

The meeting was called to order by Councillor Bobbitt at 6:00 pm.

**Attendance:** Mayor Flewwelling, Deputy Mayor MacLeod, Councillors Hunt, Loder, Shay and Bobbitt as well as the Clerk Treasurer, Administrative Clerk and Works Supervisor.

**1. Salvation Army Request:**

A request was received from the Salvation Army for financial support. The Committee members were of the opinion this should be an individual choice as opposed to a donation from the Village.

**2. Rainbow Sidewalk:**

A request was received from a resident for the Village to create (paint) a rainbow crosswalk. The Committee saw this as a positive opportunity to engage the community. The Works Supervisor was asked to research the project for completion in 2018. The location suggested was the crosswalk at the bowling alley. The Clerk Treasurer will respond to the resident.

**3. Volunteer Nominations:**

Four names have been submitted for volunteer recognition at the annual Mayor's Levee. The names will be forwarded to Council for comment. Councillor Loder asked if the Village had a file on past recipients and if not could one be created to avoid duplication. The Clerk Treasurer said he would see if such a file was in existence and if not to create a file.

**4. SCADA System Update:**

The Works Supervisor gave an update on the status of the SCADA System and highlighted the advantages of the application. He passed around the SCADA tablet for Council to observe. He said the Works Department has already saved by not having to physically do weekend checks for the past month. He said the system has been installed and is providing everything that was requested of the application. The system can be monitored at the office or by a new tablet and / or cellphone application. The system is covered by a two (2) year parts and labor warranty. He said the SCADA System cost was \$53,000 with a six (6) year payback. The savings include \$7,500 in labor costs by not doing weekend checks, \$1,200 by eliminating a phone alarm and a reduction in call-ins by solving issues utilizing the SCADA monitoring / management capability.

**5. Meter Project - 2018:**

The Works Supervisor asked Council when they would like to commence metered billing for commercial accounts. He said all commercial users are equipped with meters from which billing information can be obtained. He said he has been compiling statistical information from the commercial meters and can provide a twelve (12) month snapshot of usage by consumers. He has been using the information to observe unusual levels of usage (e.g. break or leak). He said there would be some effort required to implement metered billing such as creating a billing rate scheme (e.g. base rate, demand rate, usage rate, etc.). There would be some review / discussion with property owners regarding areas of concern to be addressed prior to implementing metered service. A change to the water system utility bylaw would also be required. The committee asked the Works Supervisor to provide a list of commercial users and statistics for the February Operations Committee meeting.

**6. Backflow Valve Inspection:**

The Works Supervisor noted the departure of an employee that was performing backflow valve inspection for the Village. This had previously been accomplished using external resources. At present, the Village is responsible to perform this task for testable devices whereas in many municipalities the responsibility rests with the property owner. He asked if the time had come to shift responsibility to the property owner to take ownership of this task and the related expense. The committee discussed the matter and was of the opinion such a change should be made. The committee asked the Works Supervisor and Clerk Treasurer to look into this matter and propose a draft bylaw and related process to see this change implemented in 2018.

**7. Quest:**

Councillor Loder asked about the status of a presentation to Council on the program. Councillor Bobbitt said he will attempt to have a presentation to Council in 2018.

**8. QuickBooks:**

Councillor Loder asked if the cost of the QuickBooks support invoice was paid by MasterCard which was confirmed. She asked if the amount of \$1,395 was an annual fee which was confirmed. She asked if there were additional fees and she was reminded of the system upgrade discussed in the budget talks which will cost an additional \$2,750. This will also have an impact on the annual maintenance fee.

**9. Correspondence:**

Councillor Loder said not all members of Council were in receipt of correspondence from the office. She also noted that some correspondence was not received in a timely manner and on occasion not until a Council meeting where decisions had to be made. The Clerk Treasurer assured her that any correspondence addressed to Council would go to each and every member. As for the untimely delivery of correspondence, staff attempt to circulate correspondence as quickly as possible but there may have been times when this was not the case. He said efforts will be made to address this issue.

**10. Developer's Agreement:**

Councillor Hunt said he (Premier Holdings) needs a Property Identification Number (PID) for the property on the Pugsley Street extension on which a home has been constructed. He said he has an agreement with the Village that he doesn't have to finish the street until September of 2018. He said all he needs is a letter from the Village to the Regional Service Commission 8 (RSC8) giving permission to issue a PID #. Councillor Bobbitt said the issuance of a PID # is not the responsibility of the Village. Councillor Loder asked how a building permit was issued when the street was not finished. The Clerk Treasurer said the RSC8 issued a building permit but not an occupancy permit. She said the RSC8 had previously issued a letter to the Village and Premier Holdings regarding the responsibilities of the developer. She read the letter. Councillor Hunt said the Town of Sussex allowed a home to be built without the street being completed and all developer's agreements are the same. Councillor Bobbitt said each municipality has their own developer's agreements. Councillor Hunt said he has everything completed and to the RSC8 who said everything is ok and all he needs is a letter from the Village to approve the issuance of a PID #. Councillor Shay suggested a letter be issued by the RSC8 to the Village and Premier Holdings to clarify the situation. The Clerk Treasurer will contact RSC8 for such a letter.

**Adjournment:**

Councillor Bobbitt adjourned the meeting at 6:54 pm.

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Clerk Treasurer

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Operations Committee Chair