

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Monday, January 9, 2023, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

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

REGRETS: Mayor Tory Deschamps

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Sean Nicholson, Treasurer
Gord Shaw, Director of Operations
Eric Wemerman, Chief Water/Sewer Operator
Chris LeBlanc, Manager of Public Works
Candise Newcombe, Deputy Clerk
Wendy Van Keulen, Community Development Coordinator

1. Call to Order – Chair, Mayor Deschamps

Deputy Mayor Dillabough called the meeting to order at 6:30 pm and noted that Mayor Deschamps sends his regrets.

2. Approval of Agenda

Moved by: J. Martelle

Seconded by: C. Ward

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

- a. Dave Malcomson - Application for Zoning Bylaw Amendment - 3609 County Rd 21

Mr. Malcomson provided a handout to the Committee depicting a chronological history of events while establishing the sawmill, noting the various building permit applications and outlining their varying purposes, highlighting one building for which he admittedly noted he did not obtain a permit.

Mr. Malcomson highlighted the revision to his application for a zoning amendment to permit up to 8% or 1ha of land to be used for the sawmill, as an on-farm diversified use. The requirement of the additional land use was noted to be intended for additional lumber storage due to 1/2 load road restrictions on Township roads in the spring. Noise, mulch storage and emissions issues raised by the Ministry of Environment, Conservations and Parks were noted to have been dealt with by the sawmill to date, with Mr. Malcomson highlighting an additional cost to the sawmill to procure a mulch burner to rectify the mulch storage issue.

Mr. Clarke from Zanderplan noted that the revision to the zoning amendment request is solely for additional product storage, highlighting that the revised request does not result in additional loss of agricultural land. Mr. Clarke expressed a willingness to work with the Township at the site plan control stage to ensure negative impacts on the agricultural lands are minimized.

Committee thanked Mr. Malcomson and Mr. Clarke for the presentation.

6. Discussion Items

- a. Deputy Mayor Dillabough - Weekly Public Feedback Meetings

Committee was provided an overview of the "Doors are open" concept to receive ideas and feedback from citizens. It was noted that concerns, requests for service and complaints can be submitted directly to the Township through the website's "report a concern" page.

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that Council:

1. Supports the proposed weekly public "Doors are Open" meetings organized by the Deputy Mayor and Ward Councillors; and
2. That the meetings will be held on Fridays, with a rotation schedule of Ward 3, 2, 1 within designated municipal facilities; and

3. That the meetings will run for a 6 month trial period, beginning on February 10 and ending on August 11, unless otherwise extended by resolution of Council; and
4. That the meetings will be advertised on the Township website calendar and social media accounts.

Carried

7. Action/Information Items

- a. Subdivision Plan 1069 Final Acceptance and Release of Securities - Glock Subdivision

Committee confirmed that Greer Galloway, acting on behalf of the Township, performed an on-site visit to ensure all drainage works requirements of the subdivision agreement have been met.

Moved by: W. Smail

Seconded by: C. Ward

That Committee recommend that Council approve the release of Lot 4 of Plan 1069 as security and direct staff to have legal transfer the Deed to Lot 4 back to 2057700 Ontario Inc once payment for the engineering review has been received by the Township.

Carried

- b. Application for Zoning Bylaw Amendment - 3609 County Rd 21 - Zanderplan Inc. o/b of Malcomson

Committee briefly discussed allowing the sawmill to be permitted as on-farm diversified use with operations limited to 7.7% of the total lot area while restricting the floor area of the building and structures to 1400m², highlighting the reduction of trucking issues on Township roads and resolving the sawmill's issue of limited storage space.

Members inquired on the following areas: if the intention to operate a commercial sawmill was disclosed in the application for building permits, alternate zoning amendments for continued use and the consequences of Committee and Council denying the re-zoning application. It was noted that the intention of future commercial operations was not clearly stated in the building permit applications for the first three buildings. The Township's understanding was that the buildings would be used for vehicle storage and a workshop for storage for a woodworking hobby. It became clear when the fourth application was made that the intended use was for an industrial operation and a permit was not issued. Should Committee decide not to approve the proposed motion of 7.7%, the Novatech recommendation to limit the sawmill operation to 4% of the total

lot area or denial of the application was noted as alternate options. It was highlighted that should Committee deny the application outright, the sawmill operation would have the alternative of scaling back operations to 2% of the total lot area or be in conflict with the Township's Zoning Bylaw ultimately forcing the closure of the sawmill operation.

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommend that Council amend Zoning Bylaw 2022-37 to include an Agriculture – Special Exception zone for the property at 3609 County Road 21, in order to permit a sawmill as an on-farm diversified use, limit the floor area for all related buildings and structures to 1400m² and limit the sawmill operation to 7.7% of the total lot area.

Carried

- c. Application for Zoning Bylaw Amendment - 3485 Glen Smail Rd - iN Engineering + Surveying o/b HFI Pyrotechnics

Discussion was held regarding the holding zone, the release of the holding zone and intended use of the proposed building.

It was noted that the release of sections of land from the holding zone would be based on the applicants' development plans and details regarding the intended use of the building would be noted within the application to remove the holding zone and at the site plan control stage.

Moved by: C. Ward

Seconded by: J. Martelle

That Committee recommend that Council amend Zoning Bylaw 2022-37 to include a Rural Industrial – Special Exception holding zone for the 123ha of land at 3485 Glen Smail Road, to limit the permitted uses on the site to a business engaged in the manufacturing and testing of pyrotechnic products subject to a holding zone provision.

Carried

- d. 2022 Municipal Election Accessibility Report

Committee was provided with an overview of the 2022 Municipal Election including voter participation, voter list maintenance, voting method statistics and ensuring accessibility of the voting locations and methods offered.

- e. Updates to Meeting Recording Policy

The importance of ensuring that all Committees of Council, Port Management and Public Meetings are recorded and published on the

Township's YouTube channel to reaffirm Council's objective of increased transparency and openness with the public.

Moved by: J. Martelle

Seconded by: W. Smail

That Committee recommends that Council adopt the proposed updated meeting recording policy, as attached.

Carried

f. 2022 Cardinal and Industrial Park Water System Annual Reports

Committee was provided with a summary of the reports.

Moved by: W. Smail

Seconded by: C. Ward

That Committee recommends that Council:

1. Receive and review the 2022 Annual Water Reports for the CWS and EDS; and
2. Direct staff to post the Annual Water Reports to Township website; and
3. Direct staff to notify users via social media and newspaper of report availability.

Carried

8. Councillor Inquiries/Notices of Motion

Members commended the Township Public Works department for their diligent response to the inclement weather on December 23-25, 2022, noting the optimal care given to both the Township roads and sidewalks.

9. Mayor's Report

None.

10. Question Period

None.

11. Closed Session

None.

12. Adjournment

Moved by: W. Smail

Seconded by: C. Ward

That Committee does now adjourn at 7:33 pm.

Carried

Chair

Deputy Clerk