



## Minutes

**Municipality of West Grey Committee of the Whole  
Held on Monday, January 29, 2018 at 9:00 a.m., at  
the Council Chambers – West Grey Municipal Office**

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<u>Council</u>	Mayor Kevin Eccles, Deputy Mayor John A. Bell, Councillor Bev Cutting, Councillor Rebecca Hergert, Councillor Doug Hutchinson, Councillor Carol Lawrence, Councillor Rob Thompson
<u>Staff</u>	Laura Johnston, CAO/Deputy Clerk; Mark Turner, Clerk. Brent Glasier, Director of Infrastructure and Public Works; Kerri Mighton, Director of Finance Treasurer; Phil Schwartz, Fire Chief - during reports. Rob Martin, Police Chief – during item #2 (Parking By-law) in Clerk’s Report

### **Moment of Reflection**

### **Declarations of Pecuniary Interest and General Nature Thereof - None**

### **Closed Session**

**Lawrence-Hutchinson, Whereas, the Municipal Act, S.O. 2001, Section 239 (2), as amended, 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 9:03 a.m., with the CAO/Deputy Clerk and Clerk to discuss an item that relates to a proposed or pending acquisition or disposition of land by the municipality or local board (Property Roll #4205 260 004 15400 0000).**

**... #COW 1-18**

**Carried.**

**Lawrence-Cutting, Be it resolved that, the Committee of the Whole of the Municipality of West Grey hereby returns to Open Session of Council at 9:26 a.m. ... #COW 2-18**

**Carried.**

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

### **REGULAR AGENDA:**

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**Matters Arising from the Closed Session** (Mayor Eccles reported that the Committee of the Whole discussed an interest in an individual purchasing municipal lands described as property roll #4205 260 004 15400 0000. The Committee of the Whole is not recommending the sale of the property at this time.)

**Public Meetings - None**

**Delegations - None**

**Business Arising From Previous Meeting - None**

### **Staff Reports**

Director of Infrastructure and Public Works – Report COW #01/29/18

Road Supervisor's Report - Staff have been busy with the following activities: December was a very busy month for staff with snow plowing, sanding and ice blading; January followed with further snow removal activities; With the first thaw staff were busy opening up ditches and culverts; Cold patching - Warmer temperatures have resulted in the forming of hard top pot holes. (received for information)

Utilities Supervisor's Report - Staff have been busy with the following activities: Plowing, sanding and salting; House on Countess St. North water service froze, feeding by garden hose; 12 residences have been instructed to keep a tap running to prevent freeze up; Staff working on Durham Landfill scale set up when weather permits; Christmas lights in Durham have been removed; Christmas lights to be taken down in Elmwood, Neustadt at and Ayton Jan.31/18. (received for information)

Equipment - T1WG 2009 Massey Ferguson tractor is requiring repairs to front universal. Main gear and bearing is needing replacement; GR2WG 2013 CAT Grader in Normanby required extensive repairs to back tandem, bearing let go in main drive axle and damaged the main drive gear and chain - covered under warranty. (received for information)

Contracted Work - New Works Shed, Elizabeth Street facility – shed is completed with the exception of electrical which is expected to be completed soon with final connection in the spring. (received for information)

Heritage Walkway Bridge – Bridge is now complete. The Director engaged the services of an electrical contractor to place the electrical duct work and wiring on the bridge on a time and material basis. This will result in a huge cost savings. Four temporary LED lights (two on each side) to be installed on the light posts to provide modest lighting

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of the bridge until the new fixtures arrive. (Councillors Cutting and Thompson will assist the Director with the selection of post top luminaires for the Walkway Bridge. The conceptual plan prepared by Ground Effects for landscaping around the Durham Walkway Bridge was referred to the West Grey Parks Committee for review and comments. The Director is to contact Ground Effects to determine if their conceptual plan is a donation for use by West Grey. Staff are to discuss a possible agreement with the Lions Club for the development of the Durham Walkway Bridge conceptual plan. Other clubs or individuals can offer their services for completion of the project. Deputy Mayor Bell to contact the Grey County Accessibility Advisory Committee for input on accessibility requirements for components of the conceptual plan.)

