



Administration and Operations Committee Minutes

Date: September 20, 2022
Time: 6:00 p.m.
Location: Council Chambers
7 Broadway Street West
Paris, ON

Present: Mayor Bailey, Councillors Wheat, MacAlpine, Laferriere, Howes, Bell, Peirce, Chambers, Miller, Coleman, Gatward

Staff: Zuidema, Walton, Newton, Stevenson, Boyd, Dyjach, Webb, Watson, Porter, and Davis

Councillor Peirce in the Chair

2. Approval of Agenda

Moved by Mayor Bailey
Seconded by Councillor Coleman

That the Administration and Operations Committee agenda for September 20, 2022, be approved, with additions under Other Business (Cainsville Sanitary Sewer Project at Colborne St W and County Response re: Initial Proposal of the Federal Electoral Boundaries Commission for Ontario.)

Carried

3. Declaration of Pecuniary Interests

None

4. Delegations / Petitions / Presentations

4.1 Acting Inspector Quenneville, OPP and Jennifer Haley, Chair Brant County Police Services Board

Jennifer Haley, Chair County of Brant Police Services Board (PSB) introduced Inspector Quenneville. Her recent promotion, appointment to the County of Brant Detachment, and involvement of Board members in the interview process were noted. Ms. Haley noted the recent tour of the Detachment by Council. She provided an update on the Challenge Coin distribution and expressed appreciation to Council for their support and financial backing of the initiative. Council was presented with a preview of the PSB / OPP Newsletter, noting the forthcoming distribution to the community. Ms. Haley outlined work of the Board with the Brant Towing Group and noted the removal of the Boards involvement due to changes to Provincial legislation. She further noted that the Grand Erie District School Board is

undertaking a review of the School Resource Officer program, during which time the officers will not be in the schools. The PSB has crafted a letter outlining their concerns.

Inspector Andrea Quenneville reviewed her history with the OPP and commitment to the County of Brant. She provided an update on the Traffic Management Unit, work with the St. Leonard Society in support of Mental Health, and provided an update on the Community Safety and Policing and Victim Support Grants. In response to questions, Inspector Quenneville reported on the development of a media strategy to communicate information and provide deliberate messaging to support and educate the community. The reliance on advocates to share data from the OPP was noted.

In response to questions, Inspector Quenneville reported that the timeframe for the Grand Erie District School Board School Resource Officer review process is uncertain. She noted the importance and influences of the relationships, and confirmed PSB's ongoing involvement in the Separate School Board system.

In response to questions, Inspector Quenneville reported on positive morale at the detachment, noted activities sponsored by the PSB since June, feedback from the permanency of her position, and the benefit of the Mobile Crisis Rapid Response Team (MCRRT).

In response to questions, Inspector Quenneville acknowledged the variation of policing needs of a rural areas as compared to urban areas. She noted the benefits of community involvement, opportunities for education / raise awareness, use of the media strategy, and engage with officers.

In response to questions, Inspector Quenneville reported that once charges are laid, the OPP are not aware of the resolutions that may follow with the courts.

In response to questions, Chair Haley noted the support for Community Safety Groups in additional areas of the County, and noted they are a component of the communication plan.

Moved by Mayor Bailey

Seconded by Councillor Laferriere

That the presentation from Inspector Quenneville, OPP and Jennifer Haley, Chair, County of Brant Police Services Board be received as information.

Carried

5. Adoption of Minutes from Previous Meetings

5.1 Administration and Operations Committee Minutes of July 19, 2022

Moved by Councillor Laferriere

Seconded by Councillor Bell

That the Administration and Operations Committee minutes of July 19, 2022, be approved.

Carried

6. Business Arising from the Minutes

RPT-0232-22 Grand River Street North at William Street – Proposed Eastbound Left Turn Arrow Phase

In response to questions, Rob Walton, General Manager of Operations reported that the work will be undertaken this fall. Councillor Bell expressed the desire to communicate timelines to projects when approved.

7. Consent Items

7.1 Consent Items to be Approved

7.1.1 RPT-0255-22, Various Parking and Traffic Modifications - Roads

In response to questions, R Walton reported that a recommendation for the Arlington Parkway will be proposed in the 2023 Budget under Brant Safe Streets. He noted that the project was not scheduled for completion this fall.

