

**MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE
MONDAY, SEPTEMBER 9, 2019
SPENCERVILLE MUNICIPAL OFFICE
6:30 PM**

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

Staff: Debra McKinstry, CAO/Clerk
Dave Grant, Director of Operations
Melanie Stubbs, Treasurer
Rebecca Williams, Deputy Clerk
Kevin Lalonde, Chief Building Official

1. Call to Order

Mayor Sayeau called the meeting to order at 6:33 pm following a presentation from Mulders Machine and Welding with respect to their business expansion.

2. Approval of Agenda

Moved by: H. Cameron seconded by: T. Deschamps 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 – None

5. Delegations and Presentations – None

6. Discussion Items

a) Municipal Modernization – Arena Services – Mayor Sayeau

Committee reviewed the discussion item and noted that it is a possible mechanism to be presented to neighbouring municipalities for the modernization of arena services. Members noted that the proposal may be a good way to start

negotiations with neighbouring municipalities to receive equitable payment for the recreation services provided to the area. Committee discussed the current costs to Edwardsburgh Cardinal taxpayers to provide arena services and how the costs may be impacted if a new arena were to be added in the South Grenville area.

Committee discussed the proposal of contributing no more than 26%, to a maximum of \$3 million towards capital costs if the ICIP application for a new arena in Prescott was successful. There was a general discussion with respect to the possible overall cost of building a new arena, specifically with respect to how much the Township would be willing to contribute if future discussions took place with Augusta and Prescott. Members commented on the possibility of a Community Arena Board, specifically with respect to a board composition of neighbouring municipalities and possible future cost sharing efforts.

Members commented on the proposal noting it wasn't discussed at the tri-municipal meeting or at meetings between the municipal CAO's, Mayors and Deputy Mayors. It was noted that due to the short turnaround time of the November 12 ICIP application deadline, the present proposal was put on the table for discussion to determine if Committee and Council wants to move forward to approach Augusta and Prescott about an agreement. Members enquired if the CAO's have discussed the future of recreation within the three municipalities. It was noted that to date the CAO's discussions had focused on library services.

Members spoke about a possible agreement between the three municipalities to share the cost of recreation services, specifically with respect to whether an agreement could be in place before the November 12 ICIP deadline. Members noted their concerns with respect to not having the opportunity to provide any input regarding the design and cost of a future Prescott arena. Members suggested that if the agreement proposal is supported by Augusta and Prescott, then the Township might be able to support Prescott's ICIP application.

Members commented on the possible cost sharing agreement with Augusta and Prescott and highlighted that the neighbouring municipalities would need to agree to share the operating and capital costs associated with all three arenas. Committee further discussed the November 12 deadline for the ICIP application and the review process and potential timeframe of funding announcements. It was noted that the application would be reviewed by the province before being promoted to the federal government for review. It was noted that the provincial and federal governments often look to see if municipalities have partnered together for a funding application.

It was noted that the proposal with respect to possible municipal modernization of arena services would be set aside due to lack of discussion consensus, partly due to the short turnaround time to prepare a legal agreement, unanswered

questions, and not having any reassurances from the neighbouring municipalities.

7. Action/Information Items

a) 2nd Quarter By-law Report Update

Committee reviewed the report and enquired if file numbers could be provided in future reports to help members differentiate ongoing and reoccurring files versus new files. It was noted that the Citywide software assigns service requests and work order file numbers, which will be further discussed under item 7d). Members noted that the current report displays the efforts made by staff to gain compliance and work with the individuals through the number of calls, emails, site visits, letters and notices that are issued on a monthly basis.

Members confirmed that items listed in bold font are to identify new items/complaints. Committee commented on the ongoing concerns about clean yard complaints and how they may be addressed through additional education or increased amount of by-law enforcement presence. It was noted that it's not unusual to see some cases ongoing for several months before some level of compliance is reached.

b) By-law Enforcement Policy – Second Draft

Committee reviewed the report and discussion took place with respect to how the Township and By-law Enforcement Officer define compliance for the various concerns. It was noted that the By-law Enforcement Officer has a level of discretion to determine what should be considered as compliance for a clean yards complaint based on the standard of the area and neighbourhood. Members suggested that citizens should be held to the same standard, with discretion given through the By-law Enforcement Officer. Members noted that the majority of properties within the Township are well kept, however the few properties that do not comply with specific by-laws can affect surrounding property values.

Moved by: T. Deschamps seconded by: S. Dillabough that Committee recommends that the second draft of the By-law Enforcement Policy be adopted by Council.

Carried

c) Tax Sale Update

Committee received the update with respect to two properties that were recently advertised for tax sale. Members enquired about the number of properties that will be eligible for tax sale by the end of 2019. It was noted that an additional 3

properties may be eligible for tax sale between September and year end. Members confirmed that the property owner can redeem their property up to the sale day of tax sale if they are able to pay the full amount of tax arrears. Committee confirmed that the Treasurer provides multiple correspondence notifications and makes many attempts to discuss the tax arrears with the property owner before the property is listed for tax sale.

d) Complaint Handling & Citywide Works Software Review

Staff provided an overview of the Township complaint handling program provided through the Citywide Works software, specifically highlighting how a complaint is currently managed through the software from initial contact to completion/resolution. Members confirmed that each service request/work order has an individual file number and that once the process mapping is complete, staff will be able to produce a report with the file numbers and departmental complaint handling categories to help differentiate the complaints received.

