

**MINUTES**  
**MUNICIPAL COUNCIL**

**Monday, July 22, 2024**  
**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

STAFF: Sean Nicholson, CAO  
Rebecca Crich, Clerk  
Jessica Crawford, Treasurer  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Candise Newcombe, Deputy Clerk  
Chris LeBlanc, Manager of Public Works  
Wendy VanKeulen, Community Development Coordinator

**1. Call to Order**

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

**2. Indigenous Land Acknowledgement Statement**

The Chair read the indigenous land acknowledgement statement.

**3. Approval of Agenda**

**Decision:** 2024-172

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT Municipal Council approves the agenda as presented.

Carried

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

None.

**5. Delegations & Presentations**

- a. Chun Liang - Conservation and Demand Management (CDM) Plan O. Reg 25/23

A brief summary of the report requirements was provided, noting the submission of the report prior to the June 30 deadline.

Mr. Liang provided a summary of the services provided, background on the provincial regulation requirements, an overview of the Township facilities report, facility upgrades to date and future energy measures suggested to attain the target of reduction.

There was discussion regarding the following: possible funding opportunities, the lifespan of solar panels, options for energy-efficient ice and air temperature maintenance systems, and the return on investment for various energy-efficient upgrades.

The Chair thanked Mr. Liang for his presentation.

- b. David Simpson - Lockmasters Meadow Subdivision

Mr. Simpson provided a summary of his request to Council to consider a reduced amount or alternate options for covering the financial securities required by the Township for the Lockmaster's Meadows subdivision.

There was discussion regarding the following: the expected timeline for the development of the subdivision, the proposed building strategy, the status of the application for hydro and progress with CN rail, and the proposed marketing plan for the disposition of the properties.

The Chair thanked Mr. Simpson for his presentation.

c. Rob Adams - Township Strategic Plan

Mr. Adams provided a detailed summary of the strategic plan highlighting the high level of public engagement and general positive feedback received.

Members commended Mr. Adams on the comprehensive compilation of the Township Strategic Plan and discussed the following: managing benchmarks and metrics against the strategic plan, adding a section to Council reports to relate the report topic to the strategic plan, and completing the roadmap to actionable items based on the strategic plan.

The Chair thanked Mr. Adams for his presentation.

**6. Consent Agenda**

**Decision:** 2024-173

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

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

- a. Regular Council – June 24, 2024
- b. Public Library Board – May 28, 2024
- c. Port Management Committee – June 17, 2024

Carried

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

- a. Regular Council - June 24, 2024 - CONSENT

**Decision:** 2024-173

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated June 24, 2024.

Carried

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

None.

**9. Committee Minutes**

- a. Public Library - May 28, 2024 - CONSENT

**Decision:** 2024-173

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT Municipal Council receives the minutes of the Public Library Board Meeting dated May 28, 2024.

Carried

- b. Port Management Committee - June 17, 2024 - CONSENT

**Decision:** 2024-173

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT Municipal Council receives the minutes of the Port Management Committee dated June 17, 2024.

Carried

## 10. Action and Information Items from Committees

- a. 2nd Quarter Treasury and Reserve Report

Council was provided with a summary of the report and discussed the progress and costs of the 2024 road program and the proposed timeline for use of the remaining modernization funding

**Decision:** 2024-174

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT Municipal Council receives the 2024 2nd Quarter Treasury and Reserve Report as presented.

Carried

- b. 2nd Quarter Budget to Variance Report

Council was provided with an overview of the report and highlighted a variance in the curbside waste and recycling collection amounts.

**Decision:** 2024-175

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive the 2024 2nd Quarter Budget Variance Report as presented.

Carried

- c. 2nd Quarter Council Remuneration Report

**Decision:** 2024-176

**Moved by:** J. Martelle

**Seconded by:** W. Smail

THAT Municipal Council receives the 2024 2nd Quarter Council Remuneration Report as presented.

Carried

- d. Application for Severance B-75-24, 2303 Ventnor Rd (IN Engineering and Surveying, o/b Craddock)

Council reviewed the report and discussed the reasoning for the entranceway location.

**Decision:** 2024-177

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT Municipal Council:

1. Recommend in favour of severance application B-74-24; and
2. Recommend in favour of severance application B-75-24 conditional upon the Applicant/Owner obtaining relief from the zoning bylaw, as necessary, to permit the deficient lot frontage for the retained lot.

Carried

- e. Application for Severance B-81-24, 1212 Crowder Rd (Dobbie)

Council was provided with a summary of the report and discussed the following: requirements for a change of use permit and the request for an easement to allow the use of the driveway for farming operations.

