



Draft

Minutes

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**Municipality of West Grey Committee of the Whole
Held on Monday, July 25, 2016 at 9:00 a.m.
At the Council Chambers – West Grey Municipal Office**

<u>Council</u>	Mayor Kevin Eccles (left meeting at 9:45 p.m., and returned to meeting at 2:21 p.m.), Deputy Mayor Bell (left meeting at 3:56 p.m.), Councillor Doug Hutchinson, Councillor Carol Lawrence, Councillor Don B. Marshall, Councillor Rob Thompson
<u>Absent</u>	Councillor Bev Cutting
<u>Staff</u>	Larry C. Adams, CAO/Deputy 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 – None

Closed Session - None

REGULAR AGENDA:

Matters Arising from the Closed Session – n/a

Public Meetings - None

Delegations

Tim Dyck, Chair, West Grey Public Library Board
Tim Dyck, Chair, West Grey Public Library Board, Kim Storz, Chief Librarian/CEO, and other West Grey Public Library Board members, came before the Committee of the Whole to discuss the proposed move to the new Durham Public Library building.

Ms. Storz distributed a list of anticipated costs associated with moving the location of the Durham Public Library, being, a total estimated cost of \$41,267.60. Ms. Storz noted she hopes to open the new location on the third week of October 2016 during Ontario Public Library Week.

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The Committee of the Whole asked about plans for storage of the archival material at the present Durham Public Library building. Mr. Dyck and Ms. Storz indicated there is currently not sufficient room at the new building for the display of archival material. Mr. Dyck volunteered to provide a sketch of the proposed layout of the new location of the Durham Public Library branch, and the Committee of the Whole indicated it would appreciate receiving such a sketch. The Director of Finance/Treasurer indicated the municipality will have to borrow funds to pay for the estimated costs associated with the proposed re-location of the Durham Public Library branch. The Committee of the Whole requested the Director of Finance/Treasurer to bring back a recommendation on the proposed budget associated with the re-location to the new Durham Public Library building, noting where funds will be obtained.)

The Committee of the Whole questioned why there was not information in the West Grey newsletter regarding the Elmwood Resource Centre. Ms. Storz will discuss with West Grey administrative staff why this information was not included in the newsletter.

Business Arising From Previous Meeting - None

Staff Reports

Director of Infrastructure and Public Works – Report COW #07/25/16

Road Supervisors Report – Staff have been hot mix shouldering and gravel shouldering certain roads in the Rural patrols. Work crews continue to clear brush at intersections for site line. Brush mower is cutting at Highland Estates (Glenelg) for a spot improvement. Ontario AORS Truck Rodeo in Chatham Kent Sept 7/16. Wanting to send Grey County Winners Jim Holm and Scott Kilpatrick. Normanby Backhoe is requiring extensive repair work. 2002 Volvo Grader repairs not as bad as indicated in June COW Report, radiator needs to be removed and repair leak. - resolution #COW 50-16 (The Director of Infrastructure and Public Works will review options for the purchase of a used backhoe and consider options for the Durham Depot single-axle truck, and will report back to Council/Committee of the Whole.)

Utility Supervisors Report – Sidewalk on Elgin and Bruce Street in Durham completed and driveways and sidewalk edges restored. Water leak at 136 Albert Street repaired on July 13th. Summer Students water and weeding flower baskets and beds. There were 205 cars that brought household hazardous waste products during the Household Hazardous Waste Day held

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on July 23, with a total of 136 barrels of household hazardous waste being deposited. A total of 219 cars were processed during the 2015 Household Hazardous Waste Day. Skids of topsoil made in Ontario were purchased at wholesale prices.

Steve Ayerhart provided background information relating to the water meter situation for Chad Brown, indicating a past history of higher water consumption during a similar time of the year. (The Committee of the Whole requested municipal staff to meet with Mr. Brown to advise that the water bill needs to be paid, and to note reasons why it appears to be a valid meter reading.)

A letter was read from Rose Marie Detzler thanking West Grey employees (and volunteers) for their efforts to beautify the municipality by planting of flowers and flower baskets. The Committee of the Whole noted they have received other positive comments regarding the flowers planted by volunteers.

The Committee of the Whole noted opportunities for individuals to buy benches with a plaque in recognition of a loved one or special individual. The Committee of the Whole asked about weed spraying on sidewalks. Steve Ayerhart indicated weed spraying of sidewalks is being done, using a vinegar and salt solution, that is being done when weather permits.

