Minutes
For the Meeting of the
Council of the Municipality of West Grey
Held on Wednesday, December 5, 2018 at 9:00 a.m.
At the Council Chambers – West Grey Municipal Office

Council
Mayor Christine Robinson, Deputy Mayor Tom Hutchinson, Councillor Beth Hamilton, Councillor Rebecca Hergert, Councillor Doug Hutchinson, Councillor Geoffrey Shea, Councillor Stephen Townsend

Staff
Laura Johnston, CAO/Deputy Clerk; Mark Turner, Clerk; Kerri Mighton, Director of Finance/Treasurer; Brent Glasier, Director of Infrastructure and Public Works; Phil Schwartz, Chief, West Grey Fire Department’ Rob Martin, Chief, West Grey Police Service; Kim Storz, CEO/Chief Librarian, West Grey Public Library; Stephanie Stewart, Manager, Community Services; Cathy Sweeney, Economic Development, Tourism & Promotions

Declarations of Pecuniary Interest and General Nature Thereof - None

Moment of Silence
A moment of silence was observed in recognition of the passing of Doug Fuehrer, on December 4, 2018, who served West Grey/Normanby Township for 34 years in the Public Works Department. West Grey flags will be lowered at half-mast.

1. Item of Business

1) Council Orientation Session

The CAO/Deputy Clerk introduced senior staff in attendance. Senior staff presented their reports contained in the Council Orientation Manual 2018-2022.

The CAO/Deputy Clerk provided some highlights from the Council Orientation Manual, noting the West Grey community vision and corporate mission statements, and reporting on the status of the 2020 Action Plan. The Municipality is considering ways to improve/enhance communication means, as well as accountability and transparency. The CAO/Deputy reported on the different roles of Council and staff.

The CAO/Deputy Clerk requested Council to follow a protocol of sending any questions/comments to the CAO/Deputy Clerk, cc’ed to the Mayor, for the CAO/Deputy Clerk to distribute/discuss with appropriate staff members.
The CAO/Deputy Clerk reported the University of Western Ontario is completing a Succession Planning research paper respecting West Grey that will compare West Grey with other municipalities on such matters as policies and benefit packages. The CAO/Deputy Clerk also reporting on a number of economic development initiatives, including some proposed residential plans of subdivisions. Council requested that the impact of economic development initiatives be quantified/measured.

The CAO/Deputy Clerk asked Council to provide any ideas for delegations to the 2019 Rural Ontario Municipal Association (ROMA) Conference, as the deadline for submissions is December 10. Council requested the CAO to submit delegation requests to ROMA that were not supported during last year’s delegations to the ROMA and the Ontario Good Roads Association (OGRA) conferences.

Council asked if Grey County has provided a draft copy of their Community Action Plan (CIP). The CAO/Deputy Clerk responded that the County is keeping the CIP flexible so municipalities can adopt their own policies/priorities. It is anticipated the CIP will be ready by early 2019, and then Council/staff will determine what components of the CIP that West Grey will want to initiate.

The Clerk explained the purpose of each item on a Council Agenda. Council requested the Clerk to investigate electronic voting for resolutions during Council meetings that indicates how individual Council members have voted, similar to that utilized by the Township of Southgate.

The Director of Infrastructure and Public Works noted the future vision of the Public Works Department. The Director cited some challenges facing the Public Works Department, including financial pressures due to downloading of responsibilities and increased reporting requirements by the Province; the need to facilitate new development while managing pressures on existing infrastructure and demands for new infrastructure; establishing realistic service level standards; and the completion of the West Grey Asset Management Plan by the provincial deadline of July 2019 for policy and July 2021 for the all-inclusive Asset Management Program. The Director also provided an operational overview of the Public Works Department.

Council temporarily adjourned for lunch at 12:03 p.m., and reconvened at 12:45 p.m.

The DIPW concluded his operational overview and capital facilities presentation.
The Manager, Community Services, presented the future vision for Parks, Recreation, and Culture, including improving the level of community services; providing opportunities for residents to enhance their quality of life, and reducing municipal risk. The creation of an on-line booking and payment system for recreation facilities is underway. There will be a focus on child/youth initiatives so young individuals are more active in later years. The Manager, Community Services is also working with various senior groups, and is considering establishing a community guide.

Council asked about the potential development of a trail system. The CAO/Deputy Clerk stated West Grey is not in the trail business at present, and therefore, it would be an enhanced service level with associated costs and staffing implications. The municipal insurers have noted the liability risks associated with trails.

Council asked how the municipality can better foster arts, culture and heritage in the community. The Manager, Community Services, admitted this is a gap at present, however, there are opportunities to work with the Durham Art Gallery and other organizations to promote same.

Council asked if West Grey can establish a seniors program similar to one that is operating in Markdale. The Manager, Community Services, will contact individuals she knows in this group, and report back to the Parks, Recreation and Culture Advisory Committee, and ultimately, Council.

The Director of Finance/Treasurer, provided Council with information relating to the budget, assessment and taxation, development charges, and payroll/council remuneration.

The West Grey Fire Service Chief, reported West Grey has three fire stations (Ayton, Durham and Neustadt), as well as a joint fire department board (Elmwood), and pays for fire service provided to portions of West Grey by the Town of Hanover, Township of Wellington North, and Municipality of Grey Highlands. The Chief noted the levels of training required by firefighters, and the rolling stock inventory of the West Grey Fire Service. The Chief is also responsible for Emergency Management and the Emergency Plan, and sits as the management representative on the West Grey Health & Safety Committee.

