



**Draft**

**Minutes**

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**Municipality of West Grey Committee of the Whole**

**Held on Monday, June 26, 2017 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>	Larry Adams, CAO/Deputy Clerk, Mark Turner, Clerk. Brent Glasier, Director of Infrastructure and Public Works; Kerri Mighton, Director of Finance/Treasurer – during reports.

**Declarations of Pecuniary Interest and General Nature Thereof – None**

**Closed Session (see resolution #COW 29-17)**

**REGULAR AGENDA:**

**Matters Arising from the Closed Session – n/a**

**Public Meetings - None**

**Delegations**

Jennifer Watson, Property Standards & By-law Enforcement Officer  
Jennifer Watson, Property Standards & By-law Enforcement Officer, presented her report to the Committee of the Whole regarding property standards and by-law enforcement activity.

The Committee of the Whole asked Ms. Watson how people react to her when approached about a property standards or by-law enforcement violation? Ms. Watson responded that the average person is great to work with, although others need further action to gain compliance.

The Committee noted its willingness for the Property Standards & By-law Enforcement Officer to be proactive in enforcing violations when she sees violations. The Clerk noted Ms. Watson was advised of this, and she will take appropriate action, time permitting.

The Committee of the Whole requested that a West Grey identification badge be added to the uniform of the property standards and by-law enforcement officer. Ms. Watson noted this was previously discussed with the Clerk, and a West Grey identification badge should be ready in the next few weeks.

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The Committee of the Whole noted some properties need a structural engineer to assess the safety of the building structures, and asked how West Grey will address this need. Ms. Watson indicated that pursuant to the Building Code, the Building Department would issue an Order if there are structural issue concerns, and it would be the responsibility of the property owner to provide an assessment by a structural engineer.

The Committee of the Whole questioned what can be done about long grass and debris in yards. Ms. Watson noted this would be enforceable under the property standards by-law.

The Committee asked if there is anything that West Grey needs to do to facilitate enforcement by the Property Standards & By-law Enforcement Officer? Ms. Watson noted her only concern in West Grey is that property standards and by-law enforcement violations were not actively pursued in the past, and therefore, it will take some time to address all outstanding violations.

The Committee of the Whole questioned what time frames are involved from the issuance of Orders to compliance. Ms. Watson responded that it depends on the issues and circumstances, and could take days or months.

The Committee of the Whole noted the public needs to understand enforcement takes time in order to provide opportunities for individuals to address outstanding property standards or by-law enforcement issues.

### **Business Arising From Previous Meeting**

Proposed Extra ½ Day/month Committee of the Whole Meetings (The Committee of the Whole indicated it does not wish to add another ½ day meeting per month, however, the Committee noted that perhaps other committee meetings such as police service board meetings could be avoided that day. The Committee of the Whole also requested that delegations be limited to two unless absolutely necessary.)

### **Staff Reports**

Director of Infrastructure and Public Works – Report COW #06/26/17  
Road Supervisor's Report - Staff have been busy with the following activities: Grading roads in preparation for calcium chloride. Staff have been struggling to finish application due to poor weather and material availability. It is expected that there will be added costs to complete the application this year due to the poor weather and the extra grading. Repairing washouts as a

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result of the recent heavy rains. Bridge washing continues. Road side spraying continues when weather is favourable. Staff are commencing with the application of hot mix over localized rut repairs on the roads that will be surface treated this summer. Road side grassing cutting in Normanby has been completed and now working in Bentinck. The Director provided an update regarding flooding from the storm. Equipment - GR3WG 2006 Volvo Grader – transmission requiring extensive repairs. The Department is proceeding with the lowest quote from Osprey Equipment Repair Ltd. at approximately \$28,000. New Case 621G Loader - the Department recently received the delivery of the aforementioned loader at the Bentinck Patrol Shed with representatives from Case conducting operator training to staff. (received for information)

Utilities Supervisor's Report - Staff have been busy with the following activities: Grass cutting, landfill covering, tree trimming, locates and sign replacement. West Grey Parks have installed posts for the new entrance Community Signs and signs will be going up sometime the week of June 26<sup>th</sup>. Summer students have been active with the following: Weeding gardens, painting benches, planters, picnic tables, and watering hanging baskets. (received for information)

1992 Champion Grader – Disposal and Rental Option – resolution #COW 25-17

Recycling of Styrofoam Cancellation - The Director has recently been informed that the Polystyrene Recycler, GRACE Canada is no longer accepting this product. Polystyrene will have to be landfilled until a solution is forthcoming. (The Committee of the Whole requested an advertisement be placed in The Spotlight, a notice be inserted in the tax newsletters, signs be placed at the landfill sites, and notice be added on the electronic sign and bulletin board, noting the end of Styrofoam recycling at this time.)

