



**Minutes**  
**Council meeting**  
**Municipality of West Grey**  
**Tuesday, September 1, 2020, 10 a.m.**  
**Virtual meeting**

Council members present: Mayor Christine Robinson, Deputy Mayor Tom Hutchinson, Councillor Rebecca Hergert, Councillor Doug Hutchinson, Councillor Geoffrey Shea, Councillor Stephen Townsend

Council members absent: Councillor Beth Hamilton

Staff members present: CAO/Deputy Clerk Laura Johnston, Clerk Genevieve Scharback, Director of Infrastructure and Public Works Vance Czerwinski, Director of Finance/Treasurer Kerri Mighton, Recreation Supervisor Kodey Hewlett, Chief Building Official Karl Schipprack, Manager Planning & Development Lorelie Spencer, Co-ordinator, Office of the CAO Jonathan Zettel, Administrative Assistant, Clerk's Office Lindsey Glazier

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**1. Call to order**

Mayor Robinson called the meeting to order at 10:06 a.m.

**2. Moment of reflection**

Mayor Robinson called for a moment of reflection.

**3. Declaration of pecuniary interest and general nature thereof**

None.

**4. Closed session**

None.

**5. Matters arising from the closed session**

Not applicable.

**6. Comment Period**

Marian Ratcliffe provided comments via email. Recreation Supervisor Hewlett read the email wherein Ms. Ratcliffe advised that she supports allowing provisions for electronic meetings to continue beyond the current emergency

situation, and appreciates the ability to hear and participate in council meetings during the pandemic.

She supports allowing the electronic attendance of delegations and interested members of the public to continue on a permanent basis, noting that it makes attending and participating in council meetings more accessible to the public. The night meetings can make attendance difficult for those who are concerned about driving after dark. She concurs with points made by staff about issues with winter weather and the possibility of a second wave of COVID, and added that it's environmentally friendly as we would not all be driving in to attend, and she is able to listen and participate by phone at a low cost.

**7. Public meetings**

None.

**8. Consent agenda**

**Resolution: 199-20**

**Moved:** Deputy Mayor Hutchinson

**Seconded:** Councillor Townsend

That the agenda be amended for future meetings to remove the consent agenda item.

**Disposition: Carried**

**8.1 Adoption of minutes**

**8.1.1 August 4, 2020 council minutes**

**8.2 Committee minutes**

**8.2.1 March 4, 2020 West Grey Traffic Safety Working Group**

**8.2.2 June 26, 2020 Saugeen Mobility and Regional Transit Committee**

**8.2.3 July 16, 2020 Economic Development Advisory Committee**

**8.3 Routine department reports**

None.

**8.4 Miscellaneous correspondence**

**8.4.1 Christine Robinson, Mayor, Municipality of West Grey, elected to the AMO Board of Directors, Rural Caucus**

**8.4.6 City of Port Colborne Endorsement of Bill 164 – Protecting Vulnerable Persons in Supportive Living Accommodation Act, 2019**

**8.5 Future committee meetings**

**8.5.1 Economic Development Advisory Committee - September 3, 2020 at 9:30 a.m.**

**8.5.2 Committee of Adjustment - September 8, 2020 at 1 p.m. - pursuant to the Planning Act, section 45**

**8.5.3 West Grey Accessibility Advisory Committee - September 2, 2020 at 7 p.m.**

**8.5.4 Committee of the Whole (planning) - September 8, 2020 at 1:30 p.m.**

**8.5.5 Saugeen Municipal Airport Commission meeting - September 16, 2020 at 1:30 p.m.**

**8.5.6 West Grey Public Library Board - September 16, 2020 at 1:30 p.m.**

**8.5.7 West Grey Police Service Board - September 28, 2020 at 9 a.m.**

**Resolution: 198-20**

**Moved:** Deputy Mayor Hutchinson

**Seconded:** Councillor Townsend

That consent agenda items 8.1.1, council minutes of August 4, 2020 are hereby approved, as printed; and

That, authorization be given for the actions to be taken as may be necessary to give effect to the recommendations contained therein; and

That consent agenda items 8.2 to 8.5, inclusive, except for items 8.4.2, 8.4.3, 8.4.4, 8.4.5, be received for information.