Moved by Councillor Coleman
Seconded by Councillor Bell

Whereas the Roads Division have received various requests for parking and traffic modifications for several different locations throughout the County. Requests were made through the Brant Safe Streets program and by various County Departments, such as Development Services;

And Whereas the following parking and traffic restrictions are recommended to the following sections of road:

That Parking By-Law Number 004-19 be amended by installing the following proposed parking restrictions:

1. Washington Street, in Paris

- Schedule 3, Parking Prohibited Anytime, on the west side from Catherine Street to Monk Street;
- Remove from Schedule 3, Parking Prohibited Anytime, on the east side from Catherine Street to Monk Street;

2. Wellington Street, in Paris

- Schedule 3, Parking Prohibited Anytime, on the south side from Franklin Street to Jefferson Street;
- Schedule 3, Parking Prohibited Anytime, on the north side from Jefferson Street to Ivy Crescent;
- Remove from Schedule 3, Parking Prohibited Anytime, on the north side from Franklin Street to Jefferson Street;
- Remove from Schedule 3, Parking Prohibited Anytime, on the south side from Jefferson Street to Ivy Crescent;

That Traffic By-Law Number 182-05 be amended by installing the following proposed stop signs, speed limit signs and half load regulatory signs:

3. Arlington Parkway – No changes, for discussion purposes only.
4. Ellis Avenue, in Mt Pleasant
 - Schedule J, Speed Limit. To extend the existing 50 km/hr speed limit by approximately 300 metres to approximately 200 metres west of the westerly pedestrian trail crossing;
5. King Edward Street, in Falkland
 - Schedule J, Speed Limit. To reduce the existing speed limit from 60 km/hr to 50 km/hr from 400 metres west of Puttown Road to approximately 400 metres east of Bishopsgate Road.
 - Schedule J, Speed Limit. To reduce the existing speed limit from 80 km/hr to 60 km/hr from approximately 400 metres east of Bishopsgate Road to approximately 800 metres east of Bishopsgate Road;
6. Bishopsgate Road, in Falkland
 - Schedule J, Speed Limit. To reduce the existing speed limit from 60 km/hr to 50 km/hr from King Edward Street to approximately 400 metres south of King Edward Street;
 - Schedule J, Speed Limit. To reduce the existing speed limit from 70 km/hr to 60 km/hr from approximately 400 metres south of King Edward Street to 100 metres south of Powerline Road;
7. Puttown Road, in Falkland
 - Schedule J, Speed Limit. To reduce the existing speed limit from 80 km/hr to 50 km/hr from King Edward Street to approximately 400 metres north of King Edward Street;
 - Schedule J, Speed Limit. To reduce the existing speed limit from 80 km/hr to 60 km/hr from approximately 400 metres north of King Edward Street to 100 metres north of Governors Road East;
8. Robinson Road, near Oakhill
 - Schedule J, Speed Limit. To reduce the existing speed limit from 80 km/hr to 50 km/hr from Jennings Road to approximately 450 metres west of Jennings Road.

9. That the appropriate By-Laws be amended to recognize new stop signs as a result of Development;

10.

Development	Stop Street	Direction	Intersecting Street
Hunter St. 3, Ph. 3	Augustus Street	Eastbound	Simcoe Street
Hunter St. 3, Ph. 3	Duncan Street	Southbound	Augustus Street
Green hill Estates	Ellington Place	Westbound	Greens Road
Barnes Estates Ph. 2	Franklin Way	Southbound	Woodside Drive
Stoney Ridge Ph. 3	Patten Drive	Westbound	Sunnyside Drive
Barnes Estates Ph. 2	Russell Street	Westbound	Franklin Way
Barnes Estates Ph. 2	Russell Street	Eastbound	Franklin Way
Stoney Ridge Ph. 2	Southampton Drive	Northbound	Willits Crescent
Royal Highland Estates Ph. 2	Wallace Court	Southbound	Highland Drive
Stoney Ridge Ph. 2	Willits Crescent	Westbound	Sunnyside Drive
Royal Highland Estates Ph. 2	Wingrove Woods	Westbound	Mill Street
Royal Highland Estates Court	Wingrove Woods	Eastbound	Wallace

