

**MINUTES
COMMITTEE OF THE WHOLE
PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES
MONDAY, MARCH 18, 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
Rebecca Williams, Deputy Clerk
Gord Shaw, Manager of Environmental Services

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

Councillor Hunter declared an interest on item 7h) due to Tackaberry Construction operating a quarry owned by Councillor Hunter.

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

Members confirmed that the tender documents for the hot mix resurfacing, plow truck and Smith Rd culvert have been prepared. It was noted that the hot mix and plow truck tenders are closing in the next few days.

Members highlighted that the new directional signage indicating the Johnstown Industrial Park has been installed and thanked those involved for their efforts. Members enquired if the Township has received any status update with respect

to the NDMP funding for berm at the Cardinal WTP. It was noted that the Township expects to receive an answer by early May.

5. Delegations and Presentations

a) Fort Town Night Run – Request Windmill Rd Partial Closure

Mr. Larose, organizer of the Fort Town Night Run, outlined the annual event and highlighted how the money raised at the event is used to help fund youth programs. Mr. Larose noted that the organization intends to use FRED lighting along Windmill Rd during the event due to the lack of street lighting in the area. Mr. Larose requested that Council grant partial road closure on Windmill Road for the event and that Mayor Sayeau be present at 9:30pm to hand out the Team Spirit Award.

Moved by: J. Hunter seconded by: S. Dillabough that Committee recommends that Council supports and approves the request for partial road closure on Windmill Road for the Fort Town Night Run event on May 4, 2019, and that notification be provided to affected residents.

Carried

b) South Nation Conservation Authority

Ms. Boutz and Ms. Mancini, team leads with South Nation Conservation Authority (SNC) gave a presentation to Committee outlining how SNC is involved with local municipalities, their jurisdiction, stewardship programs, tree protection and sustainability programs, reforestation and community tree planting incentive discount programs, and water flow monitoring programs.

There was a brief discussion with respect to the water flow and rain gauge monitoring that takes place in Spencerville off of the South Nation River. It was noted that the monitoring device is installed at the Spencerville location and the information is transmitted into the computers at the central office. It was noted that the 2018 Annual Report will be presented at the AGM next week then circulated to municipalities.

Committee thanked SNC representative for the presentation.

c) Johnstown ATV Club – Request to Make Improvements

Mr. Marceau, President of the Johnstown ATV Club provided Committee with background information with respect to how swamp mats can improve the riding conditions on wet and low-lying unmaintained road allowances. Mr. Marceau provided Committee with a short Youtube video. It was noted that the area required the swamp mats in order for ATV's, especially individual riders with mobility issues to clear the area without getting stuck in the mud. Mr. Marceau

noted that the club is requesting permission to upgrade the unmaintained road allowance partly due to the neighbouring road allowance being conveyed to a private property owner.

There was a general discussion with respect to location, life expectancy, and when the club needs to install the swamp mats. It was noted that the mats must be installed as soon as possible while the area is still frozen. Mr. Marceau confirmed that if Council allows the club to upgrade the road allowance then the club would begin work immediately. It was noted that the club will continue to maintain the swamp mats and replace them when required.

Committee thanked Mr. Marceau for the information and informed him that Committee will be discussing the issue under agenda item 7i).

6. Discussion Items

a) Rural & Northern Infrastructure Fund

Committee noted that the provincial and federal introduced a new bilateral funding agreement for rural and northern infrastructure. Staff outlined the assessment criteria, noting that submissions are due May 14, 2019 and highlighted that the project must be a single project and not multiple smaller projects at different locations throughout the Township. It was noted that there is only one intake date, and if the application is successful then the project must be complete by 2026.

Committee discussed different project ideas within the Township and agreed that an application should be prepared to propose a complete rebuild of Cedar Grove Road and Rooney Rd. It was noted that Rooney and Cedar Grove Roads are the alternate EDR from the County Road 2 during accidents. Members noted that the roads are heavily used as alternative EDR's and have the collision reports to provide evidence that upgrades to the roads are vital. Members suggested that the Township should seek a partnership with the Township of Augusta to be included in the application in order for the portion of Cedar Grove Road in Augusta to be completed at the same time.

It was noted that any water, sewer, and/or drainage work required in the project would not be covered under the funding agreement. Members confirmed that the amount of drainage work required would need to be determined if funding was granted. There was consensus from Committee to move forward with the application for a road's improvement infrastructure project on Cedar Grove and Rooney Road and that a motion would be prepared for Council.

b) Yield Signage – Cardinal

Members noted their concern with respect to the lack of a yield sign on the right-hand merge lane heading east on County Rd 2 from Dundas St. Members commented on the location of the lane and debated if the right lane is a merge/turning lane or a full lane on County Road 2. It was noted that the merge lane is an official full driving lane and under the Highway Traffic Act a yield sign is not required.

