1. Call to Order

2. Declaration of Interest

3. Delegations
   a. Walker Aggregates regarding the Grey County Quarry – Written delegation attached
   b. The Miller Group regarding the Grey County Quarry – Written delegation attached
   c. 2687988 Ontario Inc. regarding the Grey County Quarry – Written delegation attached

4. Items For Direction and Discussion
   a. CAOR-CW-04-20 Proposed Land Exchange County Quarry and Lands in Town of Durham

   That the Committee receive Report CAOR-CW-04-20 in respect of an exchange of the County Quarry Property for the Durham Property, consisting of 32 acres of land, more or less, in the Municipality of West Grey, in the community of Durham (both as described in Report CAOR-CW-04-20);

   That pursuant to the Sale and Acquisition of Land Policy (G-GEN-003) and the Acquisition of Land Procedure (G-GEN-003-001):

       a. the County Quarry Property be declared surplus to the needs of the County;

       b. that the value of the County Quarry Property, together with the value of the stockpiles of aggregate material located at the property, be established as equivalent to the value of the Durham Property; and

       c. that the County Quarry property, together with the stockpiles of aggregate material located at the property, be sold through an exchange with Durham Stone and Paving Inc. for the Durham Property pursuant to a conditional Land Exchange Agreement between the Corporation of the County of Grey and Durham Stone and Paving Inc. made effective as of February 27, 2020

   That pursuant to the Sale and Acquisition of Land Policy (G-GEN-003) and the Acquisition of Land Procedure (G-GEN-003-002), the Durham Property be
purchased pursuant to the provisions of the Land Exchange Agreement described above; and

That any costs associated with the land exchange be funded from the Long-Term Care Redevelopment Reserve; and

That a by-law be brought forward to approve the Land Exchange Agreement and the County’s entry into the further agreements contemplated therein.

b. FR-CW-07-20 Treasurer’s Statement
   That Report FR-CW-07-20 and the attached 2019 Treasurer’s Statement – Council Remuneration and Expenses be received for information.

c. FR-CW-08-20 Debt Management Policy
   That Council receive Report FR-CW-08-20 titled Debt Management Policy; and
   That Council adopt the attached Debt Management Policy.

d. HRR-CW-04-20 Memorandum of Settlement - Unifor Rockwood Terrace
   That Report HRR-CW-04-20 regarding the Rockwood Terrace UNIFOR Memorandum of Settlement be received, and the Collective Agreement between the County of Grey and UNIFOR Local 302 Rockwood Terrace be ratified.

e. TR-CW-10-20 Tender Award Grey Road 29
   That Report TR-CW-10-20 containing the tender results for RFT-TS-04-20 Grey Road 29 Rehabilitation be received; and
   That the E.C. King Contracting be awarded the Tender for a total amount of $1,295,186.00, excluding HST.

5. Other Business
   a. COVID 19 Update
   b. June Tax Installments from Lower Tiers - Verbal Update

6. Notice of Motion

7. Adjournment
Recommendation

1. That the Committee receive Report CAOR-CW-04-20 in respect of an exchange of the County Quarry Property for the Durham Property, consisting of 32 acres of land, more or less, in the Municipality of West Grey, in the community of Durham (both as described in Report CAOR-CW-04-20);

2. That pursuant to the Sale and Acquisition of Land Policy (G-GEN-003) and the Sale of Land Procedure (G-GEN-003-001):
   a. the County Quarry Property be declared surplus to the needs of the County;
   b. that the value of the County Quarry Property, together with the value of the stockpiles of aggregate material located at the property, be established as equivalent to the value of the Durham Property; and
   c. that the County Quarry property, together with the stockpiles of aggregate material located at the property, be sold through an exchange with Durham Stone and Paving Inc. for the Durham Property pursuant to a conditional Land Exchange Agreement between the Corporation of the County of Grey and Durham Stone and Paving Inc. made effective as of February 27, 2020

3. That pursuant to the Sale and Acquisition of Land Policy (G-GEN-003) and the Acquisition of Land Procedure (G-GEN-003-002), the Durham Property be purchased pursuant to the provisions of the Land Exchange Agreement described above; and
4. That any costs associated with the land exchange be funded from the Long-Term Care Redevelopment Reserve; and

5. That a by-law be brought forward to approve the Land Exchange Agreement and the County’s entry into the further agreements contemplated therein.

Executive Summary

The Province recently approved a new 128 bed long-term care facility in the Town of Durham, Municipality of West Grey which would replace the existing Rockwood Terrace facility. Following a review of property options, Council directed staff to enter into discussions for a property in Durham located adjacent to the current Rockwood Terrace site. The landowner of the property in Durham, being Durham Stone and Paving Inc., offered the approximate 32 acre property in the settlement area of Durham in exchange for the County Quarry. Previously Council indicated a desire to lease the County Quarry and therefore Council would need to reconsider the lease option and deem the County Quarry as surplus lands in order to consider this land exchange.

The proposed lands in Durham appear to be at least an equivalent value to the County Quarry and the aggregate stockpiles located there, and the lands in Durham are of greater benefit to the County now and in the future than the County Quarry will be. The lands in Durham will not only address the need for land to redevelop Rockwood Terrace but will also provide additional land that can be utilized to address other needs in the community such as affordable housing.

Due diligence has been performed for the subject lands including the completion of a Phase 1 and 2 Environmental Site Assessment by GM BluePlan which identified no initial concerns with respect to developing the lands in Durham. Information contained in this Report can be utilized by Council to make a final decision on whether to move forward with the land exchange.

If the sale of the County Quarry is not approved by Council, the previous decision of Council from 2019 to lease the property to an operator will remain in force and staff will proceed accordingly.

Background and Discussion

On September 23, 2019, the Province announced that Grey County was approved to construct a 128-bed long-term care facility in the Town of Durham, Municipality of West Grey. This new facility would replace the existing 100 bed Rockwood Terrace Long Term Care Facility located in the Town of Durham. Based on the Province’s approval, County Council directed staff to investigate property options in the Town of Durham for the development of this new long-term care facility. It is estimated that approximately 4 to 6 acres will be required to construct the new facility.

A review of properties within the Town of Durham showed that there were limited options available that were large enough to construct the new Rockwood Terrace. Following the initial review of properties in Durham, Council directed staff on November 28, 2019 to pursue the acquisition of a property adjacent to the current Rockwood Terrace facility and to enter into discussions with the landowner to determine if they would be interested in selling a portion of that property. County staff engaged the landowner being Durham Stone and Paving Inc.
(“DSPI”) as per Council’s direction, and when approached on November 28, 2019 the landowner presented an option of a land exchange for the larger property in the Town of Durham in exchange for the County Quarry.

Based on a review of the offer from DSPI, on December 12, 2019 Council directed staff to negotiate a land exchange agreement pursuant to section 1(a) of the Acquisition of Land Procedure (G-GEN-003-002), conditional on due diligence inspections by both the County and DSPI, and conditional on the final approval of the agreement by County Council through enactment of a by-law. Staff, with the assistance of outside legal counsel, proceeded to negotiate a land exchange agreement with DSPI. Due diligence inspections were then undertaken by both County staff and DSPI. County staff and DSPI confirmed to the other in late February that they were satisfied with the results of those inspections.

**Durham Property**

The lands being offered in exchange for the County Quarry are located south of Grey Road 4 and east of Highway 6 and directly south of the existing Rockwood Terrace Long-Term Care facility (see Figure 1 – being Parts B, B1, B2, C and D). A detailed legal description of the Durham Property is in an appendix to this report.

The subject lands to be potentially acquired by the County are approximately 32 acres (13 hectares) in size. The subject lands can be accessed via five existing public roads being South Street East, Elgin Street South, Kincardine Street South, Rock Street, and Concession 1. Parts A, E and F would be retained by Durham Stone and Paving Inc. (DSPI). The lands identified as Part C and Part D in Figure 1 would allow for a future extension of South Street East from Kincardine Street South to Concession 1. Part D would be acquired by the County but would be leased back to DSPI for a period of 10 years. This lease is required by DSPI to complete any remaining extraction of aggregate in Part F in accordance with the existing aggregate license, which requires that it maintain control of part D as a “setback” during extraction. County staff understand that there is minimal activity that occurs within the existing aggregate operation.

Currently Parts C, D, E and F in Figure 1 are part of the existing aggregate license owned and operated by DSPI. Should the land exchange move forward, DSPI would revise the existing license by removing Parts E and C from the aggregate license immediately and eventually removing Part D following the lease period. Under the current aggregate license, a 30 metre setback exists from the aggregate license boundary (which essentially lies along the north side of Part C and D on Figure 1) and therefore no aggregate extraction is permitted within Parts C and D. By allowing the lease of Part D lands for a specific period of time, DSPI can continue to extract up to the 30 metre setback of the current aggregate license and then rehabilitate these lands in accordance with the aggregate license.
Should Grey County move forward with acquiring the subject lands, the County would work with the Municipality of West Grey to foster a comprehensive approach for developing these lands, including an overall concept plan showing what could be developed on site, a servicing plan, a road connection/network plan, and a comprehensive stormwater management plan. The overall plan would identify what future applications would be required to develop the subject lands, and identify the studies required to support the various applications in order to address the intent and direction of both the County Official Plan and the West Grey Official Plan.

The initial development phase would include the development of the new Rockwood Terrace long-term care facility. The location of the new facility will be determined as part of the overall concept plan and following future studies and further investigations of the subject lands. Based on recent long-term care facilities of a similar size, we have heard that approximately 4 to 6 acres is required which would leave approximately 25 plus acres to be used for other uses. The construction of the new Rockwood Terrace will need to be constructed by 2025 in order to meet the Province’s timeframes.

