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**MINUTES
COMMITTEE OF THE WHOLE
PUBLIC WORKS, ENVIROMENTAL SERVICES & FACILITIES
MONDAY, JULY 15, 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: Debra McKinstry, CAO/Clerk
Dave Grant, Director of Operations
Rebecca Williams, Deputy Clerk
Mike Spencer, Manager of Parks, Recreation & Facilities (left at 8:46 p.m.)
Brian Moore, Fire Chief (left at 8:46 p.m.)
Gord Shaw, Chief Water/Sewer Operator (left at 8:46 p.m.)

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 – Public Works, Environmental Services & Facilities

Committee confirmed that thank you letters were sent to P&G and Ingredion for their involvement during the Cardinal and Johnstown clean-up days. Members enquired if staff have reviewed South St and Irving St to determine if no parking signage may be erected. It was noted that staff are currently working on a report.

5. Delegations and Presentations

a) Queryfox – Joe Baptista

Mr. Baptista, Co-founder of Queryfox presented Committee with an overview of a new complaint management software, Queryfox. Mr. Baptista outlined the key drivers, including tracking the number of requests, trending, response time, service level, communication level, additional resources, and if the public complainant was satisfied with the resolution. Mr. Baptista outlined Queryfox's solution approach that has been developed and geared towards municipal service requests and complaints.

Mr. Baptista highlighted various modules to enhance communication, track trending, zone mapping of complaint area, and analyze public satisfaction rate. Mr. Baptista provided an overview of the dashboard module, noting that both staff and Council can access the dashboard. Mr. Baptista noted that Queryfox intends to develop additional modules focused on finance and asset management.

Committee enquired about similar software, access to the dashboard, and the cost of the software. Mr. Baptista noted that there is similar software available, however Queryfox has been developed specifically to handle municipal issues. He advised that both staff and council could access the dashboard, and while the cost is not yet fully calculated, Queryfox estimates that it may be the equivalent to one full time employee. Mr. Baptista noted that Queryfox proposes to start a Beta program with other municipalities within the UCLG to test the program for a number of months before fees are charged to the municipalities.

There was a brief discussion with respect to process mapping. Mr. Baptista noted that the process is intended to eliminate duplication of staff efforts and provides continuous updates on the issue to the person that submitted the complaint.

Committee thanked Mr. Baptista for the presentation.

b) Request for Road Closure & Conveyance – Bill Holzman

Mr. Holzman noted that he is here to represent the Dobbie family and answer questions with respect to item 7a.

6. Discussion Items - None

7. Action/Information Items

a) Request for Road Closure & Conveyance - Ventnor

Staff provided an overview of the report and noted the required by-laws to convey the land to the applicant and also to deem the land to be no longer part of a Registered Plan of Subdivision. Mr. Holzman noted that the applicant is willing to merge the parcels of land together to clean up existing issues with respect to the location of the septic system. Committee reviewed the report and confirmed the location of the septic systems and that the closure of conveyance of the unopened road allowance would not affect any other neighbours.

Members noted their concern with respect to possibly land locking the triangular parcel of lands that houses a barn behind the unopened road allowance. It was noted that the applicant and owner of the land intends to merge the triangular piece of land with the farm land north of the barn so it would not be land locked as a result of the closure of the unopened road allowance.

Moved by: P. Sayeau seconded by: J. Hunter that Committee recommends that Council agree to close that portion of Catherine Street between Lots 7 and 8 Plan 15 and convey it to the owners of 1530 and 1526 Ventnor Road. This closure and conveyance is conditional upon:

1. The ownership of Lots 5, 6, and 7 being vested in the same name; and
2. Adoption of a deeming by-law by the Township of Edwardsburgh Cardinal to merge the parcels within Plan 15; and
3. The owner merging the triangular parcel identified as PIN 68139-0571(LT) with the rest of the farm identified as PIN 68139- 0327.

Carried

b) 2nd Quarter Fire Report

Committee reviewed the report and discussed the crude oil by rail training, specifically with respect to how a crude oil by rail accident may be handled in the area. Members reviewed burn permit mapping and confirmed that the colours represent where more burns have taken place in the 2nd quarter.

