



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

September 20, 2022, 6 p.m.

Virtual meeting

Members of the public may attend electronically via Zoom.

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

<https://us02web.zoom.us/j/84761093158>

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When prompted, enter the meeting ID: 847 6109 3158

Accessibility of documents: Documents are available in alternate formats upon request.

If you require an accessible format or communication support contact the Clerk's Department by email at clerk@westgrey.com or 519-369-2200 to discuss how we can meet your needs.

Pages

10. Correspondence

10.1. Items requiring action

10.1.3. *Owen Sound Police Services Proposal follow up*

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Recommendation:

That council hereby _____.

11. Staff reports

11.1. Chief Administrative Officer

11.1.1. *Municipal Election, Appointment of Grey County Compliance Audit Committee for the 2022 to 2026 term of council*

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Recommendation:

That council receive report: "Municipal Election, Appointment of Grey County Compliance Audit Committee for the 2022 to 2026 term of council"; and

That council enacts a by-law to appoint individuals to the Grey County Compliance Audit Committee for the 2022 – 2026 term of council, as recommended by the Grey County clerks.

11.1.2. *Owen Sound Policing Costing correspondence*

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Recommendation:

That report CAO-Owen Sound Police Costing correspondence be received, and further

That staff be directed to proceed with the proposal received to date.

13. Bylaws

13.3. *Bylaw 80-2022 - Appoint the Grey County Compliance Audit Committee for the 2022 to 2026 term of council*

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Recommendation:

That Bylaw 80-2022, being a bylaw to appoint the Grey County Compliance Audit Committee for the 2022 to 2026 term of council, be read a first, second and third and final time.

The Office of the Mayor
 Ian Boddy
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 Owen Sound, ON N4K 2H4



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September 7, 2022

Mayor Robinson and Members of Council
 Municipality of West Grey
 402813 Grey County Road 4
 Durham, ON N0G 1R0

Via Email: Genevieve Scharback, CMO - gscharback@westgrey.com

Dear Mayor & Council:

I am writing to you with respect to Owen Sound Police Services (OSPS) offer to provide the Municipality of West Grey (West Grey) with a proposal for police services.

As presented to your council on March 15, 2022, and by prior letter, Chief Ambrose, requesting specific information regarding the level of police service your community desires to allow the OSPS to provide the most economically viable solution based on your requirements. Using that information would have allowed the OSPS to tailor a policing plan that would meet and possibly exceed the municipality's expectations rather than trying to make the community's needs fit into an already established model. Chief Ambrose was advised during that council meeting that West Grey staff would provide the requested information at a later date.

On April 19, 2022, I wrote to you expressing my concern that Chief Ambrose had not received any correspondence surrounding the requested information. On April 23, 2022, OSPS was advised that West Grey would be inviting costing proposals through a Request for Proposal process, and a bid package would be released on May 16 or 17, 2022, with a deadline for OSPS and Ontario Provincial Police (OPP) to respond in mid-August.

I am advised that OSPS received correspondence on May 31, 2022, outlining the timelines for the provision of policing services and indicating that the police service profile information would be provided on or before June 3, 2022.

On June 21, 2022, Chief Ambrose followed up with Ms. Johnson, given that no information had been received as of yet. In her response, she confirmed that the proposal was still due on or before September 13, 2022.

On July 29, 2022, Chief Ambrose advised Ms. Johnson that he had not received any information from West Grey and was still waiting to receive the Request for Proposal or

police service profile as mentioned in the May 31, 2022 correspondence, promised to be delivered June 3, 2022.

Nothing further was received until August 3, 2022. On this date, Chief Ambrose received a standardized copy of the OPP's police service profile form. This document came a full two months after June 3, 2022, the date it had originally been promised to us. After careful review, Chief Ambrose's opinion is that this document provides limited information and only deals at a high level with what the current service provides. There has been no information from West Grey to Chief Ambrose since March 15, 2022, when he requested clarification of what type of policing service West Grey wants, especially as it relates to community policing.

