



AGENDA
REGULAR MEETING OF MUNICIPAL COUNCIL

Tuesday, May 25, 2021, 6:30 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest & the General Nature Thereof**
- 4. Delegations & Presentations**
 - a. Township Consolidated Financial Statements - MNP LLP
 - b. County Rd 2/Newport Dr Municipal Drain - Robinson Consultants - Lorne Franklin & Andy Robinson
 - c. Spencerville Drainage - Greer Galloway Group - Kevin Hawley
- 5. Minutes of the Previous Council Meetings**
 - a. Regular Council - April 26, 2021
 - b. Special Council - May 10, 2021
- 6. Business Arising from the Previous Council Meeting (if any)**
- 7. Committee Minutes**
 - a. Public Library Board - March 23, 2021
 - b. Port Management Committee - April 21, 2021
 - c. Committee of the Whole - Community Development - May 3, 2021
 - d. Committee of the Whole - Administration & Finance - May 10, 2021
 - e. Committee of the Whole - Public Works, Environmental Services & Facilities - May 17, 2021
- 8. Action and Information Items from Committees**
 - a. Application for Severance - Millar Rd - Vandine
 - b. EORN Gig Project
 - c. 2020 Township Surplus
 - d. 2021 PSAB Budget Addendum
 - e. Purchase of New Phone System
 - f. 2021 Spencerville Lagoon Discharge Report
 - g. Crowder Rd Culvert Replacement Agreement - JF Dobbie and Sons Ltd
 - h. Cardinal Waterfront Canteen Reopening - Extended Hours
 - i. 2020 Port of Johnstown - Financial Statement
 - j. 2020 Audit Report
 - k. 2020 Township Financial Statement (Consolidated)
 - l. Dissolve Township Ward System for 2022 Election - Councillor Hunter
 - m. Declare Port Property Surplus

- n. Method of Sale - Surplus Port Property
- 9. **Correspondence**
- 10. **Approval of Municipal Disbursements**
- 11. **By-laws**
 - a. Site Plan Control Agreement - Burchell - Wen'dees Eats n Treats
 - b. Amend Public Library Board Appointment Bylaw
 - c. Transport Canada Termination Agreement of the Operating Agreement
 - d. Port Lease Assignment - Windsor Salt Ltd
 - e. Appoint Deputy Clerk
- 12. **CAO's Administrative Update**
- 13. **Councillor Inquiries or Notices of Motion**
- 14. **Mayor's Report**
- 15. **Question Period**
- 16. **Closed Session**
 - a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Public Works and Minutes of Closed Session dated March 22, 2021 and May 10, 2021
- 17. **Report Out of Closed Session**
- 18. **Confirmation By-law**
- 19. **Adjournment**

NEWPORT MUNICIPAL DRAIN ENGINEER'S REPORT – PRELIMINARY COUNCIL REVIEW MAY 25TH, 2021

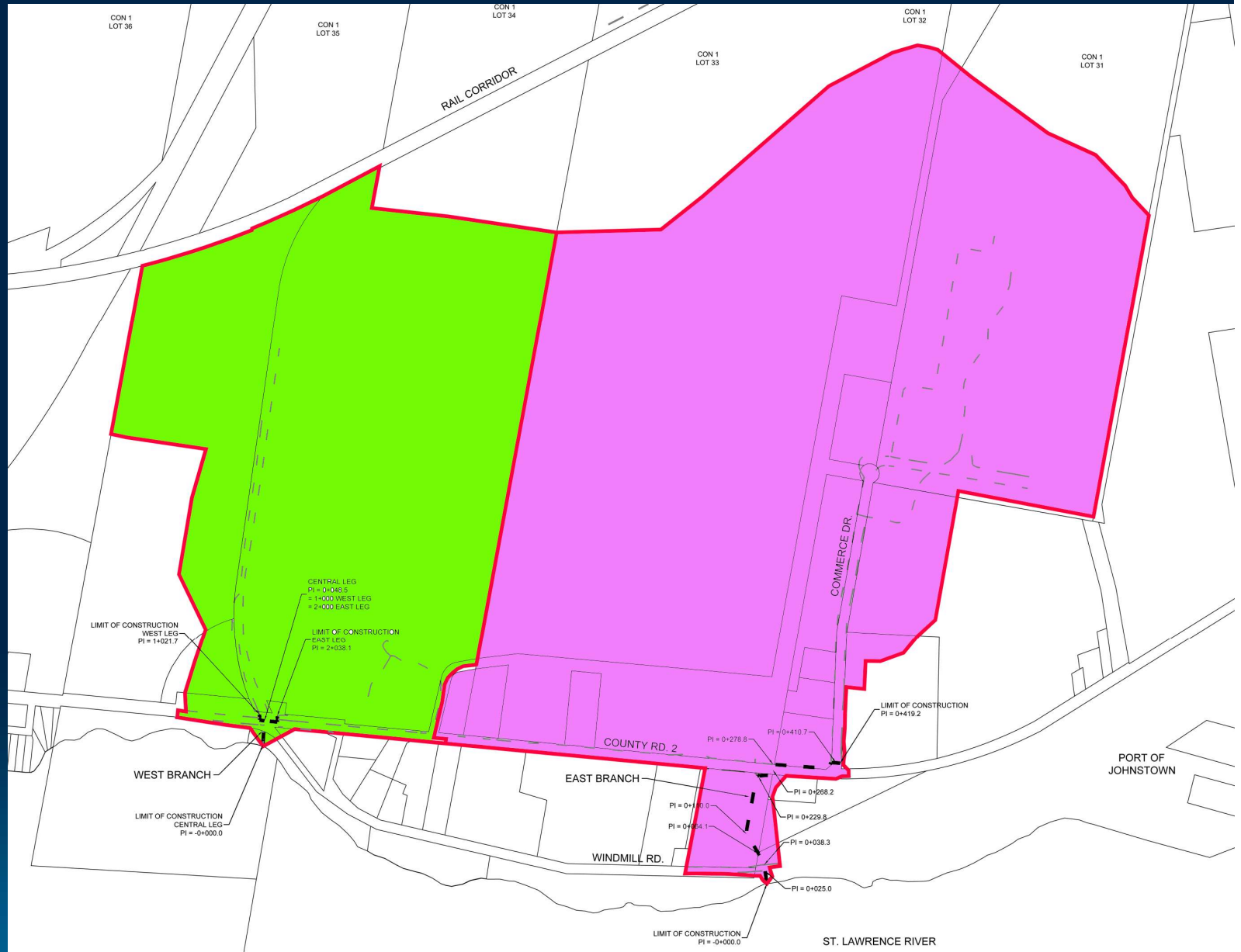
Presented by:

Lorne Franklin, L.E.T., C.E.T.

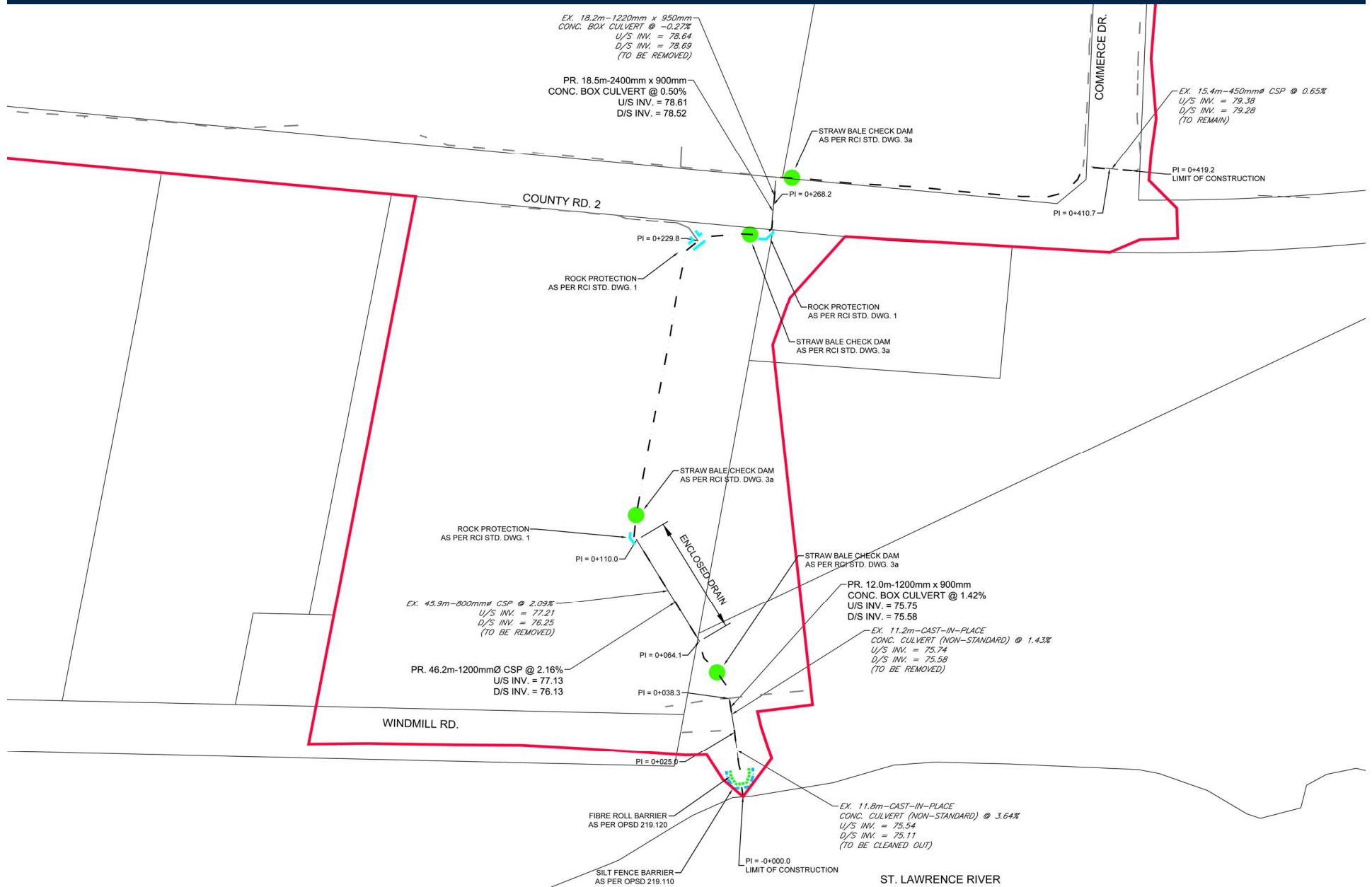
Andy Robinson, P.Eng.

Robinson Consultants Inc.

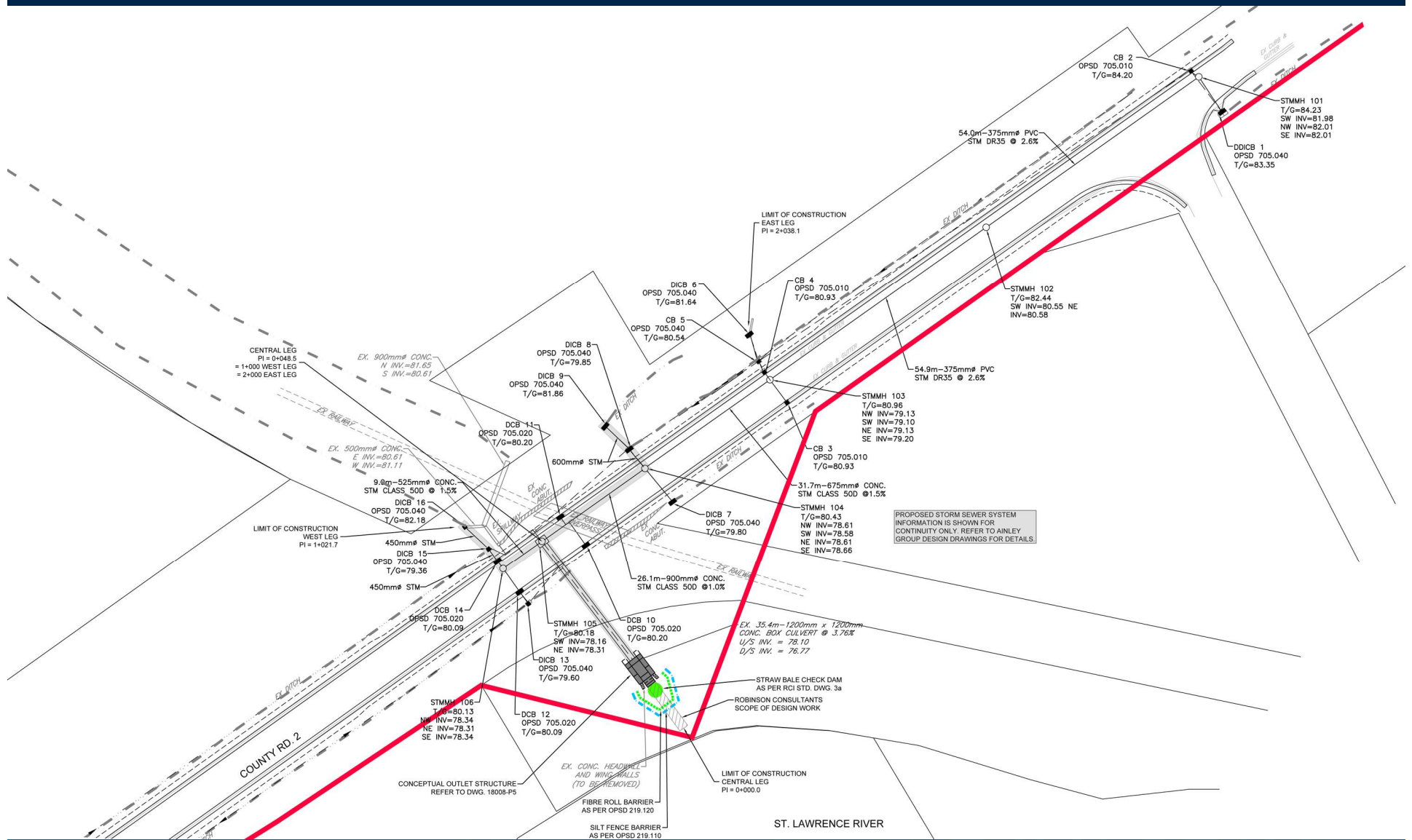
Location Plan



Location Plan – East Branch



Location Plan – West Branch



INTRODUCTION

■ HISTORY

- Robinson Consultants Inc. was appointed by the Township of Edwardsburgh/Cardinal on January 22, 2018 to complete an Engineer's Report on the proposed Newport Municipal Drain.
- The Engineer's Report for the Newport Municipal Drain was initiated by petition submitted by the County of Leeds and Grenville as the Road Authority for County. Rd. 2. under Section 4.1(c) of the Ontario Drainage Act, R.S.O. 1990 (Act).
- The purpose of the proposed drain is to provide improved drainage and conveyance of flow to a sufficient outlet (as defined by the Act) for surface drainage within the County. Rd. 2 ROW between Reilly St. and Commerce Drive.

INTRODUCTION

■ HISTORY

- An on-site meeting was held on June 14, 2018 to discuss the requirements for drainage and other concerns within the drainage area.

INTRODUCTION

■ HISTORY

- The primary issues put forward by the County Road Authority representative present at the meeting were as follows:
 - Improved drainage for County. Rd. 2 between Reilly St. and Commerce Drive.
 - Previous flooding incidents on County. Rd. 2 at the Port of Johnstown rail-spur overpass
 - Conveyance of flow to a sufficient outlet through downstream lands

INTRODUCTION

■ HISTORY

- The primary concerns put forward by the landowners present at the meeting were as follows:
 - Impacts of the construction on adjacent lands.
 - Costs of the project that may be assessed to individual landowners

INTRODUCTION

■ PURPOSE OF THE REPORT

- The Road Authority requires that the following concerns be addressed:
 - Improved drainage for the Road Authority lands described by the petition.
 - Conveyance of flow to a sufficient outlet for the area of improved drainage.
 - The environmental approving agencies, including the South Nation Conservation Authority (SNCA), Ontario Ministry of Environment Conservation and Parks (MECP) and the Federal Department of Fisheries and Oceans (DFO) require that certain measures and Best Management Practices (BMP) be implemented by the project for the protection of the environment

INTRODUCTION

■ SUFFICIENT OUTLET

- Flows collected for the purpose of improved drainage for County. Rd. 2 must be conveyed from the Road ROW to a sufficient outlet. The Drainage Act defines “sufficient outlet” as the following:

“...a point at which water can be discharged safely so that it will do no damage to lands or roads.”

- To provide sufficient outlet flows must be conveyed across private lands to the St. Lawrence River which has been determined by the Drainage Engineer to be the location where a sufficient outlet can be accommodated.

INTRODUCTION

■ PROTECTION OF THE ENVIRONMENT

- The implementation of measures to protect the environment, particularly water quality and sediment/erosion control is implemented through Best Management Practices (BMP), as indicated by the approving Agencies to address the concerns of the petitioning Road Authority while protecting the environment are prescribed by the Report.

INTRODUCTION

■ DISTRIBUTION OF COSTS

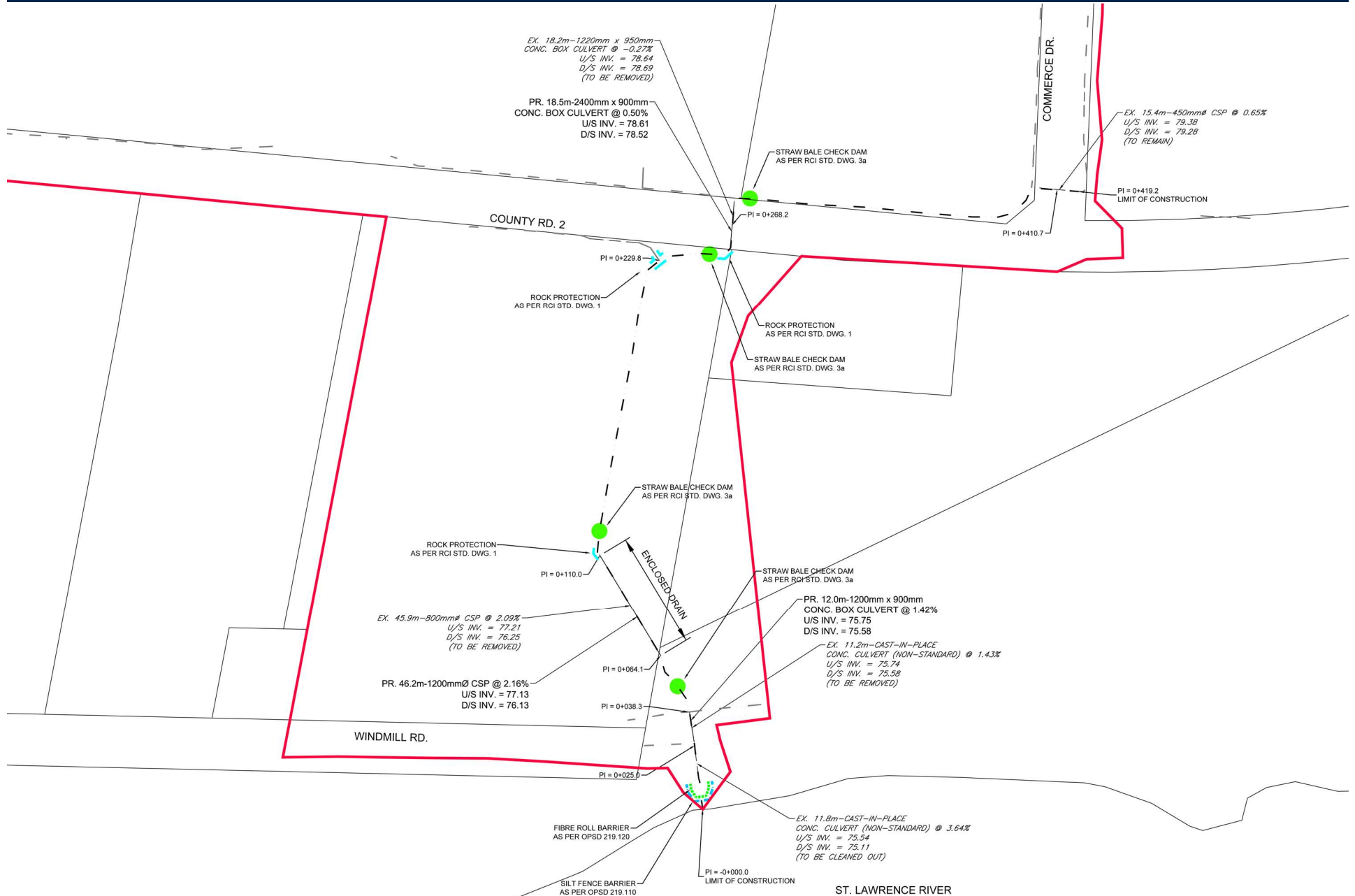
- The fair and equitable distribution of the costs associated with the construction and future maintenance of the Newport Municipal Drain are to be provided in the finalized Engineer's Report.

FINDINGS OF THE ENGINEER

Through the process implemented by the Engineer's Report it was determined that the two (2) existing constructed ditches provide outlet and should be incorporated into the Municipal Drain with provisions for the following:

- County Road Authority to complete work for the Cty. Rd. 2 Storm Sewer System (West Branch)
- Modification and repair of the outlet (West Branch)
- Modification and improvement of the existing ditch (East Branch)
- Protection and improvement of shoreline to the low water level (East and West Branch).

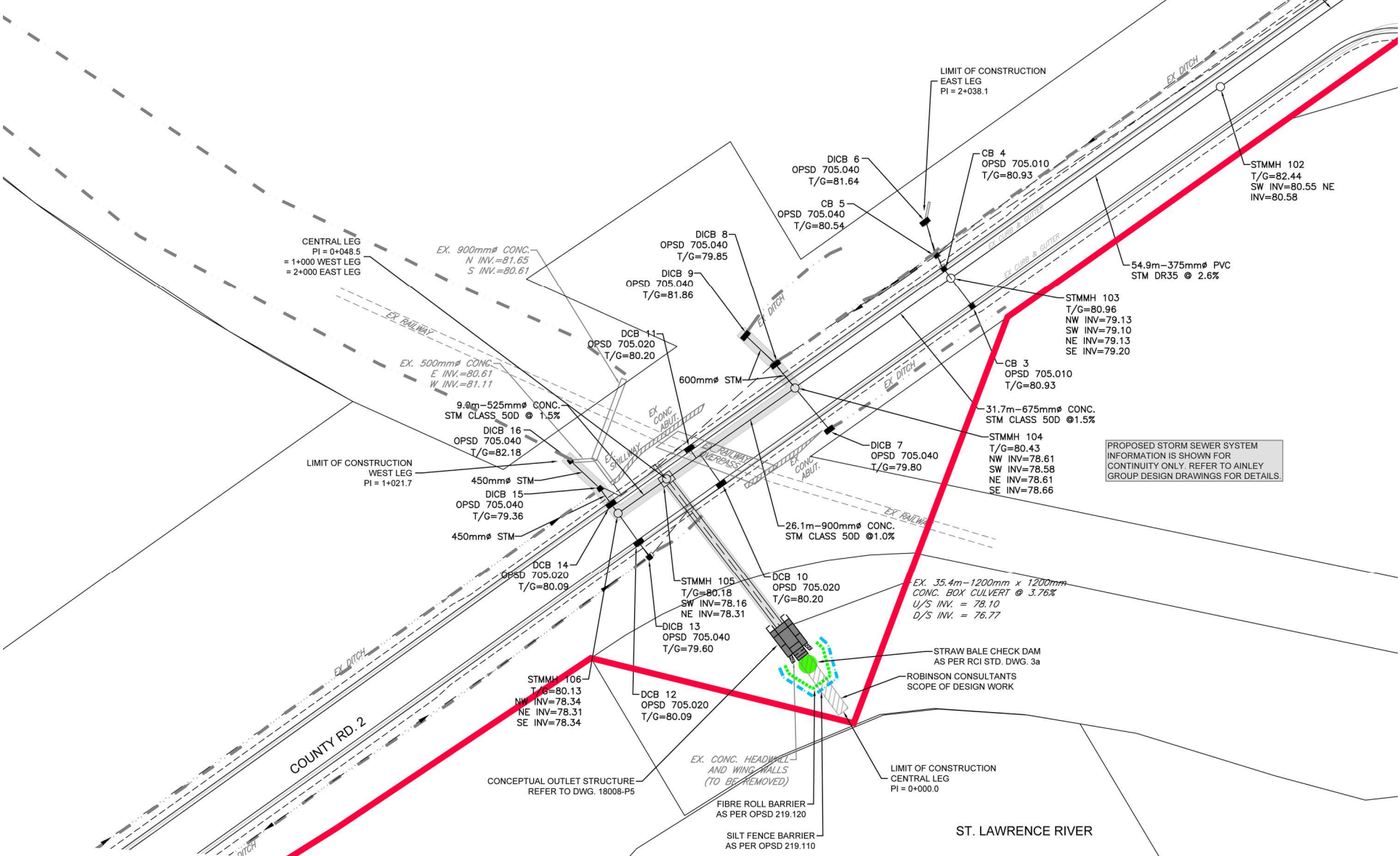
REQUIRED WORKS – EAST BRANCH



REQUIRED WORKS – EAST BRANCH



REQUIRED WORKS – WEST BRANCH



REQUIRED WORKS – WEST BRANCH



REQUIRED WORKS – WEST BRANCH



REQUIRED WORK

■ Township/County Road Authority

- Section 26 of the Drainage Act makes provision to assess a public utility or road authority for the increased cost of drainage works caused by the existence of the works of the public utility or road authority, or, for the utility to complete the work on its own behalf.
- The County Road 2 Storm Sewer is being modified and improved by the County Road Authority.
- County Road 2/East Branch crossing requires replacement
- The Windmill Rd./East Branch (Township) crossing requires replacement.

ENVIRONMENTAL CONSTRAINTS

■ Fish and Fish Habitat

- In general, the proposed work implements measures with limited impact on fish and fish habitat and is anticipated to successfully mitigate DFO concerns.
- DFO review is not currently finalized.

ENVIRONMENTAL CONSTRAINTS

■ Species at Risk (SAR)

- Some SAR exist within the general vicinity of the proposed work. In general, impacts to these species may be mitigated by avoidance measures such as adherence to timing windows, defishing of work areas and ensuring that species are not present during construction.

ENVIRONMENTAL CONSTRAINTS

■ Species at Risk (SAR)

- The SAR in the general vicinity of the drain includes the American Eel. Mitigation for this species may be more challenging as they may directly use the drain as habitat and can climb over and around obstacles. Specific mitigation measures may ultimately be required to finalize DFO mitigation measures.

ASSESSMENTS

- The proposed work makes provisions for a schedule of assessment that will address a fair and equitable distribution of the costs for construction and future maintenance.

GRANT ELIGIBILITY

- The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) outlines the policies and procedures with regard to the 1/3 grant available to properties determined to be “Agricultural Lands” under the Agricultural Drainage Infrastructure Program (ADIP).
- In general, to be eligible for a grant, the property must be eligible for the Farm Tax Class (FTC).

FARM TAX CLASS (FTC)

To be eligible for the FTC a property must:

- Be assessed as farmland by the Municipal Property Assessment Corporation.
- Be used as part of an ongoing farming operation generating at least \$7,000 in annual revenue.
- Hold a valid Farm Business Registration Number, and be registered with AgriCorp.
- Have more than 50% Canadian ownership.

Questions?

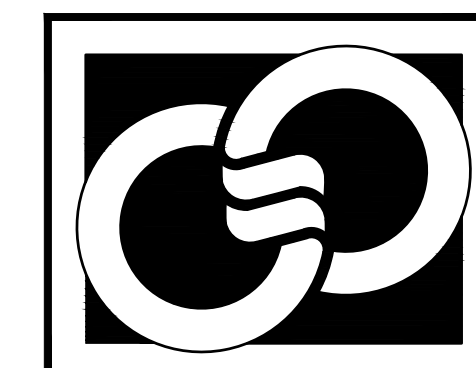
TOWNSHIP OF EDWARDSBURGH/CARDINAL

SPENCERVILLE DRAINAGE - PRELIMINARY 21-5-5245

LIST OF DRAWINGS

C-0 COVER
C-1-01 SITE PLAN
C-2 DETAILS

THE GREER GALLOWAY GROUP INC.
ENGINEERS PLANNERS



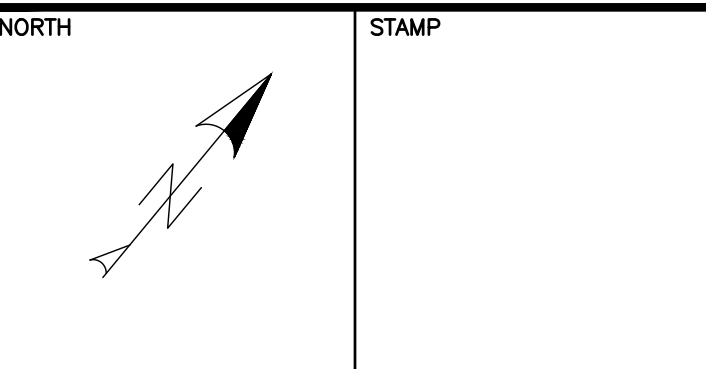
PETERBOROUGH
BELLEVILLE
KINGSTON

640 CATARAQUI WOODS DRIVE, UNIT 2A
KINGSTON, ONTARIO K7P 2Y5
PHONE: (613) 536-5420

- NOTES:
1. ALL WORK SHALL BE IN ACCORDANCE WITH RELEVANT CODES AND GUIDELINES.
 2. ALL DRAWINGS AND ADDENDA ARE TO BE READ AS, AND IN CONJUNCTION WITH THE SPECIFICATIONS.
 3. ALL EQUIPMENT SHALL BE INSTALLED AS SPECIFIED OR APPROVED EQUIVALENT.
 4. CONTRACTOR MUST CHECK AND VERIFY ALL DIMENSIONS BEFORE PROCEEDING WITH WORK AND BE RESPONSIBLE FOR SAME.
 5. CONTRACTOR MUST REPORT ANY DISCREPANCIES TO ENGINEER FOR RESOLUTION BEFORE COMMENCING THE WORK.
 6. ANY CHANGES MUST BE APPROVED BY THE ENGINEER.

A A DETAIL NO.
B B DRAWING NO. - WHERE DETAILED

- LEGEND
- EXISTING ASPHALT
 - EXISTING ASPHALT DRIVEWAY
 - EXISTING GRAVEL DRIVEWAY
 - EXISTING CONCRETE
 - ROAD CENTERLINE
 - PROPERTY LINES
 - WALL AND HEDGE
 - FENCE AND DECK
 - DITCH ELEVATIONS
 - BUILDINGS
 - EXISTING SANITARY MANHOLE
 - PROPOSED STORM PIPE
 - EXISTING SANITARY PIPE
 - PROPOSED STORM MANHOLE
 - BORE HOLE LOCATION



PROJECT
SPENCERVILLE DRAINAGE

DRAWING TITLE

05		
04		
03		
02		
01		
REVISION		DATE

DESIGNED BY

DRAWN BY
G HOEGI

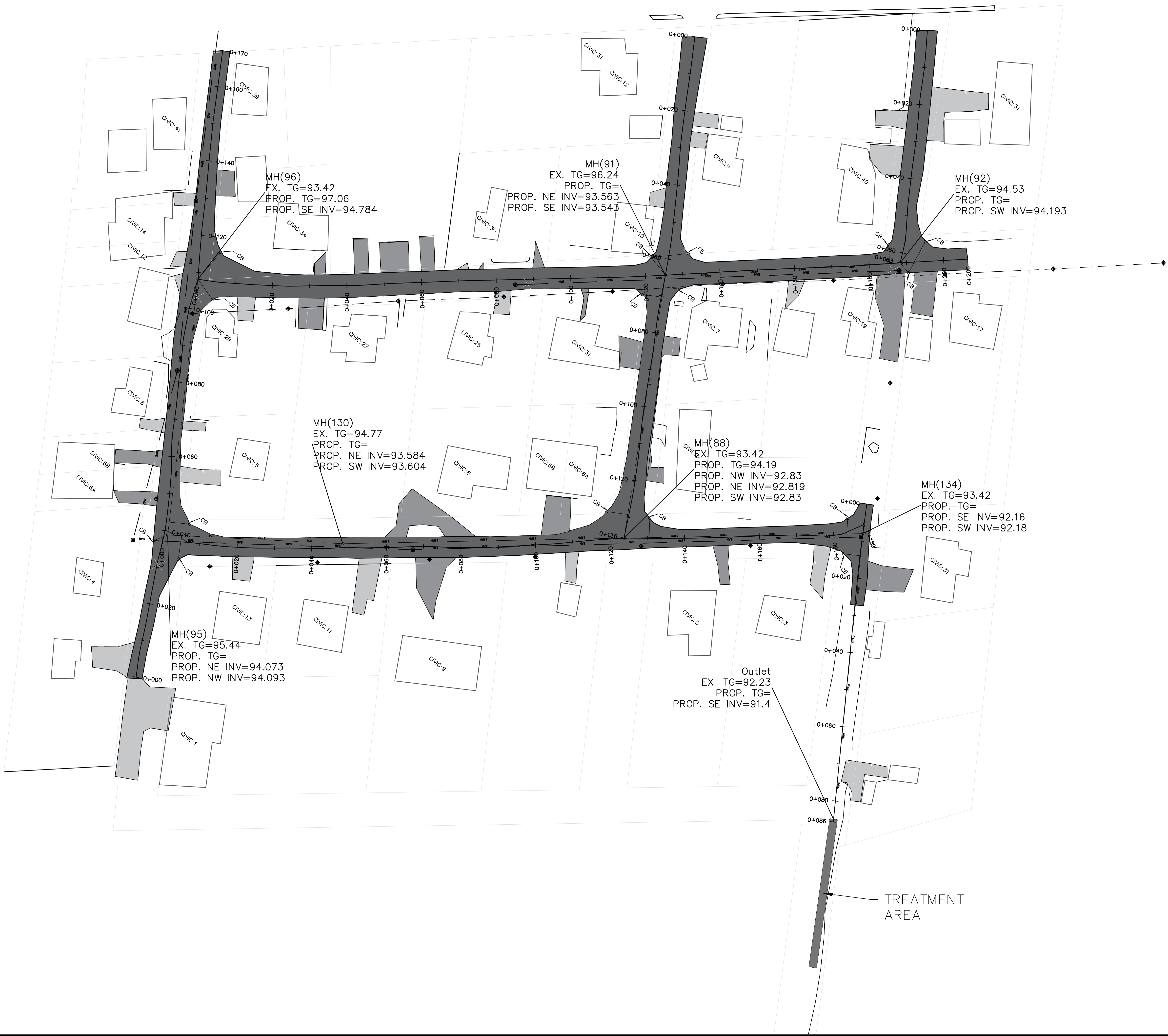
REVIEWED BY

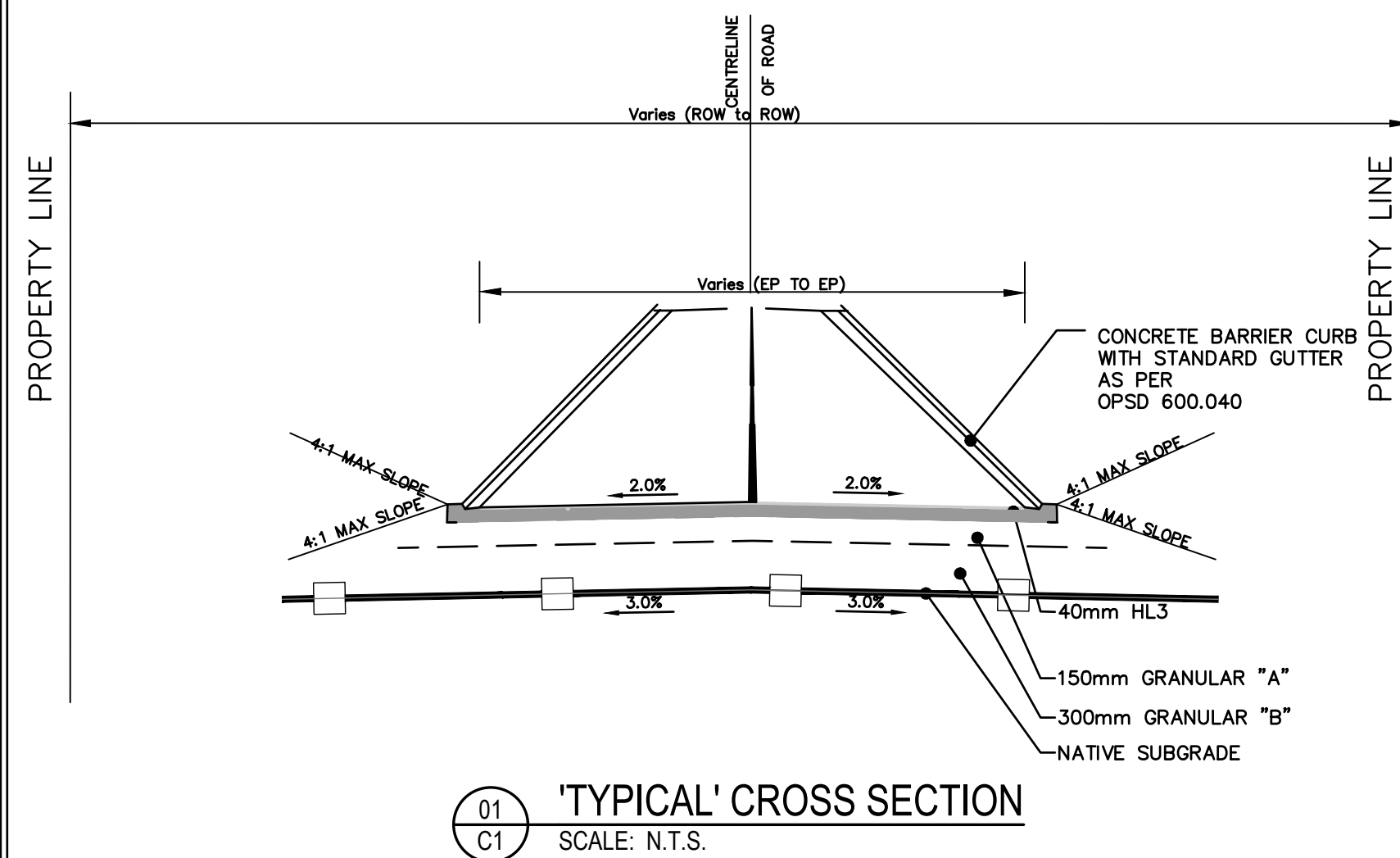
APPROVED BY

PROJECT DATE
05/19/2021
(DD/MM/YYYY)

PROJECT #
21-5-5245
SCALE
HOR: 1:250
VER: NTS

DRAWING #
C1-00





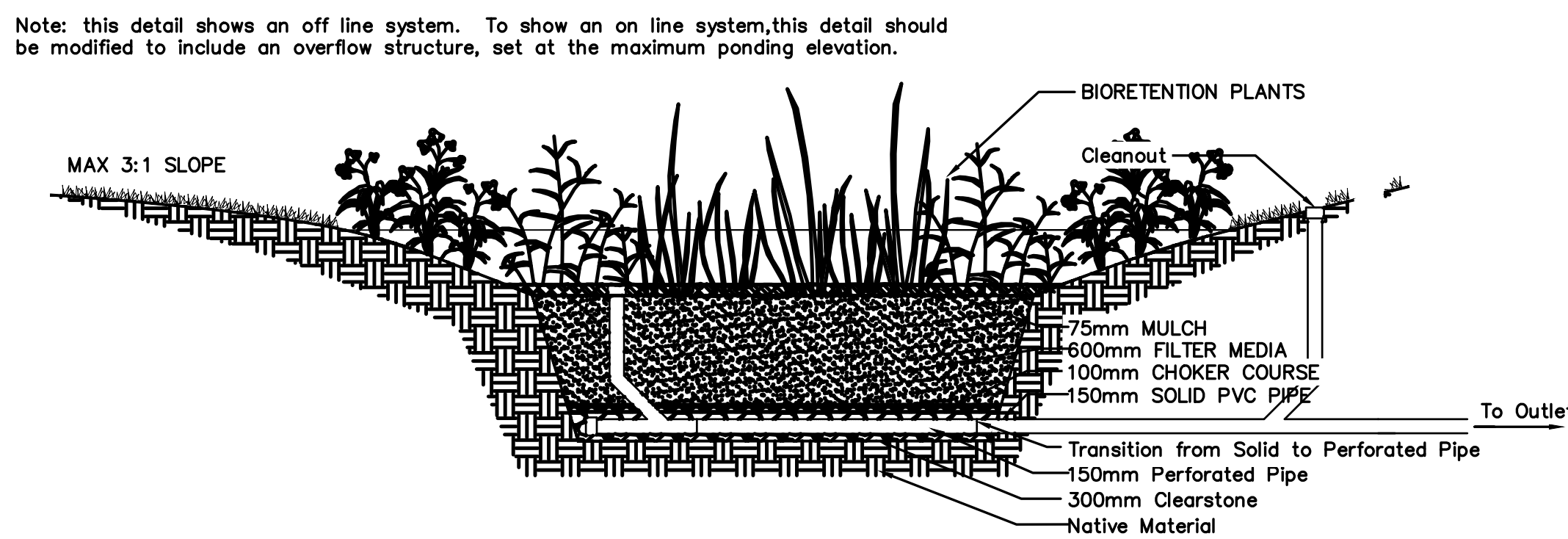
SUGGESTED CONSTRUCTION SEQUENCING *(note to designer: edit as needed to meet project requirements)*

1. Install appropriate temporary erosion control devices to prevent sediment from leaving or entering the practice during construction.
2. All down-gradient perimeter sediment control bmp's must be in place before any up gradient land disturbing activity begins.
3. Perform continuous inspections of erosion control practices, especially after each rainfall event.
4. Install all utilities (water, sanitary sewer, electric, natural gas, phone, fiber optic, etc) prior to setting final grade of bioretention device.
5. Rough grade the site. If bioretention areas are being used as temporary sediment basins during construction, leave a minimum of 1 feet of cover over the practice to protect the underlying soils from clogging.
6. Complete, stabilize, and vegetate all other site improvements.
7. Construct and vegetate bioretention device following stabilization of contributing drainage area. Ensure that critical elevations, such as underdrain invert, top of media, top of mulch, and invert of overflow structure (if present) are correct.
8. Remove temporary erosion control devices after the contributing drainage area is adequately vegetated.