Stop Signs: (Intersection/Travel Direction Being Stopped/ Intersecting Street)

Riverview Highlands (1039) Subdivision:
Vic Chambers Place/ West/ Rest Acres Road
Tom Brown Drive/ North/ Vic Chambers Place
Tom Brown Drive/ South/ Vic Chambers Place
Vic Chambers Place/ East/ Lorne Card Drive
Mile Hill Subdivision Phase 2:
McGovern Lane/ West/ Tom Brown Drive
McGovern Lane/ East/ Lorne Card Drive
Baker Lane/ West/ Tom Brown Drive
Baker Lane/ East/ Lorne Card Drive
Lydia Lane/ East/ Lorne Card Drive
Tom Brown Drive/ North/ Lydia Lane
Tom Brown Drive/ South/ Lydia Lane

That the appropriate By-Laws be amended to recognize pending no parking signs as a result of Development;

No Parking Areas Mile Hill Phase 2: (Street/ Side/ Location)

Tom Brown Drive/ East/ Lydia Lane to Edgar Place
Lydia Lane/ North & South/ Rest Acres Road to Lorne Card Drive
Lorne Card Drive/ East/ Lydia Lane to 85m South

D12 Scenic Ridge - Updated No Parking Schedule

- Doug Foulds Way – east side from Scenic Ridge Gate to Flagg Avenue;
- Doug Foulds Way – west side from Scenic Ridge Gate to approximately 42 metres south Scenic Ridge Gate;

- Doug Foulds Way – west side from Flagg Avenue to approximately 36 metres north of Flagg Avenue (north leg);
- Scenic Ridge Gate – south side from approximately 44 metres east of Moriarty Drive to approximately 71 metres east of Moriarty Drive;
- Scenic Ridge Gate – east side from approximately 61 metres north of Flagg Avenue to approximately 76 metres north of Flagg Avenue;

And further, this follows the guidelines of the May 23, 2019 approved Council report “CD-19-63 - Brant Safe Streets Speed Control and Road Safety Strategy”.

Carried

7.1.2 RPT-0274-22, Tender Award Airport Pumper Apparatus

In response to questions, Darren Watson, Acting Fire Chief reported that delivery would be anticipated in the first half of 2023, replacing Unit 321 which will be twenty (20) years old in 2023.

Moved by Councillor Howes
Seconded by Councillor Gatward

Whereas the 2022 capital budget includes a portion of funding for a replacement pumper apparatus for the Airport Fire Station (Unit 321);

And whereas the 2023 capital budget forecast includes the projected remainder of funding needed for the purchase of Unit 321;

And whereas at the July 26, 2022 meeting of Council, staff were directed to immediately commence the request for proposal process for the replacement of Unit 321;

And whereas through CPS-RFP-22-05 – Request for Proposal for One (1) Custom Fire Pumper Truck (Unit #321), Dependable Emergency Vehicles provided a price of \$736,292 (HST excluded) and scored the most allocated points for a compliant bid in which two suppliers submitted proposals;

Be it hereby resolved that CPS-RFP-22-05 – Request for Proposal for One (1) Custom Fire Pumper Truck (Unit #321) be awarded to Dependable Emergency Vehicles;

And that the 2023 capital budget be updated to include \$99,255.00, representing the balance of funds required for full purchase of Unit 321.

Carried

7.1.3 RPT-305-22, Advisory Committee Recruitment

In response to a question, Alysha Dyjach, Clerk, will review the appointment process to the Brant Rural Water Quality Committee.

Moved by Councillor Laferriere
Seconded by Councillor Chambers

That RPT-305-22- Advisory Committee Recruitment be received;

And that the proposed Advisory Committee and Board recruitment process and timeline be approved.

Carried

7.2 Consent Items to be Received

Results from the Ministry of the Environment, Conservation and Parks Inspection Report were noted, and the water division were commended for their work.

In response to questions, Mayor Bailey reported that the height of the toilets in the downtown washrooms will be adjusted to meet accessibility requirements.