The City of Owen Sound and the Owen Sound Police Service Board have a continued interest in a potential joint or regional community-based police service model that meets the needs and desires of your community while providing efficiencies for all of our taxpayers. However, with the limited information received to date, OSPS is unable to submit a reasoned proposal that effectively provides a community policing model with associated costs to the citizens of West Grey.

If you wish to consider all policing options, and more detailed information was made available, please advise, and Chief Ambrose will confirm with you the length of extension required to provide you with a proposal that aligns with your community's expectations.

Yours truly,



CC: Members of Council, City of Owen Sound
John Thomson Chair, Owen Sound Police Services Board
Owen Sound Police Services Board Members
Tim Simmonds, City Manager
Brianna Bloomfield, Clerk

Council report

Meeting date:	September 20, 2022
Title:	Municipal Election, Appointment of Grey County Compliance Audit Committee for the 2022 to 2026 term of council
Prepared by:	Laura Johnston, Chief Administrative Officer

Recommendation

That council receive report: “Municipal Election, Appointment of Grey County Compliance Audit Committee for the 2022 to 2026 term of council”; and

That council enacts a by-law to appoint individuals to the Grey County Compliance Audit Committee for the 2022 – 2026 term of council, as recommended by the Grey County clerks.

Executive summary

The Municipal Elections Act, 1996 (MEA) requires that all municipalities appoint a compliance audit committee. As referenced in the MEA, a compliance audit committee shall be comprised of not fewer than three and not more than seven members and shall not include:

- Employees or officers of the municipality or local board;
- Members of council or local boards;
- Any person who is a candidate in the election for which the committee is established;
- Any persons who are registered third parties in the municipality in the election for which the committee is established.

A qualified elector who believes on reasonable grounds that a candidate or registered third party has contravened a provision of the MEA relating to election campaign finances, may apply to the compliance audit committee for a compliance audit of the candidate’s or registered third party’s finances. The compliance audit committee is also required to consider any report provided by the clerk that identifies any contributor that appears to have contravened established contribution limits.

Background and discussion

In accordance with the MEA, council shall establish a compliance audit committee before October 1 of an election year. The Grey County Compliance Audit Committee, Terms of Reference and Rules of Procedure are attached for

reference.

A “selection committee” comprised of three clerks from the nine local tier Grey County municipalities reviewed applications received and completed reference checks for the selected applicants. The Terms of Reference sets out the criteria considered when appointing Compliance Audit Committee members. On the recommendation of the selection committee, each municipality shall appoint the Grey County Compliance Audit Committee for the 2022 election, which shall be comprised of a roster of no more than seven individuals.

Staff will provide council with a by-law to appoint the following persons as members of the Grey County Compliance Audit Committee:

- Bryan G. Allendorf
- John Leslie Hollins
- Miranda Lahtinen
- David Nusko
- Dan Sullivan

Legal and legislated requirements

Municipal Elections Act, 1996

Financial and resource implications

Those persons appointed to the Grey County Compliance Audit Committee will be paid a retainer of \$1,000 over the term of their appointment, being \$250 per year, with costs shared equally by the municipalities of Grey County. The retainer shall cover attendance at a mandatory training session and review of periodic updates or information supplied by the clerk of a member municipality.

A rate of \$200 for meetings under four hours, and \$300 for meetings over four hours plus mileage will be paid to committee members convening for a sitting committee. The per meeting rate shall cover review of background or agenda materials as required in preparation for a meeting, with the costs being borne by the host municipality.

Consultation

Grey County clerks

Attachments

Attachment 1: Municipal Election, Grey County Compliance Audit Committee, Terms of Reference

Attachment 2: Grey County Compliance Audit Committee Rules of Procedure

Next steps

Passing of bylaw to appoint the Grey County Compliance Audit Committee members for the 2022 to 2026 term of council.

