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**MINUTES  
COMMITTEE OF THE WHOLE  
PUBLIC WORKS, ENVIROMENTAL SERVICES & FACILITIES  
TUESDAY, FEBRUARY 19, 2019  
6:30 PM  
SPENCERVILLE MUNICIPAL OFFICE**

**Present:** Councillor Cameron, Chair  
Mayor Sayeau  
Deputy Mayor Deschamps  
Councillor Dillabough  
Councillor Hunter  
Mark Packwood, Advisory Member

**Regrets:** Robin Crawford, Advisory Member

**Staff:** Dave Grant, Director of Operations, Acting CAO  
Melanie Stubbs, Treasurer  
Rebecca Williams, Deputy Clerk  
Mike Spencer, Manager of Parks, Recreation & Facilities  
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: M. Packwood seconded by: J. Hunter that the agenda be approved as presented.

Carried

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

4. Business Arising from Previous Committee of the Whole – Administration & Finance Meeting (if any)

Members enquired if staff have received an update with respect to the 730 Truck Stop insurance claim and if a date has been set for an in-house DWQMS training seminar. It was noted that the Township has not received any update with respect to the 730 Truck Stop and will be following up with the appropriate contacts. It was noted that staff will be organizing an in-house training seminar for Council members in the near future.

5. Delegations and Presentations

a) Spencerville Rate Study – Director of Operations

The Director of Operations presented Committee with a summary of findings and a proposed alternative rate structure for the Spencerville wastewater system. It was noted that the study was a result of a complaint being made to Council about the overall cost and fairness of the system breakdown. The Director of Operations highlighted the proposed alternative rate structure and noted that by using the Building Code requirements as a base determinant when establishing the base rates for each category will result in a fairer and clearer base rate structure.

Members asked for clarification with respect to the number of fixtures required and allowed within residential, multi-residential and mixed. It was noted that the maximum number of fixtures equate to the possible maximum volume output to the wastewater system per property. Committee discussed how the new system rate structure is based on the maximum number of fixtures versus the number of people living or using a specific property.

Committee noted that a phase-in approach for the 4 specified locations would result in a reduction in revenue for the first few years of the phase-in and how that may negatively impact reserves if maintenance work is required. Members debated if any or all of the 4 locations should be phased-in or should be charged the full rate. There was a general discussion with respect to the locations being able to afford the potential increase in rate, noting that the Township locations and school board would be able to support the increase.

6. Discussion Items – None

7. Action/Information Items

a) Spencerville Rate Study

Committee discussed if there should be a 4-year phase-in approach or limit specific locations to a zero phase-in or 2-year phase-in. Members suggested that the Drummond Building should receive a 2-year phase-in, while the Township properties and school board could afford the rate change up front without any phase-in to lessen the burden. Members debated if the Committee should be singling out specific locations by lessening the burden on one but not the others affected.

Members briefly discussed how the implementation of meters in Cardinal resulted in a lower consumption of water when the meters were first installed. It was noted that people perceive meters to be more fair than a rate structure.

b) 2019 Spencerville Wastewater Budget

**Moved** by: P. Sayeau seconded by: S. Dillabough that Committee recommends that Council:

1. Accept the recommendations contained in the Rate Study Report; and
2. Adopt a \$7.00 or 1% annual increase to the base residential unit and use the alternative rate structure for non-residential units; and
3. Use a phase-in approach over a 2-year period for 22 Ryan St; and
4. Direct staff to prepare a by-law to adopt the estimates and impose sewer rates for the users of the Spencerville sewer system.

Carried

c) 2019 Cardinal Water Budget

Committee reviewed the proposed 0% increase to the Cardinal water budget and discussed the need to increase the amount of money put into reserves each year, especially with the potential County Road 2 project moving forward if funding is granted to the Township. Members asked for clarification with respect to the estimated amount to be transferred to reserves and how that may change depending on audit adjustments. It was noted that once audit is completed then an action item will be brought forward for Council approval to transfer specific money in/out of reserves depending on the year-end surplus/deficit adjustments.

Members discussed the proposed capital projects, specifically the overall costs of each project and funding available. It was noted that the Township has applied through the National Disaster Mitigation Program to cover 50% of the cost for the construction of a berm at the Cardinal WTP. It was noted that if the Township does not receive funding then a portion of the estimated \$52,580 to be transferred to reserves will be used to offset the lack of funding.

