



## Executive Committee Agenda

Thursday, September 6, 2018

9:30 a.m.

Council Chambers

County Administration Centre, Walkerton

### 1. Declaration of Pecuniary Interest

### 2. Action Items

A. Building Careers and Futures in Agriculture - Bursary Request (attached)

B. Bruce County Community Grant Applications for 2019 (attached)

C. Library Board Appointments - Evaluation Committee (attached)

### 3. Closed Meeting

A. That the Committee move into a closed meeting pursuant to:

- Section 239 (2) (c) of the Municipal Act related to a proposed or pending acquisition or disposition of land by the municipality or local board, to discuss County Hubs

B. Minutes for Approval - August 2, 2018

### 4. Rise and Report

### 5. Act on Recommendations

That in accordance with the Procedure By-law, staff be authorized and directed to give effect to the actions of the Executive Committee in respect of all resolutions passed during the September 6, 2018 meeting.

### 6. Next Meeting

October 4, 2018

### 7. Adjournment



## Committee Report

**To:** Warden Paul Eagleson  
Members of the Executive Committee

**From:** Donna Van Wyck, AMCT  
Clerk

**Date:** September 6, 2018

**Re:** Building Careers & Futures in Agriculture - Bursary Request

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### Recommendation:

That the request from the Building Careers and Futures in Agriculture to establish an annual bursary, in the amount of \$1,000, be considered during the Corporate Services budget deliberations.

### Background:

A request has been received from the Bruce and Grey Federations of Agriculture to provide a donation or a yearly commitment to support the education of students in an agricultural related field.

The Building Careers and Futures in Agriculture (The Bursary) is a financial assistance program for students entering or currently pursuing a post-secondary education with an emphasis on agriculture. The program is available to students seeking a post-secondary school agricultural career or agriculturally-oriented educational opportunity. The program is supported through bursaries from the charity Building Careers and Futures in Agriculture, which is funded by local agricultural support (individuals, organizations and businesses).

The Bursary, maximum of \$1,000, will be provided over two years, at the discretion of the Selection Committee; depending on the Student's successful continuation of the intended program.



# BRUCE county

The County currently supports the following scholarships, through the Corporate Services Budget, as outlined in table below:

Scholarship	2018 Budget
Secondary School Agriculture	\$600
University of Guelph	\$1,200
B.SC. Agriculture - OAC Grad	\$200
Diploma - OAC Grad	\$200
University of Western Ontario	\$1,200
Female Student	\$200
Male Student	\$200
Georgian College	\$1,200
Female Student	\$200
Male Student	\$200
<b>Total Scholarships</b>	<b>\$5,400</b>

### Financial/Staffing/Legal/IT Considerations:

The cost of an annual bursary would be \$1,000.00.

There is no staffing, legal or IT considerations associated with this report.

### Interdepartmental Consultation:

There was no interdepartmental consultation.

### Link to Strategic Goals and Elements:

None identified.

Approved by:

Christine MacDonald  
Acting Chief Administrative Officer



## Committee Report

**To:** Warden Paul Eagleson  
Members of the Executive Committee

**From:** Donna Van Wyck, A.M.C.T.  
Clerk

**Date:** September 6, 2018

**Re:** Bruce County Community Grant Applications for 2019

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### Recommendation:

That the Bruce County Community Grant Applications for 2019 report be received; and,  
That the 2019 Grant Requests be considered during the budget process.

### Background:

In March of 2017 the Bruce County Community Grants Policy was adopted. The grant policy includes a short form application for asks up to \$5,000 and a long form application for asks over \$5,000, an evaluation criteria matrix and a report back template.

The Bruce County Community Grant Policy provides a framework for handling financial requests to Council. The Policy enables the County to set the amount to support community groups on an annual basis through budget deliberations. Additionally, the policy outlines project priorities that support the County's vision and strategic plan. Lastly, the policy sets out a clear process for community groups to apply for a grant, the criteria for evaluating applications and the requirement for the successful grant recipient to report to Council on their achievements due to the financial support.

