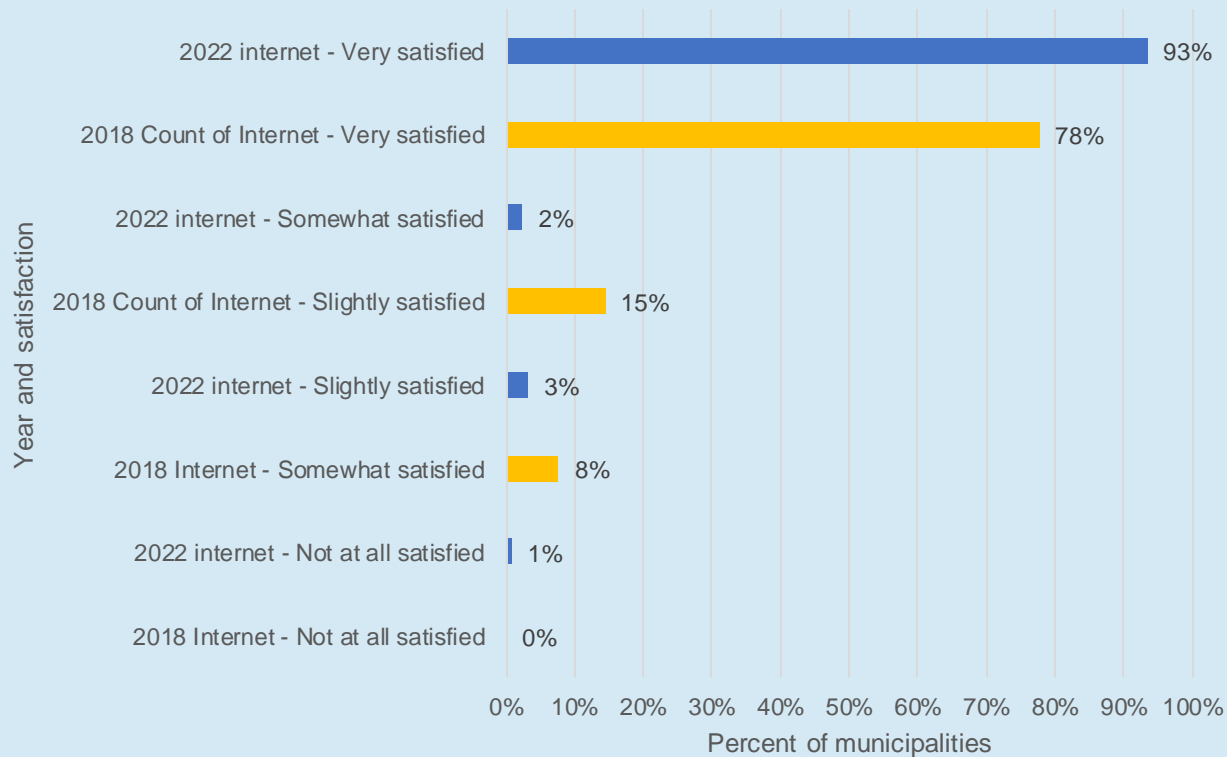


AMCTO Zone

Note: N reflects the fact that some municipalities may use more than one voting method

Voting Methods: Internet voting satisfaction

Satisfaction with internet voting 2018 comparison (N=117) & 2022 (N=123)

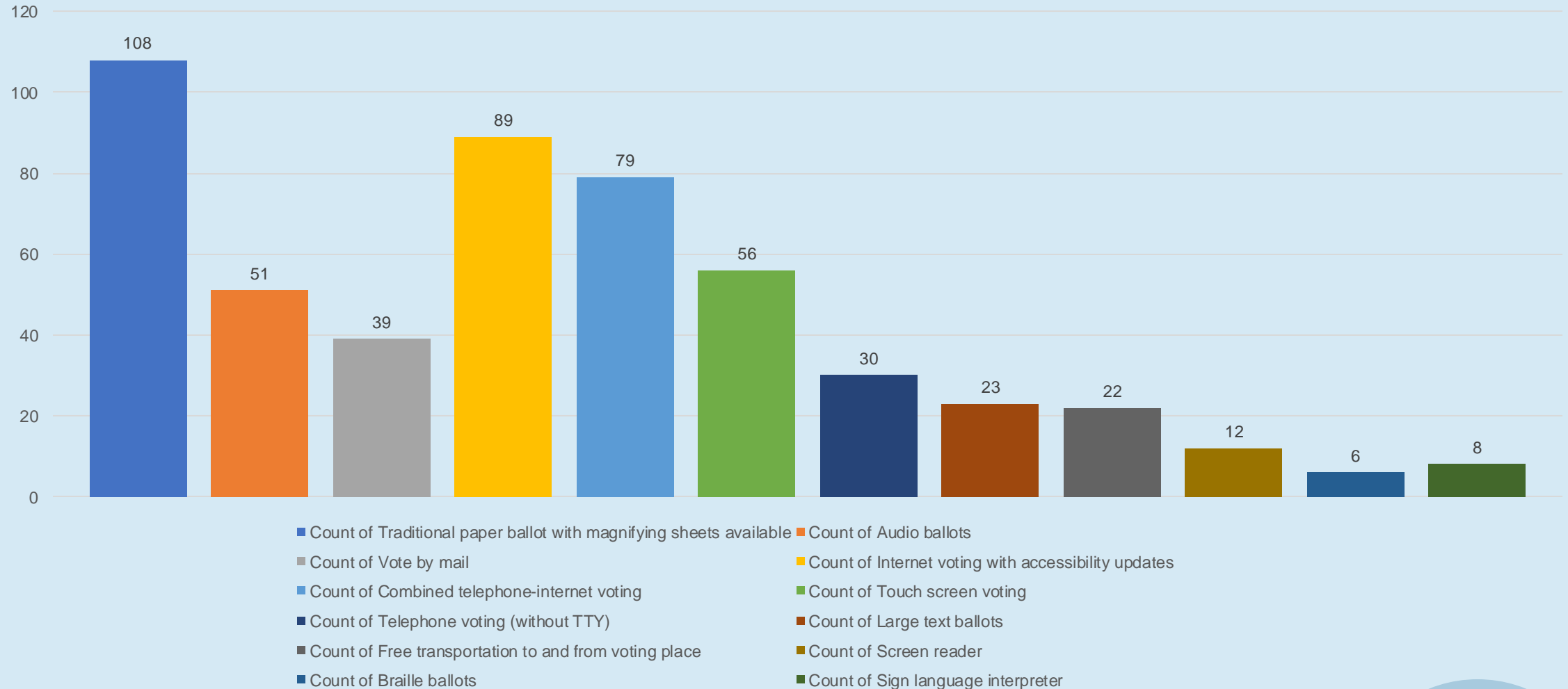


Key findings:

Satisfaction with internet voting increased between 2018 and 2022 with **15% more municipalities that used internet reporting that they were very satisfied with the method in 2022.**

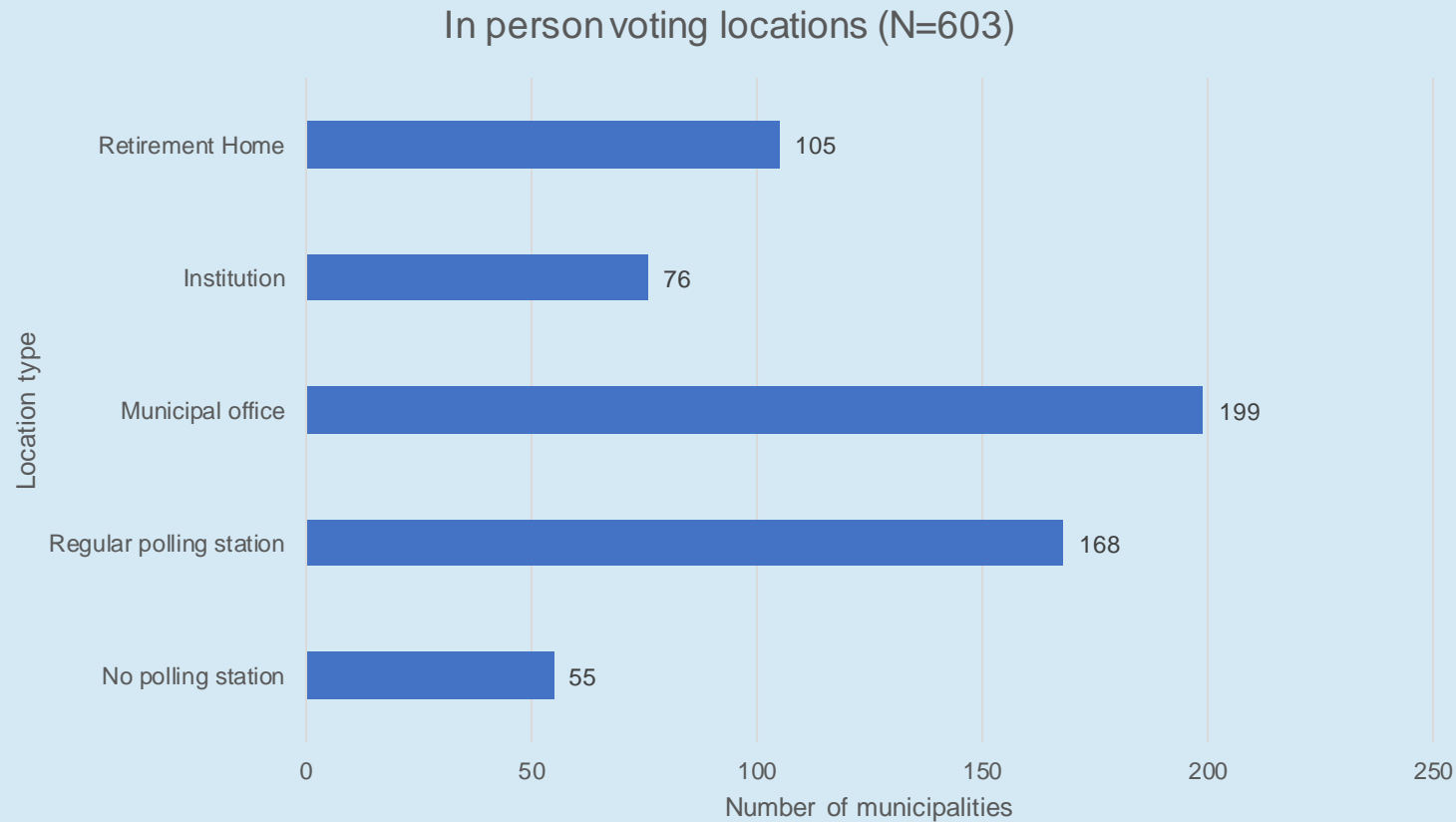
Voting Methods: Accessible Voting

Number of municipalities providing each accessible voting method (N=523)



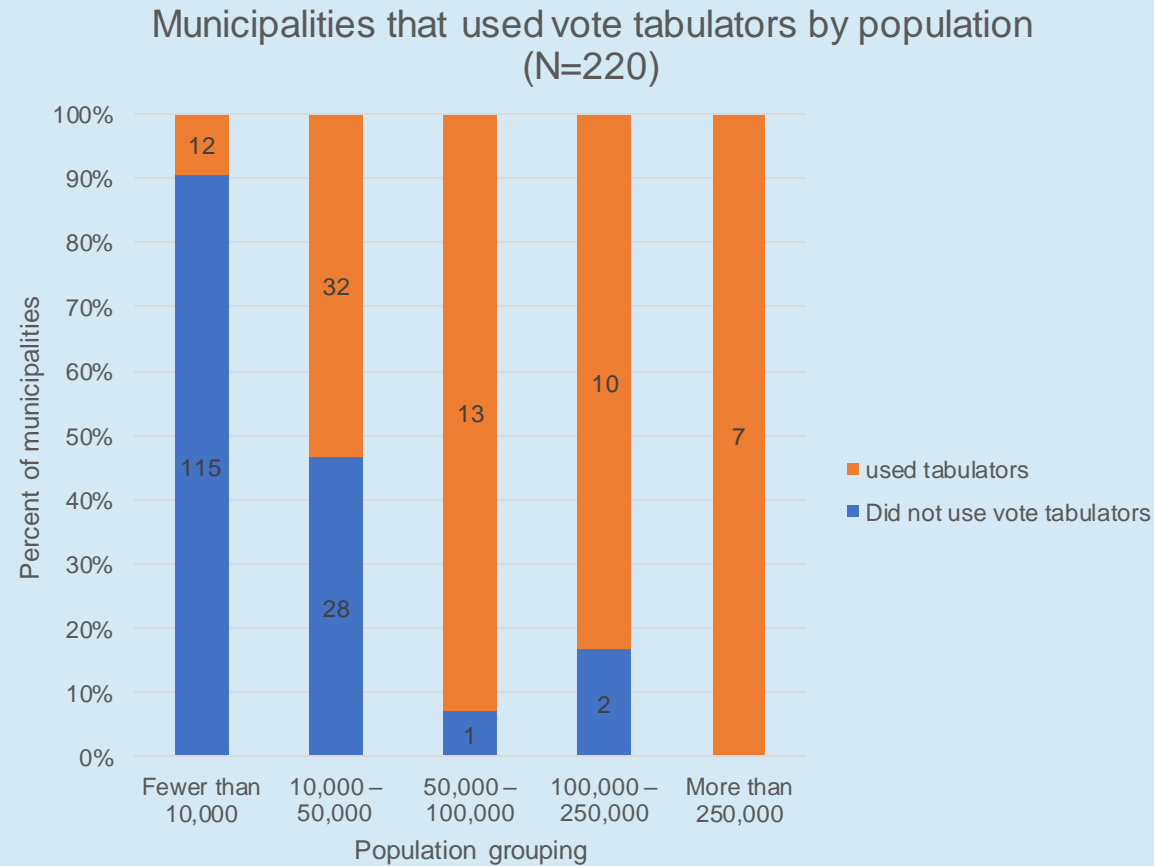
Note: N reflects the fact that some municipalities may use more than one voting method

Voting Methods: In person voting locations



Note: N reflects the fact that some municipalities may use more than one voting method

Tabulators: Overall vote tabulator usage

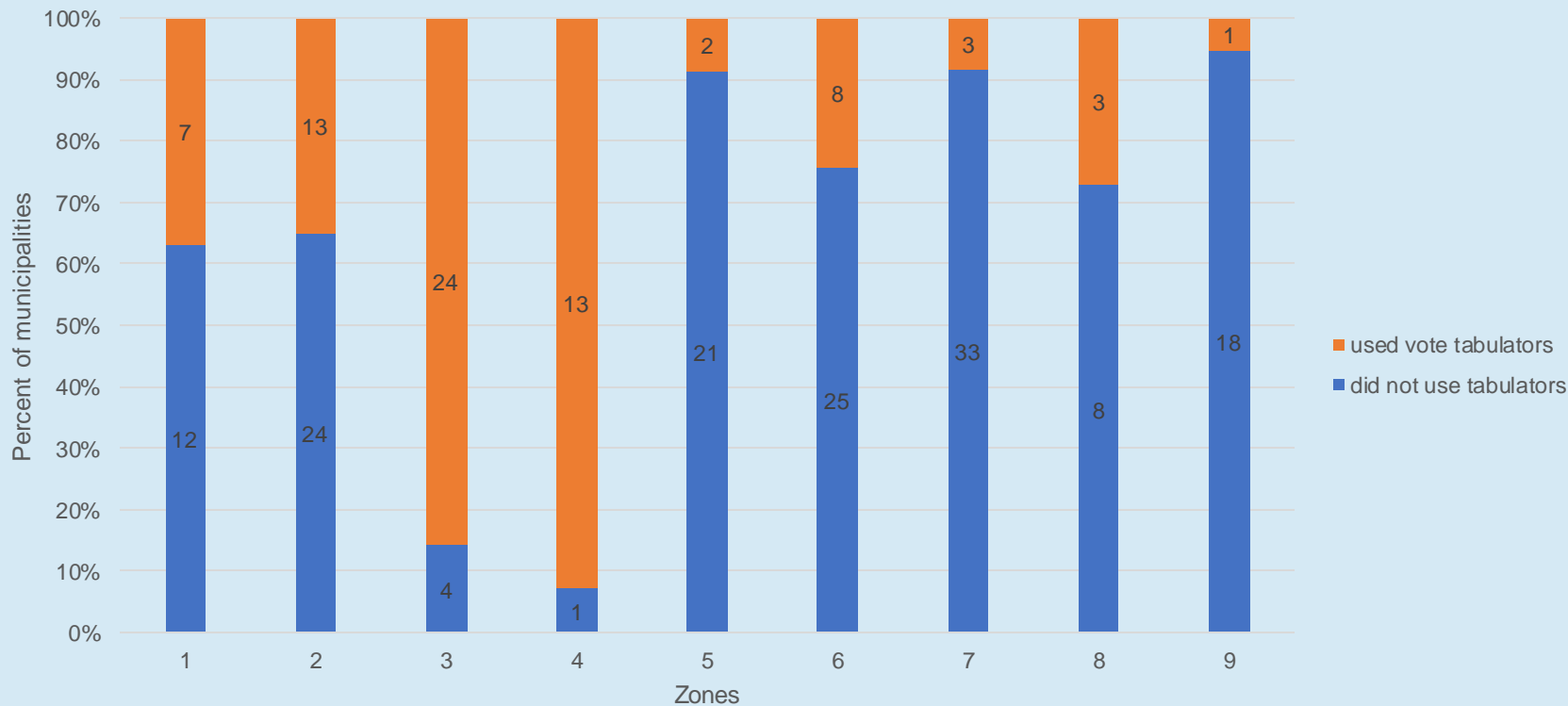


Key findings:

Overall, 34% of municipalities reported using vote tabulators, an **increase of 8%** from 2018. **Most municipalities with populations over 50,000** reported using vote tabulators as well as more than half of municipalities with between 10,000-50,000.

Tabulators: Vote tabulator usage by AMCTO Zone

Vote tabulator usage by AMCTO zone (N=220)



Key findings:

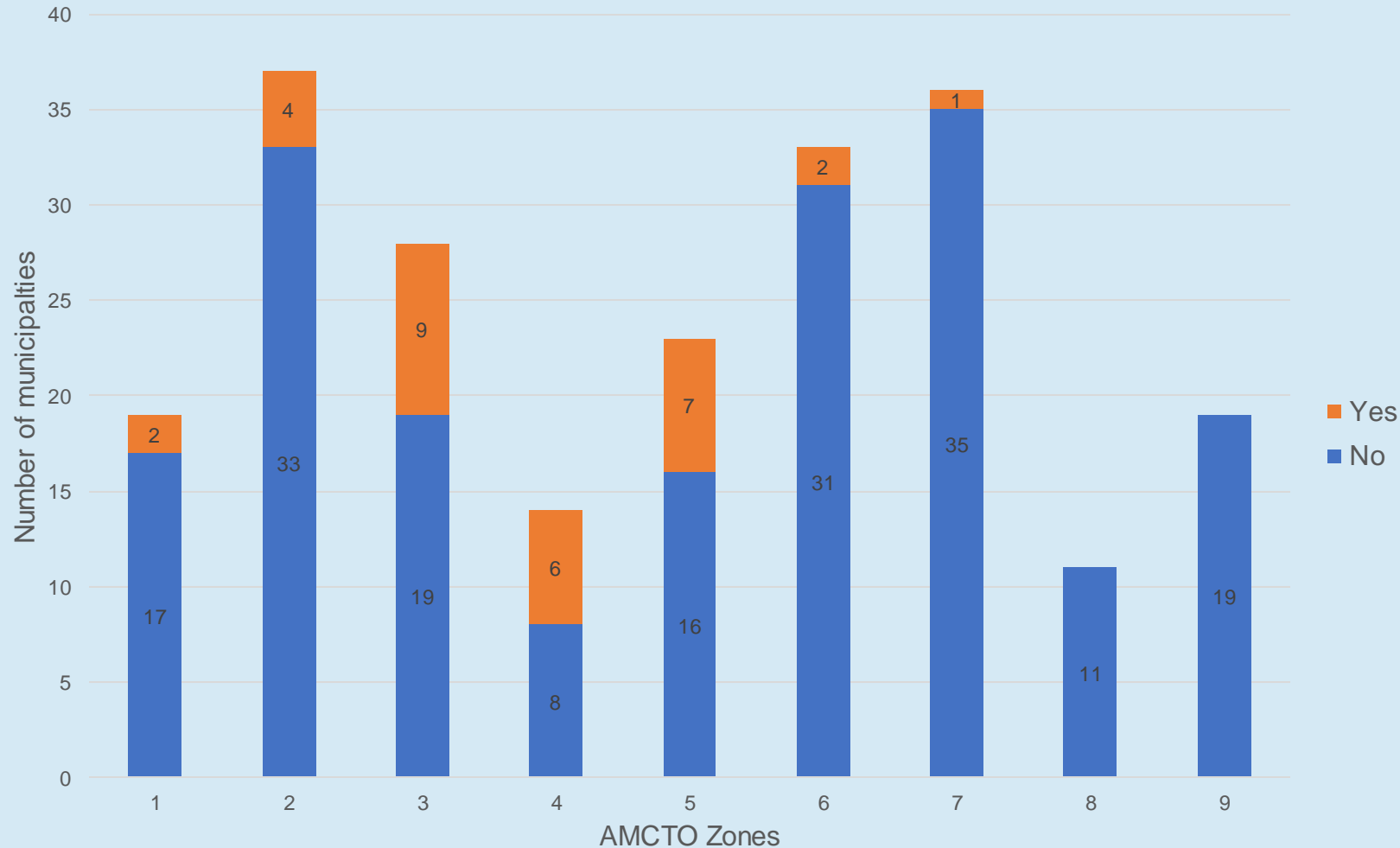
Vote tabulators are more common in Zones 3, 4 and least common in Zones 5, 7 and 9.

