

**CITIZEN OF THE YEAR AWARD PRESENTATION 6:00PM**

**MINUTES  
REGULAR MEETING  
MUNICIPAL COUNCIL  
CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL  
SPENCERVILLE MUNICIPAL OFFICE  
MONDAY, NOVEMBER 23, 2015  
6:30 PM**

**PRESENT:**

Pat Sayeau, Mayor  
Peggy Taylor, Deputy Mayor  
Michael Barrett, Councillor  
Gerry Morrell, Councillor  
Karie Smail, Councillor

**STAFF:**

Debra McKinstry, CAO/Clerk  
Melanie Stubbs, Treasurer  
Dave Grant, Director of Operations  
Sheena Earl, Deputy Clerk

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30pm. Prior to the meeting, Mr. James Grant was presented with the 2015 Citizen of the Year Award.

2. Approval of Agenda

R2015-412

**Decision:** Moved by: M. Barrett seconded by: G. Morrell 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 Meeting

a) Regular Meeting – October 26, 2015

R2015-413

**Decision:** Moved by: G. Morrell seconded by: M. Barrett that Municipal Council receives and approves the minutes of the Regular Meeting dated October 26, 2015.

Carried

b) Joint South Grenville Municipal Summit Meeting – October 27, 2015

R2015-414

**Decision:** Moved by: K. Smail seconded by: P. Taylor that Municipal Council receives the minutes of the Joint South Grenville Municipal Summit Meeting dated October 27, 2015.

Carried

c) Special Meeting – November 2, 2015

R2015-415

**Decision:** Moved by: P. Taylor seconded by: K. Smail that Municipal Council

receives and approves the minutes of the Special Meeting dated November 2, 2015.

Carried

6. Business Arising from the Previous Council Meeting (if any) – None

7. Committee Minutes

a) Public Library Board Meeting – September 23, 2015

R2015-416

**Decision:** Moved by: G. Morrell seconded by: M. Barrett that Municipal Council receives the minutes of the Public Library Board meeting dated September 22, 2015.

A question was raised with respect to a Trillium Grant application as mentioned in the minutes. Staff was asked to follow-up with the Library CEO in this regard. It was noted that a request for salary increase is forthcoming.

Carried

b) Administration & Finance Committee of the Whole – November 2, 2015

R2015-417

**Decision:** Moved by: M. Barrett seconded by: G. Morrell that Municipal Council receives and approves the minutes of the Administration & Finance Committee of the Whole meeting dated November 2, 2015.

The structure of the Recreation Advisory Committee relating to the position of Chair was briefly discussed.

Carried

c) Community Development Committee – November 9, 2015

R2015-418

**Decision:** Moved by: P. Taylor seconded by: K. Smail that Municipal Council receives and approves the minutes of the Community Development Committee meeting dated November 9, 2015.

Members discussed the welcome brochure as designed by staff and Committee members. Staff was requested to forward the edited version of the brochure to members of Council and Community Development Committee for a final review in order to expedite the printing process. Giant Tiger has requested that brochures be provided to warehouse staff that may be relocating due to the proposed development in the Johnstown Industrial Park.

A request was made for a copy of the First Impressions Community Exchange (FICE) report.

Carried

d) Public Works, Environmental Services & Facilities Committee – November 16, 2015

R2015-419

**Decision:** Moved by: M. Barrett seconded by: G. Morrell that Municipal Council receives and approves the minutes of the Public Works, Environmental Services & Facilities Committee of the Whole meeting dated November 16, 2015.

Carried

e) Port Management Committee – November 17, 2015

R2015-420

**Decision:** Moved by: K. Smail seconded by: P. Taylor that Municipal Council

receives and approves the minutes of the Port Management Committee meeting dated November 17, 2015.

The date of the December meeting of the Port Management Committee was briefly discussed and it was noted that a Special Meeting in December may be required to award a Port tender.

