

**MINUTES**  
**COMMITTEE OF THE WHOLE**  
**PUBLIC WORKS/ENVIRONMENTAL SERVICES/FACILITIES**

**Monday, June 21, 2021, 6:30 PM**  
**Council Chambers and by Zoom**  
**18 Centre Street, Spencerville ON**  
**Contact the Township Office to Register**  
**(613)658-3055**

**PRESENT:** Councillor Hugh Cameron  
Mayor Pat Sayeau  
Deputy Mayor Tory Deschamps  
Councillor Stephen Dillabough  
Councillor John Hunter  
John Bush, Advisory Member  
Mark Packwood, Advisory Member

**STAFF:** Dave Grant, CAO  
Gord Shaw, Director of Operations  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Brian Moore, Fire Chief  
Candise Newcombe, Deputy Clerk

**1. Call to Order – Chair, Councillor Cameron**

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

**2. Approval of Agenda**

**Moved by:** Councillor Hunter

**Seconded by:** Mayor 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 Meeting Minutes (if any)**

Members inquired on the progress of the Greenfield report. It was noted that updated flow estimates were received and a follow-up meeting date was being scheduled.

Committee inquired as to when the public pools and summer day camps would resume operation, and if the Health Unit had approved resuming our summer programs, as local companies such as Ingredion and Greenfield Global Inc. had inquired about offering financial donations to the programs. It was noted that inspections were completed with both public pools meeting Health Unit requirements and the pool as well as day camp operations will be resuming this summer with restricted capacity. Members commented on the wonderful work of Staff with the successful recommencement of summer programs.

Members clarified comments made at a previous committee meeting regarding at large elections. The wording used was referring to the fact that the decision made regarding at large elections would ultimately be a Council decision.

## **5. Delegations and Presentations**

### **a. Kevin Hawley - Greer Galloway - Johnstown Drainage**

Mr. Hawley presented preliminary plans for the Johnstown Drainage project seeking Committee guidance on budget and expected end product. Mr. Hawley further explained, with more direction from Committee, he will be able to draft a more accurate cost report.

Members inquired about the differences between the two options Mr. Hawley presented. It was noted that option 1 included curbs and gutters, while option 2 did not, explaining in further detail the pricing differences between the two options.

Members inquired as to where the proposed asphalt cut for placement of drainage pipes was planned. Mr. Hawley explained as there is no current sanitary system to navigate, the cut could be made anywhere, however, it was his suggestion to have it run along the side of the road. Mr. Hawley requested further direction from Committee on whether the Township intended to place new asphalt over the road or simply repair the cut made for the placement of the pipes, explaining there would be a cost difference between the two options. Members inquired if the placement could be made without cutting into the existing asphalt. Mr. Hawley explained it could not as it would undermine the pavement.

Committee noted the overall superior look of the end product when including curbs and gutters, though it was noted that property owners have been without curb and gutter until now and are likely used to not having them, Members also noted that this section was only one small part of the Johnstown Hamlet. Mr. Hawley pointed out that the decisions made in this area will essentially "set the standard" of future infrastructure improvements for the area.

Members voiced their concern with the length of time this project has taken, noting the process started back in 2009, and inquired if there was any way to get construction under way this year noting that next year was an election year and budget would likely restrict proceedings further. Mr.

Hawley advised waiting to tender the project until late fall 2021 or January 2022, cautioning of increased costs associated with pushing the start date ahead as contractors already have projects for the summer/fall and could possibly raise fees if pressured to take on another project, as well touched on the many variables still not determined such as permits etc. that could cause delays and added costs if construction was to get underway. He further noted the need of a public information session before work proceeded. Members inquired of the possibility of starting half of the project this year and the costs associated with doing that. Mr. Hawley explained it was not his recommendation to do this, however agreed a ball park cost of approximately \$500,000 would not be unreasonable for the West side of Mary St. to Hwy #2 but he could not definitively give a cost estimate with current fluctuating prices.

Committee noted drainage in the area has always been a problem, and that there have been several attempts to mitigate these issues through placement of culverts etc. Members noted their concern of flat curbs with option #2, pointing out the possibility of the public driving over the curbs and causing expedited wear and tear leading to earlier than expected upkeep. Members inquired about the possibility of individual public members requesting driveways be included in the project. Mr. Hawley advised Members to avoid incorporating driveway requests from the public for contractor work and instead encourage members of the public to approach the contractor on an individual basis.