In previous years, the County has supported numerous agricultural organizations by way of an "Agriculture Grant" through the Planning and Development Department. Funds largely supported fall fairs and horticultural societies across the County. Because there was no set criteria for accessing these grants, there was no way for the department to understand their impact on the community or understand the return on the investment. Additionally, the grants had been extended to the same recipients' year after year allowing little budgetary room for supporting other initiatives and creating a situation where some groups had become dependent on the County's support for their existence. As such, following the 2017 distribution of Agricultural Grants, organizations were asked to follow the new Community Grant Policy. Doing so creates a mechanism to better evaluate these projects and their financial requests in relation to the County's overall vision.



**Application Summary:**

The following table represents the 2019 Community Grant Applications received. The table shows the Organization, the 2019 requested amount, the 2018 amount (if any) received, the project description and the project score.

Organization	2019 Amount Requested	2018 Amount Granted	Project Overview	Score
Bruce County Soil and Crop Improvement Association	\$350.00	\$ 350.00	Improvement of soils and field crop sustainability surrounding water penetration into compacted and non-compacted soils, as well as relay cropping, planning green and residue management	94
Lake Huron Fishing Club	\$5,000.00	\$1,500.00	Sustain the Port Elgin and Kincardine hatcheries. Continue school hatchery program, kids' education programs and kids day fishing derby	94
Bruce County Farm Safety Association	\$2,000.00	\$1,500.00	Providing Slow Moving Vehicle signs to machinery dealers to put on machinery brought into their shops to be fixed	92
Bruce Peninsula Sportsmen Association	\$800.00	\$ 800.00	Provide conservation and community activities to the local population, with youth archery and shooting, kids fishing day, invasive species awareness platforms and tree planting	89
Bruce Botanical Food Gardens	\$2,500.00	\$2,500.00	Education on how to grow, harvest and prepare food safely and affordably	88
Bruce County Plowmen's Association	\$902.00	\$902.00	Annual Plowing Match, Encourage Youth, Promote Agriculture	88



Organization	2019 Amount Requested	2018 Amount Granted	Project Overview	Score
Kincardine And District Horticultural Society	\$1,000.00	\$500.00	Provide information to members on environmental issues and volunteers for community beautification	72
Chesley Horticultural Society	\$300.00	\$300.00	Town Beautification, Awareness, Education	72
Teeswater Culross Horticultural Society	\$2,000.00	\$500.00	Beautify Teeswater, adding hanging and permanent flower boxes to the bridge and main street	72
Bruce County 4-H Association	\$2,500.00	\$1,500.00	Education the public on the importance and value of 4-H and to grow participation and membership in Bruce County	87
Roots Of Bruce	\$2,000.00	\$1,500.00	Educate students about agricultural commodities and innovation relating to agriculture	87
Ripley And District Horticultural Society	\$200.00	\$100.00	Planting community gardens, entrance signs, medical centre, legion and cemetery. Planters in the downtown	73
Arran Tara Agricultural Society	\$1,750.00	\$1,500.00	To hire an individual who entertains all ages with a magic show on agricultural education	72
Bruce County Beef Farmers	\$5,000.00	\$1,500.00	Promote beef farming in Bruce County through print, radio and social media advertising for the annual Beef BBQ	84
Walkerton Agricultural Society	\$5,000.00	\$1,500.00	Walkerton Little Royal Fair, educate on safety of our food system	72