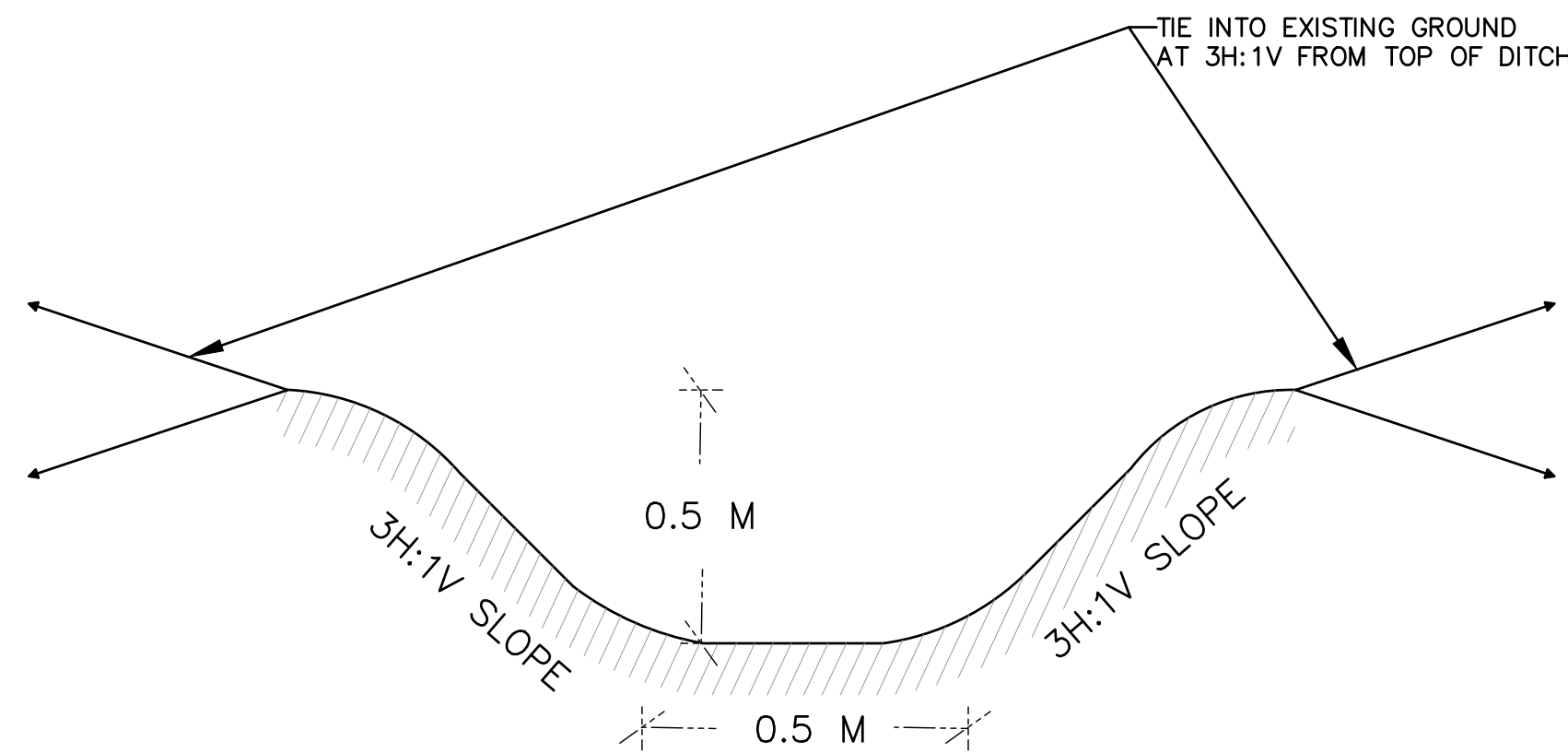
GENERAL NOTES (*note to designer: edit as needed to meet project requirements*)

1. In the event that sediment is introduced into the bmp during or immediately following excavation, this material shall be removed from the practice prior to continuing construction
2. See Minnesota Stormwater Manual for subgrade preparation.

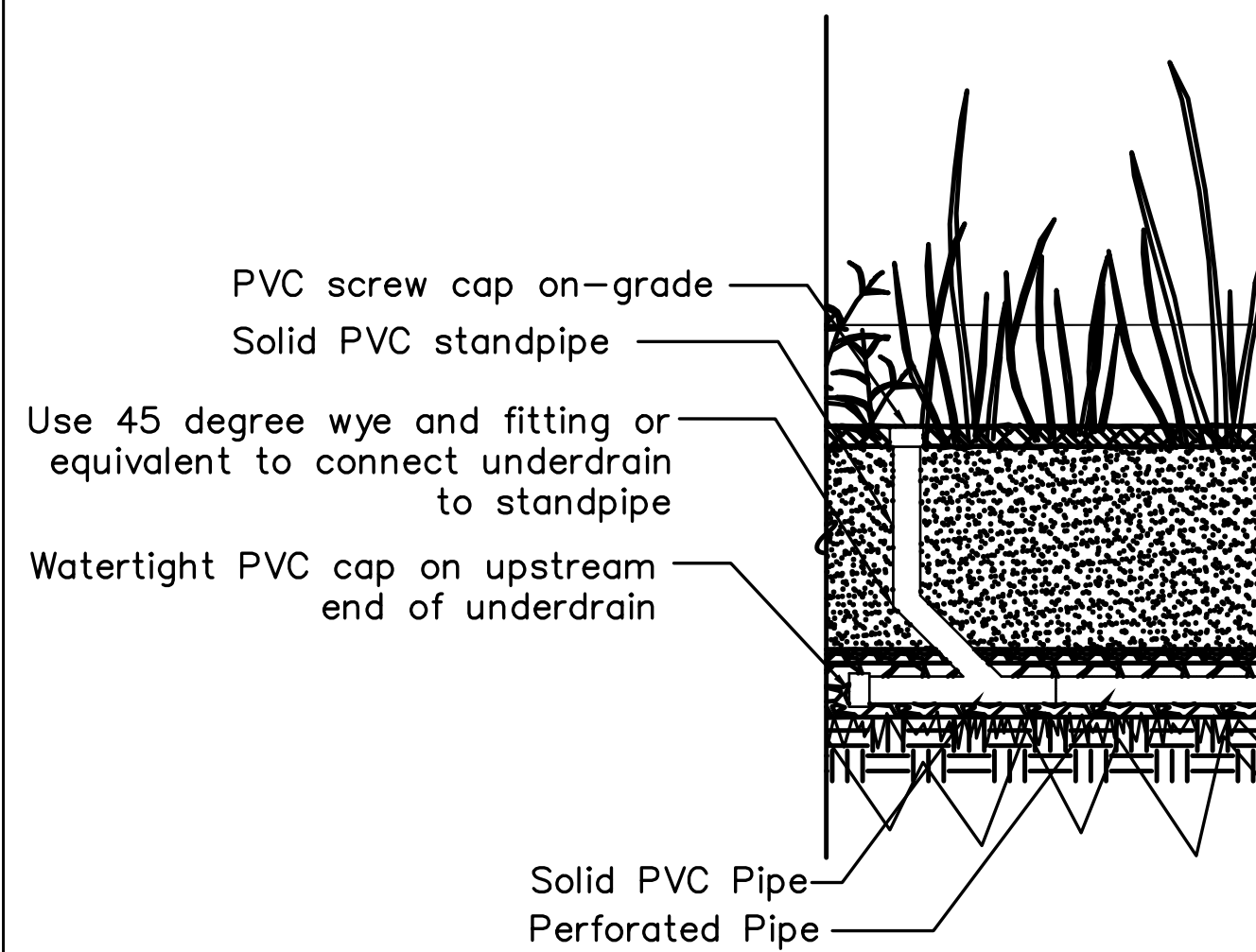
1. See Minnesota Stormwater Manual for material specifications recommendations for bioretention soil, mulch, underdrains, etc.



03 BIOFILTRATION WITH SUBDRAIN
C1 SCALE: N.T.S.

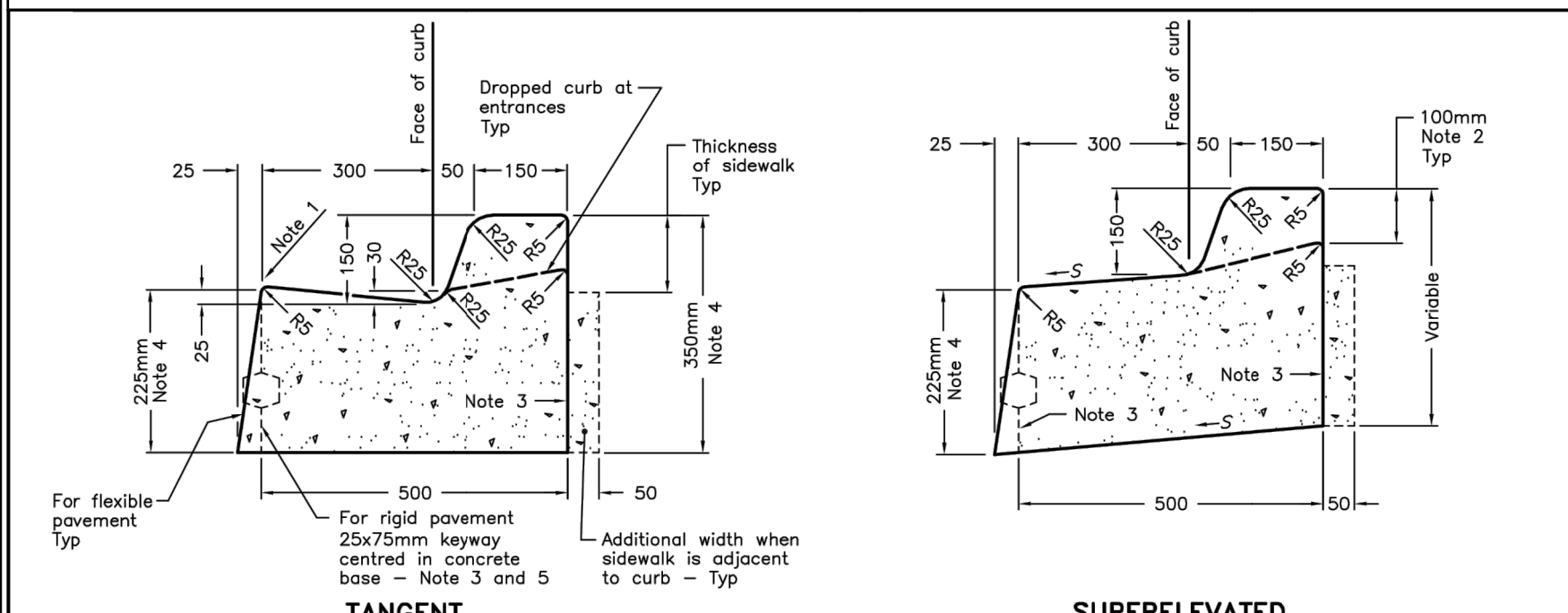


02 'TYPICAL' ROADSIDE DITCH DETAIL
C1 SCALE: N.T.S.



04
C1

CLEANOUT
SCALE: N.T.S.



LEGEND:
S — Rate of pavement superelevation in percent, %.

NOTES:

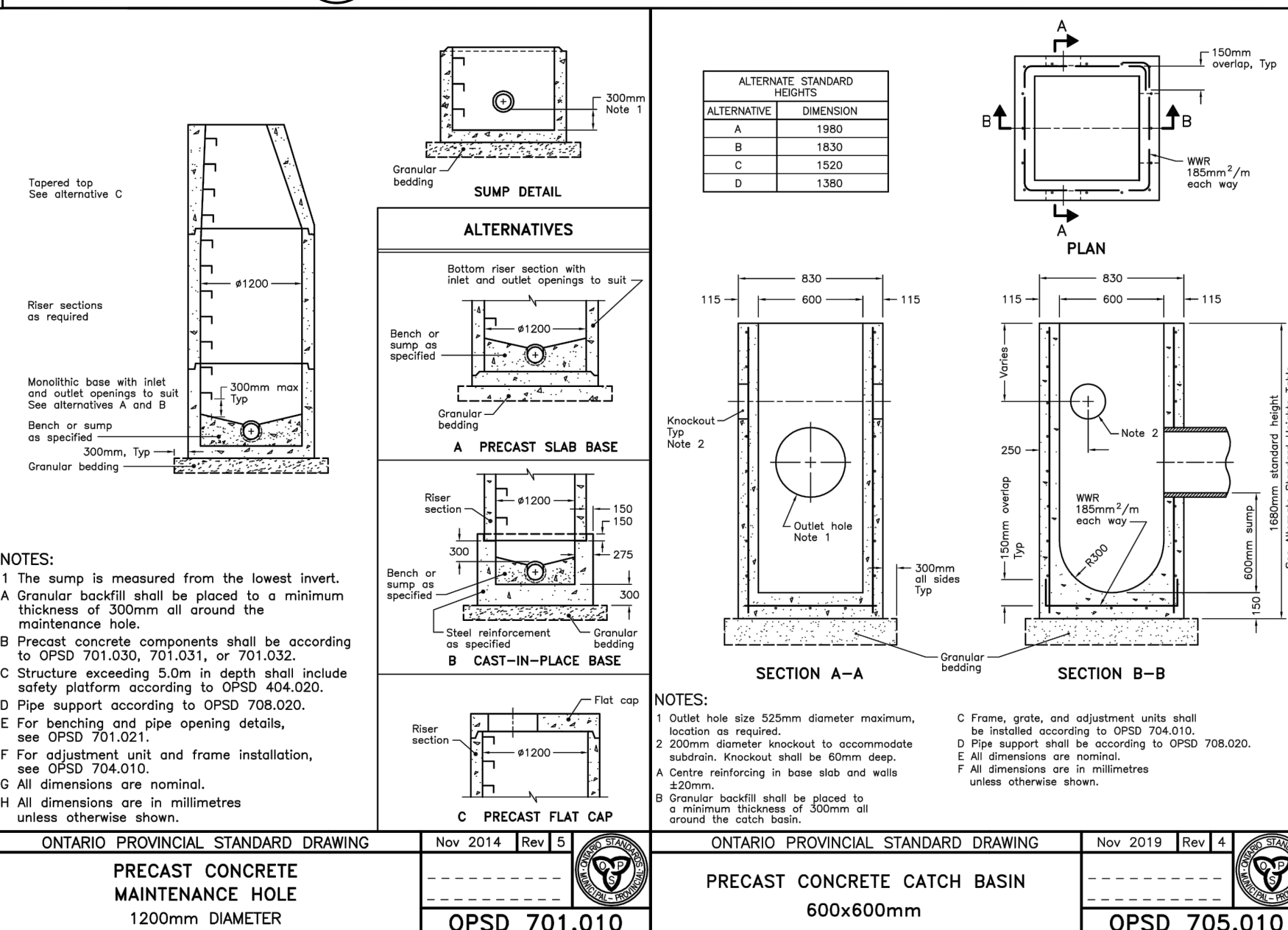
- 1 Flexible and composite pavement shall be placed 5mm above the adjacent edge of gutter.
- 2 When sidewalk is continuously adjacent, the dropped curb at entrances shall be reduced to 75mm.
- 3 For slipforming procedure a 5% batter is acceptable.
- 4 For composite pavement the depth of concrete curb shall be adjusted to depth of concrete pavement.
- 5 When the bars are specified, refer to OPSP 552.010 and 552.020 for details.
- A Treatment at entrances shall be according to OPSP 351.010.
- B Outlet treatment shall be according to the OPSP 610 Series.
- C The transition from one curb type to another shall be a minimum length of 3.0m, except in conjunction with guide rail where it shall be according to the OPSP 900 Series.
- D All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING	Nov
CONCRETE BARRIER CURB WITH DROPPED GUTTER	---

ONTARIO PROVINCIAL STANDARD DRAWING

CONCRETE BARRIER CURB
WITH STANDARD GUTTER

05 CURB DETAIL
C1 SCALE: N.T.S.

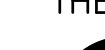


06
C1

MANHOLE
SCALE: N.T.S.

07
C1 CATCH BASIN
SCALE: N.T.S.

THE GREER GALLOWAY GROUP INC.
ENGINEERS & PLANNERS




















PETERBOROUGH
BELLEVILLE
KINGSTON

640 CATARAQUI WOODS DRIVE #2A
KINGSTON, ONTARIO, K7P 2Y5
PHONE: 613-536-5420
FAX: 613-548-3793

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 B DRAWING NO. — WHERE DETAILED

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	EXISTING ASPHALT DRIVEWAY
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	EXISTING CONCRETE
	ROAD CENTERLINE
	PROPERTY LINES
	WALL AND HEDGE
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	DITCH ELEVATIONS
	BUILDINGS
	EXISTING SANITARY MANHOLE
	PROPOSED STORM PIPE
	EXISTING SANITARY PIPE
	PROPOSED STORM MANHOLE
	BORE HOLE LOCATION

NORTH	STAMP
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PROJECT	SPENCERVILLE DRAINAGE
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DRAWING TITLE
DETAILS

05		
04		
03		
02		
01		
REVISION		DATE

DESIGNED BY _____

DRAWN BY G HOEGI

REVIEWED BY _____

APPROVED BY _____

PROJECT DATE 5/19/2021

PROJECT # 21-5-5245	SCALE HOR:NTS
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DRAWING # C2-00

Spencerville - Preliminary Cost Estimate - May 12 2021

Item no.	Item Description	Unit	Tender	Unit Price (\$)	Tender (\$)
1	Asphalt Stripping	m2	4,431	\$2.50	\$11,077.50
2	Asphalt pulverizing	m2	4,431	\$2.20	\$9,748.20
3	Granular A (50mm)	tonne	611	\$25.00	\$15,286.95
4	Curb and Gutter	m	1,484	\$125.00	\$185,500.00
	Earth Excavation for Road	m3	515	\$25.00	\$12,875.00
5	Rock Removal For Pipe Excavation	m3	276	\$150.00	\$41,400.00
6	Miscellaneous- HL3 Asphalt (40mm)	tonne	443	\$145.00	\$64,249.50
7	Manholes	each	6	\$8,500.00	\$51,000.00
8	Catch Basins	each	11	\$6,500.00	\$71,500.00
9	Storm Sewer Pipes	m	671	\$400.00	\$268,400.00
			Sub-Total	\$719,959.65	
			Contingency (%15)	\$107,993.95	
			Total	\$827,953.60	

**MINUTES
MUNICIPAL COUNCIL**

**Monday, April 26, 2021
6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario**

PRESENT: Mayor Pat Sayeau
Deputy Mayor Tory Deschamps
Councillor Hugh Cameron
Councillor Stephen Dillabough
Councillor John Hunter

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Melanie Stubbs, Treasurer
Gord Shaw, Director of Operations

1. Call to Order

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

2. Approval of Agenda

Decision: 2021-123
Moved by: T. Deschamps
Seconded by: J. Hunter

That Municipal Council approves the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

None.

4. Delegations & Presentations

None.

5. Minutes of the Previous Council Meetings

a. Regular Meeting - March 22, 2021

Decision: 2021-124
Moved by: S. Dillabough
Seconded by: H. Cameron

THAT Municipal Council receives and approves the minutes of the Regular Meeting dated March 22, 2021.

Carried

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

None.

7. Committee Minutes

a. Public Library Board - January 12, 2021

Decision: 2021-125
Moved by: H. Cameron
Seconded by: T. Deschamps

THAT Municipal Council receives the minutes of the Public Library Board Meeting dated January 12, 2021.

Carried

- b. Port Management Committee - March 17, 2021

Decision: 2021-126

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT Municipal Council receives the minutes of the Port Management Committee Meeting dated March 17, 2021.

Carried

- c. Committee of the Whole - Administration & Finance - April 12, 2021

Decision: 2021-127

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Administration & Finance Meeting dated April 12, 2021.

Carried

- d. Committee of the Whole - Public Works, Environmental Services & Facilities - April 19, 2021

Decision: 2021-128

Moved by: H. Cameron

Seconded by: T. Deschamps

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Public Works, Environmental Services & Facilities dated April 19, 2021.

Carried

8. Action and Information Items from Committees

- a. 2021 Community Grants & Donations

Decision: 2021-129

Moved by: H. Cameron

Seconded by: T. Deschamps

THAT Municipal Council awards the Community Grants & Donations as follows for the 2021 program, as recommended by Committee of the Whole – Administration & Finance.

Organization	Grant & Donation	In-kind
Spencerville English Country Dance Club	\$0	In-kind
Grenville County Historical Society	\$500	
Friends of Windmill Point	\$990	
Spencerville Mill Foundation	\$500	In-kind
Spencerville Agricultural Society	\$1,000	
Upper Canada Folkfest	\$1,500	In-kind
South Edwardsburgh Public School Council	\$500	
Prescott Figure Skating Club	\$1,000	
Spencerville Scouting Group	\$500	In-kind
Girls Inc. of Upper Canada	\$500	
Centennial '67 Public School Parent Council	\$500	
Connect Youth Inc.	\$1,000	
Food For All Food Bank	\$1,000	In-kind
RNJ Youth Services	\$0	
South Edwardsburgh Recreation Association	\$500	In-kind
Spencerville TNR	\$0	
Friends of the EC Library Spencerville Branch	\$0	In-kind
Johnstown ATV Club	\$0	
Groveton Loyal Orange Lodge	\$0	
TOTAL	\$9,990.00	

Carried

- b. Application for Severance - 1013 County Rd 21 - Dobbie Farms

Decision: 2021-130

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council recommend in favour of severance B-31-21 (1013 County Rd 21 – Dobbie) with the condition that the agricultural lot to be retained be rezoned to prohibit future residential uses, as recommended by the Committee of the Whole – Administration & Finance.

Carried

- c. Application for Severance - 1102 County Rd 21 - Heusser

Decision: 2021-131

Moved by: S. Dillabough

Seconded by: T. Deschamps

THAT Municipal Council recommend in favour of severance B-22-21 (1102 County Rd 21 – Heusser), as recommended by the Committee of the Whole – Administration & Finance.

Carried

- d. 2020 Water & Sewer Surplus/Deficit Reserve Transfer

Decision: 2021-132

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council approve the transfers to and from the reserve fund account from operating account for the Water and Sewer Reserve funds as a result of 2020 surpluses and deficits in accordance with the below table, as recommended by Committee of the Whole – Administration & Finance.

G/L Acct #	Reserve Fund Name	Balance prior to Year End adjustment	Adjustment Reason	Amount of Adjustment	Adjusted Year End Balance of Reserve Fund
98-3803	Industrial Park Wastewater	\$27,894.54	Add: operating surplus	\$3,811.14	\$31,705.68
98-3804	Industrial Park Water	\$89,186.75	Add: operating surplus	\$17,891.83	\$107,078.58
98-3806	Spencerville Wastewater	\$281,883.12	Add: operating surplus	\$5,829.43	\$287,712.55
98-3808	Cardinal Wastewater	\$273,200.58	Subtract: budgeted transfer for capital	(\$48,040.97)	\$225,159.61
98-3811	Cardinal Water	\$603,719.00	Add: operating surplus + budgeted transfer	\$171,389.31	\$775,108.31
	Net Total Adjustments			\$150,880.74	

Carried

- e. Greenfield Global Site Plan Control Project

Decision: 2021-133

Moved by: S. Dillabough

Seconded by: T. Deschamps

THAT Municipal Council allow construction to proceed at the Greenfield Global Johnstown site as approved by staff, in order to meet Greenfield's timelines for each phase of development due to the urgent need for alcohol-based products; and that the amended site plan be brought back to Council for final approval once all components have been approved by staff, as recommended by the Committee of the Whole – Public Works, Environmental Services & Facilities.

Carried

f. Regional Fire Services Review

Decision: 2021-134

Moved by: H. Cameron

Seconded by: T. Deschamps

WHEREAS the Township of Edwardsburgh Cardinal received and reviewed the Regional Fire Services Report at the April 19, 2021 Committee of the Whole – Public Works, Environmental Services and Facilities; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal recognize that the Fire Chiefs of Leeds and Grenville are best positioned to champion and further some of the recommendations contained within the report.

NOW THEREFORE IT BE RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal prior to endorsing the establishment of a new Fire Services Task Force directs the Fire Chief to explore opportunities with the other Fire Chiefs of Leeds and Grenville in the areas of fire prevention/education, joint procurement, training/certification and standardizing of equipment and procedures; and report back to municipal council by October 25, 2021 on any agreed upon areas that could be advanced toward an improved public fire protection model.

AND FURTHER THAT if there is consensus by all the municipalities within Leeds and Grenville to establish a Fire Services Task Force then the Council of the Corporation of the Township of Edwardsburgh Cardinal would nominate Fire Chief, Brian Moore, and Chief Administrative Officer, David Grant, as representatives on the Task Force.

Carried

g. Schneider Electric Support & Service Agreement

Decision: 2021-135

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council enter into a 3-year renewal of the Support and Services agreement with Schneider Electric from May 1, 2021 to April 30, 2024 at a total cost of \$94,694.00 plus the non-rebated portion of HST and authorize staff to execute the agreement, as recommended by the Committee of the Whole – Public Works, Environmental Services & Facilities.

Carried

h. Emergency Exercise Requirements for 2021

Decision: 2021-136

Moved by: J. Hunter

Seconded by: T. Deschamps

WHEREAS the Township of Elizabethtown-Kitley passed Resolution No. 052-21 requesting that the Association of Municipalities of Ontario advocate for the cancellation of the annual emergency exercise as a compulsory requirement of the Emergency Management and Civil Protection Act for 2021.

NOW THEREFORE IT BE RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal supports the Township of Elizabethtown-Kitley's Resolution No. 052-21.

AND FURTHER THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal calls on the Association of Municipalities of Ontario to request the Solicitor General to waive the annual emergency exercise requirement for the 2021 year.

AND FURTHER THAT the resolution be forwarded to the Township of Elizabethtown-Kitley, the Solicitor General, Premier Ford, and Minister of Municipal Affairs and Housing.

Carried

i. Emergency Preparedness Week

Council confirmed that the Township will be advertising Emergency Preparedness week on the Township website, social media and local newspapers.

Decision: 2021-137

Moved by: T. Deschamps

Seconded by: J. Hunter

WHEREAS Emergency Preparedness Week is a national awareness initiative that has taken place since 1996 and is supported by Public Safety Canada, working closely with provincial and territorial emergency management organizations, Indigenous organizations, non-governmental organizations, and private sector who support activities at the local level; and

WHEREAS the Township of Edwardsburgh Cardinal recognizes the importance of Emergency Management in Ontario; and

WHEREAS the goal of Emergency Preparedness Week is to increase awareness of individual, family, and community preparedness with this year's theme: "Be Ready for Anything"; and

WHEREAS this year's theme encourages Canadians to take action to become better prepared for the range of emergencies they could face in their region and day to day lives; and

WHEREAS Emergency Preparedness Week encourages everyone to take three simple steps to become better prepared to face a range of emergencies: Know the risks; Make a plan; Get an emergency kit; and

WHEREAS the safety of our community is the responsibility of each and every one of us and we must prepare now and learn how to secure a strong and healthy tomorrow.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal hereby proclaims the week of May 2 to 8, 2021 to be Emergency Preparedness Week and encourages all citizens to participate in educational activities on emergency preparedness.

Carried

j. Cardinal Waterfront Improvement Recreation Pathway Tender Award

Council reviewed the report and confirmed that there are funds available for benches and trees.

Decision: 2021-138
Moved by: S. Dillabough
Seconded by: T. Deschamps

THAT Municipal Council award the successful bidder for phase 1 and phase 2 of the Cardinal waterfront recreation pathway tender to Knapp’s Paving & Landscaping LTD in the amount of \$104,237.50 plus non-rebated HST, plus an additional \$20,000.00 as a contingency for this project for a total cost of \$ 126,072.08

Carried

k. 1989 Grader Replacement Options Update

Decision: 2021-139
Moved by: J. Hunter
Seconded by: T. Deschamps

THAT Municipal Council amends the 2021 budget and authorizes staff to proceed with the purchase of the 2020 856C AWD Case Motor Grader through J.R. Brisson Equipment for a total of \$295,000.00 + non-rebated HST. And Council exercise loan financing option 2 which includes a down payment of \$100,000.00 and loan payments of \$45,655.68 in 2021, \$68,483.55 in 2022 and 2023, and \$22,827.84 in 2024 for a total cost of \$305,450.56.

	Yea	Nay
P. Sayeau		X
T. Deschamps	X	
H. Cameron		X
S. Dillabough		X
J. Hunter	X	
Results	2	3
	Defeated (2 to 3)	

l. International Harm Reduction Day

Decision: 2021-140
Moved by: T. Deschamps
Seconded by: J. Hunter

WHEREAS International Harm Reduction Day aims to promote evidence base public health policies, practices and human rights; and

WHEREAS harm reduction approaches involve working with the person using substances so that they may use the substance in a safer method, without expecting them to stop using the substance; and

WHEREAS the harm reduction approach recognizes that some people may not want to, or be ready to stop the substances use completely; and

WHEREAS harm reduction services provide people the opportunity to connect with available community resources.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal hereby proclaims May 7, 2021 as International Harm Reduction Day.

Carried

9. Correspondence

Decision: 2021-141

Moved by: H. Cameron

Seconded by: J. Hunter

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

- April 1, 2021
- April 9, 2021
- April 15, 2021
- April 22, 2021

Carried

10. Approval of Municipal Disbursements

Council reviewed the disbursements and sought clarification on the following items:

- Repairs to truck 5
- Fuel/diesel usage

Decision: 2021-142

Moved by: T. Deschamps

Seconded by: J. Hunter

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

- Report dated March 29 (2021-28) \$13,204.25
- Report dated March 30 (2021-29) \$1,515,199.07
- Report dated April 6 (2021-30) \$174,810.93
- Report dated April 14 (2021-36) \$82,068.01
- Report dated April 22 (2021-38) \$129,012.23
- Report dated April 22 (2021-39) \$152,112.68
- Report dated April 22 (2021-40) \$9,990.00

TOTAL: \$2,076,397.17

Carried

11. By-laws

- a. Amend Site Plan Control Agreement - Johnstown Mini Storage

Decision: 2021-143

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT the mover be granted leave to introduce a bylaw to authorize an amendment to the site plan control agreement (Johnstown Mini Storage

– Purvis) registered as instrument PR185590 as authorized by bylaw 2004-17, and this shall constitute first and second reading thereof.

Carried

Decision: 2021-144

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT a bylaw to authorize an amendment to the site plan control agreement (Johnstown Mini Storage – Purvis) registered as instrument PR185590 as authorized by bylaw 2004-17, be now read a third time and finally passed, signed, sealed and numbered 2021-19.

Carried

b. 2021 Tax Rates

Decision: 2021-145

Moved by: J. Hunter

Seconded by: T. Deschamps

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 2021, and this shall constitute first and second reading thereof.

Carried

Decision: 2021-146

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT a bylaw to provide for the adoption of tax rates and to provide for penalty and interest in default of payment thereof for 2021, be now read a third time and finally passed, signed, sealed and numbered 2021-20.

Carried

c. Connell Road Easement Agreement

Decision: 2021-147

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT the mover be granted leave to introduce a bylaw to authorize an easement agreement with Shelly Lee Adams and David John Stevens – being Part of Lot 15, Concession 7 in PR201052, being PIN 68142-0232, and this shall constitute first and second reading thereof.

Carried

Decision: 2021-148

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT a bylaw to authorize an authorize an easement agreement with Shelly Lee Adams and David John Stevens – being Part of Lot 15, Concession 7 in PR201052, being PIN 68142-0232, be now read a third time and finally passed, signed, sealed and numbered 2021-21.

Carried

d. Fire Safety Grant - Transfer Payment Agreement

Decision: 2021-149
Moved by: H. Cameron
Seconded by: J. Hunter

THAT the mover be granted leave to introduce a bylaw to authorize the Mayor and Clerk to execute a transfer payment agreement with Her Majesty the Queen in right of Ontario – Office of the Fire Marshal - Fire Safety Grant, and this shall constitute first and second reading thereof.

Carried

Decision: 2021-150
Moved by: H. Cameron
Seconded by: J. Hunter

THAT a bylaw to authorize the Mayor and Clerk to execute a transfer payment agreement with Her Majesty the Queen in right of Ontario – Office of the Fire Marshal - Fire Safety Grant, be now read a third time and finally passed, signed, sealed and numbered 2021-22.

Carried

e. Amend Procedural Bylaw - Electronic Participation

Decision: 2021-151
Moved by: T. Deschamps
Seconded by: J. Hunter

THAT the mover be granted leave to introduce a bylaw to amend bylaw 2019-15 being a bylaw to govern the proceedings of Council and Committees of Council, and this shall constitute first and second reading thereof.

Carried

Decision: 2021-152
Moved by: T. Deschamps
Seconded by: J. Hunter

THAT a bylaw to amend bylaw 2019-15 being a bylaw to govern the proceedings of Council and Committees of Council, be now read a third time and finally passed, signed, sealed and numbered 2021-23.

Carried

12. CAO's Administrative Update

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

- Johnstown drainage
- Spencerville drainage
- SNC free tree day event
- South Grenville Beacon

Decision: 2021-153
Moved by: J. Hunter
Seconded by: T. Deschamps

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

Carried

13. Councillor Inquiries or Notices of Motion

Mayor Sayeau noted that he did not meet with IO to discuss the Edwardsburgh Land Bank in the past week, and therefore will hold off on bringing forward a motion to request a ministerial zoning order for the additional lands with the Land Bank.

Councillor Cameron noted that new trees have been planted along the Canal and inquired if staff has had time to speak with Bell about Fiber internet availability for the Township office.

Councillor Hunter noted that he still intends to prepare a motion for the May Council meeting to abolish the Township ward system for the 2022 election cycle.

14. Mayor’s Report

Mayor Sayeau reported on the following:

- Read a letter from Mrs. Dumbrille, Secretary for the Earl B. Connell Charitable Foundation thanking the Township Fire Department for their hard work during the April 3 fire. Members suggested that the letter should be framed at the Spencerville station.
- Discussed condition of zoning with respect to aggregate materials studies and how it may impact future development.
- Noted that the next meeting with IO is scheduled for April 29.
- Working with Ingredion and Giant Tiger to potentially organize vaccination clinics through the Health Unit for workers and the general public.
- Provided a brief update on the Health Unit vaccination booking process.
- Updated Council on the OPP detachment board meeting with surrounding municipalities. Noted that the Solicitor General requires an answer by June 7, 2021. Noted that municipalities within the Grenville detachment are not in agreement with a single board. Suggestions made during the meeting to have 3 boards:
 - North Grenville and Merrickville Wolford
 - Edwardsburgh Cardinal and Augusta
 - Prescott
- Discussed vaccination clinics and the importance of essential works, such as Environmental Service employees being eligible for vaccines.

Decision: 2021-154
Moved by: T. Deschamps
Seconded by: J. Hunter

THAT Municipal Council receives the Mayor’s Report as presented.

Carried

15. Question Period

None.

16. Closed Session

None.

17. Confirmation By-law

Decision: 2021-155
Moved by: H. Cameron
Seconded by: J. Hunter

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2021-24.

Carried

18. Adjournment

Decision: 2021-156

Moved by: J. Hunter

Seconded by: T. Deschamps

That Municipal Council does now adjourn at 7:58 p.m.

Carried

Mayor

Clerk

MINUTES
SPECIAL MUNICIPAL COUNCIL

Monday, May 10, 2021
4:00 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055

PRESENT: Mayor Pat Sayeau
Deputy Mayor Tory Deschamps
Councillor Hugh Cameron
Councillor Stephen Dillabough
Councillor John Hunter

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Melanie Stubbs, Treasurer
Gord Shaw, Director of Operations
Mike Spencer, Manager of Parks, Recreation & Facilities

1. Call to Order

Mayor Sayeau called the meeting to order at 4:00 p.m.

2. Approval of Agenda

Decision: 2021-157

Moved by: T. Deschamps

Seconded by: J. Hunter

That Municipal Council approves the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

a. J. Hunter - Award Hot Mix Resurfacing Tender

Tackaberry Construction tendered gravel for the hot mix resurfacing from a quarry owned by Councillor Hunter.

4. Action and Information Items from Committees

a. Award Hot Mix Resurfacing Tender

J. Hunter declared a conflict on this item. (Tackaberry Construction tendered gravel for the hot mix resurfacing from a quarry owned by Councillor Hunter.)

Councillor Hunter stepped back from the table and did not participate in the discussion or vote on the matter.

Council reviewed the report and inquired why the tender did not include Edison Dr. It was noted the engineer suggested on postponing the resurfacing of Edison for 2021 due to the impact that construction traffic from the Greenfield expansion would ruin the freshly resurfaced pavement. It was noted that the estimated total cost of the project is approximately \$50,000 under the original budget estimate. Members confirmed that the Edison Dr. project is a separate budget item. It was noted that the hot mix resurfacing project also includes the replacement of some culverts, and double lift treatment on certain roads.

Decision: 2021-158
Moved by: H. Cameron
Seconded by: S. Dillabough

THAT Municipal Council:

1. Award the Hot Mix Resurfacing Tender EC-PW-21-04 to Coco Paving Ltd Construction Ltd at a cost of \$431,730.51 including HST; and
2. Authorize the Director of Operations to execute contract documents; and
3. Approve \$58,556.24 plus HST for engineering/CA and contingency to be used at the Director of Operation's discretion, should any unforeseen issues arise during this project; and
4. Direct the Treasurer to transfer \$103,572.00 to Reserves to resurface Edison Dr. in 2022.

Carried

b. 1989 Grader Replacement Update

Council reviewed the report and confirmed that the \$50,000 savings from the hot mix resurfacing project could be used to help cover the 2021 payments for the financing of the 2020 grader purchase.

Members suggested an alternative option to trade in both graders to buy one new grader. It was noted that currently the Township has approximately 60km of gravel road, which is too much to manage with a single grader. Members debated if the Township should continue with two graders for the time being until staff brings a report back in September to discuss and review options of reducing the fleet to a single unit. Members suggested that there would be very little trade in value for the 1989 and 1997 graders, due to the age of the equipment and the lack of available replacement parts. Members suggested that the 1997 grader could be kept in the fleet as backup, as the new grader may result in a learning curve for employees.

Members noted that there is the potentiality to contract out hours for a second grader if necessary, in future years, with a multi-year contract to realize additional savings. Members inquired if the Township could seek support and borrow a grader from neighbouring municipalities if the 1997 grader broke down. It was noted that the neighbouring municipalities would be using their graders for gravel roads at the same time that the Township would need access to the grader.

Members indicated that the Township received a good price for the new grader. Members suggested that the Township could look at incorporating the contract for the grader with the tender for gravel and indicate that the successful bidder would have to complete the road preparation work with the contracted grader rather than the Township issuing a separate tender for the grader work. Members indicated that this would alleviate the need for a second grader and the Township would only need to complete the top dress of the gravel roads with the Township grader.

Decision: 2021-159
Moved by: J. Hunter
Seconded by: T. Deschamps

That Municipal Council amends the 2021 budget and authorizes staff to proceed with the purchase of the 2020 856C AWD Case Motor Grader through J.R. Brisson Equipment for a total cost of \$300,192.00 including non-rebated HST and fund this purchase through RBC 36month financing with the 2021 payments being covered by the savings realized in the hot mix tender pricing. And Council directs staff to return with a report by the

September Council meeting outlining options on reducing the grader fleet to a single unit.

	Yea	Nay
P. Sayeau	X	
T. Deschamps	X	
H. Cameron		X
S. Dillabough		X
J. Hunter	X	
Results	3	2
		Carried (3 to 2)

5. Councillor Inquiries or Notices of Motion

None.

6. Mayor’s Report

None.

7. Question Period

None.

8. Closed Session

Decision: 2021-160
Moved by: J. Hunter
Seconded by: T. Deschamps

THAT Municipal Council proceeds into closed session at 4:35 p.m. in order to address a matter pertaining to:

- Section239(2)(d) Labour relations or employee negotiations; Specifically: Union Negotiations

Carried

- a. Section 239(2)(d) Labour relations or employee negotiations; Specifically: Union Negotiations

Decision: 2021-161
Moved by: J. Hunter
Seconded by: T. Deschamps

THAT the closed meeting does now adjourn and the open meeting of Council does now resume at 5:15 p.m.

Carried

9. Report Out of Closed Session

Mayor Sayeau reported that Council received an update from legal counsel with respect to the union negotiations.

10. Confirmation By-law

Decision: 2021-162
Moved by: S. Dillabough
Seconded by: H. Cameron

THAT a bylaw to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2021-25.

Carried

11. **Adjournment**

Decision: 2021-163
Moved by: H. Cameron
Seconded by: J. Hunter

That Municipal Council does now adjourn at 5:17 p.m.

Carried

Mayor

Clerk

Edwardsburgh Cardinal Public Library Board Meeting Minutes

Virtual Zoom Meeting March 23rd, 2021

Present: T. East, D. Robertson, A. Barratt, H. Cameron, P. Tierney, T. Wilson,
Judy Cameron

Staff: M-A. Gaylord, D. Gladstone

Special Guests: Max LaSalle

1. Call to order

Tim East Chair called to order the regular meeting of the Edwardsburgh Cardinal Public Library at 5:05 pm on March 23rd, 2021 a virtual Zoom meeting.

Tim welcomed everyone to the meeting and explained, due to our Health Unit being in Red Control we, are unable to meet in person. Tim welcomed and introduced Max LaSalle. Max is a student at the University of Toronto and has just finished his first year in Political Science. Max is the nephew of Vice-Chair Pat Tierney and was invited to the meeting to observe and perhaps, learn a few things about the Edwardsburgh Cardinal Public Library. The Board welcomed Max to our virtual meeting.

2. Disclosure of interest – None

3. Additions to agenda – None

4. Approval of minutes from last meeting

Motion by Pat Tierney to accept the January 12th, 2021 minutes as presented, seconded by Judy Cameron. CARRIED

5. Business arising from minutes

The renovations at the Spencerville Library are schedule to begin in May, pending no further obstacles or restrictions as a result of COVID-19. The CEO has been in contact with Paul Kingston and will advise the Board when an official start date has been confirmed.

