

**MINUTES
COMMITTEE OF THE WHOLE - ADMINISTRATION & FINANCE
MONDAY, JULY 8, 2019
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE**

Present: Mayor Sayeau, Chair
Deputy Mayor Deschamps
Councillor Cameron
Councillor Dillabough
Councillor Hunter
Jack Bradley, Advisory Member

Regrets: Dave Robertson, Advisory Member

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 6:30 pm.

2. Approval of Agenda

Moved by: H. Cameron seconded by: J. Hunter that the agenda be approved as presented.

Carried

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

4. Business Arising from Previous Committee of the Whole

Members enquired if the Town of Prescott has formally requested support from the Township with respect to grant funding applications. It was noted that the Township has not received any correspondence from the Town of Prescott.

5. Delegations and Presentations – None

6. Discussion Items

a) SLCEDC In/Out for 2020

Committee discussed the SLCEDC presentation that took place during the June 17, 2019 meeting, especially in light of the Township of Leeds & Thousand Islands motion to notify the SLCEDC of their intent to leave the Commission in a years' time. The Mayor noted that he and other representatives present during the SLCEDC AGM held on June 26 were provided a detailed closed session report with respect to business development. Members suggested that Committee/Council may want to consider holding a closed session discussion to receive further details.

Members commented on the recent presentation and lack of detailed information provided at the meeting. Members discussed whether the SLCEDC was a duplication of service considering the UCLG has an Economic Development Department which has assisted in facilitating business growth in the past. There was a brief discussion with respect to the idea of focusing future growth and development along the Highway 416 corridor instead of Highway 401 and St. Lawrence corridor. Members commented on the lack of access to information on the SLCEDC website and social media.

Committee highlighted that the annual \$28,000 given to the SLCEDC is a significant portion of the Township economic development budget and noted the Provincial government's comments that municipalities should seek efficiencies. The Mayor suggested that the discussion be deferred until after the planned August 7 SLCEDC closed session meeting. It was noted that the Mayor may report to Committee in closed session following the August 7 meeting to provide an update with respect to SLCEDC structure and business development.

Members noted that at the time of the SLCEDC creation the Township Council understood that the SLCEDC Board would be focusing on long-term results and benefits to the area, not instant business development. There was consensus from Committee to defer the discussion until after the SLCEDC August 7 meeting.

7. Action/Information Items

a) Emergency Management By-law

Committee reviewed the report and asked for clarification with respect to the number of items currently completed on the checklist. It was noted that the "x" indicates the items completed on the checklist of approximately 85 items, compared to what was once only 10 items. Committee commented on the burdensome requirements of the annual emergency management reporting and how various municipalities tackle the burden.

Members discussed the possibility of municipalities partnering together to hire a consultant to ensure that the reporting is completed to the satisfaction of the OFMEM. It was noted that this proposed by-law represents additional

efficiencies as the new by-law encompasses 3 previous by-laws. Committee discussed if the task should be handled at the UCLG level, with a county wide plan to encompass all of the municipalities and take the reporting burden away from the municipalities.

Members discussed how the UCLG and municipalities currently duplicate efforts with respect to the emergency management report and plans. It was noted that the local municipalities must maintain control during local emergency events. Members noted that under the provincial provisions, each municipality must complete the requirements, unless it was a county/region approach, such as Prince Edward County, which does not have municipalities, only the County authority. Committee confirmed that group training sessions and scenarios will be organized to meet the requirements.

Moved by: S. Dillabough seconded by: H. Cameron that Committee recommends that Council adopt the Emergency Plan by-law.

Carried

b) 2nd Quarter Building Report

Committee reviewed the report and asked for clarification with respect to why the agricultural permits are currently being captured in the industrial category. It was noted that staff are working with the software company to correct the software error.

c) 2nd Quarter Treasury Report & Reserve Update

Committee reviewed the report and enquired about the outstanding balance for the front end loader lease. It was noted that only a partial payment is left outstanding and would be completed by the end of June. Members confirmed that the balances showing on the reserve and reserve fund report are the post audit amounts.

d) 2nd Quarter Budget Variance Report

Committee reviewed the report and asked for clarification with respect to the subtotal formatting. Members enquired what is considered as overhead expenses in the Public Works department. It was noted that heating, hydro and salaries are what make up much of the overhead expenses. Members briefly discussed the status of the arena chiller, Galop Canal Rail Bridge, new SNC dock in Cardinal and Walker St rehabilitation. Members made suggestions with respect to the format of the capital projects chart, specifically to replace "recommendation" with "current status".

e) 2019 OCIF Formula Based Grant

Moved by: T. Deschamps seconded by: H. Cameron that Committee recommends that Council directs the Treasurer to set up a reserve fund account for the receipt of OCIF formula based funding to be used on future eligible capital projects that are approved by Council.

Carried

8. Inquiries/Notices of Motion

Mayor Sayeau enquired about the agenda prep document that is prepared by staff, specifically with respect to when certain items currently shown as "TBD" may be ready for Committee review. It was noted that the Senior Management Team reviews and sets priorities for the listed items, however, Council may request specific items to be brought forward on a particular schedule.

9. Mayor's Report

Mayor Sayeau reported on the following:

- Provided update with respect to the EORN funding announcement
- Discussed the Port of Johnstown rail bridge construction and how it may affect traffic, specifically if there is an accident on highway 401
 - Discussion took place with respect to if the Township and/or Port should consider hiring contract or volunteer traffic control members when traffic is being redirected along County Road 2. It was noted that the Highway Traffic Act states that only police and construction persons can direct traffic. It was noted that the contractor for the Port rail bridge project should have trained flag people available if required. Members suggested that the Port GM contact the contractor to discuss traffic control measures.
- Provided an update with respect to the International Joint Commission (IJC) addressing of high water levels.
- Discussed IJC Plan 2014 with respect to high-water levels
- Met with the Assistant Deputy Minister on July 2 in Toronto to discuss the Ontario Job Site Challenge nomination. Presented Committee with drone video.

10. Question Period – None


11. Closed Session – None

12. Adjournment

Moved by: S. Dillabough seconded by: T. Deschamps that Committee does now adjourn at 8:13 pm.

Carried

These minutes were approved in open Council this 22nd day of July, 2019.

Chair 

Deputy Clerk 