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

July 21, 2020, 7:00 p.m.
electronically

This meeting is online
We are using the ZOOM meeting software – audio only
To join the meeting through your computer (or smartphone with the ZOOM app) go to:
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To participate during the comment or question periods use the raise hand function on your computer
or *9 on your phone.

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

Pages

1. Call to order
2. Moment of reflection
3. Declaration of pecuniary interest (direct or indirect)
4. Closed session
5. Matters arising from the closed session
6. Comment period
7. Public meetings
8. Consent agenda

Recommendation:
That consent agenda item 8.1.1, Council minutes of July 7, 2020, 8.1.2 Committee of the Whole minutes of June 30, 2020 and 8.1.3 Clerk Recruiting Committee minutes of June 2, 2020 10 a.m. and 8.1.3 Clerk Recruiting Committee minutes of June 2, 2020 11:15 a.m. are hereby approved as presented; and

That consent agenda items 8.2 to 8.4, inclusive, be received for information.

8.1 Adoption of minutes

8.1.1 Council minutes of July 7, 2020
8.1.2 Committee of the Whole minutes of June 30, 2020
8.1.3 Clerk Recruiting Committee minutes of June 2, 2020 10 a.m. and 11:15 a.m.

8.2 Routine department reports

Recommendation:
That council approves the recommendation of committee of the whole to approve the corporate communications strategy and visual identity guide.

Recommendation:
That council approves the committee of the whole recommendation to switch to a permanent dog tag system with annual licence fees.

8.3 Miscellaneous correspondence

8.3.1 Request to lower fees Blade 1 Professional Power Skating School
8.3.2 Township of Perth Agricorp Farm Property Class Tax Rate Program
8.3.3 Ministry of Municipal Affairs and Housing COVID-19 Economic Recovery Act
8.3.4 Kingsville Resolution request regarding Rent Assistance Program
8.3.5 City of Oshawa Letter to PMO COVID-19 Funding

8.4 Future committee meetings

8.4.1 Statutory Public Meeting - Committee of the Whole, July 28, 2020 at 9 a.m. - pursuant to the Planning Act, section 34
8.4.2 Committee of the Whole, July 28, 2020 at 9:00 a.m.

8.4.3 Saugeen Mobility and Regional Transit, July 24, 2020 at 1:30 p.m.

9. Communications from the mayor and council

10. Delegations/Presentations

10.1 Anne Coleman, Employer Engagement Program Manager, Ontario Living Wage Network

Recommendation:
That council receives the delegation by Anne Coleman, Ontario Living Wage Network.

11. Business arising from the previous meeting

12. Staff reports

12.1 Approval of Accounts

Recommendation:
That council approve voucher no. 12-2020 in the amount of $764,540.38.

12.2 IPW – Bruce Street Water Main Update

Recommendation:
That council receive report IPW – Bruce Street Water Main Update; and further
That council approve the upgrade to the water main at the intersection of Chester and Bruce Street North, to be funded from the Durham water/sewer system at an estimated cost of $50,805 plus applicable taxes to be funded by the Durham water/sewer system budget.

12.3 West Grey records retention bylaw

Recommendation:
That West Grey council hereby receives the report from Clerk Scharback regarding the West Grey records retention bylaw.
13. **Bylaws**

13.1 **Bylaw No. 50-2020 - Amend licensing of dogs**

Recommendation:
That the West Grey Council gives first, second and third and final reading to bylaw No. 50-2020, being a bylaw to amend the licensing of dogs bylaw no. 87-2009.

13.2 **Bylaw No. 51-2020 - Records retention - repeals bylaw no. 29-2001**

Recommendation:
That the West Grey Council gives first and second reading to bylaw No. 51-2020, being a bylaw to provide a Records Retention Program Policy.

13.3 **Bylaw No. 52-2020 - Adopt Communication Strategy 2020**

Recommendation:
That the West Grey Council gives first, second and third and final reading to bylaw No. 52-2020, being a bylaw to adopt a Communication Strategy.

13.4 **Bylaw No. 53-2020 - Confirming bylaw**

Recommendation:
That the West Grey Council gives first, second and third and final reading to bylaw No. 53-2020, being a bylaw to confirm matters addressed at the July 21, 2020 regular council meeting.

14. **New business**

15. **Addendum**
16. Notice of motion/direct motions

16.1 Moved: Councillor Hamilton

Recommendation:
WHEREAS West Grey is currently undergoing a review of employee wages and compensation;

WHEREAS Grey Bruce Public Health promotes a “health in all policies” approach and calls upon local governments to consider the health implications of policy making;

WHEREAS the corporation of West Grey is an anchor institution in our community and can be an example for other employers;

WHEREAS a Living Wage is the hourly wage a worker requires to cover their basic expenses and this wage is updated annually for our region by the United Way of Bruce Grey in alignment with the Ontario Living Wage Network framework;”;

WHEREAS the benefits of becoming a Living Wage Employer include increasing well-being for employees, enhancing recruitment and retention, and receiving public recognition for demonstrating commitment to socially responsible practices;

WHEREAS the Ontario Living Wage Network certifies living wage employers and once certified, employers voluntarily pay a living wage and maintain their certification with the Network as new rates are calculated for their area;

THEREFORE BE IT RESOLVED THAT staff report on the feasibility of a living wage for the Municipality of West Grey, in consultation with the United Way of Bruce Grey and the Ontario Living Wage Network, to be received ahead or in conjunction with the compensation review report.
16.2  Moved: Councillor Shea

Recommendation:
Whereas the Municipality of West Grey committed in its 2013 Multi-Year Accessibility Plan: “to ensure all new websites and content on those sites conform with WCAG 2.0, Level A by January 1, 2014” and further, that: “The Municipality will take the following steps to make all websites and content conform with WCAG 2.0 Level AA by January 1, 2021.

• Train staff in the requirements of WCAG 2.0 Level AA

• Ensure that all new information posted on the website conforms with WCAG 2.0 Level AA”;

Whereas the Municipality of West Grey has addressed issues pertaining to non-accessible documents by removing existing online documents previously available to the public and ceasing to include non-accessible documents in council agendas;

Therefore be it resolved that the Municipality of West Grey does re-commit to identifying mechanisms by which all previously, publicly-available documents, as well as future council business documents, will be made accessible and available to the public by January 1, 2021 and that staff will prepare a report by September 15, 2020 outlining options to achieve this.

17.  Closed session - incomplete items only
18.  Matters arising from closed session
19.  Question period

Inquiries during the question period shall be directed by the public and press to council members and shall deal with matters specific to agenda business. A maximum of two (2) minutes per person is allotted for questions, and the maximum time allotted for the Question Period as a whole is ten (10) minutes.

To participate electronically use the Raise Hand function on your computer or *9 on your phone.

20.  Municipal act - notices

Notices pursuant to the Municipal Act 2001, as amended.

21.  Adjournment

Recommendation:
That we do now adjourn at _____, to meet again on August 4, 2020, or at the call of the chair.
Minutes
Meeting of the Council
Municipality of West Grey
Tuesday, July 7, 2020, 10:00 a.m.
electronically

Council members present: Mayor Christine Robinson
Deputy Mayor Tom Hutchinson
Councillor Rebecca Hergert
Councillor Beth Hamilton
Councillor Doug Hutchinson
Councillor Geoffrey Shea
Councillor Stephen Townsend

Staff members present: CAO/Deputy Clerk Laura Johnston
Clerk Genevieve Scharback
Director of Infrastructure and Public Works Vance Czerwinski
Director of Finance/Treasurer Kerri Mighton
Recreation Supervisor Kodey Hewlett
Chief Building Official Karl Schipprack
Manager Planning and Development Lorelie Spencer
Co-ordinator Office of the CAO Jonathan Zettel
Administrative Assistant, Clerk’s Office Lindsey Glazier

1. Call to order
   Mayor Robinson called the meeting to order at 10:02 a.m.

2. Moment of reflection

3. Declaration of pecuniary interest and general nature thereof
   None.

4. Closed session
   None.

5. Matters arising from closed session
   Not applicable.

6. Comment period
   Marian Ratcliffe, resident, requested that the Treasurer's vouchers be made available to the public and that information on how to participate in the electronic meetings be provided and clarified on the meeting agenda.
7. Public Meeting
None.

8. Consent agenda

8.1 Adoption of minutes
The Economic development committee meeting date of July 16, 2020, at 9:30 a.m. was added to the section 8.4 Future committee meetings on the consent agenda.

Resolution No. 152-20
Moved: Councillor Townsend
Seconded: Deputy Mayor Hutchinson

That consent agenda items 8.1.1, Council minutes of June 16, 2020 and 8.1.2 Clerk Recruiting Committee minutes of May 6, 8, 12 and 29, 2020 are hereby approved, as amended; and

That items 8.2, 8.3.12, 8.3.13, 8.14 to be addressed immediately following the consent agenda; and further

That consent agenda items 8.2 to 8.4, inclusive, be received for information.

Disposition: Carried

8.2 Routine department reports
Director Czerwinski confirmed the condition of the Concession 2 Bentinck road is part of the restoration program, West Grey is working with Enbridge to come up with a plan that is amenable to both parties.

Director Czerwinski will bring forward a report at a future meeting.

Resolution No. 153-20
Moved: Councillor Hergert
Seconded: Councillor Hutchinson

That council approves the recommendation from committee of the whole to adjust the budget to rehabilitate bridge 17 in 2020 by transferring a portion of funds allocated to bridge 46; and further

That the remaining 2020 budget for bridge 46 be used to complete the preliminary work in 2020, with the surplus carried forward to the 2021 budget for bridge 46 allowing it to be “shovel ready” in 2021.

Disposition: Carried
8.3 Miscellaneous correspondence

8.3.12 Music in the Park Council Request

Resolution No. 154-20
Moved By Deputy Mayor Hutchinson
Seconded By Councillor Hutchinson

Be it resolved that Councillor Hutchinson be appointed to attend a meeting with the appropriate staff and members of Music in the Park regarding the location to place hydro service in the park; and

That Council endorse in principle the Music in the Park program at Riverside Park, pending the approval of Public Health; and

That the clerk prepares and brings forward an appointment bylaw to reflect the citizen appointment changes.

Disposition: Carried

8.3.13 Request to Waive Re-application Fees for Second Bylaw Amendment

Resolution No. 155-20
Moved By Councillor Hamilton
Seconded By Councillor Hergert

That staff bring forward a report to the committee of the whole on July 28, 2020 regarding this request.

Disposition: Carried

8.3.14 Request to Raise Straight Pride Flag

Councillor Hamilton requested a recorded vote.

Resolution No. 156-20
Moved By Councillor Hergert
Seconded By Councillor Townsend

That council hereby approve and direct staff to fly the straight pride flag as long as the other pride flag.
Council shared updates regarding activities and reported on past activities and events since the last regular meeting of council, and on upcoming events and activities.

Council recessed at 11:45 a.m. Council reconvened at 12:15 p.m.

10. Delegations/Presentations

None.

11. Business arising from the previous meeting

None.

12. Staff reports

12.1 2019 Budget Variance Report

CAO Johnston noted that the supporting documents are inaccessible which is why they are not included in the minutes. Staff are looking for solutions to make the documents accessible.

Clerk Scharback confirmed that moving forward if additional information is available on the agenda, but it is unable to be attached due to accessibility restrictions, it will be clearly identified on the agenda that there are supporting documents available upon request.

Director Czerwinski will bring a report forward to an August council meeting regarding staff overages in public works.

Director Mighton confirmed the Q1-Q2 budget variance report will be brought to a future Committee of the Whole meeting. A projected cost column will be added to the report.

Resolution No. 157-20

Moved By Councillor Hamilton
Seconded By Councillor Townsend

Disposition: Carried

12.2 2020 Strategic Vision Plan Q2 Update

Resolution No. 158-20
Moved By Councillor Hamilton
Seconded By Councillor Hergert

That council receive and file report 2020 Strategic Vision Plan Q2 Update for information, as amended.

Disposition: Carried

12.3 Approval of Accounts

Resolution No. 159-20
Moved By Deputy Mayor Hutchinson
Seconded By Councillor Hutchinson

That council approve voucher no. 11-2020 in the amount of $658,705.60

Disposition: Carried

13. Bylaws

13.1 Bylaw No. 49-2020 - Confirming bylaw

Resolution No. 160-20
Moved By Councillor Townsend
Seconded By Deputy Mayor Hutchinson

That the West Grey Council gives first, second and third and final reading to bylaw No. 49-2020, being a bylaw to confirm matters addressed at the July 7, 2020 regular council meeting.

Disposition: Carried

14. New business

Director Czerwinski advised that some of the wood from the large elm tree on Highway 6 that is being cut down by the Ministry of Transportation is being brought to a sawmill to be cut into lumber for future use by the municipality.

Council requested Director Mighton to bring a report to a future meeting regarding the ability to use funds from the Mighton Estates Fund to proceed with creating safer and accessible stairs to access the ball diamond.
16. Notice of motion/direct motions

16.1 Moved: Councillor Hamilton

Resolution No. 161-20
Moved By Councillor Hamilton
Seconded By Deputy Hergert

Whereas West Grey council condemns the unjust treatment, oppression, and racism of those who identify as black, indigenous, and people of colour; and

Whereas council acknowledges that systemic racism exists and persists in every community and institution in Canada, including West Grey, creating social and economic disparities from education, to healthcare, to housing, to employment, and justice; and

Whereas council supports the Bruce Grey Poverty Task Force belief that everyone deserves to live free of systematic oppression or racialized violence; and

Whereas the report by the Truth and Reconciliation Commission of Canada contains ‘Calls to Action’ several of which are actionable by local governments including Call 57: “We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.”; and

Whereas council is committed to anti-racism as demonstrated in the foundation of our 2020 Vision Plan whereby we set goals to listen to our community, value diverse voices, and build partnerships;

Therefore be it resolved that the Municipality of West Grey will actively work towards anti-racism and anti-oppression at every opportunity beginning with annual training for council, committee members, and employees for anti-racism, anti-oppression, diversity and inclusion, and the history of Aboriginal peoples; and

Further that this resolution be circulated to media, lower tier municipalities in Grey and Bruce; Grey County; Bruce County; West Grey Public Library,
West Grey Police Service, Grey Bruce Public Health Unit; Bluewater District School Board; and Bruce Grey Catholic District School Board.

