

**MINUTES
MUNICIPAL COUNCIL
CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL
SPENCERVILLE MUNICIPAL OFFICE
MONDAY, SEPTEMBER 23, 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

R2019-345

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

Mrs. McKinstry, CAO/Clerk announced her retirement with the last working day planned for February 14, 2020. Mrs. McKinstry announced that she will remain on staff as Clerk until her retirement date and that Dave Grant, Director of Operations will be taking over as the CAO at the end of October 2019. Council thanked Mrs. McKinstry for her service to the Township and provided well wishes for her future retirement.

5. Minutes of the Previous Council Meetings

a) Special Council – August 26, 2019

R2019-346

Decision: Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council receives and approves the minutes of the Special Meeting dated August 26, 2019.

Carried

b) Regular Council – August 26, 2019

R2019-347

Decision: Moved by: S. Dillabough seconded by: H. Cameron that Municipal Council receives and approves the minutes of the Regular Meeting dated August 26, 2019.

Carried

c) Special Council – Official Plan – September 5, 2019

R2019-348

Decision: Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council receives and approves the minutes of the Special Meeting – Official Plan dated September 5, 2019.

Carried

d) Special Council – September 9, 2019

R2019-349

Decision: Moved by: H. Cameron seconded by: J. Hunter that Municipal Council receives and approves the minutes of the Special Meeting dated September 9, 2019.

Carried

e) Special Council – September 16, 2019

R2019-350

Decision: Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council receives and approves the minutes of the Special Meeting dated September 16, 2019.

Carried

6. Business Arising from the Previous Council Meeting - None

7. Committee Minutes

a) Community Development Committee – September 3, 2019

R2019-351

Decision: Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council receives and approves the minutes of the Community Development Committee dated September 3, 2019.

Carried

b) Committee of the Whole – Administration & Finance – September 9, 2019

Members requested that various sentences within the discussion portion of the minutes be reviewed by staff for possible clarification.

R2019-352

Decision: Moved by: T. Deschamps seconded by: H. Cameron that Municipal Council defer the motion to receive and approve the minutes of the Committee of the Whole – Administration & Finance until the Regular Council meeting in October.

Carried

c) Municipal Emergency Control Group Meeting – September 16, 2019

R2019-353

Decision: Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council received the minutes of the Municipal Emergency Control Group Meeting dated September 16, 2019.

Carried

d) Committee of the Whole –Public Works, Environmental Services & Facilities – September 16, 2019

R2019-354

Decision: Moved by: H. Cameron seconded by: J. Hunter that Municipal Council receives and approves the minutes of the Committee of the Whole – Public Works, Environmental Services & Facilities Meeting dated September 16, 2019.

Carried

8. Action and Information Items from Committees

a) Application for Severance –B-60-19 & B-61-19 (Roddick)

R2019-355

Decision: Moved by: T. Deschamps seconded by: J. Hunter that Municipal Council recommends in favour of severances B-60-19 and B-61-19 (Roddick), as recommended by the Community Development Committee.

Carried

b) Electronic Agenda Management Software

R2019-356

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

1. Purchase the agenda/meeting management software from eScribe Software Limited for a term of three years; with an annual fee of \$6,000.00 and an additional one-time \$2,500.00 implementation fee; and
 2. Authorize \$8,500.00 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.
- As recommended by Committee of the Whole – Administration & Finance.

Carried

c) QMS Policy Statement Update

R2019-357

Decision: Moved by: H. Cameron seconded by: J. Hunter that Municipal Council:

1. Supports and approves the newly updated QMS Policy Statement attached; and
2. Authorizes staff to update the operational plan to include the new QMS Policy Statement.

