1. Call to Order

2. Declaration of Pecuniary Interest

3. Business Arising from the Minutes
   a. Notice of Motion provided by Councillor Barfoot at the April 26, 2018 meeting

      Whereas Grey County does not currently have a role in Waste Management;

      And Whereas Ontario’s proposed Food and Organic Waste Framework encourages municipalities to pursue regional approaches to address food and organic waste resource recovery capacity needs, including supporting resource recovery systems that build economies of scale for food and organic waste processing;

      Now Therefore Be It Resolved That staff be directed to bring back a report on the establishment of a Grey County Task Force to look at options related to the implementation of a source separated organics program.

   b. Notice of Motion provided by Councillor Burley at the April 26, 2018 meeting

      That Committee of the Whole reconsider Resolution CC31-17, specifically clause 1(i), specifically that the word amalgamated be removed and clause 2, that the sentence referring to the sale of Grey Gables be deleted from the resolution.

4. Delegations
   11:30 AM    Ron Kerr – R. J. Burnside & Associates Limited

   Public Information Centre for Highway 26 in Craigleith

5. Determination of Items Requiring Separate Discussion

6. Consent Agenda

   That the following Consent Agenda items be received; and
That staff be authorized to take the actions necessary to give effect to the recommendations in the staff reports; and

That the correspondence be supported or received for information as recommended in the consent agenda.

a. Correspondence from Georgian College – Thank you for Supporting Georgian College

That the correspondence from Georgian College thanking Grey County for its support be received for information.

b. PDR-CW-18-18 Beaver Valley Village Extension Request – Grey Highlands

That Report PDR-CW-18-18 regarding Beaver Valley Village Extension Request be received and that approval is given for a two year extension of draft approval for Plan of Subdivision File 42T-2007-16 to May 10, 2020 under Section 51(33) of the Planning Act, RSO 1990, as amended.

c. Ministry of Education - Revised Pupil Accommodation Review Guideline

That the Revised Pupil Accommodation Review Guideline from the Ministry of Education be received for information.

d. Ministry of Transportation – Ontario Good Roads Association 2018 Delegation Response

That the Ontario Good Roads Association 2018 Delegation response from the Ministry of Transportation be received for information.

e. Ministry of Transportation – Local Transit and Intercommunity Bus Project Funding

That the Local Transit and Intercommunity Bus Project Funding correspondence from the Ministry of Transportation be received for information.

7. Items For Direction and Discussion

a. HDR-CW-08-18 Additional Information Requested Golden Town Residential Community

That Report HDR-CW-03-18 regarding a proposed transfer of Golden Town Residential Company assets to Grey County be received; and

That staff be directed to carry out the process to transfer such assets to the County of Grey.
b. HDR-CW-09-18 Social Housing Modernization

That Report HDR-CW-09-18 regarding the Province’s proposed framework for social housing modernization be received for information.

c. TR-CW-27-18 Tender Award Grey Road 4 (Durham)

That Report TR-CW-27-18 being a report containing the tender results for Municipality of West Grey Request For Tender WG 18-06 be received; and

That Moorefield Excavating Ltd. be awarded the Grey County portion of the tender for a total amount of $840,860.00 (excluding HST); and

That the project deficit of $216,717.55 be funded from any surplus realized from within the 2018 Capital Construction budget or, if a surplus is not available, from the Federal Gas Tax Reserve.

d. TR-CW-28-18 Grey Road 17 Road Widening Acquisitions

That Report TR-CW-28-18 be received and that the County of Grey enter into Road Widening Acquisition Agreements to acquire properties for Grey Road 17 road widening and construction identified as:

Part 1 of Lot 21 Concession 20 Township of Georgian Bluffs (in the former geographic Township of Keppel) Reference Plan 16R-10973

Parts 2, 3 and 5 of Lot 21 Concession 19 Township of Georgian Bluffs (in the former geographic Township of Keppel) Reference Plan 16R-10973

Parts 13, 15, 17 and 19 of Lot 22 Concession 19 Township of Georgian Bluffs (in the former geographic Township of Keppel) Reference Plan 16R-10973.


That all written and oral submissions received on Official Plan Amendment Number 141 were considered and helped to make an informed recommendation and decision; and

That Addendum to Report PDR-CW-03-18 be received, and that Amendment Number 141 to consider an amendment to the County of Grey Official Plan on lands designated ‘Agricultural’, ‘Rural’ and ‘Hazard Lands’, to permit a lot addition of 4.8 hectares to the neighboring lands to the west, for the lands
described as Part Lot 8, Concession 5 (043836 Southgate Road 4), geographic Township of Egremont, in the Township of Southgate, be supported, and a by-law to adopt the County Official Plan Amendment be prepared for consideration by County Council.

f. PDR-CW-17-18 Marvara Farms Limited Minor Exemption Application – Grey Highlands

That Report PDR-CW-17-18 be received and that the application for a Minor Exemption under the County’s Forest Management By-law for Lots 38 – 40, Concession 2 South of the Durham Road (SDR) and Lots 41 – 45, Concession 3, SDR, in the geographic Township of Artemesia, Municipality of Grey Highlands, be approved.

g. CCR-CW-05-18 Delegation of Duties

That Report CCR-CW-05-18 be received regarding the Delegation of Duties; and

That the updated Delegation of Duties Policy and Schedule, as amended be endorsed and a by-law be brought forward for Council’s consideration.

8. Administration Building Addition/Renovation Update

9. Other Business

10. Notice of Motion

11. Adjournment
Tuesday, April 17, 2018

Mr. Stewart Halliday  
Corporation of the County of Grey  
595 9th Ave E  
Owen Sound, Ontario N4K 3E3

Dear Mr. Halliday:

First, let me just say thank you! Your generous support for Georgian College is having a profound impact on the student experience – helping to accelerate student success through the power of education, and ensuring that all students have an opportunity to reach their potential.

It is no surprise then, that when it came time to unveil our new community giving wall this past month we wanted you there. Thank you for joining us. I am happy to include a photo as a memento.

Georgian College Students’ Association President Avery Konda rightfully honoured Georgian donors when he spoke about the association’s motivation for pledging a $7.2 million gift to the college. He said, “We learned the spirit of giving from you, our fellow donors.” He reminded us that learning happens both inside and outside the classroom, and that Georgian students “are fortunate to have the support of so many philanthropists, changemakers, and industry and community partners.”

Later this year, Georgian will reach another milestone when we open the new Advanced Technology, Innovation and Research Centre (ATIRC) at our Barrie Campus. Once opened, this new centre will truly be a game changer; becoming a place where academia and industry will work together, collaborating to innovate, diversify our economy, and create new opportunities for the future.

We hope you will continue to support Georgian College. Whether you choose to support our students directly through awards and scholarships, or to invest in the future of education and projects like the ATIRC – your gifts matter, and your support is helping Georgian to develop the leaders of tomorrow.

I invite you to reach out to me if you would like to discuss future giving opportunities, to schedule a tour of one our campuses or to simply learn more about Georgian College. Thank you for believing in Georgian and in the power of education.

Sincerely,

T. Ann Smiley, LL.B, MBA  
Executive Director, Advancement & Community Development

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T. Ann Smiley, LL.B, MBA  
Executive Director  
Advancement and Community Development  
One Georgian Drive, Barrie, ON L4M 3X9  
T: 705.728.1968, ext. 1212  
E: ann.smiley@georgiancollege.ca  
GeorgianCollege.ca
Recommendation

1. That Report PDR-CW-18-18 regarding Beaver Valley Village Extension Request be received and that approval is given for a two year extension of draft approval for Plan of Subdivision File 42T-2007-16 to May 10, 2020 under Section 51(33) of the Planning Act, RSO 1990, as amended.

Executive Summary

Plan of Subdivision File 42T-2007-16 (Beaver Valley Village) was originally draft approved on May 10, 2012. A redline revision was approved by the County on January 12, 2017. The current draft approved plan contains a total of seventeen (17) single detached residential lots with seven (7) lots having direct frontage onto Bowles Bluff Road and ten (10) lots along an internal road. The applicant has requested a draft approval extension in order to provide more time to address the draft plan conditions. The Municipality of Grey Highlands supports a two year extension. Based on the support from the Municipality of Grey Highlands, staff recommends that a two year extension of draft approval be granted.

Background and Discussion

Plan of Subdivision File 42T-2007-16 (Beaver Valley Village) was originally draft approved on May 10, 2012. A redline revision was approved by the County on January 12, 2017. The current draft approved plan consists of a total of seventeen residential lots. Seven of the lots will front directly on Bowles Bluff Road and the other ten lots will have access to an internal road to be constructed as part of the development. A future development block also forms part of the draft plan.

The draft approved subdivision is located on lands legally described as Part of Lots 1 and 2,
Concession 6 (geographic Township of Euphrasia), Municipality of Grey Highlands (see Map 1 below). The subject lands are located west of the Beaver Valley Ski Club and are located on the northeast corner of Grey Road 30 and the 7th line, on the north side of Bowles Bluff Road. Further information about the draft approval subdivision can be found in the following staff report: PDR-CW-06-17 Beaver Valley Village Redline Revision

Map 1: Beaver Valley Village Subject lands

The County has received a request from the Owner’s agent requesting an additional five year draft approval extension. The current draft approved lapse date is June 10, 2018 as a temporary one month extension was granted to provide further time to bring this report forward to Committee. In correspondence dated April 19, 2018, the Municipality of Grey Highlands supports only a two year extension request.

Extension requests beyond one year are currently required to be approved by Committee of the Whole. The draft approved lots are to be serviced by private wells and septic systems and therefore there is no impact to the municipal servicing capacity. Based on the Municipality of
Grey Highlands supporting the request for a two year extension, County staff recommends that a two (2) year draft approval extension be granted.

Legal and Legislated Requirements
Planning Act

Financial and Resource Implications
At this point there are no financial, staffing, legal or Information Technology considerations. The County has collected a fee for the extension of draft approval.

Relevant Consultation
☐ Internal (list)
☒ External (Municipality of Grey Highlands, Developer’s Agent)

Appendices and Attachments
None
April 27, 2018

Dear colleagues,

We are writing to share an update with you on the ongoing work across government on Ontario's commitment to revise the Pupil Accommodation Review Guideline (PARG) and strengthen integrated capital and community planning. We are also pleased to announce a new engagement focused on the challenges facing education planning in urban areas experiencing rapid population intensification.

Pupil Accommodation Review Guideline (PARG)

While strengthening the PARG is a key element of the province’s Plan to Strengthen Rural and Northern Education, revisions to the PARG will apply to all school boards. As you know, the draft revised PARG that was shared publicly on February 9, 2018, reflected the feedback received by the ministry in fall 2017, during the first phase of consultations. The ministry’s aim in revising the PARG is to create a stronger, more collaborative process that better promotes student achievement and well-being and better recognizes the community impact of school closures. Thank you to everyone who contributed valuable input through the online portal or played a role on either the Minister’s Reference Group or the Technical Working Group.

As you know, in response to initial feedback received in fall 2017, the draft revised PARG included:

- Additional public meeting(s), which extends timeframes, for a standard pupil accommodation review
- Limiting use of the shorter, modified pupil accommodation review (PAR)
- New information requirements for the initial staff report
- Promotion of community input in the pupil accommodation review process and inclusion of student voice
- Streamlining the administrative review process by allowing e-signatures
- Development of ministry supports.
On March 23, the Ministry of Education concluded its second phase of consultations on the draft revised PARG. The key themes emerging from all of the feedback suggested that the ministry focus on: improving the clarity and consistency of information presented by school boards; providing more opportunities for public discussion, where needed; and, providing additional supports to improve information sharing between school boards and community partners.

Based on feedback received, the Ministry of Education has also made the following revisions to the PARG:

- Consideration of elementary student input into the accommodation decision
- Extending the timeframe for the first public meeting from 30 to 40 business days
- Requiring the municipal/community partner meeting to take place prior to the first public meeting.

The final PARG has now been posted to the ministry’s website.

To support school boards in providing clear and consistent information, the Ministry of Education will work with its partners to develop templates and guidelines to assist boards in conducting pupil accommodation reviews, including templates for the initial staff report and the economic impact assessment.

The ministry aims to release these materials before fall 2018 to inform school boards’ local consultations with communities and municipal governments on their local pupil accommodation review policies. While these tools are being developed and finalized in collaboration with our partner ministries and education and municipal stakeholders, there will continue to be no new pupil accommodation reviews, unless they are required to support a joint-use school initiative between two coterminous school boards.

**Integrated Capital and Community Planning**

Throughout the numerous consultation sessions, the need for improved community and capital planning was highlighted. In response, the Ministry of Education, in collaboration with the Ministries of Infrastructure; Municipal Affairs; Agriculture, Food and Rural Affairs; and Economic Development and Growth, will work together to assess how the province encourages and supports integrated local planning.

Feedback from the Minister’s Reference Group was instrumental in pointing out the need for a new type of community planning table that looks beyond organizational mandates and builds on existing relationships. To address this feedback, we are pleased to announce the development of a Voluntary Integrated Planning and Partnerships Initiative (VIPPI) to provide flexible support to local partners that wish to enhance their collective capacity for integrated capital and community planning.
A call for proposals will be issued this summer seeking approximately three communities, representing a mix of urban, rural, Northern and Francophone communities, to participate in VIPPI. Each community will be required to identify partners to participate in a local integrated planning table that should include, at a minimum, school boards and municipalities and relevant local partners that reflect each area’s unique needs. The Ministry of Education will provide a facilitator to lead a series of sessions spanning approximately one year to align with various planning cycles. The goal of this initiative is to generate a collection of best practices for integrated planning by having all participants share and discuss capital and community planning processes and relevant data and to inform future amendments to the CPPG.

**New Supports for School Boards’ Integrated Planning**

We are pleased to announce that we will be offering additional capital supports to school boards to better support projects that involve community partnerships. As a first step, we will introduce immediate new supports for school boards working with their communities to share and co-build facilities.

The Ministry of Education will provide boards with seed funding of up to $40,000 to assist with the planning of projects that involve a municipal or community partner. Currently, the ministry offers seed funding to support coterminous school boards that wish to pursue joint-use opportunities. The ministry will also provide funding for a project manager to assist with approved projects as they move forward.

Understanding that we must continue to ensure that school boards and communities have flexible support that can respond to local needs, the Ministry of Education will also look for opportunities to support integrated planning through the capital funding processes, with a focus on better aligning the timing of capital decision-making processes with community needs.

**Community Planning and Partnerships Guideline (CPPG)**

The Ministry of Education also remains committed to updating the CPPG within the next year to enhance planning and reporting practices, after we have consulted with our partners through the Minister’s Reference Group. Until the new CPPG is in place, school boards should continue to use the existing CPPG and to convene their annual Community Planning and Partnerships meeting(s).
Strengthening Supports for Urban Education

During our rural and Northern engagements, we have heard from a number of stakeholders regarding the unique challenges related to growth and intensification that are unique to our province's large urban communities. This includes the challenges faced by school boards and municipalities with planning, partnering and building schools in these changing communities and the financial tools available to support this work. In response, the Ministry of Education is pleased to announce the following:

- **Urban Student Accommodation Engagement**: The government will undertake an engagement this fall focusing on supports for pupil accommodation in urban areas experiencing rapid growth and intensification, which will include Education Development Charges.

- **Land Priorities Enhancement**: The government will increase the amount of funding available through its Land Priorities program from $60 million to $100 million this coming year. This will support land acquisition for all boards, including those dealing with rapid enrolment growth in urban, densely populated areas within their boundaries.

We wish to extend a sincere thank you for your valuable contributions in shaping key provincial policies and initiatives over the last year. We are confident that our collaborative efforts, to date and yet to come, will result in better outcomes for our students and local communities.

Sincerely,

Indira Naidoo-Harris  
Minister of Education  
Minister Responsible for Early Years and Child Care

Bob Chiarelli  
Minister of Infrastructure

Bill Mauro  
Minister of Municipal Affairs
PREAMBLE

School boards are responsible for managing their school capital assets in an effective manner. They must respond to changing demographics and program needs while being cognizant of the impacts of their decisions on student programming and well-being, school board resources and the local community.

One aspect of a school board’s capital and accommodation planning is reviewing schools that have underutilized space. These are schools where the student capacity of the school is greater than the number of students enrolled. When a school board identifies a school that is projected to have long-term excess space, a school board would typically look at a number of options such as:

- moving attendance boundaries and programs to balance enrolment between over and underutilized schools;
- offering to lease underutilized space within a school to a coterminous school board;
- finding community partners who can pay the full cost of operating the underutilized space; and/or
- decommissioning or demolishing a section of the school that is not required for student use to reduce operating costs.

If none of these options are deemed viable by a school board, the board may determine that a pupil accommodation review process take place which could lead to possible school consolidations and closures. These decisions are made within the context of supporting the school board’s student achievement and well-being strategy and to make the most effective use of its school buildings and funding.

The Ministry of Education expects school boards to work with their community partners when undertaking capital planning, including when a school board is beginning to develop options to address underutilized space in schools. The Ministry of Education’s Community Planning and Partnerships Guideline (CPPG) outlines requirements for school boards to reach out to their local municipalities and other community partners to share planning related information and to explore potential partnership opportunities. The Pupil Accommodation Review Guideline (the “Guideline”) builds upon the CPPG by providing requirements for school boards to share information with and seek feedback from their local municipalities and other community partners related to any pupil accommodation reviews a school board initiates.

