

MINUTES
COMMITTEE OF THE WHOLE – ADMINISTRATION & FINANCE
TUESDAY, APRIL 11, 2017
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE

Present: Mayor Pat Sayeau, Chair
Deputy Mayor Peggy Taylor
Councillor Michael Barrett
Councillor Gerry Morrell
Councillor Karie Smail
Dave Robertson, Advisory Member
Jack Bradley, Advisory Member

Staff: Debra McKinstry, CAO/Clerk
Melanie Stubbs, Treasurer
Dave Grant, Director of Operations
Randy Hopkins, Chief Building Official
Rebecca Williams, Deputy Clerk

1. Call to Order

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

2. Approval of Agenda

Moved by: M. Barrett seconded by: K. Smail that the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & General Nature Thereof

Deputy Mayor Taylor declared an interest in item 7h), noting that she will not be taking part in the discussion due to her involvement in some of the proposed projects. Councillor Smail and Councillor Morrell declared an interest in item 7h), noting that they would not participate in discussion on specific grant applications.

4. Business Arising from Previous Administration & Finance Committee Minutes

Committee enquired about the changes from the proposed Federal Budget with respect to the Council honourarium versus the 1/3 allowable expenses in 2017. It was noted that both AMO and FCM are looking into the changes and will prepare a report.

Committee enquired with respect to updated on the Bill 7 changes for the Residential Tenancies Act and property standards. Staff noted that a report will be coming forward to Committee within the next few months.

5. Delegations and Presentations

a) Mark Holmes – G52

Mr. Holmes gave a presentation to Committee outlining how G52 can assist the Township in accessing grant and funding opportunities with the federal and provincial government. Mr. Holmes highlighted that G52 can prioritize the Township's infrastructure projects to make them more likely to access various funding. A brief update on the Municipal Infrastructure Fund Initiative (MIFI) was provided.

Mr. Holmes highlighted various Township priorities and how they can be described differently to apply for funding to improve environmental and climate change. It was noted that there are programs for net metering that can lower operating cost for municipal buildings. Mr. Holmes noted that G52 would like to work with the Township to gain access to more grants and funding from the federal and provincial government.

Committee enquired about the mechanism to get funding for the water and sewer project to strengthen the current assets against inclement weather events. Mr. Holmes noted that it is always helpful to include environmental and climate change information in the comment section of grant applications to make the ministry aware of the conditions. Members asked if G52 is a registered lobbyist and to provide Committee with sample projects that G52 has helped with which were successful. Mr. Holmes notes that G52 has been successful with various Canada 150 program applications. Members briefly discussed the possibility that the Port of Johnstown's financial picture may be affecting the Township's success with grant applications.

Members asked Mr. Holmes for a brief update and summary of success with respect to the MIFI. Mr. Holmes noted that G52 pitched the MIFI to the federal and provincial government; however both levels of government are not interested in the MIFI approach. Mr. Holmes noted that both levels of government use the 'infrastructure tank' funding model, which favours larger projects. Members asked if G52 has approached AMO with respect to MIFI. It was noted that AMO is focusing on a proportional funding approach. Members enquired if the MIFI is limited to municipal geography or if it could encompass multiple municipalities from different counties.

Committee thanked Mr. Holmes for the presentation.

b) Elizabeth Langlois – Connect Youth Grant Request

Ms. Langlois, Ms. Howard, and Ms. Spence, gave a presentation to Committee requesting that \$3,000.00 for Connect Youth through the Community Grants and Donations. Ms. Howard introduced the Connect Youth programing and funding sources. Members of Connect Youth shared a story from a youth that has been affected by accessing Connect Youth. Ms. Langlois outlined Connect Youth objectives and the various services they provide to youths in Leeds-Grenville.

Ms. Langlois highlighted Connect Youth statistics and provided an overview of the emergency transitional housing program, noting that the program is supported by Joint Services Committee of the UCLG.

Members asked if the City of Brockville provides funding to Connect Youth and if Connect Youth offers addiction services. Ms. Langlois noted that Brockville currently does not provide funding except through UCLG Joint Services. It was noted that Connect Youth acts as a referral agency for youth who are in need of addiction counselling. Members enquired how long Connect Youth works with a youth before they are referred to a different agency and if the parents are involved with the process. It was noted that Connect Youth also acts as a social network to help youth bond and help one another.

