

**MINUTES
COMMITTEE OF THE WHOLE
PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES
TUESDAY, MAY 21, 2019
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE**

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

Staff: Debra McKinstry, CAO/Clerk
Dave Grant, Director of Operations
Rebecca Williams, Deputy Clerk
Mike Spencer, Manager of Parks, Recreation & Facilities
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: J. Hunter seconded by: P. Sayeau 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 – Public Works, Environmental Services & Facilities

Members confirmed that staff has not received any change orders for the Galop Canal bridge railing project from the contractor. Members briefly discussed the municipal smoking policy, specifically with respect to the information to be on the signage. There was consensus from Committee to direct staff to ensure display of the current by-law number on signage.

Committee confirmed that staff has received the grader repair invoice, which was close to the estimated cost. It was noted that both graders are currently

operational. Members confirmed that staff has not received any further correspondence from Mr. Porter with respect to his sewer charges.

5. Delegations and Presentations – None

6. Discussion Items

a) Johnstown Servicing Survey

Staff summarized the report and highlighted that due to limited staffing in the coming weeks, the original suggestion to hand delivery and pick up the surveys would not be possible. It was suggested that the Township mail the survey to each registered owner of the property, with a self-addressed return envelope and an electronic method for those that wish to complete the survey online.

Members requested that a phrase be included on the survey to note that the intention is that all residents, not only those that indicate a “yes” on the survey would be responsible for the costs and would be required to connect to the service. There was a brief discussion with respect to the cost of the study, specifically the estimated cost of the study. It was noted that a similar study that was completed 3-4 years ago cost \$125,000, however it is not uncommon to expect that studies would increase in cost from previous years. Committee confirmed that staff will mail the survey to registered property owners after the May 27th Council meeting.

7. Action/Information Items

a) 1st Quarter Facility Maintenance Report

Staff provided an overview of the work performed at the various Township facilities during the first quarter. Members confirmed that the Spencerville library basement repairs were completed in-house with a total material cost of \$1,500-\$1,600.

There was a discussion with respect to the boiler replacement at the Ingredion arena, specifically; length of warranty, replacement of boiler, and power source of boiler. It was noted that the boiler had a 2-year warranty and that it is an electric boiler pump with the water being heated by natural gas.

Members confirmed that the new pool steps will be installed and ready for the June 22 inspection. Members noted that the electronic time bathroom locks have been installed on the outside washrooms at the Johnstown Community Centre. Staff confirmed that the same locks are used at the Cardinal Canteen washrooms, which also open at 8am and close at 10pm.

b) 1st Quarter Recreation/Facility Stats Report

Staff provided an overview of the report and confirmed that both arenas prime-time numbers are near capacity (98%) partly due to the closure of the Prescott arena. Members confirmed the approximate dates as to when the ice will be removed for the summer and replaced in August for the fall season. It was noted that there has been a 10% increase in prime-time rentals from 2018.

Committee discussed the additional 2 hours added per week at both arenas to help accommodate organizations that were displaced due to the closure of the Prescott arena. Staff confirmed that the additional hours did not result in additional net revenue or extra employee wages. It was noted that the manager is currently working on the rental contracts for the 2019-2020 season.

Committee confirmed that the Township has not seen additional demand for more rental hours and have been able to accommodate the requests from organizations/hockey leagues. Staff confirmed that they have not received requests for more hours and will continue to work with the hockey organizations to accommodate as best as possible. It was noted that the only group the arenas were not able to accommodate was the Prescott Figure Skating Club, who wanted 9-10 prime time hours a week, however the Club was able to acquire ice time at Gold in the Net in Maitland.

c) 2019 Spencerville Lagoon Discharge Report

Committee reviewed the report and asked for clarification with respect to the increase ammonia level on the downstream report from April 30. It was noted that the ammonia level of 7.21 is less than half of the allowable 20 mg/L. Committee briefly discussed possible causes for the 7.21 ammonia reading, noting that the increase may have been due to a number of factors including rain, wind and agricultural operations in the vicinity. Members confirmed that the discharge can result in a 1-1.3 meter depth change at the lagoons.

d) Speed Bumps – Legion Park

Committee noted that the damaged speed bumps will be repaired and reinstalled next month.

e) Dundas St – Road Depression

Staff provided an overview with respect to the possible cause and what would be required to fix the road depression. Committee noted their concerns with respect to various areas in the Township with similar road depressions and the need to have them installed and/or repaired correctly. It was noted that staff strive to complete the repairs correctly, however sometimes there are complications due to the location and time of year the repair needs to be done. Staff noted that

many of the repairs in Cardinal were as a result of water breaks in the winter season, resulting in frozen ground and not ideal working conditions.

