

**MINUTES**  
**COMMITTEE OF THE WHOLE – ADMINISTRATION & FINANCE**  
**MONDAY, JUNE 6, 2016**  
**6:30 PM**  
**SPENCERVILLE MUNICIPAL OFFICE**

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

Regrets: Jack Bradley, Non-voting Advisory Member  
Dave Robertson, Non-voting Advisory Member

Staff: Dave Grant, Director of Operations  
Melanie Stubbs, Treasurer  
Shelbi Deacon, Community Development Coordinator (left at 7:40pm)  
Rebecca Williams, Deputy Clerk

1. Call to Order

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

2. Approval of Agenda

**Moved** by: P. Taylor seconded by: G. Morrell that the agenda be approved as amended with the addition of items 6d) Cardinal Library Painting and 7f) Proposed Minutes of Settlement – 3422933 Canada Inc., and the deletion of item 7d) Port of Johnstown Financial Statements.

Carried

3. Disclosure of Pecuniary Interest & General Nature Thereof – None

4. Business Arising from Previous Administration & Finance Committee Minutes (if any)

Members enquired about the discrepancies that were identified under “Category B” water meters from the Cardinal Water and Sewer Update information item from the May 2<sup>nd</sup> meeting. Members asked staff if there was any update regarding the G52 presentation. Members followed up with respect to the Municipal Drug Strategy and if all the monies have been collected and deposited.

5. Delegations & Presentations

a) Martin Van Andel – Habitat for Humanity

Mr. Van Andel, Board Member with Habitat for Humanity, gave a presentation to Committee outlining the organization's services that they provide to the Leeds and Grenville community. Mr. Van Andel explained that Habitat for Humanity is designed to help eliminate poverty housing by providing stable and affordable housing to those that may not otherwise be able to receive a mortgage from a bank.

Mr. Van Andel described the process to construct the home and how the selection committee determines which family is the best fit for the home. Mr. Van Andel noted that the organization receives many generous donations to assist with the construction of the home from national sponsors, as well as local support from smaller businesses, volunteers and their 3 Restore businesses. Mr. Van Andel noted that Habitat for Humanity is hoping to build within the Township of Edwardsburgh Cardinal and asked if the Township would have any surplus land that could be donated for the construction of a house, or a cash donation to help buy a piece of property.

Members discussed the process to construct a Habitat for Humanity home and the various forms of donations they receive. Members asked Mr. Van Andel if building a house in the rural areas affect the pool of eligible families that are able to move out of the more urban areas. Members noted that the organization does issue tax receipts for donations of both property and monies.

Committee thanked Mr. Van Andel for the presentation.

b) Maureen Corrick & Judy Potter – Eastern Ontario Canada Post Union

Ms. Corrick and Ms. Potter, members of the Canadian Postmasters and Assistants Association, provided the Committee with an overview of the potential reduction to business hours for the Cardinal and Spencerville Post Offices and how it will affect both employees and residents of Edwardsburgh Cardinal. Ms. Corrick and Ms. Potter highlighted Canada Post mandate is to provide equal service to all areas and must meet the needs of their rural customers.

Ms. Corrick and Ms. Potter commented that Canada Post is pushing for residents to use their offices that are "conveniently" located in bigger box stores and their online services. They noted that they rural Post Offices are at the heart of the rural communities, helping to connect people with their own personal touch.

Members briefly discussed the issue of the potential reduction of business hours and noted that both the Cardinal and Spencerville Offices provide great service, which the community has come to appreciate and expect.

Committee thanked Ms. Corrick and Ms. Potter for the presentation.

## 6. Discussion Items

a) Canada 150 Application(s)

Members discussed the proposed projects for the Cardinal Legion Park and the Tennis Courts, noting that the resurfacing for Johnstown Court is a viable option, while the Cardinal tennis court is not used. Members noted that an idea was brought forward at the May 12<sup>th</sup> Recreation Advisory Committee to convert the Johnstown Tennis Court into a multi-surface recreation pad and that details would be discussed and brought forward to the meeting being held on June 9<sup>th</sup>.

Members discussed the Cardinal Legion Park project, noting that it has the potential to include a walking path, war memorial, sitting area(s), lighting, and new dockage.

Members directed staff to prepare the Canada 150 applications for the Cardinal Legion Park and the Johnstown Tennis Court.

Staff noted the need for a formal resolution of Council to be included with the applications.

b) Cormorant Control

Mr. Courtney gave Committee a brief summary of the affected areas around the Township and noted that a number of the areas identified in his report are completely dead of vegetation as a result of the cormorants nesting.