Disposition: Carried

17. Closed session - incomplete items only
   Not applicable.

18. Matters arising from closed session
   Not applicable.

19. Question period
   Marian Ratcliff, resident, thanked council for the resolution regarding racism and for the continual dialogue regarding the needs of the dark sky committee. She asked if personal information is included in correspondence to council, if there is a flag policy and if a date for returning to in-person meetings was set. The Clerk advised that correspondence to council is public; however individuals can request personal information be redacted prior to publishing. Mayor Robinson advised that the flag policy is being developed. There is no date set for in person meetings, they will continue to be electronic.

   Bev Falco, resident, submitted comments noting that she supports Councillor Hamilton’s comments regarding the pride flag and comments regarding the request that pertain to raising the straight flag. She noted she supports the anti-racism motion.

20. Municipal act - notices
   None.

21. Adjournment

   Resolution No. 162-20
   Moved By Councillor Townsend
   Seconded By Councillor Hutchinson

   That we do now adjourn at 2:49 p.m., to meet again on July 21, 2020 or at the call of the chair.

   Disposition: Carried
Minutes
Committee of the Whole
Municipality of West Grey

Tuesday, June 30, 2020, 9:00 a.m.
electronically

Council members present:  Mayor Christine Robinson
Deputy Mayor Tom Hutchinson
Councillor Beth Hamilton
Councillor Rebecca Hergert
Councillor Doug Hutchinson
Councillor Geoffrey Shea
Councillor Stephen Townsend

Staff members present:  Laura Johnston, CAO/deputy clerk
Vance Czerwinski, director of infrastructure and public works
Kerri Mighton, director of finance/treasurer
Kodey Hewlett, recreation supervisor
Rob Martin, West Grey chief of police
Lorelie Spencer, manager planning and development
Jonathan Zettel, co-ordinator, office of the CAO
Lindsey Glazier, administrative assistant, clerk's office
Genevieve Scharback, clerk

1. Call to order

Mayor Robinson called the meeting to order at 9:05 a.m.

Mr. Hewlett, recreation supervisor, provided an explanation of the electronic meeting format and advised members of the public how to observe the proceedings and how to participate during the comment and question periods on the agenda.

2. Declaration of pecuniary interest

None.

3. Presentation
3.1 Marianne Love, ML Consulting

CAO Johnston introduced Marianne Love, ML Consulting.

Ms. Love, engaged by the municipality to conduct an organizational and compensation review, noted that today’s presentation is focused on council compensation. She provided an overview of key components and concepts of the process.

Ms. Love addressed questions and concerns raised by council members. Chatsworth and Hanover will be considered as additional comparators and a living wage will be investigated as a component of the employee compensation portion of the review.

Mayor Robinson thanked Ms. Love for the informative presentation.

Resolution: COW #52-20
Moved: Councillor Townsend
Seconded: Councillor Hutchinson

That committee of the whole receive the 2020 Organizational and Compensation Review presentation by Marianne Love, ML Consulting.

Disposition: Carried

4. Delegations

4.1 Mr. D. Carter, Canadian Hemp Farmers Alliance - Federal, Provincial & Municipal Sustainable Development Plan

Mr. Dan Carter of the Canadian Hemp Farmers Alliance provided a presentation regarding federal, provincial and municipal sustainable development related to hemp farming. He requested that council consider including hemp based materials into a municipal sustainable development plan.

Mayor Robinson thanked Mr. Carter for his presentation.

Resolution: COW #53-20
Moved: Councillor Hergert
Seconded: Deputy Mayor Hutchinson

That committee of the whole receive the delegation of Mr. Carter, from Canadian Hemp Farmers Alliance regarding a sustainable development plan.

Disposition: Carried
5. **Business arising from the previous meeting**

None.

6. **Staff reports**

6.1 **Recreation – West Grey Alcohol Policy**

It was noted that many facets of the proposed policy are mandated by provincial and federal legislation.

**Resolution: COW #54-20**

*Moved:* Councillor Hergert

*Seconded:* Councillor Hutchinson

That report Recreation - West Grey Alcohol Policy be tabled until such time as an education outreach component and a survey to receive feedback regarding the possibility of licencing facilities is completed and summarized in a report to a future committee of the whole meeting.

**Disposition:** Carried


Staff reviewed West Grey's first communication strategy and visual identity guide noting that it increases accessibility and standardizes corporate templates and communications. The new website forms part of this strategy. Staff noted that more photographs of people and local sites will be incorporated into the new website as they become available.

**Resolution: COW #55-20**

*Moved:* Councillor Hergert

*Seconded:* Councillor Townsend

That the resolution to receive the report, West Grey Corporate Communication Strategy and Visual Identity Guide, be amended to receive the report and remove the second paragraph of the resolution.

**Disposition:** Carried

**Resolution: COW #56-20**

*Moved:* Councillor Shea

*Seconded:* Councillor Hutchinson

Disposition: Carried

Resolution: COW #57-20
Moved: Councillor Shea
Seconded: Deputy Mayor Hutchinson

That committee of the whole recommends council approve the Corporate Communication Strategy and Visual Identity Guide as components of the overall Corporate Communications Policy, as amended by removing the reference to using glossy paper.

Disposition: Carried

6.3 Permanent Dog Tags and Yearly Licence Renewal

Resolution: COW #58-20
Moved: Councillor Hamilton
Seconded: Councillor Townsend

That committee of the whole endorses the recommendation by staff to switch dog tags to a permanent tag system with annual licence fees; and further

That committee of the whole recommend to council to amend by-law number #87-2009 Part II 2.b. to reflect the tag-for-life system.

Disposition: Carried

6.4 IPW – West Grey Bridge 17 Concession 4 NDR Status Report

Resolution: COW #59-20
Moved: Councillor Hamilton
Seconded: Deputy Mayor Hutchinson

That committee of the whole receives report IPW – West Grey Bridge 17 Concession 4 NDR Status Report for consideration; and further

That committee of the whole recommends that council approves a budget adjustment to rehabilitate bridge 17 in 2020 by transferring a portion of funds allocated to bridge 46; and further
That the remaining 2020 budget for bridge 46 be used to complete the preliminary work in 2020, with the surplus carried forward to the 2021 budget for bridge 46 allowing it to be “shovel ready” in 2021.

Disposition: Carried

7. New business

7.1 Association of Municipalities of Ontario (AMO) - Deadline for delegation requests

Resolution: COW #60-20
Moved: Councillor Hergert
Seconded: Councillor Townsend

That the CAO proceed with submitting the AMO delegation requests as directed for the following topics: infrastructure funding for roads, bridges and culverts; funding for making archival documents accessible; CannAssist Hydro; diverting organic waste in rural communities; and funding for schools and libraries to share resources.

Disposition: Carried

7.2 Town of Hanover - West Grey-Hanover Police Services amalgamation discussions

Resolution: COW #61-20
Moved: Deputy Mayor Hutchinson
Seconded: Councillor Hutchinson

That correspondence from the Town of Hanover regarding the West Grey-Hanover Police Services amalgamation discussions be received and filed and correspondence be sent to the Town of Hanover informing them of the Municipality of West Grey's decision to not proceed with discussions regarding an amalgamation at this time.

Disposition: Carried

Resolution: COW #62-20
Moved: Councillor Hamilton
Seconded: Councillor Townsend

That the Municipality of West Grey send correspondence to the Town of Hanover to request a meeting regarding police service needs, to be
attended by the West Grey Police Services Board chair, vice-chair, the West Grey police chief and CAO and Town of Hanover and Hanover police services representatives; and that a follow up report be brought back to council.

Disposition: Carried.

8. Adjournment

Resolution: COW #63-20
Moved: Deputy Mayor Hutchinson
Seconded: Councillor Hutchinson

That committee of the whole does now adjourn at 3:09 p.m.

Disposition: Carried

________________________     ________________________
Christine Robinson, Mayor                            Genevieve Scharback, Clerk
Minutes
Clerk Recruiting Committee
Municipality of West Grey
Electronic meeting
June 4, 2020 at 10:00 a.m.

Council  Mayor Christine Robinson, Deputy Mayor Tom Hutchinson, Councillor Doug Hutchinson, Laura Johnston, CAO/Deputy Clerk; Kerri Mighton, Director of Finance/Treasurer

Declarations of Pecuniary Interest - (direct or indirect) - none

Items of Business:

Closed Session

Deputy Mayor Hutchinson-Councillor Hutchinson, Whereas, the Municipal Act, S.O. 2001, Section 239 (2), as amended, authorizes committees of council of municipalities to close to the public a meeting or part of a meeting for dealing with certain subject matters, Now therefore be it resolved that, the clerk recruiting committee of the Municipality of West Grey, does now go into a closed session at 10:05 a.m., to discuss an item that relates to labour relations or employee negotiations. Carried.

Councillor Hutchinson-Deputy Mayor Hutchinson, Resolved, that the clerk recruiting committee of the Municipality of West Grey hereby returns to open session of council at 10:55 a.m. Carried.

(Chair Robinson confirmed that only closed session items identified were discussed in closed session.)

Matters Arising from the Closed Session - none

Adjournment

Deputy Mayor Hutchinson-Councillor Hutchinson, Resolved, that, we do now adjourn at 10:57 a.m. Carried.

________________________________________
Christine Robinson, Chair  Laura Johnston, CAO
Minutes
Clerk Recruiting Committee
Municipality of West Grey
Electronic meeting
June 4, 2020 at 11:15 a.m.

Council    Mayor Christine Robinson, Deputy Mayor Tom Hutchinson, Councillor Doug Hutchinson, Laura Johnston, CAO/Deputy Clerk; Kerri Mighton, Director of Finance/Treasurer

Declarations of Pecuniary Interest - (direct or indirect) - none

Items of Business:

Closed Session

Councillor Hutchinson-Deputy Mayor Hutchinson, Whereas, the Municipal Act, S.O. 2001, Section 239 (2), as amended, authorizes committees of council of municipalities to close to the public a meeting or part of a meeting for dealing with certain subject matters, Now therefore be it resolved that, the clerk recruiting committee of the Municipality of West Grey, does now go into a closed session at 11:17 a.m., to discuss an item that relates to labour relations or employee negotiations. Carried.

Deputy Mayor Hutchinson-Councillor Hutchinson, Resolved, that the clerk recruiting committee of the Municipality of West Grey hereby returns to open session of council at 12:44 p.m. Carried.

(Chair Robinson confirmed that only closed session items identified were discussed in closed session)

Matters Arising from the Closed Session - none

Adjournment

Councillor Hutchinson-Deputy Mayor Hutchinson, Resolved, that, we do now adjourn at 12:45 p.m. Carried.

__________________________   ______________________________
Christine Robinson, Chair       Laura Johnston, CAO
Blade 1 Professional Power Skating School
114 Wilson Avenue
Kitchener, Ontario
N2C 1G7
July 17, 2020

Good Morning Mayor and Council

Hope everyone is doing well. My name is Brigitte Wolf-Taulbee and I am the Director and Head Professional of the Blade 1 Professional Power Skating School. I have been running the Blade 1 program for at least 10 yrs. in the Ayton arena and before that I was in Port Elgin for at least 8. I have approximately 174 yearly participants ranging from the ages of 5-19yrs of age for 5 hrs. nightly for 10 days. I employ a staff that are still participating in the Blade 1 Professional Power Skating School or were formerly participants of the Blade 1 Professional Power Skating program.

I am sure many you know or may have children or grandchildren which have or are suffering for lack of organized sports as a direct result of the covid-19 pandemic. The coming year for many of the older participants is an extremely important year if they have aspirations of a hockey career or school scholarship through hockey.

At the current time I am only permitted to have 14 participants and myself on the ice at one time. I would like to continue to provide some sort of program in the Ayton area during this time difficult time. I am requesting the hourly cost of the ice be lowered to allow the program to be able to go forward and allow these kids to pursue their goals. The current hourly cost of the ice makes it impossible to run a program with the numbers that the Province permits on the ice. I understand there is the new legislation as of July 13, 2020 which allows 50 participants so may not need to request the ice cost reduction but would need to have that confirmed before I go forward.

Thank you for your time and consideration.

Brigitte Wolf-Taulbee

BLADE 1 PROFESSIONAL POWER SKATING SCHOOLS
Director and Head Professional
July 9, 2020

Agricorp
Attn: Board of Directors
1 Stone Road West
Box 360 Stn Central
Guelph, ON N1H 8M4

Re: Farm Property Class Tax Rate Program

Dear Board of Directors

The Farm Property Class Tax Rate program was developed by the province to support agriculture in Ontario. Through this program, farmland owners receive a reduced property tax rate. Eligible farmland is taxed at no more than 25% of the municipal residential tax rate. This program is administered by Agricorp, the Municipal Property Assessment Corporation (MPAC), and municipalities with farmland assessment within their municipality.

The Assessment Roll is returned by MPAC in December of each year for the following year. It is important that the assessment roll values on the returned roll received from MPAC are accurate as these values are used as the basis for the calculation and distribution of taxes. However, we have found that the 2020 Assessment Roll as returned...
by MPAC requires many adjustments in the form of Tax Incentive Adjustments (TIA) for the Farm Property Class Tax Rate Program, each of which result in taxation write-offs for the Township.

The TIAs are required to transfer properties which have become eligible for the Farm Property Class Tax Rate Program from the Residential Class back to the Farmland Class. It is our understanding that the large number of TIAs that are processed by MPAC are necessary due to the number of farm properties that have sold their property, made a change to the ownership of the property, or failed to submit paperwork to Agricorp by the required deadline.

The result is that the Assessment Roll is returned with an overstated Residential Class assessment and an understated Farmland Class assessment and when used in the determination of the Residential Tax Rate at budget time results in a rate that is less than it would otherwise be. In addition, taxation write-offs of 75% of the residential amount must be refunded. These refunds are required for the current year, and in some instances, in the prior year as well, placing a financial burden on municipalities.

While these adjustments are not new, they certainly seem to be increasing in volume in more recent years and we anticipate that they will continue to increase as baby-boomer farmers continue to retire and sell their farmland.