**Decision:** 2024-178

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT Municipal Council recommend in favour of severance B-81-24, including the proposed easement, with the condition that a zoning bylaw amendment is obtained to address the deficient lot frontage on the severed lot and prohibit future non-agricultural use, including residential uses, on the retained parcel.

Carried

- f. Township Strategic Plan

Council noted the following: the added value the roadmap provides, the 92% support of the public for the proposed plan, commended staff on their hard work and requested that a section be added to reports to outline the relation of the report topic to the Township's strategic plan.

**Decision:** 2024-179

**Moved by:** J. Martelle

**Seconded by:** W. Smail

THAT Municipal Council receives the 2024-2028 Township of Edwardsburgh Cardinal's Strategic Plan as presented.

Carried

- g. 2024 Budget Increase - Salary Review

Council was provided with a summary of the report and discussed the number of quotes received, the estimated timeline for receiving the study report, and clarified the intent to include all union and non-union employees and Council salaries in the review.

**Decision:** 2024-180

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council approves the budget increase for the 2024 salary and pay equity study from \$10,000 to \$25,000.

Carried

- h. Township Facilities Conservation and Demand Management Plan
- Council was provided with a summary of the report and discussed the gap in energy efficiency savings between Township facilities, the benefits of the study as a reference tool during budget discussions, renovations to the roof at the Memorial Centre in Brockville, the return on investment for solar panel installation, and cost savings of LED versus fluorescent lighting. There was a general discussion regarding funding opportunities for future projects.
- Decision:** 2024-181
- Moved by:** S. Dillabough  
**Seconded by:** J. Martelle
- THAT Municipal Council receives the Township of Edwardsburgh Cardinal's 2024-2029 Energy Conservation and Demand Management Plan.
- Carried
- i. Award the Truck with Snowplow Equipment Tender EC-PW-24-07
- Council reviewed the report and clarified that the proposed amount of \$407,845.25 included the contingency amount for the project.
- Decision:** 2024-182
- Moved by:** C. Ward  
**Seconded by:** S. Dillabough
- THAT Municipal Council award the 5 Tonne Truck plus related Snow Plow Equipment Tender EC-PW-24-07 to Premier Truck Group at the bid price of \$ 360,925.00 plus HST for a total cost of \$407,845.25, and direct staff to execute the necessary documents.
- Carried
- j. Cardinal Works Garage - Structural Wall Repair - Unbudgeted Item
- Council reviewed the report and discussed alternate funding sources for the work, the reasoning for the deterioration, isolation of the issue, and noted a future report on the structural status of the Cardinal Works garage building from the Township's Interim CBO to be presented at the September Administration and Operations meeting.
- Decision:** 2024-183
- Moved by:** W. Smail  
**Seconded by:** J. Martelle
- THAT Municipal Council authorize staff to proceed with the structural repairs and new partial wall in bay 5 at the Cardinal Works Garage to an upset limit of \$30,000.00 and cover the unbudgeted expense through a combination of operational adjustments and reserves.
- Carried
- k. HFI Request for Hands Rd Pavement Extension
- Council reviewed the report and discussed the following: current unopened road allowance policy regulations, proposing HFI construct the road and the Township maintain the road in perpetuity, current Township road maintenance standards for the area, various agreement options to facilitate the work, and the implications of the inclusion of the proposed road improvement into the Township road network should HFI choose to

construct the road due to the financial impact the road improvement will have for the future.

Members suggested reviewing the proposal during the 2025 budget discussions.

**Decision:** 2024-184

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council remain consistent with the unopened road allowance policy.

Carried

I. Port New Grain Dryer Project - Propane Installation Project

**Decision:** 2024-185

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT Municipal Council:

1. Award the Propane Connect Work as part of the New Grain Dryer at the Annex - Project #300-069 to W.O. Stinson in the amount of \$302,000.00, excluding HST, plus a 10% contingency; and
2. Authorize the Port General Manager to sign the purchase order with W.O. Stinson on behalf of the Township.

As recommended by the Port Management Committee.

Carried

**11. Correspondence**

**Decision:** 2024-186

**Moved by:** W. Smail

**Seconded by:** J. Martelle

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

- June 26, 2024
- July 3, 2024
- July 10, 2024
- July 17, 2024

Carried

**12. Municipal Disbursements**

**Decision:** 2024-187

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

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

- Report dated June 26 (2024-101) \$2,012,912.12
- Report dated June 26 (2024-103) \$1,926,675.26
- Report dated June 27 (2024-104) \$230,502.67

- Report dated July 17 (2024-111) \$510,535.36
  - Report dated July 18 (2024-112) \$274,706.72
  - Report dated July 18 (2024-113) \$120,414.92
- TOTAL: \$5,075,747.05**

Carried

**13. By-laws**

- a. Port - Lease Agreement - St. Lawrence Marina

**Decision:** 2024-188

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT the mover be granted leave to introduce a bylaw to authorize the Mayor, CAO and Port General Manager to execute a lease agreement with St. Lawrence Marina Ltd., and this shall constitute first and second reading thereof.

