

**MINUTES
MUNICIPAL COUNCIL**

**Monday, December 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 Pat Sayeau
Deputy Mayor Tory Deschamps
Councillor Hugh Cameron
Councillor Stephen Dillabough
Councillor John Hunter

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

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30 p.m. following the presentation recognizing the 2021 Citizen of the Year, Jason Higginson.

2. Approval of Agenda

Decision: 2021-441

Moved by: T. Deschamps

Seconded by: J. Hunter

That Municipal Council approves the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

None.

4. Delegations & Presentations

None.

5. Minutes of the Previous Council Meetings

a. Regular Council - November 22, 2021

Decision: 2021-442

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council receives and approves the minutes of the Regular Meeting dated November 22, 2021.

Carried

6. Business Arising from the Previous Council Meeting (if any)

Members inquired about the progress being made with the parking issues experienced on County Road 44 in Spencerville. It was noted that discussions with County representatives had occurred, noting a no parking bylaw for around

the intersection of County Road 44 (Spencer Street) and County Road 21 (Centre Street) would be before County Council in January/February 2022 for adoption. The County Road 44 and Henderson intersection would take additional time and review by the UCLG.

7. Committee Minutes

- a. Public Library Board - September 28, 2021

Decision: 2021-443

Moved by: H. Cameron

Seconded by: J. Hunter

THAT Municipal Council receives the minutes of the Public Library Board Meeting dated September 28, 2021.

Carried

- b. Combined Committee of the Whole - Budget #1 - November 18, 2021

Decision: 2021-444

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council receives and approves the minutes of the Combined Committee of the Whole – Budget #1 Meeting dated November 18, 2021.

Carried

- c. Public Meeting - 7131 County Rd 22 - December 6, 2021

Decision: 2021-445

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT Municipal Council receives the minutes of the Public Meeting (7131 County Rd 22) dated December 6, 2021.

Carried

- d. Committee of the Whole - Administration & Finance - December 6, 2021

Decision: 2021-446

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Administration & Finance Meeting dated December 6, 2021.

Carried

8. Action and Information Items from Committees

- a. Application for Severance - 9161 County Rd 44 (LaPorte)

Decision: 2021-447

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council recommend in favour of severance B-164-21 (9161 County Rd 44 - Laporte), as recommended by the Committee of the Whole – Administration & Finance.

Carried

- b. Request for Road Closure and Conveyance - Dumbrille

Decision: 2021-448

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council:

1. Agrees to stop up and close the unopened road allowances identified as Parts 3, 6, 9 and 11 of Plan 15R5311; and
2. That the land be conveyed to the owner of 7022-7030 County Road 44, in accordance with the *Municipal Act, 2001*. S. 35; and
3. That the intended conveyance be publicized through the Township's website and local newspaper.

As recommended by Committee of the Whole – Administration & Finance.

Carried

- c. Food Cycler - Household Organic Waste Diversion

Members inquired if the funds received from the sale of the FoodCycler units were being proposed to be deposited back into the Modernization Fund. It was noted that the only funding drawn from the Modernization Fund would be the net cost of the pilot project.

Decision: 2021-449

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council:

1. Approve a municipal subsidized purchase of 100 FoodCycler™ units and the implementation of a pilot program in partnership with Food Cycle Science; and
2. That the funding for the pilot program be drawn from the Modernization Funding Reserve.

As recommended by the Committee of the Whole – Administration & Finance.

Carried

- d. 2022 Cost of Living Increase

Decision: 2021-450

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council approve a cost-of-living increase for all full-time, non-union employees, volunteer firefighters and council members of 2.74% effective January 1, 2022, as per the Personnel Policy bylaw 2015-22 and the Expense Reimbursement Policy bylaw 2019-63, as recommended by the Committee of the Whole – Administration and Finance.

Carried

- e. 2021 Year End Review

Decision: 2021-451

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

THAT Municipal Council receives the 2021 Year End Review report, as recommended by the Committee of the Whole – Administration and Finance.

Carried

f. Gravel Roads Needs Study RFP Award

Decision: 2021-452

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

THAT Municipal Council award the Gravel Roads Needs Study contract to Greer Galloway Group and gives pre-budget approval to an upset limit of \$35,000.00 in the Public Works Department budget, as recommended by the Committee of the Whole – Administration & Finance.

Carried

g. Curbside Collection of Recyclables & Solid Waste RFP

Decision: 2021-453

Moved by: J. Hunter
Seconded by: T. Deschamps

THAT Municipal Council:

1. Award the curbside waste and recycling collection contract to HGC Management Group for a three-year term totaling \$1,043,800.00; and
2. Direct staff to negotiate bin collection for the Township with HGC Management Group and prepare a bylaw to execute contract documents in January 2022.

As recommended by the Committee of the Whole – Administration & Finance.

Carried

h. Pre-Budget Approval - 3/4 Ton Truck

Decision: 2021-454

Moved by: J. Hunter
Seconded by: T. Deschamps

THAT Municipal Council:

1. Provide pre-budget approval to tender and purchase a ¾ ton truck, with an upset limit of \$60,000.00 in the 2022 capital budget; and
2. With the purchase being partially funded utilizing funds allocated in the 2021 budget of \$55,000.00 for the purchase of a 1 ton vehicle.

As recommended by the Combined Committee of the Whole – Administration & Finance – Public Works, Environmental Services & Facilities - Budget #2.

Carried

i. Pre-Budget Approval - Cardinal Pool Retrofit

Members requested clarification of expenses.

