

**MINUTES  
COMMITTEE OF THE WHOLE –  
PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES  
MONDAY, MAY 16, 2016  
6:30 PM  
SPENCERVILLE MUNICIPAL OFFICE**

Present: Councillor Michael Barrett, Chair  
Mayor Pat Sayeau  
Deputy Mayor Peggy Taylor  
Councillor Karie Smail  
Councillor Gerry Morrell  
Hugh Cameron, Non-voting Advisory Member  
Mark Packwood, Non-voting Advisory Member

Staff: Debra McKinstry, CAO/Clerk  
Dave Grant, Director of Operations  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Brian Moore, Interim Fire Chief  
Rebecca Williams, Deputy Clerk

1. Call to Order

Councillor Barrett called the meeting to order at 6:30 p.m.

2. Approval of Agenda

**Moved** by: K. Smail seconded by: G. Morrell that Committee approves the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof - None

4. Business Arising from Previous Public Works, Environmental Services & Facilities Committee Minutes (if any)

Members made reference to the 1<sup>st</sup> Quarter Operations Report, specifically bridges and culverts. Staff confirmed that the additional information requested on bridges and culverts will be reported in the 2<sup>nd</sup> Quarter Operations Report. Staff was asked for a timeframe as to the Hot Mix Paving Tender.

5. Delegations & Presentations – None

6. Discussion Items – None

7. Action/Information Items

a) 1<sup>st</sup> Quarter Fire Department Report (Information Item)

Members discussed public awareness of the new burn permit information and were advised by staff that the number of burn permit applications in 2016 has already surpassed the total in 2015.

Members discussed the possibility of a junior firefighters program generating interest among youth and being a potential recruitment tool. Members discussed the Counties' dispatch RFP and dispatch procedures. In response to an inquiry, the Interim Chief advised that the schools are required to perform three fire drills each term and must be able to supply proof, if asked, to the Edwardsburgh Cardinal Fire Department. Members discussed the posting of the Captains position at Station 1 to replace a pending retirement.

**Moved** by: P. Sayeau and seconded by: G. Morrell that Committee receives the 1<sup>st</sup> Quarter Fire Department Report.

Carried

b) Edwardsburgh/Cardinal Fire Tiered Response Agreement

Members commented that the Tiered Response Agreement leaves the Fire Department free to respond to fire calls first. Members discussed the concerns that the agreement could lead to a higher level of tiered response than before and be more onerous on the Fire Department. Staff clarified that the Tiered Response Agreement has only minor changes to previous agreement which are to the benefit of the Township and Fire Department.

**Moved** by: K. Smail seconded by: P. Taylor that Committee recommends that Council approve the new tiered response agreement with Leeds Grenville EMS.

Carried

c) FF Honourarium Policy

Members reviewed the FF Honourarium Policy and discussed the potential advantages and disadvantages of transitioning from the point system to an hourly system.

**Moved** by: K. Smail seconded by: G. Morrell that Committee recommends that Council approve the amended FF Honourarium Policy and Reimbursement Policy.

Carried

d) Walking/Running Track – Ingredion Centre

Members requested that the recommendation be amended to include posting the closure on the doors of the Ingridion Centre.

**Moved** by: K. Smail seconded by: P. Taylor that Committee recommends that Council:

1. Direct the Facilities Manager to close the arena and use of the walking track from May 30<sup>th</sup> – August 8<sup>th</sup>
2. Direct the Facilities Manager to post this closing using our social media forms and on the door of the Ingridion Centre.

Carried

e) Spencerville Lagoon Annual Discharge Report (Information Item)

Members briefly discussed the standards of the sampling program.

**Moved** by: P. Taylor seconded by G. Morrell that Committee receives the Spencerville Lagoon Annual Discharge Report.

Carried

f) LAS – Water & Sewer Line Warranty Service Update

Members discussed the program that was initially introduced in Ontario a year ago. Customer satisfaction rates are high at 97%.

**Moved** by: K. Smail seconded by P. Taylor that Committee recommends that Council direct staff to return to Committee with a draft agreement from Service Line Warranties Canada for consideration.

Carried

g) Five Year Roads Plan

Members reviewed the Five Year Roads Plan and suggested that two side streets in Johnstown should be considered for resurfacing when Sophia Street is done. Members noted an apparent error with regard to Brouseville Road segments and staff will investigate.

**Moved** by: K. Smail seconded by: G. Morrell that Committee receives the Five Year Roads Plan information update.

Carried

h) CVOR Update (Information Item)

Members briefly discussed the requirements to document the scheduled vehicle maintenance and how often it is completed.

**Moved** by: G. Morrell seconded by: P. Taylor that Committee receives the CVOR Update.

Carried

i) 126 Waddell St – Base Rate Reduction Request

**Moved** by: P. Taylor seconded by: G. Morrell that Committee recommends that Council:

1. Decline the request for a reduction in water/sewer charges based on previous and current by-law that was in effect.

Carried

j) Frederick Street Speeding

Members discussed the effectiveness of reducing the speed from 50km/hour to 40 km/hour and erecting new traffic signage indicating the speed reduction.

**Moved** by: P. Sayeau seconded by P. Taylor that Committee recommends that Council:

1. Pass a by-law establishing a new rate of speed on Frederick Street as 40km/hour; and
2. Direct staff to erect traffic signage indicating the new posted speed limit on Frederick Street.

