

**MINUTES**  
**COMMITTEE OF THE WHOLE – ADMINISTRATION & FINANCE**  
**TUESDAY, SEPTEMBER 6, 2016**  
**6:30 PM**  
**SPENCERVILLE MUNICIPAL OFFICE**

Present: Mayor Pat Sayeau, Chair  
Deputy Mayor Peggy Taylor  
Councillor Michael Barrett  
Councillor Gerry Morrell  
Councillor Karie Smail  
Jack Bradley, Non-voting Advisory Member  
Dave Robertson, Non-voting Advisory Member

Staff: Deb McKinstry, CAO/Clerk  
Dave Grant, Director of Operations  
Melanie Stubbs, Treasurer  
Randy Hopkins, Chief Building Official  
Rebecca Williams, Deputy Clerk

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30pm.

2. Approval of Agenda

**Moved** by: K. Smail seconded by: P. Taylor that the agenda be approved as amended to include item 7k) Prescott Water Agreement.

Carried

3. Disclosure of Pecuniary Interest & General Nature Thereof – None

Deputy Mayor Taylor declared an interest in item 5a) Lewis & Lynn Beach – Mary St Drain and 7d) Mary St Drain Tender as she is related to Mr. & Mrs. Beach, the property owners adjacent to the works.

Councillor Smail declared an interest in item 7d) Mary St Drain Tender as her husband is employed by one of the bidding firms.

4. Business Arising from Previous Administration & Finance Committee Minutes (if any)

Members enquired about the G52 Municipal Infrastructure Funding Initiative Project and recalled that Mr. Holmes will come forward as a delegation when more information is compiled.

Members confirmed details with respect to the Spencerville Fair Opening Ceremonies and the Ontario Community Infrastructure Fund Program application.

5. Delegations & Presentations

a) Lewis & Lynn Beach – Mary St. Drain

Deputy Mayor Taylor left the room and did not participate in the discussion.

Mr. and Mrs. Beach gave a presentation to Committee outlining information they have compiled and requested that the information go on record with respect to their concerns on the Mary St. Drain Project over the last several years. Mr. and Mrs. Beach voiced their concerns over the open ditch concept to repair Mary St. Drain, noting that the proposed project conflicts with the health unit report and information from engineering firms they have spoken with. Mr. Beach believes that a concrete culvert is too expensive an option, and that a polyethylene pipe would extend the life of the culvert. Mr. and Mrs. Beach requested the Township to re-tender and use a different engineering firm than with the closed ditch drain option.

Members noted that the Township received conflicting opinions from various engineers and lawyers with respect to the Township's responsibility to repair the Mary St. drainage issue. The pictures and sign posted by the property owners was discussed, noting the engineer's statement that it may have skewed the tender quotes and caused the bid price to increase. Members remarked on the length of time the Mary St. Drain project has taken to get to the point of tender, with it being noted that the Committee is responsible to select the best viable solution and to use the least expensive option.

Committee thanked Mr. and Mrs. Beach for their presentation.

Deputy Mayor Taylor returned to the table.

6. Discussion Items

a) Cormorant Control Progress Report

Members reviewed the Cormorant Control Progress Report, noting that Mr. Courtney has requested an additional \$700 to address a new colony along the Galop Canal. Members asked Mr. Courtney if he could provide a breakdown of what the \$700 would cover and if he foresees additional costs in the future. Members briefly discussed the request for additional monies, noting that Committee should put a cap on the total spending for the project.

Members asked for clarification of the maintenance program and approximately when the cormorants migrate. It was the consensus of Committee to proceed with the Cormorant Control Project and provide the \$700 to Mr. Courtney to complete the project.

7. Action/Information Items

a) Mid 3<sup>rd</sup> Quarter By-law Report Update

Members reviewed the Mid 3<sup>rd</sup> Quarter By-law Report and commented on the number of cases that have been reviewed and completed. Members noted that there has been a high emphasis on the Clean Yards By-law enforcement efforts over the summer months. Members asked for clarification with respect to the Hawkers and Peddlers section of the statistical report. Members noted the number of cases relating to pools and fencing, and suggested that an educational item be circulated to residents with the next tax cycle for this and other bylaws. Staff noted that the By-law Enforcement Officer approached all cases from an educational point of view to assist the residents of the Township.

Members briefly reviewed and asked for clarification with respect to the Notice of Violation sample letter included in the report.

b) Animal Control By-law Review

Members reviewed the proposed changes to the Animal Control By-law and discussed the revision to the number of animals allowed in a single dwelling within the Township. Members recommended that Section 23 include "domestic animals" instead of just "animals" as clarification. Members discussed the idea to limit the number of pets allowed within apartments/multi residential units to a maximum of two or three domestic animals. Committee requested that a revised draft be brought forward at the next Administration & Finance meeting on October 3.

c) Sawmill Creek Vacant Lot Update

**Moved** by: K. Smail seconded by: M. Barrett that Committee recommends to Council that Block 24 of the Sawmill Creek subdivision be assumed by the municipality at no cost.

Carried

d) Mary St Drain Tender

Deputy Mayor Taylor left the room and did not participate in discussions or vote on the matter. Councillor Smail did not participate in discussions or vote on the matter.

**Moved** by M. Barrett seconded by G. Morrell that Committee recommends that Council:

1. Award Mary Street Outfall Rehabilitation Tender EC-PW-16-07 to Willis Kerr Construction Limited at a cost of \$90,407 excluding HST; and
2. Authorize additional funds of maximum \$15,000 to cover contract administration and site supervision; and
3. Authorize staff to execute required tender and contract documents.

