

**MINUTES
COMMITTEE OF THE WHOLE
PUBLIC WORKS, ENVIROMENTAL SERVICES & FACILITIES
MONDAY, JUNE 18, 2018
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE**

Present: Councillor Barrett, Chair (left at 7:50pm)
Mayor Sayeau
Councillor Morrell
Councillor Smail
Hugh Cameron, Advisory Member
Mark Packwood, Advisory Member

Regrets: Deputy Mayor Taylor

Staff: Debra McKinstry, CAO/Clerk
Dave Grant, Director of Operations
Melanie Stubbs, Treasurer (left at 7:50pm)
Brian Moore, Fire Chief (left at 7:50pm)
Jim Guest, Roads Superintendent (left at 7:50pm)
Rebecca Williams, Deputy Clerk

1. Call to Order

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

2. Approval of Agenda

Moved by: P. Sayeau seconded by: K. Smail that the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

Councillor Smail declared an interest on item 7a), as her husband is employed by Cruickshank/Coco Paving. Councillor Barrett declared an interest on item 11a), as his parents-in-law are respondents in the JRDR Drainage matter.

4. Business Arising from Previous Committee of the Whole Minutes

Committee enquired if there have been any updates received with respect to the Shared Network Canada road agreement. Members asked if there was any update with respect to the Fischer/Stephenson concerns about the unopened road allowance. Committee enquired if the Township has received a building

permit application for new development at 9 Newport Dr. There was a brief discussion with respect to the development clause timeframe on the Industrial Land Purchase and Sale Agreement.

5. Delegations & Presentations – None

6. Discussion Items

a) Fire Services Review

Committee reviewed the report and briefly discussed the identified courses of action to be undertaken. It was noted that the UCLG will be preparing the request for proposal to undertake the work in 2019. Members discussed the absence of Brockville, Gananoque, and Prescott from the CAO's meeting in April.

7. Action/Information Items

a) How Mix Project Update

Councillor Smail did not participate in the discussion.

Committee reviewed the report. As a result of Coco Paving purchasing Cruickshank Construction Ltd, Township staff was requested to assign the contract and had sought advice from the Township solicitor before proceeding with the execution of documents. Specific confirmation that Coco Paving was bound by Cruickshank's original bid price was received. Members confirmed that staff will be having a pre-construction meeting with the project manager to discuss and finalize documents and the scope of work.

b) May 16, 2018 Water Main Break Update

Staff provided Committee with a brief overview of the incident, noting that staff were made aware of the issue and responded accordingly to the situation. Members noted the positive feedback received from affected residents and highlighted that staff made residents aware by going door to door and through Township social media.

There was a brief discussion with respect to the cause of the break, specifically regarding the lack of a retainer on the east side of the valve. Members enquired about the total cost of the break and the source of notification of the break.

c) P&G Day of Caring

Staff highlighted the P&G Day of Caring that is taking place on June 20th in Johnstown. Members commented on all of the dedication and support the Township has received from Proctor and Gamble staff over the years and noted

their appreciation for the help received. There was a general discussion with respect to Committee Members attending the event.

d) Environmental Services Vehicle Replacement

Staff outlined the purchase and lease options available. There was a general discussion with respect to purchasing a new or used vehicle and the estimated useful life of the vehicle.

Moved by: P. Sayeau seconded by: G. Morrell that Committee recommends that Council authorize staff to purchase a replacement vehicle for the Environmental Services Department and finance the purchase over a 42-month term.

Carried

e) Request for Closure & Conveyance of Unopened Road Allowance

Committee reviewed the report and directed that staff notify the public and confirm with neighbouring property owners that they have no objection to the closure and conveyance of the road allowance between Lots 10 and 11 in Concession 5.

Moved by: K. Smail seconded by: G. Morrell that Committee recommends that Council proceed with the requested road closure and conveyance in accordance with Township policies.

