



Administration and Operations Committee Minutes

Date: November 19, 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, Mete, Stevenson, Walton, Demers, Mifflin, Eby, Bazzard, Bailey, Bergeron, and Katikapalli

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Councillor Peirce in the Chair.

1. Attendance

Attendance was taken.

2. Approval of Agenda

Moved by Mayor Bailey
Seconded by Councillor Oakley

That the Administration and Operations Committee agenda for November 19, 2024, be approved, as amended.

Carried

3. Declaration of Pecuniary Interests

- 3.1 Councillor Garneau - RPT-0483-24 Pre-Budget approval for Fleet Replacement - G. Demers

4. Delegations / Petitions / Presentations

4.1 Melanie Mears - St. George Children's Center - Funding Request

Melanie Mears presented regarding a funding request for the St. George Children's Center. She provided an overview of the various programs that are offered and spoke to the growing demand for their services, and also expressed concerns with the facility's windows, which do not hold in heat.

Discussion commenced surrounding the emergency grant request and the community grants program and it's process.

In response to questions, M. Mears noted as the building is designated heritage the request will also be brought to the Brant Heritage Committee.

Moved by Councillor Chambers
Seconded by Mayor Bailey

That the delegation Melanie Mears - St. George Children's Center - Funding Request, be received as information;

And that the funding request be referred to staff to provide a report on further financial details and grant opportunities regarding the St. George Children's Center, at the subsequent committee meeting.

Carried

5. Adoption of Minutes from Previous Meetings

5.1 Administration and Operations Committee Minutes of October 15, 2024

Moved by Councillor Oakley
Seconded by Councillor Kyle

That the Administration and Operations Committee minutes of October 15, 2024, be approved.

Carried

6. Business Arising from the Minutes

In response to questions, Rob Walton, General Manager of Operations, advised a report is forthcoming to committee regarding Cleaver Rd Bridge construction in Q1 2025.

7. Consent Items

7.1 Consent Items to be Approved

7.1.1 RPT-0494-24 Source Water Protection Plan and Assessment Report
Amendments for the City of Brantford

Moved by Councillor Coleman
Seconded by Councillor Bell

Whereas Section 34 (s. 34) of the Clean Water Act, 2006, allows locally initiated amendments of the Source Protection Plan and Assessment Reports requiring counsel endorsement prior to pre-consultation with effected municipalities, ministries, first nations and other implementing bodies;

That the County of Brant (the County) endorses the proposed amendments to the Grand River Source Protection Plan (GRSSP) and Assessment Report (AR), as it relates to the City of Brantford, and outlined in the Lake Erie Region Source Protection Committee Report SPC-24-09-04 "S. 34 Amendment to the Grand River Assessment Report and Source Protection Plan: City of Brantford"

Carried

- 7.1.2 RPT-0105-24 Award of OPS-RFP-24-05 Design, Supply, Delivery, Installation and Construction Services of MBR System for the St. George WPCP

Moved by Mayor Bailey
Seconded by Councillor MacAlpine

Whereas detailed design of the St. George Water Pollution Control Plant (WPCP) expansion and upgrades is nearing completion.

And whereas, a membrane bioreactor (MBR) system has been selected as the preferred treatment technology.

And whereas, due to the long lead time for the MBR equipment and the need to incorporate design aspects of the MBR system within the overall treatment plant design, it was determined that the MBR system will be pre-selected and pre-purchased during the design phase.

That OPS-RFP-24-05 for the detailed design, supply, delivery and installation of the MBR equipment for the St. George WPCP expansion be awarded to Veolia Water Technologies & Solutions Canada GP (aka GE Water & Process Technologies) for the bid price of \$3,575,400.00 (excluding HST).

Carried

- 7.1.3 RPT-0502-24 Disposition of Surplus Lands - 679 Bishopsgate Road, 24 Falkland Road and 1 Highway 2

In response to questions, Alison Newton, CAO, advised of the process to deem County owned landed surplus through the Senior Management Team (SMT).

Moved by Councillor Howes
Seconded by Councillor Coleman

That lands described as 679 Bishopsgate Road, 24 Falkland Road and 1 Highway 2 be declared surplus;

And that staff be directed to commence the disposition of these lands.

