

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE

Monday, May 9, 2022, 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

STAFF: Dave Grant, CAO
Melanie Stubbs, Treasurer
Gord Shaw, Director of Operations
Candise Newcombe, Deputy Clerk

1. Call to Order – Chair, Mayor Sayeau

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

2. Approval of Agenda

Moved by: H. Cameron

Seconded by: T. Deschamps

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

a. Hands Rd. Safety Concerns - HFI Pyrotechnics Inc.

Ms. Iles provided a brief history of HFI Pyrotechnics, highlighting the munitions supply program contract signed in 2020 with the Department of National Defense and identified concerns of safety in the area.

Throughout the pandemic, Ms. Iles noted continued company growth and boasted a 20% pay rate increase for the 124 HFI employees with ongoing growth anticipated. Due to the increased security and safety requirements and the volatility of the products associated with the munitions contracts, HFI representatives are looking to discuss proactive preventative safety measures to be taken within the area. Ms. Iles noted their inclination towards road access control to ensure safety in and surrounding the facility.

Mr. Giles identified several high volume traffic points along Hands Road where large vehicles are used and foot traffic has intensified increasing the potential risk for an accident. He further identified ongoing concerns with the use of ATVs and the speeds at which they are used along the road. Mr. Giles provided suggested solutions such as the installation of speed bumps/rumble strips, police enforced reduced speeds or visual cues for high-risk crossings such as painted lines. Closed gates or a provided alternate route were provided as suggestions to reduce the risk to the general public.

Members inquired if a traffic count had been performed. It was noted that a formal count had not yet been performed. Committee clarified the HFI property boundaries and how emergency responders would be granted access should the road be gated. Ms. Iles suggested an escort schedule to ensure there is a contact readily available to escort individuals through the property and to provide the key to emergency agencies.

Committee briefly discussed the maintenance of the surrounding foliage in the area, with ongoing trimming suggested, avoiding impairing sight along the road. Ms. Iles noted that with the added munitions contracts, HFI is under increased scrutiny by the Department of National Defense for the identification and oversight of the explosive zone, which depending on the material and licencing could include Hands Road.

Committee discussed limitations with the installation of an access blocking gate on Hands Road, highlighting access restrictions of landowners to their property. Ms. Iles re-iterated the necessity of an escort through the explosive zone due to safety and security concerns.

There was a brief discussion on coordinating the use of traffic counting devices provided by the Township, limiting landowner access to lands and possible alternate access points to HFI.

Members agreed with the suggestion to implement speed signs and rumble strips, however, noted their concern for limiting access to the road.

6. Discussion Items

a. Job Site Challenge Update

Ongoing correspondence confirmed the Township was unsuccessful in being selected as a top-three site under the Job Site Challenge. Members highlighted a promising sentence within the Ministry of Economic Development, Job Creation & Trade correspondence stating that "ministry staff will continue to work closely with the Township in advancing the investment readiness of industrial land."

It was noted that no further correspondence has been received subsequent to the email chain.

7. Action/Information Items

a. 1st Quarter Treasury & Reserve Reports

Financial Report:

Committee commended the work done on the tax receivables noting an increase from 703 pre-authorized accounts in March 2021 to 740 accounts in March 2022.

Long Term Debt Schedule:

Members noted that the Township's internal borrowing will be completed during the 2022 calendar year.

Committee briefly discussed progress on the Cardinal pool upgrades, noting the installation of both the filter and pipes are targeted to be complete prior to season-opening. It was noted that additional liner repairs would be required in the future.

Pre-Audit Reserve and Reserve Fund Report:

The 2021 water/sewer surplus was noted to be finalized with the year-end surplus to be finalized following review at Committee and Council approval. A request was made to add the word Port to the Dedicated Capital Reserve Fund to reflect the Port's contributions to the Township.

b. 1st Quarter Budget Variance Report

Committee discussed variances such as fuel due to increased pricing and inquired if alternate cost-saving options such as the bulk purchase of fuel had been researched. The winter maintenance expenditures were noted to have been higher in the first quarter than in the previous year due to the number of winter events experienced.

Burn permit sales were highlighted to have exceeded the anticipated \$5000 budget, with an estimated revenue of closer to \$9000 with the number of permits issued being similar to past years.

There was a brief discussion on the payment timeline for the Aggregate Resources payment which was noted to be received annually in the early fall.

c. Use of Modernization Funding

Committee reviewed the report and inquired if all commitments listed are anticipated to be realized. The mobile application proposed in the original contract was noted to no longer be available and a more expensive alternate option proposed. Committee discussed the functionality of the application, the accessibility of the website on mobile devices and the average number of municipal mobile application subscribers. It was noted that mobile app subscription levels were low even in larger municipalities, indicating the minimal added value of a mobile application compared to cost. The Township renovation funds were also noted as flexible.

d. 2021 Year End Township Surplus

Committee reviewed the report and discussed the anticipated requirement to draw \$68,000 in 2022 from the Building Reserve. It was noted that the anticipated additional expenses to the Building Department were due to the addition of a building inspector position. Based on current building permit activity, it was noted that additional funding from reserves may not be required.

Moved by: T. Deschamps

Seconded by: J. Hunter

That Committee recommends that Council approve the proposed 2021 surplus allocation of \$426,725.18 and direct the Treasurer to transfer \$345,000 to the Environmental Services- Storm Sewer Reserve (01-3525) and \$74,725.00 to the Building Department reserve (01-3519) and \$7,470.24 to the Public Works Capital reserve (01-3520).