There was a brief discussion with respect to ownership of the merge lane and if the Township would be required to make a request to the UCLG if Council decides that a yield sign is needed. It was noted that the lane is owned by the UCLG. There was consensus from Committee to not proceed with the discussion to request the UCLG to install a yield sign due to signage not being required at the location under the Highway Traffic Act.

7. Action/Information Items

a) Cardinal WTP Summary Report

Committee reviewed the report and confirmed that the report must be provided to Council by March 31 of each year. Members enquired why there was an influx in flow rate during the summer. It was noted that there was a water main break in the Meadowlands Subdivision which resulted in a peak in the daily flow. There was a brief discussion with respect to the two breaks on Walker St. Staff confirmed that there was no link between the two events. Committee highlighted that the MOECP noted that there were no non-compliance issues identified during the inspection.

b) Cardinal WWTP Annual Report

Committee reviewed the report and discussed the licensing classifications for various staff members.

c) Industrial Park Summary Report

Committee reviewed the report and noted that the Edwardsburgh Industrial Park water system is a stand-alone system which receives all its water from the Town of Prescott. It was noted that Township staff perform various water testing 3 times per week to ensure that the standards are maintained. It was noted that the Town of Prescott is required to submit a report to the Township because the Township is a user of the system. There was a brief discussion with respect to the spike in monthly flow data in the fall of 2017 as a direct result of a break at Prysmian.

Moved by: P. Sayeau seconded by: M. Packwood that Committee:

1. Received and reviewed the reports 7a) Cardinal WTP Summary Report, 7b) Cardinal WWTP Annual Report, and 7c) Industrial Park Summary Report and

- noted no non-compliance issues resulting in the superior operating results achieved by staff; and
2. That the reports be forwarded to the Council meeting on March 25 or public release and Council recognition of the superior performance of the systems as achieved by the Environmental Services Department.

Carried

d) Prescott Drinking Water System Annual Report

Committee reviewed the report and enquired about the max allowable flow rate. It was noted that the max allowable is 8200 m³/d, however the max flow rate has not exceeded 5103, which means there is just over 3000 m³/d available.

e) Industrial Park Water Budget

Committee reviewed the report and noted that the last time the Industrial Park water budget was increased was in 2015. It was noted that the Town of Prescott proposes to increase the rate by 3% and in order for the Township to offset cost, an increase to the consumption charges is required. There was a general discussion with respect to the transfer from the water reserve to the wastewater system to cover the \$24,537 deficit. Members noted that the Township should not be transferring money from the water reserve to offset the deficit in the wastewater system. There was a general discussion with respect to how the wastewater system can become self-sufficient and not rely on transfers from the water reserve. It was noted that item 7f) addresses the need to increase rates in order for the system to be self-sufficient and able to contribute to the reserve fund.

There was a brief discussion with respect to the past years budget versus actuals. It was noted that due to inaccurate information from 2017 the 2018 budget line for revenue was inflated, and did not give the Township an accurate expectation, however after further review of trending data the Township has revised the 2019 budget to be in line with expected revenue. Members enquired if the Giant Tiger water consumption rate was close to the original estimate. It was noted that it is still too early to see a trend, however Giant Tiger is currently consuming less than originally anticipated.

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

1. Increase the proportionate consumption charge by \$0.16/m³ and the excess consumption charge by \$0.02 to offset the increase in purchased water charges from the Town of Prescott; and
2. Direct staff to prepare a by-law to adopt the estimates and impose rates for the users of the Edwardsburgh Distribution System.

Carried

f) Industrial Park Wastewater Budget

Committee reviewed the report and confirmed that money was transferred to the wastewater reserve fund as a result of funds from the sale of Industrial Park land in 2018.

Moved by: T. Deschamps seconded by: P. Sayeau that Committee recommends that Council:

1. Increase the flat rate charge by \$5.00, increase consumption rate by \$0.21/m³ and capital levy by \$0.02/m³; and
2. Direct staff to prepare a by-law to adopt the estimates and impose rates for the users of the Industrial Park Sewer System.

Carried

g) Dust Suppressant Tender

Members noted that Da-Lee Dust Control purchased DenChem and Morris Chemicals which has resulted in fewer companies bidding on the tender. There was a brief discussion with respect to if the Township would be supplied with magnesium or calcium chloride. It was noted that Da-Lee handles calcium chloride at the Port and would likely be supplied to the Township. It was noted that there was a 9.43% or \$0.0215 per litre increase to the price of dust suppressant this year.

Moved by: P. Sayeau seconded by: M. Packwood that Committee recommends that Council provide approval and award the Supply of Dust Suppressant tender to Da-Lee Dust Control Ltd at the unit rate of \$0.2495 per litre to a maximum of \$47,000.00 including non-rebated HST.

Carried

h) Gravel Tender

Councillor Hunter did not participate in the discussion or vote on the matter.

Moved by: M. Packwood seconded by: T. Deschamps that Committee recommends that Council award the Supply of Crushed Rock tender to G. Tackaberry & Sons Construction Company Ltd at the unit price of \$11.98 per MT to a maximum of \$87,000.00, including non-rebated HST.

