



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

January 26, 2022, 9 a.m.

Virtual meeting

We are using ZOOM meeting software

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	<b>Pages</b>
1. Call to order	
2. Moment of reflection	
3. Declaration of pecuniary interest and general nature thereof	
4. Unfinished business	
4.1. Staff reports	
4.1.1. Director of Finance/Treasurer	
4.1.1.1. Year End Surplus	1
Recommendation: That council direct staff to continue to include in the budget bylaw that the general year end surplus be transferred to a future capital reserve.	
5. Staff reports	
5.1. Director of Finance/Treasurer	
5.1.1. Follow up 2022 budget report	4
6. Adjournment	
Recommendation: That we do now adjourn at _____, to meet again on February 1, 2022 or at the call of the chair.	



## Council report

<b>Meeting date:</b>	January 4, 2022
<b>Title:</b>	Year End Surplus
<b>Prepared by:</b>	Kerri Mighton, Director of Finance/Treasurer
<b>Reviewed by:</b>	Laura Johnston, CAO

### Recommendation

That council direct staff to continue to include in the budget bylaw that the general year end surplus be transferred to a future capital reserve.

### Executive summary

Starting with the 2022 budget, staff implemented Budget Request Forms (BRFs) to present new items for council consideration and approval. These forms would include a recommendation for use of any savings from efficiencies. Since the final year end surplus or deficit is not known until the audit is complete, which is after the budget bylaw would typically be passed by council, staff recommend that the practice of transferring any year end general surplus to a general capital reserve be continued. This automatic transfer of year end surplus has been a useful tool to build a reserve for future capital.

### Background and discussion

At the June 1, 2021, meeting council passed the following motion:

Whereas West Grey staff are dedicated to continuous improvement and finding efficiencies in municipal operations; and

Whereas year-end surpluses and operational savings have traditionally been allocated to a capital reserve; and

Whereas council deems it expedient to consider staff recommendations for the allocation of any year-end surplus that may assist in implementing efficiencies; and

Now therefore be it resolved that a staff report be included in the 2022 preliminary budget meeting outlining options for year-end surplus or deficit, including the option of presenting any surplus generated as a result of implementing efficiencies during budget deliberations, with a

January 4, 2022 (2)

request to allocate these for funding further efficiencies.

Starting with the 2022 budget, staff have implemented Budget Request Forms (BRF) to present new items for council consideration. These forms include comprehensive presentation for new costs, costs savings from efficiencies, revenue sources, etc., depending on the item to be deliberated for final council approval.

Starting in 2013, the budget bylaw has included a section which states, “that any remaining year end general surplus shall be transferred to a future capital reserve”. The final year end surplus or deficit is not known until the audit is complete, which is after the budget bylaw would typically be passed by council. The transfer of any year end general surplus to this capital reserve is discretionary and council can change this direction by amending its bylaw. This automatic transfer of year end surplus has been a useful tool to build a reserve for future capital. The ending balance in the general capital reserve for 2020 was \$1,467,307 and the draft 2022 budget includes using \$421,683 of this reserve which would leave a balance of \$1,045,624.

## Legal and legislated requirements

The Municipal Act

## Financial and resource implications

If the automatic transfer of year end surplus to a future capital reserve within the budget bylaw is discontinued, then council should consider commitment of funding additional capital reserves in its annual budget.

## Staffing implications

N/A

## Consultation

Laura Johnston, CAO

## Alignment to strategic vision plan

Pillar: Build a better future

Goal: Vibrant community

Strategy: Maintain and invest in our infrastructure



January 4, 2022 (3)

## Attachments

N/A

## Next steps

Incorporate council direction into preparation of the budget bylaw.

Respectfully submitted:

Kerri Mighton, director of finance/treasurer

## 2022 Budget Changes Summary

			tax levy change	Additions	Removals
	108,185	1.0%			
2021 tax levy	10,809,869				
Starting point Nov. 30	1,071,036	9.9%			
additional CPI 3.5% = \$105,000 budget incl. \$60,000	45,000		45,000		
add'nl staff training budget had \$2,500 now total \$5,500	3,000		3,000		
new admin asst/records \$60,000 - reconsidered (\$60,000)	0		res'n 665-2021, 669-2021		
Saddler St E only - traffic study \$10 & calming plan \$7.5	17,500		17,500		
remove full traffic study for all of West Grey	(90,000)				(90,000)
adjust new admin asst/records to only start Apr 1	45,000		45,000		
new environ/capital projects to start Apr 1	52,500		52,500		
seasonal landfill savings, no update to Nby gatehouse	(74,000)				(74,000)
increase tipping fees effective Jan 1 instead of Mar 1	(10,000)				(10,000)
add revenue for lacrosse	(7,000)				(7,000)
reduce Library Board request	(53,400)				(53,400)
remove coin operated light at Durham tennis courts	(4,000)				(4,000)
change CIP to \$75 from reserve to \$25 from tax levy	25,000		25,000		
Revised tax levy increase as at Nov 30, 2021	1,020,636	9.4%	188,000		(238,400)
Add in revenue for 2021 year end assessment growth	(185,000)	-1.7%			(185,000)
Starting point Jan 4, 2022	835,636	7.7%			
add Deputy Fire Chief/FPO new FT position starting Apr 1	60,000		60,000		
add police costing consultant	80,000				
fund police costing consultant from 2021 gen. levy surplus if any	(80,000)				
one ton dump removed from capital budget	(24,750)				(24,750)
Starting point Jan 26, 2022	870,886	8.1%	248,000		(448,150)

Department	COLA/ Step Wages	Insurance	Contracts	Other	Included Operating Total	BRF#	Proposed Additions	Other explanation
CAO						CAO-04-22	25,000 60,000	CRM/records management database system HR position
Administration			137,992	29,850 150,000	29,850 - 287,992	ADM-05-22 ADM-06-22 ADM-07-22 ADM-08-22	15,605	Joint Boards Grants to organziaitons Water sewer rates and borrowing Tax levy supported borrowing
Library						LIB-02-22		Revised 2022 library board budget
Subtotals	-	-	137,992	179,850	317,842		100,605	
TOTAL							100,605	

## Municipality of West Grey

### Budget Request

Request: CAO-04-22 – Service Delivery & Operations Review implementation – Year 1

Department: Chief Administrative Officer

Year: 2022

Included in draft budget

Proposed addition to budget

Description
<b>Budget Request Form</b>
<b>Nature of request:</b>
<p>The corporation completed a comprehensive Service Delivery and Operations Review (SDOR) after receiving a grant from the provincial Modernization Grant program. There were a number of key activities identified over a three-year period to address corporate inefficiencies, operational struggles and ongoing challenges. This Budget Request Form (BRF) presents the recommended action items for implementation in 2022.</p>
<b>Justification:</b>
<p><b>Service delivery and operations review, 2022 recommended activities</b></p> <p>Item 1 (A): Technology recommendations: \$40,000</p> <p>At a cost of \$40,000, the SDOR consultant team recommends the corporation retain a consultant firm to investigate a Customer Resource Management (CRM) system that will assist with customer service, create process efficiencies and provide corporate-wide consistency in service delivery and information sharing and access.</p> <p>Staff has completed some preliminary research as part of the records management needs and the customer service strategy development, and proposes an adjusted solution to the SDOR recommendation.</p> <p>Council has allocated \$25,000 from the Municipal Modernization Grant funds to obtain additional software required for records management implementation. Council could consider supplementing this with an additional \$25,000 to enable staff to proceed with implementing a CRM system that produces work orders, creates customer profile accounts, and provides records management, data management, monthly service delivery statistics, etc. The \$25,000 modernization grant would be eligible to use for the start-up, one-time costs; the additional \$25,000 would be required for annual licenses, system updates, etc. and would need to be part of the base budget going forward.</p> <p>In this proposal, rather than \$40,000 for a consultant, an allocation of \$25,000 would move the corporation to operating efficiently with a robust CRM/records management data base system rather than simply retaining a consultant to review and recommend a platform solution.</p>

## Municipality of West Grey

### Budget Request

Request: CAO-04-22 – Service Delivery & Operations Review implementation – Year 1

Department: Chief Administrative Officer

Year: 2022

Included in draft budget

Proposed addition to budget

Item 3: Resource management recommendations: \$60,000 plus 4 FTE (3A, 3B, 3C)

#### Staffing levels – item 3A

In 2020, West Grey completed a compensation and organizational review. That review identified several staffing gaps based on staffing levels and structures of comparable municipalities, current workloads, and council priorities. The consultant recommended four new positions in 2021 and four new positions in 2022.

