

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

**Monday, November 15, 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  
Rebecca Williams, Clerk  
Melanie Stubbs, Treasurer  
Gord Shaw, Director of Operations  
Brian Moore, Fire Chief  
Eric Wemerman, Chief Water/Sewer Operator  
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:** Deputy Mayor Deschamps

**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 inquired if progress had been made with the tendering of the winter sidewalk maintenance in Spencerville. It was noted that staff is in the process of researching alternate options and will present a report at Thursday's budget meeting.

**5. Delegations and Presentations**

None.

**6. Discussion Items**

a. Aggregate Resources Master Plan - Follow Up

Committee reviewed the letter and noted their contentment with the response. It was noted that while the Provincial Policy Statement required all the resources to be mapped, it did not mean all mapped resources would be designated as a resource. It was highlighted that the mapping was intended to be used as a screening tool to determine if an aggregate resource study would be required when non-aggregate uses are proposed.

Members noted that sending the motion to Counties to outline the Township's concerns was worth the effort. The intent to bring a motion forward to the Council meeting later this month was noted. Staff inquired if members were still interested in bringing the motion forward following the informational letter from UCLG. Committee noted they would like to allow the motion to be brought to Council for further discussion.

**7. Action/Information Items**

a. Fire Department Bunker Gear - WIP

Committee reviewed the report and inquired if the Fire Department took part in group purchasing as recommended in the UCLG Fire Service Review to buy equipment in bulk. It was noted that the quote received came from a group effort, however, due to discrepancies in equipment purchase timelines, each municipality placed orders for the required equipment separately.

Members highlighted the need for better coordination of ordering between fire departments in the County in order to achieve a better bulk price. Committee inquired about the amount proposed to carry forward from the 2021 budget to the 2022 budget. It was noted that there was approximately \$16,000.00 remaining in that line item.

**Moved by:** Mayor Sayeau

**Seconded by:** Councillor Dillabough

That Committee recommend that Council direct the Treasurer to place the unspent 2021 uniforms budget (21-5120) amount into the Amounts Carried Forward (01-1910) account to be used to fund part of the purchase of bunker gear in 2022.

b. Fire Department Retirement Policy

Committee reviewed the report and noted the significant impact on the health and safety of Fire Fighters exceeding 60 years of age. Members inquired how many active Fire Fighters in the Township exceed the age of 65. It was noted that there are currently four individuals over the age of 65. Committee inquired of the four, how many have expressed interest in retiring. It was noted that two of the four individuals are looking to retire, with two wanting to stay on for the foreseeable future.

Committee highlighted the sensitive topic of this issue and had a general discussion on possible alternate job options for the senior individuals of the department wishing to continue. Members noted that the outlined age of 60 indicates an apparent increase in injury or fatality and inquired if there was discussion around the implementation of retirement at the age of 60. It was noted that there was only mention of a higher age number than 65, no discussions by the group on age 60. Committee inquired if the implementation of such a policy is expected to impact department morale. It was noted that there has been no resistance received in regards to the proposed policy implementation, however, some members have expressed their disappointment.

Members had a brief discussion on the appropriateness of implementing a mandatory annual physical assessment. It was noted that the physical assessment is not only beneficial in assessing the capability of the individual, but it could also identify underlying health issues. Staff is to prepare a report in early 2022 on mandatory annual physical assessment.

**Moved by:** Councillor Hunter

**Seconded by:** M. Packwood

That Committee recommend that Council direct staff to prepare a bylaw to adopt the attached Volunteer Firefighter retirement policy.

Carried

c. Cardinal and Industrial Park Water System License and Permit Renewal – CWS and EDS

Committee reviewed the report and inquired if the calibration is performed at the facility or if the equipment is sent out. It was noted that the equipment is calibrated every 12 months by a company that visits the facility. Clarification was provided on the difference between the licence and the permit.

**Moved by:** M. Packwood

**Seconded by:** Councillor Dillabough

That Committee recommends that Council review and receive the new Municipal Drinking Water Licenses and Permits for the Cardinal and Industrial Park Water Systems.

