

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

**Monday, March 9, 2026, 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  
Kimberly Goyette, Advisory Member

STAFF: Sean Nicholson, CAO  
Jessica Crawford, Treasurer  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Eric Wemerman, Chief Water/Sewer Operator  
Chris LeBlanc, Manager of Public Works  
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**

Deputy Mayor Dillabough moved to remove item 8.m. from the agenda, Seconded by Councillor Smail. Discussion around the motion focused on Committee looking to receive additional information and discussion those options. Motion was defeated.

**Moved by:** C. Ward

**Seconded by:** J. Martelle

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 and District Optimist Club - Brian Purcell - Community Grants and Donations

Brian Purcell from the Spencerville and District Optimist Club presented a request for funding to improve their recreation pad, including painting lines for multiple sports and purchasing equipment. Committee expressed their support for the club's efforts and discussed potential ways to assist, such as providing in-kind services for line painting.

- b. Spencerville Splash Pad - Rae Kearney (Playground Planners), Kimia Jouyandeh and Dave Lashley (Lashley and Associates)

Rae Kearny and Dave Lashley presented the proposal to Committee for the Spencerville Splash Pad, discussing its design, layout and sustainability features. The design incorporates an interactive water play area with zones for different age groups, sustainable elements such as recycled water systems and light coloured pavers to reduce heat absorption, while also honouring the Agricultural Society through natural colour palettes and agricultural-themed features. Additional features of the splash pad were explained, such as the recirculation system, water treatment system and the pollinator garden.

Concerns were raised about the high cost, which was double from the initial budget of \$400,000 and the need to explore options like phasing the project or scaling it back was discussed at length. Questions were also addressed regarding the operation of the splash pad, safety measures, the procurement process, and the timeline of the design and quotes. Committee discussed the possibility of using local contractors and the need for regular water testing. Committee thanked the presenters for their efforts and work on the proposal.

**6. Consent Agenda**

None.

**7. Discussion Items**

None.

**8. Action/Information Items**

- a. 2026 General Insurance Renewal

CAO presented the report to Committee, highlighting the insurance renewal coming in under budget with a 4.96% increase, explaining this is

primarily due to cyber insurance adjustments, however overall rates remain below 2024 levels.

b. 2026 Group Benefit Renewal

Staff presented report to Committee, explaining that Canada Life is capped at a 10% increase for health and dental, while other benefits remain unchanged.

c. 2026 Various Granular Pricing Result Summary

Staff presented report to Committee, confirming that two vendors submitted, Tackaberry & Sons and Willis Kerr, with prices effective until December 31, 2026. Staff explained that the vendor closest to the work location will be used.

d. 2026 Vendor of Record Results Summary

Staff presented the report to Committee, noting competitive pricing and consistent rates for some services like street sweeping operations. Clarification was provided on the pricing module.

e. Curbside Collection Update

Staff explained they met with HGC management to discuss complaint handling, route changes, and winter collection procedures. Staff agreed to enhance public education about placing materials out by 7am and communicating adjusted practices during inclement weather events. Committee requested additional information to be provided to residents on the 95-gallon garbage containers and further communication on recycling responsibilities. Discussion ensued around the complaint reporting process and available contact information on the Township website.

f. Council Group Health Benefits

Staff presented costing for extending coverage to Council members, with an estimated annual cost for all members of just over \$33,000. The policy would include health, dental, and life insurance benefits, with reduced coverage for members over the age of 65. Clarification was provided on the implementation of the group health benefits plan for Council members, explaining they would take effect on April 1st, 2026 and be pro-rated for new members.

**Moved by:** W. Smail

**Seconded by:** S. Dillabough

THAT Committee recommend that Municipal Council proceed with offering group health benefits to members of Council.

Carried

g. 2026 Crushed Rock Tender Award

Staff presented the report to Committee.

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee recommends that Council award the supply of crushed rock tender EC-PW-26-03 to G. Tackaberry & Sons Construction Co. Ltd. at the unit rate of \$14.39 per ton to an upset limit of \$111,750.00 including non-rebated portion of HST.

Carried

h. 2026 Dust Suppressant Tender Award

Staff presented the report to Committee, providing clarification on the location of the company, upset limit and overage coverage as well as the amount of litres put down.

