

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Thursday, January 23, 2025, 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
John Hunter (Advisory Member)
Karen Roussy (Advisory Member)

STAFF: Sean Nicholson, CAO
Dave Grant, Director of Operations/Deputy CAO
Rebecca Crich, Clerk
Jessica Crawford, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities
Brian Moore, Fire Chief
Eric Wemerman, Chief Water/Sewer Operator
Chris LeBlanc, Manager of Public Works
Tim Fisher, Planner
Candise Newcombe, Deputy Clerk
Wendy Van Keulen, Community Development Coordinator
Natalie Charette, Interim Clerk

1. Call to Order – Chair, Mayor Deschamps

Mayor Deschamps called the meeting to order at 6:47 p.m.

2. Approval of Agenda

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

That the agenda be approved as amended to move item 7.d 2025 Draft Public Works Budget, to follow 7.a with all remaining items to follow sequentially.

Carried

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

None.

4. Delegations and Presentations

a. Simon Wu, Rideau St. Lawrence Distribution - Shareholders' Agreement

Mr. Wu provided an overview of the agreement, proposed changes and additional powers under the revised United Shareholders agreement (USA). It was noted that the Township's legal representation was given a chance to review and provide feedback on the proposed revisions.

There was discussion regarding the number of board member representatives, term length, and additional powers granted to the board of directors.

It was noted that the draft USA bylaw was intended to be brought forward to the February meeting of Council.

Committee thanked Mr. Wu for his delegation.

5. Consent Agenda

None.

6. Discussion Items

None.

7. Action/Information Items

a. 2025 Revised Levy-Based Capital Budget Review

Committee was provided with a summary of the revisions to the 2025 levy-based capital budget following discussions at the previous budget meeting.

There was noted interest in excluding the proposed splash pad in Spencerville, tennis/pickleball court revitalization in Cardinal, and the South Centre generator from the 2025 capital budget. It was noted that further discussions could be had following the presentation of the prepared business cases.

b. 2025 Draft Public Works Budget

1. 2025 Capital Road Program

Committee was provided with a summary of the proposed changes to the 2025 capital road program, discussed removing the proposed addition of Cedar Grove Road, and reviewed the additional costs to pulverize and resurface a road versus resurfacing only.

2. Sidewalk Capital Program

There was consensus of Committee to remove Waddell Street from the sidewalk capital program.

3. Roadside Mower Attachment

Committee reviewed the business case and discussed purchasing a new unit, changes to service levels, and the importance of an impact study following a reduction in services.

There was discussion regarding a cutting schedule alternating between past service levels and proposed changes to ensure proper mitigation of roadside weeds.

There was consensus of Committee to proceed with option 4, to purchase a new mowing unit with reduced servicing to a single pass excluding intersections due to visibility concerns.

4. Structural Wall Repair

Committee was provided with a summary of the business case and discussed the option to use alternate materials, and possible restrictions to the use of the area.

There was a consensus of Committee to proceed with option 3, - complete structural wall repair, minor floor touch-ups and construction of new partial protection wall.

5. Oil Grit Separator

There was consensus of Committee to proceed with option 2 - purchase, install and commission a new oil/grit separator system at the Pittston Works garage.

6. Holding Tank

Committee reviewed the business case and discussed the proposed system location, the use of a condensed system, contamination risks, the expected life of the system, and the anticipated number and cost of pump-outs required.

There was consensus of Committee to proceed with option 2, - replace the existing holding tank.

7. Fleet Coordinator

Committee reviewed the business case and discussed the long-term benefits of in-house fleet maintenance, savings on service calls, annual safety inspections, and possible mitigation of costs by building inventory over a period of time.

c. 2025 Draft Fire Department Budget

1. Pumper 1

Committee was provided with a summary of the business case and discussed the remaining useful life of the asset, the asset replacement value, fleet rotation practices, past replacement of fire tanker in 2023, financing options, the next anticipated asset replacement in 2030, the proposed purchase value of approximately \$700,000.00, and possible savings with early tendering.

