

MINUTES
COMBINED COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE, PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES

Monday, December 5, 2022, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

PRESENT: Mayor Deschamps
Deputy Mayor Dillabough
Councillor Joe Martelle
Councillor Waddy Smail
Councillor Chris Ward

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Gord Shaw, Director of Operations
Mike Spencer, Manager of Parks, Recreation & Facilities
Eric Wemerman, Chief Water/Sewer Operator
Candise Newcombe, Deputy Clerk
Chris LeBlanc, Manager of Public Works
Sean Nicholson, Treasurer

1. Call to Order – Chair, Mayor Deschamps

Mayor Deschamps called the meeting to order at 7:16 p.m.

2. Approval of Agenda

Moved by: C. Ward

Seconded by: W. Smail

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

None.

4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)

None.

5. Delegations and Presentations

None.

6. Discussion Items

None.

7. Action/Information Items

a. Bait Fuel Bass Tournament

Discussion was held regarding boat launch closure times, interval start/weigh-in times, parking and shuttle services for both participants and the public, and the proposed staging location to avoid creating a wake in the canal.

Moved by: S. Dillabough

Seconded by: J. Martelle

That Municipal Council:

1. Supports and approves the Basstion Consulting Group to run their 1-day Bait Fuel Fishing Derby in Cardinal on Saturday August 26th, 2023; and
2. Directs staff to work with Mr. Hooper and his group to ensure proper parking is arranged for both the participating anglers and the general public.

Carried

b. Development Agreement - 2017 County Rd 2

Moved by: W. Smail

Seconded by: C. Ward

That Committee recommend that Council enter into a development agreement with the owner of 2017 County Road 2.

Carried

c. 2022 Year End Review

Committee reviewed the report.

d. Township Hall Renovation Concept Designs

Discussion was held regarding potential upcoming modification plans, availability of space to external organizations, accessibility requirements, improved functionality of the existing space, existing fire exits, proposed room divider, funding sources, and future public feedback resources. It was noted that additional opportunities for modernization funding were not available for application due to the remaining funding maintained in the current Township modernization reserve fund.

Moved by: S. Dillabough
Seconded by: J. Martelle

That Committee recommend that Council approve the concept and direct staff to move forward on transitioning the Council Chambers to the upper level and create an improved work space within the existing lower level of the building.

Carried

e. Food Cyclor Additional Pilot Program

There was discussion regarding interest in a subsequent pilot program, original survey results, demand for the larger model, purchase and buy back process, availability of affordable units and the possibility to follow up with previous participants to offer an upgrade to the initially purchased unit.

Moved by: C. Ward
Seconded by: W. Smail

That Committee recommend that Municipal Council approve an additional municipal subsidized purchase of 100 FoodCycler units (50/50 split between the FC-30 and Maestro) to implement another pilot program in partnership with Food Cycle Science and the costs be included in the 2023 budget.

Carried

f. 2022 Township Audit Plan

There was discussion about the increase in audit costs, the length of time the current audit company has been working with the Township and the necessity to review current practices to determine if the Township may issue an RFP for auditors in the future.

Moved by: J. Martelle
Seconded by: W. Smail

That Committee recommends that Council receives the 2022 audit plan and authorizes the Treasurer to sign the engagement letter as a requirement of the annual audit.

Carried

g. Committees of Council Terms of Reference

There was discussion regarding consent agendas, streamlining the meeting process, membership composition and the option to refer discussions.

Moved by: S. Dillabough

Seconded by: J. Martelle

That Committee recommends that Council accept the proposed changes to the terms of reference, as attached, and draft staff to prepare the final bylaw.

Carried

h. Purchase Additional eScribe Modules - Pro App & Vote Manager

Committee discussed the capabilities of the system, the options available to Committee and Council members and the status of the Township in terms of technological use.

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that Council:

1. Purchase the Pro application licences for \$800 annually and the Vote Manager/Request to Speak module with an annual fee of \$1,600 and an additional one-time \$1,350 for the implementation fee; and
2. Authorize staff to execute the necessary modification to services subscription agreement with eScribe Software Ltd.

Carried

i. Electronic Monitoring Policy

There was discussion about examples of current monitoring practices and individuals who are granted access to Township GPS tracking.

Moved by: S. Dillabough

Seconded by: W. Smail

That Committee recommend that Council adopt the written electronic monitoring policy as presented.

Carried

j. Spencerville Lagoon Sludge Survey Report

There was discussion on the last date the lagoon was dredged and the removal of cattails.

k. 2023 Draft Low Lift Pumping Station Budget

There was discussion about supply issues with obtaining a rental pump, identified party responsible for the Low Lift Pump Station operating budget and screen repairs.

Moved by: W. Smail

Seconded by: J. Martelle

That Committee recommends that Council approve the 2023 Raw Water Supply System (LLPS) budget as presented.

Carried

I. **Pre-Budget Approval Tender- 5 Tonne Plow Truck**

Committee discussed the current process of inviting contractors to submit bids for tenders, drafting letters to contractors to encourage bid submissions, maintenance costs to date, benefits of selling or retaining the current unit, the long-term capital asset replacement plan, the proposed funding source for the purchase, lead time to acquire a new vehicle, and the possibility of submitting multi-purchase tenders with surrounding municipalities.

Moved by: W. Smail

Seconded by: C. Ward

That Committee recommends that Council direct staff to prepare and issue a tender for a new Tandem Axle Truck.

Carried

8. Councillor Inquiries/Notices of Motion

None.

9. Mayor's Report

None.

10. Question Period

The following questions/comments were raised:

- Suggestion to open the public question period to address a topic of any interest.

11. Closed Session

None.

12. Adjournment

Moved by: J. Martelle
Seconded by: W. Smail

That Committee does now adjourn at 9:32 p.m.

Carried

Chair

Deputy Clerk