



## Administration and Operations Committee Minutes

**Date:** January 13, 2026  
**Time:** 9:00 a.m.  
**Location:** Council Chambers  
7 Broadway Street West  
Paris, ON

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

**Regrets:** Councillor Oakley

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Councillor Peirce in the Chair

**1. Attendance**

Taken by the Clerk

**2. Approval of Agenda**

Moved by Mayor Bailey  
Seconded by Councillor Coleman

THAT the Administration and Operations Committee Agenda of January 13, 2026, be approved.

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

Absent (1): Councillor Oakley

**Carried (9 to 0)**

**3. Declaration of Pecuniary Interests**

None.

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#### 4. Delegations / Petitions / Presentations

4.1 Whitney Deane - Millards Chartered Professional Accountants - 2025 Financial Audit (Refers to Staff Report RPT-0049-26)

Whitney Deane, of Millards Chartered Professional Accountants, delegated before Council.

Discussion:

Councillor Miller inquired about the types of oversight required to deter fraud. W. Deane stated that reviewing financial policies as they come up would be helpful.

Moved by Councillor Coleman  
Seconded by Councillor Bell

THAT the delegation from Whitney Deane, Millards Chartered Professional Accountants, be received as information.

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

Absent (1): Councillor Oakley

**Carried (9 to 0)**

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

5.1 Administration and Operations Committee Minutes of December 9, 2025

Moved by Mayor Bailey  
Seconded by Councillor Kyle

THAT the Administration and Operations Committee minutes of December 9, 2025, be approved.

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

Absent (1): Councillor Oakley

**Carried (9 to 0)**

#### 6. Business Arising from the Minutes

None.

#### 7. Consent Items

7.1 Consent Items to be Approved

7.1.1 RPT-0040-26 - Appointment of an Engineer for the Petition under Section 4 for the Valrose Paris Limited Petition

Moved by Councillor Howes  
Seconded by Councillor Kyle

WHEREAS Section 4.1.a 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 by the majority in number of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area”;

AND WHEREAS the County has received a petition under Section 4.1 of the Act from T. Valeri, representative of Valrose Paris Limited;

BE IT HEREBY RESOLVED THAT in accordance with Section 8 of the Act, the County hereby appoints K. Smart Associates Limited as the engineer to prepare a report with respect to the petition for Council’s consideration in accordance with the requirements of the Drainage Act.

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

Absent (1): Councillor Oakley

**Carried (9 to 0)**

7.1.2 RPT-0019-26 - Blue Box Program and Update to “Technical Guidelines for Waste Collection Services”

Discussion:

Councillor Miller inquired about the proper way of disposing books. A. Bazzard responded that books should be donated where possible, and that should this option not be viable, the book covers must be disposed separately so that the pages can be recycled.

Moved by Councillor MacAlpine  
Seconded by Councillor Howes

THAT the “Technical Guidelines for Waste Collection Services for Condominium Developments” and “Technical Guidelines for Waste Collection Services for Apartment Properties” be updated, as follows, to ensure that Blue Box material collection and diversion is appropriately in place:

“Multi-residential and Condominium developments must provide annual proof of a Blue Box collection program which is the same service level as the garbage collection program offered by the County, within 30 days of the request by the County”.

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

Absent (1): Councillor Oakley

**Carried (9 to 0)**

7.1.3 RPT-0041-26 - Award of CPS-RFP-25-04 The Supply and Delivery of Auto Extraction Equipment

Discussion:

Councillor Peirce sought clarification on how existing tools are not aligned with current technological standards. Chief D. Watson responded that the technology of vehicles has become more detailed, making older equipment difficult to work with.

Councillor Peirce inquired about the lifespan of each unit. Chief D. Watson responded that that lifespan was between 10-15 years per unit.

Councillor Peirce inquired about what was done with old units. Chief D. Watson stated that they were either sold, used for training, or used in secondary pumpers.

Moved by Councillor Howes  
Seconded by Councillor Kyle

WHEREAS CPS-RFP-25-04 The Supply and Delivery of Auto Extraction Equipment for the County of Brant Fire Department was issued to procure new auto extrication tools required to support frontline fire operations across the County of Brant;

AND WHEREAS County of Brant received two (2) compliant bids in response to the Request for Proposal;

THAT CPS-RFP-25-04 The Supply and Delivery of Auto Extraction Equipment for the County of Brant Fire Department be awarded to Darch Fire Inc. for the bid price of \$502,200.00 (excluding HST) for a three-year term, based on the purchase of five (5) sets in Year One, two (2) sets in Year Two and two (2) sets in Year Three (with Years Two and Three dependent on budget approval).

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

Absent (1): Councillor Oakley

**Carried (9 to 0)**

7.2 Consent Items to be Received

Moved by Mayor Bailey  
Seconded by Councillor Howes

THAT the following consent items be received as information:

- RPT-0033-26 - Recreation Master Plan Status Update 6
- RPT-0034-26 - Communities in Bloom Update
- Fire Services Activity Report - December 2025

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

Absent (1): Councillor Oakley

**Carried (9 to 0)**

## **8. Staff Reports**

### **8.1 RPT-0049-26 - External Auditor Annual Independence Letter, Engagement Letter, and Audit Plan**

#### Discussion:

Members of Council held a discussion and posed questions to staff and consultants. Topics of discussion included fraud prevention, best practices, and other municipal examples.

Moved by Councillor Miller  
Seconded by Councillor Kyle

THAT the presentation by Whitney Dean, Millards, and report RPT-0049-26 on the External Auditor's Annual Independence Letter, Engagement Letter, and Audit Plan be received;

AND THAT the attached draft letter, as may be amended, be approved to reply to the questions and requests in the Audit Plan.

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

Absent (1): Councillor Oakley

**Carried (9 to 0)**

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

None.

## **10. Communications**

### **10.1 Letter of Resignation - Committees**

Moved by Mayor Bailey  
Seconded by Councillor Bell

THAT the resignation letter from Councillor Oakley regarding the Social Services Committee, Downtown Paris BIA Board, and the County of Brant Chamber of Commerce Board Liaison be received

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

Absent (1): Councillor Oakley

**Carried (9 to 0)**

Moved by Councillor MacAlpine  
Seconded by Councillor Bell

THAT Councillor Howes be appointed to the County of Brant Chamber of Commerce Board Liaison and Downtown Paris BIA Board.

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

Absent (1): Councillor Oakley

**Carried (9 to 0)**

Moved by Councillor MacAlpine  
Seconded by Councillor Coleman

THAT Councillor Chambers be appointed to the Social Services Committee

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

Absent (1): Councillor Oakley

**Carried (9 to 0)**

**11. Other Business**

None.

**12. In Camera**

None.

**13. Next Meeting and Adjournment**

The meeting adjourned at 9:24 a.m.

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Secretary