



Please Note: Cellular phones/pagers must be switched to the non-audible function during this meeting.

Agenda

**Municipality of West Grey Committee of the Whole
To be Held on Monday, September 10, 2018 at 9:00 a.m.
At the Council Chambers – West Grey Municipal Office**

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1. **Call to Order** **9:00 a.m.**

 2. **Declarations of Pecuniary Interest**

 3. **Reports/Minutes from Committees/Committee Chairs/Council Representatives**
 - 1) West Grey Economic Development Committee
 - July 24, 2018 minutes (attachment)
 - 2) West Grey Parks Committee
 - July 18, 2018 & August 1, 2018 minutes (attachment)
 - 3) West Grey Recreation Advisory Committees

 4. **Reports/Minutes from Other Committees/Committee Chairs/Council Representatives**
 - 1) West Grey Public Library Board
 - 2) West Grey Police Services Board
 - 3) Saugeen Municipal Airport Commission
 - 4) Saugeen Valley Conservation Authority Board of Directors
 - 5) Elmwood Community Centre Board
 - 6) Saugeen Mobility and Regional Transit Corporation (S.M.A.R.T.)
 - 7) West Grey Chamber of Commerce/Durham BIA/Neustadt Business Group
 - 8) Elmwood Fire Department Joint Board of Management
 - 9) Others

 5. **Adjournment**

***Please Note: all times are approximate, and are subject to change.**



DRAFT Meeting Minutes

West Grey Economic Development Committee

Tuesday July 24, 2018 – 9:30 am

West Grey Municipal Office, Meeting Room

Present: Chair, Rob Thompson, Councillor Doug Hutchinson, Deputy Mayor John Bell, Mayor Kevin Eccles, Kris Kennedy, CAO/Deputy Clerk Laura Johnston, Economic Development Administrator (EDA) Cathy Sweeney, Recording Secretary Laura Wilson

Absent: Jackie Gingerich

1. **Call to Order:** Chair, Rob Thompson called the meeting to order at 9:31 am
2. **Declaration of Pecuniary Interest:** None Reported

3. **Approval of Previous Meeting Minutes:**

J. Bell/ D. Hutchinson THAT the minutes of the previous meeting held June 12, 2018 are approved as presented. Carried.

4. **Delegation:** none

5. **Business Arising from the Minutes:**

- a) **Maps:** Folding options are available at little to no additional cost. A folded 11x17 version of map won't fit in the tax notice and could be placed at surrounding businesses, libraries and Municipal office. Weight and thickness is a factor when adding the maps to the tax notice.
- b) **Durham Business Park Signage:** The sign is up and completed.
- c) **Advertising:** 88.7 The River – A request to meet with Station Manager has been submitted and we haven't heard back at this time. Zoomer magazine media rate card will be distributed at the next meeting. At this point in time, we do not have a promotional ad ready or planned for participation with this type of placement.
- d) **AMO Main Street Revitalization Initiative:** The agreement was submitted and grant will be transferred mid-August 2018. Grey County is working on draft copy of a Community Improvement Plan (CIP) we will utilize the CIP to implement the AMO grant. In the interim we will work to create the parameters so we will be ready for program roll out in early 2019.
- e) **Chamber of Commerce:** Chamber President requested a new tourism sign for her storefront. After discussion the Committee determined that the Chamber President should work directly with the Chamber to replace the sign.
Action: CS to respond back to the Chamber President
- f) **Farmers Market:** Partnership: Local business owner, Michael Toldnes met with the CAO and EDA to discuss a Farmers Market in Durham. The Committee is not prepared to support a seasonal market; however, had interest in discussing a trial 'Harvest Market'.
Action: CS to respond back to Mr. Toldnes.

- g) **SEERE Productions:** John Seere, Seere Productions sent information and a proposal for a fly fishing event. There are no financial resources to support this proposal.

Action: CS to respond back to Mr. Seere

6) New Business:

- a) **Neustadt Business Sign:** This project is currently not in the Economic Development budget for 2018 and will be added to 2019 budget.

Action: CS is to bring a cost analysis of the Durham Business sign to the next meeting.

