

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

April 1, 2025, 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.

	Pages
1. Call to order	
2. Moment of reflection	
3. Declarations of interest	
4. Delegations and presentations There are no delegations or presentations.	
5. Public meetings	
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6. Comment period	
7. Adoption of minutes	
7.1 Minutes of the Regular Council Meeting held on March 18, 2025	10
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11.	Questions	
12.	Motions for which notice was previously given	
	There are no motions for which notice was previously given.	
13.	Notices of motion	
14.	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.	
15.	Closed session	
	There is no closed session.	
16.	Report from closed session	
	There is no closed session.	
17.	Bylaws	
17.1	Bylaw No. 2025-024 "A bylaw to confirm the proceedings of the regular meeting of the Council of the Corporation of the Municipality of West Grey."	71
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- 17.4 Bylaw No. 2025-027 101
"A bylaw to authorize certain new capital work(s) of the Corporation of The Municipality of West Grey (the "Municipality"); to authorize the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for financing of such capital work(s); to authorize temporary borrowing from OILC to meet expenditures in connection with such capital work(s); and to authorize long-term borrowing for such capital work(s) through the issue of debentures to OILC."
- 17.5 Bylaw No. 2025-028 109
"A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006, as amended, as it relates to ZA31.2024."
- 17.6 Bylaw No. 2025-029 112
"A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006, as amended, as it relates to ZA01.2025."
- 17.7 Bylaw No. 2025-030 115
"A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006, as amended, as it relates to ZA03.2025."
- 17.8 Bylaw No. 2025-031 118
"A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006, as amended, as it relates to ZA05.2025."
- 17.9 Bylaw No. 2025-032 119
"A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37- 2006, as amended, as it relates to ZA10.2024."

18. Adjournment

Staff Report

Report To: Council

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

Meeting Date: April 1, 2025

Subject: Proposed Building Permit Fee Increase

Recommendations:

THAT in consideration of staff report 'Proposed Building Permit Fee Increase', Council directs staff to bring forward a bylaw to amend the building permit fees as proposed, effective June 1, 2025.

Highlights:

- Prior to amending building fees, a public meeting must be held in accordance with the *Building Code Act*.
- Building permit fees were last increased in 2016.
- The building department is funded through building permit fees.

Previous Report/Authority:

None.

Analysis:

Building fees were last increased in 2016. As per the *Building Code Act*, building fees are required to be structured on a cost-recovery basis. In any given year, the revenues may be in surplus or in shortage, but required adjustments are made on an annual basis to realize a balance through making transfers to/from the building reserves. Fees were not required to increase because of reserves and above-average permit revenue in 2021 and 2024.

Expected return to average permit fees and increased expenses require fees to be increased. Increased expenses include wages, increased software costs (\$100/permit), additional training required for new building codes, legal fees and inflation. Decreased

permit fees and increased expenses have reduced the reserves to below recommended levels.

Chart below includes revenue, expenses and reserve budget from 2020-2024.

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024*</u>
Revenues	(\$435,115.01)	(\$600,227.12)	(\$439,157.75)	(\$381,061.00)	(\$694,540.40)
Expenses	\$341,356.27	\$456,132.97	\$546,800.52	\$604,668.86	\$684,240.74
(Surplus) or Deficit	(\$93,758.74)	(\$144,094.15)	\$107,642.77	\$223,607.86	(\$10,299.66)
Reserves	(\$411,092.52)	(\$555,186.67)	(\$447,543.90)	(\$223,936.04)	(\$234,235.70)

* Estimated surplus as 2024 year-end audit not complete.

Proposed building permit fee increases are included in the chart below.

A full comparison of West Grey building permit fees to 13 surrounding municipalities was completed and attached. A comparison of an average new house building permit fee was completed for a 1500sf house with full basement and a 500sf garage and 500sf deck. Plumbing fees were included, assuming 20 fixture units, in the total cost. Fees required for the construction of a new home but are outside the building were not included (water/sewer connections, water meters, septic, entrance, civic address and development charges). Currently West Grey has the lowest permit costs. The new fees would place West Grey third lowest out of 14 municipalities compared.

Building permit fees for an average new house.		
	West Grey - Current	\$2,000.00
1.	Chatsworth	\$2,400.00
2.	Grey Highlands	\$2,730.00
3.	West Grey - Proposed	\$3,000.00
4.	Southgate	\$3,200.00
5.	Kincardine	\$3,202.00
6.	Saugeen Shores	\$3,205.00

Service or Activity	Existing Fee	Proposed Fee	Notes
Summary of recommended fee changes			
Building Services			
Compliance letter	\$100.00	\$150.00	
Minimum permit fee	\$150.00	\$250.00	
Conditional permit	\$ 50.00	\$500.00	Includes cost to have agreement registered on title.
Change of use permit	\$150.00	\$250.00	
Administrative fee – building without a permit	Two times the permit fee. Min \$500.00.	50% of the permit fee. Min \$250.	This fee can only be cost recovery to provide enforcement and prosecution.
Non-refundable application fee (to be deducted from the building permit fee if issued.)	\$150.00	\$250.00	New description.
Demolition permit	\$150.00	\$250.00	
Residential – New (all floors including basement)	\$0.50/sf	\$0.75/sf	
Residential – Additions (all floors including basement)	\$0.50/sf	\$0.75/sf	
Residential – Renovations	\$10/\$1000	12/\$1000	Fee per \$1000 of construction value
7.	Brockton		\$3,300.00

Decks	\$0.50/sf	\$0.75/sf	
Swimming Pool/Enclosure Area	\$150.00	\$250.00	
Solid fuel Fireplace/Heating Plant	\$150.00	\$250.00	
Accessory Building	\$0.40/sf	\$0.50/sf	
Agricultural (includes manure tanks, silos and granaries)	\$0.25/sf	\$0.35/sf for the first 10,000sf and \$0.15/sf for the remainder	
Industrial/Commercial/Institutional (including roof mounted solar projects)	10/\$1000 of construction value	12/\$1000 of construction value	
Tent (over 645 Sq. Ft./60m ²)	\$75.00	\$150.00	
Sewage			
Private Sewage Disposal Systems – Class 2	\$250.00	\$600.00	Class 2 is the same amount of work for plans review and inspections as a class 4.
Private Sewage Disposal Systems – Class 4	\$500.00	\$600.00	Separated class 4 and 5 to more accurately represent the work required.
Private Sewage Disposal Systems – Class 5	\$500.00	\$400.00	
Septic Review	\$150.00	\$150.00/system	Add per system to the unit column.

Septic Review (multiples)	\$150.00	\$150.00	Delete this row.
Septic Compliance Letter	\$100.00	\$150.00	
Decommissioning of Septic Systems	\$150.00	\$250.00	
8.	Meaford	\$3,410.00	
9.	North Wellington	\$3,750.00	
10.	Georgian Bluffs	\$4,475.00	
11.	Town of The Blue Mountains	\$4,575.00	
12.	South Bruce Peninsula	\$5,000.00	
13.	Owen Sound	\$5,496.26	
14.	Hanover	\$7,010.00	

Financial Implications:

Increase in permit fees will offset the increased expenses, and the resulting surpluses would increase the building reserve balance.

Climate and Environmental Implications:

None.

Communication Plan:

Notice of public meeting was posted on the West Grey website. This report is being communicated through the posting of Council agendas on the West Grey website.

Consultation:

Kerri Mighton, Director of Finance/Treasurer

Attachments:

Comparison of Municipal Building Permit Fees.

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.

	<u>WEST GREY - PROPOSED</u>	<u>WEST GREY - CURRENT</u>	<u>HANOVER</u>	<u>BROCKTON</u>	<u>OWEN SOUND</u>	<u>GEORGIAN BLUFFS</u>	<u>SAUGEEN SHORES</u>	<u>KINCARDINE</u>	<u>SOUTH BRUCE PENN</u>	<u>NORTH WELLINGTON</u>	<u>TOWN OF BLUE MOUNTAIN</u>	<u>SOUTH GATE</u>	<u>GREY HIGHLANDS</u>	<u>MEAFORD</u>	<u>CHATSWORTH</u>
Administration					\$110.25					\$750	\$750				
Minimum	\$250	\$150	\$60			\$150	\$158	\$100	\$200	\$100	\$100	\$150	\$150	\$200	\$250
Application fee (non-refundable) to be deducted from permit fee.	\$250	\$150													
Residential															
Minimum			\$60				\$158.37		\$200			\$150.0	\$150	\$1,100	\$250
New single, detached semi detached , duplex and row	\$0.75/sf	\$0.50/sf	\$2.25/sf all living space - excludes mech, decks, garage	\$100 + \$.80/sf	\$1.55/sf all floors - garages decks and porch priced at \$0.51/sqft	\$1.15/sf	\$0.83/sf	\$0.80/sf	\$1.35/sf all levels - decks and garages \$0.80/sf	SFD \$3,000	\$1.49/sf	\$250 + \$0.70/sf	\$0.65/sf	\$1.53/sf	\$0.60/sf
Multi-residential building , apartment, hotels, motels, triplexes	\$0.75/sf	\$0.50/sf	\$2.25/sf	\$100 + \$.80/sf	\$1.44/sf	\$1.15/sf	\$0.83/sf	\$0.80/sf	\$1.35/sf	Semi \$2,200 Apt \$1,200	\$1.49/sf	\$0.70/sf	\$0.65/sf	\$1.53/sf	\$0.60/sf
Additions	\$0.75/sf	\$0.50/sf	\$2.25/sf	\$100 + \$15/\$1000	\$1.56/sf	\$1.15/sf	\$0.83/sf	\$100+\$10.50/\$1,000	\$1.35/sf	\$0.32/sf + \$260	\$0.35/sf	\$0.70/sf	\$9/\$1,000	\$1.53/sf	\$0.60/sf
Renovation	\$12/\$1,000	\$10/\$1,000	\$8/\$1000	\$100 + \$15/\$1000	\$0.72/sf	\$0.80/sf or \$10/\$1,000	\$0.83/sf	\$100+\$10.50/\$1,000	\$1.35/sf	\$0.32/sf + \$260	\$0.35/sf		\$9/\$1,000	\$1.10/sf	\$15/\$1,000
Decks /porches	\$0.75/sf	\$0.50/sf	\$8/\$1000	\$100 + \$.80/sf	\$165.38	\$0.50/sf	\$0.60/sf	\$0.60/sf	\$0.80/sf - min \$150	\$0.19/sf + \$260	\$175	\$250	\$150	\$200	\$0.50/sf
<u>Common House Comparison</u> 1500 sf with basement, 500 sf Garage and 500 sf deck	\$3,000.00	\$2,000.00	\$7,010.00	\$3,300.00	\$5,496.26	\$4,475.00	\$3,205.00	\$3,202.00	\$5,000.00	\$3,750.00	\$4,575.00	\$3,200.00	\$2,730.00	\$3,410.00	\$2,400.00
Detached accessory structure	\$0.50/sf	\$0.40/sf	\$8/\$1,000	\$100 + \$.30/sf	\$0.51/sf	\$0.50/sf	\$0.60/sf	\$0.40/sf	\$0.80/sf - Min \$150	\$0.39/sf + \$130	\$175		\$0.40/sf	\$0.60/sf	\$0.60/sf
Commercial															
Minimum			\$100				\$158.37		\$250		\$100	\$150	\$10/\$1,000	\$1,100	\$250
Shell Building				\$0.8/sf + \$100	\$1.33/sf		\$0.99/sf			\$0.91/sf + \$260	\$0.62/sf			\$0.75/sf	\$12/\$1,000
Finished Building	\$12/\$1,000	\$10/\$1,000	\$12/\$1,000	\$0.9/sf + \$100	\$1.74/sf	\$1.15/sf	\$0.99/sf	\$0.80/sf	\$1.40/sf	\$0.91/sf + \$260	\$0.62/sf	\$12/\$1,000		\$1.32/sf	\$12/\$1,000
Additions	\$12/\$1,000	\$10/\$1,000	\$12/\$1,000	\$0.9/sf + \$100	\$1.74/sf	\$1.15/sf	\$0.99/sf	\$0.80/sf	\$1.40/sf	\$0.39/sf + \$260	\$0.46/sf	\$12/\$1,000			\$12/\$1,000
Renovations	\$12/\$1,000	\$10/\$1,000	\$12/\$1,000	\$0.9/sf + \$100	\$0.92/sf	\$4/\$1,000	\$0.99/sf	\$100+\$10.50/\$1,000	\$1.40/sf	\$0.39/sf + \$260	\$0.46/sf	\$12/\$1,000		\$11.58/\$1,000	\$12/\$1,000
Instutional															
Minimum			\$100				\$158.37		\$250		100	150	\$10/\$1,000	\$1,200	\$250
Shell Building				\$0.8/sf + \$100	\$1.33/sf		\$1.09/sf			\$0.91/sf + \$260	\$1.75/sf			\$1.76/sf	\$12/\$1,000

Finished Building	\$12/\$1000	\$10/\$1000	\$12/\$1000	\$0.9/sf + \$100	\$1.95/sf	\$1.00/sf	\$1.09/sf	\$0.80	\$1.40/sf	\$0.91/sf + \$260	\$1.75/sf	\$12/\$1,000		\$1.76/sf	\$12/\$1,000
Additions	\$12/\$1000	\$10/\$1000	\$12/\$1000	\$0.9/sf + \$100	\$1.95/sf	\$1.00/sf	\$1.09/sf	\$0.80	\$1.40/sf	\$0.45/sf + \$260	\$0.59/sf	\$12/\$1,000		\$1.76/sf	\$12/\$1,000
Renovations	\$12/\$1000	\$10/\$1000	\$12/\$1000	\$0.9/sf + \$100	\$1.13/sf	\$3/\$1,000	\$1.09/sf	\$100+\$10.50/ \$1,000	\$1.40/sf	\$0.45/sf + \$260	\$0.59/sf	\$12/\$1,000		\$4.26/\$1,000	\$12/\$1,000
Industrial															
Minimum			\$100				\$158.37		\$250		\$100	\$150	\$10/\$1,000	\$1,200	\$250.00
Shell Building				\$0.80/sf + \$100	\$0.72/sf		\$0.75/sf			\$0.52/sqft + \$260	\$1.01/sf			\$0.85/sf	\$12/\$1,000
Finished Building	\$12/\$1000	\$10/\$1000	\$12/\$1000	\$0.90/sf + \$100	\$1.13/sf	\$1.15/sf	\$0.75/sf	\$0.80/sf	\$1.40/sf	\$0.52/sqft + \$260	\$1.30/sf	\$12/\$1,000		\$0.85/sf	\$12/\$1,000
Additions	\$12/\$1000	\$10/\$1000	\$12/\$1000	\$0.90/sf + \$100	\$1.13/sf	\$1.15/sf	\$0.75/sf	\$0.80/sf	\$1.40/sf	\$0.39/sqft + \$260	\$0.35/sf	\$12/\$1,000		\$0.85/sf	\$12/\$1,000
Renovations	\$12/\$1000	\$10/\$1000	\$12/\$1000	\$0.90/sf + \$100	\$0.92/sf	\$4/\$1,000	\$0.75/sf	\$100+\$10.50/ \$1,000	\$1.40/sf	\$0.39/sqft + \$260	\$0.35/sf	\$12/\$1,000		\$0.85/sf	\$12/\$1,000
Agricultural															
New and additions	\$0.35/sf for the first 10,000sf and \$0.15/sf for the remainder	\$0.25/sf		\$100 + \$0.25/sf		\$0.25/sf	\$0.30/sf	\$0.30/sf	\$0.25/sf	\$0.31/sf for the first 10,000sf and \$0.26/sf for the remainder	\$0.29/sf	\$0.25/sf part 9 or \$0.15/sf for Part 3	\$0.25/sf	\$0.44/sf	\$0.4/sf
Tarp				\$100 + \$0.15/sf		\$0.10/sf								\$0.15/sf	
Silos	\$1,400.00	\$3,450.00		\$300		\$150				\$0.05/sf + \$130		\$150	\$150	\$200	\$300.00
Manure tanks	\$1,250.00	\$4,250.00		\$0.30/sf - \$200 min		\$500	\$427.17			\$0.05 - 0.12/sf + \$130		\$0.15/sf	\$0.25/sf	\$712	
Non livestock building	\$2,000.00			\$100 + \$0.20/sf				\$0.30/sf		\$0.17/sf + \$130					
Septic System															
Review	\$150	\$150	\$350 pluss \$0.10/L over 4000L			\$250						\$200	\$150	\$400	\$200
New	\$600	\$500		\$618.60		\$525	\$701.78	\$605	\$500	\$520	\$625	\$600	\$500	\$813	\$700
Tank only	\$250	\$250		\$412.40		\$200	\$366.15			130	\$100	\$300	\$250	\$400	
Bed replacement				\$412.40		\$300				390	\$200	\$300	\$250	\$625	
Plumbing															
Residential and non residential	Included with permit fee above		\$100 + \$8/fix		\$137.81 + \$4.41 per fix	\$200.00	\$14.65	100min +\$5.10/fix	\$150.00		\$100	\$75/floor	\$65/floor	\$75/floor	
Demolition															
Review	\$250	\$150	\$60<3000ft2	\$257.75	\$551.25	\$150	\$164.77	\$100	\$125	\$130	\$100 - resi	\$100	\$150	\$200	\$200
Miscellaneous															
Compliance letter	\$150	\$100					\$106.85				125	\$100	\$200		\$175

Minutes
Council meeting
Municipality of West Grey

Tuesday, March 18, 2025, 9 a.m.
West Grey municipal office, council chambers and virtual

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

Members absent: Mayor Kevin Eccles

Staff present: Michele Harris, Chief Administrative Officer
 Jamie Eckenswiller, Director of Legislative Services/Clerk
 Kerri Mighton, Director of Finance/Treasurer
 Geoff Aitken, Director of Infrastructure and Public Works
 Ashley Noble, Communications Coordinator

1. Call to order

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

2. Moment of reflection

Deputy Mayor Hutchinson called for a moment of reflection.

3. Declarations of interest

There were no declarations of interest.

4. Delegations and presentations

4.1 Delegation from the Saugeen Valley Conservation Authority Re: 2023-2024 Durham Creek Floodplain Mapping Project

Matt Armstrong and Erik Downing, Saugeen Valley Conservation Authority (SVCA), provided a delegation on the 2023-2024 Durham Creek floodplain mapping project. Mr. Armstrong highlighted the scope of the project, the timeline of events, and the steps taken in the project. Mr. Armstrong reviewed the Durham creek flows, and noted that the new Durham floodplain mapping contains a two-zone floodplain with the floodway denoted in blue and the flood fringe denoted in red.

5. Public meetings

There were no public meetings.

6. Comment period

There were no public comments.

7. Adoption of minutes

7.1 Minutes of the Regular Council Meeting held on March 4, 2025

7.2 Minutes of the Special Council Meeting held on March 11, 2025

R-250318-001

Moved by Councillor Foerster

Seconded by Councillor Hutchinson

"THAT the minutes of the regular Council meeting held on March 4, 2025, and the special Council meeting held on March 11, 2025, be approved as presented."

Carried

8. Committee and board reports

8.1 Highlights of the Grey County Council Meeting held on February 27, 2025

R-250318-002

Moved by Councillor Shea

Seconded by Councillor Townsend

"THAT the committees and board reports be received for information purposes."

Carried

9. Correspondence

9.1 Correspondence received for which direction of Council is required

9.1.1 Bruce Grey Poverty Task Force Re: Request for Council Representation

R-250318-003

Moved by Councillor Foerster

Seconded by Councillor Townsend

"THAT in consideration of correspondence received from the Bruce Grey Poverty Task Force respecting a request to appoint a Council member to the task force, Council appoints Councillor Shea to the Bruce Grey Poverty Task Force for the remainder of the 2022-2026 term of Council."

Carried

9.2 Correspondence received which is presented for the information of Council

R-250318-004

Moved by Councillor Hutchinson

Seconded by Councillor Nuhn

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

Carried

10. Staff reports

10.1 Manager of Planning and Development

10.1.1 ZA06.2024 – Site Plan Control (DJ Land)

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

R-250318-005
Moved by Councillor Hutchinson
Seconded by Councillor Shea

"THAT in consideration of staff report 'ZA06.2024 – Site Plan Control (DJ Land)', Council directs staff to bring forward a bylaw to implement site plan control as it relates to lands zoned 'R3-519 High Density Residential Exception'."

Carried

10.2 Director of Infrastructure and Public Works

10.2.1 IPW-2025-07 – 2024 Drinking Water Systems-Annual/Summary Reports

The Director of Infrastructure and Public Works provided an overview of the report.

R-250318-006
Moved by Councillor Hutchinson
Seconded by Councillor Nuhn

"THAT in consideration of staff report 'IPW-2025-07 – 2024 Drinking Water Systems- Annual/Summary Reports', Council receives the report for information purposes."

Carried

10.3 Director of Finance/Treasurer

10.3.1 Development Charges Bylaw Extension

The Director of Finance/Treasurer provided an overview of the report.

R-250318-007
Moved by Councillor Foerster
Seconded by Councillor Nuhn

"THAT in consideration of staff report 'Development Charges Bylaw Extension', Council directs staff to bring forward a bylaw to amend Development Charges Bylaw No. 31-2020 to repeal sections 7 and 7.1."

Carried

10.4 Director of Legislative Services/Clerk

10.4.1 Statement of 2024 Council and Board Member Remuneration and Expenses

R-250318-008
Moved by Councillor Nuhn
Seconded by Councillor Townsend

"THAT in consideration of staff report 'Statement of 2024 Council and Board Member Remuneration and Expenses, Council receives the report for information purposes."

Carried

11. Questions

There were no questions.

12. Motions for which notice was previously given

There were no motions for which notice was previously given.

13. Notices of motion

There were no notices of motion.

14. Announcements

Councillor Foerster announced that he attended the Neustadt Firefighters' chicken dinner on March 16, 2025, noting that the event was well attended.

15. Closed session

There was no closed session.

16. Report from closed session

There was no closed session.

17. Bylaws

17.1 Bylaw No. 2025-021

"A bylaw to confirm the proceedings of the regular and public meetings of the Council of the Corporation of the Municipality of West Grey."

17.2 Bylaw No. 2025-022

"A bylaw to amend Development Charges Bylaw No. 31-2020 to remove the expiry date."

17.3 Bylaw No. 2025-023

"A bylaw to amend Fees and Charges Bylaw No. 2023-064 respecting dog tag fees."

R-250318-009

Moved by Councillor Townsend

Seconded by Councillor Foerster

"THAT Bylaws 2025-021, 2025-022, and 2025-023 be passed and enacted."