Clean Water and Waste Water Fund (CWWF) Project Background - The Department recently received approval for the Durham Waste Water Treatment Plant UV Project. The initial engineers estimate for the work was approximately \$239,000. In the initial estimate, consideration was not given to future growth and was based on existing maximum flows. The revised estimate based on future development is approximately \$305,000 which is \$66,000 above the initial estimate. The Director still recommends proceeding with this project and that the extra cost will be assessed against the water/waste water user account. (The Committee of the Whole supported proceeding with the project, and requested the Director to bring the issue of connection charge fees to a future Council or Committee of the Whole meeting, with some comparisons of area municipalities.)

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Renewal of American Water Works Corporation (AWWC) Contract - AWWC has been undertaking the overall management of West Grey's water and waste water for Durham and Neustadt since 2008, with a contract re-negotiated in 2013, and expiring February of 2018. The Director is seeking COW approval to renegotiate a new contract extension for a period of ten years and bring back to Council a report on a potential new agreement. (The Committee of the Whole requested the Director to bring back a proposed 5 and 10 year contract extension for consideration.)

**Bell-Hergert, Resolved that, the Committee of the Whole hereby recommends Council approve the quote from Jade Equipment for the rental of a grader at a cost of \$5,200 per month for use from approximately December 1<sup>st</sup> to June 1<sup>st</sup>;**  
**And further that, the Committee of the Whole also recommends Council dispose of the 1992 Champion Grader (GR8G) through listing for sale on the Govdeals website. . ... #COW 25-17 Carried.**

Director of Finance/Treasurer – Report COW #06/26/17

Durham Tennis Courts LED Lighting Project – resolution #COW 26-17,  
#COW -27-17

Durham Ballpark LED Lighting Project – resolution #COW 28-17

Durham Arena Refrigeration System (The Director reported on some repairs to be completed for the Durham Arena Refrigeration System at an approximate cost of \$8,000 repairs. (received for information)

**Lawrence-Hergert, Resolved that, the Committee of the Whole hereby recommends Council approves the quotation from Energy Management Supply for the supply & installation of LED Lighting on existing poles at the Durham Tennis Courts in the amount of \$4,514 net of the estimated Save On Energy Hydro Incentives, as well as adding LED Lighting to be directed towards the basketball court at a cost not to exceed \$2,000. ... #COW 26-17 Carried.**

**Hutchinson-Cutting, Resolved that, the Committee of the Whole hereby recommends Council authorizes the lighting at the Durham Tennis Courts/Basketball Court to automatically shut-off at 11:00 p.m. ... #COW 27-17 Carried.**

**Bell-Hutchinson, Resolved that, the Committee of the Whole hereby recommends Council approves the quotation from Energy Management Supply for the supply & installation of LED Lighting on**

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**existing poles at the Durham Ballpark in the amount of \$20,750 net of the estimated Save On Energy Hydro Incentives.**

**... #COW 28-17**

**Carried.**

CAO/Deputy Clerk – Report COW #06/26/17

Delegations to the 2017 AMO Conference (The Committee of the Whole requested the CAO/Deputy Clerk to arrange delegations with the Minister of Environment and Climate Change re: Styrofoam/recycling programs and producer stewardship; Minister of Energy re: statement by Minister that he received only one complaint regarding industrial wind turbines, and to discuss enforcement of regulations, such as pertaining to noise from industrial wind turbines; the Ministry of Natural Resources and Forestry relating to the proposed updating of the Conservation Authorities Act and future of Conservation Authorities; and the Minister of Education re: hub proposals/requirements.)

The Committee of the Whole temporarily adjourned for lunch and the West Grey Committee of Adjustment meeting at 12:07 p.m., and reconvened at 1:45 p.m.

