



Administration and Operations Committee Minutes

Date: May 20, 2025
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, Mete, Stevenson, Bazzard, Eby, Maxwell, Mifflin, Dyjach, 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 Oakley

That the Administration and Operations Committee agenda of May 20, 2025, be approved.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

3. Declaration of Pecuniary Interests

None.

4. Delegations / Petitions / Presentations

4.1 Jim Bruzzese and Otilia Grec - BMA Management Consulting - Stormwater Revenue Requirement Analysis

Jim Bruzzese appeared before the Committee and presented the stormwater revenue requirement analysis. He presented the annual infrastructure gap (2024 AMP Study), inputs and assumptions, 2026-2030 Operating Budget Projection, Capital Budget (2025-2030) and Sources of Funding, reserve statement, and concluded with Closing the Infrastructure Gap.

Moved by Councillor Coleman
Seconded by Councillor Kyle

That the delegation from Jim Bruzzese and Otilia Grec - BMA Management Consulting - Stormwater Revenue Requirement Analysis, be received as information.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

4.2 MJMA Architecture & Design - Brant Sports Complex Expansion

Phil Mete, General Manager of Community Services, appeared before Committee and introduced the project.

Monica Lung and Mark Downing appeared before the Committee and presented the Brant Sports Complex Expansion. They presented the concept, consultation with 2 design options, class D costing, the preferred design, sustainability, accessibility and inclusivity, and they concluded with next steps.

Moved by Councillor Oakley
Seconded by Mayor Bailey

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

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

Moved by Councillor Oakley
Seconded by Mayor Bailey

That the delegation from MJMA Architecture & Design - Brant Sports Complex Expansion be received as information and referred to item 8.4 RPT-0114-25 - Brant Sports Complex Expansion - Design Options - S. Ellins and K. Ballantyne.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

4.3 Phil Harris - Mt. Pleasant Park Multi-Sports Pad Request

Phil Harris and Jay Robinson appeared before the Committee and presented on the Mt. Pleasant Park Multi-Sports Pad Request. Harris presented an aerial view of the site, he noted rink challenges, why it is needed, and the comparable J.L. Scott McLean Recreation Pad, Tillsonburg, as an example.

Discussion took place surrounding operation logistics and estimated costs.

Moved by Councillor Coleman
Seconded by Mayor Bailey

That the delegation Phil Harris - Mt. Pleasant Park Multi-Sports Pad Request, be received as information and referred to the 2026 budget process.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

5. Adoption of Minutes from Previous Meetings

5.1 Administration and Operations Committee Minutes of April 15, 2025

Moved by Councillor Howes
Seconded by Councillor Bell

That the Administration and Operations Committee minutes of April 15, 2025, be approved.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

6. Business Arising from the Minutes

None.

7. Consent Items

7.1 Consent Items to be Approved

Moved by Councillor Chambers
Seconded by Councillor Coleman

That the following consent items be approved:

- 7.1.1 RPT-0115-25 - Award of OPS-RFT-25-09 Main Street and Dumfries Street Reconstruction - C. Brown
- 7.1.2 RPT-0152-25 - Award of OPS-RFT-25-12 Paris WPCP ESA Compliance Upgrades - C. Brown
- 7.1.3 RPT-0161-25 - OPS-RFT-24-06 - Pavement Markings - Longitude Lines Contract Extension, OPS-RFT-24-19
- 7.1.5 RPT-0204-25 - CIP Application STG-25-01 for 41 Main Street South - B. Webb
- 7.1.6 RPT-0212-25 - CIP-25-10 - 13 Grand River Street North - B. Webb
- 7.1.7 RPT-0213-25 Declaration of a Vacant Seat on the Brant Heritage Committee - S. Pluck
- 7.1.8 West Nile Virus Permission Letter - 2025

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

7.1.4 RPT-0151-25 - Award of OPS-RFT-25-06 Low Volume Road Rehabilitation

In response to questions, Mark Eby, Director of Infrastructure and Asset Management, advised gas tax funds are usually allocated towards larger scale projects. He advised a report is forthcoming to Committee on the roads within the County that are awaiting gravel to hardtop conversion.

Moved by Councillor Chambers
Seconded by Councillor Coleman

THAT Community Improvement Plan (CIP) Application STG-25-01 from the owners of 41 Main Street South, St. George, for accessibility improvements be approved to a maximum of \$2,900.

