

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Thursday, February 20, 2025, 5:00 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
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 5:04 p.m.

2. Approval of Agenda

Moved by: C. Ward

Seconded by: S. Dillabough

That the agenda be approved as presented.

Carried

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

- a. J. Martelle - 2025 Recreation One-Time Operating Budget Items
Wife is current wellness instructor.

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

None.

5. Delegations and Presentations

a. Donna Gladstone - Library Board Budget Presentation

Ms. Gladstone presented an overview of the report, highlighting strong financial management across two facilities compared to neighboring municipalities with single facilities, increased library card issuance, and higher program participation.

Committee thanked Ms. Gladstone for her presentation and commended the library staff on the continued growth of the library and its services.

6. Consent Agenda

None.

7. Discussion Items

None.

8. Action/Information Items

a. 2025 Levy-Based Capital Budget Final Revision

Committee was provided with a detailed summary of the report and discussed a proposed 3.5% tax increase with additional road work requested, Port dividend amounts, full funding of \$400,000 for the Spencerville splash pad, splash pad project progress, the benefits of owning versus leasing the lands, and incorporating the Port of Johnstown into the design. Members emphasized the opportunity to promote the Port in the northern part of the municipality and continue to improve the relationship between the Township and the Fair Board. Members discussed the appropriateness of earmarking funds for 2025 if the work won't begin until 2026, balancing road work costs with the splash pad, financing options, and the impact of accelerating the municipal road study recommendations.

Consensus was reached to earmark \$400,000 for the Spencerville splash pad, with staff directed to explore financing through the proposed Port of Johnstown dividend-sharing policy.

Members noted a consensus to maintain the municipal tax rate at 3%, covering the blended amount for the United Counties allocation and school board contributions.

b. Library Board Budget

Moved by: S. Dillabough
Seconded by: W. Smail

That Committee recommends that Council approve the requested 4% increase, totaling \$4,800 for the 2025 municipal grant supporting the Edwardsburgh Cardinal Public Library.

Carried

c. Roadside Program Enhancements

Committee was provided with a summary of the report and discussed factors driving the proposed program, grant funding, concerns about replanting in recently cleared areas, equipment wear, service level changes, and alternative replanting options.

Members discussed the proposed project area, cost and rate of work, property delineation, and the program uptake by neighbouring municipalities.

Consensus was reached to approve option 1.

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

That Committee recommends that Council remain status quo (option # 1).

Carried

d. 2025 Public Works One-Time Items

Committee was provided with a detailed overview of the report which included a project ranking system. There was discussion regarding reducing the allocated amount for the storm water monitoring plan, ECA requirements and deadlines, the importance of installing street cameras in key locations, and cost-sharing between Public Works and Fire departments for the proposed FOB system installation. Members inquired about the impact of the security system on insurance premiums, the prevalence of criminal activity, and alternative measures to address local issues.

Members discussed updating the manual spreader on truck #7 and the anticipated remaining life expectancy of the truck. Consensus was reached to remove items 1, 5, 8, 9 and 10.

e. 2025 Fire Department One-Time Budget Items

Members were provided with a summary of the report highlighting the removal of item #1 - Fire Station 2 entry FOB System following the Public Works one-time item discussions.

f. 2025 Waste One-Time Items

The Committee reviewed the report, discussing the value of stolen materials, liability risks, surveillance signage effectiveness, trailer-mounted camera systems, alternative security options, and whether bin revenue would offset installation costs. The ROI was expected in 4-5 years.

Members inquired about the camera system's quality, the purpose (deterrence or enforcement), the option to lease for a pilot program, and the appropriateness of displaying previously charged prosecutors. Alternate options such as flood lighting were suggested and staff were directed to explore additional mitigation options to be presented at the next Budget Meeting.

g. 2025 Recreation One-Time Operating Budget Items

J. Martelle declared a conflict on this item. (Wife is current wellness instructor.)

Councillor Martelle left the table and did not participate in discussions.

Committee was provided with a detailed summary of the report and discussed the reasons for increased heating costs, Zamboni efficiency with the dual tankless water heater, risks of not replacing the floor heating boiler, hot water heating in Township facilities, and energy-saving options with alternative fuel sources.

Councillor Martelle returned to the table for discussions at 7:05 p.m.

h. 2025 Draft Operating Budget

Committee reviewed the report and discussed increased administration costs from additional staff, shared services in the building department budget, higher fuel costs due to the carbon tax and potential election impacts, the adequacy of the winter control and Byer's Road property repair budgets, and increasing the beaver control budget across the Township.

9. Councillor Inquiries/Notices of Motion

None.

10. Member's Report

None.

11. Question Period

None.

12. Closed Session

Moved by: C. Ward

Seconded by: S. Dillabough

That Committee proceeds into Closed Session at 7:20 p.m. in order to address a matter pertaining to:

- Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Minutes of Closed Session dated January 23, 2025.
- Section 239(2)(j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; Specifically: Insurance Renewal - Unsolicited bid for service.

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 January 23, 2025
- b. Section 239(2)(j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; Specifically: Insurance Renewal-Unsolicited bid for service

Moved by: C. Ward

Seconded by: S. Dillabough

That the Closed Session of Committee does now adjourn and the open meeting does now resume at 7:46 p.m.

Carried

13. Report Out of Closed Session

The Chair reported that Committee met in closed session to:

- Review Minutes of Closed Session dated January 23, 2025;
- Receive information regarding a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value and direction was provided to the CAO.

Moved by: W. Smail

Seconded by: J. Martelle

That Committee receives and approves the minutes of Closed Session dated January 23, 2025.

Carried

14. Adjournment

Moved by: J. Martelle

Seconded by: W. Smail

That Committee does now adjourn at 7:48 p.m.

Carried

Chair

Deputy Clerk