Committee members inquired if it would be beneficial to "mesh" the Spencerville Drainage project with the Johnstown one. Mr. Hawley explained it was not advisable to combine the two projects due to the travel distance, two crews will still be required and travel time will be a factor into the cost.

Members noted their impatience to get this project underway, however accepted that perhaps a better approach would be to have all permits, tender in the fall etc. and have the work lined up for early next year and get everything done right in one shot.

Mr. Hawley noted the success that the Village of Westport had with a similar tender which they released this past Easter, noting the savings the Village of Westport benefited from due to the timing of tender, and informed Committee that the project was completed last week.

Members ensured Mr. Hawley had received the required direction from Committee, and thanked him for his presentation.

## **6. Discussion Items**

### **a. Johnstown Drainage - Preliminary Work**

Committee discussed budgetary implications of the Johnstown Drainage project further with Mr. Hawley, inquiring about the possibility of starting

the Spencerville Drainage project to have something underway this year. Mr. Hawley noted there was a public information session scheduled for the end of July in regards to that project, and informed the Committee that the tender for the Spencerville project could be released this fall, advising the Township to allow the contractor to execute steps in appropriate sequence to ensure a quality final product.

Members inquired of any possibility in advancing timelines on either of the Drainage projects and inquired as to why the tender is being recommended to be released so late in the year with summer only just beginning. Mr. Hawley explained timelines could be advanced, however there would be significant costs associated re-iterating the need for a public information session to be held for each separate project, noting the requirement of a Ministry of Environment (MOE) permit as well as tendering and awarding a contractor. Members inquired about issuing the tenders before the MOE permit has been approved. Mr. Hawley expressed his concern with this method as it is possible the Township could be burdened with undue delay costs if issues arose with the permit approval process. Members pressed for a more accurate timeline, Staff noted that it is understood that as soon as reasonably possible, work would commence. Staff further noted that they would return with an update at the July PWESF.

## **7. Action/Information Items**

### **a. Fire Service Fees Bylaw**

Members reviewed the report and inquired about the date recommended for implementation of burn permits being January 2023, and if there was a current digital burn permit system. Chief Moore explained the logic to the estimated date of implementation being January 2023 was to allow ample time to inform public of the new system and resolve any unforeseen issues, though it is possible to have it completed by 2022, noting a payment system will need to be in place for burn permit fees. Members noted their preference to have the new system implemented in 2022 rather than the proposed 2023 schedule.

Committee noted the significant increase in fee costs to a few items, discussing the necessity for the increases. Members noted that the increased costs associated fit the scheme and were justifiable.

**Moved by:** Mayor Sayeau

**Seconded by:** Councillor Dillabough

That Committee recommends that Council approve the updated fire fees by-law.

Carried

b. Adelaide Sewage Pumping Station Spare Pump

Committee reviewed the Staff recommendation for a rebuild of Adelaide sewage pump after 25 years of use. Staff outlined option #1 being replacement of the pump at the cost of \$49,942.00 + HST with a \$10,000.00 recycling credit for the old pump, bringing the cost to \$39,688.24 + HST, it was noted it would take 9-12 weeks for the new pump to arrive. Option #2 outlined a rebuild of the current pump, which would take approximately 6-8 weeks for repair at a cost of \$27,900.00 + HST plus an additional charge of \$3887.00 for the initial service call. Staff recommended the rebuild option through the use of the Cardinal Waste Water Reserve fund.

Staff noted the current 47HP flight pump is obsolete. It was noted there are 45HP pumps available, however, due to the difference in power, an engineer's report would be required to determine if the 45HP pump would be adequate. Members inquired about the cost of an engineer inspection. Staff noted they were not certain of costs; however, the rate would likely be a standard hourly one. It was also noted with the replacement option, if the 45HP pump proved to be inadequate, the 60HP replacement pump could potentially require a complete upgrade of the control panel due to the increased power, as well as replacement of both pumps to ensure a spare is on hand.

