



## Administration and Operations Committee Minutes

**Date:** April 15, 2025  
**Time:** 9:00 a.m.  
**Location:** Council Chambers  
7 Broadway Street West  
Paris, ON

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

**Regrets:** Councillors Oakley, and Chambers

**Staff:** Newton, Boyd, Connor, Dyjach, Mete, Stevenson, Bazzard, Demers, Eby, Mifflin, and Allison

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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 Coleman

That the Administration and Operations Committee agenda for April 15, 2025 be approved.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

Moved by Councillor Miller  
Seconded by Mayor Bailey

That S. 38 of Procedure By-law 14-20, be waived, in order to conduct the vote by a show of hands in the approval or opposition to the motion.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

### **3. Declaration of Pecuniary Interests**

#### **3.1 Councillor Garneau - RPT-0162-25 - Parks and Facilities Fee Update (Community Tree Program) - K. Ballantyne**

The initiative relates to Councillor Garneau's business.

### **4. Delegations / Petitions / Presentations**

#### **4.1 Jim Bruzzese - BMA Management Consulting - Water and Wastewater Rate Study - Project Update #2**

Jim Bruzzese, BMA Management Consulting, presented on the April 2025 Water and Wastewater Rate Study. He presented on the long range financial plan and rate structure review, current water and wastewater rates, and the 2024 residential and commercial cost of service. J. Bruzzese also presented the goals and objectives to evaluate rate structures, fixed vs. volumetric benchmarking including rate structure recommendations. He then presented on financing options including two funding options for the water and wastewater 5 year capital budget. He noted the residential and commercial impact for the option comparisons, and recommended to reduce the fixed monthly allocation over a 4-year period; maintain humpback rate Structure; maintain residential seasonal water rates; and implement Option 2 rates, as noted in the delegation.

In response to questions, Heather Boyd, General Manager of Corporate Services, advised costs may be recovered through grant and/or front ending agreements with developers. She noted a report on debt levels and the County's self imposed limit in the fall of 2025.

Moved by Councillor Coleman  
Seconded by Councillor Kyle

That the delegation, Jim Bruzzese - BMA Management Consulting - Water and Wastewater Rate Study - Project Update #2, be received as information.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

Moved by Councillor Bell  
Seconded by Councillor Kyle

That S. 10 (d) of Procedure By-law 14-20 be waived, in order to allow the delegation to speak for longer than 10 minutes.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

## **5. Adoption of Minutes from Previous Meetings**

### **5.1 Administration and Operations Committee Minutes of March 18, 2025**

Moved by Councillor Howes  
Seconded by Councillor Kyle

That the Administration and Operations Committee minutes of March 18, 2025 be approved.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

## **6. Business Arising from the Minutes**

None.

## **7. Consent Items**

### **7.1 Consent Items to be Approved**

Moved by Councillor Bell  
Seconded by Mayor Bailey

That the following consent items, be approved:

- RPT-0145-25 - 2025 Tax Rates - D. van Engen
- RPT-0156-25 - Naming of Columbarium Outdoor Service Area at Paris Cemetery - S. DeLaronde
- RPT-0153-25 - Paris Lions Park Batting Cage Construction and Naming - S. DeLaronde
- RPT-0173 - CIP-25-05 for 71 Grand River Street North and Amendment to CIP-25-02 - B. Webb

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

### **7.2 Consent Items to be Received**

Councillor Miller requested item 7.2.1. RPT-0035-25 - 2024 Wastewater Treatment Facilities and Collection System Annual Reports - A. Dubeckyj and M. D'Hondt, be pulled to for discussion purposes.

Moved by Councillor Miller  
Seconded by Mayor Bailey

That the following consent items, be received as information:

- RPT-0149-25 - Water and Wastewater Rate Study - Project Update #2 - H. Mifflin
- RPT-0158-25 - 2024 Low Volume Road Maintenance - Brant School Road - J. Marcos
- Fire Prevention Activity Report - March 2025 - C. Murray

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

**7.2.1 RPT-0035-25 - 2024 Wastewater Treatment Facilities and Collection System Annual Reports**

In response to questions, Andrea Bazzard, Director of Environmental Services, advised of capacity limits and that staff are awaiting further information to develop future plans for the airport, noting that different options and funding strategies will be forthcoming to Council.