Members discussed the need to act on the cormorant issue and requested that the report be referred to Community Development Committee for review and recommendation. Members remarked on where the funds might be allocated from the budget. Members suggested that an action item be prepared for the Community Development Committee, which will include where in the budget the monies would be coming from.

c) Spencerville and Cardinal Post Office Hours

Members noted that the reduction of business hours would result in a lower level of quality service and no early morning hours which many residents rely on to complete their business at the Canada Post locations. Members agreed that a letter from the Mayor and a Council resolution is to be written opposing the reduction of business hours and sent to Canada Post.

d) Cardinal Library Painting

Members reviewed the information regarding the Cardinal Library Painting item, noting that the painting was never completed in 2011/2012 and the surplus monies were allocated to the Township reserve fund in 2013. Members noted that the Township is responsible for the building, including renovations and

painting while the Library Board is responsible for the operations of the library. Members commented on the upcoming work to be completed at the Cardinal Library later this summer to update desks and shelving, making it an opportune time to complete the necessary painting. Members noted the need for the Facilities Manager to acquire updated quotes for the painting work to be completed and report back to Council.

7. Action/Information Items

a) Updated 1<sup>st</sup> Quarter Treasury Report

Members review the Updated 1<sup>st</sup> Quarter Treasury Report and commented on the formatting of the report to display the 2015 budget line in order to compare information easily. Members noted that the \$3.2 million is displayed in the “cash and bank balances” as of March 31, 2016 and enquired as to where the money is transferred to in the 2016 Budget Variance Report. Staff explained that the \$3.2 million is listed under the “Economic Development Revenue”.

b) PSAB Budget Addendum

Members briefly reviewed the PSAB Budget Addendum noting a typographical error as the Port of Johnstown is listed as the Port of Prescott in the report.

**Moved** by: K. Smail seconded by: P. Taylor that Committee recommends that Council approve the 2016 Budget Addendum.

Carried

c) Mainsville Cemetery Take Over

**Moved** by: G. Morrell seconded by: P. Taylor that Committee recommends:

1. That Council accepts the ownership and responsibility of the Mainsville Cemetery.
2. That Council appoints the following members to the Mainsville Cemetery Board: Steve Deschamps, Robert Hamilton and Melanie Stubbs.
3. That the Mayor or Deputy Mayor together with the Treasurer or CAO be appointed signing officers on the Mainsville Cemetery Board bank account.

Carried

d) Port of Johnstown Financial Statements – Deferred

e) HMCS Goose Bay Reception

Members noted that the HMCS Goose Bay will be docked at the Port of Johnstown from July 8<sup>th</sup> to 10<sup>th</sup> where they will be giving tours of the vessel.

Members discussed the need for a special occasion permit, and whether it was appropriate for the Township to be serving alcoholic beverages at the HMCS Goose Bay reception.

**Moved** by: P. Taylor seconded by: G. Morrell that Committee support the application for a Special Occasion Permit for the HMCS Goose Bay reception.  
Carried

f) Proposed Minutes of Settlement – 3422933 Canada Inc.

Members discussed the Proposed Minutes of Settlement for Ingredion Inc., noting that the minutes have not yet been prepared but MPAC requested that the Township provide consent to this change without proper time to review to proposed adjustments/settlement.

Members briefly discussed the need to request an adjournment at the ARB hearing and what would happen if the Township agreed with the change in assessment before the hearing.

**Moved** by: P. Taylor seconded by: M. Barrett that council direct staff to request an adjournment at the ARB hearing for roll #0701-702-005-58300-0000 in order to provide more time to review the proposed changes to assessment.  
Carried

8. Councillor Inquiries/Notices of Motion

9. Mayor's Report

Mayor Sayeau reported/inquired with respect to the following items:

- Grenville Park has had a number of enquiries from contractors requesting seasonal parking on their property; however Grenville Park doesn't have any available parking due to zoning restrictions.
- There will be a public consultation and open house on June 16<sup>th</sup> from 6-8pm regarding the new turning lanes off of County Rd 2 and the environmental study for Giant Tiger Boulevard and the Newport Drive extension
- The AGM for the Grenville Community Futures Development Corporation will be held on June 17<sup>th</sup> at the new distillery on County Rd 2 just east of New Wexford
- The Cardinal Community Garden hasn't been worked up yet, but Councillor Smail will be starting the process shortly.
- Invited the Cadet Squadrons to tour the HMCS Goose Bay Naval Vessel which will be holding public tours on July 9<sup>th</sup> and 10<sup>th</sup>

10. Question Period

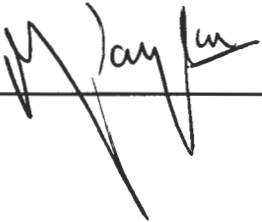
A question was raised with respect to the potential sale of ED19 and the impact of the sale if Tomlinson purchases the land.

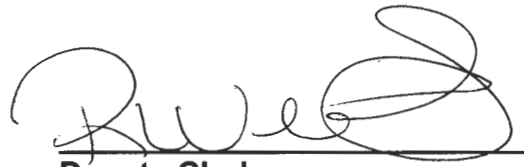
- 11. Closed Session – None
- 12. Adjournment

**Moved** by: G. Morrell seconded by: P. Taylor that Committee does now adjourn at 8:46pm.

Carried

These minutes were approved in open Council this 27<sup>th</sup> day of June, 2016.

  
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Chair

  
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Deputy Clerk