

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Thursday, February 2, 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
Karen Roussy (Advisory Member)
John Hunter (Advisory Member)

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
Candise Newcombe, Deputy Clerk

1. Call to Order – Chair, Mayor Deschamps

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

2. Approval of Agenda

Moved by: W. Smail

Seconded by: C. Ward

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

- a. S. Dillabough - Business Case - Spencerville Pump Station #1 Transfer Switch Replacement

Immediate relative employed by service provider - GAL Power

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

None.

5. Delegations and Presentations

None.

6. Discussion Items

a. 2023 Draft Capital Budget

Committee was provided with a summary of the capital funding analysis report. The addition of the Cardinal tennis court renovation and road pad and overlay projects were highlighted to have been added at the request of Committee from budget meeting #1.

7. Action/Information Items

a. 2023 Draft Administration Budget

1. Business Case - Township Office Server Replacement

Committee was provided with a summary of the business case and discussed options of online servicing, off-site backup servers and an estimated timeline for installation of the new server.

b. 2023 Public Works Budget

1. Business Case - County Rd 2 - Road & Infrastructure Reconstruction

Committee was provided with an overview of the business case and clarified the tender date closure and the estimated timeline to receive funding from the UCLG, provincial and federal governments.

2. Business Case - New Scott Rd Waste Transfer Site

Committee was provided with an overview of the business case and discussed the expansion of transfer site hours of operations, the Ministry of Environment, Conservation and Parks legislative requirements, expansion of transfer site services, current reserve balances, recommendations yielded from the service delivery review and operations that can be performed in-house to reduce expenses.

Historical background of past Council intentions for the site was provided.

3. Business Case - Totem Ranch Rd Reconstruction

Committee was provided with a summary of the business case and discussed the Township's 2022 budget allocation for the project and the status of the project in the North Grenville budget.

4. Business Case - Weir Rd Bridge Maintenance & Repair

Committee was provided with a summary of the business case and discussed added costs to defer construction, the proposed method to clear the area, the apportionment of costs over several budget years, the frequency of bridge inspections and proposed traffic mitigation during construction.

5. Business Case - Purchase of a 5 Tonne Tandem Axle Plow Truck

Committee was provided with a summary of the business case and discussed the closure of the tender, timeline for manufacturing and delivery of the unit, apportionment of costs, the lifecycle and frequency of use of the trucks, maintenance costs and intentions for the surplus vehicle.

c. 2023 Draft Environment Services Budget

1. Business Case - Cardinal Water Pollution Control Plant Boiler Replacement

Committee was provided with a brief overview of the business case and discussed the number of boilers required on-site, the rotation of use of the boilers and the scope of work included in the quoted costs.

2. Business Case - Henry St Pumping Station Pump Panel Replacement

Committee was provided with an overview of the business case.

3. Business Case - Variable Frequency Drive Replacement

Committee was provided with a summary of the business case.

4. Business Case - Spencerville Pump Station #1 Transfer Switch Replacement

S. Dillabough declared a conflict on this item. (Immediate relative employed by service provider - GAL Power)

Deputy Mayor Dillabough stepped away from the table and did not participate in the discussion or vote on any matter with respect to the Spencerville Pump Station #1 Transfer Switch Replacement due to his declared conflict of interest.

Committee was provided with an overview of the business case and clarification was sought about the use of the allocated funding for the splitter box in the 2022 budget.

Deputy Mayor Dillabough returned to the table following the culmination of the discussion.

5. Business Case - Potable & Raw Turbidity Analyzer Replacement

Committee was provided with a summary and clarified the average life expectancy and current age of the analyzer.

6. Business Case - Industrial Park Water Main Supplies

Committee was provided with an overview of the business case and discussed the date of previous line swabbing, the frequency of the replacement of parts, the estimated wait times to receive spare parts and emergency procedures followed if spare parts are not on-hand.

7. Business Case - Spencerville Lagoon Flow Meter Replacement

Committee was provided with a brief summary of the business case and clarified procedures should the flow meter fail.

d. 2023 Draft Parks, Recreation & Facilities Budget

1. Business Case - Boat Dock

Committee was provided with a summary of the report and discussed sourcing additional quotations from local companies and the scope of work included for the provided quoted costs.

2. Business Case - Cardinal Dog Park - Parking Upgrades

Committee was provided with an overview of the report and discussed the increased need for additional parking near the Ingridion Centre, the potential additional parking attained, snow removal, work to be completed in-house, the average use and the consequences of the loss of the baseball diamond. Members clarified that more detailed designs would be brought to future Committee meetings for review prior to the commencement of work.

3. Business Case - Kubota Lawn Mower

Committee was provided with a summary of the report and inquired if alternate mower models had been considered, which unit would be replaced and the future intention for disposition of the surplus mower.

4. Business Case - Pickup Truck

Committee was provided with a brief overview of the report and discussed the requirement for cab space and the 4x4 option, identified the vehicle to be replaced, inquired if an electric/hybrid model had been considered, whether alternate makes of vehicles had been researched and the necessity for four Recreation department vehicles.

5. **Business Case - Pool Heaters**

Committee was provided with a brief overview of the report and discussed heater options and benefits, estimated seasonal operating costs and funding options. Members requested that additional information such as the cost to run lines and neighbouring municipal operating expenses for pool heaters be included in the subsequent report.

A brief history of the Cardinal Hydro reserve fund was provided outlining its establishment and intended use.

6. **Business Case - Portable Defibrillator Replacement**

Committee was provided with a brief overview of the report and discussed the possibility of a bulk purchase agreement and the average life expectancy of a defibrillator.

Committee returned to item 6a) for additional discussion.

Members inquired about the absence of arena upgrades and possible future uses for the Spencerville facility. It was noted that no upgrades were required to date, highlighting the capital work performed over the past few years. There was a brief discussion regarding the potential for a tri-council operating agreement to ensure the continued operation of all municipal facilities.

There was discussion regarding implementing a capital levy to replenish reserves and bridge the Township's infrastructure gap, County Road 2 project funding sources, transfer station project, removal of the Cardinal tennis court remediation from proposed capital and road resurfacing prioritization.

Members reached consensus to schedule budget meeting #3 on February 21.

8. **Councillor Inquiries/Notices of Motion**

Deputy Mayor Dillabough brought forth a notice of motion to include a discussion item regarding the installation of a path between Albert Street and the Johnstown Community Centre. Additionally, he requested a subsequent discussion item regarding the implementation of pay and display parking at the Cardinal boat launch and along the gallop canal.

9. **Mayor's Report**

None.

10. Question Period

None.

11. Closed Session

None.

12. Adjournment

Moved by: C. Ward

Seconded by: S. Dillabough

That Committee does now adjourn at 9:43 p.m.

Carried

Chair

Deputy Clerk