



## Administration and Operations Committee Minutes

**Date:** December 5, 2023  
**Time:** 9:00 a.m.  
**Location:** Council Chambers  
7 Broadway Street West  
Paris, ON

**Present:** Mayor Bailey, Councillors Kyle, MacAlpine, Howes, Oakley, Bell, Peirce, Chambers, Miller, Coleman, and Garneau

**Staff:** Newton, Boyd, Connor, Duesling, Mete, Stevenson, Walton, Demers, Eby, Ellins, Jackson, Mifflin, Porter, and Davis

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**1. Attendance**

**2. Election of Chair & Vice Chair**

Nancy Davis, Deputy Clerk called for nominations for the position of Chair of the Administration and Operations Committee. Councillor Chambers expressed the desire to waive procedure to permit open nominations for Chair and Vice Chair.

Moved by Councillor Chambers

Seconded by Councillor Oakley

That Section 94, the rotation of Chair and Vice Chair positions for the Administration & Operations Committee be waived, as permitted in accordance with Section 81 of the Procedural By-law.

**Carried**

Councillor Chambers nominated Councillor Peirce for Chair. Councillor Peirce accepted the nominations. No more nominations were received.

Moved by Councillor Chambers

Seconded by Councillor Bell

That the nominations for the position of Chair be closed;

And, that Councillor Peirce be declared Chair of the Administration and Operations Committee.

**Carried**

The Deputy Clerk called for nominations for the position of Vice Chair of the Administration and Operations Committee.

Councillor Peirce nominated Councillor Howes. Councillor Howes accepted. No more nominations were received.

Moved by Councillor Coleman  
Seconded by Councillor Chambers

That nominations for the position of Vice Chair be closed;

And, that Councillor Howes be declared Vice Chair of the Administration and Operations Committee.

**Carried**

Councillor Peirce assumed the Chair.

**3. Approval of Agenda**

Moved by Councillor Oakley  
Seconded by Mayor Bailey

That the Administration and Operations Committee agenda for December 5, 2023, be approved, with an addition under Other Business

**Carried**

**4. Declaration of Pecuniary Interests**

None

**5. Delegations / Petitions / Presentations**

None

**6. Adoption of Minutes from Previous Meetings**

**6.1 Administration and Operations Committee Minutes of November 21, 2023**

Moved by Councillor Coleman  
Seconded by Councillor Miller

That the Administration and Operations Committee minutes of November 21, 2023, be approved.

**Carried**

**7. Business Arising from the Minutes**

None

**8. Consent Items**

**8.1 Consent Items to be Approved**

**8.1.1 RPT-0496-23, 2024 Proclamations and Events**

Moved by Councillor Oakley  
Seconded by Councillor Chambers

Whereas the County of Brant recognizes the benefits and values of recreation and community engagement;

And Whereas the County of Brant continues to offer inclusive programs, services, facilities, opportunities, and events to enhance every resident's quality of life;

Therefore, be it recommended that in an effort for the County of Brant to continue to bring awareness to the community, that the following proclamations, flag raisings, and events in collaboration with the Community Services Department, Strategic Initiatives Department and Emergency & Protective Services Department for 2024 be approved;

January 27	Family Literacy Day
February	Black History Month
February	Winter Active Month
February 13	Canadian Agriculture Day
February 13	Wear Red Canada Day
February 17	Random Act of Kindness Day
February 24	Rec Expo
March 8	International Women's Day
March 3rd week	Canadian Agricultural Safety Week
March 27	World Theatre Day
April	Poetry Month
April	Sikh Heritage Month
April 10	International Day of Pink
April 22	Earth Day
April 20	National Canadian Film Day
April 15-19	Tourism Week in Canada
April 25	Parent Alienation Awareness Day
April 28	National Day of Mourning
May	Asian Heritage Month
May	Museum Month
May	Mental Health Month
May 1	First Responders Day
May 1-7	National Youth Week
May 4	Coronation Day
May 4	International Firefighters' Day
May 5-11	Emergency Preparedness Week
May 5-11	National Tourism Week
May 09	Provincial Day of Litter
May 21	Ontario Flag Day
May 22-28	Paramedic Services Week
May 26-June 1	National Access Ability Week * Flag Raising
June	Deafblind Awareness Month
June	June is Recreation and Parks Month
June	National Indigenous History Month
June	Pride Month * Flag Raising
June	Seniors Month
June 5	National World Health & Fitness Day
June 6-10	Local Food Week
June 17-23	Pollinator week
June 21	National Indigenous Peoples Day
June 27	PTSD Awareness Day
June 27	Canada Multiculturalism Day

