

MINUTES
MUNICIPAL COUNCIL

Monday, December 9, 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
Eric Wemerman, Chief Water/Sewer Operator
Candise Newcombe, Deputy Clerk
Mary Tessier, Community Engagement Consultant

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: 2024-331

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

None.

6. Consent Agenda

Decision: 2024-332

Moved by: C. Ward

Seconded by: J. Martelle

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

1. Tri-Council – May 25, 2023
2. Regular Council – November 25, 2024
3. Public Library – October 22, 2024
4. Committee of the Whole – Administration and Operations – December 2, 2024

5. Pumper 1 Replacement Options
6. Port of Johnstown 2024 Financial Audit Service Plan

Carried

7. Minutes of the Previous Council Meetings

- a. Tri-Council - May 25, 2023 - CONSENT

Decision: 2024-332

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of the Tri-Council Meeting dated May 25, 2023.

Carried

- b. Regular Council - November 25, 2024 - CONSENT

Decision: 2024-332

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated November 25, 2024.

Carried

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

None.

9. Committee Minutes

- a. Public Library - October 22, 2024 - CONSENT

Decision: 2024-332

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council receives the minutes of the Public Library Board Meeting dated October 22, 2024.

Carried

- b. Committee of the Whole - Administration and Operations - December 2, 2024 - CONSENT

Decision: 2024-332

Moved by: C. Ward

Seconded by: J. Martelle

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

Carried

10. Action and Information Items from Committees

- a. Pumper 1 Replacement Options - CONSENT

Decision: 2024-332

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

THAT Municipal Council direct staff to investigate pumper 1 replacement options and return with a recommendation, as recommended by the Committee of the Whole – Administration and Operations.

Carried

- b. 2024 Port of Johnstown Financial Audit Service Plan - CONSENT

Decision: 2024-332

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

THAT Municipal Council receives and approves the 2024 Port of Johnstown Audit Service Plan presented by MNP LLP Chartered Accountants, as recommended by the Port Management Committee.

Carried

- c. 2025 Reduced Summer Meeting Schedule

Council confirmed that the incoming Port General Manager supports the proposed reduced 2025 summer meeting schedule.

Decision: 2024-333

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

THAT Municipal Council recommend in favour of reducing the meeting schedule during the summer months to only Regular Council meetings scheduled for July 28 and August 25, as recommended by the Committee of the Whole – Administration and Operations.

Carried

- d. Pre-Budget Approval - Website Update

Decision: 2024-334

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

THAT Municipal Council provide pre-budget approval to an upset limit of \$40,000.00 plus non-rebated HST and authorize the Clerk to execute an agreement with GHD Digital to complete the migration implementation from i:Create to Govstack and supporting software for the Township website in 2025, as recommended by the Committee of the Whole – Administration and Operations.

Carried

- e. Award RFP - Community Improvement Plan

Council was provided with a summary of the report and discussed the following: the decision rationale, reference feedback, cost negotiations, and liability coverage of the bidder.

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

THAT Municipal Council approves the award of the Community Improvement Plan project to NPG Planning Solutions in the amount of \$27 980 + non rebatable HST.

The mover and seconder removed their support for the recommended motion from the table and remaining members of Council did not move or second it. Council discussed exploring additional options for inquiry of references for NPG Planning Solutions.

The motion to defer the item pending contact of the bidder's references and obtaining additional information was made.

Decision: Verbal

Moved by: S. Dillabough

Seconded by: W. Small

THAT Municipal Council defers the award of the Community Improvement Plan project pending additional due-diligence and additional information obtained on NPG Planning Solutions.

Carried

- f. Draft Plan Extension Request - Lockmaster's Meadow

Decision: 2024-335

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council recommend in favour of a 1-year extension of the Conditions of Draft Approval for the Lockmaster's Meadow subdivision file 07-T-10005.

Carried

- g. Year End Review Report

Council was provided with a summary of the report and highlighted additionally the development of the Potentia battery energy storage system and commended staff on their contributions to various community events throughout the year.

Decision: 2024-336

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council receives the 2024 year end review report as presented.

Carried

- h. Prescott Family Health Team (PFHT) - Support Request

Council clarified discussions had at the Municipal Tri-Council meeting held November 19 regarding the request for financial support from the Prescott Family Health Team to cover general overhead costs. Members discussed the following: the value of retaining and sustaining physicians in the area, the applicability of the United Counties of Leeds and Grenville REDI program, and alternate business plan models to promote sustainability.

