

**MINUTES  
MUNICIPAL COUNCIL  
CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL  
SPENCERVILLE MUNICIPAL OFFICE  
MONDAY, AUGUST 26, 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 6:30pm.

2. Approval of the Agenda

R2019-295

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

Carried

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

4. Delegations & Presentations

a) African Bronze Honey – Paul Whitney & Liz Connell

Mr. Whitney and Ms. Connell, owners of the company African Bronze Honey, provided Council with an overview of their company, plans on how the building and grounds may be used for both business and public opportunities, business partnerships, building upgrades and maintenance, types of products, how and where the products are being sold, and future development possibilities. Members confirmed that the Canadian Food Inspection Agency (CFIA) certification will be valid once they move the packaging operations to the building in Cardinal.

Council briefly discussed possible employment opportunities, noting that packaging and logistic jobs may be available in the future. There was a general discussion with respect to importing the honey and where the products are currently sold. Mr. Whitney noted that because the business is CFIA certified and works with well-known businesses partners, they have not had any issues with importing the honey from Zambia. It was noted that the products are currently sold in a number of specialty/whole food stores, with the business focusing on the transition to promote online sales. It was noted that once additional honey candy is produced, they may look at distribution in drugstores and/or convenience stores.

Council thanked Mr. Whitney and Ms. Connell for the presentation.

5. Minutes of the Previous Council Meetings

a) Special Council – July 22, 2019

R2019-296

**Decision:** Moved by: J. Hunter seconded by: S. Dillabough that Municipal Council receives and approves the minutes of the Special Meeting dated July 22, 2019.

Carried

b) Regular Council – July 22, 2019

R2019-297

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

Carried

c) Tri-Municipal Meeting – July 30, 2019

R2019-298

**Decision:** Moved by: T. Deschamps seconded by: S. Dillabough that Municipal Council receives the minutes of the Tri-Municipal Meeting dated July 30, 2019.

Carried

d) Special Council – August 6, 2019

R2019-299

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council receives and approves the minutes of the Special Meeting dated August 6, 2019.

Carried

6. Business Arising from the Previous Council Meeting - None

7. Committee Minutes

a) Port Management Committee – July 17, 2019

R2019-300

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

Carried

b) Community Development Committee – August 6, 2019

R2019-301

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

Carried

c) Committee of the Whole – Administration & Finance – Public Works, Environmental Services & Facilities – August 12, 2019

Mayor Sayeau requested that item 7h) Purchase of Property from Ingredion be brought forward to the September 9 Committee of the Whole meeting for further discussion.

A typographical error was noted.

R2019-302

**Decision:** Moved by: H. Cameron seconded by: J. Hunter that Municipal Council receives and approves the minutes of the Committee of the Whole – Administration & Finance – Public Works, Environmental Services & Facilities Meeting dated August 12, 2019.

Carried

8. Action and Information Items from Committees

a) Application for Severance –B-42/43/44-19 (Dobbie)

R2019-303

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council recommends in favour of severance B-42-19, B-43-19 and B-44-19 (Dobbie), with the following conditions:

1. A rezoning is granted on the retained parcel for severance B-42-19 to reduce the required yard setback to 0 metres; and
2. A rezoning is granted on the severed parcel for severance B-43-19 to reduce the required yard setbacks to 0 metres and to prohibit any future non-agricultural development on the lot; and
3. A rezoning is granted on the retained parcel for severance B-44-19 to prohibit any future non-agricultural development on the lot.

As recommended by the Community Development Committee.

Carried

b) Cyber Liability Insurance Coverage

R2019-304

**Decision:** Moved by: H. Cameron seconded by: J. Hunter that Municipal Council purchase a cyber insurance policy through the broker of record, BFL Canada, effective September 1, 2019, as recommended by Committee of the Whole – Administration & Finance – Public Works, Environmental Services & Facilities.