6. Correspondence

- **Ontario Library Service North/Southern Ontario Library Services – appoint**

representative to Board Assembly (letter attached)

Motion by Pat Tierney to appoint Judy Cameron to Board assembly as described in the letter received, seconded by Dave Robertson. CARRIED

- **2020 Annual Report Friends of the Cardinal Public Library**

The Library Board received with thanks and appreciation the 2020 Annual Report from the Friends of the Cardinal Public Library. Although COVID-19 postponed or cancelled some of the programs and events the Friends had planned, it is evident from the report, the Friends continued to plan and hold events when they could. The Board expressed their thanks for the great work the Friends continue to do and their support of the Cardinal Library Branch.

7. Treasurer's report

The Board received the budget details as presented to the Edwardsburgh Cardinal Committee of the Whole Administration and Finance on February 18th, 2021.

Dave Robertson reported the Committee approved the budget as presented and Hugh Cameron advised the Municipal Budget should be passed by Council at their April Council Meeting.

The Board extended their thanks to Councillor Cameron as the Board representative for his support and the support of the Committee of the Whole. The Board appreciates that Council sees the Library as an asset to the community and for their continued support of the ECPL.

Motion by Pat Tierney to receive the budget as presented to Committee of the Whole Finance and Administration seconded by Dave Robertson. CARRIED

Dave also informed the Board the Auditors will be posting accounts payable to the Library account, now that all budget information has been provided to the Auditors by the Township. Dave has requested a Trial Balance once the audit is Complete, to share with the Board to have audited actuals of the 2020 Library Budget.

8. CEO/Supervisor report attached

-The CEO updated the Board of the Leeds, Grenville and Lanark District Health Unit's move to Red-Control as of Monday March 22, 2021. The change allows the Library to remain open to the public for browsing, computer use and printing and faxing.

The limit to the number of people at one time in the branch is 5. We continue to operate with the same safety precautions and protocols.

-Two virtual science workshops are scheduled April 14th and the second May 8th.

-We have entered into an agreement with the TD Summer Reading Club for the TD Summer StoryWalk and more information will be forthcoming in early May. -

Good in Every Grain seed kits will be available at both branches this coming week. Kits will be given to children and their families to plant and observe the growth process.

9. Policy Review – Edwardsburgh Cardinal Public Library COVID Safety Plan (attached)

The Province of Ontario requires all businesses that are operating to have a written COVID-19 safety plan by law. The plan must be made available to anyone who asks to see it, and posted in a place where it will be seen easily.

Motion by Dave Robertson that the ECPL Board approves the COVID Safety Plan By-law BL-05 and, that a copy of the plan be distributed to all employees of the Library, seconded by Tammy Wilson. CARRIED

10. Report from Municipal Council – Councillor H. Cameron

Councillor Cameron reported;

- due to the current announcement by the local health unit to Red-Control, the Township will be removing the ice from the Ingredion Centre. However, they are able to keep the walking track open under the Red-Control.
- Budget meetings have been completed and Council will be approving the budget at the April Council Meeting.
- Tax bills have been sent out
- An open house regarding the Zoning By-Law update will be held with a date to be determined.
- Charlebois subdivision on County road 21 (Shanley Road) has some development opportunity and more information will be forthcoming. □
Water and Wasterwater compliant and operating well.

11. New business/Community Activities

12. **Closed Session** – Nil

13. **Date of Next Meeting:** Tuesday April 27th, 2021 at 5pm. If we are able to attend the meeting in person it will be held in Cardinal, otherwise we will set up a virtual meeting. TBD

14. **Adjournment**

Moved by Hugh Cameron, seconded by Tammy Wilson that the meeting of the Library Board does now adjourn at 6:31 pm. CARRIED

T. West

Chair

Gladstone

Recording Secretary



334 rue Regent St.
Sudbury, ON
P3C 4E2

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Téléphone
(705) 675-6467

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(705) 675-2285

Website | Site Web
www.olsn.ca

January 2021

Dear Board Chairperson,

As we work toward the Ontario Library Service amalgamation, we would like to take this opportunity to provide you with information regarding the Ontario Library Service Board.

On April 1, 2021, the first meeting of the Ontario Library Service Board will take place. It will be an interim Board made up of representatives from both the Southern Ontario Library Service and Ontario Library Service North Boards. At the June 2021 Annual General Meeting, the first elected Ontario Library Service Board will begin to serve its term from, June 2021 to June 2024. We are writing to give you a brief orientation to the election process and to ask your board to make its appointment to the appropriate Board Assembly.

About the Ontario Library Service Board:

- It is composed of 13 people: 9 elected Board Assembly representatives and 4 Ministerial Appointees.
- A full term for the Board is four years, beginning at least one full year after Ontario municipal elections.
- Representatives are elected from their corresponding population-based Board Assembly.

About Board Assemblies:

- There are 9 Board Assemblies based on population served, to represent Ontario public libraries (see chart below).
- All public libraries boards in Ontario are invited to appoint an official representative to their respective Board Assembly.

In addition to their role in the Ontario Library Service governance process, Board Assemblies provide library board members with opportunities to share information and hear how other boards deal with issues, like the ones you face, in governing a public library. They offer suggestions and support for board training and serve as a communication link between the Ontario Library Service and local boards.

Board Assemblies will meet virtually twice a year, once in the Fall and once in the Spring. The first round of meetings is scheduled for April 2021.



Category	Number of Board Assemblies per Category
Under 2,500	2
2,500 – 4,999	1
5,000 – 9,999	1
10,000 – 19,999	1
20,000 – 39,999	1
40,000 – 74,999	1
75,000 – 149,999	1
150,000 +	1

334 rue Regent St.
Sudbury, ON
P3C 4E2

Telephone |
Téléphone
(705) 675-6467

Fax | Télécopieur
(705) 675-2285

Website | Site Web
www.olsn.ca

Once your library Board appoints its representative, please submit their name, address, telephone number, and e-mail address via <<https://www.surveymonkey.com/r/XRDT3YH>> or to Gisèle Montgomery (gmontgomery@olsn.ca), 705-675-6467/1-800-461-6348, extension 217. An introduction letter will follow. All meeting notices will be sent directly to them. We will also add their name to the Board Assembly listserv which is designed to facilitate communications among library board representatives.

Please make your appointment soon. We look forward to welcoming your representative at their respective Board Assembly this spring.

Yours truly,

Melissa D'Onofrio-Jones
CEO Ontario Library Service – North

Barbara Franchetto
CEO Southern Ontario Library service

ANNUAL REPORT

2020

THE FRIENDS OF CARDINAL PUBLIC LIBRARY

including

monthly highlights 2020

volunteer activities 2020

financial report 2020

approved

February 1, 2021

THE FRIENDS OF CARDINAL PUBLIC LIBRARY

ANNUAL REPORT TO THE LIBRARY BOARD FOR THE YEAR 2020

Jan – planned activities for 2020

- participated in the Library Board's meeting regarding their 5 year strategic plan

Feb – review of the Annual Event Report to the Library Board

- Marsden-McLaughlin will include FOL as a registered charity for In Memoriam donations
- committed to the financial sponsorship of the Wild bird Program (cancelled due to Covid)
- review of the 2019 Annual financial report which will be submitted to the Library Board
- preparation of 2020 budget
- quilting bee started (interrupted by Covid)
- two one-on-one private tablet workshops were undertaken

Mar – prepared March Break activities for the children. The homemade play doh, clay pot decorating and seed planting activities were cancelled due to the Covid-19 pandemic.

- raffle of an Ottawa Senators hockey jersey (interrupted by Covid)
- approval of the Annual Report to the Board to be presented by Margaret Ann at the next Board meeting
- plans for the Red Hat Luncheon to be held April 24, 2020. (Cancelled due to Covid)
- plans for a senior tablet workshop to be held in Spencerville on April 16, 23, and 30th. (cancelled due to Covid)
- paid for the Large Print Book rotation

Apr –

May – book club meeting held outdoors

June - Annual Report was submitted to the Board on June 23, 2020 by Margaret Ann

- book club meeting held outdoors

July – book club meeting held outdoors

Aug – emergency meeting regarding a grant from the Kimberly Foundation

- purchase of movable cart, scanner, keyboard, mouse and keyboard covers
- participated in the Middle Street yard sale and distributed library informational literature
- book club meeting held outdoors

Sept – approved the purchase of two slipcovers for the wingback chairs

- approval of an In Memoriam card to be obtained at the library

Oct - purchased pumpkins for the masterpiece pumpkin decorating program

- participated in the Regional Friends of the Library virtual meeting

Nov – approval of tax return info being submitted to Revenue Canada
- sponsored the virtual science learning program for children
- approval of donation cards

Dec –

A. Simon

4/2/21

President

Date

Secretary *Katherine Dwyer*

Date *Feb 4/21*

Treasurer *John Dwyer*

Date *2/2/21*

incl. Friends of Cardinal Public Library Volunteer Activities 2020
Friends of Cardinal Public Library Financial report 2020

Cardinal FOL Volunteer Hours 2020

MONTH	EVENT	GUESTS	# FOL INVOLVED	PREP TIME	EVENT TIME	TOTAL HRS
Jan	Board meeting 5 yr plan		2		1	2
	purchase quilting supplies		2		3	6
Feb	Quilting set up		2	2		4
	Tablet workshops	2	1		3.5	7
	Quilting bee	1	3			40
Mar	winter break activities		2	6		12
	sweater raffle		2	8		8
	quilting		2		40	40
Apr	knitting for yard sale		2	24		24
May	book club	6	1	0.5	3	3.5
June	book club	8	1	0.5	3	3.5
	quilting		2		4.5	9
July	book club	8	1	0.5	3	3.5
	quilting		3		18	30
Aug	emergency meeting		7		1.5	10.5
	yard sale	65-75	5	13		43
	book club	6	1	0.5	3	3.5
Sept						
Oct	pumpkin activity	30	1	2		2
	regional FOL meeting		3		3	9
					total	260.5
Does NOT include prep time for meetings, financial reports, secretarial duties						
			Cardinal FOL volunteer hours 2020			

Nov – approval of tax return info being submitted to Revenue Canada
- sponsored the virtual science learning program for children
- approval of donation cards

Dec –

A. Timmer

4/2/21

President

Date

Secretary

Catherine Dwyer

Date

Feb 4/21

Treasurer

Jean Dwyer

Date

4/2/21

incl. Friends of Cardinal Public Library Volunteer Activities 2020
Friends of Cardinal Public Library Financial report 2020

ECPL**2021****Budget****Revenue**

Grant Prov of Ontaio	\$ 14,447
Grant SOLS conductivity	\$ 1,200
Grant Municipal	\$105,500
Project Grants	\$ -
Printing & photocopies	\$ 875
Membership & Book sales	\$ 40
Interest	\$ 1,200
Donations	\$ 1,000
Donations - Friends	\$ 1,000
Prior Year Surplus Carried forward	\$ -
	<u>\$125,262</u>

Expenditures

Salaries & benefits	\$80,000
Collections	\$23,000
Board remunerations	\$1,750
Audit	\$2,300
Insurance	\$4,000
Office supplies	\$200
Cleaning	\$0
Postage	\$100
Computer supplies & Mtee	\$2,500
Maintenance	\$0
Advertising	\$172
Bank charges	\$0
Phone (both libraries)	\$2,000
Internet (both Libraries)	\$1,500
Conventions & travel	\$600
Memberships	\$40
Licenses & copyright	\$2,000
Library programs	\$500
Computer purchases	\$1,000
Workstations	\$10,735
Staff training	\$600
	<u>\$132,997</u>
Surplus (deficit)	<u>\$ (7,735)</u>

CEO REPORT

FEBRUARY 23RD, 2021

Programming

Valentine Craft Bag – 12 bags went out and we received 9 pics to post on FB

Scientist Virtual Program – We had planned to offer this workshop in March but will be holding it in April during the Spring Break

TD Summer Reading Program – we will be preparing to offer this both virtually and in-person (to some degree, depending on COVID).

I have registered both branches for the StoryWalk – it is a free pilot project. Have not received confirmation at this time. The program material we did not receive last summer we will receive this summer, it will be based on the 2020 program as all the material was printed.

The TD Summer Reading Club is pleased to announce a free StoryWalk® pilot project for summer 2021! A StoryWalk® is a fun, socially distanced activity that places a children's book, page by page, on laminated poster boards along a path or in a park.

Easter – we will be offering an Easter Craft Challenge – still working on the details.

Both Branches

As of February 18th, 2021 we are open to the public. We will continue to offer curbside pick-up

We, along with Public Libraries throughout Leeds & Grenville are offering Boot Grippers. Same program as last year although a later start.

CEO REPORT

MARCH, 2021

Programming

Virtual Science Workshops – 2 are in the planned. The first one will be offered Wednesday April 14th, which is the week of the Spring Break for school.

The second will be offered during Saturday May 8th which is Science Odyssey in Canada. The May workshop is no charge.

Cardinal Branch

- A new furnace with air conditioning as well as a conversion kit for better air humidification will be installed. No time set for install.

Spencerville Branch

- Renovations scheduled to begin in May.

Both Branches

- TD Summer StoryWalk –we have entered into an agreement with TD Summer Reading Club we are hoping to receive 3 kits which we will place in Cardinal, Johnstown and Spencerville. Locations TBD once we know how many kits we will receive.
- Good in Every Grain seed kit. We have ordered and will be receiving 50 kits to hand out to children and their families.
- We have started have Staff Pic each month.

Budget Presentation to Council was held on February 18th through a virtual meeting. Information presented to Council has been included to Board members. The Council extended their Thanks to the Library Board and staff for their great work during the past year.

The Annual Survey has been completed.

I have started my fourth Excel Course Reference and Information Services.

I have completed Intro to Public Libraries, Library Management and Supervision and Collection Development.

Staff have done an amazing job as always, but have went above and beyond this past year, and continue to adjust and adapt to the continuing changes. All staff have supported me and the Community as we continue to make changes almost daily. A big thank you to Staff and the Board for the support and dedication.

January Stats

	Cardinal	Spencerville	Total
Persons Entering	0	0	0
Workflow Holds	34	40	74
Email Inquires	10	3	13
Phone Inquires	74	32	106
In-person Inquires	29	4	33
ILL	3	4	7
PC Use	0	0	0
Wireless Use	13	7	20
Curbside Pick-up	92	28	120
Photocopying/Faxes	0	0	0
Programs	0	0	0
Program Attendance	0	0	0
	255	118	373
Circulation	284	196	480
Overdrive	97	39	136
Overdrive Users			63
New Users			4
New Library Cards			0

February Stats

	Cardinal	Spencerville	Total
Persons Entering	63	43	106
WorkflowHolds	72	43	115
Email Inquires	15	2	17
Phone Inquires	27	15	42
In-person Inquires	7	2	9
ILL	1	0	1
PC Use	0	1	1
Wireless Use	12	3	15
Curbside Pick-up	51	15	66
Photocopying/Faxes	2	5	7
Programs	1	1	2
Program Attendance	10	2	12
	261	132	393
Circulation	418	226	644
Overdrive	85	34	119
Overdrive Users			57
New Users			2
New Library Cards			3

Edwardsburgh Cardinal Public Library

Policy Type: Bylaws

Policy Number: BL-05

Policy Title: **COVID-19 Safety Plan**

Date: January 23rd, 2021

Approved: March 23rd, 2021

Next Review 2022

To ensure every precaution is taken to keep our staff safe, the Province of Ontario requires all businesses operating to have a COVID-19 safety plan by-law.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- Enforce mask policies within the building and encourage proper mask use while not at work (All staff)
- Ensure our policies and procedures remain up to date through consultation with the local Health Unit and the guidelines put in place by the Ministry of Health and provincial government

Communicate any changes to policies or procedures with all employees through emails, posted memos in staff common areas, and/or by holding socially distanced or virtual staff meetings when necessary.

2. How will you screen for COVID-19?

Actions:

- Continue to use our online screening tool for employees – employees must complete this screening tool every time that they work, prior to or shortly after starting their shift (All staff)
- Review the screening tool weekly to ensure that the symptoms and situations we ask about remain up to date with the Ministry of Health, the local Health Unit, and the provincial government's recommendations
- Check the screening tool spreadsheet every day to ensure all staff members working that day have submitted

3. How will you control the risk of transmission in your workplace?

Actions:

- Ensure staff remain a minimum of 2 metres apart at all times – if this cannot be done, ensure the staff members in close proximity to one another are all wearing masks (All staff)
- Continue to clean and sanitize the bathrooms and commonly touched surfaces (ie. door handles, tables, chairs) regularly (All staff)
- Sanitize all books for a minimum of 24 hours in open space
- Encourage good hand hygiene and proper handwashing practices for all employees (All staff)
- Ensure informational signage about COVID-19 is posted in the building for staff, and check weekly that the informational signage is up to date – ie. hand washing, wearing masks, symptoms to look out for, etc.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Actions:

- Consult the employee screening form to review the individual's submissions leading up to the suspected exposure – this could help indicate whether or not the person has been experiencing symptoms that could be worrisome to the work environment.
- Have the person contact their Supervisor
- Contact the Health Unit in conjunction with your supervisor (All staff)
 - Leeds, Grenville & Lanark District Health Unit
 - General Information – contact@healthunit.org
 - <https://healthunit.org/contact-us/>
- Have the employee leave work immediately. The employee is not permitted to return to work until their 14- day quarantine period is up, unless the Health Unit states otherwise (All staff)
- Conduct contact tracing based on the advice of the Health Unit, and encourage the employee to complete contact tracing of their own (all staff)

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- There will be fewer risks as the general public will not be in Library Branches until further notice – lower potential for exposure
- On days when the facilities are being used by the public, ensure all facility users and staff wear masks, the number of patrons in the Library at any given time is limited and enforced, enforce social distancing guidelines, and clean all touchpoints every two hours
- Ensure Patrons are aware of the guidelines and procedures put in place within Library Branches, and promote open lines of communication with said Patrons so they can ask questions/address concerns if they arise

6. How will you make sure your plan is working?

Actions:

- Encourage open lines of communication between employees and their supervisor(s) when it comes to concerns about the COVID-19 pandemic – this communication could be in person, by email, by text or by phone call (All staff)
- Check in with employees on a weekly basis to gauge how they are feeling about working during this period of time, and/or if they have any concerns about procedures that have been put in place
- Try to keep employee morale up (All staff)

COVID-19 Safety Plan – Snapshot

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19:

- Enforce mask policies within the branches
- Encourage proper mask use for staff while not at work, and educate staff on the importance of following social distancing/social bubble guidelines in their everyday lives
- Ensure our policies and procedures remain up to date through consultation with the local Health Unit and the guidelines put in place by the Ministry of Health and provincial government
- Communicate any changes to policies or procedures with all employees through emails, posted memos in staff common areas, and/or by holding socially distanced or virtual staff meetings when necessary. Also relay these changes to all facility users and the public.

How we're screening for COVID-19:

- Continue to use our online screening tool for employees – employees must complete this screening tool every time that they work, prior to or shortly after starting their shift
- Continue to screen all facility users, either through paper waiver or electronic waiver, before they are permitted to enter the facility
- Review the COVID-19 screening tools weekly to ensure that the symptoms and situations we ask about remain up to date with the Ministry of Health, the local Health Unit, and the provincial government's recommendations
- Assign a staff member to review the screening tool spreadsheet every day to ensure all staff members working that day have submitted their responses

How we're controlling the risk of transmission in our workplace:

Physical distancing and separation

- Ensure staff members remain a minimum of 2 metres apart at all times – if this cannot be done, ensure the staff members in close proximity to one another are all wearing masks
- Ensure staff wear masks at all times when using Township trucks
- Ensure all Library users wear masks correctly and at all times in the Library. There are no exceptions to this rule in the Library.

Cleaning

- Continue to clean and sanitize the bathrooms and commonly touched surfaces (ie. door handles, tables, chairs) every two hours
- Sanitize all books being returned for a minimum of 24 hours in an open area.

Other

- Encourage good hand hygiene and proper handwashing practices for all employees
- Ensure informational signage about COVID-19 is posted in the building for staff, and check weekly that the informational signage is up to date – ie. hand washing, wearing masks, symptoms to look out for, etc.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace:

- For staff:
 - Consult the employee screening form to review the individual's submissions leading up to the suspected exposure – this could help indicate whether or not the person has been experiencing symptoms that could be worrisome to the work environment
 - Have the person contact their supervisor
 - Contact the Health Unit in conjunction with the department supervisor

- Have the employee leave work immediately. The employee is not permitted to return to work until their 14- day quarantine period is up, unless the Health Unit states otherwise
- Conduct contact tracing based on the advice of the Health Unit, and encourage the employee to complete contact tracing of their own
- Continue with cleaning and sanitizing regimens
- For Library Patrons:
 - Contact the local Health Unit and see how to proceed
 - Conduct contact tracing based on the advice of the Health Unit, and encourage the facility user to complete contract tracing of their own
 - Continue with cleaning and sanitizing regimens

How we're managing any new risks caused by the changes made to the way we operate our business:

- There will be fewer risks as the public will not be in the Library Branches until further notice – lower potential for exposure
- When the public is permitted back in the building, ensure cleaning regimens are maintained and enforce physical distancing and mask wearing policies

How we're making sure our plan is working:

- Encourage open lines of communication between employees and their supervisor(s) when it comes to concerns about the COVID-19 pandemic – this communication could be in person, by email, by text or by phone call
- Encourage open lines of communication between facility users and facility staff when it comes to our policies and procedures surrounding the COVID-19 pandemic – this communication could be in person, by email, or by phone call
- Check in with employees on a weekly basis to gauge how they are feeling about working during this period of time, and/or if they have any concerns about procedures that have been put in place

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, APRIL 21, 2021
6:30 PM**

Present: Mayor Patrick Sayeau, Chair
Deputy Mayor Tory Deschamps
Councillor Hugh Cameron
Councillor Stephen Dillabough
Councillor John Hunter
Mr. Joe Hendriks
Mr. Frank McAuley

Staff: Robert Dalley, General Manager
Kevin Saunders, Operations Manager
Rebecca Williams, Clerk
Rhonda Code, Port Office Manager

1. Call to Order

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

2. Approval of Agenda

Moved by: H. Cameron

Seconded by: F. McAuley

That Committee approve the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof – None

4. Delegations & Presentations – None

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting – March 17, 2021

Members noted a typographical error under section 13.

Moved by: H. Cameron

Seconded by: S. Dillabough

That Port Management Committee receives and approves the minutes of Port Management Committee meeting dated March 17, 2021.

Carried

6. Business Arising from Previous PMC Minutes – None

7. Discussion Items

a) Aquatarium Donation

Committee discussed the Aquatarium's donation request of \$125,000 for 3 years, totaling \$375,000. It was noted that the \$375,000 donation would be equally matched by a private donor. Members highlighted that the Aquatarium noted that displays similar in nature are usually around for 9 to 10 years. It was noted that the Port could possibly fund the request by drawing from investments.

Members suggested that the Port could recommend other businesses that may help sponsor the project. It was noted that the Port should take into consideration that if the Committee considers and supports the request, that it is setting a precedence for other donation requests. Members noted that if the Aquatarium requests a donation worth 50% of the overall cost of the project, then the Port should be involved in the design and construction to ensure that it is an accurate representation of the Port.

Due to unstable internet connection, the Committee agreed to discuss the item at a future meeting.

b) Port Lands Purchase – Update

It was noted that Port staff are currently negotiating with the federal government with respect to the pay back percentages outlined in the original agreement. Port staff will have an appraisal of the land prepared.

8. Action/Information Items

a) Operation Manager's Report

Committee reviewed the report.

b) General Manager's Report – Traffic Report

Committee reviewed the report and confirmed that they would review and discuss the Port Community Capital funding signage at a future meeting.

c) Health & Safety Report

Members requested that a copy of the updated hazard assessment development under the workplace harassment and violence policy be circulated.

Moved by: J. Hunter

Seconded by: H. Cameron

That Committee receives and reviewed items 8a) Operation Manager's Report, 8b) General Manager's Report- Traffic Report and 8c) Health & Safety Report.

Carried

d) 2020 Auditor's Report

Committee reviewed the reports and noted that the reports indicate that the Port is a Board of Directors. Members requested that the reports be corrected to reflect the Port Management Committee. It was noted that the corrected reports would be provided for the May meeting.

Moved by: H. Cameron

Seconded by: S. Dillabough

That the Port Management Committee receives, accepts, and approves the Port of Johnstown's financial statement for the year ending on December 31, 2020, with the necessary wording changed from Board of Directors to Port Management Committee, as provided by MNP LLP chartered accountants.

Carried

e) Investments – GIC Maturing on May 6, 2021

Committee reviewed the report and discussed how the Port could reinvestment or leave the investment for 30 days until Port staff have had time to continue negotiations with the federal government.

Moved by: J. Hunter

Seconded by: H. Cameron

That the Port Management Committee directs the Port General Manager to ensure that the GIC be rolled over with Scotia Bank for 30 days and to bring the report back for further discussion during the May meeting.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: S. Dillabough

Seconded by: H. Cameron

That Committee approves payment of Port invoices as circulated.

Carried

10. Councillor Inquiries/Notices of Motion

There was a brief discussion to determine if Committee members could provide feedback to Port staff to compile into a chart to move along the Aquarium discussion at the next meeting. The Committee was cautioned on how emails could be seen and interpreted as furthering the business of

Page 3 of 4

Port Management Committee – April 21, 2021

the Committee and Council. Members suggested that the discussion should take place in open session at a future meeting.

11. Chair's Report

The Mayor reported the following:

- Noted the importance of tracking investments to show financial progress

12. Question Period – None

13. Closed Session – None

14. Adjournment

Moved by: J. Hunter

Seconded by: H. Cameron

That the Committee meeting adjourns at 7:18 pm.

Carried

These minutes were approved by Port Management Committee this 19 day of May, 2021.

Chair

Clerk

MINUTES
COMMUNITY DEVELOPMENT COMMITTEE

Monday, May 3, 2021, 6:30 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055

PRESENT: Deputy Mayor Tory Deschamps
Mayor Pat Sayeau
Councillor Hugh Cameron
Councillor Stephen Dillabough
Councillor John Hunter
Conor Cleary
Greg Modler
Chris Ward

REGRETS: Cody Oatway

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Wendy VanKeulen, Community Development Coordinator

1. Call to Order – Chair, Tory Deschamps

Deputy Mayor Deschamps called the meeting to order at 6:30 p.m. and noted that the office internet connectivity is unstable and suggested that the severance application be dealt with first.

2. Approval of Agenda

Moved by: Councillor Cameron
Seconded by: Councillor Hunter

That the agenda be approved as amended to reorder by moving item 6a.1 before item 5a. due to internet connectivity concerns.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

None.

4. Business Arising from Previous Committee Meeting Minutes (if any)

Members inquired when the final draft zoning bylaw will be ready for public view and circulation on the Township website, along with the public feedback form. It

was noted that the open houses have been delayed due to the provincial stay at home orders and that the planner is currently working to prepare the draft zoning bylaw for public consultation before it is placed on the website. It was noted that a safety plan has been prepared and the Township would require COVID19 pre-screening for all open house attendees and will provide some supporting information for the public to help in reviewing the zoning bylaw draft. There was consensus from Committee that the finalized draft zoning bylaw for public consultation be published to the Township website before the open houses.

5. Action/Information/Discussion Items

a. Live: Land Use Planning

1. Application for Severance, Millar Rd (Vandine)

Committee reviewed the report and discussed why a minor variance in a rural zone would necessary to allow for a reduced lot size for the existing agricultural use to continue on the land. It was noted that the current zoning bylaw requires a minimum of 98 acres (40 hectares) for agricultural cash crop, while the property is only 45 acres in size. Members noted their concerns with the 98 acre requirement in the rural area to allow cash crops. It was noted that the new draft zoning bylaw has addressed and removed the 98 acre requirement.

There was a general discussion on why the application applied for 2 severances instead of a single severance. It was noted that both a single and double severance is acceptable for this property due to the 2003 lots of record information. Members suggested removing the requirements for a minor variance since it would not be required under the new draft zoning bylaw.

Members inquired if the small quarry/pit identified in the sketch was active and if the applicant was aware of the aggregate study being completed. It was noted that the pit has been inactive for many years due to the gravel materials being exhausted.

Moved by: Councillor Cameron

Seconded by: Councillor Hunter

That Committee recommends that Council recommend in favour of severances B-53-21 and B-54-21.

Carried

b. Work: Economic Development

c. Play: Recreation

6. Delegations and Presentations

a. Digital Service Squad, Justin St. Pierre

Mr. St. Pierre, Digital Service Squad Member, outlined the South Grenville Digital Main Street and Digital Service Squad focus, including various programs and local success stories. Mr. St. Pierre highlighted some success stories within the Township, including how the digital service squad was able to assist MadMacs in Cardinal to develop a website and social media presence via Facebook to advertise new merchandise and create an online auction. It was noted that 30 businesses are working with the squad to improve their online presence. Members confirmed that to Mr. St. Pierre's knowledge, all 30 businesses are still in operation.

There was a brief discussion on how the improvements have impacted the small businesses sales. It was noted that there is a pattern, where there is a lull at the beginning of the process to advertise the business via website and social media, then the businesses begin to see an increase in their sales due to marketing. It was noted with the changes being implemented by the businesses and service squad require time to implement and market before major results are realized. It was noted that out of the 30 businesses, 13 are new to developing and maintaining a business website/social media account.

Committee highlighted the \$100 marketing credit that is available to the small businesses, which can be utilized to pay for advertising on Facebook and Google searches. There was a general discussion on the previous funding for the digital main street program and how the program is continuing after funding has run out. It was noted that the Grenville Community Futures Development Corporation and Ontario BIA provided additional funding to extend the program.

Members noted that the current digital service squad funding ends mid June, however additional funding is anticipated. Members inquired if Mr. St. Pierre expects the funding to be accessed by new businesses or ones that are already established through the programs. It was noted that there are many local businesses currently in the community that did not access funds earlier, which will hopefully apply for funding and assistance during the second intake. Mr. St. Pierre noted that the website is available to the public and also highlights more success stories.

Committee thanked Mr. St. Pierre for the presentation and information.

b. Wen'dees Eats n Treats, Stan and Wendy MacDonald

Mr. and Mrs. MacDonald, owners of Wen'dees Eats n Treats Refreshment Vehicle provided Committee with a proposal to place a refreshment vehicle on property owned by Mr. Burchell at the corner of Walker St and Canal St in Cardinal. The MacDonald's outlined their efforts to come into compliance with the zoning and site plan control for the property and suggested options for parking. It was noted that if only 4 parking places

were required, then a site plan control agreement would not be required for the property. It was noted that after discussions with staff, an additional 2 parking spaces are necessary to avoid the public from parking on the shoulder of the narrow streets.

Members inquired about the hydro connection and if the refreshment vehicle will be parked permanently throughout the year. It was noted that the hydro will be disconnected from the meter at the end of the season and the refreshment vehicle would be removed and stored at a different location during the off season. The MacDonald's suggested to move staff parking to the back of the Cardinal Mall and leave 4 parking spaces on site for the public, which would also avoid the need for a site plan amendment. There was a brief discussion on the costs associated with a site plan control amendment. It was noted that the grading and drainage plan required in the site plan control is upwards of \$3,000. Members suggested that Council may temporarily waive the requirements of the grading and drainage plan for the summer season depending on if issues arise in the coming months.

Members suggested that, if necessary, the grading and drainage plan condition could be required for the 2022 year. Members noted their concerns of only having 4 public parking spots, due to the lack of available on street parking area near the proposed refreshment vehicle. There was a brief discussion on how the public may provide feedback to the development. It was noted that the meetings are open to the public, currently via zoom, and the site plan control agreement would be included in the public agenda package, where the public may submit feedback. Members inquired about washroom access and location. It was noted that staff are able to access a washroom at the Cardinal Mall. It was noted that a private agreement may be required between The MacDonald's and Mr. Burchell for access to the washroom in the Mall for staff. It was noted that washroom requirements are under the jurisdiction of the Ministry of Labour and local health unit.

Members confirmed that staff will coordinate with the applicants to hopefully have the site plan control agreement in front of Council in May. Members suggested that the applicants may be eligible for assistance through the Cardinal CIP.

Moved by: Mayor Sayeau

Seconded by: Councillor Dillabough

That Committee recommends that Council delay the requirement of a grading and drainage plan during the first year of operations for a site plan control agreement application at Canal Street and Walker Street in Cardinal.

Carried

7. Inquiries/Notices of Motion

Mayor Sayeau noted that he attended a EOWC meeting to discuss and seek support for the EORN Gig Project. It was noted that EORN is seeking a letter of support from municipalities to provide fiber to homes in Eastern Ontario.

Mr. Modler inquired if staff would be able to assist SERA with Google Maps including the Johnstown dog park. Members suggested that this matter should be handled through SERA.

Mr. Modler inquired about new wayfinding signage for the Johnstown Community area, including the pool and baseball diamond. It was noted that funds have been included in the 2021 budget for the project.

Deputy Mayor Deschamps confirmed that once the updated draft zoning bylaw is ready, it will be published to the Township website, along with the feedback form, and that the public meetings will be advertised after the stay at home orders have been lifted.

8. Question Period

None.

9. Closed Session

None.

10. Adjournment

Moved by: Councillor Cameron

Seconded by: Mayor Sayeau

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

Carried

Chair

Clerk

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE

Monday, May 10, 2021, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

PRESENT: Mayor Sayeau
Deputy Mayor Deschamps
Councillor Cameron
Councillor Dillabough
Councillor Hunter
Jack Bradley, Advisory Member
Dave Robertson, Advisory Member

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Melanie Stubbs, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities

1. Call to Order – Chair, Mayor Sayeau

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

2. Approval of Agenda

Moved by: H. Cameron

Seconded by: T. Deschamps

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

a. Alantra Leasing - Marcus de Winter

Mr. de Winter, President/General Manager, and Ms. de Winter, Marketing, for Alantra Leasing provided Committee with an overview of the company; noting what they produce, available services, locations, past projects, and video examples of ongoing projects. Mr. de Winter noted that they are looking to expand their business into Eastern Ontario, with a 10,000 sqft building, where they will build modular buildings on market demand. Ms. de Winter highlighted some of the benefits of modular buildings.

Members inquired about Alantra's timeline to be fully ready to operate the new facility. Mr. de Winter noted that they have been searching for an investment ready site. Members inquired about Alantra's current purchase and sale agreement with the Town of Prescott. Mr. de Winter noted that they are currently reviewing concerns raised on the condition of soil samples to determine if the area is suitable to develop. Mr. de Winter noted that they may have to opt out of the agreement with Prescott depending on the soil and geotechnical study results. Mr. de Winter noted that he wants to move forward with the project in the Township, as there have already been significant delays at the Prescott location.

It was noted that if Alantra develops within the Township industrial park, they would be hiring 6 new employees, with the possibility of additional employment if they expand the business in the future.

Committee inquired about the timeline to develop the land and have the business running if the Township sold them the land. Mr. de Winter noted that it would mainly depend on how fast the building could be completed, along with drainage requirements, however, he hopes to have the development started in the spring of 2022. He confirmed that the project could be completed by the fall of 2022. Members noted their concerns with businesses purchasing land within the industrial park and then not developing the land. Members suggested that an in person meeting may be scheduled at a future date after the provincial orders are lifted.

6. Discussion Items

a. EORN Gig Project

Committee reviewed the information from EORN and the draft Council motion. Members noted their concerns about the information EORN provided in recent federal grant funding applications. Members noted that large rural areas in Eastern Ontario are left without sufficient internet, and EORN wants to help deliver the internet services, in areas where the bigger internet companies have not delivered the service. Members suggested changes to the draft motion to streamline it, rather than including the statistics from EORN.

7. Action/Information Items

a. Vacant & Abandoned Buildings Status Update Report

Committee reviewed the report and discussed department workload due to the increasing number of building permits for 2021. Members suggested that additional hours or staff may be necessary in order for the building department to gain compliance under the Vacant and Abandoned Building policy.

b. 2020 Township Surplus

Moved by: J. Bradley

Seconded by: D. Robertson

That Committee recommends that Council approve the proposed 2020 surplus allocation of \$113,900.24 and direct the Treasurer to transfer \$35,000.00 to the Tax Write Off reserve and \$78,900.24 to the Winter Control reserve and further direct the Treasurer to transfer \$47,195.72 into the Spencerville Wastewater Reserve as per audit review.

Carried

c. 2021 PSAB Budget Addendum

Members inquired if the federal/provincial government reviews the Township financial PSAB Addendum report and/or budget when considering granting funding to Township projects. It was noted that the reports shows the financial stability of the Township, which may impact whether or not the federal/provincial governments grant funding.

Moved by: J. Hunter

Seconded by: H. Cameron

That Committee recommends that Council adopt the 2021 PSAB Budget Addendum report which meets the requirements of Regulation 284/09

Carried

d. Purchase of New Phone System

Committee reviewed the report and confirmed that the proposed new system will meet the current and future needs of the Township. It was noted that the new system can handle the expansion of additional staff, while the current system is not able to expand and adapt. Members inquired if the Township sought other quotes. It was noted that staff discussed the request for quote with other telecommunication providers, including Telus, however, the Township only received a quote from Southeastern Telecommunication Services (STS). It was noted that the Township has been working with STS for approximately 12 years and that the procurement policy has been followed when collecting quotes for purchases under \$20,000.

Moved by: H. Cameron
Seconded by: T. Deschamps

That Committee recommends that Council approve the purchase of a replacement telephone system from Southeastern Telecommunication Services in the amount of \$10,674.00 plus non-rebated HST and fund this purchase with modernization funding.

Carried

8. Councillor Inquiries/Notices of Motion

There was a brief discussion on concerns raised by Mr. Bradley with respect to domestic fowl on the privately owned road, Tuttle Point.

9. Mayor's Report

Mayor Sayeau reported the following:

- Ingredion and Greenfield will each contribute \$5,000 towards the Township pools and summer programming for 2021
- Provided an update on Ingredion and Giant Tiger requesting that the health unit set up vaccination clinics at their locations. It was noted that the medical officer has not responded to the request and a follow-up email has been sent to Dr. Stewart
- Health Unit plans to organize a vaccination clinic in Cardinal for persons eligible under the health unit requirements. Briefly highlighted those eligible in the service industries
- Provided update on the sale of the Fahrngruber land. Noted that the deal closed last Thursday. Would the Township still be willing to sell the unopened road allowances.

10. Question Period

None.

11. Closed Session

Moved by: J. Hunter
Seconded by: T. Deschamps

That Committee proceeds into closed session at 8:03 p.m. in order to address a matter pertaining to:

- Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/Job Site Challenge and Minutes of Closed Session dated April 12, 2021

Carried

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/Job Site Challenge and Minutes of Closed Session dated April 12, 2021

Moved by: J. Hunter

Seconded by: T. Deschamps

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 8:38 p.m.

Carried

12. Report Out of Closed Session

Mayor Sayeau reported that Committee discussed and developed a strategy to proceed during negotiations with IO for the Edwardsburgh Land Bank.

Moved by: T. Deschamps

Seconded by: J. Hunter

That Committee receives and approves the closed session minutes dated April 12, 2021.

Carried

13. Adjournment

Moved by: S. Dillabough

Seconded by: J. Hunter

That Committee does now adjourn at 8:39 p.m.

Carried

Chair

Clerk

MINUTES
COMMITTEE OF THE WHOLE
PUBLIC WORKS/ENVIRONMENTAL SERVICES/FACILITIES

Monday, May 17, 2021, 6:30 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055

PRESENT: Councillor Hugh Cameron
Mayor Pat Sayeau
Deputy Mayor Tory Deschamps
Councillor Stephen Dillabough
Councillor John Hunter
John Bush, Advisory Member
Mark Packwood, Advisory Member

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Gord Shaw, Director of Operations
Mike Spencer, Manager of Parks, Recreation & Facilities

1. Call to Order – Chair, Councillor Cameron

Councillor Cameron called the meeting to order at 6:30 p.m.

2. Approval of Agenda

Moved by: Mayor Sayeau

Seconded by: Deputy Mayor Deschamps

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)

Members inquired if the Township has received a report from Greenfield with respect to their increased capacity needs at the pumping station. It was noted that the Township has not received any correspondence of that nature from Greenfield, but will follow-up about the capacity report.

5. Delegations and Presentations

None.

6. Discussion Items

None.

7. Action/Information Items

a. Application for Site Plan Control – Wen'dees Eats n Treats

Committee reviewed the report and confirmed that there will be 6 parking spots at the location. Members confirmed that the property owner has received a full copy of the site plan control agreement for review and to provide feedback. Members highlighted that as per the agreement, the property owner is responsible for the development and would incur any costs if the refreshment vehicle owners did not comply with the site plan. It was noted that the Township has provided the property owner with the site plan and informed him that as the property owner, he is responsible to ensure that the agreement is fulfilled. Members confirmed that the Township received proper consent from the property owner for the use of the land with respect to the refreshment vehicle licensing requirements.

Moved by: Councillor Hunter

Seconded by: Councillor Dillabough

That Committee recommend that Council adopt a bylaw to enter into a site plan control agreement with the property owner, Kevin Burchell, as attached.

Carried

b. Ward & At-Large Elections

Committee reviewed the report and noted that the information will be discussed during the May Council meeting in response to Councillor Hunter's notice of motion to dissolve the ward system. Members highlighted the potential cost associated with hiring a consultant to complete a review. It was noted that the service delivery review report suggested that a consultant may be hired to complete a review, however, the Municipal Act does not require a consultation process. Committee was provided an overview of the notice and appeal period stipulated in the Municipal Act. Members noted that it is a decision of Council and many members have received inquiries about the idea of moving to an at-large election during previous campaigns. Members highlighted that during the service delivery review process 4 of the 5 members indicated their support for an at-large election.

c. DWQMS 3rd Party Audit Report

Committee reviewed the report and discussed the three areas of improvement identified during the audit. There was a general discussion on how the Township will address the area for improvement with respect to digitizing current handwritten record of tracking tables. It was noted that currently the tracking report is completed by hand, however the auditor has identified that the standard recognizes and prefers electronic/digital submission of reports. Members confirmed that both the Chief and Assistant Chief Operators are equipped with Township iPads.

Members noted their support of handwritten reports to verify who completes the report and ease of accessing paper files for reference. Members confirmed that the Township has a tracking and filing system in place to access files easily when requested.

d. 2021 Spencerville Lagoon Discharge Report

Township staff provided a summary of the report with examples to clarify various technical terms and measurements.

Moved by: Councillor Hunter

Seconded by: Councillor Dillabough

That Committee recommends that Council receive and review the 2021 Spencerville Lagoon Discharge Report and direct staff to submit the report to MECP prior to the June 30th due date.

Carried

e. Crowder Road Culvert Replacement Agreement - Dobbie

Members requested staff to confirm the legal company name of JF Dobbie and correct if necessary.

