

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

Monday, June 20, 2022, 6:30 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055

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

REGRETS: Mayor Sayeau

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

1. Call to Order – Chair, Councillor Cameron

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

2. Approval of Agenda

Moved by: J. Hunter

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)

None.

5. Delegations and Presentations

None.

6. Discussion Items

None.

7. Action/Information Items

a. Update to Planning Fees Bylaw

Committee reviewed the report and inquired if the proposed fee increases correspond with neighbouring municipal planning fees. It was noted that the increases aim to ensure all costs of processing the application are covered.

Members discussed increasing the telecommunication tower land use review fees, however, it was noted that the proposed \$500.00 fee is a standard administration fee. It was noted that any fees paid by the applicant that are not used in the process are refunded to the applicant.

Committee briefly discussed the implementation and purpose of a development agreement fee, noting the intent of the Township is to promote development. It was noted that development agreements are a tool used to ensure all additional conditions imposed, for example, following a severance that requires additional studies or restrictions, are registered on the title of the property for future public reference.

Members noted upcoming changes to SNC requirements for an ecological land assessment.

Moved by: T. Deschamps

Seconded by: M. Packwood

That Committee recommends to Council that a new Tariff of Planning Fees Bylaw be adopted as attached.

Carried

b. Expansion of OMERS Pension to Part Time Employees

Committee reviewed the report and sought clarification on the aspects of short-term pension contributions, particularly what happens following the termination of the summer student employment. It was noted that additional details of the OMERS contribution expansion will be provided by the Treasurer in a subsequent report.

c. Revised 2022 Budget Estimates

Committee reviewed the report and inquired if the adjustments reflected the full scope of the Spencerville/Johnstown drainage projects. It was noted that the adjusted budget reflected the full scope of both drainage projects, with a proposal that the remaining required funds be obtained through an application for an Infrastructure Ontario construction loan.

Members clarified that the proposed adjustments to the 2022 budget estimates did not result in an increase in the tax rate.

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

That Committee recommends Council approve the revised 2022 budget estimates and directs staff to draft an amendment to the Government Estimates Bylaw 2022-22.

Carried

d. Updated 2022 PSAB Addendum

Committee reviewed the report and confirmed that the contract administration fee was included in the total adjusted cost.

Moved by: T. Deschamps
Seconded by: J. Bush

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

Carried

e. Integrity Commissioner Bylaw Update

Committee reviewed the report and clarified that the reporting and public disclosure process following an Integrity Commissioner investigation was included in the code of conduct for Council and Committee members bylaw.

Moved by: T. Deschamps
Seconded by: M. Packwood

That Committee recommends that Council repeal and replace the current Integrity Commissioner bylaw 2015-33 with the updated bylaw as attached.

Carried

f. Disconnect from Work Policy

Committee reviewed the report and sought clarification on the implications of the policy for elected officials. It was noted that the intent is to promote better work/home balance for employees and institute that there is no obligation to respond outside of scheduled work hours. Members noted concerns with the limited timeline from the agenda being available to Council and having time to review the package, highlighting a limited window to seek clarification prior to the Monday meetings.

Committee discussed reasonable expectations and the exemption of emergency situations. There was a general discussion on the slow progression of Canada to implement the disconnect from work policy, highlighting that many countries even enforce their policies with penalties.

Moved by: J. Hunter

Seconded by: S. Dillabough

That Committee recommends that Council adopt the Disconnect from Work Policy as attached.

Carried

g. 2022 Summer Programs Update

Committee reviewed the report and inquired about the rate of retention of lifeguards following the training provided by the Township in the 2021 season. It was noted that all but 2 individuals returned to work for the Township, noting that the 2 individuals who chose not to return pursued alternate fields of employment.

Members inquired about public uptake on the pickleball court times in the Spencerville arena. It was noted that on average 10-15 people participate each week. Committee members suggested additional advertising be pursued to better publicize the court times.

Donations for free swimming lessons from Ingredion Inc. and Greenfield Global Inc. were noted to have been received.

Members commended the recreation department staff on managing the interest in the summer programming, noting that 250 kids registered for the Township summer camps.