In 2021, West Grey completed a service delivery and operations review (SDOR). That review identified four areas of focus – technology, organizational effectiveness, resource management and performance management. Additionally, the SDOR endorsed all of the recommendations in the 2020 review, namely, the staffing gaps, the need to develop a succession planning program, and the need to allocate funds for regular wage and compensation reviews.

At the November 30, 2021 budget meeting, staff presented the following positions:

- Administrative Assistant, Finance and Asset Management
- Environment and Capital Projects Coordinator
- Customer Service and Records Clerk
- Building Inspector/Plans Examiner
- Filling vacant Manager, Community Services position

The building inspector/plans reviewer position was created using building revenue (not tax-funded) and the finance and asset management position was created by allocating the salary of the vacant community services manager position. The other two positions – customer service/records clerk and the environment/capital projects coordinator - were approved. The Community Services Manager position remains vacant.

At the January 4, 2022 budget meeting, staff presented the following positions:

- Human Resources/Health and Safety Coordinator
- Deputy Fire Chief/Fire Prevention Officer
- Bylaw and Property Standards Officer
- IT Technician

Council approved a deputy fire chief/fire prevention officer.



## Municipality of West Grey

### Budget Request

Request: CAO-04-22 – Service Delivery & Operations Review implementation – Year 1

Department: Chief Administrative Officer

Year: 2022

Included in draft budget

Proposed addition to budget

The SDOR recommended four new positions for 2022, two new positons in 2023 and two new positions in 2024. At this point, council has approved the following four tax-levy funded positions, which align with the consultant recommendations:

- Administrative Assistant, Finance and Asset Management
- Environment and Capital Projects Coordinator
- Customer Service and Records Clerk
- Deputy Fire Chief/Fire Prevention Officer

Compensation assessment (3B)

The SDOR recommended \$20,000 be allocated in 2022 to meet the recommendation to incorporate a regular wage review cycle, and complete a compensation assessment, ensuring equity and adjustments are completed.

Succession planning and training materials (3C)

The SDOR recommended \$40,000 be allocated in 2022 to develop a succession plan and corporate-wide training materials. This aligns with the findings of the 2020 review and addresses HR gaps in the organization.

When considering 3B and 3C total \$60,000, and would produce valuable results for the corporation, the challenge remains there is no dedicated staff position to lead, implement and ensure this work is ongoing. Factor in the recommendation that the corporation hire an HR staff professional who could undertake, create and manage both a succession planning program and a training program (in addition to several other HR functions), it may be more prudent for the corporation to allocate these funds to an HR position, thereby ensuring continuity, reducing the need for HR consultant services, and mitigating potential liabilities and litigations etc.

An HR position will be highly recommended in 2023, however, this could be achieved by combining 3B and 3C as an FTE for the 2022 budget.

#### **Consequences of not funding:**

The recommendations from the SDOR and the previous Organizational Review resulted from comparing similar municipalities, assessing council goals and priorities and, most importantly, ensuring the corporation is meeting legislated requirements. West Grey has experienced growth and will continue to see increased development for the foreseeable future. Remaining status quo will not enable the corporation to meet the increased demands for service, the commitment to community development and improvement, the increased responsibilities of the corporation and the growing workload.

## Municipality of West Grey

### Budget Request

Request: CAO-04-22 – Service Delivery & Operations Review implementation – Year 1

Department: Chief Administrative Officer

Year: 2022

Included in draft budget

Proposed addition to budget

<b>Alignment with council priority of strategic plan</b>						
Pillar: Work together						
Goal: Listen and empower						
Strategy: Instill a customer-first workplace culture						
	<b>2022 Mandatory</b>	<b>2022 One- time</b>	<b>2022 Growth</b>	<b>2022 Service level</b>	<b>2023 One- time</b>	<b>2023 Service level</b>
<b>Capital Expenditure</b>						
<b>Operating Expenditure</b>						
<b>Funding Source</b>						
Tax Levy			\$85,000			
Reserve						
Grant		\$25,000				
Fees						
Other						