Respectfully submitted:

Laura Johnston, Chief Administrative Officer

Grey County Compliance Audit Committee Terms of Reference

1. Definitions

- 1.1 “Act” means the *Municipal Elections Act, 1996*, S.O. 1996, c.32, as amended from time to time;
- 1.2 “Applicant” means an eligible elector who makes an application under Section 88.33(1) of the Act;
- 1.3 “Application” means an application for a compliance audit of a candidate or registered third party, accepted by the Clerk pursuant to Subsection 88.33(2) of the Act and using a form prescribed by the Clerk pursuant to the authority granted by Subsections 88.37(6), 12(1) and 12(2) of the Act;
- 1.4 “Auditor” means a Grey County Compliance Audit Committee-appointed auditor pursuant to Subsection 88.33(10) of the Act;
- 1.5 “Auditor’s Report” means a report prepared by an auditor regarding the findings of an audit into the election campaign finances of a candidate or registered third party advertiser;
- 1.6 “Candidate” means the Candidate whose election campaign finances are the subject of an Application;
- 1.7 “Clerk” means the Municipal Clerk or designate;
- 1.8 “Clerk’s Report” is the report of the Clerk to a Sitting Committee that identifies each contributor to a candidate or registered third party who appears to have contravened any of the MEA contribution limits.
- 1.9 “Council” means the Council of each of the member municipalities;
- 1.10 “GCCAC” means the Grey County Compliance Audit Committee being a roster of no more than seven individuals recommended by the Selection Committee and appointed by each Member Municipality;
- 1.11 “Host Municipality” means the Member Municipality who convenes a Sitting Committee to consider a Clerk’s Report or Application;
- 1.12 “Member Municipalities” means all or some of the lower tier municipalities in Grey County participating in the GCCAC;
- 1.13 “Registered Third Party” means the individual, corporation or trade union whose notice of registration has been certified by the Clerk;
- 1.14 “Selection Committee” means the Grey County Clerk, and the Clerks of three Member Municipalities;

1.15 “Sitting Committee” means the three members of the GCCAC convened to consider a particular Clerk’s Report or Application.

2. Mandate

2.1 The Sitting Committee when appointed has full authority pursuant to sections 88.33, 88.34, 88.35, 88.36 and 88.37 of the Act to receive and make decisions on Applications and Clerk’s Reports respecting the 2022 municipal election and any municipal by-elections held during the 2022 to 2026 Council term.

3. Scope of Responsibilities

3.1 The Sitting Committee shall:

	Timeline/Section of the Act
Consider Applications for Candidates and/or Registered Third Parties and decide whether they should be granted or rejected.	Within 30 days after receipt of the Application - s. 88.33(7), s. 88.35(4)
Provide written reasons for the decision to grant or reject the Applications.	s. 88.33(8) s. 88.35(4)
If an Application is granted, appoint an Auditor to conduct a compliance audit of the Candidate’s and/or Registered Third Parties election campaign finances.	s. 88.33(10) and (11) s. 88.35(4)
Receive the Auditor’s Report.	Within 10 days after receiving the report, the clerk of the Host Municipality shall forward to the Sitting Committee - s. 88.33(14), s. 88.35(4)
Once the Auditor’s Report is received, consider if it contains a conclusion of apparent contravention of the Act, and decide whether to commence a legal proceeding against the candidate and/or Registered Third Party for the apparent contravention.	Within 30 days of receipt of the Auditor’s Report - s. 88.33(17), s. 88.35(4)

	Timeline/Section of the Act
Receive a Clerk's Report identifying any contributor to a Candidate or Registered Third Party who appears to have contravened established contribution limits.	s. 88.34(4) s. 88.36(4)
Once the Clerk's Report is received, consider the Report and decide whether to commence a legal proceeding against the Contributor for the apparent contravention.	Within 30 days of receipt of the Clerk's Report - s. 88.34(8), s. 88.36(5)

4. Composition

- 4.1 The GCCAC shall be comprised of a roster of up to seven (7) members.
- 4.2 When a Member Municipality receives either a Clerk's Report or an Application, the Clerk (of the Host Municipality) shall, within 10 days, arrange for three GCCAC members to convene a Sitting Committee to consider the Clerk's Report or Application. The selected GCCAC members shall be required to participate in all Sitting Committee meetings and any other proceedings pertaining to the Clerk's Report or Application.