Members discussed the Mary St Drain tender award at length, specifically touching upon the professional advice given to the Township and the resolution that is currently proposed for the project. Members stated their concerns about the homeowners' influence on the tender process and bids received. Members briefly discussed the option of not awarding the tender and seeking further professional engineering advice. It was noted that at the Committee of the Whole – Public Works, Environmental Services and Facilities meeting held on July 18, 2016 it was the consensus of Committee to recommend to Council that the design option 1 for an open ditch concept be approved and to direct staff to prepare documents and issue a tender for work to be completed.

**Moved** by: M. Barrett seconded by: G. Morrell that Committee table the Mary St. Drain Project.

Carried

e) Appoint Auditor

**Moved** by: M. Barrett seconded by: G. Morrell that Committee recommends that Council appoints Craig, Keen, Despatie & Markell for the period January 1, 2016 to December 31, 2019.

Carried

f) Credit Collection Policy

**Moved** by: K. Smail seconded by: G. Morrell that Committee reviews the attached credit collection policy and makes no changes to the policy at this time.

Carried

g) Tax Write-Off – Tax Sale Property in Cardinal

**Moved** by: K. Smail seconded by: M. Barrett that Committee recommends that Council authorize the Treasurer to proceed with writing off the balance on the tax account for the property roll # 0701-702-005-03700-0000 at 2093-2095 Dundas St S, Cardinal.

Carried

h) Power of Sale Property

Members briefly discussed the Township write-offs and how uncollected taxes are handled for the school boards and United Counties.

**Moved** by: K. Smail seconded by: P. Taylor that Committee recommends that Council authorize the Treasurer to proceed with writing off the prior years' uncollected taxes and interest for the property roll # 0701-702-005-41000-0000 at Hwy 2 N/S, Cardinal.

Carried

i) Flag Lowering Protocol Policy

Members reviewed the Flag Protocol Policy, and agreed that the Township will not entertain requests from agencies or organizations to display and raise their flag(s) on the Townships flag pole, as there are too many possible competing interests. Members recommended that the contents of section 6 Flag Raising be replaced with wording to indicate that the Township does not entertain requests for flag raising from groups.

**Moved** by: K. Smail seconded by: P. Taylor that Committee recommends that Council adopt the Flag Protocol Policy as amended.

Carried

j) Workplace Violence & Harassment Policy

**Moved** by: K. Smail seconded by: P. Taylor that Committee recommend that the amended Workplace Violence & Harassment Policy be adopted and appended to the Codes of Conduct for Employees and Council.

Carried

k) Prescott Water Agreement

**Moved** by: P. Taylor seconded by: K. Smail that Committee directs staff to work with the Town of Prescott's CAO to draft a new water supply agreement and that, once drafted, it return to Committee for review.

Carried

8. Councillor Inquiries/Notices of Motion – None

9. Mayor's Report

Mayor Sayeau indicated that he would complete the Mayor's report after the closed session items were addressed as the solicitor was awaiting the start of the closed meeting.

10. Question Period

A question was raised with respect to the Animal Control By-law Review and the impact of reducing the number of permitted domestic animals per dwelling to no more than three domestic animals of any particular species or an aggregate of six in total.

## 11. Closed Session

**Moved** by: P. Taylor seconded by: G. Morrell that Committee of the Whole – Administration & Finance proceeds into closed session at 8:40 pm in order to address a matter pertaining to:

- The receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose; Specifically: Prescott WWTP Agreement and Minutes of Closed Session of June 28, 2016
- Personal Matters about an identifiable individual, including municipal or local board employees; Specifically: Administration – Staffing and Minutes of Closed Session of January 11, 2016
- A proposed or pending acquisition or disposition of land for municipal or local board purposes; Specifically: Industrial Lands, Minutes of Closed Session of November 2, 2015 and Minutes of Closed Session of August 2, 2016

Carried

Committee recessed for 5 minutes to clear the chamber.

During closed session: **Moved** by P. Taylor seconded by G. Morrell that the curfew be extended to 10:15 pm.

Carried

**Moved** by: G. Morrell and seconded by: M. Barrett that the closed meeting does now adjourn and the open meeting of Committee of the Whole – Administration & Finance does now resume at 10:03 pm.

Carried

**Moved** by: P. Taylor seconded by: K. Smail that Committee receives and approves the minutes of November 2, 2015, January 11, 2016, June 28, 2016 and August 2, 2016 Closed Session.

Carried

Mayor Sayeau reported that Committee received briefing notes, advice from the Township solicitor, and information with respect to administrative staffing and instructed staff on the various matters.

Mayor Sayeau continued with the Mayor's report with respect to the following item(s):

- Spencerville Fair opening ceremonies held on September 8 with a light buffet at 6:30pm and presentations at 7:30pm

- Attending the "What's Next Ontario" AMO meeting in Ottawa on September 13
- Ontario East Municipal Conference held from September 14-16
- Friday September 9, Steve Clark MPP will be hosting a Summit for Senior Care at the Brockville Country Club from 10am to 2pm
- United Counties of Leeds and Grenville Economic Development Summit will be held on November 18
- Presentations by the United Counties at AMO available
- Requested staff to circulate various program costs in advance of the 2017 budget

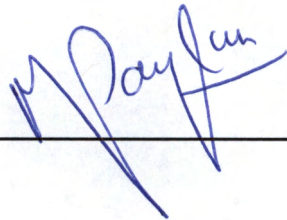
12. Adjournment

**Moved** by: P. Taylor seconded by: M. Barrett that Committee does now adjourn at 10:10 pm.

Carried

These minutes were approved in open Council this 26<sup>th</sup> day of September, 2016.

Chair



Deputy Clerk

