



Administration and Operations Committee Minutes

Date: June 18, 2024
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, Mete, Stevenson, Dyjach, Demers, Maxwell, Williams, Allison, and Pluck

Alternative formats and communication supports are available upon request. For more information, please contact the County of Brant Accessibility and Inclusion Coordinator at 519-442-7268 or by email accessibility@brant.ca

Councillor Peirce in the Chair.

1. Attendance

Attendance was taken.

2. Approval of Agenda

Moved by Mayor Bailey
Seconded by Councillor Oakley

That the agenda for the June 18, 2024 Administration and Operations Committee, be approved as amended.

Carried

3. Declaration of Pecuniary Interests

None.

4. Delegations / Petitions / Presentations

4.1 Matt Cummings, Chair of Downtown Paris BIA re: RPT-0328-24 County of Brant Film Policy and Activity - Z. Gable

Matt Cummings, Chair of the Downtown Paris BIA, appeared before Committee and shared their concerns with the filming taking place in downtown Paris. They expressed the desire for a steering committee to be formed that involves business

groups who are affect by filming, to assist in the development of the County of Brant Film Policy.

In response to questions, M. Cummings noted the economic impacts that filming has had on their businesses and other businesses that have been affected.

Moved by Councillor Howes
Seconded by Mayor Bailey

That the delegation from Matt Cummings, Chair of Downtown Paris BIA, be referred to RPT-0328-24 County of Brant Film Policy and Activity - Z. Gable.

Carried

5. RPT-0328-24 County of Brant Film Policy and Activity - Z. Gable

Zach Gable, Director of Economic Development and Tourism appeared before the committee and provided a brief presentation on the report.

In response to questions, Z. Gable advised they would like to bring the County of Brant Film Policy to the September Policy Development Committee meeting.

In response to questions, Z. Gable noted that the use of roads and use of parking stalls goes to the Operations Department for comment and review and that the production company then submits Public Works Permits for each spot.

Moved by Councillor MacAlpine
Seconded by Councillor Bell

That County of Brant Council receives report RPT-0328-24 as information;

And that Council direct staff to deliver the finalized Film Policy to a future Policy Development Committee Meeting;

And that staff consult with members of the business community including the Downtown Paris Business Improvement Association and other local business associations and film industry stakeholders for feedback on the Draft Film Policy;

And that the County of Brant join the Film Incentive Coalition of Ontario;

And that the Film Incentive Coalition of Ontario Membership fees be paid by Film Application Revenue.

No Vote. Motion to Amend Follows

Moved by Councillor Oakley
Seconded by Councillor Howes

That the third clause be struck out and replaced with:

"And, that the County of Brant Council direct the formation of the Filming Strategy Ad Hoc Steering committee with the following composition, membership each to be delegated by the relevant bodies:

- One member of council
- One member of the Downtown Paris BIA
- One member of the St George Business Association
- One member of the Burford Area Business Association
- One Member of the County of Brant Chamber of Commerce
- One member of the Brantford-Brant Chamber of Commerce
- One citizen member of the County of Brant Tourism Committee
- One member of FICO

With the Ad Hoc Committee's purpose to collaborate and consult with staff, such that staff may report back to council to give a recommendation and direction for the County of Brant filming policy in a future 2024 Administration and Operations committee. The committee will then reconvene after one year of the official filming policy being in place to provide feedback, after which the ad hoc committee will be disbanded."

Defeated

Moved by Councillor MacAlpine
Seconded by Councillor Bell

That County of Brant Council receives report RPT-0328-24 as information;

And that Council direct staff to deliver the finalized Film Policy to a future Policy Development Committee Meeting;

And that staff consult with members of the business community including the Downtown Paris Business Improvement Association and other local business associations and film industry stakeholders for feedback on the Draft Film Policy;

And that the County of Brant join the Film Incentive Coalition of Ontario;

And that the Film Incentive Coalition of Ontario Membership fees be paid by Film Application Revenue.

Carried

6. Adoption of Minutes from Previous Meetings

6.1 Administration and Operations Committee Minutes of May 21, 2024

Moved by Mayor Bailey
Seconded by Councillor Miller

That the minutes from the May 21, 2024 Administration and Operations Committee meeting, be approved.

Carried

7. Business Arising from the Minutes

Update On Proposed Health Unit Merger

Councillor Bell provided an update to the committee on the proposed merger between the Brant County Health Unit and the Haldimand-Norfolk Health Unit, noting the merger business case has been submitted to the Ministry of Health and is being considered.

