

**MINUTES
COMMITTEE OF THE WHOLE
PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES
WEDNESDAY, JANUARY 15, 2020
SPENCERVILLE MUNICIPAL OFFICE
6:30 PM**

Present: Councillor Cameron, Chair
Mayor Sayeau
Deputy Mayor Deschamps (arrived at 6:46pm)
Councillor Dillabough
Councillor Hunter
John Bush, Advisory Member
Mark Packwood, Advisory Member

Staff: Dave Grant, CAO
Debra McKinstry, Clerk
Rebecca Williams, Deputy Clerk
Gord Shaw, Director of Operations
Brian Moore, Fire Chief (left at 7:28pm)

1. Call to Order

Councillor Cameron called the meeting to order at 6:30 pm.

2. Approval of Agenda

Moved by: P. Sayeau seconded by: M. Packwood 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 Meeting Minutes– None

5. Delegations and Presentations – None

6. Discussion Items

a) Soil Sampling & Disposal Costs – Dundas St. – Councillor Cameron

Members noted that during the construction process of building a new home in Cardinal, Habitat for Humanity discovered some contaminated soil, likely due to fuel leaking out from the tank during the previous house fire. It was noted that Habitat for Humanity has made a request to a Councillor to determine if the

Township would be willing to assist the organization by paying the cost, approximately \$1,000, to remove the contaminated soil.

There was a general discussion with respect to the condition of the land and soil, and Members enquired if MOE has issued a certificate confirming that the soil is no longer contaminated. It was noted that Councillor Cameron would follow-up with Habitat for Humanity to seek clarification about a confirmation certificate.

Members highlighted that the Township recently covered the additional costs to install water services to the lot, which totaled approximately \$9,600. A summary of events leading up to Habitat for Humanity purchasing the property was outlined in detail, including the Township covering the cost to install the water services. Members noted their concerns with respect to setting a precedent of granting additional support to one community organization over others.

Members suggested that Habitat for Humanity apply for the 2020 Community Grants & Donations program. It was noted that an application to cover the cleanup/removal of the contaminated soil would not qualify under the Community Grants & Donations program policy.

There was consensus from Committee to not support Habitat for Humanity's request for the Township to cover the cost of removing the contaminated soil.

7. Action/Information Items

a) Cardinal Library Security

Committee received an update with respect to security concerns previously raised at the Cardinal Library, specifically; need for additional outside lighting and security cameras. It was noted that an additional light has been installed and a quote received for the installation of security cameras both inside and outside the building. Committee discussed and debated if security cameras were needed both inside and outside the building and enquired about ongoing maintenance costs.

It was noted that similar security features are already installed at various other Township facilities and would be maintained and monitored through Falcon security. There was consensus from Committee to proceed with the outlined plan.

b) Fire Department Establishment Bylaw

Committee reviewed the updated bylaw in detail and confirmed that the Fire Chief is responsible for all areas within the Fire Department, even if it is not directly indicated within the bylaw. Committee confirmed that the Training Officer position would be filled by a current member of the Fire Department. Members

requested that training programs be specifically addressed within section 12, under Fire Chief responsibilities and authority. Members enquired if legislation requires that a Training Officer be appointed. It was noted that legislation does not require the appointment, however, it is considered a best practice.

Committee discussed the levels of emergency response from the Fire Department for various calls, including; confined space search and rescue, rope rescue, grain elevator fire and/or confined space rescue, farm silo fire and/or rescue, interior fire suppression, and exterior fire suppression operations. It was noted that there are varying levels of service provided by the Fire Department based on firefighter training and equipment available/required for specific types of fires versus rescue operations. Members noted that companies are required to provide specialized training to employees and have a plan in place to address confined space search and rescue operations. It was noted that the Fire Department responds to and assists whenever they can, but they must also consider the level of training and safety of their firefighters.

Committee discussed the junior firefighter program, specifically with respect to possible Township liability if the junior firefighter was injured during a call. It was noted that the junior firefighter is a possible future program that would require further research and development, including discussions with the Township solicitor to address liability concerns.

Members noted that previous seminars highlighted that public education be considered a priority, however the bylaw does not directly address public education as the highest priority. It was noted that the Fire Department team is currently working together to review and update the mission statement which would outline the Department's priorities. Members confirmed that the draft bylaw has been circulated to the Fire Department officers. Members suggested that the bylaw only receives first and second reading during the January 27 Council meeting in order for the document to be made public in case there are questions with respect to the levels of service outlined in the document.

Moved by: P. Sayeau seconded by: M. Packwood that Committee recommends that Council receives the bylaw through first and second reading to allow for further discussion if necessary.

Carried

c) Unopened Road Allowance Follow-up – Byers Rd

Committee reviewed the update and confirmed that the unopened road allowance on Byers Rd has been slightly improved despite there being no agreement signed and executed by the Dobbie's. Members enquired if these improvements to the road allowance increased the Township's risk. It was noted that the Township's risk remains the same as any other unopened road allowance, however there is a possible increased chance that people may try to

access it thinking it is an open gravel road. Members suggested that 2 signs indicating that it is an unmaintained road be installed and invoiced to the Dobbie's.

