

**MINUTES**  
**COMMITTEE OF THE WHOLE**  
**ADMINISTRATION & OPERATIONS**

**Monday, April 8, 2024, 6:30 PM**  
**South Edwardsburgh Community Centre**  
**24 Sutton Dr.**  
**Johnstown Ontario**

PRESENT: Mayor Tory Deschamps  
Councillor Joe Martelle  
Councillor Waddy Smail  
Councillor Chris Ward

REGRETS: Deputy Mayor Stephen Dillabough

STAFF: Karen Roussy (Advisory Member)  
Dave Grant, CAO  
Sean Nicholson, Treasurer  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Eric Wemerman, Chief Water/Sewer Operator  
Chris LeBlanc, Manager of Public Works  
Candise Newcombe, Deputy Clerk

**1. Call to Order – Chair, Mayor Deschamps**

Mayor Deschamps called the meeting to order at 6:30 p.m.

**2. Approval of Agenda**

**Moved by:** W. Smail

**Seconded by:** C. Ward

That the agenda be approved as presented.

Carried

**3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**

None.

**4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**

None.

**5. Delegations and Presentations**

None.

**6. Consent Agenda**

**Moved by:** C. Ward

**Seconded by:** J. Martelle

That Committee recommend that the following consent agenda items be received as presented:

- a. 1st Quarter Bylaw Report [See item 8a.]
- b. 1st Quarter Operations Report [See item 8b.]

Carried

**7. Discussion Items**

a. 2024 Community Grants & Donations

Consensus was reached to award the 2024 Community Grants and Donations as follows:

Community Organization	Grants & Donations	Final Donation Amount Allocated	
Food for All Food Bank	\$2,000.00	\$2,000.00	
\$5,000.00	\$1,000.00		
\$1,000.00			
Friends of the Library	\$0 – in kind only	\$0	
\$5,000.00	\$3,000.00		
\$2,000.00			
Johnstown ATV Club	\$2,000.00	\$1,000.00	

\$3,959.73	\$2,000.00		
\$1,000.00			
St. John's UC Choir	\$600.00	\$300.00	
\$1,000.00	\$500.00		
\$500.00			

There was discussion regarding the best approach to discussing the requests received and members highlighted groups that members did not support from their individual lists. The suggestion to allocate 40% of each support request was made and there was discussion regarding the suitability of allocating the requests based on a percentage of the funds requested. Members noted that not all organizations are equally eligible to receive their request.

Committee sought clarification that the funding request of \$7500.00 to the Maple View Landings and \$12,500.00 to the Sherwood Park Manor projects over 3 years was not included in the \$30,000.00 allocated for the Community Grants and Donations program. The suggestion to retain approximately \$5000.00 for future funding support requests in 2024 was made. Committee confirmed that all applicants submitted their financial evaluations following the 2023 program. It was noted that all financial evaluations were received, however, noted that the organizations highlighted in blue submitted their statements late.

There was discussion regarding other funding sources of various groups and supporting local groups that contribute to the community.

Members discussed groups they considered should receive the full funding request. Consensus was received to allocate the full request amount for the following: The Food for All Food Bank, Cardinal Festival Committee, Bait Fuel Fishing Tournament, and the South Grenville District Highschool Ontario Student Leadership Conference.

Committee discussed past donation amounts and the economic impact of the South Grenville Bluegrass Festival.

Members discussed the economic impact of the Bait Fuel Fishing Tournament, concerns that the event was not as well attended as anticipated in 2023, and increased promotion of the event in 2024.

Councillor Martelle excused himself from the conversation regarding the allocation of funds to the Spencerville Business and Community Connections (SBCC) group due to his conflict of interest disclosure made during the group's delegation presentation at the Community Development Committee meeting held March 4.

Committee discussed the request from the Spencerville Mill, highlighting past capital project donations from the Port of Johnstown to complete masonry work. There was discussion regarding the anticipated timeline to complete the project, and the funding allocations if the project is deferred. Committee requested that staff confirm that funding received for the project is intended to be kept in a reserve fund until the project is complete, and should the project not proceed in 2024, would the allocated amount from the Township be carried forward into 2025 to complete the project.

Committee reviewed the total of the allocated amounts and noted the small surplus of \$5,150.00 available should discussions at Council lead to increases or may provide a small reserve for future funding requests in 2024.

Committee noted some irregular requests for in-kind assistance and reviewed the requests. There was discussion regarding the Hospice request to waive the fee for advertising at the Ingredion Center. Members noted that all other advertisers pay to display, highlighting a precedence set should they waive the fee for one organization. There was consensus to enforce the advertising fee.

The exponential growth in funding for the Community Grants and Donations program was reviewed and Members highlighted the benefits of the program to local community organizations.

b. Personnel Policy Update

A brief overview of outdated sections of the policy were provided, highlighting the intention of continuity between the union and non-union contracts.

There was discussion regarding the eligibility of the day for Truth and Reconciliation as a federally recognized holiday, the intended purpose for the holiday and making use of the holiday to promote education regarding actions towards reconciliation.

Members highlighted concerns with the limited bereavement periods for family members other than a spouse or parent.

It was noted that currently non-union employees lose any unused sick days at the end of the year, however, union employees receive 50% of any unused days. Members noted concerns with incentivizing individuals to come to work unwell in order to save the sick days for payout. It was

noted that current employee trends do not indicate this is a concern. Members requested "sick days" be referred to as "wellness days" going forward.

Councillor Smail left the table at 7:49 p.m.