List of proposed GIS projects for 2018 - Potential list of GIS projects for 2018: Asset Management Mapping; Municipal Drains; Signage Mapping Inventory; Phragmites Mapping; Sidewalk Patrol; and Trails, recreational facilities and parks mapping. (received for information)

Bruce/Lambton Street Reconstruction (The Director reviewed plans for the proposed reconstruction of Bruce Street between Chester and Lambton Streets. The Director will discuss the proposed curb work in front of the Legion with Legion representatives. An Open House will be held to discuss the proposed project. The sidewalk on the west side of Bruce Street will be retained, with boulevard parking being added, however, some tree removal will be required, although new trees will be planted on the affected properties subject to approval of the property owners. The main intersection at Bruce & Lambton Streets will be re-designed to better facilitate turning of large trucks. A four-way stop is being considered at the intersection of Lambton and Bruce Streets. The project will try to facilitate boulevard parking on the north side of Lambton Street. The sidewalk is to be eliminated on the east side of Bruce Street, south of Lambton Street. Hydro is not proposed to be installed underground due to the prohibitive cost. The preliminary cost estimate totals approximately \$2.7 million, with West Grey's portion being approximately \$1.5 million and Grey County's portion being about \$1.2 million. The Director noted the overall cost can be reduced by approximately \$100,000 to \$125,000 if the proposed boulevards are eliminated, however, the Committee of the Whole was not supportive of this option. The Director of Finance/Treasurer provided some options for funding the project. The Committee of the Whole requested the Director of Finance/Treasurer to report back on the estimated cost of borrowing for the project when tenders are received. – resolution #COW 8-18

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AWWCC Quarterly Water and Waste Water Report - The Director has recently received the above noted report for the Durham and Neustadt facilities. Based on these reports, AWWCC recommends the following: Durham and Neustadt Water – Conduct annual inspections for backflow preventers first in municipally owned facilities and then public, schedule a well inspection as soon as possible, general inspection is conducted on a 3 to 7-year cycle, inspection should be scheduled at some point this year; Durham Waste Water Treatment Plant – AWWCC recommends a new generator, this is budgeted for spring 2018; Neustadt Lagoons – valves at discharge structure require replacing to better control discharge. (received for information) Landfill Cover (The Director reported that 20,000 cubic metres of fill (clay) is available from the excavation at the new high school in Hanover, with 5,000 cubic metres being available for free for use at the Normanby Landfill Site for capping purposes. The remaining 15,000 cubic metres can be utilized in the future for capping purposes at the Durham Landfill Site at an approximate cost of \$20,000 due to the increase distance to the Durham Landfill Site.) – resolution #COW 3-18

**Lawrence-Bell, Resolved that, the Committee of the Whole hereby recommends Council approves utilizing the Landfill Reserve Fund in the approximate amount of \$20,000.00 for 15,000 cubic metres of fill (clay), including transportation costs, for future landfill capping at the Durham Landfill Site.**  
... #COW 3-18 **Carried.**

**Bell-Thompson, Be it resolved that, the Committee of the Whole hereby recommends Council authorizes the Director of Infrastructure and Public Works to proceed to tender the proposed joint Bruce Lambton Street Reconstruction project for the Municipality of West Grey and County of Grey.**  
... #COW 8-18 **Carried.**

Director of Finance/Treasurer – Report COW #01/29/18

Review of Council Conference Policy & Council Remuneration Policy (The Committee of the Whole recommended section 1 of By-law Number 64-2014 be amended to read, “1. That members of Council and Council members appointed to local boards...”; and to update the honorarium/per diem amounts. Another per diem is to be established for Special Council meetings held for a time frame to be proposed by the Director. The meal allowance in subsections 3 f) and 5 f) of By-law

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Number 10-2015 is to be amended to a flat \$75.00 per day. A provision is to be added to the proposed Conference and Seminar Policy for Council and Staff by-law to allow an extra day for travel expense if the conference is over 500 kilometres away. Section 8 to be amended so it is discretionary to appoint a West Grey Remuneration Committee with no specific time frame for hiring same. Council and staff will be responsible for paying an extra amount for a room upgrade during a conference or seminar.)

Association of Municipalities of Ontario (AMO) Update – The Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA) Mainstreet Funding - The allocation amount for West Grey will be \$46,646. AMO has agreed to provide the administrative services for the fund and will keep municipal governments informed once further details are available. (received for information)

The Committee of the Whole temporarily adjourned for lunch at 12:04 p.m., and reconvened at 12:58 p.m.