July 1	Canada Day Events
July Third Week	Drowning Prevention Week
July 25	Culinary Day
September 10	Suicide Prevention Day
September 16-20	National Forest Week
September 18	National Tree Day
September 18-24	Rail Safety Week
September 20-October 13	Culture Days
September 27	World Tourism Day
September 30	Orange Shirt Day-National Day for Truth and Reconciliation
October	Canadian Islamic History Month
October	Child Abuse Prevention Month
October	Manufacturers Month
October	Women's History Month
October 1	International Music Day
October 1	National Seniors Day
October 2	International Walk to School Day
October 3-9	Ontario Agriculture Week
October 6-12	Fire Prevention Week
October 4th	Manufacturing Day
October 18	Persons Day
October 20-26	Small Business Week
October 27	Dress Purple Day
November 1-7	Carbon Monoxide Awareness Week
November 1-7	Crime Prevention Week
November 16-22	Global Entrepreneurship Week
November 18-23	Canada History Week
December 3	International Day of Persons with Disabilities
December 5	International Volunteer Day
December 6	National Day of Remembrance and Action on Violence
Against Women	

**No Vote – Motion to Amend Follows**

Moved by Councillor Oakley

Seconded by Councillor Chambers

That RPT-0496-23, 2024 Proclamations and Events be amended to include June 19 – United Empire Loyalist Day.

**Carried**

Moved by Councillor Oakley

Seconded by Councillor Garneau

That RPT-0496-23, 2024 Proclamations and Events be amended to include the Third week in February – Nonprofit Week of Appreciation and November 20 – Trans Day of Remembrance.

**Carried**

In response to questions, Stacey Ellins, Director of Parks and Recreation noted the inclusion of Family Day within the Winter Active Month recognition.

Moved by Councillor Bell  
Seconded by Mayor Bailey

That RPT-0496-23, 2024 Proclamations and Events be amended to remove May 4 Coronation Day.

**Carried**

Councillor Peirce then presented the original motion, amended as follows:

Whereas the County of Brant recognizes the benefits and values of recreation and community engagement;

And Whereas the County of Brant continues to offer inclusive programs, services, facilities, opportunities, and events to enhance every resident's quality of life; Therefore, be it recommended that in an effort for the County of Brant to continue to bring awareness to the community, that the following proclamations, flag raisings, and events in collaboration with the Community Services Department, Strategic Initiatives Department and Emergency & Protective Services Department for 2024 be approved;

January 27	Family Literacy Day
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February 13	Canadian Agriculture Day
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February 3 <sup>rd</sup> week	Nonprofit Week of Appreciation
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February 24	Rec Expo
March 8	International Women's Day
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March 27	World Theatre Day
April	Poetry Month
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May 21	Ontario Flag Day
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June	Deafblind Awareness Month
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June 5	National World Health & Fitness Day
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June 17-23	Pollinator week
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November 18-23	Canada History Week
December 3	International Day of Persons with Disabilities
December 5	International Volunteer Day
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Against Women	

8.1.2 RPT-0491-23, 2024 Interim Tax By-law

Moved by Councillor Coleman

Seconded by Councillor MacAlpine

That the Interim Tax Levy By-law be presented to Council for consideration.

**Carried**

## 8.2 Consent Items to be Received

Councillor Bell requested Item 8.2.1 be separated. Councillor Miller requested Item 8.2.2 be separated.

### 8.2.1 RPT-0450-23, 2023 Water Operations Infrastructure Review and Risk Assessment (Element 14)

In response to questions, Rob Walton, General Manager of Operations noted the multi-phases project and components proposed for 2024. In response to questions, Mark Eby, Director of Infrastructure and Asset Management reported that a fulsome schedule will be forthcoming to Council. He further reported on a communication strategy and plans to ensure a travel pathway in the downtown.

Moved by Councillor MacAlpine  
Seconded by Councillor Coleman

That RPT-0450-23, 2023 Water Operations Infrastructure Review and Risk Assessment (Element 14), be received as information to support the 2024 Operating and Capital Budget requests.

**Carried**

### 8.2.2 RPT-0451-23, 2023 Drinking Water Quality Management Standard (DWQMS) Element 20 Management Review

In response to questions, R Walton noted the relation of agricultural activity to the nitrates at the Gilbert well, and noted strategies and studies in place to blend wells. In response to questions, Mr. Walton noted the relationship of winter maintenance to salt levels at the Bethel well, and that a strategy is in development. In response to questions, Mr. Walton reported on long term plans for the Paris Master Servicing and avoidance of stress on the system.

Moved by Councillor Miller  
Seconded by Mayor Bailey

That RPT-0451-23, 2023 Drinking Water Quality Management Standard (DWQMS) Element 20 Management Review, be received as information.

**Carried**

## 9. **Staff Reports**

### 9.1 RPT-0479-23, Municipal Drain Progress Update

In response to questions, Greg Demers, Director of Roads noted the proactive measures and process to be undertaken to create an up-to-date inventory. Appreciation was expressed by Council for the progress in revitalizing drainage in the County of Brant.

Moved by Councillor Oakley  
Seconded by Councillor MacAlpine

Whereas the County of Brant hired R.J. Burnside as Drainage Superintendent in April 2021 and staff reported on the progress of this program in 2022 as outlined in Attachment five (5) to this report;

And whereas there have been numerous requests for Municipal Drain maintenance throughout the County since the last Committee update;

And whereas this report is intended to report the progress being made on the Drain Maintenance program;

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

Be it resolved that RPT-0479-23 be received as information and that the attached By-Law be raised to bill out completed drain maintenance costs to all affected properties.

