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**Minutes: Infrastructure & Recreation Committee Meeting**



**MEETING DATE:** Tuesday, June 12<sup>th</sup> 2012  
**MEETING TIME:** 7:00pm  
**LOCATION:** Town Hall, Council Chambers  
**PREPARED BY:** Jenny-Maria Ferraro,  
Administrative Assistant

**A. Call to Order**

- **Present:** Councillor John McKean, Councillor Joe Halos, Councillor Gail Ardiel, Deputy Mayor Duncan McKinlay, Environmental Initiative Coordinator Adam McMullin, Director of Engineering and Public Works Reg Russwurm, Manager of Water and Wastewater John Caswell, Manager of Solid Waste and Environmental Initiatives Jeffery Fletcher, Director of Recreation Shawn Everitt and Administrative Assistant Jenny-Maria Ferraro
- **Regrets:** Councillor Bob Gamble
- Approval of Agenda

Committee Chair John McKean noted addition Agenda Item C.5 Report DOR.12.36 Waterfront Access Process and Director of Recreation Shawn Everitt added Agenda Item E.1 Letter from Nicole Paara at Cedar Run Horse Park.

Councillor Halos respectfully requested that Agenda Item D.2 Report EPW.12.044 2011 Solid Waste Annual Report be dealt with prior to Agenda Item C.4 Report EPW.12.047 Draft Waste Diversion Plan -2012.

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT the Agenda of Tuesday, June 12<sup>th</sup> 2012, Infrastructure & Recreation Committee Meeting be approved as circulated, including any items added to the Agenda, **CARRIED**.

- Declaration of Pecuniary Interest

Committee Chair Councillor John McKean declared Pecuniary Interest to Agenda Item D.7 – Capital and Development Status Update. Committee Chair Councillor McKean asked that Deputy Mayor McKinlay chair the meeting during duration of the Report discussion.

- Previous Minutes

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT the minutes of the Tuesday, May 15<sup>th</sup> 2012, Infrastructure & Recreation Committee be adopted as circulated, **CARRIED.**

## **B. Deputations / Presentations**

None.

## **C. Staff Reports as circulated**

### **C.1 DOR.12.30 Fall Fair Event Approvals**

**Shawn Everitt**

Shawn briefed Committee on the Report, noting that the approval is part of the event notification process with the addition of the noise by-law exemption.

Councillor Halos noted an error in the recommendation presented on the Agenda and the recommendation in the Report, asking Staff to confirm that the noise exemption is for Friday and Saturday night. Shawn confirmed that the exemption is for Friday, September 7<sup>th</sup> and Saturday September 8<sup>th</sup>.

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT Council receive Staff Report DOR.12.30, "2012 Beaver Valley Fall Fair Event approval requirements" for their information; and

THAT Council authorize and support the location for the Fall Fair as the Beaver Valley Community Center, Moreau Park and Victoria Street from Alice St to Alfred St, and the closure of this section of road on Saturday September 8th from 9a.m. to 5p.m.; and

THAT Council Designate the Beaver Valley Fall Fair as a Significant Community Event;  
And

THAT Council authorize and support an exemption to the Noise by law for Friday September 7th and Saturday September 8th, 2012 from 8a.m. until 10p.m. to accommodate the Fall Fair Activities, **CARRIED.**

## C.2 DOR.12.35 Nipissing Ridge Washrooms

Shawn Everitt

Shawn indicated that in the 2010 Development Charges Background Study there was a provision for multiple washroom facilities at Delphi Point waterfront park and Nipissing Ridge tennis courts. Shawn indicated that he had budgeted a total of \$90,000 for construction of both.

Shawn explained that after a tender was released in July 2011, the closing bids were over \$200,000 and Staff conducted a comprehensive review. Shawn noted that with construction, the extension of water and sewer lines, the servicing for both would be over \$50,000.

Shawn noted that due to high costs of the Delphi Point washroom, portable facilities will be used. Shawn explained that because the tennis courts at Nipissing Ridge are very popular and well used, the work would proceed.

Deputy Mayor McKinlay thanked Shawn for his work and asked if the facilities will have to be decommissioned through the winter month. Shawn confirmed that they will be decommissioned during the winter months.