## Municipality of West Grey

### Budget Request

Request: ADM-05-22 – Joint Boards

Department: Administration

Year: 2022

Included in draft budget

Proposed addition to budget

Description			
<b>Budget Request Form</b>			
<b>Nature of request:</b>			
2022 Budgets from the various joint local boards			
<b>Justification:</b>			
The 2022 budgets have been received from the joint local boards. Below is a comparison of the estimated amounts included in the original 2022 draft budget:			
	West Grey Budget	Share of Joint Board	Difference
Saugeen Municipal Airport	\$42,525	\$41,723	(\$802)
SMART Transit	\$85,225	\$94,132	\$8,907
Elmwood Community Centre - Operating	\$15,500	\$15,500	Approved operating budget is not balanced – shows a \$5,050 deficit
Elmwood Community Centre - Capital	\$3,000	\$10,500	\$7,500  Draft capital includes \$6,000 for pavilion upgrades and \$15,000 for fire panel
Elmwood Fire	\$144,362	\$144,362 Plus share of new fire truck \$140,950 funded from West Grey's Elmwood Fire Reserve	Full cost of West Grey's share of new fire truck to be funded from West Grey's Elmwood Fire reserve

## Municipality of West Grey

### Budget Request

Request: ADM-05-22 – Joint Boards

Department: Administration

Year: 2022

Included in draft budget

Proposed addition to budget

<b>Consequences of not funding:</b>						
<p>Based on the agreement with SMART Transit, council is committed to funding its share of the transit operations.</p> <p>If council does not approve the full amount of the Elmwood Community Centre capital request then one of the projects, e.g., the fire panel for \$15,000 (which is \$7,500 for West Grey's share) would need to be deferred until next year.</p>						
<b>Alignment with council priority of strategic plan</b>						
<p>Pillar:</p> <p>Goal:</p> <p>Strategy:</p>						
	2022 Mandatory	2022 One- time	2022 Growth	2022 Service level	2023 One- time	2023 Service level
<b>Capital Expenditure</b>		\$7,500				
<b>Operating Expenditure</b>	\$8,105					
<b>Funding Source</b>						
Tax Levy	\$8,105	\$7,500				
Reserves						
Grant						
Fees						
Other						

**Municipality of West Grey**

Budget Request

Request: ADM-05-22 – Joint Boards

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Department: Administration

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Year: 2022

Included in draft budget

Proposed addition to budget

## Municipality of West Grey

### Budget Request

Request: ADM-06-2022 – Grants to organizations

Department: Administration

Year: 2022

Included in draft budget

Proposed addition to budget

Description
<b>Budget Request Form</b>
<b>Nature of request:</b>
Grants to organizations – draft policy review
<b>Justification:</b>
<p>The draft 2022 budget includes \$16,000 for unallocated grants to organizations and \$13,850 for the pledge to the Centre Grey Hospital Foundation.</p> <p>Attached is the draft Community Grant Program policy and scoring matrix. This item is being brought back for council direction. At the Dec. 7<sup>th</sup> regular council meeting the request from the South Grey Bruce Youth Literacy County was deferred to a future budget meeting. Also, the memorandum of understanding with Durham Homecoming 2022 provides that the municipality shall provide a community grant with the amount to be approved by council.</p>
<b>Consequences of not funding:</b>
If a community organization is not approved for a grant, they will need to find other sources of revenue instead of funding from the municipality.
<b>Alignment with council priority of strategic plan</b>
<p>Pillar: Promote community</p> <p>Goal: Celebrate West Grey</p> <p>Strategy: Support local community groups</p>

## Municipality of West Grey

### Budget Request

Request: ADM-06-2022 – Grants to organizations

Department: Administration

Year: 2022

Included in draft budget

Proposed addition to budget

	<b>2022 Mandatory</b>	<b>2022 One-time</b>	<b>2022 Growth</b>	<b>2022 Service level</b>	<b>2023 One- time</b>	<b>2023 Service level</b>
<b>Capital Expenditure</b>						
<b>Operating Expenditure</b>						
<b>Funding Source</b>						
Tax Levy	\$13,850	\$16,000				
Reserves						
Grant						
Fees						
Other						

**DRAFT**

Schedule "A" to Bylaw No. XX-2020  
Community Grant Policy



<b>Section:</b> Administration	<b>Procedure Number:</b> TBD
<b>Subsection:</b> Municipal Programs	<b>Effective Date:</b> TBD
<b>Subject:</b> Community Grant Policy	<b>Revision Date:</b> TBD

Page 1 of 16

**1. Purpose**

This policy is intended to enable the Municipality of West Grey to provide grants to non-profit organizations and groups who operate within, and/or provide services to, the Municipality of West Grey for any purpose that council considers in the interest of the municipality. These services include but are not limited to the areas of recreation, arts and culture, environmental and other activities that support purposes beneficial to the community.