Carried

18. Adjournment

The business contained on the agenda having been completed, Deputy Mayor Hutchinson adjourned the meeting at 9:49 a.m.

Deputy Mayor Tom Hutchinson

Jamie M. Eckenswiller, Clerk



Minutes

Public meeting

Municipality of West Grey

Tuesday, March 18, 2025, 2 p.m.

West Grey municipal office, council chambers and virtual

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

Members absent: Mayor Kevin Eccles

Staff present: Jamie Eckenswiller, Director of Legislative Services/Clerk
David Smith, Manager of Planning and Development
Ashley Noble, Communications Coordinator
Kalind Patel, Planning Technician

1. **Call to order**

Deputy Mayor Hutchinson 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. ZA31.2024 – 504021 Grey Road 12**

Deputy Mayor Hutchinson 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. 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.

The Manager of Planning and Development provided an overview of Zoning Amendment No. ZA31.2024 - 504021 Grey Road 12 and the proposal contained therein, and reviewed comments received.

The agent/applicant was not in attendance.

There were no comments from members of the public.

There being no further comments, the public meeting concluded.

PM-250318-001

Moved by Councillor Foerster

Seconded by Councillor Hutchinson

"THAT in consideration of staff report 'ZA31.2024 – N Martin (S Martin)', Council directs staff to bring forward a bylaw to authorize the passing of a zoning bylaw amendment as it relates to ZA31.2024."

Carried

4. Zoning Amendment No. ZA01.2025 – 521106 Concession 12 NDR

Deputy Mayor Hutchinson 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. 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.

The Manager of Planning and Development provided an overview of Zoning Amendment No. ZA01.2025 - 521106 Concession 12 NDR and the proposal contained therein, and reviewed comments received respecting the application.

Ron Davidson, agent for the applicant, provided a brief overview of the zoning amendment being sought.

There were no comments from members of the public.

There being no further comments, the public meeting concluded.

PM-250318-002

Moved by Councillor Townsend

Seconded by Councillor Shea

"THAT in consideration of staff report 'ZA01.2025 – Boerkamp (Davidson)', Council directs staff to bring forward a bylaw to amend bylaw 37-2006 as it relates to ZA01.2025."

Carried

5. Zoning Amendment No. ZA03.2025 – 042438 Road 71

Deputy Mayor Hutchinson 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. 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.

The Manager of Planning and Development provided an overview of Zoning Amendment No. ZA03.2025 - 042438 Road 71 and the proposal contained therein, and reviewed comments received respecting the application.

Ron Davidson, agent for the applicant, provided a brief overview of the zoning amendment being sought.

There were no comments from members of the public.

There being no further comments, the public meeting concluded.

PM-250318-003

Moved by Councillor Townsend

Seconded by Councillor Foerster

"THAT in consideration of staff report 'ZA03.2025 – Bearinger (Davidson)', Council directs staff to bring forward a bylaw to authorize the passing of a zoning bylaw amendment as it relates to ZA03.2025."

Carried

6. Zoning Amendment No. ZA05.2025 – Housekeeping (114 Norpark Avenue/118 Norpark Avenue/122 Norpark Avenue)

Deputy Mayor Hutchinson 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.
- 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. 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.

The Manager of Planning and Development provided an overview of Zoning Amendment No. ZA05.2025 - 114 Norpark Avenue/118 Norpark Avenue/122 Norpark Avenue and the proposal contained therein, and reviewed comments received.

There were no comments from members of the public.

There being no further comments, the public meeting concluded.

PM-250318-005

Moved by Councillor Nuhn

Seconded by Councillor Shea

"THAT in consideration of staff report 'ZA05.2025 – Housekeeping (West Grey)', Council directs staff to bring forward a bylaw to amend bylaw 37-2006 as it relates to ZA05.2025."

Carried

7. Adjournment

The business contained on the agenda having been completed, Deputy Mayor Hutchinson adjourned the meeting at 3:04 p.m.

Deputy Mayor Tom Hutchinson

Jamie M. Eckenswiller, Clerk



West Grey Public Library Board Minutes

February 12, 2025

West Grey Public Library – virtual meeting

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

Regrets: --

1. Call to Order

The Chair called the meeting to order at 7:01 pm.

2. Agenda

Moved by Samantha Mund

Seconded by Scott Foerster

THAT the Board approve the agenda as amended.

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

None

5. Minutes of January 8, 2025

Moved by Doug Townsend

Seconded by Samantha Mund

THAT the minutes of January 8, 2025, be adopted.

Carried.

West Grey Public Library Board Minutes

February 12, 2025

West Grey Public Library – virtual meeting

6. Business arising from the minutes.

6.1 Board fundraising update – please have all items by March 12th.

7. Chief Librarian’s report

Moved by Samantha Mund

Seconded by Stephen Townsend

THAT the Board receive the Chief Librarian’s report.

Carried.

8. Report from Board and Council Members

8.1 Elmwood Service Group – program outreach

9. Other Business

9.1 Election of Board Chair

9.1.1 Malcolm Beddoes by acclamation

Carried

9.2 2025 Budget

9.3 2024 year in review

9.4 Friends of the West Grey Library update

9.5 Strategic Plan

Moved by Stephen Townsend

Seconded by Yvonne Pelletier

THAT the Board accepts the CEO’s recommendation to use

OLS services for the strategic plan.



West Grey Public Library Board Minutes

February 12, 2025

West Grey Public Library – virtual meeting

10. Open Board Discussion

11. Next Meeting – Wednesday, March 12, 2025, 6:30 pm to be held at the Durham Branch.

12. Adjournment: Motion to adjourn at 8:19 pm by Yvonne Pelletier

A handwritten signature in black ink, appearing to be "Yvonne Pelletier", written over a horizontal line.

March 12, 2025

Chair:

Date:

GENERAL BOARD MEETING MINUTES

Friday, February 21, 2025, 10:00 a.m.

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

Board Members Present: Kym Hutcheon, Deputy Mayor, Brockton, Chair
Warren Dickert, Deputy Mayor, Hanover, past Chair
Doug Townsend, Councillor, West Grey
John Divinski, Councillor, Saugeen Shores (via Zoom)
Scott Mackey, Mayor, Chatsworth
Mike Hinchberger, Councillor, Kincardine
Jennifer Shaw, Deputy Mayor, Arran-Elderslie, Vice Chair (via Zoom)
Monica Singh-Soares, Councillor, Southgate (via Zoom)

Others Present: Stephan Labelle, SMART Manager

Absent members: Joel Loughead, Councillor, Grey Highlands
Ed McGugan, Councillor, Huron-Kinloss, past Chair

1. Elections

The Chair began the meeting by overseeing the election process for the position of Vice-Chair of the Board. Scott Mackey, seconded by Warren Dickert, nominated Jennifer Shaw for the role of Vice-Chair. Jennifer accepted the nomination. With no further nominations, Scott Mackey, seconded by Warren Dickert, moved to close the nominations for Vice-Chair. **Carried.** Jennifer Shaw was unanimously elected as Vice-Chair of the Saugeen Mobility Board of Directors.

2. Call to Order

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

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

None declared.

4. Approval of the Agenda

Motion Moved by Mike Hinchberger; Seconded by Doug Townsend.

That the agenda be accepted as presented.

Carried

5. Minutes of Previous Meeting – January 17, 2025

Doug Townsend said that he was absent at the last meeting yet he is shown as being part of a motion. He suggested that he be taken off that motion.

Motion Moved by Mike Hinchberger; Seconded by Scott Mackey

That the minutes from January 17, 2025 be accepted as modified.

Carried

6. Delegation – none

7. Business Arising from the Minutes

A. Recording Secretary

John Divinski asked about the hiring process. The Manager answered that he had received one application and had setup an interview for Friday February 28, 2025.

8. Correspondence – email from Kincardine Chief Administrative officer (CAO) dated February 13, 2025

The Manager shared that Kincardine Council had approved \$160,000 to buy a 9-passenger van, along with \$40,000 to cover driver salaries, fuel, maintenance, insurance, and admin costs. He also mentioned that a draft agreement between Saugeen Mobility and Kincardine was in the works and had been discussed with Kincardine’s CAO. A conversation followed about vehicle ownership and other logistics. Mike Hinchberger suggested that instead of buying a new van, they could use an existing Saugeen Mobility vehicle for the pilot project—if one was available. Scott Mackey raised the question of whether there was actually a spare vehicle, given Saugeen Mobility’s current workload. In the end, it was agreed that the Manager would keep working on the agreement with the CAO and bring a finalized document to the table as soon as possible.

9. New Business

A. Line of credit (LOC)

The Manager presented a document for an increase of \$100,000 to the Saugeen Mobility LOC, currently at \$250,000.

Motion Moved by Mike Hinchberger; Seconded by Warren Dickert.

That this subject be deferred until the next meeting, when the Manager will present more details.

Carried.

B. Wages – potential cost of living increase

The Manager spoke about the Saugeen Mobility partner municipalities’ cost of living increases. He added that the average of all municipalities is 2.65%.

Motion: Moved by Scott Mackey; Seconded by Warren Dickert.

That the wages for Saugeen Mobility be increased by 2.65% for 2025, effective January 1st, 2025.

Carried

10. Reports and Recommendations

A. Report on January 2025 operations

The Manager discussed the report. In particular, he mentioned that operations were affected by several snow day cancellations that occurred in January.

Motion Moved by Mike Hinchberger; Seconded by John Divinski

That the Report on January 2025 Operations be accepted as presented.

Carried

11. Closed session - none

12. Adjournment & Upcoming Meeting Dates

Upcoming Meeting Dates

Friday, March 21, 2025, 1:30 p.m.

Motion Moved by Scott Mackey; Seconded by Warren Dickert

That the Board of Directors of SMART adjourn at 10:48 a.m.

Carried


Kym Hutcheon, Chair


Stephan Labelle, Recording Secretary



www.grey.ca/news

Grey County Council met March 13, 2025, in the Grey County Council Chamber and virtually on Zoom. The meeting was immediately followed by a session of Committee of the Whole. A recording of the meeting can be found on the [Grey County YouTube Channel](#).

County Council

- Deputy Warden Brian Milne, chairing the Council meeting, opened with a patriotic message to Grey County residents and Canadians.
- Council accepted the minutes of the February 26 Official Plan Amendment 25 Public Meeting. [Minutes](#)
- Council accepted the minutes of the February 27 County Council and Committee of the Whole meetings. [Council](#) [Committee](#)
- Council accepted the minutes of the December 20 Board of Health meeting. Medical Officer of Health Dr. Ian Arra provided a verbal update noting there is some circulation of measles in southern Ontario but no confirmed cases in our region since November. That case was contained. [Minutes](#)
- Paramedic Chief Kevin McNab announced six recipients of the Exemplary Service Medals. The awards, received from the Governor General, recognize experienced paramedics who consistently perform at an exceptional level. This year's recipients are Sherry Foster, Melissa Kaufman, Paul Sollors, Stephany Wilson, Shaunna Schafer, and Bradi Watson.
- Director Savanna Myers acknowledged Grey County has once again been named to the Top21 Intelligent Communities of the year by the Intelligent Communities Forum. [News](#)

Committee of the Whole

- Council supported a notice by Councillor Boddy to form a committee to examine opportunities for joint municipal services. The purpose of the committee would be to look for ways to collaborate to deliver services better. Staff were directed to prepare a Terms of Reference for council's consideration at a future meeting.
- Council accepted the minutes of the March 5 Agricultural Advisory Committee meeting. Staff provided a verbal summary of the meeting which included the election of Lorie Smith as Chair, a delegation on plastic bale wrap recycling, the proposed regional agriculture learning and demonstration site, a share the road campaign, the Gather campaign and more. [Minutes](#)
- Council accepted the minutes of the March 6 Community Services Committee meeting. Staff provided a verbal summary of the meeting which included the election of Chair Dane Nielsen, a Public Health delegation about the need to modernize the Smoke Free Municipal Space by-law, an update from the Canadian Mental Health Association on the 14th Street Supportive Housing program success, the 2025 Ontario Works service plan, Last Mile Funding to support a renovation, community housing waitlist, 2024 year-in-review of community services and more. [Minutes](#)
- Council received the 2024 Paramedic Services response time results. Grey County met or exceeded response time targets for all call classes. [Report](#) [Media Release](#)
- Council received a report with details about costs to plow a parking lot in Markdale beside the CP Rail Trail. The trail is used in all seasons and in the Winter permits snowmobiles. Council discussed the economic benefits as well as the winter maintenance costs and voted not to add it back into the 2026 budget. Following the discussion, a new motion directed staff to prepare a report prior to the 2026 about considerations and options for paid parking along the CP rail trail and other County-owned parking areas. [Report](#)
- Warden Matrosovs read a statement announcing Grey County CAO Kim Wingrove will be stepping down on May 2 and Deputy CAO Randy Scherzer has been appointed to fill the role. CAO Wingrove expressed her gratitude for her time serving Grey County and Warden Matrosovs thanked her for her years of leadership.
- Warden Matrosovs noted there will be a joint virtual meeting of all Grey County municipal councils on March 21 at 10 a.m. to discuss planning services. Details will be posted to the Grey County [website](#).

The [Clerk's Department](#) maintains the official record for Grey County. This publication is intended to provide meeting highlights only. For official records, please refer to the [meeting minutes](#), or contact the Clerk's Department at 1-800-567-4739.



Clerk's Department

595 9th Avenue East, Owen Sound Ontario N4K 3E3
519-370-2340 / 1-800-567-GREY / Fax: 519-376-8998

March 21, 2025

Jamie Eckenswiller
Clerk
Municipality of West Grey
clerk@westgrey.com

VIA EMAIL

To: Council of the Municipality of West Grey

Further to the Special Joint All Councils meeting held March 21, 2025, please see the resolution below that was passed by the Joint Council at that meeting:

THAT Report PDR-SJM-19-25 be received; and

THAT correspondence be sent to each member municipality in Grey County, requesting any interested municipality to indicate its support in-principle for a hybrid planning service delivery model by no later than May 9, 2025.

If West Grey is supportive in principle for participating in a hybrid planning service delivery model and having investigations into this hybrid model continue, Grey County respectfully requests your municipality to send a resolution of in-principle support by no later than May 9, 2025. If Grey County doesn't hear back from your municipality by May 9th, the County will assume that your municipality does not wish to participate in a hybrid service delivery model at this time. Municipalities will not be committing to participation through such in-principle support and will be given the opportunity later in the process to fully 'opt in' or 'opt out' following the detailed financial investigations and the development of draft memorandums of understanding.

Report PDR-SJM-19-25 is attached for reference. Please don't hesitate to reach out if there are any questions.

Page 2
March 21, 2025

Yours truly,



Tara Warder

Clerk

(519) 370-2340

tara.warder@grey.ca

www.grey.ca

Encl.

cc. Kim Wingrove, Grey County CAO
Randy Scherzer, Grey County Deputy CAO
Scott Taylor, Grey County Director of Planning
Rayburn Murray, Grey County Deputy Clerk



Committee Report

To:	Warden Matrosovs, Chair and Elected Officials
Committee Date:	March 21, 2025
Subject / Report No:	PDR-SJM-19-25
Title:	Hybrid Planning Services Model Update
Prepared by:	Randy Scherzer and Scott Taylor
Reviewed by:	Kim Wingrove
Lower Tier(s) Affected:	Member municipalities in Grey County

Recommendation

1. That report **PDR-SJM-19-25** be received; and
2. That correspondence be sent to each member municipality in Grey County, requesting any interested municipality to indicate its support in-principle for a hybrid planning service delivery model by no later than **May 9, 2025**.

Executive Summary

In 2024, Grey County began a project to improve the planning process and recommended efficiencies at the County level, with suggestions for municipal improvements as well. Several process improvements have since been made at both the County and municipal levels.

As part of these discussions, staff were also directed to research a centralized planning services delivery model. A few closed and open session staff reports were presented in the summer and fall of 2024 on a centralized model. Based on the feedback received, staff are now investigating a hybrid service delivery model. Under this new model, the County could provide planning services to some municipalities for both County and municipal planning matters, while other municipalities would remain status quo with a two-tier planning service delivery model.

This report provides a summary of, and responses to, the municipal feedback received on the centralized service delivery model. The report also outlines how a hybrid model could function, and some next steps for investigation of a hybrid model.

Staff are recommending that this report be received and that any interested municipalities provide in-principle support resolutions for investigating the hybrid model further. For those municipalities that provide no response, County staff will assume that they do not wish to participate in a hybrid service delivery model. Municipalities also have the option to pass a resolution opting out of further investigations of a hybrid service delivery model.

Background and Discussion

In February 2024, County staff presented report PDR-CW-03-24 which explored potential planning efficiencies at both the County and municipal levels. Since then, a number of those planning efficiencies have been implemented at both levels. Coming out of that efficiency's discussion, through some subsequent closed session staff reports (in June and August of 2024), County staff were directed to investigate options for a centralized planning services delivery model. Reports PDR-CW-52-24 and PDR-CW-63-24 provided; updates to Council, requested comments from municipalities, and direction to continue investigating the matter. Through report PDR-CW-63-24, County Council supported the following recommendation:

1. *"That report PRD-CW-63-24 be received; and*
2. *That staff be directed to continue to investigate the planning efficiencies staffing model based on approximately two thirds of the member municipalities participating; and*
3. *That staff be directed to arrange a joint, open session council meeting with member municipalities to provide a summary of the comments and questions received regarding the potential centralized planning service delivery model and to identify potential next steps and options."*

Links to the above-noted open session staff reports can be found in the Attachments section of this report.

Since the summer 2024 discussions, County staff have also had discussions with Ministry of Municipal Affairs and Housing (MMAH) staff. MMAH staff offered some verbal comments and perspectives on planning models they see across the province. MMAH staff did not offer formal written comments and noted that the Ministry typically does not get involved in operational service delivery reviews. If there was a request to the Ministry for increased delegation of approval authority responsibility, then the Ministry may take a more 'hands on' role in providing feedback.

Staff also invited feedback from the public and the development industry, through an engagement page on the County's website found [here](#). Staff received some written and verbal feedback on the centralized planning service delivery model. Some comments were received in writing, some of which were supportive of investigating the model further. Other comments, including the Blue Mountain Ratepayers Association noted they were not in support of a centralized planning model. One developer also noted that they were in support of the model for municipalities with smaller planning departments, but not in favour for municipalities with larger existing staff complements. Some developers offered verbal comments to suggest that the model was worthy of investigating further, however they were reticent to put comments in writing for fear of alienating municipal staff and councils who are currently providing their planning approvals.

In response to report PDR-CW-52-24 municipalities shared their comments with the County. A link to a summary of those comments, along with a County staff response has been included as Appendix 1 to this report. These comments were summarized at a very high-level in report PDR-CW-63-24, but the Municipal Comment Response Table in Appendix 1 provides more detail on the comments received.

Municipalities were not asked to declare whether they would like to be a part of the centralized service delivery or not. However, Town of The Blue Mountains Council passed the following resolution on the matter.

“THAT Council receive Staff Report PDS.24.134, entitled “Grey County Centralized Planning Services Model – Staff Feedback”;

AND THAT in consideration of Staff Report CS-24-073, while respecting comments on the County of Grey’s proposed centralized planning service model, Council direct staff to provide a copy of this report in response to the County’s request for comments and the following motion on the matter, to Grey County Council and Planning Staff, the County Clerk, the County’s CAO and Deputy CAO;

AND THAT Council requests that the County develop a centralized planning service model that excludes The Blue Mountains;

AND THAT Council requests that the County consider a hybrid, phased approach to this model that would start with lower tiers that would benefit from the model, especially for municipalities with sole practitioner planners or consultants, with opportunity for monitoring, feedback and evaluation;

AND THAT Council requests that the County, together with The Blue Mountains, consult with the Province on the proposed centralized planning services model prior to implementation and share all comments and/or feedback received through this consultation with member municipalities at the level of their respective council.”

Based on the above motion from the Town, as well as the direction received through report PDR-CW-63-24, a centralized service delivery model which includes the County and all nine member municipalities is no longer being investigated. At the direction of County Council, staff have pivoted to investigating a hybrid service delivery model, which would see the County potentially provide planning services to some, but not all, member municipalities. The remainder of this staff report will focus on a hybrid service delivery model.

Additional Municipal Staff Feedback

As noted above, municipalities provided comments through staff reports and council resolutions. However, in early 2025 County staff had further discussions with municipal planning staff, as well as the municipal CAOs.

From a municipal planning staff perspective, there is not a consensus on either a centralized or hybrid service delivery model. While some municipal staff support further investigating a hybrid service delivery model, others expressed concerns with doing so. A summary of the concerns expressed is as follows:

- Will the new model result in more timely planning decision-making,
- What are the actual efficiencies to be gained through a new model,
- What will happen to the ‘planning adjacent services’ provided by municipal planners under the new model, will remaining municipal staff be left to fill those roles,

- Will the new model create inefficiencies and broken relationships between planners and other supporting municipal staff such as operations, engineering, parks and recreation, etc.
- Will the new model be more cost effective,
- Will municipalities be left paying more, to support other municipal functions that may no longer be handled by planners in the centralized model,
- Will there be adequate in-person service delivery hours in each municipal office,
- Where will municipal staff joining the County team be working from, and will there still be the opportunity to work remotely,
- What happens to municipal staff who choose not to join the new model,
- Why is this process being 'rushed' and why the need for a decision until all information is known,
- Municipal staff haven't been adequately consulted on the new model,
- What will happen with existing processes such as development review or pre-submission consultation processes,
- Software, IT, and records management concerns,
- Will the new model have adequate planning policy staffing levels,
- Should development and planning policy be integrated,
- What will the staffing levels be, and when will there be an organizational chart,
- Will the new model have adequate administrative support,
- What happens with agreements and legal needs,
- Municipalities need input on hiring and performance review of County staff serving municipal planning functions,
- A hybrid model could put planners in a conflict scenario where two municipalities disagree on a planning matter,
- Still too many unknown details on how a hybrid model would work,
- What does implementation look like, will it be phased in,
- Will there be an opportunity to exit the hybrid model, should a municipality try it, and determine it doesn't work for them, and
- It may work for some municipalities but wouldn't be a good fit for my specific municipality.

There have also been some supportive comments from municipal staff who welcomed the opportunity to be a part of the model and looked forward to career growth opportunities.

From a municipal CAOs perspective, there were mixed opinions, including but not limited to the following:

- That they would like to see a new model implemented as soon as possible based on current staffing levels or pending staffing and consulting changes,
- At a CAO-level they see merit, but their planners had concerns about the new model,
- Happy with current planning service levels, and see little need for change at the moment,
- If my municipality 'opts out' now, could we still join the model at a future date, and
- Council is supportive, not supportive, or undecided at this stage.

How would a Hybrid Planning Service Delivery Model Work?

