



AGENDA
REGULAR MEETING OF MUNICIPAL COUNCIL

Monday, June 28, 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**
- 5. Minutes of the Previous Council Meetings**
 - a. Regular Meeting - May 25, 2021
- 6. Business Arising from the Previous Council Meeting (if any)**
- 7. Committee Minutes**
 - a. Public Library Board - April 29, 2021
 - b. Port Management Committee - May 19, 2021
 - c. Committee of the Whole - Community Development - June 7, 2021
 - d. Committee of the Whole - Administration & Finance - June 14, 2021
 - e. Committee of the Whole - Public Works, Environmental Services & Facilities - June 21, 2021
- 8. Action and Information Items from Committees**
 - a. Application for Severance - Dobbie Rd - JF Dobbie & Sons
 - b. Request to Reconsider Road Widening - Shaggy's Fries
 - c. Community Safety & Well-Being Plan
 - d. Community Grants - Centennial 67' Funding Reallocation
 - e. Adelaide Sewage Pumping Station Spare Pump
- 9. Correspondence**
- 10. Approval of Municipal Disbursements**
- 11. By-laws**
 - a. Site Plan Control Agreement - Allen/Forbes Bros
 - b. RBC Credit Facilities Agreement
 - c. Amend Tax Rate Bylaw
 - d. Fire Service Fees Bylaw
 - e. Collective Agreement
 - f. Dissolve Ward System within the Township
- 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)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/Job Site Challenge.
17. Confirmation By-law
18. Adjournment

**MINUTES
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**

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
Candise Newcombe, Deputy Clerk

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30 P.M.

2. Approval of Agenda

Decision: 2021-164

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

a. Township Consolidated Financial Statements - MNP LLP

Mr. Murphy of MNP LLP reviewed with Council the findings of the Auditor's Report and 2020 Consolidated Township Financial Statements ending on December 31, 2020. He noted there were no significant findings to bring to Council's attention at this time and that the Township is in a good financial position, with significant reserves for future expenditures.

b. County Rd 2/Newport Dr Municipal Drain - Robinson Consultants - Lorne Franklin & Andy Robinson

Mr. Robinson and Mr. Franklin of Robinson Consultants presented the preliminary review for the County Rd 2/Newport Dr. Municipal Drain Project. An image of the proposed project site was provided, outlining boundaries as North to the rail corridor, South to Windmill Rd., West to Reilly St. and East to Commerce Dr. as well as the proposed outlet (St. Lawrence River) for drainage. Preliminary environmental impact findings list the American eel as a species at risk. Mr. Franklin explained mitigation of this species may prove difficult due to the ability of the animal to circumvent preventive measures put in place, however,

mitigation measures were proposed to Fisheries and Oceans Canada (DFO) for review. Mr. Franklin noted that they are currently awaiting approval of the South Nation Conservation Authority (SNC), Ontario Ministry of Environment Conservation and Parks (MECP) and the DFO, which could have an impact on final costs of the project.

Council inquired what the required state of the report had to be before work could begin. Mr. Franklin explained approvals from SNC and DFO are required, notifications of proposed work must be mailed to all affected residents as well as a public meeting held in response, finally a 30 day period for appeal in accordance with the Drainage Act, 1990, all of which needs to be completed before the meeting to consider can be held, which would not likely happen until the fall of 2021. Council inquired about the number of residents directly affected by this project. Mr. Franklin responded that approximately 20 properties within the drainage area would be impacted. Mr. Robinson noted that if the UCLG is aware of the risks, they may be able to begin work earlier on the West Branch. Members noted their concerns about the boundary lines of the Newport Municipal Drain project not including the North corridor. Mr. Franklin explained that the North corridor will benefit from improved drainage with the proposed work on the West corridor, and that they only have information pertaining to the highlighted area of the petition. He further noted that the public would have to submit a subsequent petition to have further work done and that the area in question drains in a different direction, requiring a new Engineer's report to be done in the proposed area as it was not directly outlined in the current petition.

c. Spencerville Drainage - Greer Galloway Group - Kevin Hawley

Mr. Hawley presented the Spencerville Drainage preliminary report on behalf of the Greer Galloway Group. Mr. Hawley was seeking Council input regarding the use of curbs on both sides of the road for a more urban feel. He explained this option would provide long-term drainage without accessing private yards likely until the future need of replacement of the sewage system for installation of a water system in the distant future. Mr. Hawley gave an extremely conservative estimate of \$830,000 with a \$100,000 contingency fund. He offered the option of using a Biosoil filtration system which is a more natural filtration system and the unopened road allowance allows for this option. He further explained there is a cost savings with the biological filtration system. The road width will be a standard size of 2.75m. Council requested further explanation if there would be curbs and gutters placed on both sides of the road and if the flow of the curbs will remain the same. Mr. Hawley noted that the same elevation outlet that is currently present will remain. He explained there would be a catch basin that will redirect the water and curbs will not need updating until other systems such as sewage/water systems are being evaluated and considered for improvements.

Council requested further explanation on the tangent vs. the super elevated option of curbing outlined. Mr. Hawley explained super elevated was not a good option for the area in question, and would recommend the tangent option. Council inquired about the curb depressions at driveways and possible hindrances on snow storage along the curb in the winter. Mr. Hawley outlined the planned size of the driveway depressions being 0.5m wide and curbs depressed at all existing driveways as well as any future development sites if outlined by the Township. In regards to snow storage, Mr. Hawley pointed out there would be no negative impact compared with the current system, and curb will not sit on the property line so there is an option to move the curbs back even further, but that would incur further costs. Members of Council inquired if sidewalks would be installed. Mr. Hawley noted that it is certainly an option, though he wouldn't recommend it due to the low volume of residences in the area. He gave an estimate of approximately

\$150/m and further explained this option is ripe with issues such as hydro poles and the significant increase of accessibility required to accommodate such a design.

Council requested further information on the treatment area, did he know the size, placement and road allowance for recreational vehicles. Mr. Hawley described the treatment center as resembling a cat tail filled ditch, placed on the road allowance, however he could not give dimensions for the eventual size of the treatment area as designs have not been completed yet. Mr. Hawley suggested a public meeting be held to obtain feedback from the public regarding ideal placement of the facility and possible ATV road allowances. He further suggests tendering the work in the fall of 2021 in the hopes to start construction in the fall and to be finished in the spring 2022. Mr. Hawley recommends tendering in the fall 2021 to reduce contractor costs by ensuring work for said contractor in the spring. He explains, if a contractor knows they have work for the following year they are more likely to offer a better price.

Members of Council inquired about the outlet of the treatment area. Mr. Hawley explained the outlet would be the South Nation River, and he understood they would require approval from the SNC. He further explained that he has submitted this type of system to the SNC previously and they were receptive. Council further inquired about the heavy flow of water along the road allowance and it would also be redirected to the treatment facility. Mr. Hawley clarified that anything hitting the road allowance will be caught and redirected. Members of Council mentioned there were severed lots south of the road allowance and if they would still be accessible. Mr. Hawley responded that if Council outlines the severed lots prior, access can be left for the Township.

5. Minutes of the Previous Council Meetings

- a. Regular Council - April 26, 2021

Decision: 2021-165

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council receives and approves the minutes of the Regular Meeting dated April 26, 2021.

Carried

- b. Special Council - May 10, 2021

Decision: 2021-166

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT Municipal Council receives and approves the minutes of the Special Meeting dated May 10, 2021.

Carried

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

None.

7. Committee Minutes

- a. Public Library Board - March 23, 2021

Decision: 2021-167

Moved by: H. Cameron

Seconded by: S. Dillabough

THAT Municipal Council receives the minutes of the Public Library Board Meeting dated March 23, 2021.

Carried

- b. Port Management Committee - April 21, 2021

Decision: 2021-168

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT Municipal Council receives the minutes of the Port Management Committee Meeting dated April 21, 2021.

Carried

- c. Committee of the Whole - Community Development - May 3, 2021

Decision: 2021-169

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Community Development Meeting dated May 3, 2021.

Carried

- d. Committee of the Whole - Administration & Finance - May 10, 2021

Decision: 2021-170

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 May 10, 2021.

Carried

- e. Committee of the Whole - Public Works, Environmental Services & Facilities - May 17, 2021

Council inquired about the Greenfield project and the possible impact it would have on the pumping station. Staff noted that they expect to receive information from Greenfield shortly and that a report would be provided to Council.

Decision: 2021-171

Moved by: H. Cameron

Seconded by: S. Dillabough

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Public Works, Environmental Services & Facilities dated May 17, 2021.

Carried

8. Action and Information Items from Committees

- a. Application for Severance - Millar Rd - Vandine

Decision: 2021-172

Moved by: H. Cameron

Seconded by: S. Dillabough

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

b. EORN Gig Project

Decision: 2021-173

Moved by: T. Deschamps

Seconded by: J. Hunter

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

c. 2020 Township Surplus

Decision: 2021-174

Moved by: J. Hunter

Seconded by: T. Deschamps

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

d. 2021 PSAB Budget Addendum

Decision: 2021-175
Moved by: J. Hunter
Seconded by: T. Deschamps

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

- e. Purchase of New Phone System

Decision: 2021-176
Moved by: H. Cameron
Seconded by: T. Deschamps

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

- f. 2021 Spencerville Lagoon Discharge Report

Decision: 2021-177
Moved by: J. Hunter
Seconded by: T. Deschamps

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

- g. Crowder Rd Culvert Replacement Agreement - JF Dobbie and Sons Ltd

Decision: 2021-178
Moved by: T. Deschamps
Seconded by: H. Cameron

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

- h. Cardinal Waterfront Canteen Reopening - Extended Hours

Decision: 2021-179
Moved by: S. Dillabough
Seconded by: H. Cameron

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

- i. 2020 Port of Johnstown - Financial Statements

Decision: 2021-180
Moved by: T. Deschamps
Seconded by: H. Cameron

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

Carried

j. 2020 Audit Report

Council recognized the work of the Township Treasurer on maintaining solid financial ground for the Township and thanked her for her hard work.

Decision: 2021-181
Moved by: T. Deschamps
Seconded by: J. Hunter

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

k. 2020 Township Financial Statements (Consolidated)

Decision: 2021-182
Moved by: J. Hunter
Seconded by: T. Deschamps

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 the Audit Findings Report and Management Letter and approves 2020 Draft Consolidated Financial Statements for the Township of Edwardsburgh Cardinal.

Carried

l. Dissolve Township Ward System for 2022 Election - Councillor Hunter

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

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.

A Member of Council noted concerns about dissolving the current ward system for the upcoming election and suggested that the motion be deferred to consider placing a question on the 2022 election ballot in order for the public to provide feedback on the ward versus at-large election system.

Decision: Verbal

Moved by: H. Cameron

THAT Municipal Council defer the motion to dissolve the ward system for the 2022 election and place a question on the ballot for the public to provide feedback on the ward versus at-large system.

Motion failed to receive a seconder.

Members outlined their support to dissolve the ward system and highlighted the following reasons: the current ward system maintains the segregation of the public, an at-large system would allow the public to elect each Council Member representative rather than a single Ward Councillor, provides the public with additional Council representation options to discuss matters of concern or importance and vote for the representatives that support their views, the Service Delivery Review report indicated that 4 out of 5 Members of Council at the time of the review supported an at-large system, and that a ward system is not conducive to a single community support concept.

Members outlined their objections to dissolving the ward system and highlighted the following reasons: believe that an at-large system may further divide the communities, reduce/remove access to local Council Member representation, received calls of concern from members of the public respecting the possibility of losing their ward representative, there is a certain level of trust between the public and their local Ward representative, and concerns with respect to at-large representatives not acting in the best interest of the whole Township.

There was a brief discussion with respect to Members receiving calls of concern from the public and Members inquired if the Township office had received any calls from the public. It was noted that Councillor Hunter noted his intention to bring forward a motion to dissolve the ward system months prior to the May Council meeting to provide additional time for the public to be aware of the discussion taking place this evening.

Decision: 2021-183

Moved by: J. Hunter

Seconded by: T. Deschamps

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.

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

Carried (3 to 2)

- m. Declare Port Property Surplus

Decision: 2021-184

Moved by: J. Hunter

Seconded by: T. Deschamps

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

- n. Method of Sale - Surplus Port Property

Decision:

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT Municipal Council offer 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), for sale 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.

Members inquired if Council should set a minimum bid price for the parcel of land. It was noted that there was no direction from the Port Management Committee to set a minimum bid price. It was noted that the Port solicitor will draft the purchase offer which would relieve the Township and Port of all liability and clauses to permit the Township and Port to not be required to accept any bid or even the lowest/highest bid.

Members discussed the option of selling the property by public tender versus engaging a real estate agent to help the Township and Port sell the land through additional public advertisement.

Amendment:

Decision: Verbal

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council amend the original motion to include the additional clause: "AND THAT Municipal Council engage the services of Culligan Realty, Allan Earle agent, to conduct the sale process using our tender bid document.

	Yea	Nay
P. Sayeau	X	
T. Deschamps	X	
H. Cameron	X	
S. Dillabough		X
J. Hunter	X	
Results	4	1

Carried (4 to 1)

Decision: 2021-185
Moved by: S. Dillabough
Seconded by: H. Cameron

THAT Municipal Council offer 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), for sale 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.

AND THAT Municipal Council engage the services of Culligan Realty, Allan Earle agent, to conduct the sale process using our tender bid document.

Carried

9. Correspondence

Decision: 2021-186
Moved by: H. Cameron
Seconded by: T. Deschamps

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

10. Approval of Municipal Disbursements

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

- Clarify Township facility locations receiving Superior propane
- Clean yards violation requiring property clean up efforts
- Rush truck centre repairs on Township vehicles

Members of Council requested that staff prepare a report for discussion with respect to using Rush truck centre for the upcoming June Committee of the Whole - Public Works, Environmental Services and Facilities meeting.

Decision: 2021-187
Moved by: T. Deschamps
Seconded by: J. Hunter

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

11. By-laws

- a. Site Plan Control Agreement - Burchell - Wen'dees Eats n Treats

Decision: 2021-188
Moved by: J. Hunter
Seconded by: T. Deschamps

THAT the mover be granted leave to introduce a bylaw to authorize the execution of a site plan control agreement with Kevin Burchell, and this shall constitute first and second reading thereof.

Carried

Decision: 2021-189
Moved by: J. Hunter
Seconded by: T. Deschamps

THAT a bylaw to authorize the execution of a site plan control agreement with Kevin Burchell, be now read a third time and finally passed, signed, sealed and numbered 2021-26.

Carried

- b. Amend Public Library Board Appointment Bylaw

Members briefly discussed the appointment process for the Public Library Board and their policies with respect to electronic participation.

Decision: 2021-190
Moved by: H. Cameron
Seconded by: T. Deschamps

THAT the mover be granted leave to introduce a bylaw to amend bylaw 2018-78 to appoint members of the Edwardsburgh Cardinal Public Library Board, and this shall constitute first and second reading thereof.

Carried

Decision: 2021-191
Moved by: H. Cameron
Seconded by: J. Hunter

THAT a bylaw to amend bylaw 2018-78 to appoint members of the
Edwardsburgh Cardinal Public Library Board, be now read a third time
and finally passed, signed, sealed and numbered 2021-27.

Carried

c. Transport Canada Termination Agreement of the Operating Agreement

Decision: 2021-192

Moved by: J. Hunter

Seconded by: T. Deschamps

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

Carried

Decision: 2021-193

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT a bylaw 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, be now read a third time
and finally passed, signed, sealed and numbered 2021-28.

Carried

d. Port Lease Assignment - Windsor Salt Ltd

Decision: 2021-194

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT the mover be granted leave to introduce a bylaw to authorize the
Mayor, Clerk and Port General Manager to execute the assignment of
lease agreement for the Port of Johnstown with Windsor Salt Ltd. And
K+S Windsor Salt Ltd., and this shall constitute first and second reading
thereof.

Carried

Decision: 2021-195

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT a bylaw to authorize the Mayor, Clerk and Port General Manager
to execute the assignment of lease agreement for the Port of
Johnstown with Windsor Salt Ltd. And K+S Windsor Salt Ltd., be now
read a third time and finally passed, signed, sealed and numbered
2021-29.

Carried

e. Appoint Deputy Clerk

Decision: 2021-196

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT the mover be granted leave to introduce a bylaw to appoint a Deputy Clerk (Candise Newcombe) for the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

Decision: 2021-197

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT a bylaw to appoint a Deputy Clerk (Candise Newcombe) for the Township of Edwardsburgh Cardinal, be now read a third time and finally passed, signed, sealed and numbered 2021-30.

Carried

12. CAO's Administrative Update

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

- Online website payments
- Spencerville fire station generator parts
- Bylaw repository within the new website
- Swimming lessons at Township pools
- Lifeguard training and costs to students
- Garbage pick-up discrepancies and notice to public via social media

Members inquired about adding by-law numbers to individual pages on the website. Staff informed Council Members all by-laws are numbered on the website and directed Council to the search tool option for by-laws, explaining the search bar uses key words to collect corresponding by-laws in the search or simply search by by-law number, it was also noted that all by-law numbers can be clearly seen when by-law is opened.

Council discussed if the offer to cover the costs of lifeguard training was made. Other options such as the re-imbursement of course fees at the end of the season to ensure we retain the lifeguards we train were being discussed as several concerns arose regarding enforcement of the agreement. Concerns that the lifeguards will obtain training for free from the Township and subsequently accept a job offer in another municipality for greater pay were discussed. A recommended solution was to hold back the employees final check to cover the costs of the courses.

Council inquired regarding the inconsistencies of garbage pick-up in the Township. Members noted the truck has been down for repairs on several occasions, with no notice given to the public of these discrepancies. Members of Council stated it should be the responsibility of the company providing the service to inform the public of any and all issues affecting municipal garbage pick-up, not solely members of municipal staff. Options of notifying the public were discussed such as, the contractor announcing conflicts through social media outlets, either their own or by contacting municipal staff who subsequently announce the issue on the municipal website. Staff directed to contact service provider and express concerns of unreliable service.

Decision: 2021-198

Moved by: H. Cameron

Seconded by: J. Hunter

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

13. Councillor Inquiries or Notices of Motion

Councillor Dillabough inquired why the docks at the Cardinal legion are not yet installed. It was noted that the current water levels too low to install the dock system without causing damage.

Deputy Mayor Deschamps inquired about possible future vaccination clinics within the Township. Members of Council indicated their willingness to assist in recruiting volunteers to aid in organizing vaccine clinics. It was noted that the Mayor of Westport organized vaccine clinics with approximately 15-20 people needed to run one. Ingredion has no more interest in hosting the clinic as they have directed staff to obtain their vaccine elsewhere. Councillor Hunter assumed the responsibility of organizing potential vaccine clinics on the condition the Township provides the set-up/clean-up of the facility.

Councillor Hunter inquired as to when the Township gravel is being spread. It was noted that work should begin mid June.

14. Mayor's Report

Mayor Sayeau reported on the following:

- Update provided with respect to OPP detachment board and noted that the deadline for submission has been extended to June 28
- UCLG organizing virtual meeting May 31, 2021 to discuss the aggregate resources master plan
- Highlighted quote with respect to tax freedom day in Canada
- May 26: Announcement with respect to Universal Broadband Funding Cogeco has also received ISSED funding
- Currently working with industrial employer for the development of a facility. Item will be on the upcoming Committee of the Whole - Administration & Finance meeting

Decision: 2021-199

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

Decision: 2021-200

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Municipal Council proceeds into closed session at 9:25 p.m. in order to address a matter pertaining to:

- 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

Carried

- 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

Decision: 2021-201

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT the closed meeting does now adjourn and the open meeting of Municipal Council does now resume at 10:06 p.m.

Carried

17. Report Out of Closed Session

Mayor Sayeau reported that Council reviewed the closed session minutes and received a report related to the Public Works Department.

Decision: 2021-202

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT Municipal Council receives and approves the closed session minutes dated March 22, 2021 and May 10, 2021.

Carried

18. Confirmation By-law

Decision: 2021-203

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 2021-31.

Carried

19. Adjournment

Decision: 2021-204

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Municipal Council does now adjourn at 10:10 p.m.

Carried

Mayor

Clerk

Edwardsburgh Cardinal Public Library Board Meeting Minutes

Virtual Zoom Meeting April 29th, 2021

Present: T. East, D. Robertson, A. Barratt, H. Cameron, P. Tierney, T. Wilson,
J. 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 5:02 pm on April 29th, 2021 a virtual Zoom meeting.

The scheduled meeting of April 27th was postponed to today due to a scheduling conflict.

2. Disclosure of interest – None

3. Additions to agenda – Ontario Library Service Report – Judy Cameron

Motion by Pat Tierney to approve the Agenda with the addition of the Ontario Library Service Report, seconded by Hugh Cameron. CARRIED

4. Approval of minutes from last meeting

Motion by Hugh Cameron to accept the March 23rd, 2021 minutes as presented, seconded by Judy Cameron. CARRIED

5. Business arising from minutes

The renovations at the Spencerville Library were scheduled to begin in May. Due to the current restrictions of the Provincial Stay at Home order, Paul has advised the work will begin mid-June. The CEO will advise the Board when an official start date has been confirmed.

Judy Cameron attended the first meeting of the Ontario Library Service Board. The Ontario Library Service is the amalgamation of the Southern Ontario Library Service (SOLS) and the Ontario Library Service North. Judy gave a summary of the Ontario Library Service (OLS) and, her role as a Board member (document attached). Judy explained, there are 9 Board assemblies based on population served. Board assemblies, will provide library board members with opportunities to share information, and hear how other boards deal with issues. Judy looks forward to getting to know other Library Board members in our assembly and,

will continue to report to the Board new information as the networking begins. Judy mentioned some Boards spoke of the disconnect between the Municipal Council and the Library. Not the case with our Council who is very supportive of our Library.

6. Correspondence

□ 2020 Annual Report Friends of the Spencerville Public Library

The Library Board received with thanks and appreciation, the 2020 Annual Report from the Friends of the Spencerville Public Library. As reported, 2020 was a year of overcoming obstacles. The Board expressed their thanks for the great work the Friends continue to do and their support of the Spencerville Library Branch.

7. Treasurer's report

Dave responded to Judy's report about Municipal Council and our Library, that Council is very supportive of the Library and the Board. We have a good relationship with the Municipal Council and the Township Staff. We are very fortunate to have a Council who knows the value of the Library in our Township. It is unfortunate as Judy reported, that not all Libraries in Ontario are supported by their Municipality. We are very fortunate that is not the case in Edwardsburgh Cardinal.

Dave received the updated Income Statement from the Township but it was not able to review it before the meeting. Dave will send the Statement out to the Board and make any notes for clarification purposes.

8. CEO/Supervisor report attached

9. Policy Review - NIL

10. Report from Municipal Council – Councillor Cameron reported;

- Zoning By-Law public meeting delayed due to COVID restrictions
- SNC – Tree program – can register for trees via Township website
- Brush pick-up scheduled will take place in May in Cardinal, Johnstown and Spencerville.
- Waste-Transfer Station will receive leaves and brush at no charge during the month of May
- 51 building permits were issued as of the end of March
- Boat docks are in and ready for use

- Viewing platform has been installed at the Mill and is in use
- Township play structures are sanitized once per day in an effort to reduce spread of COVID

11. New business/Community Activities

The Board extended thanks to staff for all they are doing to provide Library service in our Community. Their work and dedication is much appreciated.

12. Closed Session – Nil

13. Date of Next Meeting: Tuesday May 25th, 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 5:53 pm. CARRIED

T. V. E. [Signature]

Chair

[Signature]

Recording Secretary

Ontario Library Service Board

Composition of the Board

The Ontario Library Service is governed by a 13-member volunteer board. Board members are drawn from the boards of our client libraries, elected from the nine Board Assemblies. Four members are appointed by the Ontario Minister of Heritage, Sport, Tourism, and Culture Industries. The Board serves without remuneration. The next term runs from June 2021 until June 2024. Elections will be held at the Spring 2021 Board Assembly meetings. To be eligible to run for election, one must be appointed to the Board Assembly by a library board. The board member shall hold office until the end of the term as above, or until they resign.

Role of the Board

The board, on behalf of the people of Ontario as represented by the Minister with jurisdiction for public libraries, will govern Ontario Library Service with a strategic perspective.

The board will govern with a style that emphasizes:

- ✦ A provincial vision, rather than a local focus
- ✦ Commitment to diversity and respecting different viewpoints
- ✦ Governance and strategic leadership
- ✦ The future, while considering past and present
- ✦ Collaboration

As a member of the OLS board, your duty will be to act with honesty and good faith and in the best interest of all provincial libraries. Individuals interested in serving on the Board should be forward thinking and openminded, aware of library issues, focused on improving library services, and tolerant of different styles. This board is not about local library issues, rather services to libraries at the provincial level.

Board Job Description

According to the Policy Governance Model, the work of the board is to represent its ownership in determining and challenging appropriate organizational performance. To distinguish the board's own unique role from the jobs of its staff, the board will concentrate its efforts on the following outputs:

1. The link between the organization and its ownership with the appropriate ministry.
2. Written governing policies which address:
 - A. **Ends:** Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what process for which needs at what cost).
 - B. **Executive Limitations:** Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - C. **Governance Process:** Specification of how the board conceives, achieves, and monitors its own tasks.
 - D. **Board-CEO Relationship:** How power is delegated, and its proper use monitored; the CEO role authority and accountability.
3. The assurance of CEO performance
4. The assurance of funding through:
 - A. Advocating and promoting for optimal funding from the provincial government;
 - B. Pursuing a variety of funding and resource development activities that support OLS priorities.

Board Meetings

There are three board meetings a year – October, February and June which is followed by an Annual General Meeting. Currently, the board meets on Saturday, but the schedule may change. Board meetings are held virtually.

Board meetings are structured as follows:

- ✦ Discussions under Linkage Development typically address plans for contacts with the Minister of Heritage, Sport, Tourism, and Culture Industries, MPPs, and our client libraries. The Board's ownership policy describes our ownership as "the people of Ontario as represented by the Minister with jurisdiction for public libraries".
- ✦ The Board follows a cycle of policy review so that all policies are addressed, at a minimum, once every four years.
- ✦ Funding has two main sources – the provincial government which is the primary OLS funder, and individual donors.

- ✦ The CEO's performance is assured through a cycle of monitoring reports which address compliance with policies. There is also an annual formal review.
- ✦ The Board also evaluates its own performance on an annual basis.

Work between meetings tends to focus on linkage development and assurance of funding. Typically, board members will be involved in advocacy, reporting at Board Assembly meetings and fundraising.

Board Assemblies

- ✦ Agendas are created and the meeting led by OLS consultants. They include information sharing and updates on various issues of concern to public library boards, and updates from representatives of OLBA and FOPL.
- ✦ When choosing a nomination for the OLS board, each library is entitled to only one vote in its assigned Board Assembly by the officially designated library board representative.
- ✦ Library boards are welcome to send additional board members to Board Assembly meetings, and to attend meetings other than their assigned Board Assembly.
- ✦ Board Assembly members are encouraged to suggest topics of interest for agendas.

2020 FOL Spencerville Branch Chair's Annual Report

2020 has been a year of overcoming obstacles we just nicely got ready for an active year when COVID-19 hit so we have had to have a year of doing what we could behind the scenes instead of out front and center.

We were able to purchase and deliver some recreational supplies which remain at the library temporarily out of circulation based on the Health and Safety Protocols in place for COVID-19. We did have a new bike rack built and installed and it is easy to move out of the way for winter maintenance. FOL was able to continue our tradition of purchasing a selection new large print books for our library.

Our biggest purchase this year was mobile checkout cart which according to Sheila and Carolyn is particularly useful. We have been able to stock the new mini library in the village square with movies and books which have been donated to the FOL. I am sitting with at least twenty boxes of books in our bedroom donated to us but not yet allowed to be brought to the library. I have another large donation coming from Cheryl Robertson it is pausing at the United church for now.

This year we were able to commemorate a very special friend of the library, Dough Hall, who as moved away. We had a leaf added to our memory tree in his honour.

Unfortunately, we have not been able to hold our book sales or explore other fundraising opportunities but that will come in the future when we put COVID-19 behind us.

In closing I would like to thank Donna and the staff for their amazing variety of virtual programmes in addition to the regular borrowing aspect of the library. We are so fortunate to have such caring people looking after our library. We are hoping Beth, who is presently battling health problems, will be back with us as soon as she is able we are hopeful that we will be able to carry on with further activities later this year thanks to your support.

Respectfully Submitted: Helen Piper, Chair Spencerville branch, Friends of the Library

CEO REPORT

APRIL, 2021

COVID-19 update

April 2nd the Provincial Government Announced a Province Wide Emergency Break. This announcement took us back to contactless curbside pickup. On Friday April 14th the stay at home order along with other restrictions was extended for two additional weeks, through to May 20th. This order did not change the contactless curbside service we are doing and will continue to do unless a further order and restrictions mandate us otherwise. Staff continue to do an excellent job of providing the best service to our patrons during these constantly changing times. We continue to practice all COVID protocols in place whether the Library is open to the public or just staff. Staff is in the Branch during our Tuesday, Thursday and Saturday hours as they are unable to provide this service from home. To ensure we are able to meet the requests of our patrons in a timely manner, due to quarantine of the materials returned. This requires me to make more trips to and from the two Branches to deliver materials. At this time we are seemingly meeting the needs of our patrons and providing them with service in a timely manner.

Programming

Easter Colouring Contest and Easter Take Home kits – 37 kits were distributed and 13 colouring pages were returned.

Good In Every Grain Seed Kits – 42 kits were distributed.

Virtual Science Workshops – Investigate It! 18 participants held April 14th. Thank you to the Board for hosting this workshop.

Cardinal Branch

- New furnace with air conditioning as well as a conversion kit for better air humidification has been installed.

Spencerville Branch

- Renovations scheduled to begin in mid - June.

Both Branches

- TD Summer StoryWalk –we have entered into an agreement with TD Summer Reading Club we will be receiving 1 kit to share between the two Branches. Locations TBD
- Working on Summer Reading Program to launch in June – Annual TD Summer Reading- will be a mix of grab and go bags and virtual fun.

I have finished my fourth and fifth Excel Course Reference and Information Services and Customer Service Essentials. I have 1 more mandatory course to complete and 4 electives.

