

**MINUTES  
MUNICIPAL COUNCIL**

**Tuesday, April 29, 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  
Dave Grant, Director of Operations/Deputy CAO  
Candise Newcombe, Deputy Clerk  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Brian Moore, Fire Chief  
Eric Wemerman, Chief Water/Sewer Operator  
Chris LeBlanc, Manager of Public Works  
Tim Fisher, Municipal Land Use Planner  
Mary Tessier, Community Engagement Coordinator  
Natalie Charette, Interim Clerk

**1. Call to Order**

Mayor Deschamps called the meeting to order at 6:31 p.m.

**2. Indigenous Land Acknowledgement Statement**

The Chair read the indigenous land acknowledgement statement.

**3. Approval of Agenda**

**Decision:** 2025-085

**Moved by:** C. Ward

**Seconded by:** W. Smail

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**

None.

**6. Consent Agenda**

**Decision:** 2025-086

**Moved by:** W. Smail

**Seconded by:** C. Ward

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

- a. Regular Council – March 31, 2025
- b. Port Management Committee – March 24, 2025

- c. Committee of the Whole – Community Development – April 7, 2025
- d. Committee of the Whole – Administration and Operations – April 14, 2025
- e. Award EC-PW-25-06 – Asphalt Pad and Patch Tender
- f. Award EC-PW-25-07 – Winter Sand Tender

Carried

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

- a. Regular Council - March 31, 2025 - CONSENT

**Decision:** 2025-086

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council receive and approve the minutes of the Regular Council meeting dated March 31, 2025.

Carried

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

None.

**9. Committee Minutes**

- a. Port Management Committee - March 24, 2025 CONSENT

**Decision:** 2025-086

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council receive the minutes of the Port Management Committee dated March 24, 2025.

Carried

- b. Committee of the Whole - Community Development - April 7, 2025 - CONSENT

**Decision:** 2025-086

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council receive and approve the minutes of the Committee of the Whole – Community Development meeting dated April 7, 2025.

Carried

- c. Committee of the Whole - Administration and Operations - April 14, 2025 - CONSENT

**Decision:** 2025-086

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council receive and approve the minutes of the Committee of the Whole - Administration and Operations meeting dated April 14, 2025.

Carried

## 10. Action and Information Items from Committees

- a. Award EC-PW-25-06 - Asphalt Pad and Patch Tender - CONSENT

**Decision:** 2025-086

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council award the supply of Asphalt Pad and Patch tender to Blair Asphalt Ltd. at the unit price of \$114.50 per MT to a maximum of \$469,450.00 excluding non-rebated HST, as recommended by the Committee of the Whole – Administration and Operations.

Carried

- b. Award EC-PW-25-07 - Winter Sand Tender - CONSENT

**Decision:** 2025-086

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council award the Supply of Winter Sand to Willis Kerr Contracting Ltd at the unit price of \$21.15 per MT to a maximum of \$80,370.00 excluding non-rebated HST, as recommended by Committee of the Whole - Administration and Operations.

Carried

- c. 2025 Capital Road Program Adjustment

Council was provided with an overview of the report.

**Decision:** 2025-087

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council approve the 2025 Capital Road Program adjustment as outlined in Table 1.

Carried

- d. Award EC-REC-02-25 Outdoor Tennis/Basketball Courts Lighting and EC-REC-03-25 Cardinal Tennis/Basketball Courts Resurfacing

Council received a summary of the report and confirmed the proposed installation order.

**Decision:** 2025-088

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT Council, 1) Award tender EC-REC-02-2025 for the installation of the Outdoor Court lighting for the figure of \$59,690.57 to ACF Electric plus the non-rebate HST of \$1,050.55 AND 2) Council award tender EC-REC-03-2025 to Cornwall Gravel Co for the resurfacing for the figure of \$63,000 plus non rebate HST of \$1,108.80.

Carried

- e. Award EC-ES-25-02 - Spencerville Pump - Station #1

Council received an overview of the report and discussed the following: the rationale for disqualifying the lowest bid, concerns regarding re-tendering, reasons for price discrepancies, and the urgency of the work.

**Decision:** 2025-089

**Moved by:** S. Dillabough

**Seconded by:** W. Smail

THAT Municipal Council award the project to Louis W. Bray Construction at a total tender cost of \$448,469 plus non-rebated HST and direct staff to execute the required documents and present project funding options at the May Administration & Operations meeting.