There is precedent for hybrid planning service delivery models in other two-tier municipal governments. Locally, Wellington County uses such a model whereby some municipalities have planners at the County and municipal level, whereas for other municipalities the County provides the planning services, and there are no municipal planners.

This model, if pursued further, could work as follows.

1. Municipalities would be given the option of receiving planning services from the County, or continuing with the status quo of planning services at both levels.
2. For those municipalities that do choose to receive planning services from the County (hereafter referred to as 'participating municipalities'), they would enter into a memorandum of understanding (MOU) with the County which would spell out the terms of service delivery.
3. For each of the participating municipalities there would be in-person planning service office hours, based on what was negotiated in the MOU and the need in any given municipality. In some instances, this may necessitate full-time in office service delivery (i.e., 5-days a week), versus other municipalities may only need one or two days a week.
4. Existing planners at a participating municipality would become County planners, who would deliver County and municipal planning services in those participating municipalities.
5. Planners would be assigned to a given municipality such that there would be some consistency in service delivery, and for relationships to be forged with municipal staff and municipal council. In some cases, this may align with the municipality they're already working for (pre-hybrid model). In a hybrid model, one planner may work across multiple municipalities, or where workload demands, or staffing changes occur, the hybrid model would allow other planners to 'fill in' as needed. For example, if planner 'A' was serving municipality 'Z', but that municipality got very busy, then the model would allow planner 'B' to be pulled in from elsewhere to also assist municipality 'Z'. Conversely if municipality 'Z' was less busy, then planner 'A' may be called upon to help out elsewhere. These same changing workload demands could apply both to development and policy planning needs.
6. For the participating municipalities, no approval authorities would change between the County and municipalities, i.e., municipalities would still approve zoning amendments, minor variances, site plans, etc. For the status quo municipalities, there would also be no change in approval authority jurisdiction.
7. Planning applications in participating municipalities would be filed directly with the County, and a County fee would be required for said applications. In order to do so, the County would need to update its Fees and Services by-law, and participating municipalities may need to reciprocally amend their by-laws accordingly. Municipalities would also have the option of charging a municipal fee, to recoup associated municipal costs.
8. County staff would handle the pre-submission consultation, inquiries, and application processing for planning applications in participating municipalities. County staff would prepare and present reports to municipal councils and committees, who would still render those decisions.

9. For status quo municipalities, the County would still; provide comments on municipal applications, provide planning ecology services, and render decisions* on subdivisions, condominiums, part lot control, official plans, and official plan amendments.
10. Further details on financials will need to be addressed once it is determined which municipalities will be participating municipalities, versus which will remain status quo. County application fees and general levy would continue to fund the status quo municipalities, while participating municipalities would be funded through; (a) new County application fees on municipal applications, and (b) some fee for service municipal levy contributions. For item (b) this may be similar to current services some municipalities already purchase from the County, such as geographic information systems (GIS) services.
11. Staff working under the hybrid service model would work in municipal offices, the County administration building, and through a hybrid manner. Staff joining the County team would be given similar salary and vacation entitlements, as well as a comparable benefit package. The County Planning department is a part of the County's non-union employee group.
12. Depending on the number of municipalities who choose to participate in the hybrid model, some staffing positions would be appointed, whereas other staffing roles may require an internal competition i.e., current municipal and County employees would be invited to apply for certain positions. As per earlier discussions, those participating municipalities would retain any existing directors, administrative assistants, and GIS / planning technicians, unless otherwise spelled out differently in the MOUs. Planners at the junior, intermediate, senior, and working planning manager levels would join the County team for those participating municipalities.

**Approvals differ in the City of Owen Sound who is already the delegated approval authority on some of these planning matters.*

Next Steps and Further Information Required

Following the joint council meeting on March 21, municipalities will be asked to indicate to the County whether they want to give 'in-principle support' to being a part of a hybrid service model, or whether they wish to remain status quo. County staff are asking that such in-principle support resolutions be received by end of day on May 9, 2025. Municipalities will not be committing to participation through such in-principle support and will be given the opportunity later in the process to fully 'opt in' or 'opt out'. County staff need to get an indication of who may be a part of the model or not, for the purpose of determining staffing levels, financial implications, further consultation needs, etc.

For those municipalities that provide no response, County staff will assume that they do not wish to participate in a hybrid service delivery model. Municipalities also have the option of opting out of further investigations of a hybrid service delivery model.

Beyond the in-principle support resolutions, staff have identified the following next steps, should there be a desire to investigate a hybrid model further.

1. Set up one-on-one discussions with potentially participating municipalities with both the municipal planner(s), relevant department heads (where applicable), and CAO in attendance to discuss;
 - a. Desired service levels under a hybrid model,
 - b. Current 'planning adjacent services' being offered by municipal planners,
 - c. Internal municipal processes, such as development review committees,
 - d. Council / Committee structures and relationships,
 - e. Delegated staff approvals,
 - f. Existing municipal planning budgets, software, etc.,
 - g. Understand current contracted services such as municipal peer reviewers on retainer,
 - h. Desired timing for implementation,
 - i. Any major planning projects in the coming years (e.g., official plan or zoning by-law reviews, special studies/projects, etc.),
 - j. Transition considerations as it relates to existing files, appeals, and special projects, and
 - k. Any concerns or questions that pertain to a hybrid model.
2. Draft MOU templates for consideration by County and municipal councils. Staff believe that large portions of the MOUs will remain the same from municipality-to-municipality. However, there will be some service level details that will vary between municipalities, e.g., the number of in-person office hours per municipality based on need.
3. County staff would meet with other counties that offer hybrid service delivery models to learn from their current models, and collect examples of MOUs, where counties are able to share.
4. Propose an organizational chart once it's known which municipalities are participating.
5. Within the MOUs, there would need to be some transition provision considerations, such as how existing applications in process would be handled, existing appeals to the Ontario Land Tribunal, as well as software and records management considerations.
6. Work with County/municipal Finance, IT, Human Resources, Legal Services, and Clerks staff on additional details to inform Council's decision making on the new model.
7. Update the County's Fees and Services By-law. This may be done prior to any implementation, or could be done early into the implementation of a hybrid model.
8. Determine appropriate implementation dates, and whether that would be an 'all-at-once' implementation for participating municipalities, or a phased implementation. For those municipal CAOs in favour of the new model, many suggested implementation in early 2026, but an exact timeline has not yet been established.

Should there be (a) no desire to further investigate a hybrid service delivery model, or (b) limited interest in investigating such a model, then this whole process may 'end' following either the joint council meeting on March 21, 2025, or following the receipt of the in-principle support resolutions.

The original forecasted planning efficiencies were based on all nine member municipalities and the County working together. Should there be a majority of municipalities that want to pursue a hybrid model, then staff still see a number of efficiencies to be gained from the model. However, should there only be a small subset of municipalities wishing to pursue a hybrid model, then it may not be worth investigating further.

Should there be no further investigations of a hybrid model, then staff at both the County and municipal levels can continue to focus on planning efficiencies and improvements to existing processes as identified in County staff report PDR-CW-03-24.

Legal Considerations

None at this time.

Financial and Resource Implications

Any financial and resource implications will be explored as part of the future staff report. Financial and Resource Implications are not anticipated in the 2025 budget, should there be direction to move forward with further investigations into a hybrid model. However, there are many factors that will feed into the total cost and resourcing of the model which are not yet known. Should the model move forward with in principle support from some municipalities, staff anticipate detailed discussions with those municipalities along with the detailed costing. The MOUs and costing investigations will also require discussions on service levels and what services are currently offered by each municipality, including the requested service levels going forward under a potential hybrid model.

Should implementation be considered in 2026, there may be the need for an interim funding model or transfer payments during the initial phases of a hybrid model. While this has not been determined yet, this could include asking participating municipalities to allocate their existing planning services budget to the model (or portion thereof), or to allocate existing planning revenues to the model, until such time as the County's Fees and Services By-law is updated. There may be costs required in the 2026 budget to update the Fees and Services By-law.

IT, HR, legal/agreement review requirements, as well as other staffing considerations will also need to be considered via those detailed discussions, the MOUs, and future staff reports on this matter.

Relevant Consultation

- Internal: CAO, Clerks, Finance, Human Resources, Information Technology, Legal Services, and Planning
- External: Member municipalities in Grey County, Ministry of Municipal Affairs and Housing, external counties, the development industry, and the public.

Appendices and Attachments

Appendix 1: Municipal Comment Response Table*

[PDR-CW-63-24 Centralized Planning Service Delivery Model Update](#)

[PDR-CW-52-24 Investigating a Model for Planning Efficiencies and Shared Service Delivery](#)

[PDR-CW-03-24 Planning Efficiencies Report](#) *Note: there are many references to a centralized service delivery model in Appendix 1, including in the County staff responses. These references

are in response to the original centralized service delivery model concept. This concept has since evolved into a potential hybrid service delivery model concept. For the sake of responding to the original municipal comments, there are still references to the centralized model, but such responses shall now be read with the understanding that a hybrid model is now what's being considered.

Appendix 1: Municipal Comment Response Table*

Comment Received	Originating Municipality	County Staff Response
1.0 Impact on Other Municipal Departments		
<p>1.1 Input from other departments: Staff are unable to provide full comments on each of the topics requested. Information may be required from other divisions and departments, such as Records Management, IT, and Human Resources</p>	<ul style="list-style-type: none"> • Owen Sound 	<p>This can be investigated further as part of the potential next steps.</p>
<p>1.2 GIS: The hours of GIS staff have not been considered</p>	<ul style="list-style-type: none"> • Owen Sound 	<p>This can be explored further as part of the potential next steps.</p>
<p>1.3 Collaboration with other departments: The potential impact on other municipal departments and staff is an important consideration. A vast majority of development applications require significant coordination with Engineering Services and Public Works and Building Divisions. How will the proposed model ensure the integrated approach will continue to provide integration and does not result in a disjointed approach with potentially significant frustration for developers?</p>	<ul style="list-style-type: none"> • Owen Sound • Georgian Bluffs • Southgate • Hanover • Meaford 	<p>The planning centralized model will need to be structured to ensure that the relationships and processes with other local municipal staff are integrated into the new processes. It is proposed that planning staff would still be involved with this coordination, would be available to meet and discuss with local municipal staff. The proposal would be to have at least one planner available in-person at each municipal office during the regular office hours specified in the future memorandum of understanding (MOU).</p>
2.0 Service Delivery and Customer Service		
<p>2.1 Planning Ecologists: The nine-member municipalities within Grey currently share the two (2) Planning Ecologists. It merits note that these planners were intended to be funded through application revenues and not be supported by the tax levy. Assigning the ecologists to proposed hubs further reduces the level of service that would be provided with potential negative impacts on application timelines.</p>	<ul style="list-style-type: none"> • Owen Sound 	<p>The level of existing service provided by the Planning Ecologists will remain unchanged with this new model.</p>
<p>2.2 Policy Planning Complements: The County model dedicates less than 0.5 FTE of staff time to policy planning. The County report acknowledges that consultants may be required to support this policy work. This will further prevent the municipality from directly steering policy development to ensure that it is consistent with municipal long-term strategic visions. On the Policy Planning side, the team is undersized to cope with major Planning Act changes (typically there have been 3 to 4 per year).</p>	<ul style="list-style-type: none"> • Owen Sound • Southgate 	<p>The proposed Planning Centralized Model is designed to provide flexibility and resiliency to be able to respond to increases in application volumes for any given municipality as well as to allocate resources for any specific policy projects. The policy planners are not proposed to be divided by individual municipality, rather their time and resources will be allocated to specific policy projects and initiatives as they arise. For example, if the City of Owen Sound had an Official Plan (OP) update scheduled for a specific year, then this would be incorporated into the workplan for the policy planners and resources would be assigned to it accordingly. Depending on the volume of OP updates and other policy initiatives in any given year, there may need to be a shift in planning staff time to be able to work on the various projects (e.g. shifting development planners/flex planners to assist with policy projects/initiatives if time permits) or consultant support may be required to support policy projects/initiatives. The new model would not prevent municipalities or the County from using external consultants on major policy projects, where capacity or expertise does not exist in-house. The new model is</p>

		<p>expected to reduce the need for consulting resources, but not completely eliminate the need.</p>
<p>2.3 Staff Qualifications: The service level reductions include fewer staff and staff who have lower qualifications (Planning Technicians vs RPPs) than the current model. This could be a significant issue. How will the County ensure the complement of planners for municipalities will have the required staff to undertake all planning matters without causing significant delays?</p>	<ul style="list-style-type: none"> • Owen Sound 	<p>The exact staffing levels of the proposed model are not yet fully known. The proposed model, as shown in the August 2024 closed session report, was a proposal, but the County is open to feedback on what the exact staffing levels and qualifications of said staff should be. Should the County explore a hybrid model, i.e., providing centralized services to some member municipalities, but not all municipalities, then it will depend on which municipalities are involved, and the current staffing levels for said municipalities. For those municipalities that sign onto the model, planners at all levels, with the exception of directors and administrative assistants, would join the County’s centralized planning department. However, one of the central tenants of the model is to allow for career growth through having a series of stratified planning positions, which include entry level, intermediate, senior planners, and managers. Although not explicitly shown in the new model, the ability to occasionally hire co-op or planning students could also be explored in the new model. Entry level planners may not be required to be a full Registered Professional Planner (RPP), but rather be eligible to become a RPP. Senior planners or managers will be required to be RPPs. Depending on recruitment challenges, an entry level planner may start as a technician, but the preference would be an RPP-eligible planner. The intent is not to look at staffing reductions or lesser qualified planning staff. County staff do however acknowledge the national shortage in planners, and would note that future recruitment could be a challenge under both the existing or future centralized models. The County’s philosophy of “growing our own” staff will be implemented to ensure proper succession planning and career growth. Individual learning plans will be established to ensure growth potential.</p>
<p>2.4 Model Efficiencies: Supportive of the new model being a more efficient way of delivering services and is keen to better understand what the efficiencies look like. What are the exact list of expected efficiencies?</p>	<ul style="list-style-type: none"> • Georgian Bluffs • Southgate • Hanover • Chatsworth 	<p>The level of efficiency, or even definition of efficiency, may come with different perspectives depending on the audience. For example, efficiencies may relate to response times, application processing times, or may also be tied to financial efficiencies. For example, in the past some developers have stated that they would be happy to pay higher application fees, if it meant their applications were processed in a reasonable timeframe. In order to explore this topic further, staff will need to understand what’s desired from member municipalities, the development industry, and residents, as each will have different perspectives on efficiency.</p> <p>Broadly speaking, the proposed list of possible efficiencies are as follows:</p>

		<ol style="list-style-type: none"> 1. Avoiding duplication of review and processing efforts by having a single planner and planning department receive and process an application(s) associated with a proposed development (e.g. subdivision application and a zoning amendment application), rather than having both municipal and County Planners reviewing the same application materials. 2. Efficient 'one-stop' customer service for inquiries and applications. Rather than having to speak with municipal and County staff, landowners could speak with a single planning department to get answers to their planning questions. 3. More in-house policy expertise, which means less use of consultants, and greater retention of institutional knowledge. 4. The ability to better share information between municipalities. Most planning issues are not unique to one municipality. As such if municipality 'A' develops a solution under the centralized model, and can share with municipality 'B' then this saves municipality 'B' time and money in finding a solution. 5. Greater resiliency to (a) staffing changes, and (b) high vs. low development levels. By having a larger team, the proposed model would make individual municipalities less susceptible to delays where a planner(s) leaves the municipality, or is off on an extended absence, especially in cases where a municipality has one or two planners. In peak times more staff could be allocated to development files in a given municipality, whereas in slower times, said staff could be allocated to another municipality or to policy planning/research. 6. The ability to attract and retain staff who may wish to be part of a larger planning team, and see growth within a single organization. Having a larger team covering a broader geography may also given opportunity for a wider array of planning issues, e.g., a planner currently only working in an urban area, could also be exposed to rural planning or vice versa, or similarly a development planner could also be exposed to some policy planning. 7. The ability to provide greater peer-to-peer mentoring and career development. 8. Some training opportunities or conferences offer group discounts. Having a larger planning team may allow the County and participating member municipalities to utilize those discounts, and/or to offer in-house training where there's a critical mass to do so.
<p>2.5 Local Input: How would services be delivered to ensure local representation was still able to shape planning decisions? Who sets the customer service standards – the County? Municipalities? Both?</p>	<ul style="list-style-type: none"> • Owen Sound • Georgian Bluffs • Southgate • Hanover • Meaford 	<p>Through the new model, no approval authorities are proposed to change, i.e., municipalities would still approve consents, minor variances, zoning by-laws/amendments, site plans, etc., while the County would still approve subdivisions/condominiums outside of Owen Sound, and official plan amendments. There may be potential to explore some staff delegated approvals</p>

		<p>for some of these files, but the new model is not looking to assign greater approval authority to the County.</p> <p>With respect to customer service standards, it is anticipated that such standards could be spelled out in the future memorandum of understanding (MOU) between the County and participating member municipalities. This MOU would also include intervals for review of the MOU, including service delivery standards. In order to help inform these future MOUs, should the model proceed further, it would be helpful if municipalities could provide the County with their current inquiry response / application processing timelines or process flows, as well as any related statistics on these matters.</p>
<p>2.6 Reduction of Consultants: Supportive of the potential for centralized services to enable municipalities that are reliant on consulting support services for all or part of their planning work to reduce that reliance</p>	<ul style="list-style-type: none"> • Georgian Bluffs • Southgate 	<p>Acknowledged.</p>
<p>2.7 Response Timelines: What is the expected turnaround for inquiries/responses? For application submissions? How will this be interlinked with County staff under this model?</p>	<ul style="list-style-type: none"> • Southgate 	<p>The exact response timing and application processing timings are not yet known, but the expectation is that if the new model is established, it would be a similar level of customer service, if not improved, to what currently exists. Response times may also fluctuate, in times of peak demand, just as they currently do. Timing and customer service levels are expected to be spelled out in the MOU.</p>
<p>2.8 Service Delivery Issues: Who is the point of contact with the County to deal with service delivery issues/failures? How will these be escalated if issues are not addressed or the solution is not acceptable to the Municipality? What about an RPP’s professional conduct expectations (Code of Conduct)?</p>	<ul style="list-style-type: none"> • Southgate 	<p>The MOU will spell out a communication chain between municipal staff and a centralized or hybrid planning department. This MOU could include provisions for regular communications/meetings at the director or senior staff level, as well as protocols for conflict resolution. A fulsome escalation protocol has not yet been established. However, one potential escalation pathway could see things first discussed at a manager level, or escalated to a director, followed by the CAO, or ultimately Council, should the matter not be addressed earlier. The specifics of this escalation protocol could be spelled out in the MOU.</p> <p>RPP’s professional conduct expectations will not change under the new model, i.e., RPPs at any level will still be bound by the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute’s (OPPI) code of conduct and membership by-laws.</p>
<p>2.9 Planner Ownership: How will the County deal with potential issues of “planner ownership” (i.e., Joe is my planner. I want him.)</p>	<ul style="list-style-type: none"> • Southgate 	<p>The County is open to suggestions on how to deal with such issues in this regard. The intent is that whomever the planner is, they will be providing municipality ‘x’ with a similar level of customer service, as any other planner would. In some cases, planners would likely be assigned to a municipality, and in other instances a planner may be shared or float between municipalities. As to ‘who gets assigned where’ this will depend on experience levels, need in a given municipality, and where current and future planners are geographically located (i.e., if a planner was currently living in Owen Sound, then it may not make sense to assign them to Southgate).</p>

		<p>The model is also being designed to add some flexibility to adapt to changing workload levels between municipalities, or between policy and development planning. The ability to promote from within is also a key component of staff retention and growth under the proposed model. As such, there may be opportunities where staff may temporarily shift between municipalities or divisions to adjust to workload demands. There may also be internal promotions that see a staff member shift roles or even municipalities within the department.</p>
<p>3.0 Office Hours and Location</p>		
<p>3.1 In-Person Customer Service: Currently, Planning Staff are available to answer questions and inquiries at the front counter, Monday to Friday from 8:30am to 4:30pm. This level of service may differ from other lower tiers in Grey County and benefits members of the public who require basic zoning information to build a deck, shed, or small addition and allows collaboration among staff. How will the County model address and ensure the continuity of in-person customer service? How often are planners in the office at each hub?</p>	<ul style="list-style-type: none"> • Owen Sound • Southgate • Hanover • West Grey • Chatsworth • Meaford 	<p>Customer service levels will be spelled out in the future MOUs. Based on feedback received, County staff are recommending that the hub model, as presented in the August 2024 closed session report, be abandoned. Instead staff recommend that any participating municipality be assigned regular office hours for the planners covering that municipality. In some cases, where demand dictates said office hours may be 5 days a week, as is the current standard in some municipalities. In other cases, there may be regularly scheduled office hours e.g., the planner is in office on Tuesdays and Thursdays, where the demand is lower. In these instances, appointments could be booked for the 'in office' hours. Even where full time customer service cannot be offered, the intent would be that planners are easily accessible via phone, email, and or virtual meeting methods.</p> <p>Beyond the peak times, where a floating planner may be necessary, the intent would be to provide a continuity of planning staff to any given municipality, i.e., if planners 'A' and 'B' are assigned to municipality 'X', then they will regularly be served by planners 'A' and 'B', and not have a rotating cast of planners on any given day or week.</p>
<p>3.2 Service When Planner is Not In-Building: The proposed centralized planning model could result in reduced staff hours to continue to provide this service five (5) days per week and/or customers needing to visit more than one location to obtain the necessary information. How will service be provided when a planner is not in the office? Will appointment service be available?</p>	<ul style="list-style-type: none"> • Owen Sound • Southgate • Hanover • Meaford 	<p>As per the response to 3.1 above, it is anticipated that regular office hours will be provided in any participating municipality. The intent is not to require landowners or applicants to visit multiple planning offices to get service. Where 5-day a week service is not feasible, then appointments, or phone/virtual service can be provided.</p>
<p>3.3 Staffing Complements: It is hoped that any new model will see roles for all existing staff. What would be the eventual staff complement of a centralized model and how does that compare to the current state? How will staff complements be kept whole with the same entitlements when many municipalities vary in what they provide?</p>	<ul style="list-style-type: none"> • Georgian Bluffs • Hanover • Meaford 	<p>The final staff complement will depend on (a) which municipalities participate in the model, and (b) which staff decide to join the centralized team. As per the response to 2.3 above, beyond directors and administrative assistants, the intent is that the planners from the participating municipalities would become part of the centralized team.</p> <p>County Human Resources (HR) staff will work with municipal HR staff to ensure that similar or better vacation entitlements and compensation are carried over. Benefit packages currently vary across the County and member municipalities, so benefits may not be exactly the same, but are expected to be comparable. Preliminary work has been conducted to review wages and benefits and this will</p>

		be updated with 2025 COLA increases as approved with all participating municipalities.
3.4 Changing Staffing Needs: What if the Development Team has extra capacity? What if the proposed staffing levels are not enough? How quickly can the County respond to increasing the staffing need? What if we don't need all the planning staff (reference to preliminary County planning staff model research that noted Grey County has a higher number of planning staff in consideration of both County and municipal staff)?	<ul style="list-style-type: none"> • Southgate • Hanover • Chatsworth 	<p>If the development team has extra capacity, the intent would be that some development planners assist with policy work or special projects. The situation would be similar if the policy team has extra capacity, i.e., some policy planners may then assist with development planning.</p> <p>Adding future staff would be subject to budget approval by Council, and potential updates to MOUs (depending on the funding model agreed upon).</p> <p>It is the intent of the central staffing model that all participating municipalities staff will have a position within the new Central Planning department.</p>
3.5 Space Needs: If a hub has no room for planners, who will pay for the space expansion? If a municipality is looking at new facilities, will the County provide funds for the planning space? This model may solve some municipal space needs by freeing up offices of planners working elsewhere	<ul style="list-style-type: none"> • Southgate • Meaford 	<p>As per the response to 3.1 above, staff are recommending that the hub model be abandoned in favour of regular office hours in each participating municipality. As part of the MOU, the County and member municipality would work together to spell out space needs for any given municipality. Determining whether lease fees will be required for space in existing municipal offices will also be determined at the MOU stage.</p>
3.6 Remote Work: Will planners still be provided with an opportunity to work from home/remote?	<ul style="list-style-type: none"> • Southgate 	<p>The County maintains a remote work policy. Remote work agreements are signed annually. The ability to work hybrid is based on departmental needs and individual work performance. Work performance must be equivalent to performance efficiency within the traditional work environment to be supported.</p>
3.7 Overtime: How will the County address overtime should engagements or meetings occur outside of normal work hours?	<ul style="list-style-type: none"> • Southgate 	<p>The County has an overtime and flexible work hours policies for all non-union staff members. Applicable rules will be applied to all over-time worked. The most common is time banked to be taken as future time off entitlements.</p>
3.8 Hub Locations: Where will the office hubs be located? Within the Municipal Office or County space?	<ul style="list-style-type: none"> • Hanover • West Grey 	<p>As per the response to 3.1 above, staff are recommending that the hub model be abandoned in favour of regular office hours in each participating municipality. It is anticipated that such space would be in existing municipal facilities, with the exception of those staff working out of the County Administration building in Owen Sound.</p>
3.9 Floaters: How will you determine which planners are floaters vs. in more consistent locations? Will there be consideration for floaters who will have varying work locations?	<ul style="list-style-type: none"> • Hanover 	<p>The determining factors for floater planning staff will still need to be assessed. Criteria for a floater vs. a consistent work location may include the following:</p> <ol style="list-style-type: none"> 1. Skill level / qualifications, 2. Preferences of staff members, 3. Living locations of staff, 4. Criteria as set out in the MOU, 5. Staffing demands in a given municipality, 6. The ability for remote service, 7. Etc.