Carried

7.1.4 RPT-0214-24 Entrance By-law Repeal and Replace

Moved by Councillor Oakley
Seconded by Councillor Kyle

Whereas County of Brant (County) Entrance Bylaw 176-99 (as amended by By-Law 45-12) to regulate property entranceways and culverts was enacted on September 7, 1999; and

Whereas the current Entrance By-Law is outdated and references the Municipal Act, 1990 which has been replaced with the Municipal Act 2001; and

Whereas the current Entrance Bylaw requires updating and clear language related to current Federal, Provincial and Municipal regulatory tools;

That Report RPT-0214-24 "Entrance By-Law Repeal and Replace" be received; and

That the County of Brant Entrance By-Law No. 176-99 (as amended by By-Law 45-12) (Entrance By-Law) (Appendix A) be repealed and replaced with draft by-law (Appendix B) for Council enactment on November 26, 2024.

Carried

7.1.5 RPT-0398-24 Operations Policy - Servicing Additional Residential Units

In response to questions, R. Walton advised ARU's with private servicing are regulated under the Ontario Building Code.

Moved by Councillor Chambers
Seconded by Councillor Coleman

Whereas all municipalities are required to accommodate Additional Residential Units (ARUs) as per Ontario Regulation 299/19 and the Planning Act;

And whereas the development of Additional Residential Units has become increasingly popular within the County of Brant (County);

And whereas, the Road-Use By-Law 33-12 deems it necessary and expedient to control the use of municipal highways;

That the Operations Policy - Additional Residential Unit Servicing (Attachment 1) be approved.

Carried

7.1.6 RPT-0492-24 Various Traffic Modifications - Roads

In response to questions, Greg Demers, Director of Roads, advised that stop signs do not work as a traffic calming method unless there is traffic queuing on the roads.

Moved by Councillor Coleman
Seconded by Councillor Bell

Whereas the Roads Division has received various requests for traffic modifications for several different locations throughout the County of Brant (the County). Requests were made through the Brant Safe Streets (BSS) program and by various County Departments;

And Whereas the following traffic restrictions are recommended as follows:

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

1. Joseph Brant Street at Mulholland Drive

To implement into Schedule B, Stop Signs, Mulholland Drive – for northbound direction as it intersects with Joseph Brant Street;

To implement into Schedule B, Stop Signs, Mulholland Drive – for southbound direction as it intersects with Joseph Brant Street;

3. White Swan Road

To implement into Schedule J, Speed Limit, a speed reduction from 80km/hr to a 50 km/hr speed limit from Colborne Street East to approximately 250 metres south of Colborne Street East;

That the remainder of White Swan Road from approximately 250 metres south of Colborne Street East to the intersection of Lanford Church Road at McBay Road and Baptist Church Road remains an 80 km/hr speed limit.

That the appropriate By-Laws be amended to recognize new stop signs and new speed limit signs.

That the Brant County Ontario Provincial Police Department be advised of these proposed revisions and monitor the areas as their resources permit them too.

Carried

Moved by Councillor Bell
Seconded by Mayor Bailey

2. William Street at West River Street

To implement into Schedule B, 4 Way Stop Signs, William Street – for eastbound direction as it intersects with West River Street

Carried

7.1.7 RPT-0521-24 2025 Fees and Charges

Moved by Councillor MacAlpine
Seconded by Councillor Kyle

That the proposed 2025 fees and charges for the County of Brant be approved;
And that the 2025 Fees and Charges By-law be presented to Council for approval;

And that the fees and charges be implemented January 1, 2025, unless otherwise noted in the by-law.

Carried

7.1.8 RPT-0345-24 Contract Extension for Water and Wastewater Billing Services - GrandBridge Energy Inc.

Moved by Mayor Bailey
Seconded by Councillor Kyle

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

That the County of Brant (the County) extend their agreement with GrandBridge Energy Inc. to continue to provide services through to December 31, 2027, with an optional one (1) year extension to December 31, 2028.

Carried

7.1.9 RPT-0503-24 2025 Paramedic Services Budget

In response to questions, Cindy Stevenson, General Manager of Emergency & Protective Services, advised that the Ambulance Strategic Plan in 2016 recommended an additional 12 hour ambulance every two years, though forecasted conditions have since changed and future capital forecasts will be adjusted based on volume and resources.