Carried

k) Commercial Waste at Transfer Station

Members reviewed and discussed the Commercial Water at Transfer Station item in detail, noting that a few local commercial business owners have recently been refused entry into the transfer site as a result of increased vigilance. Members asked staff to clarify on how commercial waste is defined in the by-law. Members discussed the current by-law and if there would be any significant effects if By-law 2014-37 remains as is, inadvertently allowing commercial waste. Members discussed the Township allowing local commercial businesses to bring their waste to the transfer station in order to help support local businesses and noted that this does not include construction waste.

Members agreed that a decision must be made in order for staff to enforce the by-law consistently. Members noted that the commercial businesses that are disposing of the waste could provide a letter from their customers confirming that they are in fact residents of Edwardsburgh/Cardinal. Members directed staff to return to Committee with an alternative recommendation for Committee to consider.

**Moved** by: G. Morrell seconded by: K. Smail that Committee recommends that Council amend Schedule B of bylaw 2014-37 to include commercial waste as a prohibited waste.

Defeated

l) Community Safety Zones Policy

Members discussed the likelihood of the community safety zones being effective, noting that fines are doubled during community safety zones hours. Members noted that by implementing the Community Safety Zone Policy the Township have done their due diligence to discourage poor behaviour and speeding on the specified zones. Members agreed that the word "must" in Criteria #1 be changed to "may" and "should" in Criteria #2 be changed to "may".

**Moved** by: K. Smail seconded by: P. Taylor that Committee recommends that Council adopt the proposed community safety zone policy.

Carried

m) Asset Management Plan Snapshot

Members briefly discussed the difference between "service life remaining" and "remaining useful life" and how it indicates the change to condition after the inspection data is recorded.

**Moved** by: K. Smail seconded by: G. Morrell that Committee receives the TCA Asset Management Plan Update.

Carried

n) James St. Negotiations Update

Members briefly discussed the James St. contract negotiations and whether it was possible to hold off on paving until next year.

**Moved** by: K. Smail seconded by: P. Taylor that Committee receives the James Street Negotiations Update.

Carried

o) Alternate CEMC Appointment

**Moved** by: P. Sayeau seconded by: K. Smail that Committee recommends that Council adopt a bylaw to appoint Kevin Spencer as the Township's Alternate CEMC.

Carried

p) Class C EA Phase 1 Report JLR (Information Item)

Members discussed the estimated increases to the future water demands for the 20 year planning and build-out horizon, specifically touching on the Raw Water Pumping Station demand increasing to 10,148 m<sup>3</sup> per month by 2036. Members agreed that the estimated increase in demand is quite substantial considering the area and current demand.

**Moved** by: P. Sayeau seconded by G. Morrell that Committee receives the Municipal Class EA Schedule C Phase 1 Report.

Carried

q) Spencerville Legion Beer Garden Request

**Moved** by: P. Taylor seconded by: G. Morrell that Committee recommends that Council support the events of the Spencerville Legion including their request to host three outdoor beer gardens on the following dates in 2016:

- July 1<sup>st</sup> – Canada Day Pork Roast
- August 20<sup>th</sup> – Ball Banquet
- September 7<sup>th</sup>-9<sup>th</sup> – Spencerville Fair Festivities

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Barrett introduced a notice of motion regarding the Kemptville Service Ontario that he would like to bring to Council on May 24<sup>th</sup>. Members suggested wording changes be made to the motion for Council.

9. Mayor's Report

Mayor Sayeau reported the following:

- June 17<sup>th</sup> there is an AGM for the Grenville Community Future Development Corporation
- June 22<sup>th</sup> there will be a meeting held at 1pm with the South Nation Conservation and the Ministry of Agriculture, Food and Rural Affairs with respect to a drainage issue south of Glen Smail Road.
- Johnstown ATV Club is holding a ride on May 28<sup>th</sup>. They are in need of an emergency exemption from the United Counties of Leeds and Grenville for 350-400m of County Rd 44 from Angelo's Restaurant to the road allowance. In order for the United Counties of Leeds and Grenville to move ahead at County Council they require the Township's support. Committee agreed that they would support such an exemption.
- Mayor Sayeau presented a brief slide show of the Cardinal dumpsters that were full after the Cardinal Scouts collected from approximately 45 households on May 14<sup>th</sup>.

10. Question Period – None

11. Closed Session

**Moved** by: P. Taylor seconded by: K. Smail that Committee extends the meeting until 10:15 pm.

Carried

**Moved** by: P. Sayeau seconded by: P. Taylor that Committee proceeds into closed session at 10 pm in order to address a matter pertaining to:

- Education or training of members, Municipal Act, 2001, Section 239 (3.1)  
Specifically: Accounting Processes

Carried

Committee recessed for a few minutes to clear the Chambers.

**Moved** by: P. Taylor seconded by: P. Sayeau that the closed meeting does now adjourn and the open meeting of Committee does now resume at 10:10 pm.

Carried



Committee received education materials and information with respect to municipal accounting processes.

12. Adjournment

**Moved** by: K. Smail seconded by: P. Taylor that Committee does now adjourn at 10:12 pm.

Carried

These minutes were approved in open Council this 24<sup>th</sup> day of May, 2016.

  
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Chair  
\_\_\_\_\_  
Deputy Clerk