Councillor Halos questioned where the remaining funding will come from, and Shawn said it would come from reserve funds.

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT Council receive Staff Report DOR.12.35, "Nipissing Ridge Washrooms"; and,

THAT Council establish a budget of \$90,000 for the construction of washroom facilities at the Nipissing Ridge park; and,

THAT Council reallocate \$45,000 within the Development Charges Background Study from the Delphi Point park washroom construction for the costs associated with the Nipissing Ridge park washroom construction, **CARRIED**.

## C.3 EPW.12.028 Publishing Landfill Project Notice of Completion

Jeffery Fletcher

Jeffery briefed Committee on the Report indicating that this is the final phase of the Landfill Screening process. Jeffery indicated that the Town has received support from the area aboriginal groups to move this project forward.

Deputy Mayor McKinlay congratulated Staff on the work they have done so far. Deputy Mayor McKinlay then asked Jeffery if something unforeseen happens during the process moving forward, if Staff are obligated to follow certain timelines. Jeffery indicated that it is his understanding that there are no timelines for the process.

Councillor Ardiel asked how many recommendations have been presented and Jeffery noted there are approximately two or three pages of them, with only a few significant asks, noting that they are simply asks and the Town is under no obligation to move forward with them, but to simply consider them.

Committee Chair John McKean noted that once posted on the Environmental webpage there is a 60 day comment period, and asked Staff if they feel there will be any comments which come up that might delay the process.

Jeffery explained that it is entirely up to the Ministry of the Environment to assess the comments for validity and it would be a decision of the Ministry if we should go back and address it in the design.

Jeffery indicated that he has had successful conversations with the local Staff at the Ministry of the Environment and he is left with the impression that they see no issues with the project and they are encouraging us to move forward.

Moved by: Joe Halos

Seconded by: Duncan McKinlay

THAT Council receive Staff Report EPW.12.028, entitled "Publishing Landfill Project Notice of Completion", and

THAT Council direct Town Staff to proceed with publishing the Notice of Completion for the Landfill Environmental Screening Report, **CARRIED**.

Committee concurred to discuss Agenda Item D.2, Report EPW.12.044 2011 Solid Waste Annual Report at this time.

## **D.2 EPW.12.044 2011 Solid Waste Annual Report**

**Jeffery Fletcher**

Jeffery explained the Report is built to review the landfill operations and observations that Staff have made over the 2011 year.

Councillor Halos noted the significant increase in compost from 2009 to 2011 and asked Staff the reason for the change. Jeffery explained that compost is rising as there has been an increase in food waste such as apples from the neighbouring food processors.

Jeffery noted to Committee that the decline in brush this year is due to the high amount brought in in 2009 after the tornado.

Councillor Halos asked if the site has the capability to take in residential organics and Jeffery explained that they have an asphalt pad with clay underneath, explaining further that an amendment to the C of A will be required if we collect organics long term.

Councillor Halos noted that most Municipalities are at a diversion rate of 40% asking Staff why Meaford is at 57%. Jeffery explained that it is due to organics collection and a less transient population. Jeffery explained further that in multi unit seasonal residences there is less recycling happening. Jeffery indicated that a goal has been set to work on promoting recycling in those target areas as there is lots of potential for diversion.

Deputy Mayor McKinlay indicated that one of the keys to success is through education, and there is a higher population of school children in Meaford than Thornbury.

Jeffery indicated that they will continue to make an effort to education in school.

Councillor Halos asked Staff about the private wells noted in his Report and Jeffery explained that due to the operation of the pit, the wells need to be moved and a decommissioning process has to occur in order to move them.

Jeffery noted to Committee that the Town has a 40% diversion rate provincially with a lofty goal set from the sustainability plan working toward the idea of zero waste of 85%.

Moved by: Joe Halos

Seconded by: Duncan McKinlay

THAT Council receive Staff Report EPW.12.044, entitled "2011 Solid Waste Annual Report" for their information, **CARRIED**.

