

MINUTES
COMBINED COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE, PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES

Monday, August 16, 2021, 6:30 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055

PRESENT: Mayor Sayeau
Deputy Mayor Deschamps
Councillor Cameron
Councillor Dillabough
Councillor Hunter
Dave Robertson, Advisory Member
Mark Packwood, Advisory Member
John Bush, Advisory Member

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Melanie Stubbs, Treasurer
Gord Shaw, Director of Operations
Mike Spencer, Manager of Parks, Recreation & Facilities
Candise Newcombe, Deputy Clerk

1. Call to Order

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

2. Approval of Agenda

Moved by: H. Cameron

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 (if any)

Members noted concerns with the Administration & Finance minutes dated July 12.

5. Delegations and Presentations

a. Kevin Hawley - Greer Galloway - Johnstown Drainage

Mr. Hawley presented the proposed designs for the Johnstown Drainage project with the intent of receiving feedback on the Class D estimate. Mr. Hawley noted that they would proceed to schedule a Public Information Meeting within the next few weeks. Members inquired about whether ditches would remain. Mr. Hawley noted that in some areas the road is higher than private property and some swales would remain to ensure a drainage outlet. . Mr. Hawley noted that if areas of concern were identified during the public meeting, he may have to adjust the design to accommodate some properties. Mr. Hawley noted his intention to submit an application for a MOE permit through the Ministry of the Environment, following Committee approval of the proposed design and budget.

There was a brief discussion on the effects to the budget, specifically with respect to installing curbs and gutters along only one side of the street versus both sides. It was noted that if the Committee was in favour of eliminating curbs and gutters on one side of the street there would be approximately \$75,000 in savings. Mr. Hawley noted that the north portion on the east side of Mary St. was a less populated section of the proposed project, making it easier to justify the removal of curb and gutter.

6. Discussion Items

a. Johnstown Drainage Work

Committee discussed details pertaining to the following areas for the Johnstown Drainage Project, final design, the tendering document, budget implications/cost, project timeline expectations, and the advantages of scheduling of a public information meeting at this stage. Mr. Hawley noted that often times, local residents have more specific knowledge of certain aspects of the land and their feedback can be beneficial to the project design. Members inquired if there was a suggested public meeting date and if feedback received from the meeting would hinder the permit application process. Mr. Hawley indicated his intention to coordinate a time and place for the meeting with staff in the next 1-3 weeks and does not anticipate the public meeting to hinder the permit application process.

Members discussed requirements that should be outlined in the tender documents including start date, the use of sod or seed to rehabilitate lawns of affected properties, and whether to complete the installation of the oil grit separators in 2021. Mr. Hawley advised that the Township should allow the contractor to decide the order of work. It was noted that driveway repair/replacement and top soil and sod or seed costs were not

specifically itemized in the proposed budget estimate Mr. Hawley noted that those costs would have to be added to the budget, but highlighted that a 15% contingency has been incorporated into the estimates. It was noted that the Class D estimate presented was comprised from unit prices obtained from 2021 construction budgets in surrounding municipalities.

There was consensus from Committee to:

- Schedule a public information meeting within the next 1-3 weeks.
- Proceed with the proposed project design consisting of curbs and gutters on both sides of each street for the full length as outlined by Mr. Hawley.
- Accept the Class D estimate provided by Greer Galloway, to include in the 2022 Township budget discussions
- Hawley will proceed to apply for the required permit forthwith.
- Set a completion date of June 30, 2022 in the tender document.
- Use topsoil and sod as a final restorative material with the option to discuss.
- The appointment of a Contract administrator to be discussed at a later date with a staff report and recommendation.

7. Action/Information Items

a. 2021 Capital Projects Status Update

Members discussed delays related to the Hot Mix paving project. It was noted that the contractors are still waiting on locates from Ontario One Call. Staff confirmed that many Ontario One locates are behind schedule based on a notification provided by Ontario One Call. It was noted that it is the responsibility of the contractor to obtain locates. It was noted that staff will follow-up with the contractor, Co-Co Paving, to note their concerns in the delays and obtain an approximate expected timeline for completion.

Members inquired about the installation of benches for the Cardinal Waterfront path, inquiring if the purchase of the benches was included in the 2021 YTD expenses, it was noted that the benches were included in the YTD expenses portion of the report. It was noted there is still a remaining balance in the Waterfront budget and the Township staff is looking to purchase 10 picnic tables in 2021. Members noted a resident has shown interest in the placement of a memorial bench in the area at the residents own cost. Members noted the existence of 2 dog bag stations along the path and inquired if more are going to be installed. It was noted that there is one station positioned at each end of the pathway with no current intentions of adding more in the near future.

b. Upgrade Postage Machine

There was a general discussion about the previous postage machine lease rate and length, noting the original lease was for 60 months, which subsequently transitioned to an annual lease at the same rate.