8. Consent Items

8.1 Consent Items to be Approved

8.1.1 RPT – 0313-24 Updated Delegation of Authority Bylaw - C. Glassford

Moved by Councillor Coleman
Seconded by Councillor Bell

THAT the updated bylaw to delegate specific administrative matters to Staff, as attached to this report BE APPROVED;

AND THAT the bylaw to delegate specific administrative matters to Staff be presented to the Council of the County of Brant for its consideration.

Carried

8.1.2 RPT-0173-24 Housekeeping Update to Parks Use By-Law - M. Hunter

Moved by Councillor Garneau
Seconded by Councillor Oakley

That staff be directed to erect appropriate park signage and undertake notifications for addressing, mapping, operations and emergency services regarding the new park name and to update the Park Use By-Law 225-04 to include these sites in Schedule A;

And that the County of Brant amend Parks Use By-Law 225-04 and present the amended By-Law in Attachment 2 to County of Brant Council for approval.

Carried

8.1.3 RPT-0312-24 Naming of the South Picnic Pavilion Lions Park, Paris - S. Delaronde

Moved by Councillor Howes
Seconded by Councillor MacAlpine

That the South Picnic Pavilion in Lions Park, Paris be named the Darin Ayres Pavilion.

Carried

8.1.4 RPT-0307-24-Renaming Oakland Tract - T. Meyers

Moved by Councillor Coleman
Seconded by Councillor Garneau

That the County of Brant Council approve the renaming of the Oakland Forest Tract to "Clayton Thompson Tract" and that staff be directed to proceed with implementation of the recognition.

Carried

8.1.5 RPT-0340-24 Award of OPS-RFP-24-01 Design, Tendering and Contract Administration of Bridge Projects - J. Murphy

Moved by Mayor Bailey
Seconded by Councillor Bell

Recommendation

That OPS-RFP-24-01 Design, Tendering and Contract Administration of Bridge Projects be awarded as follows:

- Brant Bowstring Bridge to Doug Dixon & Associates Inc. for the bid price of \$94,762.50 (excluding HST);
- Likins Bridge to Doug Dixon & Associates Inc. for the bid price of \$93,152.50 (excluding HST);
- Weir Bridge to Gannett Fleming Canada ULC for the bid price of \$103,557.50 (excluding HST);
- Muir Culvert to Gannett Fleming Canada ULC for the bid price of \$72,334.00 (excluding HST);
- Patterson Culvert to G. Douglas Vallee Limited for the bid price of \$55,270.00 (excluding HST); and
- Church Bridge to G. Douglas Vallee Limited for the bid price of \$67,851.00 (excluding HST).

Carried

8.1.6 RPT-0334-24 Strategic Asset Management Policy Update - M. Eby

Moved by Councillor Oakley
Seconded by Councillor Coleman

That the Strategic Asset Management Policy (SAMP) Update be approved;

And that the Roads and Structures Addenda to the SAMP Update be approved.

Carried

8.2 Consent Items to be Received

Moved by Councillor Coleman
Seconded by Mayor Bailey

That the following be received as information:

- Fire Activity Report - May 2024 - T. Waldschmidt
- RPT-0324-24 Russell Heights Roof Replacement - S. Dredge
- RPT-0333-24 - 2024 Community Grants Program - H. Boyd

Carried

8.2.1 Fire Activity Report - May 2024 - T. Waldschmidt

8.2.2 RPT-0324-24 Russell Heights Roof Replacement - S. Dredge

8.2.3 RPT-0333-24 - 2024 Community Grants Program - H. Boyd

9. Staff Reports

9.1 RPT-0332-24 Main Branch Library Project Update, Class C Estimate - M. Maxwell

Mark Maxwell, Director of Engineering and Infrastructure Planning appeared before the committee and presented on RPT-0333-24.

In response to questions, M. Maxwell noted the next cost estimate will be a Class B estimate. He further spoke to the timeline for tendering the project.

In response to questions, Darryl Lee, Chief Executive Officer – Brant Municipal Enterprises, advised that both the Main Branch Library and North Paris Fire Hall projects qualify for the FCM funding, noting FCM advised to not submit both projects in 2024.

Discussion was held with regards to the Cost Estimate of the Main Branch Library Project, and funding under the Federation of Canadian Municipalities (FCM) Green Municipal Fund for the Main Branch Library and the North Paris Fire Hall projects.

Moved by Councillor Howes
Seconded by Councillor Bell

That the Main Branch Library project updates provided in this report be received as information; and

That Council direct Staff to finalize detailed designs and issue tender documents, beginning with a portion of the heritage restoration work;

And That Council direct staff to prepare an FCM Green Municipal Fund grant application for the most preferred project candidate, as determined by Council.

No Vote. Motion to Amend Follows

Moved by Councillor Howes
Seconded by Councillor Bell

That "beginning with a portion of the heritage restoration work" be struck out from the second clause.