Several options for utilizing the additional lands could be considered including developing a campus of care model whereby a variety of housing options and services could be provided allowing residents to age in place. The housing options could include affordable apartments (former conversion of existing Rockwood Terrace), senior bungalow townhouse units, retirement home units, and the new Rockwood Terrace long-term care facility). Open space and trails will also be a key consideration so that residents and families can enjoy the outdoor space and stay active while they are progressing through different stages in their life.
There are significant benefits with the subject lands being located adjacent to the existing Rockwood Terrace facility. Moving residents, equipment, etc. from the existing facility to the new facility will be much easier with it being in close proximity. Future options for utilizing the existing Rockwood Terrace facility and integrating it as part of the overall concept plan for the development of the subject lands will be possible given that it is adjacent to the subject lands. All of these options will be explored in further detail should Council move forward with the land exchange.

Policy Context

*County Official Plan*

The County Official Plan designates most of the subject lands as Primary Settlement Area. A small portion of the subject lands directly adjacent to Concession 1 is designated as Rural. The small portion is also identified as being within the Aggregate Resource Area, however in looking at the air photos, it appears that most of this area is wet and therefore the aggregate potential for this small portion is not suitable for aggregate. This combined with the fact that is it adjacent to the settlement area of Durham and adjacent to existing residential uses makes this small portion of land not suitable for future aggregate extraction.

Appendix A of the County Official Plan identifies a portion of the subject lands within a Wellhead Protection Area. The County has engaged the Sourcewater Protection Authority in pre-submission consultation to receive some initial comments as it relates to the Source Protection Plan (SPP) policies. The County does not anticipate any issues with respect to the SPP as the development will be; on full municipal services, the generator to be installed as a back-up power source for the new facility will be serviced with natural gas (i.e. not a diesel generator), and any storm water management ponds required within the subject lands will be designed and constructed to address SPP policy requirements.

The County hired GM BluePlan to conduct an environmental site assessment (ESA) on the subject lands in Durham. GM BluePlan conducted a Phase 1 ESA and a scoped Phase 2 ESA and identified no major concerns. There were several fill pile samples that slightly exceed the Table 1 and 2 residential criteria for metals and inorganics meaning that these fill piles cannot be used for residential development. On GM BluePlan recommendation, a condition was included in the Land Exchange Agreement that DSPI would remove those fill piles to the County’s satisfaction prior to completion of the land exchange transaction. There are also a couple of piles on site that contain broken pieces of concrete that would also be removed by the landowner. The approximate location of the fill piles to be removed are identified on Figure 1.

The County has had pre-development consultations regarding the lands in Durham with staff from the Municipality of West Grey, Saugeen Valley Conservation Authority, and the Sourcewater Protection Authority. No concerns have been identified with respect to developing the subject lands.

The County Official Plan does not identify any environmental constraints on the subject lands. There does appear to be some wet areas on the east lands, and we have engaged Saugeen Valley Conservation Authority (SVCA) in pre-submission consultation to determine if there are any hazard lands/regulated areas on site. SVCA has confirmed that there are no regulated areas or hazard lands identified on the subject lands. There is a potential storm sewer that
exists on the lands identified as B2 in Figure 1 and this will be investigated further as part of the overall stormwater management plan. SVCA does note that historical species at risk occurrences have been identified within 1km of the subject lands. Based on existing information, it does not appear that these species at risk occurrences are located on the subject lands. This will be investigated further as part of future studies and investigations.

The development of the subject lands within the Primary Settlement Area for residential land uses would appear to conform to the County’s Official Plan.

*West Grey Official Plan*

Local Official Plan Amendment No. 3 (LOPA 3) to the West Grey Official Plan was adopted by West Grey and approved by the County in 2016. LOPA 3 designated the lands as Residential and included some specific policies for the subject lands. LOPA 3 contains the following exceptions (D2.4.21.1):

(i) Notwithstanding their ‘Residential’ designation, on those lands designated ‘Residential’ on Schedule A to the Municipality of West Grey Official Plan and noted within the text ‘See Section D2.4.25’, the following shall apply:

1) The subject lands shall not be severed or otherwise conveyed independently from the adjacent ‘Industrial’ lands to which the subject lands were attached on the day of adoption of Official Plan Amendment No. 3 until such time as the Municipality of West Grey has reviewed a detailed development proposal for all of the ‘Residential’ lands and is satisfied that (1) no portion of the ‘Industrial’ lands is required for municipal roads; and (2) all land use compatibility issues involving the proposed residential development and the existing aggregate operation have been resolved in accordance demonstrate compliance (appears to be typo) with the Ministry of the Environment and Climate Change D-6 Guidelines (Compatibility Between Industrial Facilities and Sensitive Land Uses).

2) A Record of Site Condition addressing historical use of the site and possible soil contamination shall be submitted to the Municipality when a detailed development proposal is being considered for this site.

At the time of LOPA 3, there were questions as to whether or not the lands shown as Part C and D on Figure 1 (future extension of South Street East lands) would be required in order to provide adequate connections (both from a servicing and road connection standpoint) in order to adequately develop all of the lands that were designated as Residential. As noted previously, the County would be acquiring the lands that would allow a future extension of South Street East as well as the lands that are directly adjacent to Concession 1 and therefore these lands can be used for servicing and road connections to ensure that the Residential lands can be developed appropriately. Given that the lands that the County would be acquiring are different from the subject lands in LOPA 3, the site-specific policy D2.4.21.1(i) no longer applies as the lands the County would be acquiring are beyond the lands designated in LOPA 3. Notwithstanding this, it is the County’s opinion that Item 1 of D2.4.21.1(i) has been addressed as the County is acquiring a portion of the Industrial lands which can be used for municipal roads/servicing in the future. West Grey staff have agreed with this interpretation and that the County’s proposed acquisition of the Durham Property is not the situation contemplated in LOPA 3. They have indicated that they have no issues with the land exchange occurring.
Should Council move forward with the land exchange, the County will work with West Grey to develop an overall concept plan for the subject lands.

As for Item 2 of D2.4.21.1(i), the County would complete a D-6 Study to address any mitigation measures that may be required in order to ensure that the development of the subject lands will be compatible with the adjacent gravel pit. Prior to completing this D-6 Study, the County wants to work with West Grey and the community to develop a concept plan that would maximize the development of the site and would address the needs of the community in terms of affordable housing, seniors housing, accessible housing, new long term care facility, etc. Following the creation of the detailed concept plan, the County would then complete a comprehensive D-6 Study which would address any mitigation requirements to be implemented as various phases of the development proceeds. West Grey staff supports this process.

Section D2.4.21.1(ii) of LOPA 3 notes that a Record of Site Condition is required for the subject lands addressing historical use of the site and possible soil contamination. The policy notes that this shall be submitted to the Municipality when a detailed development proposal is being considered for this site. During the time of LOPA 3, it was assumed that a Record of Site Condition (RSC) would be required as the lands were previously designated as Industrial and in order to be used for residential it was assumed that a Record of Site Condition would be required. GM BluePlan has completed a Phase One and Two Environmental Site Assessment (ESA) for the property. The ESA’s note that the RSC requirements are not considered applicable to the lands designated as Residential in the West Grey Official Plan. GM BluePlan notes that the RSC regulation is based on actual property use, and since the property is outside of the licensed pit it is not deemed to have had an industrial use. For the South Street East lands (Part C and D on Figure 1), the intent would be to use these lands for servicing/municipal road connections. Based on the above, it is the County’s opinion that an RSC is not required to develop the Residential lands and therefore based on the studies completed to date, the requirements for Section D2.4.21.1(ii) have been addressed. The County would work with West Grey staff on these matters should Council move forward with the land exchange.

**West Grey Zoning By-law**

Zoning By-law Amendment 2016-71 zones most of the subject lands as R2-h (Medium Density Residential with a holding). Other portions of the subject lands are zoned as M4 (lands that are adjacent to Concession 1), a small sliver of Institutional (I) zone at the end of and east of Kincardine Street, and M1-144 (South Street East lands which are Parts C and D on Figure 1). Any residential development on the subject lands would occur within the R2-h zone. The ‘h’ (holding) suffix attached to the R2 zoning for the subject lands can be removed by West Grey Council once a detailed development proposal has been submitted to the satisfaction of the Municipality which shall include applicable drawings and background reports. As noted previously, the County would work with West Grey and the community to create an overall concept plan for the development of the subject lands and will be preparing background reports to the satisfaction of West Grey.

For the initial phase of developing the new Rockwood Terrace on the subject lands, Municipality of West Grey staff have noted that they are satisfied that a zoning by-law amendment in not required as per Section 6.34 of the Municipality of West Grey Zoning By-law. Based on the potential uses being contemplated for the subject lands, the ideal zone would be the Mixed-Use
Zone (MU1) for full build out of the site. West Grey has noted that this can be addressed as part of the update to the Zoning By-law which is scheduled to occur in 2020.

**Supporting Studies Required**

In addition to the overall concept plan, the County would ensure that an adequate D-6 Study is completed. County staff would work with West Grey to develop an adequate terms of reference for the D-6 Study prior to engaging a consultant to complete this study.

In addition to the D-6 Study, the County would develop a comprehensive preliminary stormwater management plan that addresses the stormwater management requirements for the entire site based on the detailed overall concept plan. County staff would again work with West Grey staff on a terms of reference for this study prior to engaging consultants.

In addition to the D-6 Study and the comprehensive preliminary stormwater management plan, the County would also work with West Grey to develop a comprehensive functional servicing plan to ensure that the services surrounding the subject lands are adequately sized to accommodate not only the initial phases of the development but future phases of development on the subject lands.

County staff anticipate other studies being required as part of the overall development of the subject lands including a Planning Justification Report, an Archaeological Assessment (Stage 1 and 2), possible environmental studies, etc. A comprehensive list of studies can be discussed further as part of pre-submission consultation with West Grey staff should Council move forward with the land exchange.