Carried

e. 2022 PSAB Budget Addendum Report

Moved by: T. Deschamps

Seconded by: J. Hunter

That Committee recommends that Council adopt the 2022 PSAB Budget Addendum Report which meets the requirements of Regulation 284/09.

Carried

f. 2022 Tax Rates

Moved by: S. Dillabough

Seconded by: H. Cameron

That Committee recommends that Council approve the 2022 tax rates and direct staff to draft a bylaw

Carried

g. Part 8 OBC Septic Program Transition

Committee reviewed the report and noted a proposed 5-year contract with South Nation Conservation (SNC) for services required under Part 8 of the Ontario Building Code. Members inquired if alternate contract timelines were available, specifically with respect to early termination within the contract. It was noted that other municipalities using SNC for this service report excellent performance and the transition is anticipated to be smooth.

Members noted faster response times of approximately 14 days to applications with SNC and highlighted ongoing discussions at SNC about setting up a satellite office in or near the Township to further lessen response times.

Moved by: J. Hunter

Seconded by: H. Cameron

That Committee recommend that Council enter into an agreement with South Nation Conservation Authority for the delivery of the OBC Part VIII Septic System Program effective September 6, 2022.

Carried

h. Record Digitization Project

Committee reviewed the report and there was consensus to re-allocate the funds for the development of a Township mobile application to the digitization of records project. Committee discussed the reduced necessity of the mobile application, highlighting the high functionality of the updated Township website.

Moved by: T. Deschamps

Seconded by: J. Hunter

That Committee recommend that Council: 1. Sole source the records digitization project with Image Advantage Solutions Inc. 2. Authorize reallocating the \$19,329.98 from the Township App project toward the record digitization project and cover the project cost of \$30,371.35 plus non-rebated HST from the MMAH Modernization reserve fund.

Carried

i. Municipal Highway Closures

Committee reviewed the report and identified the proposed policies as closely resembling those previously included in the Municipal Act. Members clarified that the proposal was to adopt similar policies from the Municipal Act as municipal policy/procedures.

Moved by: J. Hunter
Seconded by: H. Cameron

That Committee recommend that Council adopt the attached policies and procedures to govern the closure and sale of municipal highways.

Carried

j. Spencerville & Johnstown Drainage Tender Award

Committee reviewed the report and noted additional options of design change, project scope and road closures to proceed with the drainage projects closer to the initial estimated costs. Members suggested an additional investigation into cost savings for this project would be beneficial prior to the approval of the tender award.

Committee confirmed that tenders received are valid for 45-days and highlighted that changes at this stage could increase costs. There was a brief discussion of the possibility of reviewing and negotiating the bid prior to versus post acceptance of the tender.

Members inquired as to where the additional \$1.5 million is proposed to be drawn. It was noted that the Township could draw from the Industrial Park reserve fund or borrow the additional cost externally.

Committee reached consensus to have staff meet with the engineers and contractors to review areas where costs can be reduced and prepare a report for the May 16 Committee meeting. Members noted that the preference was for curbs and gutters to remain within the scope of the project.

Moved by: J. Hunter
Seconded by: S. Dillabough

That Committee defer the item to the May 16th Committee of the Whole - Public Works, Environmental Services and Facilities meeting.

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Cameron brought forward a motion that staff be directed to obtain quotes for the establishment of a dog park in Cardinal, indicating the second ball diamond as a viable option. The fencing currently located in the area was noted to be in good condition, indicating minor upgrades required to transform the

space into a dog park enclosure. The use of the Cardinal Hydro fund was suggested to fund the project.

Councillor Hunter noted positive feedback received from residents regarding the FoodCycler waste diversion program.

Deputy Mayor Deschamps inquired about the plan for the removal of the graffiti along the canal rocks and commended staff for the temporary measures taken.

Councillor Dillabough announced that the Ocean Explorer docked at the Port of Johnstown at 2:30 p.m. The ship was approximately 2/3 full and noted that there was a delay when passing through the locks in Montreal.

9. Mayor's Report

Mayor Sayeau reported the following:

- Acknowledged Ms. Anderson in attendance at the meeting, highlighting her concern with the requirement of street lights at Queen/Charlotte St. in Johnstown.
- Discussions regarding the water/sewer agreements with the Town of Prescott.
- Noted the arrival of the Ocean Explorer and the success of the shore program.
- Additional information pertinent to the SERA Trillium Grant application - Port commitment to the project.
- Noted the 4-year mark following the agreement with Purple Farms to develop the 2-acres of Industrial Parkland within 2-years of purchase as part of the agreement of purchase and sale with the Township. Staff was requested to re-visit the issue.

10. Question Period

The following questions/comments were raised:

- Process to get street lights installed along Queen/Charlotte Streets.
- Fort Town Night Run event.
- Concern raised about areas of the ditch along Second St.

11. Closed Session

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee proceeds into closed session at 8:37 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: IO and Minutes of Closed Session dated April 11, 2022.

Carried

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: IO and Minutes of Closed Session dated April 11, 2022

Moved by: J. Hunter

Seconded by: T. Deschamps

That the closed meeting does now adjourn and the open meeting of Committee does now resume at 9:03 p.m.

Carried

12. Report Out of Closed Session

Committee met in closed session to discuss proposed or pending acquisition or disposition of land by the municipality or local board, specifically Infrastructure Ontario and provided direction to staff.

Moved by: T. Deschamps

Seconded by: J. Hunter

That Committee receives and approves the closed session minutes dated April 11, 2022.

Carried

13. Adjournment

Moved by: S. Dillabough

Seconded by: H. Cameron

That Committee does now adjourn at 9:05 p.m.

Carried

Chair

Deputy Clerk