



Administration and Operations Committee Minutes

Date: September 17, 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, Crozier, Dyjach, Mete, Stevenson, Walton, Bailey, Bazzard, Bergeron, Cunningham, Demers, Eby, Mifflin, Vink, Tulumello, Allison, and Pluck

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Councillor Peirce in the Chair.

1. Attendance

Attendance was taken.

2. Approval of Agenda

Moved by Councillor Oakley
Seconded by Councillor Kyle

That the Administration and Operations Committee agenda for September 17, 2024, be approved.

Carried

3. Declaration of Pecuniary Interests

3.1 Mayor Bailey - 10.1 Cemetery Advisory Committee Minutes & Report of July 25, 2024

Mayor Bailey declared a pecuniary interest on this item.

4. Delegations / Petitions / Presentations

None.

5. Adoption of Minutes from Previous Meetings

5.1 Administration and Operations Committee Minutes of July 16, 2024

Moved by Councillor Coleman
Seconded by Mayor Bailey

That the Administration and Operations Committee minutes of July 16, 2024, be approved.

Carried

6. Business Arising from the Minutes

Parking on Park Avenue, Burford

In response to questions, Greg Demers, Director of Roads advised that an update on parking on Park Avenue will be brought back to Committee in November.

Oakland Community Centre Potential Tenant

In response to questions, Phil Mete, General Manager of Community Services advised that discussions are ongoing with the potential tenant for part of the Oakland Community Centre building.

7. Consent Items

7.1 Consent Items to be Approved

7.1.1 RPT-0343-24 Award of OPS-RFT-24-26 Bennett Municipal Drain

Moved by Councillor Coleman
Seconded by Councillor Kyle

That OPS-RFT-24-26 Bennett Drain be awarded to Robinson Farm Drainage for the bid price of \$1,005,779.00 (excluding HST).

Carried

7.1.2 RPT-0401-24 Environmental Management Reserve

In response to questions, Andrea Bazzard, Director of Environmental Services advised that staff have been meeting with users to discuss the transition and that the biggest change will be for commercial institutions.

Moved by Councillor MacAlpine
Seconded by Councillor Howes

Whereas in March 2021 a resolution was passed to establish an Environmental Management Reserve with the savings, \$329,585 based on 2024 budgeted expenses, realized from the Blue Box program being transitioned to the Producers in 2025.

And whereas the waste collection contract cost will increase 85% (\$1,216,915.28) in 2025, in essence meaning no savings;

That the savings from the transition of Blue Box program to the Producers be used to offset the increased waste collection contract cost instead of being placed into an Environmental Management Reserve.

Carried

7.1.3 RPT-0325-24 Site Alteration By-law Update

Moved by Mayor Bailey
Seconded by Councillor Bell

That RPT-0325-24- Site Alteration By-law Update be approved;

And that amendments to the County of Brant License Tribunal Rules of Practice and Procedures be prepared and presented to Council for approval;

And that an amending by-law to the Site Alteration By-law, 82-22, be prepared and presented to Council for approval;

Carried

7.1.4 RPT-0185-24 - OLT E-File Portal Registration

Moved by Councillor Miller
Seconded by Councillor Kyle

That RPT-0185-24 OLT E-File Portal Registration be received; and

That E-file be approved as an option for the filing of Ontario Land Tribunal appeals within the County of Brant.

Carried

7.1.5 RPT-0318-24 Appointment of an Engineer under section 78 for the Terryberry Drain

Moved by Mayor Bailey
Seconded by Councillor Chambers

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 majority of the Terryberry Municipal Drain system was last improved under a report prepared by John B. Dodd, O.L.S., dated January 11, 1967, and adopted by By-Law 1625 of the former Township of Burford;

And whereas property owners assessed into the Terryberry Municipal Drain have made multiple verbal and email complaints requesting drain improvement and repairs as early as 1998;

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

Carried

7.1.6 RPT-0133-24 Species at Risk Mitigation Plan Policy

Moved by Councillor Oakley
Seconded by Councillor Kyle

Whereas all municipalities are required to comply with *Ontario Regulation 242/08* and the *Endangered Species Act (ESA)*;

And whereas the County of Brant is undertaking a lot of drain maintenance work requiring the compliance with this legislation;

THAT RPT-0133-24 Species at Risk Mitigation Plan Policy be received as information;

AND that the Species at Risk Mitigation Plan Policy (Attachment 1) and Mitigation Plan (Attachment 2) be approved.