5. GCCAC Selection Criteria

- 5.1 To the greatest extent possible, the GCCAC membership will be drawn from the following groups:
 - accounting and audit – accountants or auditors, preferably with experience in preparing or auditing the financial statements of municipal candidates;
 - academic – college or university professors with expertise in political science or local government administration;
 - legal; and
 - other individuals with knowledge of the campaign financing provisions of the Act or experience with a formal hearing process.

6. Appointment Process

- 6.1 All applicants will be required to submit an application outlining their qualifications and experience with a cover letter and resume or curriculum vitae.

- 6.2 The Selection Committee shall meet to review all applications received based upon the membership selection criteria and may request interviews with applicants.
- 6.3 The Selection Committee, following the review of applications and any necessary interviews, shall make recommendations for appointment to the Clerk of each Member Municipality. The GCCAC roster shall be appointed by each Member Municipality based on those recommendations.

7. Remuneration

- 7.1 Those persons appointed to the GCCAC will be paid a retainer of \$1,000, prorated (\$250 to be paid annually to each GCCAC member), over the term of their appointment (costs will be shared equally by the Member Municipalities). The retainer shall cover attendance at a mandatory training session and review of periodic updates or information supplied by the Clerk of a Member Municipality. Payment of the retainer does not denote membership on any Sitting Committee.
- 7.2 A rate of \$200 for meetings under 4 hours, \$300 for meetings over 4 hours, plus mileage at the applicable County rate per kilometer will be paid to GCCAC members convening as a Sitting Committee. The per meeting rate shall cover review of background or agenda materials as required in preparation for a meeting (costs will be borne by the Host Municipality).

8. Meetings

- 8.1 All individuals appointed to the GCCAC will be required to participate in a training session as a condition of their appointment.
- 8.2 Meetings shall only be held as needed, according to the following:
- When a Member Municipality is in receipt of either an Application or Clerk's Report, the Clerk of the applicable Member Municipality shall contact GCCAC members for availability. Three members of the GCCAC will be selected to convene a Sitting Committee.
 - The meetings will be held in a location to be determined by the Clerk of the Host Municipality.
 - Subsequent meetings of the same matter will be held at the call of the Clerk.
 - The Clerk from the Host Municipality shall contact the Sitting Committee members to ensure all are available to attend the said meeting.
 - All time frames established in the Act and regulations shall be adhered to.

9. Rules of Procedure

9.1 Meetings of a Sitting Committee shall be conducted in accordance with the Administrative Practices and Procedures that are established jointly by the Clerks of the Member Municipalities.

10. Costs

10.1 All Member Municipalities shall jointly share all costs in relation to the GCCAC operation.

10.2 The Host Municipality shall pay all costs in relation to a Sitting Committee, including, but not limited to general costs associated with convening the Sitting Committee, remuneration for the Committee Members, costs of any audit, legal costs as may be required, and any legal proceeding as may be applicable.

11. Conflict of Interest

11.1 To avoid a conflict of interest, any auditor or accountant appointed to the GCCAC must not have assisted any candidate or registered third party as a volunteer or for compensation, in the 2022 municipal election or any by- elections during Council's term for any of the Member Municipalities.

12. Records

12.1 The records of Sitting Committee meetings shall be retained and preserved by the Host Municipality in accordance with the Act and that municipality's records retention rules.