Decision: 2024-337

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council approves that staff work with Augusta and Prescott to develop an agreement that addresses the financial request made by the Prescott Family Medical Associates.

i. Pregnancy/Parental Leave Policy

Council was provided with a summary of the report and discussed the following: the length of pregnancy/parental leave, eligibility, employment standards act requirements, employment insurance payout practices, current parental leave practices, overall operational cost-impact, disadvantages of optional benefit coverage, standard municipal practices, pension plan flexibility, the minimum employment requirements to be eligible for parental leave and basing top-up amounts on the salary grid.

Decision: 2024-338

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council directs staff to prepare a pregnancy and parental leave policy that includes option #1.

Carried

j. Pre-Budget Approval - 2025 UV System Replacement Project

Council highlighted that the proposed upgrades replace an integral part of the Township drinking water treatment system, which will ensure quality drinking water standards are continually met.

Decision: 2024-339

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council include the estimated \$500,000 project into the 2025 budget for the Cardinal Water System and authorize staff to issue tender documents requesting submissions from qualified bidders and return to Council with tender results and a final recommendation, as recommended by the Committee of the Whole – Administration and Operations.

Carried

k. 2025 Spencerville Pumping Station 1 Upgrades

Council clarified that proposed funding sources could be decided during the 2025 municipal budget discussions.

Decision: 2024-340

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council include the estimated \$250,000 project into the 2025 budget for the Spencerville Wastewater system and authorize staff to issue tender documents requesting submissions from qualified bidders and return to Council with tender results and a final recommendation, as recommended by the Committee of the Whole – Administration and Operations.

Carried

l. Revised 2025 Water System Budgets

Council was provided with a summary of the report and discussed the following: the proposed levy increase on water and wastewater, consequences of 0% tax increases of the past, user fee-based system, Ontario Community Infrastructure Fund allocation, reviewing rate increase

needs annually to mitigate large increases, and allocating the proposed rate increases to replenish diminished reserves.

Decision: 2024-341

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council approve the 2025 budget as presented for all Water and Wastewater systems.

Carried

m. Port of Johnstown - GIC Renewal

Council noted that the Port investments would be reviewed at the January Port Management Committee meeting.

Decision: 2024-342

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT Municipal Council approve the following investment recommendations:

1. That the RBC GIC maturing on December 30, 2024, in the estimated amount of \$822,061.56 be transferred into the Port of Johnstown's RBC operating account; and
2. That the incoming Port General Manager and Treasurer of the Township review the port's investments after the capital budget has been approved for 2025 and make further recommendations.

Carried

n. Port of Johnstown - Award RFP - Strategic Plan

Council was provided with a summary of the report and discussed the following: reason for discrepancies in bidders, experience with Port operations, the extended scope of work of the recommended bidder, the added benefits of inviting stevedores during the strategic planning session, and stakeholders in the Port of Johnstown to provide guidance and feedback during the process.

Decision: 2024-343

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council approves the 2025 pre-budget request to award the Strategic Plan RFP for the Port of Johnstown to Town Hall Consulting Inc., in the amount of \$19,700.00 plus HST, to be funded through consulting services in the 2025 Port of Johnstown budget.

Carried

11. Correspondence

Decision: 2024-344

Moved by: W. Smail

Seconded by: J. Martelle

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

- November 27, 2024

- December 4, 2024

Carried

12. Municipal Disbursements

Council discussed well testing in the proposed location of the splash pad due to the pre-existence of a well in the area.

Decision: 2024-345

Moved by: J. Martelle

Seconded by: W. Smail

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

• Report dated November 27 (2024-196)	\$187,421.29
• Report dated November 29 (2024-197)	\$214,220.73
• Report dated December 6 (2024-203)	\$2,280.00
TOTAL:	\$403,922.02

Carried

13. Port of Johnstown Disbursements

Council confirmed the replacement tires were for the old Bobcat at the Port.

Decision: 2024-346

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT Municipal Council receives and approves the payment of Port invoices circulated and numbered as follows:

Withdrawals Total:	\$291,214.26
Batch 31 Cheques	\$11,402.60
Batch 32 EFT's	\$138,212.81
 Total of Direct Withdrawal & Batch Listings:	 \$440,829.67

Carried

14. By-laws

- a. 2025 Cardinal Water & Wastewater System Budget & Rates

Council clarified that the proposed 5.8% increase to water and the 3.8% increase to wastewater is a blended rate, not cumulative and would result in an approximate 4.5% overall increase in fees.

