

**MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE
TUESDAY, OCTOBER 15, 2019
SPENCERVILLE MUNICIPAL OFFICE
6:30 PM**

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: T. Deschamps seconded by: H. Cameron 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

a) Ken Smith – By-law Complaint

Mr. Smith provided Committee with a detailed statement of events and timeframe with respect to his by-law complaints about a neighbour's cat that is running loose in his yard. Mr. Smith noted that he requested a meeting with the By-law Enforcement Officer (BLEO) and Councillor Dillabough and that pictures were sent to the BLEO as proof of a cat running loose. Mr. Smith requested that another letter be sent to 16 Hudson Crescent, which is the residence of where he

believes the cat is coming from. Mr. Smith requested that if there is another complaint that the BLEO should seize the cat.

Members informed Mr. Smith that the BLEO has issued a notice and set fine under the by-law to the neighbouring property of 16 Hudson Crescent. Members enquired if Mr. Smith can confirm that the cat(s) he sees running loose is the same cat from his neighbours property. Mr. Smith noted that he cannot confirm that every cat "running loose" sighting was of the cat from 16 Hudson Crescent. Mr. Smith provided Township staff with his formal statement.

Committee thanked Mr. Smith for the presentation and noted that they will take his information under advisement.

b) Town of Prescott – Municipal Modernization

Mayor Todd, from the Town of Prescott provided Committee with a detailed presentation with respect to the Town's proposal, to the Township of Edwardsburgh Cardinal to enter into a net operational cost sharing partnership agreement, for the future construction of a new community centre (arena) and to share the net operating costs of all current and future community centres/arena. Mayor Todd outlined the proposed building design and provided information with respect to how a partnership between the Town of Prescott, the Township of Augusta and the Township of Edwardsburgh Cardinal could make for a stronger application to the Investing in Canada Infrastructure Program (ICIP) to help fund a new community centre in Prescott.

Mayor Todd spoke to how the closure of the Leo Boivin community centre affected surrounding communities and local organizations. He touched on the historical need for three arenas in the South Grenville area and the amount of prime time ice rentals being utilized in surrounding communities. Mayor Todd suggested that the loss of hours from the Leo has prevented some users from running hockey tournaments in South Grenville as there were not enough hours available to accommodate such events.

Mayor Todd spoke to the total net operating loss for the Township's Cardinal and Spencerville arenas in 2017-2018. He spoke to how the municipalities have met in 2019 to discuss how each municipality could support each other in the operations of recreational facilities. He noted that the Town of Prescott proposes that the net operating costs be determined by revenue minus the expenses to equal the net operational costs to be shared between Augusta, Prescott and Edwardsburgh Cardinal. Mayor Todd proposed that the shared net operational costs be split proportionally based on population. It was noted that the Township could see the yearly net operational costs decrease from \$120,000 to \$45,595. He noted that adding a future facility may decrease the net costs from \$120,000 to \$75,991.

Members noted that the proposal prepared by the Township included capital costs, however Augusta has indicated that they would not support a cost sharing of capital costs. Mayor Todd suggested that a capital cost sharing may be discussed between Prescott and Edwardsburgh Cardinal. Committee confirmed that the Town of Prescott received the proposal prepared and supported by Council at their September 23 meeting. Members noted that the Town of Prescott has presented Committee with two requests, firstly: asking for support for a cost sharing agreement, and secondly: asking to support the application to the ICIP. Mayor Todd suggested that the two are ultimately a joint endeavor to benefit all parties in the long run by taking a regional view of recreational facilities. Members noted that they understood Prescott's urgency to enter into an agreement and receive support for the ICIP, however suggested that they would need to further discuss the matter.

Mayor Malanka, of the Township of Augusta, briefly spoke to Prescott's presentation and proposal and noted that he supported the idea of a net operational cost sharing agreement between Augusta, Prescott and Edwardsburgh Cardinal. He suggested that the money from MMAH could be used to build a collaborative, regional approach to recreation facilities, which may draw additional development to the area. Committee confirmed that the Township of Augusta received the proposal prepared and supported by EC Council during their September 23 meeting. Members noted that the Township is looking for a contribution to capital costs, not just operational cost sharing. It was noted that the EC proposal included forming a 6 member board to govern and fund arena services.

