

**MINUTES  
MUNICIPAL COUNCIL  
CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL  
SPENCERVILLE MUNICIPAL OFFICE  
MONDAY, JANUARY 27, 2020  
6:30 PM**

**PRESENT:**

Mayor Pat Sayeau  
Deputy Mayor Tory Deschamps  
Councillor Hugh Cameron  
Councillor Stephen Dillabough  
Councillor John Hunter

**STAFF:**

Dave Grant, CAO  
Debra McKinstry, Clerk  
Melanie Stubbs, Treasurer  
Gord Shaw, Director of Operations

1. Call to Order

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

2. Approval of the Agenda

R2020-001

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter 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 Meeting

a) Regular Council – December 9, 2019

R2020-002

**Decision:** Moved by: H. Cameron seconded by: J. Hunter that Municipal Council receives and approves the minutes of the Regular Meeting dated December 9, 2019.

Carried

6. Business Arising from the Previous Council Meeting

Council discussed the recent ICIP application under the Green Stream which was submitted for infrastructure work on County Road 2. It was agreed that members should use every opportunity to lobby the Provincial government for a favourable decision.

7. Committee Minutes

a) Public Library Board – November 26, 2019

R2020-003

**Decision:** Moved by: H. Cameron seconded by: J. Hunter that Municipal Council receives the minutes of Public Library Board meeting dated November 26, 2019.

Carried

- b) Port Management Committee – November 20, 2019 and December 18, 2019

R2020-004

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council receives the minutes of the Port Management Committee meetings dated November 20, 2019 and December 18, 2019.

Carried

- c) Committee of the Whole – Administration & Finance – Service Delivery Review Meeting – January 6, 2020

R2020-005

**Decision:** Moved by: J. Hunter seconded by: S. Dillabough that Municipal Council receives and approves the minutes of the Committee of the Whole – Administration & Finance – Service Delivery Review Meeting dated January 6, 2020.

Carried

It was noted that staff are reviewing the final report which had recently been received and that recommendations will be coming forward.

- d) Committee of the Whole – Administration & Finance – January 13, 2020

R2020-006

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council receives and approves the minutes of the Committee of the Whole – Administration & Finance Meeting dated January 13, 2020.

Carried

- e) Committee of the Whole – Public Works, Environmental Services & Facilities – January 15, 2020

R2020-007

**Decision:** Moved by: H. Cameron seconded by: J. Hunter that Municipal Council receives and approves the minutes of the Committee of the Whole – Public Works/Environmental Services & Facilities Meeting dated January 15, 2020.

Carried

Council members confirmed that the fuel spill at the Habitat for Humanity site has been completely cleaned up. At a session at the recent ROMA conference, AMO requested a resolution on transitioning the Blue Box program as soon as possible.

8. Action and Information Items from Committees

- a) Group Benefit Provider Change

R2020-008

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council approves the change from Great West Life to Sun Life, as the Township's Group Benefit Plan provider, as recommended by Committee of the Whole – Administration & Finance.

Carried

- b) Munisoft Security System Application

R2020-009

**Decision:** Moved by: J. Hunter seconded by: S. Dillabough that Municipal Council authorizes the purchase of the security system application from Munisoft and delegates the Treasurer as the security administrator, as

recommended by the Committee of the Whole – Administration & Finance.  
Carried

c) 2020 Cost of Living Increase

R2020-010

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council approves the cost of living increase to salary for all full-time, non-union staff and to honourarium for Council Members by 1.89% retroactive to January 1, 2020, as recommended by the Committee of the Whole – Administration & Finance and in accordance with established policy.

Carried

d) 2019 WIP Report

R2020-011

**Decision:** Moved by: H. Cameron seconded by: T. Deschamps that Municipal Council directs the Treasurer to carry forward the funds from the WIP projects, as identified below, in order for the WIP projects to continue to be funded in 2020, as recommended by the Committee of the Whole – Administration & Finance.

Project	Amount
CIP Program Grants	\$23,500.00
Cardinal Fire Station #2 Study	\$15, 000.00

Carried

e) Council Response to Auditors

R2020-012

**Decision:** Moved by: J. Hunter seconded by: S. Dillabough that Municipal Council authorizes the Mayor to prepare and sign the response letter to the auditors as a requirement for the annual audit, as recommended by the Committee of the Whole – Administration & Finance.