Letter of Request for Capital Assistance and Repairs at the Durham Activity Centre (The Committee of the Whole requested the Director of Finance/Treasurer to contact Mr. Sullivan to request the Durham Activity Centre obtain estimates on the costs to remedy the issues identified in the letter, with pictures, including possible options for flooring, and bring back this information to the July 31 Committee of the Whole meeting. A copy of the current Durham Activity Centre Agreement is also to be provided at the July 31, 2017 Committee of the Whole meeting.)

Union Gas – The CAO/Deputy Clerk noted receipt of an email from Matt Jackson, Union Gas, thanking Council for their support for the proposed expansion of natural gas to Ayton and Neustadt. Mr. Jackson is seeking letters of support from other businesses/organizations in Ayton and Neustadt. Mayor Eccles indicated he requested municipal staff to send an email to Ayton/Neustadt businesses/organizations seeking letters of support, and also noted other ratepayers could indicate support as well. (received for information)

### **Reports/Minutes from Committees/Committee Chairs/Council Representatives**

- 1) West Grey Economic Development Committee – no report

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2) West Grey Parks Committee

Councillor Cutting provided an update on bridge baskets and flower plantings in West Grey. A new sign for listing of community organizations in Durham is in the works. Stoop and scoop signs have been placed at municipal parks, with a two month trial basis for provision of bags.

Councillor Cutting reported on a Parks Committee initiative to implement a community garden ("plant a row – grow a row") project to the east side of the Durham Arena. Individuals would pay for a raised bed, and then donate 1/3 of their crops to the Durham Food Bank. Donations from a number of organizations will be provided to initiate the project. The Committee of the Whole noted a concern with the proposed location as this area is used for overflow parking for events at the Durham Arena and grounds, and noted a possible location is by the Legion Memorial Park off of Grey Road 4. The Committee of the Whole questioned who will oversee the project? Councillor Cutting indicated the project would be overseen by volunteers. The Committee of the Whole requested this item be further discussed at the next Parks Committee meeting for more detailed reporting back to Council or Committee of the Whole.

3) West Grey Recreation Advisory Committees

- May 10, 2017 Neustadt Recreation Advisory Committee minutes

Councillor Lawrence reported there will be three more adult only roller skating events this year, and then the Neustadt Recreation Advisory Committee will assess this program. The Committee is working on a means to a better sound system. The November Craft Show is fully booked with 136 vendors registered. The Committee is considering a new lift to move tables.

Councillor Lawrence reporting on behalf of the Normanby Recreation Advisory Committee indicated that the old bleachers are being removed; interior steel work will be done by July 1, and the exterior steel should be done by August 4; and the emergency alarm is in place and will be fully activated soon. Twenty-two children are participating in T-ball. The Committee is considering the purchase of Christmas lights using monies received from the Ayton Homecoming Committee that will require approval by Council. There will be a New Years Eve Gala. The Committee entered a float in the Mount Forest parade and a float will be entered in the Durham Parade.

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Councillor Thompson reporting on behalf of the Durham Recreation Advisory Committee reported the Durham Arena is being set-up for Canada 150 celebrations; and lexan glass is being placed by the wading pool? The Health Unit inspected the wading pool and it is ready for use. Twenty children are enrolled in the 1<sup>st</sup> session of swimming lessons. The Durham Town Hall brick work was completed.

Councillor Hutchinson noted there are some concerns about the lack of etiquette respecting playing time at the Durham tennis courts, and a sign indicating tennis court rules is being proposed to address these concerns. The Committee of the Whole requested Councillor Hutchinson obtain a cost for such a sign. There have also been requests for extra benches to be placed at the Durham tennis courts for individuals waiting to play tennis or pickleball – Steve Ayerhart will be asked if extra benches are available. The Committee of the Whole supported the request for a reasonably priced sign to recognize donations for the tennis courts by the Durham Homecoming Committee. The Committee was informed that the Durham Recreation Facilities Manager is waiting for a second quote for the placement of artificial turf around the basketball court.

The Committee of the Whole discussed the proposed use of the picnic tables at the Neustadt Lions Park for use at the Neustadt Arena for Canada 150 celebrations. The Committee of the Whole expressed concerns with removing picnic tables from the park as they are needed that day as well for park users. The Committee of the Whole indicated Councillor Hutchinson should consider other source for picnic tables, such as the Saugeen Valley Conservation Authority, and to check with the Normanby Recreation Facilities Manager.

