

**MINUTES
MUNICIPAL COUNCIL**

**Monday, January 24, 2022
6:30 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055**

PRESENT: Mayor Pat Sayeau
Deputy Mayor Tory Deschamps
Councillor Hugh Cameron
Councillor John Hunter

REGRETS: Councillor Stephen Dillabough

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Melanie Stubbs, Treasurer
Gord Shaw, Director of Operations
Candise Newcombe, Deputy Clerk

1. Call to Order

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

2. Approval of Agenda

Decision: 2022-08

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

- a. Volunteer Centre (United Way) - Mary Lynn Villeneuve & Tamara Baldwin
- Ms. Tamara Baldwin, Board Chair, was joined by Ms. Mary Lynn Villeneuve, Centre Manager, of the Volunteer Centre (United Way) who provided an overview of the organization's offered programs, highlighting the Community Volunteer Income Tax Program. Ms. Villeneuve noted that millions of dollars have been recovered for the area's most vulnerable residents through lesser-known tax grants or refund programs. Ms. Villeneuve noted ongoing tax literacy programs offered by the organization for adults and financial literacy programs for the youth of the area in an attempt to provide knowledge as tools for better financial well-being.
- Council noted their familiarity with the organization and the work they have done and continue to do throughout the community.
- Members inquired how many staff were currently employed with the organization. Ms. Villeneuve noted that currently, the Brockville location employs 2 part-time staff at 20 hours per week with Ms. Villeneuve as the only full-time employee.

Council inquired about the library delivery service program mentioned in the presentation as one of the many listed programs offered by the Volunteer Centre. It was noted that library staff compile a list of residents interested in returns/exchanges through the program and provide the information list to volunteers who perform their route on the 2nd Thursday of the month primarily in Brockville.

Members inquired if there was a funding request from the organization. Ms. Villeneuve noted the objective of the organization is to grow through increased availability by adding additional locations through sponsorships and donations. She noted the Volunteer Centre's intent to apply for funding through the Township's Community Grants and Donations Program.

Council inquired of the approximate annual budget of the Volunteer Centre. It was noted to be approximately \$100,000.00-\$110,000.00.

Council noted the impact the organization has on the community and inquired if there were statistics identifying the percentage of the population the Volunteer Centre has aided. Ms. Villeneuve noted that financial return analysis was in its early stages and the organization had not yet determined those particular statistics.

Members inquired how these services were being advertised to residents. It was noted that the Centre receives recognition mostly through repeat clientele and general word of mouth, however, the organization does advertise through the local radio stations as well as their associated agencies.

Council thanked Ms. Villeneuve and Ms. Baldwin for their presentation.

5. Minutes of the Previous Council Meetings

- a. Regular Council - December 13, 2021

Decision: 2022-09

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated December 13, 2021.

Carried

- b. Special Council - January 10, 2022

Decision: 2022-10

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council receives and approves the minutes of the Special Meeting dated January 10, 2022.

Carried

6. Business Arising from the Previous Council Meeting (if any)

Members inquired about parking restrictions along County Road 44, noting that there are currently three signs installed. Grievances about the placement and location of the signs from two local business owners were noted, and members inquired if there was a need for that many signs. It was noted that the County's engineer has been directed to look into the requirement of signage in the area.

Council members confirmed the location and time of the Newport Municipal Drain Public Meeting to be held on February 9th at the Township office at 6:30 p.m.

7. Committee Minutes

- a. Port Management Committee - November 17, 2021 & December 15, 2021

Decision: 2022-11

Moved by: H. Cameron

Seconded by: T. Deschamps

THAT Municipal Council receives the minutes of the Port Management Committee Meetings dated November 17, 2021 and December 15, 2021.

Carried

- b. Combined Committee of the Whole - Budget #2 - December 9, 2021

Decision: 2022-12

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council receives and approves the minutes of the Combined Committee of the Whole – Budget #2 Meeting dated December 9, 2021.

Carried

- c. Committee of the Whole - Administration & Finance - January 10, 2022

Decision: 2022-13

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Administration & Finance Meeting dated January 10, 2022.

Carried

8. Action and Information Items from Committees

- a. Council Response to 2021 Audit Questionnaire

Decision: 2022-14

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council authorizes the Mayor to sign the response letter to the auditors, as a requirement of the annual audit, as recommended by the Committee of the Whole – Administration & Finance.

Carried

- b. Application of Severance - Brouseville Rd - Zanderplan Inc./Lawless

Decision: 2022-15

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council recommend in favour of severance application B-169-21 and request that the following notes be included in the severance decision:

1. A grading and drainage plan will be required at the building permit stage to mitigate potential drainage impacts to neighbouring properties; and

2. An entranceway on the retained land shall be located along the western property line. The access road shall not be raised above the elevation of the neighbour's property to ensure that it does not direct water in that direction. This is to be reviewed at the time an application for entranceway permit is submitted.

