MINUTES
Municipality of West Grey Committee of the Whole
To be on Tuesday, September 24, 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 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; Jonathan Zettel, Coordinator, Office of the CAO; Kodey Hewlett, Recreation, Supervisor

Declarations of Pecuniary Interest & General Nature Thereof - None

Closed Session
Deputy Mayor Hutchinson-Councillor Townsend, 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 9:02 a.m., with the CAO/Deputy Clerk, Clerk, Director of Finance/Treasurer, and Director of Infrastructure and Public Works, to discuss an item that relates to personal matters about an identifiable individual, including municipal or local board employees; and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. COW #59-19 Carried.

Councillor Shea-Councillor Hergert, Be it resolved that, the Council of the Municipality of West Grey hereby returns to Open Session at 10:20 a.m. #COW 60-19 Carried.

REGULAR AGENDA:

Matters Arising from the Closed Session - None
Public Meetings - None

Delegations
Edward Girodat & Paul Huellemann
Edward Girodat & Paul Huellemann came before the Committee of the Whole to discuss speeding concerns on Grey Road 3 within approximately a mile north and south
of the intersection of Concession 6 and Grey Road 3. Mr. Girodat noted the speeding is getting worse and there have been numerous accidents. The biggest problem is semis, and increased the increased traffic flow on Concession 6 Road. The Bentinck Landfill Site also adds to traffic flows. There is a blind spot coming from the south to the north on Concession 6. Mr. Girodat wasn’t sure if reducing the speed limit would help alleviate the problem.

Mr. Huellemann noted the blind spot on the hill is dangerous when there is more traffic for instance, when garbage trucks are lining up to enter the Bentinck Landfill Site. Mr. Huellemann opined that the speed limit should be reduced.

Mr. Girodat also noted a problem with the small sign for the Bentinck Landfill Site, as vehicles over-shoot the landfill entrance.

Mayor Robinson noted Grey Road 3 is a County road and this information could be conveyed to Grey County.

Mayor Robinson and Deputy Mayor Hutchinson will bring this matter up to Grey County Council to request a review of this section of Grey Road 3 noting their concerns, and the Police Chief will also be advised of their concerns.

The Director of Infrastructure and Public Works agreed with concerns expressed regarding the Bentinck Landfill Site sign, and stated a permanent sign structure should be considered to better indicate the location of the landfill site, including wayfinding signs. Grey County will have to approve any proposed signage. The Director of Infrastructure and Public Works also noted some improvements to the Bentinck Landfill Site might need to be considered given the future increase usage.

Councillor Hergert-Townsend, Resolved that, the Committee of the Whole hereby recommends Council requests the Mayor and Deputy Mayor to bring forward to Grey County Council/Grey County Transportation Department, and the West Grey Police Service, the concerns expressed relating to speeding in the area of Grey Road 3 and Concession 6, Bentinck. #COW 61-19 Carried.

Dan Tingley, Wood Research and Development (WRD) Dan Tingley, Wood Research and Development (WRD), gave a powerpoint presentation to the Committee of the Whole to discuss a potential cost sharing partnership with West Grey for the replacement of Bridge 51, Concession 18 former Normanby Twp., with a wooden structure.

Mr. Tingley noted the use of timber for not only bridges, but structures such as multi-storey buildings, is on the increase.

Mr. Tingley reported a proposed timber frame bridge construction project for Bridge 51
was submitted for possible funding from the Federal Government, being approximately $300,000 in funding for the approximate $1.3 million bridge project. WRD has offered to contribute $300,000 towards this project since Federal Government funding was not realized. The proposal $1 million Bridge 51 project, does not include any road approach works, rails, no demolition, supply and installation, and no paving.

The Committee noted some bridges have pavement over their bases while others do not. Mr. Tingley replied that it depends on the road and volume of traffic.

The Committee questioned how long WRD’s offer is on the table. Mr. Tingley stated he is prepared to do this project as a philanthropic initiative, and any potential second phasing for funding will depend on the election outcome.

