

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

**Tuesday, October 15, 2024, 6:30 PM**  
**Corporation of The Township of Edwardsburgh Cardinal**  
**Council Chambers, Spencerville Ontario**

PRESENT: Mayor Tory Deschamps  
Deputy Mayor Stephen Dillabough  
Councillor Joe Martelle  
Councillor Waddy Smail  
Councillor Chris Ward  
John Hunter (Advisory Member)  
Karen Roussy (Advisory Member)

STAFF: Sean Nicholson, CAO  
Dave Grant, Director of Operations/Deputy CAO  
Rebecca Crich, Clerk  
Jessica Crawford, Treasurer  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Brian Moore, Fire Chief  
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 6:32 p.m.

**2. Approval of Agenda**

**Moved by:** C. Ward

**Seconded by:** J. Martelle

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

### a. Kevin Hawley - Greer Galloway - Traffic Study Presentation

Mr. Hawley provided an overview of Greer Galloway's traffic study report. He noted that the 7-day study focused on traffic volume, heavy truck traffic and average operating speeds. He reviewed the current condition of Jochem Road, current road standards, future remedial recommendations, and the Ministry of Transportation (MTO) guidelines for road speeds.

There was discussion regarding the effect of speed reduction in rural areas, traffic calming options and their viability in a rural setting, and the estimated remaining life of 1-5 years for Jochem Road depending on preventative measures taken.

Committee thanked Mr. Hawley for his presentation.

## 6. Consent Agenda

**Moved by:** S. Dillabough

**Seconded by:** W. Smail

That Committee receives and approves the following consent agenda items as presented:

- a. 2024 Combined 2nd and 3rd Quarter Building Report
- b. 2024 Combined 2nd and 3rd Quarter Building Report
- c. 2024 Combined 2nd and 3rd Quarter Operations Report
- d. 2024 Combined 2nd and 3rd Quarter Facility Maintenance Report
- e. 2024 2nd Quarter Fire Report
- f. 2024 3rd Quarter Fire Report
- g. 2024 MTO Interim Report

Carried

## 7. Discussion Items

### a. Roadside Memorials

Committee was provided with a summary of the report and discussed the following: the prevalence of concerns with roadside memorials, the emotional impact of implementing restrictions on grieving families, alternate memorial recognition options, and regulating set-backs, maintenance and timelines for the memorials.

There was a general discussion regarding concerns with a growing number of roadside advertising signs, highlighting the need for additional discussion regarding a sign bylaw.

b. 2024 Business of the Year

Committee was provided with an overview of the report and discussed the following: challenges in obtaining nominations, the importance of recognition of excellence within the Township, encouraging individual nominations from local volunteer organizations, the scope of the awards ceremony, and the timeline for implementing the proposed new award categories.

Members suggested expanding the current program to include (5) five categories: citizen, youth citizen, community organization/volunteer group, large business and small business of the year. It was decided that the new categories would accept nominations in 2024 however, the expanded award celebrations would be postponed to 2025 with the ad hoc communications committee enlisted in organizing this event. Members noted that should no nominations for the new categories be received, Council may select and award the new categories themselves.

There was consensus of Committee to incorporate the additional 3 categories for 2024 and for staff to prepare the necessary resolution for the October 28 meeting of Council for approval.

c. Blue Box Transition - Ineligible Sources

Committee was provided with a detailed overview of the report and discussed the following: annual bag sale revenues, likely increases to curbside waste collection, providing the collection of ineligible items at the cost to the industrial/institutional/commercial properties, conducting in-house curbside collection services, options for shared services, and the implications on the Township's transfer station of ending curbside collection services.

There was discussion regarding the distribution of educational material regarding ineligible sources, the support of a user pay system, and increases in solid waste collection costs.

There was a majority consensus for option #2: continue to provide curbside Blue Box recycling services to ineligible sources but charge them a user fee for the service.

**8. Action/Information Items**

a. 2024 Combined 2nd and 3rd Quarter Building Report - CONSENT

**Moved by:** C. Ward

**Seconded by:** J. Martelle

That Committee receives the 2024 Combined 2nd and 3rd Quarter Building Report as presented.

Carried

- b. 2024 Combined 2nd and 3rd Quarter Bylaw Report - CONSENT

**Moved by:** C. Ward  
**Seconded by:** J. Martelle

That Committee receives the 2024 Combined 2nd and 3rd Quarter Bylaw Report as presented.

Carried

- c. 2024 Combined 2nd and 3rd Quarter Operations Report - CONSENT

**Moved by:** C. Ward  
**Seconded by:** J. Martelle

That Committee receives the 2024 Combined 2nd and 3rd Quarter Operations Report as presented.

Carried

- d. 2024 Combined 2nd and 3rd Quarter Facility Maintenance Report - CONSENT

**Moved by:** C. Ward  
**Seconded by:** J. Martelle

That Committee receives the 2024 Combined 2nd and 3rd Quarter Facility Maintenance Report as presented.