Moved by: Mayor Sayeau

Seconded by: Councillor Dillabough

That Committee recommends that Council review the agreement and authorize the Director of Operations to enter into the agreement with J.F. Dobbie and Sons.

Carried

f. Township Pools Reopening

Township staff provided a summary of the report, noting that, depending on provincial restrictions, both pools could open in late June. It was noted that there are a sufficient number of lifeguards to operate and monitor the pools for public and adult swim, however, due to the pandemic shutting down the instructor training courses, there are not enough trained and qualified lifeguards to teach swimming lessons. It was noted that the

public may need to register for time slots to swim in order to keep track of the number of public accessing the pool.

Committee discussed the report and inquired why the Town of Prescott is planning to open their pool between June 7-10. It was noted that the pool in Prescott is heated which allows for an earlier opening. Staff confirmed that there is no restriction on water temperature and that the Township is proposing to open the pools on the third weekend of June. It was noted that if the province reduces the restrictions on June 2, each pool would likely have a capacity limit of 25 people. Members confirmed that if a lifeguard resigns the Township could still operate both pools.

Members noted that the donation from Ingridion and Greenfield would only be utilized if the Township offered swimming lessons. Members noted that the Town of Prescott entered into an agreement with the YMCA to run the swimming programs at the Prescott pool. Members inquired if Township staff have consulted with the YMCA to determine if the Township could also enter into an agreement for lifeguard services. It was noted that staff are unaware of the agreement details with Prescott but can follow-up with the YMCA.

Committee discussed the issue of student lifeguards not being able to access and attend certification training due to no courses being offered during the pandemic. It was noted that it may be possible for the lifeguards to attend the course after June 2 when the provincial lockdown is removed. Members suggested that the Township could cover the upfront cost of the course if the lifeguard is willing to work for the Township for the year. It was noted that if the lifeguard was willing to complete the training and work for the Township, then at the end of the season the Township could pay the student the cost of the training course. Members requested staff to report back at the Council meeting if they receive information from the YMCA in time.

g. Cardinal Waterfront Canteen Reopening - Extended Hours

Committee reviewed the report and Members noted that they had expected to see a business plan for each scenario rather than just the overall expenses to the Township if the canteen hours are extended. Committee compared the current base hours versus the potential extended hours and confirmed that if the Township were to receive zero revenue to offset the additional expenses in wages, then the Township would incur an expense of approximately \$4,200.00.

Members debated if the canteen hours should be extended for the season. Members were divided on the subject, some supporting extending the hours, while other were against it on the basis of impacting other local food businesses already trying to survive during the pandemic. Members highlighted that another food based business, in the form of a refreshment vehicle was discussed during the meeting and the owners of the business

were likely basing their business case on the current canteen hours. It was noted that the original report from staff indicated that the canteen hours may remain status quo.

Moved by: Councillor Dillabough

Seconded by: Deputy Mayor Deschamps

That Committee recommends that Council extend the hours at the Cardinal waterfront canteen on Wednesday to Friday to 11:30am-7:30pm in 2021.

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Dillabough inquired about a recent minor lawn mower accident. Members confirmed that the employee injuries were minor with no lost time and that employees receive proper training for the use of such equipment. It was noted that it was a simple mishap and that an incident report will be completed.

Councillor Hunter inquired if the gravel has been spread on specific Township roads. It was noted that the spreading of gravel will begin shortly.

9. Mayor's Report

None.

10. Question Period

None.

11. Closed Session

None.

12. Adjournment

Moved by: Deputy Mayor Deschamps

That Committee does now adjourn at 8:05 p.m.

Carried

Chair

Clerk

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council recommend in favour of severances B-53-21 and B-54-21 (Millar Rd – Vandine), as recommended by the Committee of the Whole – Community Development.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

WHEREAS access to high-speed internet throughout the Township of Edwardsburgh Cardinal is a high priority for Municipal Council; and
WHEREAS the demand for high-speed internet services will continue to grow year after year; and
WHEREAS as an underserved rural community, the lack of high-speed internet access has prevented residents from taking advantage of the many opportunities afforded by the digital era; and
WHEREAS making high-speed internet available within the Township, would allow households, businesses and community organizations and institutions to keep pace with changing technology and to fully participate in the digital economy; and
WHEREAS the Eastern Ontario Regional Network (EORN) has submitted a comprehensive regional project to deliver a Gig (up to 1,000 Mbps) of speed that will serve our residents and businesses long into the future; and
WHEREAS EORN's approach has proven itself very successful and represents an efficient and effective way to solve our internet needs; and
NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal endorses and supports EORN's Gig Project and requests both the Federal and Provincial Government to immediately financially support EORN's Gig Project.
AND FURTHER THAT the Mayor be authorized to finalize and submit the letter of support for EORN's Gig Project.
AND FURTHER THAT this resolution be forwarded to EORN, AMO, Premier Ford, Prime Minister Trudeau, Honourable Monsef, Honourable Scott, Honourable Clark, and MP Barrett.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

May ____, 2021

Honourable Maryan Monsef
Minister for Women and Gender Equality and Rural Economic Development
180 Kent St, Suite 1100
Ottawa, ON
K1P 9B6

Honourable Laurie Scott
Minister of Infrastructure
777 Bay St, 5th Floor
Toronto, ON
M7A 2J3

SUBJECT: EORN Gig Project

Dear Ministers,

We are pleased to express our support for EORN's Gig Project to deliver ultra-fast internet speeds to homes and businesses in Eastern Ontario. We believe that the Gig Project will have meaningful and lasting beneficial impacts on our community. The Gig Project would be game changing for Eastern Ontario to assist in attracting and retaining businesses and residents, and to compete globally over the long term.

The Township of Edwardsburgh Cardinal, with a population of just under 7,000 people, is located in Eastern Ontario. The Township is located at the intersection of Provincial Highways 401 and 416, with the Township being less than an hour drive from the cities of Ottawa and Kingston. The Township borders the majestic St. Lawrence River Seaway to the south, and includes multiple rural villages and hamlets, including the Township's Industrial Park in Johnstown, the small industrial Village of Cardinal, and the historical Township Hall in the Village of Spencerville.

Access to high-speed internet throughout the Township is a high priority for the Township Council. As an underserved rural community, the lack of high-speed Internet access has prevented residents from taking advantage of the many opportunities afforded by the digital era. By making faster internet speeds available in the Township, the proposed project will allow households, businesses and community institutions to keep pace with changing technology and to fully participate in the digital economy. This lack of adequate connectivity has been brought even more sharply into focus with the COVID-19 pandemic. Fixing the issue with a comprehensive Gig solution will ensure that rural communities have the connectivity needed to recover from the pandemic.

The Township of Edwardsburgh Cardinal considers the following to be reason for the Township to have access to high-speed internet:

- Lack of services and capacity throughout the Township, including areas within the Township that receive poor service that can't handle current demand for data
- Growing use of internet, and mobile internet cellular networks for business, personal and emergency response purposes
- Minimize the gap of high-speed, reliable internet in Eastern Ontario
- The current gap in high-speed internet is hindering the economic growth, quality of life, and public safety in the Township
- CRTC has stated that both fixed and mobile broadband internet should be a basic telecommunication service available to all Canadians.
- Eastern Ontario has approximately 30% of all underserved or unserved households in Ontario that currently cannot even meet the minimum CRTC standard of 50 Megabits down and 10 Megabits up of speed.

Combined, the federal and provincial government have committed almost \$7 billion towards broadband improvements. EORN is seeking \$200 million from both the federal and provincial government to support the \$1.2 billion public private partnership project.

If EORN receives the necessary funding of \$200 million from both the federal and provincial government, it will provide more households, businesses and other organizations in our Township with the internet access they need to take advantage of digital opportunities, especially with respect to business, education, health and wellbeing, and public safety.

For the reasons outlined above, we support EORN's Gig Project to bring up to 1 Gig of internet speed to residents and businesses within the Township and hope that they will receive the funding required to make better connectivity a reality for our Township and across Eastern Ontario.

Sincerely,

Pat Sayeau, Mayor
Township of Edwardsburgh Cardinal

Cc: Honourable MPP Steve Clark
MP Michael Barrett

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council approve the proposed 2020 surplus allocation of \$113,900.24 and direct the Treasurer to transfer \$35,000.00 to the Tax Write Off reserve and \$78,900.24 to the Winter Control reserve and further direct the Treasurer to transfer \$47,195.72 into the Spencerville Wastewater Reserve as per audit review and as recommended by Committee of the Whole – Administration & Finance.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council adopt the 2021 PSAB Budget Addendum report which meets the requirements of Regulation 284/09, as recommended by Committee of the Whole – Administration & Finance.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

Township of Edwardsburgh Cardinal
2021 O Reg 284/09 PSAB Budget Addendum Report

	Budgeted Revenue	Budgeted Expenses	Budgeted Surplus/Deficit
2021 Budget Summaies:			
Township	(10,276,739)	10,276,739	0
Spencerville Wastewater	(157,510)	157,510	0
Industrial Park Wastewater	(77,824)	77,824	0
Industrial Park Water	(160,050)	160,050	0
Low Lift Station Water	(103,490)	103,490	0
Cardinal Wastewater	(580,594)	580,594	0
Cardinal Water	(566,970)	566,970	0
Libraries	(149,160)	132,997	(16,163)
	<u>(12,072,337)</u>	<u>12,056,174</u>	<u>(16,163)</u>
Total 2021 PSAB Adjustments:			
Less: Transfers From Reserves	227,082		
Less: Acquisitions of Capital Assets		(1,906,232)	
Less: Transfer To Reserves		(662,493)	
Less: Principal Payments on LTD		(202,503)	
Subtotal before exclusions	<u>(11,845,255)</u>	<u>9,284,946</u>	<u>(\$2,560,309)</u>
Exclusions per O Reg 284-09 (Adjustments):			
Add: Amortization Expenses		1,806,147	
	<u>(11,845,255)</u>	<u>11,091,093</u>	<u>(\$754,162)</u>
Consolidation to include equity from other sources:			
Add: Port of Johnstown -Budgeted 2021 Equity Adjustment			3,005,000
Add: Rideau St. Lawrence Holdings - Estimated 2021 Equity Adjustr			27,000
Township of Edwardsburgh Cardinal Budget Adjustment			<u>754,162</u>
Total Impact on Consolidated 2021 Budget Accumulated Surplus/Deficit			<u><u>3,786,162</u></u>

Summary:

Under PSAB reporting guidelines, the Township's accumulated surplus would be increased by \$ 3,786,162 because our revenues exceed our expenditures
It is important to note that the 2021 capital budget is being partially funded by \$729,010 in grant monies.

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council approve the purchase of a replacement telephone system from Southeastern Telecommunication Services in the amount of \$10,674.00 plus non-rebated HST and fund this purchase with modernization funding, as recommended by Committee of the Whole – Administration & Finance.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council receive and review the 2021 Spencerville Lagoon Discharge Report and direct staff to submit the report to MECP prior to the June 30, 2021 deadline, as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

April 22, 2021

Dan White
Ministry of the Environment, Conservation and Parks
Unit 3, 1259 Gardiners Road
Kingston ON K7M 8S5

Re: Spencerville Lagoon 2021 Discharge Report

Project # 2-4007-89-00

Certificate of Approval # 3-1377-87-896

Condition # 6

The contents of the lagoon were discharged into the South Nation River over a 12 day period between April 5th and April 16th, 2021. The combined discharge effluent volume from both cells was approximately 68502 cubic meters using the formula surface area x depth drop.

The sampling program consisted of the following:

- Two pre discharge samples per cell (collected March 27 and March 29, 2021).
- Eight effluent discharge samples (four per cell).
- Eight upstream/downstream samples from the South Nation River (taken at the same time as effluent samples).

The sampling program results determined that the effluent criteria were met as per condition 3.

The mean BOD was 6.3, SS: 10.0, TP: 0.15, Ammonia: 5.6 and H2S was 0.

Attached is a table overview of the discharge and laboratory results. Trusting this is satisfactory.

Sincerely,

Eric Wemerman

Eric Wemerman
Chief Water/Sewer Operator
Edwardsburgh Cardinal Environmental Services

2021 LAGOON DISCHARGE SPREADSHEET

2021 Spring Discharge Table - Spencerville Lagoon

[illegible][illegible]

2.01

2021 LABORATORY LAGOON DISCHARGE

RESULTS AND CHAIN OF CUSTODIES

C.O.C.: G 27003

REPORT No. B21-08516

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street,
Spencerville ON K0E 1X0 Canada

Attention: Gordon Shaw

Caduceon Environmental Laboratories

2378 Holly Lane
Ottawa Ontario K1V 7P1
Tel: 613-526-0123
Fax: 613-526-1244

DATE RECEIVED: 29-Mar-21

JOB/PROJECT NO.: 120002157-Lagoons

DATE REPORTED: 05-Apr-21

P.O. NUMBER: Pre-Dis-NC-21

SAMPLE MATRIX: Waste Water

WATERWORKS NO.

			Client I.D.		North Cell Pre- Discharge #1	North Cell Pre- Discharge #2		
			Sample I.D.		B21-08516-1	B21-08516-2		
			Date Collected		27-Mar-21	29-Mar-21		
Parameter	Units	R.L.	Reference Method	Date/Site Analyzed				
Total Suspended Solids	mg/L	3	SM2540D	31-Mar-21/K	12	16		
BOD(5 day)	mg/L	3	SM 5210B	31-Mar-21/K	6	9		
CBOD5	mg/L	3	SM 5210B	31-Mar-21/K	5	5		
Phosphorus-Total	mg/L	0.01	E3199A.1	31-Mar-21/K	0.15	0.16		
Ammonia (N)-Total	mg/L	0.01	SM4500- NH3-H	01-Apr-21/K	6.12	5.95		

Reviewed
April 5/21
EW



Tahir Yapici Ph.D
Lab Supervisor

R.L. = Reporting Limit

Test methods may be modified from specified reference method unless indicated by an *

Site Analyzed=K-Kingston,W-Windsor,O-Ottawa,R-Richmond Hill,B-Barrie

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from



REPORT NUMBER (Lab Use)

☐ MISA Guidelines
☐ O'Reg 556 Leachate Analysis
Disposal Site: _____
☐ Landfill Monitoring
☒ Other: Wastewater

☐ Windsor

TURNAROUND SERVICE

REQUESTED (see back page)[illegible]

Platinum 200% Surcharge

Gold 100% Surcharge

Silver 50% Surcharge

Bronze 25% Surcharge

Standard **5-7 days**

Specific Date: _____

Inter Chain of Custody)

Enrolled

Temp	Sample	Either
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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LABORATORY USE ONLY)

10

Received: _____

208

1000

by _____

...the ...

Page ofC-27003000170

Page _____ of _____
G 27003

C.O.C.: G 27004

REPORT No. B21-08513

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street,
Spencerville ON K0E 1X0 Canada
Attention: Gordon Shaw

Caduceon Environmental Laboratories
2378 Holly Lane
Ottawa Ontario K1V 7P1
Tel: 613-526-0123
Fax: 613-526-1244

DATE RECEIVED: 29-Mar-21

JOB/PROJECT NO.: 120002157-Lagoons

DATE REPORTED: 05-Apr-21

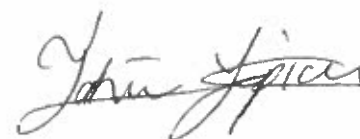
P.O. NUMBER: Pre-Dis-SC-21

SAMPLE MATRIX: Waste Water

WATERWORKS NO.

			Client I.D.		South Cell Pre- Discharge #1	South Cell Pre- Discharge #2		
			Sample I.D.		B21-08513-1	B21-08513-2		
			Date Collected		27-Mar-21	29-Mar-21		
Parameter	Units	R.L.	Reference Method	Date/Site Analyzed				
Total Suspended Solids	mg/L	3	SM2540D	31-Mar-21/K	4	14		
BOD(5 day)	mg/L	3	SM 5210B	31-Mar-21/K	4	8		
CBOD5	mg/L	3	SM 5210B	31-Mar-21/K	< 3	8		
Phosphorus-Total	mg/L	0.01	E3199A.1	31-Mar-21/K	0.13	0.21		
Ammonia (N)-Total	mg/L	0.01	SM4500- NH3-H	01-Apr-21/K	7.28	6.87		

*Reviewed
April 5, 2021*



Tahir Yapici Ph.D
Lab Supervisor

R.L. = Reporting Limit

Test methods may be modified from specified reference method unless indicated by an *

Site Analyzed=K-Kingston,W-Windsor,O-Ottawa,R-Richmond Hill,B-Barrie

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from

TURNAROUND SERVICE

REQUESTED (see back page)

Platinum 200% Surcharge

Gold 100% Surcharge

Silver 50% Surcharge

Bronze 25% Surcharge

Standard	3-7 days
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Specific Date: _____

Chain of Custody)

Field	# Bottles	Est
1	1	1
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3	1	1
4	1	1
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LABORATORY USE ONLY)

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Received:

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Page ofG 2700440170

C.O.C.: G27005

REPORT No. B21-09398

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street,
Spencerville ON K0E 1X0 Canada

Attention: Eric Wemerman

Caduceon Environmental Laboratories

2378 Holly Lane
Ottawa Ontario K1V 7P1

Tel: 613-526-0123

Fax: 613-526-1244

DATE RECEIVED: 06-Apr-21

JOB/PROJECT NO.: 120002157-Lagoons

DATE REPORTED: 15-Apr-21

P.O. NUMBER: Dis-N-21-01

SAMPLE MATRIX: Waste Water

WATERWORKS NO.

			Client I.D.		North Cell Sample #1	Upstream, South Nation River	Downstream, South Nation River	
			Sample I.D.		B21-09398-1	B21-09398-2	B21-09398-3	
			Date Collected		05-Apr-21	05-Apr-21	05-Apr-21	
Parameter	Units	R.L.	Reference Method	Date/Site Analyzed				
BOD(5 day)	mg/L	3	SM 5210B	08-Apr-21/K	10	< 3	< 3	
CBOD5	mg/L	3	SM 5210B	08-Apr-21/K	6			
Total Suspended Solids	mg/L	3	SM2540D	08-Apr-21/K	20	< 3	< 3	
Ammonia (N)-Total	mg/L	0.01	SM4500- NH3-H	08-Apr-21/K	5.50	0.09	0.03	
Phosphorus-Total	mg/L	0.01	E3199A.1	09-Apr-21/K	0.19	0.02	0.02	

Reviewed
April 15/2021
EW



Greg Clarkin, BSc., C. Chem
Lab Manager - Ottawa District

R.L. = Reporting Limit

Test methods may be modified from specified reference method unless indicated by an *

Site Analyzed=K-Kingston, W-Windsor, O-Ottawa, R-Richmond Hill, B-Barrie

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from

TESTING REQUIREMENTS

☐ O.Reg 153 ☐ RPI ☐ Yes ☐ No ☐ Provincial Water Quality Objectives ☐ Sewer Use By-Law:

☐ Table ☐ Medium/Fine ☐ Coarse ☐ MISA Guidelines ☐ O.Reg 558 Leachate Analysis

☐ Agricultural ☐ Record of Site Condition (O.Reg 153) ☐ Disposal Site: ☐ Landfill Monitoring ☐ Other Wastewater

Are any samples to be submitted intended for Human Consumption under any Drinking Water Regulations? ☐ Yes ☐ No (If yes, submit all Drinking Water Samples on a Drinking Water Chain of Custody)

Indicate Laboratory Samples are submitted to: ☐ Kingston ☐ Ottawa ☐ Richmond Hill ☐ Windsor ☐ Barrie ☐ London

Address and Invoicing Address (if different)

ANALYSES REQUESTED (Print Test in Boxes)

TURNAROUND SERVICE REQUESTED (see back page)

Organization: Edwardsburgh/Cardinal
Contact: Eric Weneman
Tel: 613-657-3765
Fax: 613-657-3182
Email: ewmerran@lwdpec.ca

4000 John St, Cardinal, Ontario, K0E 1E0

Quote No.: 120002157-Lagoons

P.O. No.: Dis-NC-21-01

BOD ☐ **SS** ☐ **Total P** ☐ **Ammonia** ☐ **CBOD 5** ☐

☐ Platinum 200% Surcharge
☐ Gold 100% Surcharge
☐ Silver 50% Surcharge
☐ Bronze 25% Surcharge
☒ Standard 5-7 days

☐ Suspected Highly Contaminated ☐ Specific Date:

* Sample Matrix Legend: WW=Waste Water, SW=Surface Water, LS=Liquid Sludge, SS=Solid Sludge, S=Soil, Sed=Sediment, PC=Paint Chips, F=Filter, Oil = Oil

Lab No:	Sample Identification	S.P.L.	Sample Matrix *	Date Collected (yy-mm-dd)	Time Collected	By Using A Check Mark In The Box Provided	Indicate Test For Each Sample	pH	Temp.	# Bottles Sample	Field Filtered(Y/N)
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North Sample # 1 15424 WW 21/04/05 15:25 X X X X X

Up Stream, South Nation River 1778C SW 21/04/05 15:50 X X X X

Down Stream South Nation River 1778D SW 21/04/05 15:39 X X X X

SAMPLE SUBMISSION INFORMATION

SHIPPING INFORMATION

REPORTING / INVOICING

SAMPLE RECEIVING INFORMATION (LABORATORY USE ONLY)

Sampled by: Submitted by:

Client's Courier ☐

Invoice ☐

Report by Fax ☐

Received By (print):

Signature:

Print: Stephen Campbell

Caducean's Courier ☐

Report by Email ☒

Date Received (yy-mm-dd):

Time Received:

Sign: Eric Weneman

Drop Off ☐

of Pieces

Invoice by Email ☒

Laboratory Prepared Bottles: ☐ Yes ☐ No

Comments: Date (yy-mm-dd) Time: 21/04/06 21/04/06

Caducean (Pick-up) ☒

Invoice by Mail ☐

Sample Temperature °C:

Labeled by:

C.O.C.: ---

REPORT No. B21-09402

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street,
Spencerville ON K0E 1X0 Canada

Attention: Eric Wemerman

Caduceon Environmental Laboratories

2378 Holly Lane
Ottawa Ontario K1V 7P1
Tel: 613-526-0123
Fax: 613-526-1244

DATE RECEIVED: 06-Apr-21

JOB/PROJECT NO.: 120002157-Lagoons

DATE REPORTED: 15-Apr-21

P.O. NUMBER: DisNC-21-02

SAMPLE MATRIX: Waste Water

WATERWORKS NO.

			Client I.D.	North Cell Sample #2	Upstream, South Nation River	Downstream, South Nation River	
			Sample I.D.	B21-09402-1	B21-09402-2	B21-09402-3	
			Date Collected	06-Apr-21	06-Apr-21	06-Apr-21	
Parameter	Units	R.L.	Reference Method	Date/Site Analyzed			
BOD(5 day)	mg/L	3	SM 5210B	08-Apr-21/K	8	< 3	< 3
CBOD5	mg/L	3	SM 5210B	08-Apr-21/K	7		
Total Suspended Solids	mg/L	3	SM2540D	08-Apr-21/K	10	10	3
Ammonia (N)-Total	mg/L	0.01	SM4500- NH3-H	08-Apr-21/K	5.36	0.04	0.11
Phosphorus-Total	mg/L	0.01	E3199A.1	09-Apr-21/K	0.16	0.02	0.02

Reviewed
April 15 / 2021
EW



Greg Clarkin, BSc., C. Chem
Lab Manager - Ottawa District

R.L. = Reporting Limit

Test methods may be modified from specified reference method unless indicated by an *

Site Analyzed=K-Kingston, W-Windsor, O-Ottawa, R-Richmond Hill, B-Barrie

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from

C.O.C.: G27007

REPORT No. B21-09715

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street,
Spencerville ON K0E 1X0 Canada

Attention: Eric Wemerman

Caduceon Environmental Laboratories

285 Dalton Ave
Kingston Ontario K7K 6Z1
Tel: 613-544-2001
Fax: 613-544-2770

DATE RECEIVED: 08-Apr-21

JOB/PROJECT NO.: 120002157-Lagoons

DATE REPORTED: 15-Apr-21

P.O. NUMBER: Dis-NC-21-03

SAMPLE MATRIX: Waste Water

WATERWORKS NO.

			Client I.D.	North Cell Sample #3	Up Stream, South Nation River	Down Stream South Nation River	
			Sample I.D.	B21-09715-1	B21-09715-2	B21-09715-3	
			Date Collected	07-Apr-21	07-Apr-21	07-Apr-21	
Parameter	Units	R.L.	Reference Method	Date/Site Analyzed			
BOD(5 day)	mg/L	3	SM 5210B	09-Apr-21/K	8	< 3	< 3
CBOD5	mg/L	3	SM 5210B	08-Apr-21/K	6		
Total Suspended Solids	mg/L	3	SM2540D	12-Apr-21/K	13	< 3	< 3
Phosphorus-Total	mg/L	0.01	E3199A.1	12-Apr-21/K	0.18	0.03	0.07
Ammonia (N)-Total	mg/L	0.01	SM4500- NH3-H	09-Apr-21/K	4.47	0.10	0.11

M. Dubien

R.L. = Reporting Limit

Test methods may be modified from specified reference method unless indicated by an *

Site Analyzed=K-Kingston,W-Windsor,O-Ottawa,R-Richmond Hill,B-Barrie

Michelle Dubien

Lab Manager

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from

☐ MSA Guidelines
☐ O Reg 558 Leachate Analysis
☐ Disposal Site: _____
☐ Landfill Monitoring
☐ Other Wastewater

ter Chain of Custody)

London

TURNAROUND SERVICE

REQUESTED (see back page)

Platinum 200% Surcha

Gold 100% Surcharge

Silver	50% Surcharge
---------------	----------------------

Bronze	25% Surcharge
Standard	£ 7 days

Stainable **3-7 days**

Specific Date: _____

1. *Journal of the American Medical Association*, 1997; 278: 1022-1026.

Field	# Bottles
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Temp.	Sample	Fitted
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C.O.C.: G27008

REPORT No. B21-09716

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street,
Spencerville ON K0E 1X0 Canada

Attention: Eric Wemerman

Caduceon Environmental Laboratories

285 Dalton Ave
Kingston Ontario K7K 6Z1
Tel: 613-544-2001
Fax: 613-544-2770

DATE RECEIVED: 08-Apr-21

JOB/PROJECT NO.: 120002157-Lagoons

DATE REPORTED: 15-Apr-21

P.O. NUMBER: Dis-NC-21-04

SAMPLE MATRIX: Waste Water

WATERWORKS NO.

			Client I.D.	North Cell Sample #4	Up Stream, South Nation River	Down Stream South Nation River	
			Sample I.D.	B21-09716-1	B21-09716-2	B21-09716-3	
			Date Collected	08-Apr-21	08-Apr-21	08-Apr-21	
Parameter	Units	R.L.	Reference Method	Date/Site Analyzed			
BOD(5 day)	mg/L	3	SM 5210B	09-Apr-21/K	7	< 3	< 3
CBOD5	mg/L	3	SM 5210B	08-Apr-21/K	5		
Total Suspended Solids	mg/L	3	SM2540D	12-Apr-21/K	12	< 3	4
Phosphorus-Total	mg/L	0.01	E3199A.1	12-Apr-21/K	0.14	0.03	0.03
Ammonia (N)-Total	mg/L	0.01	SM4500- NH3-H	09-Apr-21/K	4.44	0.06	0.10

M. Dubien

R.L. = Reporting Limit

Test methods may be modified from specified reference method unless indicated by an *

Site Analyzed=K-Kingston,W-Windsor,O-Ottawa,R-Richmond Hill,B-Barrie

Michelle Dubien

Lab Manager

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from

☐ MISA Guidelines
☐ O.Reg 558 Leachate Analysis
☐ Disposal Site: _____
☐ Landfill Monitoring
☐ other Wastewater

submit all Drinking Water San

Hill ☐ Windsor ☐

QUESTED (Print Test in Boxes)

Test For Each Sample
Mark In The Box Provided

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SAMPLE RECEIVING

Received By (print):

Laboratory Prepared Bottles:

Sample Temperature °C:

1. *Journal of the American Medical Association*, 2000; 284: 2689-2695.

C.O.C.: G27009

REPORT No. B21-10087

Report To:

Township of Edwardsburgh/Cardinal
 PO Box 129, 18 Centre Street,
 Spencerville ON K0E 1X0 Canada

Attention: Dave Grant

Caduceon Environmental Laboratories

2378 Holly Lane
 Ottawa Ontario K1V 7P1
 Tel: 613-526-0123
 Fax: 613-526-1244

DATE RECEIVED: 13-Apr-21

JOB/PROJECT NO.: 120002157-Lagoons

DATE REPORTED: 19-Apr-21

P.O. NUMBER: Dis-S21-01

SAMPLE MATRIX: Waste Water

WATERWORKS NO.

			Client I.D.		South Cell Sample #1	Upstream, South Nation River	Downstream, South Nation River	
			Sample I.D.		B21-10087-1	B21-10087-2	B21-10087-3	
			Date Collected		11-Apr-21	11-Apr-21	11-Apr-21	
Parameter	Units	R.L.	Reference Method	Date/Site Analyzed				
BOD(5 day)	mg/L	3	SM 5210B	14-Apr-21/K	4	< 3	< 3	
CBOD5	mg/L	3	SM 5210B	14-Apr-21/K	< 3			
Total Suspended Solids	mg/L	3	SM2540D	14-Apr-21/K	5	< 3	< 3	
Ammonia (N)-Total	mg/L	0.01	SM4500- NH3-H	14-Apr-21/K	5.29	0.06	0.19	
Phosphorus-Total	mg/L	0.01	E3199A.1	14-Apr-21/K	0.10	0.04	0.04	

Reviewed
April 19/21
EH



Greg Clarkin, BSc., C. Chem
 Lab Manager - Ottawa District

R.L. = Reporting Limit

Test methods may be modified from specified reference method unless indicated by an *

Site Analyzed=K-Kingston,W-Windsor,O-Ottawa,R-Richmond Hill,B-Barrie

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from

TESTING REQUIREMENTS				REPORT NUMBER (Lab Use)
<input type="checkbox"/> O.Reg 153	Table _____	<input type="checkbox"/> Medium/Fine	<input type="checkbox"/> Coarse	<input type="checkbox"/> MSA Guidelines
<input type="checkbox"/> RPI	<input type="checkbox"/> ICC	<input type="checkbox"/> Agricultural	(O.Reg 153)	<input type="checkbox"/> O.Reg 558 Leachate Analysis
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Record of Site Condition	(O.Reg 153)	Disposal Site: _____
<input type="checkbox"/> Provincial Water Quality Objectives				<input type="checkbox"/> Landfill Monitoring
<input type="checkbox"/> Sewer Use By-Law: _____				<input type="checkbox"/> Other Wastewater

Are any samples to be submitted intended for Human Consumption under any Drinking Water Regulations?

☐ Yes ☐ No (If yes, submit all Drinking Water Samples on a Drinking Water Chain of Custody)

Indicate Laboratory Samples are submitted to:						<input type="checkbox"/> Kingston	<input checked="" type="checkbox"/> Ottawa	<input type="checkbox"/> Richmond Hill	<input type="checkbox"/> Windsor	<input type="checkbox"/> Barrie	<input type="checkbox"/> London
Organization: Edwardsburgh/Cardinal	Address and Invoicing Address (if different)							ANALYSES REQUESTED (Print Test in Boxes)			
Contact: Eric Wemerman	4000 John St, Cardinal, Ontario, K0E 1E0							TURNAROUND SERVICE REQUESTED (see back page)			
Tel: 613-657-3765								<input type="checkbox"/> Platinum 200% Surcharge <input type="checkbox"/> Gold 100% Surcharge <input type="checkbox"/> Silver 50% Surcharge <input type="checkbox"/> Bronze 25% Surcharge <input checked="" type="checkbox"/> Standard 5-7 days			
Fax: 613-657-3182	Quote No.:	Project Name: 120002157- Lagoons									
Email: ewemerman@twdec.ca	P.O. No.: Dis-SC-21-01	Additional Info:					Suspected Highly Contaminated <input type="checkbox"/>				
		BOD	SS		Total P	Ammonia	CBOD 5				

[illegible]

C.O.C.: G27010

REPORT No. B21-10088

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street,
Spencerville ON K0E 1X0 Canada

Attention: Dave Grant

Caduceon Environmental Laboratories

2378 Holly Lane
Ottawa Ontario K1V 7P1
Tel: 613-526-0123
Fax: 613-526-1244

DATE RECEIVED: 13-Apr-21

JOB/PROJECT NO.: 120002157-Lagoons

DATE REPORTED: 19-Apr-21

P.O. NUMBER: Dis-SC-21-02

SAMPLE MATRIX: Waste Water

WATERWORKS NO.

			Client I.D.	South Cell Sample #2	Upstream, South Nation River	Downstream, South Nation River	
			Sample I.D.	B21-10088-1	B21-10088-2	B21-10088-3	
			Date Collected	12-Apr-21	12-Apr-21	12-Apr-21	
Parameter	Units	R.L.	Reference Method	Date/Site Analyzed			
BOD(5 day)	mg/L	3	SM 5210B	14-Apr-21/K	3	< 3	< 3
CBOD5	mg/L	3	SM 5210B	14-Apr-21/K	< 3		
Total Suspended Solids	mg/L	3	SM2540D	14-Apr-21/K	4	3	3
Ammonia (N)-Total	mg/L	0.01	SM4500- NH3-H	14-Apr-21/K	5.22	0.08	0.23
Phosphorus-Total	mg/L	0.01	E3199A.1	14-Apr-21/K	0.10	0.04	0.04

Reviewed
April 19/21
EH



Greg Clarkin, BSc., C. Chem
Lab Manager - Ottawa District

R.L. = Reporting Limit

Test methods may be modified from specified reference method unless indicated by an *

Site Analyzed=K-Kingston, W-Windsor, O-Ottawa, R-Richmond Hill, B-Barrie

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from

C.O.C.: G27011

REPORT No. B21-10420

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street,
Spencerville ON K0E 1X0 Canada

Attention: Eric Wemerman

Caduceon Environmental Laboratories

285 Dalton Ave
Kingston Ontario K7K 6Z1
Tel: 613-544-2001
Fax: 613-544-2770

DATE RECEIVED: 14-Apr-21

JOB/PROJECT NO.: 120002157-Lagoons

DATE REPORTED: 21-Apr-21

P.O. NUMBER: Dis-SC-21-03

SAMPLE MATRIX: Waste Water

WATERWORKS NO.

			Client I.D.	South Cell Sample #3	Up Stream, South Nation River	Down Stream South Nation River	
			Sample I.D.	B21-10420-1	B21-10420-2	B21-10420-3	
			Date Collected	13-Apr-21	13-Apr-21	13-Apr-21	
Parameter	Units	R.L.	Reference Method	Date/Site Analyzed			
BOD(5 day)	mg/L	3	SM 5210B	15-Apr-21/K	4	< 3	< 3
CBOD5	mg/L	3	SM 5210B	14-Apr-21/K	< 3		
Total Suspended Solids	mg/L	3	SM2540D	14-Apr-21/K	5	< 3	< 3
Phosphorus-Total	mg/L	0.01	E3199A.1	16-Apr-21/K	0.10	0.04	0.03
Ammonia (N)-Total	mg/L	0.01	SM4500-NH3-H	15-Apr-21/K	5.25	0.06	0.26

Reviewed
April 21/21
EW

M. Dubien

R.L. = Reporting Limit

Test methods may be modified from specified reference method unless indicated by an *

Site Analyzed=K-Kingston, W-Windsor, O-Ottawa, R-Richmond Hill, B-Barrie

Michelle Dubien
Lab Manager

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from

TESTING REQUIREMENTS

<input type="checkbox"/> O.Reg 153	<input type="checkbox"/> Table	<input type="checkbox"/> Medium/Fine	<input type="checkbox"/> Coarse	<input type="checkbox"/> MSA Guidelines
<input type="checkbox"/> RPI	<input type="checkbox"/> ICC	<input type="checkbox"/> Agricultural	<input type="checkbox"/> (O.Reg 153)	<input type="checkbox"/> O.Reg 558 Leachate Analysis
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Record of Site Condition	<input type="checkbox"/> (O.Reg 153)	<input type="checkbox"/> Disposal Site:
<input type="checkbox"/> Provincial Water Quality Objectives	<input type="checkbox"/> Sewer Use By-Law:	<input type="checkbox"/> Landfill Monitoring	<input type="checkbox"/> Other Wastewater	

Are any samples to be submitted intended for Human Consumption under any Drinking Water Regulations? ☐ Yes ☐ No (If yes, submit all Drinking Water Samples on a Drinking Water Chain of Custody)

Indicate Laboratory Samples are submitted to: ☐ Kingston ☐ Ottawa ☐ Richmond Hill ☐ Windsor ☐ Barrie ☐ London

Organization: Address and Invoicing Address (if different)

Edwardsburch/Cardinal

Contact: Eric Weinerman

4000 John St, Cardinal, Ontario, K0E 1E0

Tel: 613-657-3765

Fax: 613-657-3182

Email: eweimerman@twpec.ca

Dis-SC-21-03

Project Name: 120002157-Lagoons

Additional Info:

Dis-SC-21-03

Sample Matrix Legend: WW=Waste Water, SW=Surface Water, LS=Liquid Sludge, SS=Solid Sludge, S=Soil, Sed=Sediment, PC=Paint Chips, F=Filter, Oil = Oil

Sample Identification

S.P.L.

Sample Matrix *

Date Collected (yy-mm-dd)

Time Collected

By Using A Check Mark In The Box Provided

Indicate Test For Each Sample

pH

Temp.

Bottles Sample

Field Filtered (Y/N)

Platinum

Gold

Silver

Bronze

Standard

200% Surcharge

100% Surcharge

50% Surcharge

25% Surcharge

5-7 days

Suspected Highly Contaminated

Specific Date:

TURNAROUND SERVICE REQUESTED (see back page)

SAMPLE SUBMISSION INFORMATION

Sampled by:

Submitted by:

Print: STANLEY CARROLL STANLEY CARROLL

Sign: *Stanley Carroll* *Stanley Carroll*

Date (yy-mm-dd) Time:

SHIPPING INFORMATION

Client's Courier

Caduceon's Courier

Drop Off

Caduceon (Pick-up)

Date (yy-mm-dd) Time:

REPORTING / INVOICING

Report by Fax

Report by Email

Invoice by Email

Invoice by Mail

Date (yy-mm-dd) Time:

SAMPLE RECEIVING INFORMATION (LABORATORY USE ONLY)

Received By (print):

Date Received (yy-mm-dd):

Laboratory Prepared Bottles:

Sample Temperature °C:

Time Received:

C.O.C.: G27012

REPORT No. B21-10421

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street,
Spencerville ON K0E 1X0 Canada
Attention: Eric Wemerman

Caduceon Environmental Laboratories
285 Dalton Ave
Kingston Ontario K7K 6Z1
Tel: 613-544-2001
Fax: 613-544-2770

DATE RECEIVED: 14-Apr-21

JOB/PROJECT NO.: 120002157-Lagoons

DATE REPORTED: 21-Apr-21

P.O. NUMBER: Dis-NC-21-04

SAMPLE MATRIX: Waste Water

WATERWORKS NO.

			Client I.D.	South Cell Sample #4	Up Stream, South Nation River	Down Stream South Nation River	
			Sample I.D.	B21-10421-1	B21-10421-2	B21-10421-3	
			Date Collected	14-Apr-21	14-Apr-21	14-Apr-21	
Parameter	Units	R.L.	Reference Method	Date/Site Analyzed			
BOD(5 day)	mg/L	3	SM 5210B	15-Apr-21/K	5	< 3	< 3
CBOD5	mg/L	3	SM 5210B	14-Apr-21/K	< 3		
Total Suspended Solids	mg/L	3	SM2540D	14-Apr-21/K	5	3	< 3
Phosphorus-Total	mg/L	0.01	E3199A.1	16-Apr-21/K	0.12	0.03	0.04
Ammonia (N)-Total	mg/L	0.01	SM4500-NH3-H	15-Apr-21/K	5.03	0.06	0.24

Reviewed
April 21/21
EW

M. Dubien

R.L. = Reporting Limit

Test methods may be modified from specified reference method unless indicated by an *

Site Analyzed=K-Kingston, W-Windsor, O-Ottawa, R-Richmond Hill, B-Barrie

Michelle Dubien
Lab Manager

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council review the agreement and authorize the Director of Operations to enter into the agreement with J.F. Dobbie and Sons Ltd., as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

**Letter of Agreement
Between
The Township of Edwardsburgh Cardinal
And
J.F. Dobbie and Sons Ltd.
April 29, 2021**

WHEREAS the Township's Drainage Superintendent inspected the culvert located at approximately 157m north of Crowder Rd. 44deg51' 42.70" N; 75deg28' 57.27" W (contained within a Township unopened road allowance) and determined it should be replaced this year; and

WHEREAS the culvert is part of the Dewitt-Richter municipal drain ("the Municipal Drain"); and

WHEREAS the Drainage Engineer for the Municipal drain has recommended that the existing 500mm culvert be replaced with a 1000mm culvert; and

WHEREAS J.F. Dobbie and Sons Ltd. utilize the unopened road allowance, at their own risk, to gain access to an adjoining field of standing crops; and

WHEREAS J.F. Dobbie and Sons Ltd. have requested a culvert extension from 16ft to 29ft (9m) to allow them better access to their crops; and

WHEREAS J.F. Dobbie and Sons Ltd. will pay all associated material and installation costs for the extension including but not limited to piping and granular materials; and

WHEREAS the Township will obtain all permitting and resources to complete the work; and

WHEREAS the work undertaken does not change any other requirements or obligations under the Unopened Road Allowance Bylaw. In particular, J.F. Dobbie and Sons Ltd. shall continue to use the unopened road allowance at its own risk and shall maintain **"Use at own risk"** signs as posted; and

WHEREAS this agreement is entered into on a without prejudice basis.

Township's Obligations:

- 1) Apply to South Nation Conservation Authority, (SNCA), for the permit.
- 2) Supply all equipment, materials and labour to install the new culvert.

J.F. Dobbie and Sons' Ltd. Obligations

- 1) Pay within 30 days of receipt, all invoices provided by the Township related to costs associated with the above culvert extension.

2) By signing this agreement, it is acknowledged and understood that the Township assumes no liability, responsibility or obligation whatsoever to construct and/or maintain and/or repair and/or improve or upgrade the unopened road allowance and any use of this crossing or any part of unopened road allowance is at your own risk.

