

MINUTES
MUNICIPAL COUNCIL

Monday, September 30, 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
Dave Grant, Director of Operations/Deputy CAO
Rebecca Crich, Clerk
Jessica Crawford, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities
Chris LeBlanc, Manager of Public Works
Candise Newcombe, Deputy Clerk

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: 2024-239

Moved by: S. Dillabough

Seconded by: C. Ward

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. Cynthia Durant - Leash Bylaw for Dogs

Ms. Durant, a resident of Johnstown, noted her concerns with aspects of the Township's current animal control bylaw, specifically, the outdated bylaw referenced on signage posted at the Johnstown Community Center and the lack of leash requirements for dogs throughout the Township.

The bylaw was noted to provide that animals be supervised and under the control of an individual, however, does not specifically require that dogs be leashed at all times. The outdated signage at the Johnstown Community Center was noted to have been brought to the attention of staff to be dealt with.

There was discussion regarding updating signage to reflect current Township bylaws, provided clarity regarding care and control of animals, the bylaw provisions for hunting dogs, and the frequency of complaints for similar issues of off leash dogs.

The Chair thanked Ms. Durant for her delegation and there was discussion regarding the process for proceeding further with delegation requests.

b. Sean Nicholson - Asset Management Plan (AMP) Review

The CAO provided a detailed overview of the Asset Management Plan (AMP) which captures a snapshot of the Township's assets and their condition up to December 2023, highlighting that 2024 capital work is not reflected within the document.

A proposed 2.7% capital levy was noted, highlighting that the current 3% management fees received from the Port of Johnstown would cover the proposed increase. Additionally, proposed increases to the water and waste water fees were made within the AMP, noting that increases to user fees had not been made in several years.

The CAO highlighted the following: key statistics compared to the 2020 AMP, recommendations for tax funded assets, outlined asset categories, the criteria for rating asset quality, service life remaining and the flexibility based on individual assets, and the total replacement cost of \$256,469,000.00 for all core and non-core Township assets.

A phased approach was recommended for reviewing individual Township asset conditions, the level of service required/viable, the useful life remaining and the requirement and cost of replacement of assets during future discussions.

A focus on the roads and water networks was noted as a priority within the AMP, however, as previously indicated, the capital investments made in 2024 were not reflected within the document, and lower values will be reflected following the completion of the 2024 capital work.

A capital investment of \$4.5 million for 2024 was noted, which is under the suggested annual capital investment of \$7.5 million proposed within the AMP. Consistent increases to capital investments year over year were noted in comparison to the suggested investment. The financial strategy recommendation of a 2.6% tax increase annually for 15 years was noted to continue progress on closing the capital infrastructure gap.

6. Consent Agenda

Decision: 2024-240

Moved by: J. Martelle

Seconded by: W. Smail

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

- a. Regular Council - August 26, 2024 [See item 7.a]
- b. Special Council - September 9, 2024 [See item 7.b]
- c. Special Council - September 19, 2024 [See item 7.c]
- d. Port Management Committee - July 15, 2024 [See item 9.a]
- e. Public Meeting - Zoning Bylaw Housekeeping Amendment - August 26, 2024 [See item 9.b]
- f. Committee of the Whole - Community Development - September 3, 2024 [See item 9.c]
- g. Committee of the Whole - Administration and Operations - September 9, 2024 [See item 9.d]
- h. James Riley Richter Dewitt (JRDR) Drain - Branch #2 Inspection Report [See item 10.a]
- i. Spencerville Pumping Station #1 Pump Upgrades - Engineering [See item 10.b]

- j. Lane Light Pedestrian Crossings [See item 10.c]

Carried

7. Minutes of the Previous Council Meetings

- a. Regular Council - August 26, 2024 - CONSENT

Decision: 2024-240

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives and approves the minutes of the Regular Council meeting dated August 26, 2024.

Carried

- b. Special Council - September 9, 2024 - CONSENT

Decision: 2024-240

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives and approves the minutes of the Special Council meeting dated September 9, 2024.

Carried

- c. Special Council - September 19, 2024 - CONSENT

Decision: 2024-240

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives and approves the minutes of the Special Council meeting dated September 19, 2024.

Carried

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

None.

9. Committee Minutes

- a. Port Management Committee - July 15, 2024 - CONSENT

Decision: 2024-240

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives the minutes of the Port Management Committee dated July 15, 2024.

Carried

- b. Public Meeting - Zoning Bylaw Housekeeping Amendment - August 26, 2024 - CONSENT

Decision: 2024-240

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives the minutes of the Public Meeting - Zoning Bylaw Housekeeping Amendment dated August 26, 2024.