If a pupil accommodation review results in a school closure decision, a school board will then need to decide whether to declare that school as surplus, potentially leading to the future disposition (that is, sale or lease) of the property. These dispositions are governed by Ontario Regulation 444/98 – Disposition of Surplus Real Property. Alternately, a school board may decide to use a closed school for other school board purposes, or hold the property as a strategic long-
term asset of the school board due to a projected need for the facility in the future. Each school board decides when it is appropriate to review its strategic property holdings to determine if these properties are still required to be held or should be considered surplus to the school board’s needs and considered for a future disposition.

This document provides direction to school boards on one component of their capital planning - the pupil accommodation review process. It provides the minimum standards the province requires school boards to follow when undertaking a pupil accommodation review. It is important to note that school boards have flexibility to modify their pupil accommodation review policies to meet their local needs, and can develop policies that exceed the provincial minimum standards outlined in this document.

I. PURPOSE

The purpose of the Guideline is to provide a framework of minimum standards for school boards to undertake pupil accommodation reviews to determine the future of a school or group of schools. This Guideline ensures that where a decision is taken by a school board regarding the future of a school, that decision is made with the involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students.

This Guideline is effective upon release and replaces the previous Guideline of March 2015.

II. INTRODUCTION

Ontario’s school boards are responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of their elementary and secondary programs. These decisions are made by school board trustees in the context of carrying out their primary responsibilities of fostering student achievement and well-being, and ensuring effective stewardship of school board resources. In some cases, to address changing student populations, this requires school boards to consider undertaking pupil accommodation reviews that may lead to school consolidations and closures.

Under paragraph 26, subsection 8 (1) of the Education Act, the Minister of Education may issue guidelines with respect to school boards’ school closure policies.

III. GUIDING PRINCIPLES

The Guideline has been established to align with the Ministry of Education’s vision and as such, focuses on achieving excellence, ensuring equity, promoting well-being and enhancing public confidence.
All school board pupil accommodation review policies should be designed to align with these guiding principles.

IV. SCHOOL BOARD ACCOMMODATION REVIEW POLICIES

School boards are responsible for creating and implementing a policy to address pupil accommodation reviews to serve their local needs. School boards are required to consult with local communities prior to adopting or subsequently amending their pupil accommodation review policies.

All pupil accommodation review policies must be clear in stipulating that the final decision regarding the future of a school or group of schools rests solely with the Board of Trustees. If the Board of Trustees votes to close a school or schools in accordance with their policy, the school board must provide clear timelines regarding the closure(s) and ensure that a transition plan is communicated to all affected school communities within the school board.

It is important to note that this *Guideline* is intended as a minimum requirement for school boards in developing their policies. School boards are responsible for establishing and complying with their pupil accommodation review policies to serve their local needs.

A copy of the school board’s pupil accommodation review policy and the government’s *Pupil Accommodation Review Guideline* are to be made available to the public as determined in the school board’s policy, and posted on the school board’s website.

The *Guideline* recognizes that pupil accommodation reviews include a school or group of schools to facilitate the development of viable solutions for pupil accommodation that support the guiding principles.

School board pupil accommodation review policies will include statements that encourage the sharing of relevant information as well as providing the opportunity for the public and affected school communities to be heard.

The Ministry of Education recommends that, wherever possible, schools should only be subject to a pupil accommodation review once in a five-year period, unless there are circumstances determined by the school board, such as a significant change in enrolment.

V. SCHOOL BOARD PLANNING PRIOR TO AN ACCOMMODATION REVIEW

As described in the *Community Planning and Partnerships Guideline*, school boards must undertake long-term capital and accommodation planning, informed by any relevant information obtained from local municipal governments and other
community partners, which takes into consideration long-term enrolment projections and planning opportunities for the effective use of excess space in all area schools.

School boards must document their efforts to obtain information from local municipal governments as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from municipalities and other community partners as part of the initial staff report (see Section VI).

VI. ESTABLISHING AN ACCOMMODATION REVIEW

School boards may proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s).

Initial Staff Report

Prior to establishing a pupil accommodation review, the initial staff report to the Board of Trustees must contain a recommended scenario and at least two alternative scenarios, which could include the status quo, to address the accommodation issue(s). The initial staff report must also include information on actions taken by school board staff prior to establishing a pupil accommodation review process and supporting rationale as to any actions taken or not taken.

Boards must use the ministry-approved template to write their initial staff reports.

The recommended and alternative accommodation scenarios included in the initial staff report must address the following four impacts:

- Impact on student programming;
- Impact on student well-being;
- Impact on school board resources; and
- Impact on the local community.

In addition, if at least one school that is eligible to receive support from the Rural and Northern Education Fund (RNEF) is included in a pupil accommodation review at any time, the initial staff report must address the following impact:

- Impact on the local economy\(^1\).

\(^1\) Boards must use the ministry-approved economic impact assessment template.
Boards should refer to section 5.6 (1) of *Ontario Regulation 193/10 – Restricted Purpose Revenues* (O. Reg. 193/10) for a description of the location of the list of schools eligible for Rural and Northern Education Fund Allocation. The list of RNEF-eligible schools can be found here: [http://edu.gov.on.ca/eng/funding/](http://edu.gov.on.ca/eng/funding/)

If a school board has included a new school on the list through board motion, then the board should confirm that it has been included in the ministry’s list of schools eligible for Rural and Northern Education Fund Allocation (as per O. Reg. 193/10) prior to the initial staff report to the Board of Trustees.

School boards will *have discretion* to undertake economic impact assessments in other communities, if needed, however this will only be *required* if at least one RNEF-eligible school is included in a pupil accommodation review at any time.

To support these impact analyses, the following factors should be included for each accommodation scenario:

- summary of accommodation issue(s) for the school(s) under review;
- where students would be accommodated;
- if proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
- identify any program changes as a result of the recommended and alternative scenarios;
- how student transportation would be affected if changes take place;
- if new capital investment is required as a result of the pupil accommodation review, how the school board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available; and
- any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.

Each recommended and alternative accommodation scenario must also include a timeline for implementation.

The initial staff report and School Information Profiles (SIPs) (see Section VIII) will be made available to the public, as determined in the school board’s policy, and posted on the school board’s website following the decision to proceed with a pupil accommodation review by the Board of Trustees.

School boards must ensure that individuals from the school(s) under review and the broader community are invited to participate in the pupil accommodation review consultation. At a minimum, the pupil accommodation review process must consist of the following methods of consultation:

- Accommodation Review Committee (ARC) (see Section VII);
• consultation with municipal governments local to the affected school(s) (see Section IX);
• public meetings (see Section X); and
• public delegations (see Section XI).

VII. THE ACCOMMODATION REVIEW COMMITTEE

Role

School boards must establish an ARC that represents the school(s) under review and acts as the official conduit for information shared between the school board and the school communities. The ARC may comment on the initial staff report and may, throughout the pupil accommodation review process, seek clarification of the initial staff report. The ARC may provide other accommodation scenarios than those in the initial staff report; however, it must include supporting rationale for any such scenario.

The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.

The school board’s staff resources assigned to the ARC are required to compile feedback from the ARC as well as the broader community in the Community Consultation section of the final staff report (see Section XI) to be presented to the Board of Trustees.

Membership

The membership of the ARC should include, at a minimum, parent/guardian representatives from each of the schools under review, chosen by their respective school communities.

Where established by a school board’s pupil accommodation review policy, there may also be the option to include students and representation from the broader community. For example, a school board’s policy may include a requirement for specific representation from the First Nations, Metis, and Inuit communities. In addition, school board trustees may be ad hoc ARC members to monitor the ARC progress.

Formation

The ARC should be formed following the Board of Trustees’ consideration of the initial staff report but prior to the first public meeting. The school board will invite ARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.
Terms of Reference

School boards will provide the ARC with Terms of Reference that describe the ARC’s mandate. The mandate will refer to the school board’s education and accommodation objectives in undertaking the pupil accommodation review and reflect the school board’s strategy for supporting student achievement and well-being.

The Terms of Reference will also clearly outline the school board’s expectations of the roles and responsibilities of the ARC; and describe the procedures of the ARC. At a minimum, the ARC will provide feedback on the initial staff report recommended and alternative scenarios.

The Terms of Reference will outline the minimum number of working meetings of the ARC.

Meetings of the Accommodation Review Committee

The ARC will meet to review materials presented by school board staff. It is recommended that the ARC hold as many working meetings as is deemed necessary within the timelines established in their school board’s pupil accommodation review policy.

VIII. SCHOOL INFORMATION PROFILE

School board staff are required to develop School Information Profiles (SIPs) as orientation documents to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP provides an understanding of and familiarity with the facilities under review.

The SIP is expected to include data for each of the following four considerations about the school(s) under review:

- Impact on student programming;
- Impact on student well-being;
- Impact on school board resources; and
- Impact on the local community.

A SIP will be completed by school board staff for each of the schools under review. The following are the minimum data requirements and factors that are to be included in the SIP:

- **Facility Profile:**
  - School name and address.
o Site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.
o School attendance area (boundary) map.
o Context map (or air photo) of the school indicating the existing land uses surrounding the school.
o Planning map of the school with zoning, Official Plan or secondary plan land use designations.
o Size of the school site (acres or hectares).
o Building area (square feet or square metres).
o Number of portable classrooms.
o Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.).
o Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g., tracks, courts for basketball, tennis, etc.).
o Ten-year history of major facility improvements (item and cost).
o Projected five-year facility renewal needs of school (item and cost).
o Current Facility Condition Index (FCI) with a definition of what the index represents.
o A measure of proximity of the students to their existing school, and the average distance to the school for students.
o Percentage of students that are and are not eligible for transportation under the school board policy, and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
o School utility costs (totals, per square foot, and per student).
o Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
o Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e., barrier-free).
o On-the-ground (OTG) capacity, and surplus/shortage of pupil places.

• Instructional Profile:
o Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.
o Describe the course and program offerings at the school.
o Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
o Current grade configuration of the school (e.g., junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
o Current grade organization of the school (e.g., number of combined grades, etc.).
o Number of out of area students.
o Utilization factor/classroom usage.
o Summary of five previous years’ enrolment and 10-year enrolment projection by grade and program.
- Current extracurricular activities.

- **Other School Use Profile:**
  - Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery.
  - Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
  - Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
  - Availability of before and after school programs or services (e.g., child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
  - Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
  - Description of the school’s suitability for facility partnerships.

School boards may introduce additional items that could be used to reflect local circumstances and priorities which may help to further understand the school(s) under review.

Each school under review will have a SIP completed at the same point-in-time for comparison purposes. The Ministry of Education expects school boards to prepare SIPs that are complete and accurate, to the best of the school board’s ability, prior to the commencement of a pupil accommodation review.

While the ARC may request clarification about information provided in the SIP, it is not the role of the ARC to approve the SIP.

**IX. CONSULTATION WITH LOCAL MUNICIPAL GOVERNMENTS**

Following the Board of Trustees’ approval to undertake a pupil accommodation review, school boards must invite affected single, lower and upper-tier municipalities as well as other community partners that expressed an interest prior to the pupil accommodation review to discuss and comment on the recommended and alternative scenarios in the school board’s initial staff report.

Invitations for this meeting will be sent to the elected Mayor, Chair, Warden, Reeve or equivalent, and to the Chief Administrative Officer, City Manager or equivalent for the affected single, lower and upper-tier municipalities.

If the affected single, lower and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, provide their response on the recommended and alternative accommodation scenarios in the school board’s initial staff report before the final public meeting school boards must include this response in the final staff report. School boards will not be required to include responses received after the final
public meeting. School boards must provide them with advance notice of when the final public meeting is scheduled to take place.

School boards must document their efforts to meet with the affected single, lower and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from this meeting as part of the final staff report to the Board of Trustees (see Section XI).

X. PUBLIC MEETINGS

Once a school board has received an initial staff report and has approved the initiation of a pupil accommodation review, the school board must arrange to hold a minimum of three public meetings for broader community consultation on the initial staff report. School boards are expected to provide facilitated public meetings to solicit broader community feedback on the recommended and alternative scenarios contained in the initial staff report. In addition to the required public meetings, school boards may use other methods to solicit community feedback.

The public meetings are to be announced and advertised publicly by the school board through an appropriate range of media as determined by the school board.

At a minimum, the first public meeting must include the following:

- an overview of the ARC orientation session;
- the initial staff report with recommended and alternative accommodation scenarios; and
- a presentation of the SIPs.

XI. COMPLETING THE ACCOMMODATION REVIEW

Final Staff Report

At the conclusion of the pupil accommodation review process, school board staff will submit a final staff report to the Board of Trustees which must be available to the public as determined in the school board’s policy, and posted on the school board’s website.

The final staff report must include:

- A Community Consultation section that contains feedback from the ARC and all public consultations as well as any relevant information obtained
from municipalities and other community partners prior to and during the pupil accommodation review.¹

- A section that summarizes secondary school student feedback for pupil accommodation reviews involving one or more secondary schools. School boards will determine how best to involve secondary school students in the pupil accommodation review process, to promote their voice and ensure their well-being. Potential options could include a dedicated meeting for students or an online tool for students to submit anonymous feedback. School boards could also determine whether to include feedback from elementary students in this section.

School board staff may choose to amend their recommended and alternative accommodation scenarios included in the initial staff report. However, if a new school closure² is introduced as part of any recommended or alternative scenario in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.

School board staff will compile feedback from this additional public meeting, which will be presented to the Board of Trustees as part of the final staff report.

The recommended and alternative scenarios must also include a proposed accommodation plan, prepared for the decision of the Board of Trustees, which contains a timeline for implementation.

¹ Community partners may use the ministry-approved template to engage boards with proposed alternatives to closures and proposals for community use of schools.

² Refer to Section XVI. EXEMPTIONS.
Delegations to the Board of Trustees Meeting

Once school board staff submits the final staff report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback on the final staff report through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on school board policy.

After the public delegations, school board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

Decision of the Board of Trustees

The Board of Trustees will be provided with the final staff report, including the compiled feedback from the public delegations, when making its final decision regarding the pupil accommodation review.

The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.

The Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).

XII. TRANSITION PLANNING

The transition of students should be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the school board is expected to establish a separate committee to address the transition for students and staff.

XIII. TIMELINES FOR THE ACCOMMODATION REVIEW PROCESS

The pupil accommodation review process must comply with the following minimum timelines:

- Following the date of the Board of Trustees’ approval to conduct a pupil accommodation review, the school board will provide written notice of the Board of Trustees’ decision within 5 business days to each of the elected Mayors, Chairs, Wardens, Reeves or equivalent and to the Chief Administrative Officers, City Managers, or equivalent of the affected single, lower and upper-tier municipalities, other community partners that expressed an interest prior to the pupil accommodation review; and
include an invitation for a meeting to discuss and comment on the recommended and alternative accommodation scenarios in the school board’s initial staff report. School boards must also notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Capital and Business Support Division.

• The meeting between the school board, affected single, lower and upper-tier municipalities and other community partners that expressed an interest prior to the pupil accommodation review must be scheduled to take place before the first public meeting.

• The affected single, lower and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, should provide their response on the recommended and alternative accommodation scenarios in the school board’s initial staff report before the final public meeting, otherwise school boards will not be required to include this response in the final staff report.

• The Accommodation Review Committee (ARC) should be formed following the Board of Trustees’ consideration of the initial staff report but prior to the first public meeting. An overview of the ARC orientation session must be included at the first public meeting.

• Beginning with the date of the Board of Trustees’ approval to conduct a pupil accommodation review, there must be no fewer than 40 business days before the first public meeting is held.

• There must be a minimum period of 60 business days between the first and final public meetings.

• The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.

• From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.

• If a new school closure is introduced as part of any recommended or alternative accommodation scenario in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.

• If there is an additional public meeting, there must be no fewer than 10 business days before the public delegations.

• There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

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1 Refer to Section XVI. EXEMPTIONS.
XIV. MODIFIED ACCOMMODATION REVIEW PROCESS

In certain circumstances, where the potential pupil accommodation options available are deemed by the school board to be less complex and do not include one or more schools eligible to receive support from the ministry’s Rural and Northern Education Fund (RNEF), school boards may find it appropriate to undertake a modified pupil accommodation review process. The Guideline permits a school board to include an optional modified pupil accommodation review process in its pupil accommodation review policy.

A school board’s pupil accommodation review policy must clearly outline the conditions where a modified pupil accommodation review process could be initiated by explicitly defining the factors that would allow the school board the option to conduct a modified pupil accommodation review process. The conditions for conducting a modified pupil accommodation review process are satisfying condition one and two or more of conditions two to five:

1. exclusion of any RNEF-eligible school in the pupil accommodation review; and, either
2. distance to the nearest available accommodation; or
3. utilization rate of the facility; or
4. number of students enrolled at the school; or
5. when a school board is planning the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years).