In terms of applications, we anticipate that a series of site plan applications will be required to develop various phases of the subject lands. The initial site plan will be for the new Rockwood Terrace facility and then following that other site plan applications will be required to develop other parts of the site.

**County Quarry Property**

Report TR-CW-18-19 was previously presented to Council which provided options for the future of the County Quarry including selling the Quarry or leasing it. County Committee of the Whole passed the following motion on June 27, 2019 which was endorsed by County Council on July 11, 2019:

**CW144-19**

*Moved by: Councillor Mackey  Seconded by: Councillor Milne*

**That Report TR-CW-18-19 regarding the Grey County Quarry Update be received for information; and**

**That staff be directed to pursue Option 5, being the leasing of the Grey County Quarry.**

*Carried*

Council at the time expressed a desire to retain some value with the Quarry and therefore wanted to pursue the option of leasing it to an outside operator. Based on this motion, staff began work on a leasing process. Before this process could result in the issuing of procurement documents for an operator, the land exchange proposal was made.
In order for Committee of the Whole to consider this land exchange, Council would need to approve reconsideration of the previous motion to pursue the option of leasing the County Quarry.

A detailed legal description of the County Quarry Property is in an appendix to this report.

Valuation

Previous valuation of the County Quarry valued the County Quarry at approximately $1.4 million. This valuation has been confirmed by an independent third-party quarry expert who has valued the County Quarry between $1.4 million and $1.5 million. Existing stockpiles on site have been valued at approximately $215,000 and therefore the total value of the County Quarry with the existing stockpiles is approximately $1.62 to $1.72 million.

The lands in the Town of Durham are approximately 32 acres in size. Recent property valuation has estimated that land designated as Residential in the Town of Durham is at least $52,500 per acre which then values the lands in Durham to be at least $1.68 million. Recent property sales have indicated that $52,500 per acre in Durham is on the low side with a recent property selling in Durham for approximately $125,000 per acre. It is estimated that the value of the 32 acre property in Durham is somewhere between $1.68 million to approximately $3 million. Although only 4 to 6 acres of land is required to redevelop Rockwood Terrace, the additional lands can be utilized to address other community needs in the future including the development of affordable housing which adds additional value to the County and the community as a whole. The subject lands also have the ability to connect to 5 existing public roads and are directly adjacent to the existing Rockwood Terrace facility which as described earlier also adds significant additional benefits and value to the County.

Process

Should Council authorize reconsideration of the previous motion to lease the County Quarry, then this report may be considered by Committee of the Whole.

Pursuant to section 3 of the Sale of Land Procedure (G-GEN-003-001), made under the Sale and Acquisition of Lands Policy (G-GEN-003), notice of the possible sale of the County Quarry was published in the Advance on Wednesday, March 18, and posted on the County’s website on Thursday, March 19.

If Committee of the Whole determines to recommend the proposed land exchange transaction, staff would then move forward with finalizing the exchange of lands, including the preparation of an authorizing by-law. Staff would also then move forward with completing the required studies to develop the lands in Durham including submitting development applications to the Municipality of West Grey as noted previously. The funds for any future studies and application fees for the redevelopment of Rockwood Terrace would be funded from the Long Term Care Redevelopment Reserve.

Should Council not authorize reconsideration of the previous motion to lease the County Quarry, or should Committee of the Whole not recommend the proposed land exchange transaction, then the process to lease the County Quarry to an outside operator would resume.
Legal and Legislated Requirements

Section 11 of the Municipal Act, 2001 provides that the County has broad powers to deal with its property.

Section 106 of the Municipal Act, 2001 provides that a municipality may not provide assistance to any industrial or commercial enterprise through the granting of bonuses.

Acquisition and disposition of land by the County are governed by the Sale and Acquisition of Land Policy (G-GEN-003) and the procedures established under it.

Financial and Resource Implications

Based on valuation estimates of both the County Quarry and the lands in Durham, there appears to be at least equal value if not greater benefit for the County as not only will these lands allow the redevelopment of the new Rockwood Terrace it will also provide future development opportunities to address other needs in the community including affordable housing, seniors housing, etc. There are also added benefits and value with the lands in Durham including the ability to connect to 5 existing public roads and having a site that is directly adjacent to the existing Rockwood Terrace facility.

A survey of the lands within Durham will be required in order to complete the land exchange which will cost approximately $10,000 and it is proposed that this be funded from the Long Term Care Redevelopment Reserve. There will be a cost for future studies and applications associated with developing the subject lands in Durham and these would also be funded from the same Reserve. The funds required to reconstruct the new 128 bed long term care facility will be covered by the County and the Province. The County has set aside funds to redevelop Rockwood Terrace. It is estimated that the development of the new Rockwood Terrace will cost approximately $35 million.

Relevant Consultation

☒ Internal (Legal Services, Planning Department, Finance Department, Long Term Care Department)

☒ External (Municipality of West Grey, Saugeen Valley Conservation Authority, Sourcewater Protection Authority; Sorbara, Schumacher, McCann LLP (outside legal counsel))

Appendices and Attachments

Land Exchange Agreement between Durham Stone and Paving Inc. and The Corporation of the County of Grey, made effective February 27, 2020

TR-CW-18-19 – County Quarry Update Report

Legal description of Durham Property (attached – Appendix 1)

Legal Description of County Quarry Property (attached – Appendix 2)
Appendix 1 - Durham Property
Legal Description

Those parcels described in instrument GS137474 as follows:

1. PART OF PARKLOT 9 NORTH SIDE SOUTH STREET EAST PLAN 500 DURHAM;
2. PART OF PARKLOT 10 NORTH SIDE SOUTH STREET EAST PLAN 500 DURHAM;
3. PART OF PARKLOT 11 NORTH SIDE SOUTH STREET EAST PLAN 500 DURHAM;
4. PART OF PARKLOT 12 NORTH SIDE SOUTH STREET EAST PLAN 500 DURHAM;
5. PART OF PARKLOT 13 NORTH SIDE SOUTH STREET EAST PLAN 500 DURHAM;
6. PART OF ROCK STREET, PLAN 500 DURHAM (CLOSED BY DH5059); and
7. PART OF SOUTH STREET PLAN 500 DURHAM (CLOSED BY DH5059);

together with parts of the following parcels described in GS137474 as follows:

8. PARKLOT 14 NORTH SIDE SOUTH STREET EAST PLAN 500 DURHAM;
9. PARKLOT 15 NORTH SIDE SOUTH STREET EAST PLAN 500 DURHAM; and
10. PART OF LOT 61 CONCESSION 2 EGR GLENELG,

all in the Municipality of West Grey, County of Grey.

Being part of the parcel presently bearing PIN 37320-0222
Appendix 2 - County Quarry Property

Legal Description

Part of Lot 28 Concession 7 Euphrasia as in R358757; Municipality of Grey Highlands, County of Grey

Presently bearing PIN 37166-0077
Recommendation


Executive Summary

The Province of Ontario through the Municipal Act requires the Treasurer of the County of Grey to provide Council with a statement of total remuneration and expenses paid to members of Council and other persons appointed to local boards in the previous year.

This report ensures that Council’s goals of financial sustainability and public accountability are maintained.

Background and Discussion

As per Section 284 of the Municipal Act, 2001:

“The Treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

(a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;

(b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
(c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s.284 (1)."

This attached 2019 Treasurer’s Statement provides an itemized statement of the remuneration and expenses, authorized under By-law 4702-10 and as per Council Resolution CC105-18. This Statement lists the costs paid to each Member of Council and other Board and Committee appointees in respect of his or her services as a Member of Council or as an appointee of Council.

This itemized 2019 Statement of Remuneration and Expenses includes disclosure on benefits which include the employer portion of OMERS, CPP and Employer Health Tax.

The Statement also includes the charges or reimbursements for cellular phones and conference registrations made by the corporation on behalf of each council member. This has been done in order to provide openness, accountability and transparency.

The attached Statement includes the payments made in respect of remuneration and expense for each person who has been appointed to the following Boards and Committees:
   a) Board of Health – Grey Bruce Health Unit
   b) Niagara Escarpment Commission
   c) Accessibility Advisory Committee
   d) Tourism Advisory Committee

Legal and Legislated Requirements

As per Section 284 of the Municipal Act, 2001. With the March 26th Council session being cancelled as a result of the Covid-19 pandemic, this statement was not provided on or before March 31.

Financial and Resource Implications

The noted payments of remuneration and expenses were made in accordance with the approved 2019 budget. This report is for information purposes to meet legislative requirements.
Relevant Consultation

☒ Internal – Human Resources Staff

☒ External – Grey Bruce Health Unit, Association of Municipalities of Ontario and Niagara Escarpment Commission.

Appendices and Attachments

Attached: 2019 Treasurer’s Statement – Council Remuneration and Expenses
Pursuant to Section 284 of the Municipal Act, R.S.O. 2001, the following Statement of remuneration and expenses paid to members of Council under By-Law No. 4702-10 and as per Council Resolution CC105-18 is respectfully submitted.

