

MINUTES
COMMITTEE OF THE WHOLE – PUBLIC WORKS, ENVIRONMENTAL SERVICES &
FACILITIES
MONDAY, AUGUST 24, 2015
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE

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

Regrets: Hugh Cameron, Non-voting Advisory Member

Staff: Debra McKinstry, CAO/Clerk
Dave Grant, Director of Operations
Melanie Stubbs, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities
Sheena Earl, Deputy Clerk

1. Call to Order

Councillor Barrett called the meeting to order at 6:30pm. Mr. Cameron sent his regrets.

2. Approval of Agenda

Moved by: P. Sayeau seconded by: P. Taylor that Committee approves the agenda as amended with the addition of item 6c) Financing of Excavator, and closed items 11a) proposed or pending acquisition or disposition of land for municipal or local board purposes; specifically industrial park and 11b) minutes of Closed session of May 19, 2015.

Carried

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

4. Business Arising from Previous Public Works, Environmental Services & Facilities Minutes (if any) – None

5. Delegations & Presentations – None

6. Discussion Items

a) Five Year Roads Plan Report (Mayor Sayeau)

A request for the completion of a road needs study was presented and discussed. Staff responded that a study is expected to be completed in early 2016 and that recommendations for 2016 capital road expenditures will be forthcoming over the next couple of months.

b) Budget to Actual (Mayor Sayeau)

The 2nd quarter budget to actual report with respect to the recreation department was reviewed. Specific questions were raised regarding donations and operating costs versus revenues at both arenas. It was the consensus of Committee that staff be directed to set donations and loan payments for the Ingression Centre aside from revenues and expenses in the next Budget to Actual report.

Comments and questions were raised with respect to bridge inspections and Hydro costs.

c) Financing of Excavator

Members discussed financing options, warranties and potential attachment units for a used excavator.

It was the consensus of members that staff be directed to finance the excavator over four years with an option to purchase following the term. Item 7h) was added to the agenda in order to formalize this consensus in a motion.

8. Action/Information Items

a) Walking Track Limited Access

The staff recommendation of installing a card-lock system at the Ingression Centre walking track to restrict access to walkers during certain hours was discussed in detail. An overview of the proposed protocol for the system and whether statistics would be generated from the system was briefly discussed.

Concerns were raised with respect to the recommendation that the system only be used during evenings.

Moved by: G. Morrell seconded by: K. Smail that Committee recommends that Council:

- 1.) Direct the Facilities Manager to purchase and install a security lock or card swipe unit on the south east door of the walking track at the Ingression Centre for \$2,000;
- 2.) The system is to be used on weekends and during evening hours only;
- 3.) Direct the Facilities Manager to report back to Committee after a 3 month period with respect to how patrons are adapting to the new system.

Carried

b) Winter Maintenance Level of Service Policy – Sidewalks

Staff recommendations with respect to winter sidewalk maintenance in the village of Cardinal were discussed in detail. Clarification of proposed minimum standards was sought and provided.

Moved by: G. Morrell seconded by: K. Smail that Committee recommends that Council adjust the sidewalk maintenance for winter operations to MCR, IN and CC zones in the Villages of Cardinal and Spencerville with the addition of County Road 2 east to St. Lawrence Street in Cardinal as proposed at the July 20th Committee meeting and further that a clause be inserted into the policy referencing that all other sidewalks will be completed based on time and personnel availability.

Moved by: P. Sayeau seconded by P. Taylor that the motion be tabled and that staff be directed to reconceptualize the suggested amendments.

Carried

It was mentioned that clearer direction would be provided to staff in this regard under item 8).

c) Infrastructure Funding Projects

Moved by: K. Smail seconded by: P. Sayeau that Committee recommends that Council pass a resolution endorsing the projects as top priorities, direct staff to perform the necessary preliminary work to have projects shovel ready and direct staff to prepare and submit an OCIF application for the County Road 2 Water/Sewer rehabilitation project.