Carried

Moved by Councillor Howes
Seconded by Councillor Bell

That the Main Branch Library project updates provided in this report be received as information; and

That Council direct Staff to finalize detailed designs and issue tender documents, as amended.

Carried

Moved by Councillor Howes
Seconded by Councillor MacAlpine

That Council direct staff to prepare an FCM Green Municipal Fund grant application for the Main Branch Library Project.

Defeated

Moved by Councillor Coleman
Seconded by Councillor Garneau

That Council direct staff to prepare an FCM Green Municipal Fund grant application for the Paris Fire Hall

Carried

Moved by Councillor Coleman
Seconded by Councillor Garneau

That Council direct staff to prepare an FCM Green Municipal Fund grant application for the Paris Fire Hall, as amended.

Carried

9.2 RPT-0317-24 Appointment of an Engineer for the Cathcart Drain under the Section 4.1.c of the Drainage Act - S. Tweedle

Moved by Councillor Coleman
Seconded by Councillor Miller

Whereas Section 4.1.c of the Drainage Act (the Act) prescribes that “a petition for the drainage by means of a drainage works of an area requiring drainage as described in the petition may be filed with the clerk of the local municipality in which the area is situate where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such a road or part, despite subsection 61(5)”;

And whereas the road authority for the County of Brant (the County) has signed a petition under Section 4.1.c of the Act;

And whereas the County appointed Headway Engineering in accordance with Section 8 of the Act, to prepare a report with respect to the petitions by landowners at its March 28, and September 26 meetings;

Be it hereby resolved that in accordance with Section 8 of the Act, the County of Brant hereby appoints Headway Engineering as the engineer to make one (1) report with respect to the petitions for Council’s consideration in accordance with the requirements of the Drainage Act.

Carried

9.3 RPT-0316-24 Abandonment of Parts of the Harley Municipal Drain - S. Tweedle

Moved by Councillor Chambers
Seconded by Councillor Kyle

Whereas Section 84(1) of the Drainage Act (the Act) R.S.O. 1990, c.D. 17, prescribes that “If three-quarters of the owners of land assessed for benefit in respect of a drainage works, who, according to the last revised assessment roll, own not less than three-quarters of the area assessed for benefit as shown in the by-law or by-laws under which the drainage works exist, send a request asking for the abandonment of the whole or any part of the drainage works, the council of the initiating municipality shall, as soon as reasonably possible, send a notice to all of the owners of the land assessed for the drainage works stating its intention to abandon the drainage works or the part of the drainage works specified in the notice, unless, within 10 days of the date the municipality’s notice was sent, any owner sends a notice to the clerk of the municipality requesting that the report of an engineer be made on the proposed abandonment.”

And whereas the Corporation of the County of Brant (County) has received a written request from E. Kloepfer, a property owner on parts of Branch 4, 4-2, 4-3, and 4-4 of the Harley Municipal Drain requesting an engineer’s report on the proposed abandonment.

And whereas Section 2(1) prescribes that “when two or more owners of land desire to construct or improve a drainage works on any of their lands and are willing to pay

the cost thereof, they may enter into a written agreement for the construction, improvement, financing and maintenance of such drainage works...”

And whereas the landowner intends to enter into a written agreement with the County under section 2(1) of the Act,

Be it hereby resolved that in accordance with Section 84(1) of the Act, staff shall send notice of the County’s intention to abandon parts of the Harley Municipal Drain as described in the attached request for abandonment and enter into a written agreement for a mutual agreement drain in accordance with Section 2(1) of the Act.

Carried

9.4 RPT-0319-24 Brant Transit - M. Connor & L. Jackson

Moved by Councillor Oakley
Seconded by Mayor Bailey

That the current fare structure for public transportation remain in place for 2025; and

That staff issue a Request for Proposal for the provision of on-demand, technology-based, ride-share public transportation services for the years 2025, 2026 and 2027 (the Public Transportation Contract), including future options for fixed routes and specialized transit, with the option to renew the Public Transportation Contract on an annual basis in 2028, 2029 and 2030; and

That the annual upset limit for the Public Transportation Contract remain at \$1,140,000 for 2025; and

That staff submit decision packages for fixed route and specialized transit options to the 2025 budget deliberations;

And that staff continue to explore partnership opportunities with neighboring municipalities to integrate transit across municipal boundaries.

