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Minutes

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**Municipality of West Grey Committee of the Whole
Held on Monday, August 29, 2016 at 9:00 a.m.
At the Council Chambers – West Grey Municipal Office**

<u>Council</u>	Mayor Kevin Eccles, Deputy Mayor Bell, Councillor Bev Cutting, Councillor Doug Hutchinson, Councillor Carol Lawrence (left meeting at 12:33 p.m.), Councillor Don B. Marshall, Councillor Rob Thompson
<u>Staff</u>	Larry C. Adams, CAO/Deputy Clerk (left meeting at 1:55 p.m.); Mark Turner, Clerk; Kerri Mighton, Director of Finance/Treasurer Brent Glasier, Director of Infrastructure and Public Works – during report. Tim Cook, Roads Supervisor, Steve Ayerhart, Utilities Supervisor – during Director of Infrastructure and Public Work Report.

Declarations of Pecuniary Interest and General Nature Thereof –

Deputy Mayor Bell declared a pecuniary interest relating to discussions on the proposed planning application for an expansion of the Hensall Co-op and grain handling facility in the Township of Southgate, as discussed during the West Grey Economic Development Committee item in the Agenda, as Deputy Mayor Bell conducts business with this organization. Deputy Mayor Bell did not participate in any discussion regarding same.

Closed Session

Lawrence-Marshall, Whereas, the Municipal Act, S.O. 2001, Section 239 (2), authorizes Councils of municipalities to close to the public a meeting or part of a meeting for dealing with certain subject matters,

Now therefore be it resolved that, the Committee of the Whole of the Municipality of West Grey, does now go into a closed session of Council at 9:08 a.m., with the CAO/Deputy Clerk, Clerk, Director of Infrastructure and Public Works, and Director of Finance/Treasurer, to discuss items which relate to a proposed or pending acquisition or disposition of land for municipal or local board purposes; labour relations or employee negotiations; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and the receiving of advice that is subject to solicitor-client privilege. . . . #COW 57-16 Carried.

Hutchinson-Thompson, Be it resolved that, the Committee of the Whole hereby returns to Open Session at 10:21 a.m.
... #COW 58-16 Carried.

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(Mayor Eccles confirmed that only closed session items identified were discussed in closed session)

REGULAR AGENDA:

Matters Arising from the Closed Session – n/a

Public Meetings - None

Delegations - None

Business Arising From Previous Meeting – n/a

Staff Reports

Director of Infrastructure and Public Works – Report COW #08/29/16

Road Supervisor's Report - Staff have been busy setting up traffic counters in all three patrols to conduct counts on approx. 360 road sections. This will take approx. 5 weeks to complete. Staff have been spot grading rough areas on Rural roads. All 3 patrols have been ditching and removing high shoulder on hard top roads. Contractor Dalton Lowe has been crushing in the Glenelg pit, maintenance gravel scheduled to begin Sept 6/16. 1992 John Deere loader #L01B is in need of repairs. (fan hub bearings & steering cylinders leaking) (received for information)

Utility Supervisor's Urban Report - Staff busy painting hydrants in Durham, watering flowers and cold patching. Issue with booster pump at Durham booster station VFP (variable frequency pump) needs replaced. Summer Students - One student is done Friday, August 26th and the second student is finished Friday, September 2nd, looking to hire another person to water flowers for another month (received for information)

Heritage Walkway Bridge (Durham Trestle Bridge) – resolution #COW 59-16 RealTerm LED Lighting Contract - The contractor, TM3, has completed the installation of all LED lights in Durham, Neustadt and Elmwood with the exception of working around high voltage lines and the Durham decorative park lights. In discussions with a RealTerm rep, this work is expected to be completed sometime next week. (received for information)

Durham Land Fill Recycling and Staff – resolution #COW 60-16

2016 Bridge Work - Owen King Ltd has completed the tendered work to Structure #57 on Concession 12, Structure #64 Side Road 5 and Structure #65 on Concession 6 of Normanby. The original approved tendered work was valued at \$225,207. The final amount paid for work completed was \$195,647 which is approx. \$30,000 under tendered amount. (received for information)

Structure 188 on Side Road 25 of Normanby - The bridge located on Sd.Rd.25 has been closed since June of 2015 due to an incident that resulted in the curb on the east side of the bridge being completely removed thus exposing a road

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hazard. The Municipality tendered for replacement of this structure but the costs exceeded what the Municipality was prepared to accept. As a possible solution, the Director recommends using the existing concrete blocks to be placed along the side where the curb had been removed to act as curbing along with some modest end protection. This work can be completed by West Grey municipal staff and equipment. The Department would track time and materials and bill the individual responsible for the initial damage. Opening the bridge allows the Director to include this structure in the road and bridge rationalization study. The study will suggest whether the bridge should be considered closed in the future or be replaced. (The Director of Infrastructure and Public Works will proceed with the proposed work.)