(Mayor Eccles left the meeting at 9:45 a.m., in order to attend a funeral. Deputy Mayor Bell assumed the chair until the return of Mayor Eccles.)

Canadian Diabetes Association Clothes Line Program – resolution #COW 51-16 (The Committee of the Whole requested the Director of Infrastructure and Public Works to remove other clothing bins at West Grey facilities if they are not being properly maintained.)

Heritage Walkway Bridge (Durham Trestle Bridge) (The Director of Infrastructure and Public Works will obtain a quote from an engineer respecting the potential replacement with a wood structure, as opposed to a steel structure, and bring back this information at a future Council/Committee of the Whole. The electrical supply on the existing bridge will be dis-connected.)

Municipal Licensed Gravel Pits – resolution #COW 52-16 (The Committee of the Whole indicated it is receptive to the Director of Infrastructure and Public Works inquiring about the possibility of renting a portion of the municipal landfill site property at Lot 14, Concession 10, Glenelg. The Committee of the Whole also noted it is open to releasing the pit licence for the Mary McKay gravel pit property – the Director of Infrastructure and Public Works will provide an update to Council/Committee of the Whole respecting the process involved to transfer the pit licence for the Mary McKay gravel pit property.)

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Landfill Monitoring Reports – for the Bentinck, Durham and Normanby landfill sites, as well as the two closed sites at Glenelg and Neustadt. (received for information)

Engineering Services for OSIM Inspection Evaluation of Bridge Structures – resolution #COW 52-16

Boundary Road Agreements – the DIPW would like to arrange meetings with adjacent Municipal Directors to forge out formal Boundary Road Agreements that would be presented to Councils for approval (received for information)

Eh!Tel Networks Inc. – Durham Standpipe Proposal (The Committee of the Whole requested the Director of Infrastructure and Public Works to contact Eh!Tel about attending as a delegation to a future Council/Committee of the Whole meeting to discuss their proposal. The Director of Infrastructure and Public Works will contact surrounding municipalities to determine what agreements they have for similar users.)

Kennedy Bridge (The Committee of the Whole requested the Director of Infrastructure and Public Works to bring back a cost estimate on completing the testing of the soundness of the current Kennedy Bridge concrete abutments.)

Connecting Link Fund and Ontario Communities Improvement Fund (OCIF) – resolution #COW 53-16

Operator/Labourer Position – Paul Talbot has accept the Operator/Labourer position and will commence work on August 8, 2016 at the Glenelg Depot. (received for information)

Green Municipal Fund Application – Durham Wastewater Treatment – resolution #COW 54-16

Lawrence-Bell, Resolved that, the Committee of the Whole hereby recommends Council approve sending Jim Holm and Scott Kilpatrick to the Ontario AORS Truck Rodeo in Chatham-Kent on September 7, 2016. ... #COW 50-16
Carried.

Hutchinson-Lawrence, Resolved that, the Committee of the Whole hereby recommends Council approves the placement of clothing collection bins for the Canadian Diabetes Association at the Durham & District Community Centre and West Grey Landfill Sites.
... #COW 51-16
Carried.

Hutchinson-Thompson, Resolved that, the Committee of the Whole hereby recommends Council engage the services of WSP to complete the 2016 and 2017 bridge and culvert inspections in accordance with the pricing established in WSP's report, being approximately \$9,885

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plus HST in 2016, and approximately \$11,380 plus HST in 2017; And further that, tender submissions be requested for the bridge inspections to be completed in 2018/2019.

... #COW 52-16

Carried.

Thompson-Lawrence, Resolved that, the Committee of the Whole hereby recommends Council approve the submission of a Connecting Link Fund application for the Garafraxa Street Bridge project, and the submission of an Ontario Communities Improvement Fund (OCIF) application for the Garafraxa Street project.

... #COW 53-16

Carried.

Lawrence-Hutchinson, Resolved that, the Committee of the Whole hereby recommends Council approve the submission of an Expression of Interest for the submission of a Green Municipal Fund Application for the Durham Wastewater Treatment facility for the purposes of installing ultraviolet lighting equipment at an estimated cost of \$240,000. ... #COW 54-16

Carried.