Signed at Ventnor. on this 30 day of April., 2021

For the Township:

Gord Shaw
Director of Operations
Township of Edwardsburgh Cardinal

Witness

For J.F. Dobbie and Sons Ltd.:

Brent Dobbie
Brent Dobbie

Witness
Witness

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council extend the hours at the Cardinal waterfront canteen on Wednesday to Friday to 11:30a.m-7:30p.m in 2021, as recommended by the Committee of the Whole – Public Works, Environmental Services & Facilities.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council receives the 2020 Audit Findings Report and the 2020 Financial Statement for the Port of Johnstown, as recommended by the Port Management Committee.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

Port of Johnstown

2020 Audit Findings

Report to the Port Management Committee

December 31, 2020

Ian Murphy, CPA, CA
T: 613.209.8252
E: ian.murphy@mnp.ca



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OVERVIEW

We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the financial statements of Port of Johnstown (the "Organization") as at December 31, 2020 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Port Management Committee.

As auditors, we report to the Members of Council, Inhabitants and Ratepayers of the Township of Edwardsburgh/Cardinal on the results of our examination of the financial statements of the Organization as at and for the year ended December 31, 2020. The purpose of this Report is to assist you, as members of the Port Management Committee, in your review of the results of our audit.

This Report is intended solely for the information and use of the Port Management Committee and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

ENGAGEMENT STATUS

We have completed our audit of the financial statements of the Organization which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the signed management representation letter;
- Discussion of subsequent events with the Port Management Committee;
- the Port Management Committee review and approval of the financial statements.

No significant limitations were placed on the scope or timing of our audit.

INDEPENDENT AUDITOR'S REPORT


We expect to have the above procedures completed and to release our Independent Auditor's Report on May 25, 2021.









Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the Members of Council, Inhabitants and Ratepayers of the Township of Edwardsburgh/Cardinal of the Organization. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

AUDIT REPORTING MATTERS

Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the financial statements considered separately.

SIGNIFICANT AUDIT, ACCOUNTING AND REPORTING MATTERS

AREA	COMMENTS
 CHANGES FROM AUDIT SERVICE PLAN	There were no deviations from the Audit Service Plan previously presented to you except for the increase in materiality from the previously communicated preliminary amount of \$200,000 to final materiality of \$350,000. The materiality calculation base has not changed; however, when presenting the audit service plan, the preliminary figures provided as of October 31, 2020 did not support the higher materiality amount.

AREA	COMMENTS
 FINAL MATERIALITY	<p>Final materiality used for our audit was \$350,000 for December 31, 2020, and \$200,000 for December 31, 2019.</p>
 IDENTIFIED OR SUSPECTED FRAUD	<p>While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.</p>
 IDENTIFIED OR SUSPECTED NON-COMPLIANCE WITH LAWS AND REGULATIONS	<p>Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the financial statements.</p>
 MATTERS ARISING IN CONNECTION WITH RELATED PARTIES	<p>No significant matters arose during the course of our audit in connection with related parties of the Organization.</p>
 AUDITOR'S VIEWS OF SIGNIFICANT ACCOUNTING PRACTICES, ACCOUNTING POLICIES AND ACCOUNTING ESTIMATES	<p>The application of International Financial Reporting Standards allows and requires the Organization to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.</p> <p>As auditors, we are uniquely positioned to provide open and objective feedback regarding your Organization's accounting practices.</p> <p>The accounting policies used by the Organization are appropriate and have been consistently applied.</p>
 FINANCIAL STATEMENT DISCLOSURES	<p>The disclosures made in the notes to the financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the financial statements.</p>
 SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL	<p>While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency we have not detected any significant deficiencies in internal controls except for some major payable accruals not being recorded by management in the year as the invoices were received after year end. Please refer to adjusting journal entry # 3 in the attached summary of differences.</p>
 MATTERS ARISING FROM DISCUSSIONS WITH MANAGEMENT	<p>There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.</p>

SIGNIFICANT RISK AREAS AND RESPONSES

SIGNIFICANT RISK AREA	RESPONSE AND CONCLUSION
Management override of controls There is a presumed risk of management override of controls in all entities	MNP tested adjusting journal entries posted by management throughout the year based on criteria set by the audit engagement team.
Revenues Revenue could be recorded in the wrong period	MNP tested cut-off to gain a high degree of comfort over revenues to ensure they are being recorded in the proper period as well as tested adjusting journal entries posted by management with any unusual account combinations affecting revenue.

OTHER AREAS

AREA	COMMENTS
AUDITOR INDEPENDENCE	We confirm to the Port Management Committee that we are independent of the Organization. Our letter to the Port Management Committee discussing our independence is included as part of the additional materials attached to this report.
MANAGEMENT REPRESENTATIONS	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.
SUMMARY OF SIGNIFICANT DIFFERENCES	A few significant differences were proposed to management with respect to the December 31, 2020 financial statements. A summary of significant differences has been included with this report.
OTHER INFORMATION	<p>Pursuant to our responsibilities under Canadian generally accepted auditing standards, we have reviewed other financial and non-financial information included in documents containing the financial statements and our auditor's report thereon. We review these documents for the purpose of ensuring their content does not contradict information derived from our audit procedures.</p> <p>In reviewing the other information, we did not note any material inconsistencies with the financial statements.</p>

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

A handwritten signature in black ink that reads "MNP LLP". The letters are stylized and connected, with the "M" and "N" being particularly prominent.

**Chartered Professional Accountants
Licensed Public Accountants**

encls

APPENDIX A - SUMMARY OF SIGNIFICANT DIFFERENCES

Description of Differences	Proposed Adjustments DR (CR)				
	EARNINGS		BALANCE SHEET		
	Identified	Likely Aggregate (Net of Tax)	ASSETS	LIABILITIES	EQUITY
To reverse client's entry. To balance deferred capital contributions to what was actually received in the year from the government (goes with AJE2)	\$ -	\$ -	\$ (1,221,747)	\$ 1,221,747	\$ -
To reallocate government grant netted by client against assets under construction to deferred contributions	\$ -	\$ -	\$ 1,419,622	\$ (1,419,622)	\$ -
To accrue for FWSI01 December invoice and holdbacks	\$ -	\$ -	\$ 3,057,217	\$ (3,057,217)	\$ -
To accrue for invoice relating to 2020 and its related receivable	\$ -	\$ -	\$ 64,446	\$ (64,446)	\$ -
Total	\$ -	\$ -	\$ 3,319,538	\$ (3,319,538)	\$ -
Differences corrected by management	\$ -	\$ -	\$ 3,319,538	\$ (3,319,538)	\$ -
Total differences net of corrections	\$ -	\$ -	\$ -	\$ -	\$ -
Uncorrected opening differences	\$ -	\$ -	\$ -	\$ -	\$ -
Current period differences	\$ -	\$ -	\$ -	\$ -	\$ -

APPENDIX A - SUMMARY OF SIGNIFICANT DIFFERENCES

Description of Differences	Proposed Adjustments DR (CR)				
	EARNINGS		BALANCE SHEET		
	Identified	Likely Aggregate (Net of Tax)	ASSETS	LIABILITIES	EQUITY
Final overall materiality	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Excess (shortfall)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000

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About MNP LLP

MNP is a leading national accounting, tax and business consulting firm in Canada. We proudly serve and respond to the needs of our clients in the public, private and not-for-profit sectors. Through partner-led engagements, we provide a collaborative, cost-effective approach to doing business and personalized strategies to help organizations succeed across the country and around the world.



Port of Johnstown

Year End: December 31, 2020

Adjusting Journal Entries

Date: 01/01/2020 To 31/12/2020

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
1	31/12/2020	ASSETS UNDER CONSTRUCTION	0330-0231	P. 3			1,221,746.75		
1	31/12/2020	DEFERRED CAPITAL CONTRIBUTIONS	0510-1101	P. 3		1,221,746.75			
To reverse client's entry. To balance deferred capital contributions to what was actually received in the year from the government (goes with AJE2)									
2	31/12/2020	ASSETS UNDER CONSTRUCTION	0330-0231	P. 3		1,419,621.99			
2	31/12/2020	DEFERRED CAPITAL CONTRIBUTIONS	0510-1101	P. 3			1,419,621.99		
To reallocate government grant netted by client against assets under construction to deferred contributions									
3	31/12/2020	ACCOUNTS RECEIVABLE - HST	0120-0020	P. 2		318,445.19			
3	31/12/2020	ASSETS UNDER CONSTRUCTION	0330-0231	P. 2		3,057,216.77			
3	31/12/2020	ACCRUED CHARGES	0510-0500	P. 2			3,375,661.96		
To accrue for FWSI01 December invoice and holdbacks									
4	31/12/2020	ACCRUED REVENUE GENERAL	0120-0700	BB. 5		64,446.45			
4	31/12/2020	ACCRUED CHARGES	0510-0500	BB. 5			64,446.45		
To accrue for invoice relating to 2020 and its related receivable									
						6,081,477.15	6,081,477.15		
Net Income (Loss)			3,604,528.79						

Preparer JT 29/01/2021	Detailed STOK 05/02/2021	Supervisory
Peer	Tax	2nd supervisor

Draft - For Discussion Purposes Only

Port of Johnstown
Financial Statements
December 31, 2020

Port of Johnstown

Contents

For the year ended December 31, 2020

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Statement of Changes in Equity.....	3
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Draft - For Discussion Purposes Only

Management's Responsibility

To the Members of Council, Inhabitants and Ratepayers of the Township of Edwardsburgh/Cardinal:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with International Financial Reporting Standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Port Management Committee is composed primarily of Members who are neither management nor employees of the Organization. The Committee is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Committee fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Committee is also responsible for recommending the appointment of the Organization's external auditors.

MNP LLP is appointed by members of Council of the Township of Edwardsburgh/Cardinal to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, Council, the Committee and management to discuss their audit findings.

General Manager

Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers
of the Township of Edwardsburgh/Cardinal:

Opinion

We have audited the financial statements of the Port of Johnstown (the "Organization"), which comprise the statement of financial position as at December 31, 2020, and the statements of comprehensive income, changes in equity and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2020, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. We obtained the Annual Report prior to the date of this auditor's report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with International Financial Reporting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Cornwall, Ontario

Chartered Professional Accountants

Licensed Public Accountants

Port of Johnstown
Statement of Financial Position
As at December 31, 2020

	2020	2019
Assets		
Current		
Cash	7,750,242	6,404,473
Trade and other receivables (Note 6)	1,785,250	1,256,424
Inventory	7,858	7,858
Prepaid expenses	57,446	45,148
	9,600,796	7,713,903
Non-current		
Investments (Note 7)	5,653,599	5,604,327
Property, plant and equipment (Note 8)	56,834,396	50,672,220
Total assets	72,088,791	63,990,450
Liabilities		
Current		
Trade and other payables (Note 9)	4,184,842	748,326
Deferred revenue	88,786	66,435
	4,273,628	814,761
Non-current		
Deferred capital contributions (Note 10)	26,657,693	25,622,747
	30,931,321	26,437,508
Commitments (Note 13)		
Equity		
Retained earnings	41,113,900	37,562,569
Accumulated other comprehensive income (loss)	43,570	(9,627)
	41,157,470	37,552,942
	72,088,791	63,990,450

Approved on behalf of the Board

Director

Director

The accompanying notes are an integral part of these financial statements

Port of Johnstown
Statement of Comprehensive Income
For the year ended December 31, 2020

	2020	2019
Revenues		
Grain services (Note 11)	6,305,178	6,081,078
Berthage and wharfage	1,679,952	1,789,171
Rental income	324,885	284,899
Interest	221,852	255,784
Other	207,976	17,247
	8,739,843	8,428,179
Expenses		
Salaries, wages and benefits	2,506,193	2,569,317
Administration fees	769,715	758,340
Utilities	361,833	330,436
Outside services	314,383	431,171
Insurance	268,685	207,393
Material and supplies	106,191	150,191
Advertising and promotion	76,156	97,690
Community capital funding	65,149	-
Office and administration	64,798	82,780
Honorarium	16,120	16,000
Rental	9,720	9,512
Travel	4,023	10,344
Grain handling losses	-	12,074
	4,562,966	4,675,248
Income before depreciation and amortization and change in fair value of investments	4,176,877	3,752,931
Depreciation and amortization		
Depreciation of property, plant and equipment (Note 8)	1,039,148	965,702
Amortization of deferred capital contributions (Note 10)	(384,677)	(365,127)
	654,471	600,575
Change in fair value of investments (Note 7)	28,925	117,173
Net income for the year	3,551,331	3,269,529
OTHER COMPREHENSIVE INCOME		
Financial instruments		
Change in fair value of fixed rate instruments (Note 7)	53,197	23,521
Total comprehensive income for the year	3,604,528	3,293,050

The accompanying notes are an integral part of these financial statements

Port of Johnstown
Statement of Changes in Equity
For the year ended December 31, 2020

	<i>Retained earnings</i>	<i>Accumulated other comprehensive income (loss)</i>	<i>Total equity</i>
Balance December 31, 2018	34,293,040	(33,148)	34,259,892
Net income for the year	3,269,529	-	3,269,529
Other comprehensive income for the year	-	23,521	23,521
Balance December 31, 2019	37,562,569	(9,627)	37,552,942
Net income for the year	3,551,331	-	3,551,331
Other comprehensive income for the year	-	53,197	53,197
Balance December 31, 2020	41,113,900	43,570	41,157,470

The accompanying notes are an integral part of these financial statements

Port of Johnstown
Statement of Cash Flows

For the year ended December 31, 2020

	2020	2019
Cash provided by (used for) the following activities		
Operating activities		
Net income for the year	3,551,331	3,269,529
Depreciation of property, plant and equipment <i>(Note 8)</i>	1,039,148	965,702
Amortization of deferred capital contributions <i>(Note 10)</i>	(384,677)	(365,127)
Change in fair value of investments <i>(Note 7)</i>	(28,925)	(117,173)
	4,176,877	3,752,931
Changes in working capital accounts		
Trade and other receivables	(528,826)	585,616
Inventory	-	12,621
Prepaid expenses	(12,298)	21,964
Trade and other payables	60,854	34,651
Deferred revenue	22,351	3,783
	3,718,958	4,411,566
Financing activity		
Increase in deferred capital contributions <i>(Note 10)</i>	1,419,623	674,469
Investing activities		
Purchases of investments	(1,077,889)	(3,170,290)
Proceeds on disposal of investments	1,110,739	3,048,508
Purchases of property, plant and equipment <i>(Note 8)</i>	(3,825,662)	(3,297,379)
	(3,792,812)	(3,419,161)
Increase in cash resources	1,345,769	1,666,874
Cash resources, beginning of year	6,404,473	4,737,599
Cash resources, end of year	7,750,242	6,404,473

The accompanying notes are an integral part of these financial statements

1. Reporting entity

The Port of Johnstown (the "Organization") is an unincorporated government business enterprise operated by the Corporation of the Township of Edwardsburgh/Cardinal (the "Township") to provide seaway services to Eastern Ontario. The Organization has been deemed to be a non-taxable entity and is not subject to income taxes.

The address of the Organization's registered office is 3035 County Road 2, Johnstown, ON.

2. Statement of compliance

The financial statements have been prepared in accordance with International Financial Reporting Standards ("IFRS") and interpretations adopted by the International Accounting Standards Board ("IASB").

3. Capital management

The Organization's objective when managing capital is to safeguard its ability to continue as a going concern, so that it can continue to provide returns and benefits to the Township.

The Organization sets the amount of capital in proportion to risk and manages the capital structure and makes adjustments to it in light of changes to economic conditions and the risk characteristics of the underlying assets. In order to maintain or adjust the capital structure, the Organization may adjust its prices for services or obtain debt from financial institutions.

The Organization manages the following as capital:

Deferred capital contributions	26,657,693	25,622,747
Retained earnings	41,113,900	37,562,569

The Organization monitors capital on the basis of ensuring sufficient prices are charged on services to cover expenses and generate income, which was unchanged from the prior year.

4. Basis of preparation

Basis of measurement

The financial statements have been prepared on the historical cost basis except for certain financial instruments that are carried at fair value. The principal accounting policies are set out in Note 5.

Functional and presentation currency

These financial statements are presented in Canadian dollars, which is the Organization's functional currency.

Significant accounting judgments, estimates and assumptions

The preparation of the Organization's financial statements requires management to make judgments, estimates and assumptions that affect the reported amounts of revenues, expenses, assets and liabilities, and the disclosure of contingent liabilities, at the reporting date. These estimates and assumptions have been made using careful judgment; however, uncertainties could result in outcomes that would require a material adjustment to the carrying amount of the asset or liability affected in the future.

The estimates and underlying assumptions are prepared based on management's best knowledge of current events and actions that the Organization may undertake in the future. These estimates and underlying assumptions are reviewed on an ongoing basis and revisions to accounting estimates are recognized prospectively in net income in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date are discussed below.

4. Basis of preparation *(Continued from previous page)*

Impairment of non-financial assets

The Organization assesses non-financial assets for impairment at the end of each reporting period. If impairment indicators exist, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

The recoverable amount is the higher of fair value less costs to sell and value in use. Value in use is the present value of estimated future cash flows discounted using a rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted. Where it is not possible to estimate the recoverable amount of an individual asset, the Organization estimates the recoverable amount of the cash-generating unit to which the asset belongs. Where a reasonable and consistent basis of allocation can be identified, corporate assets are also allocated to individual cash-generating units. Otherwise corporate assets are allocated to the smallest group of cash-generating units for which a reasonable and consistent allocation basis can be identified.

If the recoverable amount of an asset or cash-generating unit is less than its carrying amount, the carrying amount of the asset or cash-generating unit is reduced to its recoverable amount. An impairment loss is recognized immediately in income unless the relevant asset is carried at a revalued amount in which case the impairment loss is treated as a revaluation decrease.

An impairment loss is reversed by increasing the carrying amount of the asset or cash-generating unit to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognized for the asset or cash-generating unit in prior years. A reversal of an impairment loss is recognized immediately in income unless that asset is carried at a revalued amount in which case an impairment reversal is treated as a revaluation increase.

Revenue from contracts with customers

Contracts with customers often include promises to deliver multiple services. Determining whether such bundled services are considered i) distinct performance obligations that should be separately recognized, or ii) non-distinct and therefore should be combined with another service and recognized as a combined unit of accounting may require significant judgment.

Wharfage and grain services (excluding storage) are revenue streams under IFRS 15. The Organization has set prices for each service and charges its clients on completion of each of these services, which is the Organization's performance obligation.

5. Summary of significant accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. The policies have been consistently applied to all the years presented, unless otherwise stated.

Cash

Cash is comprised of cash on hand and short-term highly liquid investments with original maturities of three months or less that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value.

Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined by the weighted average method. Cost comprises all costs of purchases. Net realizable value is the estimated selling price in the ordinary course of business, less estimated costs of completion and selling costs.

Investments

Investments are portfolio investments in equity which are recorded at fair value with adjustments presented in profit or loss and in guaranteed investment certificates and fixed rate investments which are recorded at fair value with adjustments presented in other comprehensive income. They have been classified as long-term assets in concurrence with the maturity dates and management intention of liquidation.

5. Summary of significant accounting policies *(Continued from previous page)*

Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated depreciation and impairment losses. Cost includes expenditures that are directly attributable to the acquisition of the asset. When parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items of property, plant and equipment.

The cost of self-constructed assets includes the cost of materials and direct labour, any other costs directly attributable to bringing the asset to a working condition for its intended use, and the cost of dismantling and removing the items and restoring the site on which they are located.

All assets having limited useful lives are depreciated using the following methods over their estimated useful lives. Land has an unlimited useful life and is therefore not depreciated. Assets are depreciated from the date of acquisition in the case of purchased assets and from the date they are ready for their intended use in the case of self-constructed assets.

The methods of depreciation, useful life and depreciation rates applicable for each class of asset during the current and comparative period are as follows:

	Method	Rate
Land improvements	straight-line	100 years
Buildings and fixtures	straight line	5-50 years
Equipment	straight-line	10-60 years
Signs	declining balance	10 %
Paving	straight-line	12-30 years
Vehicles	straight line	5 years
Annex	straight-line	30 years
Marine terminal	straight-line	100 years

The residual value, useful life and depreciation method applied to each class of assets are reassessed at each reporting date.

Provisions

A provision is recognized, if, as a result of a past event, the Organization has a legal or constructive obligation that can be estimated reliably and it is probable that a future outflow of economic benefits will be required to settle the obligation. The timing or amount of the outflow may still be uncertain.

Provisions are measured by discounting the expected future cash flows at a rate that reflects current market assessments of the time value of money and specific risks of the obligation. Where there are a number of obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. All provisions are reviewed at each reporting date and adjusted accordingly to reflect the current best estimates.

Deferred capital contributions

Deferred capital contributions represent the unamortized amount of grants and funding received from the Federal and Provincial governments for the purchase of property, plant and equipment. Amortization follows that of the related assets.

5. Summary of significant accounting policies *(Continued from previous page)*

Revenue recognition

The following describes the Organization's principal activities from which it generates revenue.

Grain services (excluding storage) and wharfage

The Organization generates revenue from receiving, delivering, drying and fumigating grains and wharfage on loaded grains. Revenue is recognized upon completion of each service.

Each service is distinct in that the client obtains benefit from the service at the time of its occurrence and it is separately identifiable from other services. Arrangement considerations are due when the service is performed.

The Organization does not expect to have any contracts where the period between the services provided to the customer and payment by the customer exceeds one year. Consequently, the Organization does not adjust any of the transaction prices for the time value of money.

Storage revenue

Revenue for storage is recognized monthly based on grains stored at the Organization.

Leases

The Organization assesses at inception of a contract, whether the contract is, or contains a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To assess whether a contract conveys the right to control the use of an identified asset for a period of time, the Organization assesses whether the customer has the following through the period of use:

- The right to obtain substantially all of the economic benefits from use of the identified asset; and
- The right to direct the use of the identified asset.

The Organization, as a lessee, has elected to not recognize right-of-use assets and lease liabilities for short-term leases. Short-term leases are leases with a term of twelve months or less. The Organization recognizes the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

The Organization, as a lessor, assesses at lease inception whether a lease should be classified as either an operating lease or a finance lease. A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership of an underlying asset; otherwise it is classified as an operating lease. Lease payments from operating leases are recognized as income on a straight-line basis over the lease term.

Employee benefits

The Organization accrues in its accounts, annually, the estimated liabilities for pensions and other employee future benefits, including lump-sum retiring allowances and self-insured workers' compensation benefits payable to employees in subsequent years under collective agreements, or in accordance with the Organization's policies.

The employees of the Organization participate in the Ontario Municipal Employees Retirement System ("OMERS"). The Organization also makes contributions to the OMERS plan on behalf of its employees. The plan has a defined benefit option at retirement available to some employees, which specifies the amount of the retirement benefit plan to be received by the employees based on length of service and rates of pay. However, the plan is accounted for as a defined contribution plan as insufficient information is available to account for the plan as a defined benefit plan. The contribution payable in exchange for services rendered during a period is recognized as an expense during that period. The Organization is only one of a number of employers that participate in the plan and the financial information provided to the Organization on the basis of the contractual agreements is usually insufficient to measure the Organization's proportionate share in the plan assets and liabilities on defined benefit accounting requirements. Therefore, the Organization does not recognize any share of the OMERS pension deficit of \$3.2 billion (2019 - \$3.4 billion) in these financial statements.

The employer amount contributed to OMERS for 2020 was \$160,792 (2019 - \$174,532) for current service and is included as an expense in comprehensive income.

5. Summary of significant accounting policies *(Continued from previous page)*

Other long-term employee benefits include lump-sum retiring allowances available to qualifying employees upon retirement with the Organization, as well as self-insured obligation related to providing workers' compensation benefits.

Lump-Sum retiring allowances are recognized on a consistent manner, when the benefits are earned and at the present value of the defined benefit at the end of the reporting period. Self-insured worker's compensation and other benefits are recognized when the event triggering the obligation occurs since the level of benefits provided does not vary with years of service.

Comprehensive income (loss)

Comprehensive income (loss) includes all changes in equity of the Organization, except those resulting from investments by owners and distributions to owners. Comprehensive income (loss) is the total of profit (loss) and other comprehensive income (loss). Other comprehensive income (loss) comprises revenues, expenses, gains and losses that, in accordance with International Financial Reporting Standards, require recognition, but are excluded from profit (loss). The Organization's other comprehensive income (loss) represents adjustments to the fair value of investments in fixed rate instruments.

Contingent liabilities and contingent assets

All contingent liabilities are continually reviewed to determine whether an outflow of economic benefits has become probable. Where a contingent liability becomes probable that an outflow of future economic benefits will be required, a provision is recognized in the period in which the change in probability occurs. If at the end of the reporting period it is no longer probable that an outflow of economic benefits will be required to settle the obligation, the provision is reversed.

Financial instruments

Financial assets

Recognition and initial measurement

The Organization recognizes financial assets when it becomes party to the contractual provisions of the instrument. Financial assets are measured initially at their fair value plus, in the case of financial assets not subsequently measured at fair value through profit or loss, transaction costs that are directly attributable to their acquisition. Transaction costs attributable to the acquisition of financial assets subsequently measured at fair value through profit or loss are expensed in profit or loss when incurred.

The Organization recognizes and derecognizes purchases and sales of investments on the settlement date, which is the date that the financial asset is delivered to or by the Organization. Any change in the fair value of the asset between the date the Organization commits to selling or purchasing the financial asset and the settlement date is recognized on a basis consistent with the classification of the financial asset.

Classification and subsequent measurement

On initial recognition, financial assets are classified as subsequently measured at amortized cost, fair value through other comprehensive income (FVOCI) or fair value through profit or loss (FVTPL). The Organization determines the classification of its financial assets, together with any embedded derivatives, based on the business model for managing the financial assets and their contractual cash flow characteristics.

5. Summary of significant accounting policies *(Continued from previous page)*

Debt instruments are classified as follows:

- Amortized cost - Assets that are held for collection of contractual cash flows where those cash flows are solely payments of principal and interest are measured at amortized cost. Interest revenue is calculated using the effective interest method and gains or losses arising from impairment, foreign exchange and derecognition are recognized in profit or loss. Financial assets measured at amortized cost are comprised of cash and trade and other receivables.
- Fair value through other comprehensive income - Assets that are held for collection of contractual cash flows and for selling the financial assets, and for which the contractual cash flows are solely payments of principal and interest, are measured at fair value through other comprehensive income. Interest income calculated using the effective interest method and gains or losses arising from impairment and foreign exchange are recognized in profit or loss. All other changes in the carrying amount of the financial assets are recognized in other comprehensive income. Upon derecognition, the cumulative gain or loss previously recognized in other comprehensive income is reclassified to profit or loss. Financial assets measured at fair value through other comprehensive income are comprised of investments in fixed rate instruments and guaranteed investment certificates.
- Mandatorily at fair value through profit or loss - Assets that do not meet the criteria to be measured at amortized cost, or fair value through other comprehensive income, are measured at fair value through profit or loss. All interest income and changes in the financial assets' carrying amount are recognized in profit or loss. Financial assets mandatorily measured at fair value through profit or loss are comprised of equity investments.
- Designated at fair value through profit or loss – On initial recognition, the Organization may irrevocably designate a financial asset to be measured at fair value through profit or loss in order to eliminate or significantly reduce an accounting mismatch that would otherwise arise from measuring assets or liabilities, or recognizing the gains and losses on them, on different bases. All interest income and changes in the financial assets' carrying amount are recognized in profit or loss. The Organization does not hold any financial assets designated to be measured at fair value through profit or loss.

Refer to Note 7 for more information about financial instruments held by the Organization, their measurement basis, and their carrying amount.

Business model assessment

The Organization assesses the objective of its business model for holding a financial asset at a level of aggregation which best reflects the way the business is managed and information is provided to management.

Contractual cash flow assessment

The cash flows of financial assets are assessed as to whether they are solely payments of principal and interest on the basis of their contractual terms. For this purpose, 'principal' is defined as the fair value of the financial asset on initial recognition. 'Interest' is defined as consideration for the time value of money, the credit risk associated with the principal amount outstanding, and other basic lending risks and costs. In performing this assessment, the Organization considers factors that would alter the timing and amount of cash flows such as prepayment and extension features, terms that might limit the Organization's claim to cash flows, and any features that modify consideration for the time value of money.

Reclassifications

The Organization reclassifies debt instruments only when its business model for managing those financial assets has changed. Reclassifications are applied prospectively from the reclassification date and any previously recognized gains, losses or interest are not restated.

5. Summary of significant accounting policies *(Continued from previous page)*

Impairment

The Organization recognizes a loss allowance for the expected credit losses associated with its financial assets, other than debt instruments measured at fair value through profit or loss and equity investments. Expected credit losses are measured to reflect a probability-weighted amount, the time value of money, and reasonable and supportable information regarding past events, current conditions and forecasts of future economic conditions.

The date the Organization commits to purchasing a financial asset is considered the date of initial recognition for the purpose of applying the Organization's accounting policies for impairment of financial assets.

The Organization applies the simplified approach for trade and other receivables. Using the simplified approach, the Organization records a loss allowance equal to the expected credit losses resulting from all possible default events over the assets' contractual lifetime.

The Organization assesses whether a financial asset is credit-impaired at the reporting date. Regular indicators that a financial instrument is credit-impaired include default events. For financial assets assessed as credit-impaired at the reporting date, the Organization continues to recognize a loss allowance equal to lifetime expected credit losses.

Financial assets are written off when the Organization has no reasonable expectations of recovering all or any portion thereof.

Derecognition of financial assets

The Organization derecognizes a financial asset when its contractual rights to the cash flows from the financial asset expire.

Financial liabilities

Recognition and initial measurement

The Organization recognizes a financial liability when it becomes party to the contractual provisions of the instrument. At initial recognition, the Organization measures financial liabilities at their fair value plus transaction costs that are directly attributable to their issuance, with the exception of financial liabilities subsequently measured at fair value through profit or loss for which transaction costs are immediately recorded in profit or loss.

Classification and subsequent measurement

Subsequent to initial recognition, all financial liabilities are measured at amortized cost using the effective interest rate method. Interest, gains and losses relating to a financial liability are recognized in profit or loss.

Derecognition of financial liabilities

The Organization derecognizes a financial liability only when its contractual obligations are discharged, cancelled or expire.

Interest

Interest income and expense are recognized in profit or loss using the effective interest method.

The 'effective interest rate' is the rate that exactly discounts estimated future cash payments over the expected life of the financial instrument to the gross carrying amount of the financial asset or the amortized cost of the financial liability. The effective interest rate is calculated considering all contractual terms of the financial instruments, except for the expected credit losses of financial assets.

The 'amortized cost' of a financial asset or financial liability is the amount at which the instrument is measured on initial recognition minus principal repayments, plus or minus any cumulative amortization using the effective interest method of any difference between the initial amount and maturity amount and adjusted for any expected credit loss allowance. The 'gross carrying amount' of a financial asset is the amortized cost of a financial asset before adjusting for any expected credit losses.

Interest income and expense is calculated by applying the effective interest rate to the gross carrying amount of the financial asset (when the asset is not credit-impaired) or the amortized cost of the financial liability.

Where a financial asset has become credit-impaired subsequent to initial recognition, interest income is calculated in subsequent periods by applying the effective interest method to the amortized cost of the financial asset. If the asset subsequently ceases to be credit-impaired, calculation of interest income reverts to the gross basis.

5. Summary of significant accounting policies *(Continued from previous page)*

Offsetting

Financial assets and financial liabilities are offset, with the net amount presented in the statement of financial position, when, and only when, the Organization has a current and legally enforceable right to set off the recognized amounts and intends either to settle on a net basis or realize the asset and settle the liability simultaneously.

Income and expenses are presented on a net basis only when permitted under IFRS, or when arising from a group of similar transactions if the resulting income and expenses are not material.

Standards issued but not yet effective

The Organization has not yet applied the following new standards, interpretations and amendments to standards that have been issued as at December 31, 2020 but are not yet effective. Unless otherwise stated, the Organization does not plan to early adopt any of these new or amended standards and interpretations.

IAS 1 Presentation of Financial Statements

Amendments to IAS 1, issued in January 2020, provide clarification on the requirements for classifying liabilities as either current or non-current.

The amendments are effective for annual periods beginning on or after January 1, 2023. The Organization does not expect these amendments to have a material impact on its financial statements.

IAS 16 Property, Plant, and Equipment

Amendments to IAS 16, issued in May 2020, prohibit an entity from deducting from the cost of an item of property, plant and equipment any proceeds from selling items produced while bringing that asset to the location and condition necessary for it to be available for use. Instead, the proceeds from selling such items, and the costs of producing those items, would be recognized in profit or loss.

The amendments are effective for annual periods beginning on or after January 1, 2022. The Organization does not expect the amendments to have a material impact on its financial statements.

IAS 37 Provisions, Contingent Liabilities and Contingent Assets

Amendments to IAS 37, issued in May 2020, specify that in assessing whether a contract is onerous under IAS 37, the cost of fulfilling a contract includes both the incremental costs and an allocation of costs that relate directly to contract activities. The amendments also include examples of costs that do, and do not, relate directly to a contract.

The amendments are effective for annual periods beginning on or after January 1, 2022. The Organization does not expect the amendments to have a material impact on its financial statements.

6. Trade and other receivables

	2020	2019
Trade receivables	1,316,802	1,206,386
Sales taxes receivable	410,385	-
Interest receivable	63,063	55,038
	1,790,250	1,261,424
Less: Allowance for expected credit losses	5,000	5,000
	1,785,250	1,256,424

Port of Johnstown
Notes to the Financial Statements
For the year ended December 31, 2020

7. Investments

	2020	2019
Guaranteed investment certificates		
Recorded at fair value, bearing interest between 1.00% - 2.33% and maturing between February 2021 - May 2021 (2019 - bearing interest between 2.33% - 3.15% and maturing between July 2020 - May 2021)	3,020,169	3,130,908
Fixed rate instruments		
Recorded at fair value with cost of \$1,808,227 (2019 - \$1,750,825)	1,826,656	1,716,056
Equity investments		
Recorded at fair value with cost of \$545,485 (2019 - \$525,000)	806,774	757,363
	5,653,599	5,604,327

Port of Johnstown
Notes to the Financial Statements
For the year ended December 31, 2020

8. Property, plant and equipment

	Land and land improvements	Building	Equipment	Paving	Vehicles	Annex and marine terminal	Assets under construction	Total
Cost								
Balance January 1, 2019	595,925	2,594,100	5,362,225	442,680	42,127	44,652,554	139,498	53,829,109
Additions	-	270	34,061	-	-	-	3,263,048	3,297,379
Transfer from assets under construction	-	249,441	443,778	-	-	-	(693,219)	-
Balance at December 31, 2019	595,925	2,843,811	5,840,064	442,680	42,127	44,652,554	2,709,327	57,126,488
Additions	-	-	-	-	25,000	-	7,176,324	7,201,324
Transfer from assets under construction	-	864,538	327,962	-	-	2,455,945	(3,648,445)	-
Balance at December 31, 2020	595,925	3,708,349	6,168,026	442,680	67,127	47,108,499	6,237,206	64,327,812
Accumulated depreciation								
Balance January 1, 2019	2,979	549,548	2,122,470	144,963	4,213	2,664,393	-	5,488,566
Depreciation charge for the year	5,958	77,050	182,358	14,982	8,425	676,929	-	955,702
Balance at December 31, 2019	8,937	626,598	2,304,828	159,945	12,638	3,341,322	-	6,454,268
Depreciation charge for the year	9,459	88,467	191,831	14,654	10,925	723,812	-	1,039,148
Balance at December 31, 2020	18,396	715,065	2,496,659	174,599	23,563	4,065,134	-	7,493,416
Net book value								
At December 31, 2019	586,988	2,217,213	3,535,236	282,735	29,489	41,311,232	2,709,327	50,672,220
At December 31, 2020	577,529	2,993,284	3,671,367	268,081	43,564	43,043,365	6,237,206	56,834,396

Included in current year's additions are invoices totaling \$3,375,662 that have not been paid as at December 31, 2020. These were treated as non-cash items on the statement of cash flows.

Port of Johnstown
Notes to the Financial Statements
For the year ended December 31, 2020

9. Trade and other payables

Included in trade and other payables are wages payable of \$113,146 (2019 - \$77,878), accrued retiring allowances of \$340,317 (2019 - \$312,636) and government remittances of \$94,431 (2019 - 81,591).

10. Deferred capital contributions

	2020	2019
Opening balance	25,622,747	25,313,405
Contributions received in the year	1,419,623	674,469
Amortization taken in the year	(384,677)	(365,127)
	26,657,693	25,622,747

During the prior year, the Township (on behalf of the Organization) and the Government of Canada (the "Government") entered into an agreement by which the Government will provide contributions up to a maximum of \$4,805,000 for capital expenditures on two projects started last year. As at year end, the Organization has received \$2,094,091 (2019 - \$674,469) of funding under this agreement.

11. Grain services

Grain services include the following services:

	2020	2019
Receiving	1,971,316	1,497,394
Storage	1,795,413	2,141,172
Drying	1,013,427	970,861
Fumigation	280,070	212,168
Delivery	1,244,952	1,259,483
	6,305,178	6,081,078

12. Related party transactions

Key management compensation of the Organization

The key management personnel of the Organization has been defined as members of its management committee and executive management team members. Key management personnel remuneration includes the following expenses:

	2020	2019
Salary	391,334	389,793
Other benefits	49,634	32,595
Post-employment benefits	24,795	48,513
	465,763	470,901
Committee member's honorarium	16,120	16,000
Total remuneration	481,883	486,901

Port of Johnstown
Notes to the Financial Statements
For the year ended December 31, 2020

12. Related party transactions *(Continued from previous page)*

Transactions with the Township

	2020	2019
Administration fees paid	769,715	758,340

13. Commitments

The Organization is committed to pay to the Township a total contribution of \$628,000 over eight years commencing in 2014. A contribution of \$31,000 (2019 - \$50,000) was made during the year and is disclosed as part of advertising and promotion. The Organization's committed annual contributions for the remaining year is \$12,000.

During the year, the Organization entered into a construction contract totaling \$12,234,127 of which \$6,076,384 was expended in the year and the balance is expected to be in 2021 when construction is completed.

14. Fair value measurements

The Organization classifies fair value measurements recognized in the statement of financial position using a three-tier fair value hierarchy which prioritizes the inputs used in measuring fair value as follows:

- Level 1: Quoted prices (unadjusted) are available in active markets for identical assets or liabilities
- Level 2: Inputs other than quoted prices in active markets that are observable for the asset or liability, either directly or indirectly
- Level 3: Unobservable inputs for which there is little or no market data and which require the Organization to develop its own assumptions.

Fair value measurements are classified in the fair value hierarchy based on the lowest level input that is assessed to be significant to that fair value measurement. This assessment requires the use of judgment in considering factors specific to an asset or a liability and may affect the placement of the fair value measurement within the hierarchy.

There were no transfers between Level 1 and Level 2, as well as no transfers into or out of Level 3 during the period.

Financial assets measured at fair value

The Organization's financial assets measured at fair value in the statement of financial position on a recurring basis have been categorized into the fair value hierarchy as follows:

	2020		
	Fair Value	Level 1	Level 2
Investments			
Equity investments	806,774	806,774	-
Fixed rate instruments	1,826,656	-	1,826,656
Guaranteed investment certificates	3,020,169	-	3,020,169
Total	5,653,599	806,774	4,846,825

Port of Johnstown
Notes to the Financial Statements
For the year ended December 31, 2020

14. Fair value measurements (Continued from previous page)

	2019		
	Fair Value	Level 1	Level 2
Investments			
Equity investments	757,363	757,363	-
Fixed rate instruments	1,716,056	-	1,716,056
Guaranteed investment certificates	3,130,908	-	3,130,908
Total	5,604,327	757,363	4,846,964

Financial instruments not measured at fair value

The carrying amount of cash, trade receivables and trade and other payables is a reasonable approximation of fair value due to their short-term nature.

15. Financial instruments

The Organization as part of its operations carries a number of financial instruments. It is management's opinion that the Organization is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

Credit Risk

Credit risk is the risk of financial loss to the Organization because a counter party to a financial instrument fails to discharge its contractual obligations. Credit risk primarily arises from cash, trade receivables and investments.

The Organization manages its credit risk by holding its cash and investments with reputable financial institutions and on trade receivables by performing regular credit assessments of its customers and providing allowances for potentially uncollectible receivables.

Credit-impaired financial assets are identified through regular reviews of past due balances and credit assessments of its customers and if considered impaired are reduced to their recoverable amount with impairment recorded in income for the year.

There has been no change in risk or process from prior year.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk.

The Organization is not exposed to significant interest rate risk as it has no debt and its cash, fixed rate instruments and guaranteed investment certificates all bear fixed rates.

There has been no change in risk or process from prior year.

15. Financial instruments *(Continued from previous page)*

Liquidity risk

Liquidity risk is the risk that the Organization will encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivery of cash or another financial asset. The Organization enters into transactions to purchase goods and services on credit for which repayment is required at various maturity dates. Liquidity risk is measured by reviewing the Organization's future net cash flows for the possibility of negative net cash flow.

The Organization manages the liquidity risk resulting from trade and other payables by ensuring sufficient cash is available in its operating bank and paying its obligations by the due date.

All financial liabilities are due within one year.

There has been no change in risk or process from prior year.

Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or foreign currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Organization enters into transactions to invest in equity and fixed rate instruments for which the market price fluctuates. The risk is limited to investments as listed in Note 7.

There has been no change in risk from prior year.

Credit concentration

As at December 31, 2020, two customers accounted for 30% of trade receivables (2019 two customers - 47%).

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

WHEREAS the Mayor and Deputy Mayor met on May 25, 2021 with MNP LLP, external auditors for the Township of Edwardsburgh Cardinal and Port of Johnstown; and

WHEREAS Ian Murphy from MNP LLP reviewed the Management Representation/Responsibility Letter, the Auditor Independent Letter, the Audit Findings Report, the Management Letter, the Draft Audit Opinion, and the 2020 Draft Consolidated Financial Statements for the Township of Edwardsburgh Cardinal, for the year ending on December 31, 2020.

