



Minutes

**Municipality of West Grey Committee of the Whole
Held on Monday, October 31, 2016 at 10:00 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, Councillor Don B. Marshall, Councillor Rob Thompson
<u>Staff</u>	Mark Turner, Clerk. Brent Glasier, Director of Infrastructure and Public Works – during report. Kerri Mighton, Director of Finance/Treasurer - during Delegations, and Director of Infrastructure and Public Works 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

Robert Tremblay, Clerk/Director of Legislative and Protective Services, Municipality of Meaford – Presentation on Electronic Voting

The Clerk cited his support for the use of Intranet and Telephone voting for the Municipality of West Grey in the 2018 municipal election, noting the low voter turn-out in the last three municipal elections in West Grey, when using the traditional paper ballot and voting at polling/voting stations electoral process. The Clerk also indicated a majority of Grey County Clerks will also be making similar recommendations to their respective Councils. The Clerk then introduced his municipal Clerk colleague, Robert Tremblay, Clerk/Director of Legislative and Protective Services, for the Municipality of Meaford, and Director-at-Large on the Association of Municipal Manager, Clerks & Treasurers of Ontario (AMCTO) Board of Directors.

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Robert Tremblay gave a powerpoint presentation on Internet & Telephone Voting, based on his experiences with Internet and Telephone Voting utilized by the Municipality of Meaford in the 2014 municipal election, and in a past municipal election while employed by the Township of Tay.

Mr. Tremblay cited some of the recent changes to the Municipal Elections Act, including the requirement for Councils to pass a by-law authorizing Internet/Telephone Voting by May 1st, 2017. The Clerk noted it is desirable that local Grey County Councils decide early in the process if they wish to proceed with Internet and Telephone Voting so Grey County Clerks can coordinate their work on drafting required policies and procedures, notices, etc.

Mr. Tremblay highlighted the security features of E-Voting that ensures the integrity of the voting process, and cited the benefits of E-Voting, including for accessibility purposes (vote at privacy of home, volume and TTY features, clear and plain language prompts, screen reader, accessible customer service training). Mr Tremblay also noted the efficiencies of E-Voting, including the reduction in printed materials and greenhouse gas emissions, potential cost and time savings, and early results (instantaneous at close of voting). The convenience and ease of E-Voting was also mentioned.

Mr. Tremblay denoted the Internet and Telephone Voting process, and indicated methods to encourage the electors to vote through the use of promotional materials and Help Centres.

Mr. Tremblay also provided some statistical data on E-Voting completed by Nicole Goodman, from "The Centre for eDemocracy", as well as statistical data from the Meaford Internet and Telephone Voting, that dispels some myths relating to Internet and Telephone Voting, such as older individuals would not use E-Voting. The findings indicated that E-Voting was highest among individuals 55 years and older.

The Committee of the Whole asked a number of questions relating to Internet and Telephone Voting, and requested the Clerk to provide a cost estimate at a future Council/Committee of the Whole meeting for West Grey to utilize Internet and Telephone Voting in the 2018 municipal elections.

Terry Burns, Artistic Director, Words Aloud 12 Festival Coordinator

Terry Burns, Artistic Director, Words Aloud 12 Festival Coordinator, provided an update respecting the proposed Words Aloud 12 Festival in the Town of Durham, that runs from November 3-6, and extended an invitation for

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Council members to attend the Festival. Mrs. Burns thanked Mayor Eccles for his commitment to attending this years' Festival, as well as past Festivals.

Words Aloud is a national, regional, and international festival, with eight guest artists coming to this years' Festival from other Provinces. Words Aloud has a YouTube site with numerous videos that depicts the festival in Durham, and noted it is a venue for attracting tourism in the area.

Words Aloud is also holding events in OS, Annan, and Walkerton. One of the major elements in Words Aloud is to promote literary excellence and diversity. Words Aloud forms partnerships with a number of other organizations, including aboriginal groups.

Terry Burns read a feature short poem by Brian Anderson, an area resident, entitled "On The Skyline".