In 2020 Perth South had $34,606,000 of Farmland Class assessment transferred to Residential Class assessment. As a result of this transfer the total write-off is $213,550.86 of which $107,041.20 is Perth South’s portion, $66,799.27 is Perth County’s portion and $39,710.39 is the School Board’s portion. While a tax write-off of $107,041 may not seem like a large amount for many municipalities, in Perth South is it significant and would require a 3% levy increase to offset this amount.

Perth South is also concerned with the impact that these “misclassified” properties may be having on information used by other provincial departments. For example, the classification of Farmland assessment as Residential assessment negatively impacts the
Ontario Municipal Partnership Fund (OMPF) calculation, specifically the Farm Area Measure, which could result in a financial loss in the form of reduced grant funding for the year. Despite the fact that there has been no development on farmland, Perth South’s Farm Area Measure decreased from 91.7% to 90.8% in 2020, a decrease attributed to the transferring of property from the Farmland Class to the Residential Class. If the Farm Area Measure were to fall below 90% Perth South would incur a loss in grant funding, a loss we simply cannot afford. And should such a loss occur there does not appear to be a mechanism to allow for the correction of the OMPF allocation following the transfer of assessment back from Residential Class to Farmland Class.

It should also be recognized that the levy costs imposed on municipalities for maintenance and administration costs of conservation authorities is also impacted by this transfer of land from the Farmland Class to the Residential Class. The apportionment of costs is determined by multiplying Current Value Assessment (CVA) in the Residential Property Class by a Factor of 1 and multiplying the CVA in the Farmlands Property Class by a factor of .25. The inclusion of assessment from the Farmland Property Class in the Residential Property Class artificially increases our proportionate share of maintenance and administrative costs and represents another unreconcilable calculation for which we are financially penalized.

The current process places an administrative burden on municipalities and diverts staff time from other administrative work that we simply do not have to spare. In recent years the provincial government has been working with municipalities and other partners to improve service delivery and efficiencies. As part of their review, Managing Transformations: A Modernization Action Plan, there was a focus on strong leadership by the government to work with ministries and various partners to strengthen horizontal coordination and establish a renewed focus on improving the efficiency, productivity and outcomes of the Broader Public Sector, while at the same time delivering the most efficient Ontario Public Services possible. A similar review of the delivery of this program may be very beneficial.
Perth South understands that the province and MPAC need to ensure that each farm operation meets the requirements of the Farm Property Class Tax Rate Program, but we feel that there must be a more efficient and effective way for this to be achieved. Perth South would like to be part of the solution and suggests that all stakeholders to the Farm Property Class Tax Rate Program review the current program in an effort to find efficiencies and ultimately, a less disruptive classification process.

Yours Truly,

[Signature]

Mayor Robert Wilhelm
Township of Perth South

Cc: Hon. Vic Fedeli, Minister of Finance
    Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
    Randy Pettapiece, MPP Perth Wellington
    Board of Directors, Municipal Property Assessment Corporation (MPAC)
    Board of Directors, Rural Ontario Municipalities Association (ROMA)
    County of Perth
    Ontario Municipalities
July 8, 2020

Dear Head of Council:

The COVID-19 outbreak has touched everyone in the province, creating personal and financial hardship, and resulting in losses far greater than anyone could have imagined. We are making steady progress in the safe reopening of the province, and we acknowledge and celebrate those who went above and beyond through this crisis.

I am writing to inform you that on July 8, 2020, our government introduced the COVID-19 Economic Recovery Act, 2020, to help get Ontario back on track. Our proposed bill will address three critical needs Ontario faces: restarting jobs and development; strengthening communities; and creating opportunity for people.

Our government recognizes the key role that municipalities play in restarting the economy, and that their efficient functioning and economic sustainability is critical to Ontario’s future success. We are also continuing to negotiate with our federal partners to ensure communities across Ontario receive the urgent financial support they need. We know that municipalities require fair and flexible investment to protect front line services and help restart the economy.

This bill includes proposals that will enable municipal councils and local boards to meet electronically on a permanent basis and allow municipal councils to decide if they wish to have proxy voting for their members. Our government also proposes to finalize the community benefits charges framework; enhance the Minister of Municipal Affairs and Housing’s existing zoning order authority to provide more certainty when fast tracking the development of transit oriented communities; make it faster to update and harmonize the Building Code so that we can break down interprovincial trade barriers, and permanently establish the office of the Provincial Land and Development Facilitator to help solve complex land use issues. We are also working on optimizing provincial lands and other key provincial strategic development projects that will help facilitate economic recovery efforts.

My ministry will be hosting a technical information briefing on the proposed community benefits charges framework, including proposed changes to development charges and parkland dedication, so that municipal staff can gain a better understanding of the proposal. The technical briefing will take place in the near future and invitations from the Assistant Deputy Minister of Local Government and Planning Policy Division to municipal Chief Administrative Officers, Treasurers and Chief Planners will be forthcoming.

.../2
In addition to initiatives that I have outlined above from my ministry, there are several other proposals included in our proposed legislation that will support your communities. Changes proposed will modernize our outdated environmental assessment framework, provide more local say on future landfill sites, and ensure strong environmental oversight, while supporting faster build-out of vital transport and transit infrastructure projects to support our economy. Municipally-run courts will be able to use technology to deliver services remotely and we are also moving to fill justice of the peace vacancies faster and more transparently.

We will be extending the validity period of unused marriage licences and protecting the province’s most vulnerable consumers who rely on payday loans, by proposing limits on related interest rates and fees.

Also proposed is the reduction of regulatory burdens on farming while preserving the environmental rules that will support this vital part of our economy. Businesses will be able to count on clear, focused and effective rules that do not compromise people’s health, safety or the environment through our changes that continue to focus on cutting red tape. At the same time, our changes will allow health and safety standards to be updated more quickly to ensure worker safety in a changing economy.

As the province continues to reopen and the economy recovers, it’s more critical than ever to position Ontario as a top-tier destination for investment, domestic growth, and job creation. A key measure to support this objective is the creation of a new investment attraction agency, Invest Ontario, that will promote the province as a key investment destination and work closely with regional partners to coordinate business development activities.

Our proposed changes will also help our communities respond in part to the challenges that this outbreak has brought to our education system. Changes proposed would allow school boards to select the best candidates for director of education for their respective communities. We will also reduce red tape that is preventing access to school for some First Nation students and by limiting unproductive suspensions for our very youngest students. Students with severe learning disabilities will have an opportunity to complete their studies in the upcoming school year and by broadening the mandates of TVO and TFO, our broadcasters will be able to support students’ learning needs better during these challenging times.

Through this proposed legislation, we will take the first step towards a strong restart and recovery. More information on our proposals can be found on the Legislative Assembly of Ontario’s website.

Our greatest challenges lie ahead of us, and we know we cannot overcome them alone. It’s time for everyone to play a role in rebuilding Ontario together. We will ensure no community or region is left behind. Every community must recover if all of Ontario is to grow and prosper again.
Municipalities are encouraged to continue to review our Government’s Emergency Information webpage at: Ontario.ca/alert. I thank you for your continued support and collaboration in these challenging times.

Sincerely,

Steve Clark
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers
   Municipal Clerks
   Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing
   Brian Rosborough, Executive Director, Association of Municipalities of Ontario
June 29, 2020

The Honourable Doug Ford (premier@ontario.ca)
Premier of Ontario
Legislative Building, Queen’s Park
Toronto, Ontario M7A 1A1

-and to-

The Honourable Rod Phillips (rod.phillips@pc.ola.org)
Minister of Finance
Frost Building South; 7th Floor
7 Queen’s Park Crescent
Toronto, Ontario M7A 1Y7

Dear Premier Ford and Minister Phillips:

RE: Kingsville Council request that the Rent Assistance Program to include all businesses in a lease agreement within all “residential-above-commercial” properties without a cap on commercial/residential ratio

At its Regular Meeting of June 22, 2020, Kingsville Council resolved the following:

391-2020
Moved By Councillor Kimberly DeYong
Seconded By Councillor Larry Patterson

Whereas the COVID-19 Pandemic has greatly impacted the business community in the Town of Kingsville;

And Whereas the Province of Ontario has provided financial assistance including a multi-level Rent Assistance program to the business community impacted by the COVID-19 Pandemic;

And Whereas the Rent Assistance program offered by the Province of Ontario established an arbitrary cap on multi-use properties where it is common for “residential-above-commercial” developments, especially in downtown and Main Street corridors;
And Whereas Kingsville, particularly in our downtown business centres, has several properties with residential-above-commercial where the ratio of commercial storefront businesses represents less than 30 per cent of the entire building, thus leaving a gap where local business owners cannot qualify for rent relief with their willing landlords;

And Whereas the Town of Kingsville’s newly adopted Business Retention and Expansion Project Report identified that Kingsville businesses would benefit from the Province expanding the Rent Assistance program to include all commercial lease properties regardless of overall footprint.

Now Therefore Be It Resolved That the Town of Kingsville requests that the Province of Ontario expand their Rent Assistance program to include all businesses in a lease agreement within all “residential-above-commercial” properties without a cap on commercial/residential ratio;

And Finally, That this Resolution be circulated to the Premier, Doug Ford, the Minister of Finance, Rod Phillips, our local MPP Taras Natyshak, and all Ontario municipalities requesting their support.

CARRIED

Thank you for your consideration.

Sincerely,

Jennifer Astrologo, Director of Corporate Services/Clerk
Corporate Services Department
jastrologo@kingsville.ca
/sjk
CC: Taras Natyshak, MPP (tnatyshak-gp@ndp.on.ca)
CC: All Ontario Municipalities
June 26, 2020

DElivered by email

The Right Honourable Justin Trudeau,  
Prime Minister of Canada  
Email: justin.trudeau@parl.gc.ca

The Honourable Doug Ford,  
Premier of Ontario  
Email: premier@ontario.ca

Re: COVID-19 Funding

Oshawa City Council considered the above matter at its meeting of June 22, 2020 and adopted the following recommendation:

“Whereas on March 11, 2020, the World Health Organization and the Canadian Government declared COVID-19 a global pandemic; and,

Whereas on March 12, Ontario ordered schools closed and by March 17, began a more extensive shut down; and,

Whereas the pandemic has led to the closure of public spaces and the cancellation of events around the world throughout the country our province and right here within our own community, causing great stress on the arts sector; and,

Whereas local cultural organizations such as the Oshawa Folk Arts Council representing over 13 member clubs and organizations, as well as the many local service groups such as the Oshawa Rotary Club, have all been forced to cancel major events (i.e. Fiesta Week; Rib Fest; etc.) which historically contribute in large part to the fundraising and operational financing efforts of these sociocultural entities; and,

Whereas the Government of Canada and the Province of Ontario have committed they through the Canada Council for the Arts will continue to work with the Government of Canada, as well as provincial, territorial, and municipal partners, to ensure the strength of the sector; and,

The Corporation of the City of Oshawa, 50 Centre Street South, Oshawa, Ontario L1H 3Z7
Phone 905-436-3311  1-800-667-4292  Fax 905-436-5697
www.oshawa.ca
Whereas at present, the Canada Council’s for the arts priorities as are our collective governing priorities are to ensure the health and safety of people across Canada and around the world and to work towards the sustainability and recoverability of the arts sector; and,

Whereas a significant period has past without further indication as to what tools, funding measures, or financial support our local social cultural, service clubs, and children/youth minor sporting originsations can readily access to help support their operating costs and programming,

Therefore be it resolved:

1. That the Federal, Provincial, and Regional Government help local municipalities assist their local social cultural, service clubs, and children/youth minor sporting originsations with clear and definitive relief funding programs directed to help sustain the aforemention groups through these trying times inflicted on them by the affects of COVID-19; and,

2. That a copy of this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, all Ontario Municipalities, all Members of Provincial Parliament, all Members of Parliament and Association of Municipalities of Ontario and Federation of Canadian Municipalities.”

Oshawa City Council respectfully requests your consideration of the above noted matters.

If you need further assistance concerning this matter, please contact Ron Diskey, Commissioner, Community Services Department at the address listed on Page 1 or by telephone at 905-436-3311.

Mary Medeiros
City Clerk

/fb

c. Association of Municipalities of Ontario
Federation of Canadian Municipalities
Members of Parliament and Members of Provincial Parliament
Ontario Municipalities
Please note: This document can be provided in an accessible format upon request, please contact:
Anne Coleman
Employer Engagement Program Manager
Ontario Living Wage Network
(519)623-1713 x 224
www.ontariolivingwage.ca
What is a Living Wage?

A living wage is the hourly wage a worker needs to earn to cover their family’s basic expenses within their community.

A living wage is a practical tool for reducing poverty through paid work.
2019 LIVING WAGE

$18.39

Bruce Grey
The Benefits of Paying a Living Wage

**Good For People**
Better quality of life, improved health, out of poverty

**Good For Business**
Higher retention rates
Less money spent on hiring and training

**Good For Community**
Greater consumer spending power
Increased spending in local community
Increased civic participation
Employer Certification Program

A Guide to Becoming a Living Wage Employer
Employer Certification Program
Direct and Indirect Employees

Direct employees include permanent employees and contract staff who are on the payroll of the employer.

Indirect or externally contracted staff refers to staff that many businesses use to provide services such as janitorial, security, or catering. It includes contractors working on their own account, such as an independent cleaner or bookkeeper, and staff of a business contracted to do regular work for the organization on site.
Employer Certification Program
Phased-in Implementation

Supporter
All direct full-time employees are paid a living wage. Committed to begin raising the pay of all direct part-time employees to the living wage rate.

Leader
All direct full-time and part-time employees are paid a living wage. Committed to including living wage in service contracts for externally contracted (third party) employees that provide service on a regular basis are paid a living wage.

Champion
All direct full-time and part-time employees are paid a living wage, and all externally (third party) contracted staff that provide service on a regular basis are paid a living wage or will be when the contract renews.
Certified Living Wage Employers

City of Cambridge

Municipality of North Perth

The County of Huron

City of Kingston
Council Report

Meeting date: July 21, 2020
Title: Approval of Accounts
Prepared by: Kerri Mighton, director of finance/treasurer
Approved by: Laura Johnston, C.A.O.

Recommendation

That council approve voucher no. 12-2020 in the amount of $764,540.38.

Executive summary

Voucher no. 12-2020 in the amount of $764,540.38 presented for council approval.