Grey County Compliance Audit Committee Rules of Procedure

1. General Rules of Procedure:

1. Definitions and references. In these Rules of Procedure:
 - a) the definitions included in the Grey County Compliance Audit Committee Terms of Reference apply;
 - b) a reference to a Candidate may be read as a reference to a Registered Third Party;
 - c) a reference to the Clerk shall be read as a reference to the clerk of the municipality, or designate, with whom the Candidate filed his or her nomination, or in which the registered third party is registered.
2. These Rules of Procedure may be suspended upon a majority vote of the Sitting Committee.
3. If these Rules of Procedure do not provide for a matter of procedure that arises during the tenure of the Sitting Committee, the practice shall be determined by the Chair in coordination with the Clerk. The Chair may do whatever is necessary and permitted by law to enable the Sitting Committee to effectively and completely decide the matter before it.
4. All meetings of the Sitting Committees are open to the public, although the Committee may retire to deliberate its decision in private.
5. The Clerk shall be responsible for arranging for Legal Counsel to advise the Sitting Committee.
6. A chair shall be elected by members of the Sitting Committee at the beginning of the first meeting of the Committee, who shall act as such for all subsequent meetings of the Sitting Committee. The chair shall have the following duties:
 - a) liaise between the members and the Clerk on matters of policy and process;
 - b) enforce the observance of these Rules of Procedure as well as order and decorum among the participants at all meetings;
 - c) put to a vote all motions, which are moved in the course of the proceedings, and shall announce the result;
 - d) adjourn the meeting when the business of the Sitting Committee is concluded.

7. Each member of the Sitting Committee shall have the following duties:
 - a) to deliberate on the business submitted to the Sitting Committee;
 - b) to be present throughout a hearing;
 - c) to vote when a motion is put to a vote; and
 - d) to respect the Rules of Procedure and any guidelines for Sitting Committee members.
8. A quorum of the Sitting Committee is two (2) members and is required in order to proceed with a meeting. If a quorum is not achieved within 30 minutes of the scheduled start of the meeting, the meeting shall be adjourned to a later date.
9. Meetings of the Sitting Committee may be held virtually, at the discretion of the Host Municipality.
10. Where a Host Municipality has elected to host meetings virtually, the following shall apply:
 - i. Members participating electronically in a meeting shall be counted in determining quorum.
 - ii. Electronic participation shall be permitted in closed meeting discussions.
11. At the beginning of each Sitting Committee meeting,
 - a) the chair will advise those present of the hearing procedures;
 - b) members will be asked if they have a conflict of interest subject to the *Municipal Conflict of Interest Act* in regards to the Application in front of them.
12. All motions will be decided by a majority vote
13. Motions do not require a seconder to be recognized by the Chair
14. All communications by the Clerk to the members of the Sitting Committee, Candidate and Applicant will be by email, or regular mail where email is not available
15. All communications by the Clerk to the public will be by posting to the municipal website.

2. Review of Application for Compliance Audit

1. An Application for a Compliance Audit is filed by an eligible elector in writing with the Clerk:
 - a) The application shall include reasons and supporting documentation why the elector believes on reasonable grounds that a Candidate is in contravention of the Act as it relates to campaign finances.
 - b) The Application must be filed with the Clerk within 90 days after the latest of:
 - i. the Filing Date – March 31, 2023; or
 - ii. the date the Candidate or Registered Third Party filed a Statement, if the Statement was filed within 30 days after the Filing Date
 - iii. The Supplemental Filing Date – September 29, 2023; or
 - iv. The date on which the Candidate’s extension granted by the Superior Court of Justice, if any, under subsection 88.23(6) expires.
2. Within 10 days of receiving the Application, the Clerk shall:
 - a) Contact members of the GCCAC and arrange for three members to convene as a Sitting Committee (Section 4.4.1 of the Terms of Reference).
 - i. the Clerk shall consider the following factors in selecting members for the Sitting Committee:
 1. availability of members,
 2. whether potential members have been appointed to another Sitting Committee – as much as possible, all GCCAC members should be given opportunity to participate on a Sitting Committee,
 3. to avoid potential conflicts of interest, Sitting Committee members shall not be residents or property owners of the municipality in which the Sitting Committee is being convened,
 - b) The Clerk shall ask if the member has a potential conflict with the application. Forward the Application to the Sitting Committee.
 - c) Set the time and place of meeting to be held within 30 days of the Sitting Committee receiving the Application.