#### **C.4 EPW.12.047 Draft Waste Diversion Plan – 2012**

**Adam McMullin**

Jeffery noted that the goal of this Report is to give Committee and Council an introduction to the draft waste diversion plan, so that Staff can take this to the public and find out what they want from the recycling program. Jeffery explained further that once Staff receive feedback they can bring it back to Committee and Council in a final version to be adopted. Jeffery confirmed that all of the elements in the plan will be brought forward separately in a detailed operational analysis.

Jeffery explained further that a plan is required for funding from Waste Diversion Ontario, as having a plan is considered one of their best practices. Jeffery also indicated that there is competition for funding with other Municipalities so the more best practices done the better funded the Town will be.

Jeffery noted to Committee that in the draft plan there is a detailed discussion on organics and the cost involved, noting how to phase it in and the concepts around it moving forward.

Deputy Mayor McKinlay noted that through budget deliberations, an organic program was eliminated this year. Deputy Mayor McKinlay also noted that this process will help Council understand how the Community feels about organics which will assist during

future budget deliberation. Deputy Mayor McKinlay also added that he is pleased with how the plan was laid out and how Staff plan to present initiatives in separate Reports to Council.

Councillor Halos asked Staff to clarify a how funding is allocated. Jeffery explained that the Town has a waste diversion plan which is 4 years old and that in the eyes of the funder, once a plan is 5 years old it has to be reviewed and updated. Jeffery noted that the new Plan will capture more best practices, some of which were not captured in the previous Plan.

Councillor Ardiel asked if the work will be done in-house, and Jeffery confirmed it will be done by Town Staff. Jeffery also confirmed that the Plan is largely complete and other than receiving input and folding in new ideas that might come out during the public process, the Plan is a review of the past and looks forward at some of the innovated improvements for the future. Jeffery agreed with Councillor Ardiel that the work is best done by Town Staff as they understand their work the best.

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT Council receive Staff Report EPW.12.045 entitled "Draft Waste Diversion Plan - 2012"; and

THAT Council endorse the Draft Waste Diversion Plan in principal for presentation to residents in a public information centre, **CARRIED**.

### **C.5 DOR.12.36 Waterfront Access Process**

**Shawn Everitt**

Shawn indicated that he has discussed the Waterfront Access Process with Senior Management and he has taken into consideration the various comments from Staff and Residents, in order to come up with the four options presented in the Report.

Shawn believes it is very import that Committee and Council provide Staff with an outline of what to look at before seeking Public Consultation.

Shawn noted that through discussions with Manager of Roads and Drainage Jim McCannell, many of the access points are ditches which are very important for drainage.

Deputy Mayor McKinlay noted Option #2, which looks at blocking public access, suggesting that Staff consider placing conditions when the access point is blocked, using during the winter months, or if specific motor vehicles are prohibited as examples. Shawn clarified that Option #3, as presented in the Report would take that into consideration.

Councillor Halos noted that this recommendation presented in the Report is concise and easy to deal with, noting that if Council or Committee has any appetite to sell the access points, that discussion would have to occur and when properties may not be appropriate to sell that an explanation is provided.

Moved by: Joe Halos

Seconded by: Duncan McKinlay

THAT Council receive Staff Report DOR.12.36, "Waterfront Access Process" for information; and,

THAT Council Direct Staff to proceed with an internal review identifying options for each individual Waterfront Access based on options 1, 2, 3, & 4 contained in this Report, **CARRIED.**

Deputy Mayor McKinlay indicated that he does not want anyone to think that there is any sort of plan for the Town to make money selling off access points, and it will only be under exceptional circumstance that the Town would agree to sell them.

Councillor Ardiel Gail supported Deputy Mayor McKinlay's thoughts, noting the Town is not out to make money and there is no intention to get rich selling access points, but it is an option to consider when going out to the public for discussion.

Committee Chair Councillor McKean asked for clarification as to where this process was going next and asked Staff to ensure that all Departments would be allowed to review the information if the option to sell a piece of property comes up, to ensure that there is no benefit of keeping the property for any division within the Municipality.

Councillor Halos noted that he is not in favour to sell the properties, but there might be a time when the option can be considered.