**Moved** by: M. Packwood seconded by: J. Hunter that Committee recommends that Council direct staff to prepare a by-law to adopt the estimates and impose a 3% rate increase to the flat and fixed charge for the users of the Cardinal water system.

Carried

d) 2019 Cardinal Wastewater Budget

Committee highlighted the need to increase funds going into reserves for the Cardinal wastewater system. Members asked for clarification with respect to the fluctuation in the 2018 budget versus 2018 actuals for the chemicals and supplies. It was noted that the fluctuation is due to the timing of purchasing specific chemicals and amount used throughout that specific year.

**Moved** by: M. Packwood seconded by: J. Hunter that Committee recommends that Council:

1. Adopt a 3% rate increase to the flat and fixed charge; and

2. Direct staff to prepare a by-law to adopt the estimates and impose rates for the users of the Cardinal wastewater system.

Carried

e) 2019 Low Lift Station Budget

Members noted that the Township consistently receives approximately \$100,000 in revenue from the Low Lift Station annually.

**Moved by:** P. Sayeau seconded by: T. Deschamps that Committee recommends that Council approve the 2019 Low Lift Station budget as presented.

Carried

f) 2018 Annual Water Report

Committee confirmed that there were no deficiencies in the water systems during the 2018 year.

**Moved by:** T. Deschamps seconded by: M. Packwood that Committee recommends that Council:

1. Receive the 2018 annual water reports for CWS and EDS;
2. Direct staff to post the annual water reports to the Township website; and
3. Direct staff to notify users via social media and local newspaper of report availability.

Carried

g) Service Line Warranties Marketing Licence Renewal

Committee discussed their concerns with the miscommunication with SLWC, specifically during their previous mail out to Township residents, along with bordering municipalities. There was a brief discussion with respect to the possible number of residents that have signed up for insurance with SLWC and if the termination of the agreement would negatively affect resident's insurance. It was noted that if the Township terminates the agreement with SLWC it would not affect residents that have signed up for insurance coverage with the private company.

**Moved by:** T. Deschamps seconded by: J. Hunter that Committee recommends that Council enact the 90-day termination clause contained in section 3a of the agreement and direct staff to provide notice to Service Line Warranties of Canada Inc. that the Township does not intend to renew the agreement.

Carried

h) Pre-Budget Approval – Selected Capital Items

Committee reviewed the report and confirmed if Township staff or outside engineers will be preparing the tender documents. It was noted that staff will be preparing the hot mix resurfacing and tandem axle plow truck tenders and an engineering firm will prepare the Smith Rd culvert replacement tender.

Members noted their concerns of sole sourcing the arena chiller. Committee discussed the option of tendering for the arena chiller equipment and if Cimco was the only refrigeration company in the area that works on arena maintenance. There was a general discussion with respect to other possible chiller manufacturers and if Cimco would still be willing to install and service a chiller that was not purchased through their company. Members noted that the Township may be able to receive a lower cost quote from tendering the item, however there are limited number of businesses in the area that have the background knowledge and willing to assist the arena with installation and maintenance to the degree that is currently in place.

**Moved** by: J. Hunter seconded by: M. Packwood that Committee recommends that Council authorize pre-budget approval for four capital projects – Hot Mix Resurfacing, Tandem Axle Plow Truck, Smith Road Culvert Replacement and Chiller Unit Replacement.

Carried

i) 4<sup>th</sup> Quarter Fire Report

Committee reviewed the report and enquired about the number of fire losses that occurred in 2018. There was a discussion with respect to fire calls considered “assistance no required”/“stand down”, specifically if the Township is eligible for reimbursement through the MTO compensation program. Members commented on the number of new recruits for both stations and noted that additional recruits for Station 2 would be beneficial.

There was a general discussion with respect to if the Fire Department is equipped and trained to fight a vessel fire. It was noted that the Port of Johnstown has a fire pump onsite specifically for vessel and grain elevator fires. Staff noted that the Fire Department is able to draw water from the river, subject to some limitations, if required to assist with vessel fires.

j) 2018 MTO Fire Calls

Committee reviewed the report and noted that even when the firefighters are informed that their assistance is no longer required, the Township still incurs costs to dispatch the department and volunteers are putting themselves at risk. There was a discussion as to what constitutes as eligible MTO calls, specifically medical assistance, vehicle fires, motor vehicle accidents, however assisting with traffic control at the scene is not eligible for compensation.