School boards may consider additional factors that are defined in their pupil accommodation review policy to qualify for the modified pupil accommodation review process. Multiple factors may be developed by the school board to appropriately reflect varying conditions across the board (e.g., urban, rural, elementary panel, secondary panel, etc.). The Board of Trustees must approve these explicitly defined factors, after community consultation, in order to adopt a modified pupil accommodation review process as part of their school board’s pupil accommodation review policy.

The guiding principles of this Guideline apply to the modified pupil accommodation review process.

Even when the criteria for a modified pupil accommodation review are met, a school board may choose to use the standard pupil accommodation review process.
Implementing the Modified Accommodation Review Process

The initial staff report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process, in accordance with the school board’s pupil accommodation review policy.

The initial staff report and SIPs must be made available to the public, as determined in the school board’s policy, and posted on the school board’s website.

A public meeting will be announced and advertised through an appropriate range of media as determined by the school board.

Following the public meeting, school board staff will submit a final staff report to the Board of Trustees which must be available to the public as determined in the school board’s policy, and posted on the school board’s website. However, if a new school closure is introduced as part of any recommended or alternative accommodation scenario in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.

The final staff report must include:

- A Community Consultation section that contains feedback from all public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the modified pupil accommodation review.

- A section that summarizes secondary school student feedback for pupil accommodation reviews involving one or more secondary schools. School boards will determine how best to involve secondary school students in the pupil accommodation review process, to promote their voice and ensure their well-being. Options could include a dedicated meeting for students or an online tool for students to submit anonymous feedback. School boards could also determine whether to include feedback from elementary students in this section.

Once school board staff submit the final staff report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on school board policy.

1 Refer to Section XVI. EXEMPTIONS.
After the public delegations, school board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.

The Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).

A transition plan will be put in place following the decision to consolidate and/or close a school.

*Timelines for the Modified Accommodation Review Process*

The modified pupil accommodation review process must comply with the following minimum timelines:

- Following the date of the Board of Trustees’ approval to conduct a modified pupil accommodation review, the school board will provide written notice of the Board of Trustees’ decision within 5 business days to each of the elected Mayors, Chairs, Wardens, Reeves or equivalent and to the Chief Administrative Officers, City Managers, or equivalent of the affected single, lower and upper-tier municipalities, other community partners that expressed an interest prior to the modified pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended and alternative scenarios in the school board’s initial staff report. School boards must also notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Capital and Business Support Division.

- The meeting between the school board, affected single, lower and upper-tier municipalities and other community partners that expressed an interest prior to the pupil accommodation review must be scheduled to take place before the first public meeting.

- The affected single, lower and upper-tier municipalities, as well as other community partners that expressed an interest prior to the modified pupil accommodation review, should provide their response on the recommended and alternative scenarios in the school board's initial staff report before the final public meeting, otherwise school boards will not be required to include this response in the final staff report.

- The school board must hold at least one public meeting. Beginning with the date of the Board of Trustees’ approval to conduct a modified pupil
accommodation review, there must be no fewer than 40 business days before this public meeting is held.

- The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.
- From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.
- If a new school closure¹ is introduced as part of any recommended or alternative scenario in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.
- If there is an additional public meeting, there must be no fewer than 10 business days before the public delegations.
- There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

XV. ADMINISTRATIVE REVIEW PROCESS

What is an Administrative Review?

The Ministry of Education encourages students, parents and community members to get involved in the accommodation review process.

If during the course of the pupil accommodation review process, an individual or individuals become concerned that the board is not following its pupil accommodation review policy, they may want to consult the board's policy and advise the Accommodation Review Committee (ARC) of their concerns.

A copy of the board's policy can be found on its website, or can be requested from the board.

If at the end of the process, an individual or individuals believe that the board did not follow its pupil accommodation review policy, then they can request an Administrative Review from the ministry.

Steps to Request an Administrative Review

Once the trustees have made their final decision, there are 30 calendar days to submit a petition to the ministry. The ministry will notify the contact person when

¹ Refer to Section XVI. EXEMPTIONS.
the petition has been received. Within 60 calendar days, the ministry will decide whether to appoint a facilitator to undertake an Administrative Review.

A review of a school board’s accommodation review process may be sought if the following conditions are met.

An individual or individuals must:

**Step 1**

- Review the board’s policy governing pupil accommodation reviews and identify areas where they believe the board did not follow its policy. A copy of the board’s pupil accommodation review policy must be submitted, highlighting how the pupil accommodation review process was not compliant with the school board’s pupil accommodation review policy. Some examples could include:
  - The board policy may require that public meetings be held over a 90 day period, but the meetings were held over a 70 day period.
  - The board policy may require board staff to analyze a certain number of accommodation scenarios, and the board staff may not have done so.

**Step 2**

- Collect signatures of people who also believe the board did not follow its policy and who support a request for an Administrative Review. Demonstrate the support of a portion of the school community through the completion of a petition signed by a number of supporters equal to at least 30% of the affected school’s student headcount (e.g., if the headcount is 150, then 45 signatures would be required). An affected school is one that trustees agreed to close as part of their final decision on the pupil accommodation review. Parents/guardians of students attending the affected school and/or other individuals that formally participated in the accommodation review process are eligible to sign the petition.

- Eligible signatures are from:
  - parents or guardians of students who attend the affected school
  - other individuals who formally participated in the accommodation review process by attending a meeting, presenting a submission in person or in writing (including by email), or as ARC members.
• The petition\(^1\) should clearly provide a space for individuals to print and sign their name or provide an e-signature\(^2\); address (street name and postal code); and to indicate whether they are a parent/guardian of a student attending the school subject to the accommodation review, or an individual who has formally participated in the review process.

**Step 3**

• Write a letter or email to the Minister of Education to accompany the petition. Petitioners may want to follow the format provided in Appendix A. The letter or email must explain in detail how petitioners think the board did not follow its accommodation review policy.

• Submit the petition, letter, and justification to the school board and the Minister of Education within thirty (30) calendar days of the board’s closure resolution. The letter or email must identify one person as the contact person. One copy of your letter or email is to be sent to the Ministry and another copy is to be sent to the board.

The school board is then required to:

• Confirm to the Minister of Education that the names on the petition are parents/guardians of students enrolled at the affected school and/or individuals who formally participated in the review process.

• Prepare a response to the individual’s or individuals’ submission regarding the process and forward the board’s response to the Minister of Education and the petitioner within thirty (30) calendar days of receiving the petition.

If the conditions set out above have been met, the Ministry is then required to:

• Undertake a review to determine whether the school board accommodation review process was undertaken in a manner consistent with the board’s accommodation review policy within thirty (30) calendar days of receiving the school board’s response and, if warranted, appoint a facilitator to undertake an Administrative Review.

\(^1\) Information contained in the petition is subject to the *Freedom of Information and Protection of Privacy Act, 1990.*

\(^2\) Petitioners must follow ministry-approved guidelines regarding the use of e-signatures.
If the ministry decides not to appoint a facilitator, the ministry will notify the petitioner and the school board to explain why a facilitator was not appointed. The school board may post this response on its website.

If the ministry decides to appoint a facilitator the ministry will notify the petitioner and the school board. The school board may post this response on its website. The facilitator will consult with the community and the school board to gather information to write the report to the Minister. The facilitator will determine the timing and manner in which the consultations will be conducted. The facilitator will use the information collected to write a report that responds to the question of whether the school board followed its pupil accommodation review policy, and submit the report to the Minister. The Minister will post the report on the ministry’s website.

XVI. EXEMPTIONS

This Guideline applies to schools offering elementary or secondary programs. However, there are specific circumstances where school boards are not obligated to undertake a pupil accommodation review. These include:

- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary, as identified through the school board’s policy;

- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified through the school board’s policy;

- when a lease for the school is terminated;

- when a school board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school’s enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);

- when a school board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;

- where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or
where there are no students enrolled at the school at any time throughout the school year.

In the above circumstances, a school board is expected to inform school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees. The school board will also provide written notice to each of the affected single, lower and upper-tier municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and their coterminous school boards in the areas of the affected school(s) through the Director of Education, and to the Ministry of Education through the Assistant Deputy Minister of the Capital and Business Support Division no fewer than 5 business days after the decision to proceed with an exemption.

A transition plan will be put in place following the Board of Trustees’ decision to consolidate, close or move a school or students in accordance with this section.

XVII. DEFINITIONS

**Accommodation review**: A process, as defined in a school board pupil accommodation review policy, undertaken by a school board to determine the future of a school or group of schools.

**Accommodation Review Committee (ARC)**: A committee, established by a school board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the school board and the affected school communities.

**ARC working meeting**: A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

**Business day**: A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards’ Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

**Consultation**: The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

**Facility Condition Index (FCI)**: A building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.
**On-the-ground (OTG) capacity:** The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

**Public delegation:** A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the school board trustees.

**Public meeting:** An open meeting held by the school board to solicit broader community feedback on a pupil accommodation review.

**School Information Profile (SIP):** An orientation document with point-in-time data for each of the schools under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

**Space template:** A Ministry of Education template used by a school board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.
Dear Minister,

I am writing to request an Administrative Review of the accommodation review process undertaken by the ___[name of the school board]___ for the following school(s): __[school name]__, __[school name]__, __[school name]__.

On ___[date]___, the Board of Trustees voted to ___[describe board resolution to close school/s, move students, keep school/s open and/or build new school/s]____________.

Attached please find our petition. The petitioners believe that the board did not follow its accommodation review policy in the following ways:

1) The board’s policy states: ___[describe relevant section of the board’s policy]___

   Instead, the board ___[describe how actual events differed]___

2) The board’s policy states: ___[describe relevant section of the board’s policy]___

   Instead, the board ___[describe how actual events differed]___

3) The board’s policy states: ___[describe relevant section of the board's policy]___
Instead, the board [describe how actual events differed]

[other examples as appropriate]

We believe the board did not follow its accommodation review policy, we hope that you will appoint an independent facilitator to review the board's accommodation review process.

Sincerely,

[Contact person for the petitioners]

Contact information
APR 12 2018

Mr. Stewart Halliday
Warden
County of Grey
County Building
595 Ninth Avenue East
Owen Sound ON N4K 3E3

Dear Warden Halliday:

Thank you for meeting with my Parliamentary Assistant, Arthur Potts, at the 2018 Ontario Good Roads Association (OGRA) Conference in Toronto. He updated me on your discussion regarding the transportation issues that are important to your community.

We are committed to building the next generation of transportation infrastructure to ensure that Ontario remains a competitive and attractive place to live and work.

I look forward to continue working with you to provide a transportation system that will improve the quality of life in our communities and promote innovation and new economic opportunities.

Please accept my best wishes and sincere thanks. If you have any questions, please feel free to contact my office for assistance.

Sincerely,

Kathryn McGarry
Minister
APR 30 2018

Stewart Halliday
Warden
Grey County
595 9th Ave East
Owen Sound, ON  N4K 3E3

Dear Mr. Halliday:

I am pleased to write to you to confirm the eligibility of the Local Transit and Intercommunity Bus Projects that Grey County submitted for funding under the province’s Community Transportation Grant Program (“CT Program”). Based on the ministry’s review of the municipality’s application for the Projects and subject to the conditions set out below, the funding amount approved for the Projects is up to $1,850,000.

The CT Program will support the government’s commitment to assist municipalities throughout the province to provide better transportation options in areas that are currently not served or underserved by public transit and intercommunity bus service.

Before funds are disbursed to the municipality for the Projects, the municipality will be required to enter into a transfer payment agreement (“TPA”) with the Ministry of Transportation. The TPA will set out the terms and conditions upon which the ministry will provide the funds to the municipality. Please note that non-capital costs incurred on the Projects will be eligible for reimbursement as of the date of this letter. Capital costs will be eligible for reimbursement as of the effective date of the TPA. Please refer to the Program Guidelines for further information.

Ministry officials will contact your staff regarding next steps associated with the CT Program and the TPA. In the meantime, should you have questions, please contact Vinay Sharda, Executive Director, Transit Policy and Programs Group, at Vinay.Sharda@ontario.ca or at 416-585-7347.

I want to thank you in advance for your commitment to the successful delivery of your project(s), and look forward to seeing the results.

Sincerely,

Kathryn McGarry
Minister
Recommendation

1. That Report HDR-CW-03-18 regarding a proposed transfer of Golden Town Residential Company assets to Grey County be received; and

2. That staff be directed to carry out the process to transfer such assets to the County of Grey.

Executive Summary

Golden Town Residential Community is a non-profit housing provider that provides rent-geared-to-income and market rent housing to 63 families and 46 seniors in Meaford.

After over 30 years of providing affordable housing the Board and staff of this non-profit corporation are retiring in September of 2018 and have asked that the County take over ownership and operations of Golden Town.

These 109 units are part of Grey County’s compliment of 1251 units of housing as required by the Housing Services Act, 2011. If transferred to another provider Grey would need to replace the units as the mortgages expired at a cost of approximately $200,000 a unit.

Report includes: Recent Capital Upgrades, 20 Year Capital Estimate and Estimated Timeline.

Background and Discussion

Golden Town Residential consists of three developments:

Golden Town Manor 21 senior’s apartments
Albert Place  25 senior’s apartments
Victoria Village  63 family homes

- Grey County must maintain 1251 rent geared to income units as set by the Province.
- Golden Town Residential Community board is retiring September 2018.
- The Board was unable to find alternate board members or another non-profit to assume Golden Town.
- As Grey County is the Service Manager it is responsible for the existing tenants and rent geared to income units.
- Staff recommend the units be transferred to Grey County.
- Golden Town’s auditor Collins Barrow presented the 2017 financial audit to Grey County Council April 12, 2018 and reported the financial statements present fairly.

The report contains a process for asset transfer, capital projects recently completed by Golden Town, estimated capital repairs for the next 20 years and an estimated timeline for transfer of Golden Town to Grey County.

Process for Asset Transfer

The following are areas to consider during the process of transferring a social housing asset:

1. **List of Assets and Liabilities/Audit:** Golden Town provided an overview of year end 2017 audit to council on April 13, 2018.

   **Assets**
   - Unrestricted Operating Funds $587,068
   - Capital Replacement Funds $1,482,232
   - Property and Equipment $3,724,172

   **Liabilities**
   - Golden Town Manor $169,733 1.01% interest due 2020
   - Albert Place and Victoria Village $3,293,973 1.995% interest due 2026

   **Operating Funds 2017**
   - Annual Subsidy Amount Paid By County $592,398
   - Rental and other revenue $541,874

2. **Building Condition:** Facilities Staff toured the building and no signs of neglect or capital projects not completed.

<table>
<thead>
<tr>
<th>Capital Projects Completed</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Golden Town Manor (21 units)</td>
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<tr>
<td>Roof</td>
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<td>Furnace</td>
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<td>Hot Water Tanks</td>
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<td>Kitchen Cupboards</td>
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<td>Windows &amp; Doors</td>
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<tr>
<td>Paving</td>
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<tr>
<td>Playground update</td>
</tr>
<tr>
<td>Fire system upgrade</td>
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<tr>
<td>Hot Water system retrofit</td>
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**Capital Forecast for next 20 years:**

Today’s Capital Fund $1,482,232

20 Year Mandatory Capital Funds $1,416,040

Total $2,898,272****

20 Year Capital Expenditure Forecast $1,784,990

**** These numbers do not include interest gained on investments.

[Link to Capital Forecast](#)

**Future Steps**

3. **Furniture and Equipment:** Inventory of furniture and equipment to be prepared along with information about the depreciated value of the items. Long term rental equipment and service contracts review.

4. **Financial Audit:** Another Audit will take place at the legal transfer of the asset.

5. **Tenants:** List of current tenancies, any outstanding or ongoing Landlord and Tenant Board proceedings, accommodation requests and copies of lease agreements will be requested. The new landlord must agree and abide by the existing lease. The landlord can ask a tenant to sign a new lease but the tenant can refuse. Grey County Housing will work with Golden Town to ensure a smooth transition for tenants.
6. **Mortgage**: Inquiries will be made as to what documentation the mortgage holder may require in order to approve the assumption of the mortgage.

7. **Costs**: Professional, legal and accounting fees towards the dissolution of the corporation.

8. **Timing of Closing**: Golden Town Board wishes to retire September 30, 2018. We will work towards this goal. Tenants will be given written notice.

<table>
<thead>
<tr>
<th>Timelines</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Notification to Tenants and Employees</td>
<td>May 2018</td>
</tr>
<tr>
<td>Notification of Province of Transfer of Assets</td>
<td>May 2018</td>
</tr>
<tr>
<td>Develop Agreement for Transfer</td>
<td>May 2018</td>
</tr>
<tr>
<td>Prepare for Mortgage Assumption</td>
<td>May 2018</td>
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<tr>
<td>Agreement signed by GT and Council</td>
<td>June 2018</td>
</tr>
<tr>
<td>Inventory of Equipment and Furniture</td>
<td>June 2018</td>
</tr>
<tr>
<td>Review of existing contracts/agreements</td>
<td>June 2018</td>
</tr>
<tr>
<td>Tenant Meetings</td>
<td>June 2018</td>
</tr>
<tr>
<td>Meet with People Care</td>
<td>June 2018</td>
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<tr>
<td>Legal Transfer</td>
<td>September 2018</td>
</tr>
<tr>
<td>Acquire Insurance</td>
<td>September 2018</td>
</tr>
<tr>
<td>Transfer of Tenant Files and Leases</td>
<td>September 2018</td>
</tr>
<tr>
<td>Transfer of Archived Files</td>
<td>September 2018</td>
</tr>
<tr>
<td>Final Audit</td>
<td>September 2018</td>
</tr>
<tr>
<td>Revise fire plans</td>
<td>September 2018</td>
</tr>
<tr>
<td>Tenant Meetings</td>
<td>September 2018</td>
</tr>
<tr>
<td>Transfer of Financial Files</td>
<td>September 2018</td>
</tr>
<tr>
<td>Inform Changes to all parties</td>
<td>September 2018</td>
</tr>
</tbody>
</table>

9. **Communications**: Grey County will work with Golden Town for notices for tenants and other partners. Tenant meetings will be held to provide information on timing, any changes tenants may expect and introduce staff.