The Committee of the Whole asked how Words Aloud is able to secure sufficient accommodations for individuals attending or performing at the Festival. Mrs. Burns indicated their organization books a number of bed & breakfast establishments and retreat centres in the area, however, she noted it can be a challenge to accommodate everyone.

The Committee of the Whole indicated a willingness to promote Words Aloud through the use of the West Grey electronic sign, website, and other possible means.

The Committee of the Whole temporarily adjourned for lunch at 11:56 a.m., and reconvened at 12:47 p.m.

Business Arising From Previous Meeting - None

Staff Reports

Director of Infrastructure and Public Works – Report COW #10/31/16
Road Supervisor's Report - Staff have been grading roads and working on small ditching jobs. Culvert required replacement on Concession 4 of Glenelg due to damage from wind turbine electrical conduit placement. Spot improvement has been completed in Glenelg Highland Estates with the exception of some minor brush cutting and ditching that can be completed late fall or spring time. Staff have been getting equipment ready for winter maintenance. Part time seasonal employees set to begin winter contract on

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Nov.14/16. New CASE backhoe was delivered on Sept.28/16 in Normanby and staff orientation has been completed. New tires to be installed on 2002 Volvo grader in Normanby at a cost of \$8,000. (received for information)

NextEra Energy – The Director of Infrastructure and Public Works reported he met with a NextEra contractor to identify any deficiencies resulting from the East Durham Wind Energy Centre project in the former Township of Glenelg. Mr. Glasier is keeping track of costs, including those identified in the Engineers Report in a pre/post inspection that identified certain deficiencies resulting from the wind turbine project. Mr. Glasier indicated Public Works staff are going to undertake an additional assessment to determine if any other damages have resulted from the wind turbine project, and will report back to Council/Committee of the Whole. (received for information)

Utility Supervisor's Urban Report - The used single axle truck TR23WG purchased late summer has been painted and is ready for service, plows and wings on trucks ready for winter. Sewer issue at 387 Countess St. S., Durham repaired Oct 3/16. Retirement of American Water employee. Update on BIA tree decorations for winter season – want to decorate cedar trees, and add another 10 decorative trees. Durham water system usage is at an all-time low. Mr. Ayerhart reported some individuals stole a stop sign and wooden sign at the Heritage Bridge, and this was reported to West Grey Police. Approximately ½ of the new LED park lights have been installed. (received for information)

Side Road 25 Culvert #188 Repair - Normanby staff completed the work in late September at an approximate cost of \$3,800.00. (received for information)

Illegal Dumping - The Director of Infrastructure and Public Works has been approached on several occasions regarding the illegal dumping of refuse along West Grey road allowances. The Road Supervisor has indicated that this is a common occurrence and cleanup sometimes is very extensive and involves hiring special equipment to remove the refuse. It is the understanding of the DIPW that Police can do little to enforce unless catching the culprits in the act. The DIPW suggests placing pictures of illegal dumping along with a cash reward leading to charges/fines being brought against the person(s) responsible. The DIPW also suggests imposing new fines being levied in the minimum amount of \$500 to a maximum \$5,000 if convicted of the offence. (The Committee of the Whole directed that the illegal dumping pictures be placed on the West Grey website in order to communicate this problem to ratepayers. Staff are to research the possibility of increasing

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finer; discuss with the new Police Chief the chances of obtaining convictions for offenders based on finding names of individuals in dumped garbage; check into posting of Crime Stoppers signs; and obtain a legal opinion regarding the divulging the names of individuals that are found in dumped garbage is found; and to send letters to individuals with names found in garbage dumped on the road sides. The possible use of surveillance cameras is also to be investigated.)

Spectrum Communications Ltd. use of Durham Standpipe (The Committee of the Whole requested the Director of Infrastructure and Public Works to add a 60 day opt-out clause for West Grey; obtain an estimate for hydro consumption; add a cost-of-living adjustment; verify what West Grey pays for use of the Walkerton tower, and what other companies pay municipalities for similar uses; check a possible discrepancy in sections 1 and 3; and add a clause indicating that Spectrum is 100% responsible for any electrical work, etc., that needs to be completed to accommodate their request.)