3. As soon as possible after setting the time and place of the Sitting Committee meeting, the Clerk shall provide notice, in the form of a meeting agenda, to the Sitting Committee, the Applicant, the Candidate and the public.
4. The Applicant and the Candidate (in that order) or their representatives will be permitted to address the Sitting Committee for 5 minutes each. Those addressing the Sitting Committee shall be asked to submit their address in writing.
5. Sitting Committee members will have the opportunity to ask questions of the Applicant and the Candidate.
6. After all parties have spoken, the Sitting Committee will make a decision to either:
 - a) Grant the application for Compliance Audit and appoint an auditor; or
 - b) Reject the application.
7. Pursuant to the Act, the Sitting Committee may choose to deliberate its decision in private.
8. The Sitting Committee may request and receive legal advice regarding any aspect of the Application. The Host Municipality will be responsible for arranging legal counsel to be present at every meeting.
9. The decision of the Sitting Committee shall be in writing, and shall include brief reasons for the decision. The Sitting Committee, in consultation with legal counsel, shall prepare the decision.
10. The decision of the Sitting Committee is public, will be posted publicly with the minutes of the meeting, and will be forwarded to:
 - a) the Applicant, and
 - b) the Candidate
11. As per the Act, the decision can be appealed to the Superior Court of Justice within 15 days after the decision of the Sitting Committee. The Court can make any decision the Sitting Committee could have made.

3. Auditor's Review/Report

1. The Auditor shall conduct an audit of the Candidate's election campaign finances to determine whether he/she has complied with the provisions of the Act and prepare a report outlining whether or not the Candidate was in contravention of the Act.
2. While conducting the audit, the auditor is entitled to have access to all relevant books, papers, documents or things of the Candidate within reasonable hours.
3. The Auditor also has the powers set out in Section 33 of the *Public Inquiries Act*.
4. Once the Auditor has completed his/her report, copies will be forwarded to:
 - a) the Candidate named on the application, and
 - b) the Applicant, and
 - c) the Clerk.
5. The Auditor's report is a public document.
6. The Auditor will be present at the meeting of the Sitting Committee where the report is to be presented to answer any questions.

4. Committee Review and Meeting to Discuss Auditor's Report

1. Within 10 days of receiving the Auditor's report, the Clerk shall:
 - a) set the time and place of the meeting to be held within 30 days of Sitting Committee receiving the report;
 - b) circulate a copy of the report to the Sitting Committee;
 - c) circulate the meeting agenda to the Sitting Committee, Auditor, Applicant and Candidate.
2. The Applicant and the Candidate (in that order) or their representatives will be permitted to address the Sitting Committee for 5 minutes each. Those addressing the Sitting Committee shall be asked to submit their address in writing.
3. Sitting Committee members will have the opportunity to ask questions of the Auditor, Applicant and Candidate.
4. After all parties have spoken, the Sitting Committee will make a decision.
 - a) If the report concludes that the Candidate appears to have contravened provisions of the Act relating to election campaign finances, the Sitting Committee shall decide whether or not to commence a legal proceeding against the Candidate for the contravention.
 - b) If the Sitting Committee decides to commence a legal proceeding, the Sitting Committee shall, in consultation with the Clerk, appoint a prosecutor to carry out same.
5. Pursuant to the Act, the Sitting Committee may choose to deliberate its decision in private.
6. The Sitting Committee may request and receive legal advice regarding any aspect of the Application. The Host Municipality will be responsible for arranging legal counsel to be present at every meeting.
7. The decision of the Sitting Committee shall be in writing, and shall include brief reasons for the decision.
8. The decision of the Sitting Committee is public and will be forwarded to:
 - a) the Candidate named on the application, and

b) the Applicant.

9. the Applicant. In accordance with the Act, the decision can be appealed to the Superior Court of Justice within 15 days after the decision of the Sitting Committee. The Court can make any decision the Sitting Committee could have made.