Members expressed their desire to have the pump replaced opposed to rebuilding a pump deemed obsolete in an effort to save a bit of money. Staff noted that in the case of rebuilding the pump, typically the casing is saved only and the complete inside of the pump is rebuilt, so essentially the pump is new, where with the replacement option there are many unknown variable costs. Members noted that if the 45HP is deemed adequate, it would be more desirable to see the pump completely replaced. Members further inquired of the status of the remaining sewage pumps in the Township, whether any had previously been rebuilt and their current state. Staff noted a few flight pumps in Cardinal were rebuilt several years ago and have had no subsequent issues.

**Moved by:** Deputy Mayor Deschamps

**Seconded by:** J. Bush

That Committee recommends that Council direct staff to contract Xylem to rebuild the damaged west pump at a cost of \$27,009.10 plus non-rebated HST, and cover the unbudgeted expense through the Cardinal Wastewater Reserve fund.

Carried

c. Unopened Road Allowance - Off Frederick St

Staff noted due to the timeline restrictions, this item did not proceed through Committee and regular Council. The agreement has been executed and, the background is provided to Committee as information.

d. Township Vehicle Maintenance Provider Review

Committee reviewed the Township vehicle maintenance report in response to inquiries made by Council in regards to charges paid to Rush Truck Centre from the May 25, 2021 Council meeting. The report outlined three predominantly used service providers by the Township including Rush, ET Performance and Premium Peterbilt. Members inquired the reason for using Peterbilt more often than ET Performance, noting that ET Performance is local. Staff noted they were unsure of why Peterbilt was being used more often and attributed it to being in the Township and a central location.

Members noted that Premium Peterbilt was a part of the Township and therefore paid municipal taxes and is significantly less costly than Rush, though Rush comes highly recommended. Members pointed out the extra travel time included with having Township vehicles serviced at Rush, including the excess in labour to deliver vehicles to service area as well as paid employee time and travel.

Members conceded the use of Rush should only be for warranty work, and noted that the use of Premium Peterbilt supported local business and offered better pricing.

**8. Councillor Inquiries/Notices of Motion**

Councillor Dillabough inquired about the report from the speed device set up on Cty. Rd #44 and Brouseville Rd. back in December 2020 and whether any response was received from OPP or the possible reduction of the speed limit in the area. Staff noted that the report was submitted to the OPP as well as the County. It was also noted that it is not common practice of the OPP to report findings back to the Township, however, Staff would inquire if any action has or will be taken to mitigate the issue. Members noted that the previous OPP inspector indicated that when reports are received, they are reviewed by superiors and enforcement is subsequently scheduled to the area during the identified "high speed" times.

Councillor Hunter inquired about the progress of the County in fixing the damaged guard rails on CR #44. Members noted previously the County had simply shortened damaged guard rails, removing the damaged portion. Members noted that often one company is contracted for a specific job, and likely the County simply needs to notify contractor of the project.

**9. Mayor's Report**

Mayor Sayeau reported the following:

- Reviewed proceedings of the meeting earlier today with Newmark regarding the Job Site Challenge.
- Noted an upcoming meeting of Mayors for the OPP Detachment Board scheduled this Wednesday June 23, 2021 to further review the briefing before sending it to the Solicitor General. The Mayor requested Deputy Mayor Deschamps sit in on this meeting as the Mayor will be unable to attend.
- Date and times of the Township's first vaccine clinic were verified for July 4, 2021. It was noted the clinic registration should be available in the next 2-3 days on the Health Unit website.

#### **10. Question Period**

None.

#### **11. Closed Session**

**Moved by:** Councillor Hunter

**Seconded by:** Deputy Mayor Deschamps

That Committee proceeds into closed session at 8:05 p.m. in order to address a matter pertaining to:

- Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/Job Site Challenge and Minutes of Closed Session dated March 15, 2021.

Carried

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/Job Site Challenge and Minutes of Closed Session dated March 15, 2021 and April 19, 2021.

**Moved by:** Councillor Hunter

**Seconded by:** Deputy Mayor Deschamps

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 9:30 p.m.

Carried

#### **12. Report Out of Closed Session**

**Moved by:** Councillor Dillabough

**Seconded by:** Mayor Sayeau

That Committee receives and approves the closed session minutes dated March 15, 2021.

Carried

**13. Adjournment**

**Moved by:** Deputy Mayor Deschamps

**Seconded by:** Councillor Hunter

That Committee does now adjourn at 9:31 p.m.

Carried

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Chair

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Clerk