Carried

f) Unopened Road Allowance Follow-up – Byers Road

R2020-013

**Decision:** Moved by: J. Hunter seconded by: H. Cameron that Municipal Council:

1. Directs staff to install 2 large signs indicating that the improved road allowance off of Byers Road is an unmaintained road allowance; and
2. That the cost to create and install the signage be invoiced to the Dobbie's as the landowners who have made the improvement.

as recommended by the Committee of the Whole – Public Works, Environmental Services and Facilities.

Carried

g) QMS Commitment and Endorsement

R2020-014

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council:

1. Reaffirms its commitment and endorsement of the Drinking Water Quality Management System for the Cardinal Water and Edwardsburgh Industrial Park Water systems; and
2. Authorizes staff and senior management to sign element 3 of the operational plan to confirm endorsement.

as recommended by the Committee of the Whole – Public Works, Environmental Services and Facilities.

Carried

h) 2020 Industrial Park Water Budget

R2020-015

**Decision:** Moved by: T. Deschamps seconded by: H. Cameron that Municipal Council maintains the current fee structure for the Industrial Park Water system, as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

Carried

i) Truck 4 Snow Plow Maintenance and 2020 Plan

R2020-016

**Decision:** Moved by: J. Hunter seconded by: H. Cameron that Municipal Council authorizes the replacement of Truck #4's turbo to facilitate a back-up plow for the remainder of the 2020 winter season, as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

Carried

j) Spencerville Sewer Lateral Crossing

R2020-017

**Decision:** Moved by: T. Deschamps seconded by: H. Cameron that Municipal Council authorizes the purchase of lands in Spencerville in accordance with the closed session discussion on January 15, and that the Mayor and Clerk be authorized to execute the necessary documents, as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

Carried

k) 2019 Port Year End Report

R2020-018

**Decision:** Moved by: H. Cameron seconded by: T. Deschamps that Municipal Council receives the 2019 Port of Johnstown Year End Review Report.

Carried

9. Correspondence

R2020-019

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council receives the correspondence listings for the following dates as previously circulated:

- December 12, 2019
- December 19, 2019
- January 2, 2020
- January 9, 2020
- January 16, 2020
- January 23, 2020

Carried

10. Approval of Municipal Disbursements

Several questions were raised and staff was asked to respond to all council members with the details:

- Rideau St. Lawrence – Ingredion Centre
- Coville Electric – Spencerville Arena parts
- Holder Tractors – loader repairs
- Hansler Industries – door maintenance
- Equipment Sales & Services/King Edward Auto – batteries Loader 1
- Goldsmith Saw – skate sharpening

- Royal Canadian Legion – advertising

R2020-020

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that Municipal Council approves payment of municipal invoices circulated and dated as follows:

• Report dated January 21, 2020 (2020-00275)	\$ 270,995.16
• Report dated January 24, 2020 (2020-00003)	\$ 646,173.56
• Report dated January 24, 2020 (2020-00005)	\$ 245,009.47
<b>TOTAL:</b>	<b>\$1,162,178.19</b>

Carried

11. By-laws

- a) Port – Greenfield Global Inc. Agreement

R2020-021

**Decision:** Moved by: J. Hunter seconded by: H. Cameron that the mover be granted leave to introduce a by-law to execute an agreement with Greenfield Global Inc. on behalf of the Port of Johnstown, and this shall constitute first and second reading thereof.

Carried

R2020-022

**Decision:** Moved by: J. Hunter seconded by: H. Cameron that a by-law to execute an agreement with Greenfield Global Inc. on behalf of the Port of Johnstown, be now read a third time and finally passed, signed, sealed and numbered 2020-01.

Carried

- b) Cellphone Policy

R2020-023

**Decision:** Moved by: J. Hunter seconded by: H. Cameron that the mover be granted leave to introduce a bylaw to adopt a cellphone policy, and this shall constitute first and second reading thereof.

Carried

R2020-024

**Decision:** Moved by: J. Hunter seconded by: H. Cameron that a by-law to adopt a cellphone policy, be now read a third time and finally passed, signed, sealed and numbered 2020-02.

Carried

- c) Fire Department Establishment Bylaw

R2020-025

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that the mover be granted leave to introduce a bylaw to establish and regulate a Fire Department, and this shall constitute first and second reading thereof.

Carried

It was noted that third and final reading of this bylaw would be delayed one month to ensure it was properly publicized.

- d) 2020 Industrial Park Sewer Budget

R2020-026

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that the mover be granted leave to introduce a bylaw to impose sewer rates for users of the sanitary sewer system on County Road 2 and in the Edwardsburgh

Cardinal Industrial Park, and this shall constitute first and second reading thereof.