Background and discussion

Department totals are $556,770.17, including $132,666.73 for payroll #14 (June 21-July 4, 2020) and OMERS – May $37,333.95 and June $37,769.53.

A detailed voucher template that will meet accessibility format requirements is being developed, which will allow the voucher details to be included with future reports to council.

Legal and legislated requirements

None

Financial and resource implications

Accounts payable in the amount of $764,540.38.

Staffing implications

None

Consultation

None

Alignment to strategic vision plan

Pillar: build a better future
Goal: vibrant community
Strategy: be responsible

Attachments

The detailed voucher report cannot be attached due to legislated accessibility requirements.
the agenda. The detailed voucher report has not been included with this report but is available upon request. If you require an accessible format please contact the clerk’s department to discuss how we can meet your needs.

Next steps


Respectfully submitted:

Kerri Mighton

Director of Finance/Treasurer
Recommendation

That council receive report IPW – Bruce Street Water Main Update; and further

That council approve the upgrade to the water main at the intersection of Chester and Bruce Street North, to be funded from the Durham water/sewer system at an estimated cost of $50,805 plus applicable taxes to be funded by the Durham water/sewer system budget.

Executive summary

In order to complete a water main upgrade at the intersection of Bruce Street North and Chester Street in Durham, funding is required. This report outlines how to complete this proactive work without tax-levy funds.

Background and discussion

Recently, there was a water main repair at the intersection of Chester Street and Bruce Street North (Grey Road 4) that involved excavating the newly paved base layer. It was discovered that the water main under the intersection needs to be upgraded to ensure that there will be no further breaks and to address future growth capacity. It would be prudent to complete this work before the final paving, which is an approved project in the 2020 capital program. The final paving will be completed once the water main is upgraded.

The consequences of not repairing the water main is the potential for future water main breaks resulting in removing the new, final asphalt. Attached to this report is the recommendation made by GSS Consulting Ltd. to upgrade the water main. The estimated cost to upgrade the water main is $50,805.00 plus HST.

Legal and legislated requirements

O. Reg 239/02 Minimum Maintenance Standards
Safe Drinking Water Act, 2002, Drinking Water Quality Management System
Financial and resource implications

The Durham Water/Sewer system will be responsible for funding this water main project through the loan to be secured for the underground servicing costs for Bruce/Lambton project which was a carryover project from 2019.

Staffing implications

None.

Consultation

GSS Consulting Ltd.
Chief Administrative Officer, West Grey
Director of Finance, West Grey
Supervisor of Utilities, West Grey

Alignment to strategic vision plan

Pillar: Build a Better Future
Goal: Vibrant Community
Strategy: Investigate innovative strategies to current infrastructure challenges

Attachments

Letter from GSS Consulting Ltd

Next steps

On council direction, staff will initiate the upgrades to the water main.

Respectfully submitted:

Vance Czerwinski

Director of Infrastructure and Public Works
July 14, 2020

17-063

Mr. Vance Czerwinski
Director of Infrastructure and Public Works
Municipality of West Grey
402813 Grey County Road 4, RR2
Durham, ON N0G 1R0

Re: Existing Watermain Replacement at Chester St. and Bruce St. N. Intersection

Dear Mr. Czerwinski:

I am writing this letter concerning the condition of the watermain in the intersection of Chester Street and Bruce Street North. The original tender required replacement of watermain on Bruce Street and connection only to Chester Street watermain.

During construction, it was noted that the existing watermain was 100 mm cast iron and in fragile condition. Verbal recommendation was made to West Grey to replace the 100 mm watermain with 150 mm PVC watermain at least within the intersection. However, it was decided not to proceed with the replacement apparently due to lack of funds.

Sometime in February 2020, the cast iron watermain developed a crack and started leaking. It was repaired by the contractor and subsequently it was felt by the water department and GSS staff that the cast iron watermain should be replaced as recommended during construction in order to avoid patches in newly constructed road, in future. A quotation has been received from two (2) contractors and both are similar in price for undertaking the work as per Figure 4 enclosed.

The quoted price including watermain replacement, granular backfill, base course asphalt paving, repair of the damaged curb and gutter, traffic control, etc. is $50,805.00 plus HST.

Near the intersection of George Street and Bruce Street there was an existing cast-in-place concrete storm structure, which was massive, deep with fragile incoming storm sewer. It was not replaced under contract as it was expensive, and the condition did not warrant the big expense. However, it was in the middle of the new sidewalk. To correct the problem, we need to place a custom made cover over catchbasin and replace 3 to 4 sidewalk panels for an estimated cost of $3,000.00 plus HST.
By way of this letter, I recommend that an approval is obtained from Council for additional funding of **$53,805.00 plus HST** for undertaking the replacement of the watermain in the Chester St./Bruce St. intersection and correcting the sidewalk near George St.

If you have any questions or concerns, please do not hesitate to contact me at this office.

Sincerely,

**GSS ENGINEERING CONSULTANTS LTD.**

[Signature]

Rakesh Sharma, M.A.SC. P. Eng.
Secretary-Treasurer

RS/mg
Encl.
Recommendation

That West Grey council hereby receives the report from Clerk Scharback regarding the West Grey records retention bylaw.

Executive summary

The current records retention bylaw requires updating as it is outdated in some sections due to changes in legislation over time that affect various record retention periods.

Background and discussion

The Municipal Act 2001, as amended, provides that municipal records may be destroyed only if a retention period for the record has been established, and requires that the schedule for record retention periods be approved by the municipal auditor prior to implementation. The Municipal Freedom of Information and Protection of Privacy Act, MFIPPA, also requires municipalities to have a records management system in place that allows public access to information while protecting privacy as well as to provide effective, timely responses to Freedom of Information requests pursuant to the Act.

The Ontario Municipal Records Management System, TOMRMS, is a records management system recently purchased by the Municipality of West Grey that provides a schedule for record retention periods that complies with all current legislative requirements. This schedule shall form the basis of the records retention bylaw.

Records retention bylaws must be approved by the municipal auditor prior to coming into force and as such, the new records retention bylaw is in the bylaw portion of the agenda for first and second reading only. Following first and second reading by council this bylaw will be provided to the municipal auditor for approval, then brought back to council for a third and final reading at a future council meeting, after which it will be full force and allow staff to proceed with implementing the full TOMRMS record management system.

Legal and legislated requirements

Municipal Act, 2001, as amended
MFIPPA
Financial and resource implications

N/A

Staffing implications

None.

Consultation

N/A

Alignment to strategic vision plan

Pillar: Work together
Goal: Clear communication
Strategy: Improve internal communication

Attachments

N/A

Next steps

1. The bylaw to adopt a record retention schedule is in the bylaw portion of the July 21, 2020 agenda for first and second reading.
2. The bylaw shall be sent to the municipal auditor for approval.
3. Bylaw shall be brought to a future meeting for third and final reading.

Respectfully submitted:
Genevieve Scharback
Clerk
The Corporation of the Municipality of West Grey

Bylaw Number 50 - 2020

Being a bylaw to amend By-law Number 87-2009, being a bylaw for the licensing of dogs, and for regulating the running at large of dogs and regulating kennels within the Municipality of West Grey;

Whereas Section 11 of the Municipal Act, 2001, S.O. 2001, as amended, defines spheres of jurisdiction under which a municipality may pass bylaws, and the spheres of jurisdiction includes animals;

Now therefore the council of the Corporation of the Municipality of West Grey enacts as follows:

1. That By-law Number 87-2009 be amended by replacing Part II 2. B with the following:

   On payment of the license fee the owner shall be furnished with a permanent dog tag bearing a serial number for each dog registered and licensed, and a record shall be kept by the Municipality of West Grey showing the name and address of the owner and the serial number of the tag.

2. This by-law shall come into force and take effect on the day of the final passing thereof.

Read a first and second time this 21 day of July, 2020

Read a third time and finally passed this 21 day July, 2020

__________________________________________  ________________________________
Mayor Christine Robinson                      Clerk Genevieve Scharback
The Corporation of the Municipality of West Grey
Bylaw Number 51 - 2020

Being a bylaw to provide a Records Retention Program Policy and a Schedule of Retention Periods for the records of The Corporation of the Municipality of West Grey.

Whereas section 255 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254 thereof; and

Whereas the council of The Corporation of the Municipality of West Grey deems it desirable to establish retention periods for the records of the municipality by enactment of this bylaw;

Now therefore the council of The Corporation of the Municipality of West Grey enacts as follows:

1. That authority for establishing and amending retention periods for the records of The Corporation of the Municipality of West Grey shall be delegated to the municipal clerk subject to the approval of the municipal auditor of such schedules.

2. That the municipal clerk is hereby appointed as the records information officer for the purpose of receiving requests from and responding to persons making requests in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

3. That the Records Retention Program Policy identified as Schedule "A", attached hereto form an integral part of this bylaw be adopted and the municipal clerk be authorized to amend the policy from time to time.

4. That the Schedule of Retention Periods identified as Schedule "B" form an integral part of the bylaw be adopted and the municipal clerk be authorized to amend the policy from time to time.

5. That the municipal clerk has the authority to destroy all of the documents provided they have been retained until the retention period, as outlined in Schedule "B" of this bylaw, has expired and a record of those documents destroyed shall be kept by the municipal clerk or their designate.

6. That this bylaw shall be approved by the municipal auditor prior to coming into force and effect.
That bylaw no. 29-2001 is hereby repealed.

That this bylaw may be cited as the "Records Retention Bylaw".

Read a first and second time this 21st day of July, 2020.

______________________________
______________________________
Mayor Christine Robinson       Clerk Genevieve Scharback

______________________________
______________________________
Auditor                       Date

Read a third time and finally passed this ____ day of __________, 2020.

______________________________
______________________________
Mayor Christine Robinson       Clerk Genevieve Scharback
Purpose:

The Corporation of the Municipality of West Grey Records Retention Program Policy provides:

- Descriptions of all records created, used and received at the Municipality of West Grey
- Standards for how long each record series should be kept
- When and how to dispose of records when retention periods are complete
- The records retention schedule applies equally to paper and electronic records, with the exception of records that exist in structured database systems.

1. Definitions

   a) Auditor means the person or firm appointed by the council of West Grey from time to time to perform the annual audit of the records of West Grey.

   b) Classification, as in records classification, means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme.

   c) Destroy means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists.  
      **Note:** See also the definition for expungement.

   d) Disposition with respect to records – means a range of processes; associated actions; implementation; retention; destruction; loss; or transfer of custody or ownership that are documented in disposition authorities or other instruments.

   e) Expungement means a process to eliminate completely, to wipe out, to destroy, or to obliterate an electronic record.  
      **Note:** See also the definition for destruction.

   f) Files has the same meaning as “records” and may be used interchangeably.

   g) Medium/media means the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which information or data can be retained and carried, from which information or data can be retrieved, and which is nonvolatile in nature.

   h) Records management co-ordinator means the West Grey clerk or West Grey records management co-ordinator as designated by the clerk.
i) Official records means recorded information in any format or medium that documents the company's business activities, rights, obligations or responsibilities or recorded information that was created, received distributed or maintained by the company in compliance with a legal obligation."

j) Orphan Data means data that is not machine readable because the data exists with no identifiable computer application or system that can retrieve it, or the data is machine readable but does not have sufficient content, context or structure to render it understandable.

k) Records means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, LaserFiche, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records".

l) Retention period means the period of time during which records must be kept by the municipality before they may be disposed of.

m) Retention schedule means a control document that describes the company's records at a series level, and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the company's records.


o) Transitory records means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of municipal policy or programs, such as:

i. copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;

ii. information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
iii. preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;

iv. duplicate copies of documents in the same medium which are retained only for convenience or future distribution;

v. voice-mail messages;

vi. e-mail messages and other communications that do not relate to municipal business;

vii. copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;

viii. duplicate stocks of obsolete publications, pamphlets or blank forms; and

ix. unsolicited advertising materials, including brochures, company profiles and price lists.

2. Retention schedule

a) The records retention schedule is set out in Schedule “B” to the Records Retention Bylaw.

b) The records management co-ordinator shall administer this bylaw and shall ensure that the retention periods comply with all relevant legal requirements for records retention.

c) In determining the retention periods for any records, the records management co-ordinator shall consider, in consultation with other municipal employees where appropriate:

i. The operational nature of the records, including the period of time during which the municipality uses the records to perform its functions;

ii. The legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the records are available in case of investigation or litigation;

iii. The fiscal nature of the records, including the period to time necessary for audit or tax purposes; and

iv. The historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the municipality.
3. **Employee responsibilities**

   All municipal employees who create, work with or manage records shall:
   
a) Comply with the retention periods as specified in Schedule “B” to the Records Retention Bylaw;

b) Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and

c) Ensure that transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.

4. **Records management co-ordinator**

   The records management co-ordinator shall:
   
a) Develop and administer policies and establish and administer procedures for the municipality's records management program;

b) Periodically review and make recommendations with respect to the Records Retention bylaw and Schedule “A” and Schedule “B” to the bylaw;

c) Ensure that official records are preserved and disposed of in accordance with Schedule “B” of the Records Retention Bylaw; and

5. **Disposition of records**

   a) The Records management co-ordinator shall notify the appropriate municipal department head or manager in writing of the scheduled disposition of records, including a list of the records eligible for disposition and the scheduled disposition date.

   b) The municipal department head or manager shall notify the Records management co-ordinator in writing, before the scheduled disposition date, whether any of the records included in the disposition notice need to be retained past the scheduled disposition date, and the reason why such further retention is necessary.

   c) Prior to destruction of an information database or orphan data, the following documents are required:

   i. a written description containing, to the extent that such information is available, the following:

      • the title of the system;
Schedule “A” to Bylaw No. 51-2020
Records Retention Program Policy

- the identification of the business unit responsible for the creation or use of the data;
- a brief description of the system’s purpose;
- where possible, a contents list of the information being destroyed; or
- a brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
- the West Grey of the technical contact person who is responsible for documenting the system;

ii. the written approval of the signing authority; and

iii. where applicable to satisfy the provisions of the Federal Income Tax Act, Excise Tax Act, Employment Insurance Act or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.

d) After the destruction of an information database or orphan data, the signing authority must provide a destruction certificate to the Records Manager to provide an audit trail.

e) Where appropriate and taking into account the principles governing the disposition of official records, the Records management co-ordinator shall re-schedule the disposition of any records listed in the notice referred to in Subsection (b) of this Section for up to one year later than the scheduled disposition date.

f) Re-scheduling the disposition of any records beyond a one year period requires written notice from the municipal department head or manager to the Records management co-ordinator for each additional year.

g) If no notice is received under Subsection (b) of Section 5 of this schedule before the scheduled disposition date, the records shall be deemed to be authorized for disposition by the municipal department head or manager.

h) When official records have been disposed of pursuant to this bylaw, the Records management co-ordinator shall obtain written confirmation of such disposition.