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<th>Mileage</th>
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<td>$1,733.12</td>
<td>$5,271.74</td>
<td>25</td>
<td>25</td>
<td>3</td>
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<tr>
<td>Carleton Sue</td>
<td>$22,364.08</td>
<td>$3,561.59</td>
<td>$1,462.20</td>
<td>$4,392.94</td>
<td>27</td>
<td>14</td>
<td>0</td>
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<tr>
<td>Clumpus Barb</td>
<td>$20,027.24</td>
<td>$421.35</td>
<td>$780.67</td>
<td>$2,725.54</td>
<td>20</td>
<td>0</td>
<td>7</td>
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<tr>
<td>Desai Aakash</td>
<td>$21,571.94</td>
<td>$3,504.50</td>
<td>$1,528.33</td>
<td>$4,075.05</td>
<td>24</td>
<td>13</td>
<td>3</td>
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<tr>
<td>Dobrean Barbara</td>
<td>$633.72</td>
<td>$17.20</td>
<td>$248.30</td>
<td>$0.00</td>
<td>4</td>
<td>0</td>
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<tr>
<td>Fleet Harold</td>
<td>$118.82</td>
<td>$3.42</td>
<td>$56.40</td>
<td>$0.00</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Gamble Brian</td>
<td>$21,294.68</td>
<td>$3,353.18</td>
<td>$1,528.33</td>
<td>$4,075.05</td>
<td>24</td>
<td>13</td>
<td>3</td>
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<tr>
<td>Greig Shawn</td>
<td>$316.86</td>
<td>$8.79</td>
<td>$18.80</td>
<td>$0.00</td>
<td>2</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Hicks Selwyn</td>
<td>$73,966.50</td>
<td>$12,638.94</td>
<td>$8,900.62</td>
<td>$18,888.94</td>
<td>27</td>
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<td>0</td>
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<tr>
<td>Hutchinson Thomas</td>
<td>$21,849.20</td>
<td>$3,683.44</td>
<td>$1,462.20</td>
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<tr>
<td>Keaveney Shirley</td>
<td>$22,799.76</td>
<td>$3,724.03</td>
<td>$1,315.66</td>
<td>$4,992.50</td>
<td>27</td>
<td>17</td>
<td>0</td>
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<tr>
<td>Kentner Ross</td>
<td>$1,623.92</td>
<td>$36.09</td>
<td>$255.00</td>
<td>$0.00</td>
<td>9</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Little Cathy</td>
<td>$712.94</td>
<td>$16.79</td>
<td>$148.40</td>
<td>$0.00</td>
<td>4</td>
<td>0</td>
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<tr>
<td>Mackey Scott</td>
<td>$23,512.68</td>
<td>$3,780.63</td>
<td>$1,501.66</td>
<td>$4,682.47</td>
<td>24</td>
<td>23</td>
<td>3</td>
</tr>
<tr>
<td>McQueen Paul</td>
<td>$30,599.88</td>
<td>$5,316.07</td>
<td>$3,843.21</td>
<td>$8,735.94</td>
<td>26</td>
<td>41</td>
<td>1</td>
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<tr>
<td>Milne Brian</td>
<td>$22,562.12</td>
<td>$3,712.67</td>
<td>$2,314.95</td>
<td>$4,783.20</td>
<td>27</td>
<td>22</td>
<td>0</td>
</tr>
<tr>
<td>O'Leary Brian</td>
<td>$21,611.56</td>
<td>$3,395.88</td>
<td>$406.71</td>
<td>$5,030.78</td>
<td>25</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Paterson Sue</td>
<td>$20,225.28</td>
<td>$3,712.67</td>
<td>$1,416.85</td>
<td>$1,827.46</td>
<td>26</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Potter Robert</td>
<td>$712.94</td>
<td>$16.79</td>
<td>$148.40</td>
<td>$0.00</td>
<td>4</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Robinson Christine</td>
<td>$22,918.56</td>
<td>$3,795.85</td>
<td>$2,090.96</td>
<td>$5,057.46</td>
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<td>18</td>
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<tr>
<td>Shea Geoffrey</td>
<td>$237.64</td>
<td>$6.26</td>
<td>$83.25</td>
<td>$0.00</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Soever Alar</td>
<td>$22,126.48</td>
<td>$3,521.02</td>
<td>$1,683.49</td>
<td>$4,337.31</td>
<td>26</td>
<td>10</td>
<td>1</td>
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<tr>
<td>Thomas Richard</td>
<td>$910.98</td>
<td>$17.76</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Thompson Ryan</td>
<td>$316.86</td>
<td>$7.37</td>
<td>$61.05</td>
<td>$0.00</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Woodbury John</td>
<td>$23,393.86</td>
<td>$1,618.95</td>
<td>$2,781.34</td>
<td>$4,013.30</td>
<td>24</td>
<td>22</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$461,837.20</strong></td>
<td><strong>$66,598.99</strong></td>
<td><strong>$37,385.38</strong></td>
<td><strong>$91,040.77</strong></td>
<td><strong>485</strong></td>
<td><strong>444</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

1. Includes Salary and Per Diem paid directly to Councillors for all Council, Committee and Board Appointments
2. Benefits include OMERS, CPP and Employer Health Tax
3. Includes amounts reimbursed to Councillors plus amounts paid on their behalf such as conference registration and expenses, cellular, technology allowance, parking, meals, etc.
4. Regular Meetings Attended are County Council and Committee of the Whole meetings
5. Other Meetings are all other meetings such as sub committees, public meetings, provincial associations, conferences, etc.
6. Missed Meetings are absences from "Regular Meetings" only
## Remuneration and Expenses - Paid to Councillors By Other Boards and Committees

<table>
<thead>
<tr>
<th>Board of Health</th>
<th>Honoraria</th>
<th>Travel</th>
<th>Conference</th>
<th>Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hicks Selwyn</td>
<td>$1,500.00</td>
<td>$626.72</td>
<td>$0.00</td>
<td>$915.00</td>
<td>$2,126.72</td>
</tr>
<tr>
<td>Milne Brian</td>
<td>$1,650.00</td>
<td>$769.89</td>
<td>$0.00</td>
<td>$915.00</td>
<td>$2,419.89</td>
</tr>
<tr>
<td>O'Leary Brian</td>
<td>$915.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$915.00</td>
<td>$915.00</td>
</tr>
<tr>
<td>Paterson Sue</td>
<td>$2,055.00</td>
<td>$871.14</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,926.14</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,120.00</strong></td>
<td><strong>$2,267.75</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$8,387.75</strong></td>
</tr>
</tbody>
</table>

### Niagara Escarpment Commission

<table>
<thead>
<tr>
<th></th>
<th>Per Diem</th>
<th>Expenses</th>
<th>Total Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>McQueen Paul</td>
<td>$2,832.00</td>
<td>$424.40</td>
<td>$3,256.40</td>
</tr>
</tbody>
</table>

## 2019 Appointments - Other Boards and Committees - Paid by County of Grey

### Accessibility Advisory Committee

<table>
<thead>
<tr>
<th></th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schnell Christina</td>
<td>$280.32</td>
</tr>
<tr>
<td>Sholtz Catherine</td>
<td>$171.66</td>
</tr>
<tr>
<td>Strelocke Claudia</td>
<td>$217.87</td>
</tr>
<tr>
<td>Underwood Andy</td>
<td>$129.13</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$798.98</strong></td>
</tr>
</tbody>
</table>

### Tourism Advisory Committee

<table>
<thead>
<tr>
<th></th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawson Joel</td>
<td>$225.60</td>
</tr>
<tr>
<td>Diebel Jim</td>
<td>$119.07</td>
</tr>
<tr>
<td>Halliday Jim</td>
<td>$230.30</td>
</tr>
<tr>
<td>O'Reilly Andrea</td>
<td>$121.60</td>
</tr>
<tr>
<td>Siegwart Andrew</td>
<td>$221.84</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$918.41</strong></td>
</tr>
</tbody>
</table>
Recommendation

1. That Council receive Report FR-CW-08-20 titled Debt Management Policy; and
2. That Council adopt the attached Debt Management Policy.

Executive Summary

Debt is used by municipal governments to finance capital initiatives. The repayment of debt is managed through the annual operating budget. A debt management policy sets out the parameters for issuing debt, manages the debt portfolio and provides guidance to staff and County Council. A debt management policy is beneficial as it assists in decision-making, identifies objectives for staff to implement, and demonstrates a commitment to the objective of long-term financial planning.

A debt management policy provides a framework by which staff can administer the financial requirements of the County. Debt financing, using either internal or external borrowing, is a key source of funding that can help manage the capital plan. Appropriate use of debt is critical to the sustainability of long term capital planning. While the Municipal Act limits that the annual debt does not exceed 25% of “own source” revenues, staff are proposing that the County’s annual debt repayment limit not exceed 10%.

The purpose of this report is to provide Council with a policy document that provides a balance between establishing limits on the debt program and providing sufficient flexibility to respond to unforeseen circumstances and new opportunities.

Background and Discussion

Municipalities in Ontario may only issue long term debt for capital purposes. The Province regulates the amount of municipal debt and other financial obligations through an Annual Repayment Limit (ARL) regulation under the Municipal Act.
The Municipal Act, 2001 as amended provides the authority and imposes restrictions concerning a municipality’s ability to issue debt such that the annual principal and interest payments do not exceed 25% of “own source” revenues. The “own source” revenues exclude upper tier government grants, deferred revenue, revenue from other municipalities, development charges, gains or losses on the disposal of assets, and donated tangible capital assets.

The borrowing capacity or Annual Repayment Limit does not change significantly as annual repayments are made to retire the debt, as the net debt charges do not change significantly until the debt is retired. Only the increase in Net Revenues will increase the estimated Annual Repayment Limit.

With the County planning to invest in the redevelopment of its Long Term Care facilities (pending provincial approval) and undertake debt, a formal debt management policy is being recommended.