The Committee asked for confirmation that the proposed Bridge 51 will cost $1 million plus the cost of removing the bridge, as well as paving the bridge, at an approximate additional cost of $100,000. Mr. Tingley replied affirmatively, and noted the proposed wooden bridge should last around 100 year compared to an estimated 40 year span for a steel or concrete bridge. The wooden bridge should average $400-$500/year in maintenance costs, not including snow removal.

The Committee asked if an environmental assessment is needed for the proposed wooden bridge. The Director of Infrastructure and Public Works responded that an environmental assessment is required, with an approximate cost of $10,000, and the time frame for approval depending on the response time by the Ministry of the Environment, Conservation and Parks.

The Committee questioned what were the engineering costs for WRD for Bridge 51. Mr. Tingley stated Bridge 51 is a new bridge, that is freestanding, so you can take the design and go out to tender to other companies if you wish to.

The Committee asked Mr. Tingley to speak to the environmental benefits of wood. Mr. Tingley replied that one of the big drivers for wooden bridge construction is the environmental benefits, indicating wooden bridge construction is 21 times more environmentally friendly than steel, and 16 times more environmentally friendly than concrete. Timber bridges are carbon friendly.

The Committee discussed that it should tender for the estimated $1 million bridge project that would include steel or concrete bridge construction as an option. Mr. Tingley noted the Committee is okay to do so since bridge construction is not planned for until next spring, however, West Grey will want to tender based on the engineering work already completed. Mr. Tingley recommended taking the existing design package and request tenders, which you can do for steel or concrete bridges using the same configuration.
The Director of Infrastructure and Public Works informed the Committee he obtained a verbal quote on a steel truss bridge from another contractor instead of the proposed wooden bridge, and the quote was $1.5 million, however, he stated it would be best to tender for transparency purposes.

Mr. Tingley stated the original budget submitted for funding for the proposed Bridge 51 wooden structure was $1.365 million, and Mr. Tingley is prepared to contribute $365,000 with West Grey contributing $1 million.

The Committee questioned what the WRD partnership entails. Mr. Tingley stated WRD can only commit to funding for one bridge project. Mr. Tingley added that the partnership was envisioned to include other bridges that WRD could help with inspections, for instance. Mr. Tingley noted the original thought was that the proposed wooden bridge structure would not go to tender as submission for funding was linked with WRD & West Grey Council at the time, so there wouldn’t have been an opportunity to go back for tenders. The Committee questioned if the proposed Bridge 51 project is a 2020 project, which the Director of Infrastructure and Public Works responded affirmatively.

The Committee asked Mr Tingley if he foresees more wood bridges being built in Ontario Mr. Tingley responded affirmatively, noting wooden bridges are a significant growth market, with WRDs workload increasing three-fold in the last years, due to the lower cost and being environmentally-friendly. – resolution #67-19

Councillor Hergert-Deputy Mayor Hutchinson, Resolved that, the Committee of the Whole hereby recommends Council requests tenders be received for the Bridge 51, Concession 18 Normanby project. #COW 67-19 Carried.

Business Arising From Previous Meeting
- Sale/Disposal of Municipal History Books (deferred to Oct. 1 Council meeting)

Staff Reports

Director of Infrastructure and Public Works – Report COW #09/24/19
2019-2020 Connecting Link Agreement with Owen Sound Highway Maintenance – resolution #COW 62-19
Design Build of an Equipment Shed for Bentinck Landfill RFQ#19-09 – resolution #COW 62-19, #63-19 (The Committee of the Whole questioned if there is a scheduled date to discuss the future of the landfill sites. The CAO indicated there is no scheduled meeting date to discuss the future of the landfill sites. The Committee requested landfill site issues be discussed during the October 29, 2019 Committee of the Whole meeting.)

