



**Draft**

**Minutes**

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**Municipality of West Grey Committee of the Whole  
Held on Tuesday, October 9, 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 Bell, Councillor Bev Cutting, Councillor Rebecca Hergert, Councillor Doug Hutchinson, Councillor Rob Thompson
<u>Absent</u>	Councillor Carol Lawrence
<u>Staff</u>	Laura Johnston, CAO/Deputy Clerk; Mark Turner, Clerk; Stephanie Pavao, Manager, Parks, Recreation and Culture; Cathy Sweeney, Economic Development, Tourism & Promotions

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

**Closed Session - None**

**REGULAR AGENDA:**

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

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

- 1) West Grey Economic Development Committee
  - September 25, 2018 minutes (draft)

Councillor Thompson reported the Committee met on September 25, and Cathy Sweeney provided an update on the commercial/industrial property listings being worked on by Grey County GIS staff for West Grey. There are a number of stakeholders that may work together on welcome packages. The business park sign at the south end of Durham was completed just under budget. The Committee is working on their 2019 budget.

The Committee of the Whole questioned when will the Durham Christmas Tree be lit. The BIA hasn't confirmed a date yet for the Durham Christmas Tree lighting. The Christmas Tree lighting in Ayton is scheduled for November 17. The Manager of Parks, Recreation and Culture will verify the Christmas Tree lighting dates in various communities in West Grey, and seek individuals interested in decorating a West Grey float for the Christmas Parades.

The Christmas Parade in Durham sponsored by firefighters will be held on December 1.

The Committee of the Whole discussed if West Grey should develop a signage policy as Grey County is developing a signage policy. No direction was given to staff respecting this matter.

(2) October 9, 2018

2) West Grey Parks Committee

Councillor Cutting reported the Parks Committee met last week, and a certificate was received from the Communities in Bloom noting West Grey is now a friend of Communities in Bloom. Thank-you letters for donations for main street decorations/trees were sent out.

The Parks Committee has inquired if Council wants to place signs at garbage bins about fines for dumping household garbage in street containers – no direction was given. Service group signs are still in the works. The Parks Committee is considering applying for a grant from OMAFRA for community events. The plant-a-row, grow-a-row endeavor was very successful with donations of food from the gardens being made. Donations are being sought for wire or fencing of these gardens. West Grey has secured a donation of 30 jugs of Miracle Gro for next season.

The next Parks Committee meeting date is November 7, 3:00 p.m., at the Durham Fire Hall.

Councillor Cutting reported the Parks Committee is recommending a Heritage Committee to consider various heritage sites in the municipality. Committee members opined that the Parks, Recreation and Culture Advisory Committee could consider heritage matters.

Stephanie Pavao reported she met with the Director of Finance/Treasurer and Parks Committee Chair regarding the status of the 2018 budget, and a GL Department Report included with the agenda indicated the budget is in good shape. Ms. Pavao will know how many funds remain in the 2018 budget to be spent when the 2018 budget is further updated.

Mayor Eccles will ask the Police Chief at the West Grey Police Services Committee meeting this afternoon, if loitering is an issue with the picnic tables and bench in front of the Ayton Library, and if so, what is the best course of action to remedy the situation.

i) 2018 Parks Committee Budget Update (see Parks Committee)

Ms. Pavao estimated another \$2,000 of the 2018 budget will be spent to remove planters, etc., and for watering costs up until watering ceased as of Thanksgiving.

ii) Recommendation from Parks Committee re: Establishment of a Heritage Committee

The Committee of the Whole asked that staff report back on this issue.

(3) October 9, 2018

3) West Grey Recreation Advisory Committees

Councillor Thompson reported the Durham Recreation Advisory Committee met on September 20. Planning for the Christmas Shopping Expo is ongoing. The next meeting is being held on October 25, 2018, 7:00 p.m., at the Durham Arena. The Christmas event for children with Santa is being held on December 9 at the Durham Arena.

