

Corrected

**MINUTES  
COMMITTEE OF THE WHOLE –  
PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES  
MONDAY, MARCH 21, 2016  
6:30 PM  
SPENCERVILLE MUNICIPAL OFFICE**

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

Regrets: Councillor Gerry Morrell

Staff: Debra McKinstry, CAO/Clerk  
Dave Grant, Director of Operations  
Mike Spencer, Manager of Parks, Recreation & Facilities (left at 7:05 p.m.)  
Rebecca Williams, Deputy Clerk-Elect  
Sheena Earl, Committee Secretary

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: P. Taylor that the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest

Councillor Smail declared pecuniary interest with respect to item 7f) Crushed Rock Tender Award as her husband is employed by one of the bidding firms.

Ms. Rebecca Williams was welcomed to the Township and noted that she will fill the role of Deputy Clerk.

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

Questions were raised concerning changes to the Burning By-law and public awareness of these changes.

5. Delegations & Presentations

a) Mark Lipari – Cardinal Water & Sewer Charges

Mr. Lipari, owner of a multi-residential building in Cardinal, was present to discuss 2015 water and wastewater rate increases with respect to his property. He explained to members that he experienced a 600% rate increase when Council instituted a per-unit charge in 2015 and said he felt he was not properly notified prior to the increase. He requested that Council reconsider the rates and/or amend processes to allow for direct charge to tenants.

Members reviewed Mr. Lipari's requests, noting the limitations of the Residential Tenancy Act concerning utility fee increases for tenants mid-lease. The Township's policy with respect to billing property owners was explained to Mr. Lipari as well as the challenge of shutting off water to individual units for non-payment if there is only one water line supplying the entire building.

6. Discussion Items – None

7. Action/Information Items

a) Fourth Quarter Report – Recreation Department

The Fourth Quarter Report of the Recreation Department was reviewed, specifically with respect to ice rental. Concerns were raised regarding the expenses of both arenas and incentives to consider to increase revenues during non-prime time hours were reviewed. A suggestion was made to decrease the opening hours during weekdays.

Electricity expenses were discussed and staff noted that possible steps to achieve reduction of these costs are being reviewed.

b) Fourth Quarter Report – Operations Department

Members reviewed the report asking questions with respect to Transfer Station punch card sales, environmental services related testing, and historical maintenance, repair and replacement of bridges and culverts. It was the consensus of Committee that Section 1.1 of the report include identification of the type of crossing (bridge or culvert) and costs associated with the most recent work completed per location in the next quarterly report.

c) Cardinal Water & Wastewater Rates

Proposed changes to Cardinal single family and multi-residential water and wastewater rates were discussed in detail. Staff clarified that the recommendation to charge one full base-rate and 75% of a base rate for each

additional unit in multi-residential buildings would impact the amount of proposed transfer to reserve for the Cardinal system.

A suggestion was made that staff be requested to provide additional information including the total number of single-family and multi-residential units on the system. Further, it was requested that staff provide a summary of connection charges collected in 2015 and whether these charges were accounted for under miscellaneous revenue (line 56-4299) in the 2016 draft budget.

2015 revenues and expenses were reviewed and it was noted that consumption data is now more reliable to predict revenue in 2016 as the meters have been in place for two years.

**Moved** by: P. Sayeau seconded by: K. Smail that Committee recommends that Council adopt a 2% water/sewer charge increase with a 75% surcharge on multi-units for 2016.

Defeated

**Moved** by: K. Smail seconded by: P. Sayeau that Committee recommends that Council adopt a 1% water/sewer charge increase with a 75% surcharge on multi-units for 2016.

Carried

d) James Street Rehabilitation Tender Award

**Moved** by: P. Sayeau seconded by: K. Smail that Committee receives the report as information.

Carried

e) Preliminary Road Needs Study

Staff explained that the proposed study will be used in the prioritization of a 5 year plan for road work within the Township. In response to a question concerning factors of prioritization, staff responded that Minimum Maintenance Standards are used. It was noted that a proposed detailed 5 year plan will be provided for Committee review in the coming months.

f) Crushed Rock Tender Award

Councillor Smail left the table. She did not participate in discussions or vote on the matter.

