

MINUTES
MUNICIPAL COUNCIL

Monday, January 30, 2023
6:30 PM

Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

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

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

1. Call to Order

Mayor Deschamps called the meeting to order at 7:05 p.m.

2. Approval of Agenda

Decision: 2023-06

Moved by: S. Dillabough

Seconded by: C. Ward

That Municipal Council approves the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

None.

4. Delegations & Presentations

None.

5. Minutes of the Previous Council Meetings

a. Regular Council - December 12, 2022

Decision: 2023-07

Moved by: C. Ward

Seconded by: W. Smail

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated December 12, 2022.

Carried

b. Special Council - December 19, 2022

Decision: 2023-08

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives and approves the minutes of the Special Council Meeting dated December 19, 2022.

Carried

6. Business Arising from the Previous Council Meeting (if any)

Council inquired on the status of the tender for the Public Works Tandem truck. It was noted a closing date of February 14.

7. Committee Minutes

a. Public Library Board - December 13, 2022

There was discussion about the working alone policy and it was noted that surveillance cameras were installed at the Cardinal location only.

Decision: 2023-09

Moved by: W. Smail

Seconded by: C. Ward

THAT Municipal Council receives the minutes of the Public Library Board Meeting dated December 13, 2022.

Carried

b. Port Management Committee - December 19, 2022

Decision: 2023-10

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council receives the minutes of the Port Management Committee Meeting dated December 19, 2022.

Carried

c. Committee of the Whole - Administration & Operations - January 9, 2023

Decision: 2023-11

Moved by: W. Smail

Seconded by: C. Ward

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Administration and Operations Meeting dated January 9, 2023.

Carried

d. Committee of the Whole - Administration & Operations - Budget #1 - January 16, 2023

Decision: 2023-12

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Administration and Operations – Budget Meeting #1 dated January 16, 2023.

Carried

8. Action and Information Items from Committees

a. "Doors are Open" Feedback Meetings

Council reiterated the purpose of the "Doors are Open" meetings being to facilitate open communication with the residents of the Township and encouraged any residents with complaints to use the report a concern feature through the Township website.

Decision: 2023-13

Moved by: C. Ward

Seconded by: S. Dillabough

THAT Municipal Council:

1. Supports the proposed weekly "Doors are Open" meetings organized by the Deputy Mayor and Ward Councillors; and
2. That the meetings will be held on Fridays, with a rotating 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.

As recommended by the Committee of the Whole – Administration and Operations.

Carried

b. Subdivision Plan 1069 Final Acceptance & Release of Securities - Glock Subdivision

Council confirmed that all requirements of the subdivision agreement had been met and that Lot 4 is the final lot to be released for Plan 1069.

Decision: 2023-14

Moved by: W. Smail

Seconded by: C. Ward

THAT Municipal 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, as recommended by the Committee of the Whole – Administration and Operations.

Carried

c. 2022 Cardinal & Industrial Park Water System Annual Reports

Members clarified the reason for the sodium chloride spike in the report, noting it as an anomaly and the resample fell below the requirement.

Decision: 2023-15

Moved by: W. Smail

Seconded by: C. Ward

THAT Municipal 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 of the systems via social media and newspaper of report availability.

As recommended by the Committee of the Whole – Administration and Operations.

Carried

d. Port Year End Presentation & Pre-Audited Financial Statement

Council highlighted that they are only receiving the report, noting that due to inclement weather, it was decided to hold discussions at the February Port Management meeting.

Decision: 2023-16

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council receives the 2022 Year End Review Report, including the financial statement as per by-law 2017-02 Schedule “A”, as recommended by the Port Management Committee.

Carried

9. **Correspondence**

Decision: 2023-17

Moved by: W. Smail

Seconded by: C. Ward

THAT Municipal Council receives the correspondence listings for the following dates as previously circulated:

- December 14, 2022
- December 21, 2022
- January 4, 2023
- January 11, 2023
- January 18, 2023
- January 25, 2023

Carried

10. **Approval of Municipal Disbursements**

Council reviewed the disbursements and sought clarification on the following items:

- Maintenance costs for Public Works T6 truck.
- Clarification on CIMCO refrigeration charges at the arena.

Decision: 2023-18

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council approves payment of municipal invoices circulated and dated as follows:

- | | |
|---------------------------------------|--------------|
| • Report dated December 12 (2022-190) | \$4,793.18 |
| • Report dated December 15 (2022-191) | \$287,493.24 |
| • Report dated December 21 (2022-195) | \$301,795.65 |

• Report dated December 22 (2022-196)	\$777,297.68
• Report dated January 2 (2023-199)	\$135,903.11
• Report dated January 18 (2023-008)	\$246,171.80
• Report dated January 19 (2023-011)	\$203,971.00
• Report dated January 25 (2023-014)	\$189,268.11
TOTAL:	\$2,146,693.77

Carried

11. By-laws

a. Meeting Recording Policy

Decision: 2023-19

Moved by: J. Martelle

Seconded by: S. Dillabough

THAT the mover be granted leave to introduce a bylaw to adopt a meeting recording policy, and this shall constitute first and second reading thereof.

Carried

Council highlighted that the recording and publicizing of all meetings align with one of the term priorities of openness and transparency.

Decision: 2023-20

Moved by: J. Martelle

Seconded by: S. Dillabough

THAT a bylaw to adopt a meeting recording policy, be now read a third time and finally passed, signed, sealed and numbered 2023-02.

Carried

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

Members noted their concern with approving the requested zoning bylaw amendment, highlighting that bylaws are implemented to set Township standards in the best interest of all residents. It was noted that decisions such as this one could set a precedent for future requests.

There was discussion about the implications of granting the 7.7% lot coverage request, the reasoning for the increased request, the Township planner's recommendation and the consequences to the applicant of restricting the request.