Carried

7.1.7 RPT-0360-24 Vehicle for Hire By-law Amendment

Moved by Councillor Coleman
Seconded by Councillor Howes

THAT Report RPT-360-24, Vehicle for Hire By-law #58-22 amendments be received;

AND THAT section 2.1(9) of the County of Brant Vehicle for Hire By-law #58-22, be deleted and replaced with the following bolded wording:

2.1 Except where otherwise provided, the provisions of this By-law shall apply to the operation of a Vehicle for Hire within the County of Brant, except:

(9) a conveyance which begins from outside the County of Brant, where the Vehicle for Hire can legally operate in the municipality in which the conveyance begins;

AND THAT Schedule "A" Fare Card be amended to read: "RATE FOR TRIPS WHERE DROP OFF IS OUTSIDE OF THE COUNTY OF BRANT TO BE DETERMINED BY THE CAB COMPANY."

AND THAT that section 10.3 of By-law #58-22 surrounding inspections be amended to read: "Notification of an inspection **under section 10.1** or an Order made under section 10 of this By-law shall be served on an Owner:

Carried

7.1.8 RPT-0199-24 Building By-law 4-22 Housekeeping Update

Moved by Councillor Bell
Seconded by Councillor Kyle

That RPT-0199-24 Building By-law 4-22 Update be approved; and

That an amending by-law for by-law 4-22, the Building By-law, be prepared and presented for Council's consideration and approval.

Carried

7.2 Consent Items to be Received

Item 7.2.1 and 7.2.2 were pulled for discussion.

Moved by Councillor Coleman
Seconded by Councillor Oakley

That the following items be received:

- RPT-0428-24 Municipal Drain Progress Update
- Fire Prevention Activity Report - July and August
- 2024 Ontario Senior Achievement Award

Carried

7.2.1 RPT-0428-24 Municipal Drain Progress Update

7.2.2 Fire Prevention Activity Report - July and August 2024

In response to questions, Cindy Stevenson, General Manager of Emergency and Protective Services noted that they can provide Council with further details on the structure fires.

7.2.3 2024 Ontario Senior Achievement Award

8. Staff Reports

8.1 RPT-0410-24 Paris' "Downtown Dig" - Strategic Initiatives Update

In response to questions, Melissa Connor, General Manager of Strategic Initiatives reviewed that once design details are finalized, a multi-media, comprehensive communications strategy, including visuals would be undertaken to help promote the proposed enhancements and to clarify construction scopes and schedules as they affect residents, businesses and tourism. In discussion, it was suggested that communication on this project is critical and that there may be misunderstanding amongst residents and businesses about the timing and final result of this project.

Moved by Mayor Bailey
Seconded by Councillor Oakley

That RPT - 0410 - 24 be received as information;

And that Council delegate authority to the General Manager of Strategic Initiatives to approve Downtown Paris Community Improvement Plan Applications for \$5,000 and under to expedite requests.

Carried

8.2 RPT-0418-24 Pre-Budget Tender Approval for the Downtown Dig and Other Various Capital Projects

Mark Eby, Director of Infrastructure and Asset Management appeared before the Committee and advised that a plan will be brought forward for Council's consideration, outlining the next five years of capital projects and public consultation.

Moved by Councillor Coleman
Seconded by Councillor Kyle

That staff be directed to start the Operations Capital project tender process in advance of the 2025 Budget Deliberations and approval to ensure that the four (4) projects listed as follows are tendered at the most advantageous time of year:

- Grand River Street North Downtown Dig;
- Reid Bridge Rehabilitation;
- Peddie Bridge Rehabilitation;
- Douglass Bridge Rehabilitation;

And that the tender for Grand River Street North (GRSN) be presented to Council for approval in January, ahead of budget approval;

And that staff report back to Council for approval of the remaining tenders as required by the County Purchasing Policy;

And that Attachments 1 and 2 outlining the tentative schedule for GRSN Downtown Dig and other construction projects in the downtown Paris area, respectively, be received for information

Carried

8.3 RPT-0417-24 Castler and Kelly Bridges Conversion or Closure Review

Moved by Councillor Miller
Seconded by Councillor Coleman

That staff be directed to include the minor rehabilitation work for the Castler Bridge in the 2025 budget;

And that the minor rehabilitation works at the Kelly Bridge be included in a future budget;

And that staff also review the inclusion of funding to complete minor rehabilitation, and maintenance works at County of Brant (County) structures as best practice to maintain County owned assets in future budget years.

Carried

8.4 RPT-0423-24 - Reduce Speed Limits at All Times on Roads Adjacent to Schools to 40 km/hr

In response to questions, G. Demers advised that the County of Brant is currently reviewing 40 kilometre per hour neighbourhoods, and that the reduction of school zones to 40 kilometre per hour will be year round.