Organization	2019 Amount Requested	2018 Amount Granted	Project Overview	Score
Lucknow Agricultural Society	\$1,500.00	\$1,500.00	Fall Fair, Education	69
Warton & District Agricultural Society	\$1,499.00	\$1,500.00	Fall Fair	69
Chesley Agriculture Society	\$1,500.00	\$1,500.00	Fall Fair	69
Teeswater Agriculture Society	\$5,000.00	\$1,500.00	Educate people about farm life and agriculture	69
Kincardine Agriculture Society	\$2,500.00	\$1,500.00	Fall Fair	69
Paisley Agriculture Society	\$1,500.00	\$1,500.00	Agriculture/Community Fall Fair	69
Mildmay Agricultural Society	\$1,500.00	\$1,500.00	Fall Fair and Agri Spiel	69
Tiverton Agricultural Society	\$5,000.00	\$1,500.00	Fall Fair	67
Tara Horticultural Society	\$1,000.00	\$500.00	Purchase of flowers for the Village, including watering and fertilizer	70
Ripley Agricultural Society	\$20,000.00	\$1,500.00	Capital - Cement Floor	25
Launch Pad Youth Activity and Technology Centre	\$2,500.00	\$1,500.00	Provides youth 12-18 in Grey and Bruce with important life/career skills in a fun, safe and informative environment.	65



Organization	2019 Amount Requested	2018 Amount Granted	Project Overview	Score
Grey Bruce Children's Water Education Council	\$10,000.00	\$10,000.00	Cultivates an understanding of the use, conservation and protection of water and water sources	89
<b>Total</b>	<b>\$84,801</b>	<b>\$41,952</b>		

The following table represents New Community Grant Applications for 2019. The table shows the Organization, the 2019 requested amount, the project description and the project score using the evaluation matrix.

Organization	2019 Amount Requested	2018 Amount Granted	Project Overview	Score
Make-A-Wish Foundation of Southwestern Ontario	\$12,000.00	N/A	To fully sponsor a Bruce County child's wish through their Adopt-A-Wish Program	90
Paisley Events Association	\$1,500.00	N/A	To support the HomeGrown Music and Arts Festival featuring local bands/artists from Bruce and Grey	77
Kincardine Pride Inc.	\$2,000.00	N/A	A family friendly Pride Parade and social events.	73
Paisley Blues Festival	\$1,500.00	N/A	Brings award winning Blues artists to Bruce County. "Blues for Youth" program offers young, aspiring musicians a unique learning experience	75
Warton Bluewater Cruisers Car Show	\$1,000.00	N/A	For people to enjoy learning about history of older cars.	43





Organization	2019 Amount Requested	2018 Amount Granted	Project Overview	Score
Books in the Bruce	\$5,000.00	N/A	To help cultivate a lifelong love of books while building confidence and friendships, learning patience, respect and creating memories.	90
<b>Total</b>	<b>\$23,000</b>			

The tables are presented as a tool to use for consideration during the 2019 budget deliberation process.

**Financial/Staffing/Legal/IT Considerations:**

Financial unknown at this time until discussion has taken place during the 2019 Budget deliberations.

There is no staffing, legal or IT considerations associated with this report.

**Interdepartmental Consultation:**

The Manager of Economic Development participated in the evaluation of the applications.

**Link to Strategic Goals and Elements:**

None identified

**Approved by:**

Christine MacDonald  
Acting Chief Administrative Officer



## Committee Report

**To:** Warden Paul Eagleson  
Members of the Executive Committee

**From:** Donna Van Wyck, AMCT  
Clerk

**Date:** September 6, 2018

**Re:** Library Board Appointments - Evaluation Committee

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### Recommendation:

That an Evaluation Committee be established to review and recommend the appointment of three non-elected members to the Bruce County Library Board; and,

That the Evaluation Committee be comprised of the Warden, Chief Administrative Officer, Director of Library Services and the County Clerk.

### Background:

As explained in the Clerk's report to the July 5, 2018 Executive Committee, "Library Board positions are deemed vacant immediately prior to the Inaugural Meeting. Under subsection 11(1) of the Public Libraries Act, the County Clerk shall give public notice of vacancies on the Board by publishing a notice of them, inviting applications, in a newspaper of general circulation in the municipality."