		<p>Further to the response in 2.9 above, the new model is also being proposed to provide flexibility, such that staff can adapt to changes in workload, or changes in development vs. policy pressures. There will need to be some flexibility built into the model to adapt to changing conditions.</p>
<p>4.0 Development Application Process and Reporting to Councils/Committees</p>		
<p>4.1 Site Plan Approvals: This model, as currently proposed, provides little information on site plan control and heritage planning. Within the Bruce County Planning Model, site plan approval remains with the lower-tier municipalities. Given that the proposed County model is based on the Bruce County model, the City would likely need to have staff working locally to undertake site plan approval. This would be a cost outside the County model. How will the County model ensure that municipal best interests are respected in Site Plan approvals and that they are integrated with municipal capital planning and other municipal processes? How will the structure integrate financial and other local impacts on an application type that is delegated to staff? Is it anticipated that planning staff will be required in lower tiers to support this work?</p>	<ul style="list-style-type: none"> Owen Sound 	<p>The centralized model, or a hybrid model, could borrow from the approaches in other counties, e.g., Bruce, Wellington, Huron, etc. but can be tailored to meet the needs of Grey County and the participating member municipalities. As per the response to 2.5 above, approval authority is not proposed to change through the new model. Site plan control would continue to be approved at the municipal level. As part of internal discussions at any given municipality, each municipality can delegate the appropriate staff person to approve site plans i.e., director, clerk, CAO, etc. As part of the MOU, the County and member municipalities can discuss the relationship between a centralized planning team, and the necessary staff resources at the municipal level, such as operations, engineering, parks & recreation, etc. It may be that there is a County application fee for <i>Planning Act</i> applications, but that there is also a municipal review fee to cover off some of those roles such as operations or engineering that remain at the municipal level. The exact financial model of a centralized or hybrid model is not yet known, and will not be known until it is determined which municipalities may be participating and which may not.</p> <p>With respect to other roles filled by municipal planners such as heritage review, community improvement plan application intake/review, etc. such services would need to be assessed as part of the MOU negotiations to determine what's best handled at the County versus municipal level. County staff may need to sit down with each potentially participating municipality to better determine who currently offers which service, beyond <i>Planning Act</i> applications and policy work attributed to official plans and zoning by-laws.</p>
<p>4.2 Application Timelines: Timelines associated with processing development applications appear longer with the County than with the city.</p>	<ul style="list-style-type: none"> Owen Sound 	<p>The County and all nine member municipalities currently have varied staffing levels, and council-reporting requirements. As per the response to 2.7 above, the exact response timing and application processing timings are not yet known, but the expectation is that if the new model is established, it would be a similar level of customer service, if not improved, to what currently exists. Response times may also fluctuate, in times of peak demand, just as they currently do but the service model will be designed to respond to peak times through flex planners and being able to reallocate staff resources.</p>
<p>4.3 Policy and Development Planning: The County model proposes separating policy planning from development planning, but there is a real benefit to having those who undertake development planning also participate in policy development. Knowing how a policy will be implemented and will</p>	<ul style="list-style-type: none"> Owen Sound 	<p>The County is open to feedback on how best to handle policy and development planning. If they are separated divisions, the two divisions would need to be closely connected with regular communications between them. The County is open to exploring how other municipalities outside of Grey approach policy and</p>

<p>'work on the ground' is key to developing good policy. How will the proposed County model integrate development and policy planning?</p>		<p>development planning. Based on discussions with other planning departments it appears that the two are often separated, but there are pros and cons to both approaches i.e., separated divisions vs. joint policy/development staff. County staff concur that good policy staff must also have an understanding of implementation and how the policy is working on the ground. As noted elsewhere, staff also see the merits of a new model having flexibility to move between development and policy planning, depending on demand/workload. By building this flexibility into the system, it should give many planners the ability to gain experience and understanding in both the development and policy realms.</p>
<p>4.4 Delegated Tasks: There are other matters that have been delegated to staff by Council, including technical Planning Act applications, such as part lot control, final approval of Plans of Subdivisions, and undisputed consents. How will the proposed County model address these staff delegated matters, ensuring that the approvals and coordination are integrated at the local level?</p>	<ul style="list-style-type: none"> • Owen Sound • Hanover • Meaford 	<p>As per the response to 2.5 above, approval authority is not proposed to change through the new model. Where there is an existing staff delegated approval, the MOU could spell out how that approval gets handled under a centralized model, i.e., does it continue to rest with the same municipal staff role, a different municipal staff role, or other.</p>
<p>4.5 Pre-consultation Requests: How will pre-consultation requests work given the tie in with municipal staff?</p>	<ul style="list-style-type: none"> • Southgate 	<p>Pre-consultation requests would be handled by the centralized planning department in consultation with municipal staff such as engineering, operations, parks & recreation, etc. This would be similar to the current model in that sometimes when a municipality is fielding development inquiries, they may need to reach out to the County Planning or Transportation Services to consult on the impacts to County Road.</p>
<p>4.6 Committee of Adjustment: Committee of Adjustment must remain as a local appointed committee per municipality. Confirmation is also required that the secretary – treasurer role for Committee of Adjustment remains local.</p>	<ul style="list-style-type: none"> • Hanover 	<p>Committees of Adjustment would remain at the municipal level. The future MOU could spell out how best, and who fills the secretary – treasurer role.</p>
<p>4.7 Planning Advisory Committees: Planning Advisory Committees for the municipal level – what would the function, role, and attendance of planning staff be?</p>	<ul style="list-style-type: none"> • Hanover 	<p>This could be spelled out as part of the future MOU. Should municipalities wish to retain a municipal planning advisory committee, then centralized planning staff could attend on an as needed basis. In some cases, municipalities may choose to eliminate their local committees in favour of the County's Planning and Economic Development Advisory Committee.</p>
<p>4.8 Relationship with Council/CAO/Directors: With the new model, this relationship is expected to be at arms length, which can be considered a pro or a con.</p>	<ul style="list-style-type: none"> • Meaford 	<p>Acknowledged. As per the response to 2.8 above, the MOU will spell out a communication chain between municipal staff and a centralized planning department, as well as an escalation protocol. This MOU could include provisions for regular communications/meetings at the director or senior staff level, as well as protocols for conflict resolution.</p>
<p>5.0 Finance/IT/Legal/HR Matters</p>		

<p>5.1 Potential Cost Increases: The County report notes that staff cannot guarantee that the model would result in cost savings or speedier decisions. It would be most unfortunate to implement this model only to have the cost increase. At that point, it would be hard to reverse the model as significant resources (financial and human) would be required to make this transition.</p>	<ul style="list-style-type: none"> • Owen Sound • Meaford 	<p>Acknowledged. The goal is to provide consistent or better customer service at a similar cost. The model does not propose any increased staffing levels, and as such a similar number of salaries and total overall cost is anticipated which would be offset by application revenue and other cost-recovery arrangements worked out between the County and the participating member municipalities (see Section 5.2 below). The exact cost is not yet known, given that (a) it is not yet known if the model will move forward, and (b) if it does move forward, which municipalities will be participating.</p>
<p>5.2 Financial Analysis: As part of the analysis of the model, further financial analysis is required to understand costs that would be uploaded, costs that are currently within the Planning Division that would need to be reallocated to “home” divisions and how fees would be accounted for and costs that will remain with lower tiers to support planning work locally. How will the County provide a financial analysis of the model such that this does not remain unknown until after the model is implemented? Will lower tiers have input on the establishment of fees and charges relating to Planning Services?</p>	<ul style="list-style-type: none"> • Owen Sound • Georgian Bluffs • Southgate • Hanover • Chatsworth 	<p>Acknowledged. As per the responses to 2.8, 3.3, 3.4, and 5.1 above, there are many factors that will feed into the total cost of the model. Should the model move forward in principle, staff anticipate that each municipality will be requested to state whether they are conditionally supportive or not. Once the County knows how many are conditionally supportive, then draft MOUs can be established, along with more detailed costing in consultation with the member municipalities. Along with the detailed costing, will also come a discussion on service levels and what services are currently offered by each municipality, including the requested service levels going forward under a potential new model. Once municipalities have been presented a draft MOU and detailed costing, they will be required to either commit to the centralized or hybrid model, or stick with their current model.</p> <p>County Council would also need to approve a future fees and services by-law update. As per the response to item 4.1 above, this would not preclude municipalities, through their own municipal by-laws, from also charging a municipal review fee to cover any local municipal costs.</p>
<p>5.3 Unsupported allocations: How would allocations that were not supported by planning fees be allocated out?</p>	<ul style="list-style-type: none"> • Georgian Bluffs 	<p>This has not been determined yet. This could be difficult to determine until the County knows which municipalities are participating or not. As per the response to 5.2 above, a conditional support may be requested first in order to allow for a more in depth costing of a centralized or hybrid model.</p>
<p>5.4 Interim Funding: Would an interim funding approach be required while planning fees are migrated?</p>	<ul style="list-style-type: none"> • Georgian Bluffs 	<p>There could be the need for an interim funding model or transfer payments during the initial phases of a hybrid or centralized model. While this has not been determined yet, this could include asking participating municipalities to allocate their existing planning services budget to the model (or portion thereof), or to allocate existing planning revenues to the model, until such time as a County fees and services by-law is updated.</p>
<p>5.5 Associated Municipal Costs: The County report notes that the County levy may be increased to cover the increased costs of a larger Planning department. Municipal budgets would need to account for the loss of revenue from planning applications. Municipalities would have significantly less control over the fees that would need to be levied for Planning Act matters at the local level, as it would appear that the County would recommend the required fees.</p>	<ul style="list-style-type: none"> • Owen Sound • Southgate • Hanover • Meaford 	<p>Acknowledged. See responses to 5.1, 5.2, and 5.4 above.</p>

<p>5.6 Funding Models: Supportive of a funding model that sees municipalities responsible for the costs incurred within their municipality where no one municipality is subsidizing any other municipality. Costs for service should be linked to the services provided where possible.</p>	<ul style="list-style-type: none"> Georgian Bluffs 	<p>Acknowledged. The County will explore an equitable model, just as it currently does for the provision of GIS services. County staff note that the demands of any one municipality can fluctuate from year-to-year. Furthermore, one of the key benefits of the new model is pooled resources. For example, if municipality 'A' invests in a new comprehensive zoning by-law, then municipality 'B' may benefit from the work and lessons learned from municipality 'A's' new by-law when municipality 'B' updates their by-law. County staff also believe there are certain economies of scale that come from a joint or hybrid service model, that may otherwise be difficult to achieve as each individual planning department.</p>
<p>5.7 Software Programs: Municipalities have various software programs that would require integration, and some are undergoing significant expense and effort to acquire. There is no guarantee that the proposed County planning model will incorporate the existing lower-tier software applications, and municipalities may be required to switch to a new system chosen by the County. How will the County model determine what software to use? If that software is different from the current systems used, who will undertake the integration of all municipal files into the new system, and will there be any opportunity for reimbursement to the lower tiers for recently invested software?</p>	<ul style="list-style-type: none"> Owen Sound Southgate Hanover 	<p>Acknowledged. Consultation will be required with municipal planning and IT staff, as well as County planning and IT staff. Should a centralized or hybrid model move forward, there may be an interim approach where the County and each participating municipality continues to use their exiting software platforms until a decision can be made on the appropriate platform to be used on a go forward basis. File integration and records management would need to be discussed with both IT and clerks staff. Any discussions on reimbursement are premature at this stage.</p>
<p>5.8 Networks: Will County planners expect to have access to local IT networks? How will data safely be maintained if an external staff member is accessing a Township network? Will the County accept some risk/liability if an issue is caused?</p>	<ul style="list-style-type: none"> Southgate 	<p>Consultation will be required with municipal/County IT and clerks staff with respect to network access, safety, records management etc. These details could be spelled out as part of the MOU process.</p>
<p>5.9 Conflicts: In the past, municipalities have appealed decisions from another municipality. With shared hubs, this has the potential to set staff up to be in some conflicts between political decision-makers that may jeopardize their professional standard of practice as required by OPPI. How will these potential conflicts be addressed?</p>	<ul style="list-style-type: none"> Owen Sound 	<p>See the responses to 2.8 and 4.8 above. First and foremost, planners will be bound to their independent professional planning opinions, as well as their obligations to the public interest, OPPI, and CIP. There may be instances where a professional planner's recommendation, is contrary to the position of their municipal council, or County Council. In those instances, either council could be required to seek outside planning advice to defend their position. These scenarios can already arise in the current framework, and are also encountered in other municipal realms, i.e., two municipalities use the same external legal counsel, and where conflict arises between the two, both have to seek additional independent legal advice.</p>
<p>5.10 Staff Retention: It has been hard to attract and retain staff in a small team. The ability for a larger team, with a broad range of skills and opportunity for growth and development will allow the County to attract and retain employees and that through stability, relationships across Grey County will improve with developers and community, leading to more consistent decisions that help to reduce red tape.</p>	<ul style="list-style-type: none"> Georgian Bluffs Southgate 	<p>Acknowledged – this is potentially one of the biggest benefits of a centralized or hybrid model.</p>
<p>5.11 Staff Recruitment: Would this model provide an opportunity to begin recruiting for new graduates from planning schools to create a supply of knowledgeable staff?</p>	<ul style="list-style-type: none"> Southgate 	<p>The new model will allow for recruitment across multiple streams including but not limited to new graduates. See also the response to 2.3 above, with respect to co-op or student hires.</p>

<p>5.12 Mentoring Opportunities: The model has the potential to build team mentoring/development capacity, along with building general capacity for peak period of application volume. This should assist with succession planning. How will mentoring be provided if the teams are spread out?</p>	<ul style="list-style-type: none"> • Southgate 	<p>With the ability of virtual work environments (Teams/Zoom) to assist in meeting across a larger geographic space we do not anticipate issues with mentoring. The County participates in an Ontario municipal wide mentorship program originated by Innisfil. The mentorship program has been successfully matching mentors and mentees across the Ontario municipal work environment.</p> <p>The County has also organized an informal planning mentorship group which meets monthly with planners from across the County, municipal, and private-sector levels as both a peer-to-peer knowledge sharing and mentoring opportunity.</p>
<p>5.13 Compensation: Will this impact local planning staff salaries? Planners may potentially see an increase in compensation. It is a benefit to move from a variety of employers to one with a definitive pay structure versus many.</p>	<ul style="list-style-type: none"> • Southgate • West Grey 	<p>No planner will be negatively affected by a reduction in salary. When the model has been finalized the County will ensure that we consult with Gallagher and Associates our third-party non-union compensation advisors to ensure our compensation structures are appropriate.</p>
<p>5.14 Relationship Management: The County is underestimating the level of capacity needed for relationship management. These will be a major level of time/investment as this rolls out.</p>	<ul style="list-style-type: none"> • Southgate 	<p>The County is well placed to manage relationships across a large geographic area as staff do that every day across our many facilities and departments. Relationships with the development industry, residents, and councils are also important. Having planners regularly present to municipal councils and committees is just one manner in which both the relationship and trust will be built. Change management processes will be implemented to ensure that staff and management are ready to move to a centralized model.</p>
<p>5.15 Managing of Teams: Given the size of each development team, is it reasonable for the senior planners to manage the other planners and still do projects? There would be limited project capacity given management/mentoring needs</p>	<ul style="list-style-type: none"> • Southgate 	<p>Workloads and management levels will be assessed as the project proceeds.</p>
<p>5.16 Hiring and Performance Evaluation: Will municipalities be involved in the hiring and performance evaluation of planners?</p>	<ul style="list-style-type: none"> • Southgate 	<p>Performance management will be conducted by the planner's direct supervisor. The County has a goal-based annual performance cycle that is focused on departmental and individual priorities, professional development, and mentorship. Recruitment of planning positions will be conducted by the County. Assessment of efficiency and overall program goals involve local municipalities.</p>
<p>5.17 Subcontractors: Are the planners going to be considered subcontractors or are they treated as other municipal staff?</p>	<ul style="list-style-type: none"> • Southgate 	<p>Planners under a central model will be County employees.</p>
<p>5.18 Deputy Director/Manager Positions: Are the new Deputy Director and Manager positions being posted externally for fair and open competition? Is the Director's position going to be open for competition? If not, why?</p>	<ul style="list-style-type: none"> • Southgate 	<p>Recruitment or assignment of positions has not been established. The County wants to ensure that all individuals have a position in the new model. Once the full model is determined strategies for placement will be determined.</p>
<p>5.19 Administrative Assistants: What will the role of the current Administrative Assistants be?</p>	<ul style="list-style-type: none"> • Chatsworth 	<p>The model as currently laid out would have Administrative Assistants stay at their respective municipal and County levels. Depending on the final outcome of the model, there may still be the need for some administrative support at the municipal level, e.g. booking office hours, assisting with mailouts, etc. The final</p>

		details of the support needed (if needed), could be determined as part of the future MOUs.
5.20 Loss of Employees: If planners decide they no longer wish to remain if the model is pursued, how will this be addressed?	<ul style="list-style-type: none"> • Southgate • Hanover 	The planner would receive a severance package pursuant to the Employment Standards Act.
5.21 Staff Training: How will planners be trained in work that they currently have no experience to deliver?	<ul style="list-style-type: none"> • Southgate 	A professional development and training plan will be put in place. Annual plans are developed in conjunction with staff. Having a spectrum of diverse skillsets will also allow planners to learn from one another as they grow in their roles, or work towards future promotions.
5.22 Professional Development: This model has the potential to increase professional development opportunities. Some member municipalities have isolated planners with fewer mentorship opportunities, less training budget, etc. The model may provide greater knowledge of other municipalities and the ability to grow within the County. However, the opposite may occur and some member municipalities may lose opportunities currently enjoyed by staff for external training or events.	<ul style="list-style-type: none"> • Meaford 	Each County department has a fulsome education budget appropriate to the departments need for maintaining professional designations and succession planning. There are several committees and events that the County maintains that are not planning specific however may interest employees in the central planning model. Annual development plans will be created for each of the planning department team members.
5.23 Termination Pay: Will termination pay need to be provided to planning staff when they shift from municipality to the County? How will we mitigate perceived constructive dismissal?	<ul style="list-style-type: none"> • Hanover 	The focus of the centralized planning model is to maintain current compensation and benefits for all members who will be participating. This will mitigate any perception of constructive dismissal.
5.24 Approved Leaves: What if there is a current municipal planning staff member on an approved leave when the transition to a centralized model occurs?	<ul style="list-style-type: none"> • Hanover 	Approved ESA leaves will be maintained as is to not disrupt current benefits for insurance/income replacement. Positions will be offered and effective the date a leave concludes. More research will need to be conducted for staff on extended long-term disability. HR staff will consult with each other from County to municipality and determine the best path forward.
5.25 Errors and Legal Implications: What is the anticipated process if a minor or major error occurs by County staff doing planning work for the Municipality? How will legal liability and resolution of any claims or damages be addressed? How will the County make efforts to mitigate the impact to the relationship or reputation of the Municipality?	<ul style="list-style-type: none"> • Southgate 	The County has an indemnity policy for all staff who might make an honest mistake in the conduct of their work duties. If such an error takes place, we will work as a team to mitigate any reputational damage. RPPs and candidate members also carry professional liability insurance through their professional memberships.
6.0 Municipal Record Keeping		
6.1 Physical Records: If implemented, comments from the Municipal Clerks Division regarding file sharing/records management should be obtained. How will physical records be managed?	<ul style="list-style-type: none"> • Owen Sound • Southgate 	Acknowledged – see also the responses to 5.7 and 5.8 above. Further discussions between IT and clerks will be needed here. Additional details could be included in the MOUs in this regard. County staff could further investigate how other centralized or hybrid counties handle record keeping in this regard.
6.2 Emails: How will emails be managed? Some municipalities have policies on record keeping of corporate email as they pertain to municipal issues.	<ul style="list-style-type: none"> • Southgate 	Acknowledged – see also the responses to 5.7, 5.8, and 6.1 above. Any staff in a hybrid or centralized model would be County staff, and as such would be bound by the County’s records retention policies and have a County email address. However, there may be overlap with municipal policies as well, e.g., records retention on a County-staff authored municipal council planning report. Municipal/County freedom of information requests would also need to be