Spotlight: Third-Party Advertising

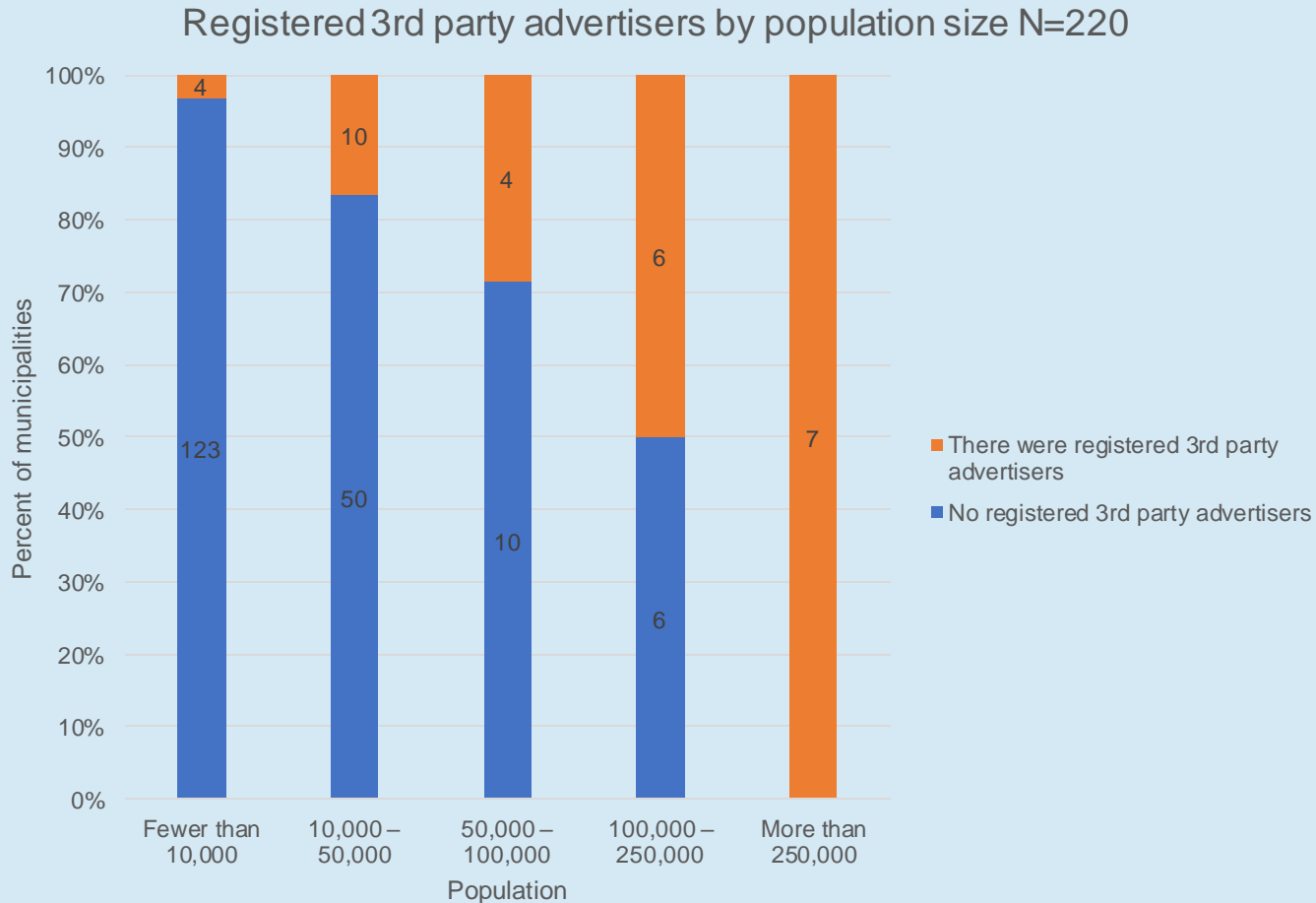
AMCTO is spotlighting data in this given that this is the second election since third-party advertising rules were changed substantially, we've taken a closer look at our members' experiences with registered third-party advertisers.

Third-Party Advertising: Presence of third-party advertisers by AMCTO Zone

Registered 3rd party advertisers by zone (N=220)



Third-Party Advertising: Presence of third-party advertisers by population size



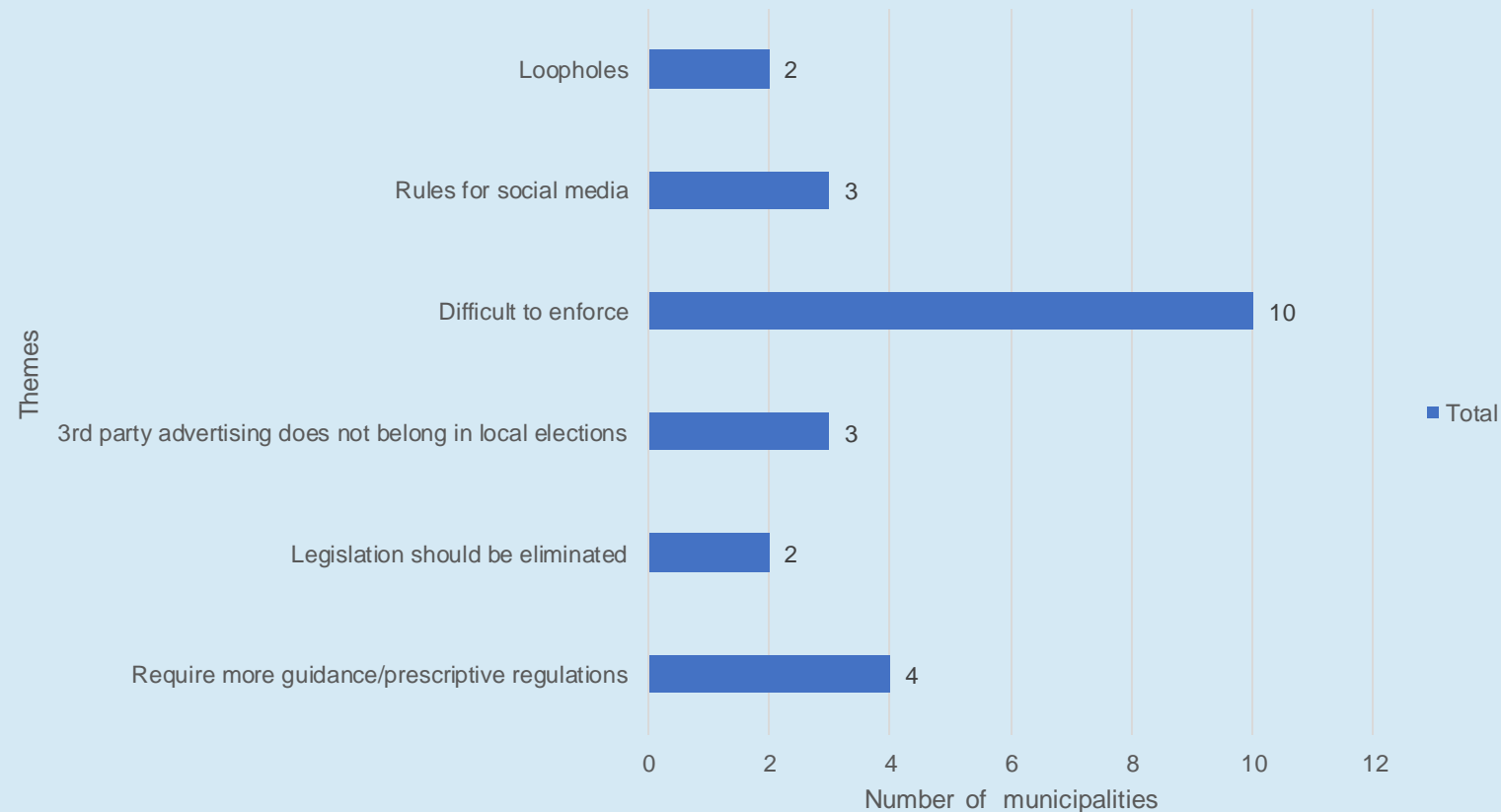
Key findings:

14% of municipalities reported having registered third-party advertisers. Generally, larger municipalities were more likely to have registered third-party advertisers but 4 municipalities with fewer than 10,000 people had third-party advertisers.

Third-Party Advertising: Experiences of clerks

We asked clerks to explain their experiences with third-party advertising rules – 24 provided a response which were then analyzed for trends and themes:

Thematic analysis of qualitative 3rd party advertising responses (N=24)



Registered third-party advertising qualitative responses

26 municipalities provided qualitative responses about their experiences with third-party advertising rules some key quotes are outlined below:

“As per our previous recommendations for the review of the MEA, clarification around social media use is needed. Clarification around whether promoted social media posts count as third party advertising would be beneficial. Page 3 of the Guide for third party advertisers does not include promoted posts. In fact, there’s a very broad statement that posting to social media is exempt. We have spent a lot of time explaining that the prescribed role of the City Clerk during the election is limited to providing information to those who are interested in becoming registered third-party advertisers and information to those who are already registered. In accordance with the Municipal Elections Act, 1996 (the MEA), the City Clerk has no role in investigating concerns related to third-party advertising campaigns. As seen in 2018, our hands are tied in cases where the individual/corporation/trade union doesn't bother to register as a third-party advertiser”

“Need clear guidance on what constitutes third-party advertising and advertisements and not just a response from the Ministry that municipalities need to seek legal advice”

“Need prescriptive regulations on what documentation they need to provide to confirm status (i.e. Corporate Profile, Articles of Incorporation, etc.)”

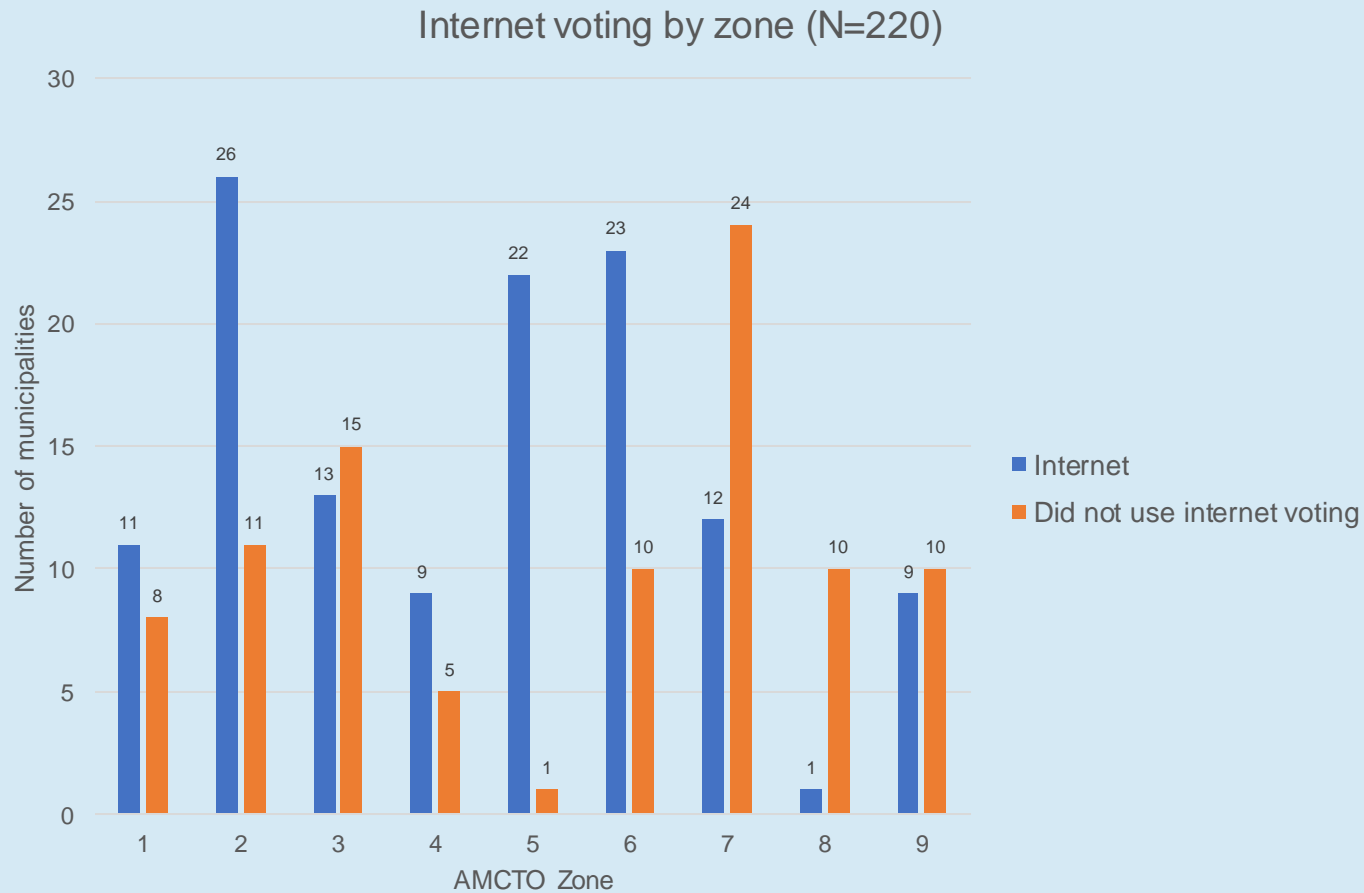
“Only act on complaints. Have to use contracted legal services to ensure there is a breach. At the end of the day, if a breach, unless they voluntarily comply, a small municipality is not going to court”

“Remove from legislation, it does not work at local level and there is no enforcement abilities for illegal third-party activities”

Spotlight: Internet voting

AMCTO is spotlighting data in this section given the trend of increased use of internet voting. In this 2022 post-election survey, additional questions pertaining to internet voting were included to gain further understanding of the adoption of internet voting in Ontario municipalities.

Use of internet voting by AMCTO zone



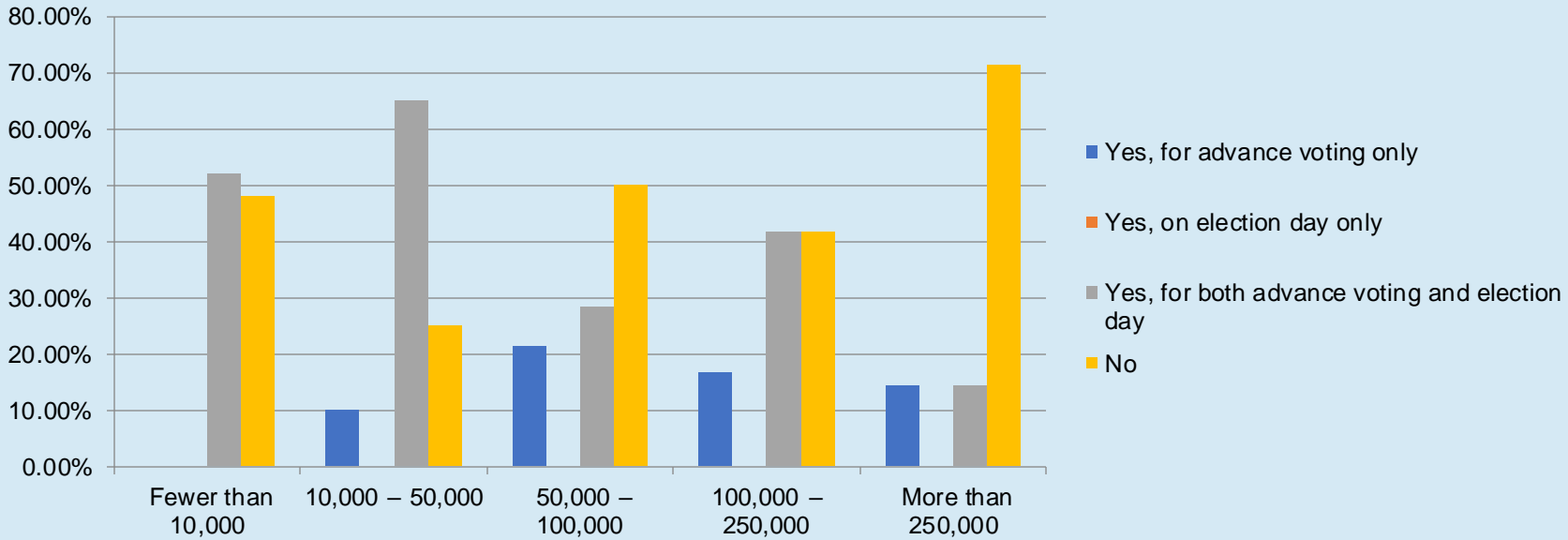
Key findings

Overall, more than half (58%) of municipalities used internet voting. Internet voting use was highest in Zone 2, 5 and 6, and lowest in Zones 7 and 8.