**Carried**

9.2 RPT-0483-23, Community Safety & Well-Being Committee and Plan

Moved by Councillor Howes

Seconded by Councillor Kyle

That RPT-0483-23 be received as information;

That the minutes of the May 24, 2023 and September 21, 2023 meetings of the Community Safety and Well-Being Committee be approved;

That staff be authorized to revise Schedule A of By-law 62-21 and return to Council with annual updates;

That this delegation to staff be included on the next amendment to By-law 73-22 the Delegation of Authority By-law;

And that the Community Safety and Well-Being Advisory Committee, having achieved its mandate, be discontinued and the members thanked for their contributions.

**Carried**

9.3 RPT-0501-23, County of Brant Multi-Year Accessibility Plan

In response to questions, Lesley Jackson, Director of Community Partnerships provided an update on staffing.

Moved by Councillor Oakley

Seconded by Mayor Bailey

That RPT-0501-23 be received;

And that the County of Brant Multi-Year Accessibility Plan be approved.

**Carried**

9.4 RPT-0514-23, Intimate Partner Violence and Gender-Based Violence Community Action Plan

Moved by Councillor Kyle

Seconded by Councillor Oakley

Whereas on November 28, 2023, County of Brant Council declared Intimate Partner Violence and Gender-Based Violence an epidemic in the County of Brant;

And whereas County of Brant Council directed staff to bring back a report, before the end of 2023, to assess the requirements to complete an Intimate Partner Violence and Gender-Based Violence Community Action Plan;



Be it hereby resolved that in support of the creation of an Intimate Partner Violence and Gender-Based Violence Action Plan, ensuring that all victims of intimate partner violence are included, regardless of gender, sex, identity, family status, social economic status, and other barriers to accessing traditional intimate partner violence support services, staff undertake the following actions;

Collaborate with community partners to launch an awareness campaign in April 2024, utilizing no-cost County of Brant channels;

Prepare a decision package, to be presented to Council during 2024 budget deliberations, utilizing paid advertising space to further augment the reach of an Intimate Partner Violence and Gender-Based Violence awareness campaign;

Engage with at-risk youth by undertaking actions outlined in the Community Safety and Well-Being Plan;

Collaborate with community organizations to identify additional opportunities for County of Brant Council to support their organizations' mission, including assistance to access public transportation, grant writing, new partnership development, resource development and hosting training, forums and events, as required;

Collaborate with community organizations to identify additional opportunities for County of Brant Council to support their organizations' mission, including financial and non-financial requests; and

Prepare a decision package for funding for a dedicated rural outreach worker through Nova Vita, for consideration during 2024 budget deliberations.

**Carried**

**9.5     RPT-0512-23, 2024 Fees & Charges Update - New Fee**

In response to questions, Pam Duesling, General Manager of Development Services reported on the sufficiency of the proposed fees, noting that they will be monitored. Councillor Bell requested that an example of a project and staff time to complete be communicated in the Friday files.

Moved by Councillor Coleman  
Seconded by Councillor Bell

That a proposed additional Subdivision Registration Clearance Package Submission fee of \$5,000 be included within the County of Brant 2024 Fees and Charges;

And That the County of Brant 2024 Fees and Charges By-law be updated to include the Subdivision Registration Clearance Package Submission fee of \$5,000;

And That the Subdivision Registration Clearance Package Submission fee of \$5,000 be implemented January 1, 2024 unless otherwise noted in the By-law.

**Carried**

**10.     Committee Reports & Minutes**

Moved by Councillor Oakley  
Seconded by Councillor Chambers

That the following Committee reports and minutes be approved:

- 10.1         Brant Connects Committee Minutes of November 1, 2023 (no report)
- 10.2         Tourism Advisory Committee Minutes of November 2, 2023 (no report)

**Carried**

**11. Communications**

**11.1 Judy Kostiuk - County Issues & Concerns**

Councillor Miller noted discussions with staff regarding road line painting, extending communication to Council through the Friday files was requested.

In response to questions, G Demers provided options to report light standard concerns and reported that accident statistics at roundabouts can be acquired.

In response to questions, M Eby reviewed roundabout designs and safety features. Discussion was held with regards to the timelines for growth of vegetation, and the delineation of the two lanes.

Moved by Councillor Howes  
Seconded by Councillor Oakley

That the communications from Judy Kostiuk – County Issues & Concerns be received as information.

**Carried**

**12. Other Business**

**12.1 Smart Technology at Intersections**

Councillor Bell noted receiving a demonstration regarding the smart technology installed at three intersections in the County of Brant. He noted the systems learned capabilities, data collection, traffic control, and the expressed the need to analyze data from this technology in relation to the transportation masterplan. Staff was directed to bring a report back to Committee when convenient.

**13. In Camera**

None

**14. Next Meeting and Adjournment**

Committee adjourned at 9:43 a.m. to meet again on January 16, 2024, at 9:00 a.m. in the County of Brant Council Chambers.

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Secretary