Carried

- e. 2024 2nd Quarter Fire Report - CONSENT

**Moved by:** C. Ward  
**Seconded by:** J. Martelle

That Committee receives the 2024 2nd Quarter Fire Report as presented.

Carried

- f. 2024 3rd Quarter Fire Report - CONSENT

**Moved by:** C. Ward  
**Seconded by:** J. Martelle

That Committee receives the 2024 3rd Quarter Fire Report as presented.

Carried

g. 2024 MTO Interim Report - CONSENT

**Moved by:** C. Ward

**Seconded by:** J. Martelle

That Committee receives the 2024 MTO Interim Report as presented.

Carried

h. MTO Resolution

Committee was provided with a summary of the report and indicated their support of the resolution.

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

That Committee recommends that Council support the draft resolution requesting the MTO to update its agreement with the Ontario Association of Fire Chiefs to recognize emergency response as a service and establish a minimum fee for every response.

Carried

i. Patterson Road - Unopened Road Allowance Update

Committee was provided with a detailed overview of the report including the draft June report and sought clarity on the approval procedure. There was discussion regarding the need of the property owner to apply for a zoning bylaw amendment to ensure the zoning compliance of the aforementioned small business operations, future service implications should the road be improved and opened in accordance with the unopened road allowance policy, road surface proposed in the area, and the requirement to disclose the operation of a local business within the application for road allowance conveyance.

j. Updates to Procedural Bylaw and Terms of Reference - Mayor's Report

Committee was provided with a summary of the report and highlighted the benefits of a "Member's Report" due to the active nature of all members of Council. There was discussion regarding applying the changes both under the procedure bylaw and under the Committee terms of reference as well as implementing a 10-minute time limit for the report similar to delegation restrictions.

**Moved by:** S. Dillabough  
**Seconded by:** C. Ward

That Committee recommends that Council adopt the updated procedural bylaw, and provide direction to staff regarding the proposed options for updating the terms of reference.

Carried

k. Committee Appointments and Structure 2023-2024

Committee was provided with a summary of the report and discussed possible future considerations granting advisory members voting rights, responsibilities of non-elected members, and the timeline for review of the Port Management Committee Terms of Reference.

l. Maple View Landings - Donation Options Follow-Up

Committee was provided with a summary of the report and sought clarity on the proposed display of the sponsors' names when donating funds to a room and the availability of rooms to select.

m. 2024 MECP Inspection Results - Cardinal and Industrial Park Water Systems

Committee was provided with a summary of the report and commended the Environmental Services department on the inspection results.

n. Curbside Solid Waste Collection Agreement Extension

Committee was provided with a detailed overview of the report and discussed the increase in collection fees, options for re-tendering, deadline for coverage, and exploring cost savings for an extended contract.

**Moved by:** J. Martelle  
**Seconded by:** W. Smail

That Committee recommend Council direct staff to prepare a 1-year extension agreement with HGC Management Inc in the amount of \$342,000.00 plus HST and authorize the Mayor and Clerk to execute the required documents.

Carried

o. Circular Materials - Promotion and Education Agreement

Committee was provided with a detailed overview of the report and the discussed impact and experience with ineligible items in the City of Brockville, reducing the number of rejected items through public education

materials, and what is included with Circular Materials educational information agreement.

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

That Committee recommends that Council enter into an agreement with Circular Materials for promotion and education services and authorize the Mayor and Clerk to execute the agreement documents.

Carried

p. Jochem Road - Traffic Study Results

Committee discussed the following: impacts to Township roads following North Grenville speed reductions on Smith Road, reducing speeds on Jochem Road, MTO/Highway Traffic Act speed regulations for rural roads, alternate trucking routes, restricting truck access to certain roads, road remediation recommendations, balancing long-standing business operations with resident safety requests, and the general purpose of rural municipal roads versus rural county roads for transportation, not recreation.

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

Deputy Mayor Dillabough put forward a notice of motion for Council to consider reducing the speed to 60km/hr and redirecting heavy trucks from Jochem Road to be brought to the October 28 Council meeting.

Councillor Ward requested a report regarding a sign bylaw to be brought to a future Committee meeting for discussion.

Councillor Smail indicated concerns of rats in the Village of Cardinal.

**10. Mayor's Report**

Mayor Deschamps reported the following:

- Recognized Township resident Ann Shorey for being showcased in the Leeds and Grenville's 40 Young Professionals under 40.
- Condolences extended to the family of John Dugan a former Councillor of the Village of Cardinal.

**11. Question Period**

The following questions/comments were raised:

- Applicability of current road standards to older roads.
- Remedial work was performed on Jochem Road.

- Zoning bylaw amendment process and implications to unopened road allowance requests.
- Estimated remaining life of Jochem Road with the current heavy truck traffic.
- Estimated remedial costs for repairing Jochem Road.
- Leveraging municipal grants like the Federal Green Municipal Fund.
- Speeding on Jochem Road.
- Inclusion of recreational path with remediation of 1 side of Jochem Road.

**12. Closed Session**

None.

**13. Adjournment**

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Committee does now adjourn at 9:30 p.m.

Carried

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Chair

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Deputy Clerk