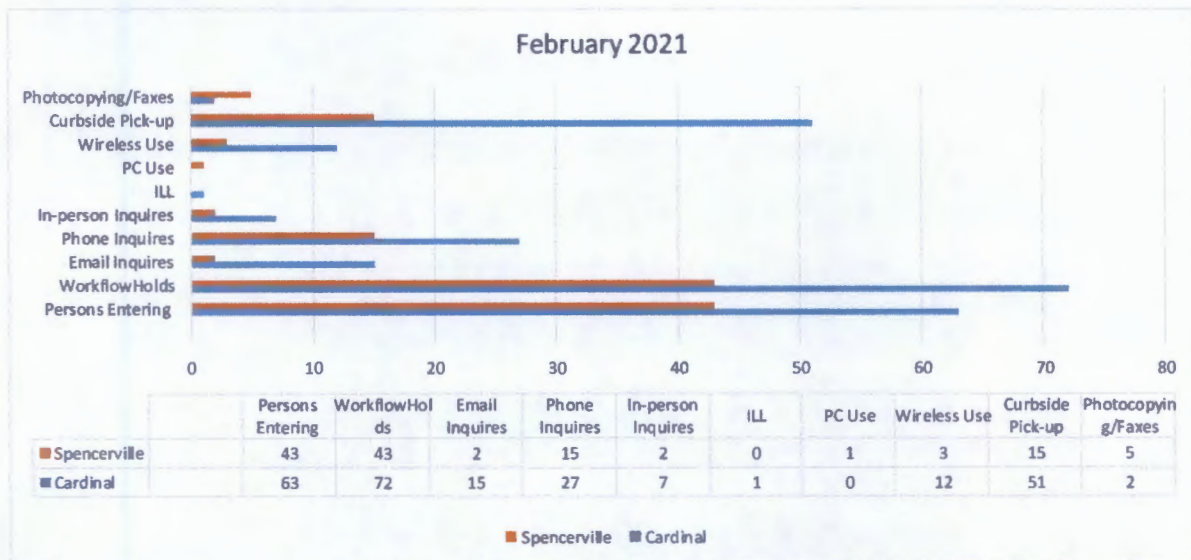
Page 1 of 3

I am enrolled in a 4 session Canadian Copyright and Public Libraries Training. Two sessions have been completed – two sessions left to go.

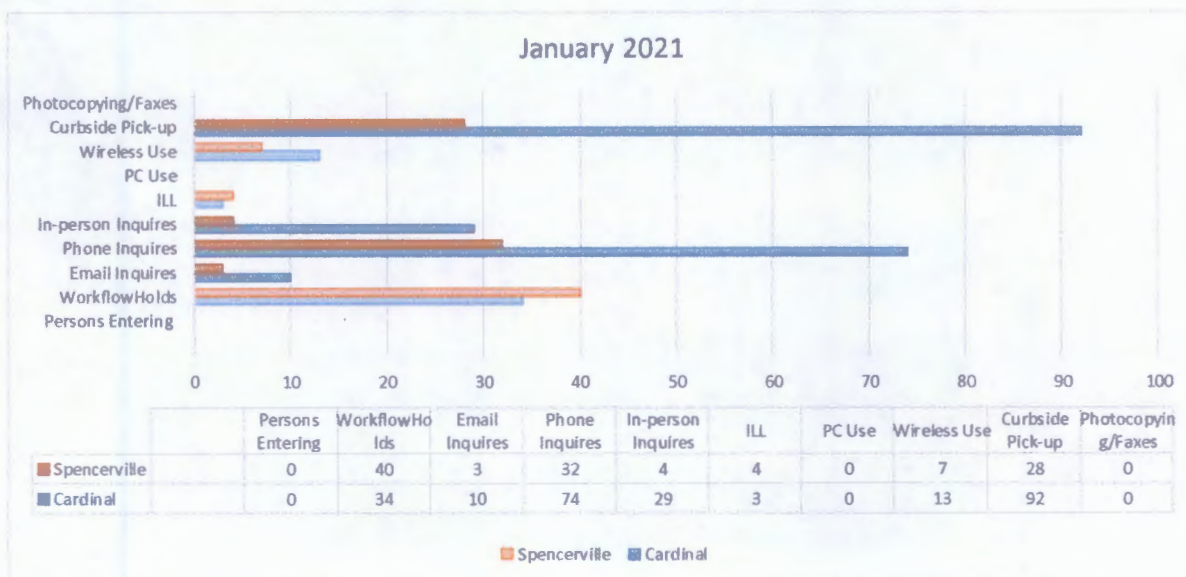
Monthly Statistics 2021

	March 2021 Stats		
	Cardinal	Spencerville	Total
Persons Entering	211	73	284
Workflow Holds	11	21	32
Email Inquires	5	1	6
Phone Inquires	35	18	53
In-person Inquires	2	1	3
ILL	13	5	18
PC Use	7	1	8
Wireless Use	5	5	10
Curbside Pick-up	19	3	22
Photocopying/Faxes	7	5	12
Programs			
Program Attendance			
Circulation	508	320	828
Overdrive	297	170	467
Overdrive Users			26
New Users			5
New Library Cards	4	0	4

Website Usage March – 125 users



Circulation	418	226	644
Overdrive	85	34	119
Overdrive Users			57
New Users			2
New Library Cards			3



Circulation	284	196	480
Overdrive	97	39	136
Overdrive Users			63
New Users			4
New Library Cards			0

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, MAY 19, 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

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 –April 21, 2021

Moved by: J. Hunter

Seconded by: S. Dillabough

That Port Management Committee receives and approves the minutes of Port Management Committee meeting dated April 21, 2021.

Carried

6. Business Arising from Previous PMC Minutes – None

7. Discussion Items

a) Aquatarium – Sponsorship/Donation – Mayor’s Letter

Committee reviewed the Mayor's draft letter to the Aquatarium and Members noted that the letter outlines that the Port's focus is on capital projects to improve the Port. Members noted that the letter makes the Aquatarium aware of the Port's position and priorities. It was noted that the Port could consider a contribution in a future budget, however, the current 2021 budget has already been approved by Committee.

Members noted that if the Port supported the contribution request, it could be approximately \$93,000 per year, over 4 years, instead of the original \$125,000 over 3 years. Members discussed the requested funding and if the Port should support such an ask. Members debated if the Aquatarium display would help promote Port business or only be useful to attract tourism. Members suggested that the Port could utilize some of the funds to hire a communications employee to promote the Port. Members suggested that the display may not accurately depict and promote the agricultural sector in Eastern Ontario. It was noted that the Port has an annual \$75,000 community capital grants program, where the Aquatarium could request funding, or the Port could consider donating between \$10,000 to \$30,000.

Members noted that Mr. Beatty will match any contribution/donation dollar for dollar. Members noted that the \$75,000 annual Port community capital grant program supports local organizations within the Township, however, supporting a regional approach to incorporate the Aquatarium could be considered.

Port staff noted that the Aquatarium contribution request is substantial, and that money could be utilized for future capital projects at the Port. Port staff noted their concern that the Aquatarium is expecting the Port to be their main donor for the project. It was suggested that the Port could communicate with various business associates that may be interested in sponsoring the project. Committee discussed the display concept and if it would be an accurate representation of the Port.

b) Port Lands Purchase – Appraisal/Next Steps

Committee reviewed the report and noted that the appraisal assumes that there are no environmental issues, however, the appraiser cautions the Port in many instances within the report about legal liability relating to the effect of environmental issues on the property. Members noted that the Port solicitor could draft the purchase and sale document to ensure that the purchaser would assume all liability and risks associated with property, specifically with respect to environmental impacts. There was consensus of Committee to direct Port staff to have the Port solicitor draft the purchase and sale agreement.

Committee discussed how the property can be sold. It was noted that in accordance with the policy, industrial land is exempt from the restrictions within the sale of surplus land policy and therefore can be sold privately. Members noted that other businesses may be interested in the property,

such as the local golf course and telecommunication companies to install new towers. There was a general discussion on potentially acquiring the services of Mr. Earle to advertise and sell the property.

Moved by: J. Hunter

Seconded by: S. Dillabough

That the Port Management Committee recommends that Council declare the parcel of property as surplus to the needs of the Township and Port.

Carried

Committee briefly debated if the property should be available and made public to the open market, or sell to the interested company. It was noted that the Port solicitor would draft the offer to ensure that the Township and Port would not be liable for any environmental risks.

Moved by: S. Dillabough

Seconded by: F. McAuley

That the Port Management Committee recommends that the property to be declared as surplus to the needs of the Township and Port be offered for sale, to the open market place, by public tender as the method of sale.

Carried

c) Port Community Capital Funding Signage

Committee reviewed the draft signage and there was consensus to include the words “a division of” between the logos for the Port of Johnstown and Township of Edwardsburgh Cardinal.

Committee briefly debated if the signage should indicate if the funding provided was “in full/in part”. There was consensus to keep the “in full/in part” wording as currently outlined on the drafts.

d) Investments

Mr. McAuley and Port staff provided an overview of the current investment portfolio for the Port and outlined the types of investments, rates, and possible options. There was a brief discussion on how the Township and Port are restricted under the Municipal Act on how funds can be invested. Committee discussed how Port could contact LAS to discuss the investments. It was noted that Port staff will bring a report to the June meeting to further discuss the Port investments.

8. Action/Information Items

a) Operation Manager’s Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: inventory, electrical maintenance, and the hiring of a second electrician.

Committee reviewed the capital report and there was a general discussion on the following projects: paving near waterfront dock, dock fenders, and hardware for the temperature monitoring system.

b) General Manager's Report – Traffic Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: monthly revenues versus year to date actuals, National Trade Corridors Funding loading spouts project status, project cargo, tree maintenance, and employee benefits costs. Committee reviewed the traffic report.

c) Health & Safety Report

Moved by: F. McAuley
Seconded by: J. Hunter

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

Carried

d) 2020 Auditor's Report

Committee reviewed the Auditor's report and inquired about the cost to have the annual audit completed by MNP LLP. It was noted that the cost is approximately \$12,000.00. It was noted that the Port is required to complete the audit and the information is then consolidated with the Township's financial statements.

Moved by: H. Cameron
Seconded by: S. Dillabough

That the Port Management Committee:

1. Receives, accepts and approves the auditor's report on the Port of Johnstown's financial statement as provided by MNP LP chartered accountants; and
2. Recommends that Council receives the auditor's report on the Port of Johnstown's financial statement as provided by MNP LLP chartered accountants.

Carried

e) Investments – GIC Maturing on June 7, 2021

Moved by: F. McAuley

Seconded by: H. Cameron

That the Port Management Committee approves the transfer of the Scotia Bank 30-day GIC maturing on the 7th of June, 2021 in the amount of \$2,092,006.32 to the Royal Bank operating account #100-118-9 in name of the Port of Johnstown and directs the Port General Manager to complete this transaction.

Carried

f) Lease Assignment Name Change – Salt Company

Moved by: J. Hunter

Seconded by: S. Dillabough

That the Port Management Committee recommends that:

1. Council approves the assignment of the current lease from K+S Windsor Salt Ltd to Windsor Salt Ltd effective April 16, 2021; and
2. The Mayor, Clerk and Port General Manager be authorized to execute and sign the attached lease assignment.

Carried

g) Dock Fenders

Committee reviewed the report and discussed the rising cost of lumber and how it has impacted the project cost. It was noted that if the Port were to complete the project in house, they may only be able to complete the replacement of 1-2 timbers per day, while Kehoe Marine Construction could likely complete the replacement of 5-10 per day. Members noted that the time saving would help offset the increased cost of the timbers. Committee briefly discussed the installation of the rubber fenders to help protect the docks and vessels. It was noted that a specific type of rubber is required to absorb the movements caused by the vessels rubbing against them when entering and exiting the dock.

Moved by: S. Dillabough

Seconded by: T. Deschamps

That the Port Management Committee:

1. Awards the new fender installation contract to Kehoe Marine Construction Ltd. For an amount of \$4,200.00 per day plus consumables at cost, plus 15% (excluding HST); and
2. That the overall project will not exceed the approved budget amount of \$300,000.00 (excluding HST); and
3. That the Port General Manager sign the contract with Kehoe Marine Construction Ltd on behalf of the Township.

Carried

h) Termination of Operating Agreement with the Federal Government

Moved by: J. Hunter
Seconded by: H. Cameron

That the Port Management Committee recommends that:

1. Council approves the termination agreement of the operating agreement between the Township of Edwardsburgh Cardinal and Transport Canada; and
2. Authorize the Township's CAO to sign the document on behalf of the Township/Port.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: H. Cameron
Seconded by: J. Hunter

That Committee approves payment of Port invoices as circulated.

Carried

10. Councillor Inquiries/Notices of Motion – None

11. Chair's Report – None

12. Question Period – None

13. Closed Session

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

That Committee proceeds into closed session at 8:46 p.m. in order to address a matter pertaining:

- A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Availability of lands that the Port may be interested in purchasing and Minutes of Closed Session dated March 17, 2021.

Carried

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, June 7, 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
Candise Newcombe, Deputy Clerk

1. Call to Order – Chair, Tory Deschamps

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

2. Approval of Agenda

Moved by: Councillor Cameron

Seconded by: C.Ward

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

None.

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

None.

5. Delegations and Presentations

a. Tariq Baig and Shahbaz Maqbool

Committee reviewed the request for exclusion of parcels from future proposed industrial plan on Frederick St.

Members inquired if the buildings planned for development would be residential or business and if railroad access would be required for any future prospective businesses. It was noted the intention was to build a residential home on each property consisting of 4 acres.

Members requested information on possible future needs of the railroad and inquired if re-zoning of the outlined land would impinge future railroad expansion.

It was noted the possibility of having 1 lot for residential use and leaving the remaining 4 acres open. Committee members responded to the proposal, one member explained the many conversations they had had with the applicant and the applicant's realtor explaining the zoning of the land to be industrial and clearly stating the municipality's position of not re-zoning the area as residential.

Committee inquired about the date of purchase of the land. It was noted March, 2021 was the date of purchase. Committee members pointed out the party proceeded with the purchase with the knowledge of the lands industrial zoning.

Members suggested that staff should write a report outlining details of the delegation thoroughly that could be presented at the next COW-Community Development Committee meeting.

It was noted that due to the previously mentioned hours spent by Staff with the applicants prior to the purchase of the land, members felt further research would be fruitless and time consuming, therefore, a staff report may not be beneficial at this time. It was also noted that granting this request to rezone industrial land to residential was in direct conflict with the Township's official plan, which was approved by the UCLG in January 2020 and posted on the Township's website. Members briefly debated the possibility of allowing the delegate to sever a small lot off as residential.

The Committee thanked the applicants for their presentation and informed them that the Committee was not interested in granting their request to re-zone the land facing Frederick St. for residential development at this time. They further directed the applicants to contact staff if they had further inquiries.

6. Action/Information/Discussion Items

a. Live: Land Use Planning

1. Application for Severance, Dobbie Rd (JF Dobbie and Sons Ltd.)

Committee reviewed the report and inquired about the ownership of the driveway. It was noted that the driveway would remain with the 5.22-acre residential parcel. Staff further explained access to the severed agricultural lot would be with a proposed easement over the driveway of the residential parcel.

Members inquired of Ms. Zander, professional land use planner who was present at the meeting, the reasoning behind the proposed severance split of 101 acres on parcel #1, 5.22 acres on parcel #2 leaving 246 acres for the retained parcel. Ms. Zander noted that large agriculture land is much more difficult to market than that of a smaller parcel. Members further inquired on the current zoning of the land, and whether residential development was a possibility with these proposed severances. It was noted that for the severed agricultural lot, the current zoning by-laws allow for both agricultural and residential use. However; the retained agricultural lot would need to be rezoned to prohibit residential use to comply with the official plan. It was noted that it is best practice to register separate lots under separate names to avoid future merging. Members noted there would be no recourse to prevent building under current by-laws, and mentioned concern of future severances to the land. It was noted that severances are kept on record, with a maximum of 2 new lots to be created by severance.

Moved by: Councillor Hunter

Seconded by: Mayor Sayeau

That Committee recommend that Council recommend in favour of severance B-47-21 (JF Dobbie & Sons Ltd) and B-48-21 (JF Dobbie & Sons Ltd) with the condition that a zoning bylaw amendment is obtained to prohibit future non-agricultural use, including residential uses, on the retained lot and allow a reduced frontage of 17m on the severed parcel.

Carried

2. Application for Site Plan Control, 8072 County Rd 44 (Allen)

Committee members commented on the fact that a SPCA is regularly with property owners. It was noted that Forbes Bros, contracted by Freedom Mobile, is acting as an agent for the property owners in the application process.

Members inquired of the date the application was received. It was noted that the application was received by e-mail on May 13, 2021, and would have been deemed a complete application when payment was received in the following days.

Members briefly discussed a previous site plan for a cell tower fabrication on Jochem Rd. inquiring about the progress on that situation and scrutinized on how many towers the Township ultimately requires. It was noted that third party companies are currently finding and buying locations with the hopes of finding a future buyer to build the tower. Not all towers will be built, but an estimated 300+ towers are currently planned to close the cell gap.

Members inquired if there was a statute of limitations on how long the tower is approved. It was noted that the SPCA will remain in effect permanently unless appealed, otherwise the agreement would be between Freedom Mobile and the land owner.

Members noted that the equipment installed with the EORN project will be 5G by Erikson and contribute to closing the cell gap by providing more stable service, though it is unclear which towers are still in use.

Moved by: Councillor Dillabough

Seconded by: Councillor Cameron

That Committee recommends that Council enter into the Site Plan Control Agreement as attached with the owners of 8072 County Road 44.

Carried

3. Request to Reconsider Road Widening, 12 Riverview Cres (Shaggy's Fries)

Committee members reviewed for re-consideration of the conditions of the site plan control agreement entered into with Shaggy's Fries at 12 Riverview Cres. back in August, 2020.

Members discussed the importance of the discrepancy between the required width and the allowance request. The significance of this allowance to future planning was debated, as it was noted by Members the difference between the required width and the current width is a foot, or approximately the size of a curb, and could be significant in future road widening plans.

It was noted that the applicant's lawyer has provided a solicitors undertaking on behalf of the corporation stating should the extra 1 and 2 feet be required for road expansion, the owner of the establishment will commit to deeding the land over to the Township if/when requested. The applicant also noted to date he has invested over \$300,000.00 into his property, providing 4 full time and 5 part time jobs to the area, further explaining added expenses to prepare

a new reference plan, survey and land transfer would be very costly and would be appreciated to avoid the extra expenses if at all possible.

Members inquired if the remaining stipulations outlined in August, 2020 had been met currently and requested confirmation of the date the applicant intended to have the binding letter submitted to the Township. Staff confirmed all other conditions had been met and verified by a number of staff members including the Township by-law officer. The applicant confirmed his intentions of having the letter admitted to the Township by June 30, 2021.

Moved by: C.Ward

Seconded by: Councillor Dillabough

That Committee recommend that Council, by resolution:

1. Accept an undertaking from the property owner that the required road dedication will be completed at the Township's request should future road improvements take place, as satisfactory for the purpose of fulfilling the condition of road widening in the site plan control agreement for 12 Riverview Cres, bylaw 2020-44; and
2. The road dedication will be completed within 60 days of the Township's formal request.

Carried

b. Work: Economic Development

1. Application for Community Improvement Funding, 9 Spencer St (Rainville)

Committee reviewed the report on the application for CIP funding. Members discussed the continued investment this business has made to the community. Members requested clarification on if the intended entrance location for the business was to be on Centre St. as well as the intended location for the iron gate proposed for the CIP. It was noted the entrance is intended to be on Centre St. and the gate will run along the side of the building blocking entrance through the car port and directing consumers to the Centre St. entrance without infringing on the road itself.

Moved by: Councillor Hunter

Seconded by: Councillor Cameron

That Committee approves the application S-02-21 (Rainville), reimbursing 50% of the actual costs to complete the proposed

property improvements, including a landscaping and fencing, to a maximum of \$5,000.

Carried

Committee inquired about the amount of previous CIP funding received. It was noted that previous funding was received under a separate program to support building permits etc. The current CIP being applied for falls under the Facade and Property Improvement grant. It was further noted the applicant is still well within the \$10,000 limit.

The Committee members thanked Mr. Rainville for his continued investment into our community.

2. Business Impacts Survey of Covid-19

Committee reviewed the COVID-19 business impact survey released by UCLG in June. Members highlighted how the survey is a useful resource, and the extensive work performed by the committee in supporting our communities' local businesses through the pandemic.

Members noted that there were only 12 businesses listed as permanently closed and 38 of which are closed partially due to COVID. Members noted that many businesses have found alternative ways to market their business.

Committee discussed the growing issue of finding employees and how the CERB financial support may be impacting the number of employees staying home. Members inquired if MP Barrett or MPP Clark's office were made aware of the employee shortage business owners are facing. It was noted that members from MP Barrett and MPP Clark's office were involved in generating the report.

3. Regional Reopening Discussion

Committee reviewed the highlights of the roadmap to re-open and discussed the current state of the Township's vaccine numbers and whether the Township is meeting targets quickly enough to move ahead into stage 2 of the re-opening plan. It was noted that the Township is substantially different in number of cases from those of the "hot spot" areas and that it should reflect in the timeline for re-opening in our area.

Members noted that as independent business owners they had taken it upon themselves to contact local municipal leaders urging for their participation in recommending to provincial and federal government to accelerate the re-opening process in our area in reflection of the community's vaccine status' to aid struggling local businesses. Committee mentioned a concern of opening too quickly

and running the risk of a fourth lockdown. Members discussed options of waiting for the Council meeting June 28 is not ideal as conditions change daily. There was consensus of Committee that the Mayor submit letters to MPP Clark and Premier Ford, rather than wait until the June 28 Council meeting.

c. Play: Recreation

Committee discussed the re-opening of the community pools and the state of their maintenance. It was noted the pools were either being filled or were filled and staff was focused on securing lifeguards and obtaining certification for them. It was noted the Township will be offering the bronze cross to ensure retention of trained lifeguards in the future.

Members inquired if day camps would be operational this season. It was noted day camps and pools will operate with restrictions that follow provincial protocol. Members inquired why the day camps were only being run in Johnstown. It was noted this has been the practice for the past several years as there was little interest shown in Cardinal in the past.

d. Community Safety and Wellbeing Plan

Committee reviewed the UCLG community safety and wellbeing plan (CSWP) which is required by the province to be approved by July 1.

Members noted their concerns of funding and implementing the CSWP in the future, discussing the lack of funding provided and the possibility of needing to upload said responsibilities in the future due to lack of funding or mechanisms for implementation.

Members discussed that the provincial requirement now is simply to approve the Counties CSWP plan, not the means of funding or implementation. It was further noted that the future discussion of funding and implementing the plan would likely require a significant amount more discussion.

Moved by: Councillor Cameron

Seconded by: Councillor Hunter

That Committee recommends that Council approve the Community Safety and Well-Being Plan as presented and direct staff to post the plan to the website and have a printed copy available for review at the municipal office.

Carried

7. Inquiries/Notices of Motion

Councillor Cameron discussed the growing number of speeding transports down County Rd. #22 coming into Cardinal. It was noted that it is a county road, however members suggested contacting the county to make them aware of the

situation. Members also mentioned the possible use of speed counters in the area, however it was noted that they were used in that location in the past.

Councillor Cameron noted concerns of a skunk located near or under the change room at the Conestoga dive site in Cardinal and inquired as to the appropriate department to be contacted to deal with the issue.

Councillor Cameron discussed concerns regarding feedback from residents about the public placing their garbage out the night before their scheduled garbage pick up. It was noted that the by-law officer was to be informed and requested to issue warnings to guilty parties.

Councillor Dillabough inquired on the state of the Cardinal docks, and the timeline in which they will be installed. It was noted they are working on a concept for installation of the docks.

Mayor Sayeau noted that he was appreciative to the Committee for standing their ground in regards to the application for exclusion of parcels on Frederick St. and committing to the Township's official plan for the future of the industrial park area. He requested that a report be prepared to address temporary restrictions on a building permit allowance for those specific lots. It was noted that a report will be prepared following consultation with the planner.

Mr. Cleary inquired about the possibility of dissolving the ward system in the Township and voiced his frustration of not being privy to the information and his apprehension about dissolving the ward during the pandemic, recommending it would be a better option to postpone this decision for another couple of years. It was noted all discussions were in accordance with the Municipal Act 2001, and the issue will be brought forward at the June 28 regular Council meeting for Council deliberations. It was noted that Councillor Hunter had on several occasions discussed bringing forth a motion on this issue since February 2021 and said discussions could be found in past meeting minutes posted to the Township website.

Mr. Modler inquired if staff would be preparing frequently asked questions page prior to the public meeting for dissolving of the ward system. It was noted that the Township website currently contains a FAQ page providing a chart information sheet on current popular topics.

Mayor Sayeau requested a full explanation regarding parking and usage of RV's on residential lots. It was noted that there are by-laws concerning this issue on our Township's website.

8. Question Period

None.

9. Closed Session

10. Adjournment

Moved by: C.Ward

Seconded by: Councillor Cameron

That Committee does now adjourn at 9:35 p.m.

Carried

Chair

Clerk

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE

Monday, June 14, 2021, 6:30 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055

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
Candise Newcombe, Deputy Clerk

1. Call to Order – Chair, Mayor Sayeau

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

2. Approval of Agenda

Moved by: H. Cameron

Seconded by: S. Dillabough

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 about topics including:

- Progress on the Alantra Leasing Modular Building project- DeWinter project

- Update with respect to domestic fowl on the privately owned road, Tuttle Point
- Progress on the Health Unit Vaccine Clinic organization

It was noted regarding the DeWinter project as well as the follow up with stray fowl on Tuttle Point road there was no new progress to report. With regards to the vaccination clinics to be held in the Township, the Health Unit had recently visited the proposed facility to verify wireless connection dependability. It was noted the Township could not proceed any further until they had received verification of site compatibility and suggested clinic dates from the Health Unit.

5. Delegations and Presentations

6. Discussion Items

7. Action/Information Items

- a. Community Grants - Centennial 67' Funding Reallocation

Moved by: J. Bradley

Seconded by: H. Cameron

That Committee recommends that Council authorize Centennial 67' Public School Parent Council to reallocate the \$500.00 granted under the Township's 2021 Community Grants & Donations program from the upgraded water fountain to the outdoor kindergarten music wall.

Carried

- b. RBC Financing for Grader

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee recommends that Council directs staff to draft a bylaw that repeals Bylaw 2013-05 and outlines the current credit facilities agreement which includes a 36-month loan agreement with the Royal Bank of Canada in the amount of \$300,192.00 at an interest rate of 1.73% to fund the purchase of the new grader.

Carried

- c. Annual IT Alignment Report

Moved by: J. Bradley

Seconded by: D. Robertson

THAT Committee receive the Annual IT Alignment report for information purposes.

d. OPP Detachment Framework

Members reviewed the Grenville County OPP Detachment Board proposal. Committee inquired about some of the service demands outlined for Prescott's international border crossing. It was noted that the service demands were in reference to the geographical area.

It was noted the Township had for years maintained a contract with the OPP to circumvent the need for an Police Services board, with great success, however, recent legislation will replace the current Police Services Board with the new Community Safety and Policing Act, 2019 (CSPA) which requires municipalities to adopt a detachment board.

Members voiced concerns regarding the proposal, highlighting the request of the Solicitor General for one OPP detachment board for the municipalities of North Grenville, Augusta, Merrickville-Wolford, Prescott, and Edwardsburgh Cardinal. It was noted that the deadline for this request had already received an extension from the original June 7th date to June 28th, therefore the request is being made by the Townships for three separate boards, one for North Grenville, one for Prescott & one for Augusta, Merrickville-Wolford and Edwardsburgh-Cardinal. Committee inquired about the possibility of "backing out" of the proposal, raising concerns of unknown costs. It was noted with the impending due date quickly approaching, submitting this proposal would be a better option than not submitting one.

Members inquired about the member composition of the proposed OPP detachment boards. It was noted there would be three Council representatives, three public members and one provincial appointed member. Members noted due to the Township's inexperience with Detachment Boards, there would likely be some training costs associated with participating on the board.

Moved by: T. Deschamps

Seconded by: H. Cameron

That Committee recommends that Council endorses the joint submission of the Grenville County Detachment Board proposal to the Solicitor General on or before June 28, 2021 and direct staff to work with partnering board municipalities to develop terms of reference for the board and return for Council approval.

Carried

e. Interim Control Bylaw - Industrial Park Expansion Lands

Members reviewed the report for an interim control bylaw for the Industrial Park lands. It was noted that members do not take lightly the implication of an interim control bylaw, however, members noted this should have been done when finalizing the Township's Official Plan, and felt this motion was required to tie up loose ends.

Members inquired what the earliest date the interim control bylaw could be presented to Council. It was noted that this would come forward at Special Council directly following the Committee of the Whole- Administration and Finance meeting tonight.

Moved by: T. Deschamps

Seconded by: S. Dillabough

That committee recommends that Council pass a bylaw and undertake a planning study

Carried

f. Site Plan Control Agreement - Prysmian

Members inquired how the new Prysmian development could impact other property negotiations. It was noted that the current request by the Township is on hold pending future development by Prysmian.

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee recommend that Council adopt a bylaw to amend the existing Site Plan Control Agreement for 137 Commerce Drive, as attached.

Carried

8. Councillor Inquiries/Notices of Motion

Deputy Mayor Deschamps noted the great work currently underway on the waterfront trail in Cardinal, further commenting on the amazing work of staff on the Cardinal dock installation.

Councillor Cameron made note of the public excitement in anticipation of the new Cardinal waterfront trail.

Councillor Hunter inquired about the removal of the dead maple tree found in the area of the future waterfront trail. It was noted that there was a project in the works to address that issue. Councillor Hunter highlighted the deteriorated state of the parking lot in front of the boat launch access and noted his aspirations to have those improvements included in the development of the waterfront trail. He

further commented on the state of the boat launch drop off, noting that the 6" rock placed previously to level out the drop off, seems to have settled causing a noticeable dip at the end of the launch. It was noted that part of the initial waterfront trail plan included definition of the edges of the parking lot, and further inquiries would be made to inquire what can be done to improve the parking lot within the budget. It was noted that staff was not aware of previous issues with the boat launch drop off, however staff would follow-up further on the subject.

9. Mayor's Report

Mayor Sayeau reported the following:

- Thanked Staff and Novatech planner's for having site plan control agreement in place.
- Announced the natural gas project did not receive funding. It was noted the Ontario Energy Board (OEB) had been restructured and that there was hope that it will change it's approach. It was further noted that a special review team had been created to review terms of projects that did not receive funding. During discussions with Enbridge, the Township learned it was close to meeting requirements for Enbridge to request a leave to construct without any additional funding required. Outlining that current customers would not be expected to pay any capital costs of new projects. It was noted that a mandatory hook up by-law may be required, enforcing that the public hook up to the gas line if available or pay as if you did.

10. Question Period

The following questions/comments were raised:

- Location of the Natural Gas expansion and extension project submitted by Enbridge.
- Location of the Cardinal recreation pathway.

