

**MINUTES
COMMITTEE OF THE WHOLE –
PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES
MONDAY, NOVEMBER 20, 2017
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE**

Present: Councillor Michael Barrett, Chair
Mayor Pat Sayeau
Deputy Mayor Peggy Taylor
Councillor Gerry Morrell (arrived at 6:43pm)
Councillor Karie Smail
Hugh Cameron, Advisory Member (arrived at 6:33pm)
Mark Packwood, Advisory Member

Staff: Deb McKinstry, CAO/Clerk
Dave Grant, Director of Operations
Mike Spencer, Manager of Parks, Recreation & Facilities (left at 7:49pm)
Brian Moore, Fire Chief (left at 7:37pm)
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: P. Taylor seconded by: K. Smail 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 confirmed that survey work has begun for road allowances in Johnstown.

5. Delegations & Presentations

a) Infiltration & Inflow Management (Director of Operations)

The Director of Operations provided Committee with a presentation regarding the infiltration and inflow management of sewer systems. The Director of Operations explained the impacts of infiltration on the systems, techniques to identify and monitor the infiltration, rehabilitation options and the costs to complete sections

of rehabilitation. A case study comparing Cardinal WWTP 2000 to 2016 was provided which highlighted that the average daily flow has reduced by 796 cu.m/day and has resulted in a chemical treatment cost savings of approximately \$5,800 annually.

Committee discussed the life expectancy of the relined pipes and the process to complete the relining of sections of pipe. Members enquired about how much of the total Cardinal piping has been relined and noted that the rehabilitation costs are entirely borne by the users, unless the Township receives grants to assist with the project.

There was a brief discussion with respect to the number of private property owners in Cardinal that are bypassing the system and how that can affect the infiltration rates. The Director of Operations noted that staff will work to develop a public education program with respect to the infiltration and inflow management in order for the public to gain a better understanding of the systems and how various issues can affect them.

b) Phil Merkley – Drainage on Cedar Grove/Noe Rd

Mr. Merkley, a resident of Cedar Grove Rd, was present to inform Committee that he believes there is a drainage issue on Cedar Grove Rd and Noe Rd. Mr. Merkley is constructing a new home and claims that the culvert is not large enough to sufficiently take the water away from his property and has resulted in flooding. Mr. Merkley requested that Council direct staff to install a larger cross culvert to accommodate the water flow.

Committee noted that the Township recently completed ditching to assist with the flow of water, however Mr. Merkley claims that the ditching efforts did not resolve his concerns. There was a brief discussion with respect to the Greer Galloway report which reviewed the drainage in the area and reported that the culvert in place is sufficient for drainage of water from the road. Mr. Merkley noted that his driveway is underwater and that culverts need to be cleaned out to help the flow. Mr. Merkley noted that CN rail property doesn't drain properly and has resulted in the overflow onto Cedar Grove Rd and Noe Rd. Mr. Merkley noted that he'd be willing to pay for the cross culvert if the Township will install a large culvert to take the water away from his property.

Committee thanked Mr. Merkley for the information and noted that Committee is aware of his concern.

6. Discussion Items – None

7. Action/Information Items

a) Fire Station #2

The Fire Chief provided an overview of the possible next steps to be taken for fire station 2, noting that preliminary design drawings and cost estimates will need to be addressed to determine if the station can be renovated to accommodate the needs of the fire department. There was a general discussion with respect to the features required to make the station adequate for the fire department to properly service the community and the cost associated with the architectural report to be prepared in 2018.

Committee discussed if the Township would be able to renovate the existing station or may be required to build a new station. Members suggested that a cost analysis report be prepared to compare to costs of renovating or replacing the station. Staff noted that there is no recommendation at this point and the information provided is further to the needs assessment report that was presented at the October meeting. It was noted that an architect will be tasked with determining design parameters including if the required features can be met in the existing station.

b) Opioid Overdose & Naloxone

The Fire Chief provided information with respect to the opioid and naloxone concerns that were raised by Committee during the October meeting. The Fire Chief outlined how the fire department has been trained and prepared for opioid overdoses and the administration of naloxone if it is available, but will not be carrying naloxone as a matter of course.