Carried

c) Service Delivery Review RFP Results

R2019-305

**Decision:** Moved by: J. Hunter seconded by: S. Dillabough that Municipal Council directs that:

1. The service delivery review project be awarded to WSCS Consulting Inc. at the quoted price of \$61,421 plus HST; and
2. A 10% contingency be established to cover unforeseen and extra in-house costs for the project; and
3. The full cost of the project be covered from the Ontario Modernization Fund.

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

Deputy Mayor Deschamps requested a recorded vote.

Councillor Cameron	Yea	
Councillor Dillabough	Yea	
Councillor Hunter	Yea	
Deputy Mayor Deschamps		Nay
Mayor Sayeau	Yea	

Carried

d) Water Service to Vacant Lot – Dundas St

R2019-306

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that Municipal Council supports that the cost to provide water service to Part Lot

290, Plan 25, Dundas Street be funded partly from the sale of the property and the remainder from the Cardinal Water operating budget, as recommended by Committee of the Whole – Administration & Finance – Public Works, Environmental Services & Facilities.

Members noted their concern with using taxpayer dollars to cover part of the cost to provide water services to Part Lot 290 on Dundas St, purchased by Habitat for Humanity.

Deputy Mayor Deschamps requested a recorded vote.

Councillor Cameron	Yea	
Councillor Dillabough	Yea	
Councillor Hunter		Nay
Deputy Mayor Deschamps		Nay
Mayor Sayeau	Yea	

Carried

e) Enbridge Pipelines – Third Party Request to Use Unopened Road Allowance

R2019-307

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council approve the unopened road allowance use agreement with Enbridge Pipelines and authorize staff to execute the agreement., as recommended by Committee of the Whole – Administration & Finance – Public Works, Environmental Services & Facilities.

Carried

f) Port – New Moisture Meter

R2019-308

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

1. The \$10,000 budgeted for a new protein analyzer in the 2019 Port Capital Budget be utilized for the purchase of a new moisture meter; and
2. Authorize staff to proceed with the purchase of the new moisture meter once approved by Council.

As recommended by the Port Management Committee.

Carried

g) Port – New Grain Bin – Annex Expansion

R2019-309

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council:

1. Awards the New Grain Bin – Annex Expansion Project #300-068 to Earl Horst Systems Ltd in the amount of \$2,356,969.00 (excluding HST) plus a 5% contingency; and
2. Directs the Port General Manager to send a letter of intent to Earl Horst Systems Ltd requesting that they order the Grain Bin materials prior to the signing date of the contribution agreement; and
3. Authorizes the Port General Manager to sign the contract with Earl Horst Systems Ltd. on behalf of the Township, only after the contribution agreement is signed.

As recommended by the Port Management Committee.

Carried

h) Port – Consent to Alterations – Tenant Request

R2019-310

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council approves the request for the demolition and construction of a new building owned by Nancy and Brent Theede, located at 3205 Windmill Road in Johnstown and identified as lease P-29, as recommended by the Port Management Committee.

Carried

9. Correspondence

R2019-311

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

- July 25, 2019
- August 1, 2019
- August 8, 2019
- August 15, 2019
- August 22, 2019

Carried

10. Approval of Municipal Disbursements

Council reviewed the disbursements and discussed the following items: truck #5 repairs, sports vision clothing costs, electrical costs for the Spencerville arena chill replacement, Cardinal pool steps, and the fire truck repairs.

R2019-312

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

• Report dated July 30, 2019 (2019-00111)	\$ 1,333.04
• Report dated July 30, 2019 (2019-00112)	\$ 5,460.10
• Report dated July 30, 2019 (2019-00113)	\$ 77,423.67
• Report dated July 30, 2019 (2019-00114)	\$ 98,161.79
• Report dated July 30, 2019 (2019-00115)	\$ 215,772.15
• Report dated August 22, 2019 (2019-00150)	\$ 730,872.59
• Report dated August 22, 2019 (2019-00151)	\$ 89,231.32
• Report dated August 22, 2019 (2019-00152)	\$ 207,516.94

**TOTAL: \$1,425,771.60**

Carried

11. By-laws

a) Site Plan Control Agreement – 2643868 Ontario Inc. (MSGD Petroleum)

R2019-313

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that the mover be granted leave to introduce a by-law to authorize the execution of a site plan control agreement with 2643868 Ontario Inc. (MSGD Petroleum), and this shall constitute first and second reading thereof.