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

Carried

d) Fire Station #2 Working Group Appointment

R2019-358

Decision: Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council appoints Councillor Dillabough to the Fire Stations #2 working group, as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

Carried

e) Waterfront Improvement Subcommittee Appointment

R2019-359

Decision: Moved by: S. Dillabough seconded by: H. Cameron
WHEREAS the Township of Edwardsburgh Cardinal updated its Economic Development Strategy in 2017; and

WHEREAS the updated top 10 priority actions included a new item for medium-term accomplishment: "Undertake a waterfront plan to explore and incorporate the best and most effective use of Edwardsburgh/Cardinal's waterfront";

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal:

1. Strike a subcommittee of Township staff and two Members of Council to explore and develop a waterfront regeneration project design for Cardinal's legion park area; and
2. Appoints Councillor Dillabough and Deputy Mayor Deschamps to the Cardinal Waterfront Improvement subcommittee; and
3. If required, authorize expenditure of up to \$15,000.00 to retain a third-party consultant to assist with design and costing of the project; and
4. Task the subcommittee with exploring grant opportunities to assist with funding of the project.

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

Carried

f) Cardinal Boat Docks 2019 Improvements

Verbal

Decision: Moved by: H. Cameron seconded by: S. Dillabough that the motion be amended to include an upset limit of \$6,000.00.

Carried

Members noted their concerns about moving forward with the installation of new docks due to the subcommittee not having any time to discuss the idea. It was noted that the Phase 1 of the dock project is only to install the anchors for new docks so it is still possible modify dock ideas.

R2019-360

Decision: Moved by: J. Hunter seconded by: T. Deschamps that Municipal Council approves the proposed Cardinal Canteen and Boat Launch Dock project, with an upset limit of \$6,000.00, to be completed during the fall of 2019, as recommended by Committee of the Whole – 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

g) No Parking Zones – South St. & Irving St.

R2019-361

Decision: Moved by: J. Hunter seconded by: H. Cameron that Municipal Council directs staff to install permanent "no parking" signage on Irving Street and South Street, as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

Deputy Mayor Deschamps requested a recorded vote

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

Carried

Members noted their concern about installing permanent no parking in Spencerville and reiterated that the no parking signage should only be in place temporarily during specific events.

h) Cardinal Sign Replacement

R2019-362

Decision: Moved by: J. Hunter seconded by: H. Cameron that Municipal Council approves the replacement of the Cardinal Bridge Street Sign under Township CIP Projects, as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

Carried

i) Winter Sand Tender Award

R2019-363

Decision: Moved by: T. Deschamps seconded by: H. Cameron that Municipal Council award the Supply of Winter Sand to G. Tackaberry & Sons Construction Company Ltd at the unit price of \$13.99 per MT to a maximum of \$48,965.00 excluding non-rebated HST, as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

Carried

j) Municipal Modernization – Arena Services

R2019-364

Decision: Moved by: J. Hunter seconded by: H. Cameron that Municipal Council approves the Municipal Modernization – Arena Services proposal as attached.

Proposal Outline:

All three municipalities in South Grenville agree to form a six-person Community Arena Board to govern and fund arena services effective Jan 1/2019 and onward.

Background:

1/ At the present time TWPEC owns and operates two arenas which provide arena services for the entire South Grenville region.

2/ Close monitoring of our arena operations indicates that our Facilities Manager achieves more than 94% sale of available prime ice-time and overall excellent usage of total ice-time available. TWPEC has a long record of successfully managing optimum rental revenue balanced with controlled operating and capital costs. It is expected that TWPEC has the capacity to manage a third facility with the same degree of optimization.

3/ TWPEC taxpayers fund the total cost of providing these services 2017=\$446,286.06 & 2018=\$439,995.39

4/ The Town of Prescott has a publicly stated desire to build a third arena, partially funded by an ICIP Grant, to serve the South Grenville ice-rental markets, both citizen recreation and business oriented.

5/ The Town of Prescott proposes to apply for a Federal-Provincial Grant under the Investing in Canada Infrastructure Program (I.C.I.P.) Community Culture and Recreation Stream which opened for applications on Sept 3 / 2019 with a November deadline.

6/ Although never formally approached in writing to provide financial support to the proposed new Prescott Arena Application there have been a number of informal approaches to do so; e.g.: Prescott arena fund raisers Beatty & Baril; Councillor to Councillor discussions; Mayor to Mayor to Mayor discussions; CAO discussions; suggestions and comments at various fund raising events and in the media.