Carried

i) Request to Improve Unmaintained Road Allowance

Members confirmed that the Township has a standard draft agreement that can be modified in time for Council to approve the request. There was a brief discussion with respect to if a special Council meeting could be called before the Port Management Committee meeting to expedite the request. It was noted that

it would not give staff enough time to prepare the document and does not allow for proper public notice of a Council meeting.

Moved by: T. Deschamps seconded by: J. Hunter that Committee recommends that Council:

1. Approve the request for permission from the Johnstown ATV Club to make improvements to the unmaintained road allowance between lots 12 and 13, concession 5; and
2. Direct staff to develop an agreement with the applicant stipulating the condition of use.

Carried

j) Municipal Class EA – New Sewage Works

Staff summarized the four-phase process if the Township were to consider a new treatment and collection system for the Johnstown area. It was noted that the project would require a Schedule C Class Environmental Assessment to be completed. Members highlighted that the estimated time to complete the study is anywhere from 18 to 24 months and could cost \$125,000 or more. It was noted that the costs of any study or subsequent system installation would be borne solely by the users of the system.

Members suggested that Newterra should be hired to complete the study and install the system. It was noted that Committee could not select a single business to complete the project due to transparency and procurement requirements, as well as the need for municipal systems to follow the Municipal Engineers Association Municipal Class Environmental Assessment to meet specific requirements of the EAA. There was a brief discussion with respect to possible cost break down to each property in Johnstown and how residents may receive the idea of a new treatment and collection system.

Members suggested that a public meeting be held in Johnstown to determine if residents would be in favour of proceeding with the project. It was noted that if a public meeting is organized at this stage the Township will not have a great deal of information to provide the public. It was noted that the last study completed was estimated to cost approximately \$16,000 to each user of the system. It was noted that the Township does not want to provide the public with incorrect information, and if the four-phase approach is followed then two public consultations are set out within the phases to properly inform the public.

Members noted the public discontent that arose during the implementation of the Spencerville sewer system and the possible issues that could result in forcing a system on users in Johnstown. Members noted that the study may result in the Ministry directing the Township to provide full servicing to Johnstown instead of the suggested partial servicing depending on what information is provided in the

study. Members discussed the possible outcome of conducting the study and approximate costs that would need to be borne by the users of the system.

Committee suggested that a survey letter be sent out to residents of Johnstown asking if they would be interested in the study, the cost to complete the study, and timeframe to have the study completed. It was noted that a letter may be misinterpreted and leave the public with more questions than answers when the public meeting takes place. Members noted that Committee should not give the public false hope if it turns out that the majority of residents are not in support of the study and associated costs down the road. Members noted that a letter can be sent out as a soft approach to the discussion and see if residents would be interested in the concept. It was noted that Committee or Council would need to define the percentage of interested potential users.

Moved by: S. Dillabough seconded by: J. Hunter that Committee directs staff to prepare a draft survey letter for review with respect to a new treatment and collection system in Johnstown at the next Committee of the Whole – PW/ES/F meeting.

Carried

k) Briefing Note – Ontario Job Site Challenge Presentation

Committee heard that the Mayor is trying to set up a meeting with the Ministry of Economic Development, Job Creation and Trade (MEDJCT) to advocate for the Township nomination into the Ontario Job Site Challenge. It was noted that the MEDJCT is appointing staff to prepare and review application procedures. It was noted that there is potential for a meeting to be schedule in the coming week, however if The Township is unsuccessful in arranging a meeting then the briefing note presentation will used as supporting information when the application is submitted.

8. Inquiries/Notices of Motion

Councillor Cameron asked for a status update with respect to OCIF funding. It was noted that no further funding will be given this year and the Province is now focusing funding on the Rural and Northern Infrastructure Fund which does not fund water/wastewater.

Councillor Hunter asked for clarification with respect to the Township ordering a pipe culvert instead of the original planned box culvert for the Smith Road project. It was noted that a pipe culvert was ordered in case an emergency replacement was required to be completed in-house. Members confirmed that the tender to have the project completed will be coming forward to Committee for review. Members requested that tender documents be reviewed by Committee. Members confirmed that the Township will keep the half load signs on Smith Road until the project is completed. It was noted that staff will review the current

by-law to confirm if the half load restriction can be enforced until the project is underway.

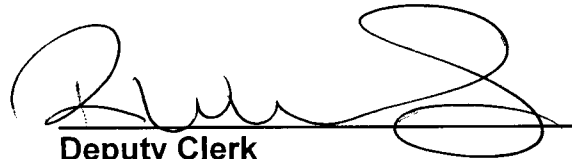
9. Mayor's Report – None
10. Question Period – None
11. Closed Session – None
12. Adjournment

Moved by: T. Deschamps seconded by: M. Packwood that Committee does now adjourn at 9:40 pm.

Carried

These minutes were approved in open Council this 25th day of March, 2019.


Chair


Deputy Clerk