2016/2017 Connecting Link Winter Maintenance Agreement – resolution #COW 72-16

Glenelg Road 23 County Bridge - The County Bridge located on Glenelg Road 23 at the Rocky Saugeen has never had bridge approach protection. The DIPW approached Grey County Transportation Department regarding this concern in August and the Director for the Transportation Department concurred with the concern and agreed to install the approach protection at their cost. The installation commenced the week of October 24th and is now complete. (receive for information)

Elmwood Library Building Integrity Analysis - Mr. Peter vander Heide from New Heights carried out an inspection of the Elmwood Library building to determine if the building can be salvaged, and submitted a small report outlining his findings. In summary, he advises that the current structure is not repairable due to the vast structural inadequacies due to the rotting wood components, and he also indicated there was no evidence of mold in the areas of the building that he inspected. The estimate to replace the current structure with a similar size is \$250,000. (The Committee of the Whole acknowledged the need to demolish the building, and will consider using a portable. The Director of Infrastructure and Public Works estimated it will cost approximately \$5,000 to demolish the building, and should only take one day for a contractor to complete the work. Accessibility issues will need to be addressed if a portable is placed on-site to replace the existing building. The Committee of the Whole requested staff to contact Delton

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Becker and others on the Elmwood Public Library sub-committee to inform them of the planned demolition and consideration of a portable, and to place notices with pictures on the library building and at the Elmwood resource centre. Library staff will salvage any materials from the building, such as shelving. Mr. Glasier will take appropriate action to facilitate the immediate disconnection of services to the original Elmwood Public Library building. The Director of Infrastructure and Public Works will obtain estimates for the demolition, and contact the Bluewater or Catholic School Board to determine if portables are available for sale. – resolution #COW 73-16

Tender – Durham Water Works Well #2A (The Director of Infrastructure and Public Works reported the Durham Water Works Well #2A tender has closed. The lowest tender for completion of the second phase involving bringing Durham Well #2A online, was submitted by Allan Hastings, in the amount of \$217,000, including taxes. This item will be included in the Directors' November 7, 2016 Council Report. Mr. Glasier also reported he obtained an estimate of \$23,000 to build a new access road from Grey Road 4 to facilitate the establishment of Durham Well #2A, and will also bring this item back to the November 7, 2016 Council meeting.)

The Committee of the Whole questioned if the storage building approved for leasing by West Grey is being utilized. The Director of Infrastructure and Public Works responded it is being used now by West Grey. (received for information)

The Committee of the Whole discussed the possible need for a sidewalk by the new Durham Public Library Building. The Director of Infrastructure and Public Works indicated there are no funds remaining in the 2016 sidewalk budget. The Committee of the Whole requested this item be included for consideration during 2017 budget deliberations.

The Director of Finance/Treasurer reported on a request from the owners of 204 Garafraxa Street South, Durham for West Grey to waive landfill fees to facilitate the clean-up of their property for sale purposes. (The Committee of the Whole indicated it does not support the request, and to inform the property owner that only cash payment will be accepted at the landfill site.)

Bell-Lawrence, Resolved that, the Committee of the Whole hereby recommends that Council enters into a 2016/2017 Connecting Link Winter Maintenance Agreement with Owen Sound Highway Maintenance (IMOS), in the amount of \$11,329.38.

... #COW 72-16

Carried.

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Bell-Thompson, Resolved that, the Committee of the Whole hereby recommends that Council approves the demolition of the Elmwood Public Library building, as recommended by New Heights, due to the structural inadequacies identified during the inspection of the premises. ... #COW 73-16 Carried.

Clerk – Report COW #10/31/16

Early and Safe Return to Work Draft Policy – resolution #COW 74-16

Cutting-Hutchinson, Resolved that, the Committee of the Whole hereby recommends that Council approve the “Early and Safe Return to Work” policy. ... #COW 74-16 Carried.