Committee briefly discussed the annual costs of Citywide versus Queryfox and confirmed that the Township can add an additional module to Citywide to incorporate a customer service portal to allow the public to submit complaints/requests electronically. Members discussed if the customer service module should be purchased with the MMAH modernization funding instead of waiting for the 2020 budget approval. Committee debated if the module should be purchased in 2019 with MMAH funds and then Citywide support could be procured to assist Township staff with developing the software information to speed up the implementation and process mapping.

Members spoke to the efforts staff has already put into the implementation of the software and that the public/council portal should only be made available once staff is comfortable that the system works properly. It was noted that staff are currently performing data cleansing in order to upload customer and property information which will assist with future accuracy of the system, and that support staff from Citywide are not well suited to perform this function due to their lack of familiarity with residents and properties.

e) Asset Management Program Update

Committee reviewed the asset management update and confirmed that the plan will be functional and able to produce reports by year end. There was a brief discussion with respect to if amortization schedules can be produced from the system. It was noted that the annual amortization report is already included in the annual financial statements. Members requested that the amortization report be provided as a separate report, so Council may be better informed during budget discussions. It was noted that staff will work on developing a report plan to be included with the budget process.

Members asked for clarification with respect to the lifecycle summary, specifically how 87% of life left correlates to roads. It was noted that the information for lifecycles of specific infrastructure is based on the roads needs study. Staff highlighted that the roads needs study, combined with the lifecycle in the asset management software may help to identify if the road life may be extended, when it requires maintenance/replacement and when it has reached the end of its lifecycle. It was noted that the asset management program is intended to help inform Council to discuss and set their priorities for Township infrastructure.

f) Electronic Agenda Management Software

Committee reviewed the report and enquired as to why staff has recommended the purchase of eScribe versus iCompass since the price is comparable. It was noted that eScribe is a Canadian company that follows and updates their software to incorporate legislative changes, such as Bill 68 changes, while iCompass is an American company that does not have as stringent regulations. Members noted that the staff recommended software is a good use of MMAH modernization funding to assist in finding efficiencies by reducing paper consumption and mileage costs.

Moved by: H. Cameron seconded by: T. Deschamps that Committee recommends that Council:

1. Purchase the agenda/meeting management software from eScribe Software Limited for a term of three years; with an annual fee of \$6,000 and an additional one-time \$2,500 for the implementation fee; and
2. Authorize \$8,500 be used from the MMAH Modernization reserve fund to cover the first-year fees; and
3. Authorize staff to execute an agreement with eScribe Software Limited.

Carried

g) Accountability & Transparency Policy Update

Moved by: D. Robertson seconded by: J. Hunter that Committee recommends that Council repeal By-law 2008-05 and replace it with the updated Accountability and Transparency Policy provided.

Carried

h) Expense Reimbursement Policy Update

Committee reviewed the expense reimbursement policy and confirmed that public reception expenses were combined within the "mileage and other" line item. Committee discussed the Council honourarium amounts and noted that the honourariums were last discussed in 2010. Members suggested that the Council honourarium increase should coincide with the OMERS annual cost of living increase. Members noted that as of January 1, 2019 the federal government

removed a tax-free expense allowance that had been applicable to 1/3 of Council honourariums income.

Members suggested that a clause be added to allow for a \$2000 per council member allowance for the purchase of electronic devices, specifically laptops and/or tablets. Members asked for clarification with respect to the policy addressing both Council and staff. It was noted that staff would make revisions to have separate Council and staff expense schedules and bring back modified documents to the next Committee meeting.

8. Inquiries/Notices of Motion

Councillor Dillabough provided Committee with a draft notice of motion: That Committee recommends that Council direct staff to investigate the Township's eligibility for any grants available for the improvement of the Cardinal Legion Way waterfront, with the assistance of 2 Members of Council and a third-party consultant to be paid up to \$15,000.

It was noted that the intention is to investigate grant opportunities to improve the Legion Way, Boat Launch and park area in Cardinal along the waterfront. Members noted that a subcommittee could be struck to develop the concept, determine costs and assist with the application process. There was a brief discussion with respect to the proposed authorization of \$15,000.00 for third party consultation. It was noted that the \$15,000.00 is an unbudgeted item and that the majority of grant applications are completed in house.

Councillor Cameron requested an update with respect to the Walker St rehabilitation project and confirmed that the new dock along the Cardinal Galop Canal waterfront is ready for installation. It was noted that staff will follow-up on the status of Walker St.

Deputy Mayor Deschamps complemented staff on the recent repairs along Legion Way and Galop Canal.

9. Mayor's Report

Mayor Sayeau reported on the following:

- Drummonds Gas 100th Anniversary event being held on November 3. Will be preparing a presentation
- Update on the International Joint Commission meeting held on August 27
- Attending the Mallorytown OnRoute centre on September 13 for an MTO announcement
- SNC will be hosting a bus tour on September 17
- Noted that there is information in the recent Council correspondence package with respect to joint and severable liability

10. Question Period

Questions/comments were raised with respect to the following:

- 401 ERD signage for the Port of Johnstown bridge repair project

11. Closed Session – None

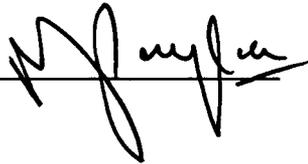
12. Adjournment

Moved by: S. Dillabough seconded by: H. Cameron that Committee does now adjourn at 8:59 pm.

Carried

These minutes were approved in open Council this 28th day of October, 2019.

Chair



Deputy Clerk