The Committee recessed for lunch at 12:30 p.m., and reconvened at 1:03 p.m.
Draft 10 Year Capital Plan – resolution #COW 66-19

Councillor Hutchinson-Councillor Hamilton, Resolved that, the Committee of the Whole hereby recommends Council pass a By-law to enter into a Connecting Link Agreement with Integrated Maintenance and Operation Service Inc., under the name of “Owen Sound Highway Maintenance Limited”, subject to review by the municipal insurer. #COW 62-19 Carried.

Councillor Shea-Councillor Townsend, Resolved that, the Committee of the Whole hereby recommends Council approves awarding the quotation for Design Build of the Equipment Shed to the second lowest bidder, Peak Builders, for a total cost of $25,015.00 plus HST; And that, the shortfall be made up from the paving budget of $30,000 to offset the increased costs. #COW 63-19 Carried.

Councillor Hutchinson-Deputy Mayor Hutchinson, Resolved that, the Committee of the Whole hereby recommends Council approves the completion of paving this year around the Bentinck Landfill Site weigh scale at an approximate cost of $12,100 plus HST by MEI Paving, with funding secured from the West Grey Landfill Reserve; And further that, the proposed paving at the Durham Landfill Site be deferred and considered during 2020 budget deliberations. #COW 63A-19 Carried.

Deputy Mayor Hutchinson-Councillor Shea, Resolved that, the Committee of the Whole hereby recommends Council approves opening the Bentinck Landfill Site on Wednesdays effective October 2, 2019, subject to staff availability. #COW 64-19 Carried.

Councillor Townsend-Deputy Mayor Hutchinson, Resolved that, the Committee of the Whole receives for information, Report PW-COW-09/19 Item 3. #COW 66-19 Carried.

Recreation, Supervisor – Report COW #09/24/19
New Recreation Rates and Fees – resolution #COW 68-19
BookKing Recreation Management Software Program – to be launched for fall 2019 (received for information)

Councillor Hergert-Councillor Townsend, Resolved that, the Committee of the Whole hereby receives Report REC-09-24-2019, and further That, the Committee of the Whole recommends Council pass a By-law to incorporate the proposed recreation rates and fees contained in Report No. REC-09-24-2019-01. #COW 68-19 Carried.
Deputy Mayor Hutchinson-Councillor Hergert, Resolved that, the Committee of the Whole receives Report No. REC-09-24-2019-02. #COW 69-19 Carried.

CAO/Deputy Clerk – Report COW #08929/19

eScribe Meeting Management Software – resolution #COW 70-19
Communications Update Report – resolution #COW 65-19
Community Vision Meetings – next steps – resolution #COW 71-19, #COW 72-19
2019 Capital Projects Update – over $4.9 million for capital projects were approved. The 2019 budget, and a status update of these projects were provided, with the majority of projects either “completed” or “in process”. The Committee recommended quarterly 2019 Capital Projects Update listings be provided, and to indicate reasons why capital projects may be deferred or are late being completed. The Committee recommended a press release or public information be provided regarding the proposed elevator and accessibility improvements at the municipal office.)

Staff Organizational Chart (received for information)

Councillor Hergert-Deputy Mayor Hutchinson, Resolved that, the Committee of the Whole recommends Council pass a By-law to approve entering into a three year agreement with eScribe Software Ltd.; and further

THAT the Committee of the Whole recommends to Council that the amount of $9,375 for Year 1 (implementation target date December 2019-December 2020) and $8,375 for Year 2 and $8,375 for Year 3 (December 2020 – December 2022) be paid from the Modernization Grant. #COW 70-19 Carried.

Councillor Hergert-Deputy Mayor Hutchinson, Resolved that, the Committee of the Whole hereby receives Report CAO-09-24-19-02, as amended, and that, The Committee of the Whole recommends Council approves allocating up to $50,000 to be funded from the Modernization Grant to facilitate the build of a new website in order to be compliant with Accessibility for Ontarians with Disabilities Act (AODA) by January 1, 2021; and further

That, the Committee of the Whole recommends Council approves the development of a Corporate Communications Policy, which will include a communications strategy, an internal and external advertising policy, a social media policy and visual identity policy; #COW 65-19 Carried.