**2. Legislative Authority**

Section 107 of the Municipal Act, 2001, as amended, provides that a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that a council considers to be in the interests of the municipality.

**3. Overview**

The Municipality of West Grey recognizes the need to assist non-profit organizations in taking on new initiatives and assisting organizations in carrying out their responsibilities. The municipality shall not support on an ongoing basis, any organization that does not have a sufficient amount of support, financial or otherwise, from the community as it is expected that organizations become sustainable as soon as possible after they begin operations and should remain sustainable with an adequate level of funding for their operations from the community, or other sources.



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Schedule "A" to Bylaw No. XX-2020  
Community Grant Policy



<b>Section:</b> Administration	<b>Procedure Number:</b> TBD
<b>Subsection:</b> Municipal Programs	<b>Effective Date:</b> TBD
<b>Subject:</b> Community Grant Policy	<b>Revision Date:</b> TBD

Page 2 of 16

**4. Annual Grant Funding**

Council shall establish annually a monetary amount in the budget for all grant requests.

**5. Categories for Funding**

1. Supporting Youth/Senior Events
2. Community Beautification
3. Arts, Culture and Heritage projects and/or events
4. Tourism Development
5. Community Special Events
6. Other – one time grant request

**6. Grant Types**

Requests may be made for monetary and/or in-kind contributions. While cash funds are not provided in relation to in-kind contributions it is recognized that such grants shall involve either an expense or foregone revenue for the municipality. Each application for in-kind grants shall be required to include an estimated monetary value of the request under consideration.

**7. Application Guidelines**

1. All grant applications shall be submitted on the Community Grant Application Form and directed to the Director of Finance/Treasurer, on or before September 30 of each year for inclusion in the following year's budget.
2. Forms that are incomplete shall not be considered.

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Schedule "A" to Bylaw No. XX-2020  
Community Grant Policy



<b>Section:</b> Administration	<b>Procedure Number:</b> TBD
<b>Subsection:</b> Municipal Programs	<b>Effective Date:</b> TBD
<b>Subject:</b> Community Grant Policy	<b>Revision Date:</b> TBD

Page 3 of 16

3. The application for financial assistance, in any given year, shall not automatically be considered in future years. Applicants must re-submit grant applications.
4. Grant application forms shall include financial information including a budget for the event/project/program and the financial statement from the previous year from either the event or the organization
  - a. If the report shows a surplus, a statement of intended use of the surplus must be included
  - b. If the report shows a deficit, a statement as to how the deficit must be eradicated
5. Requests related to the waiver or reduction of fees for parks and/or facilities, the applicant shall be required to complete and comply with the terms of the rental agreement.
6. Submission of a grant application does not guarantee an organization shall receive full or partial funding.
7. Requests related to in-kind contributions are subject to the availability of the resource(s) being requested.
8. Requests related to a capital project to be constructed on municipal land requires council sanction before proceeding. The request must detail the project design with a budget including future maintenance costs.

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## Schedule "A" to Bylaw No. XX-2020 Community Grant Policy



<b>Section:</b> Administration	<b>Procedure Number:</b> TBD
<b>Subsection:</b> Municipal Programs	<b>Effective Date:</b> TBD
<b>Subject:</b> Community Grant Policy	<b>Revision Date:</b> TBD

Page 4 of 16

9. The Municipality of West Grey shall not contribute to outstanding deficits. In the event that a recommendation is made to provide funding for a program from which the municipality is owed funds, the municipality has the right to reduce the recommended grant amount by the amount of monies outstanding.

### **8. Eligibility Criteria**

An applicant organization must meet the following general criteria in order to be considered for a community grant:

1. Operate as a non-profit organization with the ability to confirm such status to a level deemed satisfactory by the municipality. Any specific service, program or activity for which funding is requested must also be not-for-profit in nature.
2. Applications must meet one of the funding categories specified in this policy.
3. Complete the Community Grant Application Form in full including the submission of previous year's financial information.
4. Must have submitted a status report for any community grant received in the previous year within the required timelines.
5. One-time special requests for assistance shall be considered on an individual basis. Examples of these types of requests would be disaster relief requests either locally or on a broader scope.