Reports/Minutes from Committees/Committee Chairs/Council Representatives

1) West Grey Economic Development Committee

Councillor Thompson reported the Committee worked on a Strategic Plan during the last two meetings, and has completed a Vision and Mission Statement. A number of Economic Development Committee members attended an October 19 seminar in Neustadt on Vibrant Villages – the keynote speaker spoke on “dos” and “don’ts” that will either kill or enhance your community. The Committee has decided to purchase cloth shopping bags and pens as promotional items to hand out during different events and at the Job Fair next year.

2) West Grey Parks Committee

Councillor Cutting reported the bridge baskets and planters have been removed and are in storage. The Durham BIA is working with the Parks Committee on Christmas street lighting. The commemorative garden on Grey Road 4 for Canada 150 was completed.

3) West Grey Recreation Advisory Committees

- September 14, 2016 Neustadt Recreation Advisory Committee minutes
- September 21, 2016 Durham Recreation Advisory Committee minutes

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Councillor Lawrence reported the Neustadt Craft Show is being held this Saturday at the Neustadt Arena and Hall – it is the largest fundraiser for the year in Neustadt. Pickle ball is also underway. The status of the “Christmas in the Village” is uncertain at this time – the Committee wants to meet with the Neustadt Business Group to discuss this event. The consensus of the Committee appears to be to proceed with the planned renovations for a soccer pitch.

Councillor Lawrence reported that the newly appointed members on the Normanby Recreation Advisory Committee are very eager and full of new ideas, with many activities planned for Canada 150 celebrations. The lighting of the Christmas Tree is slated for November 20, including a skating party. An Elvis Concert is planned for December 9. A WOAA Plaque that was in the Ayton-Normanby elementary school is now in the possession of West Grey, and will be displayed at the Normanby Arena.

Councillor Thompson reported the Durham Recreation Advisory Committee met on October 20. A Trade Show is scheduled for November 26, and the Christmas event will take place on December 11. The Committee is considering the purchase of a shed to store lime, so the lime is stored separately from the building where food is being sold. The Durham Ball Diamond Project sub-committee is selling tickets for fundraising purposes. The Durham Ball Diamond Committee wants to hold a painting event in January at the Durham Arena, with the event being licensed.

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

1) West Grey Public Library Board

Councillor Marshall reported on the move to the new Durham Library building, with a very successful grand opening, and people being quite happy with the new facility. The Committee of the Whole asked the Public Works Utilities Supervisor to take a look at potential access issues at the back of the library, and consider paving and stormwater issues at the back of Albert Street for consideration in the 2017 budget.

2) West Grey Police Services Board

Mayor Eccles reported on the appointment of Robert Martin, as the new West Grey Police Chief, as of last Thursday. The consultant is nearing completion

of his report respecting West Grey/Hanover policing options.
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Mayor Eccles reported that a mediation date of November 15 is set for the 2015 West Grey Police Service contract.

- 3) Saugeen Municipal Airport Commission
 - September 21, 2016 minutes

Councillor Lawrence reported the Commission is meeting on Wednesday to finalize the 2017 budget, and the Commission is looking at a one-time infusion of extra funding from member municipalities for completion of a number of projects. The Airport Manager negotiated the sharing of another hangar owners' water line to service the latest newly constructed hangar, instead of installing a new 2" water line to service the most southerly hangar. The Commission is planning to submit a FIT 5 application for ground mount and roof top solar projects at the Airport to provide for additional revenue – the Commission will be requesting a municipal support resolution from the Municipality of Brockton.

The Committee of the Whole asked how much money the Airport can borrow for the solar projects. Mayor Eccles indicated the Airport can enter into a loan on its own as it is an independent entity.

Mayor Eccles reported on the municipality receiving a request from the Airport to pass a by-law to establish a 10 kilometre zone prohibition for industrial wind turbines around the airport. The Clerk will contact the other Clerks of the Airport member municipalities to discuss this matter.