Decision: 2023-21

Moved by: C. Ward

Seconded by: S. Dillabough

THAT the mover be granted leave to introduce a bylaw to amend Zoning Bylaw No. 2022-37 (ZanderPlan Inc. o/b David and Pamela Malcolmson Part of Lots 35 and 36, Concession 6, 3609 County Road 21), and this shall constitute first and second reading thereof.

Carried

Due to first and second reading not receiving unanimous approval, the third and final reading of the bylaw will be delayed to the February meeting of Council.

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

Council sought clarification regarding the staged removal of the special exemption holding zone.

Decision: 2023-22

Moved by: J. Martelle

Seconded by: S. Dillabough

THAT the mover be granted leave to introduce a bylaw to amend Zoning Bylaw No. 2022-37 (iN Engineering + Surveying o/b HFI Pyrotechnics Ltd., Part of Lots 32-34, Concession 4, 3485 Glen Smail Road), and this shall constitute first and second reading thereof.

Carried

Decision: 2023-23

Moved by: J. Martelle

Seconded by: S. Dillabough

THAT a bylaw to amend Zoning Bylaw No. 2022-37 (iN Engineering + Surveying o/b HFI Pyrotechnics Ltd., Part of Lots 32-34, Concession 4, 3485 Glen Smail Road), be now read a third time and finally passed, signed, sealed and numbered 2023-04.

Carried

- d. Port of Johnstown Warehouse Lease Agreement

Decision: 2023-24

Moved by: S. Dillabough

Seconded by: C. Ward

THAT the mover be granted leave to introduce a by-law to authorize the Mayor, Clerk and Port General Manager to execute a lease agreement with Greenfield Global Inc., and this shall constitute first and second reading thereof.

Carried

Decision: 2023-25

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT a by-law to authorize the Mayor, Clerk and Port General Manager to execute a lease agreement with Greenfield Global Inc., be now read a third time and finally passed, signed, sealed and numbered 2023-05.

Carried

- e. Appoint Members to Boards & Committee of Council

Decision: 2023-26

Moved by: W. Smail

Seconded by: C. Ward

THAT the mover be granted leave to introduce a by-law to appoint members and representatives to certain boards and committees and this shall constitute first and second reading thereof.

Carried

Decision: 2023-27

Moved by: W. Smail

Seconded by: C. Ward

THAT a by-law to appoint members and representatives to certain boards and committees be now read a third time and finally passed, signed, sealed and numbered 2023-06.

Carried

Members commented on the overwhelming response from applicants interested in participating on various Committees of Council.

f. Appoint Members to Public Library Board

Decision: 2023-28

Moved by: C. Ward

Seconded by: W. Smail

THAT the mover be granted leave to introduce a by-law to appoint members of the Edwardsburgh Cardinal Public Library Board and this shall constitute first and second reading thereof.

Carried

Decision: 2023-29

Moved by: C. Ward

Seconded by: W. Smail

THAT a by-law to appoint members of the Edwardsburgh Cardinal Public Library Board be now read a third time and finally passed, signed, sealed and numbered 2023-07.

Carried

12. CAO's Administrative Update

Council reviewed the CAO's administrative update and discussed the following items:

- Location and accessibility of the new play structure donated by Giant Tiger.
- Tanker 1 deficiencies and anticipated return date.

Decision: 2023-30

Moved by: J. Martelle

Seconded by: S. Dillabough

THAT Municipal Council receives the CAO's Administrative Report as presented.

Carried

13. Councillor Inquiries or Notices of Motion

Deputy Mayor Dillabough noted concerns received regarding snow plowing near the ice shacks along Legion Way in Cardinal. It was noted that due to the size of the snow removal equipment and safety restrictions the road is treated as a 3-season road and not maintained in the winter. It was requested that staff bring a report back for the February Administration and Operations meeting.

14. Mayor's Report

Mayor Deschamps reported on the following:

- Commended local participants in placing 3rd during the Canadian Figure Skating Pre-Novice/Novice Challenge.
- Robin Jones elected as chair of ROMA for the AMO rural caucus.
- Met with the Minister of Energy regarding the natural gas expansion project at the ROMA conference.
- Met with the Minister of Economic Development, Job Creation and Trade regarding the Ontario Job Site Challenge and Newmark evaluation at the ROMA conference.
- County met with the Minister of Finance regarding the MPAC assessment delay at the ROMA conference.
- Noted a minimum of a 2.5% increase to the County tax levy based on the Maple View Lodge renovation project, with the Counties joint services anticipating closer to a 9.8% increase overall.

Decision: 2023-31

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT Municipal Council receives the Mayor's Report as presented.

Carried

15. Question Period

None.

16. Closed Session

Decision: 2023-32

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT Municipal Council proceeds into closed session at 8:40 p.m. in order to address a matter pertaining to:

1. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Salary Review and Collective Agreement Scale.
2. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Minutes of Closed Session dated November 28, 2022.

Carried

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Salary Review & Collective Agreement Scale
- b. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Minutes of Closed Session dated November 28, 2022

Decision: 2023-34

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 10:10 p.m.

Carried

17. Report Out of Closed Session

Council met in closed session to review and discuss the non-union and union collective agreement salary scale and reviewed the minutes of closed session dated November 28, 2022.

Decision: 2023-34

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council receives and approves the closed session minutes dated November 28, 2022.

Carried

18. Confirmation By-law

Decision: 2023-35

Moved by: W. Smail

Seconded by: C. Ward

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2023-08.

Carried

19. Adjournment

Decision: 2023-36

Moved by: J. Martelle

Seconded by: W. Smail

That Municipal Council does now adjourn at 10:11 p.m.

Carried

Mayor

Deputy Clerk