Carried

8. Action and Information Items from Committees

a) Award Township Hall Lift Tender

R2015-421

**Decision:** Moved by: G. Morrell seconded by: M. Barrett that Municipal Council awards the lift tender to Guy Saumure Construction in the amount of \$128,800.00 and directs staff to carry forward \$33,000 of taxation revenue allocated in the Administration departmental budget for accessibility renovations into 2016.

Carried

b) Adopt Water Systems Financial Plan

R2015-422

**Decision:** Moved by: K. Smail seconded by: P. Taylor that Municipal Council approves the Cardinal Water and Edwardsburgh Industrial Park Distribution Water Financial Plan, which has been prepared in accordance with Provincial Regulation 453/07 and directs that the Water Financial Plan be submitted to the Ministry of Municipal Affairs and Housing (MMAH) as prescribed by Ontario Regulation 453/07 under the Safe Drinking Water Act, 2002 and posted on the Municipal website and made available at no charge to any person requesting the plan.

Carried

c) Support EODF Application

R2015-423

**Decision:** Moved by: P. Taylor seconded by: K. Smail that Municipal Council supports the application to the Eastern Ontario Development Fund with respect to the Newport Drive road extension project.

Clarification with respect to the source of the funding was sought. Minor typographical errors in the application were noted.

Carried

d) Waste Transfer Site WIP

R2015-424

**Decision:** Moved by: M. Barrett seconded by: G. Morrell that Municipal Council directs the Treasurer to carry forward the \$87,000 previously allocated to Works in Progress for completion of the Scott Road site closure and making temporary operation permanent in 2016.

Carried

9. Correspondence

R2015-425

**Decision:** Moved by: G. Morrell seconded by: M. Barrett that Municipal Council receives the correspondence listings for the following dates as previously circulated:

- November 2, 2015
- November 16, 2015

Members briefly discussed some specific pieces of correspondence.  
Carried

10. Approval of Disbursements

a) Municipal Accounts

R2015-426

**Decision:** Moved by: K. Smail seconded by: P. Taylor that Municipal Council approves payment of municipal invoices circulated and dated as follows:

|                                  |                       |
|----------------------------------|-----------------------|
| • Report dated November 2, 2015  | \$ 249,648.02         |
| • Report dated November 5, 2015  | \$ 36,881.68          |
| • Report dated November 20, 2015 | \$1, 639,260.35       |
| <b>TOTAL:</b>                    | <b>\$1,925,790.05</b> |

Members sought clarification with respect to Hydro costs at the Ingredion Centre and grass cutting at Spencerville facilities.

Carried

b) Port Accounts

R2015-427

**Decision:** Moved by: P. Taylor seconded by: K. Smail that Municipal Council approves payment of municipal invoices circulated and dated as follows:

|            |              |
|------------|--------------|
| • Batch 37 | \$162,782.70 |
| • Batch 38 | \$ 4,678.20  |

Carried

11. By-laws

a) JRDR Drainage Assessment Bylaw

R2015-428

**Decision:** Moved by: M. Barrett seconded by: G. Morrell that the mover be granted leave to introduce a bylaw to levy the assessment of the James Reilly/Dewit-Richter Municipal Drain and this shall constitute first and second reading thereof.

Carried

R2015-429

**Decision:** Moved by: M. Barrett seconded by: G. Morrell that a by-law to levy the assessment of the James Reilly/Dewit-Richter Municipal Drain be now read a third time and finally passed, signed, sealed and numbered 2015-68.

Carried

b) Notice Policy By-law

R2015-430

**Decision:** Moved by: G. Morrell seconded by: M. Barrett that the mover be granted leave to introduce a by-law to prescribe the form and manner and times for the provision of notice to the public and this shall constitute first and second reading thereof.

Carried

R2015-431

**Decision:** Moved by: G. Morrell seconded by: M. Barrett that a by-law to prescribe the form and manner and times for the provision of notice to the public be now read a third time and finally passed, signed, sealed and numbered 2015-69.

Carried

c) Site Plan Control Agreement Amendment – Lockwood

R2015-432

**Decision:** Moved by: K. Smail seconded by: P. Taylor that the mover be granted leave to introduce a by-law to authorize the amendment of a site plan control agreement as authorized by by-law 2012-30 (Lockwood) and this shall constitute first and second reading thereof.