6. Principles governing the destruction of official records

a) The following principles govern the destruction of official records:

i. When there are no further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;
ii. Official records pertaining to pending or actual investigation or litigation shall not be destroyed;

iii. Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.

b) Official records in the custody or control of the municipality shall not be destroyed unless such records are older than the retention period set out in Schedule “B” to the bylaw and have been identified in a disposition notice prepared pursuant to Subsection (a) of Section 5 of this schedule.

c) Copies of official records may be destroyed at any time if the original records are being retained in accordance with Schedule “B” of the Records Retention Bylaw.
The Schedule of Retention Periods is based on The Ontario Municipal Records Management System, TOMRMS, and the record series identified in the TOMRMS classification schedule. The retention limits have been assigned based on the legislation and regulations which apply, as well as the administrative value of the records. The Schedule of Retention Periods must be reviewed by an auditor and then be passed with a Bylaw.

The Schedule of Retention Periods provides retention limits for each record series maintained.

All retention limits indicated begin after the current year. The Schedule of Retention Periods is divided into four columns as follows:

- **Class Code** - The assigned primary and secondary code for the record series.
- **Secondary Heading** - The heading associated with the file code.
- **Responsible Department** - This column indicates the department responsible for keeping the master copy of the record. Only this department may request this record from the storage facility.
- **Total Retention** - This column indicates the total length of time the record is to be kept (i.e. the sum of Keep Department and Off-Site).

The legend is printed at the top of each page of the retention schedule and includes the following abbreviations:

- **P** - represents "Permanent". A file with this retention limit is never destroyed.
- **S** - represents "Superseded". A file with this retention limit is transferred or destroyed when it has been replaced.
- **E** - represents "Event". This is meant to note that there is a particular event that starts the retention period being calculated. For example, an employee file this is when an employee leaves the organization, etc. An insurance policy event is the expiry of the policy.
- ***** - represents "Maximum Copy Retention". Records of any subject of which copies are retained by other departments, have a total retention limit of no greater than the "Responsible Department's", "Keep in Department" value.
- **** - represents "Subject to Archival Selection". Certain records have been designated as having potential historical and research value to the municipality when their other values have been exceeded. These records may be set aside for review and culling by an archivist prior to their destruction.
Schedule “B” to Bylaw No. 51-2020
Schedule of Retention Periods

Legend:
P – Permanent; * - Maximum Copy Retention; S – Superseded; E – Event; C – Current Year; ** - Subject to Archival Selection. Numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Administration

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Department</th>
<th>Total Retention (number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>Associations and Organizations</td>
<td>Originating</td>
<td>1</td>
</tr>
<tr>
<td>A02</td>
<td>Staff Committees and Meetings</td>
<td>Originating</td>
<td>4**</td>
</tr>
<tr>
<td>A03</td>
<td>Computer Systems and Architecture</td>
<td>Treasury</td>
<td>S+6</td>
</tr>
<tr>
<td>A04</td>
<td>Conferences and Seminars</td>
<td>Originating</td>
<td>1**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>archival review if sponsored by the Municipality</td>
</tr>
<tr>
<td>A05</td>
<td>Consultants</td>
<td>Originating</td>
<td>2**</td>
</tr>
<tr>
<td>A06</td>
<td>Inventory Control</td>
<td>Originating</td>
<td>6</td>
</tr>
<tr>
<td>A07</td>
<td>Office Equipment and Furniture</td>
<td>Originating</td>
<td>disposal of item</td>
</tr>
<tr>
<td>A08</td>
<td>Office Services</td>
<td>Originating</td>
<td>1</td>
</tr>
<tr>
<td>A09</td>
<td>Policies and Procedures</td>
<td>Originating</td>
<td>15**</td>
</tr>
<tr>
<td>A10</td>
<td>Records Management</td>
<td>Clerk's</td>
<td>S</td>
</tr>
<tr>
<td>A11</td>
<td>Records Disposition</td>
<td>Clerk's</td>
<td>P</td>
</tr>
<tr>
<td>A12</td>
<td>Telecommunications Systems</td>
<td>Originating</td>
<td>S</td>
</tr>
<tr>
<td>A13</td>
<td>Travel and Accommodation</td>
<td>Originating</td>
<td>1</td>
</tr>
<tr>
<td>A14</td>
<td>Uniforms and Clothing</td>
<td>Originating</td>
<td>S**</td>
</tr>
<tr>
<td>A15</td>
<td>Vendors and Suppliers</td>
<td>Originating</td>
<td>2</td>
</tr>
<tr>
<td>A16</td>
<td>Intergovernmental Relations</td>
<td>Originating</td>
<td>5**</td>
</tr>
<tr>
<td>A17</td>
<td>Information Access and Privacy</td>
<td>Clerk's</td>
<td>2</td>
</tr>
<tr>
<td>A18</td>
<td>Security</td>
<td>Originating</td>
<td>5</td>
</tr>
<tr>
<td>A19</td>
<td>Facilities Construction and Renovations</td>
<td>Originating</td>
<td>project finished and no outstanding issues + 2**</td>
</tr>
<tr>
<td>A20</td>
<td>Building and Property Maintenance</td>
<td>Originating</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Setup tests and manuals = Equipment removed + 1 year</td>
</tr>
<tr>
<td>A21</td>
<td>Facilities Bookings</td>
<td>Originating</td>
<td>1</td>
</tr>
<tr>
<td>A22</td>
<td>Accessibility of Services</td>
<td>Clerk's</td>
<td>5</td>
</tr>
</tbody>
</table>
Legend:
P – Permanent; * - Maximum Copy Retention; S – Superseded; E – Event; C – Current Year; ** - Subject to Archival Selection. Numbers in retention columns refer to years unless otherwise specified.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Department</th>
<th>Total Retention (number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A23</td>
<td>Information Systems Production Activity &amp; Control</td>
<td>IT</td>
<td>2</td>
</tr>
<tr>
<td>A24</td>
<td>Access Control &amp; Passwords</td>
<td>IT</td>
<td>S</td>
</tr>
<tr>
<td>A25</td>
<td>Performance Management/ Quality Assurance</td>
<td>CAO</td>
<td>6</td>
</tr>
<tr>
<td>A26</td>
<td>Building Structure Systems</td>
<td></td>
<td>Superseded or life of system/asset</td>
</tr>
<tr>
<td>A27</td>
<td>Drawings</td>
<td></td>
<td>Superseded or life of system/asset</td>
</tr>
</tbody>
</table>
Schedule “B” to Bylaw No. 51-2020  
Schedule of Retention Periods

Legend:
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Primary Heading: Council and Bylaws

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (Number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C01</td>
<td>Bylaws</td>
<td>Clerk's</td>
<td>P**</td>
</tr>
<tr>
<td>C02</td>
<td>Bylaws - Other Municipalities</td>
<td>Clerk's</td>
<td>S</td>
</tr>
<tr>
<td>C03</td>
<td>Council Agenda</td>
<td>Clerk's</td>
<td>S+5</td>
</tr>
<tr>
<td>C04</td>
<td>Council Minutes</td>
<td>Clerk's</td>
<td>P** working notes = 6 copies = 2</td>
</tr>
<tr>
<td>C05</td>
<td>Council Committee Agenda</td>
<td>Clerk's</td>
<td>S</td>
</tr>
<tr>
<td>C06</td>
<td>Council Committee Minutes</td>
<td>Clerk's</td>
<td>6**</td>
</tr>
<tr>
<td>C07</td>
<td>Elections</td>
<td>Clerk's</td>
<td>day action took effect or voting day + 4 Ballot = 120 days after voting or resolution of recount</td>
</tr>
<tr>
<td>C08</td>
<td>Goals and Objectives</td>
<td>Originating</td>
<td>10 **</td>
</tr>
<tr>
<td>C09</td>
<td>Motions and Resolutions</td>
<td>Clerk's</td>
<td>P** copy = 1</td>
</tr>
<tr>
<td>C10</td>
<td>Motions and Resolutions - Other Municipalities</td>
<td>Clerk's</td>
<td>S</td>
</tr>
<tr>
<td>C11</td>
<td>Reports to Council</td>
<td>Clerk's</td>
<td>P**</td>
</tr>
<tr>
<td>C12</td>
<td>Appointments to Boards and Committees</td>
<td>Clerk's</td>
<td>P**</td>
</tr>
<tr>
<td>C13</td>
<td>Accountability Transparency &amp; Governance</td>
<td>Clerk's</td>
<td>2</td>
</tr>
</tbody>
</table>
Legend:
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Primary Heading: Development and Planning

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Department</th>
<th>Total Retention (Number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>D02</td>
<td>Economic Development</td>
<td>Planning</td>
<td>10**</td>
</tr>
<tr>
<td>D03</td>
<td>Environment Planning</td>
<td>Planning</td>
<td>15**</td>
</tr>
<tr>
<td>D04</td>
<td>Residential Development</td>
<td>Planning</td>
<td>10**</td>
</tr>
<tr>
<td>D05</td>
<td>Natural Resources Planning</td>
<td>Planning</td>
<td>5**</td>
</tr>
<tr>
<td>D06</td>
<td>Tourism Development</td>
<td>Planning</td>
<td>10**</td>
</tr>
<tr>
<td>D07</td>
<td>Condominium Plans</td>
<td>Planning</td>
<td>P Applications = 2 years after final decision</td>
</tr>
<tr>
<td>D08</td>
<td>Official Plans</td>
<td>Clerk's</td>
<td>P**</td>
</tr>
<tr>
<td>D09</td>
<td>Official Plan Amendment Applications</td>
<td>Planning</td>
<td>Final decision or reflected in revised official plan + 5</td>
</tr>
<tr>
<td>D10</td>
<td>Severances</td>
<td>Planning</td>
<td>land titles registration + 6</td>
</tr>
<tr>
<td>D11</td>
<td>Site Plan Control</td>
<td>Planning</td>
<td>P Application = 2 years after final decision</td>
</tr>
<tr>
<td>D12</td>
<td>Subdivision Plans</td>
<td>Planning</td>
<td>P Application = 2 years after final decision</td>
</tr>
<tr>
<td>D13</td>
<td>Variance Applications</td>
<td>Planning</td>
<td>P</td>
</tr>
</tbody>
</table>
### Schedule “B” to Bylaw No. 51-2020
#### Schedule of Retention Periods

**Legend:**
P – Permanent; * - Maximum Copy Retention; S – Superseded; E – Event; C – Current Year; ** - Subject to Archival Selection. Numbers in retention columns refer to years unless otherwise specified.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Department</th>
<th>Total Retention (Number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>D14</td>
<td>Zoning</td>
<td>Planning</td>
<td>Final decision + 2</td>
</tr>
<tr>
<td>D15</td>
<td>Easements</td>
<td>Planning</td>
<td>Termination of right + 6**</td>
</tr>
<tr>
<td>D16</td>
<td>Encroachments</td>
<td>Planning</td>
<td>Termination of right + 6**</td>
</tr>
<tr>
<td>D17</td>
<td>Annexation/ Amalgamation</td>
<td>Clerk’s</td>
<td>P**</td>
</tr>
<tr>
<td>D18</td>
<td>Community Improvement</td>
<td>Planning</td>
<td>Completion of project + 6**</td>
</tr>
<tr>
<td>D19</td>
<td>Municipal Addressing</td>
<td>Planning</td>
<td>S+10**</td>
</tr>
<tr>
<td>D20</td>
<td>Reference Plans</td>
<td>Planning</td>
<td>P</td>
</tr>
<tr>
<td>D21</td>
<td>Industrial/ Commercial Development</td>
<td>Planning</td>
<td>10**</td>
</tr>
<tr>
<td>D22</td>
<td>Digital Mapping</td>
<td>Planning</td>
<td>S Excludes actual data residing on these systems</td>
</tr>
<tr>
<td>D23</td>
<td>Agricultural Development</td>
<td>Planning</td>
<td>10**</td>
</tr>
<tr>
<td>D24</td>
<td>Official Plan Background</td>
<td>Planning</td>
<td>Final Decision + 5</td>
</tr>
<tr>
<td>D25</td>
<td>Deeming Process</td>
<td>Planning</td>
<td>Final Decision + 2</td>
</tr>
<tr>
<td>D26</td>
<td>Development Charges Study</td>
<td>Planning</td>
<td>10**</td>
</tr>
<tr>
<td>D27</td>
<td>Part Lot Control</td>
<td>Planning</td>
<td>Final Decision + 5</td>
</tr>
</tbody>
</table>
Schedule “B” to Bylaw No. 51-2020
Schedule of Retention Periods

Legend:
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Primary Heading:  Environmental Services