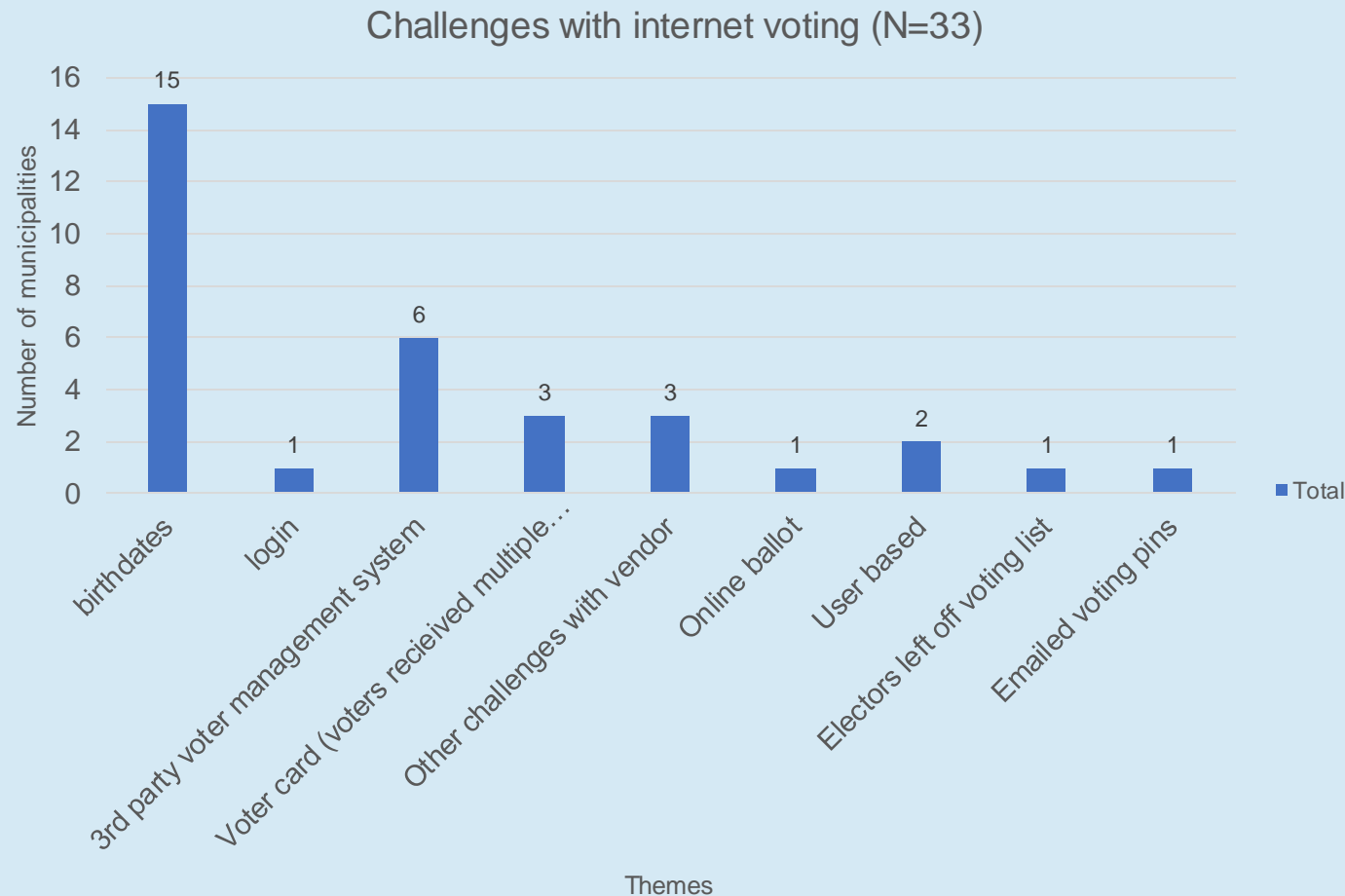
Use of internet voting by population

Use of Internet Voting by Population (N=220)



	Yes, for advance voting only		Yes, on election day only		Yes, for both advance voting and election day		No		Total	
Fewer than 10,000	0.00%	0	0.00%	0	51.97%	66	48.03%	61	57.73%	127
10,000 – 50,000	10.00%	6	0.00%	0	65.00%	39	25.00%	15	27.27%	60
50,000 – 100,000	21.43%	3	0.00%	0	28.57%	4	50.00%	7	6.36%	14
100,000 – 250,000	16.67%	2	0.00%	0	41.67%	5	41.67%	5	5.45%	12
More than 250,000	14.29%	1	0.00%	0	14.29%	1	71.43%	5	3.18%	7
Total	5.45%	12	0.00%	0	52.27%	115	42.27%	93	100.00%	220
								Answered		220

Challenges with internet voting

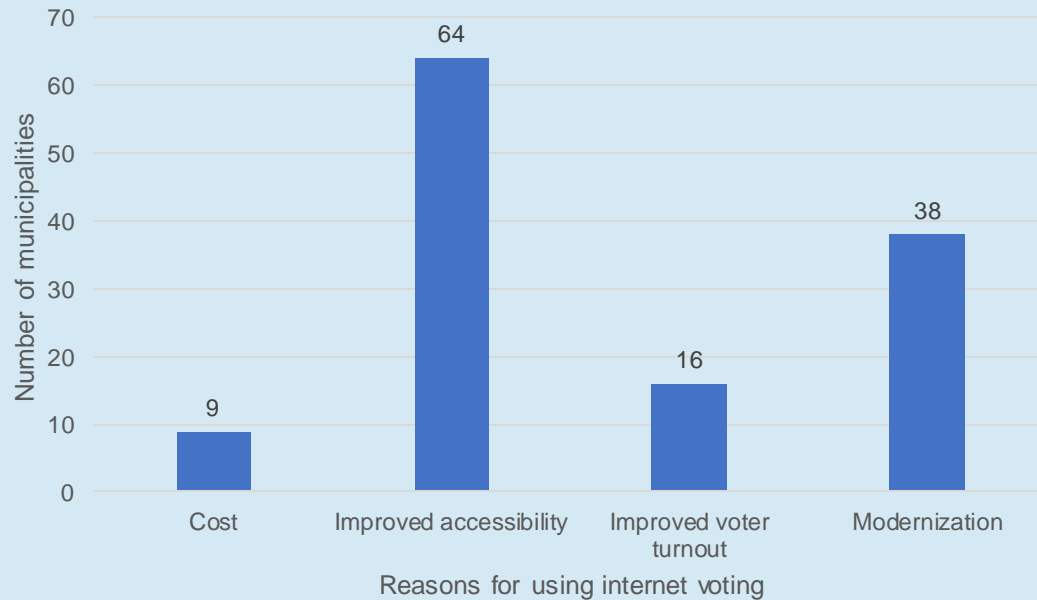


Key findings

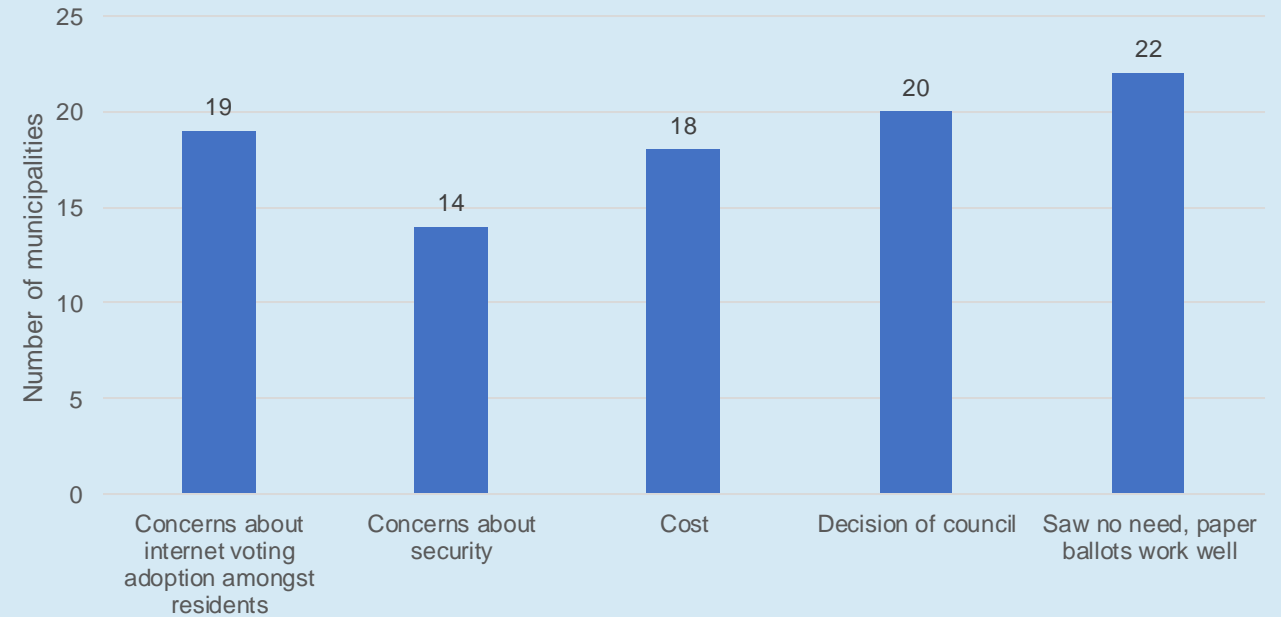
- 20% of municipalities that used internet voting encountered some challenges.
- Problems were often related to incorrect voter list data such as incorrect birthdates; duplicates of electors or names being left off the voter list.
- Challenges with the voter list sometimes created additional challenges with issuing voter cards.
- Some municipalities experienced challenges with software providers.

Reasons for using or avoiding internet voting

Reasons for using internet voting (N=127)



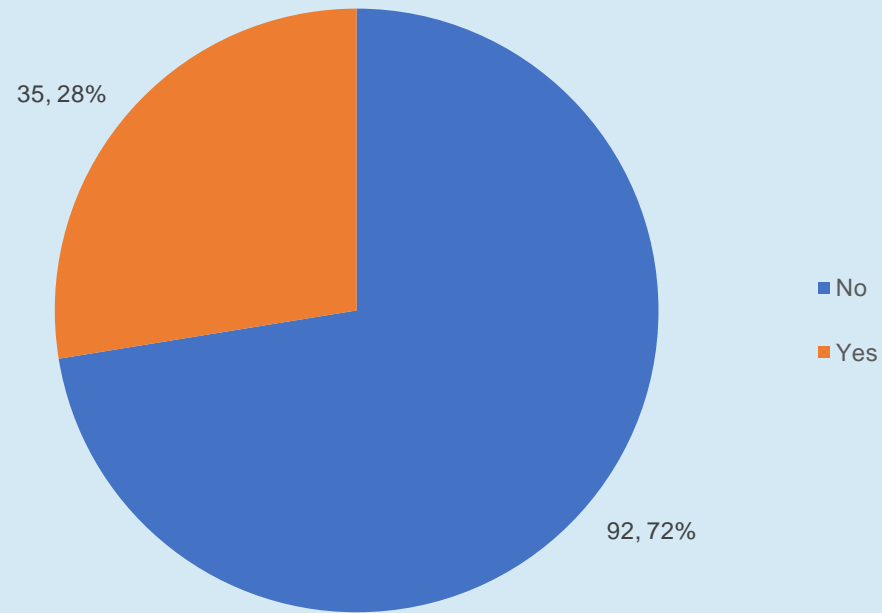
Reasons for not using internet voting (N=93)



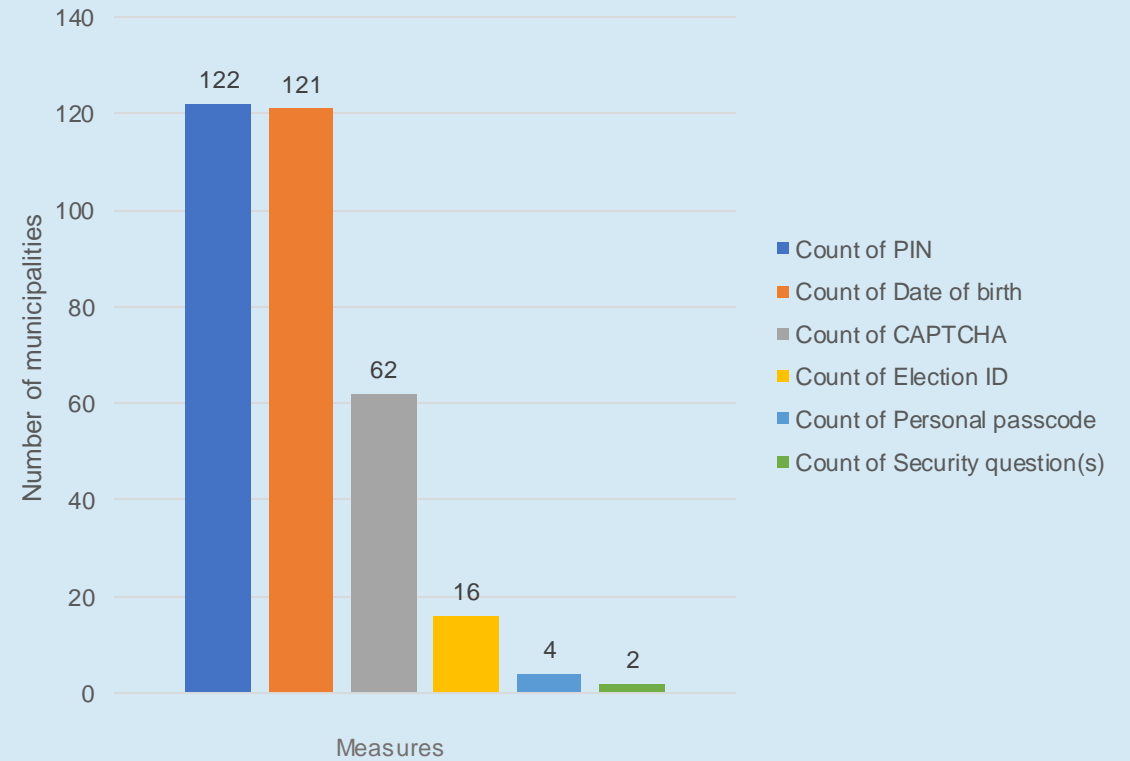
Reasons for not using internet voting

Internet voting security

Registration required before voting? (N=127)



Security measures (N=327)

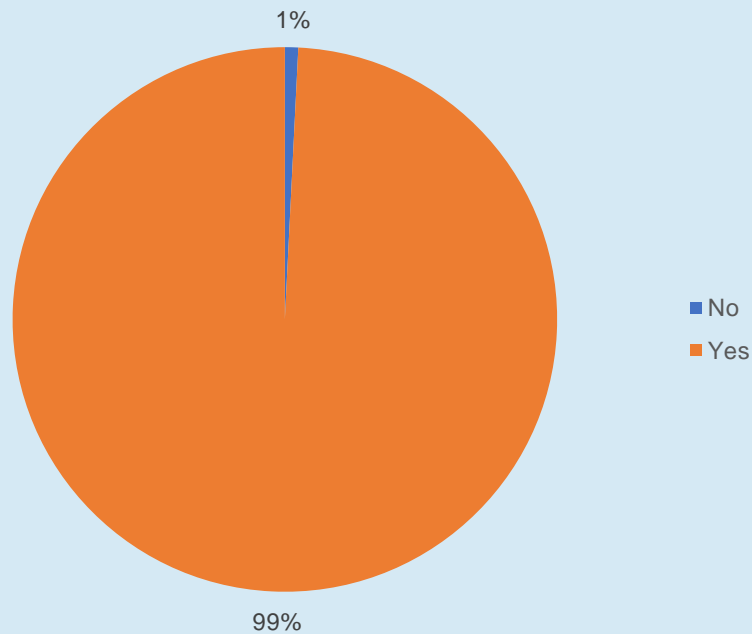


Electronic Voting Standards

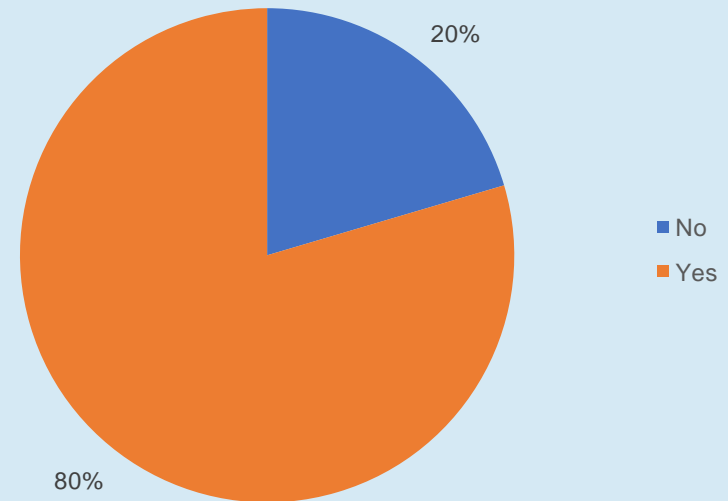
- There was a 16% increase in the number of municipalities who used internet voting from 2018 to 2022.
- We know that standards, particularly for online voting, are of interest to our members, and are aware of work going on in the sector to create voluntary digital voting standards.
- For this reason, we took the time to dig deeper and ask members about their initial thoughts on electronic voting standards.

Support for electronic voting standards

Support for standards among municipalities that used internet voting (N=127)



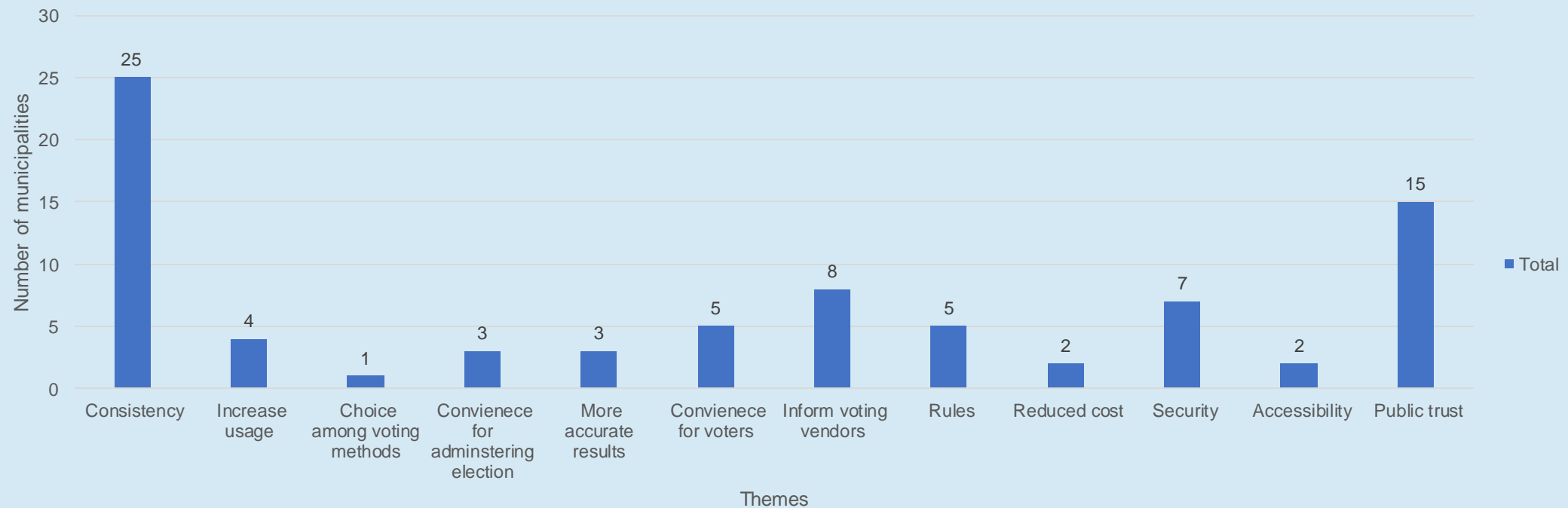
Support for standards among municipalities that did not use internet voting (N= 93)



Support for electronic voting standards among those who used internet voting

Respondents were asked to explain why they would support electronic voting standards – 56 provided a qualitative response which were then analyzed for trends and themes:

Themes in qualitative responses of support of electronic voting standards



Support for electronic voting standards among those who used internet voting

Overall, 126 of 127 respondents that used internet voting were supportive of electronic voting standards:

Key quotes:

*“Standardization for all municipalities would ensure a province-wide **standard for security and operational experience**. Many municipalities lack the resources necessary to properly consider security needs for an internet voting system”*

*“Standards would ensure **consistency in format, security, etc. across vendors**. Some vendors have a great overall product while others only excel at one aspect vs another (i.e. security vs friendly user format/interface)”*

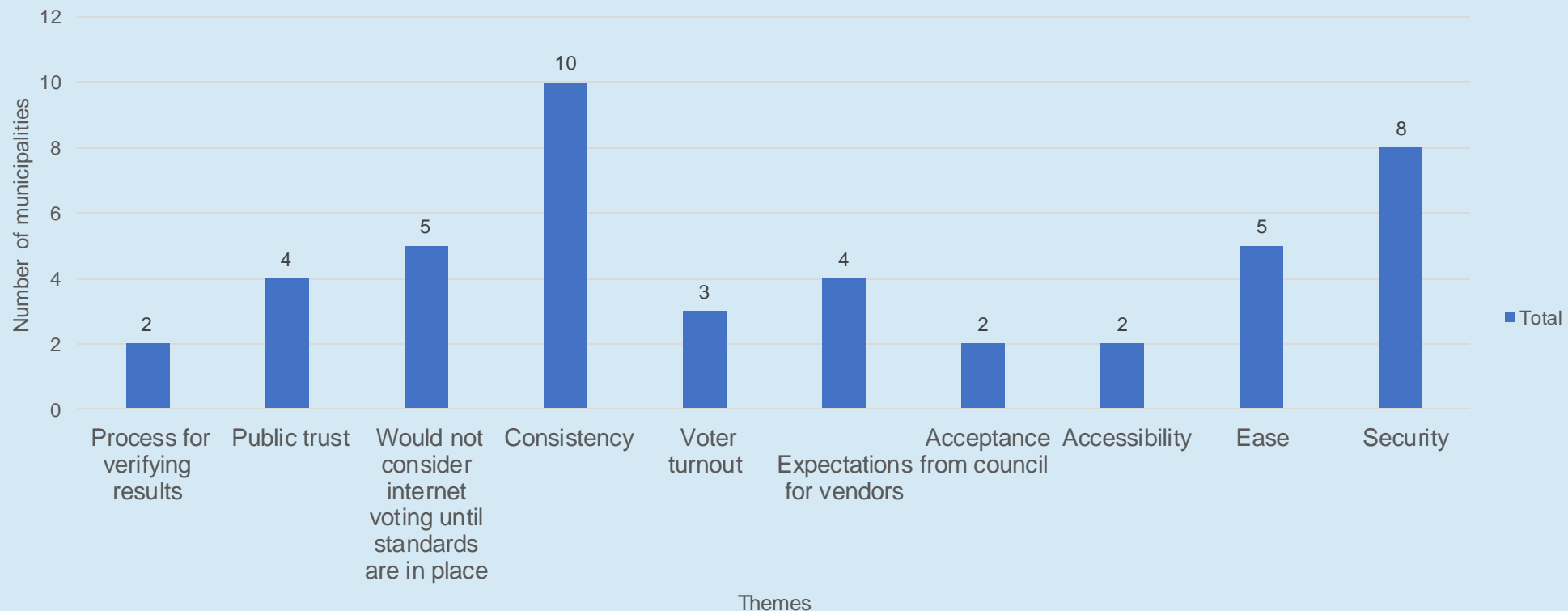
*“There are a lot of questions concerning electronic voting from some residents. There are standards set out for paper voting in the MEA. There should also be a **standard for electronic voting** as it is now left to the municipality and **vendors**. It may provide **further confidence** in these systems”*

*“...An incident that challenges the integrity of one election **fuels public skepticism against technology** in general, and is often based on false or misleading information about what actually happened. This is the biggest threat to our democratic institutions today. With this, everyone would benefit from **a defined set of technical and operational protocols** that impose a minimum level of due diligence before anyone deploys any form of election technology”*

Support of electronic voting standards among those who did not use internet voting

Respondents who did not use internet voting were asked to explain whether they would support electronic voting standards – 28 provided a response which were then analyzed for trends and themes:

Themes in qualitative responses of support of electronic voting standards



Support of electronic voting standards among those who did not use internet voting

Of the 93 municipalities that did not use internet voting, 74 were supportive of electronic voting standards. Of these, 28 provided qualitative responses.

