

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Monday, May 8, 2023, 6:30 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario

PRESENT: Mayor Tory Deschamps
Deputy Mayor Stephen Dillabough
Councillor Waddy Smail

REGRETS: Councillor Joe Martelle
Councillor Chris Ward

STAFF: John Hunter (Advisory Member)
Karen Roussy (Advisory Member)
Dave Grant, CAO
Rebecca Williams, Clerk
Sean Nicholson, Treasurer
Gord Shaw, Director of Operations
Brian Moore, Fire Chief
Mike Spencer, Manager of Parks, Recreation & Facilities
Eric Wemerman, Chief Water/Sewer Operator
Dwane Crawford, Chief Building Official
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: S. Dillabough

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 Meeting Minutes (if any)

None.

5. Delegations and Presentations

None.

6. Consent Agenda

Moved by: S. Dillabough

Seconded by: W. Smail

That the following consent agenda items be received and approved as presented:

- a. 1st Quarter Fire Report [See item 8b]
- b. 2022 Municipal Election Financial Filing Compliance Report [See item 8e]
- c. Purchase Filehold OCR Module [See item 8f]

Carried

7. Discussion Items

a. Deputy Mayor Dillabough - Future Township Capital Community Donation

The Deputy Mayor proposed implementing a Township Capital Community Grant program of \$20,000.00 into the Township budget and sought Committee input on the program structure.

The committee discussed program funding sources, alternate uses for the proposed funding, provincial/federal capital grant availability, programming frequency and structure, impact on taxation and the Township's growing infrastructure gap. Committee directed staff to prepare a report during fall budget discussions on future policy development for the proposed capital community grant programming.

b. Pride Month - Banners/Flag Request

Committee discussed the locations, cost and timing of the installation of the pride banners and noted the requirement to review the Township's current flag policy and drafting of a banner policy in the near future.

Committee reviewed past discussions regarding the proposed pride crosswalk and the reasoning for the decision to hang event banners.

Members reached consensus to hang two banners in each community; Spencerville, Cardinal and Johnstown.

Moved by: S. Dillabough

Seconded by: W. Smail

That Committee recommend that Council direct staff to purchase and install 6 pride banners in the communities of Cardinal, Johnstown and Spencerville and that the cost be funded through the Administration department budget.

Carried

8. Action/Information Items

a. 1st Quarter Building Report

Committee was provided with an overview of the report and discussed vacant building lots available and the decreased number of building permits for 2023, noting the likely cause of increased material and labour prices.

b. 1st Quarter Fire Report - CONSENT

Moved by: S. Dillabough

Seconded by: W. Smail

That the 1st Quarter Fire Report be received as presented.

Carried

c. 2023 PSAB Budget Addendum

Committee was provided with a brief summary of the report and clarified how asset purchases affect the Township's Financial Information Return risk rating.

Moved by: W. Smail

Seconded by: S. Dillabough

That Committee recommends that Council adopt the 2023 PSAB Budget Addendum Report which meets the requirements of Regulation 284/09.

Carried

d. 2022 Year End Township Surplus

Committee was provided with a summary of the report and discussed the Township's current insurance deductible cost, updating the Township's reserve policy to include the new reserve and claims to date.

Moved by: W. Smail

Seconded by: S. Dillabough

That Committee recommends that Council implements option 1 and directs staff to set up the "Insurance Reserve" account in the general

ledger and transfer the 2022 operating surplus of \$55,778.71 to the newly created account.

Carried

- e. 2022 Municipal Election Financial Filing Compliance Report - CONSENT

Moved by: S. Dillabough

Seconded by: W. Smail

That the 2022 Municipal Election Financial Filing Compliance Report be received as presented.

Carried

- f. Purchase Filehold OCR Module - CONSENT

Moved by: S. Dillabough

Seconded by: W. Smail

That Committee recommends that Council:

1. Purchase the Filehold OCR Module for a one-time implementation fee of \$1,600.00, with an annual maintenance fee of \$320.00; and
2. Authorize staff to execute the necessary Filehold contract updates.

Carried

- g. Bait Fuel Fishing Derby Update

Committee was provided with a summary of the report and clarified the proposed shuttle bus schedule.

- h. Firefighter Honourarium Policy Update

Committee was provided with a summary of the report and discussed placing honorarium caps, the necessity/reasoning for retroactive pay, volunteer versus hourly positions, the number of volunteers to date, current training requirements and compensation comparisons to neighbouring municipalities.

Members noted concerns about the impacts of the proposed honorarium policy would have on maintaining a volunteer fire department and directed staff to return to the June Committee of the Whole - Administration and Operations meeting for further review and include neighbouring municipal firefighter honorarium policies for comparison.

- i. Amending the Spencerville Lagoon Environmental Compliance Approval

Committee was provided with a summary of the report and discussed the benefits of an additional annual discharge for the lagoon and performing the study in anticipation of future development to be added to the system.

Moved by: W. Smail

Seconded by: S. Dillabough

That Committee recommends that Council direct staff to initiate the application process with the MECP to modify ECA # 3-1377-87-896 and cover the cost of the application and studies from the Spencerville Wastewater Reserve Fund (98-3806) to an upset limit of \$30,000.00.

Carried

9. Councillor Inquiries/Notices of Motion

Mayor Deschamps requested that a review of the Township flag policy be added as a discussion item at a future Committee of Whole meeting.

10. Mayor's Report

None.

11. Question Period

None.

12. Closed Session

None.

13. Adjournment

Moved by: S. Dillabough

Seconded by: W. Smail

That Committee does now adjourn at 8:48 p.m.

Carried



Tory Deschamps (Jun 8, 2023 16:27 EDT)

Chair



Deputy Clerk