Decision: 2024-347

Moved by: J. Martelle

Seconded by: W. Smail

THAT the mover be granted leave to introduce a bylaw to amend bylaw 2013-69 to impose water and wastewater rates for users of the Cardinal water and wastewater system, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-348

Moved by: J. Martelle

Seconded by: W. Smail

THAT a bylaw to amend bylaw 2013-69 to impose water and wastewater rates for users of the Cardinal water and wastewater system, be now read a third and final time and finally passed, signed, sealed and numbered 2024-72.

Carried

b. 2025 Spencerville Sewer System Budget & Rates

Decision: 2024-349

Moved by: J. Martelle

Seconded by: W. Smail

THAT the mover be granted leave to introduce a bylaw to adopt the estimates and impose sewer rates for users of the Spencerville sewer system, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-350

Moved by: C. Ward

Seconded by: J. Martelle

THAT a bylaw to adopt the estimates and impose sewer rates for users of the Spencerville sewer system, be now read a third and final time and finally passed, signed, sealed and numbered 2024-73.

Carried

c. New Wexford/Industrial Park Water System Budget & Rates

Decision: 2024-351

Moved by: W. Smail

Seconded by: J. Martelle

THAT the mover be granted leave to introduce a bylaw to amend bylaw 2022-18 to impose water rates for users of the water distribution system in New Wexford, County Road 2, and the Johnstown Industrial Park, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-352

Moved by: W. Smail

Seconded by: J. Martelle

THAT a bylaw to amend bylaw 2022-18 to impose water rates for users of the water distribution system in New Wexford, County Road 2, and the Johnstown Industrial Park, be now read a third and final time and finally passed, signed, sealed and numbered 2024-74.

Carried

d. Memorandum of Understanding - Township of Augusta - Winter Maintenance Agreement

Council clarified the proposed terms of the agreement, boundary roads affected, and exploring additional similar shared service agreement opportunities with South Dundas.

Decision: 2024-353

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT the mover be granted leave to introduce a bylaw to authorize the Mayor and Clerk to execute an agreement for road maintenance with the Township of Augusta, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-354

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT a bylaw to authorize the Mayor and Clerk to execute an agreement for road maintenance with the Township of Augusta, be now read a third and final time, and finally passed, signed, sealed and numbers 2024-75.

Carried

15. CAO's Administrative Update

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

- Commended Public Works on the diligent clearing of the roads and sidewalks Sunday morning.
- Highlighted the free public skating at both Township arenas.
- Benefits to Township risk mitigation with the PSD Citywide patrol system.

Decision: 2024-355

Moved by: J. Martelle

Seconded by: W. Smail

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

Carried

16. Councillor Inquiries or Notices of Motion

Deputy Mayor Dillabough inquired about the remaining timeline on the agreement with South Nation Conservation regarding their oversight of septic tank inspections.

17. Member's Report

Members reported on the following:

- Commended staff on the clearing of the Legion Way waterfront path in Cardinal.
- Skating with Santa held Friday at the Ingredion Centre and Sunday at the Spencerville arena.
- Well attended Santa breakfast held last Saturday at the Drummond building in Spencerville.

- Health Unit merger approved leading to the formation of the South East Health Unit, with an assured quality of care and additional Provincial funding promised.
- Commended Port of Johnstown staff on hosting the Honorable Minister Rob Flack on December 6.
- Reviewed and highlighted new personnel in 2024 and commended the contributions of long-standing employees.

Decision: 2024-356

Moved by: S. Dillabough

Seconded by: J. Martelle

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

Carried

18. Question Period

None.

19. Closed Session

Decision: 2024-357

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council proceeds into closed session at 8:18 p.m. in order to address a matter pertaining to:

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Approve minutes of Closed Session dated November 25, 2024.
- b. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Possible Land Acquisition.
- c. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Administration.

Carried

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Possible Land Acquisition
- b. Section 239(2)(b) Personal matters about an identifiable individual, including a municipal or local board employee; Specifically: Administration
- c. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Approve minutes of Closed Session dated November 25, 2024.

Decision: 2024-358

Moved by: C. Ward

Seconded by: J. Martelle

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 9:37 p.m.

Carried

20. Report Out of Closed

The Chair reported that Council met in closed session to:

- Received information and provide staff with direction on possible land acquisition;
- Received information and provide staff with direction regarding administration matters; and
- Reviewed minutes of closed session dated November 25, 2024.

Decision: 2024-359

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of Closed Session dated November 25, 2024.

Carried

21. Confirmation By-law

Decision: 2024-360

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2024-77.

Carried

22. Adjournment

Decision: 2024-361

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council does now adjourn at 9:40 p.m.

Carried

Mayor

Deputy Clerk