

**MINUTES**  
**COMBINED COMMITTEE OF THE WHOLE**  
**ADMINISTRATION & FINANCE, PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES**

**Monday, August 8, 2022, 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  
Mark Packwood, Advisory Member  
John Bush, Advisory Member

STAFF: Dave Grant, CAO  
Rebecca Williams, Clerk  
Melanie Stubbs, Treasurer  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Candise Newcombe, Deputy Clerk

**1. Call to Order – Chair, Mayor Sayeau & Councillor Cameron**

Mayor Sayeau called the meeting to order at 6:38 p.m. He noted the late start of the meeting, explaining that the Special Council meeting held prior was extended later than anticipated.

**2. Approval of Agenda**

**Moved by:** T. Deschamps  
**Seconded by:** S. Dillabough

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)**

A concern was expressed regarding the recent Council decision to remediate paving issues on Armstrong Road by returning to a gravel surface and signalled re-visiting the conversation.

**5. Delegations and Presentations**

None.

**6. Discussion Items**

a. Youth Citizen of the Year Criteria

Committee noted the presence of Abby McIntyre in the gallery highlighting that Ms. McIntyre provided the concept of Youth Citizen of the Year.

Members discussed the implementation of the program, video submissions and confidentiality. The youth aged 12-17 would be an additional category to the existing Citizen of the Year award. The current process of Council selecting an individual in a closed session and revealing it to the individual at a later date was reviewed. There was a brief discussion on confidentiality restrictions and the necessity for parental consent to release information, specifically for videos relating to youth/minors.

Committee briefly discussed appropriate parameters for receiving and promoting youth video nominations and avoiding contention between nominees. Members suggested the promotion of all nominations being received by recognizing all nominees as winners for their positive contributions and allowing Council to select an individual to highlight as the winner.

b. Tri-Council Health Care Recruitment Recommendation

Committee recognized the need for recruitment of physicians to the area though expressed concerns with some of the suggestions made for recruitment at the Tri-Council meeting and highlighted the benefits that a steering committee could add.

**Moved by:** T. Deschamps

**Seconded by:** J. Hunter

That the Township of Edwardsburgh Cardinal Council endorse the creation of a Tri-Council steering committee for physician recruitment efforts.

Carried

c. Tri-Council Cross Promotion of Recreation Assets & Tourism Events (Website) Recommendation

Committee reviewed the motion and noted their preference to include costs discussed at the Tri-Council meeting held in July.

**Moved by:** T. Deschamps

**Seconded by:** S. Dillabough

That the Township of Edwardsburgh Cardinal Council endorse the creation of a Tri-Council website at an estimated initial cost of \$1000.00, with payments of \$150.00/month subsequently, not to exceed \$3000.00 for the first year.

Carried

## 7. Action/Information Items

### a. 2022 Rail Safety Week Proclamation

Committee reviewed and received the report. It was noted that the proclamation would be sent to CN and posted to the Township website and social media page.

### b. Municipal Election - Joint Compliance Audit Committee

Committee reviewed the report and discussed the municipalities involved in the Joint Compliance Audit Committee and if there were representatives from Edwardsburgh Cardinal appointed.

**Moved by:** M. Packwood

**Seconded by:** H. Cameron

That Committee recommends that Council pass a bylaw to appoint the following members to the Compliance Audit Committee for the term of November 15, 2022 to November 14, 2026: Andy Brown, Mel Campbell, John Dickson and Glenn Mackey; and adopt the terms of reference

Carried

### c. Escribe Subscription Renewal Agreement

Committee reviewed the report and inquired about the number of surrounding municipalities that subscribe to eScribe.

**Moved by:** J. Hunter

**Seconded by:** H. Cameron

That Committee recommends that Council authorize staff to execute the subscription agreement with eScribe Software Limited for a 3-year term.

Carried

### d. Amendments to Building Permit Fee Schedule

Committee reviewed the report and clarified that the Ministerial order increased the size of structure from 10m<sup>2</sup> to 15m<sup>2</sup> before requiring a building permit. Members discussed policing through permits, the implementation of a compliance certificate for structures less than 15m<sup>2</sup>, added red tape, fee increase notifications and rounding up current base fees from \$95 to \$100. There was a brief discussion about whether soft-shell sheds would be included within the requirements noting the temporary nature of the structure. Concern with implementing the requirement of a compliance certificate and the proposed \$95.00 fee was noted, highlighting it as additional red tape. It was noted that the proposed compliance certificate was a means to ensure compliance of structures under 15m<sup>2</sup>.

