

**MINUTES**  
**MUNICIPAL COUNCIL**

**Monday, March 31, 2025**  
**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

**STAFF:** Sean Nicholson, CAO  
Jessica Crawford, Treasurer  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Brian Moore, Fire Chief  
Chris LeBlanc, Manager of Public Works  
Candise Newcombe, Deputy Clerk  
Mary Tessier, Consultant  
Natalie Charette, Interim Clerk

**1. Call to Order**

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

**2. Indigenous Land Acknowledgement Statement**

The Chair read the indigenous land acknowledgement statement.

**3. Approval of Agenda**

**Decision:** 2025-058

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Municipal Council approves the agenda as presented.

Carried

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

None.

**5. Delegations & Presentations**

- a. South Grenville Bluegrass Festival - 10th Anniversary Edition - Lisa Pigeau - Community Grants & Donations

Ms. Lisa Pigeau introduced herself, acknowledged the Indigenous Land Acknowledgement Statement read by the Mayor, and requested permission to expand upon it by reading her own statement. She provided an overview of the South Grenville Blue Grass Festival's operations, its continued growth, marketing strategies to expand its audience, and the community contributions recognized through the event. Ms. Pigeau also noted positive feedback, while highlighting requests for additional recycling bins and a more conveniently located RV dumping station. In addition to the request through the Township Community Grants and Donations Program, Ms. Pigeau requested assistance with spreading the word about the festival to locals who wish to attend.

Members discussed the festival's value to the Township, community support, volunteer collaboration (including students earning community hours), and identified marketing areas where the Township could offer assistance.

Council thanked Ms. Pigeau for her presentation.

b. South Dundas United Football Club - Phillip Blancher - Community Grants & Donations

Mr. Phillip Blancher of the South Dundas United Football Club introduced himself and provided an overview of the history of the club's operations and an update on the club's fundraising efforts for replacing soccer goals. As a non-profit, the SDUFC imposes no residency restrictions and remains one of the most cost-effective clubs, with a registration fee of only \$50 per season, and offering children of all backgrounds the opportunity to play. Mr. Blancher acknowledged that maintaining the affordable registration fee limits contributions to reserves, thereby restricting capital asset replacement. He also noted that 21% of the club's registration comes from residents of Edwardsburgh Cardinal, which he cited as the basis for the request for assistance.

There was discussion regarding Township resident participation in the program, alternative funding opportunities, and how financial assistance would support the purchase of the goals.

Council thanked Mr. Blancher for his presentation.

c. CIP Virtual Presentation - NPG Planning Solutions

Ms. Denise Horn of NPG Planning Solutions summarized the company, project team, purpose, and timeline of the study. She explained the concept of a Community Improvement Plan (CIP), highlighted the company's experience with CIP implementation, and noted the opportunity to review the Township's existing CIPs to assess their functionality, utilization, and potential for modification.

The presentation aimed to gather feedback and gauge Council's preferred direction for these programs.

Discussion focused on past communities that engaged NPG Planning Solutions for CIP implementation, concerns over Township boundaries limiting CIP eligibility, potential funding sources, and addressing perceived divisions within the Township through the enforcement of a comprehensive CIP.

Council thanked NPG Planning Solutions for their presentation.

d. Potentia Renewables Inc.

Mr. Ben Sol and Mr. Keaton Lever introduced themselves and provided an overview of Potentia Renewables Inc.'s operations. They presented the development plan, required permits, studies and reports obtained, and a system overview of the Skyview 2 BESS project planned in the Township. Additionally, they discussed the system's battery chemistry, its impact on safety, lifespan, and environmental footprint, along with fire risk mitigation measures, safety features, and failure rate statistics. The consultation process with stakeholders and Indigenous communities was also reviewed.

Discussion centered on the timely submission of materials, the open house scheduled for May 1, changes to the proposed development location, and resident feedback. Members inquired about feedback on the Environmental Compliance Approval (ECA) and the aggressive development timeline, noting the reduced Council meeting schedule in July and August. Members inquired about a noise impact study, which has been completed, with future mitigation addressed as needed.

Council thanked Mr. Sol and Mr. Lever for their presentation.

**6. Consent Agenda**

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receives and approves the following consent agenda items as presented:

- a. Special Council – February 24, 2025
- b. Regular Council – February 24, 2025
- c. Public Library Board – January 28, 2025
- d. Port Management Committee – February 18, 2025
- e. Committee of the Whole – Administration and Operations – Budget Meeting #3 – February 20, 2025.
- f. Public Library Board – February 25, 2025
- g. Committee of the Whole – Community Development – March 3, 2025
- h. Committee of the Whole – Administration and Operations – March 10, 2025
- i. 2024 Stormwater Management Annual Report
- j. 2024 Prescott Annual Drinking Water System Report
- k. Renaming Municipal Asset Application – Cardinal Public Works Garage
- l. Pre-Budget Approval – Johnstown Play Structure
- m. Award Johnstown Pool Piping
- n. Award Dust Suppressant Tender
- o. Award Crushed Rock Tender

Carried

**7. Minutes of the Previous Council Meetings**

- a. Special Council - February 24, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive and approve the minutes of the Special Council meeting dated February 24, 2025.