Carried

- f. Award EC-ES-25-03 - Cardinal Water Treatment Plant UV Replacement  
Council was provided with a summary of the report.

**Decision:** 2025-090

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT Municipal Council award the Cardinal Water Treatment Plant UV System replacement project to Eastern Welding at a cost of \$ 387,000 plus non-rebated HST and direct staff to execute the required documents.

Carried

- g. Request for Support - Ontario Medical Association (OMA) - Doctor's Day Celebrations - May 1, 2025

Council reviewed the motion and confirmed the commitment to light up the Town Hall in blue on May 1, 2025, in recognition of the dedication of physicians across the country.

**Decision:** 2025-091

**Moved by:** W. Smail

**Seconded by:** C. Ward

**WHEREAS** May 1 is recognized as Doctors' Day in the Province of Ontario to acknowledge and express gratitude for the commitment, expertise, and compassion of physicians across the province; and

**WHEREAS** Doctors' Day also commemorates the birth of Dr. Emily Stowe, Canada's first female physician and a pioneering advocate for women in medicine, marking a significant milestone in Canadian history; and

**WHEREAS** physicians play a vital role in delivering high-quality health care services and improving the well-being of residents in communities across Ontario, including the Township of Edwardsburgh Cardinal; and

**WHEREAS** the COVID-19 pandemic and ongoing public health challenges have underscored the critical role that doctors continue to play in safeguarding public health and responding to complex medical needs under extraordinary circumstances; and

**WHEREAS** the work of physicians is vital to the ongoing strength and resilience of our healthcare system; and

**WHEREAS** the Ontario Medical Association and other health care partners encourage municipalities to formally recognize and show appreciation for the dedication and tireless service of doctors on this important day;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Edwardsburgh Cardinal hereby proclaims May 1, 2025, as "Doctors' Day" in the Township of Edwardsburgh Cardinal and encourages all residents to recognize and thank physicians for their

invaluable contributions to the health and well-being of our community;  
and

**THAT** a copy of this resolution be forwarded to the Ontario Medical Association in support of their ongoing efforts to honour Ontario’s doctors;  
and

**BE IT FURTHER RESOLVED THAT** in recognition of this day, Council supports the lighting of the Township Hall in blue on May 1st, 2025, as a visible symbol of gratitude for Ontario’s physicians and their enduring contributions to our healthcare system.

Carried

h. 2025 Community Grants and Donations

Council reviewed the report.

**Decision:** 2025-092

**Moved by:** C. Ward

**Seconded by:** W. Smail

THAT Municipal Council awards the Community Grants and Donations as follows for the 2025 program year:

Organization	Final Grants & Donation Amount Allocated
South Grenville Bluegrass Festival	\$6,000.00
South Dundas United Football Club	\$1,500.00
BaitFuel Fishing Tour	\$2,500.00
Spencerville Mill Foundation	\$2,000.00
Spencerville United Church	\$2,000.00
Spencerville Business Community Connections	\$3,000.00
Rural FASD Support Network	\$2,000.00
Prescott Family Health Team	\$0
Beth Donovan Hospice	\$500.00
Food For All Food Bank	\$2,000.00
Seaway Optimist Club	\$500.00
Girls Inc. of Upper Canada	\$500.00
Spencerville Agricultural Society	\$500.00
Upper Canada Folkfest	\$1,000.00
St. Paul's Anglican Church Cardinal	\$2,000.00
Cardinal Festival Committee	\$2,000.00
South Edwardsburgh Recreation Association	\$2,000.00
	Total Funding Granted:
	\$30,000.00

Carried

- i. Amended Procurement Policy Including Buy Canadian Provisions - Draft  
Council received a summary of the report and recommended that the tender documents include provisions to encourage Canadian content and require a list of material sources to support Canadian procurement practices.  
  
Members directed staff to revise the report to include the suggested changes and bring it back to Committee for further review.