Carried

R2019-314

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that a by-law to authorize the execution of a site plan control agreement with 2643868 Ontario Inc. (MSGD Petroleum), be now read a third time and finally passed, signed, sealed and numbered 2019-47.

Carried

b) Credit Card Policy

R2019-315

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

Carried

Members asked for clarification with respect to departmental liability. It was noted that the cardholder's department is ultimately liable and responsible for the charges.

R2019-316

**Decision:** Moved by: J. Hunter seconded by: T. Deschamps that a by-law to adopt a credit card policy, be now read a third time and finally passed, signed, sealed and numbered 2019-48.

Carried

c) Port – Site Licence 3<sup>rd</sup> Amending Agreement with Xplornet

R2019-317

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that the mover be granted leave to introduce a bylaw to authorize a site licence 3<sup>rd</sup> amendment agreement with Xplornet Communications Inc. at the Port of Johnstown, and this shall constitute first and second reading thereof.

Carried

R2019-318

**Decision:** Moved by: T. Deschamps seconded by: J. Hunter that a by-law to authorize a site licence 3<sup>rd</sup> amendment agreement with Xplornet Communications Inc. at the Port of Johnstown, be now read a third time and finally passed, signed, sealed and numbered 2019-49.

Carried

12. CAO's Administrative Update

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

- Building Department open house/information session
- Main Street Revitalization Street Signage project
- Official Plan review, specifically with respect to the Township and UCLG amendment process
- Cyber security training session
- CAO's meeting with respect to modernization fund ideas
- Spencerville Arena quotes for new LED lighting
- Spencerville Wastewater concern
- RFP for new fire rescue truck
- Walker Street project deficiencies
- Start date for the Cardinal WTP berm project
- JRDR Drain review and public meeting

R2019-319

**Decision:** Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council receives the CAO's Administrative Report as presented.

Carried

13. Councillor Inquiries or Notices of Motion

Councillor Cameron requested that a discussion be held during the September 16 Committee of the Whole – Public Works, Environmental Services &

Facilities meeting with respect to possible EDR's and how the Township may address issues concerning additional traffic on Township roads.

Mayor Sayeau presented Council with a briefing note with respect to municipal modernization ideas, specifically; the Prescott arena. Mayor Sayeau requested that the item be discussed during the September 9 Committee of the Whole – Administration & Finance meeting.

Councillor Hunter noted that a resident would like to meet with Council to discuss an issue with respect to a sewer lateral on a property located on South St. It was noted that staff will be preparing a report for the September 16 Committee of the Whole – Public Works, Environmental Services & Facilities meeting.

14. Mayor's Report

Mayor Sayeau reported on the following:

- Completed the CAO's performance review
- Discussed Labour Day and Spencerville Fair parade logistics with respect to vehicles and candy
- Planning to meet with the International Joint Commission
- Provided an update with respect to the AMO delegation with Minister Hardeman
- Attended the summer company presentation on August 22
- Building permit complaints are being referred to the CAO

R2019-320

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

Carried

15. Question Period

Questions/comments were raised with respect to the following:

- Zoning of property for the African Bronze Honey company

16. Closed Session – None

17. Confirmation By-law

R2019-321

**Decision:** Moved by: H. Cameron seconded by: S. Dillabough that a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2019-50.

Carried

18. Adjournment

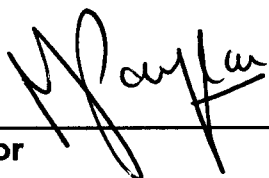
R2019-322

**Decision:** Moved by: J. Hunters seconded by: T. Deschamps that Municipal Council does now adjourn at 8:12 pm.

Carried

These minutes were adopted by Council this 23<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Mayor



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Deputy Clerk

