

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE

Monday, April 12, 2021, 6:00 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

PRESENT: Mayor Sayeau
Deputy Mayor Deschamps
Councillor Cameron
Councillor Dillabough
Councillor Hunter
Jack Bradley, Advisory Member
Dave Robertson, Advisory Member

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Melanie Stubbs, Treasurer
Gord Shaw, Director of Operations
Dwane Crawford, Chief Building Official

1. Call to Order – Chair, Mayor Sayeau

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

2. Approval of Agenda

Moved by: J. Hunter

Seconded by: H. Cameron

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary 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. 2021 Grant Request - Upper Canada Folkfest - George Tierney

Mr. Tierney, President of the Upper Canada Folkfest provided Committee with information about the organization, events that took place in Prescott in 2020 and planned events for 2021 to expand to Edwardsburgh Cardinal. Mr. Tierney noted that the events help to support local businesses, with the hope of growing the events and locations to some of the local restaurants and community centres, such as the Johnstown Community Centre, Spencercity Bar & Grill, the Bridgeview and Windmill Brewery. It was noted that he will be recruiting local musicians for the events, with the main event and supporting events taking place in September. Mr. Tierney requested \$3,000 to help grow the event and noted that the Town of Prescott has also provided financial support. He confirmed that the event will proceed with or without funding, however, Township funding would assist in expanding the organizations efforts.

Committee thanked Mr. Tierney for the presentation.

b. 2021 Grant Request - Connect Youth Inc. - Robyn Holmes

Ms. Holmes, interim executive director for Connect Youth outlined the services and programs they provide to youth within Leeds Grenville, the age of youth accessing the services, how COVID-19 has impacted the organization, and the barriers that Connect Youth are trying to overcome. Ms. Holmes requested \$5,000 to assist with programming costs including groceries, clothing, hygiene products, transportation, and technology supplies for the youth. Members confirmed that Connect Youth assist youth in finding employment and education programs.

Committee thanked Ms. Holmes for the presentation.

c. Township Presentation at South Grenville Chamber Banquet - Community Development Coordinator

The Community Development Coordinator (CDC) noted that the presentation was made at the South Grenville Chamber of Commerce Banquet, and provided Committee with an overview of the presentation, which highlighted the following: Port of Johnstown Community Capital Project Funding, HFI Pyrotechnics munition supply program, Greenfield Global expansions project, local businesses creating hand sanitizer during COVID-19, synergies created amongst local businesses over the year, community improvement plan projects, local businesses helping the community during COVID-19, 2020 citizen of the year award, how the community is supporting those in need during COVID-19, and the community grants and donations program.

6. Discussion Items

a. 2021 Community Grants & Donations

Community reviewed the report and application summary.

Moved by: H. Cameron
Seconded by: J. Bradley

That Committee recommends that Council awards the Community Grants & Donations as follows for the 2021 program:

Organization	Grant & Donation	In-kind
Spencerville English Country Dance Club	\$0	In-kind
Grenville County Historical Society	\$500	
Friends of Windmill Point	\$990	
Spencerville Mill Foundation	\$500	In-kind
Spencerville Agricultural Society	\$1,000	
Upper Canada Folkfest	\$1,500	In-kind
South Edwardsburgh Public School Council	\$500	
Prescott Figure Skating Club	\$1,000	
Spencerville Scouting Group	\$500	In-kind
Girls Inc. of Upper Canada	\$500	
Centennial '67 Public School Parent Council	\$500	
Connect Youth Inc.	\$1,000	
Food For All Food Bank	\$1,000	In-kind
RNJ Youth Services	\$0	
South Edwardsburgh Recreation Association	\$500	In-kind
Spencerville TNR	\$0	
Friends of the EC Library Spencerville Branch	\$0	In-kind
Johnstown ATV Club	\$0	
Groveton Loyal Orange Lodge	\$0	
TOTAL	\$9,990.00	

Carried

b. Committee of Adjustments Decision - 621 East St.

Committee discussed the minor variance of 621 East St and members noted their concerns with duplex developments in settlement areas. Members noted that there may be concerns from the public, similar to those with respect to recent development in Spencerville. Members confirmed that the proposed development complied with the minimum lot coverage, zoning bylaw and official plan. There was a brief discussion about the percentage and what affects lot coverage. It was noted that

items such as a pool or deck would impact lot coverage, however paving part of the yard for a driveway would not.

Members noted their concerns about Committee of the Whole and Council discussing the minor variance when the Committee of Adjustments supported the minor variance as it met all of the necessary requirements. Members inquired if Council as a whole or a specific individual would appeal the decision to LPAT. Members suggested that the concern could be address under the current zoning bylaw review process by determining if a 5 foot side yard setback is sufficient. Members suggested that the area should only be for single family homes.

Members suggested that the zoning matter should be discussed at the Committee of the Whole - Community Development. It was noted that the zoning bylaw and official plan supports multi-residential for affordable housing. Committee discussed the grading and drainage of the property. It was noted that grading and drainage will be addressed at the building permit stage, with the storm sewer being directly on East St. Committee confirmed who was in attendance at the public meeting for the Committee of Adjustments.

7. Action/Information Items

- a. Application for Severance - 1013 County Rd 21 - Dobbie Farms

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee recommend that Council recommend in favour of severance B-31-21 with the condition that the agricultural lot to be retained be rezoned to prohibit future residential uses.

Carried

- b. Application for Severance - 1102 County Rd 21 - Heusser

There was a brief discussion on historical severances and the number of severances permitted per property.

Moved by: S. Dillabough

Seconded by: H. Cameron

That Committee recommend that Council recommend in favour of severance B-22-21.

Carried

- c. Application for Site Plan Control - Johnstown Mini Storage

Moved by: S. Dillabough
Seconded by: H. Cameron

That Committee recommend that Council adopt a bylaw to amend bylaw 2004-17, Site Plan Control Agreement for 2-8 Queen St, with the updated site plan for Schedule B, as attached.

Carried

d. 1st Quarter Building Report

Committee reviewed the report and highlighted the increased number of houses being built in the Township.

e. 1st Quarter Bylaw Report

Committee reviewed the report and discussed the information available through the dashboard report. There was a general discussion on clean yards violations in the Johnstown area.

Moved by: J. Hunter
Seconded by: H. Cameron

That Committee received and reviewed items 7d) 1st Quarter Building Report and 7e) 1st Quarter Bylaw Report.

Carried

f. 1st Quarter Treasury & Reserve Report

Committee reviewed the report and confirmed that the Johnstown drainage costs incorporate the design work and possibly a portion of the construction project. Committee reviewed the reserve report and briefly discussed the reserve transfers that are effective as of December 31, 2020.

It was noted that Township staff, specifically the Tax Clerk, has helped to significantly reduce the tax arrears over the course of the year. There was a brief discussion on the number of properties in the tax registration and payment arrangement process.

g. 1st Quarter Budget Variance Report

Committee reviewed the report and noted that there is 80.57% of the budget remaining of the overall departmental operating expenses. Members sought clarification on the Spencerville arena expenses. It was noted that the ice was removed in January due to the provincial lockdown, with expenses attributed to hydro, sewer, employee wages, and the full year of insurance being paid. There was consensus of Committee that a

report be provided with the breakdown of expenses for the Spencerville arena. Members noted that the garbage bag revenue has decreased.

Moved by: H. Cameron

Seconded by: J. Bradley

That Committee received and reviewed items 7f) 1st Quarter Treasury & Reserve Report and 7g) 1st Quarter Budget Variance Report.

Carried

h. 2021 Tax Rates

Committee reviewed the report and inquired about the tax rate decrease for commercial/industrial properties. It was noted that the provincial government enacted regulation 400/98 to decrease the commercial/industrial property tax classes from 0.125 to 0.088 which results in a 13.39% decrease from the 2020 total tax rate of 2.637218. It was noted that, even with the reduced tax classes, the provincial government will supplement the school boards.

i. 2020 Water & Sewer Surplus/Deficit Reserve Transfers

Committee reviewed the report and it was noted that it is the first time that the Industrial Park wastewater reserve has been in a surplus position.

Moved by: J. Hunter

Seconded by: S. Dillabough

That Committee recommends that Council approve the transfers to and from the reserve fund account from operating account for the Water and Sewer Reserve funds as a result of 2020 surpluses and deficits in accordance with the table included herein

Carried

j. Electronic Participation During COVID19

Committee reviewed the report and noted that with the province declaring another emergency that Committees and Council can participate electronically. It was noted that not all citizen committee members may feel comfortable attending in person meetings during COVID-19. It was noted that the draft amendment provide flexibility in case any council/committee/staff member is ill or must self isolate. Members suggested that the amendment only be in place for 3 months instead of the recommended 6 months and may be extended by Council.

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee recommends that Council adopts the proposed procedural bylaw amendment to permit electronic participation for a 3 month period, ending on July 31, 2021, unless extended by Council.

Carried

k. Grader Replacement Options

Committee reviewed the report and discussed previous concerns raised about the Township graders and their operation. Committee discussed if both graders were necessary to maintain the current level of services provided to the Township, specifically on the gravel surface roads. It was noted that due to the amount of gravel roads in the Township, two graders are necessary at this time. Members suggested that it could be an opportunity for the Township to examine other possible options, such as contracting the work for the year. Members noted that in previous years Council dedicated more money towards transitioning gravel roads to surface treatment.

Members requested staff to prepare a report outlining an option for contracting the service. It was noted that the current report mentions contract services as an option, however it was not recommended by staff. Committee discussed the lifecycle of an average grader. Members noted that staff have brought forward reports with respect to grader replacements in the past, however they were not supported by Council. There was a brief discussion on utilizing Township funds to cover a portion of the cost of purchasing a new grader. The 2021 budget will need to be amended to fund either the contracting of grader work or the purchase of a new grader.

Moved by: J. Bradley

Seconded by: H. Cameron

That Committee recommends that the CAO and Director of Operations be requested to issue a tender which includes the grader and operator with maintenance and fuel for the specified number of hours for the remainder of 2021 and to bring back a report with in 30 days.

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Dillabough inquired when the docks will be installed. It was noted that the water level is currently too low and that staff will need to determine an alternative method.

Councillor Cameron inquired about the dates for the brush/leaf pickup.

Councillor Cameron inquired if the Township was aware of why the OPP visited a neighbouring property.

9. Mayor's Report

Mayor Sayeau reported the following:

- SLCEDC is looking to amend the current agreement with municipalities which would reduce the notice period from 12 to 6 months, if a municipality no longer wished to be a part of the SLCEDC. Noted that Elizabethtown Kitley is now providing secretarial services to SLCEDC, with Mr. Morrison remaining as the SLCEDC Treasurer. Provided Committee with an example of a business plan that was provided to the Township of Leeds and the Thousand Islands. Requested the commissioner to provide the Township with at least one qualified lead for 2021.
- South Grenville Beacon will be publishing their paper every 2 weeks and requested the Township to support the endeavour with advertising.
- Municipalities required to submit framework for the OPP detachment model. Noted that the model proposed by the Solicitor General is based on one board per detachment. Noted that there is a zoom meeting to gain further information.

10. Question Period

None.

Moved by: T. Deschamps

Seconded by: H. Cameron

That Committee extend beyond the 10:00 p.m. curfew.

Carried

11. Closed Session

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee proceeds into closed session at 9:53 p.m. in order to address a matter pertaining to:

- Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/Job Site Challenge and Minutes of Closed Session dated March 8, 2021
- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Employee Short Term Leave

Carried

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/Job Site Challenge and Minutes of Closed Session dated March 8, 2021
- b. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Employee Short Term Leave and CAO

Moved by: J. Hunter

Seconded by: T. Deschamps

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 11:09 p.m.

Carried

12. Report Out of Closed Session

Mayor Sayeau reported that Committee reviewed the minutes of March 8, 2021, received a briefing with respect to the Edwardsburgh Land Bank negotiations, and discussed matters regarding specific employees.

Moved by: S. Dillabough

Seconded by: H. Cameron

That Committee receives and approves the closed session minutes dated March 8, 2021.

Carried

13. Adjournment

Moved by: H. Cameron

Seconded by: S. Dillabough

That Committee does now adjourn at 11:11 p.m.

Carried

Chair

Clerk