

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

**Monday, March 10, 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  
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  
Candise Newcombe, Deputy Clerk  
Natalie Charette, Interim Clerk

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

Mayor Deschamps called the meeting to order at 6:30 p.m.

**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**

None.

**6. Consent Agenda**

Deputy Mayor Dillabough requested that item 6a. be removed from the consent agenda for further discussion.

**Moved by:** C. Ward

**Seconded by:** W. Smail

That the following consent agenda items be received as presented:

- a. 2024 Storm Water Management Annual Report [See item 8.b]
- b. 224 Prescott Annual Drinking Water System Report [See item 8.c]

Carried

**7. Discussion Items**

- a. 2025 Consolidated Budget

Committee received a detailed summary outlining a 3.34% increase in the Township tax rate. Discussion focused on the intensity of the proposed 2025 budget, continued investment in closing the Township's infrastructure gap, capital contributions and cost offsets from dividends received from the Port of Johnstown, and the risks and rewards of early tendering and re-tendering the pool piping RFP and possible means of reducing the scope of the project.

The 2024 deficit of \$188,690 was noted; however, the Committee inquired about the discrepancy between the 4th Quarter report, which indicated a deficit of approximately \$44,000, and the final 2024 budget amount. Discussion centered on improving financial mitigation practices and enhancing project management and awareness of project cost changes.

**8. Action/Information Items**

- a. 4th Quarter Building Report

The Committee was provided with a report summary and discussed building department revenue increases from 2023, heightened commercial activity in 2024, and a 1.14% area growth rate for the Township from 2023 as per the Municipal Property Assessment Corporation (MPAC).

- b. 2024 Stormwater Management Annual Report - CONSENT

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee recommends that Council:

- 1) Receive the 2024 Stormwater Management Annual Report; and
- 2) Direct staff to submit the report to MECP prior to the April 30<sup>th</sup> deadline; and
- 3) Make report available on Township website by June 1<sup>st</sup> as required under Linear ECA # 155-S701.

Carried

c. 2024 Prescott Annual Drinking Water System Report - CONSENT

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee recommends that Council receive and review the 2024 Water Annual/Summary Report for the Prescott Water System.

Carried

d. Renaming Municipal Asset Application - Cardinal Public Works Garage

The Committee was provided with a report summary, highlighted the recommended individual's contributions to the community, reduced the waiting period from 60 to 20 days, and commended the individual for their career contributions to the Township.

**Moved by:** C. Ward

**Seconded by:** W. Smail

THAT Committee recommend that Council:

1. Approve the application to rename the Cardinal Public Works Garage to be the Bill Walter Public Works Garage; and
2. Make a one-time exception to reduce the 60 day comment period to 20 days and approve the application should there be no comments or opposition from this 10<sup>th</sup> day of March 2025.

Carried

e. Pre-Budget Approval - Johnstown Play Structure

The Committee received a report summary and discussed the play structure's specifications, accessibility, and installation cost relative to the structure price. Members confirmed that usable parts from the old structure will be retained as spares and that the new structure is Canadian-made.

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

That Committee recommends that the Council awards the purchase of the Johnstown Play Structure from Playground Planners Inc for the purchase price of \$ 79,759.50 plus the non-rebated HST of \$ 1,403.75 for a total purchase price of \$ 81,163.25.

Carried

f. Award Johnstown Pool Piping

The Committee received a report summary and discussed the project scope, the drawbacks of reducing it, the manufacturing country of the products, the increased pool usage following continued investment in the assets, and anticipated future investments required. It was noted that certain pool equipment such as the lifeguard chairs must be CSA-certified affecting the availability and cost of materials.

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

That Committee recommends that the Council award tender EC-REC-01-2025 to Benson Pools Ltd. at the bid price of \$ 272,961.00 including non-rebated HST \$ 4,804.11, and furthermore have a 5% contingency for potential unforeseen issues during the course of the renovations in the amount of \$ 13,500.00 for a total project cost of \$ 291,265.11

Carried

g. Municipal Alcohol Policy Update

The Committee received a report summary and discussed placing the insurance responsibility on the event host, the permitting process, advertising the 30-day approval period to avoid short turnaround times, and the special occasion permit parameters for containers.

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

That Committee recommends that Council adopt the proposed updated municipal alcohol policy.

Carried

h. Spencerville Arena Update

The Committee received a report summary and discussed the building's age and condition, ice rental availability, use of the arena by non-local

sports groups, public skating schedules, and the viability and availability of parts for the current compressor.

i. Award Dust Suppressant Tender

The Committee received a report summary and discussed the price difference between 2024 and 2025, the impact on services if the order amount is reduced, and the limited suppliers of dust suppressant liquid, which resulted in fewer submissions.

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee recommends that Council award the supply of dust suppressant tender EC-PW-25-02 to Da-Lee Dust Control Ltd. at the unit rate of \$0.389 per liter to an upset limit of \$70,750.00 including non-rebated portion of HST

Carried

j. Award Crushed Rock Tender

The Committee received a report summary and discussed using the \$15,000 contingency set aside for spring road repairs, with additional expenses anticipated following the 2024/2025 winter season.

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee recommends that Council award the supply of crushed rock tender EC-PW-25-03 to G. Tackaberry & Sons Construction Company Ltd. at the unit rate of \$14.14 per ton to an upset limit of \$113,120.00 including non-rebated portion of HST and approve an \$15,000.00 contingency to be used at the Manager of Public Works discretion for additional gravel road spot repairs.

Carried

k. Award Various Granular Material - RFQ Results

Committee was provided with a summary of the report noting that typically the Public Works department would pick-up from the closest location to the site.

l. Vendor of Record - Rental Equipment Summary Results

The Committee received a high-level overview of the report and discussed the hourly charge rate versus minimum charge, public advertisement of the tender, price variability, contract execution upon work required, and the

lack of flexibility to accept additional bids in 2025 due to the tender process.

m. **Entranceway Bylaw - Additional Information**

The Committee received a report summary highlighting changes to installation dates and permissions for private contractors. Discussion focused on surrounding municipal practices for hiring private contractors for culvert installations, adjusting costs to include labor expenses, and the benefits of allowing private contractors to help offset busy seasons for the Public Works department.

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

Councillor Ward recommended discussing the implementation of a bylaw to cover all Township municipal fees and charges for annual review and updates.

**10. Member's Report**

Members reported on the following:

- Increased uptake on the Township Newsletter compiled by the students in the Real World Learning Program at South Grenville High School.
- Hosting a BBQ at the Port of Johnstown in recognition of the Greenfield Global Inc. annual Earth Day clean up.
- Recognized the swearing-in of the new Prime Minister of Canada and members of their Ministry on Friday, March 14th, 2025.

**11. Question Period**

None.

**12. Closed Session**

None.

**13. Adjournment**

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee does now adjourn at 8:23 p.m.

Carried

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Chair

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Deputy Clerk