

## Environmental & Works Committee Meeting

Minutes April 23, 2019-Revision 1

Present: Administrator Dylinna Brock, Rick Fox, Mike Mehak, Councillor Tim Conlin, Kirk McCaw, Jim Woodward, Darren Stevens

Minute Taker: Darren Stevens

1. Call to order: Motion by Mike, seconded by Darren. Carried
2. No Declarations of Interest.
3. Approval of Agenda: Motion to approve the amended agenda adding changes to grant position deadline by Mike, seconded by Darren. Carried. Darren to take the minutes for this meeting.
4. Approval of the Minutes April 9, 2019. Motion by Mike, seconded by Tim. Carried
5. Business Arising from the minutes:
  - Dylinna provided an update on the committee's motion to have the Township update Asset Management Plan through Greenview and ensure it is registered; this request will need to go forward to Council for approval.
  - Committee request to look into the infrastructure plan for Rural and Northern Community Funding Stream and Community Infrastructure by the end of this year for the 620 Bridge/Road rehabilitation project. Will need to complete a Bridge report to apply for a grant, and the asset management plan is needed.
  - Possibly use the draft Policy that Mike created, until an RFP can be completed.
  - Requested the Communications Committee to determine who is using the Bicycle skills park and to prepare a survey of residents to find possible other uses for the Pavilion. Dylinna will bring this request to Comms Committee, that meets later this week.
  - Dylinna updated on the Greenview review of the stabilization for the Bicycle Skills park, has not been completed yet.
  - Kirk reported there is nothing further to update on the Deer River Bridge at Old Hastings Road.
6. Health & Safety Policy Review:
  - Members have reviewed the policy. Dylinna has sent this policy out to an advisor.
7. Update on annual Waste Site meeting:

- Dylinna, Tim and Dan Hagan will meet at the site
8. Discussion and Comments on the draft Asset Management Policy and next steps: Dylinna will look into using the one Mike drafted as an Interim policy until future one is developed.
  9. Presentation and review of current procedures and creation of Standard Operating Procedures. This would provide a base case for comparison with other Townships, Counties and Municipalities. Next steps to create a best practices policy for Winter Maintenance including a peer review.
    - Sop's to be worked on in future, Kirk and Dylinna will provide basis to start on. Best Practices for winter Maintenance will require more discussion to determine if there exists a peer to compare.
  10. Discussion and review of current available information on home composting and moving forward with a proposed policy:
    - Dylinna reported that there was grant funding of \$19,000 the last time this was looked at
    - There are many costs and prohibitions
    - Dylinna recommends home program, with information sessions for residents
    - Committee agreed to leave this item in the "parking lot" for consideration in the future.
  11. New Chair position
    - Darren Stevens will be leaving the committee due to other commitments; however, he requests to be brought back in to provide assistance when septic's are being discussed.
    - Mike Mehak, acclaimed to the Chair position.
    - Rick Fox was nominated for Vice-Chair, he declined. Jim Woodward was nominated as Vice-Chair, accepted nomination and was acclaimed.
    - Minute Taker will be a Rick Fox.
  12. Process for reporting to Committee of the Whole:
    - James Woodward will attend the Committee of the Whole as Mike Mehak will not be available.
    - Mike Mehak will prepare the monthly report based on the template that Dylinna will provide.

13. Council Liaison:

- Tim noted a community meeting has been arranged for Crowe Valley on May 25<sup>th</sup> it will be an info session on high water level and enforcement.

14. Updates from Staff

- Kirk arrived at this time.
- Exceed minimal standards
- Always issues with overtime and material usage
- Issue training part time staff and then they leave
- **ACTION:** Dylinna to send MTO winter Maint. Standards & Wollaston Standards to the Committee

15. Workplan Review:

- Mike and team will update workplan before the next meeting

16. New Business:

- Heritage Plaques @ Park, Beach, King Road, may need to be removed or made safe.
- Motion: To remove hazard monument framework from park and relocate options. Moved by Jim seconded by Rick. Carried
- Frank will look at Outhouse on the Trail

17. Check in & Closing. Motion to adjourn by Mike.

Next Meeting Date: Friday May 31<sup>st</sup> at 8 am. Kirk, if needed, will attend.