Director of Finance/Treasurer – Report COW #07/25/16

Canada 150 Fund & Ontario 150 Fund – resolution #COW 55-16

OCIF Re-designated Formula Component and Top-Up Component (see Director of Infrastructure and Public Works Report)

Request to Fly the Lions Club International Flag – resolution #COW 56-16

Letter to Councillor Hutchinson re: Junior Achievement Program (received for information)

Letter from South Stormont re: Rural Economic Development Program (RED) (received for information)

Review of Joint Building Services - At the July 4th Council meeting the request was made for a report to be provided to determine if West Grey is saving money through the Joint Building Service. This item will be completed for a future meeting; however there have been several changes to the structure over the past year which will require additional time to review. (received for information)

Retirement of Tax Collector/Deputy Treasurer - The Tax Collector/Deputy Treasurer, Sharon Hamel, has submitted her intention to retire effective December 31, 2016. While it is with sadness that we accept her decision to leave our Municipal organization, we wish her well in her retirement. Efforts will be made to review the current job description and advertise for the position. (received for information)

Bylaw for sewer/water project on Durham Road East (The Committee of the Whole noted the charge is based on frontage of the property.)

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Hutchinson-Lawrence, Resolved that, the Committee of the Whole hereby recommends Council advertise for individuals interested in forming a Committee to consider possible Canada 150 & Ontario 150 Grant applications, and a meeting be held at the Ayton Centennial Hall on August 10, 2016, 7:00 p.m., or alternate location if unavailable, for discussion on same. ... #COW 55-16 Carried.

Lawrence-Hutchinson, Resolved that, the Committee of the Whole hereby recommends Council approve the flying of the Lions Club International flag at the West Grey Municipal Office in the Spring of 2017. ... #COW 56-16 Carried.

Clerk – Report COW #07/25/16

Proposed Update to the West Grey Trailer Licensing By-law – (The Committee of the Whole requested the Clerk to ask the municipal solicitor about the possible need to include set fines provisions in the by-law, and to bring back the by-law for Council’s consideration upon a response from the solicitor.)

(Mayor Eccles returned to the Committee of the Whole meeting at 2:21 p.m.)

West Grey Complaint Response Policy – (The Committee of the Whole requested an amendment to section b) in the “Exclusions” section of the proposed policy to delete the reference to “...or an existing Municipal by-law, policy or procedure.”)

West Grey Noise By-law (The Committee of the Whole indicated it is satisfied with the current provisions of the noise by-law, and will monitor the effectiveness of the by-law in the future.)

CAO/Deputy Clerk – Report COW #07/25/16

2017 ROMA and OGRA Conferences (The Committee of the Whole members indicated to the CAO/Deputy Clerk the conferences they prefer to attend.)

Canada 150 Event (see the Director of Infrastructure and Public Works Report)

Community School Alliance Seeks Board Members (received for information)

Archival Venue for Historical Documents and Information (Mayor Eccles will inquire if the board room at the Durham Arena, or the Durham Art Gallery, can be used to store the archival material located at the current Durham Public Library building.)

Setting a Strategic Planning (Service Delivery Reviews) Day (The Committee of the Whole suggested a September 16, 2016 Special Committee of the Whole Meeting starting at 9 a.m., be held at the Ground Effects Landscapes property in the former Township of Bentinck, subject to availability.)

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The CAO/Deputy Clerk informed the Committee of the Whole that Gemini Canada has extended invitations to attend an Open House/Dinner/Ribbon Cutting Ceremony on August 11, with the facility tour starting at 5:15 p.m., and dinner commencing at 6 p.m.

Elmwood Public Library Building (The CAO/Deputy Clerk is working with the Director of Infrastructure and Public Works on obtaining an engineer to assess the Elmwood Public Library building.)

Lamlash Custodian RFP (The CAO/Deputy Clerk indicated the RFP is ready for advertising. There is a 60-day notice provision required to terminate the contract with the existing contractor.)

Reports/Minutes from Committees/Committee Chairs/Council Representatives

1) West Grey Economic Development Committee

Councillor Thompson reported the Committee met last week with Cheryl Brine, from the Ontario Ministry of Agriculture and Food, who will be assisting the Committee in the development of a vision and mission statement during the October 6 & 12 West Grey Economic Development Committee meetings. The Committee is considering the purchase of some promotional items. There will be a Job Fair in March 2017, possibly in conjunction with a community event. The Committee is also looking to promote area campgrounds during the Job Fair.

2) West Grey Parks Committee – no report

3) West Grey Recreation Advisory Committees

Councillor Thompson reported that the siding on the side of the Durham Arena was washed, and the new motor for the compressor will be repaired next week.