NOW THEREFORE BE IT RESOLVED THAT Municipal Council receives the 2020 Audit Report on the Consolidated Financial Statements of the Township of Edwardsburgh Cardinal, as provided by MNP LLP.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

To the Members of Council, Inhabitants and Ratepayers of Corporation of the Township of
Edwardsburgh/Cardinal:

Opinion

We have audited the consolidated financial statements of Corporation of the Township of Edwardsburgh/Cardinal and its subsidiaries (the "Township"), which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of financial activities, change in net financial assets, cash flows and the related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Township as at December 31, 2020, and the results of its consolidated operations, changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Township to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Cornwall, Ontario

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

WHEREAS the Audit Findings Report, the Management Letter, the Draft Township Financial Statements, the Management Representation/Responsibility Letter, the Auditor Independent Letter, and the Draft Audit Opinion were previously circulated to Municipal Council on May 17, 2021 in advance of the Regular Council meeting for additional review.

NOW THEREFORE BE IT RESOLVED THAT Municipal Council receives and approves the Audit Findings Report, Management Letter and 2020 Draft Consolidated Financial Statements for the Township of Edwardsburgh Cardinal.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

Corporation of the Township of Edwardsburgh/Cardinal

2020 Audit Findings

Report to Council

December 31, 2020

Ian Murphy, CPA, CA
T: (613) 209-8252
E: ian.murphy@mnp.ca



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OVERVIEW

We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the consolidated financial statements of Corporation of the Township of Edwardsburgh/Cardinal and the Library Board (the "Township") as at December 31, 2020 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of Council.

As auditors, we report to the Council on the results of our examination of the consolidated financial statements of the Township as at and for the year ended December 31, 2020. The purpose of this Report is to assist you, as members of Council, in your review of the results of our audit.

This Report is intended solely for the information and use of Council and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

ENGAGEMENT STATUS

We have completed our audit of the consolidated financial statements of the Township which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the remaining outstanding legal confirmations;
- Receipt of the signed management representation letter;
- Council's review and approval of the consolidated financial statements.

No significant limitations were placed on the scope or timing of our audit.

INDEPENDENT AUDITOR'S REPORT



We expect to have the above procedures completed and to release our Independent Auditor's Report on May 25, 2021.








Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the Council of the Township. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

AUDIT REPORTING MATTERS

Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the consolidated financial statements considered separately.

SIGNIFICANT AUDIT, ACCOUNTING AND REPORTING MATTERS

AREA	COMMENTS
 CHANGES FROM AUDIT SERVICE PLAN	There were no deviations from the Audit Service Plan previously presented to you.
 FINAL MATERIALITY	<p>Final materiality used for our audit of the Township was \$450,000 for December 31, 2020, and \$225,000 for December 31, 2019.</p> <p>Final materiality used for the Library Board was \$5,000 for December 31, 2020, and \$5,000 for December 31, 2019.</p>

AREA	COMMENTS
 IDENTIFIED OR SUSPECTED FRAUD	<p>While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.</p>
 IDENTIFIED OR SUSPECTED NON-COMPLIANCE WITH LAWS AND REGULATIONS	<p>Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the consolidated financial statements.</p>
 MATTERS ARISING IN CONNECTION WITH RELATED PARTIES	<p>No significant matters arose during the course of our audit in connection with related parties of the Township.</p>
 AUDITOR'S VIEWS OF SIGNIFICANT ACCOUNTING PRACTICES, ACCOUNTING POLICIES AND ACCOUNTING ESTIMATES	<p>The application of Canadian public sector accounting standards allows and requires the Township to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.</p> <p>As auditors, we are uniquely positioned to provide open and objective feedback regarding your Township's accounting practices.</p> <p>The accounting policies used by the Township are appropriate and have been consistently applied.</p> <p>The most significant estimate relates to the closure and post-closure liability. This has been determined by a specialist in 2016 and has been reduced over the years by actual amounts spent. There has been no change in circumstances in the year that would result in a change in estimate made. The estimate and related expense are properly disclosed in the financial statements.</p>
 FINANCIAL STATEMENT DISCLOSURES	<p>The disclosures made in the notes to the consolidated financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the consolidated financial statements.</p>
 SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL	<p>While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency we have not detected significant deficiencies in internal controls.</p>
 MATTERS ARISING FROM DISCUSSIONS WITH MANAGEMENT	<p>There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.</p>

SIGNIFICANT RISK AREAS AND RESPONSES

SIGNIFICANT RISK AREA	RESPONSE AND CONCLUSION
Expenses and payables Expenses could be recorded in the wrong period	Test cut-off at low threshold before and after year end
Revenue and receivables Revenues could be recorded in the wrong period	Test cut-off at low threshold before and after year end

OTHER AREAS

AREA	COMMENTS
AUDITOR INDEPENDENCE	We confirm to Council that we are independent of the Township. Our letter to Council discussing our independence is included as part of the additional materials attached to this report.
MANAGEMENT REPRESENTATIONS	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.
SUMMARY OF SIGNIFICANT DIFFERENCES	Some significant differences were proposed to management with respect to the December 31, 2020 consolidated financial statements. A summary of significant differences has been included with this report.
COVID19	<p>The current pandemic has impacted many business and individuals in North America and across the world. While the Municipality's main revenue of collecting taxes might not be directly impacted, the slow down of business and the self isolation and loss of jobs of individuals could have significant impact on future demand of other services and on the collectability of receivables as at the year end and future years.</p> <p>We have discussed with management and the possible impact on collectability of receivables, impairment of tangible capital assets or employment layoff as well as any changes in controls and operations processes due to the pandemic.</p> <p>The severity of the impact cannot be determined given the uncertainty around the length of the pandemic and any future government legislations that could further intensify the lockdown.</p>

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

A handwritten signature in black ink that reads "MNP LLP". The letters are stylized and connected, with a fluid, cursive-like appearance.

**Chartered Professional Accountants
Licensed Public Accountants**

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APPENDIX A - SUMMARY OF SIGNIFICANT DIFFERENCES

Description of Differences	Proposed Adjustments DR (CR)				
	EARNINGS		BALANCE SHEET		
	Identified	Likely Aggregate	ASSETS	LIABILITIES	EQUITY
To adjust TCA per clients schedule	\$ -	\$ -	\$ 701,696	\$ -	\$ (701,696)
To adjust for principal payment made.	\$ -	\$ -	\$ (7,362)	\$ 7,362	\$ -
To adjust due to/from reserves	\$ -	\$ -	\$ -	\$ -	\$ -
To reverse duplicate entry posted by the client.	\$ (2,325)	\$ (2,325)	\$ (302)	\$ 2,627	\$ (2,325)
To adjust opening investments and record equity pick up	\$ (3,604,528)	\$ (3,604,528)	\$ 3,604,632	\$ -	\$ (3,604,632)
To close water & Sewer surplus/deficit	\$ 168,256	\$ 168,256	\$ -	\$ -	\$ -
To record equity pick up of RSL	\$ (27,022)	\$ (27,022)	\$ 27,022	\$ -	\$ (27,022)
To close surplus for the year	\$ -	\$ -	\$ -	\$ -	\$ -
To reallocate per client	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ (3,465,619)	\$ (3,465,619)	\$ 4,325,686	\$ 9,989	\$ (4,335,675)
Differences corrected by management	\$ (3,465,619)	\$ (3,465,619)	\$ 4,325,686	\$ 9,989	\$ (4,335,675)
Total differences net of corrections	\$ -	\$ -	\$ -	\$ -	\$ -
Uncorrected opening differences	\$ -	\$ -	\$ -	\$ -	\$ -

APPENDIX A - SUMMARY OF SIGNIFICANT DIFFERENCES

Description of Differences	Proposed Adjustments DR (CR)				
	EARNINGS		BALANCE SHEET		
	Identified	Likely Aggregate	ASSETS	LIABILITIES	EQUITY
Current period differences	\$ -	\$ -	\$ -	\$ -	\$ -
Final overall materiality	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
Excess (shortfall)	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000

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About MNP LLP

MNP is a leading national accounting, tax and business consulting firm in Canada. We proudly serve and respond to the needs of our clients in the public, private and not-for-profit sectors. Through partner-led engagements, we provide a collaborative, cost-effective approach to doing business and personalized strategies to help organizations succeed across the country and around the world.



Members of Council
Corporation of the Township of Edwardsburgh/Cardinal
P.O. Box 129
18 Centre Street
Spencerville, ON K0E 1X0

Management letter for the year ended December 31, 2020

We have recently completed our audit of Corporation of the Township of Edwardsburgh/Cardinal in accordance with Canadian generally accepted auditing standards ("GAAS"). The objective of our audit was to express an opinion on the consolidated financial statements, which have been prepared in accordance with Canadian public sector accounting standards. Included in our audit was the consideration of internal control relevant to the preparation and fair presentation of the financial statements. This consideration of internal control was for the purpose of designing audit procedures that were appropriate in the circumstances. It was not for the purpose of expressing an opinion on the effectiveness of internal control or for identifying all significant control deficiencies that might exist.

An audit is not specifically designed to identify all matters that may be of interest to management in discharging its responsibilities, however, during the course of our audit, we did, identify some areas for improvement that we are bringing to your attention with this letter. It is our responsibility to communicate any significant deficiencies identified to those charged with governance. A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

Segregation of Duties: Cash Receipts

Observation:

There is a lack of segregation of duties within the cash receipts area. Specific examples include: The same employee that is responsible for handling and depositing cash receipts also posts receipts and maintains the accounts receivable subledger.

Impact:

A lack of segregation of duties makes it difficult to obtain adequate internal control over the cash receipts process. This can lead to errors in financial reporting due to a lack of oversight, as well as allow the occurrence of errors or fraudulent activities to go undetected.

Recommendation:

We recommend that duties involving the receipt of cash, including receipt, recording, and depositing of cash, be handled by more than one employee.

Management's response:

It is management's view that segregation of duties within the cash receipts area is not achievable with the current number of employees. To achieve the audit recommendation the addition of a Deputy Treasurer position would be required to increase internal controls to oversee all financial activities. Currently there are three front line staff that receive cash and issue receipts.

Segregation of Duties: Adjusting Entries Approval

Observation:

Entries are posted by the Treasurer but there is no other level of approval of these entries

Impact:

A lack of segregation of duties makes it difficult to obtain adequate internal control. This can lead to errors in financial reporting due to a lack of oversight.

Recommendation:

We recommend that posting of journal entries and approval be handled by more than one employee.

Management's response:

It is management's view that with the current complement of staff in the Finance Department, the segregation of duties has been achieved to the extent possible. All finance staff post adjusting entries and the Treasurer reviews and approves all entries. To achieve the audit recommendation the addition of a Deputy Treasurer position would be required to provide increased oversight in the financial reporting functions.

We have discussed the matters in this letter with the treasurer and received her comments thereon.

We would like to express our appreciation for the co-operation and assistance we have received during the course of our audit from staff members.

We would be pleased to discuss with you further any matters mentioned in this letter at your convenience. This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to any third party who uses this communication.

Sincerely,

The signature is handwritten in black ink, reading "MNP LLP". The letters are stylized and connected.

**Chartered Professional Accountants
Licensed Public Accountants**

encls.

DRAFT FOR REVIEW PURPOSES ONLY

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL
CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2020

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

December 31, 2020

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CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

To the Members of Council, Inhabitants and Ratepayer of the
Corporation of the Township of Edwardsburgh/Cardinal

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of consolidated financial statements.

The Corporation of the Township of Edwardsburgh/Cardinal's Council is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the consolidated financial statements. The Council fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors.

MNP LLP is appointed by the Council to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Council and management to discuss their audit findings.

CAO

Treasurer

To the Members of Council, Inhabitants and Ratepayers of Corporation of the Township of
Edwardsburgh/Cardinal:

Opinion

We have audited the consolidated financial statements of Corporation of the Township of Edwardsburgh/Cardinal and its subsidiaries (the "Township"), which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of financial activities, change in net financial assets, cash flows and the related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Township as at December 31, 2020, and the results of its consolidated operations, changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Township to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Cornwall, Ontario

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at December 31, 2020

	2020	2019
NET FINANCIAL ASSETS		
Assets		
Cash	\$ 7,812,029	\$ 7,261,909
Taxes receivable	595,842	608,079
Accounts receivable	939,388	915,675
Land held for resale	160,326	193,509
Long-term receivable (Note 2)	225,000	225,000
Investment in Rideau St. Lawrence Holdings Inc. (Note 3)	664,845	637,824
Investment in Port of Johnstown (Note 4)	41,157,470	37,552,942
	51,554,900	47,394,938
Liabilities		
Accounts payable	1,173,445	1,354,865
Accrued interest on municipal debt	64,453	66,203
Deferred revenue - obligatory reserve funds (Note 5)	120,723	47,328
Deferred revenue - grants	110,403	190,137
Municipal debt (Note 6)	5,600,810	5,723,185
Capital leases (Note 7)	42,715	79,328
Accrued landfill closure and post-closure costs (Note 8)	254,728	277,111
	7,367,277	7,738,157
Net Financial Assets	44,187,623	39,656,781
Non-Financial Assets		
Tangible capital assets	35,854,817	35,881,809
Inventory	118,560	84,391
	35,973,377	35,966,200
Accumulated Surplus	\$ 80,161,000	\$ 75,622,981

See Accompanying Notes

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

For the year ended December 31, 2020

	2020 BUDGET (Note 13)	2020 ACTUAL	2019 ACTUAL
REVENUE			
Taxation	\$ 6,083,359	\$ 6,072,361	\$ 5,789,038
Fees and service charges	3,689,758	3,514,573	3,768,700
Grants	829,715	920,247	1,596,967
Investment income	181,200	209,163	328,881
Proceeds from land held for resale	-	6,298	-
Donations	43,000	33,334	68,212
	10,827,032	10,755,976	11,551,798
EXPENSES			
General government	1,117,973	1,268,215	1,119,983
Protection to persons and property	2,132,944	2,063,867	2,054,015
Transportation services	2,681,242	2,631,167	2,755,041
Environmental services	2,304,607	2,305,252	2,226,917
Recreation and cultural services	2,170,458	1,845,385	2,147,235
Planning and development	245,042	291,078	177,523
	10,652,266	10,404,964	10,480,714
OTHER REVENUE			
Deferred revenue earned (Note 5)	260,000	260,000	441,650
Capital grants	381,058	273,058	-
Gain on disposal of tangible capital assets	-	22,400	-
Equity income from government business enterprises	3,091,265	3,631,549	3,292,109
	3,732,323	4,187,007	3,733,759
SURPLUS FOR THE YEAR	3,907,089	4,538,019	4,804,843
ACCUMULATED SURPLUS, beginning of year	75,622,981	75,622,981	70,818,138
ACCUMULATED SURPLUS, end of year	\$ 79,530,070	\$ 80,161,000	\$ 75,622,981

See Accompanying Notes

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

For the year ended December 31, 2020

	2020 BUDGET (Note 13)	2020 ACTUAL	2019 ACTUAL
Surplus for the year	\$ 3,907,089	\$ 4,538,019	\$ 4,804,843
Amortization of tangible capital assets	1,727,935	1,806,146	1,727,934
Acquisition of tangible capital assets	(1,970,830)	(1,779,154)	(2,099,347)
Proceeds on sale of tangible capital assets	-	22,400	-
Gain on disposal of tangible capital assets	-	(22,400)	-
Change in inventory	-	(34,169)	(2,895)
Increase in net financial assets	3,664,194	4,530,842	4,430,535
Net financial assets, beginning of year	39,656,781	39,656,781	35,226,246
Net financial assets, end of year	\$ 43,320,975	\$ 44,187,623	\$ 39,656,781

See Accompanying Notes

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended December 31, 2020

	2020	2019
CASH FROM OPERATING ACTIVITIES		
Surplus for the year	\$ 4,538,019	\$ 4,804,843
Items not affecting cash		
Amortization expense	1,806,146	1,727,934
Gain on disposal of tangible capital assets	(22,400)	-
Equity income from government business enterprises	(3,631,549)	(3,311,181)
Changes in non-cash working capital balances		
Taxes receivable	12,237	12,123
Accounts receivable	(23,713)	125,042
Land held for resale	33,183	(67,730)
Accounts payable	(181,420)	3,490
Accrued interest on municipal debt	(1,750)	(1,939)
Deferred revenue - Grants	(79,734)	190,137
Deferred revenue - obligatory reserve funds	73,395	3,626
Accrued landfill closure and post-closure costs	(22,383)	(21,343)
Inventory	(34,169)	(2,895)
	2,465,862	3,462,107
CASH USED IN FINANCING ACTIVITIES		
Repayment of municipal debt	(122,375)	(267,980)
CASH FROM INVESTING ACTIVITIES		
Dividends received from Rideau St. Lawrence Holdings Inc.	-	19,072
CASH USED IN CAPITAL ACTIVITIES		
Proceeds on disposal of tangible capital assets	22,400	-
Acquisition of tangible capital assets	(1,779,154)	(2,099,347)
Repayments of capital leases	(36,613)	(192,638)
	(1,793,367)	(2,291,985)
INCREASE IN CASH	550,120	921,214
CASH, beginning of year	7,261,909	6,340,695
CASH, end of year	\$ 7,812,029	\$ 7,261,909

See Accompanying Notes

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2020

	Land	Buildings	Vehicles and Equipment	Plants and Facilities	Roads	Water and Sewer	Bridges	2020	2019
Cost									
Balance, beginning of year	\$ 757,874	\$ 11,957,087	\$ 7,074,931	\$ 17,353,487	\$ 21,299,636	\$ 9,909,811	\$ 3,300,634	\$ 71,653,460	\$ 69,716,199
Additions during the year	-	115,325	1,002,443	-	535,376	126,010	-	1,779,154	2,099,347
Disposals during the year	-	-	450,564	-	-	-	-	450,564	162,086
Balance, end of year	757,874	12,072,412	7,626,810	17,353,487	21,835,012	10,035,821	3,300,634	72,982,050	71,653,460
Accumulated Amortization									
Balance, beginning of year	-	3,851,522	4,877,229	8,060,032	13,523,815	3,900,543	1,558,510	35,771,651	34,205,803
Amortization during the year	-	277,938	314,958	133,624	793,139	215,269	71,218	1,806,146	1,727,934
Amortization on disposals	-	-	450,564	-	-	-	-	450,564	162,086
Balance, end of year	-	4,129,460	4,741,623	8,193,656	14,316,954	4,115,812	1,629,728	37,127,233	35,771,651
Net book value 2020	\$ 757,874	\$ 7,942,952	\$ 2,885,187	\$ 9,159,831	\$ 7,518,058	\$ 5,920,009	\$ 1,670,906	\$ 35,854,817	\$ 35,881,809
Net book value 2019	\$ 757,874	\$ 8,105,565	\$ 2,197,702	\$ 9,293,455	\$ 7,775,821	\$ 6,009,268	\$ 1,742,124	\$ 35,881,809	

See Accompanying Notes

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2020

	General Government	Protection Services	Transportation Services	Environmental Services	Health, and Recreation	2020	2019
Cost							
Balance, beginning of year	\$ 996,451	\$ 4,031,288	\$ 27,790,331	\$ 28,533,755	\$ 10,301,635	\$ 71,653,460	\$ 69,310,671
Additions during the year	48,187	361,068	959,623	267,776	86,702	1,723,356	2,504,875
Disposals during the year	-	3,940	430,082	-	16,542	450,564	162,086
Other - donations and transfers	-	-	8,983	-	(8,983)	-	-
Assets in service, end of year	1,044,638	4,388,416	28,328,855	28,801,531	10,362,812	72,926,252	71,653,460
Assets under construction	-	-	55,798	-	-	55,798	-
Balance, end of year	1,044,638	4,388,416	28,384,653	28,801,531	10,362,812	72,982,050	71,653,460
Accumulated Amortization							
Balance, beginning of year	385,352	2,250,174	17,141,070	12,623,586	3,371,469	35,771,651	34,205,803
Amortization during the year	30,978	160,719	997,634	363,396	253,419	1,806,146	1,727,934
Amortization on disposals	-	3,940	430,082	-	16,542	450,564	162,086
Balance, end of year	416,330	2,406,953	17,708,622	12,986,982	3,608,346	37,127,233	35,771,651
Net book value 2020	\$ 628,308	\$ 1,981,463	\$ 10,676,031	\$ 15,814,549	\$ 6,754,466	\$ 35,854,817	\$ 35,881,809
Net book value 2019	\$ 611,099	\$ 1,781,114	\$ 10,649,261	\$ 15,910,169	\$ 6,930,166	\$ 35,881,809	

See Accompanying Notes

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

SCHEDULE OF ACCUMULATED SURPLUS

For the year ended December 31, 2020

	2020	2019
Surpluses		
Operating surplus	\$ -	\$ -
Land inventory surplus	160,326	193,509
EMS building surplus	49,500	49,500
Library board surplus	43,179	52,328
Capital surplus	196,214	56,200
Investment in Port of Johnstown	41,157,470	37,552,942
Investment in Rideau St. Lawrence Holdings Inc.	664,845	637,824
Unfunded liabilities to be recovered from future revenues		
Accrued interest on municipal debt	(64,453)	(66,203)
Accrued landfill closure and post-closure	(254,728)	(277,111)
Total surplus	41,952,353	38,198,989
Reserves and reserve funds		
Reserves set aside for specific purposes by Council:		
Working capital	750,000	750,000
Capital expenditures	191,466	147,465
Tax stabilization	165,000	130,000
Election	13,100	7,100
Fire	448,364	518,364
Police	110,715	110,715
Transportation	537,481	230,161
Environmental	273,821	238,946
Recreation	235,024	176,524
Planning	(21)	(6,558)
Total reserves	2,724,950	2,302,717
Reserve funds set aside for specific purpose by legislation, regulation or agreement:		
Ontario modernization fund	409,536	526,781
Water and sewer	1,565,616	1,381,976
Subdivision	334,908	279,294
Industrial park	580,691	504,784
Johnstown	31,135	25,819
Endowment	129,765	119,889
Industrial park	2,147,717	2,118,761
Dedicated capital	11,441	-
Total reserve funds	5,210,809	4,957,304
Total reserves and reserve funds	7,935,759	7,260,021
Invested in tangible capital assets		
Tangible capital assets	35,854,817	35,881,809
Less: related debt	(5,581,929)	(5,717,838)
Invested in tangible capital assets	30,272,888	30,163,971
ACCUMULATED SURPLUS	\$ 80,161,000	\$ 75,622,981

See Accompanying Notes

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

SCHEDULE OF CHANGE IN ACCUMULATED SURPLUS

For the year ended December 31, 2020

	Surpluses	Reserves and Reserve Funds	Invested in Tangible Capital Assets	2020	2019
Balance, beginning of year	\$ 38,198,989	\$ 7,260,021	\$ 30,163,971	\$ 75,622,981	\$ 70,818,138
Surplus (deficit) for the year	4,538,019	-	-	4,538,019	4,804,843
Reserve funds used for operations	372,948	(372,948)	-	-	-
Funds transferred to reserves	(1,048,686)	1,048,686	-	-	-
Current year funds used for tangible capital assets	(1,779,154)	-	1,779,154	-	-
Amortization of tangible capital assets	1,806,146	-	(1,806,146)	-	-
Repayment of capital leases	(36,613)	-	36,613	-	-
Repayment of municipal debt related to capital	(99,296)	-	99,296	-	-
Change in accumulated surplus	3,753,364	675,738	108,917	4,538,019	4,804,843
Balance, end of year	\$ 41,952,353	\$ 7,935,759	\$ 30,272,888	\$ 80,161,000	\$ 75,622,981

See Accompanying Notes

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

SCHEDULE OF SEGMENTED DISCLOSURE

For the year ended December 31, 2020

	General Government	Protection Services	Transportation Services	Environmental Services	Recreation and Cultural Services	Planning and Development	2020	2019
REVENUE								
Taxation	\$ 217,577	\$ 2,266,766	\$ 1,934,913	\$ 292,327	\$ 1,242,638	\$ 118,140	\$ 6,072,361	\$ 5,789,038
Fees and service charges	899,391	30,201	37,664	1,933,268	512,463	101,586	3,514,573	3,768,700
Grants	115,425	-	740,000	48,593	16,229	-	920,247	1,596,967
Investment income	207,359	-	-	1,214	590	-	209,163	328,881
Donations	-	-	-	-	33,334	-	33,334	68,212
Proceeds from land held for resale	6,298	-	-	-	-	-	6,298	-
	1,446,050	2,296,967	2,712,577	2,275,402	1,805,254	219,726	10,755,976	11,551,798
EXPENSES								
Wages and benefits	799,902	369,297	668,738	545,303	769,713	51,681	3,204,634	3,305,614
Interest on municipal debt	19,908	1,716	644	-	219,115	9,330	250,713	260,447
Materials and services	211,620	212,738	883,739	746,133	528,776	187,309	2,770,315	2,921,535
Contracted services	181,789	1,273,049	11,606	572,236	7,794	40,894	2,087,368	2,001,091
Insurance and financial costs	24,018	46,348	68,806	78,184	66,568	1,864	285,788	264,092
Amortization	30,978	160,719	997,634	363,396	253,419	-	1,806,146	1,727,935
	1,268,215	2,063,867	2,631,167	2,305,252	1,845,385	291,078	10,404,964	10,480,714
OTHER REVENUE								
Deferred revenue earned	-	-	260,000	-	-	-	260,000	441,650
Capital grants	-	-	225,000	48,058	-	-	273,058	-
Gain on disposal of tangible capital assets	22,400	-	-	-	-	-	22,400	-
Equity income from government business enterprises	3,631,549	-	-	-	-	-	3,631,549	3,292,109
	3,653,949	-	485,000	48,058	-	-	4,187,007	3,733,759
SURPLUS (DEFICIT) FOR THE YEAR	\$ 3,831,784	\$ 233,100	\$ 566,410	\$ 18,208	\$ (40,131)	\$ (71,352)	\$ 4,538,019	\$ 4,804,843

See Accompanying Notes

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements are prepared by management in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) Basis of consolidation

(i) Consolidated entities

These consolidated financial statements reflect the assets, liabilities, sources of financing and expenditures and include the activities of all committees of Council and the following local board:

Township of Edwardsburgh/Cardinal Library Board

These consolidated financial statements reflect the investment in any government business enterprises and are consolidated using the modified equity method. Under the modified equity basis, the enterprises accounting principles are not adjusted to conform with those of the Township and intergovernmental transactions and balances are not eliminated. The following government business enterprises are consolidated based on the Township's share of ownership.

Rideau St. Lawrence Holdings Inc.

Port of Johnstown

(ii) Non-consolidated entities

There are no non-consolidated entities.

(iii) Accounting for United Counties of Leeds and Grenville and school board transactions

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards, and the United Counties of Leeds and Grenville are not reflected in the municipal fund balances of these consolidated financial statements.

(b) Accrual basis of accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(c) Taxation and related revenue

Property tax billings are issued by the Township based on assessment rolls prepared by the Municipal Property Assessment Corporation ("MPAC") and collects property tax revenue for municipal purposes, county taxes on behalf of the United Counties of Leeds and Grenville, provincial education taxes on behalf of the Province of Ontario, payment in lieu of taxation, local improvements and other charges. The authority to levy and collect property taxes is established under the *Municipal Act 2001*, the *Assessment Act*, the *Education Act* and other legislation.

Taxation revenue consists of non-exchange transactions and is recognized in the period to which the assessment relates and a reasonable estimate of the amounts can be made. Annual taxation revenue also includes adjustments related to reassessments and appeals to prior years' assessments. The Township is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Government grants and transfers

Government grants transfers are the transfer of assets from other levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return. The Township recognizes a government grant or transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government grant or transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Township recognizes revenue as the liability is settled.

(e) Fees and service charges

Fees and service charges are recognized when the activity is performed or when the services are rendered. Examples include, but are not limited to, water and waste water charges, solid waste tipping fees, licensing fees, permits, and other fees from various recreation programs and facilities.

(f) Investment income

Investment income earned on surplus funds is reported as revenue in the period earned. Investment income earned on obligatory funds such as parkland allowances and gas tax funds is added to the associated funds and forms part of the respective deferred revenue, obligatory reserve fund balances.

(g) Cash and cash equivalents

Cash and cash equivalents is defined as cash on hand, cash on deposit and short term investments, which includes guaranteed investment certificates with maturities of three months or less.

(h) Reserves and reserve funds

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and from reserves and reserve funds are an adjustment to the respective fund when approved.

(i) Deferred revenue

Deferred revenue represents government transfers that have been received for specific purposes, but the respective expenditures have not been incurred to date. These amounts will be recognized as revenues in the year the expenditures are incurred.

(j) Landfill closure costs

The estimated costs to close and maintain solid waste landfill sites are based on estimated future expenses in current dollars, adjusted for estimated inflation, and are charged to expense as the landfill site's capacity is used.

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Employee benefits

Employee benefits include vacation entitlement and sick leave benefits. Vacation and sick leave benefits are accrued in accordance with the Township's policy. The Township accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS), as a defined contribution plan.

(l) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	15 years
Buildings	10 to 50 years
Machinery and equipment	10 years
Vehicles	5 to 10 years
Computer hardware and software	5 to 10 years
Water and waste plants and networks	
underground networks	50 to 100 years
sewage treatment plants	50 to 75 years
water pumping stations and reservoirs	30 to 75 years
flood stations and other infrastructure	50 to 75 years
Transportation	
roads	10 to 50 years
bridges and structures	25 to 75 years
Leased assets	5 to 40 years

Full amortization is charged in the year of acquisition and none in the year of disposal. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

Active landfills are amortized annually based on the remaining estimated useful life. The estimated costs to close and maintain currently active landfill sites are based on estimated future expenses in current dollars, adjusted for estimated inflation, and are charged to expense as the landfill sites capacity is used.

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Non-financial assets (Continued)

The Township has a capitalization threshold of \$25,000 so that individual tangible capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operational reasons. Examples of pooled assets are desktop computer systems, bunker gear and furniture.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of the transfer.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(iv) Inventory

Inventory held for consumption is recorded at the lower of cost or replacement cost.

(m) Liability for contaminated sites

A liability for contaminated sites arises when contamination is being introduced into the air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds the maximum acceptable concentrations under an environmental standard. A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The Township is directly responsible, or accepts responsibility to remediate the site;
- (iv) The Township expects that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

Liabilities are accrued to record the estimated costs related to the management and remediation of contaminated sites. The liability estimate includes costs that are directly attributable to the remediation activities and includes integral post-remediation operation, maintenance and monitoring costs that are a part of the remediation strategy for the contaminated site. The costs that would be included in a liability are:

- Costs directly attributable to remediation activities (for example, payroll and benefits, equipment and facilities, materials, and legal and other professional services); and
- Costs of tangible capital assets acquired as part of remediation activities to the extent they have no other alternative use.

The measurement of a liability is based on estimates and professional judgment. The liability is recorded net of any expected recoveries. The carrying amount of a liability is reviewed at each financial reporting date with any revisions to the amount previously recognized accounted for in the period in which revisions are made.

A contingency is disclosed if all of the above criteria are not met.

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(n) Measurement uncertainty (use of estimates)

The preparation of financial statements in conformity with Canadian public sector accounting standards requires administration to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenditures during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Significant items subject to such estimates and assumptions include the estimated useful life of tangible capital assets, the valuation of allowances for doubtful taxes and accounts receivable, the valuation of inventories, and the estimated landfill closure and post-closure costs. Actual results could differ from these estimates.

(o) Future accounting pronouncements

Standards effective beginning on or after April 1, 2022

Financial instruments

PS 3450 established recognition, measurement, and disclosure requirements for derivative and non-derivative financial instruments. The standard required fair value measurement of derivatives and equity instruments that are quoted in an active market; all other financial instruments can be measured at cost/amortized cost or fair value at the election of the government. Unrealized gains and losses are presented in a new statement of remeasurement gains and losses. There is the requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities.

This standard is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

Asset Retirement Obligations

PS 3280 establishes standards on how to account for and report a liability for asset retirement obligations (ARO). As asset retirement obligations associated with landfills are included in the scope of PS 3280, PS 3270 Solid Waste Landfill Closure and Post-Closure Liability will be withdrawn. The main features of this standard are as follows:

- An ARO represents a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs increase the carrying amount of the related tangible capital asset and are expensed in a rational and systematic manner.
- When an asset is no longer in productive use, the associated asset retirement costs are expensed.
- Measurement of the ARO liability should result in the best estimate of the amount required to retire a tangible capital asset at the financial statement date.
- Subsequent measurement of the ARO liability results in either a change in the carrying amount of the related tangible capital asset or an expense. The accounting treatment depends on the nature of the remeasurement and whether the asset remains in productive use.

This standard is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

2. LONG-TERM RECEIVABLE

The long-term receivable is due from Rideau St. Lawrence Holdings Inc., bears interest at 3.72%, paid quarterly, has no specific terms of repayment, and is unsecured.

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

3. INVESTMENT IN RIDEAU ST. LAWRENCE HOLDINGS INC.

	2020	2019
Investment, beginning of year	\$ 637,824	\$ 638,766
Share of net income for the year	27,021	18,130
Dividends received	-	(19,072)
Investment, end of year	\$ 664,845	\$ 637,824

The Township of Edwardsburgh Cardinal owns 11.92 % of the outstanding share capital of Rideau St. Lawrence Holdings Inc.

The following table provides condensed supplementary financial information for Rideau St. Lawrence Holdings Inc.:

Financial Position

	2020	2019
Current assets	\$ 3,522,303	\$ 4,399,108
Capital	8,315,108	8,003,732
Regulatory assets	603,670	149,114
Total Assets	12,441,081	12,551,954
Current liabilities	5,590,261	6,035,816
Customer deposits	242,271	257,135
Regulatory liabilities	483,015	325,521
Long-term debt	374,205	416,502
Total Liabilities	6,689,752	7,034,974
Net Assets	\$ 5,751,329	\$ 5,516,980

Financial Activities

	2020	2019
Total Revenue	\$ 18,414,422	\$ 16,360,807
Total Expenses	18,187,732	16,208,711
Net Income	\$ 226,690	\$ 152,096
Township share of net income (11.92%)	\$ 27,021	\$ 18,130

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

4. INVESTMENT IN PORT OF JOHNSTOWN

	2020	2019
Investment, beginning of year	\$ 37,552,942	\$ 34,259,891
Share of net income for the year	3,604,528	3,293,051
Investment, end of year	\$ 41,157,470	\$ 37,552,942

The Township of Edwardsburgh/Cardinal owns 100% of the Port of Johnstown.

(a) The following table provides condensed supplementary financial information for Port of Johnstown:

Financial Position

	2020	2019
Cash	\$ 7,750,242	\$ 6,404,473
Investments	5,653,599	5,604,327
Accounts receivable	1,785,250	1,256,424
Other assets	65,304	53,006
Capital	56,834,396	50,672,220
Total Assets	72,088,791	63,990,450
Current liabilities	4,273,628	814,761
Deferred contributions	26,657,693	25,622,747
Total Liabilities	30,931,321	26,437,508
Net Assets	\$ 41,157,470	\$ 37,552,942

Financial Activities

	2020	2019
Total Revenue	\$ 9,206,642	\$ 8,934,000
Total Expenses	5,602,114	5,640,949
Net Income	\$ 3,604,528	\$ 3,293,051

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

5. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

A requirement of Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The transactions in the federal gas tax obligatory reserve fund are summarized as follows:

	2020	2019
Balance, beginning of year	\$ 47,328	\$ 43,702
Grants received	332,050	440,954
Interest and other	1,345	4,322
Deferred revenue earned	(260,000)	(441,650)
Balance, end of year	\$ 120,723	\$ 47,328

6. MUNICIPAL DEBT

	2020	2019
Loan payable, interest at 4.59%, payable in blended semi-annual payments of \$151,849, due October 2043	\$ 4,759,640	\$ 4,842,024
Loan payable, interest at 2.88%, payable in blended monthly payments of \$7,052, due October 2024	52,928	65,241
Loan payable, interest at 2.91%, payable in blended semi-annual payments of \$26,523, due July 2036	674,697	707,393
Loan payable, interest at 3.25%, payable in blended monthly payments of \$1,469, due May 2023	35,634	51,351
Loan payable, interest at 0%, payable in monthly payments of \$955, due January 2022	12,403	23,852
Loan payable, interest at 0%, payable in bi-weekly payments of \$476, due March 2024	39,546	-
Tile drainage loans, interest at 6%, repayable over a ten year period in blended payments ranging between \$850 and \$6,800, maturity dates ranging from 2021 to 2024	25,962	33,324
	\$ 5,600,810	\$ 5,723,185

Principal payments, assuming the loans are renewed under the same terms and conditions, are as follows:

2021	\$ 180,965
2022	175,778
2023	161,905
2024	158,079
2025	141,145
Thereafter	4,782,938
	\$ 5,600,810

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

6. MUNICIPAL DEBT (Continued)

(b) Of the municipal debt reported, principal payments are payable from the following sources as follows:

	2021 - 2025	Thereafter
Taxation revenues	\$ 525,896	\$ 4,286,672
Other revenues	230,380	496,266
Benefiting landowners	61,596	-
	\$ 817,872	\$ 4,782,938

7. CAPITAL LEASES

	2020	2019
Capital lease obligation on equipment, interest at 0%, payable in monthly payments of \$3,051, due March 2022	42,715	79,328
	\$ 42,715	\$ 79,328
Lease payments due in the next two years are as follows:		
2021	\$ 36,613	
2022	6,102	
	\$ 42,715	

8. ACCRUED LANDFILL CLOSURE AND POST-CLOSURE COSTS

The Township operates one solid waste landfill site. The landfill site has reached its useful life and capping procedures have commenced in 2016. The estimate associated with closure and post-closure include costs such as clay, topsoil, hydro seed, site preparation, equipment, ditching, drainage, fencing and post-closure monitoring estimated for ten years. Total closure and post-closure costs were estimated to be \$372,880. During the year closing costs of \$22,383 were incurred and were charged to the accrued liability. The remaining estimated costs of \$254,728 are to be recovered from future taxation revenue and reserves.

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

9. PENSION AGREEMENTS

The Township is a member of the Ontario Municipal Employees Retirement System (OMERS) which is a multi-employer retirement plan. The plan is a contributory defined benefit plan that specifies the amount of retirement benefit to be received by the employees based on the length of service and rates pay. Employers and employee contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Township does not recognize any share of the OMERS pension deficit of \$3.2 billion (2019 - \$3.4 billion) in these consolidated financial statements.

The employer amount contributed to OMERS for 2020 was \$364,649 (2019 - \$369,155) for current service and is included as an expenditure on the statement of financial activities.

10. OPERATING EXPENDITURES BY OBJECT

Municipal operating expenditures are summarized as follows:

	BUDGET 2020 (Note 13)	ACTUAL 2020	ACTUAL 2019
Wages and benefits	\$ 3,361,444	\$ 3,204,634	\$ 3,305,614
Interest on long-term debt	247,870	250,713	260,447
Materials and services	3,004,390	2,770,315	2,921,535
Contracted services	2,016,137	2,087,368	2,001,091
Insurance and financial expenses	294,490	285,788	264,092
Amortization	1,727,935	1,806,146	1,727,935
	\$ 10,652,266	\$ 10,404,964	\$ 10,480,714

11. OPERATING AND WATERWORKS AND SEWER OPERATIONS SURPLUSES AND DEFICITS

The operating surplus for the fiscal year ending December 31, 2020 was \$113,900 of which \$78,900 was transferred to Transportation reserve and \$35,000 was transferred to Tax stabilization reserve.

The waterworks and sewer operations surplus for the fiscal year ending December 31, 2020 was \$167,291, of which a surplus of \$5,829 was transferred to the Spencerville wastewater reserve, \$17,375 was transferred to the low lift reserve, \$17,892 was transferred to the Industrial Park water reserve, \$3,811 was transferred to the Industrial Park wastewater reserve and \$171,389 was transferred to the Cardinal water reserve and a deficit of \$48,041 was transferred from Cardinal Wastewater and \$964 was transferred from the Spencerville wastewater reserves.

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

11. OPERATING AND WATERWORKS AND SEWER OPERATIONS SURPLUSES AND DEFICITS (Continued)

	(Note 13) BUDGET 2020	ACTUAL 2020	ACTUAL 2019
Surplus for the year	\$ 3,907,089	\$ 4,538,019	\$ 4,804,843
Funds transferred to reserves	(722,550)	(647,234)	(1,073,365)
Reserve funds used for operations	264,109	323,940	421,843
Reserve fund interest	-	(71,255)	(138,364)
Change in accrued landfill costs	-	(22,383)	(21,343)
Acquisition of tangible capital assets	(1,970,830)	(1,779,154)	(2,099,347)
Annual amortization expense	1,727,935	1,806,146	1,727,934
Gain on sale of tangible capital assets	-	(22,400)	-
Proceeds on sale of tangible capital assets	-	22,400	-
Change in accrued interest on municipal debt	-	(1,750)	(1,939)
Port of Johnstown	(3,092,530)	(3,604,528)	(3,293,051)
Rideau St. Lawrence Holdings Inc.	(1,265)	(27,021)	942
Change in capital surplus	47,530	(140,014)	132,993
Principal payments on municipal debt	(188,341)	(185,457)	(439,777)
Proceeds from municipal debt	-	49,551	-
Change in land inventory surplus	-	33,183	(67,730)
Operating (deficit) surplus for the year	(28,853)	272,043	(46,361)
Library board surplus	28,853	9,148	(20,222)
Transfer to water and sewer reserves	-	(167,291)	(164,128)
Transfer from reserves	-	(113,900)	230,711
	\$ -	\$ -	\$ -

12. SEGMENTED INFORMATION

The Township is responsible for providing a range of services to its citizens. For management reporting purposes the Township's operations and activities are organized and reported by department. These departments are reported by functional area in the body of the consolidated financial statements similar to reporting reflected in the Ontario Financial Information Return. These functional areas represent segments for the Township of Edwardsburgh/Cardinal and expended disclosure by object has been reflected in the schedule of segmented disclosure.

For each segment separately reported, the segment revenue and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.

A brief description of each segment follows:

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

12. SEGMENTED INFORMATION (Continued)

(a) General government

General government includes corporate services and governance of the Township. Administration as a segment includes operating and maintaining municipal owned buildings, human resource management, legal, communications, information systems and technology, support to Council for policy development, by-law development in compliance with the Municipal Act, tax billing and collection responsibilities, financial management reporting, monitoring and overall budget status as well as frontline reception and customer service.

(b) Protection services

Protection services includes fire protection, conservation authority, protective inspection and control, and emergency measures. Fire protection includes inspection, extinguishing and suppression services, emergency medical first response, and prevention education and training programs. Inspection and control includes building inspection, by-law enforcement and dog control services.

(c) Transportation services

Transportation services includes administration and operation of traffic and parking services for the Township. In addition, services are provided for the winter and summer road maintenance along with the repair and construction of the municipal roads system including bridges and culverts, as well as operation and maintenance of a fleet of vehicles and equipment for use in providing services to the Township.