10. **Operations in the Interim**: The Property Manager at Golden Town has offered to stay on past the end of September to work towards a smooth transition.
Legal and Legislated Requirements
Notification of the transfer to the Province
Legal fees for transfer of asset

Financial and Resource Implications
Please refer to body of report.

Relevant Consultation
☒ Internal: Finance, Facilities Staff in Housing
☒ External: Town of Meaford

Appendices and Attachments
Link included in body of report
Recommendation

1. That Report HDR-CW-09-18 regarding the Province’s proposed framework for social housing modernization be received for information.

Executive Summary

As part of the Province’s Long Term Affordable Housing Strategy the Province committed to modernizing social housing. The new proposed framework would replace the current prescriptive rules and regulations for housing providers with a new, more flexible approach.

The Province is proposing changes in 3 key areas of the modernized framework: Coordinated Access (wait list), the rent geared to income (RGI) system and non-profit housing.

Background and Discussion

Social housing accounts for 23 per cent of purpose-built rental stock in Ontario, and is a significant and valued source of affordable housing. The rules that govern social housing communities are from multiple agreements and are not always optimal. As the original operating agreements end and/or mortgages expire with non-profits, there is uncertainty for housing providers about what comes next as there is no proposed funding model and uncertainty for service managers that need to maintain service levels standards.

Modernization will work towards sustaining current stock and simplifying processes for households in need of housing and meeting the recommendations in the 2017 Auditor General’s report.
The 2017 Auditor General’s Report included a review of social and affordable housing in Ontario and provided a number of recommendations to the Ministry of Housing. In the ministry’s response to the Report, they acknowledged the complexity of the affordable and social housing system in Ontario and recognized the need for improvements to move toward the vision that every person has an affordable, suitable, and adequate home to provide the foundation to secure employment, raise a family and build strong communities.

The province has set our three key areas to guide the modernization.

1. Modern Framework
   2. More Coordinated Access System
   3. New Approaches to Financial Assistance
   4. Vibrant Non-Profit and Co-operative Housing Sector

The Province is seeking feedback from Service Managers and Non-Profit Housing Providers on the proposed modernization of the system. The Province recently held consultation sessions on the new proposals for the non-profit sector. Consultations for changes to the current wait list system will start soon and a working group is looking at possible changes to RGI.

Modern Framework

The new framework would be grounded in the following principles:
- People-centred, and consistent with a poverty-reduction focus;
- Responsive to local needs and conditions;
- Enabling innovative approaches to social housing management and revitalization;
- Ensuring transparency and public accountability; and,
- Supporting sustainability in a post-operating agreement environment.

More Coordinated Access System

The Province is looking at a needs based wait list system rather than the current chronological system. The new system will match peoples housing needs with appropriate forms of assistance including opportunities in the private market and coordinate opportunities for specialized housing with supports. The Province is currently collecting data on Service Managers current wait lists and consultations on proposed changes will follow.
New Approaches to Financial Assistance

The Province is exploring options for a simplified RGI calculation in order to address concerns that the current RGI system is administratively burdensome and complex. A tax based system would eliminate some paperwork and requirements for applicants and tenants. One downfall of the tax based calculations is that it assumes all tenants complete their taxes.

The Province has recently introduced a portable housing benefit program that allows a service manager to provide a deep subsidy to a private landlord to supplement what a household can afford and the rent amount. The funds for this program would come from the Service Manager.

The Province is currently funding a pilot program for portable housing benefits for Special Priority Policy (victims of domestic violence) households. The program will soon be extended to all areas of the province. Service Managers assist households in applying for the benefit. The program is run through the Ministry of Finance.

Vibrant Non-Profit Sector

End of operating agreements and mortgages provide an uncertainty for rent geared to income units remaining in the Service Manager system. Service Managers are required to maintain current service level standards.

The Province is introducing an accreditation system based on Province wide minimum standards for housing providers whose agreement or mortgage has come to an end. The accreditation is voluntary. If a non-profit chooses to participate in the accreditation they continue to receive funding from the Service Manager based on an agreed upon number of rent geared to income units. This process has yet to be determined. The non-profit also would have access to benefits such as funds from the Province retrofits and other programs. If the non-profit chooses not to participate in the accreditation they will not receive funds from the Province or the Service Manager and will no longer have a commitment to provide rent geared to income housing.

There are no decisions on who would do the accreditation, remedies or interventions of non-profits that are unable to meet minimum requirements.

Legal and Legislated Requirements

Future changes to Housing Services Act, 2011.

Financial and Resource Implications

Potential Costs:

Cost of lost rent geared to income units
Implementation of a service manager portable housing benefit
Relevant Consultation

☐ Internal:

☐ External:

Appendices and Attachments

Service Manager Survey on Social Housing Waitlists
March 7, 2018

MEMORANDUM

To: Service Managers, Chief Administrative Officers

From: Janet Hope, Assistant Deputy Minister

Re: Service Manager Survey on Social Housing Waitlists

As you know, the 2017 Auditor General’s Report included a review of social and affordable housing in Ontario and provided a number of recommendations to the Ministry of Housing (click here to access the Auditor General’s Report and recommendations for the Ministry of Housing). In the ministry’s response to the Report, we acknowledged the complexity of the affordable and social housing system in Ontario and recognized the need for improvements to move toward the vision that every person has an affordable, suitable, and adequate home to provide the foundation to secure employment, raise a family and build strong communities.

On February 27th, 2018, the Minister of Housing sent a letter to Heads of Council with further information regarding follow up work on the Auditor General’s Report. As described in the letter, over the coming months the ministry plans to work with Service Managers to examine the issues raised in the Report and to identify ways to address the Auditor General’s recommendations over the short and longer-term. As a first step, the ministry will be examining the Report’s specific findings and recommendations related to social housing waitlists. This includes gathering information to better understand how Service Managers are administering their waitlists across the province — including the implementation of local priorities and rules.

I am seeking your assistance in participating in the survey and providing this information to the ministry. The data you provide to the ministry will be crucial to help inform ways to improve social housing waitlist systems. You can access the survey at: https://www.snapsurveys.com/wh/s.asp?k=151870796162. We are asking for completion of the survey by March 28th, 2018.
A provincial roll-up of the results will be shared with you following the data gathering and analysis. If you have any questions or concerns about the survey please contact Rhona Duncan at Rhona.Duncan@ontario.ca or 416-585-7228.

Over the coming months, the ministry also plans to continue to engage with the municipal sector, as well as applicants, tenants, tenant advocacy organizations and housing providers on how waitlist and access systems can be improved as we move forward in modernizing social housing in Ontario.

We look forward to continuing to work with you on these important initiatives.

Janet Hope
Assistant Deputy Minister
March 7, 2018

MEMORANDUM

To: Service Managers, Chief Administrative Officers

From: Janet Hope, Assistant Deputy Minister

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We look forward to continuing to work with you on these important initiatives.

Janet Hope
Assistant Deputy Minister
Committee Report

To: Warden Halliday and Members of Grey County Council

Committee Date: May 10, 2018

Subject / Report No: TR-CW-27-18

Title: Tender Award Grey Road 4 (Durham)

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

Reviewed by: Pat Hoy, Director of Transportation Services

Lower Tier(s) Affected: Municipality of West Grey

Status: Recommendation

1. That Report TR-CW-27-18 containing the tender results for Municipality of West Grey Request For Tender WG 18-06 be received; and

2. That Moorefield Excavating Ltd. be awarded the Grey County portion of the tender for a total amount of $840,860.00 (excluding HST); and

3. That the project deficit of $216,717.55 be funded from any surplus realized from within the 2018 Capital Construction budget or, if a surplus is not available, from the Federal Gas Tax Reserve.

Executive Summary

The Municipality of West Grey tendered the project on March 22, 2018 and closed on April 11, 2018. The Municipality of West Grey will be formally awarding the project at their May 7, 2018 Council meeting.
Background and Discussion

The Municipality of West Grey and Grey County have worked together to complete a design to reconstruct a section of Grey Road 4 (Bruce Street North and Lambton Street West) from Chester Street East to Highway 6 in Durham.

Grey County owns the road right-of-way and has jurisdiction over the road. The road is in poor condition and requires reconstruction. The Municipality of West Grey has municipal infrastructure such as watermains, sanitary sewers and sidewalks within the corridor that require replacement and updating.

The project includes the replacement of the sanitary sewers, watermains and storm sewers, as well as the reconstruction of the road bed.

As a cost saving measure, the services of the Grey County Tree Crew will be supplied to take down several conflicting trees within the limits of construction and patrol forces will be utilized to set up detour signing as required.

Grey County will be responsible for the road work as identified in the Grey County Policy for Maintenance and Construction in Urban Areas.

The majority of the cost for this project will be funded by the Municipality of West Grey. As a result, they have taken the lead role in the administration of the Consultant Engineering Assignment.

The following two submissions were received.

<table>
<thead>
<tr>
<th>#</th>
<th>Name of Bidder</th>
<th>Bid Amount (Excluding Taxes)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Moorefield Excavating Ltd.</td>
<td>$2,619,160.00</td>
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<tr>
<td>2.</td>
<td>Seeley and Arnill Construction</td>
<td>$3,315,406.46</td>
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Legal and Legislated Requirements

None
Financial and Resource Implications

Project Funding

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<th>Item</th>
<th>Excluding HST</th>
<th>Net HST</th>
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<tr>
<td>Approved Project Budget (Grey County Portion)</td>
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<td>Awarded Tender Amount (Grey County Portion)*</td>
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<tr>
<td>Construction Contingency (10%)</td>
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<td>$85,565.91</td>
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<tr>
<td>Design and contract administration costs (Grey County Portion)</td>
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<tr>
<td>Total Tender Projected Costs (Grey County Portion)</td>
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<td>$966,717.55</td>
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<tr>
<td>Project Deficit (Grey County Portion)</td>
<td></td>
<td>$216,717.55</td>
</tr>
</tbody>
</table>

Note: *$106,250.00 ($108,120.00 (net HST)) of award amount to be carried forward to 2019 to pave surface course. This amount will be transferred to reserve in 2018 and re-budgeted in 2019.

The project deficit can be attributed to:

- Increase in asphalt costs for 2018
- Increase in granular material costs for 2018
- Increase in scope of work from original estimate (increased excavation for road bed, resulting in increased associated item quantities).

Staff recommends that the shortfall for this project be funded from any surplus realized from within the 2018 Capital Construction Budget, or if a surplus is not available, from the Federal Gas Tax Reserve.

Relevant Consultation

☑️ Internal
Grey County Finance Department
Grey County Committee of the Whole by way of this report

☑️ External
Municipality of West Grey Staff

Appendices and Attachments

Project Limits Map
Committee Report

To: Warden Halliday and Members of Grey County Council

Committee Date: May 10, 2018

Subject / Report No: TR-CW-28-18

Title: Grey Road 17 Road Widening Acquisitions

Prepared by: Matt Marck, Engineering Manager

Reviewed by: Pat Hoy, Director of Transportation Services

Lower Tier(s) Affected: Township of Georgian Bluffs

Status: Recommendation

1. That Report TR-CW-28-18 be received and that the County of Grey enter into Road Widening Acquisition Agreements to acquire properties for Grey Road 17 road widening and construction identified as:

   Part 1 of Lot 21 Concession 20 Township of Georgian Bluffs (in the former geographic Township of Keppel) Reference Plan 16R-10973 and

   Parts 2, 3 and 5 of Lot 21 Concession 19 Township of Georgian Bluffs (in the former geographic Township of Keppel) Reference Plan 16R-10973 and

   Parts 13, 15, 17 and 19 of Lot 22 Concession 19 Township of Georgian Bluffs (in the former geographic Township of Keppel) Reference Plan 16R-10973.

Executive Summary

Property is required from three landowners on Grey Road 17 to accommodate road widening for construction.
Background and Discussion

In the planning and design phase for the reconstruction/rehabilitation of the portion of Grey Road 17 from Highway 6 easterly to Wolseley, it was discovered that a portion of Grey Road 17 towards the east end of the project was not in fact located within the legally defined road right-of-way. To both accommodate improvements to the horizontal alignment of Grey Road 17 at that location, and to realign/widen the right-of-way to properly encompass the road, property acquisition from three landowners is required.

A legal survey and land plan was ordered to identify land required to properly accommodate the road and associated right-of-way. Through this process, three properties were identified as being impacted by the misaligned right-of-way and/or proposed alignment and construction.

Utilizing the corporate policy and procedure for the acquisition of land, negotiations were initiated with the three impacted landowners and agreements were drafted and forwarded to the landowners for signature.

In the case of Property 3, the realignment of the right-of-way resulted in land surplus to the County (shown in green on Property 3 figure), which was offered as a trade to the landowner. The landowner declined.

Legal and Legislated Requirements

The property transfers and associated land plans will be deposited at the Registry Office.

The agreements follow the County’s standard land acquisition agreement and policy.

Financial and Resource Implications

As per the Acquisition of Land Procedure, the attached property requirements amount to a total of $23,357.10 for the required property.

The cost for the legal survey was $9,667.20 net HST.

Legal fees for the transfers are estimated to be $9,158.40 net HST.

The anticipated total cost is expected to be approximately $42,182.70.

The funding will come from Transportation Services’ Land Acquisition Budget.
Relevant Consultation

☒ Internal
Grey County Committee of the Whole by way of this Report
Clerks Department

☒ External
Property 1 Owners
Property 2 Owners
Property 3 Owners

Appendices and Attachments

Location Map
Property 1 Reference Plan 16R-10973
Property 2 Reference Plan 16R-10973
Property 3 Reference Plan 16R-10973
Road Widening Agreement to Purchase
Location Map
Note: The area of the Requirement has been outlined in red.
Note: The area of the Requirement has been outlined in red.
Note: The area of the Requirement has been outlined in red. The area of the potential Conveyance has been outlined in green.
This Agreement

made in duplicate this ________ day of __________________________ 20______

between:

The Corporation of the County of Grey

(herein called the “County”)

- and -

(herein called the “Owner”)

WHEREAS the Owner owns a parcel of land situated in the Municipality/Township of _______ in the County of Grey; adjacent to County Road ________.

AND WHEREAS the County wants to purchase and the Owner is agreeable to sell part of the land for road widening purposes.

The Owner and the County agree that in consideration of the rounded sum of $___, which includes compensation for a daylight corner of $__, a fence allowance of $__ for ___ metres of fencing and a tree compensation of $__, which is calculated on the following basis:

The Owner agrees to sell to the County, a parcel of land for $___ per hectare as appraised, approximately ___ metres in width extending along the ___ limit of the Owner’s land, a distance of approximately ___ metres, including a daylight corner with a total area of ___ metres squared and equaling ___ hectares and being legally described as Part ___ of Lot ____, Concession ___ of the Municipality/Township of _______ (in the former geographic Township of _______), in the County of Grey depicted as Part(s) ______ on Reference Plan No. _______ (the “purchased parcel”). Daylight corners are determined by a flat rate of $___ per metre, tree compensation is negotiated.

Additional Details: (None) In addition to the purchased parcel, the Owner agrees to sell and County agrees to purchase land that may be required for back slopes at hill cuts or where deep fills are required and to pay $___ per hectare for any additional such land (the “additional land”).

The Owner agrees to provide the County with a valid transfer/deed of land conveying unencumbered title to, and releasing all claims in respect of, the purchased parcel and the additional lands. The transfer/deed of land shall be prepared at the expense of the County by its lawyers.

The Owner shall obtain release of any existing mortgage or other encumbrance on the purchased parcel and additional lands. The Owner represents that spousal consent is not necessary to this transaction under the provisions of the Family Law Act, R.S.O. 1990 unless the Owner’s spouse has executed the consent below. The Owner represents that the Owner is not a non-resident of Canada within the meaning of the Income Tax Act.

The obligation of the County to complete the transaction contemplated by this agreement shall be conditional upon County Council passing a motion approving the acquisition of the subject lands. Upon the transfer of land being finalized the County shall be at liberty to enter upon the purchased parcel, remove and erect fencing, and commence road construction.

The transaction shall be completed on or before a date specified by the County by notice sent to the Owner not less than 30 days prior to the specified completion date.

If this transaction is subject to Harmonized Sales Tax such tax shall be included in the purchase price.

The heirs, executors, administrators, successors in title and assigns of the Owner are bound by the terms of this agreement.

In witness, the parties have signed, sealed and delivered this agreement.