Councillor Hergert-Councillor Townsend, Resolved that, the Committee of the Whole recommends Council include interactive discussions regarding the Council Vision Plan 2019-2022 during the remaining Special Committee of the Whole - Community Visioning Meetings; and further

That, the Committee of the Whole recommends the following dates and locations for the remaining Special Committee of the Whole – Community Visioning Meetings: Lamlash Hall - November 6, 2019, 7-9pm; Glenelg Hall – November 26,
7-9pm; Durham Arena Hall – November 12, 2019, 7-9pm; and Elmwood Community Centre, November 21, 2019, 7-9pm. #COW 71-19 Carried.

Councillor Townsend-Councillor Hamilton, Resolved that, the Committee of the Whole hereby recommends holding a Special Committee of the Whole meeting on October 8, 2019, 10:00 a.m., West Grey Municipal Office, to discuss the format of upcoming Special Committee of the Whole meetings relating to the Council Vision Plan 2019-2022. #COW 72-19 Carried.

New Business
Major Conferences – Council update - The Committee questioned if there is any update from the Association of Municipalities of Ontario (AMO) Annual Conference with respect to Hydro One and CannAssist. The CAO stated she has left a message with the principal from CannAssist to call her.

The Committee requested Human Resources roles and responsibilities, the Delegated Authority By-law, and Statutory Officer issues be discussed during the October 29, 2019 Committee of the Whole meeting.

The Committee requested a report be provided to update Council/Committee of the Whole on the status of the West Grey Police Services proposal with the Township of Chatsworth. Mayor Robinson added that the West Grey Police Service will also be providing an annual report to Council.

The Committee of the Whole requested the Clerk to invite the West Grey Integrity Commissioner to attend a future Committee of the Whole meeting to discuss the Council Code of Conduct, the Staff-Council Relations Policy, and other matters deemed relevant by the Integrity Commissioner.

The Committee questioned if any plans are in place for a Volunteer Appreciation Night. The COA noted there will be a volunteer appreciation time likely during National Volunteer Week, however, the COA indicated the budget for this was revised so the level of input will have to be assessed.

The Committee questioned if there will be a forthcoming report respecting proposed Aggregate Resources Act changes. The Clerk indicated the Municipal Planner will be presenting a report on this topic during the October 8 Committee of the Whole (Planning) meeting.

The Committee asked for an update respecting the status of the West Grey Municipal Office electronic sign that is currently non-operational. The CAO noted numerous calls have been made to the firm that provided the electronic sign, however, there has been no response to date, so another firm will be contacted.
The Committee indicated the need to set some 2020 Budget meeting dates, including some budget training. The CAO will discuss this matter with the Director of Finance/Treasurer.

The Committee questioned the status of the former Durham Carnegie Public Library. The Clerk will be bringing forward a closed session report for discussion purposes.

The Committee reiterated the decision of Council respecting the West Grey Council Vision Plan 2019-2022, being, to wait for feedback during upcoming Visioning Sessions.

The CAO indicated AMO Delegation Backgrounders will be sent to all Council members.

The Committee asked about possible methods to improve the planning process. The Clerk will bring forward this issue at a future Committee of the Whole (Planning) meeting for discussion purposes.

The Committee suggested any monetary rewards received by West Grey for float parade entries should be donated back to the respective organization.

Councillor Hamilton-Councillor Hutchinson, Resolved that, the Committee of the Whole hereby returns to closed session to discuss unfinished business at 6:19 p.m. Carried.

Councillor Townsend-Councillor Hergert, Resolved that, the Committee of the Whole hereby returns to open session at 7:34 p.m.

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

Adjournment
Councillor Hamilton-Councillor Hutchinson, Resolved that, we do now adjourn at 7:35 p.m., to meet again on October 28, 2019, 9:00 a.m., or at the call of the Mayor. Carried.

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