

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

**Monday, April 10, 2023, 6:30 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  
Karen Roussy, Advisory Member

**REGRETS:** John Hunter, Advisory Member

**STAFF:** Dave Grant, CAO  
Rebecca Williams, Clerk  
Sean Nicholson, Treasurer  
Gord Shaw, Director of Operations  
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 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**

The Chair disclosed the involvement of members of Council with local community groups, highlighting that their involvement is in a volunteer capacity only and would therefore not benefit the members of Council directly. Due to this, it was

noted that members were comfortable with not making any declarations in regard to the Community Grants and Donations discussion.

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

None.

**5. Delegations and Presentations**

**a. Community Grant Request - Bluegrass Festival - Kim Wallace**

Mr. Wallace provided a brief background of the festival's history, past attendance, the anticipated increase in attendance for 2023 and additional events such as a pancake breakfast and Woodlands BBQ in 2023. He noted and thanked the Township for their financial contribution of \$2500 to the event in 2022 in addition to the in-kind support that was offered through garbage removal and bathroom access. He highlighted the same request for support in 2023 and noted the decrease in sponsorships received thus far in 2023.

**b. Community Grant Request - SBCC - Gina Vacchio & Marquis Cote**

Mr. Cote provided background on the Spencerville Business and Community Connections (SBCC) organization which was noted to have been started in 2014. He noted SBCC events such as "Hoppin' Spencerville", "Spooky Spencerville", and "Spencerwhoville" which may draw tourists to the village and highlighted future event plans. A sample of the event passport used during "Hoppin' Spencerville" was provided to Committee. Mr. Cote explained the purpose of the passports was to highlight the various local businesses within the village and provide incentives to visit each business individually.

Road closures, waste management and permission and aid with displaying event marketing banners for events were some of the highlighted in-kind requests, in addition to the request for \$4000.00 in financial support for marketing, branding and funding the proposed events was noted.

Ms. Vacchio noted the future goal of the organization is to collaborate and have all local business events under one organization's purview and market the village of Spencerville as a whole.

Mr. Cote highlighted the request for in-kind support for the purpose of preparing an evaluation report of Spencerville's downtown area to determine the capacity available and requirements for parking, washrooms, waste removal, crowd management, security and other aspects of running larger future events. He noted membership fees and additional sponsor contributions as alternate funding sources for the organization, however, highlighted the need for additional sponsorship, which is why they are seeking Township involvement.

There was discussion regarding the scope of the community grants and donations program, specifically the in-kind request, and the benefits of the creation of a volunteer database.

c. Community Grant Request - Connect Youth - Robyn Holmes - By Zoom

Ms. Holmes provided a brief history of the organization and noted the primary purpose of the organization as connecting youth to crucial servicing. She noted servicing provided for mental health, addictions, hot meals, transportation and housing. Ms. Holmes highlighted approximately 70-100 youth a day are utilizing the hot meal program, with some attendees indicating this as their only meal of the day. She noted the increasing need for housing for youth, highlighting the growing housing services in the Town of Prescott.

Ms. Holmes noted the amalgamation of Connect Youth with the John Howard Society of Kingston to sustain the demand for servicing. She noted the purpose of the request for funding is specifically for food to support and maintain the hot meal program due to increasing food prices.

There was a brief discussion regarding how youth access servicing throughout the summer months. It was noted that before the end of the school year, students are surveyed to determine their access to amenities throughout those months and coordinate needed programming throughout the summer.

d. Community Grant Request - Spencerville Legion - Mary Moore

Ms. Moore noted the community grant funding received from the Township in 2022 for new upstairs and downstairs flooring in the Legion and highlighted the increase in rental requests following the updates.

Ms. Moore outlined the need to update many of the aspects of the Spencerville Legion kitchen to meet health inspector requirements. She noted the need for a new stove and fire extinguishers, highlighting the limited fundraising capabilities of the Legion.

Committee sought clarification regarding the request outlined in the application as it was noted that the application received by the Township was for the replacement of flooring in the bathrooms.

The delegate noted the intention to present an application for funding for the kitchen renovations to the Port of Johnstown's Community Capital Funding Program, however, highlighted that the program is no longer offered. She noted the decision to present the request for funding for the kitchen renovations to Committee, conversely, highlighted the need for the floor replacement in the bathroom as well.

Committee reviewed the Community Grant and Donation program policy which indicates that all funding requests must be used for the purpose

outlined within the application with an end-of-year financial evaluation report required as proof of the use of funding.

**6. Consent Agenda**

**Moved by:** J. Martelle

**Seconded by:** C. Ward

That the following consent agenda items be received as presented:

- a. 2023 1st Quarter Bylaw Report [See item 8.a]
- b. 2023 1st Quarter Council Remuneration Report [See item 8.d]
- c. 2023 1st Quarter Facility Stats Report [See item 8.e]
- d. 2023 1st Quarter Facility Maintenance Report [See item 8.f]
- e. 2023 1st Quarter Operations Report [See item 8.g]

Carried

**7. Discussion Items**

- a. 2023 Community Grants & Donations

That Committee recommends that Council awards the Community Grants and Donations as follows for the 2023 program:

Organization	Grants & Donations
Rural FASD Support Network	\$500.00
Food For All Food Bank	\$2000.00
Spencerville Legion	\$0.00
Spencerville Mill Foundation	\$250.00
Johnstown ATV Club	\$0.00
Grenville County Historical Society	\$250.00
Beacon Bags Ontario	\$1500.00
Connect Youth	\$2000.00
South Grenville Bluegrass Festival	\$2250.00
SERA	\$750.00
Johnstown Bear Paws Swim Team	\$0.00
South Grenville High School	\$1000.00
SBCC	\$2000.00
South Edwardsburgh Public School Parent Council	\$500.00
Friends of the Library	\$0.00
Girls Inc. of Upper Canada	\$1000.00
Cardinal Legion	\$0.00
Spencerville Agricultural Society	\$1000.00
Prescott Figure Skating Club	\$0.00
Total:	\$15,000.00

Committee reviewed the report and discussed their top recipients, confirmed an audit of the application system was performed, clarified if specific organizations submitted applications, reviewed that financial reporting requirements were met and discussed the scope of the in-kind request submitted by the Spencerville Business and Community Connections (SBCC). Members noted concerns with extended road closures on an emergency detour routes (EDR) and limitations on the resources the Township is able to offer.