Decision: 2021-455

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council:

1. Direct staff to prepare and issue the tender package for the retrofit of the Cardinal pool utilizing the remaining 2021 budgeted expenses; and
2. Provide pre-budget approval to an upset limit of \$273,500.00 to complete the project in 2022.

As recommended by the Combined Committee of the Whole –
Administration & Finance – Public Works, Environmental Services &
Facilities - Budget #2.

Carried

j. 2021 Audit Plan & Engagement Letter

Decision: 2021-456

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT Municipal Council:

1. Receives the 2021 Audit Plan and authorizes the Mayor to sign the engagement letter to the auditors as a requirement of the annual audit; and
2. Directs staff to draft a response to the fraud questionnaire based on Council's input and bring the draft letter back to Council in January for review and approval.

Carried

k. Delegate Authority - Public Meeting

Decision: 2021-457

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council delegate authority to staff to schedule a public meeting for the Zoning Bylaw Amendment application (Leeder).

Carried

l. County Rd 2 Newport Municipal Drain - Meeting

Council noted that the engineer's report for this drain has been 3-4 years in the making. It was noted that a notice of meeting, as well as a copy of the engineer's report, would be distributed to benefitting landowners.

Decision: 2021-458

Moved by: H. Cameron

Seconded by: J. Hunter

That Council proceed to schedule the meeting to consider the Newport Municipal Drain at 6:30pm on February 9, 2022

Carried

9. Correspondence

Decision: 2021-459

Moved by: J. Hunter
Seconded by: T. Deschamps

THAT Municipal Council receives the correspondence listings for the following dates as previously circulated:

- November 24, 2021
- December 1, 2021
- December 8, 2021

Carried

10. Approval of Municipal Disbursements

Members requested clarification on the "W & H" abbreviation of the charge under the name of Rideau St. Lawrence Recreation- Dishaw W & H. It was noted that it stands for water & hydro for the Cardinal arena.

Decision: 2021-459

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

THAT Municipal Council approves payment of municipal invoices circulated and dated as follows:

- Report dated November 30 (2021-141) \$137,529.07
- Report dated December 1 (2021-143) \$197,992.45
- Report dated December 9 (2021-146) \$229,903.52

TOTAL: \$565,425.04

Carried

11. By-laws

- a. Fire Department Retirement Policy 3rd & Final

Decision: 2021-461

Moved by: J. Hunter
Seconded by: T. Deschamps

THAT a bylaw to adopt a firefighter retirement policy for the Edwardsburgh Cardinal Fire Department, be now read a third time and finally passed, signed, sealed and numbered 2021-72.

Carried

- b. Recreation Fee Bylaw

Decision: 2021-462

Moved by: T. Deschamps
Seconded by: J. Hunter

THAT the mover be granted leave to introduce a bylaw to establish the rates and fees for various services performed by the Recreation Department, and this shall constitute first and second reading thereof.

Carried

Decision: 2021-463

Moved by: T. Deschamps
Seconded by: J. Hunter

THAT a bylaw to establish the rates and fees for various services performed by the Recreation Department, be now read a third time and finally passed, signed, sealed and numbered 2021-73.

Carried

c. Zoning Bylaw Amendment - 7131 County Rd 22

Decision: 2021-464

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT the mover be granted leave to introduce a bylaw to amend zoning bylaw 2012-35, as amended (7131 County Rd 22), and this shall constitute first and second reading thereof.

Carried

Decision: 2021-465

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT a bylaw to amend zoning bylaw 2012-35, as amended (7131 County Rd 22), be now read a third time and finally passed, signed, sealed and numbered 2021-74.

Carried

12. CAO’s Administrative Update

Council reviewed the CAO’s administrative update and discussed the following items:

- Tax Sale process and advertisements.
- River Route - Increase in ridership concepts.
- Adelaide station pump repair.

Decision: 2021-466

Moved by: H. Cameron

Seconded by: S. Dillabough

THAT Municipal Council receives the CAO’s Administrative Report as presented.

Carried

13. Councillor Inquiries or Notices of Motion

None.

14. Mayor’s Report

Mayor Sayeau reported on the following:

- St. Lawrence Corridor Economic Development Commission announcement delayed to the new year.
- Notice of public information centres for highway 401 improvements and potential future expansion received.
- Prysmian distribution centre project is schedule to be complete by February and Council has been invited to view the area before official opening.
- Greenfield Global upgrades to Low Lift Pumping Station construction to start in January/February 2022 for March commissioning.

- HFI Pyrotechnics highlighted a profitable 2020/2021 and will be looking to expand operations and hire additional personnel.

Decision: 2021-467

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council receives the Mayor's Report as presented.

Carried

15. Question Period

None.

16. Closed Session

Decision: 2021-468

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council proceeds into closed session at 7:24 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/IO and Minutes of Closed Session dated October 20, 2021, October 25, 2021, and November 22, 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/IO and Minutes of Closed Session dated October 20, 2021, October 25, 2021, and November 22, 2021

Decision: 2021-469

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 7:43 p.m.

Carried

17. Report Out of Closed Session

Mayor Sayeau reported that Council reviewed the closed session minutes and Council was provided an update with respect to the Edwardsburgh Land Bank and information received from the Provincial Land and Development Facilitator.

Decision: 2021-470

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT Municipal Council receives and approves the closed session minutes dated October 20, 2021, October 25, 2021, and November 22, 2021.

Carried

18. Confirmation By-law

Decision: 2021-471

Moved by: T. Deschamps
Seconded by: J. Hunter

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2021-75.

Carried

19. Adjournment

Decision: 2021-472

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

THAT Municipal Council does now adjourn at 7:45 p.m.

Carried

Mayor

Clerk