Shawn noted that moving forward if a resident is told no, he would like to provide them with a firm reason as to why they cannot purchase the access point. Shawn noted further that in working with Jim and the Grey Sauble Conservation Authority there is a learning process which clearly allows the residents to understand why the properties cannot be sold.

## **D. Information Reports/Correspondence**

### **D.1 DOR.12.32 Trestle Bridge Request for Proposal Award**

**Shawn Everitt**

Shawn Everitt explained to Committee that this is the first project that Staff have been involved with since working with the Georgian Trail Board of Management. Shawn noted it was a priority project for 2012 and in 2014.

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT Council receive Staff Report DOR.12.32 entitled “Trestle Bridge Request for Proposal Award” for their information purposes, **CARRIED**.

### **D.3 EPW.12.039 New Staff- Margaret Wilton-Siegel and Nicole Balon**

**John Caswell**

Manager of Water of Wastewater John Caswell, noted that Margaret Wilton-Siegel will be Liz Saunders’ replacement during her maternity leave and that Nicole Balon has been hired as a Summer Student for Water and Wastewater.

On behalf of Council, Committee Chair Councillor John McKean welcomed both Margaret and Nicole to the Town and hopes they both enjoy their time with the Town.

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT Council receive Report No. EPW.12.039 entitled ‘New Staff- Margaret Wilton-Siegel and Nicole Balon’ for their information, **CARRIED**.

### **D.4 EPW.12.040 2012 Quality Management System Review Outcomes**

**Meg Boyd**

Manager of Water and Wastewater John Caswell explained that the Quality Management Systems Review was a requirement through DWQMS. John briefed Committee on the highlights of the Report and no questions or concerns were raised.

John reminded Committee and Council that they are always welcome to visit the Water Treatment Plant and if they wish to tour the facility they can contact him or Meg Boyd or Darren Shilvock.

Deputy Mayor McKinlay indicated that the effort put forth from Staff is like any good safety quality control in which you do not notice anything because it’s working properly. Deputy Mayor McKinlay also noted that because water quality has been a number one focus before it became legislated, our actions appear to be minor.

Committee Chair John McKean commended Staff on their good work.

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT Council receive Report No. EPW.12.040 entitled “2012 Quality Management System Review Outcomes” for their information, **CARRIED**.



## **D.5 EPW.12.045 Drinking Water Quality Management Standard Accreditation Options**

Manager of Water and Wastewater John Caswell, briefed Committee on the Report noting that both companies presented in the Report were selected from the Ministry of the Environment. John explained that he had received quotes from both companies and they came back very similar in cost.

Councillor Ardiel noted that although it is a low budget item it cannot be overlooked and quickly decided upon. It is an important part of how Staff work hard and are diligent to ensure that the Town has clean water.

Moved by: Joe Halos

Seconded by: Duncan McKinlay

THAT Council receive Report No. EPW.12.045 entitled "Drinking Water Quality Management Standard Accreditation Options" for their information, **CARRIED**.

## **D.6 EPW.12.041 Water Section Operations Update – January to April 2012**

**Meg Boyd**

Manager of Water and Wastewater John Caswell noted that Report presented by Staff was at the request of Committee and Council.

Councillor Halos asked Staff what the meaning of "valve-turns" was and John explained that many intersections where water changes direction have up to 3 to 4 valves. Councillor Halos then asked why there are so many valves at one intersection, and John explained that it is a way to facilitate the on-going flow of water.

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT Council receive Staff Report EPW.12.041 entitled "Water Section Operations Update – January to April 2012" for their information, **CARRIED**.

## **D.7 EPW.12.043 Capital and Development Status Report**

**Tom Gray**

As Committee Chair John McKean declared pecuniary Interest to this Agenda Item, he left the Council Chambers during the duration of this discussion and Deputy Mayor McKinlay chaired the meeting at this time.

No member of Committee had any questions or concerns regarding the Report.

Moved by: Joe Halos

Seconded by: Duncan McKinlay

THAT Council receive Staff Report EPW.12.043 entitled "Capital and Development Status Report" for their information, **CARRIED**.

Committee Chair John McKean was welcomed back into the Council Chambers at this time.