Members confirmed 2027 as the end of useful life for the asset, down payment amount of 10%, proceeding with the RFP process to determine pricing options, current reserve balances, and financing used for the tanker purchase.

There was consensus of Committee to proceed with the RFP process with variable delivery date options, obtain pricing details, and re-evaluate options for funding.

d. 2025 Draft Recreation and Facilities Budget

Members noted interest in removing the proposed generator purchase for the South Centre. The item was noted to be added following concerns raised by the Emergency Management Team about the lack of a backup power source.

There was consensus of Committee to remove South Centre generator from the 2025 capital budget.

1. Johnstown Play Structure Replacement

Members reviewed the business case and discussed the degree of deterioration of the play structure, altering the existing play structure to remove the slide, Canadian Standards Association (CSA) approval requirements, a play structure's average useful life expectancy, difficulty with part replacement due to the age of the structure, and reaching out to gauge support from the Township's industrial partners.

The suggestion to explore options for obtaining used parts for the remediation of the current play structure or a used play structure was made.

There was consensus of Committee to keep the play structure replacement in the capital budget with the direction to contact the Township's industrial partners and gauge the interest in possible donations towards the play structure.

2. Johnstown Pool Piping Retrofit

Committee reviewed the business case and there was consensus to keep the pool piping retrofit item in the 2025 capital budget.

Members inquired about the status of the proposed splash pad in Spencerville, suggesting a reduction in the proposed funding allocation from \$400,000.00 to \$100,000.00 due to the estimated timeline for installation. There was discussion regarding project progress to date, balancing recreation improvements throughout the Township, the ongoing expansion of Spencerville, the viability of completing the project in 2025, and the additional roads added to the 2025 road program.

There was consensus of Committee to allocate \$100,000.00 to the Spencerville splash pad project and issue the RFP in 2025 with intended project completion in the spring of 2026.

3. Spencerville Arena Dehumidifier

Committee reviewed the business case and there was consensus to keep the Spencerville arena dehumidifier in the 2025 capital budget.

There was consensus of Committee to keep all proposed recreation items except the South Centre generator in the capital budget.

Staff were directed to explore and return to Committee with funding options to address the remaining \$1.1 million needed to cover the 2025 capital budget.

8. Councillor Inquiries/Notices of Motion

Deputy Mayor Dillabough noted the Kraft Hockeyville competition and recommended the submission of the Spencerville arena.

Mayor Deschamps noted being contacted by several local businesses regarding their displeasure with the blue box transition requesting that staff gauge the willingness of local businesses for continued participation in the recycling program at an added expense.

9. Member's Report

Member's reported on the following:

- Attended ROMA conference highlighting 3 Township delegations including one with the Minister of Infrastructure regarding the Edwardsburgh land bank.

10. Question Period

None.

11. Closed Session

Moved by: C. Ward

Seconded by: S. Dillabough

That Committee proceed into closed session at 8:26 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 September 9, 2024
- b. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Potential Land Acquisition Business Case.

Carried

- a. Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Approve Minutes of Closed Session dated September 9, 2024
- b. Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Potential Land Acquisition Business Case

Moved by: C. Ward

Seconded by: S. Dillabough

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 8:58 p.m.

Carried

12. Report Out of Closed Session

The Chair reported that Committee met in closed session to:

- Receive information regarding the proposed or pending acquisition or disposition of land and provided direction to staff.
- Review minutes of closed session dated September 9, 2024.

Moved by: W. Smail

Seconded by: J. Martelle

That Committee receives and approves the closed session meeting minutes dated September 9, 2024.

Carried

13. Adjournment

Moved by: C. Ward

Seconded by: S. Dillabough

That Committee does now adjourn at 8:59 p.m.

Carried

Chair

Deputy Clerk