Councillor Thompson also reported there were only three hall rentals in the summer; dressing rooms and hall ways were painted; and new exterior LED lights at the Durham Arena were installed in July. The use of the wading pools, including the number of rentals and individuals registered for swimming lessons, was up this year compared to last year. The Durham Middle Dam washrooms and wading pool are now closed for the season. The back stop for "A" Diamond is to be completed. The Ball Diamond Project (playground equipment) was to be installed late September/early October. The Ball Diamond Project will be working on upgrades in the spring of "C" Diamond, and food booth operations were a success.

The Committee of the Whole was informed that the hockey nets will need to be smaller for younger hockey players due to new rules, so this will be a 2019 budget issue. The Committee of the Whole indicated this will be a West Grey responsibility. The approximate cost of the nets for the Ayton and Durham Arenas is \$500 each, and this item will have to be budgeted for in 2019.

The Committee of the Whole noted that testing of the water at the Durham Conservation Area is no longer being done by the Grey-Bruce Health Unit. Mayor Eccles will discuss this matter with the Health Unit.

Councillor Hergert, reporting on behalf of the Normanby Recreation Advisory Committee, indicated the next Committee meeting is on October 24, 6:30 p.m., at the Ayton Centennial Hall. The Committee is still waiting for engineered drawings from engineer, Nelson Dawley, for the bleachers, and questioned if another engineer can be used? Ms. Pavao noted West Grey already have drawings and materials, however, the drawings are yet to be stamped. Another engineer will be considered if the drawings are not stamped by the end of the year.

Councillor Hergert also reported the Normanby Recreation Advisory Committee has commenced fundraising for new playground equipment at an approximate cost of \$100,000. Mayor Eccles stated that the Committee needs approval from West Grey prior to fundraising, so this proposed initiative should be presented to Council. The CAO stressed that the proposed playground equipment project will have to adhere to the West Grey procurement by-law if approved by Council. The Committee of the Whole requested Tom Culliton, Recreation Manager; and Ms. Pavao, to bring this item to Council for discussion and direction.

(4) October 9, 2018

Councillor Hergert reported there will be a Halloween party/haunted house for children being held on Halloween Day. Councillor Hergert also noted that a young girl, Farrah Foerster, donated \$118 to the Committee through selling slim she made – a thank-you card will be sent. The Manager of Recreation, Parks and Culture informed the Committee of the Whole that the Parks Committee had an idea for a different family per year to be selected to light a Christmas Tree – the Committee of the Whole left it to the Parks Committee to decide on a suitable process.

Councillor Hutchinson, reporting on behalf of the Neustadt Recreation Advisory Committee, noted the Committee met on September 12. Roller skating is still popular; new picnic tables for the Lions Park were purchased at an approximate cost of \$3,000; the ceiling at the Ayton Arena was painted; lacrosse may use the Neustadt Arena for practices; and the Neustadt Christmas Craft Show is being held on November 3.

The next Neustadt Recreation Advisory Committee meeting is being held on October 10 at the Neustadt Community Centre at 7:00 p.m.

The CAO, in response to a question from the Committee of the Whole, indicated the newspaper ad seeking applications for committee members is going out late October if the proposed Terms of Reference and Mandates for the committees noted in the agenda are approved at the October 15 Council meeting.

The Committee of the Whole requested the Manager of Parks, Recreation and Culture to clarify what was sold in the mezzanine at the Neustadt Arena, and where the resulting funds are being allocated.

The Committee of the Whole asked for an update on the proposed pavilion at the Neustadt Lions Park. Mayor Eccles responded that they are waiting for engineer, Nelson Dawley, so the Neustadt Lions Club has put off this project until 2019, to coordinate with builders being used for the proposed project.

The Committee of the whole questioned who does snow removal at the Neustadt Lions Park. Mayor Eccles noted there is no snow removal at the park as it is closed in winter and the gate is locked.

