

MINUTES
MUNICIPAL COUNCIL

Monday, January 27, 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

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
Mary Tessier, Consultant
Natalie Charette, Interim 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: 2025-07

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: 2025-08

Moved by: W. Smail

Seconded by: J. Martelle

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

- a) Regular Council - December 9, 2024
- b) Special Council - December 16, 2024
- c) Special Council - January 13, 2025
- d) Port Management Committee - November 18, 2024
- e) Committee of the Whole - Administration and Operations - January 13, 2025
- f) Agricultural Area Review - Municipal Review & Comments
- g) Community Improvement Plan (CIP) Proposals

Carried

7. Minutes of the Previous Council Meetings

- a. Regular Council - December 9, 2024 - CONSENT

Decision: 2025-08

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated December 9, 2024.

Carried

- b. Special Council - December 16, 2024 - CONSENT

Decision: 2025-08

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of the Special Council Meeting dated December 16, 2024.

Carried

- c. Special Council - January 13, 2025 - CONSENT

Decision: 2025-08

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of the Special Council Meeting dated January 13, 2025.

Carried

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

None.

9. Committee Minutes

- a. Port Management Committee - November 18, 2024 - CONSENT

Decision: 2025-08

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council receives the minutes of the Port Management Committee Meeting dated November 18, 2024.

Carried

- b. Committee of the Whole - Administration and Operations - January 13, 2025 - CONSENT

Decision: 2025-08

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of the Committee of the Whole - Administration and Operations Meeting dated January 13, 2025.

Carried

10. Action and Information Items from Committees

- a. Agricultural Area Review - Municipal Review & Comments - CONSENT

Decision: 2025-08

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council requests that the draft letter to the United Counties of Leeds and Grenville be amended to remove the lands described as Areas C, D, G, H and I, and their existing rural delegations remain for future Township expansion within the Recommended Agricultural Area Mapping performed by the United Counties of Leeds and Grenville, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- b. Community Improvement Plan (CIP) Proposals - CONSENT

Decision: 2025-08

Moved by: W. Smail

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, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- c. 2024 Cardinal/Industrial Park Water System Annual Reports

Decision: 2025-09

Moved by: C. Ward

Seconded by: S. Dillabough

THAT Municipal Council:

- a) Receive the 2024 Annual Water Reports for the CWS and EDS; and
- b) Direct staff to post the Annual Water Reports to Township website; and
- c) Direct staff to notify users via social media and newspaper of report availability.

As recommended by the Committee of the Whole - Administration and Operations.

Carried

d. 2025 Employee Group Benefit Marketing Results

Council was provided with a summary of the report and discussed the overall savings experienced by Canada Life's proposed rate cap.

Decision: 2025-010

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council direct staff to instruct W.A. Pakeman and Associates to switch benefit providers from Sun Life to Canada Life effective in 2025 and authorize the Mayor and CAO to sign the agreement, as recommended by the Committee of the Whole - Administration and Operations.

Carried

e. Dewitt Ritcher Municipal Drain Report

Council was provided with a summary of the report and discussed past repairs, the protocol for drain clearing prior to required maintenance, and the tendering process for the hourly rates of certified contractors authorized to work on municipal drains.

Decision: 2025-011

Moved by: W. Smail

Seconded by: J. Martelle

That Council approve proceeding with maintenance work on the Dewitt Ritcher municipal drain as recommended by the drainage superintendent.

Carried

f. 2025 Johnstown ATV Club - Special Event Exemption for Road Network Access

Council reviewed the report and affirmed that the proposed event aligns with previous exemptions granted.

Decision: 2025-012

Moved by: C. Ward

Seconded by: S. Dillabough

THAT Municipal Council grant the Johnstown ATV Club a special exemption from the 2021-09 Bylaw to access the designated area on Rock St. on February 22 for the Club's event.

Carried

g. Port 2024 Annual Report/Pre-Audit Financial Statement

Council reviewed the report and noted that Members had the opportunity to review the documents at the Port Management Committee meeting earlier in the month. Additionally, Council commended the staff at the Port of Johnstown for completing an ambitious capital project budget in 2024.

