

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Monday, April 14, 2025, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

PRESENT: Deputy Mayor Stephen Dillabough
Councillor Joe Martelle
Councillor Waddy Smail
Councillor Chris Ward
John Hunter (Advisory Member)
Karen Roussy (Advisory Member)

REGRETS: Mayor Tory Deschamps

STAFF: Dave Grant, Director of Operations/Deputy CAO
Jessica Crawford, Treasurer
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, Deputy Mayor Dillabough

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

2. Approval of Agenda

Moved by: C. Ward

Seconded by: W. Smail

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

- a. Spencerville United Church - Holly Howard - Community Grants & Donations

Ms. Howard introduced herself and Ms. Sandra Lawrence, providing an overview of the United Church's role as a central hub for community groups and events, including its regular use by the South Grenville Food Bank. She explained that the funding request is to support the installation of hardwired smoke detectors in the upper ceiling portions of the building.

There was discussion regarding the age of the existing smoke detectors, which were noted to be at the end of service life.

The Chair thanked Ms. Howard and Ms. Lawrence for their presentation.

- b. Spencerville Business Community Connections - Holly Howard - Community Grants & Donations

Ms. Howard introduced herself and Ms. Krishna Hutchcroft, and provided an overview of the restructuring of the organization's executive board. She emphasized the Spencerville Business Community Connections' (SBCC) commitment to supporting and giving back to the local community. She also outlined the proposed events for the year, including *Hoppin' Spencerville*, *Summer Fest*, a Trunk-or-Treat event, and *Whoville in Spencerville*.

An additional funding request was presented to cover the purchase of ribs for the *Summer Fest* BBQ Battle, bouncy castle rentals, event prizes, and an upgraded public address system. Road closures and waived facility rental fees were identified as in-kind support needs for 2025.

Ms. Howard noted that the SBCC continues to collaborate with community groups, including SERA and the Cardinal Festival Committee, to prevent scheduling conflicts and promote a balanced calendar of events across the Township.

The Chair thanked Ms. Howard and Ms. Hutchcroft for their presentation.

- c. Rural FASD Support Network - Rob More - Community Grants & Donations

Mr. Rob More introduced himself, fellow FASD Support Network board members, and the race director in attendance. He provided an overview of the proposed run routes for the 1K, 3K, and 5K events, as well as details on the registration process, emergency response plan, race schedule, and parking availability. Mr. More also recognized key funding partners, including the Brockville and Area Community Funding Foundation, Brockville Chamber of Commerce, South Grenville District High School, and the Upper Canada District School Board.

He presented a funding request of \$3,000 to offset a portion of the timing company's costs. In-kind support needs identified for 2025 included road closures and waived facility rental fees. Mr. More also inquired about potential introductions to corporate partners and local businesses that may be willing to donate concession items for the canteen.

The potential logistics and revenue benefits of establishing a merchandise store were discussed.

The Chair thanked Mr. More for his presentation.

6. Consent Agenda

Moved by: J. Martelle

Seconded by: C. Ward

That Committee receives the following consent agenda items as presented:

- a. 2025 Q1 Bylaw Enforcement Report
- b. 2025 Q1 Council Remuneration Report
- c. 2025 Q1 Fire Report
- d. 2025 Q1 Operations Report

Carried

7. Discussion Items

- a. 2025 Road Program - Proposed Conceptual Adjustments

The Committee received a summary of the report, which outlined a potential collaboration with the Municipality of South Dundas and Counties of SD&G on the proposed bridge work and resurfacing of Pittston Road, should the project be deferred to 2026.

There was discussion regarding the implications of the proposed delays, the location of the Township property line, the need to coordinate schedules to minimize additional road closures or disruptions, and the likelihood of project completion in 2026. There was consensus to support Option 1, and members requested a list of alternative road projects to proceed in place of the deferred work.

- b. Curbside Collection Bylaw Review

Committee was provided with a summary of the report and discussed key considerations, including the requirement for clear bags, eligibility for subsidized pricing, potential cost savings with coloured bags, interest in additional waste stream options, maintaining the current collection schedule, alternative bag dimensions, and past challenges with bag tags.