Carried

**Decision:** 2024-189

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT a bylaw to authorize the Mayor, CAO and Port General Manager to execute a lease agreement with St. Lawrence Marina Ltd., be now read a third and final time and finally passed, signed, sealed and numbered 2024-38.

Carried

Council highlighted the continued business success and partnership with St. Lawrence Marina.

- b. Port - Lease Agreement - Joe Computer

**Decision:** 2024-190

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw to authorize the Mayor, CAO and Port General Manager to execute a lease agreement with Joe Moulton o/a Joe Computer, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2024-191

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT a bylaw to authorize the Mayor, CAO and Port General Manager to execute a lease agreement with Joe Moulton o/a Joe Computer, be now read a third and final time and finally passed, signed, sealed and numbered 2024-39.

Carried

**14. CAO's Administrative Update**

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

- Timeline for construction completion for Reid St.
- Request to circulate information to Members of Council regarding upcoming Township events.
- Camping restrictions at the Cardinal waterfront.
- Inclusion of the construction of a Spencerville splash pad in the 2025 budget discussions.
- Report following the traffic study and counts on Lennox Rd. and Baker Rd.

**Decision:** 2024-192

**Moved by:** J. Martelle

**Seconded by:** W. Smail

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

Carried

## 15. Councillor Inquiries or Notices of Motion

Deputy Mayor Dillabough inquired about speed limits on Beverly St. in Spencerville and highlighted the upcoming Bluegrass Festival held in Spencerville from August 8-11.

Councillor Ward inquired about the progress on the Township's 2<sup>nd</sup> round application to the Housing Accelerator Fund prior to the September 13, 2024 deadline.

Councillor Ward inquired about the timeline for the exclusion zone around the Pittston landfill site.

Councillor Martelle inquired about next steps for the Cardinal Canal clean-up project.

Councillor Smail inquired about areas at Legion Way that permit fishing and recommended restricting the activity at the boat launch.

Councillor Smail inquired about grading performed along Legion Way and goose droppings clean-up procedures.

Deputy Mayor Dillabough noted concerns with CN rail crossing safety upgrades and the onus of partial project costs landing on property owners.

## 16. Mayor's Report

Mayor Deschamps reported on the following:

- Commended the Cardinal Sea Sharks on hosting their swim meet, highlighting the winning team the Johnstown Bear Paws.
- Commended all Township staff on their diligent work in maintaining and providing municipal services throughout the Township, highlighting the positive resident feedback received despite the staff shortages.

**Decision:** 2024-193

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

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

Carried

## 17. Question Period



None.

**18. Closed Session**

**Decision:** 2024-194

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT Municipal Council proceeds into closed session at 8:53 p.m. in order to address a matter pertaining to:

- a. Section 239(2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Specifically: Lockmaster Meadow Subdivision
- b. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Byers Rd Property
- c. Section 239(2)(c) Acquisition or disposition of land by the municipality or local board; Specifically: Byers Rd Property
- d. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Planning/Administration
- e. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approve Minutes of Closed Session dated June 24, 2024

Carried

- a. Section 239(2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Specifically: Lockmasters Meadow Subdivision
- b. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Byers Rd Property
- c. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Byers Rd Property
- d. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Planning/Administration
- e. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approve Minutes of Closed Session dated June 24, 2024.

**Decision:** 2024-195

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 9:58 p.m.

Carried

**19. Report Out of Closed Session**

The Chair reported that Council met in closed session to:

- Received advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- Provided direction to the CAO regarding the Byers Rd. property; and

- Provided direction to the CAO regarding personal matters respecting Planning/Administration; and
- Reviewed closed session minutes dated June 24, 2024.

**Decision:** 2024-196

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT Municipal Council receives and approves the minutes of Closed Session dated June 24, 2024.

Carried

**20. Confirmation By-law**

**Decision:** 2024-197

**Moved by:** J. Martelle

**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 2024-40.

Carried

**21. Adjournment**

**Decision:** 2024-198

**Moved by:** W. Smail

**Seconded by:** J. Martelle

That Municipal Council does now adjourn at 10:00 p.m.

Carried

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Mayor

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Deputy Clerk