Committee thanked Connect Youth for the presentation.

c) Sheila Fawcett, Mary Tessier & Sandra Ketchum – Spencerville Mill Foundation Grant Request

Members of the Spencerville Mill Foundation gave a presentation to Committee requesting \$2,400.00 through the Community Grants and Donations for various Canada 150 events as well as other support. Ms. Fawcett highlighted that the Spencerville Mill Foundation is run by a group of volunteers who are dedicated to preserving the mill and hosting events and programs to feature the mill. It was noted that the programming events provide additional fundraising opportunities, as does the \$2.00 fee that is charged for a guided tour of the Spencerville Mill.

Ms. Fawcett noted that due in part to the Community Grants and Donations, the Wine and Food event held last year was successful and that they are currently planning to host the event again in 2017. It was noted that the Spencerville Mill Foundation is requesting additional funding from the Township for a Canada 150 celebration event which will be held on May 13 to view the red and white tulips. Ms. Fawcett outlined other various events that will be taking place in 2017, including a quilt show, strawberry social, and vendor show.

Ms. Ketchum provided a brief overview of the Spencerville Mill's marketing and highlighted that community outreach is an important aspect of the Mill Foundation. Ms. Tessier noted that the Spencerville Mill has increased its social media presence by approximate 400%. It was noted that the overall mill tours and visits were down in 2016, however the attendance at events increased.

Members enquired if the Mill Foundation is using the Township's community calendar.

Committee thanked the Spencerville Mill Foundation for their presentation.

6. Discussion Items – None

7. Action/Information Items

a) 1st Quarter Building Report

Committee reviewed the 1st Quarter Building Report. Members enquired if there is a way to track where the building is taking place within the Township. Committee asked if the recent changes to the Building Code are significant. Staff noted that new construction is disbursed across the Township and that the changes to the Building Code are enough to add some additional costs to construction.

b) 1st Quarter By-law Report

Committee reviewed the 1st Quarter By-law Report, noting that the by-law department is being proactive and this has resulted in good statistics for the 1st quarter. Members asked for clarification with respect to the illegal dumping stat and if any fines have been issued. Members noted various complaints about poop and scoop enforcement. Staff noted the difficulty of addressing poop and scoop allegations.

Committee enquired about the four court summons. It was noted that staff have attended court but the matters have not yet gone to trial. It was noted that the by-law program is having a positive effect.

c) 1st Quarter Treasury Report

Committee reviewed the 1st Quarter Treasury Report, noting that the tax receivable has decreased from March 2016. Members asked for clarification with respect to the 0% interest rate on the Komatsu and Volvo leases. Committee briefly discussed the UCLG fire communications equipment upgrades and the total cost to the Township.

d) 1st Quarter Year to Date Revenue & Expenses

Committee reviewed the 1st Quarter Year to Date Report. Members noted the expense increase for the waste disposal and transfer sites. It was noted that the expenses for the waste disposal and transfer sites increased over 2016 due to increased landfill monitoring. Committee asked why the Cardinal water and

sewer was not included in the report. Staff noted that a report is being prepared for the May committee meeting.

Members asked for clarification with respect to the location of the Port of Johnstown contribution line item. Members noted that the curbside waste and recycling expense reflects a decrease due to the timing of processing the monthly contract costs.

e) Reserve & Reserve Fund Update

Committee briefly reviewed the Reserve and Reserve Fund Update, noting an omission in the balances brought forward. Members noted that changes should be identified in the year end adjustment column. Staff noted that the auditors are currently reviewing to determine the final year end and will present the final financial statements.

f) Proclamation Request – National Dental Hygienist Week

It was noted that the request has been withdrawn.

g) Spencerville Legion Beer Gardens

Moved by: M. Barrett seconded by K. Smail that Committee recommends that Council support the events of the Spencerville Legion, including their request to host three outdoor beer gardens on the following dates in 2017:

- July 1 – Canada Day Pork Roast
- August 19 – Ball Banquet
- September 7-9 – Spencerville Fair Festivities

Carried

h) 2017 Community Grants & Donations

Deputy Mayor Taylor left the table and did not participate in the discussion or vote. Councillor Smail declared an interest in the Skip Ventures, Cardinal Youth Centre, and 1st Cardinal Beavers and did not participate in the discussion of those three items. Councillor Morrell declared an interest in the South Grenville Bluegrass Festival and did not participate in that discussion.

Committee reviewed the applications that had been received for the Community Grants and Donations program in detail. It was noted that the draft budget includes a total of \$15,000.00, with \$11,000.00 being allocated towards the Community Grants and Donations, and \$4,000.00 designated to Canada 150 event donations. Members discussed the cost of tipping fees for the Skip Ventures, noting that \$1,500.00 could possibly be directed to the project from the “Community Cleanup” budget line item.