Kennedy Bridge - resolution #COW 61-16

Garafraxa Street - Ontario Communities Improvement Fund (OCIF) - resolution #COW 62-16

Rubber Tired Backhoe Request For Proposal - resolution #COW 63-16

The Director of Infrastructure and Public Works also reported on the purchase of 2006 International single axle truck at an approximate cost of \$31,600 plus taxes and fees.

Hutchinson-Lawrence, Resolved that, the Committee of the Whole hereby recommends Council submit an Ontario 150 Community Capital Program grant application for the replacement of the Heritage Walkway Bridge (Durham Trestle Bridge) using a wood design, at an estimated replacement cost of \$300,000.000, with this project earmarked for the 2017 Public Works budget. ... #COW 59-16 Carried.

Thompson-Bell, Resolved that, the Committee of the Whole hereby recommends Council hire an individual to assist on Saturdays at the Durham Landfill Site at an approximate cost of \$100.00 per Saturday. ... #COW 60-16 Carried.

Bell-Thompson, Resolved that, the Committee of the Whole hereby recommends Council engage the services of WSP Canada Inc., to conduct the soundness testing of the existing abutments of the Kennedy Bridge, at an approximate cost of \$10,500.00, and upon the findings from the testing, bring a report back to Council to decide on next steps. ... #COW 61-16 Carried.

Hutchinson-Cutting, Resolved that, the Committee of the Whole hereby recommends Council authorize GSS Engineering to begin preparing the engineered drawings for the proposed Garafraxa Street 2017 OCIF Project. ... #COW 62-16 Carried.

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Bell-Lawrence, Resolved that, the Committee of the Whole hereby recommends Council approve the lease of a new CASE 580SN rubber tired backhoe in the amount of \$1,231.71/month, based on a 5-year lease term, with a buy-out option after 5 years of \$66,000.

... #COW 63-16

Carried.

The Committee of the Whole temporarily adjourned for lunch at 12:33 p.m., and reconvened at 1:17 p.m.

Director of Finance/Treasurer – Report COW #08/29/16

Canada 150/Ontario 150 Celebrations – resolution #COW 64-16 (The Committee of the requested staff bring forward a resolution for consideration during the September 7, 2016 Council meeting to appoint Canada 150/Ontario 150 Coordinating Committee members.)

Cutting-Bell, Resolved that, the Committee of the Whole hereby recommends Council allocate \$25,000 towards Canada 150/Ontario 150 celebrations. ... COW 64-16

Carried.

Clerk – Report COW #08/29/16

Proposed 2017 Council Meeting Dates and Committee of Adjustment/Committee of the Whole (Planning) Meeting Dates (The Committee of the Whole recommended changing the proposed February 27, 2017 Committee of the Whole meeting to March 6, 2016, 1:00 p.m.)

Special Committee of the Whole (2017 Budget) Meeting Dates (The Committee of the Whole recommended the October 24, 9:00 a.m., November 21, 9:00 a.m., and December 19, 9:00 a.m. as Special Committee of the Whole (2017 Budget) Meeting dates.)

Dietrich Engineering Limited - Dietrich Engineering Limited has provided a copy of their Engineer's Preliminary Report issued to the Town of Minto for Municipal Drain 116 located at Part Lot 36, Concession 18, Town of Minto, and Part Lots 6 & 7, Concession 4, former Township of Normanby, Municipality of West Grey. The attached "Schedule for Assessment For Construction" assesses the Municipality of West Grey in the amount of \$13,148, and the Town of Minto in the amount of \$13,148, respecting the Minto-Normanby Townline. (received for information)

Reports/Minutes from Committees/Committee Chairs/Council Representatives

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1) West Grey Economic Development Committee

Councillor Thompson reported the Committee met on September 22. Plans for a Job Fair/Community Event are underway, and a two person float/raft was purchased for a prize draw during the Job Fair. The Committee is working on plans to promote campgrounds in the municipality. The Committee is considering purchasing cloth bags as promotional items.