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Schedule "A" to Bylaw No. XX-2020  
Community Grant Policy



<b>Section:</b> Administration	<b>Procedure Number:</b> TBD
<b>Subsection:</b> Municipal Programs	<b>Effective Date:</b> TBD
<b>Subject:</b> Community Grant Policy	<b>Revision Date:</b> TBD

Page 5 of 16

6. Demonstrate that the applicant organization has explored and/or are receiving other sources of financial support. Grants are intended to be supplementary to main sources of funding for organizations. The grant shall not be considered as the primary source of funding for the organization and/or the event.
7. There shall be consideration given to providing donations to local elementary and secondary schools for special projects or events.

**9. Exclusions**

1. Grants shall not be available to groups that have failed to comply with reporting requirements from previous grants.
2. Organizations and/or charities whose primary focus is not within the municipality shall not be considered for a municipal donation or grant.
3. Individuals and businesses are not eligible to apply for the Community Grant Program.
4. Unless special circumstances warrant, consideration shall not be given to requests for grants from recreational sport groups (with the exception of minor sports organizations); nor shall funds be used to sponsor an individual athlete or team for a competition or to subsidize participation in a sports event.
5. Grants shall not be provided to fund projects on property held by private landowners.

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Schedule "A" to Bylaw No. XX-2020  
Community Grant Policy



<b>Section:</b> Administration	<b>Procedure Number:</b> TBD
<b>Subsection:</b> Municipal Programs	<b>Effective Date:</b> TBD
<b>Subject:</b> Community Grant Policy	<b>Revision Date:</b> TBD

Page 6 of 16

**10. Procedure**

1. All requests for financial donations and grants shall be considered having regard for the municipality's current budget. Only one request per organization is to be considered per year.
2. The director of finance/treasurer shall review applications for completeness, accuracy, and compliance with this policy. Applicants may be required to provide additional information before the request is presented to council. Applicants may present their funding request as a delegation to council.
3. Applications for in-kind non-financial assistance shall be forwarded to the respective department for review. The department manager shall review and provide in a report the financial impact of the request and the availability of the resource being requested.
4. Council shall review and assess all grants/awards in terms of the need for the project, cost effectiveness, financial viability, and contribution to the quality of life in the community and community involvement/response.
5. Council shall make the final decision on all grants/awards.
6. Requests shall be considered during the annual budget deliberations. The finance department shall notify all applicants of council's decision once the municipal budget has been approved.

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Schedule "A" to Bylaw No. XX-2020  
Community Grant Policy



<b>Section:</b> Administration	<b>Procedure Number:</b> TBD
<b>Subsection:</b> Municipal Programs	<b>Effective Date:</b> TBD
<b>Subject:</b> Community Grant Policy	<b>Revision Date:</b> TBD

Page 7 of 16

7. Revenues related to in-kind services shall be recorded in the respective department and the expense shall form part of the municipal grant expense budget line.
8. Grant funds shall typically be awarded in one lump sum payment. At the discretion of council, organizations may be awarded funds by installments, with a reporting requirement prior to release of the next installment.

**11. Accountability**

1. Applicants awarded a grant shall be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years shall be reviewed based on past demonstrated fiscal responsibility of the applicants.
2. Funds granted under this program are not transferable between projects or groups without prior council approval and must be used for the specific purposes outlined.
3. In the event that the project does not go forward, the grant recipient shall return those funds granted for the proposed project.
4. Grant recipients must complete a status report and submit to the West Grey Council within 60 days of the event/project completion. Failure to comply may affect the eligibility of future grant approvals. The status report shall include – a description of the completed event/project, financial report, listing all expenditures and revenues pertaining to the event/project, the use of the funds, and the signature of the event chair/coordinator.

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Schedule "A" to Bylaw No. XX-2020  
Community Grant Policy



<b>Section:</b> Administration	<b>Procedure Number:</b> TBD
<b>Subsection:</b> Municipal Programs	<b>Effective Date:</b> TBD
<b>Subject:</b> Community Grant Policy	<b>Revision Date:</b> TBD

Page 8 of 16

**12. Municipal Recognition**

Organizations receiving financial support shall acknowledge the Municipality of West Grey's contribution through all printed material and other promotional means. The municipality's logo is available by contacting the clerk's office.

**13. Evaluation Matrix**

Each council member shall complete an evaluation and give each applicant a score using the established Evaluation Matrix form, attached hereto and forming an integral part of this policy. This score shall be used to determine the amount of dollars for each applicant if the request for grants exceed funds available. The following criteria shall be used to evaluate the various applications:

1. The initiative shall have a positive impact on the community.
2. The initiative provides access to the arts, culture, environment, heritage, recreation, lifelong learning and/or health activities
3. The project, initiative or event shall contribute to the economic prosperity of the Municipality of West Grey and/or promote civic pride.
4. The initiative demonstrates broad support by way of having adequate funds and support from other sources and stakeholders and/or significant evidence of broad community support.
5. The initiative benefits a significant number of residents.