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (Number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E00</td>
<td>Environmental Services</td>
<td>Originating</td>
<td>1</td>
</tr>
<tr>
<td>E01</td>
<td>Sanitary Sewers</td>
<td>Works</td>
<td>project completed &amp; no outstanding issues + 2 Specifications = life of the asset as per A27</td>
</tr>
<tr>
<td>E02</td>
<td>Storm Sewers</td>
<td>Works</td>
<td>project completed &amp; no outstanding issues + 2 Specifications = life of the asset as per A27</td>
</tr>
<tr>
<td>E03</td>
<td>Treatment Plants - Wastewater</td>
<td>Works</td>
<td>report made or equipment decommissioned + 5 Specifications = life of the asset as per A27 Plans = cease to apply + 2</td>
</tr>
<tr>
<td>E04</td>
<td>Tree Maintenance</td>
<td>Works</td>
<td>5</td>
</tr>
<tr>
<td>E05</td>
<td>Air Quality Monitoring</td>
<td>Engineering</td>
<td>later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5 + 5**</td>
</tr>
<tr>
<td>E06</td>
<td>Utilities</td>
<td>Works</td>
<td>5**</td>
</tr>
<tr>
<td>E07</td>
<td>Waste Management</td>
<td>Works</td>
<td>10 or cease to apply + 10** post landfill site closure documentation = closure + 25</td>
</tr>
<tr>
<td>E08</td>
<td>Water Works – Drinking Water Plant</td>
<td>Works</td>
<td>15 Specifications = Permanent as per A27</td>
</tr>
<tr>
<td>Class Code</td>
<td>Secondary Heading</td>
<td>Responsible Dept.</td>
<td>Total Retention (Number of years after current year)</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------</td>
<td>-------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>E09</td>
<td>Drains</td>
<td>Works</td>
<td>E+5** Specifications = Permanent as per A27</td>
</tr>
<tr>
<td>E10</td>
<td>Pits and Quarries</td>
<td>Works</td>
<td>5** Specifications = life of the pit or quarry</td>
</tr>
<tr>
<td>E11</td>
<td>Nutrient Management</td>
<td>Works</td>
<td>5** or expiry of plan + 2 years</td>
</tr>
<tr>
<td>E12</td>
<td>Private Sewage Disposal Systems</td>
<td>Works</td>
<td>7** Specifications = life of system</td>
</tr>
<tr>
<td>E13</td>
<td>Water Monitoring</td>
<td>Engineering</td>
<td>created, approved or plan no longer in force + 15</td>
</tr>
<tr>
<td>E14</td>
<td>Water Sampling</td>
<td>Engineering</td>
<td>created, approved or plan no longer in force + 15</td>
</tr>
<tr>
<td>E15</td>
<td>Chemical Sampling of Water</td>
<td>Engineering</td>
<td>created, approved or plan no longer in force + 15</td>
</tr>
<tr>
<td>E16</td>
<td>Backflow Prevention and Cross</td>
<td>Engineering</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Connection Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E17</td>
<td>Energy Management</td>
<td>Engineering</td>
<td>End of reporting period to which relates + 7</td>
</tr>
<tr>
<td>E18</td>
<td>Natural Heritage</td>
<td>Works</td>
<td>end of plan or designated year + 3</td>
</tr>
<tr>
<td>E19</td>
<td>Renewable Energy</td>
<td>Engineering</td>
<td>created, approved or facility no longer in force + 15</td>
</tr>
<tr>
<td>E20</td>
<td>Source Water Protection</td>
<td>Engineering</td>
<td>created, approved or plan no longer in force + 15</td>
</tr>
<tr>
<td>E21</td>
<td>MOE Environmental Compliance</td>
<td>Engineering</td>
<td>Cease to apply + 3</td>
</tr>
<tr>
<td></td>
<td>Approvals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Schedule “B” to Bylaw No. 51-2020
## Schedule of Retention Periods

**Legend:**
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<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>E22</td>
<td>Private/Small Water Systems</td>
<td>Engineering</td>
<td>E+15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>maintenance = as long as equipment in use</td>
</tr>
<tr>
<td>E23</td>
<td>Land Quality Monitoring</td>
<td>Engineering</td>
<td>7</td>
</tr>
<tr>
<td>E24</td>
<td>Gasoline Storage &amp; Dispensing</td>
<td></td>
<td>use = 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>tank install, inspection = system removed + 5</td>
</tr>
</tbody>
</table>
**Schedule “B” to Bylaw No. 51-2020**  
Schedule of Retention Periods

**Legend:**
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**Primary Heading: Finance and Accounting**

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (Number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>F01</td>
<td>Accounts Payable</td>
<td>Treasury</td>
<td>close of fiscal tax year end +7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For welfare &amp; child care payments E = provincial government year end + 7</td>
</tr>
<tr>
<td>F02</td>
<td>Accounts Receivable</td>
<td>Treasury</td>
<td>close of fiscal tax year end + 7</td>
</tr>
<tr>
<td>F03</td>
<td>Audits</td>
<td>Treasury</td>
<td>6</td>
</tr>
<tr>
<td>F04</td>
<td>Banking</td>
<td>Treasury</td>
<td>close of fiscal tax year end + 7</td>
</tr>
<tr>
<td>F05</td>
<td>Budgets and Estimates</td>
<td>Treasury</td>
<td>6**</td>
</tr>
<tr>
<td>F06</td>
<td>Assets</td>
<td>Treasury</td>
<td>Disposal of asset + 10**</td>
</tr>
<tr>
<td>F07</td>
<td>Cheques</td>
<td>Treasury</td>
<td>6</td>
</tr>
<tr>
<td>F08</td>
<td>Debentures and Bonds</td>
<td>Treasury</td>
<td>Debentures surrendered for exchange/cancellation + 6</td>
</tr>
<tr>
<td>F09</td>
<td>Employee and Council Expenses</td>
<td>Treasury</td>
<td>close of fiscal tax year + 7</td>
</tr>
<tr>
<td>F10</td>
<td>Financial Statements</td>
<td>Treasury</td>
<td>P**</td>
</tr>
<tr>
<td>F11</td>
<td>Grants and Loans</td>
<td>Treasury</td>
<td>repayment of loan + 6</td>
</tr>
<tr>
<td>F12</td>
<td>Investments</td>
<td>Treasury</td>
<td>Closure of account + 6</td>
</tr>
<tr>
<td>F13</td>
<td>Journal Vouchers</td>
<td>Treasury</td>
<td>close of fiscal tax year + 6</td>
</tr>
<tr>
<td>F14</td>
<td>Subsidiary Ledgers, Registers, and Journals</td>
<td>Treasury</td>
<td>close of fiscal tax year + 7**</td>
</tr>
<tr>
<td>F15</td>
<td>General Ledgers and Journals</td>
<td>Treasury</td>
<td>P</td>
</tr>
<tr>
<td>F16</td>
<td>Payroll</td>
<td>Treasury</td>
<td>Close of fiscal tax year + 6</td>
</tr>
<tr>
<td>F17</td>
<td>Purchase Orders and Requisitions</td>
<td>Treasury</td>
<td>Close of fiscal tax year + 7</td>
</tr>
<tr>
<td>F18</td>
<td>Quotations and Tenders</td>
<td>Treasury</td>
<td>E+7**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unsuccessful bids - retain for 1 year from contract award</td>
</tr>
<tr>
<td>F19</td>
<td>Receipts</td>
<td>Treasury</td>
<td>7</td>
</tr>
</tbody>
</table>
Schedule “B” to Bylaw No. 51-2020
Schedule of Retention Periods

Legend:
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<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (Number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>F20</td>
<td>Reserve Funds</td>
<td>Treasury</td>
<td>6</td>
</tr>
<tr>
<td>F21</td>
<td>Revenues</td>
<td>Treasury</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Records related to mortgages must be kept for 10 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F22</td>
<td>Tax Rolls and Records</td>
<td>Clerk's</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>tax rolls = when no longer required for planning purposes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F23</td>
<td>Write Offs</td>
<td>Treasury</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Court services write-offs – 37 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F24</td>
<td>Trust Funds</td>
<td>Originating</td>
<td>fiscal year or last day of residence + 7</td>
</tr>
<tr>
<td>F25</td>
<td>Security Deposit</td>
<td>Treasury</td>
<td>Closure of account + 6</td>
</tr>
<tr>
<td>F26</td>
<td>Working Papers - Financial</td>
<td>Treasury</td>
<td>After completion of audit + 1</td>
</tr>
<tr>
<td>F27</td>
<td>Regulatory Reporting – Financial</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>
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Primary Heading: Human Resources

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<thead>
<tr>
<th>Class Code</th>
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<th>Total Retention (number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H01</td>
<td>Attendance and Scheduling</td>
<td>Personnel</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>driver’s daily logs = 6 months</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>public vehicle and trip reports = 1 year</td>
</tr>
<tr>
<td>H02</td>
<td>Benefits Program</td>
<td>Personnel</td>
<td>S</td>
</tr>
<tr>
<td>H03</td>
<td>Employee Records</td>
<td>Personnel</td>
<td>date employee ceased to be employed by employer + 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Drinking Water system training record = 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>confined space training = cease to perform work and at least 5 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>salt program training = 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Long-term care home staff = termination + 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Firefighter employment terms = 25</td>
</tr>
<tr>
<td>H04</td>
<td>Health and Safety</td>
<td>Personnel</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Accident reports for construction projects retained with project 1 year after project completion</td>
</tr>
<tr>
<td>H05</td>
<td>Human Resource Planning</td>
<td>Personnel</td>
<td>day last used + 1 year (Human Rights special program designation minimum of 5 years)**</td>
</tr>
</tbody>
</table>
Schedule “B” to Bylaw No. 51-2020
Schedule of Retention Periods

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</tr>
</thead>
<tbody>
<tr>
<td>H06</td>
<td>Job Descriptions</td>
<td>Personnel</td>
<td>S**</td>
</tr>
<tr>
<td>H07</td>
<td>Labour Relations</td>
<td>Personnel</td>
<td>Expiry of contract period + 10**</td>
</tr>
<tr>
<td>H08</td>
<td>Organization Design</td>
<td>Originating</td>
<td>S**</td>
</tr>
<tr>
<td>H09</td>
<td>Salary Planning</td>
<td>Personnel</td>
<td>5</td>
</tr>
<tr>
<td>H10</td>
<td>Pension and Benefits Records</td>
<td>Personnel</td>
<td>Termination of employee + 6</td>
</tr>
<tr>
<td>H11</td>
<td>Recruitment</td>
<td>Personnel</td>
<td>1</td>
</tr>
</tbody>
</table>
| H12        | Training and Development                  | Personnel         | Date when that particular course ceases to be offered + 2**  
|            |                                           |                   | salt use training materials – 7 years             |
|            |                                           |                   | drinking water training materials– 5 years         |
|            |                                           |                   | Only courses developed and presented by the Municipality are subject to archival selection |
| H13        | Claims                                    | Personnel         | Resolution of claim + 3                              
|            |                                           |                   | Hazardous exposure claims = longer of 40 years or 20 years after last record made |
| H14        | Grievances                                | Personnel         | Resolution of claim + 10                            |
| H15        | Harassment And Violence                   | Personnel         | Resolution of complaint + 3                         |
| H16        | Criminal Background Checks                | Personnel         | date employee ceased to be employed by employer + 7 |
| H17        | Employee Medical Records – Hazardous Materials | Personnel | E+40  
|            |                                           |                   | or 20 years after last record of exposure           |
| H18        | Employee Medical Records                  | Personnel         | When STD/LTD claims are resolved + 3                |
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<th>Total Retention (number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H19</td>
<td>Disability Management</td>
<td>Personnel</td>
<td>day issued or earlier as may be specified by Commission + 5</td>
</tr>
<tr>
<td>H20</td>
<td>Confined Spaces</td>
<td>Personnel</td>
<td>1 year or the period necessary to ensure 2 most recent records retained</td>
</tr>
<tr>
<td>H21</td>
<td>Employee Recognition</td>
<td>Personnel</td>
<td>5</td>
</tr>
<tr>
<td>H22</td>
<td>Employee Certifications</td>
<td>Personnel</td>
<td>certification expired + 2</td>
</tr>
</tbody>
</table>
Schedule “B” to Bylaw No. 51-2020  
Schedule of Retention Periods

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Primary Heading: Justice

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>J01</td>
<td>Certificates of Offence (Part I)</td>
<td>Court Services</td>
<td>completion + 2</td>
</tr>
<tr>
<td>J02</td>
<td>Informations (Part III)/ Accident and Careless Driving Part 1</td>
<td>Court Services</td>
<td>completion + 6</td>
</tr>
<tr>
<td>J03</td>
<td>Control Lists/ Justice Reports</td>
<td>Court Services</td>
<td>4</td>
</tr>
<tr>
<td>J04</td>
<td>Court Dockets</td>
<td>Court Services</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>statement of defence – not set to trial = 5</td>
</tr>
<tr>
<td>J05</td>
<td>Transcripts and Records of Court Proceedings</td>
<td>Court Services</td>
<td>6**</td>
</tr>
<tr>
<td>J06</td>
<td>Enforcements &amp; Suspensions</td>
<td>Court Services</td>
<td>8</td>
</tr>
<tr>
<td>J07</td>
<td>Appeals &amp; Transfers</td>
<td>Court Services</td>
<td>7</td>
</tr>
<tr>
<td>J08</td>
<td>Statistics/ Payment Tracking</td>
<td>Court Services</td>
<td>8</td>
</tr>
<tr>
<td>J09</td>
<td>Disclosure</td>
<td>Court Services</td>
<td>6</td>
</tr>
<tr>
<td>J10</td>
<td>Certificates of Conviction Part 2</td>
<td>Court Services</td>
<td>6</td>
</tr>
</tbody>
</table>
Legend:
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Primary Heading: Legal Affairs

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>L01</td>
<td>Appeals and Hearings</td>
<td>Clerk's</td>
<td>P after Resolution of appeal</td>
</tr>
<tr>
<td>L02</td>
<td>Claims Against the Municipality</td>
<td>Clerk's</td>
<td>Resolution of claim and all appeals + 2 ultimate limitation = 15 years</td>
</tr>
<tr>
<td>L03</td>
<td>Claims By the Municipality</td>
<td>Clerk's</td>
<td>Resolution of claim and all appeals + 2</td>
</tr>
<tr>
<td>L04</td>
<td>Contracts and Agreements - Under Bylaw</td>
<td>Clerk's</td>
<td>act or omission on which claim is based took place + 15**</td>
</tr>
<tr>
<td>L05</td>
<td>Insurance Appraisals</td>
<td>Clerk's</td>
<td>After a new appraisal has been done + 15</td>
</tr>
<tr>
<td>L06</td>
<td>Insurance Policies</td>
<td>Clerk's</td>
<td>Expiry of policy + 15</td>
</tr>
<tr>
<td>L07</td>
<td>Land Acquisition and Sale</td>
<td>Clerk's</td>
<td>Property disposition + 10 years renewable energy projects agreements terms may not be more than 50 years append abandoned petroleum storage tank to deed</td>
</tr>
<tr>
<td>L08</td>
<td>Opinions and Briefs</td>
<td>Clerk's</td>
<td>S**</td>
</tr>
<tr>
<td>L09</td>
<td>Precedents</td>
<td>Clerk's</td>
<td>S**</td>
</tr>
<tr>
<td>L10</td>
<td>Federal Legislation</td>
<td>Originating</td>
<td>S</td>
</tr>
<tr>
<td>L11</td>
<td>Provincial Legislation</td>
<td>Originating</td>
<td>S</td>
</tr>
</tbody>
</table>
## Schedule “B” to Bylaw No. 51-2020
### Schedule of Retention Periods