Members highlighted the importance of PPE and the decontamination of PPEs for the fire fighters after they have contacted various materials.

c) Recreation Fee Schedule Update

The Manager of Parks, Recreation & Facilities provided an overview of the recommended increases to the Recreation Fee Schedule, specifically noting that rental costs are increasing due to the increase of minimum wage and cleaning costs. Members confirmed that the increased ice rental fees are in line with surrounding municipalities.

Moved by: P. Taylor seconded by: G. Morrell that Committee recommends that Council repeal by-law 2016-82 and pass a by-law to adopt the Recreation Fee Schedule with a 3% increase to the ice rental rates and other various services.

Carried

d) Helmet Protection Policy

The Manager of Parks, Recreation & Facilities summarized the helmet protection policy, noting that the policy has been discussed and reviewed at the Joint Health

and Safety Committee and the Labour Management Committee. Members confirmed that each employee will received their own fitted helmet and that the helmet will be replaced if damaged.

There was a brief discussion with respect to a helmet use policy for the public.

Moved by: P. Sayeau seconded by: H. Cameron that Committee recommends that Council adopt the helmet protection policy as presented.

Carried

e) Industrial Park MOECC Inspection Report

Committee received and reviewed the Industrial Park MOECC Inspection Report.

f) UV System Replacement – Cardinal WWTP

Committee noted that the UV Replacement project is partially funded through the CWWF and that due to the equipment being so specialized, single sourcing with H2Flow Equipment Inc is necessary.

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

1. Award the purchase of the replacement Trojan System UV3000B model to H2Flow Equipment Inc. in the amount of \$77,500 plus taxes; and
2. Direct staff to enter into a contract agreement for the purchase, delivery and startup of the system; and
3. Approve a 5% contingency to be used at the Director of Operations' discretion, should any unforeseen or potential issues arise during the project.

Carried

g) Petition for Drainage Works by Road Authority – County Rd 2

The Director of Operations provided Committee with a summary of the drainage concerns that have been identified in the area of the CN rail spur and County Rd 2. Members enquired about the Drainage Act process and if the Township has contacted a drainage engineer. There was a brief discussion about the areas that may be addressed when completing the study, noting that drainage concerns might be assessed in the area of Mr. Merkley's property as part of the project.

Moved by: P. Sayeau seconded by: P. Taylor that Committee recommends that Council accept the petition and notify the agencies as required under the Drainage Act.

Carried

h) Spencerville Sewer Rates

Committee briefly discussed the 1% increase and the need for the Township to build up the Spencerville Sewer reserves.

Moved by: K. Smail seconded by: M. Packwood that Committee recommends that Council:

1. Adopt a 1% annual increase in domestic unit service charge; and
2. Direct staff to prepare final by-law for Council approval.

Carried

i) Cardinal Water & Wastewater Rates

i) Cardinal Water

The Director of Operations summarized the Cardinal water rates and noted that the recommended 3% increase is only on the fixed rate portion and will not change the volumetric rate.

Moved by: P. Taylor seconded by: M. Packwood that Committee recommends that Council:

1. Adopt a 3% increase in the monthly fixed service charge; and
2. Direct staff to prepare final by-law for Council approval.

Councillor Smail requested a recorded vote:

Councillor Morrell	Yea	
Mayor Sayeau	Yea	
Deputy Mayor Taylor	Yea	
Councillor Smail		Nay
Mr. Packwood	Yea	
Mr. Cameron		Nay
Councillor Barrett	Yea	

Carried

ii) Cardinal Wastewater

The Director of Operations summarized the Cardinal wastewater rates, noting that staff recommends a 5% increase to the monthly fixed rate charge with no change to the volumetric rate. Staff highlighted that no transfer to reserves was made in 2016.