- b) **West Grey Business New Signage:** A cooperative group of vendors are renting out two store fronts in Neustadt and have applied through the West Grey Beautification Program for reimbursement for their sign.

J Bell/ K. Eccles THAT the West Grey Economic Development Committee approves the payment of \$750.00 towards the Neustadt Vendors new sign. Carried.

- c) **Epcore:** Will be presenting at the next Committee of Whole Meeting on Monday July 30, 2018.

- d) **Saugeen Municipal Airport:** Joint 3 Economic Group on behalf of The Airport Commission is connecting with Stakeholders and users who use the airport via a survey. This is an ongoing project and once survey is completed the Joint 3 Group will combine the data from all of the working group meetings and survey and do a presentation for the SMA Commission will receive the data collected.

- e) **Made in Grey Stories:** The final 2018 is a printed edition and is a year in review. Mid-September is the deadline to contribute for the early December release and there is a limit of two pages per Municipality. Focus of submission will be on "A Year in Review", any content ideas for this should be sent to Cathy

- f) **Welcome to West Grey:** It as discussed that it would be nice if the West Grey Economic Development Committee had a program where new businesses are recognized and welcomed. Perhaps creation of an info pack and certificate to show our appreciation to their investment to West Grey. Needs more discussion

7) Next Meeting Date: September 25, 2018– 9:00 a.m. - West Grey Municipal office.

8) Correspondence: None

9) Adjournment: On a motion from Kris Kennedy, the meeting adjourned at 11:14 a.m.

Chair, Rob Thompson

West Grey Parks+ Committee *Meeting*
~~Minutes~~ July 2018
18.

Location: Durham Fire Dept. Board Room

The meeting was called to order at three o'clock by the Chair.

The Agenda was motioned for adoption by the chair.

MOVED by Councillor Cutting , seconded by Steve Ayerhart THAT the Agenda for July 2018 be adopted as presented. CARRIED.

Committee members in attendance: Chair Tricia Black, Vice Chair Steven Ayerhart, Bob and Teddy Franklin and Councillor Bev Cutting.

Regrets from Deputy Mayor John Bell and Brent Glasier.

Guests Laura Johnson (West Grey CAO), Stephanie Pavao (West Grey Manager of Culture, Parks and Recreation), Stephen Townsend (Council Candidate) Beth Hamilton (Council Candidate)

No declaration of pecuniary interests declared.

The Chair presented the May 2018 Minutes.

MOVED by Bev Cutting, seconded by Steve Ayerhart THAT the minutes of the May 2018 meeting be adopted as presented. Carried

No business arising from the Minutes.

The Committee Chair introduced the new West Grey Manager of Culture, Parks and Recreation to the Committee and welcomed Laura, Stephen, and Beth to the meeting.

Mr. Townsend stated that Beth and himself were interested in sitting in on a meeting to learn about what each of the committees role were in West Grey in which would help them be better candidates to run for West Grey Council this fall.

FINANCIAL/APPROVAL OF VOUCHERS/FUNDRAISING

The Park chair created a more detailed time sheet for the summer students for this year which was given to Mr. Glasier for approval and is now being used. The new sheet will give a better detailed picture of where the students hours are being spent. IE. Mainstreet flowers, municipal buildings, parks, or public works. In September, the committee will review and report recommendations back to council.

The Committee has a draft proposed 2019 budget ready and will discuss details at the September meeting.

The Committee's Correspondence was as follows

-Mr. Ayerhart noted he received a letter from a Durham Business owner stating they loved the trees and would appreciate if the trees could be a year round item on the mainstreet.

-The Chair spoke to Marylou Pfeffer and received an update on the the Ayton Busy Bees.

-The Committee received an updated package from Trees Canada. Mr. Ayerhart will contact them regarding the date that a representative will be able to attend.

-The Chair received an email from the Community in Bloom Mentor Judges thanking them for the fabulous day spend touring West Grey and will send further correspondence once they are finished with their own competition.

The Committee discussed

-Art Fest

-Creating a mainstreet beautification contest as suggested by the CIB mentor judges along with other programs that West Grey could implement.

-Creating a contest for the local high school students to design and make BEE HOTELS and BIRD HOUSES in which would become West Grey property and could be placed in the parks and along trails.