Carried

- b. Regular Council - February 24, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive and approve the minutes of the Regular Council meeting dated February 24, 2025.

Carried

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

None.

**9. Committee Minutes**

- a. Public Library Board - January 28, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive the minutes of the Public Library Board meeting dated January 28, 2025.

Carried

- b. Port Management Committee - February 18, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive the minutes of the Port Management Committee meeting dated February 18, 2025.

Carried

- c. Committee of the Whole - Administration and Operations - Budget Meeting #3 - February 20, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receives and approve the minutes of the Committee of the Whole - Administration and Operations - Budget Meeting #3 - February 20, 2025.

Carried

- d. Public Library Board - February 25, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive the minutes of the Public Library Board meeting dated February 25, 2025.

Carried

- e. Committee of the Whole - Community Development - March 3, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive and approve the minutes of the Committee of the Whole - Community Development meeting dated March 3, 2025.

Carried

- f. Committee of the Whole - Administration and Operations - March 10, 2025  
- CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive and approve the minutes of the Committee of the Whole - Administration and Operations meeting dated March 10, 2025.

Carried

**10. Action and Information Items from Committees**

- a. 2024 Stormwater Management Annual Report - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council:

1. Receive the 2024 Stormwater Management Annual Report; and
2. Direct staff to submit the report to MECP prior to the April 30th deadline; and
3. Make report available on Township website by June 1st as required under Linear ECA # 155-S701.

As recommended by the Committee of the Whole - Administration and Operations.

Carried

- b. 2024 Prescott Annual Drinking Water System Report - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive and review the 2024 Water Annual/summary Report for the Prescott Water System, as recommended by the Committee of the Whole - Administrations and Operations.

Carried

- c. Renaming Municipal Asset Application - Cardinal Public Works Garage - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council:

1. Approve the application to rename the Cardinal Public Works Garage to be the Bill Walter Public Works Garage; and
2. Make a one-time exception to reduce the 60-day comment period to 20-days and approve the application should there be no comments or opposition from this 10th day of March 2025.

As recommended by the Committee of the Whole - Administration and Operations.

Carried

- d. Pre-Budget Approval - Johnstown Play Structure - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council awards the purchase of the Johnstown Play Structure from Playground Planners Inc. for the purchase price of \$79,759.50 plus non-rebated HST of \$1,403.75 for the total purchase price of \$81,163.25, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- e. Award Johnstown Pool Piping - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council award tender EC-REC-01-2025 to Benson Pools Ltd. as the bid price of \$272,961.00 including non-rebated HST \$4,804.11, and furthermore have a 5% contingency for potential unforeseen issues during the course of the renovations in the amount of \$13,500.00 for a total project cost of \$291,265.11, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- f. Award Dust Suppressant Tender - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council award the supply of dust suppressant tender EC-PW-25-02 to Da-Lee Dust Control Ltd. at the unit rate of \$0.389 per litre to an upset limit of \$70,750.00 including non-rebated portion of HST, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- g. Award Crushed Rock Tender - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council award the supply of crushed rock tender EC-PW-25-03 to G. Tackaberry & Sons Construction Company Ltd. at the unit rate of \$14.14 per ton to an upset limit of \$113,120.00 including non-rebated portion of HST and approve a \$15,000.00 contingency to be used at the Manager of Public Works discretion for additional gravel road spot repairs, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- h. 2025 Port of Johnstown Budget

Members noted concerns with the addition of permanent staffing positions.

**Decision:** 2025-060

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT Council approves the 2025 Operating and Capital budgets Option One as presented, as recommended by the Port Management Committee.

Carried

- i. Township/Port of Johnstown Surplus Sharing Policy

**Decision:** 2025-061

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw to establish a surplus sharing policy between the Township of Edwardsburgh Cardinal and the Port of Johnstown and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-062

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT a bylaw to establish a surplus sharing policy between the Township of Edwardsburgh Cardinal and the Port of Johnstown, be now read a third and final time and finally passed, signed, sealed and numbered 2025-14.

Carried

- j. 2025 Township Consolidated Budget

Council commended the aggressive nature of the proposed 2025 budget, noting the Council mandate to close the infrastructure gap.

**Decision:** 2025-063

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT Council approve the 2025 consolidated budget as presented.

Carried

- k. Award Dewitt Richter Culvert Replacement

**Decision:** 2025-064

**Moved by:** W. Smail

**Seconded by:** J. Martelle

That Council award tender EC-MD-25-01 Dewit Richter Municipal Drain Culvert replacement to Goldie Mohr Ltd. in the amount of \$26,900.00 plus non-rebated portion of HST.

Carried

- l. Rideau St. Lawrence Distribution Shareholder's Agreement

**Decision:** 2025-065

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

THAT Council authorizes the Mayor and Interim Clerk to execute the Amended and Restated Unanimous Shareholders’ Agreement with Rideau St. Lawrence Holdings Inc.