Committee suggested that a sign-in sheet be used to collect user information and obtain general feedback on the pickleball program. Members inquired about the target number of pickleball players per week to deem the program viable and possible contributors to the slow uptake of the program. It was noted that North Grenville recently started offering pickleball on the same nights and highlighted that a turn-out of 18-25 people per night on average would substantiate the provision of the courts.

h. Trans Northern Pipeline Maintenance Notice

Committee reviewed the report and inquired about the proposed date of the dig, highlighting the nature of an integrity dig. Due to added liability, it was noted that the restricted access in those areas would likely extend to ATVs and snowmobiles.

i. Frederick St. Rail Crossing Road Closure

Committee received and reviewed the report.

j. South Cell Lagoon Valve Bypass Event

Committee received and reviewed the report, commending the environmental services department on the quick handling of the situation.

k. Cardinal Sewer Force Main Break

Committee reviewed the report and clarified that an ORO was the overall responsible operator. Members inquired about the age of the pipe, suggesting the possibility of a faulty pipe causing the break. It was noted that the pipe was a DR26 high pressured pipe that should be able to withstand the pressures.

l. HFI Pyrotechnics Inc. - Hands Road Safety Concerns

Committee reviewed the report and noted reduced speed signs posted along Hands Rd. It was noted that HFI Pyrotechnics had posted 15km/hr signs based on the speed allowances throughout their facility.

Members discussed HFI employee driving habits, the process of installing new stop signs and impaired visibility due to overgrown brush west of the facility exit.

Moved by: S. Dillabough

Seconded by: J. Hunter

That Committee recommends that Council accept Option 1, direct staff to reduce the speed limit to 40kms/hr and install required signage, speedbumps and painting crosswalk as well as clear road side brush on the southeast/west side of the facility at a cost of approximately \$1400.00 + HST and the Township cover 100% of the costs.

Members sought clarification on required signage and the party responsible for the road side brush clean up. It was noted that the Township would undertake any road side brush cutting required on Township property. Clarification was provided on the required signage noted in option 1, highlighting that the signage outlined in option 1 did not include stop signs.

Committee discussed onus of costs and the 3-season limitation of the proposed speedbump measures. It was noted that past practice has not been to charge the business owner for Township safety signage.

Members suggested the intent of the original motion was to combine options 1 and 2 at 100% cost to the Township.

The original motion was withdrawn by the mover.

There was a brief discussion to clarify the parameters of the proposed motion.

Moved by: S. Dillabough

Seconded by: J. Hunter

That Committee recommends that Council accept Option 1, direct staff to reduce the speed limit on Hands Road to 40 kms/hr and install signage, install pedestrian crossing signs, create a pedestrian crossing by delineating an area with painted hash marks on the road surface, installing speed bumps and clear road side brush on the southeast/west side of the Township Road allowance near the facility at a cost of approximately \$1400.00 + HST with the Township covering 100% of the costs.

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Hunter noted a low-hanging tree branch over the northbound lane on Glen Smail Rd. and inquired about progress to roadside mowing. It was noted that the roadside mowing had begun.

Members inquired about the Mayors absence.

The CAO announced a late submission request for the temporary closure of Goodin Rd. for the annual soapbox races to be held by the Optimists Club on Saturday June 25 from 9:00 am - 12:30 pm. Members noted past requests of this nature and inquired if the same process would be followed as it was in prior years. It was noted that the intent was to run it similar to it was in the past, highlighting that residents on Goodin Road had already been notified by the event organizers.

Moved by: T. Deschamps

Seconded by: S. Dillabough

That Committee approve the temporary closure of Goodin Road, from Cleary Rd. to County Road 44, on Saturday June 25 from 8:30 am - 1:00 pm for the Optimist Club annual soapbox derby.

Carried

9. Mayor's Report

None.

10. Question Period

None.

11. Closed Session

Advisory members were excused from the closed session based on the sensitive nature of the topic.

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee proceeds into closed session at 8:45 pm 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: Library Board Appointment.

Carried

- a. Section 239 (2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Library Board Appointment

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 9:00 p.m.

Carried

12. Report Out of Closed Session

Committee met in closed session to discuss personal matters about an identifiable individual, including municipal or local board employees, specifically: Library Board Appointment.

13. Adjournment

Moved by: T. Deschamps

Seconded by: J. Hunter

That Committee does now adjourn at 9:02 pm.

Carried

Chair

Deputy Clerk