-Ayton, Elmwood, Durham and Neustadt Butterfly Landings noting the landings are establishing well. The committee is looking for plant donations for these gardens and future landing.

-Ayton and Elmwood Busy Bee Groups noting they are looking for volunteers in Ayton, Elmwood, Neustadt and Durham. The committee discussed the design of the shirts that they will provide the volunteers in these groups. The Chair has requested from Marylou Pfeffer the sizes of the shirt for the Ayton group in order to get a quote for the shirts.

-Community in bloom program information was deferred to next meeting.

-Councillor Cutting reported that Pollinator Week was declared in West Grey and will become an annual week in West Grey each June. Parks can develop ideas to help West Grey celebrate and promote this week.

-The Committee will include the information in the draft budget for joining the Canadian Garden Council next year.

-Grow a row-plant a row program & The Durham Food Garden-noting the garden is doing well, The Franklin's have started to take fresh vegetable donations to the Food Bank and the committee is looking for donations of wood to build more accessible raised beds and fencing to help keep out the little critters. Councillor Cutting volunteered to donate some fencing. The committee is looking for any volunteers that would like to learn and help in the garden to contact the West Grey Office. The Committee would like to work with Stephanie to promote the Plant a row-grow a row program in West Grey.

-The Committee discussed the shared use of the West Grey side by side, which will cut cost down on equipment usage. Council Cutting will discuss with Brent and will report back at next meeting.

-The Chair asked CAO Laura Johnson about the request to Brockton to share cost for Elmwood flowers, tree lighting and banners. It was noted that Stephanie will be setting up a meeting with Brockton to discuss this and suggest Brockton to

apply for Spruce the Bruce Grant for the banners.

-Home Hardware National Tree Day Project- noting they have received a more detailed plan from Tree Canada. In September the Committee will be in contact with the local schools to request the participation of the local Grade Five students. The committee will be contacting committees in each communities to also participate in the event.

-Mainstreet floral adornment. Committee noted this year was an opportunity to allow one to see how floral seasonal adornment has a beneficial value to the economic development, well being and appearance to West Grey.

-Council Cutting reported that Council needed more information on the Bee City Program before Council would make a declaration and apply to the Bee city program.

-Trails- the committee is waiting for the Insurance company walk through before they can move forward with the proposed policy/by law, signage, gates and the third section and opening of first two sections.

-Signage for Neustadt Park, Service groups, Durham Butterfly Landing, Commemorative Grove, Riverside Park, Elmwood entrance signs are in the works and a discussion of where the letters for the Service groups stood from the Office. The chair recommended that the following changes be made to the Durham Service group signs. That denominations be changed to places of worship, the colouring of Durham at the top be changed to a more noticeable colour, the three service group signs at the top be covered over with white and only the service club logo be allowed. Any service club that advertises on the spaces provided can include contact information on that sign. The Chair motioned the changes, Council Cutting seconded the motion. Everyone was in favour. CARRIED. CAO Laura Johnson directed Ms. Pavao to look after getting the letters with the information out to the service clubs.

-Heritage Committee, noting the committee is recommending that a heritage committee be created for West Grey in order to preserve the history, historical properties, trees, monuments, create a museum to display documents, pictures and artifacts. Teddy Franklin looks forward to our new Manager of Culture Stephanie promoting this with the new Council.

-Summer Students-the committee is very impressed with the work ethic of the two students.

-The Chair gave an update on all Parks, Municipal Buildings and mainstreets.

-The questions for Brent Glasier were deferred. Mr. Ayerhart would give him a copy of our questions.

-The questions were about Signage, Urban Forest and Tree Stewardship proposed objective, Christmas tree recycling program, brown field recommendations with pollinator rehabilitation, graffiti by-law, litter by-law, Heritage Bridge was all defer until Brent could attend.

-Website link-the Chair will meet with Stephanie to discuss what the Parks would like to see regarding the Website link before the next meeting. The Chair suggested that West Grey Council look into Co-op students to work on complying information for the website as this would be a great opportunity for the students that are furthering their education in IT and design.