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

Carried

c. 2021 Annual Water Reports - CWS & EDS

Decision: 2022-16

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council:

1. Receive the 2021 Annual Water Reports for the Cardinal Water System and Edwardsburgh Distribution System; and
2. Direct staff to post the 2021 Annual Water Reports on the Township website; and
3. Direct staff to notify users through social media and newspaper advertisement of report availability.

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

Carried

d. Intelivote Electronic Voting Services - 2022 Municipal Election

Decision: 2022-17

Moved by: T. Deschamps

Seconded by: J. Hunter

That Municipal Council pass a bylaw to authorize the execution of an agreement with Intelivote Systems Inc. for the provision of electronic voting services for the 2022 Municipal Election.

Carried

e. Port - RBC Credit Facilities Loan Agreement - Industrial Property

Decision: 2022-18

Moved by: H. Cameron

Seconded by: T. Deschamps

THAT Municipal Council:

1. Authorizes the Mayor and CAO to sign the RBC bank loan agreement between the Township of Edwardsburgh and the Royal Bank of Canada; and
2. Authorizes the Mayor and CAO to sign the banking document Schedule "H" on the day that the loan is to be transferred into the Port of Johnstown's account; and
3. That the signed RBC loan agreement be issued to the Port of Johnstown General Manager to ensure that all necessary documents are provided to the bank as outlined in the banking agreement; and

4. Directs the Port General Manager to provide \$2,250,000.00, plus the down payment of \$700,000.00, plus any transaction fees from the Port of Johnstown's RBC operating account to the Port of Johnstown's lawyer to complete the purchase of the property known as 2822 County Road 2, Johnstown Ontario.

As recommended by the Port Management Committee.

Carried

- f. Port Year End Report & Pre-Audited Financial Statement

Decision: 2022-19

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council:

1. Receives the Port of Johnstown 2021 Year End Review Report; and
2. Receives the financial statement, as per Bylaw 2017-02, and that the financial statements be submitted and interpreted to Council.

As recommended by the Port Management Committee.

Carried

- g. Call for Additional Rapid Antigen Tests

Members noted their concerns with certain aspects of the outlined resolution.

Moved by: T. Deschamps

Seconded by: J. Hunter

WHEREAS COVID-19 testing, specifically the rapid antigen testing is an additional screening methods that can help stop the spread of COVID-19 in workplaces and other high-risk settings; and

WHEREAS organizations can choose to have employees test on-site or have them self-swab at home before coming into the workplace; and

WHEREAS the rapid antigen testing works together with other COVID-19 infection prevention methods the help keep the workforce and public safe; and

WHEREAS the Federal Government of Canada has earmarked 54 million rapid antigen tests for the Province of Ontario, which is 14 million fewer tests than what the Province originally requested of the Federal Government; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal strongly urges the Federal and Provincial Governments to provide the Province of Ontario with a fair and equitable share of COVID-19 rapid antigen testing kits;

AND FURTHER THAT the Federal and Provincial government ensure that open funding is made available to assist municipalities in addressing their operating needs and deficits when managing the impacts of this latest COVID-19 Omicron variant.

AND FURTHER THAT a copy of the resolution be forwarded to MP Michael Barrett, MPP Steve Clark, MP Scott Reid, Prime Minister Trudeau and Premier Ford.

Due to requests for support and urgency of the issue, members suggested amendments to the original motion.

Amendment:

Decision: Verbal

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council amend the motion with the following additions (italics)/deletions (strikethrough):

WHEREAS COVID-19 testing, specifically the rapid antigen testing is an additional screening methods that can help stop the spread of COVID-19 in workplaces and other high-risk settings; and

WHEREAS organizations can choose to have employees test on-site or have them self-swab at home before coming into the workplace; and

WHEREAS the rapid antigen testing works together with other COVID-19 infection prevention methods ~~the~~ *that* helps keep the workforce and public safe; and

WHEREAS the Federal Government of Canada has earmarked 54 million rapid antigen tests for the Province of Ontario, which is 14 million fewer tests than what the Province originally requested of the Federal Government; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal ~~strongly urges~~ *asks the Federal Government to provide* and the Provincial Governments ~~of Ontario to provide the Province of Ontario~~ with a fair and equitable share of COVID-19 rapid antigen testing kits;

~~AND FURTHER THAT the Federal and Provincial government ensure that open funding is made available to assist municipalities in addressing their operating needs and deficits when managing the impacts of this latest COVID-19 Omicron variant.~~

AND FURTHER THAT a copy of the resolution be forwarded to AMO, MP Michael Barrett, MPP Steve Clark, MP Scott Reid, Prime Minister Trudeau, Premier Ford, *Federal Minister of Health Jean-Yves Duclos and Provincial Minister of Health Christine Elliot.*