The Committee opened the floor to allow the community groups and sports associations present to provide feedback with respect to the proposals and how an additional community centre would impact the various groups. South Grenville Minor Hockey provided a summary and noted that they would be interested in an additional 30 hours per week if another arena was built. The South Grenville Junior C Hockey association suggested they would use an additional 1.5 hours, while the Prescott Figure Skating Club indicated an additional 10-15 hours.

Members noted that if another arena were to be built then it may result in loss of revenue and ice rentals for the Township's existing facilities. Mayor Todd suggested that even if the Township were to lose rental hours, that the three municipalities would share the expenses, resulting in less of an overall impact to Edwardsburgh Cardinal. Mayor Todd urged the Committee to consider Prescott's proposal of a cost sharing agreement and to take advantage of a partnership to support the ICIP application.

Committee thanked Mayor Todd and Mayor Malanka for the presentation and information.

6. Discussion Items – None

7. Action/Information Items

a) 3rd Quarter By-law Report

Committee reviewed the report and briefly discussed the formatting and presentation of the current report. It was noted that staff are working to input data into the software system to generate a report which will include file/work order numbers to better identify each new and ongoing case.

b) 3rd Quarter Treasury & Reserve Update Report

Committee review the report and asked for clarification with respect to the 2018 versus 2019 long term debt totals. It was noted that there was a typographical error on the report and that the September 2018 total was incorrect. Members reviewed and sought clarification on various line items on the reserve report, specifically with respect to: public works, streetlighting, and cemeteries. Members highlighted that a number of capital projects came in under budget. There was a brief discussion with respect to the Pittston Rd, Walker St and Cardinal dock projects. It was noted that Pittston Rd ended up needing more base repair than originally expected, which resulted in an increased overall cost as compared to budget predictions. It was noted that there is currently a 30 day inspection period for the Walker St project and that the Cardinal fishing dock was a shared finance between SNC and the Township.

c) 3rd Quarter Budget Variance Report

Committee reviewed the report and commented on the Township's surplus/deficit projection for year end. It was noted that the winter sand and salt will likely decrease any surplus. Members noted that the repair costs for equipment is over budget and discussed the need to budget more accurately for 2020.

Members confirmed budget details with respect to police services and the Township canteens. Members asked for clarification with respect to the streetlighting budget. It was noted that a staff report will be provided to address streetlighting at the October 21 Committee of the Whole meeting. Members discussed the 2019 year to date actual for economic development. It was noted that there was a carry forward value from the CIP, and that the Township has not received the full invoice for the Main Street Revitalization Signage project. Members confirmed that the agricultural drainage would be updated for the year-end report.

d) Request for Private Dock Access – Romain

Committee confirmed that the land from the top of the hill to the water was owned by the Township.

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

1. Authorize staff to execute a license agreement with Michael and Nicola Romain to permit construction of and access to a dock located immediately south of their property at 10 Flett Street.
2. Direct staff to develop a policy and bylaw to be used in similar situations in the future.

Carried

e) AMO Report to Attorney General – Liability & Insurance

Moved by: J. Hunter seconded by: J. Bradley that Committee recommends that Council endorses AMO's "Towards a Reasonable Balance: Addressing growing municipal liability and insurance costs" report, and support the recommendations within the report.

Carried

f) Shared Services – EC/August/Prescott

Staff provided an overview of why a possible shared service plan for building and bylaw enforcement in South Grenville could be beneficial to Augusta, Prescott and Edwardsburgh Cardinal. It was noted that staff are seeking approval in principle to move forward with discussions and possible agreements or, alternatively, if staff should begin recruiting for a new Chief Building Official (CBO).

Members discussed the shared services idea and how long the Township would wait for a draft agreement for shared services before the Township should consider recruiting a new CBO. Members requested that staff prepare a report for the November 11 Committee meeting. Members commented on the shared services proposal being a collaborative effort that may result in the need to create common bylaws and procedures.

Moved by: T. Deschamps seconded by: J. Hunter that Committee recommends that Council direct staff to begin the work of developing an agreement with the Township of Augusta and the Town of Prescott to provide building and bylaw services to the residents of the three municipalities, and further that Committee recommends that a temporary CBO be recruited to fill the needs of the Township in the intervening period.

Carried

g) Appoint Temporary Interim Building Inspector

Moved by: T. Deschamps seconded by: S. Dillabough that Committee recommends that Council adopt a bylaw to appoint Mr. Dwane Crawford as the municipality's interim Chief Building Official.