		assessed in this regard as well. Additional details could be included in the MOUs in this regard. County staff could further investigate how other centralized or hybrid counties handle emails in this regard.
7.0 Timelines or Transitional Considerations		
7.1 Hybrid Model: There may be some merit in re-establishing a previous County model in which the County provided in-house planning services for some lower-tier municipalities. This hybrid model may be beneficial for municipalities that currently rely on sole practitioner planners or planning consultants and which do not have Engineering divisions because they do not have urban settlement areas serviced by municipal water, sewer and stormwater management systems. A hybrid model that begins with a few municipalities and is phased in, would allow the model to be scaled up over time and reviewed to determine financial impact and other success measurables.	<ul style="list-style-type: none"> Owen Sound 	County staff received direction on November 28, 2024 through staff repot PDR-CW-63-24 to continue to investigate service delivery models. The hybrid option is one of the models being investigated. There will be further discussion on the hybrid model as part of the joint council meeting in March.
7.2 Level of Support Needed: Is there a critical mass of support of lower-tier municipalities to realize the efficiencies of a centralized model? If so, how many must participate to realize these efficiencies?	<ul style="list-style-type: none"> Georgian Bluffs 	See response to 7.1 above. At this stage County Council has not set a firm threshold for what that critical mass of support needed would be, but staff expect further discussion on this as part of the joint council meeting in March.
7.3 Phase-in Potential: Would the change be considered permanent, or would there be potential for a pilot or phased-in approach? What would the risks and benefits of this be?	<ul style="list-style-type: none"> Georgian Bluffs 	The County is open to implementation options in this regard, which may include either phasing or a pilot approach. If the change is not permanent, there will need to be a minimum trial period (e.g., 3-years) in order to work through any start-up issues as well as ascertaining success and efficiencies. Maintaining full-time permanent employment for any member municipal planner joining employment at Grey County is important to ensure that we avoid any perception of constructive dismissal.
7.4 Process Mapping: Will the County be doing a process mapping exercise for various planning applications? If yes, should the mapping exercise show that various municipal processes differ? Will the County want a standardized model or provide a model that is municipality focused? Who will complete the processing mapping?	<ul style="list-style-type: none"> Southgate Hanover 	County staff can complete some process mapping in this regard. While County staff recognize that each municipality is unique, there would need to be some standardization of processes in order to attain some of the desired efficiencies and aid in implementation. The future MOUs will also help define future processes.
7.4 Opting-Out: What options will be available should a municipality desire to opt out of this agreement? Will there be a period that municipalities must remain in the system to make this work? Could the County take the position that the system is working and provide no opt out clause?	<ul style="list-style-type: none"> Southgate 	See responses to 2.5 and 7.3 above as it pertains to regular review of the MOU and permanency of a new model.
7.5 Roll-Out: How quickly will the roll out of service take place?	<ul style="list-style-type: none"> Southgate 	A timeline has not yet been established.
7.6 Service Level Agreements: Why are only two options (status quo and County-lead model) being considered? Could a third option be considered with service level agreements and service assistance provided between local municipalities (i.e., where one municipality can assist another)? If so, could this not be negotiated between all the local municipalities and include cost recovery/assistance and address potential legal and liabilities issues?	<ul style="list-style-type: none"> Southgate Chatsworth 	See response to 7.1 above. Service level agreements between municipalities could also be investigated, just as some municipalities already share building services staff.
7.7 Applications In Process: What is the transition plan for applications in process?	<ul style="list-style-type: none"> Hanover 	This will need to be determined and detailed as part of the initial MOU.

<p>7.8 Focus Group: A Director's Focus Group could be created to provide further input for questions and clarifications throughout the exploration phase.</p>	<ul style="list-style-type: none"> • Hanover 	<p>Acknowledged – staff are happy to explore this further following the joint council meeting in March.</p>
<p>8.0 Other Roles Served by Municipal Planners</p>		
<p>8.1 Planning Adjacent Work: Municipal planners serve many other roles beyond development application processing and policy review. This other work may be considered “planning adjacent work”. What is the anticipated availability of the Planning staff within the proposed County model to support planning adjacent work in lower tiers? Will there be services that the County will establish as “not being offered”?</p>	<ul style="list-style-type: none"> • Owen Sound • Southgate • Hanover • Meaford 	<p>Acknowledged – see response above to 4.1.</p>
<p>8.2 Special Projects: On many special projects, municipalities use cross-department, multifunctional teams. Will planners be available under the proposed model to resource cross-departmental, multifunctional teams on special projects, studies, etc.?</p>	<ul style="list-style-type: none"> • Owen Sound 	<p>County staff see merit to participation in such municipal special projects. The MOUs could spell out what capacity is available for such project participation.</p>
<p>9.0 Municipal Agreements</p>		
<p>9.1 Municipal Plans: How will municipal agreements such as plans of subdivision or site plan approval be addressed under the new model? Will staff be required locally to support this work and how will this be integrated with other divisions?</p>	<ul style="list-style-type: none"> • Owen Sound 	<p>This has not been determined yet, and will need to be (a) further investigated, and (b) detailed as part of the future MOUs. Most likely there would still need to be municipal staff support required for such agreements including possibly clerks and legal advice with support being provided by County planners.</p>
<p>9.2 Document Consistency: Municipalities may rely on consultant support in developing zoning bylaws and official plan work. These documents may be very similar, and benefit from the experience of other local Grey County municipalities, but when working with consultants, the municipality does not necessarily benefit from this shared experience. It would be easier to access this shared value in a centralized model where the same policy planning team would be able to extend support to all lower-tier municipalities. This would also enhance consistency to residents.</p>	<ul style="list-style-type: none"> • Georgian Bluffs 	<p>Acknowledged – this is potentially one of the biggest benefits of a centralized or hybrid model.</p>
<p>9.3 Document Updates: A clear framework for document updates such as Zoning Bylaws and Official Plans is needed. Knowledge of all municipalities respective Official Plans and Zoning Bylaws will be challenging.</p>	<ul style="list-style-type: none"> • Hanover • Meaford 	<p>Acknowledged – this will be challenging, but also an opportunity for some standardization and peer-to-peer learning. Staff have discussed this matter with both Bruce and Huron Counties who have shared both challenges as well as opportunities for efficiency and ‘not reinventing the wheel’ when looking at official plan and zoning by-law updates.</p>
<p>10.0 Future MOU Considerations</p>		
<p>10.1 MOU Content: Developing service agreements or memorandums of understanding with each of the participating lower-tier municipalities would be critical in ensuring that services were accountable to local needs. Municipalities will want to see and have the opportunity to shape such agreements and would value the ability for these to be individually established to allow for individual needs of municipalities to be reflected. The MOUs need to clearly define responsibilities and roles, including the authority for decision making. They should also include consideration on municipal staff interaction/communication, financials, physical work spaces and conflict resolutions.</p>	<ul style="list-style-type: none"> • Georgian Bluffs • Hanover • Chatsworth 	<p>Acknowledged – see also the response to 5.2 above. Staff agree that the MOU's/service agreements will be critical and will be worked out between the County and each participating member municipality.</p>

<p>10.2 Additional Services: What if a municipality wanted to take on new services that would be outside of the service arrangements?</p>	<ul style="list-style-type: none"> • Southgate 	<p>This would need to be discussed between the municipality and the County as part of a potential MOU update.</p>
<p>11.0 Communications and Reporting</p>		
<p>11.1 Planning Stats: Will the County be reporting planning stats (application volumes)?</p>	<ul style="list-style-type: none"> • Southgate 	<p>Yes in order to offer full transparency, this is a reasonable request, which can be met.</p>
<p>11.2 Council Visits: Will the Director or Deputy CAO be making regular visits to local municipal councils to check-in and give a ‘state of planning’?</p>	<ul style="list-style-type: none"> • Southgate 	<p>See the response to 2.8 above. The future MOU will spell out a communication chain between municipal staff and a centralized or hybrid planning department. This MOU could include provisions for regular communications/meetings at the director or senior staff level, updates to County and local municipal councils, as well as protocols for conflict resolution.</p>
<p>11.3 Report Templates: Will planners be providing reports in County or Municipal report/presentation formats?</p>	<ul style="list-style-type: none"> • Southgate 	<p>This could be spelled out as part of the future MOU, but staff anticipate it will be a mix i.e., depending on the council or committee the report is being presented to, it would be in the format of that council or committee.</p>
<p>11.4 Public Communication: What is the communications strategy to advise the public of these changes?</p>	<ul style="list-style-type: none"> • Southgate 	<p>Should the model progress forward, there can be further public communications here. Currently the County has a page on its website with information on this model, and seeking feedback. https://www.grey.ca/government/special-projects/centralized-planning-service-delivery-model</p>
<p>12.0 Other</p>		
<p>12.1 Lobbying Power: There may be increased lobbying power (ROMA/OPPI/AMO/Provincial or Federal Government)</p>	<ul style="list-style-type: none"> • Southgate 	<p>Acknowledged</p>
<p>12.2 Remaining Unknowns: There are too many unknowns, and because of those questions, if the reform is implemented, the law of averages dictates that there will be a better change of unseen costs arising through all these ‘grey’ areas. These will only be found when the system is operating. Further, I don’t want to see any lower-tier municipality lose autonomy in planning. Historically, the person or organization holding the purse strings has the last say, or at least more of an influence.</p>	<ul style="list-style-type: none"> • Southgate 	<p>Acknowledged – see the response to 5.2 above, which outlines some potential next steps and investigation areas.</p>
<p>12.3 OLT Courts: Will planners be made available in the event of appeals to Ontario Land Tribunal (OLT) or the courts, and at whose expense? A framework is needed.</p>	<ul style="list-style-type: none"> • Southgate • Hanover 	<p>Acknowledged – see the answer to 9.1 above. This will need to be further investigated and spelled out as part of the future MOUs, both as it pertains to future OLT matters, but also existing OLT matters. These considerations would pertain to planning staff and legal resources. While nothing has been determined yet, staff anticipate being able to make planning staff available for OLT matters, provided staff capacity exists. As it pertains to external legal counsel, that would likely have to remain the responsibility of the approval authority, i.e., municipalities would still be responsible for providing legal resources where their council or committee made a decision that was appealed or failed to make a decision on a planning matter that was appealed.</p>

*Note regarding Appendix 1: there are many references to a centralized service delivery model in Appendix 1, including in the County staff responses. These references are in response to the original centralized service delivery model concept. This concept has since evolved into a potential hybrid service delivery model concept. For the sake of responding to the original municipal comments, there are still references to the centralized model, but such responses shall now be read with the understanding that a hybrid model is now what's being considered.



CORRESPONDENCE ITEMS PRESENTED FOR INFORMATION
April 1, 2025

1. Correspondence from the Town of Bradford West Gwillimbury Re: Motion to Request Landlord Tenant Reforms.
2. Correspondence from the Municipality of East Ferris Re: Standing for Canada.
3. Correspondence from the Township of Amaranth Re: Buy Local and Canadian.
4. Correspondence from the Municipality of Assiginack Re: US Tariffs, Buy Local
5. Correspondence from the Western Ontario Wardens' Caucus Re: Tariff Response.
6. Correspondence from Workers Health and Safety Centre Re: National Day of Mourning Events in Chesley and Hanover



Town of Bradford West Gwillimbury

100 Dissette St., Unit 7&8
P.O. Box 100, Bradford, Ontario, L3Z 2A7
Telephone: 905-775-5366
Fax: 905-775-0153

www.townofbwg.com

March 12, 2025

VIA EMAIL

The Hon. Doug Ford
Legislative Building
Queen's Park
Toronto ON M7A 1A1
premier@ontario.ca

Dear Premier Ford

Re: Motion to Request Landlord Tenant Reforms

At its Regular Meeting of Council held on Tuesday, March 4, 2025, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution 2025-79
Moved: Councillor Giordano
Seconded: Councillor Dykie

WHEREAS Ontario has expanded the accessory dwelling unit (ADU) framework to address the housing supply crisis, which includes the need to balance the interests of both tenants and small-scale landlords;

WHEREAS small-scale landlords may face financial strain when tenants withhold rent in bad faith, and delayed dispute resolution systems can result in undue hardship for landlords, while also affecting tenants' security and well-being;

WHEREAS it is crucial to support the development of legal ADUs and secondary rentals while ensuring tenants' rights are respected and upheld;

WHEREAS proposed reforms could include:

- Accelerating dispute resolution for ADUs and secondary rentals at the Landlord and Tenant Board (LTB) within 30 days, ensuring fairness for both tenants and landlords
- Introducing mediation services to resolve disputes quickly and amicably, reducing reliance on lengthy hearings
- Providing both landlords and tenants with enhanced tools for clear communication, such as standardized rental agreements and better screening practices

- Strengthening protections for tenants against unfair eviction while enforcing stricter penalties for tenants withholding rent in bad faith
- Ensuring law enforcement access to properties only under appropriate circumstances, respecting tenants' rights while supporting landlords in the resolution of unpaid rent issues
- Establishing a hardship relief fund for landlords impacted by unpaid rent, while ensuring tenants are also supported in cases of financial distress
- Offering free or low-cost legal assistance to both landlords and tenants to navigate disputes fairly.

NOW THEREFORE BE IT RESOLVED that the Town of Bradford West Gwillimbury Council requests the provincial government to look at ways to implement these balanced reforms that protect both small-scale landlords and tenants, ensuring fairness in the rental market; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Premier Doug Ford, our local Member of Provincial Parliament, President of the Association of Municipalities of Ontario, Minister of Municipal Affairs and Housing, Attorney General, and all Ontario municipalities to support the creation of balanced protections for both landlords and tenants

CARRIED.

Thank you for your consideration of this request.

Regards,



Tara Reynolds
Clerk, Town of Bradford West Gwillimbury
(905) 775-5366 Ext 1104
treynolds@townofbwg.com

CC: President of Association of Municipalities of Ontario, Robin Jones - resolutions@amo.on.ca
Hon. Paul Calandra, Minister of Municipal Affairs and Housing - minister.mah@ontario.ca
Hon. Doug Downey, Attorney General - attorneygeneral@ontario.ca
All Ontario Municipalities



REGULAR COUNCIL MEETING
HELD
March 11th, 2025

2025-76

Moved by Councillor Trahan

Seconded by Councillor Kelly

WHEREAS Canada and the United States have a shared history of friendship, respect and neighbourly relations;

AND WHEREAS Canada is a sovereign nation with a peaceful history of self-governance dating to its Confederation in 1867;

AND WHEREAS the Canadian identity is marked by a deep-rooted pride in its heritage and culture founded by French and British settlement, enriched by Indigenous culture and traditions and by more than a century and a half of multi-cultural immigration;

AND WHEREAS Canada has significant global standing, consistently supporting its allies, including the United States, in global conflicts such as two world wars, and wars in Korea and Afghanistan; and in international coalitions and in being consistently recognized as among the top countries in the world for quality of life;

AND WHEREAS newly elected President Donald Trump has suggested that with the use of economic force such as tariffs, Canada should become the 51st state of the United States;

AND WHEREAS President Trump, has now imposed tariffs on imports from Canada that will have a significant detrimental impact on the economic stability in both countries;

AND WHEREAS federal and provincial leaders are encouraging Canadians to buy Canadian, at the same time as it seeks to remove inter-provincial trade barriers within Canada;

AND WHEREAS municipalities have significant purchasing power through capital and infrastructure programs and can assist in the effort to combat tariffs and support Canadian businesses by their procurement of Canadian products and services;

AND WHEREAS municipalities have traditionally been prevented by trade agreements and legislation from giving preference to the purchase of Canadian products and services;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of East Ferris categorically rejects any efforts by President Trump or any others to undermine the sovereignty of Canada, and we stand united with our provincial and federal leaders for a Canada that remains strong, free, independent, and characterized by peace, order, and good government;

T: 705-752-2740

E: municipality@eastferris.ca

25 Taillefer Road, Corbeil, ON. P0H 1K0



AND FURTHERMORE that Council endorses the federal and provincial call to action to buy Canadian and therefore remove any impediments to municipalities preferring to engage Canadian companies for products and services when appropriate and feasible;

AND FURTHERMORE that Council encourages the provincial and federal governments to remove trade barriers between provinces in support of Canadian businesses;

AND FURTHERMORE that the CAO be directed to prepare a report detailing a temporary purchasing policy that integrates and addresses these concerns;

AND FURTHERMORE that this resolution be forwarded to Prime Minister Justin Trudeau, Ontario Premier Doug Ford, Nipissing-Timiskaming MP Anthony Rota, Nipissing MPP Vic Fedeli, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, Ontario Good Roads Association, Federation of Northern Ontario Municipalities, the Federation of Canadian Municipalities and all Ontario municipalities.

Carried Mayor Rochefort

CERTIFIED to be a true copy of
Resolution No. 2025-76 passed by the
Council of the Municipality of East Ferris
on the 11th day of March, 2025.

Kari Hanselman, Dipl. M.A.
Clerk

T: 705-752-2740

E: municipality@eastferris.ca

25 Taillefer Road, Corbeil, ON. P0H 1K0

eastferris.ca



374028 6TH LINE • AMARANTH ON • L9W 0M6

March 5, 2025

ALL ONTARIO MUNICIPALITIES

Re: Resolution regarding “Buy Local and Canadian”

At its regular meeting of Council held on March 5, 2025, the Township of Amaranth Council passed the following resolution:

Resolution #: 10

Moved by: B. Metzger

Seconded by: G. Little

BE IT RESOLVED THAT:

All Township residents be encouraged to “Buy Local and Canadian”;

That a “Buy Local and Buy Canadian” approach for municipal procurement be implemented where feasible and in line with best value principles;

That staff be directed to review current procurement practices and identify opportunities to enhance local purchasing in response to recent U.S. tariffs and economic pressures; and

That staff be directed to prohibit procurement of U.S. goods and services where possible; and

That staff be directed to report back on any opportunities found to modify procurement policies and practices to support “Buy Local and Buy Canadian” where practical.

CARRIED

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Nicole Martin", is written over a light blue horizontal line.

Nicole Martin, Dipl. M.A.
CAO/Clerk

C: AMO

MUNICIPALITY



OF ASSIGINACK

**BOX 238, MANITOWANING, ONT., P0P 1N0
(705) 859-3196 or 1-800-540-0179**

Tuesday, March 18, 2025, 7:00 pm
Agenda Item 6. J) Request for Support – US Tariffs, Buy Local

058-03-2025 R. Maguire – J. Hooper

BE IT RESOLVED THAT the Township of Assiginack, in response to foreign countries recent actions on tariffs to Canada, Council supports the Provincial and Federal Governments call to action of a “Canadian Business First” policy;

AND THAT Council recognizes there may be circumstances where this may not be possible;

AND THAT in situations where Canadian goods are not available staff, our suppliers, and those held in contract with the Township will source from countries that do not have tariffs applied to Canada.

Carried



Tuesday, March 18, 2025

The Honourable Mark Carney
Prime Minister of Canada
Office of the Prime Minister
80 Wellington St
Ottawa, ON K1A 0A6
pm@pm.gc.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 281
Queen's Park
Toronto, Ontario M7A 1A1
premier@ontario.ca

Dear Prime Minister Carney and Premier Ford,

On behalf of the Western Ontario Wardens' Caucus (WOWC), I want to thank you both for your strong leadership on behalf of Ontario and Canada through the continued uncertainty around tariffs and international trade.

The WOWC is a not-for-profit organization representing 15 upper and single-tier municipalities and 1.6 million constituents across rural Western Ontario, aiming to enhance the prosperity and overall well-being of rural and small communities across the region.

As Chair of the Western Ontario Wardens' Caucus (WOWC), I want to express our ongoing support for the Governments of Ontario and Canada as you work to navigate the challenges posed by tariffs, inter-provincial trade barriers, and other trade restrictions.

Western Ontario's economy is closely linked to trade, particularly with the United States, but also within Canada. Economists highlight that sectors most vulnerable to the imposition of tariffs and trade barriers—potentially leading to layoffs or significant economic challenges—include automotive, construction, energy, agriculture, and consumer goods. In terms of industry GDP, manufacturing, wholesale trade, and transportation and warehousing are expected to be among the most affected industries.

Regional export data, defined as both domestic and international exports outside of Western Ontario, is available through Lightcast Analyst. Western Ontario's exports outside of the region totaled over \$226 billion in 2022. Exports outside the Western Ontario region in the largest industry, manufacturing, totaled close to \$145 billion in 2022, representing 64% of total regional exports. Tariffs on agriculture and food also present substantial risks to the regional economy. This industry accounts for nearly \$12 billion in goods in regional exports.

The WOWC recognizes that trade barriers—whether international or inter-provincial—create significant challenges for industries that are vital to our region's economic stability, job



creation, and long-term prosperity. Restrictions on the movement of goods, services, and labour between provinces can hinder economic growth, increase costs for businesses, and limit opportunities for rural communities. Addressing these inter-provincial trade barriers is crucial to ensuring that businesses in Western Ontario can compete effectively in the national and global marketplace.

The WOWC will remain a vocal advocate for solutions that protect our industries and communities, as we are committed to working with all levels of government to safeguard our region's economic future. As part of this commitment, the WOWC strongly supports efforts to develop and implement procurement policies that alleviate some of the financial and administrative burdens on municipalities. We recognize that municipalities are often constrained by procurement regulations that limit flexibility and increase costs. By collaborating with provincial and federal governments, we can work towards policies that streamline procurement, promote local economic development, and enhance the efficiency of public investments.

Western Ontario's strength comes from our ability to adapt and respond as a region, and the WOWC remains dedicated to partnering with all stakeholders to ensure our communities remain strong and resilient. We look forward to continued collaboration with both levels of government to address these pressing economic and trade-related challenges.

Sincerely,

Mayor Amy Martin
Chair, Western Ontario Wardens' Caucus
chair@wowc.ca

cc.