TR-CW-28-18

May 10, 2018
The Corporation of the County of Grey

(Seal) Warden

Clerk Heather Morrison

Owner Witness (Seal)

Owner Witness (Seal)

The undersigned Spouse of the Owner consents to the disposition agreed to herein pursuant to the provisions of the Family Law Act, R.S.O. 1990, and hereby agree with the County that he or she will execute all necessary documents to complete the sale.

Spouse of Owner (if not property owner) Witness (Seal)

Name of Owner(s) of Property

Address:

Telephone Number:
Recommendation

1. That all written and oral submissions received on Official Plan Amendment Number 141 were considered and helped to make an informed recommendation and decision; and

1. That Addendum to Report PDR-CW-03-18 be received, and that Amendment Number 141 to consider an amendment to the County of Grey Official Plan on lands designated ‘Agricultural’, ‘Rural’ and ‘Hazard Lands’, to permit a lot addition of 4.8 hectares to the neighboring lands to the west, for the lands described as Part Lot 8, Concession 5 (043836 Southgate Road 4), geographic Township of Egremont, in the Township of Southgate, be supported, and a by-law to adopt the County Official Plan Amendment be prepared for consideration by County Council.

Executive Summary

A proposed County official plan amendment application (42-07-060-OPA-141) has been submitted to amend the consent policies, to permit a lot addition for lands designated ‘Agricultural’, ‘Rural’, and ‘Hazard Lands’. County Agricultural consent policies currently do not permit this exact type of lot adjustment, but consideration for this type of application is identified at the Provincial level. This amendment application would improve access to the severed parcel for farming purposes. Accompanying the official plan amendment application, are applications for a local official plan amendment, zoning by-law amendment, and consent to the Township of Southgate. It is recommended that Amendment Number 141 be supported and a by-law to adopt the amendment be prepared for consideration by County Council.

Background and Discussion
The County has received an application from the owner at 043836 Southgate Road 4 to amend the Grey County Official Plan. The subject lands are legally defined as Part Lot 8, Concession 5, former geographic Township of Egremont, in the Township of Southgate, located approximately 3.3 kilometres east of Mount Forest. The property contains a detached dwelling, and the owner’s son is currently building a second house on site in anticipation of purchasing the subject property. The original house will be demolished once the second house is finalized.

The amendment would allow an exemption to the ‘Agricultural’ consent policies 2.1.4(1) and 2.1.4(2) to permit a lot addition. County official plan agricultural consent policies permit one lot to be created, provided the original farm parcel is a minimum of 40 hectares, and no lot creation has been provided for in the past or a residence is deemed surplus to a farm operation as a result of farm consolidation. Lot additions are also discouraged in agricultural lands unless the retained parcel also maintains a lot area of 40 hectares or more. The subject lands are currently 10.9 hectares in size and there has been one previous severance (non-farm residential lot) from the original Crown parcel situated on the north east portion of the subject property.

There are two fields that exist on the subject site, one comprising 4.6 hectares and the other 1.4 hectares respectively. Both are actively cash-cropped, while the remaining area is forested. The proponent owns the adjacent 13 hectare parcel, situated west of the subject lands at 471193 Southgate Sideroad 47. Due to the large forested area and hazardous lands on the subject site, access to the 1.4 hectare field can only be achieved by traversing the adjacent property to the west. A tributary of the Saugeen River exists within the forested lands, located on the northwesterly corner of the subject property.

Immediately to the south of the subject property is the Saugeen River. A reference plan was recently prepared, identifying the Saugeen River as Crown Land. Lands on both sides of the navigable watercourse are legally viewed as separate parcels of land. Deeds to this effect have been recently prepared for both parcels and have been registered on title.

This lot addition would result in the reduction of the subject property from 10.9 hectares of land to 6.1 hectares. Approximately 4.8 hectares will be added to the neighbouring property to the west, which will increase the parcel size from 13 hectares to roughly 17.8 hectares. No new lot would result from this lot addition.

The proposed development also requires an amendment to the Township of Southgate Official Plan, an amendment to the Township of Southgate Zoning By-law, and consent to sever.

Map 1 below shows the subject lands and surrounding area.
Map 1: Airphoto of the Subject Property and Surrounding Lands

Surrounding the subject lands are woodlands and the Saugeen River to the south. To the east, west and to the north of the property is a mixture of hazard lands and areas that are currently in agricultural production.

Ron Davidson, Land Use Planning Consultant Inc. has submitted a Planning Justification Report in support of the proposal. A copy of this report and background materials can be found at the below link.

[Link to OPA 141 Background Materials]
Map 2: Proposed Severance (lands to be severed in red, located in the middle)

A joint public meeting with the Township of Southgate was held on March 28, 2018. A copy of the minutes from the public meeting can be found at the below link.

Public Meeting Minutes

Public and Agency Comments Received

Public Comments

There were no comments received from the public.

Agency Comments

Comments were received from the following agencies.

Historic Saugeen Metis, dated January 12, 2018

The Historic Saugeen Metis (HSM) Lands, Resources, and Consultation Department have reviewed the relevant documents and have no objection or opposition to the proposed development, land re-designation, rezoning, land severance, Official Plan and/or Zoning By-law Amendments.
Saugeen Conservation Authority (SVCA), dated January 23, 2018

All of the plan review functions listed in the Agreement have been assessed with respect to the applications. The proposed County of Grey official plan amendment; proposed Township of Southgate official plan amendment; and proposed Township of Southgate zoning by-law amendment are acceptable to SVCA staff.

Township of Southgate, March 29, 2018

We have Township of Southgate staff comments that convey they are in general support of the application.

Analysis of Planning Issues

In rendering decisions, planning authorities must have regard to matters of Provincial interest under the Planning Act, and be consistent with the Provincial Policy Statement (PPS). Decisions within the County must also conform to the County of Grey Official Plan, and any Municipal Official Plans or Provincial Plans in effect. In this case, the Niagara Escarpment Plan is not in effect for this property.

Provincial Interest – Legislation, Policy, Guidelines

Section 2 of the Planning Act sets out matters of Provincial interest, which all land use decisions shall have regard for in rendering any decision under the Act. Most notable to this proposed Official Plan Amendment are the following clauses, with some staff comments below.

(a) the protection of ecological systems, including natural areas, features and functions,

There are no significant environmental features mapped in the area to be severed on the subject lands. The proposed development site is adjacent to the Saugeen River and small pockets of Significant Woodlands. There will be no impact on these environmental features, as development already exists on the severed parcel and retained parcels and the application is simply for a lot addition.

(b) the protection of agricultural resources of the Province,

The proposed development will not remove any lands out of agricultural production, and no lands being conveyed as part of the lot addition are designated ‘Agricultural’. The subject lands to be severed are designated ‘Rural’ and ‘Hazard Land’. The lot addition is intended to facilitate access to the agricultural lands, currently being cash-cropped.

(f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;

The provision of effective water, wastewater, and communication systems has not been questioned for this application. No new residential dwellings are proposed to be built as a condition of this application.

Currently the subject lands are accessed by travelling west along Southgate Road 04, and traversing the adjacent 13 hectare farm property currently owned by the proponent. Long term access to the subject lands is subject to both property owners agreeing to the above conditions.
arrangement. Traffic conditions will be influenced from this lot addition application, as there would be no requirement for the farmer of the subject lands to travel along the roadway with farming equipment to access the 1.4 hectare field.

(o) the protection of public health and safety,

By reducing the need for the farmer to travel along Southgate Road 04 to access the subject property with farming equipment, this would alleviate road safety concerns that are inherent when dealing with different vehicular road user type compatibility.

The proposed official plan amendment has regard for matters of Provincial interest under the Planning Act.

Provincial Policy Statement (PPS 2014)

Section 2.3.1 of the PPS describes how prime agricultural areas shall be protected for long-term use for agriculture.

Section 2.3.4.1 of the PPS provides conditions where lot creation in agricultural lands would be permitted.

(a) Lot creation would be permitted for agricultural uses common in the area, provided the severed and retained lots are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations.
(b) Lot creation would be permitted for agricultural-related uses, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;
(c) Lot creation would be permitted for a residence surplus to a farming operation as a result of farm consolidation.

Section 2.3.4.2 of the PPS states lot adjustments in prime agricultural areas may be permitted for legal or technical reasons. As further defined by the PPS, legal or technical reason means severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot. The term ‘minor boundary adjustment’ is not further defined by the PPS. The subject application is looking to rectify an unfavorable lot configuration in order to improve access to the agricultural lands and sustain the long-term use of these lands. The proposed lot addition would remove 4.8 hectares from the subject property, and would add these lands to the adjacent farming property to the west. A minor boundary adjustment is requested, as the subject applicant would like to convey the field in question prior to selling the subject property. This severance does not affect the farming viability of the retained parcel, because the lands being severed were historically farmed by the adjacent property owner.

Section 2.3.3.3 of the PPS requires Minimum Distance Separation (MDS) formulae to be met for new land uses or the creation of lots. MDS setbacks can be met for the lot severance, and all required setbacks have been exceeded.

Section 2.1 of the PPS requires the protection of significant natural heritage features across the Province. Development and site alteration shall not be permitted in significant wetlands, coastal wetlands, woodlands, valleylands, areas of natural and scientific interest, and significant wildlife habitat. There are identified woodlands to the south and north of the subject property.
Furthermore, section 2.1.6 of the PPS prohibits development and site alteration in fish habitat except in accordance with provincial and federal requirements.

Development is defined by the PPS as the creation of new lots, a change in land use, or the construction of buildings and structures requiring approval under the Planning Act. SVCA staff have not raised any environmental concerns regarding the environmental features in proximity to the subject lands. No development is proposed within the natural heritage features identified within the PPS.

Section 2.3.6.1 of the PPS aims to protect aggregate extraction operations or areas of potential future aggregate extraction. On these designated lands, policy permits limited non-residential uses provided a number of conditions are met, and the extraction of minerals, petroleum resources and mineral aggregate resources. No non-residential development is proposed as part of this application, which should not hinder the possibility of future aggregate extraction.

Section 1.6.6 of the PPS speaks to ensuring new development can be adequately serviced with municipal water and sewer, or on-site private services. No new residential buildings are proposed as part of the subject application; therefore, servicing requirements are not relevant to this application.

Proposed Amendment 141 is generally consistent with the PPS.

County of Grey Official Plan

All new development proposals within the County must conform to the purposes and policies of the Official Plan.

The proposed amendment to the County official plan would not be changing the principle use of the farm; it would reduce the 10.9 hectare subject property to 6.1 hectares. Approximately 4.8 hectares will be added to the neighbouring property to the west. Both the subject property and the neighbouring property are currently being farmed, but are not farm-sized (40 hectares) as per the County Plan. The lands subject to the severance are designated as ‘hazard lands’ and ‘rural’ in the County official plan, and the remaining lands are designated ‘agricultural’. The land use designations are illustrated in Map 3 below. As part of the policy review process, the proposed application is evaluated against the ‘agricultural’ policies as they are the more restrictive consent policies.

Section 2.1.4(1) of the County official plan permits consent for one lot provided the original farm parcel is a minimum of 40 hectares and no lot creation has been provided for in the past. Section 2.1.4(2) of the County official plan permits,

\[
\text{consents where the land being conveyed is to be added to an existing use or to provide for minor lot line adjustments or correct lot boundaries. The granting of such a consent shall not be permitted if it results in the creation of an undersized remnant lot except in the case of a lot created for conservation purposes by an approved conservation organization.}
\]

The original 40 hectare farm has been naturally divided into separate parcels due to the Saugeen River traversing through the subject property. A reference plan was recently prepared, identifying the Saugeen River as Crown Land. Lands on both sides of the navigable
watercourse are legally viewed as separate parcels of land. Deeds to this effect have been recently prepared for both parcels and have been registered on title.

The County generally discourages lot additions to non-farm lots as per policy 2.1.4(2). An amendment is required to the County official plan, because neither the retained parcel, nor the expanding adjacent property will comprise 40 hectares, and a severance from the original Crown parcel has been provided for in the past – situated on the north east corner. Based on existing lot configuration and landscape features, the following discusses why a lot addition under the given scenario makes sense.

Map 3: Land Use Designations (Rural, Hazard Lands, and Agriculture)

Appendix B of the County official plan identifies significant woodlands immediately to the south of the subject property, as well as on lands north of Southgate Road 04. The policies limit development or site alteration within Significant Woodlands or their adjacent lands unless it has been demonstrated through an Environmental Impact Study, as per section 2.8.7 of the County official plan, that there will be no negative impacts on the natural features or their ecological functions. Saugeen Valley Conservation Authority provided comments January 23rd, 2018 with respect to the natural heritage features on the subject property. From their analysis, the subject lands were identified as being within the adjacent lands from the identified woodlands. There was also mention that the woodlands on the subject property could also be classified as significant, despite what the County mapping includes. SVCA staff concluded that, by the very
nature of this application, the impact on the woodlands would be negligible. Preparation for an EIS was not warranted.

Appendix B of the County official plan also identifies ‘other identified wetlands’ in proximity to the subject property. Although, these wetlands exceed the adjacent lands outlined by the County official plan, and SVCA staff had no concerns or comments.

Appendix B further identifies the Saugeen River that runs east west, along the southern end of the subject property, and a tributary of the South Saugeen River, that flows east to west along the northwest portion of the property. County official plan policy 2.8.6(5) states,

\[
\text{No development shall be permitted within 30 metres of the banks of a stream, river, lake, or Georgian Bay. Where an Environmental Impact Study prepared in accordance with Section 2.8.6(4) of this Plan concludes setbacks may be reduced and/or where it has been determined by the appropriate Conservation Authority these setbacks may be reduced. Landowners are encouraged to forest the areas within 30 metres of any stream to maintain and improve fish habitat, ecological function of the stream and to increase natural connections.}
\]

The subject lands are within the adjacent lands of the river but no change in land use is proposed, or the construction of buildings and structures requiring approval under the Planning Act is considered as part of these applications. The river and fish habitat are not anticipated to be disturbed. SVCA staff are of the opinion that the preparation of an EIS to address the adjacent lands to fish habitat would serve no useful purpose.

Development criteria policies listed under Section 2.1.3(4) states:

\[
\text{On areas identified as an Aggregate Resource Area on Schedule B to this Plan, as well as within 300 metres of areas identified as Mineral Resource Extraction on Schedule B, non-farm development (other than passive open space uses) shall only be permitted where it has been demonstrated that the proposed land use or development would not significantly preclude or hinder future aggregate extraction or represent an incompatible land use. It must be demonstrated to the appropriate approval authority that:}
\]

(i) the extraction of the aggregate resource is not feasible due to the quality or quantity of material or the existence of incompatible development patterns. The quality and quantity of the material will be determined by having a qualified individual dig test pits within the area proposed for the non-farm development as well as the adjacent lands within 300 metres of the proposed non-farm development; or that

(ii) the proposed land use or development serves a greater long term interest of the general public than does aggregate extraction; and

(iii) issues of public health, public safety and environmental impact are addressed
Map 4: Aggregate Resource Area

As reflected in Schedule B of the County official plan, a portion of the subject property is an identified ‘Aggregate Resource Area’. The subject property is currently 10.9 hectares, and would not currently be recognized as a farm-sized parcel to allow for an aggregate operation. Proposed development (land severance) would not hinder future aggregate extraction, as the size of the lands are already unfavorable to development of this nature.

Section 2.1.3(5) states:

New land uses, including the creation of lots, and new or expanding livestock facilities shall comply with the Minimum Distance Separation (MDS) formulae. MDS will not be applied to new non-farm development on existing lots of record. The County considers the continuation of the rural way-of-life to be of primary importance to protect existing livestock farmers who may wish to expand. The municipal comprehensive zoning by-law shall incorporate the Minimum Distance Separation formulae.

MDS calculations were submitted as part of the application. MDS setback can be met for the lot severance, and all required setbacks have been exceeded.

The requirements for official plan amendments are outlined in section 6.3 of the County Plan, while the detailed Agricultural policies are found in section 2.1 of the Plan. It is the primary objective of the Plan to protect the ‘primary way of life’ through farming operations continuing to
be the dominant land use. Therefore, Agricultural productivity of the land is a key consideration in assessing this application.

County staff have been reticent to consider lot addition severances on smaller farms, for fear of 'setting a precedent' which opens our Agricultural lands up to too many non-farm severances. County staff have carefully considered this application. Staff do not view this as precedent setting for the entire Agricultural designation, but rather see it as a somewhat unique circumstance where hazardous lands and a large forested area bisect the original lot (i.e. from the original crown survey).

Based on a review of County official plan policies, the application conforms to the intent and objectives of the official plan.

Legal and Legislated Requirements

There are no anticipated legal considerations associated with the proposed official plan amendment, beyond those normally encountered in processing an amendment. Should the application be appealed to the Local Planning Tribunal additional legal resources may be required. However, it should be noted that if County Council approves Amendment 141, and that decision is appealed, then the County would not be a party to the hearing, unless otherwise directed by Council to do so.

Financial and Resource Implications

There are no anticipated financial or staffing considerations associated with the proposed official plan amendment application, beyond those normally encountered in processing such applications. The County has collected the requisite application fees for this application.

