

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Monday, March 11, 2024, 6:30 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario

PRESENT: Deputy Mayor Stephen Dillabough
Councillor Joe Martelle
Councillor Waddy Smail
Councillor Chris Ward

REGRETS: Mayor Tory Deschamps
John Hunter, Advisory Member
Karen Roussy, Advisory Member

STAFF: Dave Grant, CAO
Rebecca Crich, Clerk
Gord Shaw, Director of Operations
Brian Moore, Fire Chief
Mike Spencer, Manager of Parks, Recreation & Facilities
Eric Wemerman, Chief Water/Sewer Operator
Chris LeBlanc, Manager of Public Works
Dwane Crawford, Chief Building Official
Candise Newcombe, Deputy Clerk

1. Call to Order – Chair, Mayor Deschamps

Mayor Deschamps called the meeting to order at 6:30 p.m.

2. Approval of Agenda

Moved by: C. Ward

Seconded by: W. Smail

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof

None.

4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)

None.

5. Delegations and Presentations

a. Spencerville Mill - Mary Tessier & Tim East

Ms. Tessier and Mr. East provided a brief history of the Spencerville Mill and its historical significance to the Village of Spencerville. The reason for the funding request was highlighted to contribute to the overall cost of installing an elevator in the Mill to meet the Accessibility for Ontarians with Disabilities Act (AODA) requirements prior to the 2025 deadline.

A brief outline of services offered by the Mill was provided, noting that currently, access to the various attractions throughout the mill is limited to the main level due to accessibility. The fundraising goal of \$100,000.00 was noted, highlighting a resident donation of \$30,000.00 contributing to the current fundraising balance of \$60,000.

There was discussion regarding the number of annual visitors to the Spencerville Mill, museum hours of operation, events hosted, and available government funding for accessibility upgrades.

Committee thanked Ms. Tessier and Mr. East for the presentation.

6. Consent Agenda

Councillor Ward requested that item 8a) 4th Quarter Building Report be pulled from consent for further discussion.

Moved by: J. Martelle

Seconded by: W. Smail

That Committee recommend that the following consent agenda items be received as presented:

- a. ~~4th Quarter Building Report [See item 8a]~~
- b. 4th Quarter Bylaw Report [See item 8b]
- c. 4th Quarter Council Remuneration Report [See item 8c]
- d. 4th Quarter Fire Report [See item 8d]
- e. 4th Quarter Operations Report [See item 8e]
- f. 2023 MTO Report [See item 8f]
- g. 2023 Prescott Annual Water Report [See item 8g]
- h. 2023 Stormwater Management Annual Report [See item 8h]

Carried

7. Discussion Items

a. Support Tax Credit Increase for Volunteer Firefighters - Councillor Ward

Councillor Ward highlighted municipal resolutions of support to increase the volunteer firefighter tax credit from \$3,000.00 to \$10,000.00 and suggested the Township support the initiative.

There was discussion regarding the frequency of firefighters exceeding the 200-hour threshold and decreasing the hourly benchmark for the tax credit to allow a \$3,000 tax credit for under 200 hours and \$10,000 for over 200 hours.

Committee directed staff to prepare a resolution of support for the March Council meeting.

8. Action/Information Items

a. 4th Quarter Building Report

Committee was provided with a brief overview of the report and discussed increased costs of building labour and materials and proposed industrial permits.

b. 4th Quarter Bylaw Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee receives the 4th Quarter Council Remuneration Report as presented.

Carried

c. 4th Quarter Council Remuneration Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee receives the 4th Quarter Council Remuneration Report as presented.

Carried

d. 4th Quarter Fire Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee receives the 4th Quarter Fire Report as presented.

Carried

- e. 4th Quarter Operations Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee receives the 4th Quarter Operations Report as presented.

Carried

- f. 2023 MTO Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee receives the 2023 MTO Report as presented.

Carried

- g. 2023 Prescott Annual Water Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that Council receive and review the 2023 Water Annual/Summary Report for the Prescott Water System.

Carried

- h. 2023 Stormwater Management Annual Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that Council:

1. Receive the 2023 Stormwater Management Annual Report; and
2. Direct staff to submit the report to MECP prior to the April 30th deadline; and
3. Make report available on Township website by June 1st as required under Linear ECA # 155-S701.

Carried

- i. Annual Building Department Report

Committee was provided with a summary of the report and discussed the following: permit fees, feedback to permit fee increases, breakdown of building department tasks, funded versus non-funded tasks and permit costs in comparison to surrounding municipalities.

j. Council Chambers Audio Visual System

Committee was provided with a summary of the report and discussed the following: the viability of the webcasting escribe module based on youtube viewership and the additional user benefits to the escribe webcasting module. A future review of the necessity and viability of the module was suggested.

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that Council:

1. Award the Council Chambers audio visual system upgrades contract to Cycom Technology Solutions Inc., including the add-on option, for a total of \$101,355.35, plus an additional 5% contingency of \$5,067.77, with the cost to be funded by a combination of the Modernization Reserve Fund and COVID Safe Restart Fund; and
2. Purchase the eScribe webcasting plus module for a total of \$14,390.00 annually, funded in 2024 by the COVID Safe Restart fund, with future years funded from Administrations IT Services 17-5324; and
3. Authorize the Clerk and CAO to execute all necessary documents to complete the audio-visual system project.