Hon. Lisa Thompson, Ontario Minister of Rural Affairs
Rebecca Bligh, President, Federation of Canadian Municipalities
Robin Jones, President, Association of Municipalities of Ontario
Christa Lowry, Chair, Rural Ontario Municipal Association
Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
Western Ontario MPs and MPPs
Western Ontario Wardens' Caucus Counties and Municipalities



REMEMBER and RECOMMIT



April 28, 2025

NATIONAL DAY OF MOURNING



Safeguarding worker lives and livelihoods **CLOSE TO HOME**

When unacceptable tragedies strike – such as worker deaths or critical injuries – we often say they struck ‘close to home.’

Solutions to the unchecked workplace hazards that lead to heartbreaking loss of loved ones or their ability to earn a living, however, can also be found close to home. Much like our collective, ‘buy Canadian’ response to recent bullying tactics levelled at our trade agreements and national sovereignty, let’s draw on our better instincts, work with one another, control what we can, and create safer, healthier work.

Towards safer, healthier work

Workers, their representatives, supervisors, and employers must work together to build effective workplace health and safety programs of their own. They can begin with what hard-won health and safety laws provide:

- ▶ Employer responsibilities to take every reasonable precaution to protect workers, including development of effective workplace health and safety policies and programs;
- ▶ Worker rights to participate in these health and safety matters through worker health and safety representatives, joint health and safety committees and worker health and safety trades committees; and
- ▶ Health and safety training in support of both workplace responsibilities and rights and the elimination or control of workplace hazards.

If or when this internal system breaks down though, hard-won laws provide additional safeguards. Workers need to know our government agencies, provincial and/or federal, are as committed to defending their well-being as that of our economy – prepared to protect their lives and livelihoods by enforcing their right to safe, healthy work, as well as laws designed to punish and deter criminal negligence, provide just worker compensation and promote environmental sustainability, after all, many environmental hazards originate in workplaces and threaten workers too.

On April 28, our National Day of Mourning for workers injured, killed, or made ill because of hazardous work – let's remember AND let's recommit to working for safer, healthier workplaces and communities.



WHSC. We can help.

We are Ontario's only labour-endorsed, government-designated health and safety training provider. We help ensure you get the quality training you need – hazard-based, prevention-focused, worker-to-worker – when and where you need it.

ON APRIL 28. REMEMBER.

Mourn for the Dead. Fight for the Living. More than a slogan.

#MakeWorkSafe. More than a hashtag.

Join Us

GREY BRUCE LABOUR COUNCIL, CHESLEY

Day of Mourning Ceremony

Friday, April 25, 2025 | 10:00 am

Chesley Community Centre Arena
129 4th Avenue East, Chesley

Guest Speakers:

From Labour and the Community

Contact:

Chris Stephen
acjstephen@gmail.com

Check out our Day of Mourning resources, including a province-wide event listing. www.whsc.on.ca





REMEMBER and RECOMMIT



April 28, 2025

NATIONAL DAY OF MOURNING



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Mourn for the Dead. Fight for the Living. More than a slogan.

#MakeWorkSafe. More than a hashtag.

Join Us

GREY BRUCE LABOUR COUNCIL, HANOVER

Day of Mourning Ceremony

Monday, April 28, 2025 | 11:00 am

Heritage Square
358 10th Street, Hanover

Guest Speakers:

From Labour and the Community

Contact:

Hazel Pratt
peacegirlhp2@gmail.com

Check out our Day of Mourning resources, including a province-wide event listing. www.whsc.on.ca



Staff Report

Report To: Council
Report From: Kerri Mighton, Director of Finance/Treasurer
Meeting Date: April 1, 2025
Subject: Infrastructure Ontario Borrowing for Police Station

Recommendations:

THAT in consideration of staff report 'Infrastructure Ontario Borrowing for Police Station', Council directs staff to bring forward a bylaw to:

- i. authorize certain new capital work;
- ii. authorize the submission of an application to Ontario Infrastructure and Lands Corporation (OILC) for financing of such capital work;
- iii. authorize temporary borrowing from OILC to meet expenditures in connection with such capital work; and
- iv. authorize long-term borrowing for such capital work through the issue of debentures to OILC.

Highlights:

- On April 16, 2024, Council awarded the tender for the police station to Domm Construction in the amount of \$8,880,000.
- The 2025 budget included payments for construction financing for this project.
- A borrowing bylaw is required for submission of a loan application to Ontario Infrastructure and Lands Corporation (OILC).
- The bylaw will permit both temporary and long-term borrowing.

Previous Report/Authority:

None.

Analysis:

On April 16, 2024, Council awarded the tender for the West Grey Police Station to Domm Construction in the amount of \$8,880,000. The 2025 budget included payments

for construction financing for this project. A borrowing bylaw is required as part of the loan application to Ontario Infrastructure and Lands Corporation (OILC). The Municipality is applying for both temporary construction financing and eventual long-term borrowing.

For construction financing, the Municipality will be required to make interest payments only based on the amount of each drawdown. The interest rate will change monthly during the construction process.

Once the project reaches substantial completion, the Municipality will need to issue a debenture to pay down the loan. At that point the loan will be on a fixed interest rate for the entire amortization period of the loan.

Financial Implications:

The 2025 budget included construction financing and long-term borrowing for the police station. The combined 2025 budgeted tax levy for the borrowing is \$526,000 which would represent the estimated annual borrowing costs for a 25-year amortization period. Current OILC lending rates range from 3.65 percent to 4.46 percent. Infrastructure Ontario provides an affordable, long-term financing option for municipalities, regardless of their size or location.

Climate and Environmental Implications:

None.

Communication Plan:

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

Consultation:

None.

Attachments:

None.

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.

Staff Report

Report To: Council
Report From: Kerri Mighton, Director of Finance/Treasurer
Meeting Date: April 1, 2025
Subject: 2025 Court Security and Prisoner Transportation Agreement

Recommendations:

THAT in consideration of staff report 'Court Security and Prisoner Transportation Agreement,' Council directs staff to bring forward a bylaw to authorize the Mayor and Clerk to execute a transfer payment agreement with the Ministry of the Solicitor General for the court security and prisoner transportation program.

Highlights:

- West Grey has been approved to receive funding in the amount of \$10,666.00 under the Court Security and Prisoner Transportation program.
- The signed transfer payment agreement is due by April 18, 2025.

Previous Report/Authority:

None.

Analysis:

Annually, the Municipality has received funding under the Court Security and Prisoner Transportation (CSPT) program. The program started in 2012 to assist municipalities in offsetting their costs of providing CSPT services.

Financial Implications:

The West Grey Police Services budget includes the CSPT grant revenue.

Climate and Environmental Implications:

None.

Communication Plan:

Should Council approve the bylaw, the signed agreement will be forwarded to the Ministry, and the bylaw will be posted to the West Grey website.

Consultation:

Police Chief Rob Martin

Attachments:

None.

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.



**The Corporation of the Municipality of West Grey
Bylaw No. 2025-024**

A bylaw to confirm the proceedings of the regular and public 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 March 18, 2025, and the regular Council meeting of April 1, 2025, 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.

Passed and enacted by the Council of the Municipality of West Grey this 1st day of March, 2025.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk



**The Corporation of the Municipality of West Grey
Bylaw No. 2025-025**

A bylaw to establish a site plan control area on lands zoned R3-519.

WHEREAS Section 41(2) the *Planning Act, R.S.O. 1990*, as amended, provides that where in an official plan an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situate may, by bylaw, designate the whole or any part of such area as a site plan control area; and

WHEREAS Section F8.3 Site Plan Control of the Municipality of West Grey Official Plan for the Settlement Areas of Durham and Neustadt designates all lands in Durham and Neustadt as a site plan control area; and

WHEREAS Section 41(3) of the *Planning Act, R.S.O. 1990*, as amended, provides that the council of a local municipality may designate a site plan control area by reference to one or more land use designations contained in a bylaw passed under section 34 of the *Planning Act, R.S.O. 1990*, as amended; and

WHEREAS the Council of the Corporation of the Municipality of West Grey deems it expedient and in the public interest to establish a site plan control area on certain lands;

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

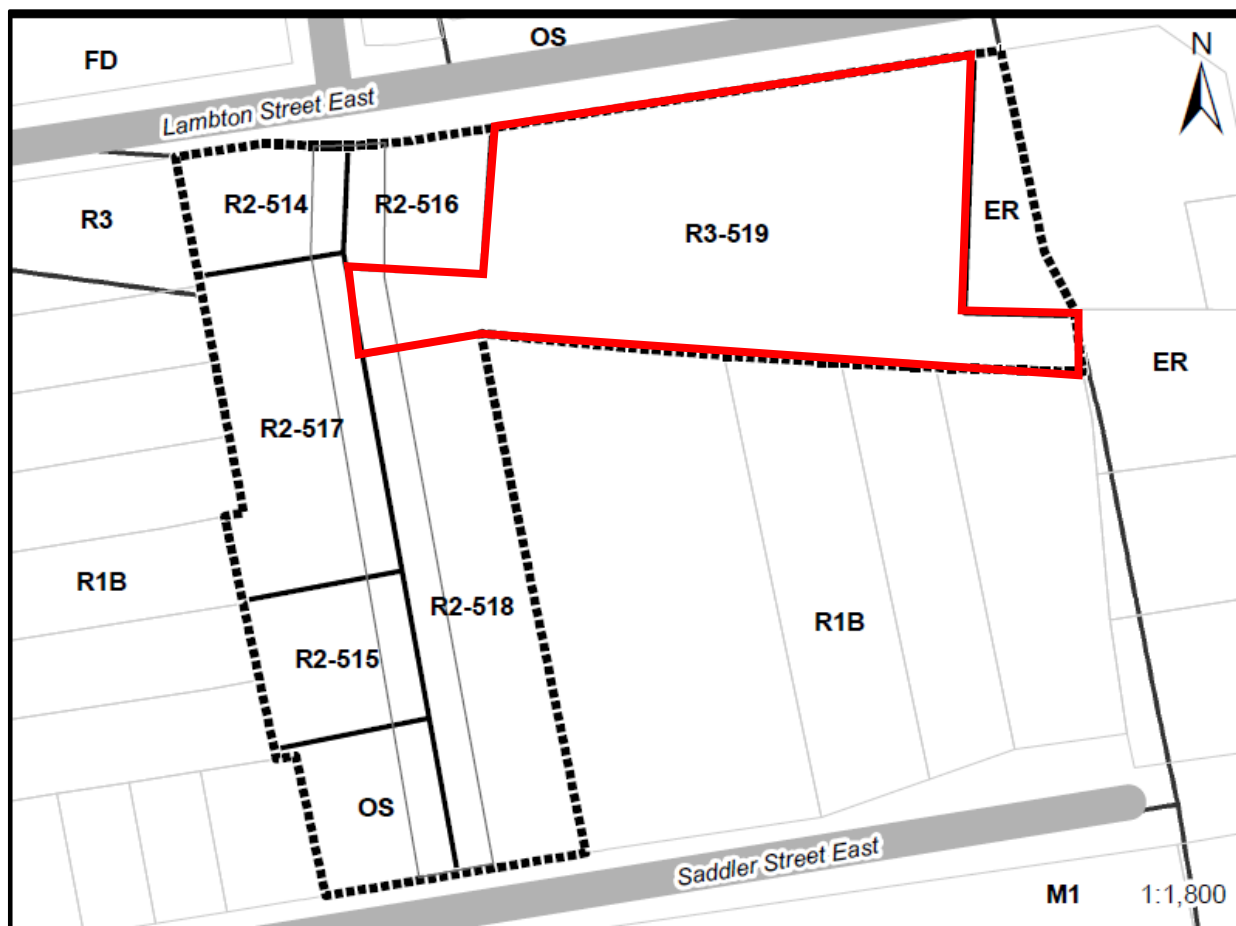
1. That those lands zoned 'R3-519 High Density Residential Exception' as shown on the attached Schedule 'A' are subject to site plan control under Section 41 of the *Planning Act, R.S.O. 1990*, as amended.
2. That this bylaw shall come into force and take effect upon the date of final passing.

Passed and enacted by the Council of the Municipality of West Grey this 1st day of April, 2025.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk

Bylaw No. 2025-025 Schedule A – Site Plan Control Area (DJ Land)



R3-519 High Density Residential Exception Subject to Site Plan Control





**The Corporation of the Municipality of West Grey
Bylaw No. 2025-026**

A bylaw to authorize the Mayor and Clerk to execute an agreement with His Majesty the King in Right of Ontario, as represented by the Solicitor General, respecting a court security and prisoner transportation program transfer payment agreement.

WHEREAS section 5 of the *Municipal Act, S.O. 2001, c.25*, as amended (the "Act"), 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 Act 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 section 9 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS the Council of the Corporation of the Municipality of West Grey deems it expedient and in the public interest to enter into a court security and prisoner transportation program transfer payment agreement with His Majesty the King in Right of Ontario, as represented by the Solicitor General;

NOW THEREFORE be it resolved that the Council of the Corporation of the Municipality of West Grey hereby enacts as follows:

1. That the Mayor and Clerk are authorized to execute all documents necessary to give effect to the agreement.
2. That the agreement attached hereto and shown as Schedule 'A' is hereby declared to form part of this bylaw.
3. That this bylaw shall come into force and take effect upon being passed by council.

Passed and enacted by the Council of the Municipality of West Grey this 1st day of April, 2025.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the 1st day of January, 2025.

BETWEEN:

**His Majesty the King in right of Ontario
as represented by the Solicitor General**

(the “Province”)

- and -

Corporation of the Municipality of West Grey

(the “Recipient”)

BACKGROUND

The Province implemented the Court Security and Prisoner Transportation (CSPT) Program (the “Program”) in 2012 to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions. The Province will upload CSPT costs from municipalities to a maximum of \$125 million in 2025.

The Recipient is a municipality which is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court; and/or the costs of transporting prisoners and custodial minors (i.e., persons between twelve and seventeen years of age) between correctional institutions, custodial facilities, and court locations for the purposes of court attendance.

The Recipient has provided its 2023 CSPT costs, as confirmed in the 2023 Annual Financial Report submitted by the Recipient. Funding is allocated based on the Recipient’s relative share of the total 2023 provincial CSPT cost.

CONSIDERATION

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 **Schedules to the Agreement.** The following schedules form part of the Agreement:

Schedule "A" -	General Terms and Conditions
Schedule "B" -	Project Specific Information and Additional Provisions
Schedule "C" -	Project
Schedule "D" -	Payment Plan and Reporting Schedule
Schedule "E" -	Court Security and Prisoner Transportation Services and Activities Eligible for Funding
Schedule "F" -	2025 Financial and Performance Measurement Report Template

1.2 **Entire Agreement.** The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

3.0 COUNTERPARTS

3.1 **One and the Same Agreement.** The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

4.0 AMENDING THE AGREEMENT

4.1 **Amending the Agreement.** The Agreement may only be amended by a written agreement duly executed by the Parties.

5.0 ACKNOWLEDGEMENT

5.1 Acknowledgement. The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);
- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and
- (f) the Province is bound by the *Financial Administration Act* (Ontario) (“FAA”) and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,
 - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
 - (ii) the payment having been charged to an appropriation for a previous fiscal year.

5.2 The Province acknowledges that the Recipient is bound by the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Recipient in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

SIGNATURE PAGE FOLLOWS

The Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF
ONTARIO as represented by the Solicitor
General**

Date

Name: Michelina Longo

Name: Director, External Relations Branch

**Corporation of the Municipality of West
Grey**

Date

Name: Kevin Eccles

Title: **Mayor**

I have authority to bind the Recipient

Date

Name: Jamie Eckenswiller

Title: Director of Legislative Services/Clerk

I have authority to bind the Recipient

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

"Additional Provisions" means the terms and conditions set out in Schedule "B".

"Agreement" means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

"Court Security and Prisoner Transportation Services" means the services and activities eligible for funding, as set out in Schedule "E".

"Effective Date" means the date set out at the top of the Agreement.

"Event of Default" has the meaning ascribed to it in section A12.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means the period commencing on the Effective Date and ending on December 31 of the calendar year.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means His Majesty the King in right of Ontario, and includes His ministers, agents, appointees, and employees.

“Loss” means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

“Maximum Funds” means the maximum set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time pursuant to section A12.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Proceeding” means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

“Project” means the undertaking described in Schedule “C”.

“Records Review” means any assessment the Province conducts pursuant to section A7.4.

“Reports” means the reports described in Schedule “F”.

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;

- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 Supporting Proof. Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient with Funds up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “D”; and
- (c) deposit the Funds into an account the Recipient designates provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (c) the Province may adjust the amount of Funds it provides to the Recipient for any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.2.

A4.3 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Court Security and Prisoner Transportation Services set out in Schedule “E”;
- (d) not use the Funds to cover any cost that has been or will be funded or

reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 Interest-Bearing Account. If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 Interest. If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 Rebates, Credits, and Refunds. The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 Acquisition. If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

A5.2 Disposal. The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as set out in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 Conflict of Interest Includes. For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.2 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
 - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
 - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 Province Includes. For the purposes of sections A7.4, A7.5 and A7.6, “Province” includes any auditor or representative the Province may identify.

A7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address set out in Schedule “B”:
 - (i) all Reports in accordance with the timelines and content requirements set out in Schedule “D”;
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (i) signed by an authorized signing officer of the Recipient.

A7.3 Record Maintenance. The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and

- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

A7.4 Records Review. The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

A7.5 Inspection and Removal. For the purposes of any Records Review, the Province may take one or both of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3;
- (b) remove any copies the Province makes pursuant to section A7.5(a).

A7.6 Cooperation. To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

A7.7 No Control of Records. No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

A7.8 Auditor General. The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 Acknowledge Support. Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether

written, oral, or visual, including public announcements or communications:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs;
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province and
- (d) obtain prior written approval from the Province before using any Government of Ontario or ministry logo or symbol in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

A8.2 Notice of Project-Related Communications. Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of 14 Business Days in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

A9.0 INDEMNITY

A9.1 Indemnify. The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and

(d) at least 30 days' written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will:

- (a) provide to the Province, either:
 - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
 - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
 - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A12.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
- (d) the Recipient ceases to operate.

A12.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the

Agreement;

- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

A12.3 Opportunity to Remedy. If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A12.4 Recipient not Remediating. If the Province provides the Recipient with an opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

A12.5 When Termination Effective. Termination under Article A12.0 will take effect as provided for in the Notice.

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for the Funding Year, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds;
- (b) adjust the amount of any further instalments of Funds accordingly.

A14.0 FUNDS UPON EXPIRY

A14.1 Funds Upon Expiry. Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

A15.0 DEBT DUE AND PAYMENT

A15.1 Payment of Overpayment. If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

A15.2 Debt Due. If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an amount equal to any Funds or any other amounts owing under the Agreement; or
- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A15.3 Interest Rate. The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

A15.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address set out in Schedule "B".

A15.5 Fails to Pay. Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the

King in right of Ontario.

A16.0 NOTICE

A16.1 Notice in Writing and Addressed. Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and
- (c) addressed to the Province or the Recipient as set out in Schedule "B", or as either Party later designates to the other by Notice.

A16.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and
- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A16.3 Postal Disruption. Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A17.1 Consent. When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

A18.1 Invalidity or Unenforceability of Any Provision. The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A19.0 WAIVER

A19.1 Condonation not a waiver. Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

A19.2 Waiver. Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

A20.0 INDEPENDENT PARTIES

A20.1 Parties Independent. The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A21.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 Agreement Binding. All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

A22.0 GOVERNING LAW

A22.1 Governing Law. The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 Agreement into Effect. The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A24.0 JOINT AND SEVERAL LIABILITY

A24.1 Joint and Several Liability. Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 Rights and Remedies Cumulative. The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**A26.1 Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of His agencies (a "Failure");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A27.0 SURVIVAL

A27.1 Survival. The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section

A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

END OF GENERAL TERMS AND CONDITIONS

SCHEDULE "B"
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$10,666.00
Expiry Date	April 30, 2026
Amount for the purposes of section A5.2 (Disposal) of Schedule "A"	\$5,000.00
Insurance	\$5,000,000.00
Contact information for the purposes of Notice to the Province	<p>Name: Ministry of the Solicitor General Public Safety Division, External Relations Branch Program Development Section</p> <p>Address: 25 Grosvenor Street, 12th Floor Toronto, ON M7A 2H3</p> <p>Attention: Rosanna Tamburro, Community Safety Analyst Emily Jefferson, Community Safety Analyst</p> <p>Email: Rosanna.Tamburro@ontario.ca Emily.Jefferson@ontario.ca</p>
Contact information for the senior financial person, for the purposes of Notice to the Recipient, and to respond as required to requests from the Province related to the Agreement	<p>Name: West Grey M</p> <p>Address: 402813 Grey Rd 4, RR2 Durham, ON N0G 1R0</p> <p>Attention: Ms. Kerri Mighton Director of Finance/Treasurer</p> <p>Email: kmighton@westgrey.com</p>

Additional Provisions:

None

SCHEDULE "C"
PROJECT

The Recipient is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court, and/or the costs of transporting prisoners and custodial minors (i.e., persons between twelve and seventeen years of age) between correctional institutions, custodial facilities and court locations for the purposes of court attendance.

To assist the Recipient, the Province has agreed to provide the Recipient up to the Maximum Funds in accordance with the terms of the Agreement to offset costs for the provision of such court security and prisoner transportation within the Recipient's jurisdiction.

The Recipient shall ensure the Funds are used only for eligible services and activities as described in Schedule "E".

**SCHEDULE “D”
PAYMENT PLAN AND REPORTING SCHEDULE**

The Funds in the amount of **\$10,666.00** will be provided to the Recipient according to the following schedule:

- A. First Instalment: \$2,666.50 will be paid to the Recipient once the Recipient has signed the Agreement and provided adequate proof of insurance to the Province, in accordance with section A10.2 of the Agreement, and the Agreement has then been signed by the Province.
- B. Second Instalment: \$2,666.50 will be paid to the Recipient, following the Province’s receipt and approval of the 2024 Annual Financial and Performance Measurement Report, due by **April 30, 2025**. *Subsequent payments will not be released until the Province has received and approved the 2024 Report.*
- C. Third Instalment: \$2,666.50 will be paid to the Recipient by the end of September 2025.
- D. Final Instalment: \$2,666.50 will be paid to the Recipient by the end of December 2025.
- E. The Recipient must submit the 2025 Financial and Performance Measurement Report (Schedule “F”) to the Province by March 31, 2026.

**SCHEDULE “E”
COURT SECURITY AND PRISONER TRANSPORTATION
SERVICES AND ACTIVITIES ELIGIBLE FOR FUNDING**

COURT SECURITY includes:

1. Facility Perimeter Security

Costs associated with external and/or internal presence of sworn police officers, special constables or other security personnel during regular or non-regular hours, including WASH (Weekends And Statutory Holidays) court, to secure the perimeter of the facility, to respond to a specific threat or for high-profile matters.

