



Minutes

**Municipality of West Grey Special Committee
of the Whole (Service Delivery Review) Meeting
Held on Friday, December 16, 2016 at 1:30 p.m.
At the Council Chambers – West Grey Municipal Office**

<u>Council</u>	Mayor Kevin Eccles, Deputy Mayor John A. Bell, Councillor Doug Hutchinson, Councillor Carol Lawrence, Councillor Don B. Marshall, Councillor Rob Thompson
<u>Absent</u>	Councillor Bev Cutting
<u>Staff</u>	Mark Turner, Clerk; Kerri Mighton, Director of Finance/Treasurer. Phil Schwartz, Fire Chief – during West Grey Fire Presentation; Kim Storz, Chief Librarian/CEO – during West Grey Public Library Board presentation.

Declarations of Pecuniary Interest and General Nature Thereof
– None

Items of Business

1) West Grey Public Library Board Presentation

Malcolm Beddoe, Tim Dyck, Bonnie McIntyre, and Dyan Jones, West Grey Public Library Board members, attended the meeting. Mr. Beddoe and Mr. Dyck presented the West Grey Public Library Review, on behalf of the West Grey Public Library Board.

The powerpoint presentation provided library standards and guidelines, highlighted the purpose and value of the West Grey Public Library system, and included statistics respecting library hours, circulation, number of visits, and cost per patron.

Mr. Beddoe concluded the presentation indicating that the West Grey Public Library Board recommends that services continue at the Durham, Neustadt and Ayton branches, and the Elmwood resource center rental agreement be fulfilled and not renewed.

The Committee of the Whole questioned if the statistics for circulation/hour is based on the hours that the libraries are open. The Chief Librarian/CEO responded affirmatively

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The Committee of the Whole commented that 2015 and 2016 may not be good comparators for statistical purposes for the Elmwood Resource Centre, as 2015 and 2016 are transitional years. The Committee of the Whole noted the number of visits to the former Elmwood Public Library branch was higher in 2014.

The Committee of the Whole questioned if the recommendation to close the Elmwood Resource Centre when the current rental agreement expires, is based on the 2015 & 2016 statistics. Tim Dyck indicated the recommendation is based on overall usage, the cost to provide services that may not be sustainable, as well as the number of branches per capita that are operating in West Grey, and the geography or proximity to other libraries in the region. Mr. Dyck noted that residents of Elmwood have access to Hanover and Bruce County Public Library branches, and stated that the majority of people using the Elmwood Resource Centre are from the Bruce County side of Elmwood. Mr. Dyck noted that library staff are understaffed at certain times in certain branches, while in other branches, such as at the Elmwood Resource Centre, there is not enough work due to low usage.

The Committee of the Whole indicated that Grey County may re-visit the topic of a County-wide Public Library system, and asked for the Boards' perspective regarding this possibility. Mr. Beddoe responded that the Board has not discussed this issue, however, it will likely be a topic for future discussion.

The Committee questioned if the Elmwood Resource Centre has been received well by the people in Elmwood and area. The Chief Librarian/CEO responded that only 33 people visited the Elmwood Resource Centre in November. There were three programs offered at the Elmwood Resource Centre, and only one individual attended one of these programs. The children's program was advertised, however, participation has dropped off since 2014 and 2015. Mr. Dyck mentioned that West Grey would likely lose a number of its library branches if a County-wide Public Library system is implemented.

The Committee of the Whole asked if statistics are available regarding usage from both the Bruce and Grey County sides of Elmwood. The Chief Librarian/CEO indicated that statistics are available, however, but not available for this meeting. The Chief Librarian/CEO will provide the Committee of the Whole with the requested statistics for the past couple of years.

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The Committee of the Whole noted it is important to point out that the Ayton Public Library branch is in a municipal building shared with two other partners, whereas if a new Public Library building is constructed in Elmwood, it will likely be the only service provided at the building, and the circulation/visits may not increase.

The Committee of the Whole asked the West Grey Public Library Board if there is any thought of going to a mobile service. Mr. Dyck responded that the Board has both discussed and researched this option from a North America wide scope, and noted municipalities are opting out of providing mobile services due to the associated costs.

The Committee of the Whole mused about the option of delivering books, etc. at a specific municipal facility at an established time, if any library branches are closed. Mr. Dyck indicated this could be an option, but may be costly, and the Board needs to continue to assess how it can bring services to the people that use the service the most.

The Committee of the Whole expressed interest in obtaining information on the costs of running services at each library branch (i.e. maintenance, insurance, heating.). The Chief Librarian/CEO indicated she can provide this information.

The Committee of the Whole noted that the concept of Community Hubs need to be considered (i.e. closure of schools - need to look at ways to make schools more viable perhaps by sharing of building.)

Mr. Beddoe stated that the budget determines the service that can be provided, and the Board is trying to deal with budget constraints by determining the most efficient ways of providing services. Mr. Beddoe added if the Board has to provide additional services or maintain present services, it has to assess at what cost and if is affordable.