Decision: 2025-013

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council receives the Port of Johnstown 2024 Annual Report, and that this includes receiving the Financial Statement as per By-law 2023-14 Schedule "A", as recommended by the Port Management Committee.

Carried

h. 2025 Port Non-Union Compensation Strategy

Council reviewed the report and noted that the item was discussed thoroughly at the Port Management Committee meeting earlier in the month.

Decision: 2025-014

Moved by: J. Martelle

Seconded by: W. Smail

THAT Council approve the 2025 salary grids for Port of Johnstown non-union staff effective January 1, 2025, as recommended by the Port Management Committee.

Carried

11. Correspondence

Council discussed the process for requesting a review of safety precautions on County Roads by the United Counties of Leeds and Grenville.

Decision: 2025-015

Moved by: W. Smail

Seconded by: J. Martelle

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

- December 11, 2024
- December 19, 2024
- January 15, 2025
- January 22, 2025

Carried

12. Municipal Disbursements

Members noted the rise in fuel expenses and highlighted the legislatively mandated funding allocations for school boards and the United Counties of Leeds and Grenville.

Decision: 2025-016

Moved by: C. Ward

Seconded by: S. Dillabough

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

- Report dated December 13 (2024-205) \$2,257,834.02
- Report dated December 18 (2024-211) \$132,096.49
- Report dated December 19 (2024-212) \$1,601,089.36
- Report dated December 31 (2024-213) \$478,590.77

• Report dated January 16 (2024-216)	\$424,596.32
• Report dated January 17 (2024-217)	\$152,999.54
• Report dated January 22 (2025-007)	\$231,153.43
• Report dated January 24 (2025-008)	\$18,907.18
TOTAL:	\$5,297,267.11

Carried

13. By-laws

a. Pregnancy & Parental Leave Policy

Members expressed concerns regarding the option to opt out of employee benefit coverage in exchange for increased compensation.

Decision: 2025-018

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

THAT the mover be granted leave to introduce a bylaw to adopt a Pregnancy and Parental Leave Policy for full-time non-unionized employees of the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

Decision: 2025-019

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

THAT a bylaw to establish a Pregnancy and Parental Leave Policy for full-time non-unionized employees of the Township of Edwardsburgh Cardinal, be now read a third and final time and finally passed, signed, sealed and numbered 2025-02.

Carried

b. By-law to Update Committee and Board Appointments

Decision: 2025-019

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

THAT the mover be granted leave to introduce a bylaw to appoint members and representatives to certain boards and committees, and this shall constitute first and second reading thereof.

Carried

Members acknowledged the community's interest and support in applying for vacancies as Committee Advisory Members.

Decision: 2025-020

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

THAT a bylaw to appoint members and representatives to certain boards and committees, be now read a third and final time and finally passed, signed, sealed and numbered 2025-03.

Carried

Members extended congratulations to those who have previously contributed as advisory committee members and warmly welcomed the new members to the Committee.

- c. By-law to Appoint Sean Nicholson as CAO/Deputy Clerk

Decision: 2025-021

Moved by: C. Ward

Seconded by: S. Dillabough

THAT the mover be granted leave to introduce a bylaw to appoint a Chief Administrative Officer/Deputy Clerk for the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

Decision: 2025-022

Moved by: C. Ward

Seconded by: S. Dillabough

THAT a bylaw to appoint a Chief Administrative Officer/Deputy Clerk for the Township of Edwardsburgh Cardinal, can now be read a third and final time, passed, signed, sealed and numbered 2025-04.

Carried

- d. By-law to Appoint Natalie Charette as Interim Clerk

Decision: 2025-023

Moved by: S. Dillabough

Seconded by: C. Ward

THAT the mover be granted leave to introduce a bylaw to appoint an Interim Clerk for the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

Decision: 2025-024

Moved by: S. Dillabough

Seconded by: C. Ward

THAT a bylaw to appoint an Interim Clerk for the Township of Edwardsburgh Cardinal, can now be read a third and final time, passed, signed, sealed and numbered 2025-05.

