

## MINUTES: INFRASTRUCTURE & RECREATION COMMITTEE



**MEETING DATE:** TUESDAY, November 8<sup>th</sup> 2011  
**MEETING TIME:** 7:00 pm  
**LOCATION:** Town Hall, Council Chambers  
**PREPARED BY:** Jenny Ferraro, Administrative Assistant

### A. Call to Order

**Present:** Duncan McKinlay, Ellen Anderson, John McKean, Bob Gamble, Joe Halos, Michael Martin, Reg Russwurm, John Caswell, Jim McCannell, Jeff Fletcher, Troy Speck, Tom Gray, Robert Cummings, Jenny Ferraro

**Regrets:** Shawn Everitt

#### A.1 Approval of Agenda

Moved by: Bob Gamble    Seconded by: John McKean

*THAT the Agenda of the November 8<sup>th</sup> 2011, Infrastructure & Recreation Committee Meeting be adopted as circulated, **unanimously CARRIED.***

#### A.2 Declaration of Pecuniary Interest

Councilor McKean declared Pecuniary Interest to Agenda Item D.5.

#### A.3 Previous Minutes – September 27<sup>th</sup> 2011, October 4<sup>th</sup> 2011, October 11<sup>th</sup> 2011

Moved by: Ellen Anderson    Seconded by: Bob Gamble

*THAT the minutes of the September 27<sup>th</sup> 2011, October 4<sup>th</sup> 2011 and October 11<sup>th</sup> 2011 Infrastructure & Recreation Committee be adopted as circulated **unanimously CARRIED***

### B. Deputations/Presentations

#### B.1 Alan Jones, Barbara Jones and Fred Heimbecker

Re: Camperdown Road South

Committee Chair Duncan McKinlay welcomed Alan and Barbara Jones to the meeting. As Mr. Jones had provided Committee a copy of his response to Jim McCannell's Staff Report EPW.11.093 Camperdown Road South – Restriction of Passage, Mr. Jones then asked Committee and Council if they had any questions they would like answered.

Mr. Jones then indicated to Committee that the road was reconstructed 12 years ago noting that although he did not receive diagrams or specific instructions regarding the culverts or guard rails, the road passed inspection in the Spring of 1999 by Don Hutchison and the Deputy Mayor at that time.

Councilor Halos then asked if the road was maintained after it was brought up to standard and Alan indicated that it was not. Mr. Jones further noted that he and his neighbours share the snow removal expenses, confirming further that there are 3 houses with one abandoned lot and 2 vacant lots and 2 families use the road.

Councilor Halos then asked Mr. Jones if he felt the road would be safer if it was brought back to standard and Mr. Jones indicated that the terrain is challenging, the road is narrow, the site lines are restrictive and there is a severe vertical challenge.

Councilor Gamble then questioned if when the road was reconstructed there were any specifications regarding the turnaround at the end of the road and Mr. Jones noted that through recollection, he was instructed to provide a turnaround sufficient for Town vehicles but there were no dimensional specifics.

Councilor McKinlay thanked Mr. Jones for his time and noted that EPW.11.093 Camperdown Road South – Restriction of Passage will be discussed later in the meeting and if Committee requires any further information they will call on Mr. Jones for clarification.

## **B.2 Ted DeCorso**

Re: Snow Removal on behalf of the BIA.

Mr. DeCorso briefed Committee on his concerns regarding snow removal on Bruce Street, noting that the drifts are getting higher each year and they are becoming dangerous.

Councilor McKinlay noted to Mr. DeCorso that a criteria needs to be suggested so that Committee can have something to consider.

Mr. DeCorso then suggested that the Staff who are responsible for clearing the parkette should also be responsible for removing the accumulated snow more often around pathways on the sidewalks of Bruce Street so that vehicles can open their doors in front of the businesses. Mr. DeCorso noted further that as the drifts get larger along the sidewalks, cars must park farther into the street in order to open doors and pedestrians have to walk along the road to find an opening to get up on the sidewalk.

Councilor McKinlay reminded Mr. DeCorso that snow drifts happens everywhere and Mayor Anderson further noted that the Town has received more snowfall over the years and that historically it has always been the business owners responsibility to remove the snow from their doorways. Mayor Anderson then suggested that the owners could collectively come together and consider hiring someone to remove the snow from the locations which they feel necessary along the sidewalks.