5. Committee Review and Meeting to Discuss Clerk's Report

1. The Clerk shall review the contributions reported on the financial statement submitted by a Candidate to determine whether any contributor, as referred to in the Act, appears to have exceeded any of the contribution limits.
2. As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, the Clerk shall prepare a report identifying each contributor who appears to have contravened any of the contribution limits, and,
 - a) if the contributor's total contributions to a Candidate appear to exceed the limits under the Act, the report shall set out the contributions made by that contributor; and
 - b) if the contributor's total contributions to two or more Candidates appear to exceed the limit, the report shall set out the contributions made by that contributor to all Candidates.
3. The Clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits.
4. The Clerk shall forward each report prepared under subsection (2) to the Sitting Committee.
5. At the time of, or as soon as possible after, forwarding the report to the Sitting Committee, the Clerk shall set the time and place of meeting to be held within 30 days of the Sitting Committee receiving the report.
6. As soon as possible after setting the time and place of the Sitting Committee meeting, the Clerk shall provide notice, in the form of a meeting agenda, to the Sitting Committee, the contributor, the Candidate(s) who received contributions from the contributor, and the public.
7. The contributor or their representative will be permitted to address the Sitting Committee for 5 minutes. Those addressing the Sitting Committee shall be asked to submit their address in writing.
8. Sitting Committee members will have the opportunity to ask questions of the Clerk and Contributor.
9. After all parties have spoken, the Sitting Committee will make a decision whether to commence legal proceedings against the contributor for an apparent contravention of the *Act*.

- a) If the Sitting Committee decides to commence a legal proceeding, the Sitting Committee shall, in consultation with the Clerk, appoint a prosecutor to carry out same.
10. Pursuant to the Act, the Sitting Committee may choose to deliberate its decision in private.
11. The Sitting Committee may request and receive legal advice regarding any aspect of the Clerk's Report. The Host Municipality will be responsible for arranging legal counsel to be present at every meeting
12. The decision of the Sitting Committee shall be in writing, and shall include brief reasons for the decision.
13. The decision of the Committee is public and will be forwarded to the contributor.



Council report

Meeting date:	September 20, 2022
Title:	Owen Sound Police Costing correspondence
Prepared by:	Laura Johnston, Chief Administrative Officer

Recommendation

That report CAO-Owen Sound Police Costing correspondence be received, and further

That staff be directed to proceed with the proposal received to date.

Executive summary

In April 2022, the municipality invited proposals for the provision of policing services in West Grey. Interested and eligible police services had until May 17, 2022, to register their interest. All eligible proponents would then receive the West Grey Police Service Profile information sheet to assist in the preparation of their proposal, due September 13, 2022. At the May 17, 2022 deadline, the Ontario Provincial Police (OPP) and the Owen Sound Police Services (OSPS) were confirmed as the only interested proponents. The information sheet was to be provided and was delivered by June 3, 2022.

Correspondence from OSPS was received on September 12, 2022 by email, requesting an extension, stating they are unable to submit a proposal based on the information sheet provided. This report outlines the expectations of the RFP, the chronology, and the outreach from West Grey to the OSPS.

Background and discussion

On April 27, 2022, the municipality issued an invitation for eligible police services to register their interest in providing a proposal for the provision of policing services in West Grey. The process was outlined as follows:

Request for Proposal

The council of the Municipality of West Grey is inviting proposals for the provision of policing services in this community. Interested, and eligible, police services are required to register with the municipality to receive a confidential bid package. The bid package will contain pertinent information regarding the current policing service, including relevant operational information to enable proponents to provide a costing, a service level proposal, and a transition plan.

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Two policing services were confirmed as interested parties: the Ontario Provincial Police (OPP) and the Owen Sound Police Services (OSPS).

On May 31, 2022, a letter was sent from West Grey's CAO to OSPS Chief Ambrose detailing the timelines:

- Police service profile to be provided on or before June 3, 2022
- Proposals due on or before September 13, 2022. Proposals to be submitted in a sealed envelope, to be forwarded, unopened, to the cost consultant team.
- Cost consultant will be presenting to West Grey council in September 2022 to outline their process and community consultation
- Consultant and proponents will present to West Grey council in early 2023
- Council will be required to decide by March 2023.

West Grey Police Chief Martin has advised that the service profile information sheet was provided to both proponents, as required. Specifically, the OSPS received a hand-delivered copy during their tour of the WGPS station in the spring. The OPP received their copy prior to June 3rd. Further, WGPS resent the information sheet by email on August 3, as requested.