Moved by Councillor Coleman
Seconded by Councillor Oakley

That the Paramedic Services draft 2025 Operating Budget with base expenditures of \$18,892,458 and a base Net Levy of \$10,684,258 be approved;

That the 2025 Paramedic Services Capital Budget, totaling \$1,802,603, with

\$1,217,603, to be funded from the Ambulance Equipment and Vehicle Reserves, \$162,630 from Ambulance Development Charges Reserves for the County of Brant, and \$422,370 from the City of Brantford be approved.

Carried

7.2 Consent Items to be Received

Councillor Miller separated items 7.2.1 2025 Annual Billing Statement - Municipal Policing Bureau Ontario Provincial Police and 7.2.3 2025 Annual Billing Statement - Municipal Policing Bureau Ontario Provincial Police for discussion purposes.

Moved by Councillor Miller
Seconded by Councillor MacAlpine

That the following items, be received as information:

- 2025 Annual Billing Statement - Municipal Policing Bureau Ontario Provincial Police
- Fire Prevention Activity Report - October 2024 - D. Kellam
- RPT-0386-24 Age Friendly Community Plan Status Update - S. Dredge
- RPT-0498-24 Update on Emergency Management Program Initiatives - K. Pottruff

Carried

8. Staff Reports

8.1 RPT-0483-24 Pre-Budget approval for Fleet Replacement

Councillor Garneau declared a conflict on this item.

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

In response to questions, G. Demers advised the vehicles were forecasted and identified to be replaced in a 10 year plan.

Moved by Councillor Coleman
Seconded by Councillor Oakley

That staff be directed to start the vehicle and equipment purchase process in advance of the 2025 Budget Deliberations to secure the necessary vehicles and equipment needed to carry out County of Brant (the County) Services. This request includes the purchase of eighteen (18) vehicles and equipment of various sizes;

And that staff report back to Council for approval as required by the County Purchasing Policy.

Carried

8.2 RPT-0482-24 Staffing for Automated Speed Enforcement (ASE)

In response to questions, Greg Bergeron, Director of Enforcement & Regulatory Services advised that a basic formula is being used based on the experience from other municipalities, and that from this exercise a surplus is expected. He further noted that staff will be hired as needed and that the two staff requested are to launch the program. G. Bergeron further reviewed the appeal process for a penalty order.

In response to further questions, G. Bergeron noted that the trial phase camera was installed on October 1, and that the first month saw approximately 4,700 penalty notices. He advised that notices will not be sent in the trial period, and that it is the desire to conduct a public campaign to notify that the cameras are in use. G. Bergeron noted that when a notice is issued, a search is required which costs \$8.25, which will be downloaded to the vehicle owner.

Moved by Councillor Oakley
Seconded by Councillor Kyle

THAT the Committee approve the recruitment and hiring of one (1) full-time Screening Officer and one (1) full-time Provincial Offences Officer to administer the Automated Speed Enforcement Program.

Carried

8.3 RPT-0501-24 Cainsville Premier Employment Hub Comprehensive Land Use Strategy

In response to questions, Michelle Schaeffe, Senior Environmental Planner advised that a master servicing plan was completed and that Operations will go to consultant in early 2025 for the design work, which will influence a phased or full approach.

Alison Newton, Chief Administrative Officer advised that the design work for servicing, construction, and the land use strategy would take approximately one year each. She further noted that this is a requirement through the new Planning Act for each step to proceed in tandem.

Moved by Councillor Garneau
Seconded by Councillor Kyle

THAT Report RPT-0501-24– Cainsville Premier Employment Hub Comprehensive Land Use Strategy be received as information;

THAT \$250,000 be included in the 2025 Capital Budget (Policy Planning) for the Cainsville Premier Employment Hub Comprehensive Land Use Strategy;

THAT staff be directed to complete a Terms of Reference for the Cainsville Premier Employment Hub Comprehensive Land Use Strategy;

AND that staff be directed to undertake the process for procurement of the required external consultants in advance of approval of the 2025 Capital Budget.

Carried

8.4 RPT-0511-24 Assessment Base Management Policy

In response to questions, Christine Staley, Manager of Taxation & Revenue advised that a Review Roll is to ensure that all properties are assessed properly, and that an external company conducts the review. She further advised that a County Initiated appeal is when there is an error that MPAC is unable to fix and would have to be appealed to the Assessment Review Board.

