

**MINUTES  
MUNICIPAL COUNCIL  
CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL  
SPENCERVILLE MUNICIPAL OFFICE  
MONDAY, MAY 27, 2019  
6:30 PM**

**PRESENT:**

Mayor Pat Sayeau  
Deputy Mayor Tory Deschamps  
Councillor Hugh Cameron  
Councillor Stephen Dillabough  
Councillor John Hunter

**STAFF:**

Debra McKinstry, CAO/Clerk  
Dave Grant, Director of Operations  
Melanie Stubbs, Treasurer  
Rebecca Williams, Deputy Clerk

1. Call to Order

Mayor Sayeau called the meeting to order at 6:32pm.

2. Approval of the Agenda

R2019-160

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council approves the agenda as presented.

Carried

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

4. Delegations & Presentations

a) MP Michael Barrett

MP Barrett introduced himself to Council and outlined his top 3 priorities as MP; specifically: investing in digital infrastructure (broadband internet), infrastructure funding, and finding improvement in current federal taxation programs. MP Barrett noted that he will be hosting a group of youths from Girls Inc at Parliament Hill and has arranged a meet and greet for them with various female MPs. MP Barrett highlighted that a new constituency office in Kemptville will be opening soon.

Council noted that the Township was able to use the additional \$221,650 from the gas tax grant to complete the Pittston Road paving project. It was noted that the Township recently submitted an application through the ICIP – Rural and Northern Fund for Rooney Road. MP Barrett noted that Township staff can inform his staff anytime the Township submits grant applications.

Council thanked MP Barrett for his attendance.

b) MNP LLP – Financial Statement – Ian Murphy

Mr. Murphy was in attendance to present Council with the 2018 Financial Statement and audit report. Mr. Murphy reviewed the statements in detail and provided some suggestions for future consideration.

Council members confirmed and clarified information with respect to the accumulated surplus, financial activities, tangible capital asset amortization, reserves and reserve funds, and the five-year financial review. There was a

brief discussion with respect to the Township's accumulated surplus. It was highlighted that the Township's reserves and reserve funds are at approximately 60% of the annual expenditure budget. It was noted that municipalities are encouraged to be in the 25-50% reserve range, and 60% indicates that the Township is in a good financial position. Members enquired about the Township's financial position when compared to other similar municipalities.

Council thanked Mr. Murphy for his attendance.

5. Minutes of the Previous Council Meetings

a) Regular Council – April 22, 2019

R2019-161

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council receives and approves the minutes of the Regular Meeting dated April 22, 2019.

Carried

b) Special Council – May 13, 2019

R2019-162

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council receives and approves the minutes of the Special Council Meeting dated May 13, 2019.

Carried

6. Business Arising from the Previous Council Meetings

Members confirmed that the Public Works Department will begin replacing cross culverts next week, with paving expected to begin in mid-July on Pittston Road and Weir Road. Members enquired about the status of the Distant Shores project. It was noted that the Chief Building Official is working with Distant Shores to compile and review the necessary documents.

7. Committee Minutes

a) Public Library Board – March 26, 2019

R2019-163

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that Municipal Council receives the minutes of the Public Library Board meeting dated March 26, 2019.

Carried

b) Port Management Committee – April 17, 2019

R2019-164

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council receives the minutes of the Port Management Committee meeting dated April 17, 2019.

Carried

c) Budget Meeting #7 – April 18, 2019

R2019-165

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council receives and approves the minutes of the Budget Meeting #7 dated April 18, 2019.

Carried

- d) Public Meeting – Mulder Rezoning of Parcel Abutting 51 Centre St – May 6, 2019

R2019-166

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council receives the minutes of Public Meeting – Mulder Rezoning of a parcel abutting 51 Centre Street dated May 6, 2019.

Carried

- e) Community Development Committee – May 6, 2019

R2019-167

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council receives and approves the minutes of the Community Development Committee meeting dated May 6, 2019.

Carried

- f) Committee of the Whole – Administration & Finance – May 13, 2019

R2019-168

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council receives and approves the minutes of the Committee of the Whole – Administration & Finance meeting dated May 13, 2019.

Carried

- g) Committee of the Whole – Public Works, Environmental Services & Facilities – May 21, 2019

R2019-169

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that Municipal Council receives and approves the minutes of the Committee of the Whole – Public Works, Environmental Services & Facilities meeting dated May 21, 2019.

Carried

8. Action and Information Items from Committees

- a) Severance Application B-19-19 (Sands)

R2019-170

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council recommend in favour of severance B-19-19 (Sands), as recommended by the Community Development Committee.