**Disposition: Carried**

**8.4.2 Request regarding Church rates at Neustadt Hall for St. Paul's Normanby Lutheran church**

**8.4.3 Request Neustadt and District Lions Club for use of Neustadt Community Hall for meetings**

Supervisor Hewlett confirmed that halls rentals identified as "small halls" have a church rate or a cultural rate set by the municipality.

Council directed staff to investigate fees for community groups, grant programs, charitable rates, as well as opportunities to increase facility use, to be brought to a committee of a whole meeting as part of a fees and charges review. Council requested items 8.4.2 and 8.4.3 to be included in the report.

**Resolution: 200-20**

**Moved:** Councillor Hutchinson

**Seconded:** Councillor Hergert

That staff bring forward a report to committee of the whole regarding fees and charges.

**Disposition: Carried**

Council recessed at 10:37 a.m. due to a technical issue.

Mayor Robinson called the meeting back to order at 10:45 a.m.

**8.4.4 Request regarding building permit refund #WG2020-29**

Staff advised that bylaw 34-2020 dated on May 19, 2020 provides that upon written request, the Chief Building Official shall determine the amount of fees, if any, that may be refunded in accordance with Schedule "B". No fees shall be refunded after six months of permit issuance. Under no circumstances shall there be a refund of less than \$200.00; and

Schedule "B" states that if a building or demolition permit is cancelled at the request of the holder within 6 months of the date of issuance, 50% of the permit fee collected shall be refunded.

Where, in the opinion of the Chief Building Official, any other type of building permit that has not been acted upon, and the holder requests cancellation prior to the commencement of the work, the holder of the permit shall be entitled to a refund of one-half the permit fee paid.

Under no circumstances shall there be a refund of less than \$200.00.

**Resolution: 201-20**

**Moved:** Councillor Hutchinson

**Seconded:** Councillor Townsend

That an exemption to bylaw no. 34-2020 be provided to permit a 100 percent fee refund to be paid to Karen and Tony Firetto-Gross.

**Disposition: Carried**

**8.4.5 Guelph Owen Sound Transportation (GOST) bus stop location request**

Staff noted that West Grey currently maintains the parking lot, a provision for bus stop location will need to be identified for use when the street and parking lot are closed for community events. Council requested that painted lines be added to identify parking for the bus, in addition to signs. Clerk Scharback will bring a report to a future meeting with the inclusion of a lease agreement and bylaw for council consideration.

**9. Communications from the mayor and council**

Council shared updates regarding activities and reported on past activities and events since the last regular meeting of council, and on upcoming events and activities.

**10. Delegations / presentations**

None.

**11. Business arising from the previous meeting**

**11.1 Support Municipality of Chatham-Kent Emancipation Day Resolution dated July 20, 2020**

**Resolution: 202-20**

**Moved:** Councillor Hutchinson

**Seconded:** Councillor Hergert

That the Council of the Municipality of West Grey hereby supports the resolution of the Municipality of Chatham-Kent, dated July 20, 2020 that supports the Private Members Bill by M. Jowhari regarding Emancipation Day that states:

That the House recognizes that:

- a) The British Parliament abolished slavery in the British Empire as of August 1, 1834
- b) Slavery existed in the British North America prior to its abolition in 1834
- c) Abolitionists and others who struggled against slavery, including those who arrived in Upper and Lower Canada by the Underground Railroad, have historically celebrated August 1, as Emancipation Day
- d) The Government of Canada announced on January 30, 2018 that it would officially recognize the United Nations International Decade for People of African Descent to highlight the important contributions that people of African Descent have made to Canadian society, and to provide a platform for conforming anti-black racism; and
- e) The heritage of Canada's people of African descent and the contributions they have made and continue to make to Canada; and that in the opinion of the House, the government should designate August 1 of every year as "Emancipation Day" in Canada.

That support for this motion be sent to our Member of Parliament and all House of Commons representatives.

**Disposition: Carried**

## **12. Staff reports**

### **12.1 Clerk**

#### **12.1.1 Appoint West Grey Member to Court of Revision**

**Resolution: 203-20**

**Moved:** Councillor Hutchinson

**Seconded:** Councillor Townsend

That the council of the municipality of West Grey hereby appoints Harold McKnight to serve as the West Grey representative on the Court of Revision for the Shannon Municipal Drain and Municipal Drains 30 and 52-2020 to be held on September 1, 2020 at 3 p.m. in the Town of Minto.