AND that the Chief Administrative Officer be authorized to execute the Community Improvement Plan Agreement for STG-25-01.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

7.2 Consent Items to be Received

Moved by Councillor Oakley
Seconded by Mayor Bailey

That the following consent items be received as information:

7.2.1 Fire Prevention Activity Report - April 2025 - C. Murray

7.2.2 RPT-0167-25 - Fire Services Annual Report - D. Watson

7.2.3 RPT-0084-25 - Burford Fire Station Renovations Construction Update - C. Stevenson

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

8. Staff Reports

8.1 RPT-0203-25 - Housekeeping By-law Amendments

Moved by Councillor Bell
Seconded by Councillor Coleman

WHEREAS, as part of good practice, reviewing municipal by-laws is essential to ensure that they are relevant, effective and align with the evolving needs and priorities of the community;

AND WHEREAS, Enforcement Services has identified by-laws that require amendments in response to issues staff and municipal law enforcement officers have observed in the field;

THAT, the Committee receive RPT 203-25 Housekeeping By-law Amendments;

AND THAT the Committee approve the attached amending by-law (Appendix 1) amending the following by-laws as further explained in this report:

Road Use By-Law No. 33-12

- Updating the authorizing section;
- Requiring owners or occupants to maintain the boulevard grass/vegetation (excluding municipal trees) to a height 20 cm or less;

- Exempting boulevard grass/vegetation maintenance provisions adjacent to Agricultural, Agricultural Employment and Resource Extraction zones;
- Requiring owners or occupants to clear any accumulation of organic debris from the sidewalk that may interfere with pedestrian travel and/or creates a potential hazard;
- Defining Organic Debris;
- Updating subsection 6.1 Grass Area – Abutting Highway – Planting – Maintenance by changing the maintenance requirement from “may” to “shall” and referencing the newly created subsection.

Pool Enclosure By-Law No. 134-23

- Inclusion of a Fail to Comply with an Order provision for proceedings.

Yard Maintenance By-law No. 97-17

- Inclusion of service provisions for Orders issued under the authority of the Municipal Act.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

8.2 RPT-0119-25 - Stormwater Utility Program Update and Development of a Stormwater Funding Strategy

Andrea Bazzard, Director of Environmental Services appeared before Committee and presented the stormwater management year in review. She presented the stormwater management system, operations update, stormwater utility update, public education, financial planning, and she concluded with final thoughts.

Moved by Councillor Kyle
Seconded by Councillor MacAlpine

Whereas Council approved RPT-103-23 in May 2023 which directed staff to consider a Stormwater Utility Program, undertake public consultation and report back to Council;

And Whereas Council approved RPT-0275-24 in May 2024 which directed staff to prepare a financial plan for stormwater operations and develop an enhanced public education program;

And Whereas staff began developing the operations and maintenance program in 2024 as required by the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) and submitted the second annual report of the Stormwater Management System in May 2025 (RPT-0128-25);

And Whereas staff prepared a financial plan for the Stormwater Management System (Stormwater Revenue Requirement Analysis, BMA 2025) and developed public education materials available at www.brant.ca/stormwater;

That staff be directed to develop a Stormwater Funding Strategy, engage with the community and report back to Council.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

8.3 RPT-0128-25 - 2024 Annual Performance Report - Stormwater Management System

Moved by Councillor Coleman
Seconded by Councillor Kyle

Whereas the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) issued under the Environmental Protection Act (EPA) to fulfill requirements in section 53 of the Ontario Water Resources Act (OWRA) requires the Owner of the Stormwater Management System to prepare an Annual Performance Report summarizing operational activities and issues, monitoring data, system maintenance, abnormal conditions and system alterations.

And Whereas the 2024 Annual Performance Report for the County of Brant (the County) Stormwater Management System was submitted to the Ministry of Environment, Conservation and Parks (MECP) by April 30, 2025;

That, RPT-0128– 25 2024 Annual Performance Report – Stormwater Management System be received as information, and;

That, the 2024 Annual Performance Report - Stormwater Management System be made available to the public no later than June 1st, 2025.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

8.4 RPT-0114-25 - Brant Sports Complex Expansion - Design Options

Discussion took place surrounding maximizing square footage, Brant Municipal Enterprises consultation, affordability and debit limits, detailed design costs, development charge allocation funding, and the community's request for an indoor swimming pool.

Moved by Councillor Coleman
Seconded by Councillor Kyle

That RPT-0114-25 Brant Sports Complex Expansion – Design Options report be received as information; and

That staff be directed to proceed with Option 3 - Preferred Design as described in the report; and

That staff be directed to pursue all funding opportunities and commence community fundraising; and

That staff be directed to work with MacLennan Jaunkalns Miller Architects Inc. (MJMA Architects) to complete detailed design;

And that staff bring the final design/cost estimates complete with grant application(s) results, a fundraising update to Council for final approval prior to tendering for construction.

Yes (6): Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Peirce, and Councillor Miller

No (5): Mayor Bailey, Councillor Bell, Councillor Chambers, Councillor Coleman, and Councillor Garneau

Carried (6 to 5)

8.5 RPT-0215-25 - Water and Wastewater Rate - July 1, 2025 to June 30, 2025

Discussion took place surrounding rate calculations and affordability.