## **E. New and Unfinished Business**

### **E.1 Cedar Run Horse Park, Letter from Nicole Parra**

Committee concurred to take a moment to review the letter which Director of Recreation Shawn Everitt distributed to Committee.

Shawn indicated to Committee that he has been working with Cedar Run for several months. Shawn also indicated that the Draft Events By-Law is resting with Senior Management as final touches are needed to be made.

Shawn explained that the signs requested in the letter presented will be tagged and only allowed in specific areas. Shawn noted that since the Draft Events By-Law is taking longer to pass than anticipated, he has met with Manager of Roads and Drainage Jim McCannell regarding the signs being on his road ways. Shawn explained that Jim has concerns about the road ways being used for marketing events.

Shawn indicated to Committee that the road way signage is the best way to market the event because the Town is lacking wayfinding signs especially leading to the Cedar Run Horse Park. Shawn noted that the signs might actually help traffic.

Shawn indicated that they are requesting to put up 50 signs, and are willing to pay the permit fee and a deposit. Shawn indicated that the question now is if the Town allows road way signage for marketing events, keeping in mind that Cedar Run is one facility in the Town and in the past renters at the Beaver Valley Community Centre have put up signs leading to their events, but they have had them removed.

Deputy Mayor McKinlay noted that the situation is a bit of a "Pandora's Box", asking Staff if they have talked to Grey County Tourism or to the Town's Economic Developer to technically rationalize the possibility of this working.

Shawn indicated that since the signs would be on County Roads, Grey County Tourism felt is that it would assist people getting around since there is a lack of signage available at this time. Shawn explained that as long as the signs are placed in locations away from regulator signs and intersections, creating no hazards to confuse a driver, across the board it is effective.

Deputy Mayor McKinlay noted that the Town could allow the signs to go up, but only as a pilot project, with a Report on the results at a later date.

Councillor Halos noted concern with this as he indicated that for years signs have been taken down when on Municipal Property. Councillor Halos further noted that with regards to the Cedar Run's request, the event is based on weekends for up to 18 days, 10 days and 11 days, which is a month of signs.

Councillor Ardiel noted that although the Town is short on wayfinding signage, she has concerns having 'bag' signs up from July 4<sup>th</sup> to August 26<sup>th</sup> because requests like that have been turned down in the past. Councillor Ardiel suggested the possibility of having "TODD" signs installed.

Deputy Mayor McKinlay suggested that Staff entertain the idea, but use a narrower scope, suggesting that 15 signs could be put up for wayfinding purposes, holding firm to it being a pilot project which will assist in road safety and visitor experience.

Shawn clarified that the criteria for signs will only be for a Municipally Significant Events

Deputy Mayor McKinlay asked Staff if Cedar Run Horse Park runs visitor surveys and if feedback on the quality of the pilot program can be obtained.

Committee Chair McKean noted that when signs are put up on Municipal Right-of-Ways, there might be a concern about grass cutting operations. Shawn confirmed that in the conditions a contact person would have to be identified.

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT Council endorses a pilot temporary way finding signage project for Municipal Significant Events for 2012; and,

THAT the Director of Recreation negotiate a temporary way finding signage for municipal significant events pilot project agreement with Cedar Run Corp; and

THAT it is primarily based on the following concepts;

- Signage will be primarily for way finding purposes
- Signage will be temporary in nature of a design approved by the Director of Engineering and Public Works, the Director of Planning and Building and the Director of Recreation
- Signage will be erected for a maximum of 4 days
- Signage will only be for municipally significant events
- A maximum number of 15 signs will be permitted
- The applicant will participate in information gathering to support the pilot project; and

THAT any and all other conditions as defined by the Director of Recreation; and  
THAT the Director of Recreation will report to Council on these projects, **CARRIED.**

**F. Next Meeting Date(s)**

Tuesday, July 10<sup>th</sup> 2012, 7:00pm, Town Hall, Council Chambers

**G. Adjournment**

Moved by: Joe Halos

Seconded by: Duncan McKinlay

THAT the Infrastructure & Recreation Committee Meeting of Tuesday, June 12<sup>th</sup> 2012 is adjourned at 9:30pm, **CARRIED.**