11. Closed Session

12. Adjournment

Moved by: T. Deschamps

Seconded by: H. Cameron

That Committee does now adjourn at 7:25 p.m.

Carried

Chair

Clerk

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

Monday, June 21, 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
Gord Shaw, Director of Operations
Mike Spencer, Manager of Parks, Recreation & Facilities
Brian Moore, Fire Chief
Candise Newcombe, Deputy Clerk

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: Councillor Hunter

Seconded by: Mayor Sayeau

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 on the progress of the Greenfield report. It was noted that updated flow estimates were received and a follow-up meeting date was being scheduled.

Committee inquired as to when the public pools and summer day camps would resume operation, and if the Health Unit had approved resuming our summer programs, as local companies such as Ingredion and Greenfield Global Inc. had inquired about offering financial donations to the programs. It was noted that inspections were completed with both public pools meeting Health Unit requirements and the pool as well as day camp operations will be resuming this summer with restricted capacity. Members commented on the wonderful work of Staff with the successful recommencement of summer programs.

Members clarified comments made at a previous committee meeting regarding at large elections. The wording used was referring to the fact that the decision made regarding at large elections would ultimately be a Council decision.

5. Delegations and Presentations

a. Kevin Hawley - Greer Galloway - Johnstown Drainage

Mr. Hawley presented preliminary plans for the Johnstown Drainage project seeking Committee guidance on budget and expected end product. Mr. Hawley further explained, with more direction from Committee, he will be able to draft a more accurate cost report.

Members inquired about the differences between the two options Mr. Hawley presented. It was noted that option 1 included curbs and gutters, while option 2 did not, explaining in further detail the pricing differences between the two options.

Members inquired as to where the proposed asphalt cut for placement of drainage pipes was planned. Mr. Hawley explained as there is no current sanitary system to navigate, the cut could be made anywhere, however, it was his suggestion to have it run along the side of the road. Mr. Hawley requested further direction from Committee on whether the Township intended to place new asphalt over the road or simply repair the cut made for the placement of the pipes, explaining there would be a cost difference between the two options. Members inquired if the placement could be made without cutting into the existing asphalt. Mr. Hawley explained it could not as it would undermine the pavement.

Committee noted the overall superior look of the end product when including curbs and gutters, though it was noted that property owners have been without curb and gutter until now and are likely used to not having them, Members also noted that this section was only one small part of the Johnstown Hamlet. Mr. Hawley pointed out that the decisions made in this area will essentially "set the standard" of future infrastructure improvements for the area.

Members voiced their concern with the length of time this project has taken, noting the process started back in 2009, and inquired if there was any way to get construction under way this year noting that next year was an election year and budget would likely restrict proceedings further. Mr.

Hawley advised waiting to tender the project until late fall 2021 or January 2022, cautioning of increased costs associated with pushing the start date ahead as contractors already have projects for the summer/fall and could possibly raise fees if pressured to take on another project, as well touched on the many variables still not determined such as permits etc. that could cause delays and added costs if construction was to get underway. He further noted the need of a public information session before work proceeded. Members inquired of the possibility of starting half of the project this year and the costs associated with doing that. Mr. Hawley explained it was not his recommendation to do this, however agreed a ball park cost of approximately \$500,000 would not be unreasonable for the West side of Mary St. to Hwy #2 but he could not definitively give a cost estimate with current fluctuating prices.

Committee noted drainage in the area has always been a problem, and that there have been several attempts to mitigate these issues through placement of culverts etc. Members noted their concern of flat curbs with option #2, pointing out the possibility of the public driving over the curbs and causing expedited wear and tear leading to earlier than expected upkeep. Members inquired about the possibility of individual public members requesting driveways be included in the project. Mr. Hawley advised Members to avoid incorporating driveway requests from the public for contractor work and instead encourage members of the public to approach the contractor on an individual basis.

Committee members inquired if it would be beneficial to "mesh" the Spencerville Drainage project with the Johnstown one. Mr. Hawley explained it was not advisable to combine the two projects due to the travel distance, two crews will still be required and travel time will be a factor into the cost.

Members noted their impatience to get this project underway, however accepted that perhaps a better approach would be to have all permits, tender in the fall etc. and have the work lined up for early next year and get everything done right in one shot.

Mr. Hawley noted the success that the Village of Westport had with a similar tender which they released this past Easter, noting the savings the Village of Westport benefited from due to the timing of tender, and informed Committee that the project was completed last week.

Members ensured Mr. Hawley had received the required direction from Committee, and thanked him for his presentation.

6. Discussion Items

a. Johnstown Drainage - Preliminary Work

Committee discussed budgetary implications of the Johnstown Drainage project further with Mr. Hawley, inquiring about the possibility of starting

the Spencerville Drainage project to have something underway this year. Mr. Hawley noted there was a public information session scheduled for the end of July in regards to that project, and informed the Committee that the tender for the Spencerville project could be released this fall, advising the Township to allow the contractor to execute steps in appropriate sequence to ensure a quality final product.

Members inquired of any possibility in advancing timelines on either of the Drainage projects and inquired as to why the tender is being recommended to be released so late in the year with summer only just beginning. Mr. Hawley explained timelines could be advanced, however there would be significant costs associated re-iterating the need for a public information session to be held for each separate project, noting the requirement of a Ministry of Environment (MOE) permit as well as tendering and awarding a contractor. Members inquired about issuing the tenders before the MOE permit has been approved. Mr. Hawley expressed his concern with this method as it is possible the Township could be burdened with undue delay costs if issues arose with the permit approval process. Members pressed for a more accurate timeline, Staff noted that it is understood that as soon as reasonably possible, work would commence. Staff further noted that they would return with an update at the July PWESF.

7. Action/Information Items

a. Fire Service Fees Bylaw

Members reviewed the report and inquired about the date recommended for implementation of burn permits being January 2023, and if there was a current digital burn permit system. Chief Moore explained the logic to the estimated date of implementation being January 2023 was to allow ample time to inform public of the new system and resolve any unforeseen issues, though it is possible to have it completed by 2022, noting a payment system will need to be in place for burn permit fees. Members noted their preference to have the new system implemented in 2022 rather than the proposed 2023 schedule.

Committee noted the significant increase in fee costs to a few items, discussing the necessity for the increases. Members noted that the increased costs associated fit the scheme and were justifiable.

Moved by: Mayor Sayeau

Seconded by: Councillor Dillabough

That Committee recommends that Council approve the updated fire fees by-law.

Carried

b. Adelaide Sewage Pumping Station Spare Pump

Committee reviewed the Staff recommendation for a rebuild of Adelaide sewage pump after 25 years of use. Staff outlined option #1 being replacement of the pump at the cost of \$49,942.00 + HST with a \$10,000.00 recycling credit for the old pump, bringing the cost to \$39,688.24 + HST, it was noted it would take 9-12 weeks for the new pump to arrive. Option #2 outlined a rebuild of the current pump, which would take approximately 6-8 weeks for repair at a cost of \$27,900.00 + HST plus an additional charge of \$3887.00 for the initial service call. Staff recommended the rebuild option through the use of the Cardinal Waste Water Reserve fund.

Staff noted the current 47HP flight pump is obsolete. It was noted there are 45HP pumps available, however, due to the difference in power, an engineer's report would be required to determine if the 45HP pump would be adequate. Members inquired about the cost of an engineer inspection. Staff noted they were not certain of costs; however, the rate would likely be a standard hourly one. It was also noted with the replacement option, if the 45HP pump proved to be inadequate, the 60HP replacement pump could potentially require a complete upgrade of the control panel due to the increased power, as well as replacement of both pumps to ensure a spare is on hand.

Members expressed their desire to have the pump replaced opposed to rebuilding a pump deemed obsolete in an effort to save a bit of money. Staff noted that in the case of rebuilding the pump, typically the casing is saved only and the complete inside of the pump is rebuilt, so essentially the pump is new, where with the replacement option there are many unknown variable costs. Members noted that if the 45HP is deemed adequate, it would be more desirable to see the pump completely replaced. Members further inquired of the status of the remaining sewage pumps in the Township, whether any had previously been rebuilt and their current state. Staff noted a few flight pumps in Cardinal were rebuilt several years ago and have had no subsequent issues.

Moved by: Deputy Mayor Deschamps

Seconded by: J. Bush

That Committee recommends that Council direct staff to contract Xylem to rebuild the damaged west pump at a cost of \$27,009.10 plus non-rebated HST, and cover the unbudgeted expense through the Cardinal Wastewater Reserve fund.

Carried

c. Unopened Road Allowance - Off Frederick St

Staff noted due to the timeline restrictions, this item did not proceed through Committee and regular Council. The agreement has been executed and, the background is provided to Committee as information.

d. Township Vehicle Maintenance Provider Review

Committee reviewed the Township vehicle maintenance report in response to inquiries made by Council in regards to charges paid to Rush Truck Centre from the May 25, 2021 Council meeting. The report outlined three predominantly used service providers by the Township including Rush, ET Performance and Premium Peterbilt. Members inquired the reason for using Peterbilt more often than ET Performance, noting that ET Performance is local. Staff noted they were unsure of why Peterbilt was being used more often and attributed it to being in the Township and a central location.

Members noted that Premium Peterbilt was a part of the Township and therefore paid municipal taxes and is significantly less costly than Rush, though Rush comes highly recommended. Members pointed out the extra travel time included with having Township vehicles serviced at Rush, including the excess in labour to deliver vehicles to service area as well as paid employee time and travel.

Members conceded the use of Rush should only be for warranty work, and noted that the use of Premium Peterbilt supported local business and offered better pricing.

8. Councillor Inquiries/Notices of Motion

Councillor Dillabough inquired about the report from the speed device set up on Cty. Rd #44 and Brouseville Rd. back in December 2020 and whether any response was received from OPP or the possible reduction of the speed limit in the area. Staff noted that the report was submitted to the OPP as well as the County. It was also noted that it is not common practice of the OPP to report findings back to the Township, however, Staff would inquire if any action has or will be taken to mitigate the issue. Members noted that the previous OPP inspector indicated that when reports are received, they are reviewed by superiors and enforcement is subsequently scheduled to the area during the identified "high speed" times.

Councillor Hunter inquired about the progress of the County in fixing the damaged guard rails on CR #44. Members noted previously the County had simply shortened damaged guard rails, removing the damaged portion. Members noted that often one company is contracted for a specific job, and likely the County simply needs to notify contractor of the project.

9. Mayor's Report

Mayor Sayeau reported the following:

- Reviewed proceedings of the meeting earlier today with Newmark regarding the Job Site Challenge.
- Noted an upcoming meeting of Mayors for the OPP Detachment Board scheduled this Wednesday June 23, 2021 to further review the briefing before sending it to the Solicitor General. The Mayor requested Deputy Mayor Deschamps sit in on this meeting as the Mayor will be unable to attend.
- Date and times of the Township's first vaccine clinic were verified for July 4, 2021. It was noted the clinic registration should be available in the next 2-3 days on the Health Unit website.

10. Question Period

None.

11. Closed Session

Moved by: Councillor Hunter

Seconded by: Deputy Mayor Deschamps

That Committee proceeds into closed session at 8:05 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 March 15, 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 March 15, 2021 and April 19, 2021.

Moved by: Councillor Hunter

Seconded by: Deputy Mayor Deschamps

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 9:30 p.m.

Carried

12. Report Out of Closed Session

Moved by: Councillor Dillabough

Seconded by: Mayor Sayeau

That Committee receives and approves the closed session minutes dated March 15, 2021.

Carried

13. Adjournment

Moved by: Deputy Mayor Deschamps

Seconded by: Councillor Hunter

That Committee does now adjourn at 9:31 p.m.

Carried

Chair

Clerk

TOWNSHIP OF EDWARDSBURGH CARDINAL

June 28, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

THAT Municipal Council recommend in favour of severances B-47-21 and B-48-21 (Dobbie Rd– JF Dobbie & Sons Ltd) with the condition that a zoning bylaw amendment is obtained to prohibit future non-agricultural use, including residential uses, on the retained lot and allow a reduced frontage of 17m on the severed parcel, 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 ACTION ITEM

Committee: Committee of the Whole – Community Development

Date: June 7, 2021

Department: Community Development

Topic: Application for Severance, 112-114 Dobbie Rd (JF Dobbie and Sons Ltd.)

Purpose: To review two applications to sever an agricultural lot. The first application B-47-21 would create a new 101acre (40 ha) agricultural lot with an easement for driveway access across the retained parcel. On the retained parcel, a second application B-48-21 proposes to sever a dwelling surplus to the agricultural operation.

Background: The Township has received two applications for severance at 112-114 Dobbie Road from agent Zanderplan Inc., on behalf of JF Dobbie and Sons Ltd. The two applications have been submitted to create two new lots in addition to the retained parcel. The land is designated Rural Policy Area and Agricultural Resource Policy Area in the Township official plan. The current use of the property and surrounding land is agricultural.

The original lot is approximately 352acres with 2 barns, 2 sheds, a detached dwelling and an outbuilding.

- The first application proposes to create one 101acre lot with 193m of frontage for agricultural use with 2 barns and 1 shed. Access to this lot would be with a proposed easement over the driveway of the second severance.
- The second application proposes a 5.22acre residential lot surplus to the farming operation and would include a dwelling, 1 shed and the driveway. The residential lot would have 17m of frontage. An easement over the driveway would also provide access to the 101acre parcel created in the first severance.
- The final retained parcel would be approximately 246acres (100ha) with 460m of frontage on Dobbie Road. It would be home to an outbuilding that is accessory to the agricultural use.

Policy Implications: The subject land is designated Rural Policy Area and Agricultural Resource Policy Area in the Township's official plan and zoned both Rural and Agricultural in the zoning bylaw. Severances in the Agricultural Policy Area may be permitted for agricultural use where the size of the lots are appropriate for this use.

The Township's official plan has the following provisions:

3.5.3.2 The creation of new residential building lots in the Agricultural Resource Policy Area shall not be permitted. Lot creation is permitted for the following uses only, and subject to the following provisions:

1. New lots for agricultural uses shall be of a size appropriate to the type of agriculture common in the area and to allow flexibility for future changes to the type of the agricultural operation. In general, lots shall be a minimum of 40 hectares in area.

For the severance creating a 101acre agricultural lot, both the severed and retained parcel meet the minimum lot size of 40ha provided in the official plan. The size, frontage and setbacks are also consistent with the policies in the zoning bylaw.

Section 3.5.3.2. of the official plan also provides the following:

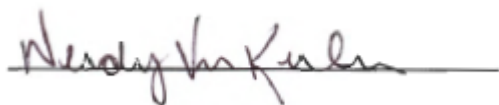
3. New lots for existing dwellings that are surplus to a farming operation as a result of farm consolidation, subject to the following conditions:

- The retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;*
- The new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and*
- The surplus dwelling will be zoned to recognize the non-farm residential use, as required.*

In keeping with this policy, the retained parcel of the second severance should be rezoned to prohibit future residential use. The proposed severance for a dwelling surplus to the farming operation creates a lot that is 5.22acres, with only 17m of frontage. The zoning bylaw provides that the minimum lot size for a residential lot in the Agricultural zone is 2.47acres and the minimum frontage required is 70m. The larger lot size is proposed in order to accommodate the existing long driveway and fence, associated with the residential use. The reduced lot frontage will help to keep more of the land with the agricultural parcel, and can be addressed as part of the same zoning bylaw amendment.

Financial Considerations: The applicant has remitted the required fee for severances to the municipality.

Recommendation: That Committee recommend that Council recommend in favour of severance B-47-21 and B-48-21 (JF Dobbie & Sons Ltd) with the condition that for severance B-48-21, a zoning bylaw amendment is obtained to prohibit future non-agricultural use, including residential uses, on the retained lot and allow a reduced frontage of 17m on the severed parcel.



Community Development Coordinator



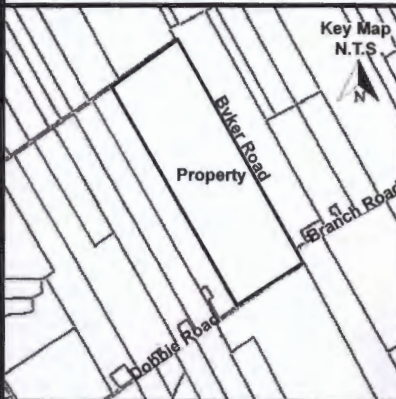
Map Printed On 2021-04-12 15:16

Disclaimer This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation. Designed and produced by: United Counties of Leeds & Grenville. Source of information: UTM, Grid Zone 18, NAD 1983, with data supplied under licence by members of the Ontario Geospatial Data Exchange (OGDE), and Teranet inc. Queens Printer of Ontario.

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Dobbie Severance Sketch

112 Dobbie Road
 Lot Common & 1, Concession 8
 Geographic Twp. of Edwardsburgh
 Twp. of Edwardsburgh Cardinal
 COUNTY OF LEEDS AND GRENVILLE



Legend

- Watercourse
- Unevaluated Wetlands

Notes:

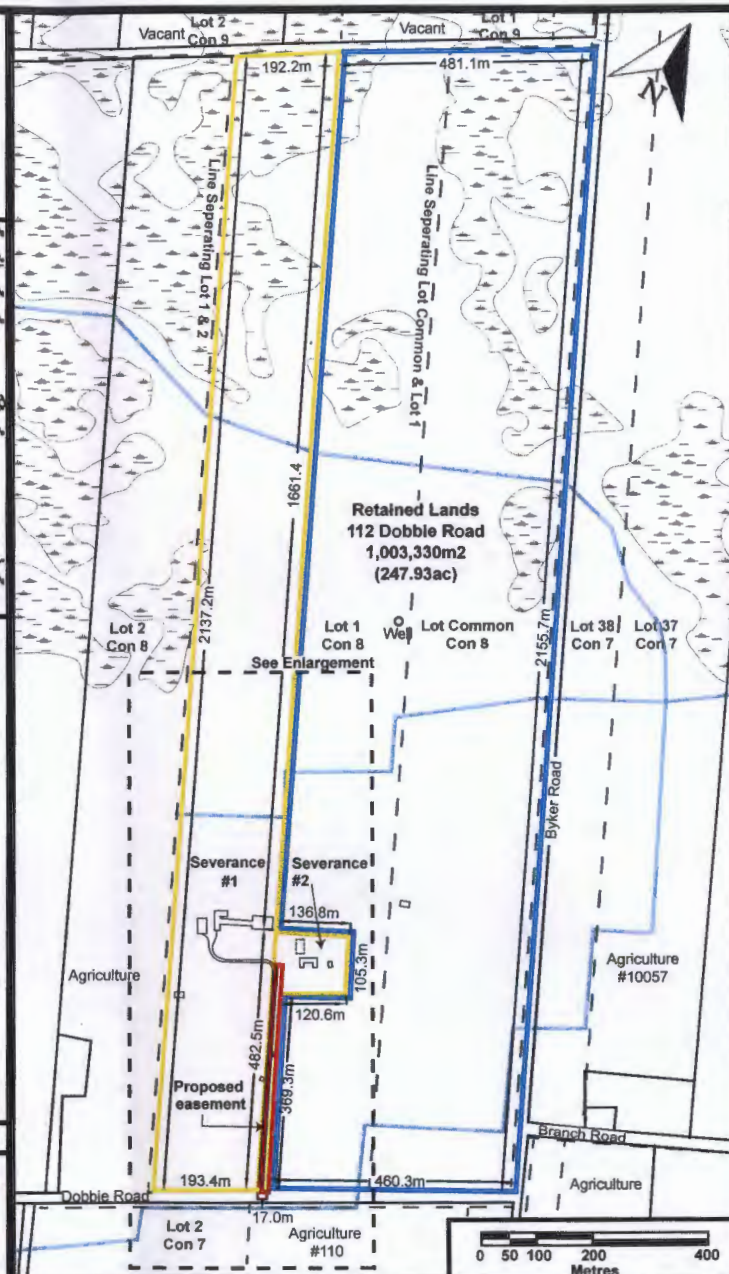
1. Boundary and dimensions are approximate and not based on a plan of survey.
2. Location of watercourse and unevaluated wetlands derived from South Nation Conservation Authority Online GIS Mapping.
3. There is a well inside the house of proposed severance #2.

Version Date: April 26, 2021 File No. 21-022

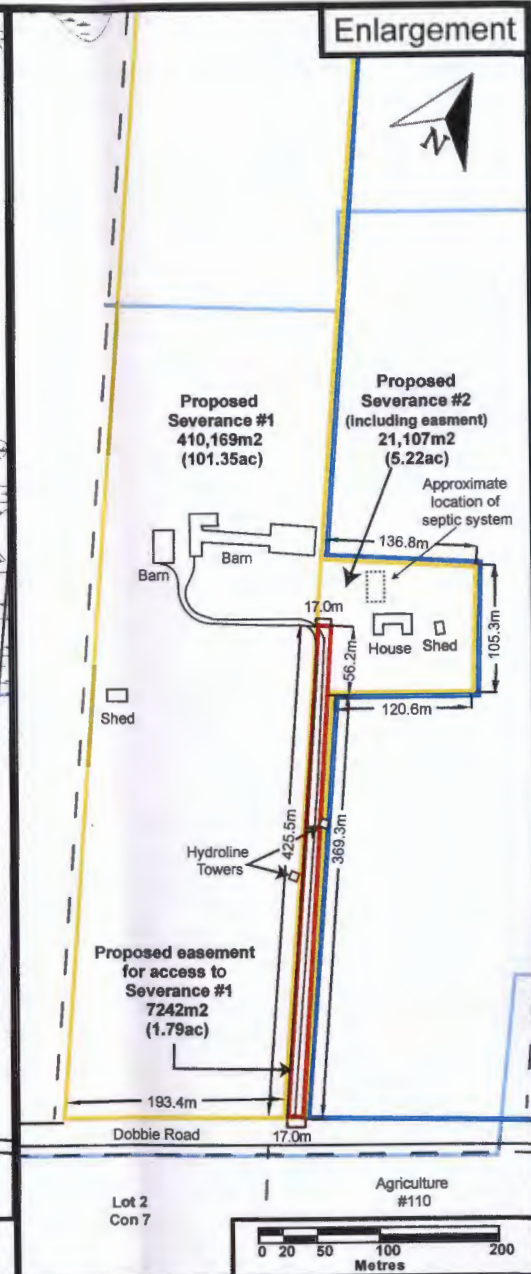
ZanderPlan

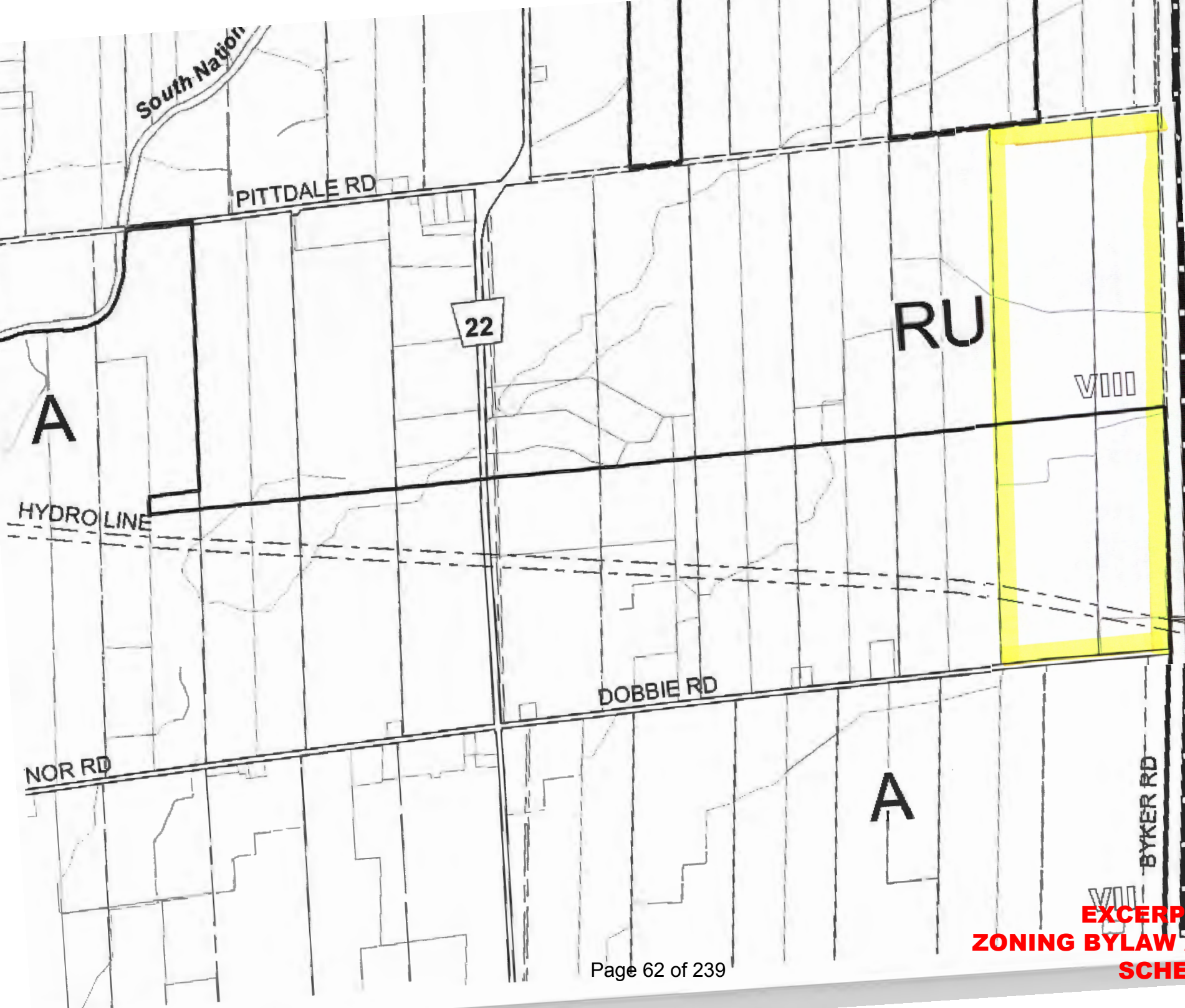
Your rural land planning experts

40 Sunset Boulevard, Unit 40 613-264-9600



Enlargement





TOWNSHIP OF EDWARDSBURGH CARDINAL

June 28, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

THAT Municipal Council:

1. Accept an undertaking from the property owner that the required road dedication will be completed at the Township's request should future road improvements take place, as satisfactory for the purpose of fulfilling the condition of road widening in the site plan control agreement for 12 Riverview Cres, bylaw 2020-44; and
2. The road dedication will be completed within 60 days of the Township's formal request.

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

June 28, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

THAT Municipal Council approve the Community Safety and Well-Being Plan as presented and direct staff to post the plan to the Township website and have a printed copy available for review at the municipal office, 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 ACTION ITEM

Committee: Committee of the Whole – Community Development

Date: June 7, 2021

Department: Administration

Topic: Community Safety and Well Being Plan

Purpose: To receive, review and recommend approval of the CSWP.

Background: A Community Safety and Well-Being Plan (CSWP) identifies community risks and looks to proactively develop evidence-based strategies and programs to address local priorities related to crime and complex social issues.

The United Counties of Leeds and Grenville took the coordination role and engaged the services of consultants Jane Torrance and Stephanie Gray (Big Thinking), in January 2021 to complete the plan as prescribed by legislation on behalf of the lower tier municipalities and the Town of Prescott. A multi-sectoral Advisory Committee was assembled for the process. The consultation process engaged a combination of individuals, groups, organisations and agencies.

The draft plan was presented at the UCLG on June 2, 2021 and the final plan is attached for committee review and recommendation to Council.

Policy Implications: The *Police Services Act* requires that municipalities in Ontario prepare and adopt a community safety and well-being plan by July 1, 2021.

Financial Considerations: The cost allocation for the plan was based on the 2016 census population for each participating municipality. The total project cost was estimated at \$38,000.00 and our estimate share is \$3,640.00.

Recommendation: That Committee recommends that Council approve the Community Safety and Well-Being Plan as presented and direct staff to post the plan to the website and have a printed copy available for review at the municipal office.

A handwritten signature in black ink, appearing to read 'D. Scott', written over a horizontal line.

CAO

June 2021

Community Safety & Well-Being Plan

United Counties of Leeds and Grenville
and the Town of Prescott



Jane Torrance
Stephanie Gray

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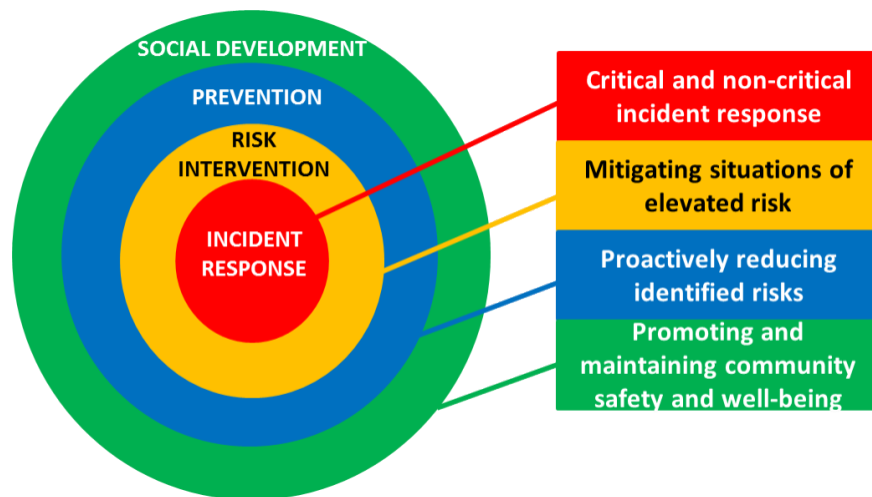
Executive Summary

The United Counties of Leeds and Grenville and the Town of Prescott have been working with their community partners to develop a Community Safety and Well-being Plan, as mandated by legislation under the *Police Services Act*. More than 150 individuals, groups, organisations and agencies have been consulted in this process.

The Ministry of Solicitor General has provided a framework to help municipalities undertaking the community safety and well-being planning process. A critical element of this framework is understanding the importance of planning in the following four areas “to ensure local plans are as efficient and effective as possible in making communities safer and healthier”:

- social development
- prevention
- risk intervention, and
- incident response

Consequently, this Community Safety and Well-being Plan will work mostly within the Social Development and Prevention rings of this diagram.