A suggestion was made to standardize curbside collection placement on a designated side of the road to shorten the pickup route.

c. Municipal 911 Addressing Bylaw Update

Committee was provided with an overview of the report and discussed plans to update municipal addressing where it does not align with the proposed numbering scheme. Key topics included improving visibility for emergency response vehicles, the scope and accessibility of the emergency response electronic directory service, offsetting update costs to minimize financial impact on homeowners, and exploring potential grant funding opportunities.

There was consensus to support Option 1.

8. Action/Information Items

a. 2025 Q1 Bylaw Enforcement Report - CONSENT

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

That Committee receive the 2025 Q1 Bylaw Enforcement Report as presented.

Carried

b. 2025 Q1 Council Remuneration Report - CONSENT

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

That Committee receive the 2025 Q1 Council Remuneration Report as presented.

Carried

c. 2025 Q1 Fire Report - CONSENT

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

That Committee receive the 2025 Q1 Fire Report as presented.

Carried

d. 2025 Q1 Operations Report - CONSENT

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

That Committee receives the 2025 Q1 Operations Report as presented.

Carried

e. Upcoming Tax Sales

Committee was provided with a detailed overview of the report and discussed the property tax arrears notification process, the advertising process following the forfeiture of the redemption payment, and the required one-month advertising period prior to a tax sale.

f. Fireworks Bylaw

Committee received a summary of the report and discussed concerns related to limiting the days fireworks may be sold and discharged, the authority of the Fire Chief and BLEO to enforce municipal restrictions, potential exemption options, oversight practices in neighbouring municipalities, and the feasibility of reporting fireworks through the existing burn permit system.

Moved by: C. Ward

Seconded by: W. Smail

That Committee defers the current Fireworks Bylaw attached to this report to the May Committee of the Whole - Administration and Operations meeting to allow staff to obtain further information and provide additional options.

Carried

g. Public Works Buildings - Hazardous Waste Product Removal

Committee was provided with a summary of the report and emphasized the need for a more consistent hazardous waste product disposal schedule.

h. Award Asphalt Pad and Patch Tender

Committee was provided with a summary of the report and discussed Blair Asphalt Ltd.'s work history, its previous projects within the Township, and the minimum temperature requirements for asphalt delivery.

Moved by: C. Ward

Seconded by: J. Martelle

That Committee recommends that Council award the Supply of Asphalt pad and patch tender to Blair Asphalt Ltd at the unit price of \$114.50 per MT to a maximum of \$469,450.00 excluding non-rebated HST.

Carried

i. **Award Winter Sand Tender**

The Committee received a summary of the report, which highlighted inflationary pressures on the current budget line and indicated that draws from reserves will likely approach \$100,000. It was also noted that a portion of the additional material purchased is expected to remain on hand and be categorized as inventory in 2026.

A suggestion was made to ensure salt deliveries are free of clumping to prevent damage to Township plow equipment.

Moved by: J. Martelle

Seconded by: C. Ward

That Committee recommends that Council award the Supply of Winter Sand to Willis Kerr Contracting Ltd at the unit price of \$21.15 per MT to a maximum of \$80,370.00 excluding non-rebated HST.

Carried

9. Councillor Inquiries/Notices of Motion

None.

10. Member's Report

Member's reported on the following:

- A draft submission for the Kraft Hockeyville contest is in progress, targeting the January 2026 deadline.
- Attendance at the Prescott Family Health Team employee appreciation event.
- Upcoming Township events include the Firefighters' Pancake Breakfast, the SBCC Children's Easter Egg Hunt, and the Easter Breakfast at Spencercity Bar and Grill.

11. Question Period

None.

12. Closed Session

None.

13. Adjournment

Moved by: C. Ward

Seconded by: W. Smail

That Committee does now adjourn at 8:37 p.m.

Carried

Chair

Deputy Clerk