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Schedule "A" to Bylaw No. XX-2020  
Community Grant Policy

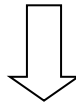


<b>Section:</b> Administration	<b>Procedure Number:</b> TBD
<b>Subsection:</b> Municipal Programs	<b>Effective Date:</b> TBD
<b>Subject:</b> Community Grant Policy	<b>Revision Date:</b> TBD

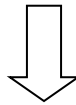
Page 9 of 16

**Process****Director of Finance/Treasurer:**

- Receives Community Grant Application
- Forwards application and Evaluation Matrix to each member of council for evaluation

**Council members:**

- Complete Evaluation Matrix
- Return completed evaluation to clerk for summary report

**Clerk's department**

- Complete Summary Form
- Bring forward to next budget meeting for grant approval amount to be included in draft budget. If total grant requests exceed budgeted amount grants may be denied or reduced as deemed appropriate by council.



**20\_\_ Grant Evaluation**  
Score each criteria out of 5

		1	2	3	4	5	6
		Applicant Name	Applicant Name	Applicant Name	Applicant Name	Applicant Name	Applicant Name
	Grant amount requested	\$	\$	\$	\$	\$	\$
<b>Criteria</b>	<b>Scoring Criteria</b>						
1	The initiative will have a positive impact on the community						
2	The initiative provides access to the arts, culture, environment, heritage, recreation, lifelong learning and/or health activities						
3	The project, initiative or event will contribute to the economic prosperity of the Municipality of West Grey and/or promote civic pride						
4	The initiative demonstrates broad support by way of having adequate funds and support from other sources and stakeholders and/or significant evidence of broad community support						
5	The initiative benefits a significant number of residents						
	<b>Total Points</b>						
	Consideration of full or partial grant – please note recommended amount	\$	\$	\$	\$	\$	\$

Scoring/ Evaluation Instructions: Score each criteria out of 5 using the scale below:

**Points**

0	Did not submit information for criteria
1	Does not satisfy the requirements of the criteria in any manner
2	Submission minimally addresses some, but not all of the criteria
3	Submission adequately meets most of the requirements of the criteria
4	Submission fully meets all requirements of the criteria
5	Submission exceeds the requirements of the criteria, very desirable

## Municipality of West Grey

### Budget Request

Request: ADM-07-2022 – Water sewer rates and borrowing

Department: Administration

Year: 2022

Included in draft budget

Proposed addition to budget

Description
<b>Budget Request Form</b>
<b>Nature of request:</b>
Review of water sewer capital connections rates and potential borrowing
<b>Justification:</b>
<p>Based on the draft water and wastewater 5 year capital plan to build capacity in the Durham water/sewer system, presented by the engineers at the January 4, 2021 special council meeting, attached is one financing scenario which includes:</p> <ul style="list-style-type: none"> <li>- an annual increase of 3% on the capital and financing charges on the quarterly and monthly Durham water/sewer bills;</li> <li>- increase capital connection fees to \$3,000 for water and \$3,000 for sewer.</li> </ul> <p>This funding scenario shows that by 2029 the system would have an annual shortfall of approximately \$232,000 and insufficient reserve balances. Staff are continuing to review the various capital projects and their timing in order to develop alternate scenarios, including potential provincial funding sources, however the need for an increase in the capital connection charges will continue to be required in order to sufficiently fund the capacity for growth required in the system.</p> <p>The recommendation is to give notice at the February 1<sup>st</sup> council meeting of the intention to pass a bylaw to change the water/sewer rates as noted above.</p>
<b>Consequences of not funding:</b>
If the water/sewer rates are not adjusted the system will not have sufficient revenues to be self-funded or capital projects will need to be delayed.
<b>Alignment with council priority of strategic plan</b>

## Municipality of West Grey

### Budget Request

Request: ADM-07-2022 – Water sewer rates and borrowing

Department: Administration

Year: 2022

Included in draft budget

Proposed addition to budget

Pillar: Build a better future  Goal: Vibrant community  Strategy: Develop funding strategies for long-term asset management						
	<b>2022 Mandatory</b>	<b>2022 One- time</b>	<b>2022 Growth</b>	<b>2022 Service level</b>	<b>2023 One- time</b>	<b>2023 Service level</b>
<b>Capital Expenditure</b>						
<b>Operating Expenditure</b>						
<b>Funding Source</b>						
Tax Levy						
Reserves						
Grant						
Fees						
Other						

