

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE

Monday, December 6, 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

REGRETS: Pete Rainville, Advisory Member

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

1. Call to Order – Chair, Mayor Sayeau

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

2. Approval of Agenda

Moved by: H. Cameron

Seconded by: D. Robertson

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)

None.

5. Delegations and Presentations

None.

6. Discussion Items

None.

7. Action/Information Items

- a. Application for Severance - 9161 County Road 44 (LaPorte)

Moved by: T. Deschamps

Seconded by: J. Hunter

That Committee recommend that Council recommend in favour of severance B-164-21.

Carried

- b. Request for Road Closure and Conveyance - Dumbrille

Committee reviewed the report and confirmed the timeframe for the public notice and bylaw to stop up, close and convey the road allowance. It was noted that the notice will be published in the newspaper and Township website, with the bylaw coming forward at the January council meeting. There was a brief discussion on the location of the road allowance and if there was any impact to other property owners. It was noted that the road allowance is surrounded by property owned by the same individual who made the request to stop up, close and convey. Members confirmed that this will not result in land locking or blocking access to any other privately owned property.

Moved by: J. Hunter

Seconded by: H. Cameron

That Committee recommend that Council agree to stop up and close the unopened road allowances identified as Parts 3, 6, 9 and 11 of Plan 15R5311 and that the land be conveyed to the owner of 7022-7030 County Road 44, in accordance with the *Municipal Act* s. 35; and that the intended conveyance be publicized through the Township's website and local newspaper.

Carried

- c. Food Cycler - Household Organic Waste Diversion

Committee reviewed the report and noted that the topic was addressed in the recent Mayor's column that was published in the South Grenville Beacon. Members confirmed that the total cost to the Township and noted that each unit would be subsidized, resulting in an overall cost of \$169.50

to interested residents. It was noted that there have been no responses as a result of the Mayors column. Committee briefly discussed the possible readership percentage of the local paper as a reason for no responses to date.

Members debated if the Township should purchase 50 or 100 units based on the uptake of residents. Members highlighted the added convenience the Food Cyclor would provide to residents interested in an alternative way to compost green waste. Members suggested that some residents and local businesses would have a greater interest in the product if it had a larger capacity. It was noted that the unit has a 2.5 liter capacity and takes 4-8 hours to process. Members highlighted that anywhere from 50-80% of household food waste can be recycled, making the Food Cyclor a good alternative option for green recycling.

Committee discussed the additional staff time commitment that would be associated with purchasing 100 units for the pilot project, specifically with respect to registration, distribution, restocking, marketing, and monitoring the program. It was noted that Food Cyclor has waived the restocking and shipping fee for any units that are not sold. It was noted that Food Cyclor estimates a total of 10-15 hours of Township staff time associated with the project, with Food Cyclor handling the collection and processing of the survey, including assisting staff with creating a follow-up report.

Members discussed the 12 week project start time and how it will be monitored if some units are sold weeks apart. Committee confirmed that each unit comes with a manual and guide with diagrams displaying what types of waste can be processed in the unit.

Moved by: T. Deschamps

Seconded by: S. Dillabough

That Committee recommends that Council approve a municipal subsidized purchase of 100 FoodCycler™ units and the implementation of a pilot program in partnership with Food Cycle Science and furthermore, that the funding for the pilot program be drawn from Modernization Funding Reserve.

Carried

d. 2022 Cost of Living Increase

Committee reviewed the report and highlighted that non-union employees do not receive the same annual cost of living increase as is stipulated within the union collective agreement. It was noted that as per the Personnel Policy, non-union is guided by the cost of living increase provided by OMERS and that it is Council's decision if the percentage is accepted. It was noted that the inflation rate compared to the collective

agreement varies year to year, however, over the course of a number of years, it's likely that the two balance out.

Moved by: J. Hunter

Seconded by: D. Robertson

That Committee recommend that Council approve a cost-of-living increase for all full-time, non-union employees, volunteer firefighters and council members of 2.74% effective January 1, 2022 as per the Personnel Policy bylaw 2015-22 and the Expense Reimbursement Policy bylaw 2019-63.

Carried

e. 2021 Year End Review

Committee reviewed the report and highlighted that the Township Council and staff had a very busy year, especially considering the impact of the pandemic. Committee thanked staff for their hard work and dedication to the Township Council, residents and businesses. Members noted that staff manage a tight budget set by Council and are consistently applying for additional grants to find ways to help save money, in an effort to obtain a surplus by the end of 2021.

Moved by: T. Deschamps

Seconded by: H. Cameron

That Committee receives and reviews the 2021 Year End Review report and commends staff on their hard work and dedication to the Township.

Carried

f. 2021 Disposal of Surplus Goods - Follow Up Report

Committee highlighted that many of the items that went to auction received fair market value, compared to previous items that went for a fraction of the value via tender.

Moved by: T. Deschamps

Seconded by: S. Dillabough

That Committee receives the 2021 Disposal of Surplus Goods - Follow-up Report.

Carried

g. Gravel Roads Needs Study RFP

Committee reviewed the report and inquired about the total bid range between the 5 proponents. Members confirmed that the RFP provided sufficient detail and information to the proponents to prepare an accurate

bid. Members confirmed that the geotechnical survey costs was excluded as part of the submission to be completed by the successful proponent and that its cost of approximately \$25,000.00 was not included in the bid price.

Committee inquired about what the gravel roads needs study will provide and how it may be of assistance to the Township. It was noted that the study will assess the overall condition of the gravel roads within the Township and help to guide the Township in determining which roads may be the best candidates to convert to an alternative surface treatment. The study will also identify what upgrades may need to be completed, such as upgrades to the road base and drainage.