It was then noted that from a legal standpoint the snow drifts are very high and wide and the cars are forced to park in the traffic lanes forcing pedestrians to cross the road in order to find a place to cut into the sidewalk. It was suggested that the BIA would like to see the roads snow removal budget increased in order to address these drifts in a timely manner as frequently that would be prudent.

Councilor McKinlay asked Staff to review this option asking Staff to prepare an estimate and present a Report on the subject. Councilor McKinlay would like Staff to work with the BIA regarding the locations where the openings should be made in the drifts.

Manager of Roads and Drainage, Jim McCannell confirmed that the snow removal is not done by Town Staff. Jim explained that although trucks and loaders are available it is difficult to find contracted drivers as many of them have worked up to their legal limit. Jim explained further that snow removal occurs when there is clear weather, and not during a winter snow event. It is not uncommon that after a snow event Staff are not legally allowed to operate Town vehicles as operators are limited to the amount of hours they can work consecutively.

Councilor Gamble suggested that Staff review the designated crossing area on Bruce Street by the parkette as a path that could be cut through for sidewalk access as vehicles are not allowed to park in front of that location.

Councilor Martin then noted that the BIA is concerned with the legal liability of the roads and the sidewalks as the current situation is very dangerous for pedestrians and any legal matters will fall onto the Town.

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

### **C.1 EPW.11.093 Camperdown Road South – Restriction of Passage**

**Jim McCannell**

Manager of Roads and Drainage, Jim McCannell noted to Committee that the by-law presented in his Report would restrict vehicles from travelling up Camperdown Road South in the winter. Jim then noted that he had met with Director of Engineering Reg Russwurm, Town Solicitor John Metras and Mr. Jones to discuss this matter.

Councilor McKean indicated that he was disheartened to see that the municipality would have residents reconstruct the road and then let the road turn into the shape it is in today.

In response to the recommendation put forward by Jim McCannell, Councilor McKean indicated that he believes the bylaw should be enacted for one year and the Town should make the effort to put the road back to the state that it was in when it was assumed.

Mayor Anderson agreed with Councilor McKean regarding the bylaw being in effect for one year and having the road condition looked at. Mayor Anderson furthered that if the road was up to proper standards then it would be less of a liability risk.

Councilor Halos indicated interest in the trail connectivity at the top of the road as he feels that the Town should have control of the road as an access point to the trails, noting further that he does agree with having the bylaw in place for one year and having the Town fix road to a decent standard.

Mr. Jones then asked Committee and Council if there was any consideration to remove the on-title agreement from their property and replacing it with a new agreement which would include snow removal as well. Mr. Jones further noted that although the Jones' are not anti-trails, he feels that having trails on the road is very dangerous.

Councilor Martin then indicated that he would like to have the agreement terminated and that a Snow Removal Agreement could be made with the residents who reside on that road.

Councilor Gamble then indicated that as a Council, it is important to look ahead, noting that without having anything on title, how the Town could satisfy the entrance needs of a future tax payer or land owner.

Mr. Jones noted that the main concern is removing the liability from their property and Councilor McKinlay noted that since a current copy of the agreement was not available to review, the Town has the obligation to maintain the road the same way they would any other road.

Mr. Jones then noted that the agreement only entitles him to remove snow and if that was taken off and a new agreement was made then the residents and landowners who decide to build would be obligated to join the new agreement which was in place.

Councilor McKinlay reminded Committee and Staff that since a copy of the Agreement was not present that modifications could not be made at this time. Councilor McKinlay then asked Committee how they would like to deal with the recommendation placed before them.

Councilor Gamble then noted that he would like the line which reads “The associated cost of winter maintenance is estimated at \$4225 for plowing and \$625 for sanding for a total cost of \$4850. The current snowplowing budget would need to be increased by \$5000” under Budget Impact in the Report removed, as the cost of winter maintenance is not in the effect right now. CAO Troy Speck then noted that the Report cannot be changed; reminding Committee that the Report is for information and Committee cannot make changes to the Staff Report. Councilor Gamble asked that the line be noted and Councilor McKinlay indicated that the line specific to Jim’s Report is not a factor in the recommendation.

Moved by: John Mc Kean    Seconded by: Ellen Anderson

*THAT upon recommendation by the Town’s Solicitor and Director of Engineering and Public Works, Council enact a By-law to restrict common law right of passage during the winter season of 2011 and 2012 on the deviation portion of Camperdown Road South, as detailed in Staff Report EPW.11.093, entitled “Camperdown Road South – Restriction of Passage”, **CARRIED.***

Councilor Martin then moved a motion to amend the motion.