A suggestion was made that more attention be paid to recovering gravel moved into roadside ditches as a result of winter maintenance. Concerns were raised that road base problems are not being addressed in preparation for a phased-in conversion of gravel roads to double-surface treatment. Staff noted that the

quantity of gravel purchased has decreased dramatically over the past several years.

**Moved** by: P. Taylor seconded by: P. Sayeau that Committee recommends that Council approve and award the Supply of Crushed Rock tender to G. Tackaberry & Sons Construction Co. at the unit price of \$10.63 per MT to a maximum of \$100,985.00.

Carried

g) Dust Suppressant Tender

Questions were raised regarding the proposed trial testing of an equivalently rated product. The Township's Procurement Policy was reviewed and it was clarified that local purchases are encouraged by the policy when possible and cost-effective.

**Moved** by: P. Sayeau seconded by: K. Smail that Committee recommends that Council approve and award the Supply of Dust Suppressant tender to Denchem Ltd. at the unit price of \$0.227/L to the upset limit of \$48,805.00.

Carried

h) Spencerville Drainage Report

Members reviewed the recommended option for mitigation of seasonal flooding/pooling issues in the Cherry/Charles Street water catchment area.

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

- 1) Direct staff to complete the final field work to confirm feasibility of utilizing the existing unopened road allowance to establish a drainage outlet; and
- 2) Complete work if final cost estimates are below \$10,000 or return to Committee with final cost estimates.

Carried

i) Permission to Install Dock – Freeland

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

- 1) Approve the dock request subject to the property owner obtaining any other approval documents that may be required from the Government of Canada or Government of Ontario; and
- 2) Approve trimming of the tree subject to the property owner confirming that no natural habitat will be disturbed and the tree is not deemed to be a species at risk.

Carried

j) 2016 Curbside Brush and Leaf Pickup

Questions were raised regarding proposed changes to the curbside brush and leaf collection program.

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

- 1) Support the curbside brush/leaf pick-up criteria; and
- 2) Extend the program to include New Wexford; and
- 3) Waive the \$5.00 fee for brush/leaf disposal at WDS during spring and fall pick-up.

Carried

k) Fill Disposal Policy

Questions were raised regarding the purpose of the policy and some options for fill disposal were discussed by members and staff. Proposed amendments to the policy will be provided for consideration at a later date.

l) Surplus Municipal Land

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

- 1) Declare the two Township-owned parcels located at the corner of Edison Drive and County Road 2 as surplus to the needs of the municipality; and
- 2) Direct the CAO/Clerk to follow the remaining steps outlined in the Sale of Surplus Land Policy to dispose of the properties.

Carried

m) Summary Reports

The Summary Reports of the Cardinal Water Treatment Plant and Edwardsburgh Distribution System were previously approved at the February 25<sup>th</sup> Council meeting.

Questions were raised regarding unaccounted for water, with aging infrastructure on County Road 2 being identified as a major concern.

n) Annual Cardinal WWTP Report

The Annual Cardinal WWTP Report was previously approved at the February 25<sup>th</sup> Council meeting.

8. Councillor Inquiries/Notices of Motion

Questions were raised with respect to potential decorative improvements to the crossing guard's shelter in Cardinal, garbage cans in the villages and grading of gravel roads.

9. Mayor's Report

Mayor Sayeau presented a request for forgiveness of wastewater charges with respect to a property in Cardinal that experienced a significant bill increase due to an outdoor tap mistakenly left on while the property owners were on vacation.

Members reviewed the request in detail noting concerns with setting a precedent in these instances. It was the consensus of members that charges for wastewater not be removed as requested and the CAO/Clerk was asked to respond to the property owner.

10. Question Period

Questions were raised regarding a timeline for road upgrades on Rooney Road and charges for water and wastewater where meter installation has been rejected.


11. Closed Session – None

12. Adjournment

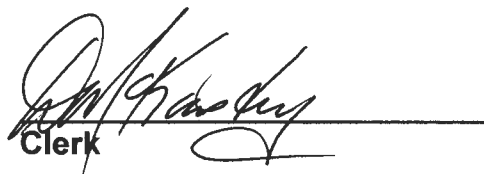
**Moved** by: K. Smail seconded by: P. Taylor that Committee does now adjourn at 9:21 p.m.

Carried

These minutes were approved in open Council this 28<sup>th</sup> day of March, 2016.



Chair



Clerk