(d) Environmental services

Environmental services includes waste collection, disposal, recycling services and water and sewer services. Water and sewer services includes the operation of water and waste water facilities and infrastructure for the collection and distribution of both water and sewer services within the Township.

(e) Recreation and cultural services

Recreation and cultural services provides services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure programs and facilities including community halls, libraries, parks, recreation fields, and arenas.

(f) Planning and development

Planning and development manages development for business interests, environmental concerns, heritage matters, local neighbourhoods and community development. It also facilitates economic development by providing services for the approval of all land development plans and the application and enforcement of the zoning by-law and official plan.

13. BUDGET FIGURES

The 2020 budget amounts that were approved on May 23, 2020 were established for Capital, Reserves and Reserve Funds and are based on a project-oriented basis, the costs of which may be carried out over one or more years.

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

14. SIGNIFICANT EVENT

During the year, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

The Township received a provincial grant of \$192,800 of which \$75,925 was used to cover additional operating costs resulting from the pandemic and the remaining \$116,875 has been included in deferred revenues - obligatory reserve funds (Note 5).

At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Township as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. While the extent of the impact is unknown, we anticipate this outbreak may cause reduced customer demand, supply chain disruptions, staff shortages, and increased government regulations, all of which may negatively impact the Township's financial condition.

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

FIVE YEAR FINANCIAL REVIEW

For the year ended December 31, 2020

FINANCIAL ACTIVITIES (000's)

	2020	2019	2018	2017	2016
Revenues					
Taxation	\$ 6,072	\$ 5,789	\$ 5,548	\$ 4,714	\$ 4,659
Fees and service charges	3,515	3,769	3,844	4,085	4,225
Grants	920	1,597	1,109	941	917
Investment income	209	329	317	249	231
Donations and other	40	68	224	100	3,035
	10,756	11,552	11,042	10,089	13,067
Expenses					
General government	1,268	1,120	1,050	898	897
Protection to persons and property	2,064	2,054	2,096	2,010	1,896
Transportation services	2,631	2,755	2,433	2,861	1,839
Environmental	2,305	2,227	2,316	1,897	2,683
Recreation and cultural services	1,845	2,147	2,108	2,088	2,096
Planning and development	291	178	317	178	203
	10,404	10,481	10,320	9,932	9,614
Other Revenue					
Deferred revenue earned	260	442	310	300	200
Capital grants	273	-	180	297	297
Gain on disposal of tangible capital assets	22	-	31	-	-
Equity income	3,632	3,292	2,540	2,345	2,293
	4,187	3,734	3,061	2,942	2,790
Surplus for the year	\$ 4,539	\$ 4,805	\$ 3,783	\$ 3,099	\$ 6,243

PROPERTY TAXES BILLED (000's)

	2020	2019	2018	2017	2016
Own purposes	\$ 6,072	\$ 5,789	\$ 5,548	\$ 4,714	\$ 4,658
Upper-tier municipality	3,301	3,213	2,846	2,735	2,589
School boards	2,443	2,467	1,941	1,944	2,097
	\$ 11,816	\$ 11,469	\$ 10,335	\$ 9,393	\$ 9,344

TAXABLE ASSESSMENT (000's)

	2020	2019	2018	2017	2016
Residential and farm	\$ 779,682	\$ 746,000	\$ 712,539	\$ 679,026	\$ 668,904
Commercial and industrial	139,024	134,908	80,570	76,415	79,628
	918,706	880,908	793,109	755,441	748,532
Exempt	38,205	37,010	34,078	33,273	33,932
	\$ 956,911	\$ 917,918	\$ 827,187	\$ 788,714	\$ 782,464
Commercial and industrial	15.13%	15.31%	10.16%	10.12%	10.64%

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

FIVE YEAR FINANCIAL REVIEW

For the year ended December 31, 2020

FINANCIAL INDICATORS

	2020	2019	2018	2017	2016
Tax arrears					
Percentage of own levy	10 %	11 %	11 %	23 %	18 %
Percentage of total levy	5 %	5 %	6 %	11 %	9 %
Municipal debt	\$ 5,600,810	\$ 5,723,185	\$ 5,991,166	\$ 6,403,357	\$ 6,849,564
Municipal debt charges	\$ 373,088	\$ 528,427	\$ 683,120	\$ 728,373	\$ 669,227
Sustainability					
Financial assets to liabilities	7.00	6.12	5.39	4.79	3.91
Financial assets to liabilities excluding municipal debt	5.93	5.16	4.67	4.47	2.83
Municipal debt to tangible capital assets	15.74 %	16.17 %	16.87 %	18.47 %	20.05 %
Flexibility					
Debt charges to total operating revenue	3.47 %	4.57 %	6.19 %	7.22 %	5.12 %
Total operating revenue to taxable assessment	1.12 %	1.26 %	1.33 %	1.28 %	1.67 %
Vulnerability					
Operating grants to operating revenue	8.56 %	13.82 %	10.04 %	9.33 %	7.02 %
Total grants to total revenues	7.99 %	10.45 %	9.14 %	9.50 %	7.66 %
Reserve coverage					
Reserves and reserve funds	\$ 7,935,759	\$ 7,260,021	\$ 6,536,718	\$ 6,547,699	\$ 6,752,075
Reserves to operating expenses	76 %	69 %	63 %	66 %	70 %
Reserves to working capital	2.74	3.17	3.11	2.89	3.18

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

WHEREAS the Township of Edwardsburgh Cardinal currently utilizes the ward system to elect the 3 Ward Councillors, with an at-large system to elect the Mayor and Deputy Mayor; and

WHEREAS the current ward system reflects historical pre-amalgamation boundary division, which will continue to divide and cause issues of integration and development of the Township as one single community; and

WHEREAS an at-large system can promote a more unified municipality and allow for better long-term planning; and

WHEREAS the at-large system gives electors a greater choice in candidates and more flexibility in elections; and

WHEREAS Section 222 of the Municipal Act, 2001, allows a municipality to pass a bylaw to dissolve the existing ward system; and

WHEREAS Section 222 of the Municipal Act, 2001, provides that the municipality must provide public notice of 15 days after passing a bylaw to dissolve the municipal ward system and allow a 45 day appeal period; and

WHEREAS Section 18 of the Municipal Elections Act, 1996, provides that the Clerk of the municipality shall inform the Municipal Property Assessment Corporation of the boundaries of the voting subdivisions on or before March 31 in the year of the regular election; and
NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the

Township of Edwardsburgh Cardinal:

1. Dissolve the ward system for the upcoming 2022 municipal election; and
2. Direct staff to prepare a bylaw in accordance with the Municipal Act and Municipal Elections Act for the June Regular Council to officially dissolve the ward system; and
3. Direct staff to complete the necessary public notice requirements and inform the Municipal Property Assessment Corporation that the ward boundaries have been dissolved for the upcoming 2022 election within the Township of Edwardsburgh Cardinal.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

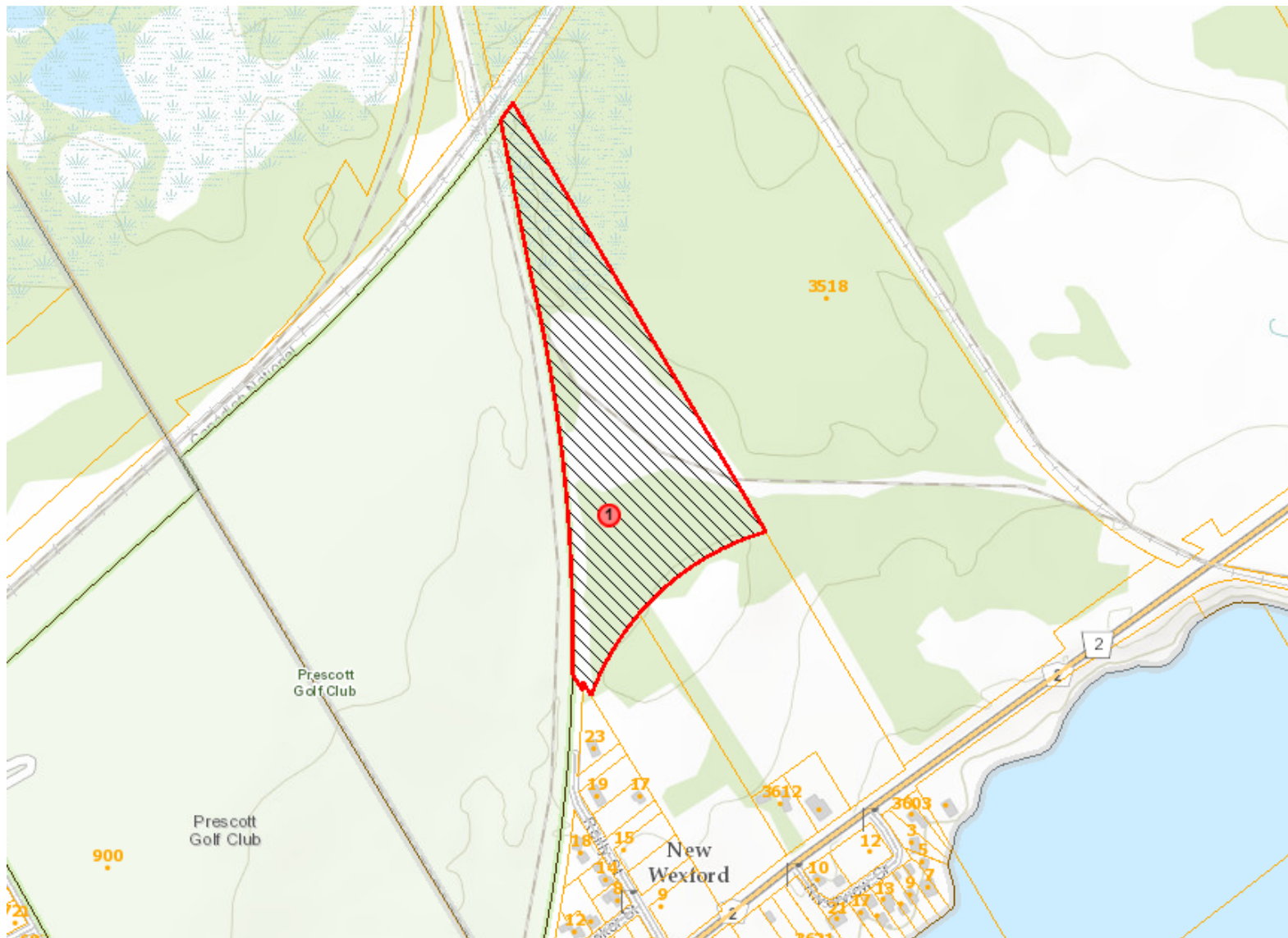
THAT Municipal Council declare the land legally described as Part 36, Concession 1, Edwardsburgh Ward, Parts 1, 2 & 3, RP 15R9899, Edwardsburgh Cardinal Township, Grenville County, Ontario (Vacant Lot, Reilly Street, New Wexford) as surplus to the needs of the Township of Edwardsburgh Cardinal and the Port of Johnstown, as recommended by the Port of Johnstown Management Committee.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		



TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council expose the surplus land, legally described as Part 36, Concession 1, Edwardsburgh Ward, Parts 1, 2 & 3, RP 15R9899, Edwardsburgh Cardinal Township, Grenville County, Ontario (Vacant Lot, Reilly Street, New Wexford), by public tender as the method of sale and that the Port General Manager and Clerk take the necessary steps to expose the surplus land to the public market place, as recommended by the Port of Johnstown Management Committee.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

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

- April 29, 2021
- May 6, 2021
- May 13, 2021
- May 20, 2021

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

RESUMÉ

of correspondence

April 29th, 2021

FROM	DATE	SUBJECT
Health Unit	Apr 23	Media Release: Community Clinic in Westport
Ontario Health	"	April 22 Update on Health System Covid-19 Response
OFMEM	Apr 26	Emergency Preparedness Week 2021
UCLG	"	Highlights of Counties Council Meeting on April 22
Health Unit	"	Local Covid-19 Vaccine Status Update for April 26
Health Unit	"	Media Release: Update on Booking Local Vaccines
Town of Prescott	"	Resolution: The Cannabis Act
MMAH	Apr 27	Invitation to Consult: Accountability for Council Members
AMO	"	Policy Update: Ministry of Transportation Bill CSPA...
Township of Scugog	Apr 28	Resolution: Bus Stop on Dead End Roads
Health Unit	"	Media Release: Every Kid in our Communities
Ontario News	"	News Release: Ontario Maximizing Critical Care Capacity
Ontario News	"	News Release: Ontario Expands Covid-19 Vaccinations
Health Unit	"	Board of Health Meeting on April 22
EEC	"	Annual Diversity Day on May 25
Town of Fort Erie	"	RE: Road Management Action on Invasive Phragmites
Town of Fort Erie	"	Resolution: Source Water Protection Legislation
Ontario News	Apr 29	News Release: Ontario to Introduce Paid Covid-19 Leave
Health Unit	"	Media Release: Almonte Covid-19 Clinic Expands
AMO	"	watchfile

RESUMÉ

of correspondence

May 6th, 2021

FROM	DATE	SUBJECT
Ontario News	Apr 30	News Release: Ontario Plans to Accelerate Rollout...
Ontario News	May 3	News Release: Ontario Expands Covid-19 Vaccine...
CMHLG	"	Every Kid in our Communities Call for Asset Builders
Health Unit	"	Local Covid-19 Vaccine Status for May 3
Health Unit	"	Language Express Communication Checkup
Health Unit	"	Media Release: Health Unit Warns of Spike in Overdose
Gerry Crawford	"	Scorpion Restaurant, Concerns Regarding Chip Wagon
AMO	May 4	Policy Update: Long Term Care Commission Report...
Municipality of Calvin	"	Resolution: Endorsing the 988 Crisis Line Initiative
UCLG	"	eNews
Health Unit	May 5	Media Release: Healthy, Safe and Affordable Food
Ontario News	"	News Release: Response to High Vaccination Rates
Municipality of Calvin	"	Resolution: Training and Equipment for Firefighters
Municipality of Leamington	"	Resolution: Advocacy for Reform of MFIPPA Legislation
Health Unit	"	Media Release: Construction Site Workers Cautioned
UCLG	May 6	Please Share: Business Survey
AMO	"	watchfile

RESUMÉ

of correspondence

May 13th, 2021

FROM	DATE	SUBJECT
Digital Service Squad	May 10	Newsletter
Town of Perth	"	Provincial Hospital Funding of Major Capital Equipment
City of Barrie	"	Resolution: National 3-Digit Suicide and Crisis Hotline
Town of Aurora	"	Resolution: National 3-Digit Suicide and Crisis Hotline
Health Unit	"	Vaccine Status Update for May 10
Ontario News	"	News Release: Expand Booking Eligibility to More...
AMO	"	Leading Through Crisis
Ontario News	May 11	News Release: Expand Access to Dental Care and...
Health Unit	"	Media Release: New Weekly Covid Outbreak Summary
Ontario News	May 12	News Release: Over 50 Percent of Ontario Adults Receive
Township of Georgian Bay	"	Resolution: Support for Early Detection of Phragmites
Ministry for Seniors	"	Senior of the Year Award
SNC	"	Gypsy Moth in Ontario
AMO	May 13	watchfile
UCLG	"	Open House: Virtual Resources Master Plan
Ontario News	"	News Release: Ontario Extending Stay-at-Home Order
Health Unit	"	Covid 19 Guidelines for Farmer's Markets
Health Unit	"	Covid 19 Guidelines for Campgrounds
Municipality of Chatham-Kent	"	Resolution: MFIPPA
Township of Burpee and Mills	"	Resolution: Support for 3-Digit Suicide and Crisis Line

RESUMÉ

of correspondence

May 20th, 2021

FROM	DATE	SUBJECT
TWPEC	May 17	Notice of Application for Minor Variance
Health Unit	"	Local COVID-19 Vaccine Status
Ontario News	"	News Release COVID-19 Vaccine Booking Expanding ...
The Township of Brock	May 19	Resolution: Durham Dead-End Road Kids
The Town of Cochrane	"	Resolution: Reopening of Greenwater Provincial Park
Town of Prescott	"	Resolution: Cancellation of Emergency Exercise
South Glengarry	"	Resolution: Consultation Required on Unified Bell Times
Health Unit	"	Media Release: Continued compliance over long weekend
Municipal Engineers Association	"	2021 MEA Awards – Request for Nominations
Township of Matachewan	"	Resolution: Closure of Youth Justice Facilities
Municipality of Chatham-Kent	"	Resolution: Cannabis Licensing & Enforcement
Municipality of West Elgin	"	Resolution: Invasive Phragmites
Gravel Watch Ontario	May 20	Growing the size of Greenbelt
Eastern Ontario Warden Caucus	"	Support for the EORN Gig Project
AMO	"	watchfile

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

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

• Report dated April 29 (2021-41)	\$162,028.02
• Report dated April 29 (2021-42)	\$136,347.50
• Report dated May 13 (2021-50)	\$333,350.00
• Report dated May 14 (2021-51)	\$66,833.02
• Report dated May 17 (2021-52)	\$151,478.29
• Report dated May 19 (2021-54)	\$132,742.44
TOTAL:	\$982,779.27

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

Report Date
4/29/2021 12:22 PM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
As of 4/29/2021
Batch: 2021-00041

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: PAD - Preauthorized Debit					
Proposed Payments:					
Ch		Bell Canada			
	658-2141 04-21	spencerville arena		118.59	
	658-3001 04-21	stn1 Bell Apr 2021		137.96	
	658-3055 04-21	admin		460.57	
	536626539 04-21	Cardinal Arena internet		50.79	
	538898923 04-21	Internet spencerville Arena		71.13	839.04
Ch		Canadian National Railway Co.			
	91568843	pw - corssing maitenance		653.00	653.00
Ch		Director Family Responsibility			
	April 2021	April 2021 garnishees		919.00	919.00
Ch		Hydro One Networks Inc.			
	98445 04-21	pw-spencerville streetlights		497.38	
	19876 04-21	spencerville arena		2,200.93	
	02595 04-21	spencerville arena		2,474.67	
	03768 04-21	ball diamond		30.81	
	16052 04-21	johnstown pool		30.81	
	77395 04-21	south centre		199.02	
	64439 04-21	wwtp-3207 Windmill		1,695.89	
	24405 04-21	pw-streetlights GT Blvd		14.35	
	10647 04-21	pw-4145 Shanly		770.35	7,914.21
Ch		Ontario Municipal Employees			
	March 2021	March 2021 contributions		28,169.76	28,169.76
Ch		Receiver General For Canada			
	PP 8 2021 PT	PP 8 2021 PT source deductions		2,464.99	
	PP 8 2021 FT	PP 8 2020 FT source deductions		21,905.05	24,370.04
Ch		Reliance Home Comfort			
	4422619 04-21	rec hot water heater rental		273.91	273.91
Ch		Rideau St Lawrence			
	250-00 03-21	cardinal pool		32.15	
	502-00 03-21	ball diamond Cardinal		32.15	
	504-00 03-21	parks 1800 Dundas		32.15	
	290-00 03-21	parks-1700 Dundas		34.81	
	496-00 03-21	wwtp-417 Hwy2		44.43	
	500-01 03-21	cardinal library		335.51	
	501-00 03-21	fd stn 2		414.67	
	231-00 03-21	pw-4035 Dishaw		947.44	
	464-00 03-21a	wwtp-4000 John		5,580.40	
	119-01 03-21	ind park water		6,423.82	
	505-01 03-21a	cardinal arena		14,629.91	28,507.44
Ch		Royal Bank Visa			
	5988 04-21	G Shaw RBC visa Mar 2021		2,167.75	
	3850-04-21	M. Stubbs - RBC Visa Mar 2021		1,121.89	
	2719 04-21	R.Williams RBC visa Apr 2021		1,921.88	
	2752 04-21	B. Moore RBC Visa Apr 2021		137.59	5,349.11

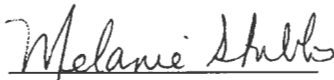
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Ch		Scotiabank			
	April 19, 2021		Recreation Truck Loan Payment	476.46	476.46
Ch		Superior Propane			
		33876294	5 Henderson St	445.67	
		33876293	6055 County Rd #44	1,514.57	
		33929242	4145 County Rd 22	945.99	2,906.23
Ch		Telus Mobility			
		16215291151	April 2021	1,770.87	1,770.87
Ch		Township of Edwardsburgh/Cardi			
	PP 9 2021		PP 9 2021 Payroll Clearing	54,525.55	54,525.55
Ch		Workplace Safety & Insurance			
	Mar 2021		Mar 2021 Premium	5,312.90	
	1st Qtr 2021		library WSIB Jan1-Mar31	40.50	5,353.40
				Total for PAD:	162,028.02

Certified Correct This April 29, 2021


Melanie Stubbs, Treasurer


Dave Grant, CAO

Report Date
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: EFT - electronic funds transfer					
Proposed Payments:					
EFT		Abell Pest Control Inc. A3297616	contract pest control	75.89	75.89
EFT		Acklands-Grainger Inc. 9841960496	wmpss - Spray	77.13	
		9842108905	wtp - gauge	163.05	
		9846530286	wwtp - parts	171.47	
		9846530294	wtp - parts	13.33	
		9853700889	wwtp - relay	93.21	518.19
EFT		Ashley Harmsma 0000716	it webstie	113.00	113.00
EFT		Beach Home Hardware 827403-1	pw - chains	60.44	60.44
EFT		Black & McDonald Limited 70-1181514	wwtp - prev maint contract	395.03	395.03
EFT		Burchell's Home Hardware 38454	pw - paint supplies	407.81	
		38472	Rec Boots, Hardware,etc	312.94	
		38509	pw - push broom	65.16	785.91
EFT		CGIS Spatial Solutions 44287	CGIS Software fee	1,629.46	1,629.46
EFT		CIMCO Refrigeration 90763622	rec - plant shutdown repairs	466.50	466.50
EFT		Caduceon Enterprises Inc. 21-3117	ind park - water testing	167.81	
		21-3685	lagoons - water testing	505.39	
		21-3215	wwtp - water testing	2,232.32	
		21-3116	wtp - water testing	1,045.86	
		21-4512	ind park - water testing	33.56	3,984.94
EFT		Cervus Equipment CS48502	pw - MTO insp trailer	1,115.16	1,115.16
EFT		Clean Water Works Inc. W98187	storm cleaned/insp dundas st	2,610.30	
		W98491	pw - culvert - Connell Rd	2,796.75	5,407.05
EFT		Clyde & Co Canada LLP CA02-00132141	pw - Bell Claim	1,301.79	1,301.79
EFT		Crane Supply 14-100551	wtp - parts	289.80	289.80
EFT		Crawford & Company (Canada)Inc 3521440-1	Bell Claim	522.00	522.00
EFT		Digital Business Systems Inc. 28540	pw copy charges	55.94	55.94
EFT		Drummond's Gas 2250434	cardinal w/s shut off repairs	47.25	

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		2250442	rec - fuel	115.19	
		2250459	rec - fuel	85.18	
		2250623	rec -fuel	81.65	
		2250665	fd - fuel T9	87.00	
		2250659	pw -fuel T1	89.37	
		2250683	fd -fuel	26.49	
		2250684	fd- fuel T9	76.73	
		2250735	pw -fuel T19-1	104.00	712.86
EFT		Dwane Crawford			
	Mar 2021	Mar 2021	Mar 2021 Mileage	345.00	345.00
EFT		Emond Harnden LLP			
	203405	Legal - CUPE Negotiations		23,119.80	23,119.80
EFT		Eric Wemerman			
	April 23, 2021	wwtp - office supplies		8.97	8.97
EFT		Fabco Plastics Wholesale Ltd.			
	20273597-00	wtp - parts		12.11	12.11
EFT		G T Automotive			
	043661	rec -truck repairs		348.03	
	043708	pw - battery rec truck		293.35	641.38
EFT		GAL Power Systems Ottawa Ltd			
	90801	lagoon generator repairs		3,830.64	3,830.64
EFT		Grand & Toy			
	R832583	stationery		170.90	
	R844913	fd - stationery		15.82	
	R845725	pw/fd - copy paper		72.25	258.97
EFT		Groeneveld Lubrications			
	020/40145109	pw - auto greaser		394.05	394.05
EFT		Hach Sales & Service Canada Lt			
	246398	wtp - chemicals		453.25	453.25
EFT		Hansler Smith Limited			
	5649688	rec - eye wash solution		28.80	
	5650291	foam cleanser		117.97	
	5650292	foam cleanser		58.99	205.76
EFT		Howard Campbell & Sons Ltd.			
	MR3534	w/d portable rental		120.00	120.00
EFT		Ideal Pipe			
	415182	pw - culverts		3,420.89	3,420.89
EFT		Junk Taxi			
	1584	bylaw - R #702 005 10600 0000		1,310.80	1,310.80
EFT		M&L Supply Fire & Safety			
	006962	fd - masks		937.90	937.90
EFT		Mac's Convenience Store Inc.			
	136964	pw - fuel T19-1		100.00	
	136966	pw - fuel T1		65.00	
	136967	wmpss - fuel		82.67	
	136969	pw - fuel T1		100.03	

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		136970	ind park - fuel	76.03	
		136971	wmpss - fuel	45.00	
		136972	pw - fuel T1	90.01	
		136973	wwtp -fuel	82.00	
		136975	rec - fuel	90.02	
		136974	pw - fuel T1	92.47	
		136976	rec - fuel	89.82	
		136977	wtp -fuel	62.00	
		136978	pw - fuel T1	80.01	1,055.06
EFT		Marley Perrin			
	April 2021		April Cleaning	600.00	600.00
EFT		Melanie Stubbs			
	April 19, 2021		Prescription Glasses M.Stubbs	448.10	448.10
EFT		Mike Spencer			
	April 2021		Air Fryer	107.34	107.34
EFT		Norton's Crane Rentals			
	1807		see attached breakdown	2,316.10	2,316.10
EFT		Ontario East Economic			
	3051		OEEDC Membership -W.Vankeulen	310.75	310.75
EFT		Plante Electric Ltd.			
	2600		wwtp - repairs	197.75	197.75
EFT		Purolator Courier Ltd.			
	447101255		admin - death reg courier	5.09	
	447077853		wtp - parts courier	5.09	
	447158492		pw - tender bid deposits	28.27	38.45
EFT		R&S Rhino Glass Shop			
	17608		pw - roof light for truck	621.50	621.50
EFT		RJ Akins Enterprises			
	514		town hall salting	60.00	
	515		spencerville library salting	60.00	
	516		spencerville library shoveling	60.00	
	517		town hall shoveling	60.00	240.00
EFT		Rush Truck Centres of Canada			
	1032745		pw - auto greaser T20-8	3,440.52-	
	1032747		pw - auot greaser refill T20-8	684.47	
	1032789		pw - auto greaser rebill T20-8	312.95	
	1032794		pw - oil change T20-3	608.28	
	1032922		pw - MTO insp T6	6,980.81	
	1032990		pw - repairs T6	993.48	6,139.47
EFT		SCG Process			
	3538512		wtp - flow meter	4,124.50	4,124.50
EFT		SDR Electric Plumbing &			
	2021000169730		pw - install pressurer washer	616.38	616.38
EFT		Sands			
	00708043		fd - uniforms	157.07	157.07
EFT		Sani Gear Inc			

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		6973	fd - gear rental	67.80	67.80
EFT		Spencerville Home Hardware			
		74304	Admin - screws, washers, bolts	5.23	
		74382	pw - drill bits	60.93	
		74432	rec - elbows, nipples	8.54	
		74434	rec - nipples credit	0.11-	
		74435	pw - paint	25.66	
		74440	rec - paint and brush	12.41	
		74444	rec - screws, etc	2.73	
		74446	rec - credit screws, etc	2.73-	112.66
EFT		Steve Polite Sand & Gravel			
		15663	Centre Street - fire	1,263.34	1,263.34
EFT		TRS Heating & Cooling Ltd.			
		18548156	rec - New blower wheel	145.77	
		18557889	remove blower and install new	531.67	
		18786876	install new single pole relay	415.84	
		18780732	cardinal library gas furnace	12,945.28	14,038.56
EFT		Tenaquip Ltd.			
		13783454-00	wwtp - cleaning supplies	164.53	164.53
EFT		Ultramar			
		03916792707243	pw 1975.1 L col diesel cty22	1,896.86	1,896.86
EFT		United Counties Of Leeds &			
		INV 19705	Community Safety	928.60	
		IVC6484	pw - bump signs	123.80	1,052.40
EFT		Universal Supply Group 3735			
		964-354628	pw - filters G1	290.36	
		964-35941	pw - strobe light T7	95.78	
		964-355032	rec - sway bar link truck	22.59	
		964-355038	pw - supplies	74.31	
		964-355078	pw - supplies	253.07	
		964-355095	pw - supplies	105.16	
		964-355190	rec -parts	745.07	
		964-355236	rec - oil	61.00	
		964-355224	rec -spark plug Cardinal Arena	60.52	
		964-355235	rec- credit ingition coil	686.95-	1,020.91
EFT		Upper Canada Elevators			
		20535	Quarterly Maitenance	260.00	260.00
EFT		Waste Connections of Canada			
		7150-0000371678	wwtp sludge removal	161.99	
		7150-0000370777	w/d bins & w/d curbside	36,752.02	36,914.01
EFT		Westburne Ontario			
		1837893	wwtp - parts	50.60	50.60
EFT		Zamboni Company Ltd.			
		107817	rec- zamboni repairs	152.38	152.38
EFT		eSolutions Group Limited			
		130037	website content writing	9,887.50	9,887.50

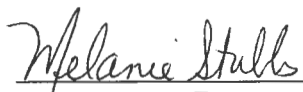
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
				Total for EFT:	136,347.50

Certified Correct This April 29, 2021


Melanie Stubbs, Treasurer


Dave Grant, CAO

Report Date
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Township of Edwardsburgh/Cardinal
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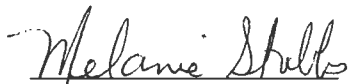
Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Bank Code: EFT - electronic funds transfer

Proposed Payments:

EFT		J.R. Brisson Equipment Ltd.			
	12/05/2021		2020 Case Grader RES2021-159	333,350.00	333,350.00
				Total for EFT:	333,350.00

Certified Correct This May 13, 2021


Melanie Stubbs, Treasurer


Dave Grant, CAO

Report Date
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Township of Edwardsburgh/Cardinal
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: EFT - electronic funds transfer					
Proposed Payments:					
EFT		Abell Pest Control Inc.			
		A3356919	contract pest control	76.76	76.76
EFT		Acklands-Grainger Inc.			
		9857355458	wwtp - time relay	93.21	
		9860257741	wtp - wash bottles	38.00	131.21
EFT		Beach Home Hardware			
		828188-1	rec - bolts	6.08	
		825851-1	pw - reaching aids	72.30	78.38
EFT		Black Dog Tirecraft Morrisburg			
		IM0041840	pw - tire repair G1	188.17	188.17
EFT		Burchell's Home Hardware			
		38564	rec-hardware,paint, electric	74.73	
		38594	rec - paint, hardware, garden	663.72	
		38621	fd - batteries	18.62	
		38626	pw-grass seed,paint boot lefeb	802.42	
		38629	wwtp/wtp - rust paint	210.20	
		38667	rec- plumbing, garden, tools	146.70	
		38698	pw - washers/nuts	191.95	2,108.34
EFT		Cambridge Environmental			
		278020	wwtp -filter glass	298.32	298.32
EFT		Canadian Union Of Public			
		April 2021	Apr 2021 Union dues collected	680.00	680.00
EFT		Cervus Equipment			
		CP180928	pw - cable assy - Battery	37.28	
		CS48602	pw - PM T20-8	175.74	
		CS48613	pw - water tank install T6	851.85	
		CS48633	pw - PM - T7	457.21	
		CS48622	pw-MTO insp quote T4	525.45	
		CS48653	pw - wiring lights T5	554.49	2,602.02
EFT		Clean Water Works Inc.			
		W98740	lagoon/wwtp - clean sewers	1,779.75	1,779.75
EFT		Dave Stevens			
		May 10, 2021	Connell Rd Storm Pipe Lining	672.35	672.35
EFT		Davie Deline			
		April 2021	cleaning for April 2021	950.00	950.00
EFT		Drummond's Gas			
		2250760	fd - fuel T3	169.43	
		2250761	fd - fuel P1	167.79	
		2250762	fd - fuel T2	84.72	
		2250763	fd -fuel R1	114.50	
		2250764	fd -fuel T2	30.06	
		2250766	fd -fuel P1	74.37	
		2250769	fd - fuel T9	98.00	
		2250776	fd-water	5.75	

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		2250783	rec - fuel	79.54	
		2250804	rec -fuel	109.74	
		2250842	pw - fuel T19-1	94.50	
		2250708	rec -fuel	83.54	
		2507613	fd - fuel T9	85.00	
		2507624	fd - fuel T3	75.00	
		2507623	rec -fuel	86.01	1,357.95
EFT		Eastlink			
		15620613	pw/fd phone	338.94	338.94
EFT		Electro Sonic Group Inc.			
		S07479-02	wwtp - supplies	694.20	694.20
EFT		Elmer's Construction			
		35260	pw - pump holding tank	367.25	367.25
EFT		Evans Printing Ltd.			
		30432	landfill punch cards	192.10	192.10
EFT		Falcon Security Co.			
		1000068870	Library Monitoring	271.20	
		1000068949	wwtp-/wtp Quaterly monitoring	915.30	1,186.50
EFT		Future Office Products			
		FOP192052	adm-apr-jun lease & copies	87.97	
		FOP191910	admin copier	696.41	784.38
EFT		Grand & Toy			
		R866296	fd - report covers	3.96	
		R874578	admin - stationary envelopes	192.48	
		R883316	wtp - power back ups	377.27	573.71
EFT		Hansler Smith Limited			
		5652088	rec cleaning supplies	175.82	
		5652241	rec - mirror lenses	24.15	
		5652296	rec - smoke lenses	65.43	
		5652476	rec - safety reflective shirts	230.39	495.79
EFT		Island City Training & Service			
		165	bylaw enforcement & camera	2,070.39	2,070.39
EFT		Joe Computer			
		138105	May Internet Services	380.81	380.81
EFT		Jp2g Consultants Inc			
		32637	W/D Profess Services Scott	807.95	807.95
EFT		King Edward Auto Parts			
		6029-197009	fd - battery T9	210.89	210.89
EFT		Limerick Environmental Svcs			
		2020-4345	bin p/u transfer site	2,416.40	2,416.40
EFT		M&L Supply Fire & Safety			
		007323	fd - SCA eye glass kits	338.77	
		007324	fd-shelf/bracket R1	312.95	651.72
EFT		Mabarex			
		014803	wwtp - cloth	2,657.76	2,657.76
EFT		Mac's Convenience Store Inc.			

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		136980	ind park fuel	103.00	
		136981	wmpps - fuel	75.00	
		136961	pw - fuel T1	80.01	
		136979	pw - fuel T1	90.00	
		136983	rec -fuel	105.62	
		136982	pw -fuel T1	60.01	
		136984	pw -fuel T1	100.00	
		136985	pw - fuel T1	110.00	
		136986	rec - fuel	89.83	
		136989	wtp -fuel	72.00	
		136988	pw -fuel T1	80.00	
		136987	wmpps -fuel	76.01	
		136990	wtp -fuel	55.00	
		136991	pw -fuel T1	109.34	
		136992	rec -fuel	77.57	
		136993	rec-fuel	16.50	
		136994	rec -fuel	38.00	
		136995	rec-fuel	19.43	
		136997	ind park fuel	86.00	
		136996	pw-fuel T1	100.01	
		136998	rec -fuel	100.12	1,643.45
EFT		Morrisburg Plumbing & Heating			
		19663	wtp - camera Sewer locate	339.00	339.00
EFT		Nick E Milanovic			
		INV 01-21	WVH Matter	17,084.19	17,084.19
EFT		Nine Mile Repair Inc			
		292	pw - brush install - L2	706.48	706.48
EFT		Novatech			
		1029178	General Planing Advisory	1,043.84	
		1029183	zoning bylaw review	3,809.06	4,852.90
EFT		OnServe			
		61829	pw - laptop setup	593.25	593.25
EFT		Postmedia Network Inc			
		501962	agenda advertising & hyd flush	655.40	655.40
EFT		Pro-Tech Training Services Inc			
		1169	pw/rec-propane training	2,079.20	2,079.20
EFT		Purolator Courier Ltd.			
		447223109	courier charges	5.09	
		447276660	admin courier	14.13	19.22
EFT		Smartcell Communications Inc			
		KINBIIN344	wtp/wwtp/phone M.Simzer	513.01	513.01
EFT		Spencerville Home Hardware			
		74521	fd - lamps P1	25.94	
		74522	rec - paint brushes	15.81	
		74539	rec - paint rollers	14.68	
		74547	rec - mops and octane booster	47.43	
		74559	fd - nuts/bolts	12.40	

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		74556	rec - plug kit	14.68	
		74564	pw - supplies	80.21	
		74574	rec - lawn rake	23.72	
		74581	rec - discs	12.41	
		74576	rec - nuts/bolts/washers	2.75	
		74577	rec - spray paint	18.06	
		74630	rec - light bulbs, caulking	18.62	
		74636	rec - bypass lopper	22.11	
		74637	lagoon - bulbs	66.64	
		74646	rec - stain for flower boxes	81.29	
		74662	rec - bits	11.27	
		74659	rec - bolts and nuts	2.49	470.51
EFT		Steve Polite Sand & Gravel			
		15673	pw - winter repairs	433.92	433.92
EFT		T.A.S. Communications			
		0000358441	rec - phone	130.68	130.68
EFT		The Public Sector Digest Inc.			
		15105	CSI Web interface/ciizen requ	8,701.00	8,701.00
EFT		Universal Supply Group 3735			
		964-355780	pw - studs	26.41	
		964-356027	rec - tractor battery/HD Chain	164.99	191.40
EFT		Village Pantry			
		186123	fd-post fire food	161.59	
		186122	kitchen supplies	108.99	270.58
EFT		Vincera Kennels			
		486651	April 2021 Pound fees	1,375.00	1,375.00
EFT		Weagant Farm Supplies Ltd.			
		IB38115	rec - tractors repairs	1,160.66	
		IB38225	rec - tractor port kubota	121.24	1,281.90
EFT		Westburne Ontario			
		1861487	wwtp - EPR kit Repairs	176.23	
		1884282	wwtp - relays	80.21	256.44
EFT		Xerox Canada Ltd.			
		85401400	wwtp- copies	9.03	
		50194661	wwtp - copeier lease	474.42	483.45
				Total for EFT:	66,833.02

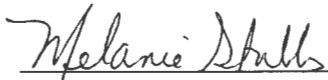
Report Date
5/14/2021 11:39 AM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
As of 5/14/2021
Batch: 2021-00051

Page 5

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This May 14, 2021


Melanie Stubbs, Treasurer


Dave Grant, CAO

Report Date
5/17/2021 10:35 AM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
As of 5/17/2021
Batch: 2021-00052

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: PAD - Preauthorized Debit					
Proposed Payments:					
Ch		Bell Canada			
		657-4468 04-21	wtp-lagoon	101.10	
		925-5822 04-21	south centre	106.57	
		657-3210 04-21	cardinal arena	112.23	
		657-4606 04-21	pw-Pittston shop	118.56	
		657-4850 04-21	wwtp-Jon St	155.06	
		657-3765 04-21	wwtp-John st	311.91	905.43
Ch		Hydro One Networks Inc.			
		18196 04-21	lagoon-2301 RD 21	288.31	
		62670 04-21	wwtp-flett st	43.26	
		25495 04-21	spencerville library	127.41	
		71283 04-21	lagoon- 1 Spencer	544.33	
		03696 04-21	fd stn 1	676.95	
		53082 04-21	lagoon 2803 CR 21	51.55	
		32562 04-21	lagoon 4 Charles	52.07	
		24430 04-21	ball diamonds	118.80	
		27613 04-21	admin	988.92	
		82278 04-21	pw-streetlights	78.88	
		64112 04-21	pw-streetlights	311.83	
		41324 04-21	parks-CR44 clock	45.54	3,327.85
Ch		Komatsu Financial			
		597915	pw-L1 lease payment	3,447.69	3,447.69
Ch		LBC Capital			
		1682063	fd-Apr-Jun copier lease	169.50	169.50
Ch		Minister Of Finance			
		May 2021	April 2021 EHT premium	3,260.92	3,260.92
Ch		RBC Loan 21655469008			
		May 2021	JR-DR drain loan	1,331.00	1,331.00
Ch		Receiver General For Canada			
		PP 9 2021 PT	PP 9 2021 PT source deductions	1,725.94	
		PP 9 2021 FT/QP	PP 9 2020 FT/QP Source Ded	21,431.03	
		PP 10 2021 PT	PP 1 2021 PT source deductions	1,838.92	
		PP 10 2021 FT	PP 10 2020 FTsource deductions	22,300.90	47,296.79
Ch		Rideau St Lawrence			
		496-00 04-21	wwtp-417 Hwy2	54.48	
		435-00 04-21	wwtp-172 Henry	176.27	
		450-00 04-21	wtp-water tower	282.13	
		501-00 04-21	fd stn 2	348.35	
		231-00 04-21	pw-4035 Dishaw	858.03	
		430-00 04-21	wtp-2000 Dundas	1,232.32	
		119-01 04-21	ind park water	7,203.94	
		502-00 04-21	ball diamond Cardinal	33.39	
		504-00 04-21	parks 1800 Dundas	33.39	
		250-00 04-21	cardinal pool	33.76	
		290-00 03-22	parks-1700 Dundas	35.93	

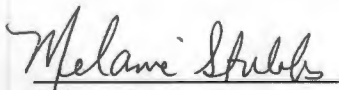
Report Date
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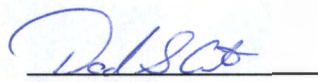
Township of Edwardsburgh/Cardinal
List of Accounts for Approval
As of 5/17/2021
Batch: 2021-00052

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		500-01 04-21	cardinal library	304.18	
		270-00 04-21	pw-cardinal streetlights	1,775.57	12,371.74
Ch		Royal Bank Visa			
		8584 04-21	M.Spencer RBC Visa - Apr	1,019.24	1,019.24
Ch		Scotiabank			
		May 3, 2021	Recreation Truck Loan Payment	476.46	476.46
Ch		Scotiabank Loan			
		May 2021	ES truck loan 2021	954.08	954.08
Ch		Sun Life Financial			
		May 2021	Monthly Premiums	16,310.02	16,310.02
Ch		Superior Propane			
		34112388	rec-cylinder rental 4050Dishaw	11.30	11.30
Ch		Township of Edwardsburgh/Cardi			
		PP 10 2021	PP 10 2021 Payroll Clearing	56,156.40	56,156.40
Ch		Union Gas Limited			
		109-6089 04-21	fd stn 2	201.38	
		109-6090 04-21	pw-4035 dishaw	352.34	
		109-6754 04-21	wwtp-adelaide	58.23	
		109-6746 04-21	Cardinal library	129.54	
		278-0654 04-21	cardinal arena	1,518.39	
		109-7909 04-21	south centre	167.02	
		109-6795 04-21	wtp-2000 Dundas	596.58	
		109-6760 04-21	wwtp-4000 John	1,416.39	4,439.87
				Total for PAD:	151,478.29

Certified Correct This May 17, 2021


Melanie Stubbs, Treasurer


Dave Grant, CAO

Report Date
5/19/2021 3:33 PM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
As of 5/19/2021
Batch: 2021-00054

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - REVENUE FUND					
Proposed Payments:					
Ch		416 Courier 1114	Water sample courier	151.87	151.87
Ch		AGO Industries Inc 951383	wtp/wwtp/pw - traffic safety v	610.87	610.87
Ch		Ault & Ault In Trust 1369-372g	legal costs as per breakdown	7,925.83	7,925.83
Ch		Backflow Preventers and 2021-246	wwtp - backflow testing	226.00	226.00
Ch		Culligan 1104554	fd - water	66.56	66.56
Ch		Daltco Electric 1274060	rec - 1500w quartz lamp	129.90	129.90
Ch		Dave's Reliable Signs Ltd. 23320	admin - 911 lettering	197.75	197.75
Ch		Dundee Marine Services 1186	es under water inspections	5,254.50	5,254.50
Ch		Fluent Information Management INV-5808	fd who's responding apps	1,356.00	1,356.00
Ch		G-Force Marketing AG5700	assessment rd extension posts	13.16	
		AG5701	assessment roll binder	198.90	212.06
Ch		HW Supplies 48846	pw-hose/rings,rec-cylinders re	420.61	
		48845	rec - parts for woodchipper	430.58	851.19
Ch		Hewitt (Brockville) Ltd. 95153	wtp - fabricate spool	892.70	892.70
Ch		Interprovincial Insulation Inc 0000196a	Brine Piping Insulaton HST	296.40	296.40
Ch		KAP Litigation Services 575714	Building Insurance Claim	679.25	679.25
Ch		Landex Earth Works 20317	J.Townhall repairs stones	847.50	847.50
Ch		MFE Health Group 20308	fd - cpr and first aid trainin	67.80	67.80
Ch		Maximum Signs 90527	w/d signs	214.14	214.14
Ch		Metex Corporation Limited SI-00004559	wwtp - maintenance kit	100.01	100.01
Ch		Minister of Finance 202804211037002	Police Community Safety	130.00	
		102604211527050	March 2021 OPP billing	98,534.00	98,664.00
Ch		Ministry of Transportation			

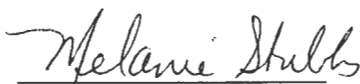
Report Date
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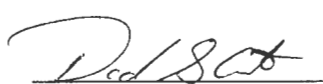
Township of Edwardsburgh/Cardinal
List of Accounts for Approval
As of 5/19/2021
Batch: 2021-00054

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		Feb/Mar 2021	MTO ARIS	66.00	66.00
Ch		Patrick Sayeau			
		Jan/Feb/Mar/Apr	Jan/Feb/Mar/April 2021 Mileage	372.00	372.00
Ch		Predator Automotive			
		48326	fd - repairs T9	564.32	564.32
Ch		Prescott Building Centre			
		2067186	rec - wood	33.58	33.58
Ch		Proware Labs Inc.			
		CAON-2105-00014	Building Software support	1,695.00	1,695.00
Ch		Shirley Staal			
		May 6, 2021	paid error 0701-701-015-03204	271.20	271.20
Ch		Smiths Farm Equipment			
		P19656	pw - battery Tractor	543.42	543.42
Ch		South Grenville Beacon			
		155	w/d brush/leaf add	100.57	100.57
Ch		THF Limited			
		3250574	wwtp - bio solid removal	6,102.00	6,102.00
Ch		Town of Prescott			
		May 14, 2021	MTO Fire Call EDCA20-117	3,000.00	3,000.00
Ch		Township of Leeds & The 1000			
		2021-026	fd - training	600.00	600.00
Ch		Watts' Small Engines			
		25886	rec - nuts and blade	55.99	
		25887	rec - bar wrench	5.59	
		25903	pw - honda - plugs	24.92	
		25922	rec - oil, file for chainsaw	18.52	
		25983	pw - honda air filters	36.50	141.52
Ch		Xiliticx Inc.			
		Issued To: Xiliticx Inc.			
		786	pw - patrol app	508.50	508.50
				Total for AP:	132,742.44

Certified Correct This May 19, 2021


Melahie Stubbs, Treasurer


Dave Grant, CAO

**CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2021-

**“BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A SITE PLAN
CONTROL AGREEMENT WITH KEVIN BURCHELL”**

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to enter into a Site Plan Control Agreement with Kevin Burchell respecting development of a property described as:

PT LT 6 CON 1 EDWARDSBURGH;
PT LT 9 W/S WEST ST PL 1 CARDINAL PT 1 15R10633;
S/T PR116401;
EDWARDSBURGH/CARDINAL
PROPERTY ROLL #702 005 58705 0000
TOWNSHIP OF EDWARDSBURGH CARDINAL

WHEREAS Authority is granted under Section 41 of the Planning Act, RSO 1990, c.P. 13, as amended to the Council of the Corporation of the Township of Edwardsburgh Cardinal to enter into and amend such agreements; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That the Mayor and Clerk are hereby authorized to execute an agreement with Kevin Burchell and that a signed copy of said agreement is attached hereto as Schedule “A”.
2. That this by-law shall come into force and effect upon passing.

