

**MINUTES**  
**MUNICIPAL COUNCIL**

**Monday, February 26, 2024**  
**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

**STAFF:** Dave Grant, CAO  
Rebecca Crich, Clerk  
Sean Nicholson, Treasurer  
Gord Shaw, Director of Operations  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Candise Newcombe, Deputy Clerk

**1. Call to Order**

Mayor Deschamps called the meeting to order at 6:33 p.m.

**2. Approval of Agenda**

**Decision:** 2024-027

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

That Municipal Council approves the agenda as presented.

Carried

**3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**

None.

**4. Delegations & Presentations**

**a. Public Library Board - 2024 Budget - CEO Donna Gladstone**

Ms. Gladstone provided Council with an overview of the proposed library budget, highlighting 2 community "friends of the library" groups that contributed large donations to the library. She reviewed the proposed 2024 funding allocations, programming, and the budget request.

Ms. Gladstone provided comparisons of cost per household and grant allocations of neighbouring municipal libraries in comparison to the Township, highlighting a cost of \$1.39/month to Township residents to support ongoing programming at the library. She noted that many of the outlined municipalities have a single library location to maintain while the Township of Edwardsburgh Cardinal continues to maintain 2 locations.

Ms. Gladstone noted a 23% increase to active users of the library in 2023, providing a highlight of the following programs: the butterfly program, the Reading Enjoyment and Development (READ) program, school visits to the library, and the message in a bottle program in partnership with Rexall Pharmacy and the Township Fire Department.

Council discussed the increased uptake of library programming both in-person and through the use of electronic services and commended both library staff and volunteers on their diligent management and continued growth. Members confirmed the continued management of the book exchange programs and thanked Ms. Gladstone for her presentation and continued dedication.

b. South Grenville Bluegrass Festival - Kim Wallace & Lisa Pigeau

Mr. Wallace noted that due to a personal issue, Ms. Lisa Pigeau was unable to be in attendance and Ms. Beth Nichols would be presenting in her place.

Ms. Nichols provided a summary of the history of the South Grenville Bluegrass Festival to date outlining attendance, economic impacts to the Leeds and Grenville area, postal code analysis of festival visitors, attendee feedback, and the 2024 festival lineup. She highlighted the focus of fostering a love of bluegrass music in youth by attracting more modern featured acts and encouraging volunteer involvement through the administration of volunteer hours to meet Ontario Secondary School Diploma (OSSD) requirements.

Ms. Nichols summarized the group's request from the Township for in-kind assistance through the use of the arena showers and aid in garbage collection throughout the festival as has been granted in previous years. Ms. Nichols highlighted the financial funding request, noting that funds are utilized to support the cost of booking more popular headlining bluegrass bands to the festival and encouraged members of Council to attend the 2024 festival.

Mr. Wallace played a bluegrass musical slideshow for Council, which is kept on file.

Council noted their general support of the event and highlighted members attendance in previous years. Members recognized the economical impact the festival makes in the Township and thanked Ms. Nichols and Mr. Wallace for their presentation.

**5. Consent Agenda**

**Decision:** 2024-028

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT Municipal Council receives and approves the following consent agenda items as presented:

- a. Regular Council – January 29, 2024
- b. Special Council – January 30, 2024
- c. Port Management Committee – December 18, 2023
- d. Public Library Board – December 19, 2023
- e. Committee of the Whole – Administration & Operations – Budget Meeting #2 – January 25, 2024
- f. Public Meeting – Zoning Bylaw Amendments: 2717 Goodin Rd and 921 County Rd. 2 – January 29, 2024
- g. Port Management Committee – January 30, 2024
- h. Committee of the Whole – Community Development – February 5, 2024
- i. Committee of the Whole – Administration & Operations – Budget Meeting #3 – February 12, 2024
- j. 2024 Work In Progress

- k. Johnstown ATV Club – Special Exemption & Road Network Request
- l. 2023 River Route Transit Report & Service Partnership Renewal

Carried

**6. Minutes of the Previous Council Meetings**

- a. Regular Council - January 29, 2024 - CONSENT

**Decision:** 2024-028

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated January 29, 2024.