## Municipality of West Grey

### Budget Request

Request: ADM-08-2022 – tax levy supported borrowing

Department: Administration

Year: 2022

Included in draft budget

Proposed addition to budget

Description				
<b>Budget Request Form</b>				
<b>Nature of request:</b>				
Review of tax levy supported borrowing scenario				
<b>Justification:</b>				
<p>The 2022 budget includes the annual payments in the amount of \$70,992 for the bank loan for the land purchased for the future police station. The 2022 budget also includes \$150,000 for estimated construction loan costs for the new police station. Below is a summary of estimated future annual loan payments:</p>				
	Amortization	2022 Payments	2023 Payments	2024 Payments
Police Station land	20 years	\$70,992	\$70,992	\$70,992
Construction loan	temporary	\$150,000	\$150,00	
Police Station	30 years		\$200,000*	\$400,000
Annual Total		\$220,992	\$420,992	\$470,992
*estimated partial year construction completed				
The only other borrowing currently supported by the tax levy for fire as shown below:				
	Expires	Annual payments		
Normanby fire truck	2026	\$32,000		
Neustadt fire truck	2024	\$35,000		
Annual Total		\$67,000		
<b>Consequences of not funding:</b>				

## Municipality of West Grey

### Budget Request

Request: ADM-08-2022 – tax levy supported borrowing

Department: Administration

Year: 2022

Included in draft budget

Proposed addition to budget

Borrowing costs for the police station are estimated and will depend on timing when construction begins, final completed construction costs and lending rates effective at the time final borrowing is secured.

#### Alignment with council priority of strategic plan

Pillar: Build a better future

Goal: Vibrant community

Strategy: Maintain and invest in our infrastructure

	2022 Mandatory	2022 One-time	2022 Growth	2022 Service level	2023 One- time	2023 Service level
<b>Capital Expenditure</b>						
<b>Operating Expenditure</b>						
<b>Funding Source</b>						
Tax Levy	\$137,992	\$150,000				
Reserves						
Grant						
Fees						
Other						

## Municipality of West Grey

### Budget Request

Request: LIB-02-22 – Library board revised budget

Department: Library

Year: 2022

Included in draft budget

Proposed addition to budget

Description
<b>Budget Request Form</b>
<b>Nature of request:</b>
2022 budget revised
<b>Justification:</b>
<p>At the November 30, 2021, special council meeting, resolution #774-2021 was passed:</p> <p>That council hereby requests that the Library Board reduce their budget by \$53,400 and a revised budget be provided to a future council meeting.</p> <p>The Library Board has submitted a revised budget for 2022 and below is a summary of the significant changes from the original 2022 budget submission:</p> <p>Reduced wages and benefits by \$35,405</p> <p>Reduced contracted library services with Grey Highlands by \$8,067</p> <p>Reduced library books, collections, processing, e-resources, programming by \$5,600</p> <p>Reduced conferences/training by \$1,225</p> <p>Reduced library supplies and maintenance by \$1,200</p> <p>Reduced computer software by \$1,000</p> <p>Reduced heat, hydro, contract labour by \$900</p> <p>The library board revised budget represents a \$50,232 increase which is primarily made up of \$46,351 for wages and benefits, \$2,800 for internet and \$1,806 for insurance. The budget for contracted library services with Grey Highlands has decreased by \$8,067. Negotiations on the contract have not been finalized yet.</p>

## Municipality of West Grey

### Budget Request

Request: LIB-02-22 – Library board revised budget

Department: Library

Year: 2022

Included in draft budget

Proposed addition to budget

<b>Consequences of not funding:</b>						
The revised library board budget indicates the various areas that will be changed because of the request of council to reduce their budget for 2022.						
<b>Alignment with council priority of strategic plan</b>						
Pillar:						
Goal:						
Strategy:						
	2022 Mandatory	2022 One- time	2022 Growth	2022 Service level	2023 One- time	2023 Service level
<b>Capital Expenditure</b>						
<b>Operating Expenditure</b>	50,232			(8,067)		
<b>Funding Source</b>						
Tax Levy	50,232			(8,067)		
Reserve						
Grant						
Fees						
Other						