7/ Ice Rental Experience during the latest Arena operating Season...Aug 2018 to June 2019...suggests that there is only minimal interest in the purchase of additional Ice-Rental hours and that there is little support to develop a Business Case for a third arena in the South Grenville Region.

8/ A third ice-rental arena in the South Grenville Region is likely to reduce Ice-Rentals revenues at the two arenas operated by the Township of Edwardsburgh Cardinal thus driving up Arena Operating/Capital costs to our resident taxpayers beyond the amounts documented above for 2017 & 2018. Full costs for 2019 are not yet known but appear to be on track with 2018.

9/ If a third arena is to be built in the South Grenville Region, financed by grants from I.C.I.P., it is imperative that all three municipalities share in the Operating/Capital costs of all three arenas as they are used by the residents of all three municipalities without discrimination as to the residential location of the user.

10/ This proposal is premised on the success of the I.C.I.P. Application to fund a major portion of the capital costs of a third South Grenville arena as a result of which the partners would contribute no more than 26%, to a maximum of \$3 million of capital costs.

Mechanism:

It is proposed that all three municipalities in South Grenville agree to form a six-person Community Arena Board (two from each jurisdiction) to govern and fund arena services effective from Jan 1/2019 and onward.

It is further proposed that the Township of Edwardsburgh Cardinal prepare and develop for signature of the other Municipalities a legal document to support and implement such an agreement and that such an agreement form the only basis on which the Township of Edwardsburgh Cardinal would provide support, financial or otherwise, to the construction of a third arena in the South Grenville Region.

It is further recommended that upon acceptance of this proposal by the Council of the Township of Edwardsburgh Cardinal; full Council visits to Council (or Committee) meetings of each of the other two municipalities be arranged to present and discuss this proposal with a view to receiving Approval-In-Principle from each of the other municipal councils.

As of March 2019:

2017 and 2018 Arena Costs Summary

Description	Spencerville Arena		Cardinal Arena	
	2017	2018	2017	2018
Operating Revenue	\$219,169.72	\$233,832.18	\$459,447.66	\$442,115.53
Operating Expense	\$315,577.44	\$301,295.12	\$498,076.74	\$494,093.13
Operating Loss	\$96,407.73	\$67,462.94	\$38,629.08	\$51,977.60
Capital	\$7,551.21	\$16,856.81	N/A	N/A
Capital Debenture Principal	N/A	N/A	\$71,897.73	\$75,235.70
Capital Debenture Interest	N/A	N/A	\$231,800.31	\$228,462.34
Cost to Taxpayers	\$103,958.94	\$84,319.75	\$342,327.12	\$355,675.64

Total Cost to the Township of Edwardsburgh Cardinal Taxpayers:

2017 = \$446,286.06

2018 = \$439,995.39

Deputy Mayor Deschamps requested a recorded vote.

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

Carried

9. Correspondence

Members noted that the Prescott groundbreaking event, held on September 20, was provided in the September 20 correspondence package, and therefore it was not possible for Council to respond or attend the event.

R2019-365

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

- August 30, 2019
- September 5, 2019
- September 13, 2019
- September 20, 2019

Carried

10. Approval of Municipal Disbursements

R2019-366

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

- | | |
|---|----------------|
| • Report dated Sept 9, 2019 (2019-00177) | \$ 7,105.06 |
| • Report dated Sept 12, 2019 (2019-00180) | \$ 7,033.62 |
| • Report dated Sept 20, 2019 (2019-00189) | \$ 224,034.17 |
| • Report dated Sept 20, 2019 (2019-00190) | \$ 125,886.10 |
| • Report dated Sept 20, 2019 (2010-00191) | \$2,613,037.93 |

TOTAL: \$2,977,096.88

Carried

11. By-laws

a) Site Plan Control Agreement – ShoreLine Rail Group Inc

R2019-367

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 ShoreLine Rail Group Inc, and this shall constitute first and second reading thereof.