Mayor Eccles reported on a proposed zoning by-law and official plan amendment submitted to the Township of Southgate, and an official plan amendment submitted to the County of Grey for a proposed expansion of the Hensall Co-op and grain handling facility in Southgate. Mayor Eccles noted the expansion would benefit West Grey as well, and suggested West Grey may wish to comment on these applications. Committee members noted the municipality does not typically comment on planning applications for other municipalities. Committee members requested the Clerk to provide information on these planning applications in the Clerks' Report for the September 7, 2016 Council meeting.

2) West Grey Parks Committee

Councillor Cutting reported the bridge baskets and planters are in good shape, and noted new planters were added at the west, south and north ends of Durham, as well as new benches placed along the main street of Durham. Planting will ensue in the Fall at the Neustadt and Durham entrance signs. The Committee has completed their work on part of the Durham trail system the Committee committed to work on. The Parks Committee would like thank-you letters sent to those individuals who provided in-kind donations.

Councillor Cutting presented sketches for a proposed new sign for the Riverside Park and another directional sign. The Committee will proceed with completion of these signs as they are already budgeted for.

Councillor Cutting presented a proposed sketch for a new directory sign at the Neustadt Lions Park directory sign, and will provide a final sketch for consideration in the future by Council. The hanging bridge baskets and planters in Neustadt are in good shape. The benches on the main street

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of Neustadt are well used, and three sets of garbage cans have been placed in downtown Neustadt, as well as a picnic table and bench. The planters in Neustadt will need to be replaced due to rotting. The Parks Committee has offered a place for the Neustadt Horticultural Society to establish a butterfly garden.

Councillor Cutting reported the Normanby Recreation Advisory Committee donated \$1,000 towards bridge baskets, and the Committee requested a thank-you letter be sent to that Committee. Flowerbeds were prepared at the Ayton Centennial Hall for the Homecoming. The Parks Committee has recommended that West Grey hire a summer student for parks or public works to water and weed planting areas in Ayton and Elmwood.

Councillor Cutting reported the planters are looking good in Elmwood, and weeds were removed at the Elmwood Library building and baskets placed as well.

3) West Grey Recreation Advisory Committees

Councillor Thompson reported the Durham Recreation Advisory Committee has plans underway for a Home Expo in the Fall and a Christmas Event, with dates to be confirmed. The wading pool was closed last Friday.

The Committee of the Whole discussed a potential safety issue relating to the stairs to the wading pool. The Committee of the Whole requested the CAO/Deputy Clerk to check with the Durham Recreation Facilities Manager on potential options to address this matter.

The Committee of the Whole inquired about the status of the replacement of the light box, and the finishing around the basketball court and tennis courts, at the Durham Tennis Courts. There are two light bulbs out at the Durham Tennis Courts. The Committee of the Whole requested the CAO/Deputy Clerk to provide an update on this matter at the next Council meeting.

Reports/Minutes from Other Committees/Committee Chairs/Council Representatives

1) West Grey Public Library Board

Councillor Marshall reported the Board met last Wednesday, and discussed the proposed move to the new Durham Public Library building. The existing Durham Public Library building will close on October 2, and school children

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may march the children's book to the new Durham Public Library building location; October 8 is the scheduled moving date to the new Durham Public Library facility, and October 18 is the planned opening date. New blinds were ordered for the new Durham Public Library facility; wooden shelves are being moved out and cut down; a contractor is providing LED lights; the Board is applying to NextEra for grants; and the Lions Club may consider assisting with a children's area project.

Councillor Marshall further reported the Elmwood Library situation was discussed, and the Board will try to improve on advertising the library. A double bookcase is being installed. The cost of installing a drop-box is quite costly, but other options are being considered. The Chief Librarian/CEO informed the Board that the E-readers were never used at the original library site, and are now over 8 years old. A number of books were proposed to be donated specifically to the Elmwood Library, but the Board determined these books should be donated for general circulation. The Board discussed the potential location for the Durham historical artifacts, however, there may not be sufficient room at the new library site – a group of individuals is looking for an alternate site for these records.