Key quotes:

*“May assist in **the acceptance by Council** if standards and regulations exist, particularly with respect to internet and program **security requirements**, and minimum requirements for logic and accuracy **testing for the service providers**”*

*“Our hesitation around recommending internet voting related partially to a lack of standards or established testing methods to **verify the integrity** of the election. **If these were available we would more likely recommend it's use.** The other factor was the poor voters' list data for this method. So many incorrect or missing data like birthdays makes managing internet voting a challenge”*

*“The City... supports alternative voting methods **that increase voter accessibility and voter turnout.** As there are existing concerns about the **security** and integrity of electronic voting, the development of standards at a provincial or national level would reduce risks to election security and **reinforce public trust** in municipal elections”*

Apprehensions about electronic voting standards among those that used internet voting

While most municipalities that used internet voting support the implementation of electronic voting standards, three suggested that they would only support standards under certain circumstances:

Key quotes:

*“I think that there would **be less scrutiny with internet voting** if a standard was in place. People are expecting to be able to use technology to cast their ballot in the municipal election and if a municipality decides not to proceed with internet voting due to challenges that have occurred in 2018 and 2022, **there is [a risk] that voter turnout will decrease even more**”*

*“I would support this as long as it is laid out to **consider all municipal structures**. There are many small municipalities that use this method of [v]oting and it is important that standards put in place do not create **undue burden on smaller municipalities**”*

*“I would support standards being implemented as long as each municipality is **still able to choose** which voting method they want to use”*

Apprehensions about electronic voting standards among those that did not use internet voting

Of the 93 municipalities that did not use internet voting, 19 suggested that they would not support electronic voting standards. Twelve provided a qualitative response to explain why not:

Key quotes:

*“Our area is largely **without a stable internet provider**, broadband coverage and cell phone coverage. It is **not an effective method for our location**”*

*“**Too cost prohibitive** for a small municipality”*

*“Demographics. We have a very large percentage of the population that is **elderly** and not computer friendly. Transitioning them would be a very unpopular position”.*

*“**Not forced compliance.** Allow municipalities to make the best option that best suits their areas”*

Key Dates for Candidates

Date	Event
Friday, May 1, 2026	First day to file a nomination: <ul style="list-style-type: none"> • Once filed a candidate can begin to raise and spend money on a campaign • Preliminary spending and contribution limits provided to candidates
Friday, August 21, 2026	Nomination day - deadline to: <ul style="list-style-type: none"> • File a nomination • Withdraw a nomination • Change office
Monday, August 24, 2026	Deadline to certify nominations
Wednesday, August 26, 2026	Deadline for additional nominations if applicable
Thursday, August 27, 2026	Deadline to certify additional nominations
Tuesday, September 1, 2026	Voters' List available
Wednesday, September 30, 2026	Final spending and contribution limits provided to candidates
Friday, October 16, 2026	Voting period begins if using internet & telephone
Monday, October 26, 2026	Election Day - voting ends at 8:00 p.m.
Monday, November 16, 2026	New term of office begins
Friday, March 26, 2027	Deadline to file financial statements



Staff Report

Report To: Council

Report From: Jamie Eckenswiller, Director of Legislative Services/Clerk

Meeting Date: December 3, 2024

Subject: Request to Purchase Municipal Land on Lambton St. E in the Geographic Town of Durham

Recommendations:

THAT in consideration of staff report Request to Purchase Municipal Land on Lambton St. E. in the Geographic Town of Durham, Council:

1. Declares the 1.93-acre parcel to be surplus to the needs of the Municipality;
2. Directs staff to obtain a survey of the surplus lands;
3. Directs staff to proceed with the sale of the subject lands through a tender process; and
4. Directs staff to establish a minimum bid amount based on the appraised value of the subject lands.

Highlights:

- A request to purchase the subject lands was received in the fall of 2024.
- Staff have determined that the lands are not required for municipal purposes and are supportive of the lands being declared surplus and disposed of.
- A survey is required to accurately identify the lands to be sold.
- Staff recommends that the lands be disposed of through the solicitation of bids.
- A minimum bid amount should be established based on the appraised value of the land to ensure that the property is disposed of at fair market value.

Previous Report/Authority:

None.

Analysis:

A request to purchase lands in the geographic town of Durham was received in the fall of 2024. The subject lands are located on the north side of Lambton Street East, between Kincardine Street North and George Street East. The subject lands are zoned as Low Density Residential, Restricted Industrial, Medium Density Residential, and Future Development, and are approximately 1.93 acres in size. The subject lands are part of a larger 2.48-acre parcel that contains an access to a municipal pump house. The lands will need to be split into two parts to separate the portion of land that West Grey must keep in order to access the pumping station.

In consultation with Planning and Public Works staff, it was determined that the subject lands are not required for municipal purposes. The subject lands are large enough to facilitate development, and staff are recommending that the lands be disposed of through a tender process.

Financial Implications:

An appraisal of the subject lands will be required to determine the value of the lands. This cost will be covered through the property purchase request fee that was paid at the time the request was submitted. The cost of engaging a surveyor to identify the parcel of land to be sold will be recouped through the sale of the property.

Communication Plan:

Should Council declare the subject lands surplus to the needs of the Municipality and directs staff to proceed with the disposition of the subject lands, communication will be conducted in accordance with the real property disposition bylaw.

Consultation:

Director of Infrastructure and Public Works

Manager of Planning and Development

Attachments:

- Aerial of Subject Lands

Recommended by:

Jamie Eckenswiller, AOMC, AMP

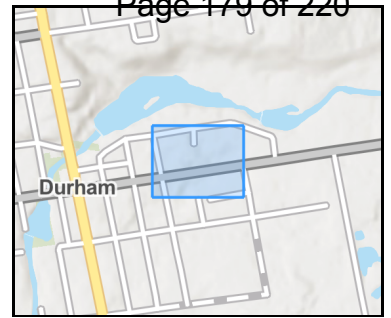
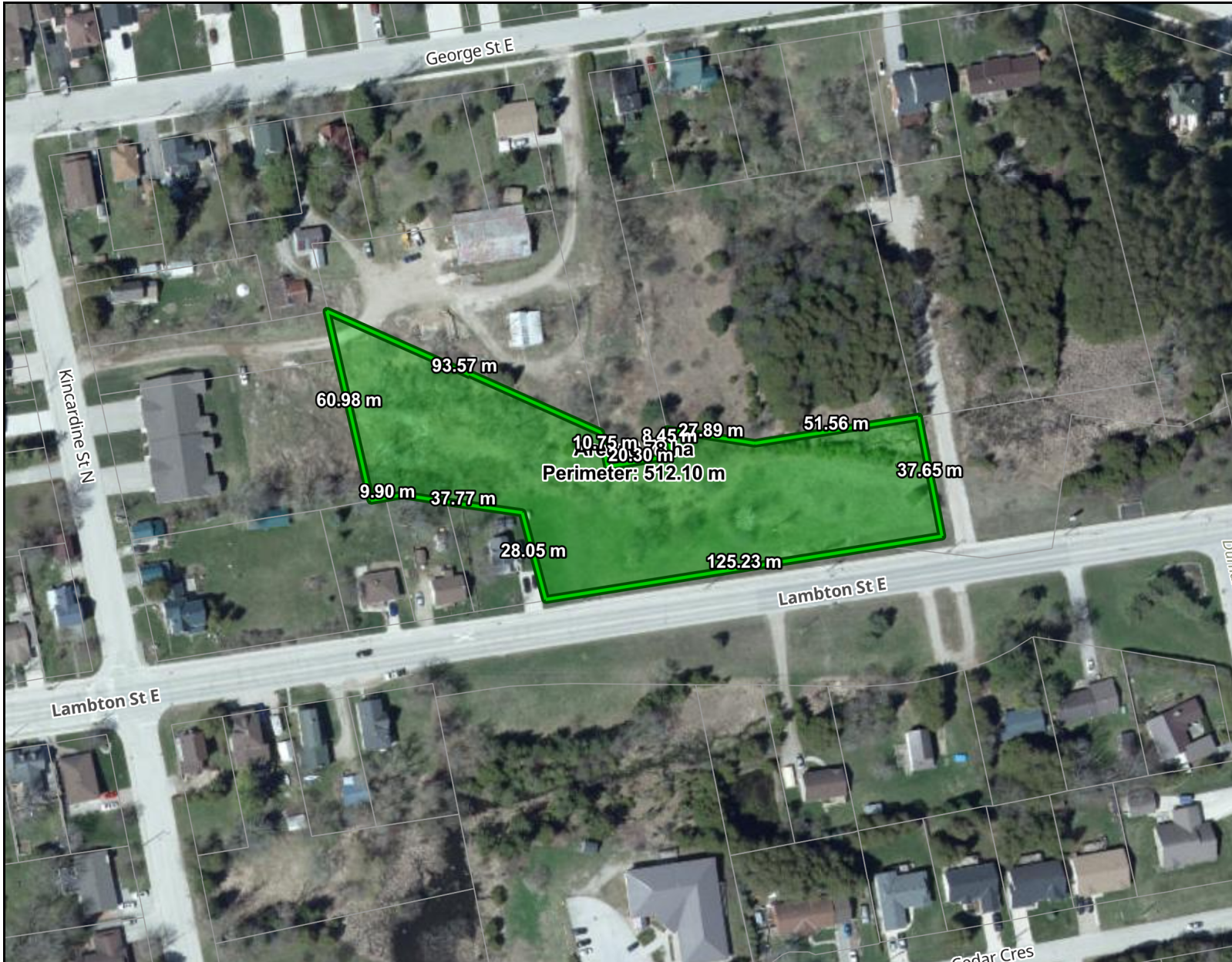
Director of Legislative Services/Clerk

Submission approved by:

Michele Harris, Chief Administrative Officer

For more information on this report, please contact Jamie Eckenswiller, Director of Legislative Services/Clerk at clerk@westgrey.com or 519-369-2200 Ext. 229.

Grey County GIS | Subject Lands to be Declared Surplus



Legend

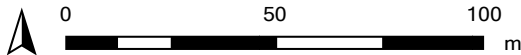
Assessment Parcel



Notes

Approx. 1.93 Acres

Print Date: 11/20/2024 09:20:06



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**The Corporation of the Municipality of West Grey
Bylaw No. 2024-087**

A bylaw to confirm the proceedings of the public and regular meetings of the council of the Corporation of the Municipality of West Grey.

WHEREAS Section 5(3) of the *Municipal Act, 2001*, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise; and

WHEREAS Section 8 of the *Municipal Act, 2001*, as amended, provides that the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS the council of the Corporation of the Municipality of West Grey deems it expedient to adopt, confirm and ratify matters dealt with at all meetings of council;

NOW THEREFORE the council of the Corporation of the Municipality of West Grey hereby enacts as follows:

1. That the proceedings and actions taken by the council of the Municipality of West Grey at the public meeting of November 19, 2024, and the regular council meeting of December 3, 2024, and in respect of each report, motion, recommendation, bylaw and any other business conducted are, except where the prior approval of the Ontario Land Tribunal or other authority is required by law, hereby adopted and confirmed and shall have the same force and effect as if each and every one of them had been the subject matter of a separate bylaw duly enacted.
2. The mayor and proper officials of the Corporation of the Municipality of West Grey are hereby authorized and directed to do all things necessary to give effect to the action of the council of the Corporation of the Municipality of West Grey referred to in the preceding section thereof.
3. That on behalf of the Corporation of the Municipality of West Grey the mayor or presiding officer of council and the clerk or CAO, where instructed to do so, are authorized and directed to execute all documents necessary, and to affix the seal of the Corporation of the Municipality of West Grey thereto.
4. That this bylaw shall come into force and take effect upon being passed by council.

Read a first, second and third time and finally passed this 3rd day of December, 2024.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk



**The Corporation of the Municipality of West Grey
Bylaw No. 2024-097**

A bylaw to govern the proceedings of Council and committees.

WHEREAS section 238 of the *Municipal Act, 2001* provides that a Council shall pass a procedure bylaw for governing the calling, place and proceedings of meetings; and

WHEREAS on November 5, 2024, the Council of the Corporation of the Municipality of West Grey passed Resolution No. R-241105-009 directing staff to bring forward a new procedural bylaw for approval; and

WHEREAS on November 14, 2024, notice of intention to pass a bylaw respecting the calling, place and proceedings of meetings was provided in accordance with Notice Bylaw No. 2023-020;

NOW THEREFORE be it resolved that the Council of the Corporation of the Municipality of West Grey hereby enacts as follows:

Part I. Short Title, Definitions, and Interpretation

Short Title

- 1. This bylaw may be referred to as the “Procedural Bylaw”.

Definitions

- 2. In this bylaw:

“**Act**” means the *Municipal Act, S.O. 2001, c. 25*, as amended from time to time.

“**Acting Mayor**” means a Council member appointed by Council to act in the place of the Mayor or Deputy Mayor when both are absent, refuse to act or declare a pecuniary interest, and who shall exercise all the rights, powers and authority of the Mayor.

“**Addendum**” means any addition to a completed published Council agenda or addition to an item on the Council agenda.

“**Ad Hoc Committee**” means a committee with a specific mandate of a limited nature, which meets as necessary to provide recommendations to Council and which is disbanded following the completion of the mandate.

“**Advisory Committee**” means a committee with a specific mandate of an ongoing nature, which meets regularly to provide recommendations to Council.

“**Agenda**” means the document issued in accordance with this bylaw that sets out the items of business and order of proceedings for any meeting.

“**CAO**” means the Chief Administrative Officer of the municipality.

“**Chair**” means the person presiding at a meeting.

“Clerk” means the Clerk of the Corporation of the Municipality of West Grey, or their designate.

“Closed Session” means a meeting or part of a meeting of Council or a committee not open to the public, held in accordance with the *Municipal Act, 2001*.

“Committee” means any advisory or other Committee or similar entity, appointed by Council.

“Confirmatory Bylaw” means a bylaw passed at the conclusion of Council meetings, confirming the actions of Council taken at that meeting and any previous meetings which did not have a confirmatory bylaw, in respect of each resolution and other actions taken, so that every decision of Council shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted bylaw.

“Council” means the Council of the Corporation of the Municipality of West Grey.

“Councillor” means a member of Council, other than the Mayor or Deputy Mayor.

“Defamatory” means an unjustified falsehood which is derogatory toward an identifiable person or group.

“Delegation” means any person, group of persons, firm, or organization who is neither a member of Council or an appointed official of the municipality who has requested and is permitted to address Council.

“Deputy Mayor” means the member of Council elected to assist the Mayor in carrying out his or her powers and duties and to act in the place of the Mayor when the Mayor is absent, refuses to act or declares a pecuniary interest, and who shall exercise all the rights, powers and authority of the Mayor.

“Disqualifying Interest” means an interest in a matter that, by virtue of the relationship between the member and other persons or bodies associated with the matter, is of such a nature that reasonable persons fully informed of the facts would believe that the member could not participate impartially in the decision-making processes related to the matter.

“Electronic Means” means telephone, video, or audio conferencing or other interactive method whereby members, staff, and the public are able to hear the person(s) participating by electronic means and the person(s) participating by electronic means are able to hear members, staff and the public.

“Electronic Participation” means a member of Council who participates remotely in any open or closed Council or committee meeting via electronic means and has the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall count towards a quorum of members.

“Emergency” means a situation as defined by the *Emergency Management and Civil Protection Act*.

“Emergency Meeting” means a meeting of Council called without notice to deal with an emergency or an urgent situation where timing requires that a matter be addressed as soon as possible.

“Improper Conduct” means conduct that obstructs in any way the deliberations and/or proper action of Council, and includes but is not limited to conduct that negatively affects the observance of order and decorum among members and the attending public.

“Inaugural Meeting” means the first meeting of a new Council held after a regular municipal election, as set out in the Act.

“Majority Vote” means more than half of the members of Council or committee present at the vote and not prohibited by statute from voting.

“Mayor” means the member of Council holding the office of Mayor and who is the Head of Council.

“Meeting” means any regular, special, or other meeting of a Council, or a local board or of a committee of either of them, where,

- i A quorum of members is present; and
- ii Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

“Member” means a member, including the Mayor and Deputy Mayor, of the Council or committee of Council of the Municipality of West Grey.

“Motion” means a question to be considered by Council or a committee of Council which is read, moved, seconded, and is subject to debate.

“Municipality” means the Corporation of the Municipality of West Grey.

“Non-disqualifying Interest” means an interest in a matter that, by virtue of the relationship between the member and other persons or bodies associated with the matter, is of such a nature that reasonable persons fully informed of the facts would believe that the member could participate impartially in the decision-making processes related to the matter so long as the member fully discloses the interest so as to provide transparency about the relationship; and the member states why the interest does not prevent the member from making an impartial decision on the matter.

“Notice of Motion” means an advance notice to members respecting a matter on which they will be asked to take a position.

“Obscene” means language, gestures, or images which are, or which are likely to be received as being, degrading or dehumanizing of an individual or group, particularly but not limited to on the basis of grounds protected under the Human Rights Code (Ontario).

“Pecuniary Interest” means a direct or indirect financial interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, chapter M.50, as amended.

“Petition” means a document presented by the community to Council to voice their opinion on an issue within the jurisdiction of the municipality.

“Point of Order” means a concern regarding: conformity to this bylaw or the rules of order; improper, offensive, or abusive language; notice that discussion is outside the scope of the motion under consideration; or irregularities in the proceedings.

“Point of Privilege” means a question raised by a member who believes their rights as members have been violated or a matter that a member considers to question their integrity and/or the integrity of Council.

“Presentation” means an address to Council or committee at the request of Council, a committee, or staff.

“Quorum” means a majority of the whole number of members of Council or a committee.

“Recording Device” means any device used for the purpose of recording whether it be analogue, digital or other means of recording, including but not limited to computers, cell phones, smartphones, tablets, voice recorders, cameras or any other similar device.

“Registered Delegate” means an individual who has submitted a request for delegation to the Clerk within the prescribed timelines to address Council or committee in relation to a matter appearing on the agenda.

“Regular Meeting” means meetings held on a regular basis according to the schedule of regular meetings annually approved by Council.

“Rules of Procedure” means the rules and procedures set out in this bylaw.

“Special Meeting” means a meeting held at a time other than a regular meeting, upon forty-eight (48) hours’ notice and dealing with a specific item(s) of business.

“Unfinished Business” means an agenda item(s) from the previous agenda that was left undisposed of at the time of adjournment of the previous meeting.

Interpretation

3. The division of this bylaw into parts and the insertion of headings are for convenient reference only and shall not affect the interpretation of the bylaw.
4. References to words in the plural include the singular, as applicable.
5. References to laws in this bylaw are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.
6. If a court or tribunal of competent jurisdiction declares any portion of this bylaw to be illegal or unenforceable, that portion of this bylaw shall be considered to be severed from the balance of the bylaw, the remainder of which shall continue to operate in full force and effect.
7. In the event of a conflict between the provisions of this bylaw and the *Municipal Act, 2001* or any other legislation, the provisions of the legislation shall prevail.

8. Where any matter of procedure is not provided for in this bylaw, Robert's Rules of Order, as revised, shall be followed.
9. Decisions binding the Council may only be made at Council meetings, unless authority has been specifically delegated. Committees may only make recommendations to Council for its consideration.

Part II. Application and Suspension of Rules

Application

10. The rules contained in this bylaw shall be observed in all regular meetings and special meetings of Council.
11. In emergency meetings, the chair shall preside and preserve decorum, applying the rules set out in this bylaw at the chair's discretion.
12. The rules contained in this bylaw shall be observed in all committees, with necessary modifications, except where a rule indicates that it specifically applies to Council. Where specific rules for committees exist, they shall prevail over general rules.
13. Where a local board of the municipality has not adopted a procedural bylaw, such board shall be deemed to have adopted this bylaw, with necessary modifications, except where a rule indicates that it specifically applies to Council. Where specific rules for local boards exist, they shall prevail over general rules.
14. In any case for which provision is not made in these rules and regulations, the procedure to be followed shall be the most similar procedure found in the most recent edition of Roberts Rules of Order in existence at the time of the meeting shall be referred to.