Carried

Decision: 2022-20

Moved by: T. Deschamps

Seconded by: J. Hunter

WHEREAS COVID-19 testing, specifically the rapid antigen testing is an additional screening method that can help stop the spread of COVID-19 in workplaces and other high-risk settings; and

WHEREAS organizations can choose to have employees test on-site or have them self-swab at home before coming into the workplace; and

WHEREAS the rapid antigen testing works together with other COVID-19 infection prevention methods that helps keep the workforce and public safe; and

WHEREAS the Federal Government of Canada has earmarked 54 million rapid antigen tests for the Province of Ontario, which is 14 million fewer tests than what the Province originally requested of the Federal Government; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal asks the Federal Government to provide the Provincial Government of Ontario with a fair and equitable share of COVID-19 rapid antigen testing kits;

AND FURTHER THAT a copy of this resolution be forwarded to AMO, MP Michael Barrett, MPP Steve Clark, MP Scott Reid, Prime Minister Trudeau, Premier Ford, Federal Minister of Health Jean-Yves Duclos and Provincial Minister of Health Christine Elliott.

Carried

9. Correspondence

Decision: 2022-21

Moved by: H. Cameron

Seconded by: T. Deschamps

THAT Municipal Council receives the correspondence listings for the following dates as previously circulated:

- December 16, 2021
- December 22, 2021
- January 5, 2022
- January 12, 2022
- January 19, 2022

Carried

10. Approval of Municipal Disbursements

Council reviewed the disbursements and sought clarification on the following items:

- Latimer Rd project status and total costs.
- Purchasing of supplies from businesses in surrounding municipalities when the required supplies could be available through local vendors.

Decision: 2022-22

Moved by: H. Cameron

Seconded by: T. Deschamps

THAT Municipal Council approves payment of municipal invoices circulated and dated as follows:

- Report dated December 2 (2021-145) \$49,725.65
- Report dated December 14 (2021-147) \$1,579,950.74
- Report dated December 16 (2021-149) \$139,490.60
- Report dated December 16 (2021-150) \$274,918.36
- Report dated January 2 (2021-152) \$108,609.89
- Report dated January 7 (2021-153) \$173,223.23
- Report dated January 19 (2021-157) \$148,749.39
- Report dated January 21 (2022-002) \$263,066.00
- Report dated January 21 (2022-003) \$259,276.33

TOTAL: \$2,997,010.19

Carried

11. By-laws

- a. Amend Procedural Bylaw - Electronic Participation

Decision: 2022-23

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT the mover be granted leave to introduce a bylaw to amend bylaw 2019-15 being a bylaw to govern the proceedings of council and committees of council, and this shall constitute first and second reading thereof.

Carried

Decision: 2022-24

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT a bylaw to amend bylaw 2019-15 being a bylaw to govern the proceedings of council and committees of council, be now read a third time and finally passed, signed, sealed and numbered 2022-03.

Carried

Council noted the intent to amend the procedural bylaw to allow electronic participation for a 6-month period ending on July 31, 2022.

- b. Port - RBC Credit Facilities Loan Agreement - Industrial Property

Council indicated the intent for the bylaw to only receive first and second readings due to the requirement of Schedule "H" to indicate loan interest rates which are unavailable until the loan is drawn down. A final date for the loan to be drawn was noted to be February 12th.

Decision: 2022-25

Moved by: H. Cameron

Seconded by: J. Hunter

THAT the mover be granted leave to introduce a bylaw to amend bylaw 2021-36 to execute an agreement for credit and lease facilities with the Royal Bank of Canada for the purchase of industrial property on behalf of the Port of Johnstown, and this shall constitute first and second reading thereof.

Carried

- c. Intelivote Electronic Voting Services Agreement

Decision: 2022-26

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT the mover be granted leave to introduce a bylaw to authorize the Mayor and Clerk to execute an agreement for electronic voting services with Intelivote Systems Inc., and this shall constitute first and second reading thereof.

Carried

Decision: 2022-27

Moved by: T. Deschamps

Seconded by: H. Cameron

THAT a bylaw to authorize the Mayor and Clerk to execute an agreement for electronic voting services with Intelivote Systems Inc., be now read a third time and finally passed, signed, sealed and numbered 2022-04.

Carried

Council commended the collaboration efforts of the Clerk's group in securing an improved rate for the electronic voting services for the 2022 Municipal Election.

Members inquired about the number of municipalities involved in the RFP process. It was noted that the majority of municipalities within the United Counties of Leeds and Grenville participated in the RFP.

d. Waste & Recycling Collection Agreement

Decision: 2022-28

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT the mover be granted leave to introduce a bylaw to authorize the Mayor and CAO to execute an agreement with HGC Management Inc. for curbside collection of solid waste and recyclables, and this shall constitute first and second reading thereof.