(Community Safety and Well-being Planning Framework, 2019)

Social Development

Social development requires long-term, multi-disciplinary efforts and investments to improve the social determinants of health (i.e., the conditions in which people are born, grow, work, live, and age such as education, early childhood development, food security, quality housing, etc.) and thereby reduce the probability of harm and victimization. Specifically, social development is where a wide range of sectors, agencies and organizations bring different perspectives and expertise to the table to address complex social issues, like poverty, from every angle. The key to successful social development initiatives is working together in ways that challenge conventional



assumptions about institutional boundaries and organizational culture, with the goal of ensuring that individuals, families and communities are safe, healthy, educated, and have housing, employment and social networks that they can rely on. Social development relies on planning and establishing multi-sectoral partnerships. To work effectively in this area, all sectors need to share their long-term planning and performance data, so they have a common understanding of local and systemic issues. Strategies need to be bolstered or put into place that target the root causes of these issues. Social development in action will be realized when all community members are aware of services available to them and can access those resources with ease. Knowing who to contact (community agency versus first responder) and when to contact them (emerging risk versus crisis incident) allows communities to operate in an environment where the response matches the need. Communities that invest heavily in social development by establishing protective factors through improvements in things like health, employment and graduation rates, will experience the social benefits of addressing the root causes of crime and social disorder (Community Safety and Well-being Planning Framework, 2019).

Prevention: Proactively reducing identified risks

Planning in the area of prevention involves proactively implementing evidence-based situational measures, policies or programs to reduce locally identified priority risks to community safety and well-being before they result in crime, victimization and/or harm. In this area, community members who are not specialists in “safety and well-being” may have to be enlisted depending on the priority risk, such as business owners, if the risk is retail theft, and property managers, if the risk is occurring in their building. Service providers, community agencies and organizations will need to share data and information about things like community assets, crime and disorder trends, vulnerable people and places, to identify priority risks within the community in order to plan and respond most effectively. Successful planning in this area may indicate whether people are participating more in risk-based programs, are feeling safe and less fearful, and that greater engagement makes people more confident in their own abilities to prevent harm. While planning in this area is important, municipalities, First Nations and their partners should be focusing their efforts on developing and/or enhancing strategies in the social development area to ensure that risks are mitigated before they become a priority that needs to be addressed through prevention (Community Safety and Well-being Planning Framework, 2019).

Risk Intervention is where tools such as situation tables (an intervention table that provides wraparound support for individuals at acutely elevated risk) are called into play, and Incident Response is when the police and other emergency responders get involved.

Beyond the legislative requirement, this Community Safety and Well-being Plan is an opportunity for the community to work together on a plan to enhance health and well-



being across all of Leeds and Grenville and the Town of Prescott. Many residents, community partners and organizations are already doing tremendous work to contribute to well-being, safety and a sense of belonging in Leeds, Grenville and Prescott. It is important to continue to build and strengthen partnerships across sectors, and the Community Safety and Well-being Plan is a great opportunity to accomplish shared goals.

Through the many months of consultation and development of this plan, three themed areas, and 13 priority risks have been identified as impediments to Community Safety and Well-being. Strategies have been developed to mitigate risks specific to these areas:

- **Community Development:** Collaboration of Partners; Poverty, Basic Needs and Food Security, including Income and Unemployment; Transportation; Rural Inclusion and Population-specific Risks, including Early Years, Youth, Seniors and Indigenous People
- **Population Health:** Physical Health, Mental Health, Substance Use
- **Safety:** Domestic Violence, Sexual Assault, Human Trafficking

This planning framework and approach can be embedded into the work of all partnering organisations across the county and can be used to guide future activities and inform planning and prioritization. It is dynamic and will evolve and adapt over time as response to emerging issues emerges, and innovative ways to improve systems are found.

Everyone has a role to play in community safety and well-being. The United Counties of Leeds and Grenville and the Town of Prescott, working collaboratively alongside the community, can accomplish these shared goals and keep residents safe and thriving.

We sincerely thank the many community partners who serve the entire area and have come together to develop this Community Safety and Well-Being Plan.

Stephanie Gray
Jane Torrance



1. Introduction to Community Safety and Well-being

1.1 Background

The *Police Services Act* requires that municipalities in Ontario prepare and adopt a community safety and well-being plan by July 1, 2021. The Act outlines requirements for an advisory committee, consultation and establishing priority risks. A CSWB plan must show outcomes and measurables with strategies to meet them. The framework for planning was provided by the Province.

Municipalities are required to engage with partners to develop the plan and are required to consider data from multiple sources across the broad range of issues and factors. The CSWB plan must include the following core information:

- Local priority risk factors that have been identified based on community consultations and multiple sources of data including data from Statistics Canada as well as local sector-specific information.
- Evidence-based programs and strategies to address those priority risk factors.
- Measurable outcomes with associated performance measures to ensure that the strategies are effective, and the outcomes are being achieved.

A CSWB plan identifies risks and proactively develops evidence-based strategies and programs to address local priorities related to crime and complex social issues. These strategies can then be implemented.

The vision is to work together to support and promote sustainable communities where everyone feels safe, has a sense of belonging, access to services, and where individuals and families can meet their education, health care, food, housing, income, social and cultural needs.

Developing a Community Safety and Well-Being Plan is about working together to ensure the right services get to the right people at the right time. It involves an integrated approach to service delivery by working with a wide range of agencies and organizations, and to build on the many successful efforts that contribute to a strong sense of safety and well-being in our community.

A Community Safety and Well-Being Plan is about preventive action and identifies areas to promote and maintain community safety and well-being through social development, and proactively reduces risk through prevention programs and activities.



1.2 Environmental Scan

Leeds and Grenville is located on the traditional territory of the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois), Oneida and Haudenosaunee (St. Lawrence Iroquois) peoples. This territory is covered by the Upper Canada Treaties.

The 10 member municipalities of the United Counties (Augusta, Athens, Edwardsburgh/Cardinal, Elizabethtown-Kitley, Front of Yonge, Leeds and the Thousand Islands, North Grenville, Rideau Lakes, Merrickville-Wolford and Westport) are joined by three separated towns of Brockville, Gananoque and Prescott to make up Leeds and Grenville.

Stretching from the shores of the St. Lawrence River to the banks of the Rideau Canal and including 24 inland lakes, Leeds and Grenville has a combined area of almost 3,350 square kilometres. Located in eastern Ontario between Kingston and Ottawa, and bordered by Frontenac County in the west, Lanark County and the City of Ottawa in the north, and the United Counties of Stormont, Dundas and Glengarry to the east, most of Leeds and Grenville is rural agricultural land and forests, with urban settlements located throughout.

The Town of Prescott is located on the St. Lawrence River, near Highways 401 and 416, and close to the International Bridge. The Townships of Augusta Township and Edwardsburgh-Cardinal border Prescott to the north.

The combined population of Leeds and Grenville, as counted in the 2016 census, was 100,545, a 1.2% increase from the 2011 census. The 10 member municipalities of the United Counties of Leeds and Grenville accounted for 69,815 residents, a 2% increase from the 2011 census. The population of the Town of Prescott was 4,225, a 0.7% decrease from the 2011 census.

North Grenville is the fastest growing member municipality, accounting for 9.1% of the growth, followed by Merrickville-Wolford with a gain of 7.6%. Edwardsburgh/Cardinal, Elizabeth-Kitley, Leeds and the Thousand Islands, and Rideau Lakes also grew in this time period, while Augusta, Front of Yonge, Westport and Athens were in decline, along with Brockville and Gananoque.

This Community Safety and Well-being Plan is specific to the United Counties of Leeds and Grenville and the Town of Prescott. The Towns of Gananoque and Brockville have developed their own plan.





There is two-tier governance with the United Counties of Leeds and Grenville being the upper-tier level. Counties Council is made up of mayors from each of the member municipalities.

The Counties provides numerous services for its member communities and some to its partner municipalities. Among these are Paramedic Service, Community Paramedicine, Provincial Offences Act (POA) Administration and Court, Administration and Planning, Corporate Services, Economic Development, Public Works and Roads, Human Services (Community and Social Services – Housing, Ontario Works and Children’s Services), Integrated Program Delivery, Forestry Management and subsidized housing and long-term care homes for seniors. The Counties also operate the Leeds and Grenville Ontario Early Years Centres in Brockville, Kemptville, Prescott and Gananoque. A Joint Services Committee includes all mayors and includes the separated towns.

The Town of Prescott is governed by an elected seven-member Town Council comprised of the mayor and six councillors representing the town as a whole. Prescott is a separated town and works with the United Counties through representation on the Joint Services Committee to determine service levels, policy and budgets relating to the provision of Ontario Works, Social Housing, Child Care, Land Ambulance and the Provincial Offences Act administration.

Leeds and Grenville is served by:

- Brockville General Kingston, Kemptville District Hospital and the Perth and Smiths Falls District Hospital, as well as hospitals in Ottawa and Kingston.
- Family Health Teams located in Athens, Brockville, Gananoque and Prescott.
- Medical Clinics and Community Health Centres located in Mallorytown, Kemptville, Brockville, Portland, Landsdowne, Merrickville, Prescott, Newboro, Seeley’s Bay, Cardinal and Gananoque.
- Police services are supplied by the OPP in the United Counties. Grenville Detachment has offices in Prescott and Kemptville, and Leeds Detachment has offices in Rideau Lakes and the Thousand Islands. Brockville and Gananoque



- have municipal police services.
- Leeds Grenville Paramedic Service has six permanent stations located in Brockville (two stations), Johnstown, Kemptville, Elgin and Gananoque.
- The United Counties is serviced by four school boards: Upper Canada District School Board, the Catholic District School Board of Eastern Ontario, the Conseil des écoles catholique du Centre-Est and the Conseil des écoles publiques de l'Est de l'Ontario)
- There are 24 public library branches located throughout Leeds and Grenville.
- The Counties' long-term care home, Maple View Lodge, is set to expand from 60 to 192 beds.
- An abundance of social and human service agencies are generally located in Brockville and throughout the counties.

1.3 Objectives

The overall purpose of the plan is to examine assets in the community, assess gaps and develop strategies to enhance the community safety and well-being for residents of the United Counties of Leeds and Grenville and the Town of Prescott.

There are many positive benefits of developing a CSWB plan, including:

- Enhanced communication and collaboration across sectors, agencies and organizations
- Effective alignment of resources and responsibilities to better address local priorities and needs
- Better understanding of local risks and vulnerable groups
- Increased awareness of and access to services for community members, including vulnerable groups
- An opportunity to keep the municipalities safe and ensure residents enjoy a high quality of life

Multi-sectoral collaboration is a key factor to successful Community Safety and Well-Being planning, as it ensures an integrated approach to identifying and addressing local priorities. The Province of Ontario identifies seven critical success factors required for CSWB planning. These include:

Seven critical success factors

- Strength-Based: Leverage existing resources, programs and services in the community
- Risk-Focused: Risk-based planning rather than incident-driven
- Awareness and Understanding: Ensuring all understand the benefits of, and their role in, CSWB planning
- Highest Level Commitment: Commitment from local government, senior public officials, and leadership through multi-sectoral agencies/organizations



- Effective Partnerships: Creating meaningful, integrated partnerships across multiple sectors
- Evidence and Evaluation: Using research, data, and performance measures throughout the planning process, and working collaboratively across sectors to identify and address local priority risks to safety and well-being
- Cultural Responsiveness: Effectively collaborating with, and responding to, the needs of diverse groups of people in the community



(Community Safety and Well-being Planning Framework)

1.4 Approach and Methodology

The professional services of Jane Torrance and Stephanie Gray were retained by the United Counties of Leeds and Grenville and the Town of Prescott to facilitate, advise and guide the municipalities in establishing a structure and process to develop a community safety and well-being plan to be implemented locally. The consultants were contracted to

- Identify local champions who will gain commitment from local government; to obtain multi-sectoral buy-in, to communicate effectively with potential partners; and to engage the community
- Conduct local research to support identification of risks and to prioritize those risks
- Establish a multi-sectoral advisory committee that will map community assets and identify gaps in service for prioritized risks
- Identify strategies that can be enhanced and implemented; to write a community safety and well-being plan
- Assess, evaluate the plan, and to help form an implementation team.



Mayor Nancy Peckford (North Grenville in Leeds County) and Mayor Robin Jones (Mayor of Westport in Grenville County) are the chairs and champions of the CSWB Advisory, with administrative support from Melissa Langlais (North Grenville). The Town of Prescott is included in this Community Safety and Well-being Plan. The Town of Brockville and the Town of Gananoque have already undertaken their independent plans.

The CSWB Advisory developed terms of reference with the stated purpose being “to collaborate across sectors to build a sustainable and endorsed Community Plan for Safety and Well-being for Leeds and Grenville and the Town of Prescott that is part of risk-driven, community safety model that evolves as social needs change. The overall purpose of this plan will be to examine the assets in the community, assess gaps and develop strategies to enhance the community safety and well-being for residents of the Counties.”

Members of the cross-sectoral CSWB Advisory include a political representative from municipal government, an Indigenous representative, OPP Leeds, OPP Grenville, Police Services Board, Social Services, Upper Canada District School Board, Conseil des écoles catholiques du Centre-Est, Public Health, Rideau Community Health Services, Country Roads Community Health Centre, Children’s Mental Health, Family and Children’s Services, Mental Health Services and Addictions, Interval House, Every Kid in our Communities, United Way, Ecumenical Ministerial Liaison, Kemptville Stress Release, Kemptville Community Association, and a Westport Senior Services representative.



2. Risks to Community Safety and Well-Being

Local priority risk factors have been identified through community consultations and are demonstrated by multiple sources of data. Based on these risks, three objectives have been identified in this plan, and actions developed to be implemented in the coming years:

- **Community Development:** Collaboration of Partners; Poverty, Basic Needs and Food Security, including Income and Unemployment; Transportation; Rural Inclusion and Population-specific Risks, including Early Years, Youth, Seniors and Indigenous People
- **Population Health:** Physical Health, Mental Health, Substance Use
- **Safety:** Domestic Violence, Sexual Assault, Human Trafficking

2.1 Community Development: Collaboration of partners and rural inclusion, Poverty (Income, Unemployment, Basic Needs and Food Security,) Transportation, Housing and Homelessness, Population-specific Risks (Youth, Seniors, Indigenous Families, Specialized Support)

Objective: Community Development – sustainable and continued community and economic development; increased connection to service, support, employment opportunities and social opportunities for all residents of the United Counties of Leeds and Grenville and the Town of Prescott.

Rationale: Social connection, community and economic health, and equity.

The risks to community safety and well-being identified in this section are social determinants of health. Mitigation of the risks is social planning, and when needs are met, residents can engage in what is important to them. The core of community development is the belief that all people should have access to health, wellbeing, wealth, justice and opportunity. When all residents do well, the community thrives.

A survey of agencies conducted in Winter 2021 asked service providers to identify risks they encounter with their clients. The chart below shows risks related to community development categories.

UCLG - CSWB Plan - Agency Survey (Winter 2021)

Risks Encountered

Poverty - person living in less than adequate financial situation	80.60%
Lack of transportation affecting ability to connect to services, employment, school	80.60%
Housing/homelessness - person does not have access to or is at risk of losing appropriate housing	77.61%
Social isolation - person does not have access to family or social supports	70.15%
Basic needs - person unable or unwilling to have basic needs met	68.66%
Unsafe living conditions	65.67%
Unemployment - person temporarily or chronically unemployed	62.69%



Unemployment - caregivers temporarily or chronically unemployed	53.73%
Geographic isolation leading to victimization or self-harm	53.73%
Cultural considerations, settlement issues (new immigrants), racism	50.75%
Gender issues	49.25%
Lack of supports for elderly person(s)	43.28%
Language/communication barriers affecting ability to access services	41.79%

Poverty (Basic Needs and Food Security, Income, Unemployment)

Poverty is universally seen as the overarching social determinant of health, and removal of this barrier would allow people to access appropriate services and fully engage in the community. Poverty was indicated in the community survey as the largest risk (80.6%) to community safety and well-being.

Residents who live in poverty experience significant marginalization. Poverty includes income, employment and access to basic needs, housing and food security. The community partners in Leeds and Grenville offer some great services to help their clients, including a Volunteer Tax Clinic run by the Volunteer Centre, where volunteers complete 2,500 to 3,000 annual returns and have returned almost \$24 million back into the pockets of residents over the years, as well as a financial literacy effort including 3,400 participants to set up savings accounts, pay off credit cards and be prepared to meet significant financial pressures such as the purchase of dentures. Big Brothers Big Sisters organizes mentors who are the role model to “plant seeds of what do you want to be when you grow up.” They help their mentees envision education, employment and career opportunities, and to set a higher bar for themselves and their lives. The Health Unit offers an abundance of programs to people of low income, including Sexual Health clinics with low or no cost, a Healthy Babies effort and promoting a living wage. A “Getting Ahead” program is offered by partners (Social Services, Interval House and others), and a pilot “Wheels” program offers no-interest loans to Ontario Works clients to purchase a car for transportation to employment. A Youth in Transition worker at the Employment and Education Centre helps youth find employment and supports, and Girls Inc. combines long-lasting mentoring relationships, a pro-girl environment and research-based programming to equip girls to navigate gender, economic and social barriers to grow up healthy, educated and independent.

A Leeds and Grenville Poverty Reduction Alliance meets regularly and works collaboratively to address “the roots and impacts of poverty through a community-driven common agenda and action plan.” One of their joint efforts is the promotion of the Canada Learning Bond.

The United Counties of Leeds and Grenville provides social assistance and administers Ontario Works. There are three parts to Ontario Works:

- Financial support for your basic needs (e.g. food) and housing
- Employment support to help you get ready for, find, and maintain work
- Benefits for yourself and your family, including drug and dental coverage



The United Counties also runs a LEAP program – Learning, Earning and Parenting. “LEAP helps young parents aged 16 to 21 years old finish school and become independent. If you are 16 to 17 years old, a parent and have not finished high school, you must take part in the LEAP program. As a LEAP participant you will take part in three activities: Attend school, attend a parenting program and take part in a work-related activity” (Leeds and Grenville, Learning Earning and Parenting Program, 2021).

The United Counties of Leeds and Grenville also supports a childcare system and acts as the Children’s Municipal Service Manager to support families, children and licensed childcare programs by providing:

- Childcare fee subsidy to eligible families
- Wage enhancement to childcare providers
- Special needs resource funding to support the inclusion of all children in licensed childcare
- EarlyON Child and Family Centres

An abundance of employment service options is located in or serve Leeds and Grenville, including:

- CSE Consulting - North Grenville Employment Resource Centre in Kemptville
- CSE Consulting - South Grenville Employment Resource Centre in Prescott
- KEYS Job Centre in Elgin
- KEYS Job Centre in Gananoque
- ontrac Employment Services Centre in Smiths Falls
- Adecco Employment Services Ltd. Brockville
- Employment and Education Centre in Brockville
- Manpower Temporary Services in Brockville
- CSE Consulting – Brockville Employment Resource Centre in Brockville
- Algonquin Community Employment Services in Perth

There is incredible basic needs and food security support in Leeds and Grenville, available across the counties, including the Athens Food Bank and Crisis Fund, Country Roads Community Health Centre Good Food Box and What’s Cooking Program, the Delta Food Bank, the Elgin Food Bank and Thrift Store, the Portland Food Bank, the Rideau Community Health Services Emergency Food Cupboard and the Good Food Box program, the Salvation Army Helping Hands Good Food Box in Prescott, the Salvation Army Rideau Lakes Community Church Family and Community Services, Salvation Army Kemptville Community and Family Services, the ROLL Aid Centre Food Bank at the Seeley’s Bay Legion, Seniors Support Services (CPHC) Emergency Food Packages, the South Grenville Food Bank (Prescott, Cardinal and Spencerville), the Thousand Islands Baptist Church Food Cupboard and the Westport Food Bank

Additional supports are available in Brockville and Gananoque and in neighbouring Counties.



Income

How do we measure poverty? Maytree, a respected foundation committed to advancing systemic solutions to poverty and work on research and public policy, advocates for using the Low-Income Measure as the yardstick for measuring poverty.

Under the LIM, a household has low income if its income is substantially below the average. The LIM is calculated at 50 per cent of the national household median income. Using “equivilisation factors,” incomes are adjusted to account for the household size (because a couple would need more income than a single person to reach the same living standard, but not double) so the poverty threshold can be adjusted to fit any household composition. The LIM is the most overtly relative measure of poverty. In theory, it is a measure of inequality, not between the bottom and the top but between the bottom and the middle. With LIM, the concept of poverty is having substantially less than what is typical in society (either typical today using the variable LIM or, with the fixed LIM, what was typical in the recent past) (Maytree, 2017).

The LIM-AT, as defined by Statistics Canada, refers to a fixed percentage (50%) of median adjusted after-tax income of private households. The household after-tax income is adjusted by an equivalence scale to take economies of scale into account. This adjustment for different household sizes reflects the fact that a household’s needs increase, but at a decreasing rate, as the number of members increases. The prevalence of low income is the proportion or percentage of units that fall below the LIM-AT.

General Population				
	Total Population	Median after tax income of all households	# in Low Income (LIM-AT)	% in Low Income (LIM-AT)
Ontario	13,448,495	62,285	1,898,975	14
Leeds and Grenville	100545	60569	12850	13
Edwardsburgh/Cardinal	7095	62405	870	12.3
Augusta	7355	69212	550	7.5
Prescott	4225	42624	1055	25.7
Elizabethtown-Kitley	9850	68873	935	10
Front of Yonge	2610	64811	280	10.9
Leeds Thousand Islands	9465	67152	815	8.7
Westport	590	45483	110	18.6
Rideau Lakes	10325	63264	1210	11.8
Athens	3010	63648	310	10.5
Merrickville-Wolford	3070	63795	325	11.1
North Grenville	16450	77279	1155	7.1
Brockville	21345	46473	4405	20.9
Gananoque	5160	49536	820	16.4

(Ottawa Social Planning Council, 2020)



The introductory data tells us that the majority of people in Leeds and Grenville (excluding Brockville and Gananoque) are, in fact, not living in poverty and are, for the most part, doing better or much better than their Ontario counterparts. The median household income for most municipalities is above the provincial median household after-tax income of \$62,285. The exceptions are the Town of Prescott, with 25.7% of the population with income below the LIM-AT, and the Town of Westport, with 18.6% of residents with income below the LIM-AT.

If we break the income down by age grouping, we start to see the age groups actually affected by poverty and we can then start to see the risks to these populations. The children and youth in Prescott and the children in Edwardsburgh/Cardinal and in Westport are at risk based on this poverty measure. Seniors are generally living above the provincial low-income measure, with the exception of Front of Yonge, with 65 senior residents living at the provincial average, and 80 senior residents in Athens living below the provincial average.

Living in Low Income Age Groups											
	Children 0-14		Children 15-19		Youth 20-24		Youth 25-29		Seniors 65 and over		
	#	%	#	%	#	%	#	%	median	#	%
Ontario	412690	18.7	132435	16.3	156025	17.4	122440	14	27149	254725	12.1
Leeds and Grenville	2370	16.9	785	13.8	610	12.2	685	15.3	29076	2270	10.3
Edwardsburgh/Cardinal	215	20.6	55	12	60	15.8	40	11	26170	150	10.6
Augusta	65	6.2	60	13.2	25	6.5	30	8.8	29936	85	5.5
Prescott	190	31.4	70	35	65	33.3	45	24.3	26041	120	11.8
Elizabethtown-Kitley	185	14.2	70	11.4	25	4.9	50	13.7	28900	185	9.8
Front of Yonge	40	11.1	10	6.3	15	14.3	10	8.7	29454	65	12.1
Leeds Thousand Islands	70	5.3	55	11.6	30	7	15	4.4	29552	170	8.2
Westport	15	23.1	0	0	0	0	0	0	29599	15	7.7
Rideau Lakes	215	17.2	55	10.7	30	6.3	55	13.4	30015	320	11.5
Athens	65	14	20	10	0	0	0	0	26254	80	12.9
Merrickville-Wolford	0	0	10	5.7	10	9.1	0	0	27706	70	10.6
North Grenville	270	10.1	25	2.5	50	6.1	70	9.7	33153	200	7.3
Brockville	850	30.6	290	25.3	255	21.4	330	29.3	28467	655	12.1
Gananoque	185	27.4	60	21.8	50	20.8	35	13.7	27560	160	13.2

(Ottawa Social Planning Council, 2020)

The Market Basket Measure (MBM) is another measure of poverty and is based on the cost of a specific basket of goods and services representing a modest, basic standard of living. It includes the costs of food, clothing, shelter, transportation and other items for a reference family. If we look at the MBM in Leeds and Grenville, specifically in families with young children, we see that 30.8% of these families in Prescott cannot afford a modest standard of living.



Low Income Measure After Tax					
	Families with children 0 to 5		Median after-tax income	Lone Parent Families	
	# families in low income (MBM)	% families in low income (MBM)		#families in low income LIM-AT	% families in low income LIM-AT
Ontario	114,675	18	50	167,940	26
Leeds and Grenville	525	14.6	46328	1200	27.9
Edwardsburgh/Cardinal	50	16.9	48384	70	25.5
Augusta	10	4	54272	50	24.4
Prescott	40	30.8	39104	105	40.4
Elizabethtown-Kitley	20	6.3	49600	70	21.2
Front of Yonge	20	17.4	51072	30	42.9
Leeds Thousand Islands	25	6.4	49920	45	14.5
Westport	0	0	48640	0	0
Rideau Lakes	25	9.4	46976	100	26.3
Athens	0	0	49152	30	25
Merrickville-Wolford	0	0	53120	10	11.1
North Grenville	85	12.8	56883	95	16.4
Brockville	195	24.5	40624	470	35.3
Gananoque	45	26.5	42005	115	35.9

(Ottawa Social Planning Council, 2020)

If we look at just lone-parent families, we can see that more than 25% in Edwardsburgh/Cardinal, Augusta, Prescott, Elizabethtown-Kitley, Front of Yonge, Rideau Lakes and Athens are living in poverty.

Child poverty and lone-parent families are the true risks to community safety and well-being.

Child poverty has a negative and long-lasting impact on a child's ability to learn, build skills, find employment and avoid poverty. It is well understood that children who experience poverty and lack of educational opportunities often grow up to become adults who experience poverty and low education levels. A lack of healthy food, health care, and a stimulating environment lowers a child's ability to learn for the rest of their lives. A child's experience during the early years of development (prenatal to 8 years of age) sets a critical foundation for their entire life course. All aspects of Early Childhood Development (ECD) - including physical, social/emotional and language/cognitive domains – strongly influence basic learning, school success, economic participation, social citizenry and health. The environments where children grow up, live and learn – with parents, caregivers, family, and teachers – have the most significant impact on their development. Children living in poverty show almost 3.5 times the number of conduct disorders, almost twice the chronic illnesses and twice the rate of school



problems, hyperactivity and emotional disorders as children who don't experience poverty. Canadian children that live in poverty often suffer from iron deficiencies, which lead to difficulties in cognitive development. They also have such health, social and cognitive disadvantages compared to other children, that they are generally less equipped - socially, emotionally and physically - to undertake school programs. If their disadvantaged position and different day-to-day experiences are not taken into account by school education, they are unable to benefit fully from the school system. Numerous studies have consistently shown that the strongest single predictor of educational achievement and attainment is the socio-economic status of the student's family. Education - in close co-operation with health care, guidance and counseling services, and income generating activities - is pivotal in breaking the vicious cycle of poverty and social exclusion that is the reality for many families (Homeless Hub, 2021).

Unemployment

The January 2021 findings from the Local Labour Market Planning Report provides some interesting insights into the current labour supply and demand:

Labour Market Supply

- *Labour force participation of males age 45 and older is very low compared to Ontario*
- *3,580 males and 5,350 females age 45 to 64 are not in the labour force*
- *Labour force participation of males age 20 to 44 without a secondary school diploma is very low compared to Ontario*
- *Labour force participation of males age 45 and older with a university degree is very low compared to Ontario. Labour force participation of females age 45 and older with an apprenticeship certificate, college diploma or university credential is very low compared to Ontario*
- *8,455 males and 11,090 females without post-secondary education are not participating in the labour force 6,470 males and 7,940 females with post-secondary education are not participating in the labour force*

Labour Market Demand

- *9 major occupational groups experience labour force participation at 90% or lower and an unemployment rate of 0.0% indicate a high level of labour market demand.*
- *Occupations in Group 32 (wholesale trade) 41, 42 (manufacturing) 52 (finance and insurance) and 62 (healthcare) also experience a high volume of vacancies further highlighting demand.*
- *5 major occupational groups demonstrate high employee turnover with participation rates at 90% or lower and unemployment rates at 6.0% or higher*
- *Occupations in Groups 12, 40 and 75 also experience a high volume of vacancies reinforcing employer dissatisfaction with candidates and/or the need for employee*



The report also tells us that “unemployment rates have doubled since pre-COVID and the number of people on government assistance, in particular Employment Insurance (CERB included), has increased substantially” (p. 11) despite good-paying jobs available in construction and manufacturing. “Employers surveyed believe that there continues to be a labour shortage in the skilled trades. But with other jobs they believe there is a more of a mismatch of skills between what the employer wants and that of the job seeker” (p. 12).

The picture of employment in Leeds and Grenville appears to be divided – jobs in sales and service form the largest occupational grouping, but they come with the lowest wages. Higher paying jobs in the sectors of management, sciences, education and health are also a significant grouping, with an increased demand in health-care services. In the last five years, 42.5% of new job postings have been in North Grenville, which reflects the increased growth of the municipality. Transportation of the workforce is a factor in inter-municipal mobility and may be worsened by this shift in employment focus.

Strategies to Mitigate the Risk

Action	Income: Target strategies for lone-parent families.
Evaluation	<ul style="list-style-type: none"> • Increase in household income and decrease in LIM-AT.
Outcomes	<ul style="list-style-type: none"> • Communication campaign that uses social media, what supports are available, how 211 can help you navigate the service system, stigma reduction.
Steps Needed	<ul style="list-style-type: none"> • Work with Poverty Reduction Alliance. • Communication gap – what supports are available – use 211 more effectively. • More effort needed to help mobilize and empower local neighbourhoods towards a neighbourhood issue. • Reinforce importance of relationships. • All partners stress importance of Learning Bonds, an initiative currently led by Volunteer Centre – include children and youth serving partners • Use of evidence-based parenting support (Triple P); development of literacy skills; access to affordable childcare; access to affordable leisure and recreation programs; resiliency-building programs

Action	Unemployment: Community partners participate in promotion of education, trades, workforce training, retraining and employee development.
Evaluation	<ul style="list-style-type: none"> • Increase in labour force participation. • Decrease in employee turnover with matching of skills and employment.



Outcomes	<ul style="list-style-type: none"> • Residents have access to meaningful and rewarding employment. • Employment opportunities are increased to meet future employment need projections. • Full-time and fairly compensated employment increases income and health.
Steps Needed	<ul style="list-style-type: none"> • Explore and advocate for rural transportation options so people can travel for work. • Advocate for digital access and equity through Eastern Ontario Warden's Caucus to increase access and affordability for training and projected increased work-from-home employment opportunities. • Encourage students to take up higher-paid occupations.

