

**MINUTES**  
**COMMITTEE OF THE WHOLE – ADMINISTRATION & FINANCE**  
**MONDAY, MAY 8, 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  
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: G. Morrell that the agenda be approved as amended to include item 5b) Steve Roberts – 7<sup>th</sup> Prescott Scouts.

Carried

3. Disclosure of Pecuniary Interest & General Nature Thereof

Councillor Smail declared an interest in item 5b), noting that she is involved with the Skip Ventures which is affiliated with the Scout Groups.

4. Business Arising from Previous Administration & Finance Committee Minutes

Councillor Barrett noted that he recently received correspondence from Mr. Holmes with G52 with respect to a proposal to assist the municipality in project prioritizing and funding acquisition strategy. Councillor Barrett requested the item to be brought forward for discussion at the Public Works, Environmental Services & Facilities meeting on May 15.

Members asked for an update with respect to the appeal submission to the UCDSB and Ministry of Education. It was noted that Mayor Sayeau met with Minister Hunter, on May 5, and submitted the appeal to the Minister directly.

5. Delegations and Presentations

a) Philip Merkley – Cedar Grove Road Pollution

Mr. Merkley emailed his concerns about dumping of garbage along Cedar Grove Road to Council and Township staff, and included suggested solutions. Mr. Merkley mentioned that he would be willing to assist in cleaning up the area along Cedar Grove Road if the Township were to provide him access to the Scott Road Transfer Station to drop off the garbage. Mr. Merkley suggested that the Township should consider placing “no dumping” signage along the road which outlines the set fine associated with illegal dumping.

Staff noted that the Public Works employees usually go along the roads in the spring to pick up items that are dumped, however it is done when there is time available. Members enquired if the dumping is taking place during the day or night and if it is a reoccurring issue. Mr. Merkley noted that most of the dumping is taking place at night and commented on the garbage and large items that are being dumped near the CP tracks. Members briefly commented and compared the services provided by the Township of Edwardsburgh Cardinal and the Township of Augusta.

Members noted the need to clean up the garbage in the Township and educate residents of illegal dumping. Committee enquired about the Township’s past practices when similar issues arise and when Public Works last did a Township wide garbage pickup. Staff noted that it has not been a directed priority for the Public Works Department to pick up garbage. Staff commented on the difficulty of picking up the garbage when it is on private property. Members asked if staff could contact CP Rail with respect to the dumping along the tracks. Members noted that illegal dumping takes place across the Township, not just Cedar Grove Road, and that Committee is aware of the situation.

Committee thanked Mr. Merkley for the information.

b) Steve Roberts – 7<sup>th</sup> Prescott Scouts Request

Councillor Smail did not participate in the discussion.

Mr. Roberts, parent and leader with the 7<sup>th</sup> Prescott Scouts, gave a brief presentation to Committee requesting \$1000.00 to assist with the costs associated with sending local scouts to the Canadian Scout Jamboree from July 8-15, 2017 in Nova Scotia. Mr. Roberts noted that similar presentations and requests for funding have been made to the Town of Prescott and Township of Augusta. Mr. Roberts outlined the cost to send each youth to the jamboree and the additional costs for various events, training programs, activities, and Canada 150 adventures.

Committee enquired how the Scouts are raising the funds for the event and how much they have raised thus far. Members discussed the 2017 Community Grants and Donations program which was determined during the April 24 Council meeting and asked if the Prescott Scouts submitted an application. It was noted that the Spencerville Scouts submitted an application and received both a monetary and in-kind donation from the Township. Committee asked Mr. Roberts when the organization would need a decision and noted that Committee would discuss the funding possibility further at a later date.

Committee thanked Mr. Roberts for the presentation.

6. Discussion Items

a) Delegation of Authority

Committee briefly reviewed the delegation of authority and suggested that the Port Management Committee review and determine a delegation of authority policy for the Port of Johnstown. Members recommended that the delegation of authority be reviewed at the May 17 PMC meeting. Members commented on the suggestion to review the delegation of authority to articulate that the CAO must provide feedback to Council with respect to awarding of performance increments.

7. Action/Information Items

a) St. Lawrence Corridor Economic Development Commission

Committee reviewed the SLCEDC agreement and noted the lack of space for signatures. Committee discussed the termination clause 7, specifically, how the clause leaves an open question about how long the terminating party is liable for closing costs with the SLCEDC. Members debated if the clause is too open to interpretation and if the clause should be further reviewed before the agreement is executed. Members noted that the agreement summarizes that all parties shall share the start-up and wind-up costs incurred by the SLCEDC. Committee commented on the personnel termination compensation and how that may affect the wind-up costs.