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<tr>
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<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>L12</td>
<td>Vital Statistics</td>
<td>Clerk's</td>
<td>P (may be captured in provincial registry?)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Marriage licences 2 years</td>
</tr>
<tr>
<td>L13</td>
<td>Prosecutions</td>
<td>Originating</td>
<td>Delivery of judgement + 7</td>
</tr>
<tr>
<td>L14</td>
<td>Contracts and Agreements</td>
<td>Clerk's</td>
<td>Expiry of contract + 2**</td>
</tr>
<tr>
<td></td>
<td>Simple</td>
<td></td>
<td>Long term care service providers = expiry + 7</td>
</tr>
</tbody>
</table>
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Primary Heading: Media and Public Relations

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>M01</td>
<td>Advertising</td>
<td>Originating</td>
<td>1**</td>
</tr>
<tr>
<td>M02</td>
<td>Ceremonies and Events</td>
<td>Originating</td>
<td>5**</td>
</tr>
<tr>
<td>M03</td>
<td>Charitable Campaigns/Fund Raising</td>
<td>Originating</td>
<td>1</td>
</tr>
<tr>
<td>M04</td>
<td>Complaints Commendations and Inquiries</td>
<td>Originating</td>
<td>5**</td>
</tr>
<tr>
<td>M05</td>
<td>News Clippings</td>
<td>Originating</td>
<td>1**</td>
</tr>
<tr>
<td>M06</td>
<td>News Releases</td>
<td>Originating</td>
<td>1**</td>
</tr>
<tr>
<td>M07</td>
<td>Publications</td>
<td>Originating</td>
<td>S**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S+3 if publication is subject to copyright or trademark</td>
</tr>
<tr>
<td>M08</td>
<td>Speeches and Presentations</td>
<td>Originating</td>
<td>3**</td>
</tr>
<tr>
<td>M09</td>
<td>Visual Identity and Insignia</td>
<td>Clerk’s</td>
<td>S+5**</td>
</tr>
<tr>
<td>M10</td>
<td>Website &amp; Social Media Content</td>
<td>Originating</td>
<td>S + 2</td>
</tr>
<tr>
<td>M11</td>
<td>Public Relations and Public Awareness</td>
<td>Originating</td>
<td>5**</td>
</tr>
<tr>
<td>M12</td>
<td>Intellectual Property</td>
<td>Clerk’s</td>
<td>copyright, patent or trademark expired or last use + 5 years</td>
</tr>
</tbody>
</table>
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### Primary Heading: Protection and Enforcement Services

<table>
<thead>
<tr>
<th>Class Code</th>
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<th>Responsible Dept.</th>
<th>Total Retention (number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P01</td>
<td>Bylaw Enforcement</td>
<td>Originating</td>
<td>6**</td>
</tr>
<tr>
<td>P02</td>
<td>Daily Occurrence Logs</td>
<td>Originating</td>
<td>5**</td>
</tr>
<tr>
<td>P03</td>
<td>Emergency Planning and Response</td>
<td>Originating</td>
<td>S** or expiry of plan + 5 if Canadian Environmental Protection Act applies</td>
</tr>
<tr>
<td>P04</td>
<td>Hazardous Materials</td>
<td>Originating</td>
<td>S + 5</td>
</tr>
<tr>
<td>P05</td>
<td>Incident/ Accident Reports</td>
<td>Originating</td>
<td>5</td>
</tr>
<tr>
<td>P06</td>
<td>Building and Structural Inspections</td>
<td>Building</td>
<td>inspections = 2 initial fire system test report = life of system</td>
</tr>
<tr>
<td>P07</td>
<td>Health and Fire Safety Inspections</td>
<td>Public Health</td>
<td>S, minimum 1 year</td>
</tr>
<tr>
<td>P08</td>
<td>Investigations</td>
<td>Originating</td>
<td>10**</td>
</tr>
<tr>
<td>P09</td>
<td>Licences</td>
<td>Clerk’s</td>
<td>Expiry of licence + 2</td>
</tr>
<tr>
<td>P10</td>
<td>Building Permits</td>
<td>Building</td>
<td>P</td>
</tr>
<tr>
<td>P11</td>
<td>Permits - Other</td>
<td>Originating</td>
<td>Expiry of permit + 2</td>
</tr>
<tr>
<td>P12</td>
<td>Warrants</td>
<td>Court Services</td>
<td>Execution of warrant + 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bylaw Services</td>
<td>Court services search warrants – 40 years</td>
</tr>
<tr>
<td>P13</td>
<td>Criminal Records</td>
<td>Court Services</td>
<td>Occurrence/ investigation closed or disposition of charge + 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bylaw Services</td>
<td></td>
</tr>
<tr>
<td>P14</td>
<td>Animal Control</td>
<td>Originating</td>
<td>date animal was last in the pound + 2</td>
</tr>
</tbody>
</table>
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</tr>
</thead>
</table>
| P15        | Community Protection Programs                         | Originating       | S+2**
|            |                                                        |                   | Surveillance video 72 hours unless requisitioned for use
|            |                                                        |                   | If requisitioned for use (MFIPPA or other investigation) = S+2 |
| P16        | Emergency Services                                    | Originating       | S+5                                                 |
| P17        | EMS and Fire Significant Incident & Impact Reports     | EMS               | S+5                                                 |
| P18        | EMS and Fire Accident Response Reports                | EMS               | S+5                                                 |
| P19        | EMS and Fire Statistics                               | EMS               | S+2                                                 |
| P20        | Prohibition Notices & Orders                          | Legal             | 15                                                  |
| P21        | Facilities Routine Water Use, Monitoring and Testing  | Parks & Recreation| pools and recreational camps = 1
|            |                                                        | Child Care Facility| child care facility plumbing flush and water testing = 6 |
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Primary Heading: Recreation and Culture

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R01</td>
<td>Heritage Preservation</td>
<td>Clerk's</td>
<td>End of plan year or removal of designation + 3**</td>
</tr>
<tr>
<td>R02</td>
<td>Library Services</td>
<td>Clerk's</td>
<td>5</td>
</tr>
<tr>
<td>R03</td>
<td>Museum and Archival Services</td>
<td>Clerk's</td>
<td>S + 3**</td>
</tr>
</tbody>
</table>
| R04        | Parks Management                       | Parks & Recreation    | park maintenance = 5**  
|            |                                       |                       | Playground equipment maintenance = 15              |
| R05        | intentionally left blank               |                       |                                                     |
| R06        | Recreational Programming               | Parks & Recreation    | program development & evaluation = 3**              |
|            |                                       |                       | program registration = 1                            |
|            |                                       |                       | attendance fee collection = 6                       |
### Legend:
P – Permanent; * - Maximum Copy Retention; S – Superseded; E – Event; C – Current Year; ** - Subject to Archival Selection. Numbers in retention columns refer to years unless otherwise specified.

### Primary Heading: Social and Health Care Services

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S01</td>
<td>Children's Day Care and Day Nursery Services</td>
<td>Community Services</td>
<td>S (review after 3 years)</td>
</tr>
<tr>
<td>S02</td>
<td>Elderly and Supportive Assistance Services</td>
<td>Community Services</td>
<td>S (review after 3 years)</td>
</tr>
<tr>
<td>S03</td>
<td>Long Term Care Facility Clients</td>
<td>Community Services</td>
<td>Discharged + 10</td>
</tr>
<tr>
<td>S04</td>
<td>Community and Social Assistance Services</td>
<td>Community Services</td>
<td>S (review after 3 years)</td>
</tr>
<tr>
<td>S05</td>
<td>Ontario Works Clients</td>
<td>Community Services</td>
<td>date of last entry + 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>outstanding overpayment = overpayment resolved + 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fraud investigation = fraud resolved + 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>outstanding family support issues = 10</td>
</tr>
<tr>
<td>S06</td>
<td>Medical Case Clients</td>
<td>Public Health</td>
<td>discharged as a client + 15 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Note: reportable diseases may be longer</td>
</tr>
<tr>
<td>S07</td>
<td>Children's Services</td>
<td>Community Services</td>
<td>S (review after 3 years)</td>
</tr>
<tr>
<td>S08</td>
<td>Public Health</td>
<td>Public Health</td>
<td>S (review after 5 years)</td>
</tr>
<tr>
<td>S09</td>
<td>Cemetery Interment</td>
<td>Clerk’s</td>
<td>P**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Transfer to archives if no longer managed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Burial permits = 2</td>
</tr>
</tbody>
</table>
### Schedule “B” to Bylaw No. 51-2020
**Schedule of Retention Periods**

**Legend:**
P – Permanent; * - Maximum Copy Retention; S – Superseded; E – Event; C – Current Year; ** - Subject to Archival Selection. Numbers in retention columns refer to years unless otherwise specified.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S10</td>
<td>Day Care and Day Nursery Clients</td>
<td>Community Services</td>
<td>Last participated date + 3</td>
</tr>
<tr>
<td>S11</td>
<td>Disabilities Support Clients</td>
<td>Community Services</td>
<td>no longer receiving support + 7</td>
</tr>
<tr>
<td>S12</td>
<td>Housing Services</td>
<td>Community Services</td>
<td>10</td>
</tr>
<tr>
<td>S13</td>
<td>Housing Tenant Clients</td>
<td>Community Services</td>
<td>no longer resides + 5</td>
</tr>
<tr>
<td>S14</td>
<td>Home Child Care Program Administration</td>
<td>Community Services</td>
<td>3</td>
</tr>
<tr>
<td>S15</td>
<td>Home Child Care Program Clients</td>
<td>Community Services</td>
<td>Last participated date + 3</td>
</tr>
<tr>
<td>S16</td>
<td>Social and Health Care Planning and Management</td>
<td>Community Services</td>
<td>7 years</td>
</tr>
<tr>
<td>S17</td>
<td>Client Care Coordination</td>
<td>Community Services</td>
<td>no longer receiving support + 10</td>
</tr>
<tr>
<td>S18</td>
<td>Long Term Care Operations</td>
<td>Community Services</td>
<td>4</td>
</tr>
<tr>
<td>S19</td>
<td>Food Preparation and Service</td>
<td>Community Services</td>
<td>1</td>
</tr>
<tr>
<td>S20</td>
<td>Cemetery Operations</td>
<td>Cemetery</td>
<td>Contract fulfilled or no longer applies + 6 years</td>
</tr>
</tbody>
</table>
Schedule “B” to Bylaw No. 51-2020
Schedule of Retention Periods

Legend:
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**Primary Heading: Transportation**

<table>
<thead>
<tr>
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<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention (Number of years after current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>T01</td>
<td>Illumination Works</td>
<td></td>
<td>Removal of the equipment + 6 Specifications = P</td>
</tr>
<tr>
<td>T02</td>
<td>Parking Works</td>
<td></td>
<td>Closure of lot or space + 6</td>
</tr>
<tr>
<td>T03</td>
<td>Public Transit Operations Works</td>
<td></td>
<td>Closure of route/ shelter/ stop + 1**, 2 year minimum retention</td>
</tr>
<tr>
<td>T04</td>
<td>Road Construction Works</td>
<td></td>
<td>project finished + 1** Specifications = P</td>
</tr>
<tr>
<td>T05</td>
<td>Road Design and Planning Works</td>
<td></td>
<td>project finished + 1** Specifications = P</td>
</tr>
<tr>
<td>T06</td>
<td>Road Maintenance and Salt Usage</td>
<td>Works</td>
<td>project finished + 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>salt plans, usage, training and reports = 7 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Specifications = P</td>
</tr>
<tr>
<td>T07</td>
<td>Signs and Signals Works</td>
<td>Works</td>
<td>Removal of sign/signal + 1</td>
</tr>
<tr>
<td>T08</td>
<td>Traffic Works</td>
<td></td>
<td>project finished + 1**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Temporary road closures = 2 years</td>
</tr>
<tr>
<td>T09</td>
<td>Roads and Lanes Openings/ Closures Works</td>
<td></td>
<td>project finished + 1**</td>
</tr>
<tr>
<td>T10</td>
<td>Field Survey/Road Survey Books</td>
<td>Works</td>
<td>project finished + 1</td>
</tr>
<tr>
<td>T11</td>
<td>Bridges</td>
<td>Works</td>
<td>project finished + 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Specifications = P</td>
</tr>
</tbody>
</table>
Schedule “B” to Bylaw No. 51-2020  
Schedule of Retention Periods

Legend:
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**Primary Heading: Vehicles and Equipment**

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Secondary Heading</th>
<th>Responsible Dept.</th>
<th>Total Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(# of years after current year)</td>
</tr>
<tr>
<td>V01</td>
<td>Fleet Management</td>
<td>Originating</td>
<td>termination of lease) + 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>public vehicles trip record = 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Daily Inspection Logs = 2 years or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6 months after vehicle ceases to be</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>operated</td>
</tr>
<tr>
<td>V02</td>
<td>Mobile Equipment</td>
<td>Originating</td>
<td>Disposal of equipment + 1</td>
</tr>
<tr>
<td>V03</td>
<td>Transportable Equipment</td>
<td>Originating</td>
<td>Disposal of equipment + 1</td>
</tr>
<tr>
<td>V04</td>
<td>Protective Equipment</td>
<td>Originating</td>
<td>Disposal of equipment + 1</td>
</tr>
<tr>
<td>V05</td>
<td>Ancillary Equipment</td>
<td>Originating</td>
<td>Disposal of equipment + 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Set-up tests = until superseded</td>
</tr>
</tbody>
</table>
Being a by-law to adopt the Municipality of West Grey Communication Strategy for the Corporation of the Municipality of West Grey

Whereas section 5(3) of the Municipal Act, 2001, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise; and

Whereas the council of the Corporation of the Municipality of West Grey deems it expedient to adopt a corporate communications strategy;

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

1. That the Municipality of West Grey Communications Strategy 2020, identified as Schedule “A”, attached hereto and forming an integral part of this bylaw, is hereby adopted.