Moved by: Michael Martin    Seconded by: Joe Halos

*THAT the agreement with the Jones’s be terminated with the expiry of the common-law right of passage by-law, at the end of the winter season, **LOST***

Mayor Anderson then indicated that she cannot agree with the amendment because she did not have sufficient Staff consultation.

Councilor McKean then noted to Councilor Martin that once the bylaw expires the Town would have no agreement in place with the residents of Camperdown Road South and Councilor Martin noted that it would only be the case unless another agreement was made in the mean time.

Councilor McKean then noted that he would like Staff to Report back with an estimate of the cost of the repairs in fixing the road furthering that the Town Solicitor should review the agreement which is in place with the Jones’s currently.

Reg Russwurm then asked Committee for clear direction on this matter as he has worked with both the Town Solicitor and the Jones’s in the past regarding the same topic.

Mayor Anderson then indicated that if the bylaw was passed for the one year and she would like to see Staff research for the future.

Reg then indicated that he will work with Jim to review the road specifically and through the budget process give Council an idea of the standard that it was when it was assumed the first time.

Moved by: Ellen Anderson    Seconded by: John McKean

*THAT Staff be directed to investigate the option of an inclusive agreement for all property owners fronting Camperdown Road South for winter maintenance responsibilities, **CARRIED.***

### **C.2 EPW.11.098 Change in Landfill Hours of Operation**

**Jeffery Fletcher**

Councilor Halos acknowledged that this Recommendation was suggested during the Service Delivery Review and he was very pleased to have this Report presented.

Moved by: Bob Gamble                      Seconded by: Joe Halos

*THAT Council receive report EPW.11.098, "Change in Landfill Hours of Operation",*

*AND THAT Council recommends that landfill hours of operation change to the following effective January 5<sup>th</sup>, 2012:*

- *Tuesday and Thursday 8:00 am to 4:00 pm (year round); and*
- *Saturday 8:00 am to 12:00 pm (April – November), **UNANIMOUSLY CARRIED***

### **C.3 EPW.11.102 Disposal of 1979 Champion Grader**

**Jim McCannell**

Councilor McKean thanked Staff for their work on this Report. Councilor Gamble noted that the process appears to come close to the minimal disposal price and feels it is a good move forward.

Moved by: John McKean    Seconded by: Bob Gamble

*THAT Council authorize Staff to dispose of the surplus 1979 Champion Grader at the Ritchie Brothers auction on December 5<sup>th</sup> 2011 in Bolton, with a seller's commission of 13%, with no minimum reserve, in accordance with Town Policy as detailed in Staff Report EPW.11.102, entitled "Disposal of 1979 Champion Grader", **Unanimously CARRIED.***

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

### **D.1 Minutes of Museum Advisory Committee**

**Eleanor Pask**

Moved by: Bob Gamble      Seconded by: John McKean

*THAT Council receive the Museum Advisory Committee Minutes held on September 14<sup>th</sup> 2011 for information purposes, **unanimously CARRIED.***

### **D.2 EPW.11.063 Update on Water Consumption Target of 15% Reduction Below Year 2000 Levels**

**Meg Boyd**

Mayor Anderson noted that she appreciated the Report and that it was presented in a very organized way.

Councilor McKinlay suggested that Staff prepare a press release regarding the results presented in the Report.

Moved by: Bob Gamble      Seconded by: Joe Halos

*THAT Council receives Report EPW.11.063 entitled "Update on Water Consumption Target of 15% Reduction Below Year 2000 levels" for their information, **Unanimously CARRIED***

### **D.3 EPW.11.095 Wastewater 2011 Ministry of the Environment Inspection Results**

**Rob Fleming**

Councilor Gamble noted that he would like the Operators to know that he is pleased with the fantastic job they are doing and believes that a letter of acknowledgment should go out to the Wastewater Operators. Committee Chair McKinlay recommended that Staff prepare a letter of acknowledgment on behalf of John Caswell, noting that Council does appreciate the efforts of the Operating Staff signed by the Committee Chair.