Carried

h) Additional Appointed Alternate Building Inspector

Moved by: H. Cameron seconded by: S. Dillabough that Bylaw 2018-28 be amended with the addition of Mr. Shawn Merriman (Prescott) as an appointed inspector for the Township.

Carried

i) Expense Reimbursement Policy Updates – Second Draft

Committee reviewed the policy updates and confirmed that the Council honourarium will be adjusted annually based on the OMERS cost of living increase. There was a brief discussion with respect to the ownership of the Township-provided tablets, specifically with respect to taxable benefits.

Members commented on the addition of item "m" to allow members to use the maximum equivalent expenditure of a device for office supplies, being counterproductive of the Township's efforts of moving towards paperless agendas. It was noted that the proposed expenditure is \$1,000 per term or \$250 per year.

Moved by: J. Hunter seconded by: H. Cameron that Committee recommends to Council that a new Expense Reimbursement Policy be adopted by Bylaw.

Carried

j) Collection of Garbage & Waste By-law – Update

Staff outlined the proposed changes to Committee. Committee confirmed that once the bylaw is approved at Council and the set fines are approved by the Ministry of the Attorney General and Ontario Judge that the Bylaw Enforcement Officer will be able to issue set fine tickets.

Moved by: S. Dillabough seconded by: H. Cameron that Committee recommends that Council:

1. Adopt a by-law to provide for the collection of garbage and waste materials in the Township.
2. Repeal by-law 2015-10 and 2015-60 that would be inconsistent with the provisions of the new by-law.
3. Approve the draft short form wording for the collection of garbage and waste by-law set fines and direct staff to submit for approval.

Carried

8. Inquiries/Notices of Motion

Deputy Mayor Deschamps inquired about Mr. Robertson's attendance. It was noted that Mr. Robertson had a scheduling conflict and could not make it to the meeting.

Councillor Dillabough noted that there is a hawk's nest on an osprey pole along the Canal in Cardinal and requested that the nest be cleared out. Staff will determine responsibility for this.

Deputy Mayor Deschamps inquired if the Township has a speed study for County Rd 2 East, heading out of the Village, due to concerns he has received from residents about people speeding through the 60km zone. It was noted that staff will determine if a recent speed report is available for review.

Councillor Hunter inquired about the installation of "no parking" signage on County Rd 21 near the auction house. It was noted that the business is advertising and requesting that visitors do not park on the north side of the road. Members noted that calls of concern are still being received about the area. It was suggested that Councillor Hunter's inquiry would be considered as a notice of motion to be dealt with at a future meeting.

Mr. Bradley inquired if the Committee would be further discussing the Town of Prescott's proposal. Committee had a fulsome discussion about the earlier presentation made by Mayor Todd from the Town of Prescott, specifically respecting the following matters: urgency of support and cost sharing agreement, how the cost sharing could be calculated by population, tax assessment, or evenly in thirds, input to the design and build of community centre, financial information and cost sharing savings, cost sharing of capital costs, input from the Town of Augusta, possible dates of a special meeting to further discuss concerns. There was consensus from Committee that a special meeting to further discuss the arena cost sharing be set for October 30, in the Council Chambers beginning at 6:30pm.

9. Mayor's Report

Mayor Sayeau reported on the following:

- Cardinal Travel Centre building permit
- Attended Drummonds 100th anniversary on October 3
- Provided an update with respect to future development of Maple View Lodge
- Working to arrange a tour date at the CREW's site for the Community Development Committee members
- Attending a tour of HFI Pyrotechnics facility on October 23
- Brockville Chamber of Commerce event on October 23. SLCEDC Commissioner will give a presentation

- Expecting an announcement from the Minister of Municipal Affairs and Housing on October 18 with respect to CANARM
- UCLG Economic Development Summit taking place on November 22
- Provided an update with respect to the Lake Ontario water levels affecting the St. Lawrence River area
- Attending an EOWC meeting from October 17-18

10. Question Period

Questions/comments were raised with respect to the following:

- Arena funding and cost sharing concerns

11. Closed Session – None

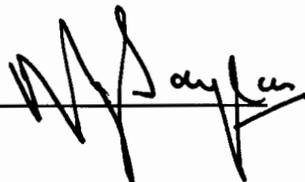
12. Adjournment

Moved by: H. Cameron seconded by: S. Dillabough that Committee does now adjourn at 9:43 pm.

Carried

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

Chair



Deputy Clerk