Members noted the new lease was for a term of 66 months, and inquired if there is an option to extend. It was noted that the agreement has yet to be received, though there were many options available for consideration. Members inquired if the proposed machine will aid with the folding and sealing process. It was noted that the proposed machine does not include a folding feature, however, there are discussions regarding the future lease or purchase of a folding machine. Committee inquired if there is better value in purchasing the postage machine as opposed to the lease option. It was noted that due to continued advancement of technology over the years, it would not be prudent to purchase a postage machine.

Moved by: T. Deschamps

Seconded by: H. Cameron

THAT Committee recommends that Council direct the staff to enter into a 66-month lease at \$129.95 plus HST per month with Pitney Bowes for a new postage machine.

Carried

c. Commercial Banking Services Agreement

Committee reviewed the report and inquired if there was a possibility of shortening the agreement term as there were concerns of being locked into the current rate, specifically if interest rates increase in the near future. It was noted that the agreement was for a rate of prime less 1.85, and an increase in the prime rate could benefit the Township.

It was noted that the provided interest rates are reflective of the current market as well as the many benefits experienced through the day-to-day dealings with the company. RBC's level of customer service was highlighted in addition to the waiving of many of the outlined banking fees, including the fees associated with the numerous accounts held by the Township. Members noted that service charges can be quite onerous if they are implemented to the fullest.

Moved by: T. Deschamps

Seconded by: D. Robertson

THAT Committee recommends that Council adopts a bylaw to authorize the Mayor and Treasurer to execute the Banking Services Agreement for a three-year period with Royal Bank of Canada commencing on September 1, 2021.

Carried

d. Barkley Municipal Drain Maintenance Billing

Councillor Cameron assumed the chair position at 7:54 p.m.

There was a brief discussion to clarify the location of the specified drain, noting it is positioned near Safford Rd. Members inquired about the number of Township residents being billed for the use of this drain. It was noted there are approximately 12 properties affected which directly benefit from the drain.

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Committee recommends Council direct staff to draft a bylaw that outlines the payment arrangements to recover the costs related to maintenance work completed on the Barkley Drain.

Carried

e. Twilight Fun Run Event – Windmill Road Closure Request

Moved by: M. Packwood

Seconded by: D. Robertson

THAT Committee recommends that Council support and approve the request for partial road closure on Windmill Rd. for the Twilight Fun Run Event on September 25th, 2021.

Carried

f. EOLC Regional Commuter Transit Pilot Project

The CAO outlined the report to Committee. Members inquired about the marketing strategy for the project. It was noted that the marketing team have begun the process of speaking with major employers regarding the suggested route and marketing for the route will be intensified over the upcoming weeks.

Moved by: T. Deschamps

Seconded by: S. Dillabough

THAT Committee recommends that Council receives the pilot project overview and authorizes staff to sign the EOLC Regional commuter transit pilot operating agreement.

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Dillabough inquired if a cost estimate has been received from the Town of Prescott for snow plowing services in New Wexford and Windmill Point. It was noted that staff will continue discussions with neighbouring municipalities.

9. Mayor's Report

Mayor Sayeau resumed the chair position

Mayor Sayeau reported the following:

- Complaints of an odour emitting onto Bennett St.
- AMO delegations began today, with two UCLG and two Township delegations scheduled for tomorrow at 10:00 am, 1:00 pm, 2:20 pm and 5:15 pm.
- An approximate balance of \$14 million in unpaid fines that continues to increase annually. It was noted that an excess of 3000 outstanding charges pending in the UCLG area resulting in hearing delays of about 6-8 months.

10. Question Period

None.

11. Closed Session

Clarification was sought in regards to adding an item to the agenda without an amendment to reflect such a change. Consensus was reached to hold a Special Council meeting to address an item on Wednesday August 18 at 4:30 p.m.

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee proceeds into closed session at 8:24 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

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

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT the closed meeting of the Committee does now adjourn and the open meeting does now resume at 8:47 p.m.

Carried

12. Report Out of Closed Session

The Mayor provided a briefing to Committee concerning the ongoing negotiations regarding Infrastructure Ontario, Edwardsburgh Land Bank and the Job Site Challenge.

13. Adjournment

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Committee does now adjourn at 8:48 p.m.

Carried

Chair

Deputy Clerk