Committee directed staff to clarify the scope of the SBCC request for road closures and the Spencerville downtown core evaluation report and prepare a report for the May Committee of the Whole - Administration and Operations meeting.

## **8. Action/Information Items**

- a. 2023 1st Quarter Bylaw Report -CONSENT

**Moved by:** J. Martelle

**Seconded by:** C. Ward

That the 2023 1st Quarter Bylaw Report be received as presented.

Carried

- b. 2023 1st Quarter Treasury Report

Committee was provided with a summary of the report and discussed concerns with the results of construction performed between Mary Street and Fourth Street, additional concerns to be addressed with the contractor of the Johnstown drainage project and confirmed North Grenville's commitment to split the costs for Totem Rach Road rehabilitation project in 2023.

Discussion was held on the long-term debt schedule, noting that three items outlined in the report do not directly financially impact the Township due to the costs being paid by various parties.

- c. 2023 1st Quarter Budget to Variance Report

Committee was provided with a summary of the report and clarified that additional materials, increased weather events and overtime labour costs contributed to the variances highlighted within the winter control operating budget.

- d. 2023 1st Quarter Council Remuneration Report -CONSENT

**Moved by:** J. Martelle

**Seconded by:** C. Ward

That the 2023 1st Quarter Council Remuneration Report be received as presented.

Carried

- e. 2023 1st Quarter Facility Stats Report - CONSENT

**Moved by:** J. Martelle  
**Seconded by:** C. Ward

That the 2023 1st Quarter Facility Stats Report be received as presented.

Carried

- f. 2023 1st Quarter Facility Maintenance Report - CONSENT

**Moved by:** J. Martelle  
**Seconded by:** C. Ward

That the 1st Quarter Facility Maintenance Report be received as presented.

Carried

- g. 2023 1st Quarter Operations Report - CONSENT

**Moved by:** J. Martelle  
**Seconded by:** C. Ward

That the 1st Quarter Operations Report be received as presented.

Carried

- h. Council Response to 2022 Audit Questionnaire

Committee was provided with a brief overview of the report and clarified that the MNP LLP completes the individual audits for the Public Library, the Port of Johnstown and the Township. Committee sought clarification with respect to the signing authority of the audit response letter for the Port of Johnstown.

Committee requested staff to report future audit questionnaire responses on a receive-and-review basis going forward, noting that Council approval of disbursements is not required.

**Moved by:** J. Martelle  
**Seconded by:** C. Ward

That Committee recommends that Council authorize the Mayor to sign the drafted response letter to the auditors as a requirement of the annual audit.

Carried

i. Naming of Lockmaster's Meadow Subdivision Streets

Committee was provided with a summary of the report and discussed the overuse of "Lock", the distinctiveness of the proposed street names and the public comment process and timeline.

**Moved by:** W. Smail

**Seconded by:** J. Martelle

That Committee recommends that Council endorse, by resolution, the naming of three streets within the Lockmaster's Meadow Subdivision as Lockmaster Way, Lock 26 Street, and Lockhouse Street, after the 60-day review/comment period.

Carried

j. Eastern Ontario Firefighters Association Convention

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Committee recommends that Council approve the requested support in order to host the 2023 Eastern Ontario Firefighters Association Convention in Edwardsburgh Cardinal.

Carried

k. Sports Memorabilia Donation & Display Policy

Committee was provided with a brief summary of the report and discussed the public response to the jersey shadow boxes on display, the proposed process for gradual categorizing of current and future donated items, the time limit for the display of banners in facilities and added distinction between banners and significant memorabilia within the policy. Minor suggested edits were discussed, including separate sections for the displaying of banners and significant sports memorabilia and expressing Council's sentiment for sports memorabilia in Township facilities.

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

That Committee recommends that Council adopt the proposed Sports Memorabilia Donation & Display Policy, as attached.



Carried

I. Ventnor Bridge Chanel Armouring Contract Execution EC-PW-23-06

Committee was provided with a summary of the report and clarified the \$49,000.00 in work-in-progress (WIP) funding.

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Committee recommends that Council authorize the Mayor and Clerk to execute the contract document with Goldie Mohr to undertake the project work.

Carried

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

Deputy Mayor Dillabough requested a discussion item be added to the May Committee of the Whole - Administration and Operations meeting about adding a Township Capital Community Donations program.

Councillor Ward inquired if there was a dedicated tourism budget within the Township budget.

**Moved by:** W. Smail

**Seconded by:** S. Dillabough

THAT Municipal Council extend beyond the 10:00 p.m. curfew.

Carried

**10. Mayor's Report**

None.

**11. Question Period**

None.

**12. Closed Session**

None.

**13. Adjournment**

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Committee does now adjourn at 10:00 p.m.

Carried

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Chair

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Deputy Clerk