Committee highlighted the annual firefighter games, noting that the ECFD finished 4th overall. Committee briefly discussed the current number of firefighters available for calls during daytime work hours.

c) 2nd Quarter Facility Maintenance Report

Committee reviewed the report and noted that Members have received compliments with respect to the steps at the Cardinal pool. Members enquired if staff has inspected the erosion along Legion Way. It was noted that staff have reviewed and identified areas where work will need to be done.

Committee discussed the continuing high-water levels and how it is impacting the installation of the new SNC dock and other municipal docks. Members enquired if the docks can be installed even though the water level is too high for the floating docks to be level with the other permanent docks. It was noted that staff will be consulting with SNC to determine next steps and see if modifications can be made in order for the docks to be safely installed. It was noted that if the docks are installed in their current state, it would result in safety and liability issues for the Township. Members noted that more "no wake" signage should be installed as a result of boats speeding in the Galop Canal.

d) 2nd Quarter Recreation/Facility Stats Report

Committee reviewed the report and asked for clarification with respect to the lack of use at the Cardinal ball diamonds. It was noted that many children now attend the Johnstown ball program, while others are participating in different sports. It was noted that there are very few bantam and midget baseball teams in the area. Members confirmed that the ball diamonds in Cardinal are still being maintained. Members discussed if one of the Cardinal diamonds would be big enough for a soccer field.

e) 2nd Quarter Operations Report

Committee reviewed the report and enquired how long the Township has been using magnesium chloride as a dust suppressant. It was noted that magnesium chloride has been used for the past 5 years. Members asked for clarification with respect to the number of hours the grader is in operation. It was noted that 130km of grading would be the equivalent of approximately 2.5 weeks.

Committee enquired why the roadside mowing is late. It was noted that the delay is due to the work being completed for the Pittston Road project. Staff confirmed that the initial pass will be completed within the next 2 weeks.

f) Operational Efficiencies – Fire Department

Staff provided an overview of the report, noting that by switching to a single phone line and internet package for the Cardinal fire station and public works garage will result in an annual savings of \$1,283.52.

g) Cost Saving Measures – Arena Telephone

Staff provided an overview of the report, noting that negotiating with Falcon Security to allow the main telephone line to house their information will enable the Township to cancel the second line, resulting in an annual savings of approximately \$1,200.00.

h) 5 Year Energy Plan Update

Staff provided an overview of the report, noting that the Township submits an annual report outlining energy savings. It was noted that the plan must be updated every 5 years. It was noted that the Township was able to reduce the overall energy consumption by 5% over the life of the last 5-year plan, which is also the goal for the new 5-year plan.

Committee reviewed the report and discussed the proposed projects for 2019-2023 to help reduce consumption. Members suggested that staff provide another annual report to be used as a consumption and cost savings comparator. Staff outlined the reporting requirements and noted that due to the report timing the 2016 report could be provided as a comparator to the 2017 report.

i) Industrial Park Water Sample Result

Staff provided an overview of the adverse water sample. It was noted that samples are currently collected at the Greenfield Ethanol Plant, in the washroom. Staff has requested that future samples be taken from the kitchen at the Greenfield Plant. It was noted that the sample may have been contaminated at the sample site or during lab testing which may have resulted in a false positive for coliforms.

Members confirmed that the sample was very unlikely to have been a source water issue. Staff confirmed that that Health Unit and Prescott Water Treatment Plant was contacted and additional samples were taken at Prysmian and new Wexford, then transported directly to the lab in Ottawa for testing, which confirmed that the water was clear of any contaminants. Members enquired about responsibility for the cost of any required flushing. It was noted that the Township would be responsible for the additional cost in most cases.

j) Memorandum of Understanding with SNC

Moved by: M. Packwood seconded by: P. Sayeau that Committee recommends that Council authorize a partnership agreement with South Nation Conservation (SNC) to complete flood mitigation measures at the Cardinal Water Treatment Plant through the National Disaster Mitigation Program (NDMP).

Carried

k) Ontario Power Generation Licence Agreement

Members highlighted the positive effects of reducing the number of cormorants in the area.