Moved by Councillor Coleman
Seconded by Councillor Chambers

That the following consent items be received as information:

- Fire Prevention Activity Reports - July and August 2022 - T Waldschmidt
- 2021-2022 Paris Drinking Water System Inspection Report - Ministry of the Environment, Conservation and Parks
- RPT-0288-22, Communication and Marketing Strategic Plan Update - M. Connor
- RPT-0287-22, Digital Main Street Summary Report - B Webb
- RPT-0304-22, Council Orientation Program - A Dyjach
- Cemetery Advisory Committee Minutes of July 28, 2022
- Brant Connects Committee Minutes of September 8, 2022
- Accessibility Advisory Committee Minutes of September 12, 2022

Carried

8. **Staff Reports**

8.1 RPT-0306-22, 2022 Municipal Election Compliance Audit Committee Appointments

Moved by Councillor MacAlpine
Seconded by Mayor Bailey

Whereas in accordance with Section 88.37 of the Municipal Election Act the County of Brant must establish a Compliance Audit Committee;

And whereas on March 22, 2022 County of Brant Council approved a staff recommendation to establish a joint Compliance Audit Committee with the City of Brantford, Norfolk County, and Haldimand County;

And whereas staff were to return to Council for approval of the Committee member selection in advance of the October 1, 2022 deadline;

Therefore, that the County of Brant appoint Krista Russ, Ronald Kaufman, Andy Straisfeld, Leigh-Anne Unrau, and Frank Gelinis to the 2022 Municipal Election Compliance Audit Committee;

And that the necessary by-law be read.

Carried

8.2 RPT-0226-22, Peavinery Road Extension

In response to questions, R. Walton noted the length of extension, and that the road will not be hard surface.

Moved by Councillor Coleman
Seconded by Mayor Bailey

Whereas a land owner on the unopened portion of the Peavinery Road allowance has expressed an interest in developing a residential dwelling on their 10-acre parcel, but the development will require frontage on a municipal road;

And whereas the owner has agreed in principle to design, construct and fund an extension to Peavinery Road in accordance with all County of Brant (the County) requirements;

And that a portion of the unopened Peavinery Road allowance be opened and added to the County's road inventory;

And that the applicable bylaws, as may be appropriate, be presented to Council in due course.

Carried

8.3 RPT-0271-22, Agreement for Water and Wastewater Billing Services - GrandBridge Energy Inc.

Moved by Councillor Wheat
Seconded by Councillor Bell

Whereas Energy+ (formerly Brant County Power Inc.) has provided a high level of service for water meter reading, water and wastewater billing, collections, and customer service;

And whereas Energy+ and Brantford Power Inc. recently amalgamated forming GrandBridge Energy Inc.;

And whereas both the County of Brant and GrandBridge Energy Inc. are desirous of GrandBridge Energy Inc. continuing to provide services to the County of Brant as done previously by Energy+;

That the County of Brant enter into an agreement with GrandBridge Energy Inc. to continue to provide the services previously provided by Energy+ through to December 31, 2024 with an optional one (1) year extension to December 31, 2025.

Carried

8.4 RPT-0276-22, Municipal Drain Maintenance Progress Update

Moved by Councillor Miller
Seconded by Councillor MacAlpine

Whereas the County of Brant hired R.J. Burnside as Drainage Superintendent in April 2021;

And whereas there have been numerous requests for Municipal Drain maintenance throughout the County;

And whereas this report is intended to report the progress being made on drain maintenance;

And whereas there are completed maintenance projects to be billed out to the residents;

Be it resolved that RPT-0276-22 be received as information and that a By-Law be raised to bill out drain maintenance costs.

Carried

8.5 RPT-0301-22, Appointment of an Engineer for the Hugh Wight Municipal Drain under section 76 of the Drainage Act

In response to questions, R. Walton noted the rail corridor throughout the County of Brant, and reported that the County will respond to a survey being circulated with regards to the Drainage Act. Mr. Walton further reported that new schedules will be required.