Carried

R2019-368

Decision: Moved by: T. Deschamps seconded by: J. Hunter that a by-law to authorize the execution of a site plan control agreement with ShoreLine Rail Group Inc, be now read a third time and finally passed, signed, sealed and numbered 2019-55.

Carried

b) By-law Enforcement Policy

R2019-369

Decision: Moved by: S. Dillabough seconded by: T. Deschamps that the mover be granted leave to introduce a bylaw to adopt a By-law Enforcement policy, and this shall constitute first and second reading thereof.

Carried

R2019-370

Decision: Moved by: S. Dillabough seconded by: T. Deschamps that a by-law to adopt a By-law Enforcement policy, be now read a third time and finally passed, signed, sealed and numbered 2019-56.

Carried

c) Accountability & Transparency Policy

R2019-371

Decision: Moved by: J. Hunter seconded by: T. Deschamps that the mover be granted leave to introduce a bylaw to establish an Accountability and Transparency policy for the Corporation of the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

R2019-372

Decision: Moved by: J. Hunter seconded by: T. Deschamps that a by-law to establish an Accountability and Transparency policy for the Corporation of the Township of Edwardsburgh Cardinal, be now read a third time and finally passed, signed, sealed and numbered 2019-57.

Carried

d) Repeal By-law 2008-35 to Appoint Deputy Building Officials/Inspectors

R2019-373

Decision: Moved by: H. Cameron seconded by: S. Dillabough that the mover be granted leave to introduce a bylaw to repeal by-law 2008-35 to appoint a Deputy Building Official/Inspector in the absence of the Chief Building Official for the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

R2019-374

Decision: Moved by: H. Cameron seconded by: S. Dillabough that a by-law to repeal by-law 2008-35 to appoint a Deputy Building Official/Inspector in the absence of the Chief Building Official for the Township of Edwardsburgh Cardinal, be now read a third time and finally passed, signed, sealed and numbered 2019-58.

Carried

12. CAO's Administrative Update

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

- Cyber security training
- New signage displaying remaining land for sale in the Industrial Park
- AODA training
- Recreation roundtable
- Modernization – CAO's and Library CEO's met to discuss cost sharing
- Upcoming meeting schedule
- Service delivery review
- Cost sharing opportunities within the Building/By-law department
- Power outage to affect the Spencerville Arena
- Smith road culvert update
- Adelaide dry well project
- EMS Bootcamp event
- Automatic aid agreements with Augusta and Prescott
- Fire prevention week
- Emergency plan

R2019-375

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

Carried

13. Councillor Inquiries or Notices of Motion

Councillor Dillabough inquired if staff could review particular locations for new streetlights in Johnstown. It was noted that the Township has a policy with

respect to locating new streetlights and staff will prepare a report for the Committee meeting on October 21.

Councillor Hunter requested an update with respect to the County Road 21 no parking signage.

14. Mayor's Report

Mayor Sayeau reported on the following:

- South Grenville Food Bank dinner being held at the Prescott Fire Hall on October 9 from 5-7pm
- Meeting and photos at Greenery site on September 25 at 9am
- Port General Manager performance appraisal completed
- County Council approved the installation of "no parking" signs on County Rd 21 and a speed limit reduction to Cleary Rd
- County Rd 44 reclamite treatment
- November 22 - UCLG Economic Development Summit
- Upcoming changes to legislation affecting use of ATV's on municipal roads
- Fire Department establishment by-law
- September 28 – Grenville Plowing Match at the former Kemptville College
- Emily Project – 911 addressing
- Connect Youth presentation took place on September 20. Noted that shelter space will be available in Spencerville. There will be a seminar in Brockville on September 26-27
- Cormorant Control meeting with MNRF in Toronto on September 30

R2019-376

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 – None

17. Confirmation By-law

R2019-377

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 2019-59.

Carried

18. Adjournment

R2019-378

Decision: Moved by: J. Hunters seconded by: T. Deschamps that Municipal Council does now adjourn at 7:44 pm.

Carried

These minutes were adopted by Council this 28th day of October, 2019.

Mayor

Deputy Clerk