

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE

Monday, July 11, 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

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

1. Call to Order – Chair, Mayor Sayeau

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

2. Approval of Agenda

Moved by: H. Cameron

Seconded by: J. Hunter

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

None.

6. Discussion Items

a. Youth Citizen of the Year

Committee discussed the concept of incorporating new categories for the citizen of the year award, specifically elementary and secondary youth. Committee debated if the Township should incorporate additional awards due to many organizations, service clubs, team sports and schools already recognizing the local youth achievements. Members debated if both elementary and secondary age groups should be included, noting that youth within the secondary school group may be recognized for community involvement and volunteerism that is not captured through school awards.

There was a brief discussion about the timeframe for nominations and awards due to the upcoming municipal election. It was noted that traditionally the nomination period and award(s) timeframe is moved forward to allow for the current term council to recognize the individual(s). There was consensus from Committee to incorporate a youth citizen of the year award for secondary students in the 12-17 age range.

b. Bill Thake Economic Development Leadership Award

Committee discussed the Bill Thake Economic Development Leadership Award which is awarded annually during the UCLG Economic Development Summit. There was a general discussion on previously nominated and awarded Township residents and if the nominations are typically generated by a citizen/organization and then endorsed by the Township Council. It was noted that if members wished to discuss the nomination of specific individual(s) a closed session could be arranged in the future.

c. International Plowing Match Participation

Committee discussed the Township's level of participation in the upcoming International Plowing Match in North Grenville. It was noted that the Port of Johnstown has reserved a 10 by 10 space, however, due to harvest season, it will be difficult to ensure that there is consistent staff presence. Committee suggested that the Township also reserve a 10 by 10 space directly beside the Port's for a joint booth. It was noted that the Township has committed equipment for the touch a truck display being organized through the UCLG. Additionally, the Township intends to incorporate brochures from local businesses along with Township display aids. There was a brief discussion on the limited staff availability and amount of time the township would need to dedicate to man the booth.

There was consensus from Committee that the Township reserve a 10 by 10 space directly beside the Port of Johnstown.

7. Action/Information Items

a. Councillor Cameron Motion - Cardinal Dog Park

Committee reviewed the proposed Council motion and discussed whether a small and large dog park area is necessary versus one dog park. Members highlighted the need for additional parking in the area for the arena and proposed dog park. Committee discussed accessibility to a water source for individuals to fill their bottle or dog bowl. It was noted that many dog owners will not use a communal park bowl due to risk of viruses. Members suggested that outside water sources may be available on nearby Township facilities.

Committee discussed the proposed location and impact to the Township for additional maintenance requirements. Members indicated that if a dog park is approved, then additional parking will be a priority. There was a brief discussion on how the proposed project may be funded through the Cardinal Hydro Reserve, which currently has approximately \$160,000.00. It was noted that approximately \$43,500.00 has been dedicated to the Cardinal pool filter project. Members noted that the Cardinal Hydro Reserve fund may be better suited to help offset the upcoming costs associated with the Cardinal County Rd 2 water and wastewater rehabilitation project.

Moved by: H. Cameron

Seconded by: T. Deschamps

WHEREAS the residents have expressed an interest and there is an apparent need of a large dog and small dog fenced area for the off leash controlled exercise of dogs in the village of Cardinal and

WHEREAS the unused grassed-over area, also known as the second unused ball diamond, between the existing tennis courts and the ball diamond nearest to the firehall is well suited for the location of a Dog Park as some fencing is already in place and the area is large enough to exercise both large and small dogs in separate enclosures if deemed necessary; and

WHEREAS with proper signage in place all dog control and cleanup will remain the responsibility of the dog owner; and

WHEREAS it is proposed that the costs to construct the necessary fencing and signage as well as some future repairs could be paid - for from the Rideau St. Lawrence Hydro Fund which would eliminate any initial cost to the taxpayer; and

WHEREAS access to water infrastructure is nearby if needed.

THEREFORE BE IT RESOLVED THAT Council hereby directs staff to prepare plans for a modest small dog and large dog off leash dog park, of similar size and layout to the one in Morrisburg Ontario, and to bring back

to committee, no later than the September ADMIN-FINANCE Committee meeting a full report on the construction details and costs.

	Yea	Nay
P. Sayeau	X	
T. Deschamps	X	
H. Cameron	X	
S. Dillabough		X
J. Hunter		X
Results	3	2

Carried (3 to 2)

- b. Mayor Sayeau Motion - Tri-Council Meeting - Recreation & Tourism Assets - New Website

Committee reviewed and discussed the proposed motion, noting concerns of creating a new website, intent of the motion, and impact to the Tri-Council meetings. Members noted that the three municipalities are trying to collaborate to promote various services and municipal assets in the area for the betterment of the communities. The Township's current website and possible new separate website were discussed, specifically regarding accessibility features, website consistency, ease of access for the public, additional costs and staff time to develop and maintain another website, possibility of creating sharable links to each municipal website, and risks associated with naming the possible website "South Grenville" recreation and tourism assets.

It was noted that the staff of all three municipalities have compiled a fulsome list of assets for the recreation and tourism inventory that could be organized within a central database. It was noted that municipal staff can work together to determine possible options, as suggested during the June Tri-Council meeting.

- c. 2nd Quarter Building Report

Committee reviewed the report and inquired about the decreased number of residential building permits. It was noted that impacts to the supply chain, along with labour and material shortages has contributed to the reduced number of new residential homes being built this year.

