

**MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE
PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES
MONDAY, AUGUST 12, 2019
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE**

Present: Mayor Sayeau, Chair – Administration & Finance
Deputy Mayor Deschamps
Councillor Cameron, Chair – PW/ES&F
Councillor Dillabough
Councillor Hunter
Jack Bradley, Advisory Member
Mark Packwood, Advisory Member
Dave Robertson, Advisory Member

Regrets: Robin Crawford, Advisory Member

Staff: Debra McKinstry, CAO/Clerk
Dave Grant, Director of Operations
Melanie Stubbs, Treasurer (left at 8:06pm)
Rebecca Williams, Deputy Clerk
Kevin Lalonde, Chief Building Official (left at 8:06pm)
Gord Shaw, Chief Water/Sewer Operator (left at 8:58pm)
Jim Guest, Roads Superintendent (left at 8:58pm)

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30 pm.

2. Approval of Agenda

Moved by: H. Cameron seconded by: T. Deschamps 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

Members reviewed and enquired about various items from the previous minutes.

5. Delegations and Presentations – None

6. Discussion Items

a) Modernization Fund Ideas

Committee reviewed the report and discussed the current municipal accounting software, specifically with respect to the age of the software, compatibility requirements with Microsoft Windows, tax e-billing options, current software support and available updates and modules. Members discussed their concerns with respect to the timely process of transition to a new software and how that may affect staff time and format of reports to Committee/Council. There was a brief discussion with respect to upgrading computers and operating systems and it was noted that the accounting software has only recently become compatible with Windows 10. It was also noted that staff are working with the IT provider to determine costs to replace the computers and upgrade operating systems and how it can be staggered over a number of years. Staff noted that there is \$5,000 in the 2019 admin budget for replacement of computers and systems, however a staff recommendation may be brought forward to seek additional funds to cover any needed unplanned replacement costs.

Committee reviewed and discussed the suggested upgrades to the Environmental Services hardware and software at the wastewater treatment plant, specifically the SCADA system. It was noted that the system is obsolete and staff have a very difficult time finding replacement parts. It was noted that a new system is estimated to be approximately \$122,000, however it would update the system and allow for additional control mechanisms and redundancies over the operating system, resulting in a more efficient and reliable system. Members confirmed that the modernization fund ideas within the report would improve efficiencies and delivery of services within the Township.

7. Action/Information Items

a) 2nd Quarter Building Report Update

Committee reviewed the report and noted that the agricultural project values and permit fees have been corrected in the attached report, however there are still ongoing issues with the software system. There was a brief discussion with respect to projects that may appear on the 3rd Quarter Report.

b) 2nd Quarter By-law Report

Committee reviewed the report and noted their concerns with the report, specifically the lack of information to identify the type of infractions, status of infractions, and tracking process. There was a brief discussion with respect to the need to more closely focus on the clean yards by-law and infractions.

c) By-law Enforcement Policy

Committee reviewed the policy and suggested that it be brought forward next month to give Committee additional time to review the document. Members noted their concerns with respect to the following: prioritizing schedule/response timeframes, definitions for what would be considered compliance versus non-compliance, requiring the complaint to be submitted in writing, response and follow-up procedures, and feedback to complainant and Council.

Committee briefly discussed the differences between Citywide and Queryfox systems with respect to producing reports for Committee/Council and responding to the public's complaints. It was noted that Citywide does have the capability, however further process mapping needs to be completed before the system goes live to the public and Council.

Moved by: H. Cameron seconded by: T. Deschamps that Committee recommend that Council direct staff to bring forward a revised draft of the By-law Enforcement Policy to the September Committee of the Whole meeting.

Carried

d) Tax Arrears Update

Committee reviewed the report and commended staff for their hard work in reducing the taxes receivable over the past year. There was a brief discussion with respect to the process of notifying the property owner and placing the property in tax registration if the arrears are not cleared. Members confirmed that property owners are able to pay their tax bills through internet banking by setting up scheduled payment dates. It was noted that the Township can sign owners up for pre-authorized payments to avoid interest charges on their tax bill.

e) Cyber Liability Insurance Coverage

Committee reviewed the coverage options and confirmed that the insurance would help protect the Township against various threats and provide expert support if the Township became a victim of a cyber security breach.

Moved by: H. Cameron seconded by: S. Dillabough that Committee recommends to Council that the Township purchase a cyber insurance policy through the broker of record, BFL Canada, effective September 1, 2019.