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

That Committee recommends that Council award the supply of dust suppressant tender EC-PW-26-02 to Da-Lee Dust Control Ltd at the unit rate of \$ 0.428 per liter to an upset limit of \$87,650.00 including non-rebated portion of HST

Carried

i. Cardinal Water System and Edwardsburgh Cardinal Industrial Park Distribution System Financial Plan

Committee reviewed the financial plan for the Cardinal Water System and Edwardsburgh Industrial Park Distribution System, with staff highlighting the projected annual rate increase for the Cardinal system at 3% and between 2-3% for the Industrial Park, in order to support continued increased operating costs and updates to infrastructure. Discussion ensued around the engineering work done for Hwy 2 East and what other steps need to be completed ahead of applying for grant funding. Staff will follow up with the increase to rate payer based on the dollar amounts. Further discussion around reserve contributions occurred.

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT Committee recommends that Municipal Council approve the attached financial plan for the Cardinal Water System and Edwardsburgh Industrial Park Distribution System and direct staff to notify the public and post a copy of the plan on the Township website.

Carried

j. 2025 Prescott Combined Annual Summary DWS Report

Committee received and reviewed the 2025 Prescott Combined Annual Summary DWS Report, noting that Aqua manages the system effectively with healthy reserves. Staff explained that there is approximately 30% capacity left.

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

That Committee recommends that Council receive and review the 2025 Water Annual/Summary Report for the Prescott Water System.

Carried

k. 2025 Stormwater Management Annual Report

Committee reviewed the 2025 Stormwater Management Annual Report, which highlighted general maintenance, inspections, and planned/unplanned alterations to the stormwater system. The report will be submitted to the MECP by April 30th and made available on the township website by June 1st, 2026.

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

That Committee recommends that Council:  
1) Receive the 2025 Stormwater Management Annual Report; and  
2) Direct staff to submit the report to the 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

l. Spencerville Library Ramp Tender Results

Staff presented the tender results to Committee, with RD Steele Construction submitting the lowest bid at \$93,719.81, explaining the project scope had changed from a \$45,000 patchwork job to a full revitalization, as the ramp needs to meet both accessibility and building code requirements. Discussion ensued around the option to defer the project to next year, with staff recommending the project move forward as

it doesn't meet the standards. Staff clarified that a grant application for \$40,000 had been submitted and are awaiting a response, should that be realized it will reduce the cost of the project.

**Moved by:** W. Smail

**Seconded by:** S. Dillabough

That Committee recommends that Municipal Council award the Spencerville Library Ramp reconstruction tender TWPEC-REC-1-2026 to R.D. Steele Ltd at the bid price of \$95,369.28 including non-rebated HST; and that Committee recommends that Greer Galloway be retained as the Project Manager during the construction phase at a cost of \$15,000.00 including non-rebated HST; and to include a contingency amount of \$10,000.00 bringing the overall project amount to \$120,369.28; and that Committee recommends funding Option 2.

Carried

m. **Splash Pad Project Approval**

Staff presented the report to Committee, highlighting the cost estimates and options, explaining that the existing well does not have the necessary capacity, requiring a recirculating system. Discussion ensued around reducing the scope of the project, simplifying the design and considering alternative water sources. Concerns surrounding the timeline of the project and the change of scope were discussed. Committee requested to see other options for the space, including a request for proposal (RFP) for further discussion and to assist in preparing a more defined budget.

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

Mayor Deschamps requested that a letter of support be sent to both the potential provider and the United Counties of Leeds and Grenville regarding the proposed daycare location at 2140 Dundas Street in Cardinal, asking that they continue to work with the agents of the property until at least April 15, 2026 until they seek out other options.

**10. Member's Report**

None.

**11. Question Period**

None.

**12. Closed Session**

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That Committee proceeds into Closed Session at 9:11 p.m. in order to address a matter pertaining to:

- Section 239 (2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Specifically: Approve Minutes of Closed Sessions dated November 17, 2025 and February 23, 2026
- Section 239 (2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank Update

Carried

- a. Section 239 (2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Specifically: Approve Minutes of Closed Sessions dated November 17, 2025 and February 23, 2026.
- b. Section 239 (2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank Update.

### 13. Report Out of Closed

Council met in closed session to discuss matters pertaining to Section 239 (2)(f) to review closed session minutes from November 17, 2025 and February 23, 2026 and under Section 239 (2)(c) to receive an update from the CAO regarding the Edwardsburgh Land Bank.

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That the Closed Session of Committee does now adjourn and the open meeting does now resume at 9:54 p.m.

Carried

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That Committee receives and approves the minutes of Closed Sessions dated November 17, 2025 and February 23, 2026.

Carried

### 14. Adjournment

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

That Committee does now adjourn at 9:56 p.m.

Carried

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Chair

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Interim Clerk