Members inquired if Greer Galloway may have submitted a lower bid due to their background knowledge of the Township roads. It was noted that the proponent may have more background knowledge simply as a result of their previous work on various projects. It was noted that the Township also has existing data from the roads needs study that may assist as a starting point and provide further direction.

Moved by: H. Cameron

Seconded by: S. Dillabough

That Committee recommend that Council award the Gravel Roads Needs Study contract to Greer Galloway Group and gives pre-budget approval to an upset limit of \$35,000.00 in the Public Works Department budget.

Carried

h. Curbside Collection of Recyclables & Solid Waste RFP

Committee discussed the 4 bids that were received and inquired if any of the bids included the recycling of green waste. It was noted that the RFP did not include the requirement of green material recycling. Committee discussed the lowest bid proponent, specifically with respect to the facility location, equipment, disposal location, services offered, and services provided to other municipalities. Members inquired if either Limerick Environmental or Tomlinson Group was provided an invitation to bid. It was noted that both companies were invited to submit bids. Members confirmed that the RFP was distributed to multiple vendors and posted to the Township website.

Committee commented on the current service provided and the difficulties that have been encountered with respect to the equipment breaking down, delays to pick-up, and service/pickup times fluctuating. It was noted that a breakdown clause will be included in the contract that will be prepared by legal.

Committee discussed the lowest bid price and compared it with the cost of the current services. It was noted that there was a 5% and 10% increase over the last 2 years with the current provider due to a 7 year contract that did not take into account unexpected new costs. Members confirmed that HGC Management Inc. is not planning to change the current schedule or pick-up routes. It was noted that the Township will prepare marketing material to ensure a smooth transition.

Moved by: J. Hunter

Seconded by: H. Cameron

That Committee recommend that Council award the curbside waste and recycling collection contract to HGC Management Group for a three-year term totaling \$1,043,800.00 and direct staff to negotiate bin collection for the Township with HGC and prepare a bylaw to execute contract documents in January 2022.

Carried

i. Recreation Fee Schedule Bylaw Update

Committee reviewed the proposed increased to the recreation fee schedule and inquired about the increases to the swimming and camp fees. It was noted that day camp program also includes swimming lessons. It was noted that the Township has not changed the camp or swimming fees in 6 years, with other municipalities steadily increasing their rates. Members inquired if the increased fees are to cover the costs associated with providing the lifeguard certifications. It was noted that the increased fees are not associated with the certifications, with Council making the decision to have the Township cover the 2021 cost of the certification.

There was a general discussion on how the proposed fee increase compares to surrounding municipalities. It was noted that the 2% increase puts the Township in the mid-range amongst other municipalities. Members noted that the Township also needs to consider the impact of the proposed increase to minimum wage in 2022. It was noted that staff have prepared reports in the past with higher proposed increases which were not supported by Council. Members highlighted that the 2% increase keeps the Township competitive with other municipalities, especially with another arena being developed in a neighbouring municipality.

Moved by: T. Deschamps

Seconded by: S. Dillabough

That Committee recommends that council approves the updated Recreation Fee Schedule By-law effective January 1, 2022.

Carried

- j. Greenfield Global Inc. - Amendment to the Design, Build, Finance, Operate and Maintain Agreement

Committee inquired if the new pumps have been ordered and staff expect to have confirmation later this week.

Moved by: T. Deschamps

Seconded by: H. Cameron

That Committee recommend that Council approve and authorize the Mayor and Clerk to execute the amendment to the design, build, finance, operate and maintain agreement with Greenfield Global Inc

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Dillabough inquired about options to help reduce the number of vehicles speeding on Sophia St. There was a general discussion on various speed reduction measures and options, including, additional stop signs, speed bumps, electronic speed signs, OPP monitoring/intervention, and stop sign radar. It was noted that the electronic speed signs may indicate that the noncompliance rate is fairly low, with public perception of speed varying. It was noted that additional enforcement would be needed to monitor and enforce stop sign radar. Members confirmed that electronic speed signs could be installed in the near future.

Councillor Hunter requested an update on the progress to procure a sidewalk plow. There was a brief discussion on the preference to procure a holder rather than a trackless system. It was noted that the Township will be picking up the holder unit later in the week.

Mayor Sayeau suggested that people could flag down the River Route bus along the prescribed route, without having to be at the designated bus stops, to potentially increase ridership.

9. Mayor's Report

None.

10. Question Period

The following questions/comments were raised:

- Request to install street lights along Queen St.

Committee requested that the item be discussed at a future budget meeting.

11. Closed Session

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee proceeds into closed session at 8:20 p.m. in order to address a matter pertaining to:

- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Public Works
- Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/IO and Minutes of Closed Session dated November 8, 2021

Carried

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Public Works
- b. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/IO and Minutes of Closed Session dated November 8, 2021

Moved by: J. Hunter

Seconded by: T. Deschamps

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 10:04 p.m.

Carried

12. Report Out of Closed Session

Mayor Sayeau reported that Committee reviewed the closed session minutes of November 8, provided direction to staff with respect to a personal matter, provided direction to the Mayor and CAO with respect to ongoing negotiations with IO, and extended beyond the 10 p.m. curfew.

Moved by: S. Dillabough

Seconded by: H. Cameron

That Committee receives and approves the closed session minutes dated November 8, 2021.

Carried

13. Adjournment

Moved by: T. Deschamps

Seconded by: J. Hunter

That Committee does now adjourn at 10:06 p.m.

Carried

Chair

Clerk