

**MINUTES**  
**COMMITTEE OF THE WHOLE**  
**ADMINISTRATION & OPERATIONS**

**Tuesday, February 21, 2023, 6:00 PM**  
**South Edwardsburgh Community Centre**  
**24 Sutton Dr.**  
**Johnstown Ontario**

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

STAFF: Dave Grant, CAO  
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

**1. Call to Order – Chair, Mayor Deschamps**

Deputy Mayor Dillabough assumed the chair and called the meeting to order at 6:34 pm. The Deputy Mayor noted the Mayor was delayed and would arrive shortly.

**2. Approval of Agenda**

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

That the agenda be approved as amended to include the discussion item 6(b) Solar - Pay and Display Parking Meters.

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. Edwardsburgh Cardinal Public Library Board Budget Presentation - CEO Gladstone

Ms. Gladstone presented the library budget report highlighting the increased municipal grant request and noting that the remaining library surplus had been exhausted, increases to book purchase costs, free staff training, the consistency of the provincial operating grant, upcoming library programming and noted that three positions were filled due to three staff retirements.

There was discussion regarding funding per capita, federal grant contributions, increased registration for library cards and a review of the library's working alone policy.

**6. Discussion Items**

- a. Memorabilia at Ingredion Centre

Mayor Deschamps arrived and assumed the Chair position.

Committee was provided with a summary of the report and discussed the current policy framework for memorabilia in the arenas, past reasoning for limiting memorabilia, consistency between the two arenas, the benefits of showcasing accolades, authority over the display location of the items and determining ownership of the memorabilia.

Committee requested staff to draft a comprehensive policy for consideration regarding the contribution, ownership and timeline for displaying memorabilia and accolades within the arena facilities.

- b. Solar - Pay and Display Parking Meters

Committee was provided an overview of the request to purchase and install the pay and display unit at the Cardinal boat launch.

There was discussion regarding the number of units required, additional policing requirements, reduced costs for Township residents, effects on tourism in the area, and the possibility of expanding the burn permit system to incorporate fees for use of the boat launch.

Members noted the possibility of additional fees, highlighting the fees experienced with credit/debit machines. Committee discussed previous vandalism incidents to the previous donation box located at the boat launch, alternate systems and the intent for the funds realized.

Staff was requested to prepare a report outlining options to implement a fee-for-use system for the Cardinal boat launch.

**7. Action/Information Items**

a. Updated Business Case: Pool Heaters

Committee reviewed the report and discussed the price difference between the propane and natural gas heaters and the estimated cost to operate per season.

b. Updated Business Case: Recreation/Facilities Vehicle Purchase

Committee reviewed the report and discussed low-kilometre vehicle options, availability of vehicles, the procurement process and the benefits of purchasing a new vehicle.

c. 2023 Water System Budgets

Committee was provided with a summary of the systems and budget details. It was noted that the County Road 2 project was excluded from this version and dealt with as a separate item. Members discussed the discrepancy in user revenues and the current Prescott water rates. Members noted the intent of the implementation of the capital levy was to help fund future capital upgrades to the system, highlighting the upcoming County Road 2 project.

**Moved by:** J. Martelle

**Seconded by:** C. Ward

That Committee recommends that Council: 1. Approve the 2023 budget as presented for all Water and Wastewater Systems. 2. Direct Staff to prepare a bylaw that imposes an increase of the Capital Levy by \$1.00 to \$4.00 for the users of the Cardinal Water System and by \$1.00 to \$5.00 for the users of the Cardinal Waste Water System.

Carried

d. 2023 Draft Consolidated Capital and Operating Budget

Committee was provided with an overview of the budget and discussed the proposed County levy, the apportionment and the impacts of the County Road 2 project on the budget, the use and contribution to reserve funds, updates on the damage to Council chambers and plans for renovations and the intention to enter into a debenture for the Infrastructure Ontario for the drainage project.

Members clarified the intent for the \$15,000.00 allocated to the Scott Street transfer station to procure the engineer's final design for the site. There was discussion regarding possible cost savings as the excess fill

material from County Road 2 may work as fill at the transfer site location. This option is still being investigated.

Committee discussed the installation of pool heaters at both pool locations, prioritizing road remediation, the recreation department vehicle replacement schedule, re-allocating the Port General Managers vehicle to the recreation department, vehicle specification requirements, setting an upset limit for the vehicle purchase, the number of vehicles required in the recreation fleet and the addition of the proposed Ingredion Centre parking lot expansion project.

There was further discussion regarding the overall revenue increase, firefighter honorarium, the addition of the recreation coordinator position in 2022, OMERS and cost of living capped limits, union cost of living agreement, review of the Township's pay grid system, and review of the personnel policy.

Due to the impending time limit, the Mayor requested a motion to extend the time of the meeting past the 10:00 pm curfew.

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Committee extend beyond the 10:00 pm curfew.

Carried

There was further discussion regarding neighbouring municipal increases, alternate increase options, options for re-negotiating union increases and clarified municipal insurance options.

Members clarified the budget line-item labelled Job Site Challenge and requested staff re-word the line item. There was a brief discussion regarding the timeline for replacement of the T6 Township vehicle and members reached consensus to include the next budget meeting as part of the Monday March 13 meeting.

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

Deputy Mayor Dillabough highlighted the event he attended hosted by the South Grenville Food Bank. He noted 34 organizations in attendance all with the common goal of connecting local services in the area and creating a collaborative effort to aid our community.

Councillor Smail highlighted his appreciation for the work of the municipal Fire Departments following his attendance at the Essentials of Municipal Fire Protection seminar in Prescott last week.

Councillor Martelle requested future discussion items regarding the Cardinal Canal cleanup and the future of the Spencerville arena be added to the appropriate agendas.

**9. Mayor's Report**

Mayor Deschamps reported the following:

- The preliminary County levy of 5.89% is to be approved at the County Council meeting in March.

**10. Question Period**

None.

**11. Closed Session**

None.

**12. Adjournment**

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Committee does now adjourn at 10:29 p.m.

Carried

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Chair

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Deputy Clerk