Transportation

Transportation was identified as a prominent risk to community safety and well-being for a variety of reasons, both from an economic development (transportation to access work) standpoint as well as a community development barrier (transportation to access service and reduce isolation). Lack of transportation was noted by more than 80% of survey respondents as a risk to community safety and well-being.

Residents of Leeds and Grenville and the Town of Prescott rely heavily on private vehicles for transportation. A scant variety and fragmented offering of transportation services do exist, independently of each other, for commuting (Allegiance Transportation Services serves commuters from Kemptville to Ottawa); for seniors or those with cognitive impairment, or for medical transportation (CPHC serves all of Leeds and Grenville, Seniors Community Services serves North Grenville and Lanark Transportation Association serves north Leeds); and taxis, carpools, and ride share services are sometimes available. North Grenville has started to fund a system that is expensive and underutilized. Augusta will be participating in a pilot bus project involving a Brockville bus, and connection to the Brockville transit system.

Service providers have some mandate-specific transport clients. For example, Developmental Services in Leeds Grenville has a fleet of vehicles to assist with medical, appointments, and grocery runs, but this service is under-funded although cost is offset by clients. Other service providers offer rides in their personal vehicles, but this is not good practice from a liability standpoint.

We know that lack of transportation is a barrier for employment, recreational, social, educational, health, community, volunteer and service opportunities. The United Counties is currently running a pilot project to offer interest-free loans to Ontario Works clients who need to purchase a vehicle to access work. In 2014, Leeds and Grenville participated in the "Towards Coordinated Rural Transportation" study with the Rural Ontario Institute, and several models of coordinated transportation were researched. The premise of the 2014 remains the same in 2021:



Municipal governments, along with the county government of Leeds and Grenville, have a vested interest in the development of a comprehensive transit strategy and network that serves their citizens. Increasing accessibility throughout the United Counties of Leeds and Grenville would allow municipal and county services to be reached by all segments of the population (Rural Ontario Institute, 2014, p. 185).

Any solution needs to be integrated, with municipalities working with all service sectors to develop a complementary or coordinated rural service without age or issue focus. An active transportation strategy can be part of that system. Partners are keen to work on this integrated approach, and the results could positively influence community safety and well-being.

Strategies to Mitigate the Risk

Action	Transportation: Develop a coordinated inter-municipal transportation system.
Evaluation	<ul style="list-style-type: none"> • Creation of collaborative working group. • Communication of existing services. • Pilot system and record usage data and route data.
Outcomes	<ul style="list-style-type: none"> • Access to employment and training opportunities. • Social isolation is reduced. • Access to basic needs is possible. • Access to service is possible.
Steps Needed	<ul style="list-style-type: none"> • Create United Counties transportation cross-sectoral working group (plus Brockville, Gananoque and Prescott), including current providers of transportation. • Review the 2014 ROI report and update if warranted. • Enumeration and communication of existing system (private and public) for immediate access, with mandate information and pricing. • Communication of rideshare initiatives. • Advocate for system change to remove strict sector mandates that would free up existing resources for shared use (examples being exclusive funded transportation for education, health, senior). • Include active transportation as an alternative to motorized transportation in infrastructure planning. • Consider a municipal coordinated transportation model and funding sources including gas tax (municipal service) and other streams. • Look at Prescott Russell model (very recent 2021 rural creation based on best practice) and lessons learned in similar geographic area.



	<ul style="list-style-type: none"> Advocate with EOWC for EORN GiG project. Lobby for strong digital signal and speeds – virtual connection during the pandemic has changed the delivery of and access to employment, program and service delivery. Post-pandemic, a transportation system will still be needed, but alternate program and service delivery will help.
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Housing and Homelessness

The United Counties of Leeds and Grenville is the Service Manager for Community Housing and is mandated to supply 987 units. The distributions of units by location and mandate is shown below.

Table 20: United Counties of Leeds and Grenville's Social Housing Supply by Mandate

	Adult		Seniors		Family	
	# of Units	% of Municipalities RGI Units	# of Units	% of Municipalities RGI Units	# of Units	% of Municipalities RGI Units
Brockville	89	21.4%	152	36.6%	174	41.9%
Gananoque	50	50.5%	18	18.2%	31	31.3%
Prescott	83	54.6%	0	0.0%	69	45.4%
Athens	0	0.0%	10	100.0%	0	0.0%
Augusta	0	0.0%	0	0.0%	0	0.0%
Edwardsburgh/Cardinal	54	100.0%	0	0.0%	0	0.0%
Elizabethtown-Kitley	0	0.0%	0	0.0%	0	0.0%
Front of Yonge	17	100.0%	0	0.0%	0	0.0%
Leeds and the Thousand	0	0.0%	16	100.0%	0	0.0%
Merrickville	40	100.0%	0	0.0%	0	0.0%
North Grenville	38	97.4%	0	0.0%	1	2.6%
Rideau Lakes	11	44.0%	0	0.0%	14	56.0%
Westport	21	100.0%	0	0.0%	0	0.0%
United Counties of Leeds and	403	45.38%	196	22.07%	289	32.55%

(Community and Social Services, 2019)

Of the community housing units, 667 are owned and operated by the Leeds and Grenville Housing Department, 70 rent-geared-to-income units are supplied by private landlords, and 250 units are owned and operated by local non-profit and co-operative housing corporations.



In addition to Community Housing, Leeds and Grenville has also invested in Affordable Housing (defined as 80% of the average market rent or approved alternate average market rent) with 11 units in Kemptville, 12 units in Delta and 2 units in Oxford Mills.

The Housing Department also offers the Home Ownership and Ontario Renovates programs, along with several Homelessness initiatives, including Emergency System Vouchers, Short-Term Stay Shelter Units with supports, After-Hours Emergency Supports, Emergency Utility Assistance, Homelessness Prevention Benefit, Homeless Response Team/Hoarding Assistance Program and Rent Smart. They have also started to fund a warming centre, in addition to a special project for John Howard Society to provide housing support for those coming out of correctional facilities.

The United Counties completed a mandated 10-Year Housing and Homelessness Plan. The goals of the plan were to maintain current affordable housing services and programs, to enhance services to reflect the changing needs of the community and to involve all stakeholders in the development and implementation of the plan.

In 2020 the *Five-Year Review* of the Housing and Homelessness Plan was completed. This is an excellent and completely thorough examination of the issue of housing and homelessness. Leeds Grenville is committed to the following priorities in the next five years:

- Community housing
- Community housing renewal
- Ongoing contributions to the housing amortization reserve
- Maintaining targets
- Continuing to diversify
- Expanding the number of Housing Allowances
- Advocating for amendments/or to eliminate the rent and utility scales
- Supporting Ontario's Community Housing Renewal Strategy
- Directing projects to the National Housing Co-Investment Fund
- Optimizing program funding to support as many people as possible in the community

In addition to the United Counties, community agencies have client-focused solutions. Connect Youth has five emergency apartments, and a Transitional Home is run by Family and Children Services.

In the survey of community partners, 77.61% saw housing and homelessness as a risk to community safety and well-being. Service providers report that they are seeing more complex family situations as people are housing together (addictions, mental health, violence) and more dangerous housing conditions. During the pandemic it is harder for kids to find housing if they are couch surfing (home-sharing).

The member municipalities are engaged in this issue. Augusta Township is connecting with landowners and developers, reviewing/updating its Official Plan/Zoning By-law/Community Improvement Plan, bringing in speakers/engaging regional partners



about enabling servicing and addressing real or perceived barriers to housing development, meeting with public and private sector stakeholders, conducting surveys about housing options/preferences, and holding public meetings to discuss planning applications for housing development proposals.

Partners say the United Counties does not manage enough housing units in the rural areas of Leeds and Grenville. If someone is impacted by a job loss, divorce or other situation in a rural area, they are expected to go into unsuitable accommodations in Brockville or possibly Prescott that will push them out of their children's school district (and thus school bus district) and very likely further from their workplace, making their bad situation worse.

Attainable Housing

It is clear that the plan is being worked on by an active and committed housing department, and that there are no quick solutions to a complex problem. What has become obvious in the research and consultation for this community safety and well-being plan is that affordable housing that is attainable for people not connected with social services is also in short supply and presents perhaps a far greater risk to a wider population.

In any community there is a wide range of household types and income levels, and affordability is relative to those situations. The province has defined, through the Provincial Policy Statement, that "housing is deemed affordable when annual accommodation costs do not exceed 30% of gross annual household income for low- and moderate-income households" (Provincial Policy Statement, 2020, p. 39).

The cost of housing has escalated across the country in past years, and particularly during the pandemic, and Leeds and Grenville is no exception. Purchase and rental costs are skyrocketing.

The table below is based on 2016 census information, and can no longer be seen as an accurate reflection, but we can see the percentage of households (both tenants and owners) spending more than 30% of their income on shelter costs.



	# private households	#not suitable households	% not suitable households	# tenant households	% tenant households spending 30% or more of income on shelter costs	# of owner households	% owner households spending 30% or more of income on shelter costs	# households spending 6% or more on fuel/ electricity	% households spending 6% or more on fuel/ electricity
Ontario	5,169,175	311,005	6	1,554,940	46	3,557,485	20	1,138,065	22
Leeds and Grenville	42,750	985	2	9,380	49	32,500	16	17,215	41
Edwardsburgh/Cardinal	2920	85	2.9	520	48.1	2310	15.6	1395	49.3
Augusta	2910	75	2.6	255	30	2575	12.3	1340	47.5
Prescott	2015	40	2	890	53.1	1130	16.8	845	41.9
Elizabethtown-Kitley	3740	70	1.9	350	47.9	3220	14.5	1675	47
Front of Yonge	1055	15	1.4	80	52.9	955	13.2	585	56.5
Leeds Thousand Islands	3860	90	2.3	395	38	3315	16.2	1940	52.4
Westport	300	10	3.3	95	27.8	205	21.4	180	60
Rideau Lakes	4420	100	2.3	380	48	3905	18.2	2270	53
Athens	1185	15	1.3	140	33.3	1010	13.9	560	48.9
Merrickville-Wolford	1230	40	3.3	185	43.2	1005	22.5	535	45
North Grenville	6440	95	1.5	820	41.2	5485	15.3	2270	36.1
Brockville	10265	300	2.9	4420	52.4	5850	14.9	2815	27.5
Gananoque	2405	60	2.5	865	46.8	1540	19.5	810	33.7

(Ottawa Social Planning Council, 2020)

Input from Municipal Planners (5 Year Review)

Municipal planners in Leeds and Grenville met to provide input into the Housing and Homelessness Plan Five-Year update. Each municipality in Leeds and Grenville has wording in their official plans regarding “affordable housing”; however, the Planners indicated there is no standard definition of affordable housing that is used in the Plans. Planners brought forward a variety of suggestions for innovative ways to increase affordable housing, such as having municipalities consider encouraging homeowners to rent space in their home to create new rental units. If home prices were lower, the “hidden middle” could purchase homes to increase the rental vacancy rate, and potentially lower rental prices. Lower-tier municipalities in Leeds and Grenville may also consider waiving development charges, or donate land to increase the development of affordable housing. These are all tools that could be considered exclusively by local municipalities. Leeds Grenville, as the Service Manager, supports such projects with information and links to resources.

(Community and Social Services, 2019)



Strategies to Mitigate the Risks

Action	Housing and Homelessness: Convene Housing Task Force with broader membership for a networked response.
Evaluation	<ul style="list-style-type: none"> • Task force convened. • Partners engaged.
Outcomes	<ul style="list-style-type: none"> • Partners better understand the housing system and municipal responsibility. • Affordable housing policies developed and embedded in planning documents. • Communication of available resources. • Supportive housing for a variety of needs – mental health, mobility • emergency shelter.
Steps Needed	<ul style="list-style-type: none"> • Look at membership of Housing Task Force (as referenced in the five-year review) and increase to include a cross-sectoral representation. • Publish annual survey results (as included in the five-year review). • Publish annual progress reports to communicate success. • Senior Housing options to address the tsunami that is coming. • Place-based approach to housing. • Continued municipal policy and planning review with eye to affordable (attainable) housing. • Examine Housing First model. • Look at creative options from other areas – home sharing.



Rural Inclusion

It is important to understand that the rural voice is very different from the urban one. Brockville is the major service hub in Leeds and Grenville, and many service providers feel the centralization of service negates the rural experience. Exclusion was a common theme in consultation for this plan – exclusion in service planning, service delivery, network development, sector development, community development, decision-making and communication. Exclusion was felt by service providers and municipalities, and by all sectors. An erosion of community connections and engagement was noted, a fragmentation by sector and community interest, and a loss of social capital. Without strong connection to Brockville and Gananoque, municipal services are fragmented, and effort is duplicated.

The pandemic has added to this sense of loss, with sport and other community connectors suspended, an increase in digital program and loss of personal connection. Local news outlets are lost for formal sharing of news, and informal networks are not operational.

While some believe a regional approach to service is an asset, most rural residents and service recipients might not agree. Cost efficiency is often favoured by necessity when trying to work within stretched budgets, and service delivery is simply more expensive in a rural environment when travel and expenses, number of clients served, and staff retention are factored in. The services exist in a regional approach, but are often too far away to be practical, and residents opt for service available closer to home by crossing regional boundaries or to opt out of service, which is the risk to community safety and well-being.

Service delivery becomes a structural problem, and there is a lack of demographic participation with Brockville-centred decision making. The saying in rural community development is that “once you have seen one rural community, you have seen one rural community.” With this in mind, it is not hard to see why the abundance of programs and services coming from Brockville are so difficult to deliver. It is not just the geography that is the challenge, but also the acceptance of service and trust in the relationship with the service provider.

Rural Hubs are an effective way to tackle this issue. In Elgin, Country Roads CHC owns Guthrie House and works in partnership with the United Way to ensure it is staffed. It can also provide free or affordable rent so services can be available to the rural population. The Community Health Centre model of care can be used to improve health and ensure that people have access to the “right” support in one location. This innovative model provides healthcare that promotes community development, good health and system navigation while reducing cost and improving access to primary health.



There is also a rural reluctance to accept service, perhaps rooted in pride, fear of stigma, fear of judgment or a simple forbearance of difficult situations. Without this relationship, people fall through the cracks because they don't access the service available when needed, and community safety, health and well-being are put at risk.

Strategies to Mitigate the Risk:

Action	Include rural residents in service delivery planning, and service the rural areas with a variety of program delivery methods to achieve health and service equity.
Evaluation	<ul style="list-style-type: none"> • Increase in service uptake and greater participation in community development opportunities.
Outcomes	<ul style="list-style-type: none"> • Service is available no matter where you live in Leeds and Grenville and delivered in an appropriate place-based program. • Service needs are more clearly articulated by residents, and service providers are willing to shift their service delivery models. • A hub model of place-based service is considered wherever possible. • A rural communication strategy is established, and includes schools, health centres, pharmacies, faith-based organizations, community-based organizations, clubs and businesses.
Steps needed	<ul style="list-style-type: none"> • Encourage networked approach to service provision so that services are not duplicated, e.g. seniors' services, transportation, youth mental health. • Improve digital access for alternate service delivery; "Drop in" or virtual services. • Ensure transportation to services. • Build on information being gathered from Lived Experience Advisory Network (LEAN) team of Ontario Health Team for Lanark, Leeds and Grenville. • Common calendar development that can be communicated by municipalities, libraries. • Consult rural residents on service delivery models – hours to minimize lost work time, school time, opportunity to access service without needing to identify at place of work (weekly counselling sessions, etc.). Consider are full lunch shutdowns actually necessary? Can breaks be staggered to allow longer service hours and more coverage? Youth centres without weekend access, youth need transportation to come after school. • Consider joint planning with hub model of service; use the library when possible; offer co-coordinated services; partnership programs; offer multiple locations for service. • Establish "first point of contact" and information sharing.



	<ul style="list-style-type: none"> • Create better partnership between agencies and municipalities who can support them – space for program. • Partner identification in rural area so city services know who to call. • Establish a willing communication network to get out information quickly for further dissemination
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Action	Create a Leeds and Grenville Rural Community Developer position.
Evaluation	<ul style="list-style-type: none"> • Community Safety and Well-being Plan is resourced. • Asset-based community development is promoted. • A place-based approach to unique lower-tier municipalities is supported by Community Developer.
Outcomes	<ul style="list-style-type: none"> • Community Developer supports the Community Planning Table so implementation is possible. • Community Developer acts as a service navigator for community programs and services and is on call to all lower-tier municipalities, ensuring that there is “one door” or at least “one informed helper” in the system who can ensure that needs are understood and advocated for. • Community Developer is the human resource that ties the actions cited in this plan together with public, private, community, multi-sectoral lens. • Community Developer works with all levels of municipal service for community safety and well-being.
Steps needed	<ul style="list-style-type: none"> • Approve, recruit and hire a well-connected Community Developer.

Priority Populations

Priority populations are those that have been prioritized during consultation for special consideration because they are deemed to have a higher risk in achieving community safety and well-being include youth and seniors

Early Years

The EarlyON Child and Family Centre – Leeds and Grenville is located in Brockville and delivers regular drop-in programs in Prescott and Kemptville, and outreach programs the rural areas. The Health Unit also offers programs to families in the early years, including prenatal classes, well baby clinics, Baby Talk, and Triple P.

The Early Development Instrument (EDI) is a tool for assessing and reporting on the developmental health (strengths and deficits) of populations of children. It measures children’s ability to meet age-appropriate developmental expectations. Questionnaires are



completed by Kindergarten teachers on their students, and provide an assessment based on five developmental domains. The assessment provides a benchmark for monitoring child development trajectories, and trends can be seen across five cycles.



(Brown, 2019)

Following the 5th Cycle results, Children's Services Manager Shannon Brown reported in 2019:

- Leeds Grenville has *higher vulnerability rates* than the Province of Ontario in all 5 domains
- We are seeing *increased vulnerability rates* in Low in 1 or more domain
- There are in large *disparities* between the 13 municipalities
- Results are *not necessarily tied to poverty*

To mitigate these risks, the United Counties of Leeds and Grenville has recommended a Community EDI Mobilization Plan and Engagement Strategy.

The Health Unit has also raised the alarm about Adverse Childhood Experience in Leeds and Grenville.

Adverse childhood experiences (ACEs) are potentially traumatic or stressful events occurring in the first 18 years of life. The list of commonly recognized ACEs includes emotional, physical or sexual abuse; emotional or physical neglect; growing up in a household with a parent or caregiver who uses alcohol or substances; has a mental health problem; exposure to intimate partner violence; separation or divorce; and criminal behaviour resulting in incarceration (Public Health Ontario, 2020, p. 2).

Young children have been identified in Leeds and Grenville as being highly susceptible to Adverse Childhood Experiences. A Systematic Review completed in conjunction with the World Health Organization:



- Confirmed that individuals exposed to four or more ACEs were at increased risk of all negative health outcomes compared to individuals with no ACEs.
- This work also suggested that the ACE exposures also represent challenges for the next generation because of problems like family violence, mental illness and substance use.

Strategies to Mitigate the Risk:

Action	Using ACES and EDI as a baseline, work collaboratively to effect positive outcomes; connect with lone-parent strategy.
Evaluation	<ul style="list-style-type: none"> • ACEs and EDI data show positive trending data following intervention.
Outcomes	<ul style="list-style-type: none"> • Young children and their families are connected to positive parenting and childhood experiences. • Young children have protective adult relationships. • Trusted support is available to children and families. • Preschool programming is available and accessible in rural areas; targeted interventions are delivered across Leeds and Grenville and the Town of Prescott by many partners across many sectors. • Community EDI Mobilization Plan and Engagement Strategy is actioned.
Steps needed	<ul style="list-style-type: none"> • Work in collaboration with early years service providers and the EarlyON Child and Family Centre to provide deliberate interventions. • Connect early years work with middle years and youth service provision to strengthen protective factors.

Youth

There is a multitude of youth-serving agencies and youth programs in across Leeds and Grenville. The services are robust and varied and include support (Big Brothers Big Sisters, Children's Mental Health of Leeds and Grenville, Girls Inc., Family and Children's Services, Youthab Transitional Aged Youth, Lanark Leeds and Grenville Addictions and Mental Health, RNJ Youth Services), crisis services (Kids Help Phone, 211), recreation and social opportunities (libraries, churches, YMCA, sports teams, service clubs, 4H), education (school boards) and health services (Sexual Health Clinics, Healthy Smiles). There are youth centres in Prescott and Kemptville, and parent-support services (PLEO, Triple-P). Across the counties, youth are supported in employment (Employment and Education Centre) and are engaged and invited to decision making roles in a variety of ways.

Youth-serving organizations come together to connect and work collectively through the network of Every Kid in our Communities with a focus on building resiliency. The North Leeds Youth Coordinating Committee is a group of volunteers, supported by the United



Way of Leeds and Grenville, and dedicated to providing opportunities for the youth of North Leeds.

This incredible system of services and opportunities in place in Leeds and Grenville, with partners working collaboratively, works really well for the majority of youth.

The risk to community safety and well-being is when access is restricted (transportation, Internet access, mental health waiting lists, sustainable funding, wait times for specialized services at CHEO, program space, addictions support), when restrictive mandates and funding models restrict service (autism, FASD), or when services just don't exist or are limited (residential services, specific supports for LGBTQ+).

Opportunities are seen in taking an Icelandic-model approach (Planet Youth) and having more youth centres to offer programs in the critical after-school hours, especially to younger youth in a preventive model. A hub model of place-based service in rural communities should also be considered wherever possible

"If working with municipalities and partners to work on preventive things, it is much, much easier to fulfil the mandate of UCDSB. It is much easier to teach students who are emotionally and psychologically well."

Ron Ferguson, Incoming Director of Education, UCDSB

Strategies to Mitigate the Risk:

Action	Examine access, service and program restrictions and determine a cross-sectoral advocacy approach.
Evaluation	<ul style="list-style-type: none">Through advocacy, restrictions to access, service and program are changed.
Outcomes	<ul style="list-style-type: none">Advocacy is focused and coordinated, with the right lead advocating to the right place.Advocacy versus action is determined.
Steps needed	<ul style="list-style-type: none">Access restrictions – determine which restrictions need what level of advocacy (transportation, Internet access, mental health waiting lists, sustainable funding, wait times for specialized services at CHEO, program space, addictions support). Can change be realized through a simple ask/request for service delivery tweaks, through local/provincial advocacy?Service restrictions – determine best-placed advocacy (to change the service mandates (autism, FASD) i.e. local/provincial.Program restrictions – determine reasons why programs are unavailable, make a case for inclusion and develop an advocacy plan.Take advantage of municipal partners who can advocate for



	partners (through AMO, ROMA, FCM) and can request delegation to provincial ministry.
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Seniors

The newly introduced Community Paramedic Outreach Program is incredibly supportive to seniors. This service offers mobile in-home health care provided by paramedics, including education to clients regarding their health, diagnostics and treatments at home as an extension of primary care, wellness assessments, medical compliance, risk assessments, environmental scans, physical assessments, mental assessments and glucose monitoring.

Otherwise, support services are largely provided by two not-for-profit charitable organizations: Senior Support Services Lanark Leeds and Grenville (formerly CPHC), who provide service across Leeds and Grenville, and Seniors Community Services Kemptville (formerly Kemptville and District Home Support), who provide service in North Grenville. Both organizations provide service to seniors aged 60 and over and to people with physical or cognitive disability 18+; 60+ senior services.

Both organizations have strong, inclusive, and robust programming that work to keep seniors in their homes as long as possible, to keep them safe and out of hospital, and to keep them connected. Both organizations work on a small fee-for-service model and use volunteers where possible. As charitable organizations, both rely on fundraising and grants so they can offer subsidies for the programs.

Supports offered by both agencies include:

In-home services – Meals on Wheels (hot in Brockville, Prescott and Kemptville); frozen in other areas); Friendly Visitor (one-hour volunteer); Home Help, including light housekeeping.

Transportation Services – Volunteer drivers (per-kilometre stipend in Leeds Grenville, set rate by destination in North Grenville) to attend medical, essential service, grocery, appointments (plus specialists as far as Toronto by Leeds Grenville) and transportation to all programs in Leeds Grenville.

Home Safety Services – Telephone checks, home maintenance.

Community Programs – Senior Centre Without Walls (phone-based programming), foot care clinics (Brockville, Prescott, Gananoque, Cardinal, Kemptville), Diners Clubs (throughout Leeds Grenville – 28 per month and weekly in Kemptville at Centre); social/recreational programming – daily Zoom program; exercise and fall prevention class; tax preparation clinic in North Grenville.

Support Services Lanark Leeds Grenville, which serves 7,000 clients, provides transportation to all programs if needed. It also offers coordinating services and works with other organizations for more intensive homecare, so clients get the care they need. Coordinators will do intake and help with stacking, coordination and the wrap-around of services. They also serve on the Lived Experience Advisory Network for OHT, which will inform any future model of service.



Specialized services provided by this agency include:

- Adult day program – Daily in Gananoque, Brockville, Prescott, and Kemptville – can be transported if needed. Cost is \$20 includes meal plus \$6.50 each way for transportation. Target is for socially isolated seniors, as well as respite for caregiver. Clients with physical or cognitive disability welcome. Subsidy is available.
- Summer – Trishaw bike, hire students, across Leeds and Grenville. Connect with seniors or retirement homes and will trailer the bikes there.
- Lifeline – Personal response system – push the button. Also available into Kingston.
- Respite for caregivers in-home throughout Leeds and Grenville.
- Stroke program and support group, plus aphasia group and caregivers delivered in Brockville and Perth; one-on-one counselling; will help with transportation
- COVID food bag – \$60 worth of groceries delivered plus frozen meals at a cost of \$10 for seniors in need; will continue this after COVID; doctors are partners, and will often pay the \$10, over 50 are enrolled across Leeds and Grenville, majority rural.
- Drives to vaccines.
- Grocery shopping and delivery across Leeds Grenville.

Senior health services are provided by primary care, health centres and hospitals.

Senior social and recreation opportunities and outings are provided by many associations, clubs, faith organizations, health centres, retirement care centres and municipalities across Leeds and Grenville.

Senior residences, from community housing, retirement homes, assisted living, nursing care and long-term care, are provided by both the public and the private sector. The United Counties owns and operates Maple View Lodge as well as several senior community housing apartments.

The population in Leeds and Grenville is aging at above provincial average rate. Seniors are more likely to live in poverty, making even modest payment a barrier to access available services. Rural seniors are more likely to go without than ask for subsidy, even when it is readily available, and so don't access services that charge a fee.

Consultation has told us that seniors are at risk because of income, housing (affordability and suitability), transportation, isolation, food security, and system support in the rural areas.

Strategies to Mitigate the Risk

Action	Coordinated cross-sectoral approach to senior health and wellness.
Evaluation	<ul style="list-style-type: none">• System is better understood by all partners.• System is more easily coordinated.



Outcomes	<ul style="list-style-type: none"> • PSW recruitment. • Seniors Collaboration (quarterly or biannual meetings) to cross-train and plan together. • Stop hospital discharge on Friday with no supports in place. • Practice community model (prevention and wellness) model versus medical model (illness management) where possible. • Funding source to make available programs universally accessible. • OHT is well-informed. • Caregiver support is available where needed. • Services back each other up when and where needed. • Services are coordinated. • Communication plan. • Improved mental health for seniors and caregivers (in conjunction with geriatric outreach and mental health services, ensure senior supports for cognitive and developmental disabilities). • A hub model of place-based service in rural communities should also be considered wherever possible
Steps needed	<ul style="list-style-type: none"> • Use the OHT tables where possible for this planning. • Work cross-funding model (private, public and volunteer) as well as sector (senior services, ambulance, fire, police, municipal, mental health, addictions, health) for an all-ideas and all-hands approach.

First Nations Indigenous Culture

Located on the traditional territory of the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois), Oneida and Haudenosaunee (St. Lawrence Iroquois) peoples, Leeds and Grenville and the Town of Prescott has a self-identified population of Indigenous people that is above provincial average.



Indigenous Identity		
	# with Indigenous Identity	% with Indigenous Identity
Ontario	374,395	2.8
Leeds and Grenville	3420	3.5
Edwardsburgh/Cardinal	410	5.8
Augusta	200	2.7
Prescott	175	4.3
Elizabethtown-Kitley	165	1.8
Front of Yonge	120	4.7
Leeds Thousand Islands	320	3.4
Westport	10	1.8
Rideau Lakes	360	3.5
Athens	60	2
Merrickville-Wolford	115	3.9
North Grenville	570	3.5
Brockville	695	3.3
Gananoque	200	4

(Ottawa Social Planning Council, 2020)

In Leeds Grenville's #ShareYourStoryLG Homelessness Enumeration (2018), 6.7% of survey respondents indicated they identified as Aboriginal. Compared to the 2016 Statistics Canada Census profile for Leeds and Grenville, this is almost double the population that identified as Aboriginal at that time, which may show an overrepresentation of FNMI persons in the counties' homelessness enumeration results (Leeds & Grenville, #ShareYourStoryLG: Homelessness Enumeration Report, 2018).

Similarly, there is overrepresentation of Indigenous children in care in Ontario. In recognition of the harm caused by colonial practices to Indigenous children and families, historically and presently, the child welfare sector has been undergoing a transformative truth and reconciliation process. Currently, 30% of kids in care in Ontario are Indigenous, a vast overrepresentation that continues long past the days of residential schools. Family and Children's Services of Lanark Leeds and Grenville recognizes this over-representation of children in its care (17%) and has undertaken a process to become more informed about equity, diversity and inclusion in its protocols and mandates in order to demonstrate cultural competency.

Feedback through the agency surveys, interviews and consultations highlighted the geographic and social isolation experienced by Indigenous people. Transportation and financial issues can make it difficult for people to connect with an elder in the community due to distance. As well, accessing culturally sensitive services (traditional) is not always possible. It is key to inventory services that exist and share the information amongst all relevant service providers so that they may have the opportunity to provide the most appropriate services to Indigenous clients. Encouraging individuals to self-identify will also help with service delivery, as would establishing some coordination around Indigenous service delivery.



Indigenous education has been a priority at the Upper Canada District School Board since 2007 under a framework policy that mandated incorporation of Indigenous content into curriculum and to start making connections. A range of programs are taking place across the board, including an Indigenous leadership program at high schools which pairs an Indigenous student and an ally to learn about the culture, and “Honouring Relationships” gatherings at elementary schools. The board continues to strive to build capacities in teachers, students, librarians, media and technology, and to create cultural competency opportunities.