11. Correspondence

Decision: 2025-093

Moved by: W. Smail

Seconded by: C. Ward

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

- April 2, 2025
- April 9, 2025
- April 16, 2025
- April 24, 2025

Carried

12. Municipal Disbursements

Decision: 2025-094

Moved by: C. Ward  
Seconded by: W. Smail

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

• Report dated March 27 (2025-054)	\$1,810,634.60
• Report dated March 28 (2025-055)	\$277,821.79
• Report dated April 15 (2025-066)	\$235,523.88
• Report dated April 23 (2025-068)	\$214,068.22
• Report dated April 25 (2025-079)	\$49,746.46
<b>TOTAL:</b>	<b>\$2,587,794.95</b>

Carried

13. By-laws

a. Zoning Bylaw Amendment - Domestic Fowl in Settlement Areas

Decision: 2025-095

Moved by: W. Smail  
Seconded by: C. Ward

THAT the mover be granted leave to introduce a bylaw to amend Zoning Bylaw 2022-37 (Domestic Fowl Coops in Settlement areas, Sections 3.1, 4.5.1, and 4.5.2), and this shall constitute first and second reading thereof.

Carried

Council inquired about enforcement of the bylaw, confirmed that the proposed amendments apply only to the Township’s settlement areas, and noted the intent to reassess the implemented changes in two years.

Decision: 2025-096

Moved by: W. Smail  
Seconded by: C. Ward

THAT a bylaw to amend Zoning Bylaw 2022-37 (Domestic Fowl Coops in Settlement areas, Sections 3.1,4.5.1 and 4.5.2), be now read, signed, sealed and numbered 2025-22.

Carried

Members thanked staff for working with Council through this process.

b. 2025 Tax Rate Bylaw

Decision: 2025-097

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

THAT the mover be granted leave to introduce a bylaw to provide for the adoption of tax rates and to provide for penalty and interest in default of payment thereof for 2025, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-098

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

THAT a bylaw to provide for the adoption of tax rates and to provide for penalty and interest in default of payment thereof for 2025, be now read a third and final time and finally passed, signed, sealed and numbered 2025-23.

Carried

**14. CAO’s Administrative Update**

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

- Confirmed advertising has been circulated for the South Nation Conservation's "Free Tree" pick-up.
- Council commended Township staff for their work across the Township, noting the opening of park facilities and the installation of docks. Members recommended replacing the old wooden outhouses and requested pricing for plastic portable toilets as an alternative.

**Decision:** 2025-099

**Moved by:** C. Ward  
**Seconded by:** W. Smail

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

Carried

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

Councillor Ward followed up on his request for a report outlining the proposed project schedule for the installation of the Spencerville Splash Pad.

**16. Member’s Report**

Members of Council reported on the following:

- Councillor Ward noted both his attendance at and the success of the Agricultural Society’s Ladies Night event.
- Deputy Mayor Dillabough noted the upcoming Potentia Open House, scheduled for Thursday from 4:00 p.m. to 9:00 p.m.
- Deputy Mayor Dillabough noted the upcoming breakfast event in Brockville recognizing volunteers who contribute to the United Way.
- Deputy Mayor Dillabough highlighted the success of the community clean-up event, held in collaboration with local industrial partners, and noted a positive shift reflected in the reduced litter along highways.
- Mayor Deschamps noted the installation of the Cardinal docks and recommended adding signage to remind residents of the usage fee.



- Mayor Deschamps noted the success of the Agricultural Society's Ladies night event.
- Mayor Deschamps thanked staff for their contributions to the community clean-up event.
- Mayor Deschamps reminded residents of the upcoming Fort Night Run, scheduled for May 3 in Prescott.

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

**17. Question Period**

None.

**18. Closed Session**

**Decision:** 2025-101

**Moved by:** C. Ward

**Seconded by:** W. Smail

THAT Municipal Council proceeds into closed session at 7:17 p.m. in order to address a matter pertaining to:

- Section 239(2)(d) Labour relations or employee negotiations; Specifically: Union Negotiations Update and approve the minutes of Closed Session dated February 24, 2025.

Carried

- a. 239(2)(d) Labour relations or employee negotiations; Specifically: Union Negotiations Update and approve Closed Session minutes dated February 24, 2025.

**Decision:** 20025-102

**Moved by:** C. Ward

**Seconded by:** W. Smail

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 7:53 p.m.

Carried

**19. Confirmation By-law**

**Decision:** 2025-104

**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 2025-24.

Carried

**20. Adjournment**

**Decision:** 2025-105

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Municipal Council does now adjourn at 7:55 p.m.

Carried

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Clerk