Carried

R2015-433

**Decision:** Moved by: K. Smail seconded by: P. Taylor that a by-law to authorize the amendment of a site plan control agreement as authorized by by-law 2012-30 (Lockwood) be now read a third time and finally passed, signed, sealed and numbered 2015-70.

Carried

d) Reserve Policy

R2015-434

**Decision:** Moved by: K. Smail seconded by: P. Taylor that the mover be granted leave to introduce a by-law to adopt a reserve and reserve funds policy and that this shall constitute first and second reading thereof.

Carried

R2015-435

**Decision:** Moved by: K. Smail seconded by: P. Taylor that a by-law to adopt a reserve and reserve funds policy be now read a third time and finally passed, signed, sealed and numbered 2015-71.

Carried

12. CAO's Administrative Update

R2015-436

**Decision:** Moved by: M. Barrett seconded by: G. Morrell that Municipal Council receives the CAO's Administrative Report as presented.

Members reviewed the CAO's Administrative Update touching specifically on continued interest in the remaining Industrial Park land, Spencerville drainage issues and mitigation, municipal signage and the expected launch of the CityWide software which will be used to keep the asset management plan current.

Carried

13. Councillor Inquiries or Notices of Motion

Mayor Sayeau presented the following notices of motion:

*"WHEREAS in March 2008 the Township of Edwardsburgh Cardinal and the Town of Prescott entered into a new By-law Agreement under which the Town of Prescott agreed to continue to provide the Township of Edwardsburgh Cardinal with potable water for the New Wexford residential area and the Commerce Drive Industrial customers, (Prescott has been supplying water to Edwardsburgh Cardinal since 1981); and*

*WHEREAS the Town of Prescott has the right to cancel the agreement with twelve months notice to the Township of Edwardsburgh Cardinal; and*

*WHEREAS the Ten Year Agreement is scheduled to expire in March, 2018; and*

*WHEREAS the time required to secure the necessary permits and funding for Edwardsburgh Cardinal to build a new Water Treatment Plant to replace the water supply resulting from Prescott's cancellation of the existing agreement would be well in excess of two years; and*

*WHEREAS cancellation or termination of the existing Agreement would cause undue hardship to the existing users of the present system while an alternate source of supply is financed and constructed; and*

*WHEREAS the Township of Edwardsburgh Cardinal has continued to honour and respect all terms of the agreement and has paid all invoices received for volumes of water purchased at Node Nine as recorded on the meter installed at the expense of EC;*

*THEREFORE BE IT RESOLVED THAT the Township of Edwardsburgh Cardinal send formal notice to the Town of Prescott requesting that the existing Water Supply Agreement be extended beyond March of 2018 and that the Mayor and CAO be authorized to conduct preliminary discussions and/or negotiations with the Town of Prescott on these matters and report any progress or lack thereof to Council no later than January 31, 2016. ”*

Mayor Sayeau put forward an additional Notice of Motion:

*“WHEREAS the Township of Edwardsburgh Cardinal entered into a Purchase Agreement with the Town of Prescott in March 2014 and purchased at a cost of \$1,038,831.50 which was presented to Prescott at the Joint Council meeting of March 31, 2014 ten percent (10%) of the nominal capacity of the Wastewater treatment Plant located on Commerce Drive in Johnstown; and*

*WHEREAS the purchase agreement for Wastewater Treatment formalized the establishment of a Joint Wastewater Management Board and tasked Prescott with the responsibility for the administration of the Board which required regular meetings of the Board to be called and agendas provided prior to any decision making in respect to the operation of the Waste Management Plan or the allocation of additional capacity and;*

*WHEREAS the Board has not met since May 13, 2015 and has failed to meet in September, 2015 to approve the operational budget; and*

*WHEREAS the Township of Edwardsburgh Cardinal has the need to achieve a higher degree of certainty with respect to availability of sewer and water services for the New Wexford residential area and the Commerce Drive customers;*