Read a first and second time in open Council this 25 day of May, 2021.

Read a third and final time, passed, signed and sealed in open Council this 25 day of May, 2021.

Mayor

Clerk

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/CARDINAL
SITE PLAN CONTROL AGREEMENT**

THIS AGREEMENT made in triplicate this ____ day of _____, 2021

BETWEEN: KEVIN BURCHELL

Hereinafter called the "Owner" of the first part

AND: THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

Hereinafter called the "Township" of the second part

WHEREAS the Owner has applied to the Township in accordance with the Site Plan Control provisions of Bylaw No. 2002-31, to permit the development of the lands described in Schedule "A" attached hereto;

AND WHEREAS the Owner has agreed with the Township to undertake, furnish and perform the works, material, matter and things required to be done, furnished and performed in the manner hereafter described in connection with the proposed use of the land and in conformity with the Zoning Bylaw;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of other good and valuable consideration and the sum of two dollars (\$2.00) of lawful money of Canada now paid by the Owner to the Municipality, the receipt of which is hereby acknowledged, the Parties hereby agree as follows:

1. Statutes, Bylaws, Licenses, Permits and Regulations

The Owner undertakes and agrees that prior to the commencement of any development, redevelopment, site alteration, construction or other works, the Owner shall obtain all necessary permits and approvals required by the Government of Canada, the Province of Ontario or any agency thereof, the Township and any other affected agency. The Owner undertakes and agrees to comply with the requirements of all relevant municipal bylaws, provincial and federal statutes and regulations, permits, approvals or licenses in addition to the terms of this agreement.

2. Schedules

The Owner hereby agrees that prior written approval by the Township and/or an amendment to a Schedule shall be required for any departure, change or modification from the Schedules.

The following list of schedules attached hereto are deemed to be and form part of this Agreement:

2.1 Schedule "A" -Legal Description of the Land to which this Agreement applies.

2.2 Schedule "B" -Site Plan.

2.3 Schedule "C" -Special Conditions.

3. Land to Which this Agreement Applies

This Agreement is deemed to apply to the lands described in Schedule "A".

4. Registration of Agreement and Commencement of Work

The Owner covenants that he/she/they shall not commence any development or site alteration whatsoever until this Agreement is registered on title against the land at the expense of the Owner.

5. Completion Date

The owner agrees to complete the work required under this Agreement within one (1) year of the date of the commencement of works. Notwithstanding, if exceptional circumstances prevent the owner from complying with the requirements, the Township may extend the completion date. The terms and conditions of this agreement must be completed prior to opening the business.

6. Default

In the event the Owner defaults in the performance of an obligation under this agreement or for reasons of public safety as determined by the Chief Building Official under the Building Code Act of Ontario or the Fire Marshall under the Fire Protection & Prevention Act of Ontario, the Township may, at the expense of the Owner, enter upon the lands and do all such matters and things as may be required to comply with any Order of the Chief Building Official or Assistant to the Fire Marshall (local Fire Chief). Such actual costs incurred by the Township plus an overhead charge of 15%, shall be deemed to be recoverable from the Owner by invoice and may be recovered in like manner as municipal taxes pursuant to the Municipal Act.

7. Facilities and Work to be Provided and Maintained

The Owner covenants and agrees to provide and maintain, at his/her/their sole expense each and every facility, work or other matter illustrated on the Schedules to the satisfaction of the Township, acting in a commercially reasonable manner, and to engage qualified professionals, where required, to design and carry forth any of the work undertaken under this Agreement. This shall include the restoration of any faulty workmanship or materials.

8. Certificate of Compliance

Upon the satisfactory completion of all matters and things to be provided and maintained by the Owner pursuant to this Agreement, the Owner shall be entitled to obtain a Certificate of Compliance from the Township confirming that all provisions of this Agreement have been complied with in full to the date of such Certificate.

9. Notice to Parties

Any Notice by any party to this agreement to another shall be given in writing and mailed or delivered to the Party:

9.1 In the case of the Municipality:

To the Clerk of the Township of Edwardsburgh/Cardinal
P.O. Box 129
18 Centre Street
Spencerville ON K0E 1X0

9.2 In the case of the Owner(s):

Kevin Burchell
1307 Brouseville Road
Spencerville ON K0E 1X0

10. Severability

The terms of this agreement are severable, and the unenforceability of any part hereof shall not render the whole unenforceable. No forbearance or failure by the Township to strictly enforce any term or covenant herein shall prevent the Township from insisting upon strict compliance by the Owner subsequent to such forbearance or failure to strictly enforce its terms. The terms of this agreement may not be altered except by a subsequent agreement in writing between the

parties.

11. Successors and Assigns

This Agreement shall ensure to the benefit of and be binding upon the respective heirs, personal representatives, successors and assigns of each of the parties hereto.

12. Force and Effect

This Agreement comes into force after it has been executed by all parties hereto and registered against the title to the lands described in Schedule "A".

IN WITNESS WHEREOF the Parties have hereunto set their hands and seals, corporate parties over the hand(s) of their duly authorized signing officers in that regard.

OWNER/AUTHORIZED AGENT

Kevin Burchell

CORPORATION OF THE TOWNSHIP OF
EDWARDSBURGH/CARDINAL

Mayor

Clerk

SCHEDULE "A"

Site Plan Control Agreement

DESCRIPTION OF THE PROPERTY

PT LT 6 CON 1 EDWARDSBURGH; PT LT 9 W/S WEST ST PL 1 CARDINAL PT 1
15R10633; S/T PR116401; EDWARDSBURGH/CARDINAL

SCHEDULE "B"

Site Plan Control Agreement

SITE PLAN

EXHIBITS: The following Exhibits attached hereto shall form part of this Schedule:

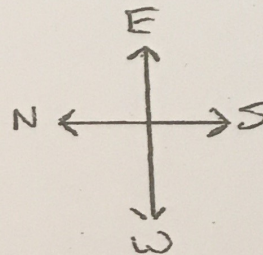
Exhibit 1- General Site Plan

WEST END OF Mall

KEVIN Burchell's Fenced Storage Area

LEGEND

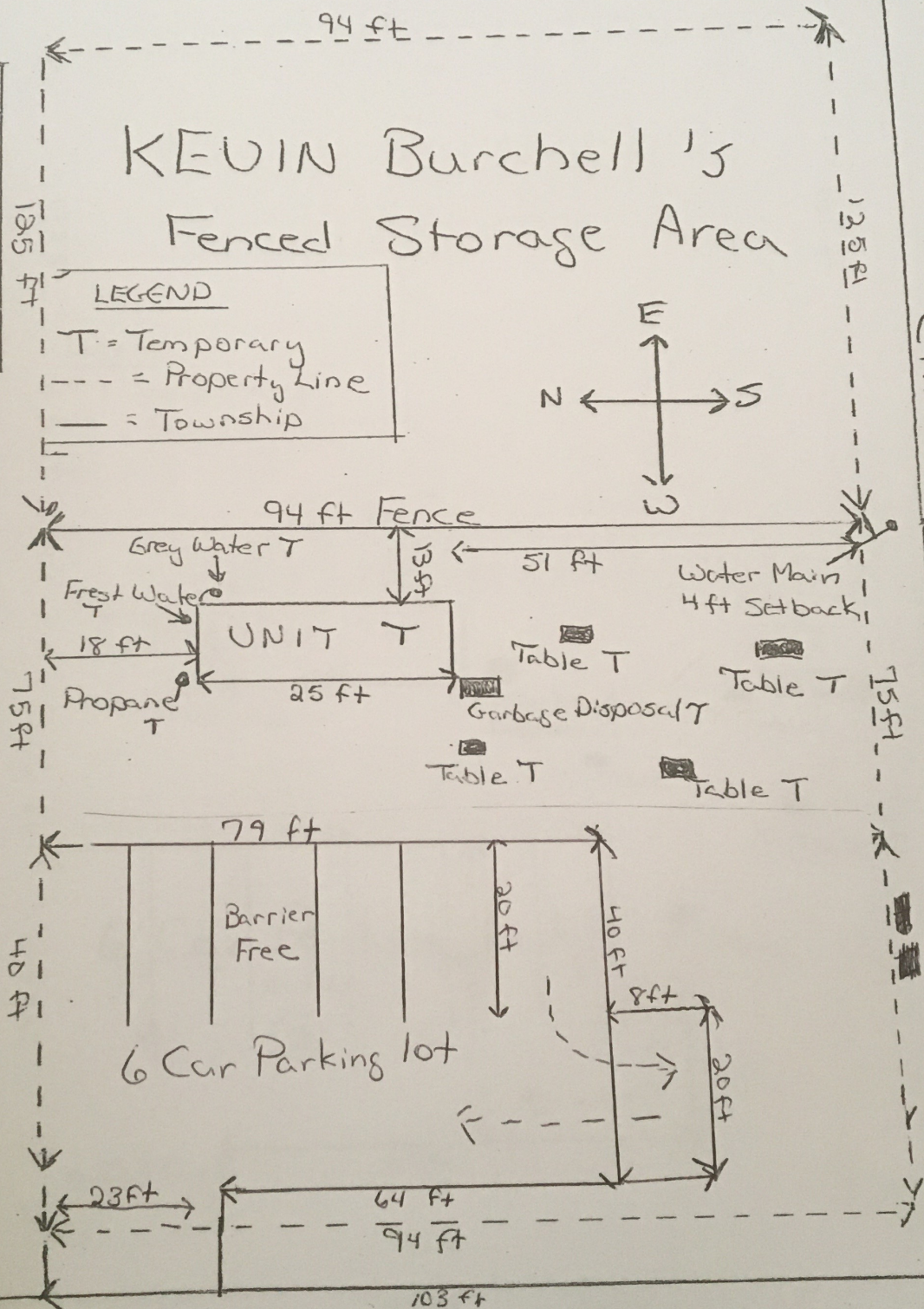
- T = Temporary
- = Property Line
- = Township



CIRCLE X DRIVE

CANAL STREET

114' RESERVES 1' 11' MEDIAN



WALKER STREET

Fire Hydrant
12 ft Setback

SCHEDULE “C”

Site Plan Control Agreement

SPECIAL CONDITIONS

1. Location of Building Structures and Facilities

Building structures and facilities shall be located as per Site Plan forming Exhibit 1 of Schedule “B” to this Agreement.

2. Grading and Drainage Control

The property owner shall provide a grading and drainage control plan, prepared by a qualified engineer and to the satisfaction of the Township by March 1st, 2022. The works recommended in the plan shall be carried out prior to any operations on the site in 2022.

Should the Township identify any drainage concerns on or around the subject property the Township may request a grading and drainage control plan prior to March 1st, 2022. Upon this request, the property owner shall provide a grading and drainage control plan to the satisfaction of the Township within 30 business days. The works recommended in the plan shall be carried out immediately at the expense of the owner.

3. Site Access & Roads

The site shall be accessed as per site plan forming Exhibit 1 of Schedule “B”. No additional entranceways shall be established without the consent of the Director of Operations and/or Road Superintendent.

4. Refuse Storage and Disposal

The property shall be maintained in a neat and tidy condition and all refuse shall be deposited in proper containers. The owner shall be responsible for the disposal of refuse from his/her/their property.

5. Snow Removal

Snow removal and disposal is the responsibility of the owner.

6. Servicing

Any water and sewer requirements for the operation of the refreshment vehicle on site must be approved by the Leeds Grenville and Lanark District Health Unit.

7. Licensing and Permits

Prior to the commencement of any work on structures on the property, as per Site Plan forming Exhibit 1 of Schedule "B" to this Agreement, a building permit must be issued by the Chief Building Official for any works that require a building permit.

Prior to the operation of a refreshment vehicle on the property each year, a license for a refreshment vehicle shall be obtained from the Township of Edwardsburgh Cardinal.

8. Hours of Operation

Hours of operation on the site is restricted to between 9:00am and 9:00pm daily.

9. Temporary Structures

All structures and items that are shown as temporary on the site plan forming Exhibit 1 of Schedule "B" to this agreement shall be removed from the property by December 1st each year and shall not be placed on site prior to March 1st each year.

10. Noise

No amplified sound shall be played after 9pm without prior permission from Council.

11. Parking

The owner is required to apply dust suppressant in accordance with the requirements of the Director of Operations and/or Road Superintendent to ensure no negative impacts to neighbouring properties.

12. Lighting

Any lighting on site is subject to the approval of the Chief Building Official.

Lighting shall not negatively impact adjacent properties or travelled road by illuminating beyond the property grounds.

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2021-

**“TO AMEND BY-LAW 2018-78 TO APPOINT MEMBERS OF THE
EDWARDSBURGH CARDINAL PUBLIC LIBRARY BOARD”**

WHEREAS By-law 2018-78, being a by-law to appoint members of the Edwardsburgh Cardinal Public Library Board was passed by Municipal Council at its regular meeting of December 10, 2018;

AND WHEREAS it is deemed desirable to amend said by-law;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That Section 1 of By-law 2018-78 is amended by adding the following appointment:

Max LaSalle
2. That all other provisions of By-law 2018-78 as amended shall remain in force and effect.
3. That this by-law shall come into force and take effect immediately upon passing.

Read a first and second time in open Council this 25 day of May, 2021.

Read a third and final time, passed, signed and sealed in open Council this 25 day of May, 2021.

Mayor

Clerk

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2021-

**“A BY-LAW TO AUTHORIZE THE MAYOR, CLERK AND PORT GENERAL
MANAGER TO EXECUTE A TERMINATION AGREEMENT OF THE OPERATING
AGREEMENT WITH HER MAJESTY THE QUEEN IN RIGHT OF CANADA,
REPRESENTED BY THE MINISTER OF TRANSPORT”**

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 8(1) states that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 8(2) states that in the event of ambiguity, the ambiguity shall be resolved so as to include, rather than exclude, municipal powers that existed before the Municipal Act, 2001 came into force; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 9 gives the municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this Act; and

WHEREAS under Section 139(1) of the Canada Marine Act, the Canada Ports Corporation was dissolved and the assets and obligations associated with the Port of Prescott devolved to the Crown under the administration of the Minister of Transport; and

WHEREAS Her Majesty and the Port Operator entered into an Agreement to Transfer as of the 11th day of October 2000 for the Port of Prescott; and

WHEREAS under the Agreement to Transfer, a Contribution Agreement was entered into where Her Majesty provided the Port of Prescott with two contributions in the amount of \$1,350,000.00 each; and

WHEREAS under the agreement to transfer, Her Majesty and the Port of Prescott entered into an Operating Agreement that took effect on the Transfer date and shall terminate on the 11th day of October, 2035; and

WHEREAS the Contribution Agreement terminated on the 11th day of October, 2004 and Her Majesty conducted an audit that confirmed the Port Operator is in compliance with the terms and conditions of the Agreement to Transfer; and

WHEREAS the Port Operator no longer has ongoing obligations under the Agreement to Transfer, the Parties have agreed to terminate the Operating Agreement; and

WHEREAS the Port Management Committee has recommended that, and Municipal Council deems it desirable, to enter into a Termination Agreement of the Operating Agreement with Her Majesty the Queen in Right of Canada, represented by the Minister of Transport.

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That the Mayor, Clerk and Port General Manager are hereby authorized to execute the Termination Agreement of the Operating Agreement attached hereto as Schedule “A” on behalf of the Township of Edwardsburgh Cardinal and the Port of Johnstown.

- 2. That the Termination Agreement of the Operating Agreement is attached thereto shall form part of this by-law.
- 3. This by-law will come into force and take effect on its passing.

Read a first and second time in open Council this 25 day of May, 2021.

Read a third and final time, passed, signed and sealed in open Council this 25 day of May, 2021.

Mayor

Clerk

TERMINATION AGREEMENT OF THE OPERATING AGREEMENT

THIS TERMINATION AGREEMENT made in duplicate as of the _____ day of _____, 2021.

BETWEEN: **HER MAJESTY THE QUEEN IN RIGHT OF CANADA,**
("Her Majesty"), represented by the Minister of Transport,
("Minister")

OF THE FIRST PART

AND: **THE CORPORATION OF THE TOWNSHIP OF**
EDWARDSBURGH ("Port Operator")

OF THE SECOND PART

WHEREAS under Section 139 (1) of the *Canada Marine Act* the Canada Ports Corporation was dissolved and the assets and obligations associated with the Port of Prescott devolved to the Crown under the administration of the Minister of Transport.

WHEREAS Her Majesty and the Port Operator entered into an Agreement to Transfer as of the 11th day of October 2000 for the Port of Prescott.

AND WHEREAS under the Agreement to Transfer Her Majesty and the Port Operator entered into a Contribution Agreement where Her Majesty provided the Port Operator with two Contributions in the amount of \$1,350,000.00 each.

AND WHEREAS under the Agreement to Transfer, Her Majesty and the Port Operator entered into an Operating Agreement that took effect on the Transfer Date and shall terminate on the 11th day of October, 2035.

AND WHEREAS the Contribution Agreement terminated the 11th day of October, 2004 and Her Majesty conducted an audit that confirmed the Port Operator is in compliance with the terms and conditions of the Agreement to Transfer.

AND WHEREAS the Port Operator no longer has ongoing obligations under the Agreement to Transfer, the Parties have agreed to terminate the Operating Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES that Her Majesty and the Port Operator hereto agree with each other as follows:

1. Interpretation

- 1.1. Capitalized terms not otherwise defined in this Termination Agreement have the same meaning given to them in the Operating Agreement.
- 1.2. Notwithstanding section 11.01 of the Operating Agreement, upon execution of this Termination Agreement by the Parties, the Operating Agreement shall automatically terminate and the Parties

shall have been deemed to have automatically released each other from all their respective rights, benefits, obligations, duties and liabilities associated with the Operating Agreement, subject to any survival rights of the Parties under the Operating Agreement and section 1.3 of this Termination Agreement.

- 1.3. The Recipient agrees to maintain all records relating to the Operating Agreement for three (3) years after the termination of the Operating Agreement in accordance with section 12.12.03 of the Operating Agreement.

2. General

- 2.1. This Agreement may be executed in counterparts, and when executed by all parties hereto, such counterparts shall constitute one agreement.
- 2.2. This Termination Agreement will be interpreted in accordance with the laws of the Province of Ontario, and the federal laws applicable therein.

IN WITNESS WHEREOF the Minister of Transport, on behalf of Her Majesty the Queen in right of Canada, have executed this Termination Agreement as evidenced by the signatures of their duly authorized directors, officers or representatives as of the day and year hereinafter first written.

**HER MAJESTY THE QUEEN
IN RIGHT OF CANADA**

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/
CARDINAL (FORMERLY KNOWN AS
THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH)**

Per: _____
Minister of Transport

Per: _____
Authorized Signatory

PRINT TITLE AND NAME

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2021-

**“A BY-LAW TO AUTHORIZE THE MAYOR, CLERK AND PORT GENERAL
MANAGER TO EXECUTE THE ASSIGNMENT OF LEASE AGREEMENT FOR THE
PORT OF JOHNSTOWN PROPERTY WITH WINDSOR SALT LTD. AND K+S
WINDSOR SALT LTD.”**

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 8(1) states that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 8(2) states that in the event of ambiguity, the ambiguity shall be resolved so as to include, rather than exclude, municipal powers that existed before the Municipal Act, 2001 came into force; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 9 gives the municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this Act; and

WHEREAS the Port Management Committee has recommended that, and Municipal Council deems it desirable, to execute the assignment of lease agreement between the Port of Johnstown, Windsor Salt Ltd. and K+S Windsor Salt Ltd.

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That the Mayor, Clerk and Port General Manager are hereby authorized to execute the Assignment of Lease Agreement between the Port of Johnstown, Windsor Salt Ltd. and K+S Windsor Salt Ltd. attached hereto as Schedule “A” on behalf of the Township of Edwardsburgh Cardinal and the Port of Johnstown.
2. This by-law will come into force and take effect on its passing.

Read a first and second time in open Council this 25 day of May, 2021.

Read a third and final time, passed, signed and sealed in open Council this 25 day of May, 2021.

Mayor

Clerk

THIS INDENTURE made as of the 16th day of April, 2021.

BETWEEN:

WINDSOR SALT LTD.

(Hereinafter called the "**Assignee**")

OF THE FIRST PART

AND:

K+S WINDSOR SALT LTD.

(Hereinafter called the "**Assignor**")

OF THE SECOND PART

AND:

**THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH
CARDINAL, Port of Johnstown Division**

(Hereinafter called the "**Landlord**")

OF THE THIRD PART

ASSIGNMENT OF LEASE

WHEREAS by written Lease dated the 1st day of January, 2021, (the "**Lease**") made between the Assignor and the Landlord, the Landlord did demise unto the Assignor the demised premises therein described (the "**Demised Premises**"), subject to the Assignor's covenants and agreements therein contained.

AND WHEREAS the Assignor has agreed to sell and assign its interests and obligations under the Lease unto the Assignee and the Landlord consents to the within assignment.

NOW THIS INDENTURE WITNESSETH that in consideration of One Dollar (\$1.00) now paid by the Assignee to the Assignor and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged) the Assignor doth hereby grant and assign unto the Assignee as of April 16th, 2021, those Demised Premises leased by the Landlord to the Assignor in the Lease, together with the unexpired residue of the Term therein and option to renew, and all benefit and advantage to be derived therefrom.

TO HAVE AND TO HOLD the same unto the Assignee, its administrators, successors, and assigns, subject to the payment of Basic Rent, Additional Rent and the observance and performance of the Assignor's covenants and conditions contained in the Lease.

1. The Assignor hereby covenants with the Assignee that, notwithstanding any act of the Assignor, the Lease is a good, valid and subsisting Lease, and that the Basic Rent thereby reserved have been duly paid up to and including the 1st day of April, 2021, and the covenants and conditions therein contained have been duly paid and performed by the Assignor up to the date hereof, save for any year-end adjustments.
2. The Assignor now has good right, full power, and absolute authority to assign the Lease and Demised Premises in the manner aforesaid.
3. Subject to the payment of Basic Rent, and the Assignor's covenants and the conditions contained in the Lease, the Assignee may enter into and upon and hold and enjoy the Demised Premises for the residue of the Term granted by the Lease and every renewal thereof for his own use and benefit, without any interruption of the Assignor or any other person whomever claiming or to claim by, through or under the Assignor.
4. The Assignor shall and will from time to time, and that at all times hereafter, at the request and cost of the Assignee, execute such further assurance of the said Demised Premises as the Assignee shall reasonably require. This Assignment shall be effective on April 16, 2021.
5. The Assignee hereby covenants with the Landlord and the Assignor that the Assignee shall and will from time to time during all the residue of the Term granted by the Lease, and every renewal thereof, pay the rent and perform the Assignor's covenants, conditions and agreements therein respectively reserved and contained, and indemnify and save harmless the Assignor therefrom and from all actions, suits, costs, losses, charges, damages and expenses for or in respect thereof.
6. The Landlord hereby consents to the within Assignment, subject to payment by the Assignor of all legal fees and disbursements incurred by the Landlord as a result of this Assignment of Lease on the following conditions:
 - a. the Assignee covenants and agrees with the Landlord to pay the Rent as set out in the Lease and to observe and perform all of the Assignor's covenants,

obligations, and agreements as set out in the Lease as fully and effectively as if the Assignee had been named the Assignor in the Lease;

- b. the Assignor covenants and agrees with the Landlord that the Assignor shall in no way be relieved of any liability or responsibility under the Lease and shall continue to be responsible for the due performance as primary obligor and not as guarantor of each and every covenant, proviso, condition and agreement to be performed and observed by the Assignor under the Lease up to and including the 15th day of April, 2021, and hereby waives any right to require the Landlord to proceed against the Assignee or to pursue any other remedy whatsoever which may be available to the Landlord before proceeding against the Assignor;

7. The Assignor covenants and agrees with the Assignee that:

- a. the Assignor will indemnify and save harmless the Assignee from all costs and liabilities arising out of the Lease incurred prior to the date of this Assignment.

8. It is hereby declared and agreed that these presents and everything herein contained shall respectively enure to the benefit of and be binding upon the parties hereto, their executors, administrators, successors and assigns respectively.

9. All capitalized terms used in this Agreement shall have the same meaning as the one respectively ascribed to them in the Leases unless otherwise defined herein.

[BALANCE OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF the parties have executed this agreement as of the day and year first above written.

SIGNED, SEALED AND DELIVERED
in the presence of:

**THE CORPORATION OF THE TOWNSHIP
OF EDWARDSBURGH CARDINAL**

By:

Mayor

Clerk

Port Manager

K+S WINDSOR SALT LTD.

Per:_____
Name: Mark Bristow
Title: Authorized Signatory - Procurement

Per:_____
Name: Paul McDermott
Title: Authorized Signatory - Supply Chain Bulk
Salt North America

We have the authority to bind the Corporation.

WINDSOR SALT LTD.

Per:_____
Name: Timothy McKean
Title: Director & Chief Financial Officer

Per:_____
Name: Chad E. Walker
Title: Director, Vice President & Secretary

We have the authority to bind the Corporation.

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2021-

**“A BY-LAW TO APPOINT A DEPUTY CLERK FOR THE TOWNSHIP OF
EDWARDSBURGH CARDINAL”**

WHEREAS the Municipal Act, 2001, S.O 2001, c. 25, Section 228(2) states that a municipality may appoint a deputy clerk who has all the powers and duties of the clerk under this and every other Act; and

WHEREAS it is deemed desirable to appoint a Deputy Clerk who will be able to perform such duties as are required in the absence of the Clerk;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. THAT Candise Newcombe is hereby appointed Deputy Clerk for the Township of Edwardsburgh Cardinal.
2. THAT this By-law shall come into effect upon passing.

Read a first and second time in open Council this 25 day of May, 2021.

Read a third and final time, passed, signed and sealed in open Council this 25 day of May, 2021.

Mayor

Clerk

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Working with CityWide on the addition of the citizen request portal on the new website and modifications and improvements to internal controls for tracking of service requests and work orders.
HR	We are pleased to welcome Candise Newcombe to the Administration Department as the Deputy Clerk. Candise has previous office and customer service experience and is already half way through the AMCTO Municipal Administration Program, which is comprised of 4 units.
	I will be away from the office May 26 to June 1. Points of contact during my absence will be the Treasurer or Clerk.
Economic Development	Staff are working through several severance, zoning bylaw amendment and site plan control inquiries and applications.
Committee of Adjustment	The Township has received an application for a Minor Variance at the corner of McNeilly Rd and County Rd 44. The application requests a variance to allow an accessory building 1.5m taller than permitted in the Rural zone in order to construct a garage that could store a Recreation Vehicle. Note that the requested height is still under the maximum height for the main dwelling. The Public Hearing with the Committee of Adjustment is scheduled for June 9 th at 4:00pm.
Zoning Bylaw	Staff continue to work closely with Novatech on supporting documents to the draft new Zoning Bylaw. We anticipate the draft will be available on our website the week of May 25 th . The Open House meeting will be scheduled once the stay-at-home order is lifted. An online feedback form is already available on our website to accept early comments.
New Website	We are pleased with the soft launch of twpec.ca, we are working through some issues with Moneris regarding online payments. We look forward to advertising the new website once this item has been resolved.
Municipal Office Internet	Staff are working on options to improve internet speeds and connectivity and will bring a report to the June PW/ES/Facilities meeting.
Counties-wide Aggregate Resources Master Plan	The United Counties of Leeds and Grenville is hosting a virtual open house on Monday, May 31, 2021, starting at 6:00 p.m. with a presentation by their consulting team, Meridian Planning. The purpose of the open house is to provide an update on work done so far and seek input about the next steps.
Commuter Transit Pilot Project	The marketing and operations subcommittees are progressing well in building the project framework. Consultations with key employers on the route are taking place. A draft operating agreement between the municipalities will come forward at the June 14 A&F meeting.

OPP Detachment Board Proposal	North Grenville has taken the lead in the preparation of a background report and draft proposal in support of the new detachment board model for our area. The proposal would be three boards; 1. North Grenville, 2. Prescott 3. Townships of Augusta, Merrickville-Wolford & Edwardsburgh Cardinal. The draft proposal will be presented to the Mayors group for review and comment later this week. The proposal will come to the June 14 A&F meeting for endorsement. The original proposal timeline submission was June 7 however SOLGEN has granted an extension request until June 28 th .
Building	Department has received 83 applications to date. Six are waiting for site plan approval or septic system permits. We have issued 77 Building permits, for comparison, we did not reach this number until August in 2020. There are 26 new housing developments started.
Bylaw	The BLEO has been busy identifying areas within the Township that require compliance efforts, specifically focusing on clean yards and derelict vehicles. The BLEO continue to monitor provincial orders, with the OPP responding to requests for investigation. BLEO continues to complete the EMCPA reporting on a weekly basis.
Upcoming meeting schedule Time – 6:30pm unless noted otherwise	Monday June 7 – Committee of the Whole, CDC Wednesday June 9 – Committee of Adjustment 4pm Monday June 14 – Committee of the Whole, Admin/Finance Wednesday June 16 – Port Management Committee Monday June 21– Committee of the Whole, PW/ES/F Tuesday June 28 – Regular Council

TREASURY

2020 FIR	Treasurer has completed and submitted the 2020 FIR to the Province before the May 31 st deadline
2021 Federal Gas Tax	Staff received notification from AMO that the annual grant funding will be received shortly in a lump sum instead of 2 payments as in prior years
Professional Development	Treasurer will be attending 4 virtual workshops hosted by MFOA that will outline 2 new PSAS accounting standards- Asset Retirement Obligation (ARO) and Financial Instruments (FI)

FACILITIES/RECREATION

Cemetery Work	Staff completed brush cleaning at the Shanly, Adams, & North Channel Cemeteries. At the North Channel property, staff had Tim Allen Tree Service in to cut down 6 large trees that were impacting the hydro lines.
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Hanging Baskets	The flower baskets will be put up this week, including the bridge in Spencerville and the planting of the flower beds in Cardinal
Cardinal Pool	Staff have started the preparation of opening up the pool, this will include draining and a thorough cleaning. Health Unit inspection planned for the week of June 7 th
Staff Training	Staff completed their "Working from Heights Training" last week
Canteen	Staff are preparing the canteen for opening on June 11 th
Swimming Lessons	Instructor secured for the last 2 weeks of June to certify our current lifeguards with their Royal Life Saving Society Instructors and NLS Life Guarding requirements. Staff is just finalizing the cost of the course. This would allow us to run swimming lessons at both pools.
Summer Day Camps	We will be ready to operate the summer day camp program.
SNC/TWPEC Free Tree Day	A Drive-Thru Free Tree Day was held at the Ingredion Centre on May 1 st . Township Staff gave away almost 150 bundles of free trees and shrubs to TWPEC residents that registered with the South Nation Conservation Authority.

OPERATIONS – PUBLIC WORKS

Hot Mix Project	The contractor is scheduled to begin work by the end of June.
MTO	Staff working with MTO on a couple of title clean-up matters related to unopened road allowances between Rooney Rd and Hwy 401. This arose from legal survey work being undertaken by MTO.
Staff Training	Staff completed their "Working from Heights Training" last week.
Bridges	Washing and Cleaning of decks
Signs	Half load signage removed.
Entrances	Two entrance culverts installed on Albert Street
Equipment	Annual chain fall inspections completed.
Brush and Leaf Pickup	Brush and leaf pick up was completed on May 4 and 18 in Cardinal and on May 6 and 20 in Spencerville, Johnstown and New Wexford
Gravel Maintenance	Schedule being coordinated and finalized. Work anticipated to begin in the next couple of weeks.
Roadside Spraying Program	The UCLG rural roadside weed control spraying program will run between May 25 and June 25. The Counties have hired Wagar and Corput Weed Control Inc to perform the spraying. The spraying will be focused in the northern portion of the Township. A notice is advertised on our website.
Spencerville Drainage	Greer Galloway is here tonight to present preliminary design and cost estimates.
Johnstown Drainage	Greer Galloway is working on preliminary design and cost estimates for outlet work.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Dundee Marine completed outfall inspection and removal of sediment build up. Serviced solenoid valve on generator. ESA completed annual inspection. Replaced mechanical seal in Seepex sludge pump. Repaired compressor.
Cardinal Water Plant	DWQMS surveillance audit successfully completed. Dundee Marine completed annual intake inspection, replaced sparger and removed sediment build up. Semi-annual cleaning and inspection of basket screens completed. ESA completed annual inspection. Switched to Zebra Mussel chlorination for summer.
Cardinal Distribution System	Stelem repaired and serviced three fire hydrants in Cardinal. Repaired a curb stop on a County Road 2 property. Hydrant flushing and valve operation on going. Annual service and inspection of portable backflow preventors completed.
Industrial Park Water System	DWQMS surveillance audit successfully completed.
Windmill Pumping Station	Dundee Marine completed annual intake inspection and cleaning. ESA completed annual inspection. Placed Zebra Chlorination System online for summer.
Spencerville Wastewater System	Nuisance Wildlife Control completed spring Muskrat control around Spencerville Lagoons. ESA completed annual inspection (addressed minor defects-conduit and plug repair). Repaired float at Station # 1 Pumps pulled, cleaned and check valves serviced at Station # 3
Cardinal Sewer and Storm Collection System	A backup high-level float and alarm communicator were installed and a pump replaced at Adelaide Pumping Station. Xylem and Environmental Services replaced pump at the Adelaide Station Check valve seals replaced and wet well cleaned at the Flett Street Station. ESA completed annual inspections at pump stations

OPERATIONS – MUNICIPAL DRAINS

County Rd 2 / Newport Drain	Robinson Consultants is here tonight to provide Council with an update on the project.
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FIRE DEPARTMENT

Pandemic	OFM PPE survey being submitted monthly. PPE supplies are adequate. Received a supply of 3M N95 masks being produced at the Brockville plant. 29 members have been fit tested with the new mask with a 100% success rate. Additional testing is scheduled next week. The province has a 5-year contract with 3M to supply the N95 masks and are giving them to fire departments free for 1 year.
Training	Participants in the firefighter 1 program attended the training center in Lyndhurst on Saturday May 22 for live fire evolutions. The program is scheduled to wrap up with the exam and skills testing at station 1 on May 29. Five members have been registered for an NFPA pump operations course at the regional training center in September. The Officers will be meeting in June to develop a training plan for the balance of the year.
HR	There have been occasions where 1-2 staff have been unavailable as they wait for Covid test results for family members. To date, this has not affected our response capability.
Facilities	Generator parts have arrived and the repair will be scheduled in the next few weeks. The bore hole at the old rink site in Cardinal has been re-sampled. The second sample has confirmed the presence of hydrocarbons. Next steps will be additional test holes in that immediate area.
Fleet	Rescue 1 was diagnosed with a leak in the cab AC system. A new hose was installed under the manufacturer's warranty. A Dodge Ram has been ordered from Beattie Dodge in Brockville to replace T8. A delivery date cannot be confirmed at this time.
Fire Prevention	All of the gas stations were inspected in April with no major concerns being identified. Ongoing enforcement continues as issues arise. A site visit to LGP Energy with Chief Rayner was completed.
Grants	The 2 laptops purchased with the Covid-19 fire safety grant have arrived. The tablet recently arrived at Crisys and is currently being set up.

EMERGENCY MANAGEMENT

Preparedness Week	Excellent social media campaign completed during the week of May 2 to May 8.
Municipal Public Health Update	Attend weekly municipal updates held by the LGL health unit

Councillors are reminded to please forward or cc sent/received email correspondence that is a municipal record to councilmail@twpec.ca

TOWNSHIP OF EDWARDSBURGH CARDINAL

May 25, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

COPY

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

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2021-

**“A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY
RESOLUTION”**

WHEREAS Section 5(3) of the Municipal Act 2001, SO 2001, Chapter 25, as amended, provides that the powers of a municipality shall be exercised by by-law;

AND WHEREAS in many cases, action which is taken or authorized to be taken by the municipality does not lend itself to the passage of an individual by-law;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That the actions of the Township of Edwardsburgh Cardinal, at its meeting held on May 25, 2021 in respect of recommendations contained in the reports of committees considered at the meeting and in respect of each motion, resolution and other action taken by the Township of Edwardsburgh Cardinal at its meeting are, except where the prior approval of the Ontario Municipal Board or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and the appropriate officials of the Township of Edwardsburgh Cardinal are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Township of Edwardsburgh/Cardinal referred to in the preceding section.
3. That except as otherwise provided, the Mayor and Clerk are authorized and directed to execute all documents necessary on behalf of the Township of Edwardsburgh Cardinal.

Read, passed, signed and sealed in open Council this 25 day of May, 2021.

Mayor

Clerk