Suspension

15. No provision of this bylaw shall be suspended except by affirmative vote of at least two-thirds (2/3) of the whole members of Council for each incidence of suspension of the rules.
16. A suspension shall only apply to the procedure(s) or rule(s) which are stated within the motion to suspend and only during the meeting in which such motion was introduced.
17. The following procedure(s) or rule(s) shall not be suspended:
 - i. Majority of whole of members required for quorum; and
 - ii. Any statutory requirements with respect to proceedings.

Part III. Rules of Conduct and Debate

Electronic Devices

18. Each member shall place any electronic devices on an inaudible setting during any open or closed meeting.

19. No member shall use an electronic device to broadcast, record or otherwise publish or distribute audio or video of any open or closed meeting, nor photographs of any closed meeting.

Address the Mayor and Order of Speaking

20. Every member desiring to speak shall signify their desire to speak in such a manner as the Mayor may direct, and upon being recognized by the Mayor, shall address the Mayor.
21. Subject to section 18, when two or more members signify a desire to speak, the Mayor shall recognize the member who, in the opinion of the Mayor, so signified first and next recognize in order the other members.

Conduct of Council and Committee Members

22. Council members shall govern themselves according to Council's Code of Conduct and the Council-Staff Relations policy.
23. Members of Council shall conduct themselves in Council and committee meetings in a professional manner that is respectful of fellow members, staff, and the attending public.
24. No member shall:
- i. Speak disrespectfully of the Reigning Sovereign, or of any member of the Royal Family, or of the Governor General or the Lieutenant-Governor of any province, any duly elected public official including fellow members of Council, or staff;
 - ii. Use offensive words or unparliamentary language;
 - iii. Speak on any subject other than the subject in debate;
 - iv. Interrupt a member speaking except to raise a point of order or point of privilege;
 - v. Where a matter has been discussed closed session, and where the matter remains confidential, disclose the content of the matter or the substance of the deliberations of the closed session meeting; or
 - vi. Disobey the Rules of Procedure, or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the Rules of Procedure.
25. Where a member has been called to order by the Mayor for failing to observe the provisions of section 22 and the member persists in any such conduct, the Mayor may forthwith put the question, no amendment, adjournment or debate being allowed, "that Councillor [Name of Member] be ordered to leave their seat for the duration of the meeting of Council", but if the member apologizes, the member may, by vote of Council, be permitted to retake their seat.

Conduct of Public and Delegations

26. Members of the public who are present at a meeting shall ensure that all electronic devices are set to silent mode.
27. To preserve and protect the decorum of Council chamber or other meeting place of Council, members of the public participating in a meeting, including members of the audience attending electronically or in-person, shall not:

- i. Address Council or committee without permission;
 - ii. Bring food or beverage, with the exception of water, into the Council chamber or meeting room unless so authorized;
 - iii. Engage in any activity or behaviour or make any audible noise that could affect the Council or committee deliberations, including clapping, shouting, jeering or any other form of disorderly conduct; or
 - iv. Bring any signs or placards into, or hand out any brochures, pamphlets, buttons or literature in the Council chambers.
28. No person shall make defamatory comments, or speak ill of, or malign the integrity of staff, the public, Mayor, or members of Council or committee.

Point of Order

29. A member may raise a point of order at any time, whereupon the Mayor or chair shall:
- i. Interrupt the matter under consideration;
 - ii. Ask the member raising the point of order to state the substance of and the basis for the point of order; and
 - iii. Rule on the point of order immediately without debate by Council or committee.
30. A member of Council or committee may appeal the ruling of the Mayor or chair to Council or committee which will then decide on the appeal, without debate, by way of a majority vote of the members present. If there is no appeal, the decision of the Mayor or chair shall be final.

Point of Privilege

31. They Mayor or chair shall preserve order and rule on points of order and privilege.
32. A member may raise a point of privilege at any time if they consider that their integrity, the integrity of Council or committee as a whole, or staff has been impugned, whereupon the Mayor or chair shall:
- i. Interrupt the matter under consideration;
 - ii. Ask the member raising the point of privilege to state the substance of and the basis for the point of privilege; and
 - iii. Rule on the point of privilege immediately without debate by Council or committee.
33. A member of Council or committee may appeal the ruling of the Mayor or chair to Council or committee.
34. If there is no appeal, the decision of the Mayor or chair shall be final. The Council or committee, if appealed to, shall vote on the motion without debate by way of a majority vote of the members present and its decision shall be final.

Reading Motion under Consideration

35. Any member may require a motion under consideration to be read at any time during debate but not so as to interrupt a member who is speaking.

Questions

36. When a motion is under consideration, a member may ask a concisely worded question of another member or appropriate staff person, through the chair, prior to the motion being put to a vote.

Part IV. Location and Schedule of Meetings

Inaugural Meeting

37. The inaugural meeting of the new Council, after a regular election, shall be held in accordance with the *Municipal Act* in the Council Chambers at the West Grey municipal office. The Clerk, in consultation with the Mayor-elect, shall set the date.
38. No business shall be conducted at the inaugural meeting of Council until the declarations of office have been made by the members of Council.

Location of Meetings

39. All open regular meetings of Council shall be held at the West Grey Council Chambers, 402813 Grey Road 4, Durham, or at such other place as is specified in the agenda. Where an alternate location is required, it shall be within the boundaries of the Municipality of West Grey or an adjacent municipality at a venue that is accessible to the public.
40. All closed sessions, special, and emergency meetings of Council shall be held at a location determined by the Clerk.
41. In the event that a meeting is to be held jointly with one or more other municipalities, the meeting may be held within any one of those municipalities or in a municipality adjacent to any one of them.

Annual Schedule

42. Each year the Clerk shall submit a schedule of regular meetings for the following year for consideration and adoption by Council. Upon adoption, the schedule shall be posted on the municipality's website.

Time of Regular Meetings

43. The regular meetings of Council shall be held on Tuesdays commencing at 9:00 a.m. unless otherwise decided by Council.

Time of Special and Emergency Meetings

44. The chair may, at any time, call a special or emergency meeting and affix the time for the meeting.
45. Upon receipt of a petition signed by a majority of the members, the Clerk shall call a special meeting or emergency meetings for the purpose and at the time declared in the petition. Once a petition for a special or emergency meeting is received by the Clerk, no member may add or remove their name from the petition.

Part V. Public Notice of Meetings

46. The Clerk shall give public notice of all regular open and closed Council and committee meetings by inclusion on the municipal website at least five calendar days prior to the meeting.
47. The Clerk shall give notice of all special open and closed meetings of Council and committee by inclusion on the municipal website as soon as possible after the meeting is called and no later than 48 hours prior to the meeting. Agendas and supporting documentation shall be posted as soon as practical prior to the special meeting.
48. For an emergency meeting, notice shall be provided to members and the public in a time and manner that the Mayor or the Clerk considers most expedient. No meeting shall be held until, in the judgement of the Mayor or the Clerk, there has been sufficient effort to notify all members of Council and the public. Agendas and supporting documentation shall be posted as soon as practical prior to the special meeting.
49. Notice which is substantively given, but which is irregular or not otherwise in strict compliance with this bylaw will not invalidate the holding of a meeting or any proceeding taken at the meeting.
50. Public notice shall include the following:
 - i. Date;
 - ii. Time;
 - iii. Location of meeting; and
 - iv. Method of participation (in-person, electronic, or a combination of both).
51. Any regular meetings of Council may be postponed to a day named in:
 - i. A resolution of Council passed by the majority of members; or
 - ii. A notice by the Clerk, as deemed necessary by the CAO and Mayor, due to inclement weather or emergency. Notice shall be given by the Clerk on the website, posted at the location where the meeting was to be held (if possible), and sent directly to members.

Part VI. Quorum, Commencement, and Adjournment

Commencement

52. As soon as there is a quorum after the hour set for the meeting, the Mayor shall take the chair and call the members present to order.
53. If the Mayor or Deputy Mayor do not attend within 15 minutes after the time appointed for a meeting of the Council, the Clerk shall call the members to order and another member of Council shall be appointed as presiding officer for the duration of the meeting, or until the arrival of the Mayor or Deputy Mayor.
54. While presiding, the Deputy Mayor or presiding officer shall have all the powers of the Mayor and shall be so addressed, and shall be entitled to vote as a member.

Quorum

55. A majority of the whole of members shall constitute quorum and be necessary for the transaction of business.
56. If a quorum is not present to enable a meeting to commence 15 minutes after the time appointed for a meeting of Council, the Clerk shall indicate that no quorum is present and record the names of the members present and the members present shall stand discharged from waiting further.
57. If a meeting does not take place because of the lack of quorum, the Council shall meet at the next regularly scheduled meeting of Council.
58. If during the course of a meeting quorum is lost, the meeting shall automatically be recessed until a quorum is re-established. If the loss of a quorum continues for 15 minutes, the meeting shall stand adjourned until, and the unfinished business will be considered at, the next regularly scheduled meeting.
59. Should a member declare a pecuniary interest on a matter considered in a meeting, quorum for the meeting shall be subject to the provisions of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.

Adjournment

60. All regular, special, and emergency meetings shall end when:
 - i. The business of the meeting has been concluded;
 - ii. A motion to adjourn is carried;
 - iii. Quorum is lost and cannot be regained;
 - iv. An emergency exists; or
 - v. Disorder arises and order cannot be restored.
61. In addition to the above, the time of adjournment of all regular meetings of Council, including any closed portion of the meeting, shall be no later than four hours following the commencement of the meeting.
62. Council may, by an affirmative vote of at least two-thirds (2/3) of the members present, extend the meeting by up to one hour.
63. Only one motion to extend the time of adjournment shall be permitted per meeting.

Declarations of Interest

64. Prior to a particular matter being addressed, members shall declare aloud any interests they may have, and the general nature thereof, in connection with that matter pursuant to the *Municipal Conflict of Interest Act*. Such members shall then be precluded from participating in any way regarding the matter in question, including presiding over the meeting while the matter is under consideration.
65. Upon declaring an interest at a meeting of Council or of a local board, a member shall provide a written statement of the interest and its general nature to the Clerk. The Clerk will include the statement in a registry maintained in accordance with the *Municipal Conflict of Interest Act*.

66. No member who has declared an interest in a matter may move, second or vote on a motion to adopt multiple items if the matter that is subject of the interest is contained therein. Members may request to divide such a motion in order to vote on those items in which there is no interest.
67. Disclosures of pecuniary interest made during a closed session shall include the declaration and its general nature. At the next meeting open to the public, every disclosure of pecuniary interest made during the closed session, but not the general nature of the interest, shall be provided during the call for disclosures of pecuniary interest and recorded in the minutes of the open meeting.

Meetings Open to Public

68. Subject to section 47, the meetings of the Council shall be open to the public and no person shall be excluded therefrom except for improper conduct.
69. The Mayor may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting if the Mayor is satisfied that evidence exists to support expulsion or exclusion and states the reason for the expulsion or exclusion.

Closed Meetings

70. Council may, by resolution, close a meeting or part of a meeting to members of the public in accordance with section 239 (2), (3), and (3.1) of the Act.
71. A motion to close a meeting or part of a meeting to the public shall state:
- i. The fact of the holding of the closed meeting; and
 - ii. The general nature of the matter to be considered at the closed meeting by reference to the specific issue to be considered at the closed meeting.
72. Where a meeting or part of a meeting is closed to the public, all persons not specifically invited to remain shall retire from the meeting.
73. Any member of Council is entitled to be present at a meeting of the Council where the meeting or part of the meeting is closed to the public, unless such member of Council has an interest which the member is obligated to disclose pursuant to the relevant declaration of interest legislation.
74. No vote shall be taken during a meeting or part of a meeting that is closed to the public, except to give direction, or on motions of a procedural nature.
75. The rules governing the procedures and conduct of members shall be observed in closed session.
76. The Clerk shall attend all closed meetings and record the proceedings, including procedural motions and direction given, without note or comment.
77. The Mayor shall report out in an open meeting immediately following the closed session and summarize the actions taken in the closed session. The summary shall not reveal and information which is deemed to be confidential.
78. All information, documentation, or deliberations received, reviewed or undertaken in a closed session is/are confidential. No member, staff person or other person present at a closed session shall release or make public any information considered during a closed session or discuss or share any

documentation related to the content of any closed session with persons other than members or relevant staff persons.

Part VII. Duties of Mayor and Council

Duties of the Mayor

79. It shall be the duty of the Mayor to carry out the responsibilities set forth in sections 225 and 226.1 the Act, and:
- i. Open the meeting of Council by taking the chair and calling the members to order;
 - ii. Announce the business before Council and the order in which it is to be acted upon;
 - iii. Put to a vote all motions, which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the results;
 - iv. Decline to put to a vote, motions which infringe upon the rules of procedure;
 - v. Enforce the rules of procedure;
 - vi. Restrain members, when engaged in debate, within the rules of procedures;
 - vii. Enforce on all occasions, the observance of order and decorum among members;
 - viii. Call by name any member persisting in a breach of the rules of procedure and order the member to vacate the Council chamber;
 - ix. Permit questions to be asked through the Mayor of any officer of the municipality in order to provide information to assist any debate when the Mayor deems it appropriate;
 - x. Provide information to members of Council on any matter touching on the business of the municipality;
 - xi. Rule on any points of order raised by members of Council;
 - xii. Inform members of Council of the proper procedure to be followed;
 - xiii. Represent and support Council, declaring its will and implicitly obeying its decisions in all matters;
 - xiv. Where it is not possible to maintain order, the Mayor may, without any motion being put, adjourn the meeting to a time to be named by the Mayor; and
 - xv. Adjourn the meeting when the business is concluded.

Participation of Mayor in Debate

80. The Mayor may state relevant facts and the Mayor's position on any matter before Council without leaving the chair, which may take place immediately prior to the vote.
81. If the Mayor wishes to move or second a motion before Council or enter into debate on a specific topic, the Mayor shall call on the Deputy Mayor to take the chair before moving or seconding a motion or engaging in debate. The Mayor shall remain out of the chair until the motion and any amendments thereto have been disposed of. In the event the Deputy Mayor is unable to assume the chair, the Mayor shall call on an alternate member to preside until the Mayor resumes the chair.

Duties of the Deputy Mayor

82. In the absence of the Mayor, the Deputy Mayor shall call Council meetings to order and shall preside during the meeting or until the arrival of the Mayor.

Duties of Members of Council

83. It shall be the duty of a member of Council to carry out the responsibilities set forth in section 224 of the Act, and:
- i. Deliberate on the business submitted to Council;
 - ii. Vote when a motion is put to a vote; and
 - iii. Respect the rules of procedure.

Part VIII. Agendas, Minutes, and Meetings

Agenda – Regular Meeting

84. The Clerk shall prepare an agenda, with supporting material, for all regular meetings which include the following:
- i. Call to order;
 - ii. Moment of reflection;
 - iii. Declarations of interest;
 - iv. Adoption of minutes;
 - v. Delegations and presentations;
 - vi. Public meetings;
 - vii. Public comment period;
 - viii. Committee and board reports;
 - ix. Correspondence received for which direction of Council is required;
 - x. Correspondence for receipt;
 - xi. Staff reports;
 - xii. Questions;
 - xiii. Motions for which notice was previously given;
 - xiv. Notices of motion;
 - xv. Announcements;
 - xvi. Closed session;
 - xvii. Report from closed session;
 - xviii. Bylaws; and
 - xix. Adjournment.

Agenda - Addendum

85. No addendum shall be issued after an agenda is posted and distributed to Council unless, in the opinion of the Clerk in consultation with the CAO, the matter is of an urgent nature and requires a decision prior to the next Council meeting. Addendums shall be circulated to members and published to the website not later than 12:00 p.m. EST on the day prior to the meeting.

Agenda – Other Meetings

86. The Clerk shall prepare an agenda, with supporting material, for meetings other than regular meetings in accordance with the business to be addressed.

Agenda – Supporting Material

87. After posting the agenda for a meeting, the Clerk may distribute to members additional supporting material for an item on the agenda.

Agenda - Archive

88. Any additional material that is provided after the agenda is posted shall be included in a reposting of the agenda within one week following the meeting.

Order of Business

89. The business of each meeting shall be taken up in the order in which it stands in the agenda for that meeting, unless otherwise decided by discretion of the Chair or a two-thirds (2/3) vote of the members present.

Unfinished Business

90. In the event that a meeting adjourns with matters on the agenda which have not yet been completed, all incomplete matters on the agenda shall be placed on the agenda for the next regular meeting, unless the members determine otherwise prior to the adjournment, or the Mayor calls a special meeting to deal with such matters.

Questions

91. During the 'questions' portion of a meeting, members may ask questions of staff, or request clarification or updates on any previous agenda items. Members shall indicate the previous agenda item that they are asking questions about or seeking clarification on.

Minutes

92. A record of every meeting shall be kept in the form of minutes.
93. The minutes shall record:
- i. The place, date, and time of the meeting;
 - ii. The names of the presiding officers or officers and the record of attendance of the members;
 - iii. The correction and confirmation of the minutes of prior meetings;
 - iv. Declarations of interest;
 - v. The motions considered and votes taken by Council; and
 - vi. All other proceedings of the meeting without note or comment.
94. After the minutes have been confirmed by resolution, they shall be signed by the Mayor and by the Clerk.

Public Meetings

95. Public meetings shall be held on a matter where directed by Council, municipal bylaw, or statute. Statutory public meetings shall be undertaken in accordance with the governing statute or as otherwise directed by law.
96. The purpose of a public meeting is to hear input from the public on a particular matter. Accordingly, members shall not enter into debate or discussion of the matter during the public meeting.
97. Each person speaking at a public meeting shall provide their name and the municipality in which they reside prior to providing comments.
98. Where the public meeting is held as part of a Council meeting, the minutes of the Council meeting shall include the minutes of the public meeting.

Recording of Meetings

99. Meetings that are not closed to the public may be televised, or otherwise recorded by the municipality for the purpose of broadcasting to the public at large, upon approval of the chair.
100. No persons shall use an electronic device as a recording device or to broadcast or otherwise publish or post audio, video or photographs of any meeting or part of a meeting without prior approval of the Chair and Clerk.
101. Inability to record a meeting will not prohibit the meeting from commencing or continuing.

Livestreaming Meetings

102. All regular Council meetings shall be livestreamed wherever possible.
103. Where the livestream of a meeting cannot be initiated, the chair shall call the meeting to order, and immediately call for a recess of the meeting for up to 15 minutes to provide time to address the issue. If both the livestream and recording of the meeting are unavailable after 15 minutes, the chair shall resume the meeting and the meeting shall proceed as scheduled.
104. Where the livestream of a meeting is interrupted, the chair shall call a recess for up to 15 minutes to provide time to address the issue. If both the livestream and recording of the meeting are unavailable, the chair shall resume the meeting and the meeting shall proceed as scheduled.
105. Failure to livestream the meeting shall not preclude Council from continuing with the business on the agenda.

Electronic Participation in Meetings

106. Any member of Council may participate in any open or closed Council, special Council or committee meeting electronically and be counted for the purpose of establishing quorum.
107. The following practices shall be followed when a member(s) participate in a meeting by electronic means:

- i. Each member participating in a meeting by electronic means shall be available at least 15 minutes before the beginning of the meeting to assist staff in establishing the electronic connection.
- ii. Each member participating by electronic means shall mute his or her electronic device when he or she is not speaking.
- iii. Each member participating by electronic means for a closed session shall participate in an enclosed space and ensure that no other person is present. Members shall be required to attest to the fact that they recognize that they will be in a closed session and are able to ensure confidentiality.
- iv. The chair shall canvass members participating by electronic means about their intention to speak to a matter on the floor and shall notify each member when it is his or her turn to speak.
- v. After putting a motion to a vote, each member participating by electronic means shall be required to identify how he or she wishes to vote.
- vi. Each member participating by electronic means shall inform the chair about his or her intentions to leave the meeting either on a temporary or permanent basis.
- vii. A member(s) participating by electronic means shall be deemed to have left the meeting when they are no longer electronically connected to the meeting.
- viii. Where a loss of connection, or any connection issue impedes the ability of a member(s) to participate in the meeting in real time, and the loss of connection does not affect quorum, the meeting will continue in the absence of the member(s).
- ix. Where a loss of connection, or any connection issue impedes the ability of a member(s) to participate in the meeting in real time, and the loss of connection affects quorum, the chair shall recess the meeting for 15 minutes to provide time for the connection to be regained. Where a connection that satisfies quorum cannot be regained, the meeting shall be adjourned, and the remaining business addressed at a subsequent meeting.