2. That this by-law shall come into force and take effect upon being passed by council.

Read a first, second and third time and finally passed this 21st day of July, 2020.

____________________  ____________________
Mayor Christine Robinson  Clerk Genevieve Scharback
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<td>Promotional products</td>
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<td>Certificates</td>
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</tbody>
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Introduction

This is the first communication strategy for the Municipality of West Grey and will pioneer a framework for two-way internal and external communication.

This strategy calls for a focused approach to corporate communication in-line with industry benchmarks, marketing research and communication trends. At the root, this strategy values standards developed by communication professionals across the country and recommends delivering messages through strong, consistent and standardized tactics.

Current communication trends show residents and stakeholders demand greater access, better customer service and accurate information when and where they need it. Nine to five counter service and cash transactions have been largely replaced by mobility, e-commerce and the need to respond instantly across a range of digital platforms.

Legislated accessibility standards are also changing. As of January 1, 2021 all municipal websites must comply with Web Content Accessibility Guidelines (WCAG) 2.0 AA and the municipal accessibility plan is scheduled for an update. These changes will bring accessibility front of mind and shape several components of this strategy.

West Grey is in the public service business. A departmental approach to communication does not fit because our audience does not consider which department oversees a service, only that they would like to access that service. We must be clear, authentic and timely in our internal and external communication.

This strategy is a guidebook to achieving and maintaining quality and consistency in our communications.

Guiding principals

» Provide information that is timely, accurate, clear, accessible and responsive.

» Consider the range of communication tactics at our disposal and use those most appropriate to address the needs associated with each circumstance.

» Work collaboratively across departments to ensure that information is thorough, factual and timely.

» Respect the access to information and privacy rights of citizens and employees.

» Support opportunities for engagement to inform public policy.

» Strive to achieve a culture of two-way communication and communications excellence.
“The single biggest problem in communication is the illusion that it has taken place.”

— George Bernard Shaw
Strategic priorities

1. **Develop a standardized visual identity and formalize tactics.** Much of this work is done within these pages. Templates for forms, reports, letters, etc. will be made available to staff. The updated logo will be phased in over the next two to three years.

2. **Embed and centralize the role of communication in corporate culture.** All external communications, including but not limited to tenders, job postings, signs, advertisements and public notices should be sent through communication staff. Department heads should explore communication opportunities and work with communication staff to execute and deploy. Everyone has a role to play.

3. **Deliver a repeatable communication program to inform, promote and build the reputation of the Municipality of West Grey.** While the message will change, the mode of work should not.

4. **Listen.** Deploy surveys, engage and find new ways to reflect the community.

5. **Meet or exceed legislative requirements for accessibility.** The launch of the municipal website and updated the accessibility plan should launch a focused approach to making West Grey more accessible.

6. **Review internal communication, policies and customer service.** Find ways to ensure inclusion. Explore and review customer service practices.

7. **Deliver data and analytics for decision making.** Monthly traffic reports with analytic synopsis should be created and deployed.

8. **Monitor trends and be nimble enough to change if necessary.** Attend conferences and communication peer meetings. Seek out innovative solutions.

9. **Report on and update communication strategy annually.** Updates and fine tuning should happen frequently. It will be important to monitor and measure and compile trends for an annual communications report.
Black and white

Working with a visual identity primarily in black and white provides excellent contrast, utility and versatility. Black and white design work is gaining popularity as experts call for a return to basics in a marketplace often visually overwhelmed and saturated.

Black and white is expressly poignant for use by a public service focused on clear communication and customer service excellence.
West Grey
Corporate logo

The official logo for the Municipality of West Grey is two words—West Grey—in a stylized script font with the word West above and tied to the word Grey below.

The logo is the visual representation of the corporation and should be consistent and uniform in its presentation.

The colour of the logo is black on a white background. The inverse—white on black—may be used rarely. There are times when coloured paper must be used—permits, confidential material etc.—in which case black on light-coloured paper and white on dark-coloured paper should be followed consistently.

There are no other colours or variations permitted. The logo should not have an outline, or drop shadow. Any version attempting to add layers or dimensions to the logo is unacceptable. Stacking, stretching or rotating the logo in any way is prohibited. The logo should not be crowded with text, images or other material and have an appropriate amount of white space around its borders.

A portion of the logo may be used on official documents to create a watermark effect. In this case, the logo is placed with a transparency of nine per cent and should be oversized but not stretched or rotated. This page provides an example.

The logo does not include a tag line, slogan or the words “Municipality of”.

The minimum size is 7 mm wide.
Typography

Open Sans and Gotham are both licence-free sans serif fonts that are easy to read and versatile for print, web and mobile.

Open Sans is a clean typeface originally commissioned by Google in 2010. It was designed for legibility and accessibility. The font features wide apertures on many letters with a tall lowercase letter height. It is considered a humanist font and since its creation has become one of the most popular fonts in use today.

Gotham is similar to Open Sans but offers some extra reach for designers and fits well for use in headlines. It is a forward-looking font based in part off Futura and encapsulates a sense of vitality and growth.

In general, body copy should use 12 pt Open Sans Regular with 14 pt leading. Headlines should be 33 pt Gotham Medium. Font size should never be below 7.5 pt and then, only in rare cases. Pages should only contain two different stroke sizes.

Kerning should not be adjusted, except in very rare graphic design projects.

Condensed, italic or serif fonts should not be used because those variations are not accessible.

Body copy should be coloured black on white. The inverse should be used sparingly, only to highlight and provide contrast.

All copy should follow the latest edition of Canadian Press (CP) style.
West Grey launches communication strategy

WEST GREY, ON—Vivivari cat. Ut acriemoves? O tena, des se non tandacchum ismus for usquitus coti publiurbit. Etra L.

Seropubliam talin dum tra veritatbunte, diontel lastelssii intea estemna que es Ad in tus senit, queresci pro consupo mor int, conon te octuete tro Catrum tam.

Cultorum publibus sedo, quod derride atiusrootest peratum ac vilintem nem. mordienicast isque erei ineate auterfe confere intrum inarbis, con ne fauciae stari, cius intellussus nonfectus ommoerfic fue det peris, noccio pas nonsuuls, que tus o patus locadiem inatque rehbehm in vocupio.

Bu fauciae stari, cius intellussus nonfectus ommoerfic fue det peris, noccio pas nonsuuls, que tus o patus locadiem inatque rehbehm in vocupio.

-30-

MEDIA CONTACT
Jonathan Zettel
Co-ordinator, office of the CAO
communications@westgrey.com
519.369.2200 x. 239
Stationery and internal forms

Internal and external documents have been standardized in order to align with the municipal visual identity guidelines.

This includes, but is not limited to, agendas, reports, minutes, tenders, media releases, envelopes, letterheads and memos.

Templates have been filed on the municipal server.

The stylized West Grey watermark should appear on the first page but not necessarily on any of the subsequent pages.

New templates will be created as needed.

Email signatures

The following is the email signature for all @westgrey.com addresses.

Confidentiality notice: This e-mail message and attachments, if any, are sent by a third party administrator for the sole use of the intended recipient(s). It may contain information that is privileged and/or confidential. If you are not the intended recipient, please notify the sender immediately by reply email and destroy this communication. Thank you.
Business cards and name badges

Council and many staff require business cards as an easy way to hand out contact information.

The size is 88.9 mm by 50.8 mm and printed on medium to heavy weight vellum paper.

The front of the card can be customized with several options from the photo library to showcase the beauty of West Grey. Personal pictures or graphics will not be permitted.

Name badges are printed on square-cornered silver plate with magnetic backing. Titles and credentials should be avoided with the exception of members of council.

Recreation employees, especially camp counsellors, should use laminated cards with head shots and lanyards in order to be easily identified. The backing of these cards may include important contact information depending on the particular role and program.
West Grey website

A cross-section of research from multiple sources shows a dramatic increase for a desire to have information shared digitally over traditional print. The trend toward digital will place the municipal website as a key component of the overall communication strategy.

The West Grey website is designed with customer service top of mind. Many traditional sites want visitors to stay on the site for as long as possible and have many elements to stretch visit times. The West Grey website is geared to deliver information as fast as possible and keep visitor times low.

The West Grey website is not mapped to align directly to departments because visitors are generally looking for information or access to a service without knowing which department oversees that particular service.

It has been optimized for any size of screen from watch-sized to a theatre screen and will adjust automatically to fit the screen properly.

The picture on the home page will be updated monthly.

Key features include:
» Clean design with clear site mapping
» Improved navigation and search
» Interactive events calendar with the ability to subscribe
» Accessibility for Ontarians with Disabilities Act (AODA) compliant
» Landing pages that centralize information
» Ability to create forms for a variety of customer service needs
» E-commerce and full integration with third-party applications
» Improved analytics
The Municipality of West Grey

@OurWestGrey

The Municipality of West Grey is the local government for about 13,000 people.

westgrey.com

Joined: December 2019

35 Following

04 Followers

Edit profile

Guidance for Reopening of Campgrounds
@OurWestGrey

In concert with the new website, West Grey has launched several other digital initiatives in order to hit as many different audiences as possible. This is largely a way to better customer service and provide timely information.

A question such as whether or not a burn ban is still on can be answered quickly yes or no. Some people will want to search the website, while others will just want a quick and immediate response and will reach out via social media.

Official pages will use the handle @OurWestGrey and follow the rules and guidelines as set out by the Municipality of West Grey Social Media Policy.

Currently, the municipality has Facebook, Twitter, LinkedIn and Vimeo accounts. Any previously used accounts will be merged.

Cover photos will be updated seasonally.
Print tactics

Print remains an important component of communication despite the trend toward digital. Mailing items is still the only way to reach all of West Grey and having something to physically hold on to can have a great impact.

For the past decade there has been a great deal of professional discussion around how to make print communication work online and vice versa. This strategy calls for a more relaxed approach and acknowledges not all print communications will work online, and not all communications online will be appropriate in print.

Should a print product need to be posted to the West Grey website, it should be an interactive and accessible PDF with hyperlinks and appropriate tags.

While the West Grey visual identity mandates primary colours, print and marketing material should be in colour where appropriate.

Some of these tactics include posters, flyers, bookmarks, advertisements and brochures.
Photography and videography

Brilliant and current images of West Grey are key to showcasing the municipality, especially framed within a black and white visual identity.

Professional photos should only be used in association with West Grey.

Photos should be filed and categorized on the municipal server. Metadata must include photographer, location, date and a brief description of the photo. Print versions should be filed uncropped at 300 dpi. Digital versions should be filed uncropped at 72 dpi with an image size of approximately 1200 by 800 pixels.

Promotional videos can be very challenging and should be used sparingly. Often they are expensive, time-consuming with low return. If a case arises where a video is the ideal solution, it should be professional and short.
Uniforms and fleet graphics

Safety and utility should always take priority over aesthetics. Department heads should work with communication staff in order to find solutions that are both safe and fit the corporate message.

In general, white shirts with a black logo should be used. Black hats with a small embroidered white logo will provide sharp contrast. Black shirts, both long and short sleeve, may also be available.

Fleet vehicles will be white with a black logo centred on both passenger and driver’s side doors. The corporate logo should never be placed on tailgates, hoods, mud flaps or grills. In cases where another logo must be on the vehicle, the two logos should have translucent backgrounds and be of equal size.
On the street

West Grey has many opportunities to communicate in the public space.

This includes pole banners, flags, garbage bins, bike racks, benches, entrance signs, seasonal lights, crosswalks and even plants and trees.

In general, these items should be black wrought iron (or similar). All items placed on the street should be done in conjunction with public works and adhere to department safety standards and ministry guidelines.
JUNE

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
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<td>12</td>
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2 cm Magnets

West Grey, Ontario
Promotional products

Promotional products are an excellent way to reaffirm visual identity and keep West Grey top-of-mind.

Some potential examples include: bottles, mugs, buttons, magnets, pens, lanyards, hats, posters, puzzles, post cards and calendars.

Items should be high quality and in limited supply.
On behalf of the Council of the Municipality of West Grey, it is my pleasure to extend our warmest regards to

First Last

REASON FOR CERTIFICATE

Olo volorpos post, voluptur?
Occum aut facepudi cupta peditium volupta quodionsequae solorescim int, quosae ex et, oditat. Namusci llupistis quintotaes et mil. Congratulations!

West Grey official gold seal here.

Mayor Christine Robinson
June 2020
Certificates

The Municipality often gets requests for official commemorative certificates. This can range from grand openings of businesses to milestone birthdays.

Certificates are signed by the mayor and have the official seal of the Municipality of West Grey.

They are relatively low-cost to create and well received in the community.
The Corporation of the Municipality of West Grey
Bylaw Number 53 - 2020

Being a bylaw to confirm the proceedings of the council of The Corporation of the Municipality of West Grey

Whereas section 5(3) of the Municipal Act, 2001, as amended, provides that a municipal power, including a municipality’s capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise; and

Whereas section 8 of the Municipal Act, 2001, as amended, provides that the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues; and

Whereas the council of The Corporation of the Municipality of West Grey deems it expedient to adopt, confirm and ratify matters dealt with at all meetings of council;

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

1. That the proceedings and actions taken by the council of the Municipality of West Grey at the regular council meeting of July 21, 2020, in respect of each report, motion, recommendation, bylaw and any other business conducted are, except where the prior approval of the Local Planning Appeal Tribunal or other authority is required by law, hereby adopted and confirmed and shall have the same force and effect as if each and every one of them had been the subject matter of a separate bylaw duly enacted.

2. The mayor and proper officials of The Corporation of the Municipality of West Grey are hereby authorized and directed to do all things necessary to give effect to the action of the council of The Corporation of the Municipality of West Grey referred to in the preceding section thereof.

3. That on behalf of The Corporation of the Municipality of West Grey the mayor or presiding officer of council and the clerk or CAO, where instructed to do so, are authorized and directed to execute all documents necessary, and to affix the seal of The Corporation of the Municipality of West Grey thereto.

4. That this by-law shall come into force and take effect upon being passed by council.

Read a first, second and third time and finally passed this 21 day of July, 2020.

_____________________________     ______________________________
Mayor Christine Robinson    Clerk Genevieve Scharback