Carried

R2020-027

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that a by-law to impose sewer rates for users of the sanitary sewer system on County Road 2 and in the Edwardsburgh Cardinal Industrial Park, be now read a third time and finally passed, signed, sealed and numbered 2020-03.

Carried

e) Appoint Community Emergency Management Coordinator (CEMC)

R2020-028

**Decision:** Moved by: T. Deschamps seconded by: H. Cameron that the mover be granted leave to introduce a bylaw to appoint David Grant as the Community Emergency Management Coordinator (CEMC), and this shall constitute first and second reading thereof.

Carried

R2020-029

**Decision:** Moved by: T. Deschamps seconded by: H. Cameron that a by-law to appoint David Grant as the Community Emergency Management Coordinator (CEMC), be now read a third time and finally passed, signed, sealed and numbered 2020-04.

Carried

f) Designate Overall Responsible Operators for the Water & Wastewater Systems

R2020-030

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that the mover be granted leave to introduce a bylaw to designate Overall Responsible Operators for the Water and Wastewater Systems of the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

R2020-031

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that a by-law to designate Overall Responsible Operators for the Water and Wastewater Systems of the Township of Edwardsburgh Cardinal, be now read a third time and finally passed, signed, sealed and numbered 2020-05.

Carried

g) Amend Personnel Policy Bylaw 2015-22 – Schedule B – Clerk's Position

R2020-032

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that the mover be granted leave to introduce a bylaw to amend Bylaw 2015-22, as amended, to establish employment and personnel policies for non-unionized salaried and hourly rated employees of the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

R2020-033

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that a by-law to amend Bylaw 2015-22, as amended, to establish employment and personnel policies for non-unionized salaried and hourly rated employees of the Township of Edwardsburgh Cardinal, be now read a third time and finally passed, signed, sealed and numbered 2020-06.

Carried

h) Appoint Clerk

R2020-034

**Decision:** Moved by: T. Deschamps seconded by: S. Dillabough that the mover be granted leave to introduce a bylaw to appoint Rebecca Williams as Clerk, and this shall constitute first and second reading thereof.

Carried

R2020-035

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that a by-law to appoint Rebecca Williams as Clerk, be now read a third time and finally passed, signed, sealed and numbered 2020-07.

Carried

12. CAO's Administrative Update

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

- Use of walking track at Ingredion Centre
- Business Fair dates corrected to March 6 and 7
- Appeal process for JRDR Court of Revision
- Fire Department volunteer total complement
- County Road 2 and Edison property consolidation
- Budget meeting #4 has not yet been set
- Fire safety plan review for CREWS/Greenergy
- Emergency Management Compliance submission

R2020-036

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that Municipal Council receives the CAO's Administrative Report as presented.

Carried

13. Councillor Inquiries or Notices of Motion

Councillor Cameron advised that the Blue Box issue as well as a report on the total number of Fire Department volunteers would be on the next Committee of the Whole – Public Works, Environmental Services & Facilities agenda.

Councillor Dillabough noted that there was a cooler at the Johnstown hall in need of repair and there was a short discussion regarding the need for users of the hall to be in communication with Township staff in order to ensure the hall was ready for use and that emergency contact information was properly provided.

14. Mayor's Report

Mayor Sayeau reported on the following:

- UCLG budget passed with 0.3% decrease in tax rate
- UCLG has received a grant of \$120,000 to fund a fire services delivery review on a county-wide basis; study to be complete by June 30. Concerns that may arise from the volunteer ranks were acknowledged.
- Delegation at ROMA to the Minister of Transportation regarding fire department callouts on 401/416 was led by Councillor Cameron
- Elizabethtown-Kitley is hosting a meeting management workshop
- Met with Infrastructure Ontario regarding Edwardsburgh Land Bank disposition and the Job Site Challenge
- Met with Township engineer and planner of record to discuss their assistance with the application for the Job Site Challenge
- There is a follow-up meeting to the Augusta BR&E project planned for Friday February 21 in the morning.

- A meeting at the Brockville Arts Centre is being organized by United Shorelines Ontario to discuss high water on the evening of February 3.

R2020-037

**Decision:** Moved by: T. Deschamps seconded by: S. Dillabough that Municipal Council receives the Mayor's Report as presented.

Carried

15. Question Period – None

16. Closed Session – None

17. Confirmation By-law

R2020-038

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2020-08.

Carried

18. Adjournment

R2020-039

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council does now adjourn at 7:51 pm.

Carried

These minutes were adopted by Council this 24<sup>th</sup> day of February, 2020.

---

**Mayor**

---

**Clerk**