Councillor Hutchinson reported there are approximately 30 individuals that have signed on as members of the Durham Tennis Court club. Non-members can pick up a key at the Colpepper's service station.

The Committee of the Whole discussed the possible placement of stone dust or similar material around the perimeter of the basketball court. The CAO/Deputy Clerk noted he has a quote of approximately \$1,400 to place stone dust around the perimeter of the basketball court. The Committee of the Whole requested the Director of Finance/Treasurer to check if there are

available funds in the West Grey Parks/Recreation budget. The Committee of the Whole requested municipal staff to contact the company that installed the basketball nets to view the anchoring detail.)

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

1) West Grey Public Library Board

The Committee of the Whole asked Councillor Marshall, Councillor representative on the West Grey Public Library Board, how things are going at the Elmwood Resource Centre. Councillor Marshall indicated it has not been busy at the Elmwood Resource Centre.

2) West Grey Police Services Board

Mayor Eccles reported a RFP closed this Friday for a replacement for the Police Chief, and this matter will be discussed at today's West Grey Police Services Board meeting. Discussions are ongoing on options for the West Grey and Hanover Police Services, with the consultant's report due November 30, 2016. Some West Grey Police Service employees that were on short term disability have returned to the force. There is an advertisement for two part-time officers for the West Grey Police Service. One part-time officer was promoted to a full-time second-class constable.

3) Saugeen Municipal Airport Commission

Councillor Lawrence reported that COPA will be painting the wall at the terminal; the doors at the maintenance shed are being repaired; a couple of companies have approached the airport about ground mount solar projects, and the airport may consider doing their own ground or roof mount solar project. The airport is working with a flying school that might operate out of the airport. The Airport Manager is completing maintenance on the cross-wind runway, with approximately 1/3 of the maintenance work on the runway completed to date.

4) Saugeen Valley Conservation Authority Board of Directors

Mayor Eccles reported the Board of Directors met last Thursday. A consultant is doing a review of current SVCA policies and procedures, and a draft report is to be completed in August. The 50 metre buffer area policy requirement has been reduced to a 30 metre buffer area. A consultant was hired to review the Zone 2 provisions for the proposed Gay Lea Foods building addition. There is ongoing concern with the response times for permits.

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Mayor Eccles reported the horse park at the Saugeen Bluffs Conservation Area is doing exceptionally well.

5) Elmwood Community Centre Board

Councillor Lawrence reported a float is being entered in the Walkerton Homecoming parade. A generator is being installed by the Municipality of Brockton at the Elmwood Community Centre as a result of the Elmwood Community Centre being a permanent location for an emergency centre. The painting of the roof and other areas has commenced. The Board is applying for DGR funding for future kitchen renovations. The Chambers' Chicken Dinner is being held on October 21 with proceeds perhaps going to the proposed kitchen renovations.

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

Deputy Mayor Bell reported the Board met last Friday. Ridership was down approximately 4-5% last month, however, revenue increased last month. The number of excursions on the bus has increased. A motion was put forward that a draft 2017 budget would be prepared by September 30, 2016. County transportation service was discussed with Grey and Bruce County representatives, and options are being considered.

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

Councillor Thompson reported the next Chamber meeting is in two weeks, and the Chamber is planning a Thanksgiving event.

Councillor Hutchinson reported the BIA met last week. Mill Street in Durham was closed prior to the Canada Day long weekend as a business promotion, with limited success. The Neustadt Business Group is holding a meeting next week to commence work on a storefront revitalization plan.

8) Elmwood Fire Department Joint Board of Management – no report

9) Others

Councillor Lawrence reported on behalf of the Multi-Municipal Wind Turbine Working Group meeting, noting that five FIT contracts for Industrial Wind Turbines were recently cancelled, two being in the Kincardine area, as the respective companies did not meet the established timelines of the Province.

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Councillor Lawrence reported the Township of Wainfleet has invited participating municipalities to a meeting at the Association of Municipalities of Ontario (AMO) to discuss Industrial Wind Turbines. Bill Palmer spoke on sleep disorder symptoms referenced in a report conducted by the University of Waterloo, noting the faults associated the report.

New Business - None

Adjournment

Hutchinson, Resolved that, the Committee of the Whole hereby adjourns at 4:25 p.m., to meet again on August 29, 2016, 9:00 a.m., or at the call of the Mayor.

Carried.

Kevin Eccles, Mayor

Larry C. Adams, CAO/Deputy Clerk