Carried

- e. By-law to Amend Library Board Appointment

Decision: 2025-025

Moved by: J. Martelle

Seconded by: W. Smail

THAT the mover be granted leave to introduce a bylaw to amend bylaw 2023-07 to appoint members of the Edwardsburgh Cardinal Public Library Board, and this shall constitute first and second reading thereof.

Carried

Decision: 2025-026

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

THAT a bylaw amend bylaw 2023-07 to appoint members of the Edwardsburgh Cardinal Public Library Board, be now read a third and final time and finally passed, signed, sealed and numbered 2025-06.

Carried

Council acknowledged the strong interest in the position, noting the high number of applications, which made the decision particularly challenging. Members also welcomed Mr. Tim East to the Library Board.

f. By-law to Appoint Port General Manager

Decision: 2025-027

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

THAT the mover be granted leave to introduce a bylaw to appoint Port of Johnstown General Manager, and this shall constitute first and second reading thereof.

Carried

Decision: 2025-028

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

THAT a bylaw to appoint Port of Johnstown General Manager, can now be read a third and final time, passed, signed, sealed and numbered 2025-07.

Carried

Council congratulated Ms. Leslie Drynan on her new role.

g. Port - Masterfeeds Lease Agreement

Decision: 2025-029

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 Masterfeeds Ltd., and this shall constitute first and second reading thereof.

Carried

Members expressed concerns regarding previous reluctance to commit to parking lot pavement repairs by Masterfeeds Ltd. and inquired whether the new agreement should include contingencies to ensure the completion of the work. It was noted that alternate options were being explored to ensure the completion of the work.

Decision: 2025-030

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 Masterfeeds Ltd., be now read a third and final time and finally passed, signed, sealed and numbered 2025-08.

Carried

14. **CAO's Administrative Update**

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

- Resident commendations were forwarded to the Environmental Services department for their prompt response to the events on George Street.
- Commended the Township Fire Department for successfully recruiting eight new members, confirmed the proposed locations for the recruits, and noted the details regarding the purchase of a washer and dryer for the bunker gear.
- Inquired about a timeline for the installation of the pedestrian crossings at Dishaw St./County Road 2, Shanly Rd./County Road 2 and Hendersen St./County Road 44.
- Acknowledged the Township's participation in the upcoming Prescott Home Trade Show.
- Commended the Recreation and Facilities Department for successfully recruiting an instructor to sustain the senior exercise classes in Spencerville and Johnstown and confirmed the class times/locations.
- Confirmed participation and proposed date for the South Nation Conservation Free Tree Day event.
- Confirmed January 28, 2025, as the scheduled date for the open house to discuss domestic fowl coops.
- Commended staff for streamlining the permitting system within the Building and Planning Department.
- Acknowledged public interest in a Township-hosted Holiday Tree Burning event.
- Inquired about the role of the United Counties of Leeds and Grenville in fire dispatch calls.
- Commended the Public Works Department for the additional snow removal efforts around local businesses and churches.

Decision: 2025-031

Moved by: W. Smail

Seconded by: J. Martelle

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

Carried

15. **Councillor Inquiries or Notices of Motion**

Deputy Mayor Dillabough inquired about the report requested in December concerning the septic services provided by the South Nation Conservation Authority.

16. **Member's Report**

Members of Council reported on the following:

- Mayor and Deputy Mayor joined Levac Propane in receiving the first shipment of green propane, made with sustainable materials and waste products.

Decision: 2025-032

Moved by: J. Martelle

Seconded by: W. Smail

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

Carried

17. Question Period

Questions/comments were raised with respect to the following:

- Further clarity was sought regarding the implications of the Agricultural Area review conducted by the United Counties of Leeds and Grenville.

18. Closed Session

None.

19. Confirmation By-law

Decision: 2025-033

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 2025-09.

Carried

20. Adjournment

Decision: 2025-034

Moved by: C. Ward

Seconded by: S. Dillabough

That Municipal Council does now adjourn at 7:34 p.m.

Carried

Mayor

Deputy Clerk