The advertisement inviting individuals interested in serving as a member of the Bruce County Public Library Board has been issued and applications will be accepted until 4:00 p.m. on September 27, 2018. The Notice along with the Library Board Trustee Position Description and application form is attached for information.

In order to evaluate the applications received, an Evaluation Committee must be established who will report to the November 1, 2018 Executive Committee meeting and a by-law will be introduced approving the appointments at the Inaugural Session, December 6, 2018.

### Financial/Staffing/Legal/IT Considerations:

The cost of the newspaper advertisements will be funded from Council Miscellaneous.

There are no staffing, legal or IT considerations associated with this report.



**Interdepartmental Consultation:**

The Director of Library Services has reviewed the Report and provided input on the newspaper advertisement, application form and position description.

**Link to Strategic Goals and Elements:**

None identified.

Approved by:

A handwritten signature in black ink that reads 'Christine MacDonald'. The signature is written in a cursive style with a large initial 'C'.

Christine MacDonald  
Acting Chief Administrative Officer



## Applications invited for the Bruce County Public Library Board

The County of Bruce is inviting individuals interested in serving as a member of the Bruce County Public Library Board to submit an application to the County Clerk.

Three non-elected members will be selected, one from each of the following areas:

Coastline (Huron-Kinloss, Kincardine, Saugeen Shores)  
Inland (Arran-Elderslie, Brockton, South Bruce)  
North (Northern Bruce Peninsula, South Bruce Peninsula)

The successful applicant will begin their term December 1, 2018 ending November 14, 2022.

The County of Bruce Library System is a municipally owned system of seventeen (17) branches with general oversight by the Board. The Board is responsible for setting and managing the overall direction of Bruce County's library services in accordance with the Public Libraries Act.

Applicants must be a qualified elector of the County of Bruce.

Interested applicants are invited to visit the County of Bruce Website <https://brucecounty.on.ca/> or the Bruce County Public Library Website <https://library.brucecounty.on.ca/> for more information on the position and to obtain an Application form.

**Applications will be accepted until 4:00 p.m. on September 27, 2018**

For further information, please contact:

Donna Van Wyck, Clerk

County of Bruce

30 Park Street, P.O. Box 70

Walkerton, ON N0G 2V0

Email: [dvanwyck@brucecounty.on.ca](mailto:dvanwyck@brucecounty.on.ca)

Phone: 519-881-1291

Fax: 519-881-1619



## Library Board Trustee Position Description

The Public Library Act defines the governance of public libraries in Ontario. According to the Act, a person is qualified to be appointed as a member of a board who is:

- a member of the appointing council
- at least eighteen years old
- a Canadian citizen
- a resident of the municipality for which the board is established
- is not employed by the board or by the municipality.

In accordance with the Public Libraries Act, s. 10 (2b), municipal council shall not appoint more of its own members to the board than is a bare majority of the board.

The Bruce County Public Library website contains information about Board appointments, policies, and an application form. The Library Strategic Plan is also available on the library website.

### **The Role of the Board**

Public Library Boards are governing boards, legal corporations with the authority to make policy and to govern the library's affairs under the Public Libraries Act, RSO 1990, c. P.44.

A board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

The stakeholders of today's libraries expect strong leadership. Consequently, modern governance must reach beyond ongoing budget oversight and a regular strategic planning exercise to embrace new ideas, and forge strong relationships that will support the library in its Vision, Mission, and Values.

#### **Vision**

We believe in a future where innovative ideas fundamentally change the way our communities learn, play, and connect with each other.

#### **Mission**

Our library provides all the information, knowledge, and entertainment resources you need to achieve your goals, foster your interests and realize your dreams.