- 4) Saugeen Valley Conservation Authority Board of Directors

Mayor Eccles reported the Board of Directors is meeting on Wednesday for 2017 budget purposes. The Board is still trying to address the length of time it is taking to complete permit requests. The consultant has completed the comprehensive planning and regulation manual that has been provided to the Board, and will be reviewed on November 22. The Children's Safety Village may be operational by Spring 2017. "Christmas in the Country" is being held from November 25-27.

- 5) Elmwood Community Centre Board
 - September 20, 2016 minutes

Councillor Lawrence reported that two individuals from the Elmwood Homecoming Committee will be attending the next Board meeting to discuss

possible park improvements. A fundraising committee is being formed to
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raise funds for the kitchen renovation project. Painting of the building is now complete. The Board is anticipating the contribution of \$33,000 to \$35,000 for kitchen renovation improvements from the Deep Geological Repository Fund.

A meeting is being held by Brockton to review best practices for all recreational facilities in Brockton, including the Elmwood Community Centre, although the Elmwood Community Centre is a jointly owned facility.

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

Deputy Mayor Bell reported the Board did not change the funding formula. The 2017 budget is proposed to increase the municipal contribution levy by approximately 5% from \$580,000 to \$610,000, however, the West Grey levy is being decreased by approximately \$5,300. Ridership activity has increased. The Board is proposing to purchase two new buses and three vans next year.

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

➤ August 3, 2016 Durham BIA minutes

Councillor Thompson reported the Chamber of Commerce met last week. A new Treasurer (Kevin Tremble) was appointed, and there is another new Chamber member from Neustadt. The Photo Contest is continuing, with the grand prize winner being announced at the Annual General Meeting in May 2017. There is a networking social event slated for tomorrow evening at the Garafraxa Café. The Chamber is developing a mapping system to promote local businesses.

The Committee of the Whole questioned if the Chamber or BIA has submitted any requests for holiday exemptions pursuant to the Retail Business Holidays Act, however, Councillors Thompson and Hutchinson indicated no action has been taken to date.

Councilor Hutchinson reported the Durham BIA is holding the Heritage Bridge tree lighting on December 7, and a social event will be held on November 16 at the Garafraxa Café. The Neustadt Business Group is interested in doing something for "Christmas in the Village", perhaps introducing a different format. The Neustadt Business Group is fundraising for Canada 150 events. The Canada 150 Committee is holding public

meetings on November 17, 7:00 p.m., at the Durham Legion, and at the
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Ayton Centennial Hall on December 13, 7:00 p.m. Calendars to raise funds for Canada 150 events are printed, and are for sale.

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

New Business

Mayor Eccles reported the aerial fire truck in Durham sustained significant damage in an accident while conducting radio tests in Glenelg. An insurance adjuster viewed the vehicle, and the vehicle is being sent to Darch to complete an in-depth inspection to determine if it can be re-furbished, or if it needs to be replaced – the estimated cost of replacement is \$900,000. The West Grey insurance coverage provides for full replacement cost for vehicles up to 25 years old, and the aerial ladder truck is 21 years old. In the meantime, Hanover has an aerial truck that can be used for Mutual Aid. No injuries were sustained by the firefighters in the aerial ladder truck at the time of the accident.

The Committee of the Whole questioned if the issue of Rockwood Terrace will be discussed at tomorrow’s Grey County Council meeting. Mayor Eccles indicated Rockwood Terrace will be discussed during closed session, and it will be at the direction of Grey County Council if this issue will be discussed during open session.

The Committee of the Whole was informed that the West Grey Parks Committee, as requested by the Durham Horticultural Society, has planted three maple trees and two oak trees by the municipal entrance sign on Grey Road 4 at the northwest part of Durham. The CAO/Deputy Clerk is drafting a thank-you letter to the Durham Horticultural Society.

Adjournment

Hutchinson, Resolved that, the Committee of the Whole hereby adjourns at 4:06 p.m., to meet again on November 28, 2016, 9:00 a.m., or at the call of the Mayor. Carried.

(Signed)
Kevin Eccles, Mayor

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