The Committee of the Whole requested the Board consider utilizing the drop-off box at the original Elmwood Public Library building. Councillor Marshall will mention this to the Board and Chief Librarian/CEO.

2) West Grey Police Services Board

Mayor Eccles reported interviews have commenced for the Police Chief position, with four individuals being interviewed. The consultant is working on a report respecting the possible amalgamation of the two police forces, and this report is to be completed no later than December 1, 2016. Two new police vehicles are in operation, and two older police vehicles were sold. There is no 2015 police contract settlement to date, and an arbitration date has not been set at this time. The Police Services Act is being reviewed.

3) Saugeen Municipal Airport Commission

➤ July 20, 2016 minutes

Mayor Eccles reported the Commission is considering alternative sources of revenue, such as ground mounted and rooftop solar projects at the Airport.

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4) Saugeen Valley Conservation Authority Board of Directors

Deputy Mayor Bell reported the Board met last week, and reviewed a report that consolidated the policies and procedures of the Authority. There are two additional meetings planned to conduct further reviews of this report, and to determine any changes that should be made to the existing policies and procedures.

Mayor Eccles reported the horse park at the Saugeen Bluffs Campground is a great success.

5) Elmwood Community Centre Board – no report

➤ July 19, 2016 minutes

6) Saugeen Mobility and Regional Transit Corporation (S.M.A.R.T.)

Deputy Mayor Bell reported on proposed changes to the municipal levy formula that would result in West Grey paying more for the SMART service, as levies would be partially based on kilometres, as well as on actual rides. The Clerk informed the Committee of the Whole that Roger Cook, SMART Manager, is attending as a delegation to the September 7, 2016 Council meeting.

7) West Grey Chamber of Commerce/Durham BIA/Neustadt Business Group

Councillor Thompson reported the Chamber will be determining the results of the Photo Contest. A membership drive will be held on September 21, with a BBQ taking place at the Ayton Centennial Hall. The Chamber has placed advertising signs in Normanby & Durham, and will be placing another advertising sign on the floor area of the Neustadt Arena. The Chamber is working on a map of area restaurants and other businesses.

Councillor Hutchinson reported the Durham BIA is considering the replacement of Christmas decorations on the main Street. The Neustadt Business Group is filing for a grant in conjunction with the Saugeen Economic Development Committee to start-up a downtown revitalization project; and is also filing for a Canada 150 celebration grant.

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8) Elmwood Fire Department Joint Board of Management

Councillor Cutting reported the Board's next meeting is scheduled for September 20, and 2017 budget discussions will take place, as well as long-term service award presentations being made.

9) Others

Deputy Mayor Bell reported the Joint Building Committee met last week, and John Acres, Chief Building Official, has announced his retirement effective September 30, 2016. Mr. Acres has indicated his willingness to mentor a new Chief Building Official for a period of six months after his retirement. Deputy Mayor Bell also presented West Grey building permit statistics for the past twelve months, and these statistics will be included in the September 7, 2016 Council Agenda.

New Business

The Committee of the Whole requested that a report from the By-law Enforcement Officer/Property Standards Officer be provided at a future Council or Committee of the Whole meeting.

Councillor Cutting confirmed that a West Grey float will be entered in the Durham Fall Fair Parade.

Councillor Cutting reported that the fourth meeting of the Community Liaison Committee for the East Durham Wind Energy Project is scheduled for October 19 at the Durham Arena, likely commencing at 6:00 p.m. Councillor Cutting indicated she will be requesting at least a 5th Community Liaison Committee meeting be scheduled as well, as there are still a number of questions posed by individuals that in her opinion are not being adequately answered by NextEra.

The Committee of the Whole requested the CAO/Deputy Clerk to bring back a Report for the September 7, 2016 Council meeting respecting the status of the engineers report for the original Elmwood Public Library Building, and the status of the proposed new contractor for the Lamlash Hall.

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Adjournment

Cutting, Resolved that, the Committee of the Whole hereby adjourns at 4:03 p.m., to meet again on September 26, 2016, 9:00 a.m., or at the call of the Mayor. Carried.

Kevin Eccles, Mayor

Larry C. Adams, CAO/Deputy Clerk