Moved by: Bob Gamble      Seconded by: Ellen Anderson

*THAT Council receive Staff Report EPW.11.095 entitled "Wastewater 2011 Ministry of the Environment Inspection Results" for their information, **Unanimously CARRIED.***

#### **D.4 EPW.11.099 Water Section Operations Update**

**Meg Boyd**

Councilor Gamble noted that he had received a letter indicating that the responsibility was in the hands of Council and he had asked Staff to provide a Report as such on a quarterly basis and that he is pleased with the Report as it satisfies Council's needs.

Moved by: Bob Gamble

Seconded by: John McKean

*THAT Council receive Staff Report EPW.11.099 entitled "Water Section Operations Update" for their information, **Unanimously CARRIED.***

Mayor Anderson left the meeting at this time.

#### **D.5 EPW.11.100 Capital and Development Status Report**

**Tom Gray**

Councilor John McKean declared Pecuniary Interest to Agenda Item D.5 and left the room for the duration of the discussion.

Reg provided Committee with an update on the Peaks Road Reconstruction noting that the work was tendered in June with a plan to begin in November, but concerns were raised as Staff discovered that blasting was required and Staff then shut job down the project as a Geo-Technical Report was needed.

Reg stated that a Cost Sharing Agreement was signed, indicating that the Developer will have until June 1<sup>st</sup> 2012 to do the sewer work, and if it is not completed, liquidated damages will be assessed at \$1,000 a day because the delay will interfere with the Wensley Drive Reconstruction Project. Reg also noted that he has required a 10 day notice period to vacate the sites in order to allow the contractor for Wensley Drive to set up.

Reg further indicated that the Cost Sharing Agreement provides that the Town will pay for a third of the road for the installation of the sewer, noting that if the Developer does not finish the work, the Town will pay for the road which they have finished, and the Developer will then be responsible to pay the rest of the road work.

Councilor Gamble then asked that Staff consider since there is not a lot of traffic on that road, why 2 lifts of asphalt are being placed on Wensley Drive.

Moved by: Joe Halos

Seconded by: Bob Gamble

*THAT Council receive Staff Report EPW.11.100 entitled "Capital and Development Status Report" for their information, **Unanimously CARRIED.***

Councilor McKinlay welcomed Councilor McKean back into the meeting room.

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

### **E.1 Operational Budget Review**

- Engineering
- Roads and Drainage
- Solid Waste and Environmental Initiatives

Director of Finance Robert Cummings briefed Committee on the current Budget noting that since Committee has reviewed many Service Delivery Reviews, the goal moving forward is to highlight main points in order to get a recommendation moving forward as a committee as a whole.

Reg then briefed Committee on the action items from the various Service Reviews. Councilor McKinlay asked about winter control and sidewalks with respects to the deputation presented earlier in the meeting. Reg noted that based on timing any changes will not be on this budget cycle.

Jim McCannell noted that a tender for gravel placement has gone out and will be closing next Thursday.

Councilor Gamble noted an area of concern being that the dollar amounts in the budget for waste collection appear to be rising.

Jeffery indicated that the current budget does not have the green bin program factored into the numbers, noting that the organics collection will be presented as an Enhancement Report.

Reg then briefed Committee on the Operating Budget. Reg briefed Committee on the Expenses and Revenues in Engineering noting the increase in operational expenses budget is 1.7% in 2012, 1.8% 2013 and 0.5% 2014, noting that the main driver is salaries. Reg than noted that there is a decrease in revenue due to lowering expectations of development funded related work by 36% then holding constant revenue ongoing.

Reg than discussed Development, noting that his Department continues to improve internal development review and monitoring processes, noting that a focus is on improving and implementing drawings and records management. Reg also noted that there has been consideration made toward internal engineering resources with the option of increasing internal engineering resources as an overall cost saving measure.

Reg then briefed Committee on future Budget Highlights such as Asset Management and Capital Planning, noting that he would like to benchmark his department against other municipalities.

Councilor Gamble questioned how interfunctional transfers are determined between departments and Reg explained that the Engineering division operates at a net zero. The operations deficit is shared between user rates and taxation. Robert Cummings further noted that the amount is based on a percentage of capital budget and was last updated three years ago, suggesting that an update could be done before the Committee as a whole if required. Robert further noted that he will provide Committee with more information based on this in the future.

Jim McCannell then briefed Committee on the 2012 Roads and Drainage Budget Highlights.

Jim noted that he will begin to look at maintenance gravel placement in June and as Snow Storage has been on the radar over the past few years.

