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**MINUTES
COMMITTEE OF THE WHOLE
PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES
MONDAY, APRIL 15, 2019
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE**

Present: Councillor Cameron, Chair
Mayor Sayeau
Councillor Dillabough
Councillor Hunter
Robin Crawford, Advisory Member
Mark Packwood, Advisory Member

Regrets: Deputy Mayor Deschamps

Staff: Debra McKinstry, CAO/Clerk
Dave Grant, Director of Operations
Rebecca Williams, Deputy Clerk
Brian Moore, Fire Chief

1. Call to Order

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

2. Approval of Agenda

Moved by: P. Sayeau seconded by: M. Packwood that the agenda be approved as amended to add item 6c) Rural and Northern Fund Application Update.

Carried

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

4. Business Arising from Previous Committee of the Whole – Public Works, Environmental Services & Facilities

Members noted that Township participation in the Fort Town Night Run event and confirmed that the Township has received the SNC annual report.

There was a brief discussion with respect to the progress made by the Johnstown ATV Club installing the swamp mats on the unmaintained road allowance.

5. Delegations and Presentations

a) District Health Unit – Introduction & Strategic Plan

Ms. Hess, Director of Healthy Living and Development, and Ms. Allwright, Municipal Public Health Nurse (MPHN) Liaison, from the Lanark Leeds and Grenville District Health Unit provided Committee with presentations with respect to the strategic plan and the role of the MPHN liaison. Ms. Hess reviewed the mission statement, role of the public health unit, determinants of healthy living, population health goals for various sectors of the public, and key strategies.

Committee briefly discussed the importance of proper immunization records and how the current measles outbreak can affect members of the public. It was noted that the Health Unit provides education tools to the public to promote healthy communities and inform schools about immunization program results. There was a brief discussion with respect to other services provided by the Health Unit, specifically restaurant inspections and pre-natal/healthy babies programs. Ms. Hess outlined the current programs offered for every mother and child, along with at risk case programs.

Ms. Allwright outlined her role and responsibilities as the MPHN liaison for the Township and surrounding municipalities. Ms. Allwright noted that the MPHN liaisons encourage municipalities to collaborate with the health unit to assist in reviewing and updating municipal plans, transportation, substance use policies, recreation planning, environmental factors, and health equity.

Members suggested that a liaison may be able to speak with a local youth group about substance use prevention and bike helmet safety. There was a brief discussion with respect to the local Health Unit and the Canadian Food Inspection Agency responsibility of inspecting and enforcing food safety regulations in wholesale and trucking industries as well as the latest Canadian Food Guide.

Committee thanked Ms. Hess and Ms. Allwright for their presentations.

b) Wayne Porter – Sewer Charges at 2058 Dundas St. Cardinal

Mr. Porter requested that Committee consider dropping the sewer charges by \$211.16 for his property located at 2058 Dundas St due to an undiscovered leak between two basement walls. Mr. Porter explained the construction of the house and how the leak had gone unnoticed before the higher metered water charges were incurred. It was his opinion that the leaked water was not treated by the sewer system and therefore he should not be charged for sewage on that portion of his bill.

Committee noted that the item will be further discussed at item 7a on the agenda.

6. Discussion Items

a) Johnstown Servicing Survey

Committee reviewed the draft survey letter and confirmed that the Johnstown water MCEA completed at \$125,000 is a comparable cost to what is expected for the Johnstown sewer MCEA. There was a discussion with respect to the number of households in Johnstown that would receive the survey. It was noted that staff will review and confirm the total number of property owners in Johnstown that are to receive the survey based on the survey area shown on the map attached to the information item.

Members debated about the percentage of returned letters and percentage of letters that indicate “yes” for the project to proceed. Members suggested that the survey could be hand delivered and picked up for each household to confirm that residents are aware of the survey and effects the study may have.

Members requested that a paragraph be added to the survey letter to clarify that if the survey responses indicate support for the MCEA study and a sewage system is installed, the expense will be fully borne by the property owners and will be significant. Members noted that due to the implications and costs of the study as well as the potential for future construction costs, a high percentage of returned letters as well as responses indicating “yes” is required. It was noted that staff will bring the draft survey letter back for review at the May meeting with clarifications as requested.

b) Motion to Establish Reserve Fund for Modernization Grant

Moved by: J. Hunter seconded by: M. Packwood that the following motion be considered at the next regular Council meeting:

WHEREAS the Township of Edwardsburgh Cardinal has been informed by letter dated March 20, 2019 over the signature of the Minister of Municipal Affairs and Housing that it will be receiving a one-time provincial government grant in the amount of \$584,335.00 for the express purpose of taking steps to become more efficient in the delivery of our services; and

WHEREAS the Minister’s letter recognizes “that transforming service delivery and identifying more modern, efficient ways of operating is critical and complex work” and “that many of Ontario’s small and rural municipalities may have limited capacity to plan and manage transformation, depending on the resources they have available and how far they have moved on their own modernization agendas” and that the government is “providing a one-time payment in the 2018-2019 fiscal year to support small and rural municipalities’ efforts to become more efficient and reduce expenditure growth in the longer term”;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal directs that these funds once received

be immediately transferred to a dedicated reserve fund for use only as outlined and intended in the Ministerial letter and that funds be removed from this reserve fund only by resolution of Council in payment of invoices directed to these purposes.

Carried

c) Rural & Northern Fund Application Update

Committee noted that the application process has been clarified and that the Township is only eligible to apply for a project that is continuous, i.e. where the components of the project physically touch or intersect. Members discussed the pros and cons of selecting Cedar Grove vs. Rooney Road for the funding application. Members noted that there are currently higher traffic and accident counts on Cedar Grove, however Rooney would be a more expensive project and therefore it maybe more beneficial to apply for funding for the more expensive project.

