

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Monday, May 12, 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
John Hunter (Advisory Member)
Karen Roussy (Advisory Member)

STAFF: Sean Nicholson, CAO
Dave Grant, Director of Operations/Deputy CAO
Jessica Crawford, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities
Brian Moore, Fire Chief
Eric Wemerman, Chief Water/Sewer Operator
Candise Newcombe, Deputy Clerk
Natalie Charette, Interim 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: J. Martelle

Seconded by: W. Smail

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. MNP LLP Chartered Accountants - Jamie Pollock - Township Financial Statements

Mr. Pollock provided the Committee with a high-level overview of the Township's financial statements. He noted that the Township experienced a year-end deficit following the payment of outstanding invoices and reviewed the impact of grants, donations, and unanticipated expenditures that contributed to the Township exceeding its 2024 budget.

Mr. Pollock advised that a clean audit opinion had been issued, confirming the Township's financially stable position. This conclusion was supported by a review of reserves and reserve funds as of the reporting date.

He further addressed discrepancies in year-over-year financial comparisons, attributing them to changes in reporting standards related to the Port of Johnstown. Mr. Pollock confirmed that the Port's financials are now included in the Township's consolidated financial statements. He also reviewed changes to accounts, liabilities, municipal debt, asset retirement obligations, and the resulting adjustments to net financial assets following the Port's inclusion as a municipal asset.

The Committee discussed the key drivers contributing to the current deficit, noted that a forthcoming report will address water system deficits, and considered the potential implementation of a tax stabilization reserve, modeled after the United Counties of Leeds and Grenville (UCLG).

Committee thanked Mr. Pollock for his presentation.

6. Consent Agenda

Moved by: J. Martelle

Seconded by: W. Smail

That Committee receives the following consent agenda items as presented:

- a. Q1 Facility Maintenance Report
- b. Q1 Facility Stats Report

Carried

7. Discussion Items

None.

8. Action/Information Items

- a. Q1 Facility Maintenance Report - CONSENT

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

That Committee receives the Q1 Facility Maintenance report as presented.

Carried

- b. Q1 Facility Stats Report - CONSENT

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

That Committee receives the Q1 Facility Stats report as presented.

Carried

- c. Q1 Building Report

The Committee received a summary of the report, which highlighted a gradual return to pre-COVID permit issuance levels and included a comparison of permits issued in 2025 to those issued in 2024.

- d. Q1 Treasury Report

The Committee received a summary of the report and discussed the status of property lease negotiations for the Spencerville Splash Pad project. The Committee also confirmed that a deficiency inspection had been completed on the new Public Works tandem axle truck.

- e. Q1 Budget Report

The Committee received an overview of the report and discussed current winter reserve levels, the anticipated impact on the 2026 season, and the process for rebuilding reserve funds.

- f. Award Contract - Online Payment Processing Provider

The Committee received an overview of the report and discussed the intent to offer all permitting services online, the flexibility of the processing fee structure, and confirmed that the service provider is a Canadian company.

Moved by: J. Martelle
Seconded by: S. Dillabough

That Committee proceed with Paymentus as an online payment processing provider and direct staff to execute the required documentation.

Carried

g. 2025 Asset Management Plan

Staff provided the Committee with a summary of the report outlining discrepancies between 2024 and 2025. The Committee was asked to consider and determine the desired service standard levels and assess asset conditions in response to the findings presented.

There was discussion regarding year-over-year investments aimed at closing the infrastructure gap, the static presentation of the report, fleet management practices, and the rate increases affecting municipal water and wastewater system users.

Moved by: S. Dillabough

Seconded by: W. Smail

That Committee recommend that Council approve the 2025 Asset Management Plan as presented.

Carried

h. 2025 Spencerville Lagoon Discharge Report

Committee was provided with a summary of the report and confirmed the submission of said report to the Ministry of the Environment, Conservation and Parks (MECP).

Moved by: J. Martelle

Seconded by: W. Smail

That Committee recommends Council receive and review the 2025 Spencerville Lagoon Discharge Report and direct staff to submit the report to the MECP prior to the June 30th due date.

Carried

i. 2025 Spencerville Systems Funding Option

Committee was provided with a summary of the report and discussed appropriate funding sources for a user-based system. Members discussed the \$250,000.00 budgeted for the project, the discrepancy between the budget and received cost estimates, funding options, proposed OCIF allocations, the expected lifespan of the existing system, and reasons for reserve depletion. It was noted that limited attention had been given to reserve replenishment in prior years, and that the Spencerville system only recently received a dedicated reserve fund.

Members noted that approximately 135 users are currently connected to the system and expressed concern regarding the financial strain a proposed debenture would place on these users. It was noted that Infrastructure Ontario debentures provide the option to change the debenture into a construction loan to provide flexibility to assess the finance terms. The Committee requested that staff present additional funding options at the June Administrations and Operations meeting for consideration.

Moved by: S. Dillabough

Seconded by: W. Smail

That Committee recommend that Council direct staff to obtain a debenture for up to \$400,000 from Infrastructure Ontario to fund the 2025 Capital program with the balance funded from the Spencerville Wastewater Reserve account 98-3806.

Carried

j. Award Contract - Dundas Street Engineering and Design

The Committee received a summary of the report and discussed the proposed County contribution, concerns regarding the \$300,000 deficit, dedicated funding allocations for UV system upgrades, and the financial impact on system users.

Final costs for the County Road 2 project were reviewed for comparison, noting that shovel-ready projects may qualify for additional funding. The Committee also discussed the broader implications for the Township's asset management plan and the challenges associated with aging infrastructure, and identified the proposed project area.

Moved by: S. Dillabough

Seconded by: W. Smail

That Committee recommends Council award the Dundas Street Engineering project to Jewell Engineering at a cost of \$81,735.52 plus non-rebated HST and direct staff to execute the required documents with Jewell Engineering.

Carried

k. Regulate Fireworks Bylaw

The Committee received an overview of the report and discussed the rationale for implementing a fireworks bylaw, noting the minimal number of complaints received and concerns about regulating an issue of limited controversy.

The motion received no mover or seconder.

That Committee recommends that Council approve the updated Fireworks Bylaw attached to this report.

Defeated

9. Councillor Inquiries/Notices of Motion

None.

10. Member's Report

Member's reported on the following:

- A press announcement regarding the collaboration between the Port of Johnstown and V6 Agronomy was released. The Chair noted potential fertilizer supply opportunities for the Township and requested that the Manager of Parks, Recreation, and Facilities contact representatives from V6 Agronomy.

11. Question Period

None.

12. Closed Session

None.

13. Adjournment

Moved by: W. Smail

Seconded by: J. Martelle

That Committee does now adjourn at 8:14 p.m.

Carried

Chair

Deputy Clerk