Moved by Councillor Oakley
Seconded by Councillor MacAlpine

Whereas all County of Brant (County) roads adjacent to schools have a 40 km/hr speed limit area during school times only;

And whereas, The County of Brant has been approved for the implementation of the Automated Speed Enforcement Ontario Program, (ASE);

And whereas, further to the Report dated July 20, 2021, RPT-21-199 Proposal for Speed Limit Reductions and RPT-21-223 Proposal Community Safety Zones in school areas, a review of the existing speed limits on roads adjacent to schools have identified the need to regulate the speed limit to 40 km/hrs at all times;

And whereas staff follows the guidelines of the May 23, 2019, approved Council report "CD-19-63 - Brant Safe Streets Speed Control and Road Safety Strategy" for an enhanced level of pedestrian safety;

Be it hereby resolved that Traffic By-Law Number 182-05, Schedule J, be amended by reducing the speed limit to a maximum 40 km/hr speed limit at all times of the day to the following sections of road;

- Beverley Street West – from approximately 300 meters west of High Street to approximately 127 metres east of High Street;
- Brant School Road – from approximately 148 metres east of Colborne Street East to approximately 701 metres east of Colborne Street East;
- Church Street West – from Simcoe Street to approximately 20 metres west of Royal Troon Drive;
- Grand River Street North – from approximately 150 metres south of St Patrick Street to approximately 8.5 metres south of Paris Links Road;
- Mt Pleasant Road – from approximately 150 metres south of the southerly property line of 667 Mt. Pleasant Road to approximately 150 metres north of the northerly property line of 667 Mt. Pleasant Road;
- Silver Street – from Market Street to Jefferson Street;

That the Brant County Ontario Provincial Police (OPP) Department be advised of these proposed speed limit reductions and to monitor them as resources permit them to do so.

Carried

8.5 RPT-0370-24 Delegated Authority Approval for Additional Solid Waste Collection Services

Moved by Councillor MacAlpine
Seconded by Councillor Kyle

Whereas the St George Children's Center, a not-for-profit registered charitable organization, operates the Little Learners of St. George daycare in the basement of the Holy Trinity Church located at two (2) Andrew Street, St George and has requested to set out up to five (5) bags of garbage per week for the daycare;

That the garbage bag/container set out limit for this property be increased to eight (8) to support the daycare and church usage, from the current four (4) limit authorized through the Solid Waste Control Bylaw 146-17, as long as the Little Learners of St George is in operation at this location;

And that the General Manager of Operations be given Delegated Authority to approve future increased garbage bag/container set out limits for properties when there is a community benefit to the County of Brant;

And that an amendment to by-law 73-22, being the delegation of authority By-law, be prepared and presented to Council for approval.

Carried

8.6 RPT-0439-24 2025 Budget Direction

In response to questions, Heather Bailey, Manager of Budgets and Long-Term Financial Planning / Deputy Treasurer advised that the starting capital levy amount is based on previous years' budget, applying the non-residential construction price index, with staff working to apply this levy and other sources of funding to projects that most closely achieve the County's asset management, development charges (growth) and Council-priority asset projects.

In response to a question, Rob Walton, General Manager of Operations indicated that several recommendations to proceed to tender are anticipated in advance of final budget approval, to ensure that there are no project delays and optimal competitive pricing.

Moved by Councillor Bell
Seconded by Councillor Kyle

That staff be directed to prepare a proposed 2025 **operating** budget which:

- a. maintains the current level of service; and

- b. includes decision packages for any proposed increase or change in level of service;

That staff be directed to prepare a proposed 2025 ten-year **capital** forecast:

- a. to fund maintenance and/or replacement of existing assets/infrastructure with a starting 2025 capital levy of \$16,775,663; and
- b. to include decision packages for the purchase/construction of new assets; and

And that a 2025 budget schedule as below be approved,

- January 16th, 2025, 9am – Initial Presentation of Draft Budget & Department Presentations
- January 22nd, 2025, 6pm – External Agencies Presentations & Capital Budget Review
- February 6th, 2025, 9am – Budget Deliberations & Decision Packages
- Additional meetings if needed
- February 25th, 2025, 6pm Council Meeting – Budget Approval

No Vote. Motion to Amend Follows

Moved by Councillor Bell
Seconded by Mayor Bailey

That the clause "to fund maintenance and/or replacement of existing assets/infrastructure with a starting 2025 capital levy of \$16,775,663" be struck out and replaced with "to fund maintenance and/or replacement of existing assets/infrastructure to a level that fully meets the requirements of the approved Asset Management Plan".