Committee reached consensus to:

- increase all base building permit fees from \$95.00 to \$100.00
- require a compliance certificate for buildings between 10m<sup>2</sup> - 15m<sup>2</sup>
- increase the fees from \$0.40/sq. ft. to \$0.80/sq. ft. on Commercial/Industrial/Institutional
- add a clause indicating the greater value of either \$0.80/ft<sup>2</sup> or \$4.50/\$1000.00 construction value in section 5: Buildings accessory to Commercial/Industrial/Institutional.

**Moved by:** J. Hunter

**Seconded by:** M. Packwood

That the Committee recommends that Council direct staff to hold a public meeting held under the Building Code Act to review the proposed amendments to the Building Permit Fee Schedule and prepare a bylaw following the public meeting.

Carried

It was noted that the recommended changes to the fee schedule would be incorporated for subsequent review at an upcoming meeting prior to the scheduling of a public meeting.

Mayor Sayeau transferred the Chair to Councillor Cameron for the Public Works, Environmental Services and Facilities portion of the meeting.

e. SNC Property Maintenance - The Healing Place

Committee reviewed the report and discussed past contracts with SNC, highlighting charges to the Township by SNC for other programs in the past. Members discussed the cost of service, the necessity of an agreement and Township support for indigenous groups in the area. There was consensus of Committee that the Township would continue services

for the remainder of the year out of goodwill for SNC and allow the next term of Council to decide on future servicing.

**Moved by:** S. Dillabough

**Seconded by:** M. Packwood

That Committee recommends that Council direct staff to cut the grass at The Healing Place Property for the remainder of this year and revisit in 2023.

Carried

f. Consolidated Linear ECA

Committee reviewed and received the report.

g. Request to Stop Up, Close & Convey Road Allowance - Glock/Barkley

Committee reviewed the report and inquired why the Township has not considered closing the entire road allowance. It was noted that closure of the road allowance would not land lock any property therefore the Township could close up the entire road allowance and only convey part 2 to the property owner.

**Moved by:** J. Hunter

**Seconded by:** M. Packwood

That Committee recommend that Council agree to stop up and close the unopened road allowance identified as Part 2 on Plan 15R-6142; and that the land be conveyed to the owner of 7068 County Road 44; and that the intended conveyance be publicized through the Township's website, local newspaper, and by direct mail to property owners of land within 120m.

Carried

h. Spencerville Drainage Project Update

Committee reviewed the report and inquired about the size and location of the contaminated soil discovered during excavation. It was noted that a small amount of contaminated soil was found near Charles Street.

Members requested the values of each change order be added to the next report.

Committee inquired if crews were on target to reach the estimated start date of August 22 for the Johnstown drainage project and if the intention was to coincide road resurfacing for both areas. It was noted that dates for the final stages of the projects were still being finalized.

Mayor Sayeau assumed the chair position for the remainder of the meeting.

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

Councillor Dillabough commended volunteer efforts with the swim meet held in Johnstown this past weekend. He noted the scroll presented by the Township to Giant Tiger and SERA at the event and the limited members involved in the presentation.

Deputy Mayor Deschamps highlighted and commended the efforts made by the Township staff with the swim meet and new wayfinding signs in Johnstown.

Councillor Hunter commended the Township recreation staff on all pool programs highlighting resident compliments on their great organization and professionalism. Difficulties with lifeguard/instructor retention in other Townships were noted and commendations were given to the Parks, Recreation and Facilities Manager on the forethought of providing subsidized training to retain lifeguards.

**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 8:39 p.m. in order to address a matter pertaining to:

- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Personnel Policy Grid and Minutes of Closed Session dated July 11, 2022

Carried

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Personnel Policy Grid and Minutes of Closed Session dated July 11, 2022

**Moved by:** J. Hunter

**Seconded by:** T. Deschamps

That the closed meeting does now adjourn and the open meeting of Committee does now resume at 9:18 p.m.

Carried

**12. Report Out of Closed Session**

Council met with the CAO to review the personnel policy grid for a possible need for adjustment. No decisions were made or direction provided.

**Moved by:** S. Dillabough

**Seconded by:** H. Cameron

That Committee receives and approves the closed session minutes dated July 11, 2022.

Carried

**13. Adjournment**

**Moved by:** H. Cameron

**Seconded by:** S. Dillabough

That Committee does now adjourn at 9:20 p.m.

Carried

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Chair

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Deputy Clerk