To note, FNMI is the naming convention right now and seen to be most respectful. First Nation, Metis and Inuit peoples see themselves as a separate cultural group, not a racialized BIPOC (Black, Indigenous, People of Colour) group.

*To take care of the earth and the community of life we need to remember the teachings of the First Elder, who has handed on the gifts of knowledge that he received from the Seven Grandfathers when he was just a boy. Each grandfather gave him a great gift. One gave him the gift of **Wisdom**, and he learned to use that wisdom for his people. Another gave the gift of **Love** so that he would love his brother and sister and share with them. The third offered the gift of **Respect**, so that the First Elder would respect everyone, all human persons and all the things that are created. **Bravery** was the next gift, bravery to do things even in the most difficult times. One grandfather gave the boy **Honesty** so that he would be honest in every action and provide good feelings in his heart. One grandfather gave the boy **Humility**, to teach the boy to know that he was equal to everyone else, no better or no less, just the same as anybody else. The last gift that he received was **Truth**. The Grandfathers told him, “Be true in everything that you do. Be true to yourself and true to your fellow man. Always speak the truth.”*

They told him, “Each of these teachings must be used with the rest; you cannot have wisdom without love, respect, bravery, honesty, humility and truth. You cannot be honest if you use only one or two of these, or if you leave out one. And to leave out one is to embrace the opposite of what that teaching is” (Shabot Obaadjiwan First Nation, The Seven Grandfather Teachings, n.d.).

Strategies to Mitigate the Risk

Action	Support to First Nation people in efforts to be self-sustaining, to increase understanding of shared history and to support well-being and truth and reconciliation efforts
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Evaluation	<ul style="list-style-type: none"> • Indigenous children, youth, and families are connected to their culture, with opportunities for sharing knowledge. • Children and youth grow up healthy and integrated within their families, cultures, and communities. • Indigenous First Nation people are well connected to appropriate services. • Progress in meeting Truth and Reconciliation Commission Actions. • Reduced number of Indigenous children in care.
Outcomes	<ul style="list-style-type: none"> • Appropriate service is offered to a large population of Indigenous youth. • Social and digital connection – pandemic has meant remote assistance and people cannot be connected with Elders or hold socials, healing circles, sweat lodges, etc., creating communication issues. • Cultural competency is built into the Ontario Health Teams process to ensure appropriate service delivery and wraparound supports across sectors. • Follow the grandfather teachings in all relations with Indigenous First Nation people when providing service. • Increased education and appreciation in community of trauma and harm of colonial history. • Work with community partners and local government to implement Truth and Reconciliation Calls to Action that includes statements on appropriate protocols.
Steps Needed	<ul style="list-style-type: none"> • Look to Kewaywin Circle for service information and partnerships (Kingston Frontenac Lennox and Addington FCS).

2.2 Population Health: Physical Health, Mental Health, Substance Use

Objective: Enhance access to health, mental health and substance use supports across the United Counties in an equitable and inclusive manner.

Rationale: Access to supports provide the tools residents need to live a healthy life and prevent risk.

Good health includes a strong combination of all of the social determinants. Building from previous themes in this plan, this section demonstrates ties between physical health, mental health and risks related to substance use. As highlighted in previous sections, ensuring good communication and awareness of services, working in partnership with others, breaking down silos and thinking beyond mandates are key factors in building a strong and cohesive community with good access to the tools people need to live healthy lives.



In each of the following sections, it is apparent the United Counties has abundant services, although many are centred in Brockville.

In terms of communicating information about services, many agencies rely on personal knowledge and internal services. Although 211 is available for accessing help, several agencies reported inconsistencies with updates or a lack of knowledge about the service. Slightly more than half of the agencies responding to the agency survey circulated for this plan in Winter 2021 indicated they contribute information to 211, but more than 60% said they do not use the service with clients to access help, preferring other methods.

The agency survey also shows a range of health-related, parenting and demographic risk factors encountered in clients the responding agencies serve. A chart outlining mental health and substance use issues is located later in this section. Social isolation is a risk encountered in 70% of clients, with health-related risks shown in well over half.

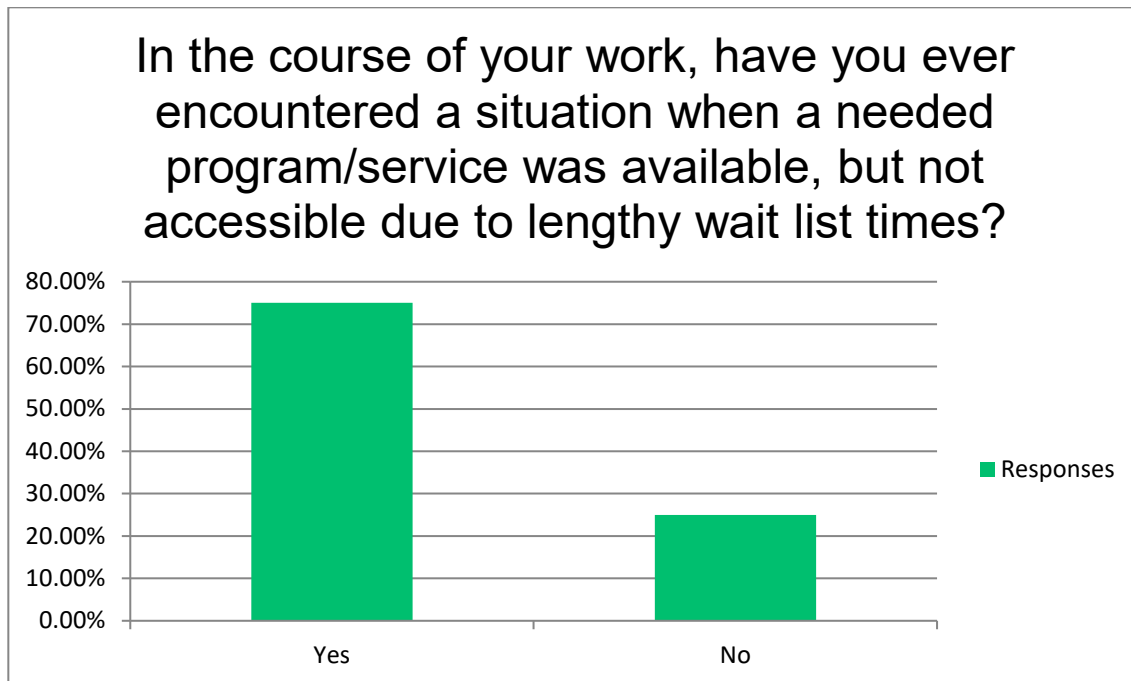
UCLG - CSWB Plan - Agency Survey (Winter 2021)

Risks Encountered

Social isolation - person does not have access to family or social supports	70.15%
Health - difficulty meeting nutrition or basic needs	64.18%
Developmental disability - affected by	61.19%
Health-related risks - e.g., pregnancy, physical disability, terminal illness, chronic disease	58.21%
Person being neglected by others	58.21%
Parenting - person not receiving proper parenting; parent/child conflict	58.21%
Custody issues/child welfare	56.72%
Person not providing proper parenting	53.73%
Cognitive disability - affected by	53.73%
Learning disability - affected by	53.73%
Gender issues	49.25%
Health - not following prescribed treatment	47.76%
Lack of supports for elderly person(s)	43.28%
Truancy or chronic absenteeism from school	41.79%
Acquired brain injury - affected by	37.31%

Wait times were repeatedly identified with specific services throughout the agency survey, interviews with key stakeholders and in Partner Day. Although the chart below from the agency survey does not specify the nature of the program or service, it does demonstrate wait times are a frequent service barrier for those responding human service agencies.





Physical Health

The Leeds, Grenville and Lanark District Health Unit serves the tri-county area with a prevention focus. Pre-COVID, nurses had been working with municipalities on health and well-being through recreation plans, offering services that align with health unit priorities. In addition to having nurses working with schools, the health unit maintains sexual health clinics; the Healthy Babies, Healthy Children program; official plan and master plan reviews; and its water testing services and regular inspections for community health protection. Specific programs related to substance use are outlined in that section.

Country Roads Community Health Centre is an inter-professional primary care team with community developers that aims to prevent ill health and serves vulnerable populations, including older, low-income, socially isolated people with mental health and addictions. It offers EarlyON for young families and helps to alleviate isolation. Priorities include community development and health promotion, access, outreach, integration as part of the whole health system and leading in system transformation with the Ontario Health Team agenda. CRCHC is one of 85 CHCs in the province and commits to data in order to influence decision makers at the policy level. Community governance is a strength and reflects community need.

Every Kid in our Communities (EKIOC) is a strength-based coalition of 35 organizations in Leeds and Grenville that comes together to ensure children are safe, healthy and valued. It works through a health equity lens and the social determinants of health, and strives for diversity, inclusion, training and support for partners.



Rideau Community Health Services (RCHS) serves a large area that includes Brockville, Gananoque and Athens. It crosses boundaries with Country Roads, providing choice for clients. Primary care is assigned through Health Care Connect; other services are by choice of location. RCHS has multi-site community health centres in Smiths Falls and Merrickville and takes referrals only for primary care. It offers medical and para-medicine services, as well as team-based care planning. Current priorities include improving access for the community, expanding partnerships and relationships, and being creative with the use of technology at a high level. Community partnerships have been increasing through the Ontario Health Teams process. Since the Health Link program was defunded, a community health centre cross-sectoral table has formed that provides multi-disciplinary care plans for high-risk, vulnerable clients. This is a “group of the willing” that has taken it on, and they compare it to the sort of partnership possible through the situation table.

A significant factor in the integration of health services in the counties is the approval of the Ontario Health Team for Lanark, Leeds and Grenville. OHTs strive to achieve a patient-centred model so that all elements of care come from a single team. A collaborative model is mandated. The LLGOHT was granted status in November 2021 and is currently working on implementation pieces. At a presentation to Lanark County Council’s Community Services Committee on May 12, 2021, Dr. Barry Guppy, CEO of the Perth & Smiths Falls Hospital, outlined activities. He acknowledged this is a large area and they are working to have solid bridges with service providers. The composition of the OHT will change over time, but it currently consists of 47 members. Dr. Guppy said the collaborative decision-making framework acknowledges differences across geography while reflecting needs of the population, and a Collaboration Council will decide on investments and steps to improve health of the population. There are currently multi-sectoral committees feeding the council for the north and the south, and after one year it will be determined if this format will continue. Project areas include Communications and Community Engagement, Digital Health, and Lived Experience Advisory Network (LEAN). Project teams include primary care, primary care home and attaching mental health and addictions. Engagement with the LLGOHT will be of critical importance for service providers in Leeds and Grenville in order to achieve the desired streamlined, patient-centred approach and to maximize collaboration. An action related to this can be found later in this section.

Substance Use and Mental Health

The agency survey conducted for this plan in Winter 2021 shows the significant encounters with risks around substance use and mental health in Leeds and Grenville. Alcohol or drug abuse and diagnosed or suspected mental health problems, as well as the harm caused to others by both, were reported in more than 80% of the clients. Suicide was reported as a risk encountered in 64%. Methamphetamine and problematic opioid use were factors in almost half. It is not clear what the geographical breakdown would be, although the Leeds Grenville and Lanark District Health Unit (LGLDHU) has consistently reported on the prevalence of problematic drug use and high overdose rates in Brockville.



UCLG - CSWB Plan - Agency Survey (Winter 2021)

Risks Encountered

Alcohol or drug use/abuse by an individual	83.58%
Mental health problem - diagnosed or suspected	83.58%
Mental health problem affecting others	82.09%
Harm caused by someone's use/abuse of alcohol or drugs	80.60%
Grief/trauma	74.63%
Mental health - not following prescribed treatment	65.67%
Suicide - current or previous risk	64.18%
Self-harm - engaged in or threatening to do so	59.70%
Individual affected by a suicide	55.22%
Hoarding	49.25%
Problematic opioid use	49.25%
Methamphetamine use	44.78%
Gambling causing self-harm	20.90%
Gambling causing harm to others	19.40%

One of the notable assets in Leeds and Grenville is the Lanark Leeds Grenville Addictions and Mental Health (LLGAMH) agency, which demonstrates the link between these two risk areas. LLGAMH offers counselling services for ages 16 and up for mental health, and addictions counselling for ages 12 to 16. This includes rapid access counselling (one session, same day, and can return as many times as needed). Offices are in Brockville and rural offices include Prescott, Delta, Gananoque and Kemptville. Pre-COVID a worker was embedded in Portland. Virtual services have been an asset. There are casework services for individuals on a referral basis, including connecting to resources plus supportive counselling. LLGAMH offers a social recreation program, vocational supports (connection to employment or volunteer opportunities) and a central intake program from third party referrals. It has several unique programs, such as:

- Co-op, supportive community base (shared accommodation sometimes) assistance in medical appointments, reminders to take medications, and a caseworker and rehab (one or two workers) supporting the co-op
- Therapeutic Justice Program: Drug court, mental health court and release from justice supports. These support clients through court proceedings if they are referred by defence counsel or the Crown, and there is a psychiatrist attached to these
- Psychiatrist on staff
- Housing program with four group homes: Mental illness has 10 beds available 24/7), 6 beds for dual diagnosis (24/7 developmental and mental health), 5 beds (related to housing) for transitional like skills, transition to independent living, and 5 beds for individuals coming through the forensic system and moving back to community, which is in partnership with Royal



- Two residential treatment facilities – Brock Cottage has 18 beds for males; Tennant House has 12 beds for females. Both are in Brockville and receive referrals from across province
- Partner Assault Response Program is offered through the Ministry of the Attorney General (MAG)
- Involved with Direct Accountability Program with MAG
- Contract with CAMH for Back on Track program – impaired drivers
- Drop-in centre, part of social recreation
- Transportation program with driver/vans available for group home outings or for medical appointments
- Groups
- Opioid program – supporting those with addiction – staff embedded in Change Health Clinics in Brockville, plus similar company in Gananoque

Additional specific assets are outlined for substance use and mental health below.

Substance Use

The Catholic District School Board Eastern Ontario has a new *Guide for Working Together to Respond to Children and Youth Struggling with Substance Use, Addictions and Mental Health Concerns* to support young people who are struggling with substance use. Prevention efforts begin in Junior Kindergarten with programs, and the board is working with the Ontario Lung Health Foundation to increase education around vaping and cannabis use in youth.

The Conseil des écoles catholiques du Centre-Est (CECCE), is Ontario's largest French-language school board. CECCE has a partnership with le Centre Le CAP (Centre d'appui et de prévention) for residential placements for students from French school board (all of Ontario). Le CAP offers a day treatment program, but it is only available to Ottawa students. Le CAP psychotherapists also go only into Ottawa high schools.

Thrive offers peer support workers through the methadone clinic. The peer support has the boot program, where a team goes out to do emergency work with people actively using, such as distributing naloxone. Thrive works with women who are pregnant and are battling substance use.

The Leeds, Grenville and Lanark District Health Unit (LGLDHU) provides naloxone kits, safe injection supplies and harm reduction-related equipment. It works to help people access support for addictions and has an education program for early intervention with an addiction counsellor for early intervention in the schools. Although work in the schools has been a gap during COVID, the health unit was able to increase mobile outreach services for harm reduction. Change Health is staffed with a public health nurse one day a week to assist with immunization, sexual health services, ODSP applications, etc.



OPP note opioids are found in the rural areas, but tend to be seen more in Brockville. Because they are readily available and tied to mental health issues, risk is high and new types of fentanyl are sometimes reducing the effectiveness of naloxone. While the opioid crisis is a community health issue, it is also a policing issue.

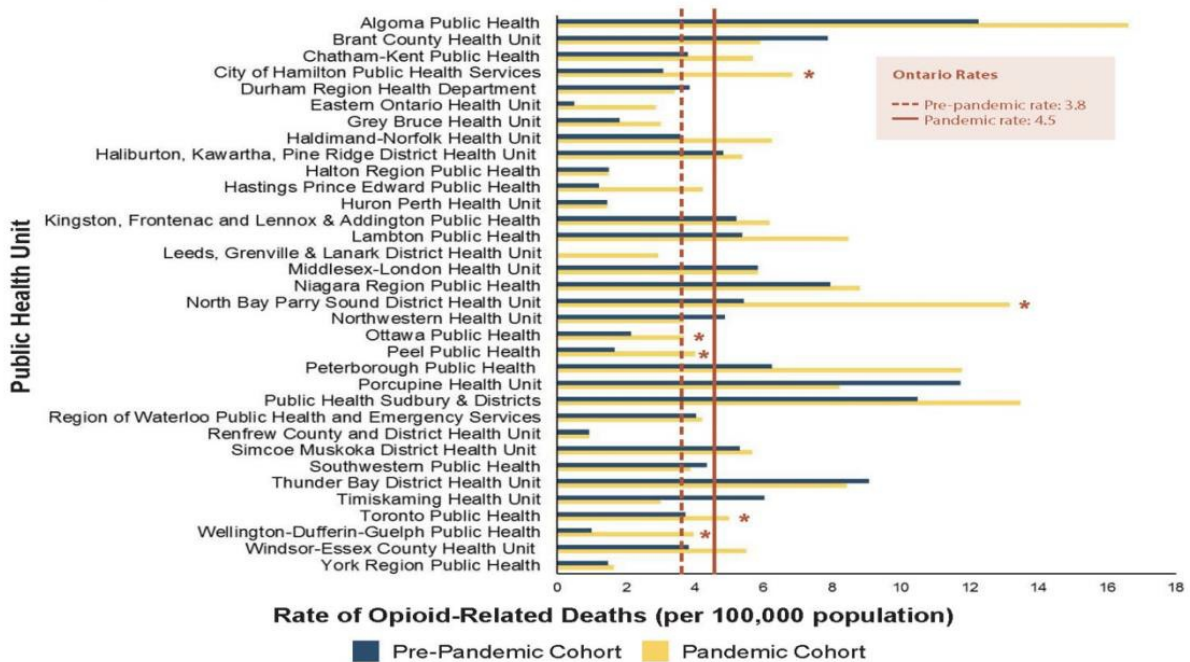
The opioid crisis continues to accelerate across Canada. The LGLDHU provides surveillance reports and issues warnings when toxic drugs are found in the community. It has played a key role in the distribution and training on naloxone, which can save lives in the event of an overdose, and is actively involved with Municipal Drug Strategy committees with municipalities. The health unit has a Community Opioid Plan and an Opioid Overdose Cluster Plan in place with local municipalities and emergency services. Feedback from surveys and through Partner Day indicates a need for specific addictions services to address the rising crisis in overdose and opioid use, including increased non-abstinence-based options for substance use treatment, intensive case management and supportive housing, and services related to withdrawal management, a detox centre, a safe consumption site, a harm reduction approach to addiction services, and drop-in day program where people who use substance can go to get harm reduction-influenced supports. The Brockville and Gananoque CSWB Plan also identifies continued expansion of the Municipal Drug Strategy work.

Currently the closest detox centres are in Ottawa and Kingston. The Brockville General Hospital crisis team cannot admit anyone currently using. The Dave Smith Centre is a youth treatment centre located in Carleton Place.

Data from The Ontario Drug Policy Research Network shows the rate of opioid-related deaths in Leeds and Grenville during the pandemic.



Change in opioid-related deaths by public health unit**



NOTE

- 1) * indicates statistically significant difference in proportions between cohorts.
- 2) ** These data include confirmed and suspected- opioid related deaths and distribution of investigations still under investigation (i.e., suspected opioid-related deaths) may vary by region.

(The Ontario Drug Policy Research Network, et. al., 2020)

Participants at Partner Day highlighted a lack of services for youth under 16 who are using substances. There are many younger youth using drugs and not a lot of services to support them. During lockdown there is a lack of access to resources or regular supports, such as school counsellors. Sometimes youth need to leave the area to access services or have to use adult services, which is not an ideal, comfortable setting.

The LLGDHU, CDSBEO and UCDSB are currently partners in Planet Youth Lanark County, which is a proven approach “to reduce or prevent drug and substance abuse and misuse among youth, while helping to build and strengthen communities” (Planet Youth Lanark County, n.d.). It began in Iceland more than 20 years ago and is now found worldwide. It brings together multiple partners, schools, families and entire communities to make change, and was identified in consultations as a possible approach to consider for Leeds and Grenville. This would also meet several recommendations in the Brockville/Gananoque CSWB Plan around providing activities for youth, developing a “leisure card” for youth, exploring strategies to increase positive parenting/role modelling/adult allies in the community, and partnering with local high schools to teach about positive parenting and role modelling.



Strategies to Mitigate the Risk:

Action	Enhance access to addictions/substance use supports for youth and adults.
Evaluation	<ul style="list-style-type: none"> • More youth accessing local services. • Monitor School-Based Needs Assessment survey. • Monitor School Climate Survey. • Monitor Ontario Student Drug Use and Health Survey. • All municipalities are represented in a Municipal Drug Strategy.
Outcomes	<ul style="list-style-type: none"> • Enhance/create Municipal Drug Strategy across Leeds and Grenville that brings input from all municipalities. • Lessons about drug use are shared and best practices are developed to include both urban and rural areas. • Steps are taken to implement Planet Youth program in Leeds and Grenville. • Enhanced access to detox centres and intensive addictions services for methamphetamine use, withdrawal management and harm reduction-focused treatment. • Increased funding and staffing to address overdose crisis. • Psychotherapist availability expanded across CECCE Board area.
Steps Needed	<ul style="list-style-type: none"> • Explore Planet Youth process implemented in other Canadian communities (e.g. Lanark County). This supports recommendation in Brockville/Gananoque CSWB Plan to explore idea of a “leisure card” for children and youth to increase access to opportunities (A leisure card is a subsidized card that supports access to leisure activities such as sports, music lessons, dance classes, etc.) This is a component of the Planet Youth model. • Evaluate differences between addictions supports for youth and adults to ensure most effective programming and increased capacity for serving youth. • Explore development of detox services and other intensive addictions supports in Leeds and Grenville; partnerships through Ontario Health Teams, including advocacy for funding. • Advocate for increased funds and staffing to address rising overdose crisis. • Explore housing and transitional housing for those being released from fully supported environments (e.g. Brock Cottage and Tennant House) to prevent a return to negative environments and previous habits. • Work with health unit to engage in Municipal Drug Strategy process across whole region. • Evaluate need for increased presence by LLGAMH in Grenville to



	<p>reflect growth at that end of counties.</p> <ul style="list-style-type: none"> • Explore possibility of creating Le CAP day program in Leeds and Grenville
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Mental Health

Children's Mental Health of Leeds and Grenville is the only children's mental health agency in Leeds and Grenville. It serves co-morbidity addictions/developmental and facilitates referrals from all child and youth services and refers to others. Core services include targeted prevention, crisis, brief services, counselling therapy, intensive services, specialized services, family caregiving and support and intake service coordination. Service coordination (single plan of care) is a current priority, as well as addictions in partnership with Lanark, Leeds and Grenville Addictions and Mental Health, emergency and primary care service coordination to keep youth in primary communities, and good outcomes with parent and youth engagement.

CDSBEO has Mental Health Counsellors in its schools and a strong partnership with its Mental Health and Addiction Nurse (MHAN). The CECCE has social workers in its schools and are partners with MHAN.

Every Kid in our Communities of Leeds and Grenville (EKIOC) identifies Triple P as a bridge to use for parenting support when there are wait times for mental health support.

Consultations highlighted the Lanark Leeds and Grenville Ontario Health Team's work on integrated health care for mental health. There is a memorandum of understanding between a number of mental health agencies, as well as partnerships with tele-mental health. A child or youth can see a psychiatrist within 90 days or, for urgent care, within 7 to 14 days. Partners indicated there is a good group of pediatricians in Leeds and Grenville who are comfortable with mental health, and work is being done to ensure all family health practitioners know how to make mental health referrals for children, youth and adults. Brockville General Hospital has a position that helps integrate mental health patients back into community care. Work is underway with private clinicians in the community to ensure that all children and youth who are receiving care have access to psychiatry in a timely manner. Private clinicians will have to agree to the recommendations provided by the psychiatrists in order to participate in this partnership. Children's Mental Health of Leeds and Grenville is working to better partner with private clinical care in Leeds and Grenville.

The Kemptville Stress Relief Centre is a private-sector operation serving ages 16 and up. They often work with parents and provide individual and couples counselling. They have been using tele-mental health. A barrier is accessibility since it is a full-pay service; however, they do some lower cost or free services. They partner with Leeds and Grenville for mobile sexual assault clinic provision and are working on other partnerships for funding for lower cost counselling.



Schools have mental health services and referral processes. Kids Help Phone is available to all youth across our regions. School Mental Health Ontario is a resource people can use to see what schools are doing to support students and how folks can work together to support mental health. This is available at <https://smho-smso.ca>.

The Parents Lifeline (PLEO) has parents with lived experience supporting other parents who are currently struggling. It is a peer support organization for parents whose children up to age 25 are facing mental health challenges. Services are provided through a Parents' Helpline, Parent Support Groups and Mobile One-on-One Support for more intensive guidance.

CDSBEO also has just released the *Guide for Working Together to Respond to Children and Youth Struggling with Substance Use, Addictions and Mental Health Concerns*, made in conjunction with Children's Mental Health of Leeds Grenville; Lanark Leeds Grenville Addictions and Mental Health, Open Doors for Lanark Children and Youth, Kids Help Phone, the Health Units and Kemptville Hospital.

Faith groups are often a first point of contact for people, and they have been making use of referral processes.

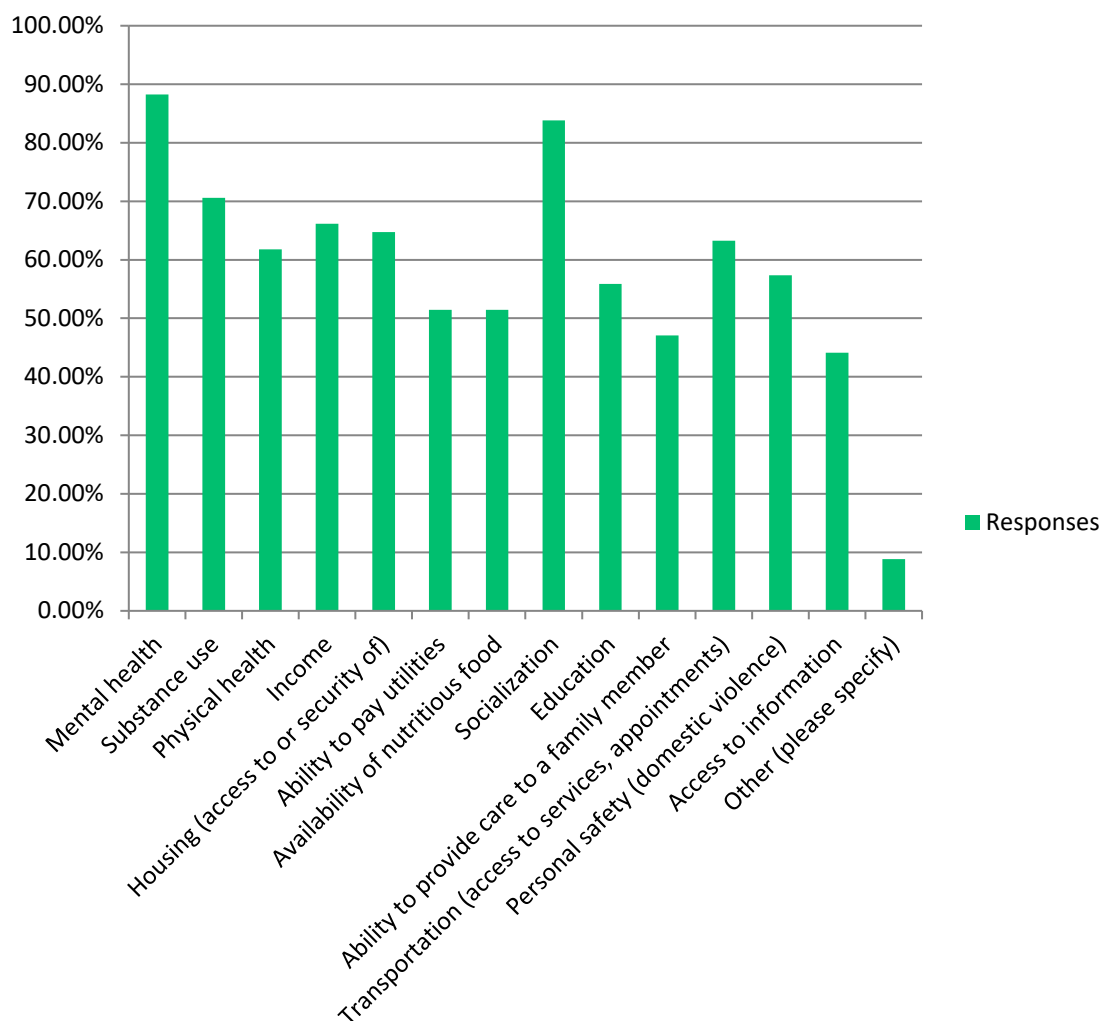
One of Every Kid in Our Communities' priorities is to build resiliency, which focuses on three areas: Providing support for children and their families through programs such as Triple-P and connections to/communication about mental well-being information to families and youth, and mentorship; encouraging constructive use of time through access to recreation; and feeling connected to community.

The OPP has a partnership with Brockville General Hospital to have a full-time nurse shared between Leeds and Grenville Detachments. The Mobile Crisis Response Team consists of police and the nurse conducting live calls and follow up with people in crisis. They try to identify underlying issues and connect individuals with appropriate agencies. The 2019 Progress Update for Leeds OPP indicates success has been demonstrated in this program, as well as with a partnership with the Brockville General Hospital Mental Health Crisis Team. "Our joint community outreach program continues to be an effective and proactive means in our response to mental health issues within our communities" (Francis, 2019). All front-line members in Leeds County continue to receive de-escalation techniques when dealing with people in crisis. This training is delivered by the OPP's In Service Training Unit. Members are also encouraged and supported by detachment to attend various seminars and/or training opportunities held by community partners.

Already, service providers are noting their clients have been negatively affected by the pandemic in a number of ways. The chart below from the agency survey in Winter 2021 show some of the key areas. It is worth noting mental health was at the top at 88%, followed by socialization at 84% and substance use at 71%. The long-term implications of this will need to form part of planning for years to come.