Relevant Consultation

☐ Internal: N/A
☒ External: Township of Southgate, required agencies under the Planning Act, and the public

Appendices and Attachments

Report PDR-CW-03-18
Proposed Official Plan Amendment #141 Text
Proposed Official Plan Amendment #141 Land Use Schedule

Respectfully submitted by,
Stephanie Lacey-Avon, Intermediate Planner and
Scott Taylor, Senior Planner

Director Sign Off: Randy Scherzer
Recommendation

1. That Report PDR-CW-17-18 be received and that the application for a Minor Exemption under the County’s Forest Management By-law for Lots 38 – 40, Concession 2 South of the Durham Road (SDR) and Lots 41 – 45, Concession 3, SDR, in the geographic Township of Artemesia, Municipality of Grey Highlands, be approved.

Executive Summary

The County originally received a minor exemption application to the County’s Forestry Management By-law in August 2016 to clear two pockets of forested land consisting of 12 acres of pine plantation and 27 acres of natural mature secondary growth forest. Following the completion of an Environmental Impact Study (EIS) the request for clearing was scoped to 2.5 acres of pine plantation and 0.7 acres of natural mature secondary growth forest. The purpose of the clearing is to install two laneways to connect farm fields to improve the efficiency of the farm operation. County staff are recommending approval of the revised minor exemption application.

Background and Discussion

An application for a minor exemption was received for clear cutting under the County’s Forestry Management By-law.

The subject lands are located at Lots 38 – 40, Concession 2 South of the Durham Road (SDR) and Lots 41 – 45, Concession 3, SDR, in the geographic Township of Artemesia, Municipality of Grey Highlands. The lands have frontage on three roads, South Line A, Boar Farm Road,
and the Artemesia-Southgate Townline. In total, the farm holdings at this location are approximately 760 acres in size. The cleared portions of this property are actively farmed.

Proton Station is located approximately 1.7 kilometres to the southeast of the subject property. Surrounding the subject lands are a mixture of farmed and forested lands.

In the County Official Plan this property is designated as ‘Rural’, ‘Hazard Lands’, ‘Wetlands’, and ‘Agricultural’. Appendix B to the Plan also identifies pockets of ‘Significant Woodlands’, ‘Other Identified Wetlands’, and a watercourse on the property.

In the initial application, the applicant sought to clear 12 acres of pine plantation and 27 acres of natural mature secondary growth forest (see Map 1 below). The purpose of the application was to connect cleared farm areas on-site, in order to improve the efficiency of the farm operation. Following the circulation of this initial application, as well as comments from the Saugeen Valley Conservation Authority (SVCA), the Municipality of Grey Highlands, and the County’s By-law Enforcement Officer, the applicant completed an EIS. Following the recommendations of the EIS, the applicant revised their application to install two laneways by clearing only 2.5 acres of pine plantation, and 0.7 acres of natural mature secondary growth forest (see Map 2 below). The revised proposal has the effect of connecting the farmed portions of the property, but will remove far less trees than originally proposed.
Map 1 – Original Forest Clearing Request
Map 2 – Proposed Revised Clearing (*Map Courtesy Blazing Star Environmental*)

Agency and Public Comments Received

Under the Forest Management By-law, adjacent landowners, conservation authorities, Municipal, and County staff are to be notified and/or consulted when an application is received.

Public Comments

No public comments were received during the processing of this application.

Agency Comments

The SVCA, the Municipality of Grey Highlands, and the County’s Forestry By-law Enforcement Officer provided comments on this application. Most of the comments received were with regard to the original proposal to clear approximately 39 acres of land. Initial comments from SVCA and the County’s Forestry By-law Enforcement Officer raised concerns with the application, and recommended the completion of an EIS. Grey Highlands provided initial comments with respect to ownership of a road allowance separating pockets of the northerly area to be cleared.
Following the completion of the EIS, SVCA staff have issued comments dated April 19, 2018 noting that they now support the proposed minor exemption application. SVCA staff have noted that portions of the property are within their Regulated Area, and that permits will be required for the proposed laneways. The County’s Forestry By-law Enforcement Officer has now also indicated support for this revised proposal. This proposal is no longer looking to acquire or clear any lands abutting the unopened road allowance. The Municipality of Grey Highlands had requested that all SVCA and County environmental criteria be addressed, and through the EIS and revised proposal these criteria have been addressed.

The EIS has addressed the requirements of the County Official Plan and the Provincial Policy Statement (PPS) that County staff would normally see during a development application under the Planning Act.

County staff are recommending approval of the revised minor exemption application.

Legal and Legislated Requirements

The application will be processed in accordance with the County’s Forest Management By-law.

Financial and Resource Implications

At this time there are no expected financial or resource considerations beyond those normally encountered in processing a Minor Exemption application. The County has received an application fee with the file.

Relevant Consultation

☒ Internal: Planning and Grey County By-law Enforcement Officer

☒ External: Municipality of Grey Highlands, Saugeen Valley Conservation Authority, and the public.

Appendices and Attachments

None
Recommendation

1. That Report CCR-CW-05-18 be received regarding the Delegation of Duties; and

2. That the updated Delegation of Duties Policy and Schedule, as amended be endorsed and a by-law be brought forward for Council’s consideration.

Executive Summary

Section 270 (1) of the Municipal Act, 2001, as amended, requires that municipalities adopt and maintain a policy with respect to the delegation of duties and powers. Changes related to moving to a Committee of the Whole structure, updated legislation and administrative changes require the delegation of duties policy and schedule to be updated and brought forward to Committee for endorsement.

Background and Discussion

Several changes have necessitated the changes to the delegation of duties including the move from standing committees to committee of the whole, changes to legislation, streamlining of operational processes and administrative changes.

The following are some of the substantial changes to the delegation of duties:

- Addition of the general duties and powers of the Chief Administrative Officer as outlined in the job description authorized by By-law 4908-15
- Move to allow acceptance of grants under $50,000 with no requirement for a committee report as long as there is no unbudgeted funds from the county levy.
- Use of County space by third parties (trails by school board for events) and County use of third party facilities (rope training for Paramedic Services at Land forces Training
Assign representative for both appeal and complaints under the Assessment Review Board

Allow Warden and Clerk to sign transfer titles/mortgages on behalf of Grey County and Owen Sound Housing Corporation (was previously Social Services Committee)

Changes to extension time frame for draft plans of condominiums/subdivisions from 12 months to three (3) years including the approval of minor exemptions if supported by the local municipality

Allow Director of Planning to approve out of County trappers under Nuisance Beaver Removal By-law

Update an amount for exchange of funds related to winter maintenance agreements

Changes acknowledging the shift to Committee of the Whole

Administrative updates related to updated links to supporting documentation.

Legal and Legislated Requirements

Municipal Act 2001 requires that the County have a policy on the delegation of powers and duties.

Financial and Resource Implications

These changes are considered routine and operational in nature and should be contained within the current operating budgets. The changes will assist in streamlining certain processes therefore allowing staff more time for other items or initiatives.

Relevant Consultation

☒ Internal-Senior Management Team
☐ External-none

Appendices and Attachments

Draft Delegation of Duties Policy
Draft Schedule A to Delegation of Duties By-law

Corporate Policy

Delegation of Duties

Approved by: County Council
Last Revision Date:
Date Approved:
Replaces: ADM-02-08

CCR-CW-05-18 84 May 10, 2018
Policy Statement

The Council of the County of Grey, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies and administrative functions. Council’s decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to assign certain powers and duties to committees and staff while still maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions.

Council authority will be delegated within the context set out in the Municipal Act, 2001 S.O. 2001,c.25 as amended (the “Municipal Act”) and the Planning Act, R.S.O. 1990,c.P.13 (the “Planning Act”) and will respect the applicable restrictions outlined in these Acts.

Purpose

This policy provides guidance related to the scope of the powers and duties which Council may delegate its legislative and administrative authority and establishes principles governing such delegation.

This policy applies to all County committees, departments and staff with respect to the delegation of powers and duties.

Legislation

Section 270(1) of the Municipal Act requires all municipalities to adopt and maintain a policy with respect to the delegation of its powers and duties effective January 1, 2008.

Section 23.1 of the Municipal Act further describes the powers and duties which may be delegated.

Sections 53 and 54 of the Planning Act sets out circumstances where a Council may delegate certain powers and duties.

1.0 Definitions

In this policy:
1.1 “Administrative Powers” includes all matters required for the management of the corporation which do not involve discretionary decision making or which are minor or routine.

1.2 “CAO” means the person appointed as Chief Administrative Officer of The Corporation of the County of Grey.

1.3 “Clerk” means the person appointed as the Clerk of The Corporation of the County of Grey.

1.4 “Committee of the Whole” means all of the members present at Council sitting in committee.

1.5 “Council” means Council of the County of Grey.

1.6 “County” means The Corporation of the County of Grey.

1.7 “Legislative Powers” includes all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies and exercising decision making authority.

2.0 Policy Requirements

2.1 All delegations of Council powers, duties or functions shall generally be effected by by-law.

2.2 Unless a power, duty or function of Council has been expressly delegated by by-law, or otherwise all of the powers, duties and functions of Council remain with Council.

2.3 All delegation of powers, duties and functions may be revoked at any time, without notice.

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

2.5 Subject to Section 2.4, a person to whom a power, duty or function has been delegated by by-law has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted.

2.6 Legislative matters may be delegated by Council where they are minor in nature or where Council has explicitly provided for the terms and conditions under which the powers shall be exercised, and must take into account the limitations set out in the Municipal Act and Planning Act.

2.7 The Delegation of legislative powers of Council are restricted to powers found in the Municipal Act, the Planning Act and such other acts as may be prescribed.

2.8 Administrative matters may generally be delegated to staff subject to the conditions set out in the delegation and in this policy, and must take into account the limitations
set out in the Municipal Act, the Planning Act or other legislative authority authorizing delegation.

2.9 Council has authorized certain matters delegated to staff which is set out in Schedule “A” of the County of Grey Delegation of Duties By-law as amended from time to time. Delegations are subject to the terms set out in Schedule “A” of the Delegation of Duties By-law. Any references to specific committees within Schedule “A” shall include any successor committees responsible for a certain function as determined by Council from time to time.

2.10 In exercising any delegated power, the delegate shall ensure the following:

a) Any expenditure related to the matter must have been provided for in the County’s current year’s budget or authorized by the County’s purchasing by-law.

b) The scope of the delegated authority shall not be exceeded by the delegate.

c) Where required by the specific delegated authority, reports must be submitted to Committee of the Whole advising of the exercise of a delegated power and confirming compliance with the delegated authority and this policy.

d) All County policies regarding insurance and risk management shall be complied with.

e) Delegates must ensure the consistent and equitable application of Council policies and guidelines.

3.0 Limitations

3.1 Council is not authorized to delegate any of the following powers, duties or functions:

a) Appoint or remove from office an officer of the municipality whose appointment is required by the Municipal Act.

b) Pass a by-law dealing with issues regarding taxes

c) Incorporate corporations

d) Adopt an official plan or an amendment to an official plan under the Planning Act

e) Pass a zoning by-law under the Planning Act

f) Pass a by-law related to small business counseling and municipal capital facilities

g) Adopt a community improvement plan

h) Adopt or amend the municipal budget

i) Any other powers, duties or functions that may be prescribed

4.0 Responsibilities

County staff are responsible for:
4.1 Following the guidelines of this policy.

4.2 Ensuring the delegated authority is used within the scope of this policy.

4.3 Reporting to Committee of the Whole regarding the use of a delegated authority and confirming compliance with this policy, where required.

4.4 The Clerk is responsible for receiving complaints and or concerns related to this policy. Upon receipt of a complaint or concern, the Clerk will notify Council and the CAO.
<table>
<thead>
<tr>
<th>Section</th>
<th>Proposed Delegated Authority</th>
<th>Responsibility of Authority Delegated to</th>
<th>Signatory</th>
<th>Relevant Legislated Authority</th>
<th>Reporting Requirements &amp; Restrictions</th>
<th>Rationale</th>
</tr>
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<tbody>
<tr>
<td>GENERAL</td>
<td></td>
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<tr>
<td>1.1</td>
<td>Powers and Duties as the senior administrative official</td>
<td>Chief Administrative Officer</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>As set out in the CAO Employment Agreement and job description authorized by By-law 4908-15</td>
<td>Authority granted for losses up to $300,000; For losses exceeding $300,000, Director of Finance must also sign proof of loss in addition to the Appropriate Director</td>
<td>Considered a routine administrative matter</td>
</tr>
<tr>
<td>1.2</td>
<td>Delegation of authority to sign proof of loss statements for insurance claims made by the County of Grey. This act legally binds the Corporation to accepting terms of settlement of loss proposed by insurer.</td>
<td>Appropriate Director and Director of Finance Treasurer</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Authority granted provided that cost of software is included in the budget and there is no additional budgetary impact from signing of agreement</td>
<td>Considered an administrative matter</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Delegation of signing software and network License agreements with vendors</td>
<td>Director Senior Manager of Information Technology and Appropriate Director</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Authority granted provided that cost of software is included in the budget and there is no additional budgetary impact from signing of agreement</td>
<td>Considered an administrative matter</td>
</tr>
<tr>
<td>1.4</td>
<td>Delegation of the signing of collective agreements provided Council has approved or been ordered through an arbitration award</td>
<td>Director Senior Manager of Human Resources, appropriate Director</td>
<td>Director Senior Manager of Human Resources, Appropriate Director, Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>No ongoing reporting to Committee or Council anticipated as Council will have endorsed the signing of the agreement or agreement will have been subject to arbitration. An annual report of negotiated labour contracts will be brought forward to Corporate Services Committee of the Whole</td>
<td>This authority has previously been delegated to staff through By-law 4353-06 Execute Collective Agreements with Union Groups (rescinded)</td>
</tr>
</tbody>
</table>
### Schedule “A” to By-Law XXXX-XX and Policy G-GEN-008