Carried

- b. Special Council - January 30, 2024 - CONSENT

**Decision:** 2024-028

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT Municipal Council receives and approves the minutes of the Special Council Meeting dated January 30, 2024.

Carried

**7. Business Arising from the Previous Council Meeting (if any)**

None.

**8. Committee Minutes**

- a. Port Management Committee - December 18, 2023 - CONSENT

**Decision:** 2024-028

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT Municipal Council receives the minutes of the Port Management Committee dated December 18, 2023.

Carried

- b. Public Library Board - December 19, 2023 - CONSENT

**Decision:** 2024-028

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT Municipal Council receives the minutes of the Public Library Board dated December 19, 2023.

Carried

- c. Committee of the Whole - Administration & Operations - Budget Meeting #2 - January 25, 2024 - CONSENT

**Decision:** 2024-028

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Administration and Operations – Budget Meeting #2 dated January 25, 2024.

Carried

- d. Public Meeting - January 29, 2024 - CONSENT

**Decision:** 2024-028

**Moved by:** J. Martelle  
**Seconded by:** S. Dillabough

THAT Municipal Council receives the minutes of the Public Meeting – Zoning Bylaw Amendments: 2717 Goodin Rd. and 921 County Rd. 2 dated January 29, 2024.

Carried

- e. Port Management Committee - January 30, 2024 - CONSENT

**Decision:** 2024-028

**Moved by:** J. Martelle  
**Seconded by:** S. Dillabough

THAT Municipal Council receives the minutes of the Port Management Committee meeting dated January 30, 2024.

Carried

- f. Committee of the Whole - Community Development - February 5, 2024 - CONSENT

**Decision:** 2024-028

**Moved by:** J. Martelle  
**Seconded by:** S. Dillabough

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Community Development dated February 5, 2024.

Carried

- g. Committee of the Whole - Administration & Operations - Budget Meeting #3 - February 12, 2024 - CONSENT

**Decision:** 2024-028

**Moved by:** J. Martelle  
**Seconded by:** S. Dillabough

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Administration and Operations – Budget Meeting #3 dated February 12, 2024.

Carried

**9. Action and Information Items from Committees**

- a. 2024 Work in Progress - CONSENT

**Decision:** 2024-028

**Moved by:** J. Martelle  
**Seconded by:** S. Dillabough

THAT Municipal Council direct the Treasurer to transfer \$134,105.08 to the Amounts Carried Forward account numbered 01-1910, as recommended by the Committee of the Whole – Administration & Operations.

Carried

- b. Johnstown ATV Club - Special Exemption & Road Network Request - CONSENT

**Decision:** 2024-028

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT Municipal Council:

1. Grant the Johnstown ATV Club a one-time special exemption to access the designated area on Rock St. on February 24, 2024 for the Club’s fundraising event; and
2. Remain status quo with the trail network as outlined and approved within bylaw 2021-09.

As recommended by the Committee of the Whole – Administration & Operations.

Carried

- c. 2023 River Route Transit Report & Service Partnership Renewal - CONSENT

**Decision:** 2024-028

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT Municipal Council:

1. Renew the River Route Transit Service Partnership Agreement for the upcoming period of April 1, 2024 to March 31, 2025; and
2. Direct staff to explore funding options that could support the purchase of a new bus and shelters and return with details for consideration; and
3. Cover Edwardsburgh Cardinal’s portion of the contribution (\$30,000.00) through modernization funding for the Partnership Agreement spanning April 1, 2024 to March 31, 2025.

As recommended by the Committee of the Whole – Community Development.

Carried

- d. Port of Johnstown Year End Report & Pre-Audited Financial Statement

Council reviewed the report noting good growth for the Port of Johnstown in 2023 and commended Port staff on a record year in addition to the successful negotiation of union contracts.

**Decision:** 2024-029

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council receives the Port of Johnstown 2023 Year End Review report and the Pre-Audited Financial Statement as per By-Law 2023-14, Schedule “A”, as recommended by the Port Management Committee.

e. Hydrogeological Assessment & Terrain Analysis Implementation Policy

Council noted thorough discussion on the topic and commended the Community Development Coordinator for the comprehensive research and information provided to Members.

