Minutes
Municipality of West Grey Committee of the Whole
Held on Tuesday, July 30, 2019 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 Hertger, 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; Karl Schipprack, Chief Building Official; Jonathan Zettel, Coordinator, Office of the CAO; Kodey Hewlett, Recreation Supervisor

Declarations of Pecuniary Interest & General Nature Thereof - None

Closed Session
Councillor Hergert-Deputy Mayor Hutchinson, Whereas, the Municipal Act, S.O. 2001, Section 239 (2), as amended, 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 at 9:01 a.m., with the CAO/Deputy Clerk, Director of Infrastructure and Public Works, and Clerk, to discuss an item that relates to a proposed or pending acquisition or disposition of land by the municipality or local board. #COW 37-19 Carried.

Councillor Shea-Councillor Hutchinson, Be it resolved that, the Committee of the Whole of the Municipality of West Grey hereby returns to Open Session at 9:33 a.m. #COW 38-19 Carried.

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

REGULAR AGENDA:

Matters Arising from the Closed Session - None

Public Meetings - None

Delegations
Dyan Jones
Dyan Jones came before the Committee of the Whole to request the Municipality of West Grey Council pass a resolution to declare a climate change emergency crisis, noting the impacts of climate change on the planet, humans, and wildlife.

Athens Batten, Lydia Dyck, and Amalia Stoltzfus-Forand, noted the impacts of climate change, and encouraged West Grey to take appropriate action respecting climate change.

The Clerk noted any correspondence requesting declarations have to be placed in the “Miscellaneous Correspondence” section of a Council Agenda, and if desired, Council can by 2/3 vote pull the item for consideration of a resolution under “New Business” during the same Council meeting. If the Committee of the Whole passes a resolution recommending Council passes the requested resolution, correspondence to this effect will subsequently be placed in “Miscellaneous Correspondence” in the August 6, 2019 Council Agenda. – resolution #COW 42-19

Councillor Hamilton-Councillor Shea, Be it resolved that, the Committee of the Whole hereby recommends Council passes a resolution declaring a Climate Change Emergency crisis, as per the resolution requested by Dyan Jones during her delegation to the Committee of the Whole. #COW 42-19 Carried.

Business Arising From Previous Meeting – n/a

Staff Reports

Chief Building Official – Report COW #07/30/19
Second Quarter (Q2) Building Permit Report – 134 building permits worth $20,020,850, were issued from April-June, 2019 – resolution #COW 39-19
Building Software Report – resolution #COW 40-19 (The Committee of the Whole requested a media release be issued upon Council approval.)

Councillor Townsend-Councillor Hergert, Be it resolved that, the Committee of the Whole hereby receives the Q2 Building Permit Report. #COW 39-19 Carried.

Councillor Hergert-Councillor Townsend, Be it resolved that, the Committee of the Whole hereby recommends Council approves entering into a 5-year Agreement with Evolta Software Inc., for the provision of Building Department software, with terms including an installation price of $2,500 and yearly licence fee of $18,600. #COW 40-19 Carried.

Director of Infrastructure and Public Works – Report COW #07/30/19
Contracted Work (received for information)
Drinking Water Quality Management System (QMS) – resolution #COW 43-19
July 30, 2019

Water & Waste Water Asset Management Plan (AMP) – resolution #COW 44-19

Eh!Tel Agreement to use Neustadt Tower – resolution #COW 41-19

The Committee of the Whole temporarily adjourned for lunch at 12:04 p.m., and reconvened at 12:35 p.m.

Engineering Services for OSIM Inspection & Evaluation of Bridge Structure – resolution #COW 45-19

The Committee of the Whole temporarily adjourned for a Special Council meeting at 1:00 p.m., and reconvened at 1:51 p.m.

Green Construction through Wood Funding (The Committee of the Whole deferred a recommendation on this matter, and requested the Mayor and CAO to discuss potential economic development opportunities with Wood Research and Development (WRD). The Committee of the Whole also requested staff to consider alternatives for the proposed bridge, such as a pre-fab bridge.) – resolution #COW 46-19

Meux Creek Erosion Stabilization Tender Results – resolution #COW 47-19

Deputy Mayor Hutchinson-Councillor Townsend, Be it resolved that, the Committee of the Whole hereby recommends Council passes a resolution endorsing the Drinking Water Quality Management Standard Operational Plan as presented by Veolia during the May 7, 2019 Committee of the Whole meeting. #COW 43-19 Carried.

Councillor Hutchinson-Deputy Mayor Hutchinson, Be it resolved that, the Committee of the Whole hereby defers the completion of the Water and Wastewater Asset Management Plans (AMPs) for 2020 Budget deliberations. #COW 44-19 Carried.

Councillor Townsend-Councillor Hutchinson, Be it resolved that, the Committee of the Whole hereby recommends Council pass a By-law to authorize an agreement, as amended, granting Eh!Tel access to the Neustadt Water Tower to support the much needed internet accessibility for Neustadt and surrounding area, with consideration being given by Eh!Tel to provide free internet service to municipal facilities in Neustadt, subject to review by the municipal solicitor and Chiefs of the West Grey Police Service and West Grey Fire Department. #COW 41-19 Carried.