Committee noted that most building project values and permits are lower compared to 2021. It was noted that the Township has a reserve fund to

draw from if insufficient revenue is received throughout the year to offset the departmental costs.

d. 2nd Quarter Bylaw Report

Committee reviewed the report and discussed if the Bylaw Enforcement Officer is taking a proactive or reactive approach when addressing parking violations. There was a general discussion on the number of cases awaiting court and the delays over the past two years due to COVID restrictions.

e. 2nd Quarter Treasury and Reserve Fund Report

Committee reviewed the reports and noted the impact to the Township based on interest rates for various long term debt items.

f. 2nd Quarter Budget Variance Report

Committee reviewed the report and highlighted operational variances due to the higher fuel prices compared to the 2021 year to date values.

g. 2nd Quarter Council Remuneration Report

Committee reviewed the report.

h. Reserve Fund Investing Options

Committee reviewed the report and it was noted that by utilizing an IO construction loan, the Township will be able to maintain a continuous cash flow within the general bank account. This will result in no impact to the working funds.

Moved by: T. Deschamps

Seconded by: H. Cameron

That Committee recommends that Council direct the Treasurer to invest \$ 2,500,000 into a one (1) year non-redeemable GIC with Scotiabank at a rate of 4.40% or better if available.

Carried

i. Procedural Bylaw - Inaugural Meeting Update & Electronic Participation

Committee reviewed the suggested updates to the inaugural meeting to reflect changes in the Municipal Act. Committee debated if Council should remove, make permanent, or extend sections 107 and 108 of the procedural bylaw beyond the July 31, 2022 expiry date, which permits Members of Council to participate electronically. Committee discussed how Council can control and prevent misuse of the electronic participation clauses. Members discussed a timeframe for a possible extension. There was a brief discussion on how sections 107 and 108 would be addressed if Council decides to let bylaw 2022-03 expire at the end of July, without

providing a bylaw to remove or extend the specific sections for electronic participation.

Clarification was sought on section 102, which sets the minimum standard for meeting notice to the public. It was noted that the minimum standard is to advertise on the Township website, while staff also include advertising in a local newspaper and social media when time permits.

Moved by: S. Dillabough

Seconded by: J. Hunter

That Committee recommends that Council adopt the updated procedural bylaw as attached with sections 107 and 108 removed.

Carried

j. Borrowing Bylaw

Committee reviewed the report and noted that the Township can access temporary construction financing and take advantage of preferred interest opportunities offered by the OILC program.

Moved by: J. Hunter

Seconded by: H. Cameron

That Committee recommends Council directs staff to draft a borrowing bylaw for a construction loan from OILC to fund the 2022 storm water management projects.

Carried

k. Cormorant Control Activities

Committee reviewed the report and highlighted and commended the work being done by trapper, Mr. Courtney, to assist in controlling the cormorant population along the waterfront of Edwardsburgh Cardinal. There was a brief discussion on the redacted portions of the report respecting the number of birds harassed.

l. GGI Water Agreement

Committee discussed the changes to the agreement and the reasons for the increase in costs. It was noted that there will be a 50/50 cost sharing for any additional costs above the estimated capital work. Committee highlighted that the upgrades to the system will result in increased water capacity for both Greenfield and the Township.

Moved by: J. Hunter

Seconded by: H. Cameron

That Committee recommend that Council approve and authorize the Mayor and Clerk to execute the updated amendment to the design, build, finance, operate and maintain agreement with Greenfield Global Inc.

Carried

m. Request - New Street Lights in Township - Charlotte St.

Committee discussed various options to install streetlight(s) on Charlotte St. Committee debated the number and location of streetlight(s), suggestions that long arm light mounts may be possible on poles number 42, 57 and/or 67. Members suggested that if a long arm light mount could be installed on existing pole(s) it may reduce the cost of installing new poles dedicated for street lighting. Committee discussed the 2022 budget allocation, current streetlight policy, staff report and recommendation, impact to potential other areas needing lighting, and future budgets cycles.

Moved by: S. Dillabough

Seconded by: T. Deschamps

That Committee recommends that Council erect 1 long arm streetlight on the existing pole #57, at a cost not to exceed \$3,000.00 on Charlotte St in 2022, and direct staff to plan to install additional streetlights in 2023.

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Dillabough noted concerns raised from residents in New Wexford on the traffic speed along County Rd 2. There was a brief discussion on preventative measures in place, reporting to the OPP, and radar reports.

Councillor Dillabough requested that the large COVID signage be removed.

9. Mayor's Report

Mayor Sayeau reported the following:

- Preventative measures to protect trumpeter swans near Glen Smail Rd.
- Deadline date to respond to the blue box transition for providing curbside collection services.
- Rideau St. Lawrence annual general meeting taking place in Westport on August 19.
- Mr. Clayton Jones, CREWS, will be supplying a train engine near the Cardinal Library as a learning exhibit.
- Mr. Mallin will be preparing a kids astronomy program for the Cardinal Library.

- Recognized that two local youth were selected during the NHL draft

10. Question Period

The following questions/comments were raised:

- Additional streetlights on Charlotte St following new term of council

11. Closed Session

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee proceeds into closed session at 9:05 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, Public Works, Building, Bylaw, Johnstown Motel and Minutes of Closed Session dated May 9, 2022
- Section 239(2)(e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Specifically: Insurance Claim

Carried

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Personnel Policy Grid, Public Works, Building, Bylaw, Johnstown Motel and Minutes of Closed Session dated May 9, 2022
- b. Section 239(2)(e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Specifically: Insurance Claim

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 10:28 p.m.

Carried

12. Report Out of Closed Session

Committee met in closed session with the CAO to discuss the personnel policy grid, Public Works, Building, Bylaw, Johnstown Motel and an insurance claim. No direction was given to the CAO. Council to meet with the Township solicitor on a matter during a special meeting on July 18, 2022.

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

That Committee receives and approves the closed session minutes dated May 9, 2022.

Carried

13. Adjournment

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

That Committee does now adjourn at 10:29 p.m.

Carried

Chair

Clerk