**Disposition: Carried**

## **12.1.2 Electronic Meeting and Proxy Options for Council Meetings**

**Resolution: 204-20**

**Moved:** Deputy Mayor Hutchinson

**Seconded:** Councillor Hergert

That council approves provisions for electronic meetings outside of a declared provincial or municipal emergency to be included in revisions to the procedural bylaw; and

That the following provisions be included in the revised procedural bylaw relating to electronic meeting participation;

For council and committees to allow for a hybrid model for meetings to allow for electronic participation for fully electronic meetings; and

Individual member electronic participation for in person meetings.

That staff is hereby directed to bring a report to a future meeting regarding electronic meeting conference systems, live streaming, initial and on-going costs and funding options.

**Disposition: Carried**

## **12.2 Director of Finance/Treasurer**

### **12.2.1 Approval of Accounts – Vouchers 14-2020 and 15-2020**

**Resolution: 205-20**

**Moved:** Deputy Mayor Hutchinson

**Seconded:** Councillor Townsend

That council approve voucher no. 14-2020 in the amount of \$613,463 and voucher no. 15-2020 in the amount of \$342,505.10.

**Disposition: Carried**

## **12.3 Recreation Supervisor**

### **12.3.1 Municipal Alcohol Policy and Facilities Licensing Update**

Received feedback from over 40 individuals from public meetings, not in support of licencing.

**Resolution: 206-20**

**Moved:** Councillor Hergert

**Seconded:** Deputy Mayor Hutchinson

That report Municipal Alcohol Policy and Facilities Licensing Update be received for information; and

That council consider bylaw 58-2020 to adopt the Municipal Alcohol Policy in the bylaw portion of the agenda; and

That council direct staff to continue operating municipal facilities with renters assuming responsibility for liquor licenses on an as needed basis.

**Disposition: Carried**

**12.4 Manager, Planning and Development**

**12.4.1 Request for Purchase of Property**

Council requested staff create a pamphlet outlining what to consider when buying property to educate those purchasing property.

Council recessed for lunch at 1:40 p.m.

Mayor Robinson called the meeting to order at 2:14 p.m.

**Resolution: 207-20**

**Moved:** Councillor Hutchinson

**Seconded:** Councillor Townsend

That the portion of Concession 14 that extends along lots 21-25, inclusive be closed by bylaw at a future meeting of council; and that these lands be declared surplus to the needs of the municipality and that all abutting property owners be notified.

**Disposition: Carried**



**Resolution: 208-20**

**Moved:** Councillor Townsend

**Seconded:** Deputy Mayor Hutchinson

That lands known as Plan 508, Lots 49-52; Lots 77-80, Town of Durham, is hereby declared surplus to the needs of the municipality.

**Disposition: Carried**

**Resolution: 209-20**

**Moved:** Councillor Hutchinson

**Seconded:** Councillor Townsend

That staff investigate and report back to committee of the whole planning or committee of the whole at a future meeting with additional information regarding the potential sale of lands known as a portion of Caroline Street North, Plan #0101, East of lots 1, 2, 3, 4, and 5.

**Disposition: Carried**

**13. Bylaws**

**13.1 Bylaw no. 51-2020 - Records retention - repeals bylaw no. 29-2001**

After council inquiry Clerk Scharback identified that the records retention bylaw is specific to corporate records in the care and control of the Corporation of the Municipality of West Grey. Clerk Scharback answered specific questions relating to what items would go into specific folders and regarding retention periods.

**Resolution: 210-20**

**Moved:** Councillor Shea

**Seconded:** Councillor Hergert

That West Grey Council gives third and final reading to bylaw No. 51-2020, being a bylaw to provide a Records Retention Program Policy.

**Disposition: Carried**

### **13.2 Bylaw no. 58-2020 - Adopt a Municipal Alcohol Policy**

After council inquiry Recreation Supervisor Hewlett reiterated that any event held at a municipal facility, the sale of alcohol for profit is not permitted.

**Resolution: 211-20**

**Moved:** Deputy Mayor Hutchinson

**Seconded:** Councillor Hergert

That West Grey Council gives first, second and third and final reading to bylaw no. 58-2020, a bylaw to adopt a Municipal Alcohol Policy

**Disposition: Carried**

### **13.3 Bylaw no. 59-2020 - Connecting Links Garafraxa St. Bridge Agreement**

**Resolution: 212-20**

**Moved:** Councillor Shea

**Seconded:** Councillor Hergert

That West Grey Council gives first, second and third and final reading to bylaw no. 59-2020, a bylaw to authorize the mayor and clerk to sign a Connecting Links Program Contribution Agreement between the Municipality of West Grey and Her Majesty the Queen in right of Ontario as represented by the Minister of Transportation.