The Committee of the Whole questioned who will maintain the trail at the Neustadt Lions Park when it is no longer maintained by Jerry Hilgendorff. The Committee of the Whole indicated the Parks, Recreation and Culture Advisory Committee will assume responsibility. The Public Works Department will remove or prune trees needing work located at the Neustadt Lions Park.

The Committee of the Whole requested the Council representatives on the recreation committee to ensure copies of minutes are forwarded to municipal staff. The CAO noted this process is captured in the new committees terms of reference.

(5) October 9, 2018

The Committee of the Whole asked about the issue with the deep fryer and grill in the Neustadt Arena food booth. Ms. Pavao replied that the current fire suppression system needs repairs in order to be acceptable. The capabilities of the food booth will be determined, and users will be informed of what is being offered. The Committee of the Whole suggested consideration be given to entering into an agreement with the Lions Club for the use of the food booth at the Neustadt Arena.

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

1) West Grey Public Library Board

Councillor Thompson reported the Board is moving away from subcommittees, as they will deal with matters on a Board level as a whole. The floor and air conditioner at the Durham Library branch have been repaired. A community board was installed at the Durham Library, as well as benches and a picnic table added outside of the building. Staff have attended a number of functions to promote West Grey libraries.

The Elmwood Resource Centre realized a slight increase in July & August patrons. Mayor Eccles, in response to a question from the Committee of the Whole, reported the bookmobile in Elmwood is still going ahead, however, there is no indication of when it will be starting. The Committee of the Whole requested a letter be forwarded to the Bruce County Public Library system to determine the status of the bookmobile.

Mayor Eccles reported receiving a letter from the West Grey Public Library Board that the Board will not be allocating any funds in the 2019 budget for the Elmwood Resource Centre. The Committee of the Whole indicated the budgeted amount in 2018 for the Elmwood Resource Centre will be eliminated from the West Grey Public Library 2018 budget if the service at the Elmwood Resource Centre is no longer offered in 2019.

Councillor Thompson reported the next West Grey Public Library Board meeting is scheduled for October 17, 6:00 p.m., at the Durham Public Library branch. The Board has applications on their website for new Board members.

Councillor Thompson indicated the Neustadt Library roof and furnace need to be looked at. The CAO indicated Public Works has sent out requests for pricing – will verify status.

2) West Grey Police Services Board

Councillor Cutting reported the Board is meeting today at 3:00 p.m. at the West Grey Office.

(6) October 9, 2018

Mayor Eccles reported the attempted murder case in West Grey was solved; and noted the drug bust at the store in Dornoch. The Board is seeking to enlist a couple of auxiliary officers; The Board is holding a budget meeting on October 26. The Township of Chatsworth will wait until their new Council is sworn-in to determine if they wish to switch their policing contract from the OPP to the West Grey Police Service.

The Committee of the Whole questioned how the design of the proposed new West Grey Police Services building will be undertaken. Mayor Eccles indicated the subcommittee is still in place to deal with this issue. The CAO noted a draft Request for Proposals (RFP) will be forwarded at the appropriate time for proponents to submit their proposals.

Mayor Eccles reported all West Grey police officers have been trained regarding cannabis-related impairment when driving motor vehicles. The Committee of the Whole discussed the proposed legalization of cannabis as of October 17 and the issues that may arise.

- 3) Saugeen Municipal Airport Commission
  - August 15, 2018 minutes

Mayor Eccles reported the Commission met last Thursday. Dave Kennedy, Airport Manager, has submitted his resignation to the Commission, as he has accepted a job with another airport, and will be leaving as of December 1. An Airport Manager ad will be going out shortly. The restaurant will not be open until a new manager is in place, and at that time, it will be determined if a restaurant is economically viable.

Fuel sales in 2018 are lower to date, however, the Ministry of Natural Resources and Forestry will be conducting their rabies bait drop-off in the Fall, using a significant amount of fuel from the Airport. However, the Airport won't likely realize the 2018 project fuel sales in the amount of \$35,000, as one of the large aircraft formerly at the Airport is now using the Wiarton Airport.