If the pandemic has negatively affected the people you serve, what areas have been affected? (Please click all that apply)



Strategies to Mitigate the Risk

Action	Coordination of efforts related to social determinants of health through Ontario Health Teams process.
Evaluation	<ul style="list-style-type: none"> Accountability agreements established between OHT and province. Review of governance process for OHT. Number of member agencies in OHT. Monitor work of OHT in integration of mental health to



	ensure projected service delivery (re: psychiatry, timeframes for seeing psychiatrist, pathways with private clinicians) is met.
Outcomes	<ul style="list-style-type: none"> • Agencies are able to achieve efficiencies in service coordination and single plans of care. • Clients are well served with a patient-centred approach that relies on a single multi-disciplinary team; improved system navigation. • Privacy-protective communication within multi-disciplinary team supports Brockville/Gananoque CSWB recommendation regarding communication tool for individuals with mental health issues. • Collaboration and communication reduce duplication in plans and strategies with shared goals. (Ties in with strategy in Brockville and Gananoque CSWB Plan to follow up with KidsInclusive and Children's Mental Health of Leeds and Grenville to learn more about service coordination and integration.) • OHT's Lived Experience Advisory Network (LEAN) provides opportunity to meet Brockville/Gananoque CSWB recommendation to involve youth in assessment (to ask why youth use substances), planning, intervention and evaluations. • Greater coordination of existing service plans amongst partners. • Improved referral process that includes a shared database with patient-centred approach. • Modify or establish pathways of care for complex clients not meeting thresholds (e.g. too sick for regular health system, but not sick enough for permanent care). • Improved support for chronic and acute mental health issues across geography. • Increased after hours support for mental health and substance use crisis. • Up-to-date information provided to service providers for after-hours mental health, suicide, addictions resources. • Reduced wait times for specialized services through system coordination.
Steps Needed	<ul style="list-style-type: none"> • Improve communication across all sectors. • In integrated services, consider broad approach to help that includes prevention. • Strengthen other specific collaborations, such as situation table, for specific responses (e.g. crisis intervention). • Consider what system navigation could look like through OHT (e.g. common navigator/coordinator – one call). • Ensure Francophone service availability. • Ensure intake processes and services take culture into account.



	<ul style="list-style-type: none"> • Work with hospitals to ensure transfer protocols are client-centred when police bring mental health patients to hospital.
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Action	Enhance communication about services, both inter-agency and to broader population.
Evaluation	<ul style="list-style-type: none"> • Increased use of 211 by agencies and clients. • Increased number of programs/services listed through 211.
Outcomes	<ul style="list-style-type: none"> • Clarity in system navigation. • Greater understanding between partners and by clients of services availability. • Communication and marketing plan. • Rural communication strategy.
Steps Needed	<ul style="list-style-type: none"> • Work with 211 to create more awareness/training about the service and to ensure timely updates and inclusion of services and programs.

Action	Improved crisis intervention through collaborative partnerships.
Evaluation	<ul style="list-style-type: none"> • Number of interventions at situation table with overall risk lowered. • Number of participating agencies at situation table leading and assisting with interventions. • Number of Mobile Crisis Response Team interactions. • Reduced hospitalizations due to earlier intervention and referral. • More youth diversions from judicial system.
Outcomes	<ul style="list-style-type: none"> • Greater involvement (referrals, leading, assisting) in discussions at situation table by agencies, resulting in more networking and collaboration and increased number of referrals resolved with risk lowered. • Through communication and collaboration, greater support/referrals and safety for families struggling with a member who is mentally ill. • More capacity for Mobile Crisis Response Team to work in rural areas. • Increased support for police-involved complex clients through community treatment outreach program. • Earlier intervention through collaboration prevents young people from becoming involved in judicial system, leaving school, unemployment, etc. Improved communication/knowledge of situations gives agencies ability to fully utilize their available services.



Steps Needed	<ul style="list-style-type: none"> • Advocacy for expanded MCRT program with OPP for rural service. • Continue outreach and training regarding situation table to continue to build capacity and increase involvement by partners. • Work with partners (including Community Paramedics) to evaluate possibilities for increased access to community treatment orders; increase outreach for individuals who are apprehensive about following prescribed treatment for severe mental health issues (police calls increase when medications are not taken). • Provide training opportunities to support early intervention, e.g. by-law officers and firefighters related to property standards/hoarding and referrals to mental health.
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2.3 Safety: Domestic Violence, Sexual Assault, Human Trafficking

Objective: To prevent violence against persons across all demographics.
Rationale: Preventing violence helps to reduce incidents of victimization and crisis, while increasing feelings of safety and maintaining good health and well-being.

The effects of violence and crime on an individual's well-being can be deep and pervasive, whether it is in physical manifestation or affecting mental health. Multiple agencies across Ontario and Canada have reported concerns over the rise in domestic violence and child abuse during the pandemic when there are fewer opportunities for victims to be seen and heard due to lockdowns. In the agency survey conducted in Winter 2021, respondents identified risk factors they encounter with clients. The chart below indicates 70% of respondents had encountered clients experiencing domestic violence, with 67% experiencing victimization through physical, emotional or sexual violence. Social isolation was previously noted as a risk encountered in 70%.

UCLG - CSWB Plan - Agency Survey (Winter 2021)

Risks Encountered

Domestic violence	70.15%
Victim of physical, emotional or sexual violence	67.16%
Person affected by negative peers	65.67%
Person affected by antisocial/negative behaviour	64.18%
Criminal involvement	62.69%
Victim of crime	62.69%
Associating with negative peers	62.69%
Exhibiting antisocial/negative behaviour	62.69%
Negative social environments/neighbourhoods	61.19%



Bullying; victim of or perpetrator of	55.22%
Cyber safety - victim or perpetrator of cyber bullying; risky social media activities	50.75%
Human trafficking	50.75%
Perpetrator of physical, emotional or sexual violence	49.25%
Threatened or victimized by gang	35.82%
Sex trade	35.82%
Gang association or membership	31.34%
Victim of elder abuse	25.37%
Homicidal ideation - person has expressed thoughts/ideas about homicide	20.90%
Perpetrator of elder abuse	14.93%
Radicalization	11.94%

The 2019 Progress Reports from Leeds and Grenville OPP Detachments highlight major categories they track for violent crime.

OPP LEEDS COUNTY Detachment 2019 Annual Progress Report

Crime Data

Violent Crimes

Table 2.1

Offences	2017	2018	2019	Clearance Rate
01 - Homicide	0	0	0	
02 - Other Offences Causing Death	0	0	0	
03 - Attempted Murder	0	0	0	
04 - Sexual Offences	32	44	40	40.00%
05 - Assaults	117	103	124	75.00%
06 - Abduction	1	3	6	100.00%
07 - Robbery	2	0	1	0.00%
08 - Other Crimes Against a Person	61	67	86	52.33%
09 - Total	213	217	257	62.26%

(Francis, 2019)



Crime Data

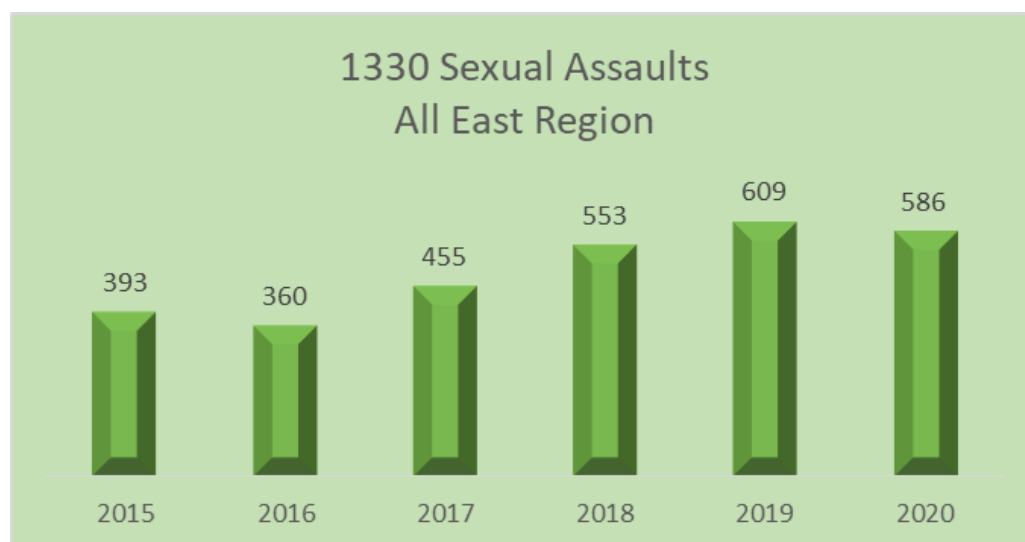
Violent Crimes

Table 2.1

Offences	2017	2018	2019	Clearance Rate
01 - Homicide	0	0	0	
02 - Other Offences Causing Death	0	0	0	
03 - Attempted Murder	0	0	0	
04 - Sexual Offences	24	37	53	64.15%
05 - Assaults	116	139	116	81.90%
06 - Abduction	5	4	0	
07 - Robbery	4	4	1	100.00%
08 - Other Crimes Against a Person	58	76	114	51.75%
09 - Total	207	260	284	66.55%

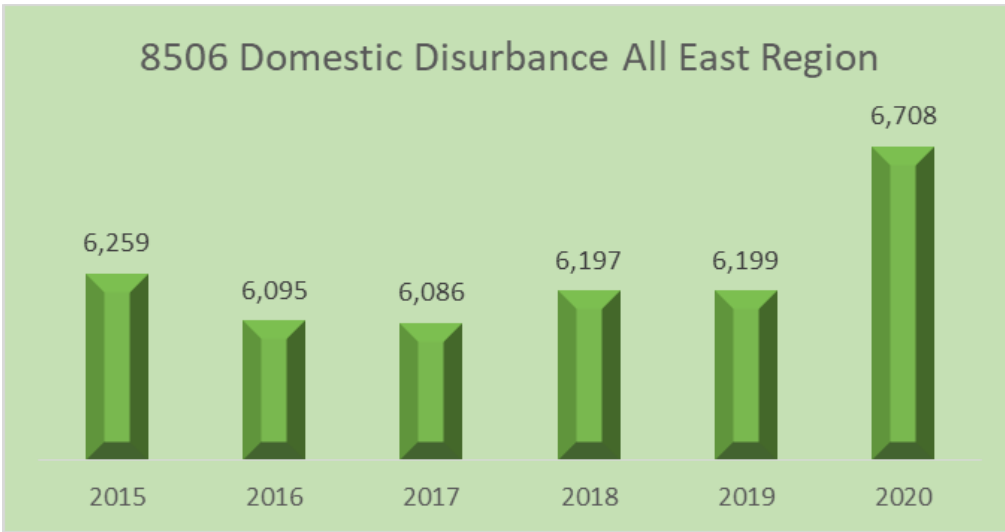
(Dobson, 2019)

OPP statistics for all of East Region, which include Leeds and Grenville, for the last five years up to 2020, show a slight decline in sexual assault occurrences, but an increase in domestic disturbances. Violent crime declined slightly.

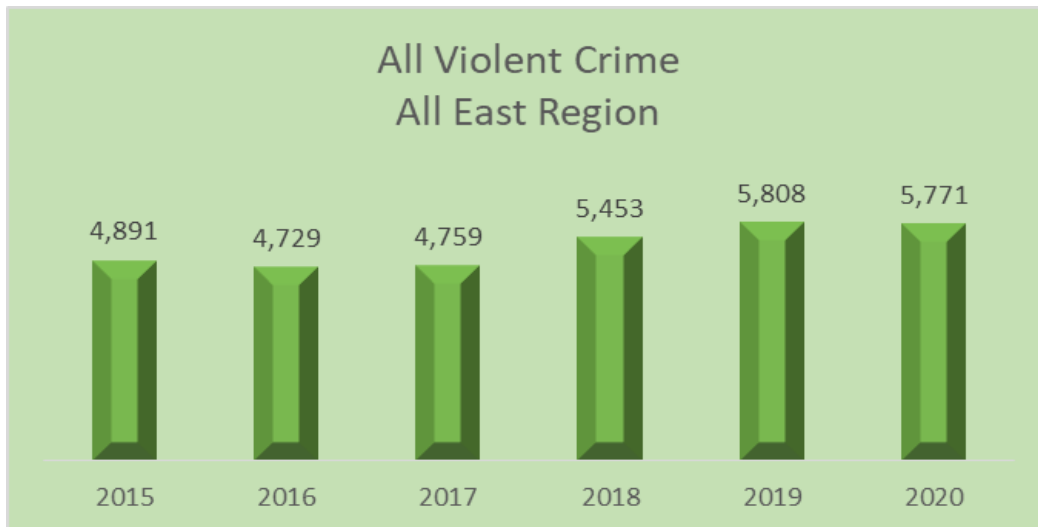


(Ross, 2021)





(Ross, 2021)



(Ross, 2021)

In their Action Plans for 2020-2022, both Leeds and Grenville OPP highlight a number of strategies around victims of crime, including victim-centred and trauma-informed approaches, training, and fostering relationships with partners such as Victim Services, the Victim/Witness Assistance Program and Interval House.

For OPP, supporting victims of crime and reducing victimization are priorities. Reducing victimization is very broad – there are trends, such as online, elderly, cybercrimes, grandparents' scheme, CRA tax schemes – and it is difficult to investigate by the nature of overseas telecentres and the sophisticated technology. As an asset, the OPP offer policing excellence with 24/7 coverage, crisis response, Emergency Response Team for missing persons, etc., canine and provincial special services availability, and detachments can draw on the team in East Region.



Leeds and Grenville Interval House is located in Brockville and shelters women and children who have experienced physical and/or emotional violence. Services include an emergency shelter, counselling, referrals, a children's program, support and advocacy, group programs to support healing of children from their experiences, outreach counselling and support, transition housing support, conflict resolution with landlords and public education. Additional services are coming to Kemptville as well.

The Brockville General Hospital's Assault Response and Care Centre provides services to women, children, teens and men who have been victims of or affected by sexual assault and/or domestic violence.

Victims Services Leeds and Grenville has staff located inside police stations in several areas and its new mobile sexual assault centre is expected to improve accessibility and support for victims and survivors of sexual assault through counselling, peer support, advocacy, and 24-hour crisis support over the phone.

Social services can provide very short-term accommodation for victims of domestic violence as well.

The Anti-Violence Coalition of Leeds and Grenville is a group of agencies working to fill gaps in services for victims, launch anti-violence campaigns and host workshops and anti-violence events.

Family and Children's Services Lanark, Leeds and Grenville (FCSLLG) oversees child welfare in the tri-counties, including referral, maltreatment, family support, children in foster care, support services (parenting, routine, etc.) for intensive intervention, a transition house for kids in care (homeless who have trauma history; provides chance to learn life skills, facilitate more permanent housing option). FCSLLG is mandated to provide child protection and is funded by the Ministry of Children, Community and Social Services. It partners with many agencies, including education, mental health, Connect Youth and Developmental Services. It currently has 150 children in care. Priorities include a child welfare redesign process; prevention, family and community well-being; reducing the number of children coming into care by connecting them in their family home and leaning on existing support networks while preventing maltreatment; seeking family-based options; providing equitable services for marginalized groups (FNMI); understanding who they serve in order to provide culturally relevant care; and strengthening supports for youth aging out of the system by making informal and formal connections, including housing and homelessness.

Every Kid in Our Communities is involved with a youth committee in response to crisis. It has started work to build a common calendar for youth activities, which has evolved into "Stingers." Agencies, in cooperation with police, offer a weekly program after school with free busing, connection and professional support from mental health, RNJ Youth Services and others.



The Upper Canada District School Board works in partnership with police and other community agencies to help students in crisis and has found a major improvement in the past 10 years by looking at the whole child instead of taking a punitive approach, along with continued good communication and protocols. The Violent Threat Risk Assessment protocol used by school boards helps schools to respond quickly when there is a threatening incident and to bring relevant community partners together to initiate supports.

RNJ Youth Services partners with numerous agencies to provide a range of programs for children and youth, as well as their families. This includes prevention and early intervention, help to overcome challenges such as addictions, mental health and involvement with the justice system. Programs include Extrajudicial Measures and Extrajudicial Sanctions, Youth Justice Committee, Youth Mental Health Court Worker, Intersections, Rebound Choices, Connections Program and Direct Accountability Program. They provide service to Lanark, Leeds and Grenville and actively participate in collaborations such as situation tables and VTRA.

The risk of human trafficking has been increasing as a concern in recent years. It was identified as a risk encountered by 51% in the agency survey. The Brockville/Gananoque CSWB Plan notes there are isolated incidents within Leeds and Grenville, but the 401 corridor is major route for traffickers. Increasing education and awareness of how to identify and support victims of human trafficking is important.

A gap highlighted by in surveys, interviews and consultations, as well as in the Brockville/Gananoque CSWB Plan, is the lack of a rape crisis centre in Leeds and Grenville. The closest centres are in Ottawa or Kingston, necessitating travel and, possibly, removal of victims from community supports.

Strategies to Mitigate the Risk

Action	Enhanced supports for victims of domestic violence, sexual assault and human trafficking.
Evaluation	<ul style="list-style-type: none"> • Increased emergency shelter spaces for victims of domestic violence (including males) across the geography of Leeds and Grenville. • Increased number of transitional housing spaces for victims. • Increased inventory of safe spaces for meetings with clients. • Increased number of referrals by hospitals to services for victims of sexual assault (e.g. Assault Response and Care Centre).



Outcomes	<ul style="list-style-type: none"> • Victims of violence are supported with housing close to their community supports. • Victims of violence have access to outreach resources when not in a shelter situation over a longer term in order to help prevent a return to an abusive relationship. • More victims are provided access to deep trauma work. • Increased capacity for violence against women programs, including community-based sexual assault centre for Leeds and Grenville. • More “safe spaces” to meet with victims of violence across the geography. • Increased sensitivity to culture and diversity in programming. • Improved system navigation for victims of violence through appropriate referrals and liaison with partnering agencies.
Steps Needed	<ul style="list-style-type: none"> • Work with partners to strategize possibilities for increased housing supports for victims of violence (emergency temporary shelter, transitional housing). • Work with partners to advocate for increased funding support for VAW programs, including trauma support. • Work with partners to establish safe spaces for agencies to meet with clients in locations in rural areas that are not their homes. • Advocate for funding/resources for a rape crisis centre in Leeds and Grenville to enable victims to stay closer to home for support. • Work with partners to identify gaps in system navigation for victims of violence and establish protocols to improve.

Action	Address root causes of violence against persons through education, training and trauma-informed approaches.
Evaluation	<ul style="list-style-type: none"> • Increased number of training opportunities provided to all sectors (partnership approach). • Increased workplace training for diversity, inclusion and cultural sensitivity. • Education programs developed and delivered to address myths about sexual assault. • Decline in intimate partner violence statistics.
Outcomes	<ul style="list-style-type: none"> • Trauma-informed training and approaches become part of practices by human service agencies caring for victims of violence. • Strategy developed to work with perpetrators of violence in order to address root causes. • Education programs developed and delivered to address generational stereotypes about violence in women/family relationships and myths about sexual assault. • Increased diversity, inclusion and sensitivity protocols



	<p>incorporated into workplaces across public and private sector, schools, organizations and community groups.</p> <ul style="list-style-type: none"> • Increased opportunity for affordable couples counselling (and break down stigma around it) to alleviate stressors on families. • Supportive pro-social development and equity programming to help break the cycle.
Steps Needed	<ul style="list-style-type: none"> • Continue training opportunities with partners for police and community agencies in such areas as trauma-informed care, domestic violence and human trafficking (complements recommendations in the Brockville/Gananoque CSWB Plan).

Action	Support children in care, families and vulnerable/marginalized populations in a culturally responsive way.
Evaluation	<ul style="list-style-type: none"> • Number of training opportunities to increase inclusivity and diversity understanding within agencies. • Increased partnerships with community agencies to support inclusivity and diversity.
Outcomes	<ul style="list-style-type: none"> • Increased emphasis for marginalized groups and collaboration as a community from a cultural identity perspective. • Greater understanding created amongst professionals and broader community about personal bias and racism (e.g. LGBTQ and FNMI). • Municipalities, agencies and community groups have a better understanding of who they are serving, thus improving service delivery (customized as needed). • Coordination with Ontario Health Team as part of equitable health access goals. • Wraparound support strengthened for children/families with complex needs to facilitate keeping children out of care. • Reduced stigma around engaging with FCS; families not engaging due to fear, anxiety or previous negative experiences. • Inventory of and communication about services available to support new immigrants/families to Canada.
Steps Needed	<ul style="list-style-type: none"> • Strengthen connections with Indigenous community to facilitate appropriate supports for FNMI children in care. • Work with partners to support community trainings around racism, bias and inclusivity. • Advocacy for more funding resources to support kin families in order to keep children out of care where possible. Currently temporary benefits, for e.g. for grandparents who do not receive foster care funding. • Coordinate with OHT regarding equitable service delivery. • Work with Rideau Immigration Partnership to establish pathways



	of support for new Canadians and visitors to Canada/temporary foreign workers.
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3. Outcomes and Actions and Implementation

The legislation for Community Safety and Well-being plans indicates that once a municipal council has adopted its plan, it must be published according to regulations, and that the council “shall, in accordance with the regulations, if any, monitor, evaluate and report on the effect the plan is having, if any, on reducing the prioritized risk factors” (Police Services Act, 2018, c. 3, Sched. 1, s. 211 (6)). It must also, according to the Act, provide the Solicitor General with information regarding the adoption and implementation of the plan and its outcomes.

As of April 2021, the only regulations in place pertaining to CSWB plans were the completion deadline and the publication requirement. Public consultation has reflected that community partners would like to work together to follow through on the actions in the plan, and a coordinated approach is most appropriate.

Implementation should include evidence-based programs and strategies to address those priority risk factors.

An Implementation Team will take over once the Community Safety and Well-being Plan is complete and has been presented to the member municipalities. It is this team that will finalize and prioritize the actions in the plan. The composition of the Implementation Team, reporting frequency, mechanism and structure has not yet been finalized, but a draft plan has been developed and exists as a separate document.

Risks will be grouped into a themed approach for ease of implementation:

- **Community Development:** Collaboration of Partners; Poverty, Basic Needs and Food Security, including Income and Unemployment; Transportation; Rural Inclusion and Population-specific Risks, including Youth, Seniors and Indigenous People
- **Population Health:** Physical Health, Mental Health, Substance Use
- **Safety:** Domestic Violence, Sexual Assault, Human Trafficking

In order to achieve the actions within the plan, it will be critical for all partners to ensure good communication between working groups and sectors in relation to the plan’s activities, particularly to ensure goals are met in terms of regional objectives across a range of demographics and sectors.

The following is a summary of the themes, objectives, rationale and strategies upon which the implementation plan will be based, along with the strategic actions that will mitigate the risk to community safety and well-being.



Community Development: Collaboration of Partners; Poverty, Basic Needs and Food Security, including Income and Unemployment; Transportation; Rural Inclusion and Population-specific Risks, including Early Years, Youth, Seniors and Indigenous People.

Objective: Community Development – sustainable and continued community and economic development; increased connection to service, support, employment opportunities and social opportunities for all residents of the United Counties of Leeds and Grenville and the Town of Prescott.
Rationale: Social connection, community and economic health, and equity.

Collaboration of Partners

Action	Convene a Leeds and Grenville (including Brockville and Gananoque) multi-sectoral Community Planning Table to implement this community safety and well-being plan. Schedule sector-focused Partner Days for cross-sectoral knowledge sharing, network development, and assistance in implementation.
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Poverty

Action	Income: Target strategies for lone-parent families.
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Unemployment

Action	Unemployment: Community partners participate in promotion of education, trades, workforce training, retraining and employee development.
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Transportation

Action	Transportation: Develop a coordinated inter-municipal transportation system.
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Housing and Homelessness

Action	Housing and Homelessness: Convene Housing Task Force with broader membership for a networked response.
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Rural Inclusion

Action	Include rural residents in service delivery planning, and service the rural areas with a variety of program delivery methods to achieve health and service equity.
Action	Create a Leeds and Grenville Rural Community Developer position.

Priority Populations: Early Years

Action	Using ACES and EDI as a baseline, work collaboratively to effect positive outcomes; connect with lone-parent strategy.
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Priority Populations: Youth

Action	Examine access, service and program restrictions and determine a cross-sectoral advocacy approach.
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Priority Populations: Seniors

Action	Coordinated cross-sectoral approach to senior health and wellness.
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Priority Populations: Indigenous people

Action	Support to Indigenous people in efforts to be self-sustaining, to increase understanding of shared history and to support well-being and truth and reconciliation efforts
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Population Health: Physical Health, Mental Health, Substance Use

Objective: Enhance access to health, mental health and substance use supports across the United Counties in an equitable and inclusive manner.
Rationale: Access to supports provide the tools residents need to live a healthy life and prevent risk.

Substance Use

Action	Enhance access to addictions/substance use supports for youth and adults.
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Mental Health

Action	Coordination of efforts related to social determinants of health through Ontario Health Teams process
Action	Enhance communication about services, both inter-agency and to broader population.
Action	Improved crisis intervention through collaborative partnerships.

Safety: Domestic Violence, Sexual Assault, Human Trafficking

Objective: To prevent violence against persons across all demographics.
Rationale: Preventing violence helps to reduce incidents of victimization and crisis, while increasing feelings of safety and maintaining good health and well-being.

Domestic Violence, Sexual Assault, Human Trafficking

Action	Enhanced supports for victims of domestic violence, sexual assault and human trafficking.
Action	Address root causes of violence against persons through education, training and trauma-informed approaches.



Action	Support children in care, families and vulnerable/marginalized populations in a culturally responsive way.
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References

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Alison Tutak, 2021, United Counties of Leeds and Grenville Community and Social Services.

Andy Brown, 2021, United Counties of Leeds and Grenville, CAO.

Beth Kent, 2021, Children's Mental Health.

Bill Montgomery, 2021, Indigenous Representative.

Elaine Murkin, 2021, Leeds, Grenville and Lanark District Health Unit.

Erin Lee Marcotte, 2021, Family and Children's Services of Lanark, Leeds and Grenville.

Marg Fancy, 2021, Every Kid in our Communities.

Marty Crapper, 2021, Country Roads Community Health Centre.

Michele Bellows, 2021, Rideau Community Health Services.

Nancy MacLeod, 2021, Ecumenical Ministerial Liaison.

Nancy Peckford, 2021, North Grenville Mayor, CSWB Plan Champion.

Nancy Graves and Joshua Kingsley, 2021, Leeds and Grenville Detachments, OPP.

Robin Jones, 2021, Westport Mayor, CSWB Plan Champion.

Ron Ferguson, 2021, Upper Canada District School Board.

Shawn Souder, 2021, Lanark Leeds and Grenville Addictions and Mental Health.

Tina Montgomery, 2021, Senior Support Services (CPHC).

Trish Buote, 2021, United Way of Leeds and Grenville.



TOWNSHIP OF EDWARDSBURGH CARDINAL

June 28, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

THAT Municipal Council authorize Centennial 67' Public School parent Council to reallocate the \$500.00 granted under the Township's 2021 Community Grants & Donations program from the upgraded water fountain to the outdoor kindergarten music wall, 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

June 28, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

THAT Municipal Council direct Staff to contract Xylem to rebuild the damaged west pump at a cost of \$27,009.10 plus non-rebated HST, and cover the unbudgeted expense through the Cardinal Wastewater Reserve fund.