Carried

d. 2022 Draft Spencerville Wastewater Budget

Committee reviewed the report and inquired why there was a 10% reduction in insurance costs when last year was budgeted for an increase. It was noted that actual insurance costs came in under the estimated 2021 budget. It was noted that the 2021 budget anticipated requiring \$8,465.00 to be drawn from reserve funds for the repairs required to the splitter box. The repairs to the splitter box were not complete due to the high demand for contracts and a shortage of polymer material. Members inquired if the splitter box was currently in a safe condition and if the intention was to complete the project in 2022. It was noted that the expectation is to have it completed in spring/summer 2022.

There was a general discussion on the benefits to raising the base rate. It was noted that additional contributions to the reserves would be wise with pending future infrastructure projects, highlighting the benefit of incrementally increasing the contributions and avoiding a spike in rates in the future. It was noted that \$7920.00 is anticipated to be transferred into the reserve fund. Members had a general discussion on appropriate rate increases noting the current Spencerville Wastewater reserve balance. Committee reached consensus to increase the base rate by 1%.

**Moved by:** Mayor Sayeau

**Seconded by:** M. Packwood

That Committee recommends that Council direct staff to draft a bylaw to adopt the 2022 budget estimates with a 1% increase to the base rate for the Spencerville Wastewater System.

Carried

e. 2022 Draft Cardinal Wastewater Budget

Committee reviewed the report and inquired about a \$6000.00 increase to the contract fee line item. It was noted that there are approximately 8-9 contracts that contribute to that budget line including the SCADA contract, grit removal and boiler inspection contracts. Members inquired why boiler inspections were being contracted out. Employee safety and a more comprehensive inspection program were noted as reasons for the decision to contract out. Members inquired why no base rate increase was suggested, noting the use of \$45,450.00 from the Cardinal Wastewater reserves to fund capital infrastructure renewal.

Committee highlighted the discrepancy between the anticipated \$40,000 2021 budget, the 2021 YTD actual of \$20,992.94 and the proposed 2022 budget of \$30,000.00 on line 56-5727 and inquired if the proposed \$30,000 would be sufficient. Members noted their preference to add a 1% increase to the base rate in addition to the proposed \$1.00 per month per unit capital levy increase. It was noted that adding a percentage increase to the base rate will yield minimal revenue from general users, however, commercial users will experience a more significant increase. There was a brief discussion on the effects of the added expenses to commercial users following the pandemic.

**Moved by:** Councillor Dillabough

**Seconded by:** M. Packwood

That Committee recommend that Council direct staff to draft a bylaw to adopt the 2022 budget estimates and increase the capital levy to \$4.00 per month per unit for the Cardinal Wastewater System effective January 1, 2022.

Carried

f. 2022 Draft Cardinal Water Budget

Committee reviewed the report and noted there was no suggested increase to the base rate. It was noted that based on consumption data, an increase in revenue is expected, therefore there was no recommendation made for an increase.

Members highlighted the significant cost of living increase anticipated in 2022 noting that if this occurs the 5-year average is no longer applicable. Committee noted that if the ICIP Green Stream grant is approved, the Township will then be responsible for the remaining 26% of the funding for the project and effectively depleting the reserve fund. Members noted that often large projects such as this are done in phases, with the 26% contribution only covering phase one of the proposed project. It was noted that the grant application only encompasses the replacement of the water lines. Due to deteriorating sewer line infrastructure, the replacement of the system will be coordinated with the replacement of the water lines. The Township will have to incur all costs for the replacement of deteriorating sewer lines. There was a general discussion about what a suitable increase would be, ranging from 1-2% base rate increase and a \$1-2 capital levy increase.

That Committee recommends that Council direct staff to draft a bylaw to adopt the 2022 budget estimates for the Cardinal Water System effective January 1, 2022.