Carried

k. Disposal of Surplus Goods

Committee was provided with a summary of the report and discussed the number of cameras declared surplus and reviewed the Firefighters without Borders (FWB) program services.

Moved by: J. Martelle

That committee recommend that Council:

1. Declare the above-mentioned items as surplus to the needs of the Township and;
2. Authorize Staff to dispose of the goods as per option #3

The motion failed to receive a seconder.

Moved by: C. Ward
Seconded by: W. Smail

That Committee recommend that Council:

1. Declare the above-mentioned items as surplus to the needs of the Township; and
2. Authorize Staff to dispose of the goods as per option #1.

Carried

I. Live Barn Video System for Cardinal Arena

Committee was provided with a summary of the report and discussed the following: system quality, current YouTube channel viewership, monthly subscription fees, recording format, streamlining scouting of local athletes, stipulations for opting out of the program, and play-by-play coverage quality.

It was noted that the municipality is provided with 10% of the revenue on local subscriptions with the suggestion to install the system solely at the Ingredion Centre.

Members suggested polling and collecting feedback from the public on the proposed system and requested staff return with a report at the May or June meeting.

The Chair requested a short recess at 7:46 p.m.

Moved by: C. Ward
Seconded by: J. Martelle

That Committee recess at 7:46 p.m.

Carried

m. Blue Box Transition - Service Opt-Out

The Chair called the meeting to order at 7:50 p.m.

Committee was provided with a summary of the report and discussed the following: parameters for commercial curbside collection, expanding options at the new transfer station, cost of ineligible locations and materials, impacts to the current HGC contract, and February 2025 as deadline for full producer bluebox responsibilities.

It was noted that the contract with HGC Management ends in 2025, at which time Circular Materials, the producer responsibility organization that will be operating Ontario's new common collection system will contract a company. Options for employing the same contractor for both waste and

recycling is being explored with the recycling costs being borne by the producers. It was noted that recycling at facilities such as the Township Office will no longer be collected as it is not zoned residential, highlighting that should Council choose, they could request the incorporation of some ineligible locations into the collection route for an additional cost. Alternately, the ineligible locations may be notified of the changes and be required to organize their own collection or the Township may organize an in-house recycling collection program for ineligible facilities.

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that Council direct staff to:

1. Notify Circular Materials that the Township will be opting-out of providing blue box service during the transition period; and
2. Enter into an agreement with Circular Material's contractor to provided continued collection of non-eligible sources during the transition period.

Carried

n. Spencerville Lagoon Splitter Box Project

Committee was provided with a brief summary of the report and clarified the total estimated cost of the project.

Moved by: C. Ward

Seconded by: J. Martelle

That Committee recommends that Council award the Splitter Box Relining Project RFQ-ENV-01 2024 to Clear Water Structures in the amount of \$ 37,709.00 + HST and 10% contingency utilizing funds from the Spencerville Wastewater Reserves to an upset limit of \$43,000.

Carried

o. Spencerville Lagoon Mag Meter Installation Project

Committee was provided with a summary of the report and discussed the accuracy of the quote, the impact if the project is delayed, and Ministry testing requirements.

Moved by: W. Smail

Seconded by: J. Martelle

That Committee recommends that Council:

1. Award the Spencerville Lagoon Mag Meter installation project to Eastern Welding at a tender cost of \$33,500 + non-rebated HST and utilize any operational budget surplus in 2024 to cover the remaining balance of \$18,500; and
2. If required, utilize the Spencerville Wastewater Reserve Fund to cover any deficits.

Carried

p. Public Works Half Tonne Truck Purchase

Committee was provided with a summary of the report, clarified the location the vehicle was purchased from and noted that the purchase was within the approved budgeted amount.

q. Award Dust Suppressant Tender

Committee was provided with a summary of the report.

Moved by: W. Smail

Seconded by: C. Ward

That Committee recommends that Council approved and award the Supply of Dust Suppressant tender EC-PW-24-02 to Da-Lee Dust Control Ltd. at the unit rate of \$0.367 per liter for 210,000 liters to a maximum of \$77,070.00 + non-rebated HST

Carried

r. Award Crushed Rock Tender

Committee was provided with a summary of the report and clarified that there is approximately 67 km's of gravel road in the Township.

Moved by: J. Martelle

Seconded by: W. Smail

That Committee recommends that Council award the Supply of Crushed Rock tender EC-PW-24-01 to G. Tackaberry & Sons for approximately 7500 tonnes at the unit price of \$13.94 per MT to a maximum of \$104,550.00 + non-rebated HST.

Carried

9. Councillor Inquiries/Notices of Motion

None.

10. Mayor's Report

Deputy Mayor Dillabough reported the following:

- Highlighted the Director of Operation's, Mr. Gord Shaw's, upcoming retirement at the end of March, noting this as his final Committee meeting.

11. Question Period

None.

12. Closed Session

None.

13. Adjournment

Moved by: W. Smail

Seconded by: C. Ward

That Committee does now adjourn at 8:41 p.m.

Carried

Chair

Deputy Clerk