Carried

f) Public Works Fleet

Committee reviewed the report and discussed whether the Township may be able to rely on some of the supplemental assessment that is expected from MPAC assessment of Giant Tiger rather than scaling back the pavement preservation project. There was a brief discussion with respect to when the Township may receive the Giant Tiger supplemental assessment.

Members discussed the need to review the current preventative maintenance program and identify gaps in the program. It was noted that staff will be seeking a second quote before proceeding with the repairs needed.

There was a general discussion with respect to the option of not repairing or replacing the vehicle, specifically regarding the affect it may have on current staffing and service delivery levels. Committee discussed the option of contracting out or reducing and adjusting the fleet and having one less vehicle in-house to cover the area. Members noted that reducing the number of vehicles may affect the current level of service due to the extended length of the routes and the restrictions on how many hours an employee can be operating a snow plow during a winter event.

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

1. To complete the necessary repairs required for the 2003 single axle (T8) vehicle; and
2. To adjust the scope of work under pavement preservation, as a contingency measure, to keep approximately \$25,000.00 available to offset the potential deficit in vehicle and equipment; and
3. To undertake a full condition assessment of heavy vehicles in Public Works, and
4. To return to Committee with an updated vehicle maintenance policy that incorporates recommended improvements to the program.

Carried

g) Burn By-law Update

Staff summarized the changes to the current open-air burn by-law that are required to implement the new proposed electronic permitting system and highlighted the improved flexibility, ease of issuing the permits and management tracking. Committee reviewed the changes and commented on how the new electronic system may improve compliance as a result of the permitting process being more easily accessible to the public.

Committee members discussed that a new electronic system would not result in a fee for the permit. Members asked for clarification with respect to provisions for burning grass. There was a brief discussion with respect to the types of reports that could be generated from the electronic system. Members confirmed the general notification process under the new system.

Moved by: K. Smail seconded by: H. Cameron that Committee recommends that Council:

1. Adopt a by-law to prescribe the precautions and conditions under which fires may be set in open air; and
2. Repeal by-law 2016-04 that would be inconsistent with the provisions of the new by-law.

Carried

8. Inquiries/Notices of Motion

Councillor Smail requested that a report be prepared for the July Committee of the Whole PW/ES/F meeting to discuss changing Lambert Street to a one way.

9. Mayor's Report

Mayor Sayeau reported on the following:

- Grenville Futures Community Development Corporation is holding their AGM on Friday June 22 at the Spencerville Mill
- Chamber of Marine Commerce mentioned the Port Day event in their latest daily report
- Provided HFI Pyrotechnics with a letter of support with their ongoing request to the Federal Government to be included in the Munitions Supply Program

10. Question Period – None

11. Closed Session

Councillor Barrett left the chair and the chamber and did not participate in the discussion. Mayor Sayeau chaired the remainder of the meeting.

Moved by: K. Smail seconded by: M. Packwood that Committee proceeds into closed session at 7:50 pm to address a matter pertaining to:

- a) The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Specifically: JRDR Drain & Minutes of closed session dated February 20, 2018

Carried

Committee recessed for five minutes to clear the chamber.

Moved by: M. Packwood seconded by: H. Cameron that the closed meeting does now adjourn and the open meeting of Committee of the Whole does now resume at 8:05 p.m.

Moved by: H. Cameron seconded by: M. Packwood that the minutes of the closed session of the Committee of the Whole – Public Works, Environmental Services and Facilities dated February 20, 2018 are approved as presented.

Carried

Mayor Sayeau reported that Committee reviewed the minutes of the closed session and directed staff to proceed with the submission of costs as recommended by the Township's solicitor.

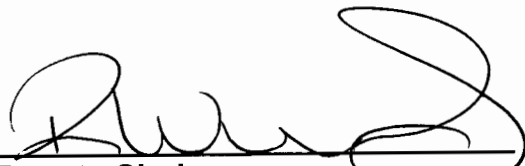
12. Adjournment

Moved by: G. Morrell that Committee does now adjourn at 8:07 pm.

Carried

These minutes were approved in open Council this 25th day of June, 2018.


Chair


Deputy Clerk