Members discussed the work needed in order to be “shovel ready” and whether the work had been budgeted for. The two priority projects identified were County Road 2 Infrastructure and conversion of gravel roads to double surface treatment. Staff was directed to designate the County Road 2 project as the first priority project.

Carried

d) Galop Canal Maintenance

Moved by: K. Smail seconded by: P. Taylor that Committee recommends that Council direct staff to include a line item in the amount of \$20,000 for community aesthetics for 2016 budget deliberations.

Members discussed where spending would be directed in the Township should community aesthetics be included in the 2016 budget. It was noted that this item

will be subject for further discussion during budget deliberations.

Carried

e) Unopened Road Allowance Policy

Moved by: P. Sayeau seconded by: K. Smail that Committee recommends that Council adopt the updated Unopened Road Allowance Policy as amended.

Flexibility with respect to requests for blocking access was briefly discussed.

Carried

f) Leaf & Brush Pick-up Program

Members reviewed current and proposed parameters of the leaf and brush pick-up program. Expansion of the program was briefly discussed but not supported at this time.

Moved by: P. Sayeau seconded by: P. Taylor that Committee recommends that Council approve and support the criteria and dates established for the fall curbside collection of brush and leaves.

Carried

g) Frederick Street Traffic Data

Committee reviewed traffic data collected from traffic counters on Frederick Street which revealed an average speed of 34 km/hour in a 50km/hour zone.

A request was made that staff provide data with respect to percentage of speeders.

h) Finance Excavator

This item was previously discussed under item 6c) and item 7h) was added to the agenda at that time during the meeting.

Moved by: P. Taylor seconded by: K. Smail that Committee recommends that Council direct and authorize staff to enter into a 48 month lease agreement with Strongco for the financing of a 2012 EW180D excavator at a cost of \$3,130/month.

Carried

8. Councillor Inquiries/Notices of Motion

Inquiries were made with respect to the following items:

- Winter sidewalk maintenance – committee requested a broader view of the program from staff to be discussed at the next Public Works, Environmental Services & Facilities Committee of the Whole meeting;
- Positive comments with respect to summer duties of the Public Works and Recreation departments were provided;
- Cardinal Labour Day parade scheduled for Sunday, September 6th at noon;
- Pre-paid punch cards at waste disposal site to be instituted soon;
- Unopened road allowance at 2115 County Road 44 – staff directed to respond to Mr. Fischer;
- September Council meeting rescheduled to Tuesday, September 29th in order to avoid conflict with federal all-candidates' debate

9. Mayor's Report (if any)

Mayor Sayeau reported the following items:

- Frulact, a firm which visited the Township's Industrial Park in the spring, chooses to develop in Kingston's Industrial Park;
- AMO Delegation to PC Opposition caucus;
- Discussion with Union Gas & TransCanada at AMO – seeking information with respect to service gaps in the municipality

10. Question Period

Questions and comments were raised/provided with respect to the following:

- Consideration of future contracting out of excavating

11. Closed Session

Moved by: P. Taylor seconded by: K. Smail that Committee proceeds into closed session at 8:56pm in order to address a matter pertaining to proposed or pending acquisition or disposition of land for municipal or local board purposes, specifically Industrial Park and Closed minutes of May 19, 2015.

Carried

Committee recessed for 10 minutes to clear the Chambers.

Moved by: M. Barrett seconded by: P. Sayeau that committee agrees to extend curfew past 10:00pm, if necessary.

Carried

Mayor Sayeau took the position as chair for the discussion of item 11a).

a) Members discussed potential investment in the Township's industrial park.

Councillor Barrett returned to position as chair.

b) Minutes of the May 19, 2015 closed session meeting were reviewed.

Moved by: P. Sayeau seconded by: K. Smail that the closed session does now adjourn and that Committee returns to open session at 10:07pm.

Moved by: G. Morrell seconded by: P. Taylor that the minutes of the May 19, 2015 Closed Session be approved.

Carried

12. Adjournment

Moved by: G. Morrell seconded by: P. Taylor that Committee adjourns at 10:08pm.

Carried

These minutes were approved by open Council this 1st day of September, 2015.

Chair

Deputy Clerk