**Debt Management Policy**

**Policy purpose:**
1. Establish parameters regarding the purpose for which debt may be issued
2. Establish the timing, types and terms of permissible debt
3. Promote management of debt in a consistent manner
4. Assist with ensuring the County manages debt in a manner to limit financial risk exposure, minimize long-term costs of borrowing, protect the County’s credit quality and maintain long term financial flexibility
5. Promote integrations with other long term planning, financial and management objectives of the County

**Limitations of Debt Financing:**
1. The County may incur debt for assets that have a useful life of a minimum of ten (10) years.
2. The term of debt will be limited to the term of the useful life of the particular asset but not exceeding 25 years.
3. Debt may be undertaken when the size of the project is significant and when funding cannot be accommodated with the tax supported capital budget and when no other viable sources of funding are available.
4. The County’s maximum Annual Debt Repayment, including any internal borrowing, will not exceed 10% of the County’s own source revenues (ARL), thereby providing the County with flexibility to borrow up to the 25% of Net Revenues (ARL) if required, to respond to emergencies, peak period of asset management pressures, and/or to meet senior government funding opportunities. As per the BMA Municipal Study, credit rating agencies consider that debt payments of 10% or lower of own source revenues to be prudent. While Grey County does not seek an external credit rating, it should have regards for the indicators that credit rating agencies use when assessing financial health.
5. Internal “borrowing or unfinanced” will be used as a means of advancing capital work where adequate funding form reserve funds exist.
6. Under no circumstances will the payments for the County’s indebtedness exceed the Annual Repayment Limit as set annually by the Ministry of Municipal Affairs and Housing.
# 2020 Debt Charges and Long Term Liabilities

<table>
<thead>
<tr>
<th>Project</th>
<th>Loan Facility/Commitment &amp; Term</th>
<th>Principal &amp; Interest Amount</th>
<th>Maturity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgian College – Marine Emergency Duties Training &amp; Research Centre</td>
<td>Capital grant of $2,000,000 paid in equal installments of $200,000 commencing in 2015</td>
<td>$200,000</td>
<td>July 2024</td>
</tr>
<tr>
<td>Housing – Golden Town Housing Build</td>
<td>Bank of Nova Scotia – 5 Years</td>
<td>$434,690</td>
<td>November 2026</td>
</tr>
<tr>
<td>Housing – Golden Town Housing Build</td>
<td>Canada Mortgage and Housing Corp. – 4 Years &amp; 9 months</td>
<td>$54,148</td>
<td>November 2020</td>
</tr>
<tr>
<td>Administration Building – Expansion &amp; Renovation</td>
<td>Internal Borrowing – 13 Years</td>
<td>$73,234</td>
<td>December 2030</td>
</tr>
<tr>
<td>Grey Gables – Roof Replacement</td>
<td>Internal Borrowing – 15 Years</td>
<td>$706,539</td>
<td>December 2031</td>
</tr>
<tr>
<td>Paramedic Services – Chatsworth Base Build</td>
<td>Internal Borrowing – 13 Years</td>
<td>$65,424</td>
<td>December 2031</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$1,534,035</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Debt Indicators

<table>
<thead>
<tr>
<th>Tax Debt Charges as % of Own Source Revenue</th>
<th>Debt Outstanding per $100,000 of Weighted Assessment</th>
<th>Tax Debt Outstanding per Capita</th>
<th>Debt Outstanding % of Own Source Revenue</th>
<th>Debt to Reserve Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grey County</td>
<td>0.6%</td>
<td>$29</td>
<td>$46</td>
<td>5.7%</td>
</tr>
</tbody>
</table>

*2019 BMA Municipal Study utilizing 2018 Financial Information Return*
Debt - Long Term Care Asset Renewal

County Council has directed staff to make application to the Ministry of Long Term Care for the redevelopment and addition of long term care beds at the Grey Gables and Rockwood Terrace long term care facilities. The following tables provide information on the Capital Financial Proforma for these two builds, impact on the County’s Annual Debt Repayment and Consolidated Statement of Financial Position.

**Capital Financial Proforma**

<table>
<thead>
<tr>
<th></th>
<th>Grey Gables 128 Bed Build</th>
<th>Rockwood Terrace 128 Bed Build</th>
<th>TOTAL 256 Bed Builds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beds to be Constructed</td>
<td>128</td>
<td>128</td>
<td>256</td>
</tr>
<tr>
<td>Estimated Build Cost Per Bed</td>
<td>$280,000</td>
<td>$280,000</td>
<td>$280,000</td>
</tr>
<tr>
<td>Estimated Construction Cost</td>
<td>$35,840,000</td>
<td>$35,840,000</td>
<td>$71,680,000</td>
</tr>
<tr>
<td>Beds Eligible for Construction Subsidy</td>
<td>62</td>
<td>128</td>
<td>190</td>
</tr>
<tr>
<td>Construction Subsidy Per Diem Per Day</td>
<td>$18.03</td>
<td>$18.03</td>
<td>$18.03</td>
</tr>
<tr>
<td>Resident Days Per Year</td>
<td>22,630</td>
<td>46,720</td>
<td>69,350</td>
</tr>
<tr>
<td>Construction Subsidy (Years)</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Estimated Total Construction Subsidy</td>
<td>$10,200,473</td>
<td>$21,059,040</td>
<td>$31,259,513</td>
</tr>
<tr>
<td>LTC Redevelopment Reserve</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2019 Projected Year End Balance)</td>
<td>$0</td>
<td>$5,650,680</td>
<td>$5,650,680</td>
</tr>
<tr>
<td>Capital Annual Debt Repayment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3% Interest over a 25 Year Term</td>
<td>$2,058,215</td>
<td>$1,733,708</td>
<td>$3,791,923</td>
</tr>
<tr>
<td>Less: Annual Construction Subsidy</td>
<td>$408,019</td>
<td>$842,362</td>
<td>$1,250,381</td>
</tr>
<tr>
<td>Less: LTC Redevelopment Transfer to Reserve</td>
<td>$469,663</td>
<td>$891,347</td>
<td>$1,361,010</td>
</tr>
<tr>
<td><strong>NET LEVY IMPACT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CAPITAL ANNUAL REPAYMENT</strong></td>
<td>$1,180,533</td>
<td>$0</td>
<td>$1,180,533</td>
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</table>
## Consolidated Statement of Financial Position Scenario (Based on 2018 FIR)

<table>
<thead>
<tr>
<th>December 31, 2018</th>
<th>2018</th>
<th>Future LTC Asset Renewal funded by Debt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Assets</strong></td>
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<tr>
<td>Cash and investments</td>
<td>$64,477,827</td>
<td>$58,827,147</td>
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<tr>
<td>Trade and other receivables</td>
<td>$3,174,940</td>
<td>$3,174,940</td>
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<tr>
<td>Inventory held for resale</td>
<td>$10,024</td>
<td>$10,024</td>
</tr>
<tr>
<td><strong>Total Financial Assets</strong></td>
<td><strong>$67,662,791</strong></td>
<td><strong>$62,012,111</strong></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>$16,289,339</td>
<td>$16,289,339</td>
</tr>
<tr>
<td>Vacation pay, post-employment benefits and WSIB Schedule II liabilities</td>
<td>$7,619,250</td>
<td>$7,619,250</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>$11,316,965</td>
<td>$11,316,965</td>
</tr>
<tr>
<td>Net long-term liabilities</td>
<td>$4,493,973</td>
<td>$70,523,293</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>$39,719,527</strong></td>
<td><strong>$105,748,847</strong></td>
</tr>
<tr>
<td><strong>Net financial assets / Net debt</strong></td>
<td><strong>$27,943,264</strong></td>
<td><strong>$(43,736,736)</strong></td>
</tr>
<tr>
<td><strong>Non-financial assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>$26,764</td>
<td>$26,764</td>
</tr>
<tr>
<td>Tangible capital assets</td>
<td>$201,217,733</td>
<td>$272,897,733</td>
</tr>
<tr>
<td>Inventory of supplies</td>
<td>$1,269,853</td>
<td>$1,269,853</td>
</tr>
<tr>
<td><strong>Total Non-financial assets</strong></td>
<td><strong>$202,514,350</strong></td>
<td><strong>$274,194,350</strong></td>
</tr>
<tr>
<td><strong>Accumulated surplus</strong></td>
<td><strong>$230,457,614</strong></td>
<td><strong>$230,457,614</strong></td>
</tr>
</tbody>
</table>
### Annual Debt Repayment Limit Scenario (Based on 2018 FIR)

<table>
<thead>
<tr>
<th>Determination of Annual Debt Payment Limit</th>
<th>2018</th>
<th>Future LTC Asset Renewal funded by Debt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Debt Charges for the Current Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>$471,405</td>
<td>$2,282,448</td>
</tr>
<tr>
<td>Interest</td>
<td>$16,255</td>
<td>$1,997,134</td>
</tr>
<tr>
<td><strong>Total Debt Charges</strong></td>
<td>$487,660</td>
<td>$4,279,582</td>
</tr>
<tr>
<td><strong>Excluded Debt Charges</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provincial Grant Funding for repayment of long term debt</td>
<td>$0</td>
<td>$1,250,381</td>
</tr>
<tr>
<td><strong>Net Debt Charges</strong></td>
<td>487,660</td>
<td>$3,029,201</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$140,457,608</td>
<td>$141,707,989</td>
</tr>
<tr>
<td><strong>Excluded Revenue Amounts</strong></td>
<td></td>
<td></td>
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<tr>
<td>Ontario Grants, including Grants for Tangible Capital Assets</td>
<td>$55,456,015</td>
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<td>Canada Grants, including Grants for Tangible Capital Assets</td>
<td>$735,581</td>
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<tr>
<td>Deferred revenue earned (Canada Gas Tax)</td>
<td>$3,456,080</td>
<td>$3,456,080</td>
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<tr>
<td>Revenue from other municipalities</td>
<td>$871,784</td>
<td>$871,784</td>
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<tr>
<td>Gain/Loss on sale of land &amp; capital assets</td>
<td>(825,785)</td>
<td>(825,785)</td>
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<tr>
<td>Deferred revenue earned (Development Charges)</td>
<td>$2,606,404</td>
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<td>Other Revenue</td>
<td>$5,150,160</td>
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<td><strong>Subtotal</strong></td>
<td>$67,450,239</td>
<td>$68,700,620</td>
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<td><strong>Net Revenues</strong></td>
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<td><strong>25% of Net Revenues</strong></td>
<td>$18,251,842</td>
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<td><strong>ESTIMATED ANNUAL REPAYMENT LIMIT</strong></td>
<td>$17,764,182</td>
<td>$15,222,641</td>
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<tr>
<td>Recommended Debt Management Policy Limit</td>
<td>10% of Net Revenue</td>
<td>$7,300,737</td>
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<tr>
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<tr>
<td>Less: Estimated Net Debt Charges</td>
<td></td>
<td>$3,029,201</td>
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<tr>
<td>Less: Internal Borrowing or Unfinanced</td>
<td></td>
<td>$845,197</td>
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**DEBT ROOM LIMIT AVAILABLE**  
– 10% DEBT MANAGEMENT POLICY LIMIT  

<table>
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$40.9M at 3% with a Loan Term of 15 Years  
– Total Annual Payment  

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$35.56M at 5% with Loan Term of 15 Years  
– Total Annual Payment  

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<tr>
<th></th>
<th>$3,425,932</th>
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Legal and Legislated Requirements

The Municipal Act, 2001, Ontario Regulation 403/02 defines the annual debt and financial obligation limit for municipalities.