Carried

- b) Severance Application B-26-19 (Grant)

R2019-171

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council recommend in favour of severance B-26-19 (Grant), as recommended by the Community Development Committee.

Carried

- c) 2019 Community Grants & Donations – Late Request Spencerville Scout Group

R2019-172

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Council accommodate the late request from the Spencerville Scout Group for the in-kind donation of use of the upstairs hall in the Township office, as recommended by Committee of the Whole – Administration & Finance.

Carried

d) Charitable Receipts for Vehicles Donated to Fire Department

R2019-173

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council endorse the issuance of a charitable receipt to Township residents in the amount of \$500 for derelict vehicles donated to the Edwardsburgh Cardinal Fire Department for training purposes, as recommended by Committee of the Whole – Administration & Finance.

Carried

e) Transfer to Reserves – Election Nomination Deposits

R2019-174

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council direct staff to transfer \$1,100.00 from the Nomination Deposits account (01-2405) to the Election Reserve account (01-3513), as recommended by Committee of the Whole – Administration & Finance.

Carried

f) Unopened Road Allowance – Lot 12 Concession 3

R2019-175

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that Municipal Council approve the request for use of an unopened road allowance to enable farm machinery to access their agricultural land on Lot 12 Concession 3 and direct staff to develop an agreement with the owner stipulating the conditions for the use, as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

Carried

g) Temporary Road Closure – Optimist Club Soapbox Derby

R2019-176

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council:

1. Approve the request for partial closure of Goodin Road between civic addresses 2927-3012 on June 22, 2019 between the hours of 9am to 2pm for the Optimist Club Soapbox Derby; and
2. Direct staff to supply barricades and work with the Optimist Club to ensure notification is provided to affected residents and emergency services.

As recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

Carried

h) Pick-Up Truck Tender EC-PW-19-07

R2019-177

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council cancel the pick-up truck tender EC-PW-19-07, as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

Carried

i) Port – Grain Elevator Roof Repairs

R2019-178

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council award the grain elevator roof repair project to D.L. Construction and Roofing Ltd. in the amount of \$172,340.00 (excluding HST)

plus a contingency of \$2,660.00, as recommended by the Port Management Committee.

Carried

j) 2018 Township Financial Statement

R2019-179

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council receives and approves the 2018 Township Financial Statement.

Carried

9. Correspondence

R2019-180

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council receives the correspondence listings for the following dates as previously circulated:

- April 24, 2019
- May 2, 2019
- May 9, 2019
- May 16, 2019
- May 23, 2019

Carried

10. Approval of Municipal Disbursements

Clarification with respect to the acronym "wmpps" was provided. It was noted that "wmpps" stands for Windmill Point pumping station. There was a brief discussion with respect to costs for the water testing at the Cardinal Water Treatment Plan. It was noted that there are only a handful of companies in Ontario that specialize in the required testing and the current provider has given the Township the best price when quotes were received.

R2019-181

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council approves payment of municipal invoices circulated and dated as follows:

- |                             |              |
|-----------------------------|--------------|
| • Report dated May 1, 2019  | \$308,543.41 |
| • Report dated May 13, 2019 | \$100,741.02 |
| • Report dated May 23, 2019 | \$419,906.04 |

**TOTAL: \$812,190.47**

Carried

11. By-laws

a) Amend Budget By-law 2019-20

R2019-182

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that the mover be granted leave to introduce a by-law to amend By-law 2019-20 to adopt the general government estimates for sums required during the year and this shall constitute first and second reading thereof.

Carried

R2019-183

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that a by-law to amend By-law 2019-20 to adopt the general government estimates for sums required during the year be now read a third time and finally passed, signed, sealed and numbered 2019-23.

Carried

b) 2019 Tax Rate By-law

R2019-184

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that the mover be granted leave to introduce a bylaw to provide for the adoption of tax rates and to provide for penalty and interest in default of payment thereof for 2019 and this shall constitute first and second reading thereof.

Carried

R2019-185

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that a by-law to provide for the adoption of tax rates and to provide for penalty and interest in default of payment thereof for 2019 be now read a third time and finally passed, signed, sealed and numbered 2019-24.

Carried

c) Workplace Violence & Harassment Policy

R2019-186

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that the mover be granted leave to introduce a bylaw to adopt a workplace violence and harassment prevention policy and this shall constitute first and second reading thereof.

Carried

R2019-187

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that a by-law to adopt a workplace violence and harassment prevention policy be now read a third time and finally passed, signed, sealed and numbered 2019-25.

Carried

d) Site Plan Control Agreement Amendment – Mulder

R2019-188

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that the mover be granted leave to introduce a by-law to authorize amendment to the site plan control agreement (Mulders) registered as instrument PR177794, as authorized by By-law 2003-46 and this shall constitute first and second reading thereof.