Part IX. Delegations, Presentations, and Communications

Delegations and Presentations

108. Any person may appear before Council to provide a delegation or for the purpose of presenting or receiving a gift or recognition provided the Clerk receives a request in writing, in the prescribed time, describing the nature and purpose of the delegation or presentation. The subject matter of the delegation must be relevant to conducting the business of the municipality, promoting the work of partners of the municipality, works being undertaken by individuals or groups which benefit the community, or topics of community interest.
109. Delegations shall not be permitted to appear before Council whose subject matter relates to:
 - i. A tender or request for proposal which is either proposed, pending, or actually before Council;
 - ii. Labour relations;
 - iii. Legal issues including litigation and potential litigation, and matters currently before the courts or administrative tribunals;

- iv. Insurance claims;
 - v. Contract negotiations; or
 - vi. A subject that is beyond the jurisdiction of the municipality.
110. Delegations and presentations may be done through electronic means upon consent of the Clerk provided that all persons participating electronically adhere to the following practices:
- i. each person participating in a meeting by electronic means shall be available at least 15 minutes before the beginning of the meeting to assist staff in establishing the electronic connection;
 - ii. each person participating by electronic means will mute their electronic device when they are not speaking;
 - iii. the chair will notify each person participating by electronic means when it is their turn to speak; and
 - iv. in the case of a loss of connection, or any connection issue which impedes the ability of a person to participate in the meeting in real time, the meeting will continue, and it is the chair's discretion as to whether the delegation or presentation is revisited should the connection be restored.
111. In addition to the rules governing conduct of the public, persons making delegation or presentations to Council or committee shall be governed by the following:
- i. delegation and presentation requests must be made to the Clerk at least 14 days prior to the date of the meeting at which the delegation or presentation is to be provided;
 - ii. delegations and presentations must be confined to the business stated in the request to the Clerk;
 - iii. no printed material may be distributed without leave of the chair. If printed material is to be distributed, it shall be provided directly to the Clerk;
 - iv. the Clerk must be provided with a copy of all electronic material included in a delegation or presentation at least 10 days prior to the agenda for that meeting being published;
 - v. the Clerk shall determine the appropriate meeting for each delegation or presentation, advise the requester, and schedule the delegation or presentation accordingly;
 - vi. individuals addressing Council for subsequent times on the same topic must only present new information during subsequent delegations. New information is deemed to be information that Council has not previously heard;
 - vii. delegation and presentation requests may be denied where it is determined by the Mayor and CAO that the subject matter is unduly repetitious;
 - viii. no more than three delegations shall be permitted at any one meeting;
 - ix. each delegation shall be limited to a period of time 10 minutes regardless of the number of people making the delegation;
 - x. presentations that are requested by Council or arranged by staff shall have a time limit as determined between the Clerk and the presenter;

- xi. members shall address the persons(s) making a delegation or presentation only to ask questions of clarity or provide thanks but not to enter into debate or discussion of the matter; and
- xii. The chair may curtail any delegation or presentation for disorder or any other breach of this bylaw.

Comment Period

- 112. A person may make a comment on any matter on the Council agenda during the 'Comment period' portion of a meeting.
- 113. Persons making a comment must provide their name and the municipality in which they reside prior to making their comment.
- 114. Comments are limited to a maximum of two minutes per person, with a maximum time of 10 minutes being allotted for comment period per meeting.
- 115. In circumstances where a person is unable to attend a meeting, they may participate in comment period electronically or by telephone, or by submitting their comment in writing to the Clerk a minimum of 24 hours prior to the meeting. For comments submitted in writing, the Clerk will acknowledge receipt of the comment and circulate it to Council in advance of the meeting. Comments received in writing will not be read out at the meeting.
- 116. The chair may curtail any comment for disorder or any other breach of this bylaw.

Written Submissions and Petitions

- 117. All correspondence items filed with the Clerk for inclusion on a meeting agenda, that are deemed by the Clerk to be complete and valid, shall be dealt with as follows:
 - i. correspondence items requiring direction shall be placed on the next regular Council agenda under 'Correspondence for which direction of Council is required';
 - ii. correspondence items of a routine administrative nature shall be referred directly to the appropriate director or manager;
 - iii. correspondence items, including letters from the public, that do not require direction shall be placed in an information package and listed under 'Correspondence for receipt';
 - iv. resolutions from other municipalities, public agencies, or organizations, that are not resolutions of support, will be placed in an information package and listed under 'Correspondence for receipt';
 - v. correspondence items consisting of petitions shall be listed by title on the appropriate Council or committee agenda and made available for public viewing.
- 118. Correspondence items, other than petitions, that are filed with the Clerk shall be considered complete and valid when they:

- i. are legible;
 - ii. are signed or include the writer's name; and
 - iii. include a mailing address or other contact information.
119. Petitions filed with the Clerk shall be considered complete and valid when they:
- i. contain a clear statement of the matter on which Council is being asked to take action;
 - ii. address a matter within the jurisdiction of Council;
 - iii. identify a primary contact;
 - iv. include fields for each petitioner to provide:
 - a. a printed name;
 - b. a full address;
 - c. an acknowledgement that the petition will be made available to the public; and
 - d. a signature.
120. Personal information, other than contact information, disclosed in correspondence items will become part of the public record, including the name of the author.
121. Correspondence items may be withheld from an agenda if they are considered to be inappropriate or offensive in nature, as determined by the Clerk and CAO.

Part X. Motions

Motions in Writing

122. Each motion shall be written unless it is a motion to:
- i. Adjourn;
 - ii. Recess;
 - iii. Extend past the hour for adjournment;
 - iv. Table;
 - v. Postpone;
 - vi. Call the vote;
 - vii. Refer; or
 - viii. Amend.

Jurisdiction

123. A motion in respect of a matter that conveys authority or direction that is beyond the power of Council is not in order.

Motion Open for Consideration

124. Each motion shall be stated by the mover, in the mover's place, and, upon being moved and seconded the chair shall declare the motion open for consideration.

Subsequent Motions

125. When a motion is under consideration, no other motion shall be in order except a motion to:
- i. Adjourn;
 - ii. Recess;
 - iii. Extend past the hour for adjournment;
 - iv. Table;
 - v. Postpone;
 - vi. Call the vote;
 - vii. Refer; or
 - viii. Amend.

Motion to Adjourn

126. A motion to adjourn shall:
- i. Be seconded;
 - ii. Not be amended;
 - iii. Not be debated;
 - iv. Not include qualifications or additional statements; and
 - v. Always be considered, except when a member is speaking, or when members are voting.

Motion to Recess

127. A recess may be declared by the chair or moved by a member.
128. A motion to recess shall:
- i. Include the proposed length of recess;
 - ii. Be seconded;
 - iii. Not be amended;
 - iv. Not be debated; and
 - v. Always be considered, except when a member is speaking, or members are voting.

Motion to Extend

129. A motion to extend past the hour for adjournment in a regular meeting shall:
- i. Be seconded;
 - ii. Not be amended;
 - iii. Not be debated;
 - iv. Always be considered, except when a member is speaking, or members are voting.
 - v. Require a two-thirds (2/3) of the members present at the meeting.

Motion to Table

130. A motion to table shall:
- i. Be seconded;
 - ii. Not be amended;
 - iii. Not be debated;
 - iv. Apply to the main motion and any amendments thereto under consideration at the time when the motion to table was made; and
 - v. Not include qualifications or additional statements.
131. If a motion to table is carried, the main motion and any amendments thereto shall be removed from the consideration of the members.
132. A motion to take a matter from the table may be introduced at any time, when it is made at the same meeting at which the motion to table was made, except when a member is speaking, or another motion is under consideration.
133. A motion to take a matter from the table at a meeting subsequent to the meeting where the motion to table was made, shall require a notice of motion and shall be made within three months of the motion to table.
134. If a motion to take a matter from the table is carried at a meeting, then consideration of the original matter shall become the next order of business.

Motion to Postpone

135. A motion to postpone a matter pending receipt of further information or the happening of an event shall:
- i. Be seconded;
 - ii. Not be amended;
 - iii. Be debated only as to the time period of postponement;
 - iv. Apply to the main motion and any amendments thereto under consideration at the time when the motion to postpone was made; and
 - v. Not include qualifications or additional statements.
136. If a motion to postpone is carried, the main motion and any amendments thereto shall be removed from the consideration of the members until the time provided for in the motion.

Motion to Call the Vote

137. A motion to call the vote (close debate) shall:
- i. Be seconded;
 - ii. Not be amended;
 - iii. Not be debated; and
 - iv. Apply to the main motion or amendment thereto under debate at the time when the motion to call the vote is made.
138. If a motion to call the vote is carried, the preceding motion or amendment thereto shall be voted on immediately without debate or comment.

Motion to Refer

139. A motion to refer a matter under consideration to a committee, staff person, or elsewhere shall:
- i. Be seconded;
 - ii. Be open to debate;
 - iii. Be amendable; and
 - iv. Preclude amendment or debate of the preceding motion, unless the motion to refer is defeated, in which case the preceding motion shall be open to debate and amendment.

Motion to Amend

140. Before the chair calls a vote on a motion, a member may ask the mover of the motion if they would accept a change in it, termed a friendly amendment. The mover may either accept or reject the proposed change. If the mover rejects the proposed change, the member suggesting the change can propose an amendment as outlined below. If the change is accepted by the mover, the changed motion will be put to a vote. Friendly amendments shall not be recorded in the minutes as a main motion and an amendment but will be considered as a main motion.
141. A motion to amend a motion under consideration shall:
- i. Be seconded;
 - ii. Be open to debate;
 - iii. Be relevant to the main motion;
 - iv. Be subject to only one further amendment; and
 - v. Not propose a direct negative to the main motion.

Motion to Reconsider

142. No motion to reconsider a decided matter shall be in order when, as a result of the vote on the original motion, something has been done that is impossible to undo.
143. A motion to reconsider a decided matter may be introduced at any time, except when a member is speaking or members are voting, when it is made at the same meeting at which the original motion was decided.
144. A motion to reconsider a decided matter of Council, at a meeting subsequent to the meeting at which the original motion was decided, shall require a Notice of Motion.
145. Where a Notice of Motion to reconsider a decided matter is provided, it shall act as bar to any further action resulting from the original motion until the matter is decided.
146. A motion to reconsider a decided matter shall require a two thirds (2/3) vote of the whole of Council.
147. If a motion to reconsider is carried at a meeting, then consideration of the original matter shall become the next order of business.

148. A motion to reconsider can be moved by any member, regardless of how the member voted on the original question.
149. A motion to reconsider a decided matter shall not be debatable but the mover of the motion may provide a brief statement outlining the reasons for proposing such consideration.
150. A motion to reconsider a decided matter shall not be made more than once in a 12-month period from the date the matter was decided, unless a regular election has occurred during that time.
151. The following motions cannot be reconsidered:
- i. To adjourn;
 - ii. To recess;
 - iii. To suspend the rules; and
 - iv. To reconsider.

Withdrawal of Motion

152. Every motion shall be deemed to be in the possession of the members for consideration after it is accepted by the chair. The members may consent to the withdrawal of the motion at any time before amendment or decision.

Dividing a Motion

153. When a motion under consideration contains distinct elements, a member may request that the motion be divided and the vote on each discrete element taken separately.

Notice of Motion

154. At a regular meeting, a member may give notice, during Notice of Motion, that he or she intends to introduce a motion at a subsequent meeting.
155. The motion shall be supported by at least one other member of Council who shall indicate their support at the time the notice is provided.
156. The motion shall be submitted to the Clerk, in writing, a minimum of 72 hours before the publishing of the next regular agenda.
157. The motion shall be addressed at the next regular meeting, under 'Motions for which notice was previously given', unless a special meeting is called earlier to address the motion. An unsupported motion shall not be introduced at a subsequent meeting.

Motion by Chair

158. If the chair wishes to make a motion or to speak on a motion taking a definite position and endeavouring to persuade the other members to support that position, then he or she shall first leave the chair and designate another member to fill his or her place until the vote on the matter is concluded and he or she resumes the chair.

Part XI. Voting

One Vote per Member

159. Each member has the right to one vote on each motion, subject to any declaration of interest.

Default Majority Vote

160. Unless otherwise specified in this bylaw all votes shall be decided by way of a majority vote of the members present at the meeting.

Time of Vote

161. A motion shall be put to a vote by the chair immediately after all members desiring to speak on the motion have spoken, in accordance with this bylaw.

Speaking During Vote

162. After a motion is put to a vote by the chair, no member shall speak on that motion, nor shall any other motion be made until after the result of the vote is announced by the chair.

Mandatory Vote

163. Every member present shall vote on every motion unless the member declares an interest, in which case the member shall refrain from participating in the vote.

Deemed Negative Vote

164. Every member who is present for a vote and has not declared an interest shall be deemed to be voting against a motion if he or she abstains from voting on that motion.

Tie Vote

165. Where there is a tie vote on any motion, it shall be deemed to have been decided in the negative.

Show of Hands

166. Unless a recorded vote is called for, all voting shall be done by a show of hands.

Recorded Vote

167. Any member may request that a vote be recorded immediately prior to or immediately after the taking of a vote. When a recorded vote is requested, all members present at the meeting shall vote in random order, unless otherwise prohibited from voting on the motion by reason of a declared interest. The Clerk shall call the names of the members and announce the results. The names of those who voted for and against shall be noted in the minutes.

Budget Amendment Vote

168. After the budget for the year has been approved by Council, any motions or bylaws proposing an expenditure of money that affects the approved tax levy for the year must receive a two-thirds (2/3) vote of all the members of Council.

169. Any staff recommendation, motion made by a member, or bylaw that affects the approved tax levy for the year must identify that a budget amendment is being considered.

Part XII. Bylaws

Previous Consideration

170. Unless otherwise specified in a separate bylaw, no bylaw shall be presented to the members unless the subject matter has been considered and the members have moved for a bylaw to be brought forth.

Bylaw Listing

171. The Clerk shall submit to the members a listing of all bylaws proposed for adoption that includes the bylaw number and titles.

One Motion

172. Unless otherwise requested, all bylaws proposed for adoption shall be passed in one motion.

Bylaw Requirements

173. Every bylaw passed by Council shall:
- i. Be signed by the Mayor or the presiding officer;
 - ii. Be signed by the Clerk or designate;
 - iii. Be sealed with the corporate seal; and
 - iv. Indicate the date of passage.

Confirmatory Bylaw

174. Council shall enact a bylaw confirming the actions of Council taken at that meeting and any previous meetings which did not have a confirmatory bylaw, in respect of each resolution and other actions taken, so that every decision of Council at that meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separately enacted bylaw.

Part XIII. Committees and Local Boards

Terms

175. Local boards and committees appointed by Council shall have the same terms of office and for such local boards and committees shall be congruent with the term of Council, unless otherwise determined by Council.

Ad Hoc Committees

176. Council may, by resolution, establish ad hoc committees which shall advise Council on matters assigned or referred to it.

Procedures

177. The provisions of this bylaw, with necessary modifications, shall apply to the various local boards and committees appointed by Council, unless specific terms of reference have been adopted by Council.

Part XII. Repeal and Effective Date

Bylaw Repealed

178. Bylaw No. 16-2021 and all amendments thereto are hereby repealed.

Effective Date

179. This bylaw shall come into full force and effect on January 1, 2025, at which time all bylaws, policies, and resolutions that are inconsistent with the provisions of this bylaw are hereby amended or repealed insofar as it is necessary to give effect to the provisions of this bylaw.

Read a first, second and third time and finally passed this 3rd day of December, 2024.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk



**The Corporation of the Municipality of West Grey
Bylaw No. 2024-098**

A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006,
as amended, as it relates to ZA20.2024.

WHEREAS pursuant to the provisions of Section 34 and 36(1) of the *Planning Act, R.S.O. 1990*, as amended, bylaws may be amended by councils of municipalities; and

WHEREAS the Council of the Corporation of the Municipality of West Grey deems it expedient and in the public interest to amend bylaw No. 37-2006, as amended, being the Municipality of West Grey Comprehensive Zoning Bylaw; and

NOW THEREFORE be it resolved that the Council of the Corporation of the Municipality of West Grey hereby enacts as follows:

1. That Bylaw No. 37-2006 is hereby amended by changing the zone symbol on PLAN 161 LOT 40 Pt Lot 39, PT LOTS 41 to 43, the geographic town of Neustadt, Municipality of West Grey, County of Grey (ARN 4205.020.001.21310) from 'C2 Highway Commercial' to 'R2-525-H Medium Density Exception Holding', as shown on Schedule 'A' attached to this bylaw.
2. That Schedule 'A' and all other notations thereon are hereby declared to form part of this bylaw.
3. That section 35.1 of Bylaw No. 37-2006 is hereby further amended by adding the following paragraphs:

R2-525-H (see Schedule 'A')

Notwithstanding Section 13 – R2 Medium Density Residential Zone of Bylaw No. 37-2006 as amended to the contrary, the lands zoned R2-525-H shall be used in accordance with the R2 zone provisions excepting however:

'H Holding'

Building(s)/structure(s) existing as of November 19, 2024, on the lot shall not be used and/or occupied until such time as a Residential Dwelling building permit is issued for the lot.

The 'H – Holding' provision may be removed upon the issuance of a Residential Dwelling building permit for the lot.

Permitted Uses

- Residential Dwelling – Single Detached
- Residential Dwelling – Semi-Detached
- Residential Dwelling – Duplex
- Residential Dwelling – Triplex
- Residential Dwelling – Fourplex
- Residential Dwelling – Four Unit Street Townhouse
- Additional Residential Unit
- Home Occupation
- Accessory Uses, Building and Structures in accordance with Section 6.1.

Parking

Section 6.27 Parking Regulations shall not apply.

Parking Space Requirements

“Parking Space” means an area, external to a building or structure, that is provided and maintained for the parking of Motor Vehicles and/or the temporary parking of Recreational Trailers.

A minimum of 1.0 Parking Space per Residential Dwelling shall be provided and:

- i. A Parking Space shall not occupy more than fifty percent (50%) of the width of the Residential Dwelling;
- ii. A Parking Space shall not be less than 5.5 metres in length;
- iii. A Parking Space shall be constructed with a hard surface.

Additional Residential Unit

“Additional Residential Unit” means a Residential Dwelling that consists of a self-contained set of rooms located in a building or structure, is used or intended for use as residential premises, and contains kitchen and bathroom facilities that are intended for the use of the unit only.

Two (2) Additional Residential Units shall be allowed within a ‘Residential Dwelling – Single Detached’, ‘Residential Dwelling – Semi-Detached’ or ‘Residential Dwelling – Street Townhouse’ in the following instances:

- i. The Additional Residential Unit shall not be permitted if any other dwelling, other than the principal Residential Dwelling, exists on the subject property;
- ii. The Additional Residential Unit is situated entirely within the same building as the principal Residential Dwelling with a separate entrance pursuant to the Ontario Building Code;
- iii. A minimum of one (1) additional Parking Space shall be provided in accordance with the Parking Requirements associated with the principal Residential Dwelling for each Additional Residential Unit.