Moved by Councillor Miller  
Seconded by Mayor Bailey

Whereas annual performance reports on the County of Brant's (the County's) four (4) Wastewater Treatment Facilities and Collection Systems are submitted to the Ministry of Environment Conservation and Parks (MECP) by March 31, annually;

And Whereas, the annual performance reports are posted on the County Website at <https://www.brant.ca/en/water-services/operational-reports.aspx>

Therefore, that RPT-0035-25 2024 Wastewater Treatment Facilities and Collection System Annual Report, be received for information.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

**8. Staff Reports**

**8.1 RPT-0162-25 - Parks and Facilities Fee Update (Community Tree Program)**

Councillor Garneau declared a conflict on this item. (The initiative relates to Councillor Garneau's business. )

Moved by Councillor Coleman  
Seconded by Councillor Howes

Whereas fees and charges for all Municipal services including applications, licenses and permits are established through the Municipal Fees and Charges By-Law;

And whereas additional recreational programs, facilities and services are offered to meet the needs of the Community;

Therefore, that the following addition to the 2025 Municipal Fees & charges By-Law be approved:

- Community Tree - \$10.00

And that the amending by-law be prepared and presented to Council for their consideration.

Yes (8): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, and Councillor Coleman

Conflict (1): Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (8 to 0)**

**8.2 RPT-0160-25 - Vehicle for Hire By-law, Vehicle Age Requirement**

Moved by Councillor Miller

Seconded by Mayor Bailey

Whereas subsection 2.2 of Schedule 2 of the County of Brant Vehicle for Hire By-law No. 58-22 requires that no motor vehicle more than (10) years old may be plated as a vehicle for hire under this By-law; and

Whereas Easy Ride Taxi provided communication at the Administration and Operations Committee meeting on March 18, 2025, requesting an increase to the current 10-year maximum vehicle age to be changed to 15-20 years; and

Whereas Grand River Cab provided communication to Council at the March 25, 2025, meeting regarding the Vehicle for Hire By-law prohibition for vehicles that are more than 10 years old;

Therefore, that RPT-160-25 "Vehicle for Hire By-law, Vehicle Age Requirement" be received as information; and

That Committee provide approval of the vehicle age requirement, based on option B, as recommended in the report;

And THAT staff prepare an amending By-law for Council presentation on April 22, 2025, should the Committee choose Option B or provide an alternate recommendation.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

**8.3 RPT-0175-25 - Housing Needs Assessment - Preliminary Findings and Next Steps**

Brandon Kortleve, Manager of Policy Planning, appeared before Committee and presented on the report. He provided background and context, key findings and themes, preliminary directions, and concluded with next steps.

Discussion took place surrounding boarding houses, the Ontario Landlord and Tenant Act, and accessing the Ontario Building Fund.

Moved by Councillor Howes  
Seconded by Councillor Kyle

That RPT-0175-25 Housing Needs Assessment – Preliminary Findings and Next Steps, be received as information; and

That the preliminary findings of the housing needs assessment, as outlined in RPT-0175-25 and its attachments, be endorsed;

And that staff be directed to, upon completion of the engagement phase of the project, prepare a draft of the public facing Housing Needs Assessment report for presentation to Council.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

## **9. Committee Reports & Minutes**

### **9.1 Brant Heritage Committee Report and Minutes of April 3, 2025**

Moved by Councillor Howes  
Seconded by Councillor MacAlpine

That the Brant Heritage Committee Report and Minutes of April 3, 2025 be approved, including the following recommendation:

That the Brant Heritage Committee endorses community efforts to bring historical story elements into the Burford King Street Parkette.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**



## **10. Communications**

### **10.1 Ministry of Municipal Affairs and Housing - Letter from Minister Rob Flack to Heads of Council**

Moved by Councillor Coleman  
Seconded by Councillor Garneau

That the communication, Ministry of Municipal Affairs and Housing - Letter from Minister Rob Flack to Heads of Council, be received as information.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

### **10.2 Ministry for Seniors and Accessibility - 2025 Ontario Senior of the Year**

Moved by Councillor Coleman  
Seconded by Councillor Garneau

That the communication, Ministry for Seniors and Accessibility - 2025 Ontario Senior of the Year, be received as information.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

## **11. Other Business**

Councillor Coleman requested a progress report on all major project's in the County to be included as an item on future Administration and Operations Committee agenda's.

**12. In Camera**

Moved by Councillor Howes  
Seconded by Councillor Miller

That the Administration and Operations Committee convene In Camera to discuss RPT-0171-25 - S.239(2)(k) 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 - M. Eby.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Bell, Councillor Peirce, Councillor Miller, Councillor Coleman, and Councillor Garneau

Absent (2): Councillor Oakley, and Councillor Chambers

**Carried (9 to 0)**

Committee convened In Camera at 10:26 a.m. to discuss RPT-0171-25 - S.239(2)(k) 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 - M. Eby. This portion of the meeting is recorded in the Confidential – In Camera minutes of April 15, 2025. Committee reconvened in Open Session at 10:36 a.m. on a motion of Councillors Bell and Howes.

**13. Next Meeting and Adjournment**

Committee adjourned at 10:37 am to meet again on May 20, 2025, at the County of Brant Council Chambers.

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Secretary