Councillor Hergert-Councillor Shea, Be it resolved that, the Committee of the Whole hereby recommends Council engages the services of WSP to complete the 2019 bridge and culvert inspections south of Grey Road 4 in accordance with the pricing established in WSP’s report for an upset limit of $17,460, plus HST. #COW 45-19 Carried.
Councillor Shea-Councillor Hutchinson, Resolved that, the Committee of the Whole hereby supports in principle, a partnership with Wood Research and Development (WRD) respecting a proposed wooden bridge for Bridge Structure #51 (Con. 18, Normanby), and invites a WRD representative to attend a future Council or Committee of the Whole meeting to discuss the proposed partnership. #COW 46-19 Carried.

Councillor Shea-Deputy Mayor Hutchinson, Be it resolved that, the Committee of the Whole hereby recommends Council awards the Meux Creek Stabilization Project tender to Roubous Farm Service Ltd., for a tendered value of $256,177.00 plus applicable taxes, subject to approval by the Saugeen Valley Conservation Authority. #COW 47-19 Carried.

Director of Finance/Treasurer – Report COW #07/30/19
Council Technology Follow-up – resolution #COW 48-19
Development Charges Study – resolution #COW 50-19 (The Committee of the Whole questioned if an earlier public meeting can be held. Staff will discuss this matter with a CN Watson representative.)

Councillor Shea-Councillor Hergert, Be it resolved that, the Committee of the Whole hereby recommends Council approves the purchase of MS Office 365 software with Word and Excel for Council members with laptops at a cost of $13.00/user/month. #COW 48-19 Carried.

Councillor Hergert-Councillor Hamilton, Be it resolved that, the Committee of the Whole hereby recommends Council approves the transfer of the remaining balance of $3,996.27 in the Durham Activity Centre Capital Reserve to partially offset the purchase of new treadmills. #COW 49-19 Carried.

Councillor Shea-Councillor Hergert, Be it resolved that, the Committee of the Whole hereby recommends Council accepts the quotation from Watson & Associates Economists Ltd., in the amount of $26,000 plus HST for the completion of a Development Charges Study/Community Benefit Charge strategy. #COW 50-19 Carried.

Clerk – Report COW #07/30/19
Proposed Municipality of West Grey Corporate Asset Naming Policy - resolution #COW 51-19
Proposed Special Committee of the Whole Meetings – resolution #COW 52-19
(Proposed additional vision/brainstorming session dates to be held in Bentinck Township (Lamlash), Glenelg Township, and Durham, will be discussed at a future Council or Committee of the Whole meeting.)
Councillor Hutchinson-Councillor Townsend, Be it resolved that, the Committee of the Whole hereby recommends Council approves a By-law to establish a West Grey Corporate Asset Naming Policy, as contained in Clerk – Report COW #07/30/19, as amended. #COW 51-19 Carried.

Councillor Townsend-Councillor Shea, Be it resolved that, the Committee of the Whole hereby recommends Council establishes the following Special Committee of the Whole Meeting dates for vision/brainstorming purposes: September 11, 2019, 7:00 p.m., Neustadt Community Hall; October 29, 2019, 7:00 p.m., Normanby Arena Hall. #COW 52-19 Carried.

CAO/Deputy Clerk – Report COW #07/30/19
West Grey Council Vision and Strategic Plan (Staff to bring back an amended version at a future Council meeting.)

**New Business**

**Major Conferences Update** (The CAO/Deputy Clerk informed Committee of the Whole members that two delegations have been confirmed during the Association of Municipalities of Ontario (AMO) Annual Conference. A delegation with a Ministry of Municipal Affairs & Housing representative is set for August 20 regarding the limited timelines provided by the Province for municipalities to respond to proposed new legislation. The second confirmed delegation is on August 19, 5:00 p.m., with the Ministry of Infrastructure regarding the re-imagining of municipal infrastructure.)

The Committee of the Whole complimented the Commercial Beautification Committee for the flowerbeds, and noted an inventory of flowerbeds is needed to determine what flowerbeds will be maintained and who will maintain them.

The Committee of the Whole noted the need to step-up enforcement of by-laws. Staff will discuss this matter, and bring back a report to Committee of the Whole or Council.

The Committee of the Whole asked about the status of advertising for new committee member appointments. The CAO/Deputy Clerk replied that another advertisement is being placed in a local paper, as well as on the West Grey website/news & notices, with a possible media release.

The Committee of the Whole requested discussions be held during a future meeting to provide more detailed information on the types and purpose of financial reserves, and possible alternative methods for budget review and voucher approvals. The CAO/Deputy Clerk responded that she is discussing these issues with the Director of Finance/Treasurer, and a report will be forthcoming.
The Committee of the Whole requested an updated staff organizational chart be provided due to the number of staffing changes. Staff will provide an updated staff organizational staff to Council members.

**Adjournment**
Deputy Mayor Hutchinson-Councillor Shea, Resolved that, we do now adjourn at 4:39 p.m., to meet again on August 27, 2019, 9:00 a.m., or at the call of the Mayor. Carried.

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