4. That this bylaw shall come into force and take effect upon date of final passing.

Read a first, second, and third time and finally passed this 3rd day of December, 2024.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk

SCHEDULE "A"

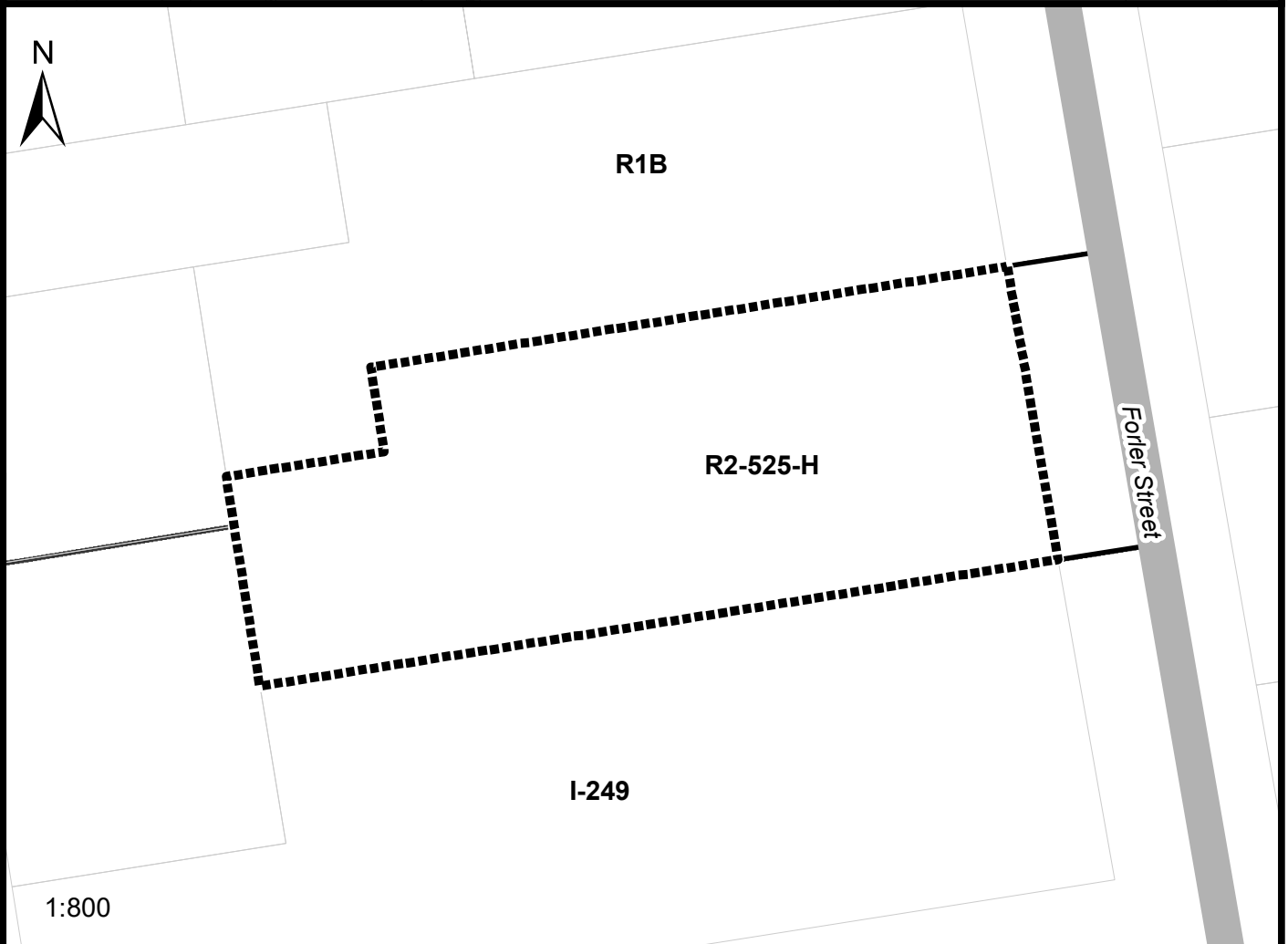
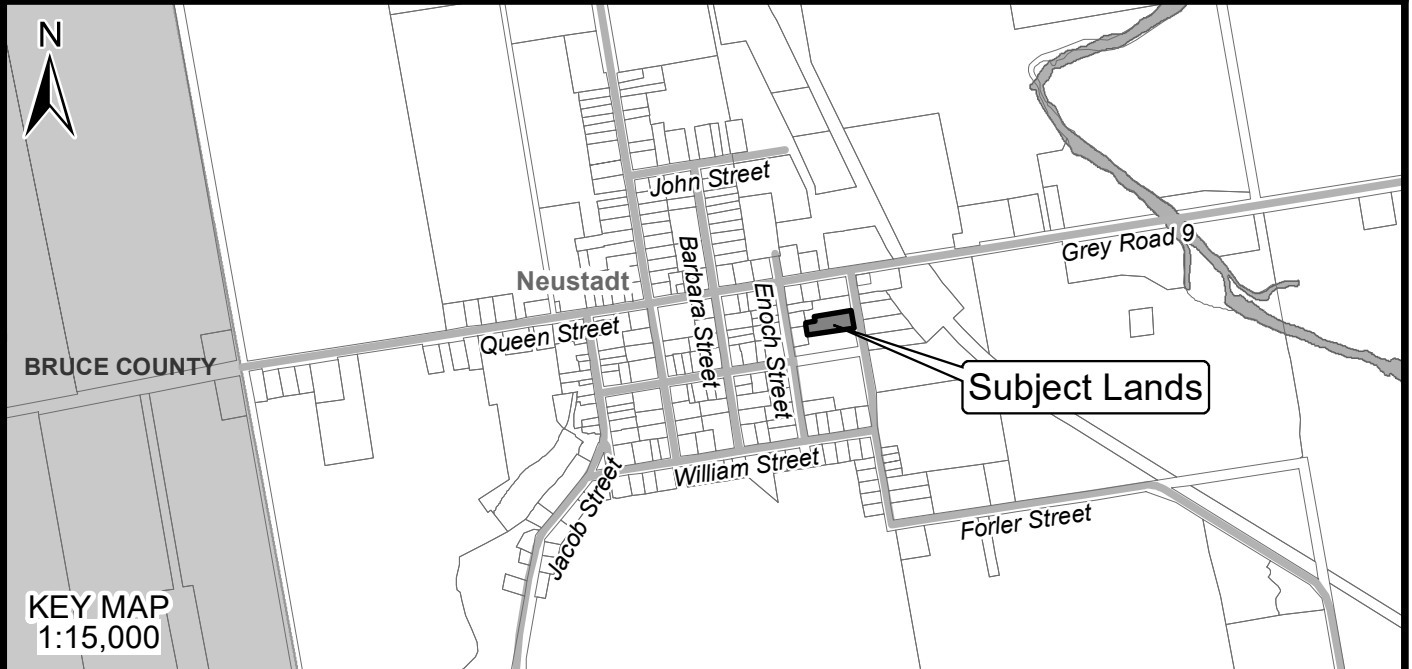
Bylaw number 2024-098

MUNICIPALITY OF WEST GREY


DATE PASSED: December 3, 2024

MAYOR: _____

Clerk: _____



LEGEND

 Subject Lands

 Low Density Residential

 Medium Density Residential

 Institutional



**The Corporation of the Municipality of West Grey
Bylaw No. 2024-099**

A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006,
as amended, as it relates to ZA23.2024.

WHEREAS pursuant to the provisions of Section 34 and 36(1) of the *Planning Act, R.S.O. 1990*, as amended, bylaws may be amended by councils of municipalities; and

WHEREAS the council of the Corporation of the Municipality of West Grey deems it expedient and in the public interest to amend bylaw No. 37-2006, as amended, being the Municipality of West Grey Comprehensive Zoning Bylaw; and

NOW THEREFORE be it resolved that the Council of the Corporation of the Municipality of West Grey hereby enacts as follows:

1. That Bylaw No. 37-2006 is hereby amended by changing the zone symbol on Lot 2 Concession 8 EGR; in the geographic township of Glenelg in the Municipality of West Grey from 'OS-221-H Open Space Exception Holding' to 'A2 – Rural' as shown on Schedule 'A' attached to this bylaw.
2. That Schedule 'A' and all other notations thereon are hereby declared to form part of this bylaw.
3. That this bylaw shall come into force and take effect upon date of final passing.

Read a first, second and third time and finally passed this 3rd day of December, 2024.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk

SCHEDULE "A"

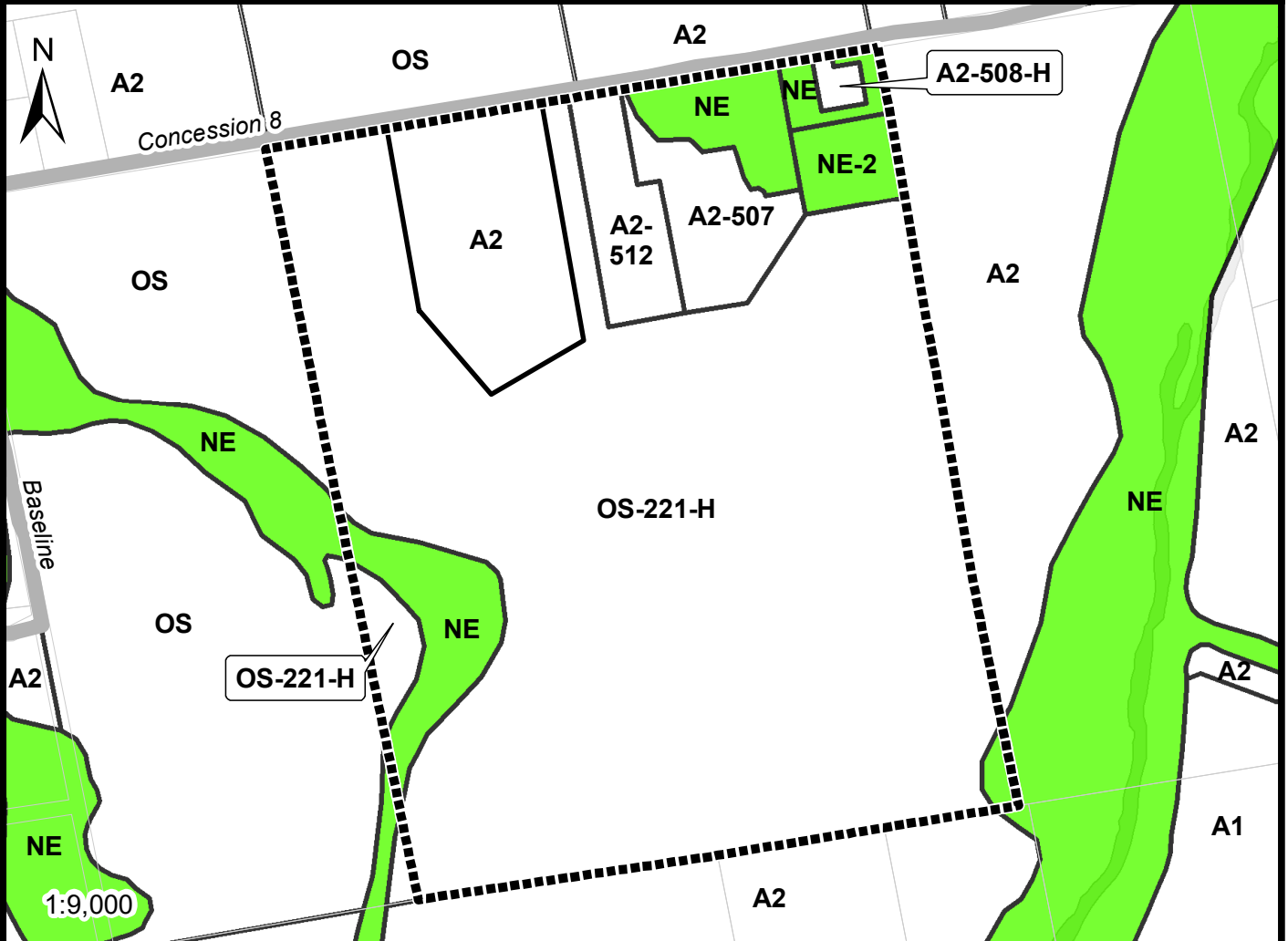
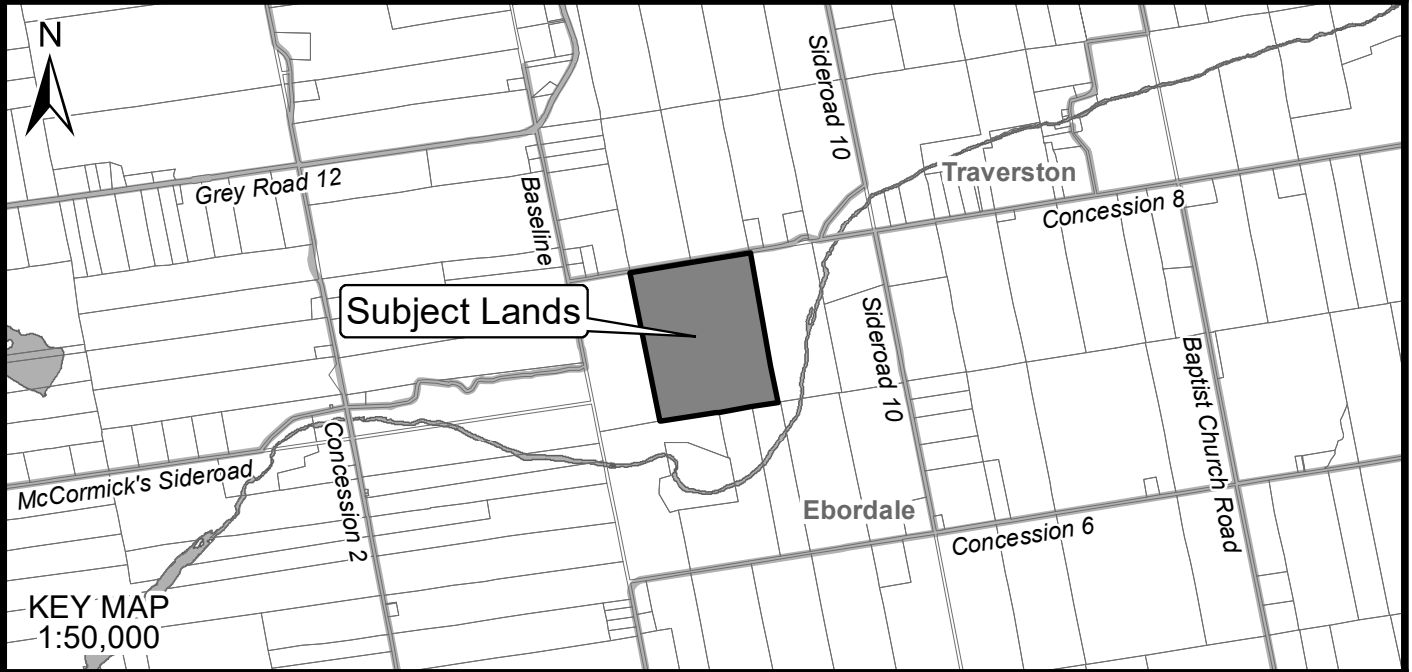
Bylaw number 2024-099

MUNICIPALITY OF WEST GREY


DATE PASSED: December 3, 2024

MAYOR: _____

Clerk: _____



LEGEND

 Subject Lands

 Agricultural

 Open Space

 Rural

 Natural Environment



**The Corporation of the Municipality of West Grey
Bylaw No. 2024-100**

A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006, as amended, as it relates to ZA26.2023.

WHEREAS pursuant to the provisions of Section 34 and 36(1) of the *Planning Act, R.S.O. 1990*, as amended, bylaws may be amended by councils of municipalities; and

WHEREAS the council of the Corporation of the Municipality of West Grey deems it expedient and in the public interest to amend bylaw No. 37-2006, as amended, being the Municipality of West Grey Comprehensive Zoning Bylaw; and

NOW THEREFORE be it resolved that the council of the Corporation of the Municipality of West Grey hereby enacts as follows:

1. That Bylaw No. 37-2006 is hereby amended by changing the zone symbol on Part Lot 57 and Part lot 58, Concession 2 WGR geographic township of Bentinck; Part Park Lot 1, North of Chester Street , All of Park Lot 1 and Part of Park Lots 2 and 3, North of George Street, Part of West Street and Part of Chester Street, Plan 500, geographic town of Durham, all in the Municipality of West Grey, County of Grey (ARN 4205.280.003.06350) from ‘A3 Restricted Agriculture’ and ‘FD Future Development’ to ‘R3-522 High Density Residential Exception’, ‘R3-523 High Density Residential Exception’, ‘R3-524 High Density Residential Exception’, ‘I-521 Institutional Exception’, ‘OS Open Space’, ‘NE Natural Environment’ and ‘FD Future Development’ as shown on Schedule ‘A’ attached to this bylaw.
2. That Schedule ‘A’ and all other notations thereon are hereby declared to form part of this bylaw.
3. That section 35.1 of Bylaw No. 37-2006 is hereby further amended by adding the following paragraphs:

R3-522 (see Schedule ‘A’)

Notwithstanding Section 14 of Bylaw No. 37-2006, as amended, those lands zoned R3-522 shall be used in accordance with the following provisions:

PERMITTED USES	<ul style="list-style-type: none"> • Residential Dwelling – Apartment • Home Occupation • Personal Service Shop located only on the ground floor of a Residential Dwelling – Apartment • Retail Store located only on the ground floor of a Residential Dwelling – Apartment • Convenience Store located only on the ground floor of a Residential Dwelling – Apartment • Accessory uses, buildings and structures in accordance with Section 6.1
LOT AREA, Minimum	7,500 m ² (80,729 ft ²)
LOT FRONTAGE, Minimum	18 m (59 ft)
FRONT YARD, Minimum	7.5 m (24.6 ft)

EXTERIOR SIDE YARD, Minimum	7.5 m (24.6 ft)
INTERIOR SIDE YARD, Minimum	Half (1/2) the building height but in no case less than 3 m (9.8 ft)
REAR YARD, Minimum	7.5 m (24.6 ft)
BUILDING HEIGHT, Maximum	12 m (39.4 ft)
LOT COVERAGE, Maximum	45% percent
PARKING	<p>Section 6.27 Parking Regulations shall not apply.</p> <p><u>Parking Space Requirements</u></p> <p>Parking Space means an area, external to a building or structure, that is provided and maintained for the parking of Motor Vehicles and/or the temporary parking of Recreational Trailers.</p> <p>a) There shall be no Parking Space requirements for a permitted Commercial Use.</p> <p>b) A minimum of 1.20 parking spaces per Residential Dwelling Unit shall be provided and:</p> <ul style="list-style-type: none"> i) shall have dimensions of not less than 2.7 metres in width or less than 5.5 metres in length; ii) shall be setback a minimum of 2.0 metres from all lot lines; iii) shall be constructed with a hard surface. <p>c) A minimum of 4 accessible parking spaces shall be provided and:</p> <ul style="list-style-type: none"> i) shall have dimensions of not less than 4 metres in width and not less than 5.5 metres in length; ii) shall be setback a minimum of 2.0 metres from all lot lines; iii) shall be constructed with a hard surface; iv) shall be located near an accessible building entrance; and identified for use by persons requiring an accessible parking space by a sign, which is clearly posted and visible at all times, containing the International Symbol of Accessibility for Handicapped Persons. Such sign shall be posted in a visible location other than on the parking surface. <p>d) Snow storage shall not be placed/located on a required Parking Space(s).</p>

SITE PLAN CONTROL	The R3-522 High Density Residential Exception zone shall be designated a site plan control area pursuant to Section 41(3) of the Planning Act RSO 1990 as amended.
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R3-523 (see Schedule 'A')

Notwithstanding Section 14 of By-law No. 37-2006, as amended, those lands zoned R3-523 shall be used in accordance with the following provisions:

PERMITTED USES	<ul style="list-style-type: none"> • Residential Dwelling – Street Townhouse in accordance with Section 14.2.1; • Residential Dwelling – Single Detached in accordance with Section 13.2.1; • Residential Dwelling – Semi-Detached in accordance with Section 13.2.2; • Residential Dwelling – Duplex in accordance with Section 13.2.3; • Residential Dwelling – Triplex in accordance with Section 13.2.4; • Residential Dwelling – Fourplex in accordance with Section 13.2.5; • Home Occupation; • Additional Residential Unit; • Accessory Uses, Building and Structures in accordance with Section 6.1
PARKING	<p>Section 6.27 Parking Regulations shall not apply.</p> <p><u>Parking Space Requirements</u></p> <p>“Parking Space” means an area, external to a building or structure, that is provided and maintained for the parking of Motor Vehicles and/or the temporary parking of Recreational Trailers.</p> <p>A minimum of 1.0 Parking Space per Residential Dwelling shall be provided and:</p> <ul style="list-style-type: none"> i) a Parking Space shall not occupy more than fifty percent (50%) of the width of the Residential Dwelling; ii) a Parking Space shall not be less than 5.5 metres in length; iii) a Parking Space shall be constructed with a hard surface.
ADDITIONAL RESIDENTIAL UNIT	<p>“Additional Residential Unit” means a Residential Dwelling that consists of a self-contained set of rooms located in a building or structure, is used or intended for use as residential premises, and contains kitchen and bathroom facilities that are intended for the use of the unit only.</p> <p>Two (2) Additional Residential Units shall be allowed within a ‘Residential Dwelling – Single Detached’, ‘Residential Dwelling – Semi-Detached’ or ‘Residential Dwelling – Street Townhouse’ in the following instances:</p> <ul style="list-style-type: none"> a) The Additional Residential Unit shall not be permitted if any other dwelling, other than the

	<p>principal Residential Dwelling, exists on the subject property;</p> <p>b) The Additional Residential Unit is situated entirely within the same building as the principal Residential Dwelling with a separate entrance pursuant to the Ontario Building Code;</p> <p>c) A minimum of one (1) additional Parking Space shall be provided in accordance with the Parking Requirements associated with the principal Residential Dwelling for each Additional Residential Unit.</p>
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R3-524 (see Schedule 'A')

Notwithstanding Section 14 of By-law No. 37-2006, as amended, those lands zoned R3-524 shall be used in accordance with the following provisions:

PERMITTED USES	<ul style="list-style-type: none"> • Residential Dwelling – Street Townhouse in accordance with Section 14.2.1; • Home Occupation • Additional Residential Unit; • Accessory Uses, Building and Structures in accordance with Section 6.1
PARKING	<p>Section 6.27 Parking Regulations shall not apply.</p> <p><u>Parking Space Requirements</u></p> <p>“Parking Space” means an area, external to a building or structure, that is provided and maintained for the parking of Motor Vehicles and/or the temporary parking of Recreational Trailers.</p> <p>A minimum of 1.0 Parking Space per Residential Dwelling shall be provided and:</p> <ul style="list-style-type: none"> i) a Parking Space shall not occupy more than fifty percent (50%) of the width of the Residential Dwelling; ii) a Parking Space shall not be less than 5.5 metres in length; iii) a Parking Space shall be constructed with a hard surface.
ADDITIONAL RESIDENTIAL UNIT	<p>“Additional Residential Unit” means a Residential Dwelling that consists of a self-contained set of rooms located in a building or structure, is used or intended for use as residential premises, and contains kitchen and bathroom facilities that are intended for the use of the unit only.</p> <p>Two (2) Additional Residential Units shall be allowed within a ‘Residential Dwelling – Street Townhouse’ in the following instances:</p> <p>a) The Additional Residential Unit shall not be permitted if any other dwelling, other than the principal Residential Dwelling, exists on the subject property;</p>

	<p>b) The Additional Residential Unit is situated entirely within the same building as the principal Residential Dwelling with a separate entrance pursuant to the Ontario Building Code;</p> <p>c) A minimum of one (1) additional Parking Space shall be provided in accordance with the Parking Requirements associated with the principal Residential Dwelling for each Additional Residential Unit.</p>
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I-521 (see Schedule 'A')

Notwithstanding Section 28 of By-law No. 37-2006, as amended, those lands zoned I-521 shall be used in accordance with the following provisions:

PERMITTED USES	<ul style="list-style-type: none"> • Public Buildings • Passive Recreation • Park • Accessory Uses, Building and Structures in accordance with Section 6.1
REGULATIONS	<ul style="list-style-type: none"> i. Section 28.2.1 Lot Area, Minimum shall not apply; ii. Section 28.2.2 Lot Frontage, Minimum shall not apply; iii. Section 28.2.3 Front Yard, Minimum shall be no less than 3 m (9.8 ft); iv. Section 28.2.4 Interior Side Yard, Minimum (Buildings and Structures): ½ (half) the Building height; where ½ (half) the building height is less than 3 m (9.8 ft), the minimum interior side yard shall be 3 m (9.8 ft); v. Section 28.2.5 Exterior Side Yard, Minimum shall not apply; vi. Section 28.2.6 Rear Yard, Minimum shall be no less than 3 m (9.8 ft); vii. Section 28.2.72 Lot Coverage, Maximum shall not apply; viii. Section 28.3 Other Provisions shall not apply.