Carried

Decision: 2022-29

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT a bylaw to authorize the Mayor and CAO to execute an agreement with HGC Management Inc. for curbside collection of solid waste and recyclables, be now read a third time and finally passed, signed, sealed and numbered 2022-05.

Carried

e. Vaccination Policy Update

Decision: 2022-30

Moved by: H. Cameron

Seconded by: T. Deschamps

THAT the mover be granted leave to introduce a bylaw to adopt a COVID-19 vaccination policy, and this shall constitute first and second reading thereof.

Carried

Decision: 2022-31

Moved by: H. Cameron

Seconded by: J. Hunter

THAT a bylaw to adopt a COVID-19 vaccination policy, be now read a third time and finally passed, signed, sealed and numbered 2022-06.

Carried

f. 2022 Industrial Park Wastewater Budget

Decision: 2022-32

Moved by: T. Deschamps
Seconded by: H. Cameron

THAT the mover be granted leave to introduce a bylaw to impose sewer rates for users of the sanitary sewer system on County Road 2 and in the Edwardsburgh Cardinal Industrial Park, and this shall constitute first and second reading thereof.

Carried

Decision: 2022-33

Moved by: T. Deschamps
Seconded by: H. Cameron

THAT a bylaw to impose sewer rates for users of the sanitary sewer system on County Road 2 and in the Edwardsburgh Cardinal Industrial Park, be now read a third time and finally passed, signed, sealed and numbered 2022-07.

Carried

Council confirmed that the mentioned portion of County Road 2 was located within the industrial parklands.

- g. Stop Up, Close & Convey Parts 3,6,9 & 11 of Plan 15R5311 (Dumbrille)

Decision: 2022-34

Moved by: J. Hunter
Seconded by: T. Deschamps

THAT the mover be granted leave to introduce a bylaw to stop up, close and convey unopened road allowances between Lot 24 and Lot 25, between Concession 6 and 7, identified as Part 3 (PIN 68141-0123), 6 (PIN 68142-0373), 9 (PIN 68142-0346), and 11 (PIN 68142-0347) on Plan 15R5311, in the geographic Township of Edwardsburgh, Township of Edwardsburgh Cardinal, County of Grenville, and this shall constitute first and second reading thereof.

Carried

Decision: 2022-35

Moved by: J. Hunter
Seconded by: T. Deschamps

THAT a bylaw to stop up, close and convey unopened road allowances between Lot 24 and Lot 25, between Concession 6 and 7, identified as Part 3 (PIN 68141-0123), 6 (PIN 68142-0373), 9 (PIN 68142-0346), and 11 (PIN 68142-0347) on Plan 15R5311, in the geographic Township of Edwardsburgh, Township of Edwardsburgh Cardinal, County of Grenville, be now read a third time and finally passed, signed, sealed and numbered 2022-08.

Carried

Council noted that all surrounding lands are owned by a single owner, noting no possible future need of use for the road allowance by the Township.

12. CAO's Administrative Update

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

- Re-scheduling of the Port Management Committee from February 16th-23rd.

- Attendance statistics and protocols from the most recent vaccine clinic held within the Township on January 15th.
- Current status of an ongoing LPAT hearing.
- Developer inquiry into the Butternut Grove compensation program.
- Public Works 3/4-ton truck RFQ responses.

Decision: 2022-36

Moved by: T. Deschamps

Seconded by: H. Cameron

THAT Municipal Council receives the CAO's Administrative Report as presented

Carried

13. Councillor Inquiries or Notices of Motion

None

14. Mayor's Report

Mayor Sayeau reported on the following:

- Prysmian warehouse open house postponement.
- St. Lawrence Corridor Economic Development Commission meeting rescheduled.

St. Lawrence Corridor Economic Development Commission announcement taking place on January 25 with respect to future development.

- Port of Johnstown Year in Review Report presented indicating the most profitable year to date for the Port.
- Strategic Port property acquirement and completion of the loading spout project supported by National Trade Corridor Funding.
- Extended appreciation to community volunteer advisory members Mr. Dave Robertson and Mr. Jack Bradley for their time and expertise provided to the Township Committee.
- International Plowing Match to be held in Kemptville in September 2022.

Decision: 2022-37

Moved by: T. Deschamps

Seconded by: H. Cameron

THAT Municipal Council receives the Mayor's Report as presented.

Carried

15. Question Period

None

16. Closed Session

None

17. Confirmation By-law

Decision: 2022-38

Moved by: H. Cameron

Seconded by: J. Hunter

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2022-09.

Carried

18. Adjournment

Decision: 2022-39

Moved by: J. Hunter

Seconded by: T. Deschamps

That Municipal Council does now adjourn at 8:19 p.m.

Carried

Mayor

Deputy Clerk