**Decision:** 2024-030

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

**IMPLEMENTING OFFICIAL PLAN CONSENT POLICIES**

**FOR HYDROGEOLOGICAL ASSESSMENT & TERRAIN ANALYSIS**

WHEREAS Section 1.6.6.4 of The Provincial Policy Statement, 2020 permits individual on-site sewage and water services when municipal or private communal services are not available, provided that site conditions are suitable for the long-term provision of such services with no negative impacts;

AND WHEREAS The Provincial Policy Statement provides that negative impacts should be assessed through environmental studies including hydrogeological or water quality impact assessments, in accordance with provincial standards;

AND WHEREAS The determination of site suitability for proposed sewage disposal systems, and the environmental sustainability of development (i.e. long-term protection of groundwater) and a suitable water supply, are important considerations in development (including lot creation) on private and partial services;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal hereby directs that the need for a condition on a severance application, with respect to groundwater assessment on the suitability of the quantity and quality of groundwater to service a new lot to be severed, be considered on a case-by-case basis, rather than be a standard condition of severance approval applicable to all new lot severance applications;

AND THAT Council directs that under the following circumstances, a scoped terrain analysis and/or a hydrogeological report demonstrating that the proposal will not have an adverse effect upon the environment or public health is a reasonable condition of severance approval under the following circumstances:

- When the lot(s) to be created:
  - are undeveloped; and
  - require partial or private services; and
  - are less than 1 ha (2.47 acres) in size;

OR

- Where the new lot(s) is in an area that raises potential influence in relation to a waste disposal site, or an active quarry operation or in an area that otherwise raises ground water quantity/quality impacts on the proposed severed lot;

AND THAT the terrain analysis and hydrogeological report shall be prepared by a qualified professional in the Province of Ontario, demonstrating that the site conditions are suitable for the long-term provision of private services with no negative impacts in accordance with Ministry of Environment, Conservation and Parks guidelines and regulations, and that there is no negative environmental impact (or

cumulative negative impact) resulting from the use of on-site private water and sewage services;

AND THAT where recommendations are made within the report that would reduce or eliminate adverse effects upon the environment or public health, Council may require that the property owner enter into a development agreement with the Township in accordance with the Planning Act.

Carried

f. Zoning Bylaw Amendment Process

Council noted the benefits of streamlining the zoning bylaw amendment process and reducing red tape for developers throughout the Township while maintaining governance requirements.

**Decision:** 2024-031

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT Municipal Council institute the following proposed changes to the Township's zoning bylaw amendment process:

1. Delegate authority for scheduling the statutory public meetings required by the Planning Act to staff; and
2. Staff prepare a single planning report for the public meeting in place of an advanced preliminary report for Committee; and
3. Statutory public meetings required by the Planning Act will be held by the Committee of the Whole – Community Development; and
4. Grant authority to the Committee of the Whole – Community Development to make a recommendation to Council at the conclusion of the Public Meeting.

As recommended by the Committee of the Whole – Community Development.

Carried

g. 2023 Cardinal & Industrial Park Systems Summary Reports

**Decision:** 2024-032

**Moved by:** C. Ward

**Seconded by:** W. Smail

THAT Municipal Council receives the 2023 Water Summary Report for the Cardinal Water System and the Industrial Park Water System, as recommended by the Committee of the Whole – Administration & Operations.

Carried

h. 2023 Annual Water Pollution Control Plant Report

**Decision:** 2024-033

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT Municipal Council receives the 2023 annual report for the Cardinal Water Pollution Control Plant and direct staff to submit the report to MECP prior to the March 31<sup>st</sup> deadline, as recommended by the Committee of the Whole – Administration & Operations.

Carried

i. 2023 Sanitary Collection Performance Report

**Decision:** 2024-034

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council receives the 2023 Sanitary Collection Performance Report and direct staff to submit a copy of the report to MECP prior to the March 31 timeline, as recommended by the Committee of the Whole – Administration & Operations.