Members discussed the future maintenance of Cedar Grove versus Rooney, specifically with respect to the fact that Rooney would be upgraded from a gravel to paved road and therefore reduce future maintenance costs. Members noted the various sub grading and culvert drainage concerns on both roads, along with possible road widening needs. It was noted that Rooney is listed on the Township roads needs study as a lower priority than Cedar Grove.

Staff noted other applications from municipalities within the UCLG and the limited funding that may be available. It was noted that the Township may only apply for a maximum of \$5million funding. It was noted that drainage and storm water works are not eligible for the funding, however staff interpret the criteria to fund cross culverts under the road project. There was consensus from Committee to pursue an application submission for Rooney Road through the Rural and Northern funding stream.

7. Action/Information Items

a) Sewer Charges at 2058 Dundas St. Cardinal

Staff highlighted that the Township has a policy to not grant reductions for water leaks. Members noted that both Township staff and Rideau St. Lawrence were quick to identify that there may be an issue as a result of a possible leak and notified the property owners by letter on two occasions.

Mr. Porter advised that the notification letters were unfounded and that he was told by RSL that the increase was likely due to a toilet running at night. He noted that it wasn't until the bill increased substantially that he discovered a leak. Committee noted that there is a policy in place with respect to requests to reduce

sewer charges and that it has been past practice for Council to maintain policy procedures.

Moved by: M. Packwood seconded by: S. Dillabough that Committee recommends that Council maintain the sewer charges previously billed to 2058 Dundas St. Cardinal.

Carried

b) 1st Quarter Fire Department Report

Staff summarized the report and noted that there are nine new recruits with seven of them at Station 2. Members highlighted the number of online training courses completed by firefighters during the first quarter. Committee thanked the Fire Department and Fire Chief for organizing the presentation recognizing Ingredion's support for the local fire department and for the efforts of the volunteer fire fighters.

c) 1st Quarter Operations Report

Committee reviewed the report and discussed the brush and leaf pickup schedule, including the types of bags allowed to store the debris. Committee discussed the number of dump punch cards sold at the transfer station site. It was noted that the revenue has remained fairly consistent.

Members confirmed that the Christmas trees picked up are burned at the transfer station site due to the community no longer hosting a bonfire. Committee reviewed section 3 of the report and confirmed that staff has resampled the Cardinal Water System HPC due to the high sample result in March.

d) Ontario One Call – Alternate Locate Agreements

Staff provided a brief summary of how the locate request process is currently designed and how the new alternate locate agreements will improve and streamline the process. It was noted that the Environmental Services Department will respond and monitor the locate requests that are in the vicinity of Township infrastructure. Members confirmed that the locate protocol only permits excavations to take place by hand operated equipment and must not exceed a maximum depth of 12 inches.

Moved by: J. Hunter seconded by S. Dillabough that Committee recommends that Council:

1. Authorizes staff to establish alternate locate protocols with contractors, on a case by case basis, where potential infrastructure damage risks are low; and
2. Authorize staff to execute the required agreement documents.

Carried

e) Galop Canal Bridge Railing Replacement Pre-Budget Approval

Committee reviewed the tender report and asked for clarification with respect to the financial breakdown. It was noted that only a small portion of the HST is payable by the Township which is included in the recommendation and therefore shows a different total than the tender results. Members asked for clarification with respect to the use of contingency funds and whether there is a contract in place with the engineering firm for the contract administration work. It was noted that the contingency is used if there are any necessary change orders issued. Staff confirmed that the engineering firm charges on a per hour basis for the contract administration and the cost is estimated.

Moved by: P. Sayeau seconded by: R. Crawford that Committee recommends that Council:

1. Award the Galop Canal Bridge Railing replacement to DW Building Restoration Services Inc. at a cost of \$97,468.50 including non-rebated HST; and
2. Authorize staff to execute contract documents and approve \$10,000.00 as contingency to be used at the Director of Operations' discretion, should any unforeseen issues arise during the project.

Carried

f) Municipal Smoking Policy Update

Committee reviewed the proposed new municipal smoking policy and confirmed that the Smoke Free Ontario Act fines are issued by the Health Unit Inspector, with the fines being processed through the Provincial Offences Act and a portion of the fine being remitted to the Township. Members enquired how the public will be aware that they could be fined. It was noted that appropriate signage will be placed in public areas.

Moved by: P. Sayeau seconded by: J. Hunter that Committee recommends that Council adopt the Municipal Smoking Policy as attached.

Carried

g) Grader Repair Update

Committee reviewed the update and enquired what alerted the operator to a possible problem with the equipment. It was noted that the operator noticed a change in noise/sound and had the equipment reviewed by Strongco immediately, thus saving a potentially more expensive repair.

There was a brief discussion with respect to the budget line exceeding the budgeted amount. It was noted that the budget line item may be over expended and the overage by covered from somewhere else in the overall department budget. Members confirmed the rental cost of equipment being used in its place.

8. Inquiries/Notices of Motion

Councillor Cameron noted that the May meeting will be held on Tuesday, May 21 as a result of the Victoria Day holiday.

9. Mayor's Report

Mayor Sayeau reported the following:

- Ingredion has purchased Benson School property and will be fencing the entire school grounds plus the parking lot across the street
- Attended a Queens University presentation on April 13 with respect to soybean processed for world markets
- Corridor 2030 Report has been released

10. Question Period – None

11. Closed Session – None

12. Adjournment

Moved by: M. Packwood seconded by: S. Dillabough that Committee does now adjourn at 8:56 pm.

Carried

These minutes were approved in open Council this 22nd day of April, 2019.



Chair



Deputy Clerk