Fire Chief – Report COW #01/29/18

Fee for Service By-law (The Clerk will bring the amended Fees & Charges By-law for fire services to the February 5, 2018 Council meeting.)

Tiered Emergency Response Agreements – resolution #COW 4-18

**Bell-Hutchinson, Be it resolved that, the Committee of the Whole hereby recommends Council pass By-laws to approve entering into Tiered Emergency Response Agreements between West Grey and Grey County; West Grey, Hanover, and Grey County; West Grey, Brockton, and Grey County; and West Grey, Grey Highlands, and Grey County; as presented in Fire Chief – Report COW #01/29/18. ... COW #4-18 Carried.**

Clerk – Report COW #01/29/18

Proposed Update to the West Grey Council & Committees Procedure By-law – resolution #COW 5-18 (The Committee of the Whole recommended the following amendments be made: Amend section 10.3 - “Quorum” to reflect a certain grace period (15 minutes) before a quorum is lost – similar to the recently passed Grey County Procedure By-law); section 7.9 – amend to “may be held”; section 26.14 add “Chair” and check if any other relevant sections need to add reference to “Chair”; delete word “business” from section 26.7.)

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Proposed Update to the West Grey Parking By-law Number 133-2004, as amended – resolution #COW 6-18 (The Committee of the Whole recommended that the proposed by-law be amended to indicate “no parking” be permitted along College and Chester Streets by the Durham Hospital. The Clerk will send an email or letter to Paul Rosebush, President and CEO of the South Bruce Grey Health Centre to note the Committee of the Whole’s suggestion to extend the free parking time from 30 minutes to 45-60 minutes. The Committee of the Whole also recommended the By-law is to come into force and effect on April 15. Section 6 p) to be amended from “..between George Street and Saddler Street...” to “between George Street and Kincardine Street...”. The Clerk will ask the Director of Infrastructure and Public Works if he has discussed with the County about taking the interlocking brick section off of the sidewalk by the post office to better facilitate traffic flow. The Committee of the Whole requested the Director of Infrastructure and Public Works to include in his February 5, 2018 Report to Council an item regarding parking concerns on County roads in Durham and changes to connecting link status.) Proposed “Use of Corporate Resources During an Election Policy” By-law – resolution #COW 7-18

**Lawrence-Thompson, Be it resolved that, the Committee of the Whole hereby recommends Council pass the Council and Committees Procedure By-law as amended in Clerk – Report COW #01/29/18. ... COW #5-18 Carried.**

**Thompson-Hutchinson, Be it resolved that, the Committee of the Whole hereby recommends Council pass the proposed update to the West Grey Parking By-law contained in Clerk – Report COW #01/29/18, as amended. ... COW #6-18 Carried.**

**Bell-Cutting, Be it resolved that, the Committee of the Whole hereby recommends Council pass the Use of Corporate Resources During an Election Policy By-law as presented in Clerk – Report COW #01/29/18. ... COW #7-18 Carried.**

**New Business**

Bill 68 Webinar (The Committee of the Whole discussed collectively participating in the AMCTO Bill 68 Webinar scheduled for February 15. The CAO/Deputy Clerk will verify the group rate cost, and bring back a report to the February 5 Council meeting.)

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Former Normanby Council Table (The Clerk reported the former Normanby Township Council table presently located at the West Grey Office is no longer needed, and inquired if there is another potential suitable location. The Committee of the Whole suggested the Clerk contact the CEO/Chief Librarian to determine if the Ayton Library branch could use the table.)

Lame Duck Council (The Clerk asked the Committee of the Whole if it would like a report on Lame Duck Council, and a potential by-law to delegate the authority of Council during a potential lame duck period to the CAO/Deputy Clerk or Clerk. The Committee of the Whole requested a report from the Clerk on same.)

**Adjournment**

**Cutting, Resolved that, we do now adjourn at 3:56 p.m., to meet again on February 12, 2018, 9:00 a.m., or at the call of the Mayor. Carried.**

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(Signed)  
Kevin Eccles, Mayor

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(Signed)  
Mark Turner, Clerk