#### Delegation of Duties

<table>
<thead>
<tr>
<th>Section</th>
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<tbody>
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<td></td>
<td></td>
<td>Director</td>
<td>Appropriate staff as delegated by the Appropriate Director</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>No ongoing reporting to Committee or Council anticipated. Applications to be made based on annual operating budgets</td>
<td>Routine administrative matter</td>
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<td>1.5</td>
<td>Delegation of the signing of grant applications for student employment</td>
<td>Senior Manager of Human Resources and/or Director of appropriate department</td>
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<tr>
<td>1.6</td>
<td>Delegation of signing of financial reports for Provincial Ministries</td>
<td>Director of Finance Treasurer and Director of appropriate department</td>
<td>Director of Finance Treasurer and Appropriate Departmental Director</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>No ongoing reporting to Council anticipated</td>
<td>Accountability enhanced by having Director of Finance and Director responsible for function</td>
</tr>
<tr>
<td>1.7</td>
<td>Delegation of authority to enter into service agreements for operational matters (i.e. contracted services, building rental agreements) less than $100,000 annually. Includes rental agreement renewals where increases are beyond the cost of living allowance.</td>
<td>Director of appropriate department</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Agreements with vendors for operational services to maximum value of $100,000 per year provided funding is included within the annual operating budget and approvals as set out in the Purchasing By-Law are adhered to. And Leases with any financing components require approval by by-law (i.e. photo copiers, capital lease)</td>
<td>Provides consistency to handling of operational agreements. Considered a routine administrative matter Purchasing Policy</td>
</tr>
<tr>
<td>1.8</td>
<td>Delegation of Authority to enter into service agreements for operational</td>
<td>Director of Finance</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section</td>
<td>Agreements with vendors for operational services from $100,000</td>
<td>Provides consistency to handling of operational agreements</td>
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<td>Section</td>
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<td>matters (i.e. contracted services, building rental agreements) between $100,000-$250,000 annually</td>
<td>Treasurer and Director of appropriate department</td>
<td>Warden and Clerk</td>
<td>23.1</td>
<td>to $250,000 provided funding is included within the annual operating budget</td>
<td>agreements. Considered a routine administrative matter.</td>
</tr>
<tr>
<td>1.9</td>
<td>Delegation of authority to enter into agreements relating to purchasing for matters following Council approval</td>
<td>Director of Finance Treasurer and Director of applicable department</td>
<td>Warden and Clerk</td>
<td>Purchasing By-Law 4697-10 4844-14 Schedule A Authority to Award</td>
<td>Agreements for services provided that all funds have been approved through the purchasing award process. Example: CCDC agreements</td>
<td>Considered to be a routine administrative matter.</td>
</tr>
<tr>
<td>1.10</td>
<td>Delegation of authority to award quotations/tenders/proposal contracts</td>
<td>Appropriate Director</td>
<td>Appropriate Director</td>
<td>Purchasing By-Law 4697-10 4844-14 Schedule A Authority to Award Authority granted for award to $100,000 net HST, except for items over $25,000 that exceed the budgeted amount by $5,000; (if a multi-year contract exceeds $100,000 annually, the appropriate Standing Committee of the Whole must award)</td>
<td>Time constraints and quarterly reports for awards over $25,000 and under $100,000 will be provided to each Standing Committee of the Whole</td>
<td></td>
</tr>
<tr>
<td>1.11</td>
<td>Delegation of authority to sign agreements for vehicle registration.</td>
<td>Director of appropriate Department or Director of Finance Treasurer</td>
<td>Director of appropriate Department or Director of Finance Treasurer or designate</td>
<td>Municipal Act, 2001, Section 23.1 Authority to sign all county owned vehicle registrations.</td>
<td>Considered a routine administrative matter.</td>
<td></td>
</tr>
<tr>
<td>1.12</td>
<td>Delegation of authority to sign</td>
<td>Director of Warden and</td>
<td>Municipal Act,</td>
<td>Agreements for receipt of grant</td>
<td>Streamlines receipt of</td>
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<tr>
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<td>1.13</td>
<td>Delegation of authority to sign the Health and Safety Policy annually as required under the Ontario Health and Safety Act (OHSA)</td>
<td>Director Senior Manager of Human Resources</td>
<td>Senior Manager of Human Resources</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>No ongoing reporting to Council or Committees anticipated unless changes are made to the Health and Safety Policy. Changes require approval of Corporate Services Committee and Council endorsement</td>
<td>Considered a routine administrative matter</td>
</tr>
<tr>
<td>1.14</td>
<td>Signing of data sharing agreements (Example: Information related to county run programs)</td>
<td>Director Senior Manager of Information Technology and/or Appropriate Director</td>
<td>Warden and Clerk</td>
<td>Municipal Act 2001, Section 23.1</td>
<td>Includes both new and renewal agreements for cross sharing of data with other organizations (Example: Community Care Access Centre)</td>
<td>Considered a routine administrative matter</td>
</tr>
<tr>
<td>1.15</td>
<td>Sub-licensing of Municipal Property Assessment Corporation (MPAC) or Teranet data (Example: GIS)</td>
<td>Director Senior Manager of Information Technology</td>
<td>Warden and Clerk Senior Manager of Information</td>
<td>Municipal Act 2001, Section 23.1</td>
<td>Includes both new and renewal agreements for cross sharing of GIS data with other organizations (Example: Conservation)</td>
<td>Considered a routine administrative matter</td>
</tr>
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# Schedule “A” to By-Law XXXX-XX and Policy G-GEN-008
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<td></td>
<td></td>
<td>and/or Appropriate Director</td>
<td>Technology</td>
<td>Authorities, lower tiers)</td>
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</tr>
<tr>
<td>1.16</td>
<td>Delegation of the “Head” for Freedom of Information Requests received under the Municipal Freedom of Information and Protection of Privacy Act</td>
<td>Clerk/Director of Council Services or designate</td>
<td>Clerk</td>
<td>Municipal Freedom of Information and Protection of Privacy Act, Section 49 (1)</td>
<td>Annual reporting to the Information and Privacy Commissioners Office</td>
<td>Considered a routine administrative matter <a href="#">By-Law 4737-11 Designate a Head for Freedom of Information</a></td>
</tr>
<tr>
<td>1.17</td>
<td>Delegation of authority to sign Memorandums of Understanding/Agreements between the County of Grey and third parties for use of County facilities (i.e. building facilities/county lands-one day type events with a cost of no more than $5,000, no monetary value)</td>
<td>Appropriate Director</td>
<td>Appropriate Director or appropriate staff</td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>Includes new and renewing agreements that follows Policy MS-GEN-001 <a href="#">Third Party use of Grey County Property Policy</a> And Policy MS-PL-002 <a href="#">Forest and Trail Access Policy</a></td>
<td>Considered routine administrative matter</td>
</tr>
<tr>
<td>1.18</td>
<td>Delegation of authority to sign Memorandum of Understanding/Agreements between the County of Grey and third parties for use of third party facilities. (i.e. special events-one day type events- with a cost of no more than $5,000, no monetary value)</td>
<td>Appropriate Director</td>
<td>Appropriate Director or appropriate staff</td>
<td>Municipal Act 2001 Section 23.1</td>
<td>Includes new and renewing agreements</td>
<td>Considered routine administrative matter</td>
</tr>
<tr>
<td>1.19</td>
<td>Adopt Human Resource Policies including responsibility for hiring and dismissal of employees</td>
<td>As determined by the Human Resources</td>
<td>Not applicable</td>
<td>Municipal Act 2001 Section 23.1 and Section 270 1</td>
<td>CAO and Senior Management Team are responsible for reviewing and recommending all human resource policies. Administrative</td>
<td>Provides policies for management of staff and recognizes that certain policies are</td>
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<td>1.20</td>
<td>Delegation to sign permits related to work undertaken by the County for operational matters (Example: conservation authority permits, building permits)</td>
<td>Appropriate Director</td>
<td>Appropriate Director or designate</td>
<td>Municipal Act Section 23.1</td>
<td>As long as work has been approved through Committee/Council resolution</td>
<td>considered administrative matter</td>
</tr>
<tr>
<td>1.21</td>
<td>Authority to sign Worker’s Safety Insurance Certificates (WSIB)</td>
<td>Director of Finance Treasurer</td>
<td>Director of Finance Treasurer</td>
<td>Municipal Act Section 23.1</td>
<td>No reporting requirements</td>
<td>considered administrative matter</td>
</tr>
<tr>
<td>1.22</td>
<td>Authority to sign Independent Operator Certificates</td>
<td>Appropriate Staff</td>
<td>Appropriate Staff</td>
<td>Municipal Act Section 23.1</td>
<td>No reporting requirements</td>
<td>considered administrative matter</td>
</tr>
<tr>
<td>1.23</td>
<td>Approve Expenditures over $50,000 during Restricted Act period</td>
<td>Chief Administrative Officer</td>
<td>Chief Administrative Officer</td>
<td>Municipal Act Section 275</td>
<td>No reporting requirement as long as purchasing policy is followed.</td>
<td>allows the CAO to approve unbudgeted expenditures over $50,000 as necessary during period of restricted acts to ensure business continuity</td>
</tr>
<tr>
<td>1.24</td>
<td>Delegation to sign Property Access Agreements for County Approved Studies (i.e. Landfill Study)</td>
<td>Director of Appropriate Department or Designate</td>
<td>Director of Appropriate Department or Designate</td>
<td>Municipal Act Section 23.1</td>
<td>No reporting required as study has already received approval from County Council to commence</td>
<td>considered administrative matter</td>
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<tr>
<td>1.25</td>
<td>Delegation to sign Landowner agreements when entering private property to access County lands (forests, infrastructure etc.)</td>
<td>Appropriate Director</td>
<td>Appropriate Director</td>
<td>Municipal Act Section 23.1</td>
<td>Allows County staff to enter onto private property in order to access and complete work on County property. No compensation for access shall be provided.</td>
<td>No work is being completed on private land, but access to county land is required through private property.</td>
</tr>
<tr>
<td>1.26</td>
<td>Designate Assessment Review Board (ARB) Appeal Representative</td>
<td>Treasurer or designate</td>
<td>Treasurer or designate</td>
<td>Assessment Review Board of Ontario</td>
<td>Person responsible for receiving, coordinating and responding to all assessment appeal matters to the ARB</td>
<td>Considered administrative in nature</td>
</tr>
<tr>
<td>1.27</td>
<td>Designate Assessment Review Board (ARB) Complaints Representative</td>
<td>Treasurer or designate</td>
<td>Treasurer or designate</td>
<td>Assessment Review Board of Ontario</td>
<td>Person responsible for addressing any complaints by other parties in assessment appeal proceedings to the ARB</td>
<td>Considered administrative in nature</td>
</tr>
<tr>
<td>1.28</td>
<td>Delegation of Authority to Sign Transfer Titles/Mortgages on behalf of Grey County and Owen Sound Housing Corporation</td>
<td>Director of Housing</td>
<td>Warden and Clerk</td>
<td>Municipal Act 2001, Section 23.1</td>
<td>Allows the Warden and Clerk to sign documents related to the transfer of titles and mortgages held by the Grey County and Owen Sound Housing Corporation.</td>
<td>Previously covered through Social Services Committee</td>
</tr>
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## PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

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<tr>
<td>2.1</td>
<td>Delegation of authority to enter into private crossing agreements with landowners along the former CP Rail line</td>
<td>Planning and Community Development Committee of the Whole</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Execution of agreement to be signed by Warden and Clerk/Director of Council Services Private Crossing Agreement</td>
<td>This authority has previously been delegated through By-Law 4284-06 By-Law 4284-06 Private</td>
</tr>
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<td></td>
<td>Repealed by 4824-13</td>
<td></td>
<td></td>
<td></td>
<td>Procedure</td>
<td>Crossing Agreements with adjacent landowners along CP Rail Line (rescinded)</td>
</tr>
<tr>
<td>2.2</td>
<td>Delegation of execution of land use agreements in County forests</td>
<td>Director of Planning and Development</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Annual report provided to the Planning and Community Development Committee. As per the Recreational Trails Strategy. Additional user groups not covered in the Recreational Trails Strategy beyond snowmobile groups, hikers and cross country ski clubs shall be endorsed by the Planning and Community Development Committee of the Whole and County Council</td>
<td>Annual agreements currently being signed at the staff level and are administrative in nature. Any new types of agreements (i.e. ATV usage) require Council approval.</td>
</tr>
<tr>
<td>2.3</td>
<td>Delegation of the authority to ‘give consent under Section 54 (1) of the Planning Act’</td>
<td>Councils of lower tier municipalities</td>
<td>N/A</td>
<td>Section 54(1) of the Planning Act RSO 1990 as amended</td>
<td>All Notices of Application and Notices of Decision must be forwarded to the County as per Provincial Regulations. Semiannual detailed reporting submitted by the lower tier to the County as required for performance measurement and monitoring</td>
<td>Matter previously delegated under By-Law 3826-2000. By-Law 3826-2000 Delegate Authority to Give Consent to Councils of Local Municipalities</td>
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| 2.4     | Delegation of Council's assigned authority with respect to draft plans of subdivision, draft plans of condominium  
- Recommend the signing of proposed Plans of Subdivision and Plans of Condominium for the purpose of indicating draft approval of such Plans by the Director of Planning and Development. | Planning and Community Development Committee of the Whole | Director of Planning and Development | Planning Act, RSO 1990, as amended | All decisions are documented in the Committee minutes although decisions are deemed final if no appeal is lodged | Matter previously delegated under By-laws 3837-2000, 4060-03 and 4421-07. See by-laws for details By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision By-Law 4421-07 Delegation of Authority - Condo Exemption |
| 2.5     | Delegation of Council's assigned authority with respect to draft plans of subdivision, draft plans of condominium  
- Refuse to accept the application until the prescribed information and material and any required fee are received;  
- Process applications in accordance with applicable legislation and regulations, including giving notice of complete application and notice of public meeting;  
- Enter into negotiations/dispute | Director of Planning and Development or designate | Director of Planning and Development | Planning Act, RSO 1990, as amended | No on-going reporting to Committee or-Council anticipated. | Matter previously delegated under By-laws 3837-2000, 4060-03 and 4421-07. See by-laws for details By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision By-Law 4421-07 Delegation of Authority - Condo Exemption |
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<td>resolution/mediation with those parties involved in an objection/appeal of a plan of subdivision/condominium;</td>
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<td></td>
<td>Planning Matters Related to Plans of Subdivision By-Law 4421-07 Delegation of Authority - Condo Exemption</td>
</tr>
<tr>
<td></td>
<td>• Issue final approval for Plans of Subdivision/Condominium;</td>
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<td></td>
<td>• Grant extensions of draft approval to proposed Plans of Subdivision /Condominium for not more than twelve (12) months, three (3) years, subject to the local municipality supporting the extension;</td>
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<td>• Grant extensions of draft approval to proposed Plans of Subdivision /Condominium for not more than three (3) months on an emergency basis without the approval of the appropriate Local Municipal Council, unless the County Planning Committee has been given written notice of an objection to an extension by the local Municipality or by the County;</td>
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<td></td>
<td>• Approve Part-Lot Control By-laws;</td>
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<td></td>
<td>• Process and approve condominium exemptions in accordance with the terms and conditions set out in the Condominium Exemption application form and guideline as approved and/or amended from time to time by the Planning and Community Development Committee of the Whole. This would</td>
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| 2.6     | Delegation of Council’s authority with respect to the approval of local official plans and local official plan amendments  
- Recommend the signing of the approval page of a local municipal official plan by the Warden;  
- Recommend the signing of the approval page of a complex area municipal initiated official plan amendment or complex local official plan amendment by the Director either as adopted by the local municipal council or with modifications;  
- Refuse to approve part or parts of a complex official plan or official plan amendment. | Planning and Community Development Committee of the Whole | Director of Planning and Development | Planning Act, RSO 1990, as amended | All decisions are documented in the Committee minutes although decisions are deemed final if no appeal is lodged | Matter previously delegated under By-laws 3837-2000, 4060-03 and 4421-07. See by-laws for details **By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision By-Law 4421-07 Delegation of Authority - Condo Exemption** |
| 2.7     | Delegation of Council’s authority with respect to the approval of local official plan amendments  
- Refuse to accept the application until the prescribed information and material and any required fee have been received | Director of Planning and Development or designate | Director of Planning and Development | Planning Act, RSO 1990, as amended | No on-going reporting to **Committee of Council anticipated.** | Matter previously delegated under By-laws 3837-2000, 4060-03 and 4421-07. See by-laws for details **By-Law 3837-2000 Delegation of Certain...** |
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<td></td>
<td></td>
<td>Director of Planning and Development or designate</td>
<td>NA</td>
<td>Planning Act, RSO 1990, as amended</td>
<td>No on-going reporting to Committees or Council anticipated.</td>
<td>Planning Matters to Standing Committee By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision By-Law 4421-07 Delegation of Authority – Condo Exemption</td>
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<tr>
<td>2.9</td>
<td>Delegation of Council’s authority with respect to the convening and holding of public meetings for County Official Plan Amendments</td>
<td>Chair of the Planning and Community Development Committee of the Whole or his/her designate and the Director of Planning and Development or his/her designate</td>
<td>NA</td>
<td>Planning Act, RSO 1990, as amended</td>
<td>Minutes of the public meetings are to be approved by the Planning and Community Development Committee of the Whole</td>
<td>Matter previously delegated under By-law 4122-04. See by-law for details By-Law 4122-04 Delegate Planning Matters Regarding Public Meetings Amending By-Law 3837-2000</td>
</tr>
<tr>
<td>2.10</td>
<td>Delegation of County Council’s authority with respect to the convening and holding of public meetings for draft plans of subdivision and draft plans of condominium</td>
<td>Local Municipalities</td>
<td>NA</td>
<td>Planning Act, RSO 1990, as amended</td>
<td>All comments received in response to the Notice as well as minutes of the public meetings are to be forwarded to the County.</td>
<td>Motion PCD50-07 approved by County Council on March 6, 2007. Planning and Community Development Committee Minutes February 15 2007</td>
</tr>
<tr>
<td>2.11</td>
<td>Delegation of County Council’s authority with respect to the approval of certain local official plan amendments in accordance with O. Reg. 699/98 as amended of the Ontario Planning Act, By-law No. 4556-08 and the Memorandum of City of Owen Sound</td>
<td>City of Owen Sound</td>
<td>NA</td>
<td>Planning Act, RSO 1990, as amended</td>
<td>Reporting and Notification requirements as per the Memorandum of Understanding dated November 17, 2008</td>
<td>O.Reg. 699/98 of the Ontario Planning Act authorized the County to pass a by-law exempting any or all proposed official plan amendments</td>
</tr>
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<td>Understanding between the County and the City. For greater clarity, all local official plan amendments are exempt from County Council approval save and except the following:</td>
<td>Planning and Community Development Committee of the Whole and/or the Director of Planning and Development or designate in accordance with the Land Use Planning Appeal Policy</td>
<td>NA</td>
<td>Planning Act, RSO 1990, as amended</td>
<td>Reporting and Notification requirements in accordance with the Land Use Planning Appeal Policy MS-PL-001 and the Land Use Planning Appeal Procedure MS-PL-001-001</td>
<td>amendments from Council’s approval. By-law No. 4556-08 and the Memorandum of Understanding specify which local official plan amendments are exempted from County approval. By-Law 4556-08 Owen Sound Planning Exemptions. By Law 4556-08 Memorandum of Understanding Owen Sound Official Plan Amendments</td>
<td></td>
</tr>
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2.12 Appealing decisions of local or neighbouring municipal councils, committees of adjustment or land division committees or similar committees charged with approving zoning by-laws and zoning by-law amendments, holding provision by-laws, interim control by-laws, temporary use by-laws, consents, plans of subdivision/condominium, minor variances official plans and official plan amendments that do not conform to the County Official Plan or are not consistent | Planning and Community Development Committee of the Whole and/or the Director of Planning and Development or designate in accordance with the Land Use Planning Appeal Policy | NA | Planning Act, RSO 1990, as amended | Reporting and Notification requirements in accordance with the Land Use Planning Appeal Policy MS-PL-001 and the Land Use Planning Appeal Procedure MS-PL-001-001 | Land Use Planning Appeal Policy MS-PL-001 and Land Use Planning Appeal Procedure MS-PL-001-001 approved by County Council on January 8, 2013 | Land Use Planning Appeal Policy MS-PL-001 and Land Use Planning Appeal Procedure MS-PL-001-001 approved by County Council on January 8, 2013 |
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<td>with the Provincial Policy Statement.</td>
<td>Procedure MS-PL-001</td>
<td></td>
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<tr>
<td>2.13</td>
<td>Delegation to sign Nuisance Beaver and Predator Coyote claim forms</td>
<td>Director of Planning and Development</td>
<td>Planning staff</td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>No reporting requirement.</td>
<td>Considered administrative in nature. By-Law 3274-91 Nuisance Beaver Removal</td>
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<td></td>
<td>By-Law 3332-92 Wolf and Coyote Control</td>
</tr>
<tr>
<td>2.14</td>
<td>Nuisance Beaver Trapping Residency Exemptions</td>
<td>Director of Planning and Development</td>
<td>Director of Planning and Development</td>
<td>Municipal Act, 2001 Section 23.1</td>
<td>Allows the Director to approve out of county trappers wishing to trap nuisance beavers in Grey County</td>
<td>By-Law 3274-91 Nuisance Beaver Removal</td>
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<tr>
<td>3.1</td>
<td>Delegation of authority to enter into agreements for delivery of Ontario EarlyON Years Program</td>
<td>Social Services Committee of the Whole</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>New agreements require recommendation of Social Services Committee of the Whole and endorsement of Council. Ongoing renewal agreements to be executed without additional approval provided renewal is in accordance with approved budget.</td>
<td>Matter previously delegated under By-Law 4040-03 By-Law 4040-03 Purchase of Service Ontario Early Years Centres (rescinded)</td>
</tr>
</tbody>
</table>