This Regulation provides the authority and imposes the restrictions concerning a municipality’s ability to issue debt such that the annual principal and interest payments cannot exceed 25% of “own source” revenues. The own source revenues exclude upper tier government grants, development charges, gains or losses on disposal of assets, and revenues from other municipalities.

Financial and Resource Implications

The 2020 Annual Repayment Limit indicates that the County’s repayment limit is $17,764,182 (attached). The County is currently at 2.7% of the legislated capacity of net revenues. The 2020 ARL is calculated based on data contained in the 2018 Financial Information Return, as submitted to the Ministry.

Using the Draft Debt Management Policy, the County’s maximum Annual Debt Repayment, including any internal borrowing, will not exceed 10% of the County’s own source revenues, therefore based on the 2018 Financial Information Return, the maximum repayment limit would be $7,300,737.

Assuming the County was to undertake net debt of $66M for the builds of two long term care facilities, and incur annual debt charges of $3,791,922, the County would have $3,426,378 remaining of its maximum 10% debt policy annual repayment limit. For illustration purposes, assuming a 15-year repayment plan, with 5% interest, this would represent $35.56M in debt.

Relevant Consultation

☒ Internal: Departmental Managers, Senior Management Team and CAO
☒ External - BDO

Appendices and Attachments

Draft Debt Management Policy

2020 Annual Repayment Limit (based on 2018 Financial Information Return)

Debt Scenario Consolidated Statement of Financial Position

Debt Scenario ARL Debt Management Policy

Amortizing Debenture Schedule $35.56M at 5% Interest for 15 Year Term
Recommendation(s)

1. That Report HRR-CW-04-20 regarding the Rockwood Terrace UNIFOR Memorandum of Settlement be received, and the Collective Agreement between the County of Grey and UNIFOR Local 302 Rockwood Terrace be ratified.

Background

The County of Grey has been meeting since January 2020 with UNIFOR Local 302, representing employees at Rockwood Terrace, to exchange proposals for the renewal of their collective agreement, which expired on January 31, 2020.

During these negotiations language in the agreement aimed at improving operations within the homes was introduced that specifically strengthened scheduling and attendance rules. Further, as a result of the Long Term Care Task Force recommendations, we were able to negotiate new language and job classifications in an attempt to further bolster assistance to our current employee group, and to reduce the amount of time employees are working short staffed.

Accordingly, a tentative agreement has been reached for the terms of new Collective Agreement, with the duration of three (3) years as noted below:

UNIFOR Rockwood Terrace - February 1, 2020 to January 31, 2023
The Memorandum of Settlement is attached to this report.

Financial / Staffing / Legal / Information Technology Considerations

The tentative agreement reached provides for an increase in wages and benefits of 1.62%, for a total budget impact of $89,296. Please note that this increase is provided for in the 2020 budget.

Link to Strategic Goals / Priorities

This wage increase is aligned with both freely negotiated settlements, as well as arbitrated awards for unionized employees within the past twelve (12) months. These outcomes align with labour relations plans to create and maintain open and honest communications with all employee groups, while maintaining budget parameters in an effort to control costs.

Respectfully submitted by,

Grant McLevy, Senior Manager Human Resources

Attachments

- Memorandum of Settlement signed March 12, 2020
- Agreed to Items signed January 29, 2020
- Letter of Understanding re Creating Full Time Lines
- Letter of Understanding re Top Up Payments – Pregnancy & Parental Leaves
- Agreed to Items signed March 12, 2020
- Letter of Understanding re Staff Working Two Classifications
- Letter of Understanding re New Classification – Care Support Assistant
Memorandum of Settlement

The County of Grey (Rockwood Terrace) and UNIFOR Local 302

The parties agree, subject to ratification by both parties, to the terms and conditions of the Collective Agreement as amended by the attached Agreed to Items.

Language which is not changed during negotiations will be carried forward and will form part of the new Collective Agreement. Retroactivity will apply to wages only.

The undersigned unanimously agree to recommend these terms of settlement attached to their respective principals and, in the case of signatories for the Union, to the bargaining unit employees.

Wages
- February 1, 2020: 1.62%
- February 1, 2021: 1.62%
- February 1, 2022: 1.62%

Maintenance Mechanic Wage
- Same as RPN wage

Duration
- This Collective Agreement shall become effective February 1, 2020 and remain in force until January 31, 2023.

Agreed to Items
- Signed on January 29, 2020 (attached)
- Signed on March 12, 2020 (attached)

LETTERS OF UNDERSTANDING
- Creating Full Time Lines
- Top Up Payments – Pregnancy & Parental Leaves
- Staff Working Two Classifications
- New Classification - Care Support Assistant

MOS – Grey County | UNIFOR-RT 1 March 2020
Agreed and dated in Owen Sound this 12th day of March 2020

For the Union

For the Employer

MOS – Grey County | UNIFOR-RT

March 2020

HRR-CW-04-20

April 9, 2020
Agreed to Items

The County of Grey (Rockwood Terrace) and UNIFOR Local 302

Housekeeping

- Replace all references to “Administrator” with “Executive Director”

Article 5 Union Representation

5.01 The union shall elect or otherwise select a Union Committee composed of a total of up to four Employees per Home with whom the Employer will deal on all matters relating to this Collective Agreement, including grievances, negotiations and arbitration. The Committee make up will be as follows:

- (2) Full-time, with (1) being Chairperson for F/T and the other F/T will be either Recording Secretary or Financial Secretary.
- (2) Part-time, with (1) being Chairperson for P/T and the other P/T will be either Recording Secretary or Financial Secretary.
- (4) in Total

5.02 Members of the Union Committee shall receive their regular pay for all hours due to that they are in attendance at grievance or investigation meetings, which shall for the purposes of clarity, cover meetings with the Employer in attendance, whether on or outside the Employer premises, for which permission has been granted by the Employer.

5.03 Members of the Union Committee shall be made available to attend any investigation which may be required to discuss matters related to the interpretation, application, administration or alleged violation of this Agreement.

Article 6 Grievance Procedure

6.01 For purposes of this Agreement, a grievance is defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable.

It is agreed that the Chairperson or a Union Committee person will be notified of discipline or dismissal and the Employer will notify the person affected of the right to have a Union Committee person available.

An employee, who is required to be interviewed by the Employer in an investigation, may request shall be offered Union representation to attend such interview.

Agreed to Items – Grey County and UNIFOR-RT 1 January 2020
6.10 Union/Employer Meetings

The Union Committee Members and the Employer Representatives shall meet quarterly or more often if necessary, at a mutually agreed to date, place and time to discuss issues pertinent to the workplace and business. An agenda for the meetings will be provided by the Union or Company prior to the meeting in writing. Any meeting cancelled must be re-scheduled prior to canceling.

Union Committee Members shall be paid their regular pay to attend.

Article 10 Hours of Work

10.02 (d) Employees will not be scheduled to work more than six five days consecutively, with the exception of Christmas and New Years schedule and then Employer may schedule up to 6 consecutive days, but will make every effort to schedule not more than 5 days consecutively, if possible.

10.02 (f) Work Schedule

(i) There shall be a minimum of 16 hours between pre-scheduled shifts.

If an employee agrees to stay for an extra shift, to work a double, without 16 hours between the end of the extra shift and the start of their next regular scheduled shift, the employee will have the option to have the shift replaced. The employee must notify the Manager or designate within 1 hour of the commencement of the extra shift. If nothing is communicated to the Manager or designate within that timeline, it is expected they will work their next scheduled shift.

10.13 (g5)

5. Employees requesting a change (either to reduced hours or back to full-time hours), must do so by signing a form with their supervisor. There are 2 timeslots available for these requests.

Timeslot 1. Employee must apply by June 1st for the change to take place on the first full schedule in September; or

Timeslot 2. Employee must apply by October 31st for the change to take place on the first full schedule of the New Year, no later than October 31, with their new schedule to be effective the following February 1.

These changes are in effect for a one (1) year period regardless of timeslot chosen (ie. September to September or January to January).

Agreed to Items – Grey County and UNIFOR-RT 2 January 2020
Such a request will be accommodated based on scheduling needs of the Home, but shall not be unreasonably denied. Shifts that become available due to the reductions by full-time employees will be offered to the available senior part-time employee. It is understood that part-time employees who increase their hours to full-time due to extra available hours, will not change their status from part-time to full-time.