There was a brief discussion regarding if the Township should consider billing the insurance companies directly for the costs incurred by the Township for every call. It was noted that the Township generally has to decide at the beginning whether they will proceed with the MTO compensation program or file individual claims against insurance companies.

k) 4<sup>th</sup> Quarter Facility Maintenance Report

Staff provided an overview of the work performed at the various Township facilities during the fourth quarter. Members enquired if the canteen staff have their food handling certificate. It was noted that staff will follow up with the Health Unit to confirm if staff are required to have the food handling certificate. Members confirmed that Cimco completed the mid-season safety check for both arenas. Committee briefly discussed how the Township transported the Prescott Zamboni to Spencerville when the Township Zamboni was awaiting replacement parts.

l) 4<sup>th</sup> Quarter Recreation/Facility Stat Report

Committee reviewed the report and confirmed that both arenas prime-time numbers are near capacity partly due to the closure of the Prescott arena. There was a brief discussion with respect to Township staff working with the various organizations to help accommodate scheduling needs for hockey and figure skating.

m) 4<sup>th</sup> Quarter Operations Report

Committee reviewed the report and confirmed that the Township has a record of locations that cold patching has been completed. There was a brief discussion with respect to the removal of snow in Cardinal, specifically at the intersection of Dundas St and Bridget St. Members discussed the possibility of using interlock patches to replace cold patches on roads, similar to the City of Brockville. It was noted that interlock patches will not withstand high speed traffic and therefore are not suitable for Township roads.

Members enquired if the Township will be able to use the UCLG new hotbox mixer as a trail this coming year. Members confirmed that SNC has begun work for the Cardinal dock fixtures. Committee confirmed that the Township has been below the maximum flow draw from the Prescott water system for the Industrial Park.

n) Restrict Heavy Truck Traffic

Committee reviewed the report and debated if additional signage within the Johnstown subdivision would be an effective method to deter heavy trucks destined for Giant Tiger from using the area to turn around. Members noted that the drivers for Giant Tiger have accidentally made a left turn towards the

Johnstown subdivision instead of a right towards the Industrial Park. Members suggested that the Township erect signage along Highway 16 and the intersection of Highway 16 and County Rd 2 to direct truck traffic towards Giant Tiger. It was noted that the Township has made several requests to MTO with respect to directional signage for Giant Tiger, however another request could be sent for direction signage indicating the Industrial Park.

o) Summary of Impact – ERT

Staff provided an overview of the summary of impact letter prepared by the Township solicitor with respect to the Environmental Review Tribunal decision. It was noted that the decision of the Tribunal was that the suspension was valid and then the Tribunal approved the conditions that were to be met before development could proceed.

8. Inquiries/Notices of Motion – None

9. Mayor's Report

Mayor Sayeau reported on the following:

- Received invitations to the Grenville Federation of Agriculture Annual Meeting to be held on March 1, and the Shakespeare Winters End Gala dinner of March 2.

10. Question Period – None

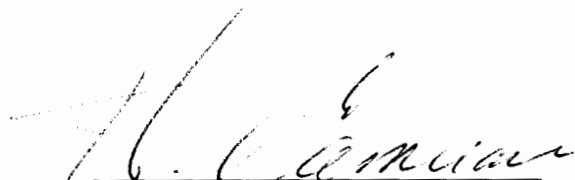
11. Closed Session – None

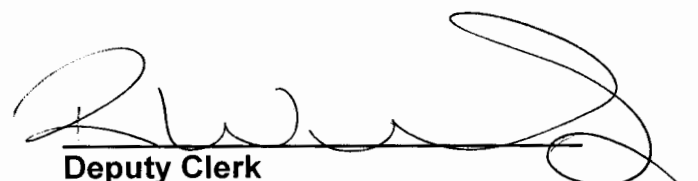
12. Adjournment

**Moved** by: P. Sayeau seconded by: M. Packwood that Committee does now adjourn at 9:36 pm.

Carried

These minutes were approved in open Council this 25<sup>th</sup> day of February, 2019.

  
Chair

  
Deputy Clerk