Carried

9.5 RPT-310-24 Sidewalk Snow Removal By-law - G. Bergeron

Moved by Councillor Howes
Seconded by Councillor Kyle

WHEREAS County of Brant By-law #243-00 being a By-law “To require persons to clear snow from sidewalks” was enacted on December 19th, 2000; and

WHEREAS, RPT 0468-23 regarding the County Winter Sidewalk Maintenance Program was presented to the Committee in November of 2023 indicating that the Sidewalk Snow Removal By-law was under review; and

WHEREAS the Committee opted to continue with the current winter sidewalk maintenance program requiring residents outside of the serviced areas to clear snow, ice and slush from the sidewalk; and

WHEREAS the current Sidewalk Snow Removal By-law is outdated and references the Municipal Act, 1990 which has been replaced with the Municipal Act 2001; and

WHEREAS the current Sidewalk Snow Removal By-law requires updating and clear language related to the timing of removal;

THAT Report RPT-310-24 "Sidewalk Snow Removal By-law" be received; and

THAT the County of Brant Sidewalk Snow Removal By-law # 243-00 be repealed and replaced with the draft by-law (attached as Appendix 1) for Council enactment on June 25, 2024.

Carried

9.6 RPT-0236-24 Repeal and Replace to Open Air Burning By-law - D. Watson

In response to questions, Greg Bergeron, Director of Enforcement and Regulatory Services confirmed that tickets issued due to violation of the burning by-law would be given to the person, not the property.

Moved by Councillor Howes
Seconded by Councillor Coleman

That By-law 102-23, being a By-law to Regulate Open Air Burning, be repealed and replaced to reflect updated and / or augmented definitions, and clarification to support enforcement / enactment; and

That By-law 20-04 (Schedule A of By-law 102-23 to Regulate Open Air Burning) be repealed; and

That the Fire Administration section under the fees and charges By-law be amended to reflect the new Open Air Burning by law; and

That the draft By-law attachment 1 be presented to Council for adoption

Carried

10. Committee Reports & Minutes

10.1 Cemetery Advisory Committee Minutes and Report of May 23, 2024

Moved by Councillor Coleman
Seconded by Mayor Bailey

That the Cemetery Advisory Committee minutes of May 23, 2024, be approved, including the following recommendations:

1. That the Oakland Pioneer Cemetery be submitted for consideration of heritage designation.

Carried

10.2 Sports Hall of Fame Minutes and Report of June 4, 2024

Moved by Councillor Kyle
Seconded by Councillor Chambers

That the Sports Hall of Fame Minutes and Report of June 4, 2024 be approved including the following recommendations:

1. That the Memorabilia Display Policy be approved.

Carried

10.3 Brant Connects Committee Minutes of June 5, 2024

Moved by Councillor Miller
Seconded by Councillor Kyle

That the Brant Connects Committee minutes of June 5, 2024, be received

Carried

10.4 Tourism Advisory Committee Minutes of June 6, 2024

Moved by Councillor Kyle
Seconded by Councillor Oakley

That the Tourism Advisory Committee Minutes of June 6, 2024 be received.

Carried

10.5 Brant Heritage Committee Minutes and Report of June 6, 2024

Moved by Councillor MacAlpine
Seconded by Councillor Howes

That the Brant Heritage Committee minutes and report of June 6, 2024 be approved including the following recommendations:

1. That a popup banner be purchased for the September 28, 2024, Culture Days Hub Event; and

That staff work with communications to have a sample brought to the July 4 Brant Heritage Committee meeting.

Carried

11. Communications

None.

12. Other Business

12.1 Media Communications - Councillor Bell

Committee discussed a press release pertaining to the County of Brant withdrawing from the Joint City and County Shared Services Committee.

That staff be directed to draft a communication piece to local newspaper and media editors regarding arcuate representations of the County of Brant and its decision making.

12.2 Enbridge Gas Dawn Hub Tour - Councillor Miller

Councillor Miller provided an update to the Committee on the tour of the Enbridge Gas Dawn Hub which was conducted by the South Central Ontario Region Economic Development Corporation.

13. In Camera

Moved by Mayor Bailey
Seconded by Councillor Coleman

Committee convened In Camera at 11:15 am to discuss App's Mill, Alexander Ave, and Development Services Staffing Plan. This portion of the meeting is recorded in the Confidential – In Camera minutes of June 18, 2024. Committee reconvened in Open Session at 11:48 a.m. on a motion of Councillors Bell and Coleman.

Carried

13.1 S.239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Apps' Mill Verbal Update) - Councillor Miller

13.2 S.239(2)(c) A proposed or pending acquisition or disposition of land; (f) Advice subject to solicitor-client privilege; (k) A position, plan, procedure, criteria or instruction to be applied to negotiations (Alexander Ave) - C. Glassford

13.3 S.239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (Development Services Staffing Plan Verbal Update) - A. Dyjach & D. Namisniak

14. Next Meeting and Adjournment

Committee adjourned at 11:49 am to meet again on July 16, 2024 at the County of Brant Council Chambers.

Secretary