*NOW THEREFORE BE IT RESOLVED THAT the Township of Edwardsburgh Cardinal send formal notice to the Town of Prescott requesting that the existing Joint Wastewater Management Board be activated as per the existing agreement and that a meeting of the Board be called in the next ninety days to 1) Review the budget to actual expenditures for both the operating and capital budget for 2015, 2) approve the 2016 operating and capital budgets and 3) adopt a Procedural By-law and deal with such other matters as may be identified and that the Mayor and CAO be authorized to conduct preliminary discussions and/or negotiations with the Town of Prescott on these matters and report any progress or lack thereof to Council no later than January 31, 2016.”*

Mayor Sayeau asked staff to provide some clarification with respect to details of the agreements and sought input from members.

A request that all 2016 Budget Deliberations take place during the month of January was put forward for further discussion at the next meeting.

Budgeting for directional signage was also briefly discussed as was a request to discuss parking in front of South Edwardsburgh Public School at the next Public Works, Environmental Services and Facilities Committee of the Whole.

14. Mayor’s Report

Mayor Sayeau discussed the request for an extension with respect to zoning compliance of the Lepage properties in Limerick. Staff was directed to respond to the Lepage's with an invitation to meet with Council and/or the Ward 3 Councillor but to note that an extension to the requirement as presented by staff would not be considered by Council at this time.

15. Question Period

Questions/Comments were raised with respect to the following:

- Correspondence with respect to ATVs
- ECBA signage and next meeting date and time
- Request with respect to Lepage properties

16. In Camera

R2015-437

**Decision:** Moved by: K. Smail seconded by: P. Taylor that Municipal Council proceeds into closed session at 7:58p.m. in order to address a matter pertaining to a proposed or pending acquisition or disposition of land for municipal or local board purposes; specifically Industrial Park, Minutes of September 1, 2015, Minutes of September 20, 2015 and Minutes of September 22, 2015.

Carried

Council recessed for a few moments to clear the Chambers.

Members reviewed potential acquisition and/or disposition of three separate parcels of land in and adjacent to the Industrial Park. No action was directed at the present time.

Minutes of September 1<sup>st</sup>, September 20<sup>th</sup> and September 22<sup>nd</sup> were reviewed.

R2015-438

**Decision:** Moved by: K. Smail seconded by: P. Taylor that the closed meeting does now adjourn and the open meeting of Municipal Council does now resume at 8:50p.m.

Carried

R2015-439

**Decision:** Moved by: P. Taylor seconded by: K. Smail that Municipal Council approves the Closed Session minutes of September 1, 2015.

Carried

R2015-440

**Decision:** Moved by: M. Barrett seconded by: G. Morrell that Municipal Council approves the Closed Session minutes of September 20, 2015 as amended in closed session.

Carried

R2015-441

**Decision:** Moved by: G. Morrell seconded by: M. Barrett that Municipal Council approves the Closed Session minutes of September 22, 2015.

Carried

It was noted that the approval of the Mayor's Report as presented was not provided at the time of the Mayor's Report.

R2015-442

**Decision:** Moved by: G. Morrell seconded by: M. Barrett that Municipal Council receives the Mayor's Report as presented.

Carried

17. Confirmation By-law

R2015-443

**Decision:** Moved by: K. Smail seconded by: P. Taylor that the mover be granted leave to introduce a by-law to adopt, confirm and ratify matters dealt with by resolution and this shall constitute first and second reading thereof.

Carried

R2015-444

**Decision:** Moved by: K. Smail seconded by: P. Taylor that a by-law to adopt, confirm and ratify matters dealt with by resolution be now read a third time and finally passed, signed, sealed and numbered 2015-72.

Carried

18. Adjournment

R2015-445

**Decision:** Moved by: P. Taylor seconded by: K. Smail that Municipal Council does now adjourn at 8:55pm.

Carried

These minutes were adopted by Council this 21<sup>st</sup> day of December, 2015.

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**Mayor**

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**Deputy Clerk**