Carried

**11. Correspondence**

**Decision:** 2025-066

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

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

- February 27, 2025
- March 5, 2025
- March 12, 2025
- March 19, 2025
- March 26, 2025

Carried

**12. Municipal Disbursements**

**Decision:** 2025-067

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

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

- |                                       |              |
|---------------------------------------|--------------|
| • Report dated February 25 (2025-031) | \$546,639.71 |
| • Report dated February 25 (2025-032) | \$139,666.75 |
| • Report dated March 13 (2025-041)    | \$429,959.86 |
| • Report dated March 18 (2025-042)    | \$199,283.10 |
| • Report dated March 26 (2025-052)    | \$160.00     |
| • Report dated March 26 (2025-053)    | \$17,656.42  |

**TOTAL: \$1,333,365.84**

Carried

**13. By-laws**

- a. Port of Johnstown - Non-Union Personnel Policy and Employee Guide

**Decision:** 2025-068

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

THAT the mover be granted leave to introduce a bylaw to establish a personnel policy and employee guide for non-union employees of the Port of Johnstown, and this shall constitute first and second reading thereof.



Carried

**Decision:** 2025-069

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT a bylaw to establish a personnel policy and employee guide for non-union employees of the Port of Johnstown, be now read a third and final time and finally passed, signed, sealed and numbered 2025-15.

Carried

b. Port of Johnstown - Accessibility Plan

**Decision:** 2025-069

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT the mover be granted leave to introduce a bylaw to establish an accessibility plan for the Port of Johnstown, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-070

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT a bylaw to establish an accessibility plan for the Port of Johnstown, be now read a third and final time and finally passed, signed, sealed and numbered 2025-16.

Carried

c. Port of Johnstown - Delegation of Authority Policy

**Decision:** 2025-072

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw with respect to the delegation of authority at the Port of Johnstown, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-073

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT a bylaw to with respect to the delegation of authority at the Port of Johnstown, be now read a third and final time and finally passed, signed, sealed and numbered 2025-17.

Carried

d. Municipal Alcohol Policy

**Decision:** 2025-074

**Moved by:** J. Martelle

**Seconded by:** W. Smail

THAT the mover be granted leave to introduce a bylaw to adopt a Municipal Alcohol Policy, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-075

**Moved by:** J. Martelle

**Seconded by:** W. Smail

THAT a bylaw to adopt a Municipal Alcohol Policy, be now read a third and final time and finally passed, signed, sealed and numbered 2025-18.

Carried

e. 2025 Budget Bylaw

**Decision:** 2025-076

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw to adopt the general government estimates for sums required during the year, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-077

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT a bylaw to adopt the general government estimates for sums required during the year, be now read a third and final time and finally passed, signed, sealed and numbered 2025-19.

Carried

**14. CAO's Administrative Update**

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

- Confirmed the Spencerville pickleball season from April - August. Noted the Cardinal court is anticipated to be completed by August 1.
- Communications Committee progress to date.
- Confirmed tentative date April 9-10 to open the Johnstown pickleball court, weather dependent.
- Waterfront dock installation confirmed before April 22nd.
- Involvement of the Port of Johnstown at the 2025 Prescott Trade Show.
- Suggested a social media post to recognize the funding received for the new bunker gear wash station.
- Commended the procurement of a full complement of summer staff, noting several returning staff.
- Highlighted the upcoming Firefighter Pancake Breakfast scheduled for April 19th and the Council appreciation dinner for the Fire Department scheduled for May 9th.

**Decision:** 2025-078

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

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

Carried

**15. Councillor Inquiries or Notices of Motion**

Deputy Mayor Dillabough requested discussion regarding a 2026 submission into the Kraft Hockeyville community contest.

Councillor Ward requested a staff report outlining the proposed development schedule of the Spencerville Splash pad project.

**16. Member's Report**

Members of Council reported on the following:

- Deputy Mayor Dillabough noted his attendance at the Leo Boivin Junior Hockey Tournament and shared condolences on the loss of resident and Councillor Ruth Lockett.
- Deputy Mayor Dillabough mentioned his upcoming visit to Centennial '67 Elementary School to present a scroll to students in recognition of their efforts in raising food for the local food bank through a school cereal drive.
- Deputy Mayor invited everyone to participate in the Earth Day clean-up on April 22nd, noting that lunch will be provided to volunteers.
- Mayor Deschamps noted his attendance at the Augusta Mayors Breakfast on March 28, highlighting discussion topics on transportation, greenhouses, and affordable housing.

**Decision:** 2025-079

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

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

Carried

**17. Question Period**

Questions/comments were raised with respect to the following:

- Confirmed availability of the Council/Committee agendas and meeting recordings online for future access.

**18. Closed Session**

None.

**19. Confirmation By-law**

**Decision:** 2025-080

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

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2025-20.

Carried

**20. Adjournment**

**Decision:** 2025-081

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

That Municipal Council does now adjourn at 9:01 p.m.

Carried

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Mayor

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Deputy Clerk