Committee discussed the SLCEDC autonomy from municipal government and the intent of how it would operate when the municipalities are to regard the SLCEDC as similar to a municipal department. It was noted that the intent is for the municipalities to provide timely information or comments when the SLCEDC is seeking technical information on projects, plans or policies within each of the municipalities. There was a general discussion with respect to concerns raised about industry representatives influencing the competition process and potential projects. It was noted that the benefit of having the SLCEDC is for municipalities to not compete with each other and have an industry ultimately decide their desired location based on SLCEDC information.

**Moved** by: M. Barrett seconded by P. Taylor that Committee recommends that Council consider a by-law to authorize an agreement, as attached, for the creation and operation of the St. Lawrence Corridor Economic Development Commission.

Carried

b) 2017 Cost of Living Increase

Committee noted that the non-union cost of living increase is based on the OMERS annual inflation.

**Moved** by: K. Smail seconded by: G. Morrell that Council approves a cost of living increase for a full-time, non-union staff of 1.45% retroactive to January 1, 2017 as per the Personnel Policy by-law 2015-22.

Deputy Mayor Taylor requested a recorded vote.

|                     |     |     |
|---------------------|-----|-----|
| Councillor Barrett  | Yea |     |
| Councillor Morrell  | Yea |     |
| Councillor Smail    | Yea |     |
| Deputy Mayor Taylor |     | Nay |
| Mayor Sayeau        | Yea |     |
| Mr. Robertson       | Yea |     |
| Mr. Bradley         | Yea |     |

Carried

c) Reimbursement of Expenses Policy

Committee reviewed the recommended changes to the reimbursement policy and asked for clarification with respect to the municipality's ability to claim the HST rebate. Members mentioned the possibility of including a reimbursement clause for employees and council members that may incur damages to a personal vehicle when on municipal business. Members briefly discussed the changes to the policy and made comparisons to the current UCLG County Council policy.

**Moved** by: K. Smail seconded by: M. Barrett that Committee recommends to Council that a new policy to establish rules for reimbursement of eligible expenses for members of council and municipal staff be adopted.

Carried

d) Minutes of Settlement – A. Davies

Committee reviewed the minutes of settlement, noting that the Township usually agrees with minutes of settlement as negotiated between the owner and MPAC. Members noted that lately there have been sizable rebates to corporations

through the RFR process. Members asked for clarification with respect to the location of the property and discussed the construction timeframe of the house. There was a general discussion with respect to the reassessment process and the reasoning for MPAC to reduce the value for 2015 to \$0.00. It was noted that the house was constructed and inspections performed as early as 2014. Committee enquired about the ARB process and if the Township will need legal representation.

**Moved** by: P. Taylor seconded by: K. Smail that Committee recommends that Council object to the minutes of settlement for roll # 0701-701-015-031003-0000 and directs staff to forward a signed objection to the Assessment Review Board and a copy to the property owner.

Carried

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

Councillor Barrett requested that the G52 letter be added to the Public Works, Environmental Services and Facilities agenda for discussion.

Councillor Smail raised a concern falling within Councils Code of Conduct. Mayor Sayeau requested that Committee recess for 10 minutes to review the Code of Conduct. Following the recess, the CAO reviewed and read out Sections 1 and 3 of the Code of Conduct.

Deputy Mayor Taylor enquired about the St. Lawrence Marina boat launch fees being donated to the Cardinal Youth Centre over the opening weekend of fishing season and how the Cardinal Pet Store was involved in the process. Councillor Smail clarified the arrangement.

#### 9. Mayor's Report

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

- Provided an update with respect to the County Rd 2 repairs from Johnstown to Blair Rd. It was noted that the UCLG is not repaving that section of road, but rather will be using the "cold in place" method. Mayor Sayeau suggested that County Council may ask to defer the project until the hot mix paving can be done due to the planned paving of County Rd 2 shoulders.
- Due to the rising water levels in the Township the Emergency Control Group met 3 times over the past 2 days to discuss the Cardinal Water Treatment Plant, steps being taken to help the community (sand bags), and the monitoring of the water levels. It was noted that another meeting will take place at 10am on Tuesday May 9.
- Received a letter from the Ministry of Infrastructure with respect to the Clean Water and Wastewater Fund and noted that the Township is being nominated for federal funding.

10. Question Period – None
11. Closed Session – None
12. Adjournment

**Moved** by: M. Barrett seconded by: G. Morrell that Committee does now adjourn at 8:30 p.m.

Carried

These minutes were approved in open Council this 23<sup>rd</sup> day of May, 2017.

  
Chair

  
Deputy Clerk