**Disposition: Carried**

### **13.4 Bylaw no. 60-2020 - Confirming bylaw**

Responding to a council inquiry, Clerk Scharback recommended moving the confirming bylaw to directly preceding adjournment, however, if it is the wish of council, Clerk Scharback can investigate this option.

**Resolution: 213-20**

**Moved:** Deputy Mayor Hutchinson

**Seconded:** Councillor Townsend

That West Grey Council gives first, second and third and final reading to bylaw no. 60-2020, being a bylaw to confirm matters addressed at the September 1, 2020 regular council meeting.

**Disposition: Carried**

#### **14. New business**

##### **14.2 In-person council meetings**

CAO Johnston shared that CAO's throughout Grey County have discussed returning to meetings in person. CAO Johnston identified that the municipal office has been open to the public for two weeks. She shared that the council chambers are remaining closed to the public until an extensive cleaning is completed and technical needs are met. Staff are investigating options.

##### **14.3 RED Grant**

CAO Johnston confirmed that West Grey received a grant from the province for the Rural Economic Development Fund (RED), which will be in partnership with Grey Highlands and working with Georgian College and Social Enterprise Network Central Ontario (SENCO). The launch event will be a screening of a documentary titled The Social Shift. West Grey municipal staff members Lindsey Glazier and Kodey Hewlett will be trained to mentor businesses in relation to social enterprise initiatives.

##### **14.4 Carnegie Library (240 Garafraxa St.)**

Council requested that a discussion about the future of the Carnegie Library building be included in a future meeting.

##### **14.5 Status of 2020 Organizational and Compensation Review**

The CAO identified that the 2020 Organizational and Compensation Review being conducted by M. L. Consulting is in the final stages. Irrespective of COVID the project is proceeding and outcomes will be presented shortly.

##### **14.6 Motion to refine the annual budget preparation process**

**Resolution: 214-20**

**Moved:** Councillor Townsend

**Seconded:** Councillor Shea

Moved that West Grey Council adopts the following schedule for the 2021 Budget preparation:

- November 30, 2020 – Staff provides the Budget Information Package to council, including:
  - Projected Expenses and Revenues for the current year (including a report on risks, exposures that could affect this projection)
  - Projected Deficits, Surpluses and Transfers to/from Reserves
  - Projected Reserves at year-end, by Reserve Account
  - Proposed 2021 Budget, by Department, including:
    - Removal of any 2020 expenses not continuing into 2021 (such as one-time 2020 expenses and grants, matured loans, etc.)
    - Adjustment to reflect ongoing Expenses for initiatives which began part-way through 2020
    - New initiatives including changes to services and rates, prioritized by staff
    - A written explanation of the change between the Projected 2020 and the Proposed 2021 Budgets
- January 2021 – Budget Meeting 1, to review the Budget Information Package. Council identifies follow-up requests for staff, if any.
- January 2021 – Budget Meeting 2, to review follow-up requests, finalize proposed 2021 Budget
- February 2021 – Public Meeting to share proposed 2021 Budget Package with the community
- March 2, 2021 – 2021 Budget Approval

**Disposition: Carried**

#### **14.1 Direct motion - 2020 AMO Conference compensation**

Councillor Townsend moved a motion to allow for compensation in addition to seminar and policy compensation outlined in bylaw 72-2018, it was seconded by Councillor Hutchinson. Councillor Hergert declared a conflict on this item. The mover and seconder withdrew the motion.

Councillor Townsend advised that he will bring forward a notice of motion for the next agenda regarding 2020 AMO Conference compensation.

#### **15. Addendum**

None.

**16. Closed session - incomplete items only**

None.

**17. Matters arising from closed session**

Not applicable.

**18. Question period**

None.

**19. Municipal act - notices**

None.

**20. Adjournment**

**Resolution: 215-20**

**Moved:** Councillor Hergert

**Seconded:** Councillor Hutchinson

That we do now adjourn at 3:21 p.m., to meet again on September 15, 2020 at 7 p.m. or at the call of the chair.

**Disposition: Carried**

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Mayor Christine Robinson

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Clerk Genevieve Scharback