**SOCIAL SERVICES COMMITTEE**

<p>| 3.1     | Delegation of authority to enter into agreements for delivery of Ontario EarlyON Years Program | Social Services Committee of the Whole | Warden and Clerk | Municipal Act, 2001, Section 23.1 | New agreements require recommendation of Social Services Committee of the Whole and endorsement of Council. Ongoing renewal agreements to be executed without additional approval provided renewal is in accordance with approved budget. | Matter previously delegated under By-Law 4040-03 By-Law 4040-03 Purchase of Service Ontario Early Years Centres (rescinded) |</p>
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<tr>
<td>3.2</td>
<td>Delegation of authority to enter into agreements for domiciliary hostels and emergency shelters</td>
<td>Social Services Committee of the Whole</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>New agreements require recommendation of Social Services Committee and endorsement of Council. Ongoing renewal agreements to be executed without additional approval provided renewal is in accordance with approved budget.</td>
<td>Matter previously delegated under By-Law 4256-05. By-Law 4256-05 Enter Into Agreements for Domiciliary Hostels (rescinded)</td>
</tr>
<tr>
<td>3.3</td>
<td>Delegation of authority to enter into agreements for the purchase of service of day care spaces with day nurseries child care centres. Notwithstanding requirements outlined in 1.6 and 1.7.</td>
<td>Social Services Committee of the Whole</td>
<td>Warden and Clerk</td>
<td>Day Nurseries Act, 1990 Child Care and Early Years Act 2014 as amended, Section 61</td>
<td>New agreements require recommendation of Social Services Committee and endorsement of Council. Ongoing renewal agreements to be executed without additional approval provided renewal is in accordance with approved budget.</td>
<td>Considered an administrative matter as renewal agreements are required.</td>
</tr>
<tr>
<td>3.4</td>
<td>Delegation of authority to enter into agreements for the purchase of service with licensed private home day care child care providers</td>
<td>Director of Social Services or staff as appropriate by the Director</td>
<td>Manager of Children's Services</td>
<td>Day Nurseries Act, 1990, as amended, Section 5 Child Care and Early Years Act 2014</td>
<td>Agreements to be executed without additional approval provided renewal is in accordance with approved budget as per policy Becoming a Home Child Care Provider Policy</td>
<td>Considered an administrative matter</td>
</tr>
<tr>
<td>3.5</td>
<td>Delegation of authority to enter into agreements for provision of supplies in emergency situations (food, fuel etc.)</td>
<td>CAO/Director of Social Services</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Standardized agreement shall be endorsed by Social Services Committee and Council In the event of an emergency</td>
<td>There could be some financial impact to the County if emergency costs are higher than available resources (for</td>
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<td>exceptions to the agreement shall not require approval of the Social Services Committee and Council</td>
<td>example funds from EMO)</td>
</tr>
<tr>
<td>3.6</td>
<td>Delegation of Signing Community Placement and Employment Placement Agreements</td>
<td>Director of Social Services or staff as appropriate</td>
<td>Director of Social Services or staff as appropriate</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Ongoing reporting to Social Services Committee No reporting requirement necessary</td>
<td>Considered an administrative matter</td>
</tr>
<tr>
<td>3.7</td>
<td>Delegation of signing of tenant leases on behalf of the Grey County and Owen Sound Housing Corporation</td>
<td>Director of Housing or staff as appropriate by the Director of Housing (i.e., Housing Manager/ Tenant Coordinators Property Supervisors)</td>
<td>Director of Housing or staff as appropriate by the Director of Housing (i.e., Housing Manager/ Tenant Coordinators Property Supervisors)</td>
<td>Housing Services Act 2012 section 13</td>
<td>No required reporting</td>
<td>Administrative matter reflecting tenancy agreement between the Housing Corporation and individual tenants (household) and reflects geared to income rent</td>
</tr>
<tr>
<td>3.8</td>
<td>Delegation of signing of agreements to access assistance to rent bank loans administered by the County</td>
<td>Director of Housing or staff as appropriate by the Director of Housing (i.e., Housing)</td>
<td>Director of Housing or staff as appropriate by the Director of Housing (i.e., Housing)</td>
<td>Housing Services Act 2012 section 13</td>
<td>Quarterly reporting to the Social Services Committee</td>
<td>Administrative matter to allocate funds provided by the Province under the Rent Bank Program to individuals and households qualifying</td>
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<tr>
<td>3.9</td>
<td>Delegated authority to enter into agreements for rent supplement agreements with landlords, Rent Supplement Agreements, homeowner agreements and Home Ownership Loans</td>
<td>Director of Housing or staff as appropriate by the Director</td>
<td>Warden and Clerk</td>
<td>Housing Services Act 2012 Section 13</td>
<td>Ongoing annual reporting to Social Services Committee of the Whole</td>
<td>Continued administration for former Provincial run programs to be administered by the County</td>
</tr>
<tr>
<td>3.10</td>
<td>Delegated authority to enter into agreements for the Ontario Renovates Program for Affordable housing program and Community Homelessness Prevention Initiative agreements (CHPI)</td>
<td>Director of Housing or staff as appropriate by the Director</td>
<td>Warden and Clerk</td>
<td>Housing Services Act 2012 Section 13</td>
<td>Annual reporting required</td>
<td>Considered routine administrative matter</td>
</tr>
<tr>
<td>3.11</td>
<td>Delegation of authority to sign Instrument of Proxy with the OLTCA for County Long Term Care Homes</td>
<td>Director of Long Term Care</td>
<td>Warden and Clerk Director of Long Term Care</td>
<td>Long Term Care Homes Act, 2007</td>
<td>No ongoing reporting anticipated. Membership on OLTCA Board for voting purposes only. (e.g. new board members)</td>
<td>Administrative matter to allow Director/Administrators to vote</td>
</tr>
<tr>
<td>3.12</td>
<td>Delegation of Authority to sign the Long Term Care Home Accounting Submission Plan (LAPS) (Ministry of Health and Long Term Care SWLHIN) including Declaration of Compliance</td>
<td>Director of Long Term Care/ Director of Finance Treasurer</td>
<td>Warden, Clerk Director of Finance Treasurer</td>
<td>Long Term Care Homes Act, 2007</td>
<td>Agreement can be signed and submitted upon approval of resolution by the Social Services Committee of Management. Ongoing renewal agreements to be executed without additional approval provided renewal is in</td>
<td>Considered administrative matter</td>
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<tr>
<td>3.13</td>
<td>Delegation of Authority to sign the Long Term Care Home Service Accountability Agreement (L-SAA)</td>
<td>Director of Long Term Care/ Director of Finance Treasurer</td>
<td>Warden, Clerk and Director of Finance Treasurer</td>
<td>Long Term Care Homes Act, 2007</td>
<td>Agreements can be signed and submitted upon approval of resolution by the Social Services Committee of Management. Ongoing renewal agreements to be executed without additional approval provided renewal is in accordance with approved budget.</td>
<td>Considered administrative matter</td>
</tr>
<tr>
<td>3.14</td>
<td>Delegation of Authority to submit the Quality Improvement Plan to Health Quality Ontario</td>
<td>Director of Long-Term Care</td>
<td>Chair, Committee of Management, Director of Long-Term Care</td>
<td>Long Term Care Homes Act, 2007</td>
<td>Quality Improvement Plans can be signed upon approval of a resolution by the Committee of Management</td>
<td>Considered administrative matter</td>
</tr>
<tr>
<td>3.15</td>
<td>Declaration of Compliance</td>
<td>Director of Long-Term Care</td>
<td>Chair, Committee of Management, Director of Long-Term Care</td>
<td>Long Term Care Homes Act, 2007</td>
<td>Declaration of Compliance can be signed upon approval of a resolution by Committee of Management</td>
<td>Considered administrative matter</td>
</tr>
<tr>
<td><strong>TRANSPORTATION AND PUBLIC SAFETY COMMITTEE</strong></td>
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<tr>
<td>4.1</td>
<td>Delegation of approval to authorize temporary road closures for the purposes of road work or parades, street parties, etc.</td>
<td>Director of Transportation Services</td>
<td>Director of Transportation Services</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>No ongoing reporting anticipated. Road closures to be granted in accordance with Roads Special Event Procedure (approved 2015)</td>
<td>Governed by By-Law 4064-03.</td>
</tr>
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<tr>
<td>4.2</td>
<td>Delegation of authority to enter into agreements with landowners for the planting of live snow fences</td>
<td>Director of Transportation Services</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Director of Transportation Services to execute once Transportation and Public Safety Committee has endorsed resolution of support which has been adopted by Council. Term of agreement shall not exceed 21 years less a day.</td>
<td>Closures (rescinded) Delegation Policy clarifies that responsibility for determining road closures under by-law rests with Director</td>
</tr>
<tr>
<td>4.3</td>
<td>Delegation of authority to reduce load limits on highways</td>
<td>Director of Transportation Services</td>
<td>N/A</td>
<td>Highway Traffic Act, Section 122(7)</td>
<td>No ongoing reporting anticipated. Reduced Load Restriction Policy</td>
<td>Governed by By-Law 4383-07. By-Law 4383-07 Weight Restrictions and Reduced Load Periods (rescinded) Clarifies that responsibility for determining when to implement reduced load limits rests with Director of Transportation Services</td>
</tr>
</tbody>
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## Schedule “A” to By-Law XXXX-XX and Policy G-GEN-008
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<tr>
<td>4.4</td>
<td>Delegation of authority to issue entrance permits</td>
<td>Director of Transportation Services</td>
<td>Director of Transportation Services</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>No ongoing reporting anticipated. Parameters for approval set out in Entrance Permit Procedure.</td>
<td>Governed by By-Law 2843 By-Law 2843 Regulate Installation of Entrances onto Grey County Roads (rescinded) Clarifies that responsibility for issuing permits rests with Director of Transportation Services.</td>
</tr>
<tr>
<td>4.5</td>
<td>Delegation of authority to issue oversized load permits</td>
<td>Director of Transportation Services</td>
<td>Director of Transportation Services</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>No ongoing reporting anticipated. Parameters of approval set out in Policy Application for Single Permit for Moving Heavy Vehicles. Application for Annual Permit for Moving Heavy Vehicles.</td>
<td>Considered a routine administrative matter.</td>
</tr>
<tr>
<td>4.6</td>
<td>Delegation of authority to enter into Adopt-A-Road agreements on behalf of the County and School Litter Pick up</td>
<td>Director of Transportation Services</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Annual report to be provided to the Transportation and Public Safety Committee of the Whole. Policy to be drafted and approved by Committee and Council establishing parameters. Completed 2018. Agreements to be executed by Director of Transportation Services.</td>
<td>Considered a minor, routine legislative matter.</td>
</tr>
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<tr>
<td>4.7</td>
<td>Delegation of authority to enter into encroachment permits</td>
<td>Director of Transportation Services</td>
<td>Director of Transportation Services</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Parameters of approval set out in Encroachment Permit Procedure</td>
<td>Considered a routine administrative matter</td>
</tr>
<tr>
<td>4.8</td>
<td>Delegation of authority to enter into agreements for signage on County roads</td>
<td>Director of Transportation Services</td>
<td>Director of Transportation Services</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Parameters of approval set out in Advertising Sign Permit Policy Road Sign Policy</td>
<td>Considered a routine administrative matter</td>
</tr>
<tr>
<td>4.9</td>
<td>Delegation of authority to apply Temporary Changes to 4788-13 (Parking By-Law)</td>
<td>Director of Transportation Services</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Notification of Event to the Transportation and Public Safety Committee Not relevant</td>
<td>Considered a routine matter By-law 4788-13 A By-law to Regulate Traffic and Parking on Highways within the Grey County Road System</td>
</tr>
<tr>
<td>4.10</td>
<td>Delegation of authority to sign Winter Maintenance Exchange Agreements with exchanged funds of less than $5,000</td>
<td>Director of Transportation Services</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>No ongoing reporting</td>
<td>Considered a routine administrative matter and no funds are exchanged</td>
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<tr>
<td>4.11</td>
<td>Signing of Material Disposal Agreements</td>
<td>Director of Transportation Services or designate</td>
<td>Director of Transportation Services or designate</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>No ongoing reporting</td>
<td>Considered routine administrative matter</td>
</tr>
<tr>
<td>4.12</td>
<td>Fibre Optic Agreements</td>
<td>Director of Transportation Services</td>
<td>Warden and Clerk</td>
<td>Municipal Act 2001, Section 23.1</td>
<td>If any modifications to approved template, report required to be presented to Transportation and Public Safety Committee of the Whole; by-law required to authorize signing of agreements</td>
<td>Standardized agreement</td>
</tr>
<tr>
<td>4.13</td>
<td>Delegation of authority to appoint municipal weed inspectors</td>
<td>Appropriate Director as per Human Resources Policy</td>
<td>Appropriate Director as per Human Resources Policy</td>
<td>Section 6(1) Weed Control Act, R.S.O. 1990, Chapter W.5, 6.(1)</td>
<td>Council of every upper tier municipality shall by by-law appoint one or more persons as area weed inspectors to enforce Weed Control Act.</td>
<td>Hiring/dismissal delegated as per Human Resources Policy</td>
</tr>
<tr>
<td>4.14</td>
<td>Set Back Exemptions</td>
<td>Director of Transportation Services or designate</td>
<td>Director of Transportation Services or designate</td>
<td>Municipal Act 2001, Section 23.1</td>
<td>Follows By-law 2669 Set Back of Structures on County Roads</td>
<td>Considered routine administrative matter</td>
</tr>
<tr>
<td>4.15</td>
<td>Delegation of authority to enter into agreements regarding tiered response (emergency services)</td>
<td>Director of Paramedic Services</td>
<td>Warden and Clerk</td>
<td>Municipal Act 2001, Section 23.1</td>
<td>Warden and Clerk to execute agreements once approved by Transportation and Public Safety Committee of the Whole</td>
<td>Standardized agreement which is considered routine</td>
</tr>
<tr>
<td>4.16</td>
<td>Delegation of authority to enter into agreements regarding the Public Access Defibrillation (PAD) Program</td>
<td>Director of Paramedic Services</td>
<td>Warden and Clerk</td>
<td>Municipal Act 2001, Section 23.1</td>
<td>Parameters of approval shall be set out in a policy to be approved by Committee and Council</td>
<td>Delegation previously authorized under Committee. By-Law 4415-07 Public</td>
</tr>
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<td>4.17</td>
<td>Delegation of authority to enter into agreements with community colleges re the use of clinical facilities for paramedic student experiences</td>
<td>Director of Paramedic Services</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Annual report to be provided to the Transportation and Public Safety Committee. Agreements to be executed by the Warden and Clerk. In signatory column.</td>
<td>Access Defibrillation Program (rescinded) New delegation extends beyond lower tier municipalities (Example: churches)</td>
</tr>
<tr>
<td>4.18</td>
<td>Delegation of authority to enter into agreements for Emergency Medical Paramedic Services presence at fairs, events, displays, etc.</td>
<td>Director of Paramedic Services</td>
<td>Warden and Clerk</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Authority granted provided there is no budgetary impact (Example: increased level of service required to cover absence of staff). Presence at events which may have a budgetary impact require recommendation of the Transportation and Public Safety Committee supported by Council. Parameters of approval shall be set out in a policy approved by Committee and Council. Special Events Request (for Ambulance)</td>
<td>Considered routine administrative matter</td>
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<td>4.19</td>
<td>Delegation of authority to enter into agreements for off-site training of Paramedic Services staff (rope training etc.)</td>
<td>Director of Paramedic Services</td>
<td>Director of Paramedic Services</td>
<td>Municipal Act, 2001, Section 23.1</td>
<td>Authority granted provided there is no budgetary impact (Example: increased level of service required to cover absence of staff)</td>
<td>Considered routine administrative matter.</td>
</tr>
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