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

- 1) West Grey Public Library Board
  - April 19, 2017 minutes

Councillor Hergert reported that the grand opening of the Lions Den childrens' section at the Durham Public Library was recently held. Councillor Thompson noted a plaque will be placed in the library to recognize the West Grey/Durham Lions contribution.

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Councillor Thompson reported quotes are being obtained for new air conditioning units at the Durham Public Library as the present units are not functioning effectively. Visits to the Elmwood Resource Centre are holding steady, with visits decreasing somewhat to the Normanby Public Library branch. There have been over 10,000 visits to West Grey Public Library branches as of the end of May 2017.

The Committee of the Whole requested potential options regarding the current location of the Elmwood Resource Centre/Library be discussed during 2018 budget deliberations.

2) West Grey Police Services Board

Mayor Eccles reported on the promotion of Constable Trainor to full-time officer status due to the recent departure of another full-time officer. Premier Wynne indicated during the Ontario Association of Police Services Board (OAPSB) Annual Conference that the legislature will be held in session until approval to open up the Police Services Act for public consultations is obtained.

Mayor Eccles reported the West Grey/Hanover Police Services Joint Steering Committee is putting together terms of reference for the joint committee, and is meeting tomorrow morning.

3) Saugeen Municipal Airport Commission

Councillor Lawrence reported on the very successful Snowbirds event with many thousands attending the event, and congratulated Phil Englishman who organized the event. A new website was launched under the Hanover/Saugeen Airport with a new logo. Transport Canada inspected the proposed new flight school, and the flight school is waiting for approval. The ground school is in operation now, and five individuals have signed up for the next ground school. Kitchen renovations are finished and the restaurant is in operation.

4) Saugeen Valley Conservation Authority Board of Directors

Deputy Mayor Bell reported the Authority has been busy with monitoring flooding and issuing flood watches in the past few days.

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5) Elmwood Community Centre Board

Councillor Lawrence reported Phase 1 improvements have been completed at the Firemens/Lions Park, with more work to be done. Any profit from Canada 150 celebrations will go towards the kitchen renovations. The Board is still seeking to replace current booking manager (Shirley Young).

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

Deputy Mayor Bell reported that SMART ridership is down a bit, perhaps due to the cold Spring. The new vans are expected to arrive in July. Software was ordered for trip scheduling purposes. SMART buses were extensively used during the Snowbird event. West Grey ridership is down as a whole so far this year which may reduce the municipal budget share next year.

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

- April 11, 2017 West Grey Chamber of Commerce minutes

Councillor Thompson reported the Chamber met two weeks ago, and a few new members were added to the Chamber. The Chamber plans to participate in more community events.

Councillor Hutchinson reported the Durham BIA is gearing up for Canada 150 events. There are some new businesses opening up in Neustadt. The Neustadt Business Group is preparing for Canada 150 events.

8) Elmwood Fire Department Joint Board of Management

Councillor Cutting reported formal approval of the Boards' financial statements will be considered during the July 12 meeting. A long-time service awards ceremony is slated for September 13, 6:00 p.m.

9) Others

The Committee of the Whole was informed that the Multi-Municipal Wind Turbine Working Group is asking that each municipality that is aware of complaints being submitted to the Minister of Environment and Climate Change (MOECC) regarding industrial wind turbines to inform Minister Murray of these complaints, and also circulate the letter to the Working Group and member municipalities. The Committee suggested Maria de Melo be contacted to determine if she is aware of any complaints to the Minister.

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**New Business**

The CAO/Deputy Clerk reported on an email received from Grey County inviting attendance at the retirement party for Sharon Vokes, Grey County Clerk, to be held on August 1. The email will be distributed to members of Council.

**Closed Session**

**Thompson-Hutchinson, 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 2:14 p.m., with the Clerk, to discuss items which relate to personal matters about an identifiable individual, including municipal or local board employees; and the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose. ... #COW 29-17** Carried.

**Cutting-Hutchinson, Be it resolved that, the Committee of the Whole of the Municipality of West Grey hereby returns to Open Session of Council at 3:07 p.m. ... #COW 30-17** Carried.

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

**Matters Arising from the Closed Session - None**

**Adjournment**

**Hergert, Resolved that, we do now adjourn at 4:56 p.m., to meet again on July 31, 2017, 9:00 a.m., or at the call of the Mayor.** Carried.

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Kevin Eccles, Mayor

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Larry C. Adams, CAO/Deputy Clerk