The Chief Librarian/CEO, in response to a question from the Committee of the Whole, mentioned that the Board considered the option of a locker book dispenser, similar to what the City of Niagara Falls offers, however, the smallest unit cost \$40,000.

The Committee of the Whole asked how many library cards are issued for West Grey ratepayers for the Markdale Public Library branch. The Chief Librarian/CEO stated there are approximately 400 library cards issued, which is down from about 500 in past years.

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The Committee of the Whole questioned what West Grey pays to the Municipality of Grey Highlands for West Grey users to use the Markdale Public Library branch. The Director of Finance/Treasurer replied that West Grey pays approximately \$15,000. The Chief Librarian/CEO added that there are approximately 200 West Grey users of the Hanover Public Library, and these users pay \$65.00/year to the Town of Hanover.

Dyan Jones stated that there is a great flow of support for the new accessible library in Durham, and good relationships are being forged with the schools. Ms. Jones stated her appreciation for Council's efforts in providing the best library service at an affordable cost.

The Committee of the Whole noted the impact of technology on the provision of library services has to be recognized (i.e. e-books). Ms. Jones mentioned that the cost for e-books for libraries is more costly than the cost of e-books for the public.

Tim Dyck noted the West Grey Public Library budget reveals a loss of reserves, so there will be a sharp increase in the budget, even without the Elmwood Resource Centre being included in the budget. The Chief Librarian/CEO noted that the North Perth Library Study shows some of the differences in services provided, etc., and she can provide some of these statistics, that were previously provided to Council.

Mr. Beddoe asked if the Committee of the Whole wants the Elmwood Resource Centre included in the 2017 budget. The Director of Finance/Treasurer indicated that the costs associated with the rental of St. John's Lutheran Church for the Elmwood Resource Centre are contained in the 2017 West Grey budget, however, the operations budget is in the West Grey Public Library budget.

The Committee of the Whole questioned if the Board has discussed the possible promotion of the Elmwood Resource Centre with the Elmwood Chamber of Commerce. The Chief Librarian/CEO noted this can be done.

The Committee of the Whole asked what it would cost to keep the Elmwood Resource Centre open for 2017 while Grey County is considering a County-wide system. The Chief Librarian/CEO indicated staff hours for the Elmwood Resource Centre are in the 2017 budget.

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Tim Dyck stated he is not sure if the Board will agree to extend services in Elmwood in 2017. The Committee of the Whole questioned the legislation that dictates who makes that decision. The CAO/Deputy Clerk indicated it may be up to one's interpretation of the legislation, and that a legal opinion may provide clarity.

The Committee of the Whole reiterated their request for the Chief Librarian/CEO to provide the statistical breakdown of Bruce & Grey County users of the Elmwood Resource Centre, and if statistics can also be obtained for the number of Elmwood users (Grey County side) of the Bruce County (Chesley) Public Library.

Mayor Eccles concluded the discussion by indicating this issue will be further considered during the Special Committee of the Whole (2017 Preliminary Budget) Meeting scheduled for Monday, December 19, 2016, 9:00 a.m.

2) West Grey Fire Presentation

Phil Schwartz, West Grey Fire Chief, provided statistical information relating to the West Grey Fire Department.

The Committee of the Whole requested the Fire Chief to evaluate the present fee for service provisions to determine if adjustments are in order.

The Committee of the Whole indicated that the Fire Chief should undertake an analysis of the number of fire stations, rolling stock, and equipment, and provide rationale for maintaining the status quo, or for either increasing or decreasing present service levels.

3) Glenelg Hall Water Use

The Director of Infrastructure and Public Works reported that a Grey-Bruce Health Unit representative recently conducted an inspection of the water system at the Glenelg Hall. The Grey-Bruce Health Unit representative has indicated that in order to be compliant, the water system must regularly tested (\$1,000/yr), and as a minimum, the system should have UV disinfection (\$3,000-\$5,000/yr). West Grey would also have to provide upgrades to the kitchen lavatory (3 sinks instead of 2) at an estimated cost of \$1,000.

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To be immediately compliant, the Grey-Bruce Health Unit inspector requires the water to be permanently shut off to the kitchen area and all cooking and serving dishes to be removed from the site if the hall is intended to be rented out.

The Committee of the Whole directed the Director of Infrastructure and Public Works to immediately take the necessary actions to comply with the orders from the Grey-Bruce Health Unit inspector, and to contact the Glenelg Hall Committee members to advise them of the situation.

Adjournment

**Hutchinson, Resolved that, the Special Committee of the Whole (Service Delivery Review) Meeting hereby adjourns at 4:27 p.m., to meet again at the Special Committee of the Whole (2017 Preliminary Budget) Meeting on December 19, 2016, at 9:00 a.m.
Carried.**

(Signed)
Kevin Eccles, Mayor

(Signed)
Larry C. Adams, CAO/Deputy Clerk