-CULTURE IN THE PARK, WINTER WONDERLAND PROGRAM, BUTTERFLY LANDING OPENING were all deferred to the next meeting.

-COMMERATIVE PROGRAM: BENCHES- Councillor Cutting suggested that when we put a bench in front of the Fire Hall that maybe a plaque be placed to commemorate the fire fighters. Mr. Ayerhart will look into the cost of the plaque.

Councillor Cutting will take any recommendations back to the next Committee of the whole meeting.

The next meeting will be Wednesday, August 1, 2018 in the Durham Fire Hall Board Room at three o'clock.

The Chair motioned that the meeting be adjourned.

MOVED by Councillor Cutting, seconded by Steve Ayerhart THAT the committee adjourn. CARRIED.

West Grey Parks+ Committee
Minutes August 1, 2018

Meeting

Location: Durham Fire Dept. Board Room

The meeting was called to order at three o'clock by the Chair.

The Agenda was motioned for adoption by the chair.

MOVED by Councillor Cutting , seconded by Teddy Franklin THAT the Agenda for July 2018 be adopted as presented. CARRIED.

Committee members in attendance: Chair Tricia Black, Vice Chair Steven Ayerhart, Bob and Teddy Franklin and Councillor Bev Cutting.

Regrets from Deputy Mayor John Bell, Director of Public Works and Infrastructure Brent Glasier.

No declaration of pecuniary interests declared.

The Chair presented the ~~June~~¹² July 2018 Minutes.

MOVED by Bev Cutting; seconded by Steve Ayerhart THAT the minutes of the June/July 2018 meeting be adopted as presented with the following amendments. A discussion about the Facebook Posting by the Durham and District Horticultural Society was held. Council Candidate Stephen Townsend noted that Councillor Cutting did inform the rest of Council the options for flowers and projects this year based on the park budget. Mr. Townsend noted that he personally did not know the scope and amount of work that the Park Committee did. He thanked the Committee for all of the their volunteer work. Carried

Guest Lee and Susan Papineau joined the meeting.

FINANCIAL/APPROVAL OF VOUCHERS/FUNDRAISING

The financial component of the meeting was deferred until Stephanie could be present.

The Committee will collect the new time sheets for the summer students for this year to calculate the hours spend on each area once the students are finished.

The Committee will ask Stephanie to report back to Council the findings.

The Committee has a draft proposed 2019 budget ready and will discuss details at the September meeting.

The Committee's correspondence was as follows:

Mary Lou Pfeffer re Ayton Busy Bees

Verna Beckenhauer re Elmwood Busy Bees

Standing of Letter to Service Groups re Service Group Signs-unavailable

-Home Hardware/Tree Canada Information

The Committee discussed

- Signage was deferred.
- Website Update was deferred.
- Councillor Cutting reported on the standing of West Grey side by side for Park use. Council has decided to sell the side by side even though it would be a savings for the Municipality.
- Commerative Program. The two benches for Elmwood were installed but the plaque for the Beckenhauer's was not finished yet.
- Winter Wonderland Program deferred.
- Bee City Information was deferred.
- Mainstreet beautification contest.
- BEE HOTELS and BIRD HOUSES Project
- Ayton, Elmwood, Durham and Neustadt Butterfly Landings. The committee is still looking for plant donations for these gardens and future landing.
- The Durham Food Garden. The Committee is still looking for volunteers, fencing and wood.
- Mainstreet floral adornment.
- Durham Trail deferred.
- Culture in the Park deferred.
- Summer Students
- The Chair gave an update on all Parks, Municipal Buildings and mainstreets.

The Chair extended an invitation to the Horticultural to work collaborately in the future. Mrs. Papineau expressed that the Committee would have to attend a Horticultural Meeting to discuss apparent concerns regarding the Park Committee.

Councillor Cutting will take any recommendations back to the next Committee of the whole meeting.

The next meeting will be Wednesday, ^{September} ~~August 5,~~ 2018 in the ~~Durham Fire Hall~~ ^{Durham Fine hall} Board Room at seven o'clock instead of three o'clock.

The Chair motioned that the meeting be adjourned.

MOVED by Councillor Cutting, seconded by Steve Ayerhart THAT the committee adjourn. CARRIED.