Council questioned if there is a business continuity plan for emergency purposes. The Fire Chief responded that West Grey does not have a formal plan, however, the municipality will utilize all resources as noted in the West Grey Emergency Plan.
Council questioned if on-line submissions/requests for burn permits can be established. The Manager, Community Services, noted the on-line booking system currently being worked on would not support on-line booking for burn permits. The Fire Chief cautioned that individuals need to have interaction with the Fire Chief to be educated in terms of what is permitted to be burned.

The Chief Librarian/CEO, West Grey Public Library, reported the library operates in accordance with the Public Libraries Act with the Library Board appointed by Council, having a minimum of five members and maximum of nine members.

The Chief Librarian/CEO noted the West Grey Public Library operates out of four buildings, comprising three library branches (Ayton, Durham and Neustadt), and a Resource Centre in Elmwood. There are approximately 21,000 library visits to West Grey libraries to date this year, with almost 400 new library patrons last year.

The Chief Librarian/CEO also noted the Board is considering a strategic plan. Goals of the library include increasing space mainly at the Durham Public Library branch; offering additional programming; and attempting to increase visibility in the community by having library staff attending various community events.

Council asked about the status of the bookmobile proposed to be established in Elmwood by the Bruce County Public Library Board. The CAO/Deputy Clerk replied that she spoke with the Director of Library Services at Bruce County and the Brockton CAO and Mayor, and it is an issue to be dealt with between the two library boards. The bookmobile service would possibly commence in Summer 2019. The Chief Librarian/CEO mentioned the former Library Board has indicated it will not provide a library/resource centre in Elmwood effective 2019, however, this matter will be further discussed with the new Board. The former Library Board did not include the Elmwood Resource Centre in its 2019 budget.

Council questioned if library employees are deemed municipal employees. The Director of Finance/Treasurer responded affirmatively.

Council asked for clarification whether or not the Library Board is hoping to expand the space and services at the Durham Public Library branch building. The Chief Librarian/CEO responded affirmatively.

The West Grey Police Service Chief relayed the mission and vision statement of the police force, and legislative requirements of the police chief and police services board. The Business Plan of the police force includes road safety, youth engagement, community relationships, visibility, and drug enforcement. The Province requires the completion of a Municipal Engagement Plan for the police
force, which is the responsibility of the municipality to complete, hopefully with input from the police service.

Council questioned the Police Chief respecting the status of the police costing for the Township of Chatsworth to be potentially patrolled by the West Grey Police Service. The Police Chief noted there was a presentation on July 23, 2018 on behalf of the West Grey Police Services to the Township of Chatsworth Council. The new Chatsworth Council will determine what direction they wish to take respecting policing, which is currently provided by the Ontario Provincial Police (OPP). The Police Chief indicated the West Grey Police Service costing to Chatsworth was significantly less than the current cost for the provision of policing by the OPP to the Township of Chatsworth.

Council asked why the police service is not presently purchasing cannabis detectors. The Police Chief replied that the current cannabis detectors are expensive, not reliable, and must be kept level which would be a challenge on West Grey roads. All officers are trained for cannabis enforcement and detection.

Council asked how the West Grey Police Service interacts with the OPP. The Police Chief indicated the West Grey Police Service has only requested assistance from the OPP twice in the last two years although one of the two requests was denied, and conversely, the OPP has requested assistance from the West Grey Police Service on numerous occasions in the last two years. The Police Chief stated there is a good working relationship between the two police forces.

Council asked if either the West Grey Police Service or OPP charge each other for assistance. The Police Chief noted the two police forces do not charge for mutual assistance. The OPP does provide some free, more comprehensive services, such as during the Dornoch shooting.

Council questioned if this is a contract negotiation year for the West Grey Police Service. The Police Chief responded that 2020 is the contract negotiation year for the West Grey Police Service.

The CAO/Deputy Clerk reported on the status of the Building Department, noting the Joint Building Department comprising West Grey, Chatsworth, Grey Highlands, and Southgate was formed in 2015. The main office for the Joint Building Department is located in Markdale, and a Building Inspector attended the West Grey Office on Mondays and Thursdays until recently. The Township of Southgate ceased being a member of the Joint Building Department effective Summer 2018, and the Township of Chatsworth and West Grey will cease being members effective the end of 2018.
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The CAO/Deputy Clerk further reported that building permit statistics for West Grey dictates the municipality should have its own building department. West Grey has a Chief Building Official (CBO) on a contract basis until a CBO is appointed (to be shared with West Grey and Chatsworth). West Grey will hire a Building Inspector solely for the municipality.

Council asked if consideration has been given to provide on-line services for building department purposes. The CAO/Deputy Clerk replied that the new CBO will assess building department needs, and staff have already implemented some enhancements to the system.

Mayor Robinson acknowledged the hard work of staff and the quality of the Council Orientation Manual.

Adjournment
Hutchinson-Shea, Resolved that, we do now adjourn at 3:02 p.m., to meet again on December 17, 2018, 7:00 p.m., or at the call of the Mayor.

(Signed) Christine Robinson, Mayor
(Signed) Mark Turner, Clerk