Article 13 Paid Holidays

13.06 Employees shall be scheduled to work either December 24, 25 and 26 (23, 24, 25 for staff working the Night shift) or December 31, January 1 and 2 (December 30, 31 and January 1 for staff working the Night shift), but not on both of these holiday periods, unless the employee consents. If an employee has been scheduled to work December 24, 25 and 26 (23, 24, 25 for staff working the Night shift) in one year, the Employer will endeavor not to schedule the employee December 24, 25 and 26 (23, 24, 25 for staff working the Night shift) the following year. The Employer shall not be required to pay overtime or call-in to accommodate employees under this provision.

In order to accommodate time off during the Christmas/New Year’s period, the parties agree that the master schedule may be altered during the Christmas and New Year’s two week period, but will be maintained as close to the Master Schedule as possible, and The Employer will schedule statutory holidays on the days the employee would have otherwise worked, in order to facilitate the three consecutive days off. The schedule covering these holidays shall be posted prior to November 1st.

13.07 Up-to-four saved statutory holidays may be requested for utilization on weekends, except during the period June 16th to September 16th, each calendar year.

Requests for the utilization of such statutory holidays must be submitted one week prior to the posting of the applicable schedule, for the Employer to be responsible for replacing the shift. After that timeframe, the Employee is responsible for replacing the shift.

13.08 Giveaways

1. Employees may “giveaway” a scheduled shift to another employee, as per the following.

   - Full-Time (with more than 1 year of service)
     Must utilize a vacation day or a saved stat day to do so. If an employee does not have any vacation entitlement remaining or does not have any saved stats in their bank, a giveaway is not permitted.
- Full-time (with less than 1 year seniority): 12 Giveaways every year
- Part-time: 12 Giveaways every year
- All Employees: Cannot giveaway more than 2 consecutive shifts

2. Employees must find their own replacement with the understanding that it is not necessary to give shifts away based on seniority.

3. Weekend giveaways are permitted but only the allotted weekend vacation time may be used, and such giveaways will be deducted from the annual weekends off (per Article 10.02(a)).

4. Giveaways will not be permitted during the last two weeks of July and the first two weeks of August.

5. Employees must receive approval from their supervisor or designate for all giveaways. The Supervisor has the right to approve or deny the request based on the staffing needs of the department. It is also noted that there may be exceptions and such exceptions will be left up to the discretion of the Supervisor.

The parties agree to meet quarterly to discuss vacation quotas in the Home. Both parties agree to participate and engage in meaningful discussions in a good faith manner.

Nothing in this article will change the number of required weekends that must be worked on an annual basis as per Article 10.02(e).

Article 15 Sick/Personal Leave

PROPOSED 15.01

15.01 (a) Full-time Employees who become ill qualify for 12 sick/personal days or 96 hours sick time per year on a 12 month basis beginning January 1st of each year. An employee shall be granted up to six (6) Personal Leave days per year, which must be used in full day blocks, to be deducted from the employee’s accumulated sick bank.

Any Employee becoming a full time Employee during the year will qualify for pro-rated portion of sick/personal days at that time for the balance of the year.

If the employee’s 6 sick days are or have been depleted, the employee must use their personal days before using vacation, stat, or unpaid sick leave, to cover the remaining sick time.

Paid personal days are to be scheduled no less than seventy-two (72) hours in advance (excluding weekends and holidays) and will not be
allowed on a date where a prior request for time off has been denied, subject to the following:

If there is an emergency and if by reason said emergency the required notice is not given, such notice will be waived.

Personal Leave days may not be taken in conjunction with vacation time unless there are extenuating circumstances for the request.

Employees will not be denied personal days off, save and except for the time period of December 20th to January 3rd, every calendar year.

(b) After seven consecutive calendar days off, if sickness continues, the Employee must apply for weekly indemnity benefits under the Employer’s weekly indemnity benefit plan.

(c) An Employee off work due to illness and entitled to sick/personal pay shall not receive pay for more sick pay days during any pay period than the normal number of hours the Employee would have worked during that period.

(d) An Employee off work due to illness and entitled to sick/personal pay shall not engage in any gainful employment during the time the Employee is off work.

(e) An Employee who becomes ill during a shift during working hours shall be paid only for hours worked. The remaining full hours of the shift will be deducted from the Employee’s sick bank.

An Employee who is injured during working hours shall be paid for the full-shift balance of the employee’s scheduled shift, in accordance with the Workplace Safety Insurance Act.

15.03 No sick/personal leave shall be paid if a third party is paying income allowance (i.e., Workers’ Safety & Insurance Board, insurance paid for injuries suffered in an automobile accident.)

15.04 Unused sick/personal days, or hours, are accumulated to a maximum of 96 hours or 12 days but shall not be paid out at the end of any year or on termination for any reason.

15.05 Absence from Work and Reporting

(b) Notice shall be given to:
1) the Employee on duty in charge of resident care; or
2) the Supervisor, or
3) the Administrator Executive Director.
Article 21 Minimum Allowance

PROPOSED 21.03

21.03 If an Employee reports to work within one hour of being called, she will be paid for the whole shift. The payment for a full shift shall only occur in situations where the employee works a minimum of six hours 75% of the shift.

Article 26 Health & Safety

26.10 Personal Protective Clothing and Equipment (PPE)

The Company shall provide all Employees whose work requires them to wear Personal Protective Equipment (PPE) protective devices with the necessary clothing, tools, equipment and protective clothing tools as required. These shall be maintained and replaced, where necessary, at the Company's expense.

LETTERS OF UNDERSTANDING

- Employment of Disabled Workers
- Workplace Violence
- Paid Education Leave
- Employee Call-in Software
- Compassion Fatigue
- BSO Shifts
- Top Up Payments – Pregnancy & Parental Leaves

Agreed and dated in Owen Sound this 29th day of January 2020

For the Union

For the Employer

Agreed to Items – Grey County and UNIFOR-RT 6 January 2020

MOS – Grey County | UNIFOR-RT 8 March 2020
LETTER OF UNDERSTANDING

Between:
UNIFOR Local 302
And
THE COUNTY OF GREY (Operating as Rockwood Terrace)

CREATING FULL TIME LINES

Both parties agree that it is a priority to create additional full time lines during the 2020 negotiations. The parties hereby agree that:

1. A joint Union and Management Committee will be created. The Employer will appoint two (2) members and the Union will appoint two (2) members.

2. The Committee will meet within two weeks following ratification to start the process of creating additional full time lines, and continue to meet twice a month at a minimum.

3. The Employer will provide all pertinent data both in hard copy and electronically to the Union, as requested.

4. Additional full time lines must meet the staffing requirements of the Employer. The Employer will provide details of needs of the Home by classification.

5. Members must choose a line based on seniority. If this results in a reduction of hours, Article 9.07 would be in effect.

6. It is understood that the creation of any additional new lines, that may be a .8 shift line, will be considered a full time line with full benefits at no cost to the employee.

7. Both parties must be in mutual agreement of any created full time lines.

Signed in Owen Sound the 16th day of March, 2020.

For the Union

[Signature]

For the Employer

[Signature]
LETTER OF UNDERSTANDING

Between:

UNIFOR Local 302
And

THE COUNTY OF GREY
(Operating as Rockwood Terrace)

Re: TOP UP PAYMENTS – PREGNANCY & PARENTAL LEAVES

The parties hereby agree that:

1. Where employees are eligible for pregnancy and parental leave, the employee must apply for the top up benefit no later than one (1) year from the start of the pregnancy leave.

2. Where employees are eligible for parental leave only, the employee must apply for the top up benefit no later than one (1) year from the start of the parental leave.

Signed in Owen Sound the 11th day of March 2020.

For the Union

For the Employer

MOS – Grey County | UNIFOR-RT

March 2020
Agreed to Items

The County of Grey (Rockwood Terrace) and UNIFOR Local 302

Me Too Clause
This bargaining unit will receive anything above 1.62% for a wage increase that is negotiated outside of arbitration for the duration of this collective agreement, including the Non-Union group.

Article 10 Hours of Work
ADD to 10.04

10.04 Call-In Procedure

Based on operational demands, the Employer will endeavour to restrict call-outs between the hours of 10:00pm and 5:00am.

Article 18 Leaves of Absence

18.01 Bereavement Leave
For the purpose of mourning at the time of a death, an Employee shall be granted bereavement leave as follows:

(a) In the case of the death of a spouse, or child or step-child, five working days with pay within seven calendar days surrounding the death/funeral.

(b) In the case of the death of a parent, brother or sister, mother-in-law, father-in-law, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and grandchild, three working days leave with pay within five calendar days of the death/funeral.

18.04 Pregnancy and Parental Leave

(a) Pregnancy and parental leaves will be granted in accordance with the Employment Standards Act of Ontario.

(b) Pregnancy leave shall be granted for up to 17 weeks in duration and may begin no earlier than 17 weeks before the expected birth date.
(c) Parental leave shall be granted for up to 18 weeks in duration and shall, in all cases, be completed within 53 weeks of the date the child is born, or comes into the custody, care and control of a parent for the first time.

Pregnancy and parental leave will apply to both full and part time Employees.

Article 26 Health & Safety

26.12 Workload

In the event the Employer assigns a number of residents or a workload to an individual or group of employees, such that she or they believe they are being asked to perform more work than is consistent with proper care, the matter may be raised at Labour-Management meetings. She or they will complete the "Workload Review Form" and submit to the Executive Director.

The Executive Director will respond to the member(s) using the form and send a copy of the form to the Chairperson or Designate. A summary of all forms submitted will be discussed at Labour Management meetings. The Union may raise concerns with the Executive Director prior to Labour Management meetings.