Moved by: S. Dillabough seconded by: T. Deschamps that Committee recommends that Council pass a by-law to authorize a licence agreement with

Ontario Power Generation for the purposes of cormorant control on lands owned by OPG.

Carried

l) Disposal of Surplus Goods – Pick-Up Truck

Staff provided an overview of the recommendation which envisions disposition through sealed bids. Committee reviewed the truck information and debated if the trucks should be taken to auctions. It was noted that the trucks may not be valuable enough to justify transporting the vehicles to various auctions in order to possibly receive only a small increase in final bid amounts. Members confirmed that the Township only accepts cash, debit and cheque as payment methods.

Moved by: P. Sayeau seconded by: T. Deschamps that Committee recommends that Council declare the items as surplus to the needs of the Township and authorize staff to dispose of the items in the most effective manner.

Carried

m) Grader Report Follow-Up

Committee reviewed the report and discussed the amount of gravel to surface treatment completed in the past few years. It was noted that if the Township determines that two graders are needed until 85% of the road network is paved, then an additional 35km needs to be completed. It was noted that 24-26km of gravel roads are able to be maintained by a single grader.

Committee briefly discussed the age of the graders and the possibility of the Township needing to invest funds for repairs and/or financing for a new grader in the future.

Moved by: J. Hunter seconded by: M. Packwood that Committee recommends that Council maintain (2) two motorized graders in the municipal fleet until at least 85% of the municipal road network is paved.

Carried

n) Fuel Management Report

Staff provided an overview of the report and noted that the fuel consumption is in line with the activities performed by the public works department and the expected fuel mileage for gasoline pickup trucks. Members commented on the report and the possible need for a more fulsome fuel management system. Staff noted that they are working to refine the current tracking mechanisms to capture additional details and monitor trends.

8. Inquiries/Notices of Motion

Mayor Sayeau requested that the Rail Safety Week proclamation request received in correspondence be brought forward at the July 22 Council meeting.

9. Mayor's Report

Mayor Sayeau reported the following:

- Wished Councillor Dillabough a happy birthday
- Lake Ontario/St. Lawrence River Control Board meeting being planned
- AMO delegations with the Minister of Agriculture and Minister of Infrastructure requested to discuss the release of land in the Edwardsburgh Land Bank to farmers currently leasing the land
- Ontario Job Site Challenge follow-up meeting with MPP Clark
- There will be a special closed session Council meeting on Monday, July 22 at 5pm to receive advice from the Township solicitor Mr. Williams
- Attended Art Ramble event
- Met with the Mayors from Augusta and Prescott to prepare for the tri-municipal meeting being held on July 30.

10. Question Period

The following questions/comments were raised:

- Queryfox software
- Process for the public to ask questions
- Where to find information about the Township, specifically: website and social media

11. Closed Session

Moved by: T. Deschamps seconded by: J. Hunter that Committee of the Whole proceeds into closed session at 8:46 p.m. in order to address a matter pertaining to:

- Proposed or pending acquisition or disposition of land by the municipality or local board: Specifically; Industrial Land and Minutes of closed session dated June 17, 2019
- Labour relations or employee negotiations: Specifically; Public Works Position Classification

Carried

Committee recessed for five minutes to clear the chamber.

Moved by: J. Hunter seconded by: T. Deschamps that the closed session does now adjourn and the open meeting of Committee of the Whole does now resume at 9:34 p.m.

Carried

Moved by: P. Sayeau seconded by: S. Dillabough that Committee of the Whole approves the minutes of closed session dated June 17, 2019.

Carried

Councillor Cameron reported that Committee reviewed the closed session minutes and received an update with regard to Industrial Park lands and directed staff to proceed with their recommendation with respect to the public works classification.

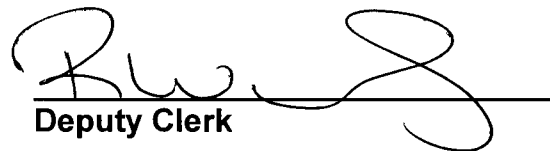
12. Adjournment

Moved by: S. Dillabough seconded by: P. Sayeau that Committee does now adjourn at 9:37 pm.

Carried

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


Chair


Deputy Clerk