Carried

- c. Committee of the Whole - Community Development - September 3, 2024 - CONSENT

Decision: 2024-240

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives and approves the minutes of the Committee of the Whole - Community Development dated September 3, 2024.

Carried

- d. Committee of the Whole - Administration & Operations - September 9, 2024 - CONSENT

Decision: 2024-240

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives and approves the minutes of the Committee of the Whole - Administration and Operations dated September 9, 2024.

Carried

10. Action and Information Items from Committees

- a. James Riley Dewitt Richter (JRDR) Drain - Branch #2 Inspection Report - CONSENT

Decision: 2024-240

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council approve the maintenance work on Branch #2 of the JRDR municipal drain as recommended by the drainage superintendent, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- b. Spencerville Pumping Station #1 Pump Upgrades - Engineering - CONSENT

Decision: 2024-240

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council award the Pumping Station #1 Pump Upgrades - Engineering to Novatech and utilize the 2024 operating budget and if necessary, Spencerville Wastewater Reserves (98-3806) to fund expenses in 2024, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- c. Lane Light Pedestrian Crossings - CONSENT

Decision: 2024-240

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council provide 2025 pre-budget approval and proceed with the coordination and installation of (3) three lane light push button pedestrian crossings at the identified locations, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- d. Application for Community Improvement Program Funding, 623 County Rd 2 (Rustic Spoon)

There was discussion regarding the following: eligibility requirements, support of local business owners, setting precedent, the obstacles of new business start-up, policy review, future CIP funding opportunities, and ensuring a standardized review of CIP applications.

Members noted their support of current and new local business to the Township, reviewed the general invoices submitted and discussed eligible expenses. It was noted that a total of \$6,067.31 in eligible expenses was submitted and the CIP provides for the Township to cover 50% if the application meets the eligibility requirements. Council discussed the possibility of an alternative motion to supersede the current policy.

A recorded vote was requested.

Decision: 2024-241

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council remain consistent with Sections 6.6.1 - General Eligibility Requirements of the Financial Incentive Programs and 6.7.2 - General Process and Submission Requirements of Bylaw 2012-04 - Community Improvement Plan for the Village of Cardinal, in respect to the application for Community Improvement Program Funding - 623 County Road 2 (Rustic Spoon).

	Yea	Nay
T. Deschamps		X
S. Dillabough		X
J. Martelle	X	
W. Smail	X	
C. Ward	X	
Results	3	2

Carried (3 to 2)

- e. Pre-Budget Approval - Pick-up Truck

Council was provided with a brief summary of the report and discussed the following: current status of the truck, the proposed use for the new vehicle, warranty extension options, and the reason for the need for 4x4 drive shaft.

Decision: 2024-242

Moved by: W. Smail
Seconded by: J. Martelle

THAT Municipal Council approves the pre-budget purchase of the 2024 GMC truck from Riverside Prescott in the amount of \$ 57,868.84 including non-rebated HST and that the funds come from the Recreation reserve.

Carried

f. 2024 Asset Management Plan

Council discussed the following: the state of the Township's assets, the determination of the level of servicing and asset management, budgeting based on rate of degrade of asset, and the coming proposal of a 5-year budget plan using the 2024 Asset Management Plan (AMP) as a guide.

It was noted that the 2024 AMP is only an overview of the Township's asset data to December 2023 and not a true reflection of the Township's assets to date. There was discussion regarding the following: past tax rate increases versus proposed increases, the annual Port Management fee payment, and rate increase proposal for water/wastewater services.

Members noted that fees payable from the Port of Johnstown to the Township have aided in the ongoing investment into Township infrastructure, however, highlighted that persistent revenue growth through continued economic expansion to Township servicing is key to the successful management of Township assets in the long-term.

It was noted that following the investments made into Township bridges and culverts in 2024/2025, funding from the Ontario Community Infrastructure Fund (OCIF) and the Canada Community Building Fund (CCBF) may be re-allocated to assets that require additional attention such as the roads network. Members discussed the importance of the success of grant applications to achieve Township asset goals, suggesting the consideration of including funding for a grant writer position in the 2025 budget to alleviate staff and aid in achieving the infrastructure goals of the Township through the application of all available grant funding.

Decision: 2024-243

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

THAT Municipal Council receives and approves the 2024 Asset Management Plan as presented.

Carried

g. Appoint Police Service Board Representative

Decision: 2024-244

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

THAT Municipal Council appoint Mayor Tory Deschamps and citizen representative Marina Laker to represent the Township of Edwardsburgh Cardinal for the South Grenville County OPP Detachment Board.

