

## Minutes of May 30 2019 Meeting

**Attendance:** Dylinna Brock, Kirk McCaw, Tim Conlin, Mike Mehak, Jim Woodward, Wendy Mortimer, Rick Fox

1. **Welcome and Call to order.** We welcomed Wendy Mortimer as a new committee member.  
Mike Mehak
2. **Declaration of Interest-** none
3. **Approval of Agenda** – with addition of street lights item. Rick/Jim passed
4. **Approval of minutes** - Mike/Jim passed
5. **Business arising** –
  - (a) Rick Fox went through the draft procurement policy and through discussion a few amendments were made. Most notably in the section dealing with preferred vendors there was a review period added and an opportunity for new vendors to apply to be put on the list. At this time Wendy asked if we should consider giving preference to local vendors. He committee, after some discussion, agreed that this was too restrictive and not in keeping with best practices. We agreed we could not pursue a “buy local” policy. We also made some changes to authorization levels based on committee discussion. There was a side discussion about levels of acquisition in the context of the winter salt budget. Tim discussed that we used 18k of the 40k budget in the spring season leaving 22k that will likely be saved as a reserve as December is only month left where we might utilize that. It was agreed this was a budget and finance matter not for our committee. A motion was made to accept the draft procurement policy as amended. Wendy/Mike passed. We agreed to pass the draft onto the Budget and Finance committee for their review and eventually have them pass it on to the COW for final approval.
  - (b) **Review of current procedures and creation of Standard Operating Procedures**  
Mike opened the discussion about winter road maintenance “best practices” including peer review. It was agreed the bylaw needs updating as it was last done in 2011. The Ontario government has created new minimum standards in 2018. Kirk mentioned that they are always changing due to liability cases bringing deficiencies to light. After some discussion we decided that as a committee we are not qualified to take responsibility for updating this as it would put us at risk if something happened and we were found to have been deficient in our plan. It is an important document as a good level of service plan is protection for the Township. We discussed signage on the roads making users aware of the increased risks in bad weather. We also discussed what our insurance provider requires of us regarding our due diligence to meet the minimum standards in order to protect ourselves. Dylinna will check with insurance provider to make sure our coverage is appropriate. Jim suggested we get an adjuster to review our plan and get the insurance company to sign off. Kirk said that we “in Practice” always exceed our minimum standards and our policy reflects that. Council wants policy to reflect minimum standards but also stay in budget. Mike and Rick will review the current policy in the context of new minimum standards from 2018 and report back to

the committee. Tim offered to attend the next winter maintenance workshop and report back to the committee.

**(c) Landfill Report:**

Jim presented the landfill report. It was determined that the waste site has currently a 3 three lifespan remaining before it is full and we need to explore other ways to dispose of our waste. We have been looking at contract with Bancroft to take our waste. Jim mentioned that we need to act quickly as we may run into stricter controls on waste and recycling due to it being a hot button political topic. Wendy wanted us to see if we could quantify the value of a cubic meter to help us in determining cost effective ways of managing our site. Life cycle costs need to be quantified. Rick asked if we could increase the lifespan by phasing in transfer of residential waste. We had a lengthy discussion about relative opportunity costs of various disposal restrictions and what is being paid vs costs. We finally determined that was not our committee's mandate. We determined our job was to try and come up with ways to prepare for the eventual transformation of our waste site to a **transfer station only** and see if it makes sense to start this process immediately. Dylinna said this would create risks that the government would put higher restrictions on us regarding covering the dump as it would open our ECA for scrutiny. We currently have a closure plan to move to a transfer station in Jan 2020. We want Dylinna to ask Greenview what our options are to speed up the plan in a cost effective way.

A motion was made to have Dylinna approach Greenview to get advice on whether we can we can move our plan forward to try and immediately increase the lifespan of our waste site. Tim/Mike passed 4-1 Wendy opposed

**(d) Staff Update**

Work plan continues to be a work in progress, road brushing schedule is done and to reduce costs staff will lower frequency of regular maintenance items like plant watering and cleaning and resupplying public beach washrooms. Installation of Gas tank was investigated by Kirk and it was decided that we will not put one in.

Motion was made Wendy/Jim

We as a committee, on Road Superintendants advice, are not recommending purchasing a gas storage tank at this time. Passed unanimously

The truck has about three year lifespan left and we will explore alternate fuel source vehicles when it expires.

Tender for winter sand will go out next week, Staff was waiting on Budget being passed. Tim suggested adding Richard Coster to list of candidates.

There was a long discussion about gravel purchases and the committee agreed that for regular maintenance Staff would create a list of pre approved vendors and ask them to quote on a per tonne basis for supplying material anywhere in Wollaston. Kirk would then use this price list and add his additional costs to come up with the best price for delivery to the various sites that the material would be needed and present that to council for approval. We would still put all bulk purchases out for Tender and get sealed bids.

Barriers will be put in to protect our salt stores. We deferred the discussion about contracting out winter road plowing. Contract for street sweeping was awarded and work

has begun. The option to to build an enclosure over our stock pile to limit contamination was deferred.

**6. Committee of the Whole update**

No new information on action points. AMP policy is on track to be passed prior to July 1<sup>st</sup> deadline. There will be no formal update to the AMP plan this year but we need to continue to refine and update it. We still have items to add to it most importantly the new Fire hall. We need to spend a whole meeting soon to focus on that as it is one of our most important tasks. Skills park to remain closed, communications will try to determine who uses it, is it worth repairing and perhaps what else would we use that space for . Economic development committee is considering a bunch of projects as we have a Downtown revitalization fund that we need to utilize.

**7. School Road program and thank you letter**

Everyone read the letter and motion was made. Wendy /Jim passed Recommend to have it send to council through the COW

**8. Council liaison**

Economic Development and Tourism committee has applied for a grant from the Canadian Experiences fund and hope to partner up with the Fair grounds to put a new staging area in the back of fair grounds on river side. \$\$ has been set aside to complete it if the grant money comes through we will probably tear out the skills park and put parking in. Tim also discussed putting screening on the pavilion. To make it more user friendly due to height of pavilion and wind, rain snow could be mitigated. We had a good discussion but there was some confusion as to who is responsible for it .We came to the conclusion that we need to have more information about possible uses for pavilion before we can determine how to repurpose it. Reeve has appointed Tim and Jay Morrison to figure out how to better use it. Tim will go back to council and determine who is ultimately responsible for it.

**9. Workplan Review**

We need to look at it and make addition of more goals and additional information regarding existing goals. Rick to look at and try and rework it.

**10. New business**

Reeve suggested to Jim at last COW that we needed to get rid of street lights. Jim offered that we need to look at possibly repurposing them as getting rid of them is not a good option due to liability risk. After lengthy discussion it was decided that Mike would reach out to the person (Doug Simpson) to get more information about what is in them now and how we might be able to use the new technology to repurpose them and make them more cost efficient. Mike has a connection where he could get advice on LED technology. We should investigate if government grants to help with costs.

**11. Check in and closing Motion to Adjourn**

Next meeting set for June 21<sup>st</sup> at 8:00 a.m.