Councillor Smail returned to the table at 7:52 p.m.

The dependant life insurance policy for a spouse or child was highlighted as another are that may need attention with the benefit of \$2500.00 for a child and \$5000.00 for a spouse. It was noted that the dependant life insurance amounts were implemented in 2015. Discussions with the insurance broker regarding appropriate amounts would be required.

There was discussion regarding the appropriateness of coverage for prescription sunglasses as it was noted that the benefit for reimbursement for corrective lenses is directly through the Township. It was noted that the current allocation of \$450.00/year for corrective lenses no longer includes the provision of an eye exam as the exam is now covered under the group benefits package with Sunlife.

There was a general consensus of Committee to have staff review the document in its entirety, provide proposed changes and track the changes in the document for a fulsome review.

## **8. Action/Information Items**

- a. 1st Quarter Bylaw Report - CONSENT

**Moved by:** C. Ward

**Seconded by:** J. Martelle

That Committee receives the 1st Quarter Bylaw Report as presented.

Carried

- b. 1st Quarter Operations Report - CONSENT

**Moved by:** C. Ward

**Seconded by:** J. Martelle

That Committee receive the 1st Quarter Operations Report as presented.

Carried

- c. 1st Quarter Treasury & Reserve Report

Committee was provided with a brief overview of the report highlighting the 2023 surplus, remaining municipal debts, and the municipality's debt versus its debt repayment limit.

Members clarified that the recent truck purchase was paid outright and that the Cardinal wastewater infrastructure debenture repayment is being paid directly by the users of the Cardinal wastewater system.

It was noted that the municipal debt consists of the remaining Ingreion Arena payments and the addition of the Johnstown drainage project debenture which will be amortized in 20-years.

There was discussion regarding the timeline for completion of the Johnstown Baseball Diamond lighting and the tendering for the Cardinal Tennis Court rehabilitation project.

The recent carbon tax increase was noted, highlighting the anticipation of an additional increase in 2025. Members confirmed that staff accounted for the increase and will ensure contingencies for future increases.

There was discussion regarding the landfill closure reserve contributions and current reserve balances, highlighting approximately \$11 million in reserves for 2024. Members highlighted a fully funded 2024 Capital Budget of just over \$4 million due to solid municipal reserve management.

d. 1st Quarter Budget to Variance Report

Committee discussed the decreased arena usage, the decrease in building permit applications in 2024, uncompensated building department services and the future self-sustainment of the building department.

There was discussion regarding the remaining budget for the Spencerville Arena in relation to the 2023 dates of operation.

e. 1st Quarter Council Remuneration Report

Committee discussed the ROMA conference attendance and registration compensation by the UCLG for the Mayor, available councillor training, reasons for variances in amounts, and support for recommending remuneration honorarium are tax-free.

f. 4th/1st Quarter Facility Stats Report

Committee discussed the impact of the Prescott arena opening, the viability of operating 2 municipal arenas, the availability of private rentals, and the advertisement of unscheduled ice times.

There was discussion regarding spring ice scheduling and future collaborative opportunities between the Township and Prescott arenas.

g. 4th/1st Quarter Facility Maintenance Report

Committee reviewed the report and confirmed that municipally owned elevators are inspected every 3-months.

h. 2024 Spencerville Lagoon Discharge Report

Committee reviewed the report and confirmed that a 60% discharge would bring the lagoon cells to an acceptable level.

i. Indigenous Land Acknowledgement Update

Committee discussed the frequency of the land acknowledgement statement recital, obtaining additional indigenous consultation, and the importance of building and nurturing ongoing relationships with local indigenous groups. Members noted that invitations have been sent to the aboriginal chiefs to attend the upcoming Port Day event to be held at the Port of Johnstown in June.

Members noted their preference to implement an interim-statement while consultation continues. It was noted that the intent of the acknowledgement statement was to gain an understanding of our local indigenous groups through consultation which must be an ongoing process and should not be rushed.

Committee reached consensus to support option 2 as it provided for a provisional acknowledgement statement while permitting ongoing consultation with local indigenous groups.

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That Committee recommends that Council select Option 2 and provide direction to staff with respect to preferences on wording/phrasing for the statement to be used.

Carried

j. 5 Tonne Tandem Plow Truck Tender Award

Committee was provided with a summary of the report and discussed reasons for the ineligibility of the tender received, previous experience with the company, the adequacy of the bidding process, concerns with the time of tender issuance, and expectations for re-issuance of the tender.

It was noted that the re-issuance of the tender was proposed for end of April or early May. There was discussion regarding the specifications of the vehicle, expected timeline for delivery, and the intended timeline to implement the vehicle into service.

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Committee recommend that Council direct staff to re-issue the 5 Tonne Truck plus related Snow Plow Equipment Tender EC-PW-24-05 for the opportunity for competitive pricing.

Carried

**9. Councillor Inquiries/Notices of Motion**

Councillor Martelle inquired about information received following the delegation regarding the discharge of firearms on February 6. It was noted that staff is waiting on feedback from a number of agencies with the intent to bring a report to Committee in May.

**10. Mayor's Report**

Mayor Deschamps reported the following:

- Commended Township staff on the front-line deployment and efficient management of traffic and public in various areas throughout the Township during the Solar Eclipse. He noted the Township was well displayed with many visitors commenting on their positive experience during their stay.

**11. Question Period**

None.

**12. Closed Session**

None.

**13. Adjournment**

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee does now adjourn at 9:19 p.m.

Carried

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Chair

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Clerk