

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Monday, February 13, 2023, 6:30 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario

PRESENT: Mayor Tory Deschamps
Deputy Mayor Stephen Dillabough
Councillor Waddy Smail
Councillor Chris Ward
Karen Roussy (Advisory Member)
John Hunter (Advisory Member)

REGRETS: Councillor Joe Martelle

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Sean Nicholson, Treasurer
Gord Shaw, Director of Operations
Brian Moore, Fire Chief
Mike Spencer, Manager of Parks, Recreation & Facilities
Eric Wemerman, Chief Water/Sewer Operator
Chris LeBlanc, Manager of Public Works
Dwane Crawford, Chief Building Official
Candise Newcombe, Deputy Clerk
Wendy Van Keulen, Community Development Coordinator

1. Call to Order – Chair, Mayor Deschamps

Mayor Deschamps called the meeting to order at 6:30 pm.

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. 2022 4th Quarter Building Report

Discussion was held about the decrease in the number of residential builds, possible reasoning for the decrease and what rate of development surrounding municipalities are experiencing.

b. 2022 4th Quarter Bylaw Report

There was discussion about the fourth quarter calls for service, the timeline for summons and the Justice of the Peace shortage issue. Members commended the bylaw enforcement officer on his patience and persistent approach to the residents' concerns.

c. 2022 4th Quarter Treasury Report

Committee was provided with a brief summary of the report and discussed the account receivables and sought clarity on 2022 capital project status report. Members complimented the finance department on the low percentage of tax receivables. Members highlighted a number of payments coming off the long-term debt list in the next 24 months.

d. 2022 4th Quarter Budget Variance Report

Committee commended department managers on their diligent governance of the 2022 budget, highlighting the various price fluctuations experienced in 2022.

There was discussion about winter maintenance management, surplus allocations and the curbside collection contract.

Members commended the Manager of Parks, Recreation and Facilities on the operation of the canteens.

e. 2022 4th Quarter Fire Report

Discussion was held about the impact on insurance, 2022 burn permit sales and confirmed intent to issue renewal reminders for the purchase of 2023 burn permits.

f. 2022 MTO Report

Committee was provided with a brief summary of the report and discussed staff tracking and reporting, reimbursed services, compensation received versus liability of responders and negotiating alternate agreements with the province. Staff was directed to continue to track all 400 series responses internally and have data available for future discussions with the Province.

g. 2022 4th Quarter Facility Stats Report Update

Committee was provided with a summary of the report and discussed the percentage of ice bookings attributed to Prescott clubs, structural limitations of the Spencerville arena, current prime-time ice bookings at Township facilities, minor hockey membership numbers and the Spencerville arena costs versus the revenue generated from the facility.

h. 2022 4th Quarter Facility Maintenance Report

Committee was provided with a brief overview of the report.

i. 2022 4th Quarter Operations Report

Committee was provided with a brief summary of the report and discussed the relationship between the water main break and the increase in maximum daily flow in December.

j. 2022 WIP Report

Committee reviewed the report.

k. 2023 Amendments to Building Permit Fee Schedule

Discussion was held regarding the use of a compliance zoning certificate to confirm compliance for buildings under 15m², the cost to provide services versus the current fees for services, surrounding municipal building fee structures and the effects of Bill 23 on the Building Code Act.

Staff was requested to compile additional information about surrounding municipal fee structures to be brought forward at the March meeting.

l. Integrity Commissioner Appointment

Committee reviewed the report.

Moved by: W. Smail

Seconded by: S. Dillabough

That Committee recommends that Council appoint Tony Fleming as the Township's Integrity Commissioner.

Carried

m. Procedural Bylaw Review

Committee was provided with a summary of the report and discussed the positive change to gender-neutral pronouns, the implications of changing the Council meeting to the 5th Monday when available, consent agendas and clarified the intent of the addition of Schedule B.

Staff was directed to modify item 6 within the Procedural Bylaw to indicate that Regular Council meetings will be held on the fifth Monday of months consisting of five weeks.

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that Council adopt the updated procedural bylaw as attached.

Carried

n. 2022 Annual Cardinal WPCP Summary Report

Committee discussed the cause of the decline in annual flow, certification classes and the reasons for the decrease in biofilm.

Moved by: S. Dillabough

Seconded by: C. Ward

That Committee recommends that Council receive the 2022 annual report for the Cardinal Water Pollution Control Plant; and direct staff to submit the report to the MECF prior to the March 31 deadline.

Carried

o. 2022 Cardinal & Industrial Park Drinking Water System Summary Report

Committee was provided with an overview of the report and discussed the maximum flow anomaly experienced in December, additional capacity availability and reviewed the current terms of the agreement between the Township and Prescott.

Moved by: S. Dillabough

Seconded by: W. Smail

That Committee recommends that Council receive the 2022 Water Summary Reports for the Cardinal and Industrial Park Water Systems.

Carried

p. Ferguson Drain Maintenance Tender Award

Committee reviewed the report and discussed the reason for variances in tender submission.

Moved by: W. Smail

Seconded by: C. Ward

That Committee recommends that Council award the Ferguson Municipal Drain Culvert Replacement Tender No. EC-PW-MunDr-23-01 to Willis Kerr Contracting Ltd. for the sum of \$25,713.00 + non rebated HST and direct staff to bill the upstream beneficiaries of the maintenance for the work as stipulated in the Drainage Act.

Carried

8. Councillor Inquiries/Notices of Motion

Deputy Mayor Dillabough extended an invitation to Committee, advisory members and staff to tour the Newterra plant in Brockville with Mr. Mike Jones.

9. Mayor's Report

Mayor Deschamps reported the following:

- Commended staff on their expedient response to the flooding incident experienced in the Township Council chambers on February 5th.
- Recognized the loss of Hazel McCallion and noted the lowering of the Township flags to half-mast in her honour.

10. Question Period

None.

11. Closed Session

None.

12. Adjournment

Moved by: S. Dillabough

Seconded by: W. Smail

That Committee does now adjourn at 9:42 p.m.

Carried

Chair

Deputy Clerk