



## Executive Committee Agenda

Thursday, October 5, 2017  
Council Chambers  
County Administration Centre, Walkerton

### 1. Declaration of Pecuniary Interest

### 2. Presentations

#### A. Economic Developers Association of Canada (EDAC) Award

Kara Van Myall, Manager of Corporate Policy and Economic Development

### 3. Action Items

#### A. Appointment of Integrity Commissioner (attached)

#### B. Accessible Maintenance Procedure (attached)

#### C. Revise Multi-Year Accessibility Plan 2015 - 2018 (attached)

#### D. Revised Terms of Reference for the Accessibility Advisory Committee (attached)

### 4. Information Items

#### A. Request for Proposal for Electronic Meeting Management Software (attached)

### 5. Next Meeting

November 2, 2017

### 6. Adjournment



## Committee Report

**To:** Warden Mitch Twolan  
Members of the Executive Committee

**From:** Kelley Coulter, CPA, CGA, MPA  
Chief Administrative Officer

**Date:** October 5, 2017

**Re:** Appointment of Integrity Commissioner

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### Recommendation:

That Harold Elston be appointed as the Integrity Commissioner for the County of Bruce;  
and,

That a by-law be introduced to enter into a three year agreement beginning on January 1, 2018 and ending on December 31, 2020, with the option to renew for an additional two year period based on the same terms and pricing.

### Background:

The County of Bruce issued a Request for Proposal (RFP) for the services of an Integrity Commissioner on August 15, 2017 with a closing date of September 5, 2017.

The County received 7 RFP submissions which were reviewed by the Evaluation Committee against the evaluation criteria set out in section 5.7 of the RFP.

Each proposal was reviewed for Qualifications and Experience related to investigations, general municipal knowledge and Ontario municipal law, pricing and value added public relations and was based on the following criteria:



Evaluation Criteria	Weight Factor
Qualifications and Experience - Investigative Experience	40
Qualifications and Experience - General Municipal Knowledge	20
Qualifications and Experience - Knowledge of Ontario Municipal Law	15
Price - Costing Proposal	15
Value Added - Public Relations	10
Total	100

After careful review, the proposals of the submissions were ranked as:

1. Harold Elston
2. Principles Integrity
3. Robert Swayze
4. Mark McDonald
5. ADR Chambers Inc.
6. MNP LLP
7. Tracey Pillon Abbs

Section 6.1 (Award Approval) of the Purchasing Policy requires Council approval:

“When a recommendation is made to award to a vendor who did not submit the lowest tender.”

The Evaluation Committee is requesting authorization by Council to award the RFP to the highest ranked Proponent.

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

Based on the evaluation criteria, our highest ranked Proponent did not bring the lowest per hour rate, however ended up being the highest ranked Proponent based on the other evaluation criteria.



There will be a \$250.00 per hour fee for any investigations undertaken and \$0.50 km for mileage.

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

**Interdepartmental Consultation:**

There was no Interdepartmental Consultation.

The local municipalities have been involved throughout the process and fully support the County taking the lead on this initiative. The Clerks from Kincardine and Saugeen Shores participated with the County Clerk in the review of the submissions and support the recommendation.

**Link to Strategic Goals and Elements:**

Written by Donna Van Wyck, Clerk

**Approved by:**

A handwritten signature in black ink, appearing to read 'Kelley Coulter', written in a cursive style.

Kelley Coulter  
Chief Administrative Officer



## Committee Report

**To:** Warden Mitch Twolan  
Members of the Executive Committee

**From:** Kelley Coulter, CPA, CGA, MPA  
Chief Administrative Officer

**Date:** October 5, 2017

**Re:** Accessible Maintenance Procedure

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### Recommendation:

That the Accessible Maintenance Procedure be approved.

### Background:

Maintenance procedures are important to make sure that people with disabilities can access public spaces. People with disabilities typically have fewer alternative routes when moving through and using public spaces, so procedures for maintenance will help support their continued mobility and independence.

Maintenance procedures for a public space element can depend on:

- Its purpose
- How often it is used, and
- How users would be affected if it is not kept in good working order

In order to meet the requirements under Section 80.44 in the Design of Public Spaces Standard, the County needs to ensure that any newly constructed or redeveloped elements provided for under the Design of Public Spaces will have procedures for preventative and emergency maintenance of the accessible elements in public spaces.

The Accessibility Advisory Committee passed the following recommendation at their September 28, 2017 meeting:

“That the Accessible Maintenance Procedure be accepted and forwarded to the Executive Committee for approval.”



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

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

**Interdepartmental Consultation:**

There was no interdepartmental consultation.

**Link to Strategic Goals and Elements:**

None identified.

Written by Donna Van Wyck, Clerk

**Approved by:**

A handwritten signature in black ink, appearing to read 'Kelley Coulter', written over a light blue horizontal line.