Carried

R2019-189

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that a by-law to authorize amendment to the site plan control agreement (Mulders) registered as instrument PR177794, as authorized by By-law 2003-46 be now read a third time and finally passed, signed, sealed and numbered 2019-26.

Carried

e) Amend Zoning By-law 2012-35 - Mulders

R2019-190

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that the mover be granted leave to introduce a bylaw to amend the zoning By-law 2012-35, as amended (Mulder) and this shall constitute first and second reading thereof.

Carried

R2019-191

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that a by-law to amend the zoning By-law 2012-35, as amended (Mulder) be now read a third time and finally passed, signed, sealed and numbered 2019-27.

Carried

f) Amend Zoning By-law 2012-35 - Killick

R2019-192

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that the mover be granted leave to introduce a bylaw to amend the zoning By-law 2012-35, as amended (Killick) and this shall constitute first and second reading thereof.

Carried

R2019-193

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that a by-law to amend the zoning By-law 2012-35, as amended (Killick) be now read a third time and finally passed, signed, sealed and numbered 2019-28.

Carried

12. CAO's Administrative Update

Council reviewed the CAO's administrative update and discussed the following items:

- Review of Workplace Violence and Harassment Policy training
- Update of meeting schedule
- Road side weed spraying locations
- Wild parsnip along Legion Way
- Cardinal pool pump replacement
- High water impacting Legion Way, specifically the boat ramp, docks, shoreline cleanup, and waterfront canteen
- County Road 2 and JRDR drain reports
- Cardinal WTP UV Lamp repair

R2019-194

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council receives the CAO's Administrative Report as presented.

Carried

13. Councillor Inquiries or Notices of Motion

Councillor Hunter confirmed that the fence requiring repair on Beverly Street is noted on the work plan.

Councillor Cameron noted that he will be away from May 30 to June 9.

Councillor Dillabough enquired if there is any plan to develop the access from Albert Street to the South Edwardsburgh Community Centre park area in Johnstown. It was noted that the work is planned, but the 2019 budget did not include that cost.

Mayor Sayeau requested that the Fire Department establishment and prevention by-laws be reviewed by staff and brought forward to a future Committee meeting for discussion. Mayor Sayeau requested that a report with respect to Township staff employment levels be provided for the Modernization Fund meeting.

14. Mayor's Report

Mayor Sayeau reported on the following:

- Attended EOWC May 24 and discussed the restructuring of the regional Health Units
- National Trade Corridor Funding application submitted on May 24 and receipt confirmation received

- Attending a meeting with the Ministry of Transportation on May 30 to discuss the task force initiatives to increase safety along the 401 corridor
- Report from UCLG Director of Public Works expected to discuss no parking signage on County Rd 21

R2019-195

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council receives the Mayor's Report as presented.

Carried

15. Question Period – None

16. Closed Session

R2019-196

**Decision:** Moved by: S. Dillabough seconded by H. Cameron that Municipal Council proceeds into closed session at 8:06 p.m. in order to address a matter pertaining to:

- Personal matters about an identifiable individual, including municipal or local board employees; Specifically: **Succession Planning and Minutes of Closed Session dated January 24, 2019**
- Acquisition or disposition of land by the municipality or local board; Specifically: **Minutes of Closed Session dated January 21, 2019**

Carried

Council recessed for 5 minutes to clear the chambers.

R2019-197

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that the closed meeting does now adjourn and the open meeting of Municipal Council does now resume at 9:26 p.m.

Carried

R2019-198

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council approves the minutes of closed sessions dated January 21, 2019 and January 24, 2019.

Carried

Council reviewed and discussed a succession plan for the municipality in detail. It was agreed that no action will be taken immediately and the report will be re-visited at the June Council meeting.

17. Confirmation By-law

R2019-199

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2019-29.

Carried

18. Adjournment

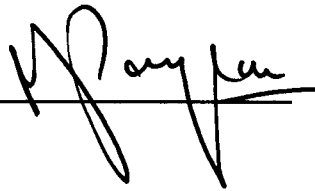
R2019-200

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council does now adjourn at 9:27 pm.

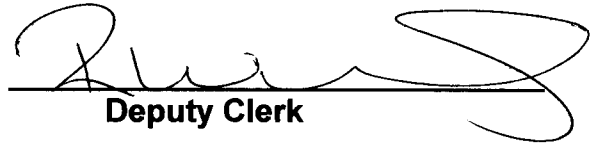
Carried

These minutes were adopted by Council this 24<sup>th</sup> day of June, 2019.



  
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**Mayor**

  
\_\_\_\_\_

**Deputy Clerk**