Moved by Mayor Bailey
Seconded by Councillor Kyle

That RPT-0215-25 Water & Wastewater Rate - July 1, 2025 to June 30, 2029 be received as information;

That the following Water and Wastewater rates be approved for the period July 1, 2025 to June 30, 2029:

WATER

	July 1, 2025 to June 30, 2026	July 1, 2026 to June 30, 2027	July 1, 2027 to June 30, 2028	July 1, 2028 to June 30, 2029
Meter Size (Inches)	Fixed Monthly Rates			
5/8	\$44.24	\$43.77	\$42.83	\$42.35

3/4	\$66.34	\$65.64	\$64.23	\$63.51
1	\$110.57	\$109.40	\$107.05	\$105.85
1½	\$221.16	\$218.81	\$214.11	\$211.71
2	\$353.86	\$350.10	\$342.58	\$338.74
3	\$752.02	\$744.03	\$728.05	\$719.89
Volumetric Usage (m³)	Volumetric Rates			
0 to 15	\$2.63	\$2.66	\$3.07	\$3.12
15.1 to 45	\$2.91	\$2.94	\$3.39	\$3.44
45.1 to 100	\$3.04	\$3.07	\$3.54	\$3.60
100.1 and over	\$2.63	\$2.66	\$3.07	\$3.12

Seasonal Premium - May 1 to August 31 for Residential Consumers using over 45 cubic meters

45.1 to 100	\$3.95	\$3.99	\$4.60	\$4.68
100.1 and over	\$3.42	\$3.46	\$3.99	\$4.06

WASTEWATER

	July 1, 2025 to June 30, 2026	July 1, 2026 to June 30, 2027	July 1, 2027 to June 30, 2028	July 1, 2028 to June 30, 2029
Meter Size (Inches)	Fixed Monthly Rates			
5/8	\$21.29	\$23.19	\$25.42	\$27.70
3/4	\$31.93	\$34.77	\$38.12	\$41.54
1	\$53.21	\$57.96	\$63.53	\$69.23
1½	\$106.43	\$115.93	\$127.08	\$138.48
2	\$170.29	\$185.49	\$203.33	\$221.56

3	\$361.90	\$394.20	\$432.11	\$470.86
Volumetric Usage (m³)	Volumetric Rates			
0 to 15	\$1.86	\$2.06	\$2.21	\$2.46
15.1 to 45	\$2.05	\$2.26	\$2.43	\$2.71
45.1 to 100	\$2.14	\$2.37	\$2.55	\$2.84
100.1 and over	\$1.86	\$2.06	\$2.21	\$2.46

And that a by-law amending the Fees and Charges By-law be presented for Council's consideration following the statutory public meeting on May 27.

Yes (10): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

No (1): Councillor Bell

Carried (10 to 1)

9. Committee Reports & Minutes

9.1 Accessibility Advisory Committee Minutes of April 28, 2025

Moved by Councillor Kyle
Seconded by Mayor Bailey

That the Accessibility Advisory Committee Minutes of April 28, be approved.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

9.2 Brant Heritage Committee Report and Minutes of May 1, 2025

Moved by Councillor MacAlpine
Seconded by Councillor Howes

That the Brant Heritage Committee Report and Minutes of May 1, 2025, be approved, including the following recommendations:

1. That the membership position held by Gordon Varney on the Brant Heritage Committee be declared vacant.

2. That the Brant Heritage Committee receives Report RPT-0197-25 for information;

And, hereby endorses and submits this report to Council to satisfy the applicable condition(s) of the decision for permit application RPT-0197-25.H1, including the proposed verandah restoration.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

10. Communications

- 10.1 Ministry of Municipal Affairs and Housing - Correspondence Re: Bill 17 - Protect Ontario by Building Faster and Smarter Act

Moved by Councillor Miller

Seconded by Councillor Oakley

That the County of Brant Council direct staff to present a report addressing correspondence received from the Ministry of Municipal Affairs and Housing regarding Bill 17 - Protect Ontario by Building Faster and Smarter Act, at the June 10, 2025, Council meeting.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

11. Other Business

None.

12. In Camera

Moved by Councillor Oakley

Seconded by Councillor Coleman

That the Administration and Operations Committee convene In Camera to discuss:

- RPT-0205-25 - Bawcutt Centre Update - S.239(2)(f) Advice that is subject to solicitor-client privilege, (e) Litigation or potential litigation, (k) Position, plan, procedure to be applied to negotiations - M. Maxwell and H. Boyd

- RPT-0217-25 - Citizen Appointment to Library Board - S.239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees - S. Katikapalli

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

Committee convened In Camera at 12:07 p.m. to discuss RPT-0205-25 - Bawcutt Centre Update - S.239(2)(f) Advice that is subject to solicitor-client privilege, (e) Litigation or potential litigation, (k) Position, plan, procedure to be applied to negotiations - M. Maxwell and H. Boyd

and RPT-0217-25 - Citizen Appointment to Library Board - S.239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees - S. Katikapalli . This portion of the meeting is recorded in the Confidential – In Camera minutes of May 20, 2025. Committee reconvened in Open Session at 12:49 p.m. on a motion of Councillors Bell and Coleman.

Moved by Councillor Coleman
Seconded by Councillor Garneau

That Susan Eddy be appointed to the County of Brant Library Board for the remainder of the term.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

13. Next Meeting and Adjournment

Committee adjourned at 12:50 p.m. to meet again on June 17, 2025 at the County of Brant Council Chambers.

Secretary