Carried

h. Tree Planting Partnership Funding Opportunity

Decision: 2024-245

Moved by: J. Martelle
Seconded by: W. Smail

THAT Municipal Council support partnering with South Nation Conservation on a funding application under the Federation of Canadian Municipalities Green Municipal Fund – Growing Canada’s Community Canopies and commit \$15,000.00 per year toward the tree planting project, if application is successful.

Carried

Council discussed the length of the agreement, the proposed locations of the tree planting, the benefits to the environment, and future opportunities for private land owners to benefit from a similar program.

Decision: 2024-246

Moved by: J. Martelle

Seconded by: W. Smail

WHEREAS the Township of Edwardsburgh Cardinal is interested in partnering with the South Nation Conservation Authority for funding through the Federation of Canadian Municipalities Green Municipal Fund to support ongoing tree planting projects throughout the Township; and

WHEREAS the South Nation Conservation Authority is undertaking a tree planting project that would support and align with the Township’s Tree Canopy and Natural Vegetation priority actions.

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal acknowledges that the South Nation Conservation Authority is applying for a funding opportunity from the Federation of Canadian Municipalities’ Growing Canada’s Community Canopies initiative for the tree planting project, in partnership with the Township of Edwardsburgh Cardinal.

AND FURTHER THAT Municipal Council also recognizes that the lifetime contribution from the Growing Canada’s Community Canopies initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.

Carried

i. SNC Memorandum of Understanding - Forestry Services

There was discussion regarding the eligibility of private residents under this replanting program should they have had trees removed during the initial Township removal phase and noted that remaining tree stumps are to be ground down.

Decision: 2024-247

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council authorize the Mayor and Clerk to execute the MOU with South Nation Conservation for Forestry Services.

Carried

11. Correspondence

Decision: 2024-248

Moved by: W. Smail

Seconded by: J. Martelle

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

- September 4, 2024
- September 11, 2024
- September 18, 2024
- September 25, 2024

Carried

12. Municipal Disbursements

Council clarified that the increased disbursement payment was due to the approximately \$1,000,000.00 transfer made to the United Counties of Leeds and Grenville.

Decision: 2024-249

Moved by: C. Ward

Seconded by: S. Dillabough

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

• Report dated August 28 (2024-142)	\$155,382.30
• Report dated August 29 (2024-143)	\$220,317.19
• Report dated September 13 (2024-154)	\$1,614,373.13
• Report dated September 20 (2024-155)	\$194,466.11
• Report dated September 23 (2024-160)	\$373,756.60
TOTAL:	\$2,558,295.33

Carried

13. By-laws

- a. 2022-37 Zoning Bylaw - Housekeeping Amendment

Decision: 2024-250

Moved by: S. Dillabough

Seconded by: C. Ward

THAT the mover be granted leave to introduce a bylaw to amend Zoning Bylaw No. 2022-37, being a General Amendment to the Comprehensive Zoning Bylaw No. 2022-37, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-251

Moved by: S. Dillabough

Seconded by: C. Ward

THAT a bylaw to amend Zoning Bylaw No. 2022-37, being a General Amendment to the Comprehensive Zoning Bylaw No. 2022-37, be now read a third and final time and finally passed, signed, sealed and numbered 2024-50.

Carried

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

Decision: 2024-252

Moved by: C. Ward

Seconded by: S. Dillabough

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: 2024-253

Moved by: C. Ward

Seconded by: S. Dillabough

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 2024-51.

Carried

c. Ad-Hoc Communications Committee - Terms of Reference

Decision: 2024-254

Moved by: J. Martelle

Seconded by: W. Smail

THAT the mover be granted leave to introduce a bylaw to establish terms of reference for an ad hoc communications committee, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-255

Moved by: J. Martelle

Seconded by: W. Smail

THAT a bylaw to establish terms of reference for an ad hoc communications committee, be now read a third and final time, and finally passed, signed, sealed and numbers 2024-52.

Carried

d. SNC Memorandum of Understanding - Forestry Services

There was discussion regarding South Nation overseeing the project, the efforts of the Township coordinating the tree removals and submitting expenses to the Ministry of Natural Resources and Forestry.

Decision: 2024-256

Moved by: W. Smail

Seconded by: J. Martelle

THAT the mover be granted leave to introduce a bylaw to authorize the Mayor and Clerk to execute a memorandum of understanding with the South Nation River Conservation Authority for forestry services, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-257

Moved by: W. Smail

Seconded by: J. Martelle

THAT a bylaw to authorize the Mayor and Clerk to execute a memorandum of understanding with the South Nation River Conservation

Authority for forestry services, be now read a third and final time, passed, signed, sealed and numbered 2024-53.

Carried

e. Body Worn Camera

There was discussion regarding the confidentiality and disclosure process of the camera recordings, eligibility of recordings in court proceedings, and confirmation of date and time stamping of recordings.