In response to further questions, C. Staley advised that County staff will assist property owners who have lost their agricultural, forestry or conservation designation through assisting with completing and revising the appropriate forms.

Moved by Councillor Oakley
Seconded by Councillor Kyle

That the Assessment Base Management Policy be approved.

Carried

8.5 RPT-0519-24 2026 Municipal and School Board Elections - Alternative Forms of Voting

In response to questions, Sunayana Katikapalli, Director of Council Services/Clerk advised that there are additional options for two-factor authentication paired with personal information to ensure voter security. She additionally noted that the voter's list is being overseen by Elections Ontario.

Moved by Councillor Coleman
Seconded by Councillor Bell

That the County of Brant Council receive RPT-0519-24 - 2026 Municipal and School Board Election – Alternative Forms of Voting as information;

That the County of Brant Council adopt online voting as the voting method for the 2026 Municipal and School Board Election;

And further that the necessary Alternative Voting Method and Vote Counting By-law be enacted and passed.

Carried

8.6 RPT-0424-24 2026 Election Ward Boundary and Council Composition Survey Results and Next Steps

In response to questions, H. Boyd advised that the 2030 municipal election review with external expertise would begin being reviewed in 2027.

Moved by Councillor MacAlpine
Seconded by Councillor Howes

That RPT-0424-24 2026 Election Ward Boundary and Council Composition Survey be received as information; and

That the current ward boundary and Council composition remain for the 2026 Municipal Election;

And that a fulsome comprehensive review be conducted for the 2030 Municipal Election, including external expertise, be included in future budget considerations.

Carried

9. Committee Reports & Minutes

9.1 Tourism Advisory Committee Minutes of November 7, 2024

Moved by Councillor Kyle
Seconded by Mayor Bailey

That the Tourism Advisory Committee minutes of November 7, 2024, be received as information.

Carried

9.2 Brant Heritage Committee Report and Minutes of November 7, 2024

In response to questions, Councillor Howes provided an overview of the Joint Heritage Committee meeting.

Moved by Councillor Howes
Seconded by Councillor MacAlpine

That the following recommendation of the Brant Heritage Committee from its meeting on November 7, 2024 be approved:

1. That the Joint Heritage Committee meeting be tentatively held at the Dominion Telegraph Centre, with the final decision to be made at the December 5, 2024, Brant Heritage Committee meeting.

Carried

10. Communications

None.

11. Other Business

Councillor Bell - Rest Acres Road Signage

Councillor Bell advised that he has received concerns regarding the number of signs on Rest Acres road and inquired if it is permissible. A. Newton advised that staff will investigate for non-compliant signs, and advised that a staff report will be coming forward regarding community service signs.

Councillor Bell - Roundabout Safety

Councillor Bell inquired about improving pedestrian safety at roundabouts.

In response to questions, R. Walton advised that Operations has met with the consultants regarding the roundabouts for Grand River Street North, that there is a need for an education program on roundabouts for the community, and that more information will be brought back to Council.

Wayfinding Strategy - Councillor Miller

Councillor Miller spoke to the wayfinding strategy, noting that it provided common signage across the County, but settlement areas that are not designated in the Official Plan wayfinding signs are not accounted for.

Moved by Councillor Miller
Seconded by Councillor Garneau

That the unaccounted for signage identified through the wayfinding strategy be referred to staff for a report containing options for the existing signage.

Carried

12. In Camera

Moved by Councillor Coleman
Seconded by Mayor Bailey

That the Administration and Operations Committee convene In Camera to discuss RPT-0504-24- S.239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board (925 Rest Acres Road) - M. Eby.

Carried

Committee convened In Camera at 11:17 a.m. to discuss RPT-0504-24- S.239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board (925 Rest Acres Road) - M. Eby. This portion of the meeting is recorded in the Confidential – In Camera minutes of November 19, 2024. Committee reconvened in Open Session at 11:21 a.m. on a motion of Councillor Coleman and Mayor Bailey.

13. Next Meeting and Adjournment

Committee adjourned at 11:22 a.m., to meet again on December 10, 2024, at 9:00 a.m. at the County of Brant Council Chambers.

Secretary