Committee discussed the need to cover the costs of the Walker St rehabilitation project in 2018 if the Township does not receive any grants for the project. There was a discussion with respect to the amount of money currently in the reserve and the approximate cost of the Walker St project. Members debated if the rate should be increase by 3% or 5% and how much is required to appropriately build up the Cardinal wastewater reserves.

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

1. Adopt a 5% increase in the month fixed service charge; and
2. Direct staff to prepare final by-law for Council approval.

Councillor Smail requested a recorded vote:

Councillor Morrell	Yea	
Mayor Sayeau	Yea	
Deputy Mayor Taylor	Yea	
Councillor Smail		Nay
Mr. Packwood	Yea	
Mr. Cameron		Nay
Councillor Barrett	Yea	

Carried

j) Low Lift Station Rates

Committee noted that the low lift rate only affects Greenfield. Staff noted that Greenfield was notified of the proposed budget and did not provide any comments or objections to the increase of 4.52%.

Moved by: P. Sayeau seconded by: G. Morrell that Committee recommends that Council approves the 2018 low lift pumping station budget as presented.

Carried

k) Edwardsburgh Distribution System Water Rates

Committee noted that there will be no change to the current water rates established for the Edwardsburgh Distribution system. Members inquired about the 3-tier rate system.

Moved by: H. Cameron seconded by: M. Packwood that Committee recommends that Council maintain the current water rates established for the Edwardsburgh Distribution System.

Carried

l) Industrial Park Sewer Rates

The Director of Operations highlighted that the current rates are not covering the costs to operate and maintain the Industrial Park Sewer System. Committee noted that a 25% increase would assist the Township's plan toward a full cost recovery of the system. Members requested clarification of which users are classified as low and high volume.

Moved by: P. Sayeau seconded by: H. Cameron that Committee recommends that Council increase the operation and maintenance volumetric rate charge from \$0.5625 to \$0.7030 per cubic meter effective January 1, 2018.

Carried

8. Councillor Inquiries/Notices of Motion – None

9. Mayor's Report

Mayor Sayeau reported the following:

- Attending the Scaling Up Conference in Ottawa from November 27-29
- SLCEDC meeting on November 23 to review applications submitted for the Commissioner position
- Attended the South Grenville Chamber of Commerce Business Awards and noted that the Township should consider submitting nominations next year
- OEYC currently using the Ingredion Centre ½ day per week.
- Subsidized day care currently not available in Cardinal. An initiative must come from within the Township to request the UCLG to expand services. A survey may be required to determine if subsidized day care is needed.
- Benson School Ad Hoc committee to be appointed at the November Council meeting with Councillor Smail as chair.
- RBC meeting taking place on November 21 at the Drummond Building
- Summarized the recent arbitration hearing with respect to the Prescott WWTP Joint Board Agreement

10. Question Period

Questions/comments were raised with respect to the following:

- Concerned with increased rates in Cardinal and the effect of closure of Benson on the area.
- Water issues on Cedar Grove and Noe Rd impacts to residents.

11. Closed Session

Moved by: G. Morrell seconded by: P. Sayeau that Committee of the Whole – Public Works, Environmental Services & Facilities proceeds into closed session at 8:33 pm 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 Minutes of Closed Session dated October 16, 2017**
- Personal matters about an identifiable individual, including municipal or local board employees; Specifically: **Public Works**

Carried

Committee recessed for five minutes to clear the chambers.

Moved by: P. Sayeau seconded by: G. Morrell that the closed meeting does now adjourn and the open meeting of Committee of the Whole – Public Works, Environmental Services & Facilities does now resume at 9:32 pm.

Carried

Moved by: K. Smail seconded by: M. Packwood that Committee of the Whole – Public Works, Environmental Services & Facilities approves the minutes of closed session dated October 16, 2016.

Carried


Chair Barrett reported that Committee received information with respect to the acquisition or disposition of industrial land and provided direction to staff regarding the identifiable individual.


12. Adjournment

Moved by: P. Taylor seconded by: P. Sayeau that Committee does now adjourn at 9:34 pm.

Carried

These minutes were approved in open Council this 27th day of November, 2017.


Chair


Deputy Clerk