Kelley Coulter  
Chief Administrative Officer



## Committee Report

To: Warden Mitch Twolan  
Members of the Executive Committee

From: Kelley Coulter, CPA, CGA, MPA  
Chief Administrative Officer

Date: October 5, 2017

Re: Revise Multi-Year Accessibility Plan 2015-2018

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### Recommendation:

That the County of Bruce Multi-Year Accessibility Plan 2015-2018 be revised as follows:

#### 8. (H) Maintenance

As required under the Design of Public Spaces Standard Bruce County has developed procedures for dealing with preventative and emergency maintenance of accessible elements in public spaces for:

- Recreational Trails and Beach Access Routes
- Outdoor Public Use Eating Areas
- Outdoor Play Spaces
- Exterior Paths of Travel
- Accessible Parking

As per the Accessible Maintenance Procedure, Bruce County Departments:

- Shall apply best practices in the preventative maintenance of accessible elements with periodic checks such as;
  - Annual inspections, or more frequently
  - After storms or events that might affect accessible elements
  - As part of any reports of vandalism or complaints
- Shall apply best practices in the emergency maintenance of accessible elements with active response once notified
- Repair as soon as practicable



## 8. (I) Notice of Temporary Service Disruption

When disruptions occur that will impact the accessibility of goods, services or facilities provided by Bruce County, notice will be given to the public indicating:

- a) Description of the service disruption
- b) Reason for the disruption
- c) Anticipated duration of the disruption
- d) Alternate routes, facilities or services, if any that are available
- e) Contact information

Notice will be given by posting the information at public entry points, key locations around the service disruption, posted on the County's website or by such other method as is reasonable.

### Background:

In accordance with the Integrated Accessibility Standards (Ontario Regulation 191/11) the County is required to include in their Multi-Year Accessibility Plan:

- a) procedures for preventative and emergency maintenance of the accessible elements in public spaces.
- b) procedures for temporary disruptions when accessible elements required are not in working order.

The Accessibility Advisory Committee approved the revisions to the Multi-Year Accessibility Plan at their September 28, 2017 meeting.

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

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

### Interdepartmental Consultation:

There was no interdepartmental consultation.





Corporation of the County of Bruce  
Executive

brucecounty.on.ca

Link to Strategic Goals and Elements:

None identified.

Written by Donna Van Wyck, Clerk

Approved by:

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Kelley Coulter  
Chief Administrative Officer



## Committee Report

**To:** Warden Mitch Twolan  
Members of the Executive Committee

**From:** Kelley Coulter, CPA, CGA, MPA  
Chief Administrative Officer

**Date:** October 5, 2017

**Re:** Revised Terms of Reference for the Accessibility Advisory Committee

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### Recommendation:

That the revised Terms of Reference for the Bruce County Accessibility Advisory Committee be approved.

### Background:

The Bruce County Accessibility Advisory Committee amended the Terms of Reference in 2011 to include the provision for an Appointment Process for vacancies on the Committee.

The Terms of Reference requires another update to housekeep some of the language in the document:

1. The Bruce County Accessibility Advisory Committee now reports through the Executive Committee
2. The County must prepare a multi-year plan instead of an annual plan
3. Council approved a half day per diem and mileage be paid to members of the Committee as outlined in new Section 10 Remuneration.
4. Other minor wording changes as outlined in the attached Terms of Reference

A further review of the Terms of Reference should be conducted to ensure it meets the requirements of the Committee.

The Accessibility Advisory Committee passed the following recommendation at their September 28, 2017 meeting:

“That the revised Terms of Reference for the Bruce County Accessibility Advisory Committee be accepted and forwarded to the Executive Committee for approval.”



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

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

**Interdepartmental Consultation:**

There was no interdepartmental consultation.

**Link to Strategic Goals and Elements:**

None identified.

Written by Donna Van Wyck, Clerk

**Approved by:**

A handwritten signature in black ink, appearing to read 'Kelley Coulter', written over a light grey horizontal line.

Kelley Coulter  
Chief Administrative Officer



**County of Bruce  
Accessibility Advisory Committee  
Terms of Reference**

**1. Committee Name**

The Committee shall be known as the County of Bruce Accessibility Advisory Committee.

**2. Mandate**

The County of Bruce Accessibility Advisory Committee is a sub-committee of County Council's Committee of the Whole. The Committee is established in accordance with the Ontarians with Disabilities Act and shall assist County Council in improving opportunities for persons with disabilities to participate in County programs and services.

The Committee will achieve this goal by advising County Council each year on its Multi-Year Accessibility Plan as required by the Act with a focus on the identification and removal of barriers to persons with disabilities.

**3. Duties of the Committee**

- A.** Work with County Staff in the preparation of the County's Multi-Year Accessibility Plan for consideration by County Council.
- B.** Advise Council on the implementation and effectiveness of the Accessibility Plan to ensure that it addresses the identification, removal and prevention of barriers in the County's by-laws, policies, programs, practices, services and facilities;
- C.** Review in a timely manner site plans of new and existing municipal buildings where the County of Bruce requires approval.
- D.** Advocating for the elimination of barriers including physical, attitudinal and social for citizens with disabilities.