Carried

10. Correspondence

**Decision:** 2024-035

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT Municipal Council receives the correspondence listings for the following dates as previously circulated:

- January 31, 2024
- February 7, 2024
- February 14, 2024
- February 21, 2024

Carried

11. Municipal Disbursements

Members confirmed holdbacks on payments for the Ingredion Centre parking lot project until deficiencies have been addressed.

**Decision:** 2024-036

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council receives the payment of municipal invoices circulated and dated as follows:

• Report dated January 29 (2024-016)	\$217,335.66
• Report dated January 29 (2024-018)	\$173,344.06
• Report dated February 16 (202-026)	\$283,467.42
• Report dated February 16 (2024-027)	\$295,668.59
• Report dated February 21 (2024-028)	\$303,015.20
<b>TOTAL:</b>	<b>\$1,272,830.93</b>

Carried

12. By-laws

a. 2024 Interim Tax Levy

**Decision:** 2024-037



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

THAT the mover be granted leave to introduce a bylaw to authorize an interim tax levy in advance of the adoption of the tax rates for 2024, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2024-038

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

THAT a bylaw to authorize an interim tax levy in advance of the adoption of the tax rates for 2024, be now read a third and final time and finally passed, signed, sealed and numbered 2024-06.

Carried

b. 2024 Budget Bylaw

**Decision:** 2024-039

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

THAT the mover be granted leave to introduce a bylaw to adopt the general government estimates for sums required during the year, and this shall constitute first and second reading thereof.

Carried

Council confirmed the 2024 Township tax increase of 3.639%, highlighting a cost of living increase of 4.93% for all Township employees in addition to an aggressive 2024 Capital Infrastructure budget of \$4.45 million invested into closing the Townships infrastructure gap.

Council commended staff on their hard work and continued diligence in the allocation of tax payers dollars.

**Decision:** 2024-040

**Moved by:** S. Dillabough  
**Seconded by:** J. Martelle

THAT a bylaw to adopt the general government estimates for sums required during the year, be now read a third and final time and finally passed, signed, sealed and numbered 2024-07.

Carried

c. 2024 Recreation Fee Schedule Update

Council noted that the nominal increase to the recreation fees brings the Township more in line with surrounding municipalities.

**Decision:** 2024-041

**Moved by:** S. Dillabough  
**Seconded by:** J. Martelle

THAT the mover be granted leave to introduce a bylaw to establish the rates and fees for various services performed by the Recreation Department, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2024-042

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT a bylaw to establish the rates and fees for various services performed by the Recreation Department, be now read a third and final time and finally passed, signed, sealed and numbered 2024-08.

Carried

- d. Zoning Bylaw Amendment - 2717 Goodin Rd (Polite)

**Decision:** 2024-043

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT the mover be granted leave to introduce a bylaw to amend Zoning Bylaw 2022-37 (Richard Polite o/b Calvin Polite – Part of Lot 27, Concession 6 – 2717 Goodin Rd), and this shall constitute first and second reading thereof.

Carried

**Decision:** 2024-044

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT a bylaw to amend Zoning Bylaw 2022-37 (Richard Polite o/b Calvin Polite – Part of Lot 27, Concession 6 – 2717 Goodin Rd), be now read a third and final time and finally passed, signed, sealed and numbered 2024-09.

Carried

- e. Zoning Bylaw Amendment - 921 County Rd 2 (MJR Renovations for ELC)

**Decision:** 2024-045

**Moved by:** J. Martelle

**Seconded by:** C. Ward

THAT the mover be granted leave to introduce a bylaw to amend Zoning Bylaw 2022-37 (MJR Renovations o/b Electronic Language Communication – Part of Lot 9, Concession 1 – 921 County Rd 2), and this shall constitute first and second reading thereof.

Carried

**Decision:** 2024-046

**Moved by:** J. Martelle

**Seconded by:** C. Ward

THAT a bylaw to amend Zoning Bylaw 2022-37 (MJR Renovations o/b Electronic Language Communication – Part of Lot 9, Concession 1 – 921 County Rd 2), be now read a third and final time and finally passed, signed, sealed and numbered 2024-10.

Carried

Deputy Mayor Dillabough left the Council table at 7:51 p.m.