4. That this bylaw shall come into force and take effect upon date of final passing.

Read a first, second and third time and finally passed this 3rd day of December, 2024.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk

SCHEDULE "A"

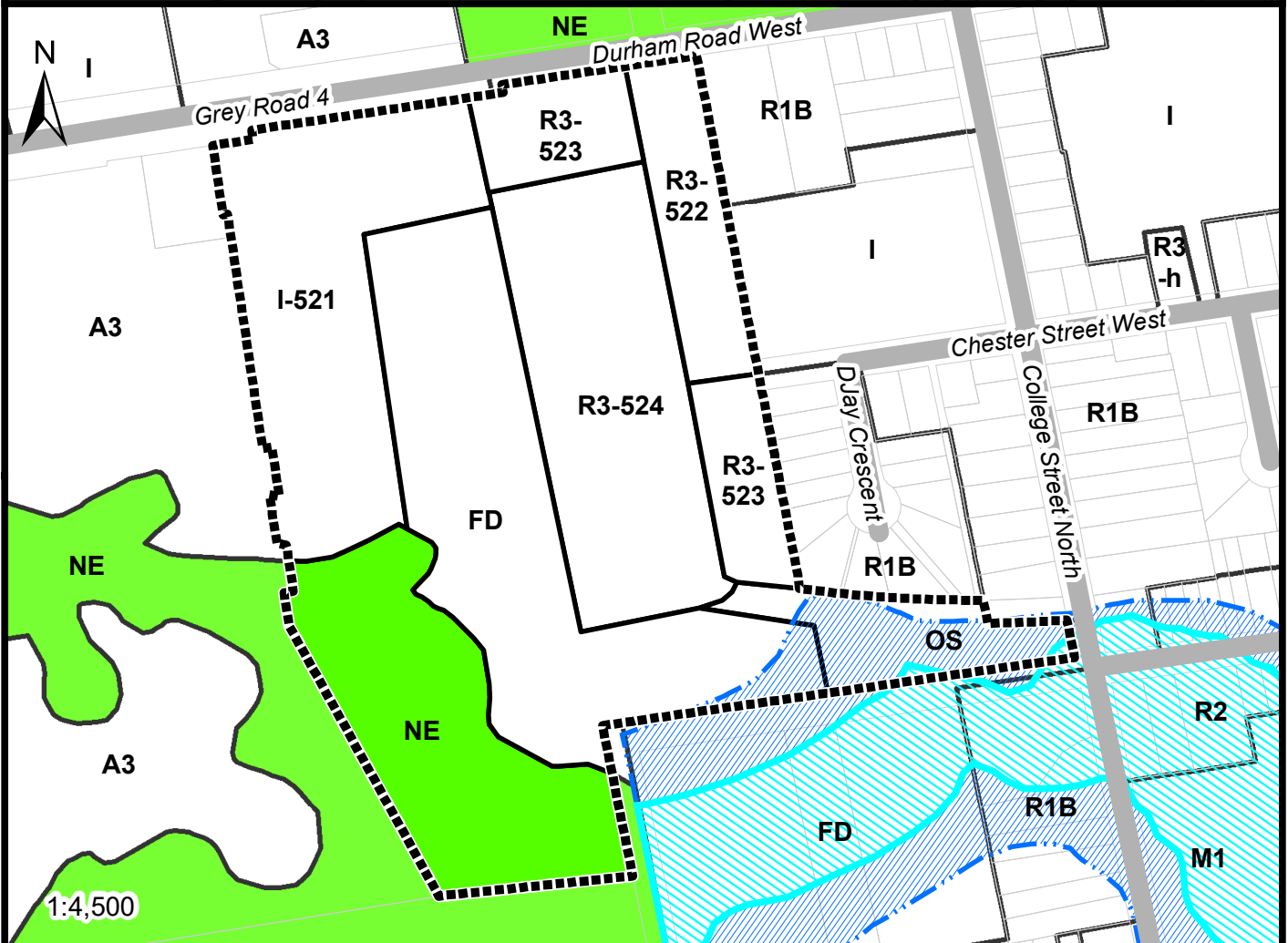
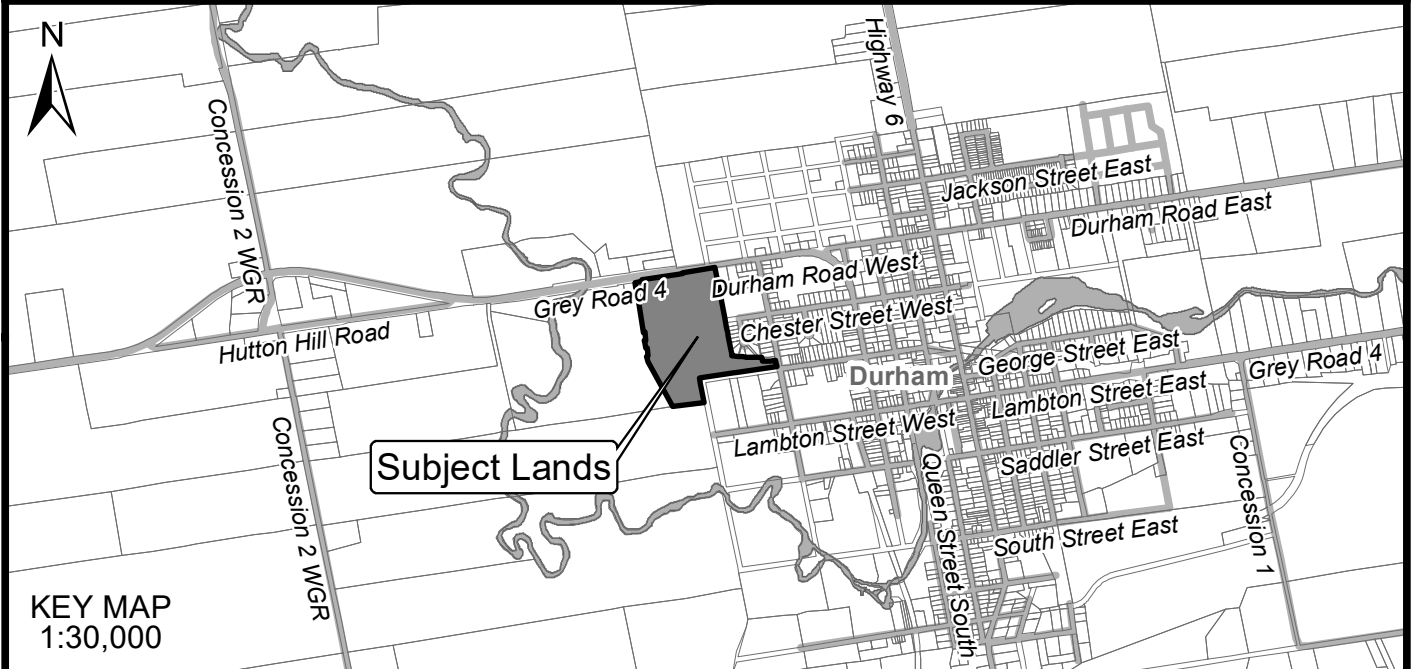
Bylaw number 2024-100

MUNICIPALITY OF WEST GREY


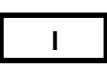

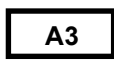
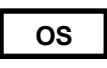


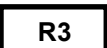

DATE PASSED: December 3, 2024

MAYOR: _____

Clerk: _____



LEGEND

- | | | |
|--|--|--|
|  Subject Lands |  Institutional |  Flood Fringe (overlay) |
|  Restricted Rural |  Open Space |  Regulation Limit |
|  Future Development |  High Density Residential |  Natural Environment |



**The Corporation of the Municipality of West Grey
Bylaw No. 2024-101**

A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006,
as amended, as it relates to ZA19.2024.

WHEREAS pursuant to the provisions of Section 34 and 36(1) of the *Planning Act, R.S.O. 1990*, as amended, bylaws may be amended by councils of municipalities; and

WHEREAS the council of the Corporation of the Municipality of West Grey deems it expedient and in the public interest to amend bylaw No. 37-2006, as amended, being the Municipality of West Grey Comprehensive Zoning Bylaw; and

NOW THEREFORE be it resolved that the council of the Corporation of the Municipality of West Grey hereby enacts as follows:

1. That Bylaw No. 37-2006 is hereby amended by changing the zone symbol on East Part Lot 27 and Lot 28, Concession 6 NDR, the geographic township of Bentinck, Municipality of West Grey, County of Grey (ARN 4205.280.006.09000) from 'A1 Agricultural' and 'A2 Rural' to 'A1-526 Agricultural Exception' and 'A1-527 Agricultural Exception' and 'A2-528 Rural Exception', as shown on Schedule 'A' attached to this bylaw.
2. That Schedule 'A' and all other notations thereon are hereby declared to form part of this bylaw.
3. That section 35.1 of Bylaw No. 37-2006 is hereby further amended by adding the following paragraphs:

A1-526 (see Schedule 'A')

Notwithstanding section 8.0 of By-law 37-2006, as amended, those lands zoned A1-526 as shown on Schedule 'A' shall be used in accordance with the 'A1' zone excepting however that:

 - i. Lot Area, Minimum shall be no less than 0.93 hectares;
 - ii. Lot Frontage, Minimum shall be no less than 68 metres

A1-527 (see Schedule 'A')

Notwithstanding section 8.0 of By-law 37-2006, as amended, those lands zoned A1-527 as shown on Schedule 'A' shall be used in accordance with the 'A1' zone excepting however:

 - i. A Residential Dwelling shall not be permitted;
 - ii. Lot Area, Minimum shall be no less than 36 hectares.

A2-528 (see Schedule 'A')

Notwithstanding section 9.0 of Bylaw 37-2006, as amended, those lands zoned A2-528 as shown on Schedule 'A' shall be used in accordance with the 'A2' zone excepting however that a Residential Dwelling shall not be permitted.
4. That this bylaw shall come into force and take effect upon date of final passing.

Read a first, second, and third time and finally passed this 3rd day of December, 2024.

SCHEDULE "A"

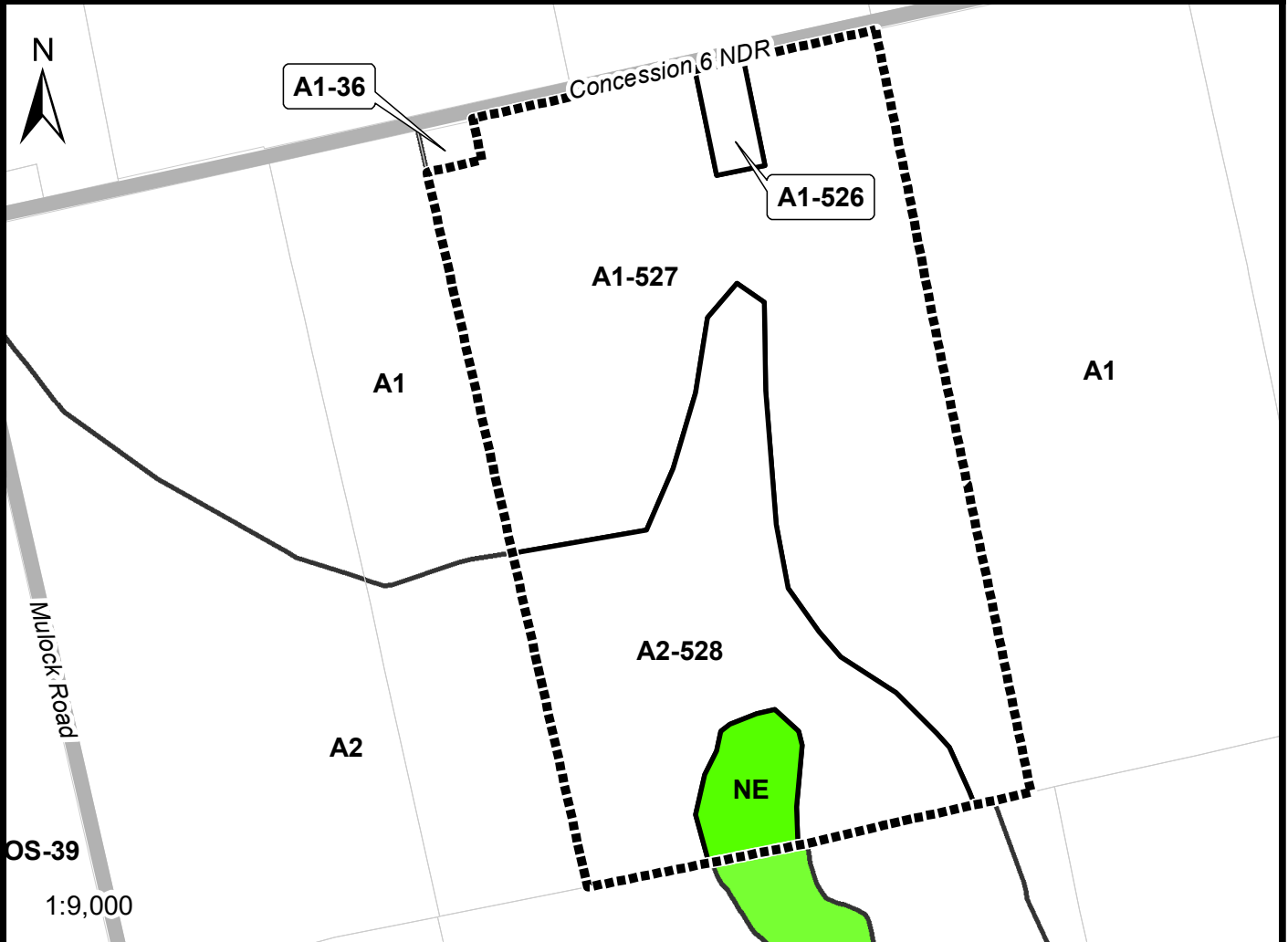
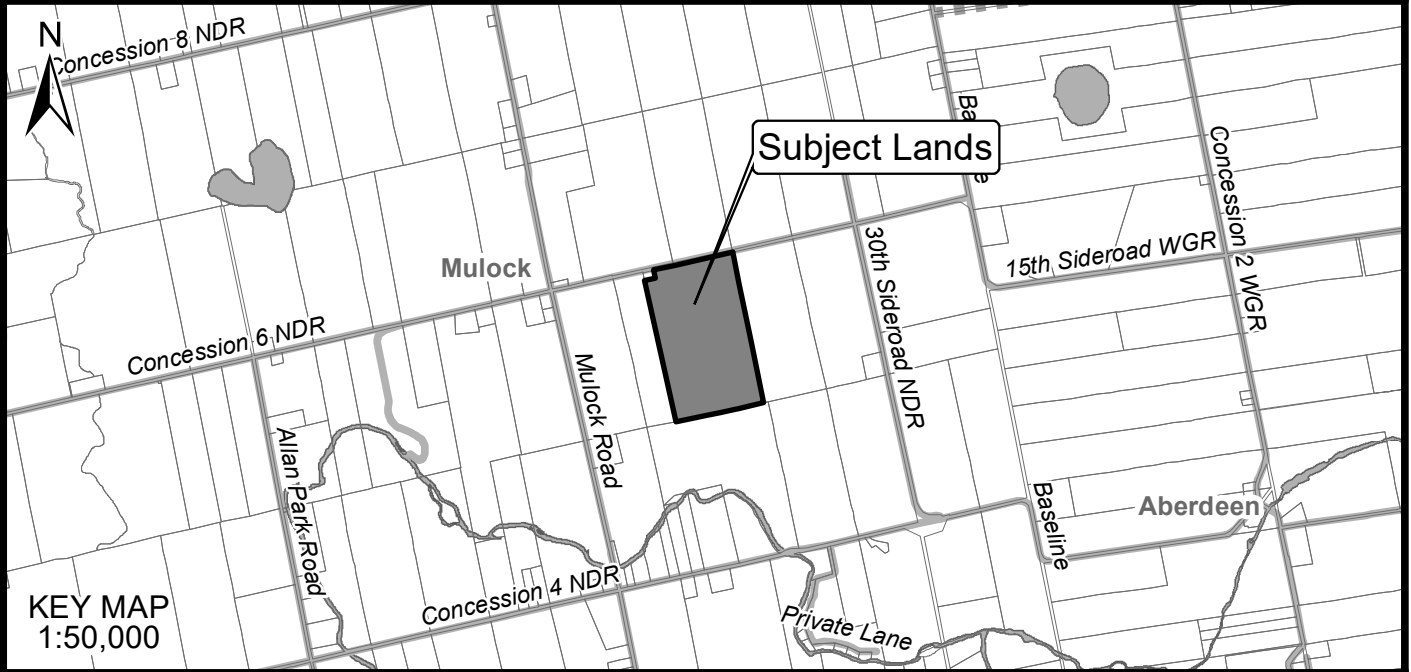
Bylaw number 2024-101

MUNICIPALITY OF WEST GREY

DATE PASSED: December 3, 2024

MAYOR: _____

Clerk: _____



LEGEND

Subject Lands

Agricultural

Open Space

Rural

Natural Environment



**The Corporation of the Municipality of West Grey
Bylaw No. 2024-102**

Being a bylaw to repeal West Grey Communications Strategy Bylaw 52-2020 for the Corporation of the Municipality of West Grey.

WHEREAS on June 21, 2020, the Council of the Corporation enacted bylaw 52-2020, being a bylaw to adopt the Municipality of West Grey Communications Strategy for the Corporation of the Municipality of West Grey; and

WHEREAS on November 19, 2024, the Council of the Corporation of the Municipality of West Grey passed Resolution R-241119-006 approving the West Grey brand refresh and directing staff to bring forward a bylaw to repeal bylaw 52-2020; and

WHEREAS the Council of the Corporation of the Municipality of West Grey deems it expedient and necessary to repeal bylaw 52-2020;

NOW THEREFORE be it resolved that the Council of the Corporation of the Municipality of West Grey hereby enact as follows:

1. That bylaw Number 52-2020 is hereby repealed.
2. That this bylaw shall come into force and take effect upon date of final passing.

Read a first, second and third time and finally passed this 3rd day of December, 2024.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk