

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

**Monday, September 13, 2021, 6:30 PM**  
**Council Chambers and by Zoom**  
**18 Centre Street, Spencerville ON**  
**Contact the Township Office to Register**  
**(613)658-3055**

PRESENT: Mayor Sayeau  
Deputy Mayor Deschamps  
Councillor Cameron  
Councillor Dillabough  
Councillor Hunter  
Dave Robertson, Advisory Member  
Pete Rainville, Advisory Member

STAFF: Dave Grant, CAO  
Rebecca Williams, Clerk  
Melanie Stubbs, Treasurer  
Gord Shaw, Director of Operations  
Candise Newcombe, Deputy Clerk

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

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

The Mayor introduced the Committee of the Whole- Administration and Finance new Citizen Advisory Member Mr. Pete Rainville.

The Clerk administered the Declaration of Confidentiality to the new Citizen Advisory Member Mr. Rainville.

**2. Approval of Agenda**

**Moved by:** H. Cameron

**Seconded by:** T. Deschamps

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)**

Members inquired if a date had been set for a public meeting regarding the Johnstown Drainage project. It was noted that the public meeting will be held at the South Edwardsburgh Community Centre and is scheduled for Thursday, September 23 at 6:00 p.m.

Members noted that the Treasurer advised them that invoices from the South Dundas Barkley Drain maintenance were issued to benefiting property owners in the Township. It was noted that the charge was calculated based on the acreage that the drainage engineer determines as benefitting from the drain, with approximately 12 Township property owners invoiced. It was noted that property owners with an invoice exceeding \$300.00 were afforded the option to pay in instalments with 12 post-dated cheques and no interest accumulated.

**5. Delegations and Presentations**

**a. Pre-Budget Background Presentation- Treasurer**

The Treasurer presented the 2022 pre-budget presentation to Committee, noting the earlier than usual presentation of this report and summarized the following: the Township's tax base, potential impacts to the 2022 budget, analysis of total residential tax rate from 2011-2021, tax payment change to a median residential property from 2015-2021, taxes as a percentage of income, property tax compared to other monthly personal and household expenses, capital expenditure analysis, 2022 capital and 5-year long-range capital forecast, annual requirement of assets, priority capital projects, reserve and reserve fund balances, budget objectives and future considerations and next steps.

It was noted that there has been a gradual decrease in OMPF funding over the past two years, with the Township unaware of the 2022 amount, but a decrease will have an effect on the 2022 budget. Known impacts to the tax levy were listed as follows: CUPE contract renewal, annual CPI contributions increase, 2022 WSIB premium rate increase, and the CPP employer contribution rate increase, which equates to \$43,975.00 or a 0.75% increase to the tax levy.

The Treasurer provided an informational chart outlining the amount of taxes paid annually by the average Canadian family. Property taxes only account for 10.9% of the total taxes and only 56% of property taxes are allotted to the municipalities to fund a variety of public services. It was noted that from the municipal budget, costs for OPP and Conservation Authorities must be taken into consideration, reducing the budget for public services provided by the Township even further.

Committee briefly discussed MPAC assessment schedules, noting that the 2016 assessment would still be in effect for 2022. It was noted that MPAC visited the Township office in August to assess building permit plans with

the intent to add additional assessments to the roll, this value is unknown at this time. MPAC adjustments may not be completed until the 2023 tax roll.

The Treasurer recommended that the Township commits to a 2% tax levy increase annually for infrastructure replacement.

The Treasurer identified 3 major Council priority projects that will require further discussion in order to determine funding sources. It was noted that the Township has applied for government grant funding through the ICIP Green Stream for one of the priority projects.

Members discussed the timeline for updating the AMP. It was noted that the data is collected annually on municipal assets and entered into the Citywide software for future use in compiling the AMP which is legislated to be updated every 5 years. The most recent AMP for the Township is dated 2019, the next update to the AMP that is required is July 1, 2024. There was a general discussion on how the Township may use the AMP and long-range capital forecasting to convert gravel roads to surface-treated roads. It was noted that gravel roads are not incorporated into the AMP unless the road is converted to a surface-treated road.

Future budget meetings were scheduled for November 18 and December 9 at 6:00 p.m.

## **6. Discussion Items**

- a. AMO Recommendations in Rising Insurance Costs - Leamington Resolution

Committee reviewed the report and discussed their support to move from joint and several liability insurance and the premiums associated with this coverage. Members inquired if the motion should be revised to reflect the Township of Edwardsburgh Cardinal. There was consensus from Committee to support the Leamington resolution and update the financial considerations to reflect the Township.

## **7. Action/Information Items**

- a. Rail Safety Week Proclamation

Members reviewed the proclamation and inquired if a motion from Council was required. It was noted that proclamation requests that have been received and granted in the last 5 years are to be reviewed by the Clerk against the eligibility criteria and presented to the Mayor for approval and signature.

- b. Legion Week Proclamation

Members reviewed the proclamation. It was noted that proclamation requests that have been received and granted in the last 5 years are to be

reviewed by the Clerk against the eligibility criteria and presented to the Mayor for approval and signature.

c. 2021 Federal PILT Revenue

Committee reviewed the report outlining the proposed reduction in the legislated PILT rates to the 2020 rates.

Members inquired if these reductions to the PILT rates will be ongoing in the future. It was noted that the legislation was in response to the financial constraints placed on business owners due to the pandemic and not likely something that will continue in the future.

**Moved by:** T. Deschamps

**Seconded by:** H. Cameron

That Committee recommends that Council support a motion that the Federal government and all Crown Corporations, commit to paying the legislated BET rate of 0.0125 for 2021.

Carried

d. 2021 ICIP Green Stream Application

Committee reviewed the report outlining the ICIP Green Stream funding application which provided the estimated costs of this project to be approximately \$2.1 million with a grant eligibility maximum of \$5 million.

The water main in this area was installed in 1953 and was selected due to the history of a high number of water main breaks. The entire water system has over 739 connections.

Members discussed possible variable costs with this project, order of procedures, and possible funding sources to meet the financial requirements of the Township for the project.

Members noted the possibility of replacing the ageing storm/sewer infrastructure, noting that the contractors will already be digging to replace the water system, and the efficiency and possible savings of completing both projects in tandem.

The proposed project area would include 744 County Road 2 east to St. Lawrence St. This round of ICIP funding is exclusive to water projects, it was noted that had staff included storm/sewer system replacement within the proposed plan, the application would be considered ineligible. It was noted that there were some provisions for road repair included within the grant.

Members inquired when staff anticipated a response. It was noted that the response may be announced closer to June/July 2022.

e. Blue Box Program- Transition to Producer Responsibility

Members reviewed the report and discussed the advantages/disadvantages of this program to the Township. Members noted that a direct agreement with the producers may be to the benefit of the Township, highlighting that this would allow the municipality to maintain standards in the area.

It was noted that entering into an agreement with the municipality was at the discretion of the producer. Members noted their interest in negotiating a possible agreement. There was a general discussion on the profitability of the Township potentially assuming the collection process. It was noted that the collection company currently employed by contract for the Township may try to negotiate an agreement directly with the producer rather than working directly with the Township.

f. 2022 Municipal Election- Alternative Voting Methods

Committee reviewed the report and discussed past history with the internet voting system during municipal elections. It was noted that in the interest of being transparent and due to past concerns from other Municipalities and Clerk's, the Clerk's group decided to prepare an RFP for the upcoming 2022 Municipal Elections.

Members discussed benefits of having the availability of a variety of voting methods such as the ease of accessibility, particularly with the physically disabled and the ongoing pandemic. Members noted their discomfort with the security risks of using internet voting, noting their acceptance of mail-in and telephone voting. There was a brief discussion on how additional security measures are in place to mitigate the risk of voter fraud.

**Moved by:** T. Deschamps

**Seconded by:** S. Dillabough

That Committee recommends that Council pass a bylaw to authorize the use of alternative voting methods, specifically internet and telephone voting for the upcoming 2022 municipal election.

Carried

g. Cannabis Plant Odour - Private Property

Committee received the report.

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

Councillor Dillabough inquired if the Manager of Parks and Recreation would add the rehabilitation of the Johnstown tennis courts to the proposed capital projects for 2022. It was noted that staff intends to apply for 100% funding for the Johnstown and Cardinal tennis courts as part of the Community Building Fund-

Ontario Trillium Fund grant, and should be receiving a response sometime in January/February 2022.

Councillor Hunter provided a brief report to Committee from the recent South Nation Conservation meeting. He noted that SNC was in full support of the Townships offer to host a kids fishing week in Cardinal along the new waterfront path and fishing dock.

Councillor Hunter inquired if the Township intends to implement a vaccine policy. It was noted that many places have mandated vaccine certificates, and individuals have inquired about the Townships staff vaccine policy. It was noted that currently there is no provincial mandate for a vaccine policy, making it difficult to enforce. It was noted that a draft policy was currently being reviewed by legal counsel and the Health Unit and expected to be ready for Committee review within a week.

**9. Mayor's Report**

None.

**10. Question Period**

None.

**11. Closed Session**

**Moved by:** J. Hunter

**Seconded by:** T. Deschamps

That Committee proceeds into closed session at 8:46 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 May 10, 2021.

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 May 10, 2021

**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 9:48 p.m.

Carried

**12. Report Out of Closed Session**

Mayor Sayeau reported that Committee reviewed the closed session minutes and discussed progress pertaining to the Edwardsburgh Lank Bank and the Job Site Challenge.

**Moved by:** H. Cameron

**Seconded by:** S. Dillabough

That Committee receives and approves the closed session minutes dated May 10, 2021.

Carried

**13. Adjournment**

**Moved by:** S. Dillabough

**Seconded by:** H. Cameron

That Committee does now adjourn at 9:49 p.m.

Carried

---

Chair

---

Deputy Clerk