Committee discussed the proper procedures for excavations, noting that v-shape excavations are ideal. It was noted that v-shaped excavations are not always possible, especially when there is other infrastructure nearby that must be maintained to avoid further issues. Staff noted that Council removed \$50,000 from the budget in 2019 for repair work, which could have been used to repair the road depression on Dundas St.

There was a discussion in regards to the Township staff completing the culvert replacements in-house for the Pittston and Weir Road projects, specifically with respect to whether the Township would be able to properly install all of the culverts for the projects in the limited timeframe. Committee noted that specialized equipment is needed to properly compact the materials when installing culverts, and that money should be budgeted to either rent or buy the necessary equipment.

f) Unopened Road Allowance – Byers Road

Staff provided a brief summary with respect to the request, noting that the resident is seeking permission to remove trees from the unopened road allowance to enable farm machinery to access the fields.

Moved by: P. Sayeau seconded by: J. Hunter that Committee recommends that Council approve the request for use of unopened road allowance to enable farm machinery to access their agricultural land on Lot 12 Concession 3 and direct staff to develop an agreement with the owner stipulating the conditions for the use.

Carried

g) Temporary Road Closure – Optimist Club Soapbox Derby

Moved by: S. Dillabough seconded by: M. Packwood that Committee recommends that Council:

1. Approve the request for partial closure of Goodin Road between civic addresses 2927-3012 on June 22, 2019 between the hours of 9am to 2pm for the Optimist Club Soapbox Derby; and
2. Direct staff to supply barricades and work with the Optimist Club to ensure notification is provided to affected residents and emergency services.

Carried

h) Pick-up Truck Tender EC-PW-19-07

Staff provided Committee with an overview of the report, noting that following the direction to issue a tender specification for the purchase of a new truck resulted

in limited response. Only one bid was received that was over budget and did not meet the 0% financing target. Staff had confirmed with the Township solicitor and the sole bidder that cancelation of the tender was acceptable.

Committee briefly discussed the difference in the Committee's original request to tender for the purchase of the truck versus the procurement policy, which requires three written quotes for purchases under \$50,000, noting that the tender process allows for much less flexibility. Staff confirmed that the procurement policy is followed when purchasing vehicles for the Township and that all options with respect to the purchase of a new or demo vehicle will be explored.

Moved by: J. Hunter seconded by: P. Sayeau that Committee recommends that Council cancel and restart the vehicle purchase process as per the Township procurement policy under by-law 2015-57.

Carried

8. Inquiries/Notices of Motion

Councillor Hunter noted that the UCLG still has not installed no parking signage along County Road 21 near the auction house. It was reported that Mayor Sayeau has been in discussions with the UCLG Director of Public Works to determine when the UCLG may recommend the by-law to prohibit parking on the north side of the road.

Mayor Sayeau suggested that he will be bringing a motion forward at the June meeting with respect to divesting the Township grader that has been declared surplus. Members discussed the possibility of sharing a grader with a neighbouring municipality to reduce equipment costs. There was a brief discussion with respect to possible operational and timing issues if neighbouring municipalities were to share a grader. Members requested a copy of the 2018-2019 maintenance records for both of the graders.

Committee briefly discussed the option to dispose of both old graders and purchase or lease/rent a new grader. Members suggested that a portion of the MMAH Modernization fund may be used to finance the purchase/lease. It was agreed that staff will prepare a report for the June meeting and that the Mayor's motion is not required at this time.

9. Mayor's Report

Mayor Sayeau reported the following:

- MP Barrett will be visiting the Port of Johnstown on May 22 to discuss the NTCF application and the ICIP Rural and Northern funding applications
- Spoke with MPP MacNaughton with respect to the ICIP application
- Attending a meeting with the Ministry of Transportation on May 30 to discuss the task force initiatives to increase safety along the 401 corridor

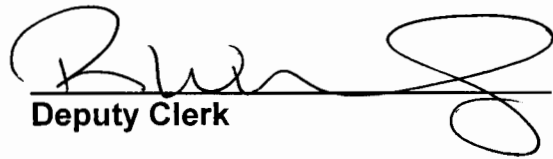
- 10. Question Period – None
- 11. Closed Session – None
- 12. Adjournment

Moved by: T. Deschamps seconded by: M. Packwood that Committee does now adjourn at 7:56 pm.

Carried

These minutes were approved in open Council this 27th day of May, 2019.


Chair


Deputy Clerk