

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

**Monday, November 11, 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 Chris Ward  
John Hunter (Advisory Member)  
Karen Roussy (Advisory Member)

REGRETS: Councillor Waddy Smail

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  
Tim Fisher, Planner  
Candise Newcombe, Deputy Clerk

**1. Call to Order – Chair, Mayor Deschamps**

Mayor Deschamps called the meeting to order at 6:30 p.m. The Chair noted the attendance of Council members at both the Spencerville and the Cardinal Remembrance Day services, highlighting good attendance at both services.

**2. Approval of Agenda**

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That the agenda be approved as presented.

Carried

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

None.

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

None.

**5. Delegations and Presentations**

a. 2025 Township Pre-Budget Presentation

Committee was provided with a summary of the tax collection review and analysis, spending analysis, financial impacts to 2025, levy and rate-based capital projects proposed per department, and reviewed the proposed budget meeting schedule.

There was discussion regarding the splash pad being under a levy-based program, commended the foresight taken to draft the 5-year capital plan and reviewed the priority of repairs at the Johnstown pool.

Members noted the MPPs' announcement regarding their intent to help alleviate the impact of the 2025 OPP budget increases on municipalities.

**6. Consent Agenda**

None.

**7. Discussion Items**

a. Review of Transfer Station Fees

Committee was provided with a summary of the report and discussed the following: the intent to attain partial or full-service cost recovery, the inclusion of labour in the cost recovery model, the allocation of transfer card revenues, increases to roadside collection costs, roadside dumping frequency and the residual effects of increases to large waste disposal fees.

Members clarified additional duties contributing to transfer station labour costs, alternate labour configurations to cut costs, and no intent at this point to move to full-cost recovery servicing similar to the curbside collection program.

Consensus of Committee was to remain status quo at this time.

**8. Action/Information Items**

a. 3rd Quarter Treasury and Reserve Report

Committee was provided with a high-level summary of the report and noted that \$197,292.00 is scheduled to come off the Township's long-term debt schedule in 2025. Members sought clarification regarding the \$42,000 allocated to the Cardinal Tennis Courts within the quarterly capital analysis report.

b. 3rd Quarter Budget Variance Report

Committee was provided with a summary of the report and discussed the remaining overall annual budget amount of 28.56%. Variances of note in revenues, expenses and the overall budget were highlighted.

c. 3rd Quarter Council Remuneration Report

Committee was provided with a summary of the report and confirmed that the Council remuneration report will be posted to the Township website as per Council Expense Reimbursement policy.

d. Maple View Landings - Donation Options - Room Naming

Committee was provided with a summary of the report and discussed the appropriateness of recognizing annual funding contributions to the Township from the Port of Johnstown Committee provided direction for the Community Grants and Donation funds that were allocated to the Maple View Landing project to a living room with the remaining amounts to bins/tote donations as seen fit.

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Committee recommends that Council enter into a naming rights agreement with the United Counties of Leeds and Grenville and provide direction as to how the funds are to be utilized to formalize the agreement for Council approval.

Carried

e. 2024 Compensation Review - Non-Union Staff

Committee was provided with an overview of the report and discussed the following: inclusion of the 2025 COLA adjustment in the proposed pay grid increases and the importance of pay equity and maintaining market competitiveness to attract and retain employees.

Members discussed the benefits of more frequent salary reviews in managing impacts on the Township operating account.

**Moved by:** J. Martelle

**Seconded by:** C. Ward

That Committee recommend that Council approve the 2025 salary grids for non-union staff, and council remuneration effective January 1, 2025.

Carried

f. 2024 Township Financial Audit Plan and Engagement Letter

Committee was provided with a summary of the report and discussed the advantages and disadvantages of tendering auditing services, the steady increase to service costs, and the interest in participating in a group tender for auditing services led by the United Counties of Leeds and Grenville.

**Moved by:** C. Ward

**Seconded by:** J. Martelle

That Committee recommends that Municipal Council receives the 2024 audit plan and authorizes the CAO to sign the engagement letter as a requirement of the annual audit.

Carried

g. RBC Contract Renewal

Committee was provided with a summary of the report and discussed the client history to date, current relationship with RBC, and clarified the exclusivity of the contract.

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

That Committee recommends that Municipal Council enters into a contract renewal with Royal Bank of Canada from September 1, 2024 to August 31, 2029 for banking services and authorize the Mayor and Treasurer to sign the agreement.

Carried

h. Draft Plan Extension Request - Meadowlands

Committee was provided with an overview of the report and discussed how the Township is working with developers to get development underway with the subdivision. Clarification regarding the deadline extension was provided, noting a one-year extension from February 1, 2025.

**Moved by:** J. Martelle

**Seconded by:** C. Ward

That Committee recommends that Council recommend in favour of a 1-year extension of the Conditions of Draft Approval for the Meadowlands North subdivision file 07-T-09001.

Carried

i. Quarterly Active Subdivision Update

Committee was provided with an overview of the report.

j. Entranceway Bylaw Review

Committee was provided with a summary of the report and discussed the following: material costs for culvert installation, additional environmental/regulatory requirements for installation, and notification procedures for surface replacement following culvert installation.

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

That Committee recommends that Council direct staff to prepare a new entranceway bylaw for their consideration.

Carried

k. Winter Operations Report

Committee was provided with a review of the report and discussed the benefits of the new Township truck GPS software system, requested snow fall comparison charts included in future reports, and requested that an overview of winter services provided by the Township be posted to the Township website for reference.

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

None.

**10. Member's Report**

Member's reported on the following:

- Deputy Mayor Dillabough attended the Cardinal Remembrance Day event with Councillor Martelle and noted good attendance.
- The Mayor attended the Spencerville Remembrance Day event with Councillor Ward and noted good attendance.
- Members of Council participating in the upcoming "Light Up the Night" Christmas parade in Prescott and extended the invitation for all committee members, staff and their families to join Council at the event Friday night starting at 6:00 p.m. at the South Grenville District Highschool parking lot.

**11. Question Period**

None.

**12. Closed Session**

None.

**13. Adjournment**

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

That Committee does now adjourn at 8:17 p.m.

Carried

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Chair

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Deputy Clerk