The Committee asked for an update on Airport revenue generating ideas. Mayor Eccles reported that over the last year, the Commission has been meeting with stakeholders, looking at revenue generating ideas such as hiring a mechanic, building new hangars, and keeping in contact with pilots at two other airports that will be closing in the near future. Stakeholders are also being contacted regarding the availability of additional space in the airport terminal and kitchen. Cathy Sweeney reported that there is a draft report respecting economic development that will be presented during a special Commission meeting.

- 4) Saugeen Valley Conservation Authority Board of Directors

(7) October 9, 2018

Deputy Mayor Bell reported there will be no increase in the 2019 SVCA budget. A re-organization of the SVCA will be happening coinciding with the retirement of two key staff members.

Mayor Eccles reported the SVCA will no longer be commenting on Natural Heritage features for Grey & Bruce Counties as of the end of 2019. Bruce & Grey County Planning Departments will hire individual(s) to assess natural heritage issues on various planning applications.

5) Elmwood Community Centre Board

Mayor Eccles reported that Elmwood Community Centre kitchen renovations are proceeding with contractors, Domm Construction, doing the work starting mid-November. A successful chicken wing night was held last Friday.

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

Deputy Mayor Bell reported the Board met last week. Ridership is up about 10%, and revenues are also up.

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

Cathy Sweeney reported she attended the September 11 Chamber meeting, noting some initiatives being worked on. The Chamber advised the West Grey Economic Development Committee that it does not plan Christmas programs, as this is under the auspices of the Durham BIA. A successful municipal elections candidate meeting hosted by the Chamber was recently held.

Councillor Hutchinson reported the Durham BIA met on September 20. The BIA received positive feedback from surveys regarding the ArtsFest, and it is hoped that the ArtsFest will become an annual event. The Durham Christmas tree lighting is to take place at the Walkway Bridge with the date to be determined by the BIA. The BIA bucks promotion is happening again during Christmas season. The BIA is hoping for more input on what is going to be done in the future for Christmas lights.

Councillor Hutchinson, reporting on behalf of the Neustadt Business Group, stated a downtown Neustadt store, 'It's My Pleasure' has an article on it going in the West Jet magazine as it relates to the Butter Tarts & Buggies Trail initiative. The Neustadt Business Group is looking at the possibility of placing banners and flags downtown. Revisions to the pamphlet providing information on historical walks in Neustadt are being completed. The entrance sign at the Neustadt Lions Park needs to be refurbished. Councillor Hutchinson questioned if there needs to be a Council representative on the Neustadt Business Group given the new committees being

formed.

(8) October 9, 2018

8) Elmwood Fire Department Joint Board of Management

The next Board (2019 preliminary budget) meeting is slated for October 24, 6:30 p.m., at the Elmwood Fire Hall

9) Others

➤ Committees Mandates & Terms of Reference (draft)

The Committee of the Whole requested amendments be made to permit Parks, Recreation & Culture Local Committee members other than only the Chair and Vice-Chair to represent their respective local committee as a member of the Parks, Recreation & Culture Advisory Committee; and to change the names of the Parks, Recreation & Culture Local Committees to “Durham and Area”, “Neustadt and Area”, and “Ayton and Area”. – resolution #COW 53-18

**Hergert-Hutchinson, Resolved that, the Committee of the Whole hereby recommends Council approves the West Grey Advisory Committees Terms of Reference – General; West Grey Parks, Recreation & Culture Advisory Committee and West Grey Economic Development Advisory Committee – Terms of References; West Grey Parks, Recreation & Culture Local Committees and West Grey Commercial Beautification Committee – Mandates; as amended. #COW 53-18 Carried.**

**New Business - None**

**Adjournment**

**Hergert-Cutting, Resolved that, the Committee of the Whole hereby adjourns at 12:38 p.m., to meet again on October 29, 2018, 9:00 a.m., or at the call of the Mayor. Carried.**

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Kevin Eccles, Mayor

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Mark Turner, Clerk