Carried

Moved by Councillor Bell
Seconded by Mayor Bailey

That staff be directed to prepare a proposed 2025 **operating** budget which:

- a. maintains the current level of service; and
- b. includes decision packages for any proposed increase or change in level of service;

That staff be directed to prepare a proposed 2025 ten-year **capital** forecast:

- a. to fund maintenance and/or replacement of existing assets/infrastructure to a level that fully meets the requirements of the approved Asset Management Plan; and
- b. to include decision packages for the purchase/construction of new assets;

And that a 2025 budget schedule as below be approved,

- January 16th, 2025, 9am – Initial Presentation of Draft Budget & Department Presentations
- January 22nd, 2025, 6pm – External Agencies Presentations & Capital Budget Review
- February 6th, 2025, 9am – Budget Deliberations & Decision Packages
- Additional meetings if needed
- February 25th, 2025, 6pm Council Meeting – Budget Approval

Carried

8.7 RPT-0440-24 Multi-Year Budgeting

In response to questions, H. Bailey confirmed that changes can be made to the budget if a multi-year budget was passed. She provided further examples of municipalities that have implemented multi-year budgeting and noting additional staff were hired to work on the multi-year budget.

Moved by Councillor Oakley
Seconded by Councillor Bell

That the 2025 Budget be prepared in the same manner as previous years, with a one-year operating budget and a ten-year capital forecast;

That a phased-in approach to the implementation of a multi-year budget process for both the operating and capital budgets commencing with a two-year budget in 2026 and a subsequent four-year budget in 2028 be approved in principal;

And that the additional resources required to implement multi-year budgeting process be referred to 2025 budget deliberations.

Defeated

Moved by Councillor Bell
Seconded by Councillor MacAlpine

That the 2025 Budget be prepared in the same manner as previous years, with a one-year operating budget and a ten-year capital forecast;

And that a one-year budget for 2026 be prepared with a three-year forecast for 2027-2029.

Carried

8.8 RPT-0335-24 Purchasing By-law Amendment - Services from Brant Municipal Enterprises

Moved by Councillor Coleman
Seconded by Councillor Bell

That the County of Brant Purchasing By-law, By-law Number 87-22, Schedule “B” – Items Not Subject to the County’s Purchasing By-law” be amended to add the following:

5.0 Services Provided by Brant Municipal Enterprises

Procurement of the following services directly from Brant Municipal Enterprises (BME) is not subject to the County’s Purchasing Policy, but will require an agreement in advance between the County and BME outlining the scope, terms and payment schedule for such works:

- a. Operation and maintenance of solar installations, including replacement of any equipment / panels;
- b. Operation and maintenance of other energy conservation / joint initiative installations;
- c. Consulting Services for energy management / energy conservation features on new build projects;
- d. Consulting Services for County projects and studies which align with BME’s Strategic Plan and where an efficiency and/or improved outcome is anticipated with such input; and
- e. Grant writing / grant reporting support

Procurement of the following construction works directly from Brant Municipal Enterprises (BME) is not subject to the County’s Purchasing Policy, but will require BME to be identified in advance as a vendor for the project, to be incorporated into third party project tenders and contract documents. This may also require BME to enter into a third-party contract as a sub-trade:

- a. Installation or replacement of equipment related to solar, energy conservation, lighting or other initiatives aligned with BME’s business portfolio; and
- b. Installation or replacement of equipment related to any pilot projects for new joint initiatives between BME and the County of Brant

Nothing under Section 5.0 – Services Provided by Brant Municipal Enterprises precludes staff from seeking competitive bids for any works noted above. No services provided by Brant Municipal Enterprises under Section 5.0 disqualifies it from bidding on any competitive bid process undertaken in accordance with the Purchasing By-law.

All purchases shall be aligned with legislative procurement requirements and this by-law.

Carried

9. Communications

None.

10. Committee Minutes & Reports

10.1 Cemetery Advisory Committee Minutes & Report of July 25, 2024

Mayor Bailey declared a conflict of interest of interest on this item and did not participate in debate or vote.

Moved by Councillor Kyle
Seconded by Councillor MacAlpine

That the Cemetery Advisory Committee report and minutes of July 25, 2024 be approved noting the following recommendation:

1. That staff be directed to investigate the two gravestones next to the Bailey Stone, Choi and Thompson, at the St. George Cemetery, and report back to committee at the next cycle.

Carried

10.2 Communities Improvement Plan Committee minutes of July 15, 2024

Moved by Councillor Howes
Seconded by Councillor Oakley

That the Community Improvement Plan Committee minutes of July 15, 2024 be received as information.

Carried

11. Other Business

Update on Artificial Intelligence Traffic Junctions

In response to questions, G. Demers advised that Brant Municipal Enterprises and the AI manufacturer are reviewing the data and a report is forthcoming to Committee.

Powerline Road Slope Failure

R. Walton provided a brief update on emergency slope repairs for Powerline Road, east of Pottruff Road.

In response to questions, R. Walton provided an update on other slope works within the municipality, including consultations for works along the Grand River in the Onondaga area and dyke rehabilitation works in Paris.

12. In Camera

None.

13. Next Meeting and Adjournment

Committee adjourned at 10:19 a.m. to meet again on October 15, 2024, at the County of Brant Council Chambers.

Secretary