Moved by: P. Sayeau seconded by: J. Hunter that Committee recommends that Council:

1. Directs staff to install 2 large signs indicating that it is an unmaintained road allowance; and
2. That the cost to create and install the signage be invoiced to the Dobbie's.

Carried

d) Traffic Volume & Speed Counters – CR 2 East of Cardinal

Committee reviewed the report and enquired if there are additional enforcement steps taken by the Township to address the speed concerns. It was noted that the information will be forwarded to the OPP and UCLG. It was suggested that the Township can try to arrange for a meeting to discuss the concerns jointly with the OPP and UCLG. Members noted that they have seen an increased OPP presence in the area.

Members noted a discrepancy in the data, specifically with respect to the overall count. It was noted that the counters were set up on different dates, however the report does not reflect the date change. It was noted that staff will verify the report dates produced by the counter/volume equipment.

e) QMS Commitment & Endorsement

Moved by: S. Dillabough seconded by: J. Hunter that Committee recommends that Council:

1. Pass a resolution renewing its commitment to the drinking water quality management system for the Cardinal Water and Edwardsburgh Industrial Park Water systems; and
2. Authorize staff and senior management to sign element 3 of the operational plan to confirm endorsement.

Carried

f) Transition of Blue Box Program

Committee reviewed the report and suggested that a resolution should be prepared outlining that the Township's waste collection contract ends in February 2022 and therefore needs to transition based on existing service provisions. It was noted that the Township has not received detailed information with respect to the transition and potential administrative changes. Staff noted that the transition period does not begin until 2023, with the hopes that the project will have province wide transition to full producer responsibility by December 2025. It was noted that staff will be preparing a more detailed report in March.

g) 2020 Industrial Park Water Budget

Members enquired why there is a shortfall in 2019 revenue. It was noted that the report may not include all of December's revenue. There was a brief discussion with respect to transferring \$18,550.00 to offset a sewer collection system deficit.

Moved by: P. Sayeau seconded by: T. Deschamps that Committee recommend that Council maintain the current fee structure to increase reserves.

Carried

h) 2020 Industrial Park Sewer Budget

Committee reviewed the report and enquired if the increase in the rate will offset the money transferred from reserves. Staff confirmed that the increase will cover the deficit and create a small surplus to be added to the reserve. Members requested that the rate of \$1.454/m³ be included in the recommendation.

There was a general discussion with respect to the 2020 estimated draft budget being based on the total flow volume of 33,000/m³ even though in 2019, there was a flow volume of approximately 28,000/m³. Members commented that the 2020 budget should be based on the lower (28,000/m³) consumption due to the expectation that with a higher rate may result in lower consumption.

Moved by: J. Hunter seconded by: S. Dillabough that Committee recommends that Council:

1. Increase the consumption rate by \$0.40/m³ to be \$1.454/m³; and
2. Direct staff to prepare a bylaw to adopt the estimates and impose rates for the users of the Industrial Park Sewer System.

Carried

i) Condition of T4 Snow Plow & 2020 Plan

Members suggested that the Township may be able to recoup the repair costs when the truck is listed for sale. Members enquired if the turbo quote was from the dealer or after market. It was noted that the quote was from the dealer.

Moved by: M. Packwood seconded by: J. Hunter that Committee recommends that Council authorize the replacement of T4's turbo to facilitate a back-up plow for the remainder of the 2020 winter season.

Carried

8. Inquiries/Notices of Motion

Councillor Dillabough brought forward the following concerns with respect to the Johnstown Community Centre:

- Hall rentals need to be provided with a contact number for Township in case of emergency
- Requesting that the walkways be cleared and sand/salt spread accordingly on days the hall is being rented
- Require change tables in both washrooms

Councillor Dillabough noted that the old Cardinal arena dehumidifier was found and requested that staff review the condition of the equipment to determine if it is able to be used at the new Cardinal arena.

Mayor Sayeau requested that updated information be provided at the February Committee of the Whole – Public Works, Environmental Services & Facilities with respect to the Industrial Park water and sewer budgets.

Councillor Hunter requested that staff prepare an information item with respect to possible costs for the installation of heaters at the Spencerville arena.

9. Mayor's Report – None
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 8:24 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: Spencerville Sewer Lateral Crossing
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Specifically: Minutes of Closed Session dated November 18, 2019.

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 8:41 p.m.

Carried

Moved by: S. Dillabough seconded by: P. Sayeau that Committee of the Whole approves the minutes of closed session dated November 18, 2019.

Carried

Moved by: T. Deschamps seconded by: J. Hunter that Committee recommends that Council authorize the purchase of lands in Spencerville in accordance with

the closed session discussion and that the Mayor and Clerk be authorized to execute the necessary documents.

Carried

12. Adjournment

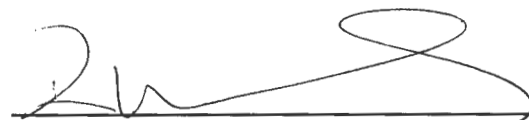
Moved by: S. Dillabough seconded by: P. Sayeau that Committee does now adjourn at 8:43 pm.

Carried

These minutes were approved in open Council this 27th day of January, 2020.



Chair



Deputy Clerk