Carried

f) Credit Card Policy Amendment

Moved by: J. Hunter seconded by: D. Robertson that Committee recommends to Council that an amendment be made to Schedule A of the Credit Card Policy By-

law 2013-62 to incorporate the auditor's recommendations pertaining to segregation of duties and approval process.

Carried

g) Service Delivery Review RFP Results

Members enquired if a combined service delivery review with neighbouring municipalities is still being discussed. It was noted that the CAO's have only briefly discussed the idea, however, each CAO wants to ensure that their own municipality is in order before considering a combined service delivery.

There was a brief discussion with respect to the completion date of the service delivery review, what areas will be reviewed and if the Township should wait until the review is completed before making any decisions from the Modernization Fund Ideas staff report. It was noted that the review will look to see if the Township has the proper amount of staff and time to complete the work and still find efficiencies, while the staff report focuses on IT improvements. Members confirmed that the company is willing to provide a draft report for review and modification.

Moved by: J. Bradley seconded by: J. Hunter that Committee recommends to Council that:

1. The service delivery review project be awarded to WSCS Consulting Inc. at the quoted price of \$61,421 plus HST; and
2. A 10% contingency be established to cover unforeseen and extra in-house costs for the project; and
3. The full cost of the project be covered from the Ontario Modernization Fund.

Carried

h) Purchase of Property from Ingredion

Committee reviewed the report and ask for clarification with respect to why the Township should purchase the parking lot from Ingredion. It was noted that in accordance with Ingredion's policies, they plan to fence off the parking lot. Staff highlighted that if the Township purchases the lot, it could remain as a parking lot, as off-street parking for the public is somewhat limited in the Village of Cardinal. Committee noted that if the Township purchases the lot then it would result in additional annuals cost for clearing snow and general maintenance. Members commented on the idea of the Township renting each spot for a nominal monthly fee to help cover future maintenance costs.

Members noted their concern of funding the purchase of the lot from the Cardinal Hydro Reserve Fund. Members confirmed that the lot could be rezoned in the future for development.

Moved by: H. Cameron seconded by: S. Dillabough that the recommendation be amended to remove item 3. "the total cost of the purchase be funded from the Cardinal Hydro Reserve Fund".

Defeated

Committee briefly discussed a point of order with respect to which advisory members may move and vote on specific motions based on which Committee they are appointed to.

Moved by: D. Robertson seconded by: J. Bradley that Committee recommends to Council that:

1. The Township enter into an Agreement of Purchase and Sale with Ingredion for property described as Lot 245, Plan 25 in the Village of Cardinal; and
2. The Mayor and CAO/Clerk be authorized to execute the required documents; and
3. The total cost of the purchase be funded from the Cardinal Hydro Reserve Fund.

Councillor Cameron requested a recorded vote.

Councillor Cameron	Nay
Councillor Dillabough	Nay
Councillor Hunter	Nay
Advisory Member Mr. Bradley	Yea
Advisory Member Mr. Robertson	Yea
Deputy Mayor Deschamps	Nay
Mayor Sayeau	Yea

Defeated

Councillor Cameron assumed the Chair for the agenda items under the Committee of the Whole - Public Works, Environmental Services and Facilities.

i) Operational Efficiency Measures – Environmental Services

Staff provided an overview of the operational efficiency and annual savings achieved by migrating the Environmental Services department cellular services to Telus. Members confirmed that the Township will not incur cellular roaming charges due to the facility's proximity to the St. Lawrence River and the USA border.

j) QMS 3rd Party Audit Report

Staff provided a brief overview of the audit report, noting that 2 opportunities for improvements were identified with respect to wording with the current policy. Members confirmed that there were no non-compliance issues and that the policy amendment will be prepared for September.

k) Cardinal Water Pollution Control Plant MECP Inspection Report

Staff provided an overview of the inspection, noting that there were no areas of non-compliance, however one best practice issue and recommendation was identified with respect to the lack of a biosolids contingency plan. Committee discussed alternative locations where the biosolids could be taken and if staff have reached out to other sources to discuss a possible agreement. There was a brief discussion with respect to requiring Ministry approval to move the sludge and if the Township may generate revenue by taking other municipalities' biosolids for disposal.

l&m) Traffic Volume & Speed Counters – Centre St & CR 2 New Wexford

Committee reviewed the traffic volume and speed counter and confirmed that the data will be provided to the Grenville OPP to review and analyze the data. It was noted that staff will highlight the top speeds to the OPP, so the OPP may focus on specific areas of concern within the Township. Committee discussed the reports, specifically with respect to; the average 85th percentile, total vehicle counts, minimum/maximum speeds recorded, counts by speed bins, number of vehicles in violation of speed limits, and if flashing speed radar signage helps to curtail speeding.

n) Johnstown Servicing Survey Results

Committee reviewed the report and noted that the response rate did not meet the predetermined target, nor did the percentage responses indicate that they would be interested or willing to commit to complete the MCEA. Members suggested that the residents did not fully understand the survey or what could be affected if the study were to be completed.