The following was consensus of the Committee:

Organization	Grants & Donations	In-kind
Friends of the Windmill	\$275.00	
Grenville County Historical Society	\$275.00	
Spencerville Mill Foundation	\$1,000.00	+in-kind
South Grenville Bluegrass Festival	\$2,000.00	+in-kind
St. John's Choir	\$500.00	
Edwardsburgh/Cardinal Barn Quilt Trail	\$500.00	
Edwardsburgh/Cardinal Business Association	\$0	+in-kind
Art Kruze	\$250.00	
Skip Ventures	\$0 from Grants & Donations (\$1,500.00 from other source)	+in-kind
2 nd Spencerville Scout Group	\$500.00	+in-kind
Cardinal Youth Centre	\$1,200.00	+in-kind
1 st Cardinal Beavers	\$500.00	
Spencerville Skating Club	\$500.00	+in-kind
Girls Inc. of Upper Canada	\$500.00	
Connect Youth Inc.	\$1,200.00	
Food For All Food Bank	\$1,800.00	+in-kind
Friends of the E/C Library, Spencerville Branch	\$0	+in-kind
Subtotal for Grants & Donations	\$11,000.00	
Canada 150 Grant Requests		
Spencerville Mill Foundation	\$1,400.00	
Spencerville Business & Community Connections	\$130.00	+in-kind
South Edwardsburgh Recreation Association	\$1,500.00	+in-kind
Subtotal for Canada 150	\$3,030.00	
In-kind Only Requests		
Grenville Militia		+in-kind
Spencerville English Country Dance Club		+in-kind
Grenville County 4H		+in-kind
Total 2017 Grants & Donations	\$14,030.00	

Moved by: M. Barrett seconded by: G. Morrell that Committee recommends that Council approve the 2017 Community Grants & Donations.

Carried

i) Appeal of Board Decision – Benson Public School – Mayor Sayeau

Committee briefly reviewed the proposed resolution package for April 17 Special Council meeting.

Moved by: K. Smail seconded by: M. Barrett that Committee recommends that Council supports the Township's formal appeal to the Minister of Education to reverse the decision of the UCDSB to close Benson Public School.

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Morrell shared with Committee the "13 Ways to Kill Your Community" book.

9. Mayor's Report

Mayor Sayeau reported/inquired with respect to the following item(s):

- April 29 – Food For All Food Bank fundraising event is taking place. Councillor Smail will attend and represent Council.
- April 29 – Edwardsburgh/Cardinal Fire Department Banquet Dinner
- The St. Lawrence Corridor Economic Development Commission held a meeting on April 11 and reviewed the draft agreement. Final agreement document coming forward to municipalities soon.
- Met with local industry representatives to discuss their support of the local fire department and employee volunteers.
- Ingridion and Greenfield have committed to supporting the Township public pools again this year and waiting for a response to the request to support the kid's camp from other industries.
- 730 Truck Stop: Fire on April 8, investigation is underway. Hairdresser has been temporarily relocated to the Cardinal Youth Centre. The insurance company has moved to Brockville, and the 730 Permit Office is unsure of where they will relocate.
- ED19 meeting on Thursday April 13 at the Legion – sending his regrets with Councillor Barrett.

10. Question Period – None

11. Closed Session

Moved by M. Barrett and seconded by G. Morrell that Committee move into closed session at 9:25 pm in order to address a matter pertaining to:

- Personal matters about an identifiable individual, including municipal or local board employees; Specifically: **Fire Chief Position and Minutes of Closed Session of March 13, 2017**

- Labour relations or employee negotiations; Specifically: **Minutes of Closed Session of February 9, 2017**

Committee recessed for five minutes to clear the chambers.

Moved by: P. Taylor seconded by G. Morrell that Committee continues beyond the 10:00pm curfew by a maximum of 15 minutes.

Carried

Moved by: G. Morrell seconded by: M. Barrett that the closed meeting does now adjourn and the open meeting of Committee of the Whole – Administration & Finance does now resume at 10:05 pm.

Carried

Moved by: P. Taylor seconded by: K. Smail that Committee of the Whole – Administration & Finance approves the minutes of the closed session dated March 13, 2017.

Carried

Moved by: G. Morrell seconded by: M. Barrett that Committee of the Whole – Administration & Finance approves the minutes of the closed session dated February 9, 2017.

Carried

Mayor Sayeau reported that the CAO was given direction with respect to the Fire Chief Position.

12. Adjournment

Moved by: K. Smail seconded by: P. Taylor that Committee does now adjourn at 10:06 p.m.

Carried

These minutes were approved in open Council this 24th day of April, 2017.

Chair



Deputy Clerk