Decision: 2024-258

Moved by: J. Martelle

Seconded by: W. Smail

THAT the mover be granted leave to introduce a bylaw to adopt a body worn camera policy, and this shall constitute first and second reading thereof.

Carried

There was discussion regarding the implications to the municipal surveillance policy and other Township policies.

Decision: 2024-259

Moved by: J. Martelle

Seconded by: W. Smail

THAT a bylaw to adopt a body worn camera policy, be now read a third and final time, passed, signed, sealed and numbered 2024-54.

Carried

14. CAO's Administrative Update

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

- Extending the date for the closure of the park facilities due to nice weather.
- Concerns regarding the closure of the Spencerville canteen services, indicating the benefits of providing job opportunities to local youth.
- Inquired about the advertising of the nomination period for the Citizen/Youth Citizen of the Year awards.

Decision: 2024-260

Moved by: C. Ward

Seconded by: S. Dillabough

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

Carried

15. Councillor Inquiries or Notices of Motion

Deputy Mayor Dillabough noted calls received regarding the removal of the Township flowers with the nice weather continuing.

Councillor Ward noted outdated populace on Township signage, highlighting the importance of reflecting the growth within the Township.

Councillor Smail inquired about the maintenance responsibility for the Brouseville Road sign and requested repairs to the sign.

Mayor Deschamps noted his attendance at a municipal council meeting and highlighted the use of "Members Report" as opposed to a "Mayor's Report" which allows all members of council the opportunity to speak to activities and events attended on behalf of the Township and requested amendments to the procedural bylaw to make the noted changes on future agendas.

16. Mayor's Report

Mayor Deschamps reported on the following:

- Attended the Health Unit board meeting regarding the amalgamation of 3 local health units with the goal of providing better service to the area.
- Congratulations on the success of the Spencerville Fair, highlighting the return of Robertson Amusements. Extended thanks to all Township staff for their contributions to the successful hosting of the event.
- Commended the Township recreation department on their contributions to the Labour Day events, Spencerville Fair, opening of the rinks and continued grass cutting due to the extended good weather.
- Noted that the Odd Spot is up for sale and commended the owners for the positive contributions each made to the community.
- Attended Prescott Wastewater Treatment Plant board meeting with the CAO.
- Noted Hyndman Road bridge has been reduced to a partial road closure.
- Attended a meeting with Mr. Ron Ferguson, the Director of the Upper Canada District School Board, regarding remaining consistent with the school boundary delineation and the continued investment in the Township schools.
- Noted upcoming delegation at the UCLG by Sherry Hudson and George Zimmerman regarding health professional recruitment plans. The READY program will focus on streamlining the immigration process for healthcare professionals from countries with comparable education requirements.
- Commended the Township of Elizabethtown Kitley on their nomination as one of the best managed Townships by Business View Publishing.
- Highlighted the hiring of the new Port General Manager Ms. Leslie Drynan. He noted Leslie's previous position as CAO of Elizabethtown Kitley.
- Highlighted several community proclamations including National Day for Truth and Reconciliation, rail safety week, fire safety week, and cadets week.
- Noted the attendance of the Township Fire Department at the Spencerville Fair.
- Deputy Mayor noted attendance at the local plowing match.
- Deputy Mayor highlighted the success of the Johnstown PorchFest event, with 10 houses and bands participating.

17. Question Period

None.

18. Closed Session

Decision: 2024-262

Moved by: C. Ward

Seconded by: S. Dillabough

THAT Municipal Council proceeds into closed session at 9:03 p.m. in order to address a matter pertaining to:

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approve Minutes of Closed Session dated August 26, 2024;
- b. Section 239(2)(d) Labour relations or employee negotiations; Specifically: Union Negotiations.

Carried

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approve Minutes of Closed Session dated August 26, 2024.
- b. Section 239(2)(d) Labour relations or employee negotiations; Specifically: Union Negotiations

Decision: 2024-263

Moved by: C. Ward

Seconded by: S. Dillabough

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 9:53 p.m.

Carried

19. Report Out of Closed

The Chair reported that Council met in closed session to:

- Reviewed the closed session minutes dated August 26, 2024.
- Received information regarding union negotiations and provided direction to the CAO.

Decision: 2024-264

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of closed session dated August 26, 2024.

Carried

20. Confirmation By-law

Decision: 2024-265

Moved by: W. Smail

Seconded by: J. Martelle

THAT a bylaw to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2024-55.

Carried

21. Adjournment

Decision: 2024-266

Moved by: S. Dillabough

Seconded by: C. Ward

That Municipal Council does now adjourn at 9:55 p.m.

Carried

Mayor

Deputy Clerk