- E. Promoting the goals and objectives of the Ontarians with Disabilities Act by providing visible leadership within the community and the Corporation.
- F. Perform other functions as specified in the Regulations of the Ontarians with Disabilities Act and the Accessibility for Ontarians with Disabilities Act.

#### 4. Reporting Structure

The County of Bruce Accessibility Advisory Committee shall report to Council through the Executive Committee.

#### 5. Definitions

Within this Terms of Reference the term:

**“Barrier”** means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability including physical barrier, architectural barrier, information or communication barrier, attitudinal barrier, technological barrier, a policy or practice. (“obstacle”)

**“Disability”** means

- a. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b. A condition of mental impairment or a developmental disability;
- c. A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d. A mental disorder; or
- e. An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

## 6. Committee Membership

- (A) The County of Bruce Accessibility Advisory Committee will be comprised of a maximum of 5 voting members as follows:
- i. Elected Members  
Bruce County Warden  
Chair, Bruce County Social Services and Housing Committee
  - ii. Non-Elected Members  
Three persons with disabilities with consideration to reflect the range of communities in the County for adequate representation.
- (B) A Chair and Vice-Chair shall be elected from among Committee members on an annual basis at the first meeting of the year. The term of the Chair and Vice-Chair shall coincide with the calendar year.
- (C) A majority of the members of the Committee shall include persons with a disability.
- (D) Members serving in an administrative advisory capacity are:  
County Clerk  
County Deputy Clerk  
Huron-Kinloss Chief Building Official
- (E) If a Committee member is absent for three consecutive meetings they will be deemed to have forfeited their membership, unless their absence is deemed justifiable by the Committee.

## 7. Appointment Process

- (A) Vacancies for appointments shall be publicly advertised on the County of Bruce website. Applicants will be required to complete and submit an application form, which is available from the County Office or the County's website.
- (B) A Sub-Committee of the Warden, Chair of Social Services and Clerk will shortlist the applicants and conduct private interviews if necessary.
- (C) Once the application(s) have been reviewed by the Sub-Committee, a report recommending the appointment(s) will be forwarded to the Executive Committee for approval.

## **8. Staff Support**

The County Clerk and Deputy Clerk will provide administrative support, including the preparation of reports, distribution of agendas, recording of minutes and the general administrative coordination of the meetings.

## **9. Meetings**

- (A)** All meetings will be conducted in accordance with the County of Bruce Procedure By-law.
- (B)** Meetings will be held on an as needed basis at the Call of the Chair or as directed by the Committee.
- (C)** The Committee will be governed by the Municipal Conflict of Interest Act.
- (D)** The Committee will strive for an optimal level of accessibility at all meetings including physical access and access to the meeting contents and proceedings.

## **10. Remuneration**

Each Committee member will be compensated at the same rate as the half day per diem and mileage as stipulated in the Bruce County Remuneration By-law.

## **11. Budget**

The budget assigned to the Committee will consider the need for accommodations required for people with disabilities to fully participate in meetings. The budget will cover costs such as meeting room rentals, additional expenses for accessible transportation, Attendant Care, and Communication supports such as Sign Language Interpreters, computerized note-takers; audio and/or visual documentation, large print documents, and Braille translation.



## Committee Report

**To:** Warden Mitch Twolan  
Members of the Executive Committee

**From:** Kelley Coulter, CPA, CGA, MPA  
Chief Administrative Officer

**Date:** October 5, 2017

**Re:** Request for Proposal for Electronic Meeting Management Software

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### Recommendation:

The Request for Proposal for Electronic Meeting Management Software report is for information.

### Background:

Earlier this year staff started investigating options for the purchase of electronic meeting management software, which will enable a fully automated approach to creating, collaborating, approving and distributing all reports and meeting documents including agendas and minutes.

The Digital Transformation that is taking place across governments is driving the need to both automate and streamline the complete meeting lifecycle while addressing increasing transparency and accessibility requirements to their citizens. E-Agenda software will boost accessibility, transparency, accountability and efficiency with a modular end-to-end meeting management and workflow solution.

Staff have met with two vendors to review software products in order to identify how they would: best fit within the County's report preparation process; provide better accessibility to the public; and be compatible with the County's technology platform. Staff have also connected with users of the vendors' products to find out what other municipalities experiences have been.

In accordance with the requirements of the Purchasing Policy staff are preparing a Request for Proposal for Electronic Meeting Management Software with an expected issue date of early October.





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

Information Technology Services will be involved throughout the implementation process.

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

**Interdepartmental Consultation:**

Senior Management Team have been made aware of the project and Information Technology Services is providing input to the RFP on their requirements.

**Link to Strategic Goals and Elements:**

Goal #6 - Explore alternate options to improve efficiency and service.

Written by Donna Van Wyck, Clerk

**Approved by:**

A handwritten signature in black ink, appearing to read 'Kelley Coulter', written in a cursive style.

Kelley Coulter  
Chief Administrative Officer