2. Courtroom Security

Costs associated with the presence of sworn police officers, special constables or other security personnel in the courtroom to ensure the safety and security of the proceedings and attendees.

3. General Courthouse Security Presence

Costs associated with the use of screening stations to screen all public visitors to the courthouse, including the use of magnetometers and x-ray machines, and police or other security personnel assigned to perform roving patrols of the court facility.

4. Prisoner Movement in Courthouse

Costs associated with monitoring the movement of prisoners between holding cells and other areas within the courthouse.

5. Prisoner Guarding in Holding Cells

Costs associated with guarding and monitoring of prisoners brought to court and held in courthouse holding cells (where applicable).

6. Prisoner Feeding

Costs associated with the provision of meals to prisoners required while in the custody of local police services for the purpose of attending court.

7. Virtual Court Proceedings

Costs associated with the guarding, monitoring and transportation of prisoners when court proceedings are held remotely outside of court locations will be eligible for consideration for funding. This excludes virtual court appearances that take place within a correctional institution.

PRISONER TRANSPORTATION includes:

1. Prisoner Transport

Costs associated with the movement of prisoners between correctional institutions or police holding cells to court locations for the purposes of attending court.

2. Prisoner Transport - Youth

Costs associated with the movement of youth (youth aged 12-17 years old) in custody between correctional and/or custodial facilities and court locations for the purposes of attending court.

*PRISONER includes: Persons being held in custody as a result of provincial or federal offence proceedings, including persons under immigration detention.

TRAINING, EQUIPMENT AND RECRUITING includes:

1. Costs associated with training that is relevant to court security and prisoner transportation only.
2. Cost associated with equipment that is unique to the provision of court security and prisoner transportation and does not include equipment that would be utilized for other purposes.
3. Costs associated with recruiting that is relevant to the staffing of court security and prisoner transportation only. Costs may include advertising for applicants, physical fitness and/or psychological testing, applicant screening, interviews or any other related human resources expense.

OTHER includes:

1. Transport of Prisoner Belongings

Costs associated with the transport of essential prisoner belongings (i.e., the Red Bag program).

COURT SECURITY AND PRISONER TRANSPORTATION do NOT include:

Court Administration

Costs associated with performing court administrative duties including the scheduling of staff for daily deployment, supervision/management of staff, the service of legal documents, the preparation/maintenance of Crown Brief materials, the entry of data into court information systems, preparing or swearing/affirming legal documentation, scheduling of court appearances, other duties of a related nature.

SCHEDULE "F"
2025 FINANCIAL AND PERFORMANCE MEASUREMENT REPORT

2025 Financial and Performance Measurement Report Template attached.



**The Corporation of the Municipality of West Grey
Bylaw No. 2025-027**

A bylaw to authorize certain new capital work(s) of the Corporation of The Municipality of West Grey (the "Municipality"); to authorize the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for financing of such capital work(s); to authorize temporary borrowing from OILC to meet expenditures in connection with such capital work(s); and to authorize long-term borrowing for such capital work(s) through the issue of debentures to OILC.

WHEREAS section 5 of the *Municipal Act, S.O. 2001, c.25*, as amended (the "Act"), 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 it is now deemed to be expedient to authorize for the purposes of the Municipality the new capital work(s) described in column (2) of Schedule "A" (the "Capital Work(s)") attached hereto and forming part of this bylaw ("Schedule "A") in the amount of the respective estimated expenditure set out in column (3) of Schedule "A", subject in each case to approval by OILC of the financing for such Capital Work(s) that will be requested by the Municipality in the application as hereinafter defined; and

WHEREAS in accordance with section 4 of Ontario Regulation 403/02 (the "Regulation"), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "Updated Limit"), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule "A" (the "Authorized Expenditure" for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, (collectively the "Estimated Annual Amount Payable") and determined that the Estimated Annual Amount Payable does not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Land Tribunal pursuant to the Regulation, is not required before any such Capital Work is authorized by the Council of the Municipality; and

WHEREAS subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is an upper-tier municipality, a lower-tier municipality in a county or a single-tier municipality and it has approved the issue of debentures for the work; and

WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt; and

WHEREAS the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act; and

WHEREAS OILC has invited Ontario municipalities desirous of obtaining temporary and long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible

capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC; and

WHEREAS the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be, (the "Application") to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC and by way of temporary borrowing from OILC pending the issue of such debentures; and

WHEREAS OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be;

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

1. That the Council of the Municipality hereby confirms, ratifies, and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the financing of the Capital Work(s) in the maximum aggregate principal amount of \$8,000,000 substantially in the form of Schedule "B" hereto and forming part of this bylaw, with such changes thereon as such authorized official may hereafter approve, such execution and delivery to be conclusive evidence of such approval.
2. (a) The undertaking of the Capital Work or of each Capital Work, as the case may be, in the amount of the respective estimated Authorized Expenditure set out in column (3) of Schedule "A" is hereby approved and authorized;
 - (b) any one or more of the Mayor and the Treasurer are hereby authorized to conclude contracts on behalf of the Municipality for the undertaking of the Capital Work or of each Capital Work, as the case may be, in accordance with the Municipality's usual protocol;
 - (c) where applicable, the Engineer of the Municipality will forthwith make such plans, profiles and specifications and furnish such information as in the opinion of the Engineer are necessary for the undertaking of the Capital Work or of each Capital Work, as the case may be; and
 - (d) where applicable, the undertaking of the Capital Work or of each Capital Work shall be carried on and executed under the superintendence and according to the direction and orders of such Engineer.
3. That Schedule A and Schedule B attached hereto are hereby declared to form part of this bylaw.
4. That the Mayor and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Municipality a financing agreement (a "Financing Agreement") with OILC that provides for temporary and long-term borrowing from OILC under the authority of this bylaw in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
5. That the Mayor and/or the Treasurer are hereby authorized, pending the substantial completion of the Capital Work or of each Capital Work, as the case may be, or as otherwise agreed with OILC, to make temporary borrowings pursuant to section 405 of the Act in respect of the Capital Work or of each Capital Work, as the case may be, on the terms and conditions provided in the Financing Agreement which Financing Agreement provides that the information

- contained in the Record, as defined in the Financing Agreement, in respect of such temporary borrowings shall be deemed final, conclusive and binding on the Municipality, and on such other terms and conditions as such authorized officials may agree; and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Capital Work(s); provided that the amount of borrowings allocated to the Capital Work or to each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
6. That subject to the terms and conditions of the Financing Agreement and such other terms and conditions as OILC may otherwise require, the Mayor and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Financing Agreement and on such other terms and conditions as such authorized officials may agree (the "Debentures"); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
 7. That in accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under any outstanding temporary borrowing and/or the Debentures, as the case may be (the "Obligations") and to pay such amounts to OILC from the Consolidated Revenue Fund.
 8. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under any outstanding temporary borrowing and/or any Debenture outstanding pursuant to the Financing Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a bylaw of any municipality.
 9. (a) The Mayor and the Treasurer are hereby authorized to enter into, execute and deliver the Financing Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the Obligations of the Municipality under the Financing Agreement, to request and receive any temporary borrowing and to issue the Debentures, and the Treasurer is authorized to affix the Municipality's municipal seal to any such documents and papers.
 - (b) The money realized in respect of any temporary borrowing for the Capital Work(s) and the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to any such temporary borrowing and to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.

10. That this bylaw shall come into force and take effect upon being passed by Council.

Passed and enacted by the Council of the Municipality of West Grey this 1st day of April, 2025.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk

Schedule "A"
to Bylaw 2025-027
(New Capital Work(s))

(1) <u>Capital Work Number</u>	(2) <u>Description of Capital Work</u>	(3) <u>Estimated Expenditure</u>	(4) <u>Loan Amount</u>
	West Grey Police Station	\$8,880,000	\$8,000,000

Webloans Loan Application PDF

Application for

West Grey, The Corporation of The Municipality of

Projects

Loan Application ID	Project Name	Construction/Purchase Start	Construction/Purchase End	Project Cost	OILC Loan Amount
0	West Grey Police Station	06/03/2024	11/28/2025	\$8,880,000.00	8,000,000.00

Details of Project West Grey Police Station

Project Category Municipal Other Infrastructure

Work Type Police

Project Name West Grey Police Station

Construction/Purchase Start 06/03/2024

Construction/Purchase End 11/28/2025

Energy Conservation

Project Address 1 451 Durham Rd W

Project Address 2

City / Town Durham

Province ON

Postal Code N0G 1R0

Description Construction of a new police station for the West Grey Police Service. The finished size of the building will be 1,453 sq. m.

Comments and/or Special Requests

(For HEW projects, please specify the initial fixed interest term of the debenture amortization period (e.g. the first 10/20/30 years in a 40 year amortization period)

Useful Life of Asset (Years)

100

Project Financial Information

Type of Financing

Construction/Short-term and Long-Term

Payment Frequency

Monthly

Project Cost (A)

\$8,880,000.00

Other Project Funding / Financing (B):

Description	Timing	Amount
Tax Levy	Existing	\$880,000.00
Other Project Funding/Financing Total (B)		\$880,000.00

OILC Loan Amount (A-B)

\$8,000,000.00

Only include long-term borrowing in this section

Required Date	Amount	Term	Type
12/15/2025	\$8,000,000.00	25	Amortizing
Long-term Borrowing Total		\$8,000,000.00	

Debt and Re-payments Summary

Has there been any new/undisclosed debt acquired since last FIR was submitted?

Yes No

Please describe any re-financing plans for any existing "interest only" debt, if applicable.

Non Re-payments of Loans or Debenture

In the last 10 years, has the borrower ever failed to make a loan payment or debenture repayment on time to any lender, including the Provincial Government?

If yes, please provide details.

No

OILC Loan Repayment Information

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

Taxation

100.00

User Fees	0.00
Service Charges	0.00
Development Charges	0.00
Connection Fees	0.00
Repayment Subsidies	0.00
Other	
Total	100.00%

Documentation and Acknowledgements

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

Please note: OILC retains the right to request and review any additional information or documents at its discretion.

Confidential Information

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.

Infrastructure Ontario

This site is maintained by Infrastructure Ontario, a Government of Ontario crown agency.



**The Corporation of the Municipality of West Grey
Bylaw No. 2025-028**

A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006, as amended, as it relates to ZA31.2024.

WHEREAS section 34(1) of the *Planning Act, R.S.O. 1990, c. P.13* (the "Planning Act") provides that the Council of a local municipality may pass bylaws for prohibiting the use of land and for prohibiting the erection, location or use of buildings and structures for, or except for, such purposes as may be set out in the bylaw and for regulating the use of lands and the character, location and use of buildings and structures; and

WHEREAS the Council of the Corporation of the Municipality of West Grey is desirous of adopting a zoning bylaw amendment pursuant to section 34 of the Planning Act as it relates to ZA31.2024;

NOW THEREFORE 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 11, Concession 11 the geographic township of Glenelg, Municipality of West Grey, County of Grey (ARN 4205.220.003.09000) from 'A2 Rural' to 'A2-536 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:

A2-536 (see Schedule 'A')

Notwithstanding section 9.0 of Bylaw 37-2006, as amended, those lands zoned 'A2-536' as shown on Schedule 'A' shall be used in accordance with the 'A2' zone excepting however that a Home Industry shall be permitted in accordance with the following:

- a) Permitted uses shall include 'Industry, Dry', carpentry shop, welding shop, machine shop, custom workshop, furniture fabrication, assembly, and repair; a tool and repair shop, and a small engine repair shop but shall not include autobody repairs or automobile sales, service and repair; automotive washing establishment, the sale of gas, or a wrecking yard;
- b) The Floor Area of all buildings/structures/shops/accessory buildings shall be no greater than 400 square metres;
- c) The total area of the Home Industry, including parking area, loading area, outdoor storage, garbage storage, planting areas and all buildings/structures shall be no greater than 2000 square metres;
- d) All buildings/structures/shops/accessory buildings shall be located no closer than 30 metres to the Front Lot Line;
- e) Outside storage of materials, containers or finished products shall be the rear of the main building/structure shop;

- f) Section 6.27.8 Minimum Number of Parking Spaces Required shall not apply;
 - g) All exterior lighting shall be dark sky friendly;
 - h) All electrical/power generators or other similar noise emitting machinery shall be enclosed within a purpose built enclosure provided by a manufacturer or located within a building or structure;
 - i) The Home Industry inclusive of all buildings/structures, outdoor storage, parking and/or loading areas, garbage storage is to be screened in accordance with Section 6.3 Buffer Area OR, a solid fence of not less than 1.5 metres in height, along the full length of the south 'A2-536' zoning line excepting any driveways;
 - j) The retail sale of any goods or items constructed, assembled, produced, created and finished within the Home Industry shall be permitted. The retail sale of all other goods shall be limited to 20 percent of the Floor Area occupied by the Home Industry building/structure/shop/accessory buildings;
 - k) There shall be no external advertising, other than a non-illuminated sign which has a maximum size of 1.487 square metres.
 - l) All other Regulations of the 'A2 Rural' Zone shall apply.
4. That this bylaw shall come into force and take effect upon being passed by Council.

Passed and enacted by the Council of the Municipality of West Grey this 1st day of April, 2025.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk

SCHEDULE "A"

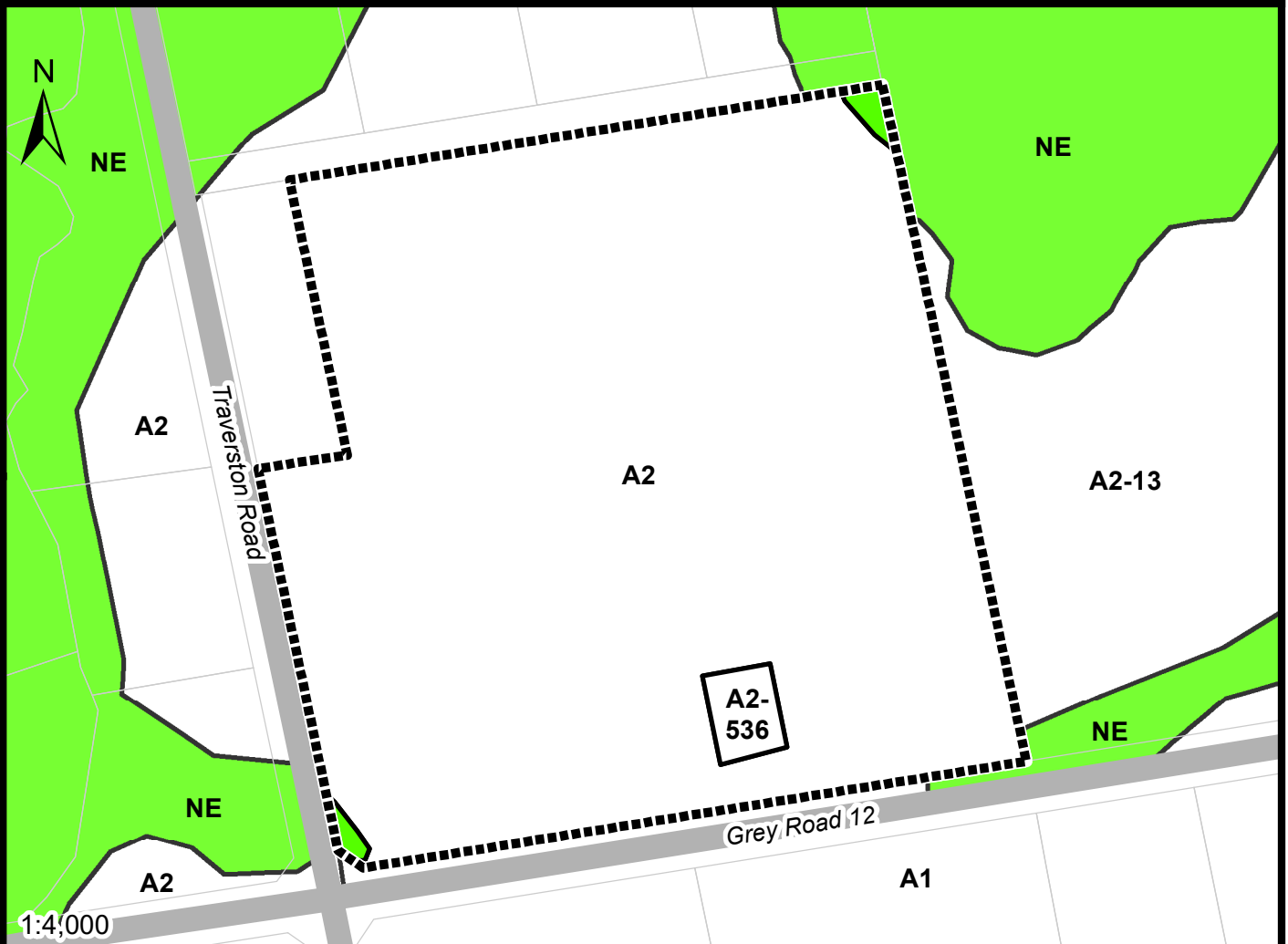
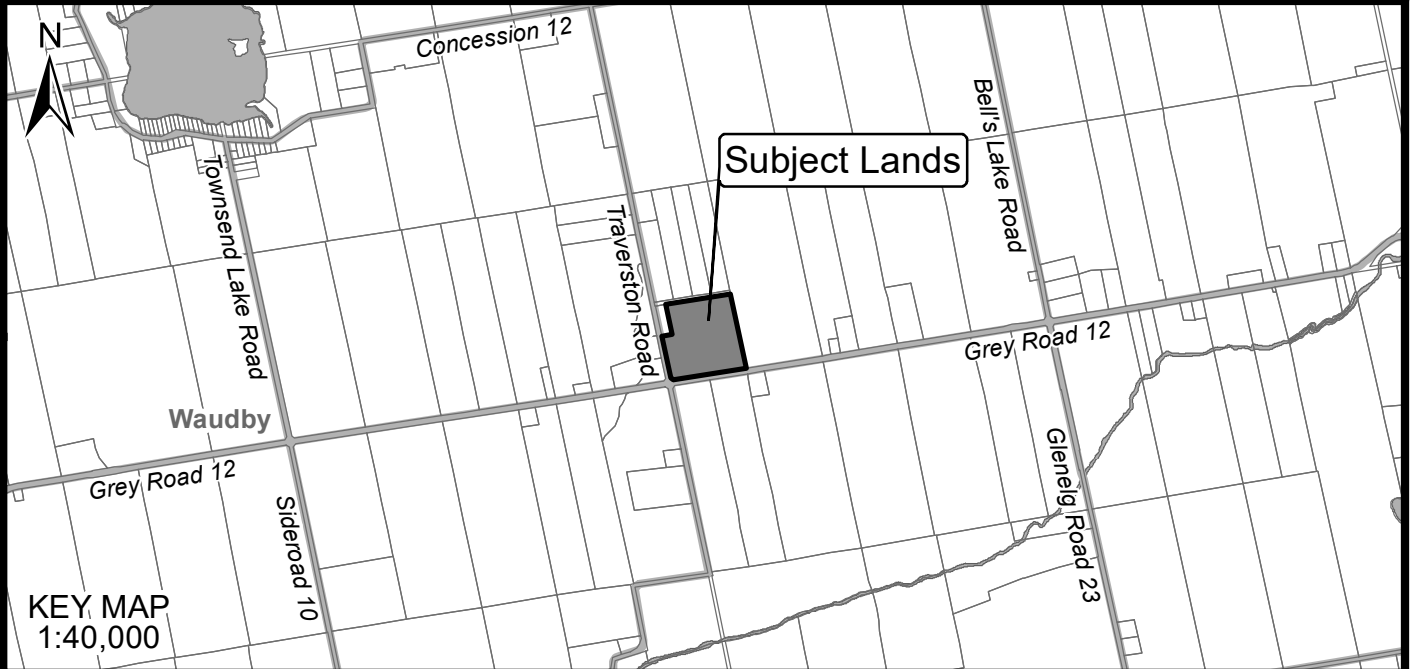
Bylaw Number 2025-028

MUNICIPALITY OF WEST GREY


DATE PASSED: April 1, 2025

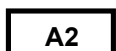
MAYOR: _____

Clerk: _____



LEGEND

 Subject Lands

 Rural

 Natural Environment



**The Corporation of the Municipality of West Grey
Bylaw No. 2025-029**

A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006, as amended, as it relates to ZA01.2025.

WHEREAS section 34(1) of the *Planning Act, R.S.O. 1990, c. P.13* (the "Planning Act") provides that the Council of a local municipality may pass bylaws for prohibiting the use of land and for prohibiting the erection, location or use of buildings and structures for, or except for, such purposes as may be set out in the bylaw and for regulating the use of lands and the character, location and use of buildings and structures; and

WHEREAS the Council of the Corporation of the Municipality of West Grey is desirous of adopting a zoning bylaw amendment pursuant to section 34 of the Planning Act as it relates to ZA01.2025;

NOW THEREFORE 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 3, Concession 12 the geographic township of Bentinck, Municipality of West Grey, County of Grey (ARN 4205.280.008.15900) from 'A2 Rural' to 'A2-537 Rural Exception' and 'A2-538 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:

A2-537 (see Schedule 'A')

Notwithstanding section 9.0 of Bylaw 37-2006, as amended, those lands zoned 'A2-537' as shown on Schedule 'A' shall be used in accordance with the 'A2' zone excepting however that:

- a) Lot Area, Minimum shall be no less than 1.05 hectares;
- b) Lot Frontage, Minimum shall be no less than 17 metres;
- c) Minimum yard setbacks for all buildings and structures shall be no less than as they existed on April 1, 2025. Expansions/enlargements to buildings and structures as they existed on April 1, 2025, is permitted provided the expansion/enlargement is in accordance with the 'A2' zone provisions in effect at the time.

4. That section 35.1 of Bylaw No. 37-2006 is hereby further amended by adding the following paragraphs:

A2-538 (see Schedule 'A')

Notwithstanding section 9.0 of Bylaw 37-2006, as amended, those lands zoned 'A2-538' as shown on Schedule 'A' shall be used in accordance with the 'A2' zone excepting however that:

- a) Lot Area, Minimum shall be no less than 0.8 hectares;
 - b) Lot Frontage, Minimum shall be no less than 80 metres.
5. That this bylaw shall come into force and take effect upon being passed by Council.