Members debated if additional educational information or public meetings should be made available to the residents in the future. Members noted their concerns with requiring the benefiting users of a system to pay for a MCEA study.

Moved by: M. Packwood seconded by: T. Deschamps that the Township does not proceed with a Municipal Class Environmental Study to determine the feasibility of bringing municipal servicing to the Johnstown area and that staff contact the residents within the survey area by mail to inform them of the survey results and decision.

Carried

o) Water Service to Vacant Lot – Dundas St

Members noted their concerns with using taxpayer money to offset a portion of the additional servicing costs for Habitat for Humanity.

Moved by: M. Packwood seconded by: P. Sayeau that Committee recommends to Council that the cost to provide water service to Part Lot 290, Plan 25, Dundas Street be funded partly from the sale of the property and the remainder from the Cardinal Water operating budget.

Carried

p) Enbridge Pipelines – Third Party Request to Use Unopened Road Allowance

Moved by: P. Sayeau seconded by: S. Dillabough that Committee recommends that Council approve the use agreement with Enbridge Pipelines and authorize staff to execute the agreement.

Carried

8. Inquiries/Notices of Motion

Deputy Mayor Deschamps enquired if the UCLG will be repairing/replacing damaged sections of guard rails along County Road 2. It was noted that the UCLG does not intend to replace the guard rail on the north side of the road, however the south side will be repaired in due time.

Councillor Hunter enquired if the UCLG Director of Public Works has reviewed the Township's request for "no parking" signage on County Road 21. It was noted that County Council expects a report to be brought forward during the September meeting.

Councillor Cameron enquired if the following projects have been completed: Walker St rehabilitation project, specifically grass seeding and cutting, and repairs to the Adelaide pumping station. It was noted that staff will confirm if the Walker St project is complete. Staff noted that the Adelaide pumping station is scheduled for the coming months.

9. Mayor's Report

Mayor Sayeau reported on the following:

- Attending and presenting a scroll to the Friend for Life Bike Rally on August 14 at Grenville Park
- Rideau St. Lawrence AGM held at the Port of Johnstown on August 16, 11am with lunch at the Bridgeview Restaurant
- AMO delegation with Minister Hardeman on August 20, 8:50am
- Follow-up meeting with the International Joint Commission on August 27, MPP Clark and MP Barrett attending
- Attended the Spencerville Legion re-opening celebration on August 9
- Attended the Spencerville Home Hardware 25th anniversary celebration on August 10

- Attended ArtScenes 10th anniversary on August 10
- DWQMS meeting review took place on August 12 in Cardinal – reported that there are no issues or non-compliance concerns

10. Question Period – None

11. Closed Session

Moved by: J. Hunter seconded by: T. Deschamps that Committee of the Whole proceeds into closed session at 8:58pm in order to address matters pertaining to:

- Trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; Specifically: SLCEDC Update
- Acquisition or disposition of land by the municipality or local board; Specifically: Minutes of Closed Session dated May 13, 2019 and July 15, 2019

Carried

Mayor Sayeau resumed the Chair.

Committee recessed for five minutes to clear the chamber.

Moved by: J. Hunter seconded by: T. Deschamps that the closed meeting does now adjourn and the open meeting of Committee of the Whole does now resume at 9:44pm.

Carried

Moved by: T. Deschamps seconded by: J. Hunter that Committee of the Whole approved the minutes of closed sessions dated May 13, 2019 and July 15, 2019.

Carried

Mayor Sayeau reported that Committee was briefed on the recent August 7 SLCEDC meeting and reviewed the closed session minutes.

12. Adjournment

Moved by: S. Dillabough seconded by: H. Cameron that Committee does now adjourn at 9:46 pm.

Carried

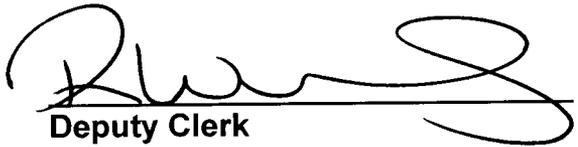
These minutes were approved in open Council this 26th day of August, 2019.



Chair



Chair



Deputy Clerk