### **Responsibilities of the Library Board**

In accordance with the Public Libraries Act, s. 20, the Bruce County Public Library Board will:

- Set the vision, mission, and strategic direction for the Library through strategic planning techniques
- Make policies within the framework of legislation and regulations



## **Library Board Trustee Position Description**

- Oversee the library's finances in accordance with public accounting principles and requirements and municipal budget policy and procedures
- Monitor overall effectiveness of the Library in meeting community needs in an efficient and responsive manner and evaluate progress on the strategic plan
- Hire and evaluate a qualified Chief Executive Officer to implement the strategic plan and to manage the daily operations of the library.

The Library Board has the authority to act on behalf of the library. Individual board members have no authority to act on their own. The board speaks with "one voice."

### **Responsibilities of a Board Member**

As a member of a library Board, a member must act honestly and in good faith and in the best interests of the library. This means the interests of the library take precedence over personal interests or those of any group with which the member is associated and or may favour.

Board members must uphold and conduct him/herself in accordance with the Bruce County Workplace Harassment Policy. The Library is committed to providing a working environment that promotes mutual respect, provides equal opportunities, and is free from harassment.

Along with the governance and fiscal roles, Library Board members are expected to support and participate in community engagement by:

- Sustaining the library as an essential community service
- Advocate the library's role in the community
- Maintain an open dialogue with the community
- Build strong relationships with municipal council
- Participate regularly in activities that build relationships with individuals and organizations that share interests with those of the Bruce County Public Library
- Develop strategic partnerships with community groups and leaders.

Each member must uphold the overall vision and mission of the Library while acting strategically in the best interests of the public good.

Please refer to Policy: Governance - Duties and Responsibilities of Individual Board Members

### **Competencies & Qualifications**

The core competencies and qualifications for a Bruce County Public Library Board Member are:

- Belief that the public Library provides a unique and essential service to all citizens



## Library Board Trustee Position Description

- Ability to seek and listen to input from all stakeholders
- Ability to approach people and problems with an open mind
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and
- Time and energy

### Time Commitment

The Library Board holds 10 regular monthly meetings a year. The time commitment includes preparation time to read and consider reports and other information on library systems and public trends. Board meetings are generally one to two hours in length.

Board members are encouraged to represent the library on external bodies and committees such as the Southern Ontario Library Service Trustee Council, if possible.

Time commitments may vary.

### Compensation

Library Board members are not compensated for time required to participate in the above activities. Members are compensated for their mileage traveling to board meetings.

### Other Information

Library Board Bylaws and Governance policies are located on the library website:

[Bruce County Library Policies](#)



## Bruce County Library Board Application

Last name: \_\_\_\_\_ First: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Municipality: \_\_\_\_\_

Area of Residence: Coastline: \_\_\_\_\_ Inland \_\_\_\_\_ North: \_\_\_\_\_

Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

1. Please explain why you are interested in becoming a Library Board Member.

2. What do you see as the Library's main role in our communities?

3. Please list former and current activities and accomplishments in the community - school groups, neighbourhood events, service clubs, other boards, etc.



4. What experience, education, or skills do you bring to the Board?

5. What do you see as some challenges facing public libraries?

**References:**

Please provide two personal references who can speak to the knowledge, experience or potential you could bring to the Library Board:

Reference Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Personal information contained on this form is collected under the authority of the Municipal Act, 2001 and pursuant to Section 28 of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the sole purpose of selecting new appointees to the Board. Questions about this collection should be directed to the Clerk, 30 Park Street, Walkerton ON N0G 2V0.

If you require an alternate format, please contact Donna Van Wyck by email [dvanwyck@brucecounty.on.ca](mailto:dvanwyck@brucecounty.on.ca)

**Please forward completed application and resume, if available, to:**

Donna Van Wyck, Clerk  
County of Bruce  
30 Park Street, P.O. Box 70  
Walkerton, ON N0G 2V0  
[dvanwyck@brucecounty.on.ca](mailto:dvanwyck@brucecounty.on.ca)

**For more information, contact:**

Nicole Charles, Assistant Director of Library Services - 519-832-6935

Donna Van Wyck, Clerk - 519-881-1291