Jim noted that completing the final design to replace the existing structure for Slabtown Bridge is underway and undertaking a Class Environmental Assessment on the Clendenen Bridge to determine the preferred solution for bridge is also coming.

Councilor McKean noted concern with the reconstruction of the 4<sup>th</sup> line, noting that they should test the road before they begin any construction.

Jeffery Fletcher then briefed Committee on the Budget Highlights for Sustainability noting that an increase in expenditures within Sustainability division is a result of the new full-time coordinator position while all other line areas have stayed at 0% or are in a negative position.

Jeff then briefed Committee on Environmental Initiatives - Waste Diversion noting that there is an increase in net costs however with revenues from stewardship programs an overall net reduction is realized. Jeff also noted that there is a low growth in serviceable units which will keep the collection contract costs relatively flat, noting also that this work area will continue growing the diversion programs especially those that have a neutral cost or any funding support. Jeff noted that any Capital Projects regarding waste diversion will be presented in an enhancement report.

Jeffery then briefed Committee on Garbage Collection and Landfill noting that a budget enhancement report will be presented regarding the bag-tag system. Councilor Halos suggested that Staff review feedback and report to Committee on any comparisons from other communities.

Jeffery then discussed the landfill noting that administrative, communications, personnel, training and utilities are sitting with 0% increase or a reduction and that vehicle expenses see a large increase as a result of the need for replacement loader tires.

Jeffery further noted that there is a significant increase in transfers to capital to initiate a debt repayment fund for landfill expansion. Jeffery also noted that there are tipping fee revenues reduced to reflect a downward trend in actual revenues.

Jeffery briefed Committee on future budget highlights noting that a temporary reduction in site maintenance will occur during site expansion however there is a significant increase in 2014 related to leachate treatment and transport. Jeffery also indicated that by 2014 an increased tipping fee will reflect new disposal costs and will likely reduce commercial site use and tipping fee revenues. Jeffery also noted that high capital transfer amounts will continue into 2013 and 2014 for new disposal debt repayment.

## **E.2 Osler Bluff Sewer**

Reg indicated to Committee that the Georgian Gate Developer has asked the Town to install a Sanitary Sewer on Grey Road 21 from Grey Road 19 to Hwy 26. Reg explained that this was planned for 2016 as a Development Charges project but must happen now to facilitate development. Reg noted that a front ending agreement has to be made and that money will need to come from the Developer before work starts by Staff. Reg indicated that he wanted to let Committee know that the Developer is advancing the design portion and that they will be paying all of the upfront costs for the work. John Metras will be working on that agreement and terms of reference.

Reg then asked Committee that due to the timing of this project if he could present a Report directly to Council on this matter. Committee then concurred that Staff can bring a Report regarding Osler Bluff Sewer directly to Council.

## **E.3 Landfill Environmental Screening Update**

Jeffery indicated to Committee that the consultant, Golder and Associates, will be in attendance at the December 12<sup>th</sup> 2011 Council Meeting and Jeffery would like to present a Report directly to Council on that night, as the Notice of Completion will be discussed. Jeffery indicated that the meeting will be important as to which scenario Staff should move toward before a written submission is made to the Ministry of the Environment.

Councilor McKean noted that all of Council should be in attendance and it was concurred that Staff can present directly to Council.

## **E.4 November 22<sup>nd</sup> 2011 Meeting Time**

Reg asked for Committee's endorsement in scheduling the next I&R meeting on November 22<sup>nd</sup> 2011 at 9:00am, in order to invite members of the Finance Department to the meeting to help facilitate discussion and answer questions regarding budget review. Councilor McKinlay then asked Jenny to send a meeting request for a three hour meeting on that morning.

## F. Closed Session

Moved by: Bob Gamble    Seconded by: John McKean

*THAT with regard to subsection 239 of the Municipal Act, 2001, this Committee do now move into closed session in order to address matters pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board.*

Committee moved into closed session at 10:02 p.m.  
Committee moved into public session at 10:22 p.m.

## G. Next Meeting Date

Tuesday, November 22<sup>nd</sup> 2011, Town Hall, Council Chambers, 9:00am.

## H. Adjournment

Moved by: Joe Halos        Seconded by: John McKean

*THAT the Infrastructure & Recreation Committee Meeting of November 8<sup>th</sup> 2011 is adjourned at 10:22 p.m, **unanimously CARRIED.***