Classifications

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<th>CURRENT CLASSIFICATIONS</th>
<th>REVISED CLASSIFICATIONS</th>
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</thead>
<tbody>
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<td>Aides – Dietary, Housekeeping</td>
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<tr>
<td>Laundry</td>
<td>Laundry</td>
</tr>
<tr>
<td>Nurse Aide</td>
<td>Nurse Aide</td>
</tr>
<tr>
<td>Health Care Aide/ PSW</td>
<td>Health Care Aide/ PSW</td>
</tr>
<tr>
<td>Therapeutic Recreational Aide</td>
<td>Therapeutic Recreational Aide</td>
</tr>
<tr>
<td>Cook</td>
<td>Cook</td>
</tr>
<tr>
<td>Therapy Coordinator (with RPN License)</td>
<td>Therapy Coordinator (with RPN License)</td>
</tr>
<tr>
<td>Therapy Coordinator</td>
<td>Therapy Coordinator</td>
</tr>
<tr>
<td>Maintenance (Licensed)</td>
<td>Maintenance (Licensed)</td>
</tr>
<tr>
<td>RPN</td>
<td>RPN</td>
</tr>
</tbody>
</table>

Letters of Understanding

- Creating Full Time Lines
- Top Up Payments – Pregnancy and Parental Leaves
Agreed and dated in Owen Sound this 12th day of March 2020

For the Union
Signed

For the Employer
Signed

MOS – Grey County | UNIFOR-RT

March 2020
NEW - LETTER OF UNDERSTANDING

Between:

UNIFOR Local 302
And

THE COUNTY OF GREY
(Operating as ROCKWOOD TERRACE)

RE: Staff Working Two Classifications

The parties have agreed that employees may be scheduled and work in two classifications, subject to the following conditions:

1. Working in two classifications cannot violate any article in the Collective Agreement. The Union and the Employer agree that this Letter is a clarification of the Collective Agreement and as such may be attached to the Agreement if so agreed by the respective bargaining teams.

2. The Union's Chief Steward and/or Staff Representative would be notified if an Employee was awarded a second job under the terms of this Letter.

3. The Employee working two classifications must hold the necessary qualifications as outlined in Article 9.03 and any other articles that apply.

4. The Employee's primary classification (current job they hold prior to entering into a second classification) takes precedence for call-ins and scheduling extra shifts (i.e. for vacation coverage etc.). This does not mean that the primary job bumps them out of the master line for the second job, but that the primary department would have first 'dibs' on scheduling additional shifts ahead of the second department.

5. Accepting the second classification cannot result in the employer paying overtime (i.e. the employee's primary master hours when combined with the second job's master hours). An employee may incur overtime for hours assigned after the schedule has been posted, such as call-ins.

6. The intent of Article 2.03 would be the threshold for EACH line, meaning that the hours of the two lines would not be combined for the purpose of determining full time status.
7. A full-time employee who is in receipt of benefits shall not be eligible to receive in-lieu of benefits for the part-time dual line.

8. An employee can quit either line with 2 weeks' notice.

9. Should an employee choose to accept a second line (posting) that requires them to then work every weekend, Article 10.02 (e) will not apply.

10. The Employee must contact Human Resources for information regarding how entering into two classifications will impact their pension (this is important information we want the employee to have all of the knowledge on before they enter into two roles, as it may impact their decision to do so.)

This agreement will be effective for a trial period of 12 months, with a review taking place in six (6) months.

Unless mutually agreed by both parties in writing, this Letter of Understanding will be discontinued.

This Letter of Understanding can be terminated after 6 months by either party, with 60 days written notice.

Signed in Owen Sound the 12th day of March, 2020.

For the Union

For the Employer
LETTER OF UNDERSTANDING
BETWEEN:
County of Grey (THE EMPLOYER)
AND
UNIFOR Local 302 (THE UNION)

RE: New Classification - Care Support Assistant

WHEREAS the Employer created a new classification of Care Support Assistant, the new classification will function as support for the PSW by performing non-care related tasks (no skin touch) as set out in the position summary attached hereto;

AND WHEREAS the Union and the Employer agree as follows:

It is agreed the Care Support Assistant classification is not a PSW, and therefore will not perform the PSW position, but will merely support the PSW consistent with the routines agreed upon.

The Employer will post the Care Support Assistant in accordance with the collective agreement both internally and externally.

These Care Support Assistant positions are unscheduled part time, with no guarantee of hours. The Employer may introduce full time and scheduled part time, which will have guaranteed hours, with 30 days written notice to the Chairperson.

The position is covered by the collective agreement and will be subject to the provisions of the collective agreement.

The Care Support Assistant position will be utilized in the case of unfilled shifts after bargaining unit PSWs and prior to agency staff have been offered the shift.

It is understood that the creation of the new Care Support Assistant classification will not result in the reduction of hours of existing PSW qualified staff (or grandfathered staff), or any other existing staff. It is understood that the CSA classification will only be used when the employer has offered the shift(s) including overtime, to the current PSW staff or current staff that may work in other departments, but still qualify as a PSW.

The rate of pay shall be as follows:

<table>
<thead>
<tr>
<th>Care Support Assistant</th>
<th>Start</th>
<th>[Existing PSW - $1.70]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>[Existing PSW - $1.70]</td>
</tr>
<tr>
<td></td>
<td>Year 2</td>
<td>[Existing PSW - $1.70]</td>
</tr>
<tr>
<td></td>
<td>Year 3</td>
<td>[Existing PSW - $1.70]</td>
</tr>
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</table>
The parties agree to meet as necessary to discuss the implementation of this position.

Dated this 12th day of March 2020

For the Union

For the Employer

[Signatures]
Care Support Assistant

Position Summary

As a Care Support Assistant your typical day will impact in the following ways:

- Provide day to day care and support to each individual resident, to offer a warm, safe environment for each resident, ensuring their comfort and welfare needs are met.
- Support the residents to prepare and transport to Care Community events that promote a positive resident experience.
- Acts as a resident companion as directed; provides comfort and support and companionship to the residents.
- Assists with table/tray preparation, serving of beverages and accompaniments, and serving of food.
- Completes laundry and housekeeping duties as directed, including, but not limited to, restocking shelves and making beds and transporting personal laundry to and from the laundry to the residents‘ room and organizing closets and cleaning bedside tables.
- Participates in admission orientation and the transfer process of the residents as directed.
- Transports the residents to and from their rooms, recreational activities, health office and dining room as required.
- Performing other duties, as assigned, with applicable training as required.

Must haves:

- High school diploma
- Safe Food Handling Certificate and WHMIS certificate
- Ability to work independently and/or as a member of a team
- Ability to communicate effectively when working with residents, families and visitors
- Ability to model the warmth of human connection in communicating with residents, families, and visitors
- Effective verbal and written English communication skills required

All applicants must successfully pass the prescribed Vulnerable Sector Check
Committee Report

To: Warden McQueen and Members of Grey County Council

Committee Date: April 9, 2020

Subject / Report No: TR-CW-10-20

Title: Award of RFT-TS-04-20 Grey Road 29 Rehabilitation

Prepared by: Matt Marck, Engineering Manager
Sharon Melville, Buyer

Reviewed by: Pat Hoy, Director of Transportation Services

Lower Tier(s) Affected: Township of Chatsworth

Status:

Recommendation

1. That Report TR-CW-10-20 containing the tender results for RFT-TS-04-20 Grey Road 29 Rehabilitation be received; and

2. That the E.C. King Contracting be awarded the Tender for a total amount of $1,295,186.00, excluding HST.

Executive Summary

The limits of the project are from Grey Road 40, northerly to the Holland-Sydenham Townline; a total length of 3.4 kilometers. This project includes the following:

- Guiderail upgrades and replacements;
- Storm sewer and curb and gutter replacement/upgrade;
- 3.25 metre lanes with 0.75 metre to 1.25 metre paved shoulders;
- Pulverize and pave rehabilitation;
- The roadway will be open to traffic with intermittent alternating lane closures;
- The anticipated project window falls between June 22, 2020 and August 28, 2020

It is recommended to award RFT-TS-04-20 to E.C. King Contracting for the bid amount of $1,295,186.00, excluding taxes.
Background and Discussion

The Tender was posted on the Grey County website from February 27, 2020 until March 19, 2020. The bids received are shown below:

**RFT-TS-04-20 Tender Results**

<table>
<thead>
<tr>
<th>Number</th>
<th>Name of Bidder</th>
<th>Bid Amount (excluding taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Seeley and Arnill Construction</td>
<td>$1,352,770.38</td>
</tr>
<tr>
<td>2</td>
<td>E.C. King Construction</td>
<td>$1,295,186.00</td>
</tr>
<tr>
<td>3</td>
<td>Harold Sutherland Construction Ltd.</td>
<td>$1,325,688.89</td>
</tr>
</tbody>
</table>

Legal and Legislated Requirements

None.

Financial and Resource Implications

**Project Funding**

<table>
<thead>
<tr>
<th>Item</th>
<th>Excluding HST</th>
<th>Net HST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Project Budget</td>
<td>$1,375,884.43</td>
<td>$1,400,100.00</td>
</tr>
<tr>
<td>Tender Award Amount</td>
<td>$1,295,186.00</td>
<td>$1,317,981.27</td>
</tr>
<tr>
<td>Construction Contingency (10%)</td>
<td>$129,518.60</td>
<td>$131,798.13</td>
</tr>
<tr>
<td>Total Tender Projected Costs</td>
<td></td>
<td>$1,449,779.40</td>
</tr>
<tr>
<td>Projected Deficit</td>
<td></td>
<td>$49,679.40</td>
</tr>
</tbody>
</table>

The ten percent contingency is being applied to cover off fluctuations in the Asphalt Cement Index and any unforeseen issues that may need to be addressed on this project.

Staff recommends that the shortfall for this project be funded from any surplus realized from within the 2020 Capital construction budget, or if a surplus is not available, from the Federal Gas Tax Reserve.

Relevant Consultation

☐ Internal
☐ External

Appendices and Attachments

Site Location Map