Passed and enacted by the Council of the Municipality of West Grey this 1st day of April, 2025.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk

SCHEDULE "A"

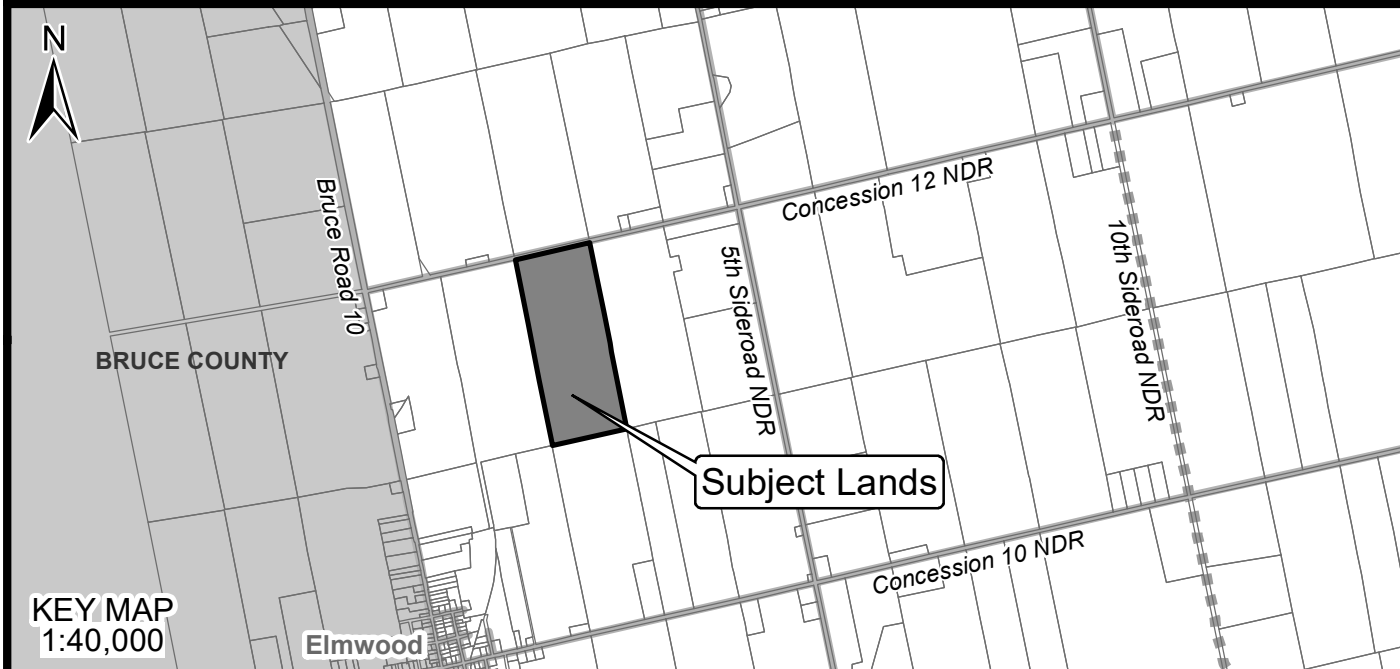
Bylaw Number 2025-029

MUNICIPALITY OF WEST GREY

DATE PASSED: April 1, 2025

MAYOR: _____

Clerk: _____



LEGEND

Subject Lands

Rural

Restricted Rural

Natural Environment



**The Corporation of the Municipality of West Grey
Bylaw No. 2025-030**

A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006, as amended, as it relates to ZA03.2025.

WHEREAS section 34(1) of the *Planning Act, R.S.O. 1990, c. P.13* (the "Planning Act") provides that the Council of a local municipality may pass bylaws for prohibiting the use of land and for prohibiting the erection, location or use of buildings and structures for, or except for, such purposes as may be set out in the bylaw and for regulating the use of lands and the character, location and use of buildings and structures; and

WHEREAS the Council of the Corporation of the Municipality of West Grey is desirous of adopting a zoning bylaw amendment pursuant to section 34 of the Planning Act as it relates to ZA03.2025;

NOW THEREFORE 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 71 and Part Lot 72, Concession B the geographic township of Normanby, Municipality of West Grey, County of Grey (ARN 4205.010.007.05100) from 'A3 Restricted Rural' and 'NE Natural Environment' to 'A3-539 Restricted Rural Exception' and 'NE Natural Environment' 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:

A2-539 (see Schedule 'A')

Notwithstanding section 10.0 of By-law 37-2006, as amended, those lands zoned 'A3-539' as shown on Schedule 'A' shall be used in accordance with the 'A3' zone excepting however that a Home Industry shall be permitted in accordance with the following:

- a) Permitted uses shall include 'Industry, Dry', carpentry shop, welding shop, machine shop, custom workshop, furniture fabrication, assembly, and repair; a tool and repair shop, and a small engine repair shop but shall not include autobody repairs or automobile sales, service and repair; automotive washing establishment, the sale of gas, or a wrecking yard;
- b) The Floor Area of all buildings/structures/shops/accessory buildings shall be no greater than 1200 square metres;
- c) The total area of the Home Industry, including parking area, loading area, outdoor storage, garbage storage, planting areas and all buildings/structures shall be no greater than 6400 square metres;
- d) All buildings/structures/shops/accessory buildings shall be located no closer than 53 metres to the Front Lot Line;

- e) Outside storage of materials, containers or finished products shall be the rear of the main building/structure shop;
 - f) Section 6.27.8 Minimum Number of Parking Spaces Required shall not apply;
 - g) All exterior lighting shall be dark sky friendly;
 - h) All electrical/power generators or other similar noise emitting machinery shall be enclosed within a purpose built enclosure provided by a manufacturer or located within a building or structure;
 - i) The retail sale of any goods or items constructed, assembled, produced, created and finished within the Home Industry shall be permitted. The retail sale of all other goods shall be limited to 20 percent of the Floor Area occupied by the Home Industry building/structure/shop/accessory buildings;
 - j) There shall be no external advertising, other than a non-illuminated sign which has a maximum size of 1.487 square metres.
 - k) All other Regulations of the 'A3 Restricted Rural' Zone shall apply.
4. That this bylaw shall come into force and take effect upon being passed by Council.

Passed and enacted by the Council of the Municipality of West Grey this 1st day of April, 2025.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk

SCHEDULE "A"

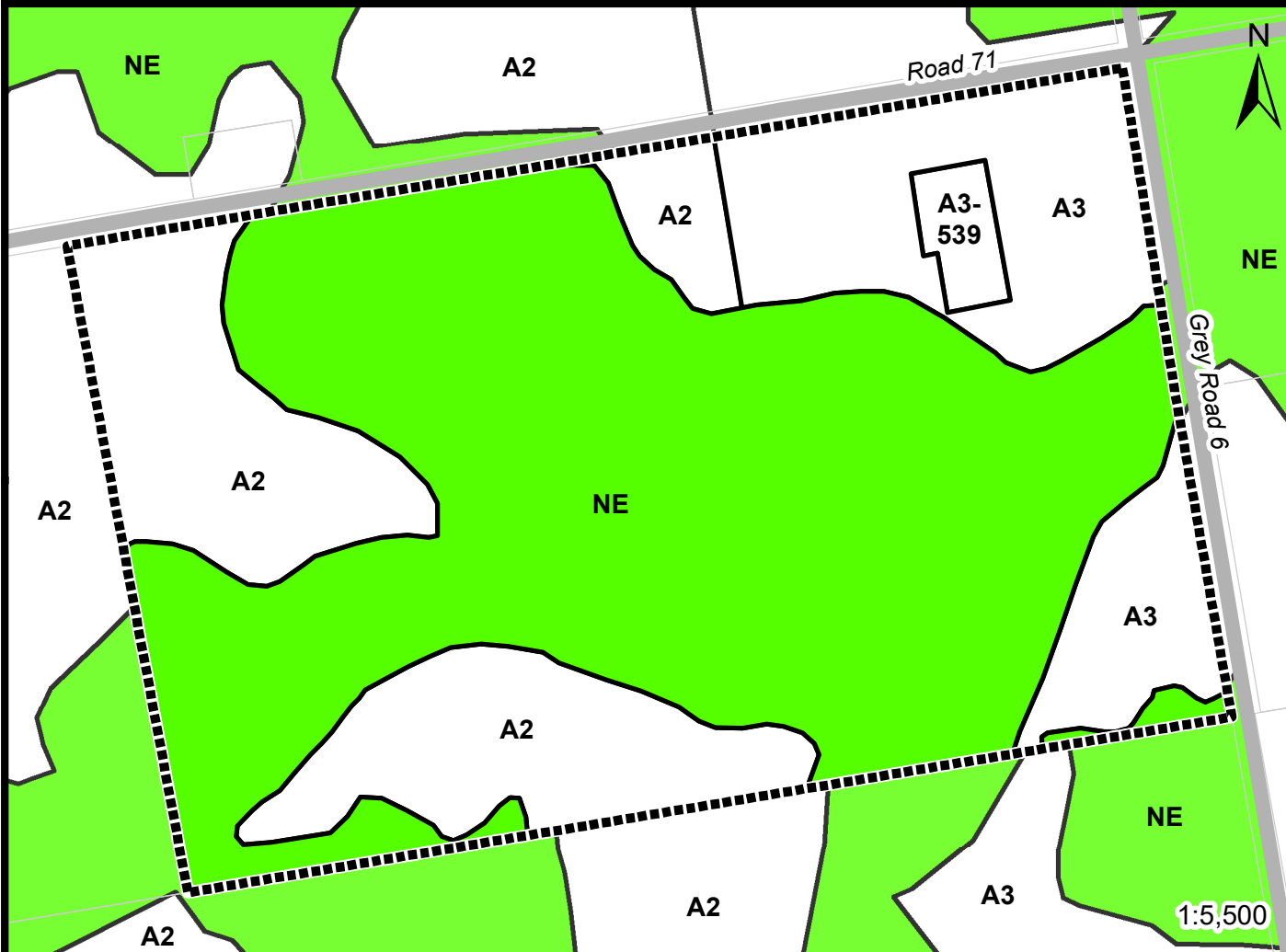
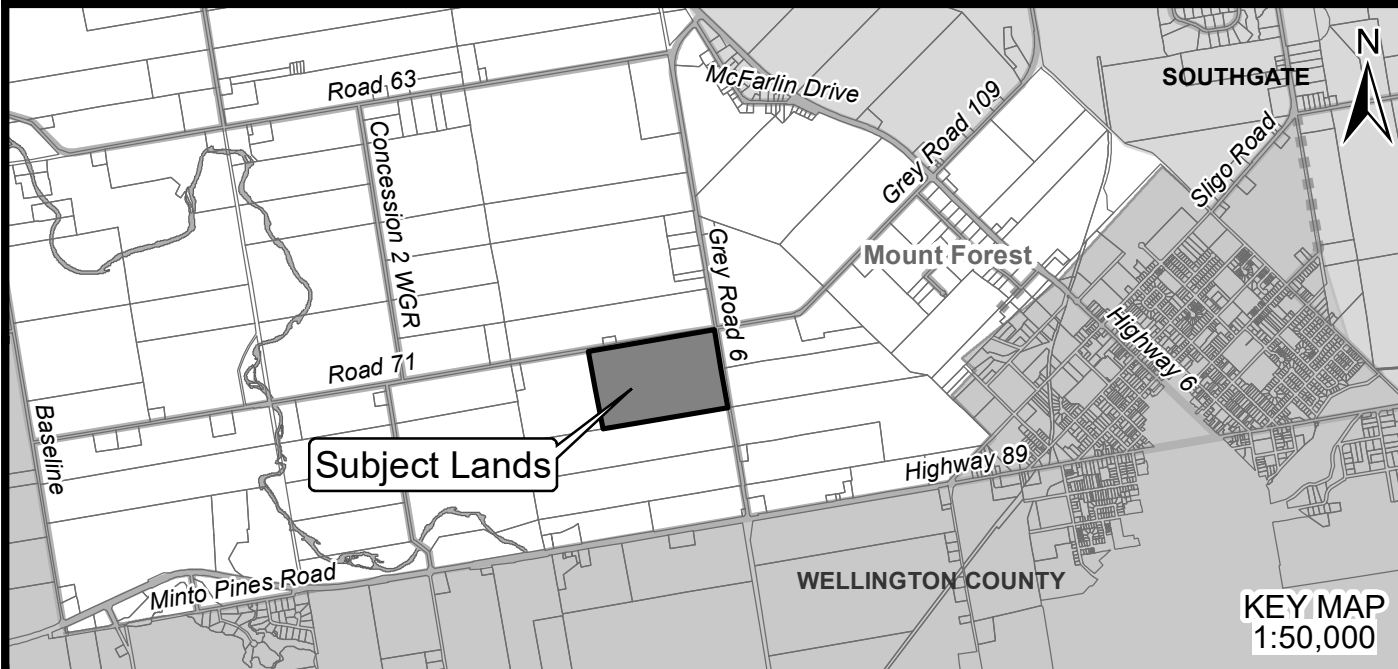
Bylaw Number 2025-030

MUNICIPALITY OF WEST GREY


DATE PASSED: April 1, 2025

MAYOR: _____

Clerk: _____




LEGEND

 Subject Lands

 A2 Rural

 A3 Restricted Rural

 NE Natural Environment



**The Corporation of the Municipality of West Grey
Bylaw No. 2025-031**

A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006, as amended, as it relates to ZA05.2025.

WHEREAS section 34(1) of the *Planning Act, R.S.O. 1990, c. P.13* (the "Planning Act") provides that the Council of a local municipality may pass bylaws for prohibiting the use of land and for prohibiting the erection, location or use of buildings and structures for, or except for, such purposes as may be set out in the bylaw and for regulating the use of lands and the character, location and use of buildings and structures; and

WHEREAS the Council of the Corporation of the Municipality of West Grey is desirous of adopting a zoning bylaw amendment pursuant to section 34 of the Planning Act as it relates to ZA05.2025;

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

1. That subsection "M1-451" of Section 35.1 of Bylaw No. 37-2006 is hereby amended by deleting the following:

Minimum Building Height 15 metres

2. That subsection "M1-451" of Section 35.1 of Bylaw No. 37-2006 is hereby amended by adding the following:

Maximum Building Height 15 metres

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

Passed and enacted by the Council of the Municipality of West Grey this 1st day of April, 2025.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk



**The Corporation of the Municipality of West Grey
Bylaw No. 2025-032**

A bylaw to amend the Municipality of West Grey Comprehensive Zoning Bylaw No. 37-2006, as amended, as it relates to ZA10.2024.

WHEREAS section 34(1) of the *Planning Act*, R.S.O. 1990, c. P.13 (the "Planning Act") provides that the Council of a local municipality may pass bylaws for prohibiting the use of land and for prohibiting the erection, location or use of buildings and structures for, or except for, such purposes as may be set out in the bylaw and for regulating the use of lands and the character, location and use of buildings and structures; and

WHEREAS the Council of the Corporation of the Municipality of West Grey is desirous of adopting a zoning bylaw amendment pursuant to section 34 of the Planning Act as it relates to ZA10.2024;

NOW THEREFORE 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 Lt 26, Concession 10 NDR, Part 1, RP 16R11786, geographic Township of Bentinck, Municipality of West Grey, County of Grey (ARN 4205.280.007.02400) from 'A3-h Restricted Rural' to 'R1A Unserviced Residential'; 'R1A-532 Unserviced Residential Exception'; 'OS Open Space'; and 'NE Natural Environment' 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:

R1A-532 (see Schedule 'A')

Notwithstanding section 11.0 of Bylaw No. 37-2006, as amended, those lands zoned 'R1A-532' as shown on Schedule 'A' shall be used in accordance with the 'R1A' zone excepting however that:

- i. A Sewage Treatment System Private shall be provided that meets the specifications of CAN/BNQ 3680-600 (Onsite Domestic Wastewater Treatment Systems) standard, as amended from time to time.
4. That Bylaw No. 2025-016 is hereby repealed.
5. That this bylaw shall come into force and take effect upon being passed by Council.

Passed and enacted by the Council of the Municipality of West Grey this 1st day of April, 2025.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk

SCHEDULE "A"

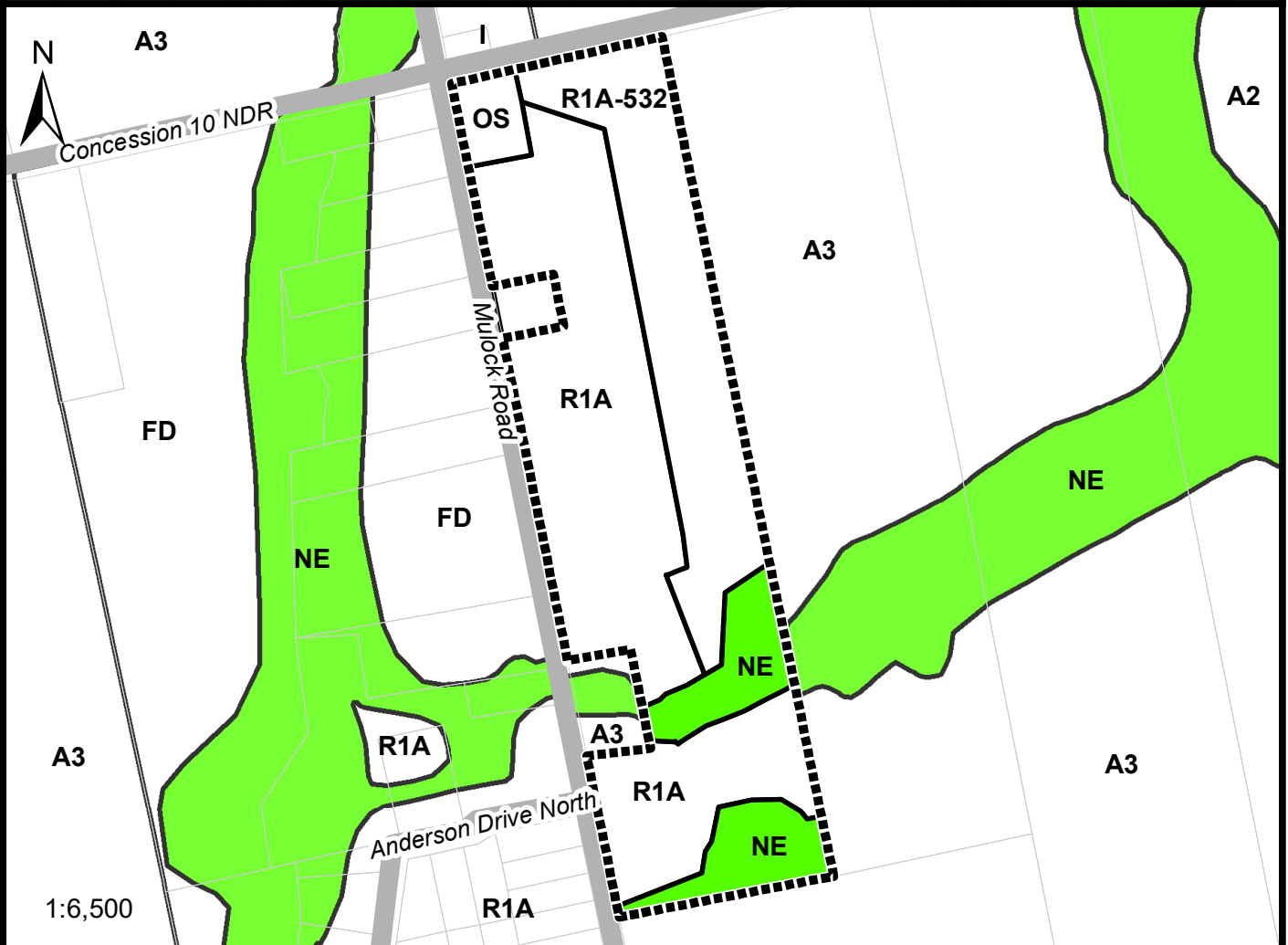
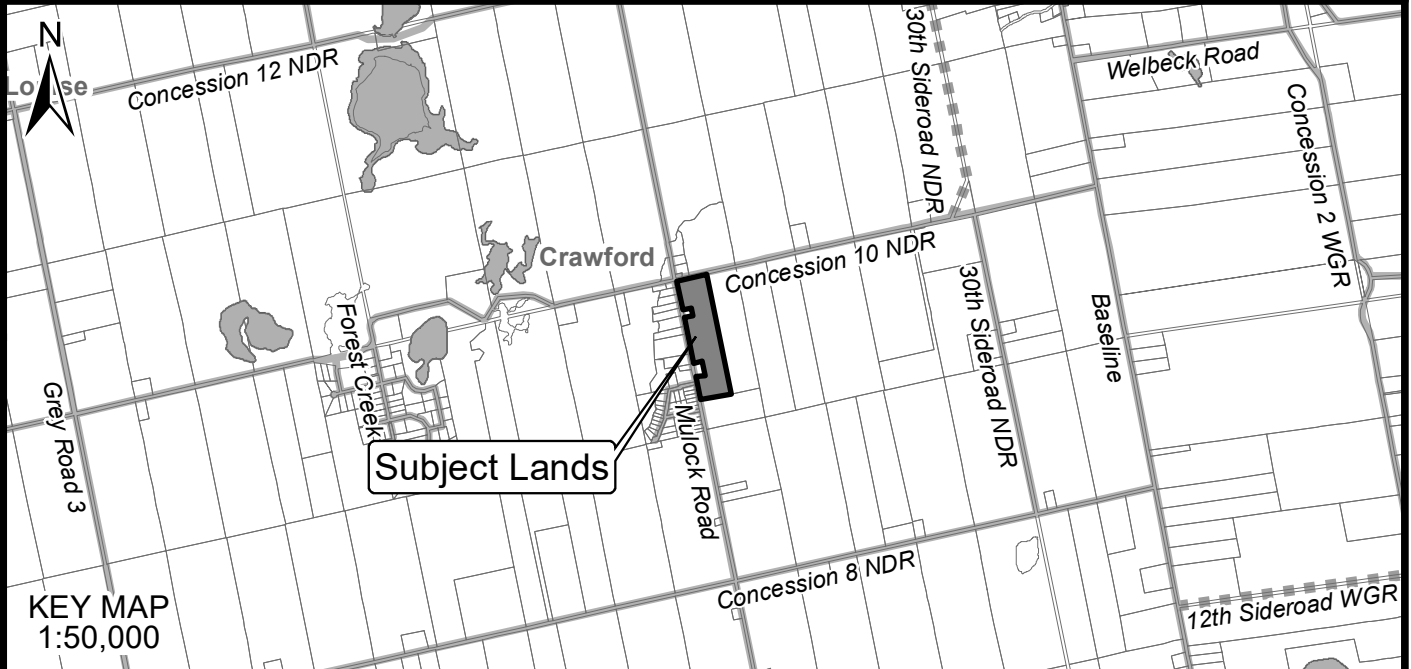
Bylaw number 2025-032

MUNICIPALITY OF WEST GREY

DATE PASSED: April 1, 2025

MAYOR: _____

Clerk: _____



LEGEND

Subject Lands

Rural

Restricted Rural

Unserviced Residential

Future Development

Natural Environment