**Moved by:** Mayor Sayeau

**Seconded by:** Councillor Hunter

THAT Committee amend the bylaw to adopt the 2022 budget estimates with a \$1.00 per month per unit increase to capital levy and 2% increase to the base rate for the Cardinal Water System effective January 1, 2022.

Defeated

**Moved by:** Councillor Dillabough

**Seconded by:** Councillor Hunter

THAT Committee amend the bylaw to adopt the 2022 budget estimates with a \$2.00 per month per unit increase to capital levy for the Cardinal Water System effective January 1, 2022.

Defeated

**Moved by:** Deputy Mayor Deschamps

**Seconded by:** Councillor Dillabough

THAT Committee amend the bylaw to adopt the 2022 budget estimates with a \$1.00 per month per unit increase to the capital levy for the Cardinal Water System effective January 1, 2022.

Carried

g. 2022 Draft Low Lift Pumping Station (LLPS) Budget

Committee reviewed the report.

**Moved by:** Councillor Hunter

**Seconded by:** Councillor Dillabough

That Committee recommends that Council approve the 2022 Raw Water Supply System (LLPS) budget as presented

Carried

h. RiverRoute Transit Pilot Update

Committee reviewed the report and inquired about the original grant amount. It was noted that the grant consisted of \$25,000.00, with an agreement from the Augusta Township, the Town of Prescott and the Township of Edwardsburgh Cardinal to contribute an additional \$10,000.00 each in funding for the program. It was noted that the City of Brockville contributes hard assets such as the public bus. The start date for this program was noted to be August 30, with an estimated expenditure to date at approximately \$25,000.00. There was a brief discussion on operational timeline expectations for the project, noting the substantial expenses incurred to date. It was noted that the project was proposed as

a 6-month pilot, though the Township's resolution outlined a maximum donation of \$10,000.00. The municipalities may opt to contribute more and extend the project.

Committee discussed the various ideas for future permanent funding that were outlined in the report. It was noted that the Federal Gas Tax Fund was presented as one option, noting that a report will be presented to Committee in the new year to further discuss the Township's continued involvement in the project.

Members made note that rider feedback received has been generally positive.

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

Councillor Cameron noted his attendance at the AMO webinar on Navigating Conflict relationships as an elected official held on November 9, highlighting how beneficial he found the material. An additional course date of December 8 or 9 was noted.

## **9. Mayor's Report**

Mayor Sayeau reported the following:

- Upcoming UCLG Economic Development Summit on Friday, November 19 at 11:00 a.m.
- Reported on St. Lawrence Corridor Economic Development Committee meeting held November 10.

## **10. Question Period**

None.

## **11. Closed Session**

**Moved by:** Councillor Hunter

**Seconded by:** Deputy Mayor Deschamps

That Committee proceeds into closed session at 8:18 p.m. in order to address a matter pertaining to:

- Section 239(2)(c) A Proposed or Pending Acquisition or Disposition of Land by the Municipality or Local Board: Specifically: Edwardsburgh Land Bank.
- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees: Specifically: Public Works and Minutes of Closed Session dated July 19, 2021.

Carried

- a. Section 239(2)(c) A Proposed or Pending Acquisition or Disposition of Land By the Municipality or Local Board: Specifically: Edwardsburgh Land Bank
- b. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees: Specifically: Public Works and Minutes of Closed Session dated July 19, 2021

**Moved by:** Deputy Mayor Deschamps

**Seconded by:** Councillor Hunter

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 9:45 p.m.

Carried

## 12. Report Out of Closed

Councillor Cameron reported that Committee discussed matters with respect to the Edwardsburgh Land Bank and the Public Works Department. Direction was provided to staff and the Mayor.

**Moved by:** Councillor Dillabough

**Seconded by:** Mayor Sayeau

THAT Committee receives and approves the closed session minutes dated July 19, 2021.

Carried

## 13. Adjournment

**Moved by:** Deputy Mayor Deschamps

**Seconded by:** Councillor Hunter

That Committee does now adjourn at 9:48 p.m.

Carried

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Chair

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Deputy Clerk