Moved by Councillor Howes
Seconded by Mayor Bailey

Whereas Section 76 of *the Drainage Act* (the Act) prescribes that “the Council of any local municipality liable for contribution to a drainage works in connection with which conditions have changed or circumstances have arisen such as to justify a variation of the assessment for maintenance and repair of the drainage works may make an application to the Tribunal, of which notice has been given to the head of every other municipality affected by the drainage works, for permission to procure a report of an engineer to vary the assessment, and, in the event of such permission being given, such council may appoint an engineer for such purpose and may adopt the report but, if all the lands and roads assessed or intended to be assessed lie within the limits of one local municipality, the council of that municipality may procure and adopt such report without such permission.”;

And whereas all of the lands and roads assessed into the Hugh Wight Municipal Drain lie within the County of Brant (the County);

And whereas the Hugh Wight Municipal Drain was last improved under a report prepared by John B. Dodd, O.L.S., dated July 20, 1973, and adopted by By-Law 1836-73 of the former Township of Burford;

And whereas the Hugh Wight Municipal Drain assessment schedule used for future maintenance is in need of an update;

And whereas a property owner assessed into the Hugh Wight Municipal Drain has requested that the assessment schedule in the report dated July 20, 1973, be updated;

Be it hereby resolved that in accordance with Section 76 of *the Act*, the County hereby appoints K. Smart Associates Limited as the engineer to prepare a report for the County of Brant Council's consideration in accordance with the requirements of *the Drainage Act*.

Carried

8.6 RPT-0302-22, Appointment of an Engineer for the Mitchell Municipal Drain under section 78 of the Drainage Act

Moved by Councillor Miller
Seconded by Councillor Coleman

Whereas Section 78 of *the Drainage Act* (the Act) prescribes that “if a drainage works has been constructed under a by-law passed under the Act of any predecessor of the Act, and the Council of the municipality that is responsible for maintaining and repairing the drainage works considers it appropriate to undertake one (1) or more of the projects listed in subsection (1.1) for the better use, maintenance or repair of the drainage works or of lands or roads, the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it and without the petition required by Section 4”;

And whereas the Mitchell Municipal Drain was last improved under a report prepared by John B. Dodd, O.L.S., dated October 1, 1968, and adopted by By-Law 1457 of the former Township of South Dumfries;

And whereas a property owner assessed into the Mitchell Municipal Drain has filed a notice of request for drain major improvement with the County of Brant (the County) dated August 12, 2022;

And whereas major repairs to this drain and an update of the assessment schedules appear to be required;

Be it hereby resolved that in accordance with Section 78 of *the Act*, the County hereby appoints Headway Engineering as the engineer to prepare a report for council's consideration in accordance with the requirements of *the Act*.

Carried

9. Communications

9.1 County of Brant Interment Costs - Mr. Ed Wittek

In response to questions, Cindy Stevenson, General Manager of Community & Protective Services reported on the review of fee schedules with families and funeral homes, and noted further investigation will be done. Discussion was held with regards to the role of the County and that of the funeral homes. It was noted that staff will be following up with Mr. Wittek.

Moved by Councillor Coleman
Seconded by Councillor Miller

That the communications from Mr. Ed Wittek regarding County of Brant Interment Costs be received as information.

Carried

10. Other Business

10.1 Notice of Motion - Councillor Bell

Councillor Bell presented a notice of motion with regards to a parking by-law review ahead of the comprehensive zoning by-law update. Councillor Chambers expressed the desire to hear the staff comments.

10.2 Cainsville Sanitary Sewer Project at Colborne St W

In response to a question, R Walton provided an update on the Cainsville sanitary sewer project at Colborne St W, noting the steps towards the project for late 2023 and into 2024.

10.3 County Response re: Initial Proposal of the Federal Electoral Boundaries Commission for Ontario

Mayor Bailey presented a draft response to the Federal Electoral Boundaries Commission for Ontario. Members provided feedback and supported the submission of the letter.

11. In Camera

Moved by Councillor Laferriere
Seconded by Councillor Howes

That the Administration and Operations Committee convene In Camera to discuss a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (RPT-0273-22, Cainsville Community Centre Fundraiser- Major Potential Gift)

Carried

Committee convened In Camera at 7:31 p.m. to discuss a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality. This portion of the meeting is recorded in the Confidential – In Camera minutes of September 20, 2022. Committee reconvened in Open Session at 7:45 p.m. on a motion of Councillors Coleman and Howes.

12. Next Meeting and Adjournment

Committee adjourned at 7:45 to meet again at the next term of Council.

Secretary