- f. Development Agreement - 2717 Goodin Rd (Polite)

**Decision:** 2024-047

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

THAT the mover be granted leave to introduce a bylaw to authorize the execution of a development agreement with Calvin Wayne Polite and Catherine Sarah Polite, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2024-048

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

THAT a bylaw to authorize the execution of a development agreement with Calvin Wayne Polite and Catherine Sarah Polite, be now read a third and final time and finally passed, signed, sealed and numbered 2024-11.

Carried

Deputy Mayor Dillabough returned to the Council table at 7:53 p.m.

- g. Amend Bylaw 2022-71 - Terms of Reference - Committee of the Whole Community Development

**Decision:** 2024-049

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

THAT the mover be granted leave to introduce a bylaw to amend bylaw 2022-71 to establish terms of reference for committees of council, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2024-050

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

THAT a bylaw to amend bylaw 2022-71 to establish terms of reference for committees of council, be now read a third and final time and finally passed, signed, sealed and numbered 2024-12.

Carried

### **13. CAO's Administrative Update**

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

- Confirmed the Spring Home Trade Show being held March 21-23.
- Recognized that the submission deadline was met for the Rural Economic Development (RED) program grant and highlighted the partnership with the Upper Canada District Schoolboard.
- Noted the absence of the Mayor at the upcoming March 11 and 18 Committee meetings, highlighting that the Deputy Mayor will be chairing in his place.
- Inquired about the status of hiring and intended training for lifeguards and summer program counsellors.
- Confirmed the operation of the Township's new sidewalk plow unit.

**Decision:** 2024-051

**Moved by:** J. Martelle  
**Seconded by:** S. Dillabough

THAT Municipal Council receives the CAO's Administrative Report as presented.

Carried

**14. Councillor Inquiries or Notices of Motion**

None.

**15. Mayor's Report**

Mayor Deschamps reported on the following:

- Recognized the transition of the Treasurer, Mr. Sean Nicholson, to the CAO position and the transition of the current CAO, Mr. Dave Grant, to the Director of Operations position and Deputy CAO prior to his impending retirement to accommodate the planned retirement of the current Director of Operations, Mr. Gord Shaw at the end of March. He commended Mr. Shaw and Mr. Grant for their service to the Township and highlighted intents for a full corporate succession planning review in the near future.
- Commended the organizers of the Denim and Diamonds fundraiser held February 24 raising funds for Brockville Palliative Care.
- Highlighted the Township's 2023 Youth Citizen of the Year, Kadynn Morrison, who obtained a bronze medal at the 2024 Skate Ontario Provincial Series.
- Commended organizers of the Spencerville Legion kitchen fundraiser on the attendance, noting several members of Council that attended.
- Attended the Masonic Lodge Wild Game dinner with the Deputy Mayor in North Grenville on February 24, noting \$1,000.00 raised for victim services and a 5-year \$10,000.00 commitment for funding to the Kemptville District Hospital Foundation CT Scanner program.
- Commended the Cardinal Festival Committee partnered with the Cardinal Legion on the successful facilitation of their family day activities.
- Reminded Members of Council, Township staff and residents to wear pink on February 28 to raise awareness and stand up against bullying.
- Noted the Township's aggressive 2024 Capital Infrastructure budget to rehabilitate many of the deteriorating roads throughout the Township, and highlighting the contributions to the Capital Infrastructure Reserve by the Port of Johnstown which enable the Township to offset some of the capital infrastructure costs from the taxpayer. A media release outlining the Township budget highlights and recognizing the ongoing financial contributions by the Port of Johnstown to capital infrastructure rehabilitation throughout the Township was noted to be impending.

**Decision:** 2024-052

**Moved by:** S. Dillabough  
**Seconded by:** C. Ward

THAT Municipal Council receives the Mayor's Report as presented.

Carried

**16. Question Period**

None.

**17. Closed Session**

None.

**18. Confirmation By-law**

**Decision:** 2024-053

**Moved by:** C. Ward

**Seconded by:** W. Smail

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2024-13.

Carried

**19. Adjournment**

**Decision:** 2024-054

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Municipal Council does now adjourn at 8:18 p.m.

Carried

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Mayor

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Deputy Clerk