Regarding the September 7 correspondence that was received by email on September 12, the following clarification is helpful:

- In response to the June 21 inquiry from OSPS, West Grey's CAO responded on June 21 to confirm timelines and that, should the cost consultant require a revised schedule, all parties would be advised.
- In response to the July 29 inquiry from OSPS, West Grey's CAO confirmed on July 29 that the municipality is requesting OSPS and OPP provide proposals based on the police service profile sheet. The CAO committed to following up with WGPS that the profile sheet had been sent, and the CAO received that confirmation from WGPS.

It is important to note that the CAO enquired if OSPS required an extension, which could have been accommodated at that point in the process. Had OSPS requested the extension, that extension would have also been offered to the OPP.

- Regarding the statement from OSPS in their letter that West Grey was three months late in providing information, it has been clarified in this report that the police service profile sheet was not late in being provided to the OSPS as they received a copy during their spring tour.

It is also worth noting that West Grey's CAO followed up one further time on August 17 with OSPS to confirm they received the profile sheet and to, once again, offer an extension. The extension would have been offered to the OPP as well, given the OPP had not yet submitted their proposal.

September 20, 2022 (3)

- On September 9, OSPS advised the CAO that a letter will be coming from the City of Owen Sound. That letter, dated September 7, was emailed to West Grey on September 12 and added to the September 20 West Grey council agenda.
- On September 7, the OPP bid package was received at the West Grey administration office and sent by Purolator to MNP consultants. MNP consultants signed delivery receipt on September 9.

It is important to note that there remains a continued interest from the OSPS to pursue a joint regional policing model. However, the current process that West Grey council has approved is to receive proposals for alternate policing services in West Grey that required interested parties to provide “a costing, a service level proposal and a transition plan”.

Despite the attempts from West Grey to ensure OSPS had what they needed to provide a proposal and offering extensions to submit a proposal, neither the municipality nor the WGPS received any requests from OSPS for more time or more information, until the September 7 letter that was sent September 12. The municipal procurement process, at this point, does not afford any options for the corporation, and the corporation is bound to proceed with the proposal received.

Legal and legislated requirements

Not applicable to this report.

Financial and resource implications

Not applicable to this report.

Staffing implications

Not applicable to this report.

Consultation

WGPS Chief Martin

Attachments

None.

Next steps

On council direction to proceed with the proposal received to date, staff will advise Chief Ambrose, Owen Sound Police Services.



September 20, 2022 (4)

Respectfully submitted:

Laura Johnston
Chief Administrative Officer



The Corporation of the Municipality of West Grey

Bylaw No. 80-2022

Being a bylaw to appoint the Grey County Compliance Audit Committee for the 2022 to 2026 term of council.

WHEREAS section 88.37(1) of the *Municipal Elections Act, 1996* requires a council or local board to establish a compliance audit committee before October 1 of an election year for the purposes of this Act;

AND WHEREAS, the Act states that the committee shall be composed of not fewer than three and not more than seven members and shall not include:

- a) Employees or officers of the municipality or local board
- b) Members of the council or local board
- c) Any persons who are candidates in the election for which the committee is established; or
- d) Any persons who are registered third parties in the municipality in the election for which the committee is established

WHEREAS the Councils of the lower tier municipalities in the County of Grey have agreed to establish a Grey County Compliance Audit Committee;

WHEREAS the term of the Grey County Compliance Audit Committee is the same as the term of office of the council or local board that takes office following the next regular election, being 2022 to 2026, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed; and

NOW THEREFORE, council of the Municipality of West Grey enacts as follows:

1. That the members appointed to the Grey County Compliance Audit Committee for the 2022 to 2026 term of council shall be those members as listed below:
 - Bryan G. Allendorf
 - John Leslie Hollins
 - Miranda Lahtinen
 - David Nusko
 - Dan Sullivan

And further, that this by-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this 20th day of September, 2022

Christine Robinson, Mayor

Laura Johnston, CAO/Deputy Clerk