☐ 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

June 1st, 2021

FROM	DATE	SUBJECT
Health Unit	May 20	Media Release: Take Precaution During High Heat
Township of Baldwin	"	Resolution: Support of Fire College Correspondence
Ontario News	May 21	News Release: Ontario Proceeding with AstraZeneca
Health Unit	"	Media Release: Process to Ensure Vaccine is used
Health Unit	May 25	LGL Covid-19 Vaccine Status Report – Week of May 24
Ontario News	"	News Release: Covid-19 Vaccine Booking Expanding
Municipality of North Grenville	May 26	Notice of Public Meeting
AMO	May 27	watchfile
Municipality of Calvin	"	Resolution: Support for Small Organization Fundraisers
UCDSB	"	Register for Community Planning and Partnerships...
Municipality of Calvin	"	Resolution: Dead End Road Kids & School Bussing
Town of Fort Erie	"	Resolution: Canada-US Border Traffic
Health Unit	May 28	Media Release: 80 Plus Eligible for Earlier 2 nd Dose
Town of Plympton-Wyoming	"	Resolution: Support for 3 Digit Suicide Prevention Hotline
Township of West Lincoln	"	Resolution: Support for 3 Digit Suicide Prevention Hotline
Township of Archipelago	"	Resolution: Environmental Protection Amendment Act
Township of Archipelago	"	Resolution: Banning Unencapsulated Polystyrene Foam
UCLG Ec Dev	"	2021 Business Survey: Covid-19 Report
UCLG Ec Dev	"	2021 Business Survey: TWPEC Results
York Region	"	Resolution: Request to Enter Step 1 of Reopening
Township of Lanark Highlands	Jun 1	Resolution: Reconsider Planning Act Timelines

RESUMÉ

of correspondence

June 7th, 2021

FROM	DATE	SUBJECT
Town of Plympton-Wyoming	May 27	Resolution: Advocacy for Reform MFIPPA
Health Unit	June 1	LGL COVID-19 Vaccine Status Report Week of June 1
Town of Halton Hills	"	Resolution: Elimination of LPAT
Health Unit	June 2	Media Release: LGL 80+ Eligible second dose
Health Unit	"	Memo: LGL Tennis and pickleball courts
Ontario News	"	News Release: Accelerate roll out of second shots
Ontario News	"	News Release: Stay at home orders set to expire
Town of Fort Erie	"	Resolution: Capital Gains Tax on Primary Residence
Town of Fort Erie	"	Resolution: Support of TWP of Perth's Resolution...
Health Unit	"	News Release: Remote Learning to continue for the year
AMO	June 3	Watchfile
Town of Havelock-Belmont...	"	Resolution: Increased costs for Municipal Insurance
Town of Havelock-Belmont...	"	Resolution: Support of the use of Photo Radar
Town of Havelock-Belmont...	"	Resolution: Drainage Matters and the CNR
Health Unit	June 4	Media Release: Ontario expanding second dose booking
Health Unit	"	News Release: Ontario easing long-term care restrictions
Health Unit	"	Media Release: LGL More eligible to receive second dose
Health Unit	"	News Release: LGL Updating AstraZeneca 2 nd dose guide
MECP	"	Director's Directions for Operational Plans
Health Unit	June 7	Media Release: LGL Take precautions during high heat
Health Unit	"	News Release: Ontario to move to step one
AMO	"	Province moving to step one of re-opening

RESUMÉ

of correspondence

June 14th, 2021

FROM	DATE	SUBJECT
ROMA	June 7	Requests for input on ROMA governance
Township of Huron Kinloss	June 9	Motion to support National 3-digit crisis hotline
Town of Caledon	"	Resolution to support National 3-digit crisis hotline
Township of Huron Kinloss	"	Resolution: To support FD infrastructure program
Township of Huron-Kinloss	"	Resolution: Support lottery licensing to small organizations
Township of Huron-Kinloss	"	Resolution: MTO managing invasive Phragmites
Health Unit	"	News Release: LGL COVID-19 vaccine status update
Township of Rideau Lakes	"	Resolution: Funding for abandoned cemeteries
AMO	June 10	Employment service changes & natural gas expansion
Town of Prescott	"	Resolution: Passed motion to adopt 988 crisis hot-line
Town of Prescott	June 11	Resolution: Request aid in securing EORN project
Town of Prescott	"	Resolution: Request federal gov't action reg: Kamloops
Health Unit	"	LGL: Ontario further accelerates 2 nd doses in hot spots
TWP of Scugog	"	Correspondence from Fort Erie reg: Capital gains tax
AMO	"	Watchfile
MPTY Hastings Highlands	June 14	Federal Gov't passed motion to adopt 988 crisis hotline
Health Unit	"	News Release: LGL accelerates 2 nd doses of vaccines
City of St. Catharines	"	Motion: Testing of all strains of Lyme disease under OHIP

RESUMÉ

of *correspondence*

June 21st, 2021

FROM	DATE	SUBJECT
Municipality of Leamington	June 16	Resolution: Motion passed to adopt 988 National hotline
Health Unit	"	Weekly Vaccine Status Report for June 15
AMO	"	Human Rights and Equity Online Training
AMO	June 17	Watchfile
Township of Perry	"	Resolution Re: Capital Gains Tax on primary residence
AMO	June 21	Policy Update: Provincial Cabinet Shuffle
Health Unit	"	News Release: Accelerate Dose Eligibility Continues
Town of Plympton-Wyoming	"	Motion in support of federal funding for Fire Departments
Town of Plympton-Wyoming	"	Motion: Address concerns regarding Capital Gains Tax
Health Unit	"	Media Release: Vaccine second doses in LGL
Town of Plympton-Wyoming	"	Motion: Funding request for cemetery maintenance

TOWNSHIP OF EDWARDSBURGH CARDINAL

June 28, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

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

• Report dated May 25 (2021-55)	\$111,481.72
• Report dated May 31 (2021-59)	\$147,247.17
• Report dated June 14 (2021-65)	\$1,434,840.92
• Report dated June 16 (2021-66)	\$201,719.18
• Report dated June 23 (2021-69)	\$189,388.11
TOTAL:	\$2,084,677.10

☐ 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
5/25/2021 12:04 PM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
As of 5/25/2021
Batch: 2021-00055

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: EFT - electronic funds transfer					
Proposed Payments:					
EFT		Abell Pest Control Inc.			
		A3337188	contract pest control	75.89	75.89
EFT		Acklands-Grainger Inc.			
		9881763859	wwtp - valve kit	180.30	180.30
EFT		Ashley Harmsma			
		0000718	it webstie	113.00	113.00
EFT		BFP Inc.			
		4097	pw-fire ext insp-Pittson Shop	275.05	275.05
EFT		Beach Home Hardware			
		830264-1	pw - face shields	31.64	
		830268-1	pw - face shields	15.82	
		830472-1	rec - misc parts	450.87	
		830951-1	pw - oil guard kit - grinder	110.63	
		831180-1	rec -chain and chainsaw repair	379.07	988.03
EFT		Black Dog Tirecraft Morrisburg			
		IM0042016	pw - tire repair GI	373.13	
		IM0041863	pw - tires Volvo	2,844.71	3,217.84
EFT		Burchell's Home Hardware			
		38807	key	2.99	
		38830	pw - washers/bolts	10.88	
		38829	rec - paint	36.69	
		38843	rec - caution tape	12.42	62.98
EFT		Caduceon Enterprises Inc.			
		21-4816	wtp - testing	2,688.24	
		21-4963	fd - testing Stn 1	32.04	
		21-4968	ind park - testing	134.24	
		21-5137	ind park - testing	371.47	
		21-5225	wwtp - testing	992.74	
		21-5381	wwtp - testing	1,237.64	
		21-5382	lagoon - testing	2,211.93	
		21-4965	rec south centre testing	32.04	
		21-4966	rec - spen arena testing	32.04	
		21-4967	rec - spen library testing	32.04	
		21-4964	admin -twp office testing	32.04	7,796.46
EFT		Cervus Equipment			
		CS48658	pw- valve repairs T7	702.95	
		CS48742	pw-PM-T19-4	228.46	931.41
EFT		Cornwall Gravel Co. Ltd.			
		116399	pw - Rooney Rd Culvert	1,338.10	1,338.10
EFT		Crane Supply			
		14-114379	wtp - parts	216.96	216.96
EFT		Delta Power Equipment			
		P07772	pw - filters/battery	717.80	
		P07775CR	pw - credit battery return tra	160.46-	

Report Date
5/25/2021 12:04 PM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
As of 5/25/2021
Batch: 2021-00055

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		P07974	pw - rings tractor	82.67	640.01
EFT		Digital Business Systems Inc.			
		29005	fd -final copier charges	55.94	55.94
EFT		Drummond's Gas			
		2507644	rec -fuel	93.27	
		2507660	rec -fuel	23.84	
		2507675	rec -fuel	83.75	
		2507699	pw - fuel T19-1	99.00	
		2507703	fd- fuel T9	108.00	
		2507715	rec - fuel	132.58	
		2250713	rec -fuel	11.06	
		1909608	rec- fuel	7.09	
		1909616	rec -fuel	82.30	
		1909628	fd -fuel T9	103.00	743.89
EFT		Eastlink			
		15935671	pw/fd phone	170.22	170.22
EFT		Electrical Safety Authority			
		98569177	CSSP quarterly invoice	2,560.58	2,560.58
EFT		Electro Sonic Group Inc.			
		S21820-02	wwtp - parts	263.97	263.97
EFT		Emond Harnden LLP			
		204562	Union & WPVH	4,929.63	
		204563	Union & WPVH	5,282.75	10,212.38
EFT		Falcon Security Co.			
		1000069464	wtp - replace door contact tow	133.91	
		1000069465	wtp-replace keypad at water pl	305.10	439.01
EFT		G. Tackaberry & Sons			
		K-0336904	pw - cold patch	1,272.14	1,272.14
EFT		Grand & Toy			
		R901811	pw/fd/admin - supplies	90.51	
		R905475	admin - copier paper	59.89	
		R935927	fd/pw/admin- stationery	271.72	422.12
EFT		Greer Galloway Consulting Eng			
		24097	pw-drainage superintend duties	110.74	
		24480	drainage e/c drainage prof ser	221.48	
		24492	storm spen drainage design	4,802.50	
		24494	pw- hot mix prof services	4,350.50	9,485.22
EFT		Hansler Smith Limited			
		5652843	rec - traffic shirt safety	38.40	
		5652885	rec - eye wash solution	28.80	
		5653083	rec - safety shirts	723.46	
		5653096	rec - foam cleaner	29.49	
		5653532	rec - mirror lenses	45.80	
		5653664	rec - towels	63.39	
		5653818	es- face masks	49.29	
		5653987	rec-work gloves	137.63	1,116.26

Report Date
5/25/2021 12:04 PM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
As of 5/25/2021
Batch: 2021-00055

Page 3

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
EFT		Howard Campbell & Sons Ltd. MR3599	w/d portable rental	120.00	120.00
EFT		JJ Construction 3087	Bylaw clean up 702 005 10600	361.60	
		3102	Bylaw clean yard order complia	2,031.74	2,393.34
EFT		Joe Computer 136200	rec-onsite repair-J.Town Hall	90.40	90.40
EFT		M&L Supply Fire & Safety 007387	fd- battery assy Pak tractor	626.14	626.14
EFT		MNP LLP 9834199	2020 Audit	6,215.00	6,215.00
EFT		Mac's Convenience Store Inc. 136826	wwtp -fuel	88.00	
		137000	wmpss -fuel	70.22	
		136999	rec -fuel	26.32	
		136828	wtp -fuel	77.50	
		136827	rec -fuel	88.51	
		136829	rec -fuel	48.48	
		136831	wwtp -fuel	89.00	
		136830	pw -fuel T1	100.01	
		136832	pw-fuel T1	90.00	
		136834	ind park -fuel	67.01	
		136833	rec -fuel	96.61	
		136837	pw - fuel T1	99.45	
		136839	wmpss -fuel	85.00	
		137501	wmpss -fuel	64.90	1,091.01
EFT		Messer Canada Inc., 15687 2103665826	fd - oxygen cylinders	403.92	403.92
EFT		NSF International Strategic 9040213	wtp - annual audit	2,147.00	2,147.00
EFT		Paterson MacDougall LLP 178/79325	Building Insurance claim	2,795.39	2,795.39
EFT		Postmedia Network Inc 503375	wtp - hydrant flushing	203.40	203.40
EFT		Purolator Courier Ltd. 447333709	pw - 911 signs/wwtp -parts	53.97	
		447391684	bylaw 2021-15/w/d-no dump sign	14.14	
		447456390	fd/admin-courier	20.36	88.47
EFT		R&S Rhino Glass Shop 17715	pw - mirror tractor	67.80	67.80
EFT		Rideau St. Lawrence Utilities 21-019	ES- Fibre Optic Lease	3,390.00	3,390.00
EFT		Sands 00708311	fd - medical gowns	124.30	124.30
EFT		Sani Gear Inc 7178	fd - gear repairs	26.45	

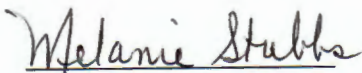
Report Date
5/25/2021 12:04 PM

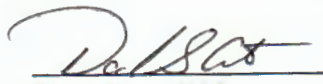
Township of Edwardsburgh/Cardinal
List of Accounts for Approval
As of 5/25/2021
Batch: 2021-00055

Page 4

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		7185	fd - gear rental	67.80	94.25
EFT		Spencerville Home Hardware			
		74669	pw - paint brushes	23.70	
		74671	rec - grease/atf fluid	33.30	
		74675	rec - tape and ties	25.97	
		74734	rec - tubing	7.42	
		74784	lagoon scrub brushes	62.09	
		74795	w/d-twsp bags	6,318.53	
		74800	fd - softner salt	37.47	6,508.48
EFT		Stelem (Canada) Inc.			
		087253 S	wtp - hydrant restoration	3,012.47	3,012.47
EFT		Syntec Process Equipment Ltd.			
		0103978-IN	wwtp - repair kit	293.80	293.80
EFT		T.A.S. Communications			
		0000358848	rec phone	90.40	90.40
EFT		Ultramar			
		03916804707244	pw 1846.3L clear diesel cty22	2,135.77	2,135.77
EFT		Universal Supply Group 3735			
		964-357173	pw - brake clearner	146.06	
		964-357170	rec - battery	219.30	
		964-357218	credit core deposit	12.55-	352.81
EFT		Upper Canada Elevators			
		20755	Quarterly Maitenance	260.00	260.00
EFT		Waste Connections of Canada			
		7150-0000372657	w/d bins & w/d curbside	35,631.22	
		7150-0000373568	wwtp sludge removal	162.54	35,793.76
EFT		Westburne Ontario			
		1906904	wwtp - parts	596.63	596.63
EFT		Xerox Canada Ltd.			
		85410831	wwtp- photo copy charges	9.42	9.42
				Total for EFT:	111,481.72

Certified Correct This May 25, 2021


Melanie Stubbs, Treasurer


Dave Grant, CAO

Report Date
5/31/2021 10:54 AM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
As of 5/31/2021
Batch: 2021-00059

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: PAD - Preauthorized Debit					
Proposed Payments:					
Ch		Bell Canada			
		658-3055 05-21	admin	440.46	
		658-2141 05-21	spencerville arena	118.76	
		658-3001 05-21	stn1 Bell May 2021	143.21	
		536626539 05-21	Cardinal Arena internet	50.79	
		538898923 05-21	Internet spencerville Arena	71.13	824.35
Ch		Director Family Responsibility			
		May 2021	May 2021 garnishees	919.00	919.00
Ch		Hydro One Networks Inc.			
		98445 05-21	pw-spencerville streetlights	422.02	
		19876 05-21	spencerville arena	1,251.69	
		02595 05-21	spencerville arena	1,857.81	
		03768 05-21	ball diamond	31.09	
		16052 05-21	johnstown pool	31.20	
		77395 05-21	south centre	173.89	
		64439 05-21	wwtp-3207 Windmill	1,597.92	
		24405 05-21	pw-streetlights GT Blvd	14.35	
		10647 05-21	pw-4145 Shanly	472.50	5,852.47
Ch		LBC Capital			
		1701836	copier lease	183.06	183.06
Ch		Marley Perrin			
		May 2021	May 2021 Cleaning	600.00	600.00
Ch		Ontario Municipal Employees			
		April 2021	April 2021 contributions	26,941.32	26,941.32
Ch		Receiver General For Canada			
		PP 11 2021 PT	PP 11 2021 PT source deduction	2,410.81	
		PP 11 2021 FT	PP 11 2020 FTsource deductions	22,350.12	24,760.93
Ch		Reliance Home Comfort			
		4422619 05-21	rec hot water heater rental	273.91	273.91
Ch		Rideau St Lawrence			
		370-00 04-21	wwtp-adelaide	585.59	
		464-00 04-21	wwtp-4000 John	5,536.55	
		505-01 04-21	cardinal arena	9,953.42	16,075.56
Ch		Royal Bank Visa			
		5988 04-21a	G Shaw RBC visa Apr 2021	50.00	
		3850-04-21a	M. Stubbs - RBC Visa Apr 2021	28.09	
		2719 04-21a	R.Williams RBC visa Apr 2021	12.00	
		2752 05-21	B. Moore RBC Visa May 2021	229.83	319.92
Ch		Scotiabank			
		May 17, 2021	Recreation Truck Loan Payment	476.46	476.46
Ch		Superior Propane			
		34196405	5 Henderson St	159.90	159.90
Ch		Telus Mobility			
		16215291152	May 2021	2,283.32	2,283.32

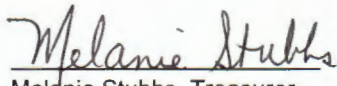
Report Date
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Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
Ch		Township of Edwardsburgh/Cardi				
		PP 11 2021		PP 11 2021 Payroll Clearing	60,521.75	
		PP 12 2021 QP		PP 12 2021 QP Payroll Clearing	2,158.95	62,680.70
Ch		Workplace Safety & Insurance				
		April 2021		April 2021 Premium	4,896.27	4,896.27
					Total for PAD:	147,247.17

Certified Correct This May 31, 2021


Melanie Stubbs, Treasurer


Dave Grant, CAO

Report Date
6/14/2021 11:57 AM

Township of Edwardsburgh/Cardinal
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Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: EFT - electronic funds transfer					
Proposed Payments:					
EFT		Abell Pest Control Inc. A3372615	contract pest control	75.89	75.89
EFT		Acklands-Grainger Inc. 9893513037	wtp - o rings	10.87	10.87
EFT		Action Forms Inc. 41255	pw- drivers daily logs books	1,029.20	1,029.20
EFT		Beach Home Hardware 832720-1 832917-1	rec -chain oil rec- misc - hardware	47.41 2.59	50.00
EFT		Black & McDonald Limited 70-1194410	wwtp-preventative maiten contr	395.03	395.03
EFT		Brenntag Canada Inc. 46355089	wmpss-sodium hypo chemicals	3,962.09	3,962.09
EFT		Catholic District School Board 2nd Qtr 2021	2nd Quarter Payment	91,047.27	91,047.27
EFT		Cervus Equipment CS48810 CS48842	pw - air vavle water tank pw-T5-performed PM insp	488.91 313.22	802.13
EFT		Conseil Des Ecoles Publique De 2nd Qtr 2021	2nd Qtr 2021	3,739.73	3,739.73
EFT		Cornwall Gravel Co. Ltd. 116486	pw - entrance culverts/stock	1,242.95	1,242.95
EFT		Current Systems Service Inc. 12214 12215	pw- annual chain hook insp car pw - annual chain insp - Pitts	177.69 290.69	468.38
EFT		Delta Power Equipment P08386 P08456	pw - hyd oil tractor pw - brake oil tractor	175.38 27.94	203.32
EFT		Digital Business Systems Inc. 29476	fd -final copier charges	55.94	55.94
EFT		Drummond's Gas 1909676 1909689 1909703 2507751 2507796	rec- gas for tractor rec - truck gas rec -truck gas rec - tractor gas rec - truck gas	9.81 87.50 125.01 10.38 81.80	314.50
EFT		Dwane Crawford April 2021	Apr 2021 Mileage	315.00	315.00
EFT		ET Performance 23909	pw -exhaust repair tractor	191.54	191.54
EFT		Eric Wemerman May 2021	wwtp-office supplies	11.99	11.99

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
EFT		Falcon Security Co.			
		1000070034	Rec-Upgraded control panel	734.50	
		100070035	J.Town Comm. centre security	45.09	779.59
EFT		Future Office Products			
		FOP192726	admin copier	291.03	291.03
EFT		G T Automotive			
		043928	ind park 2018 Oil change	115.18	115.18
EFT		GTA Compressor Solutions Inc.			
		103492	fd-stn#2 bi annual service com	1,137.62	1,137.62
EFT		Gordon Signs			
		1889	pw - spencerville sign	882.53	882.53
EFT		Grand & Toy			
		R943812	admin-paper rolls, kitcen supp	100.03	
		R947042	kitchen supplies	7.49	
		R956760	fd - hdmi to vga cord	37.63	
		R958935	fd - clipboards	34.78	
		R970942	Admin-Kitchen sup, stationery	61.41	
		R980145	fd - computer cord	37.63	278.97
EFT		Hach Sales & Service Canada Lt			
		250729	wtp-ecr masking rgt sample cel	141.66	141.66
EFT		Hansler Smith Limited			
		5655086	rec - face masks	131.44	
		5655509	rec - cleaning supplies	105.02	
		5655886	rec-summer clothing safetywear	203.36	
		5655996	rec-summer clothing safetywear	101.68	
		5655997	rec-cleaning supplies	68.86	
		5656069	rec-safety ear plugs	24.86	
		5656294	rec - hand sanitizer	497.20	1,132.42
EFT		Ideal Pipe			
		420559	pw - culverts	4,758.51	4,758.51
EFT		Island City Training & Service			
		166	bylaw enforcement	1,661.10	1,661.10
EFT		Joe Computer			
		140230	June Internet Services	380.81	380.81
EFT		Jp2g Consultants Inc			
		32793	Waste Disp Scott Road Consult	2,579.64	
		32794	Waste Disp Scott Road Consult	2,044.73	
		32796	w/d prof services - scott rd	551.40	5,175.77
EFT		K E Bush Construction Ltd.			
		14813	fd-cribbing& training props	503.31	503.31
EFT		Kenneth Sloan			
		May 2021	Safety boots - K. Sloan	259.84	259.84
EFT		Lifesaving Society			
		M144934	rec - instructor package staff	1,461.60	1,461.60
EFT		Limerick Environmental Svcs			
		2021-0009	bin pickup transfer site	2,412.01	2,412.01

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
EFT		Mac's Convenience Store Inc.			
		136836	rec - truck gas	106.95	
		136835	pw - fuel T1	80.00	
		136838	pw - fuel T19-01	80.01	
		137537	rec-truck gas	91.85	
		137538	rec-weed trimmer fuel	27.97	
		137540	wmpss - fuel	76.52	
		137539	pw - fuel T1	100.00	
		137541	wmpss - fuel	67.00	
		137558	rec- fuel	99.37	
		137557	pw - fuel T1	100.02	
		137542	pw - fuel T19-1	100.00	
		137544	rec -fuel	98.59	
		137543	wmpss- fuel	88.07	
		137545	rec -fuel	55.00	
		137546	rec-gas	23.00	
		137548	pw -fuel T1	89.00	
		137547	pw - fuel T1	95.00	
		137549	rec - gas for wood chipper	34.94	
		137550	ind park fuel	26.33	
		137551	ind park fuel	78.00	
		137553	rec - gas	76.97	1,594.59
EFT		Matthew Wallace			
	May 2021		corrective lenses for SCBAmask	188.00	188.00
EFT		Mike Spencer			
	June 2021		rec-IPAD for Pool Covid Screen	2,254.35	2,254.35
EFT		Novatech			
	1029456		Planning	3,127.84	3,127.84
EFT		O'Reilly's Independent Grocer			
	029328		pw-working at heights training	16.15	
	039690		fd - FFI testing	107.85	124.00
EFT		OnServe			
	61950		fd - laptops	3,523.68	
	61951		fd - laptop upgrades	610.20	
	61956		Onserve Support for May	3,359.47	
	62045		IT contract services	3,366.70	10,860.05
EFT		Postmedia Network Inc			
	515266		Agenda Adv & hydrant flushing	655.40	
	516629		hydrant flushing	203.40	858.80
EFT		Purolator Courier Ltd.			
	447514985		fd - battery	14.45	14.45
EFT		Rideau St. Lawrence Utilities			
	21-010		w/s billing Jan-Mar	7,749.13	
	21-007		ind park water readings	97.64	7,846.77
EFT		Riverside Pontiac Buick Ltd.			
	93905		fd - trucking molding	33.57	33.57
EFT		Rob Sugrue			

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Township of Edwardsburgh/Cardinal
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		May 2021	Mileage	74.40	74.40
EFT		Sands			
		00708455	fd - face masks	176.14	176.14
EFT		Spencerville Home Hardware			
		74862	rec - paint, etc	83.56	
		74878	pw - marking chalk	23.71	
		74888	lagoon - gaskets/breaker	46.30	
		74939	credit lagoon breaker return	24.85-	128.72
EFT		Tenaquip Ltd.			
		13882283-00	wtp-bath tissue	25.61	25.61
EFT		The Public Sector Digest Inc.			
		15274	CSI Web interface res2021-94	9,040.00	
		15154	City Wide Software	7,504.58	16,544.58
EFT		Thompson Timber Mart			
		J04655	pw-lumber - twsp signs	97.97	97.97
EFT		Ultramar			
		03916792707245	pw 1986.9 L col diesel cty22	2,020.00	
		05466141707246	pw 1213.5L col diesel Dishaw	1,226.17	3,246.17
EFT		United Counties Of Leeds &			
		INV 19745	Community Safety	928.60	
		INV 19767	2nd Qtr Levy - Counties	826,408.95	827,337.55
EFT		Universal Supply Group 3735			
		964-357740	pw - hand towels	137.79	
		964358273	pw - truck supplies T1	11.49	149.28
EFT		Upper Canada District			
		2nd Qtr 2021	2nd Qtr 2021	425,370.34	425,370.34
EFT		Vicki Cucman			
		Apr/May 2021	training supplies - lunch	26.79	26.79
EFT		Vincera Kennels			
		486652	May 2021 Pound fees	1,400.00	
		June 9, 2021	Euthanize 1 cat	189.84	1,589.84
EFT		Weagant Farm Supplies Ltd.			
		IB39142	rec - tractor parts	83.82	83.82
EFT		Williams, Rebecca			
		Mar-May 2021	Mar-May Mileage 2021	118.83	118.83
EFT		Zamboni Company Ltd.			
		108053	Rec-zamboni parts	99.44-	
		108125	rec- zamboni parts - ingredion	152.62	53.18
EFT		eSolutions Group Limited			
		130843	website hosting- licensing	7,627.50	7,627.50
				Total for EFT:	1,434,840.92

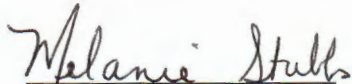
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This June 14, 2021


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: PAD - Preauthorized Debit					
Proposed Payments:					
Ch		Bell Canada			
		657-4468 05-21	wtp-water plant May 2021 Phone	101.10	
		925-5822 05-21	south centre J.Town	106.57	
		657-3210 05-21	cardinal arena	112.51	
		657-4606 05-21	pw-Pittston shop	118.56	
		657-4850 05-21	wwtp-John St	155.06	
		657-3765 05-21	wwtp-John st	313.94	907.74
Ch		Canadian National Railway Co.			
		91573629	pw - corssing maintenance	653.00	653.00
Ch		Canadian Union Of Public			
		June 2021	May 2021 Union dues collected	680.00	680.00
Ch		Hydro One Networks Inc.			
		25495 05-21	spencerville library	129.59	
		62670 05-21	wwtp-flett st	38.67	
		71283 05-21	lagoon- 1 Spencer	358.90	
		03696 05-21	fd stn 1	595.04	
		27613 05-21	admin-townhall	680.26	
		24430 05-21	ball diamonds	81.57	
		53082 05-21	lagoon 2803 CR 21	42.85	
		32562 05-21	lagoon 4 Charles	43.40	
		41324 05-21	parks-CR44 clock	43.91	
		82278 05-21	pw-streetlights Newport dr	71.96	
		64112 05-21	pw-streetlights	281.80	2,367.95
Ch		Komatsu Financial			
		601451	pw-L1 lease payment	3,447.69	3,447.69
Ch		LBC Capital			
		1730884	June 2021 copier lease	183.06	183.06
Ch		Minister Of Finance			
		June 2021	May 2021 EHT premium	3,329.85	3,329.85
Ch		MuniSoft			
		2021/22-01175	admin-user config new computer	336.74	336.74
Ch		RBC Loan 21655469008			
		June 2021	JR-DR drain loan	1,331.00	1,331.00
Ch		Receiver General For Canada			
		PP 12 2021 PT	PP 12 2021 PT source deduction	1,821.82	
		PP 12 2021FT/QP	PP 12 2020 FT/QP source deduct	22,551.16	24,372.98
Ch		Rideau St Lawrence			
		270-00 05-21	pw-cardinal streetlights	1,574.68	
		501-00 05-21	fd stn 2	233.57	
		496-00 05-21	wwtp-417 Hwy2	43.69	
		231-00 05-21	pw-4035 Dishaw	760.49	
		502-00 05-21	ball diamond Cardinal	30.99	
		504-00 05-21	parks 1800 Dundas	30.99	
		250-00 05-21	cardinal pool	31.10	

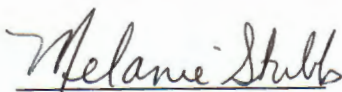
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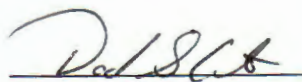
Township of Edwardsburgh/Cardinal
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		290-00 05-21	parks-1700 Dundas	33.12	
		500-01 05-21	cardinal library	239.44	
		450-00 05-21	wtp-water tower	92.38	
		435-00 05-21	wwtp-172 Henry	144.33	
		430-00 05-21	wtp-2000 Dundas	1,157.69	
		119-01 05-21	ind park water	6,598.02	10,970.49
Ch		Royal Bank Visa			
		8356 05-21	D. Grant RBC Visa May 2021	574.59	
		8584 05-21	M.Spencer RBC Visa - May	986.60	1,561.19
Ch		Scotiabank			
		June 14,2021	Recreation Truck Loan Payment	476.46	476.46
Ch		Scotiabank Loan			
		June 2021	ES truck loan 2021	954.08	954.08
Ch		Sun Life Financial			
		June 2021	June 2021 Monthly Premiums	15,809.50	15,809.50
Ch		Superior Propane			
		34363580	18 Centre Street Propane	1,427.45	
		34443460	rec-cylinder rental 4050Dishaw	11.30	1,438.75
Ch		Township of Edwardsburgh/Cardi			
		PP 12 2021	PP 12 2021 Payroll Clearing	66,399.25	
		PP 13 2021	PP 13 2021 Payroll Clearing	64,042.36	130,441.61
Ch		Union Gas Limited			
		109-6746 05-21	Cardinal library natural gas	144.52	
		278-0654 05-21	cardinal arena natural gas	328.72	
		109-6089 05-21	fd stn 2	174.75	
		109-6090 05-21	pw-4035 dishaw card shop heat	37.12	
		109-6754 05-21	wwtp-adelaide st pumping stn	54.17	
		109-7909 05-21	south centre natural gas	134.80	
		109-6795 05-21	wtp-2000 Dundas natural gas	472.27	
		109-6760 05-21	wwtp-4000 John natural gas	1,110.74	2,457.09
				Total for PAD:	201,719.18

Certified Correct This June 16, 2021


Melanie Stubbs, Treasurer


Dave Grant, CAO

Report Date
6/23/2021 11:24 AM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - REVENUE FUND					
Proposed Payments:					
Ch		416 Courier 1152	Water sample courier	151.87	151.87
Ch		Ardon Landscapes Inc 669	fd-stn#1 landscaping garden	4,027.37	4,027.37
Ch		BFL Canada Risk and Insurance 440683	pw-prem insurance new grader	330.48	330.48
Ch		Burchell Construction June 21, 2021	pw-culvert refund N/R	700.00	700.00
Ch		Chemtrade Chemicals Canada Ltd 93123160	wwtp-alum sulfate	4,555.88	4,555.88
Ch		Colleen Leslie 51	Lifeguard Instructor Training	810.00	810.00
Ch		Conseil Scolaire Catholique de 2nd Qtr 2021	2nd Qtr 2021	12,281.61	12,281.61
Ch		Culligan 1106936	fd- stn # water	36.56	36.56
Ch		D & D Promotions 39855	Ec Dev - Battle Windmill sign	325.44	325.44
Ch		Debra McKinstry March 25,2021 June 9, 2021 June 2021	C of A mtg for MV A-02-21 C of A mtg for MV A-03-21 mileage	50.00 50.00 6.51	106.51
Ch		Equipment Sales & Service Limi W13787	pw-volvo service	1,821.24	1,821.24
Ch		Estate of Mary Eileen Patrick June 11,2021	refund dup pd TR#701-015-15800	3,073.15	3,073.15
Ch		HW Supplies 48971	pw-drill bits/20ft hose	319.77	319.77
Ch		Homewood Health Inc. H394956	fd-EAP program	1,084.80	1,084.80
Ch		Ingredion Canada Corp. June 9, 2021	refund on tax acct 357 applica	13,523.31	13,523.31
Ch		Innovative Surface Solutions INV56129 INV56184 INV56186 INV56210	ECPW21-02 annual dust control pw-ECPW-21-01 annual dust cont pw-ECPW21-01 annual dust cont pw-ECPW20-01	6,321.74 6,320.17 6,320.17 6,305.33	25,267.41
Ch		Integral Process Equipment Inc 3647 3681	wwtp - mechanical seal wwtp- mechanical seal	1,357.89 1,355.38	2,713.27
Ch		J. Quattrocchi & Co Ltd 00705828	rec- canteen supplies	420.84	420.84

Report Date
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Township of Edwardsburgh/Cardinal
List of Accounts for Approval
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Ch		Jack Watson Sports Inc. 703889	Program sup/extra life jackets	2,443.23	2,443.23
Ch		Jordan Enterprises June 4,2021	Rec used iphone Cardinal pool	200.00	200.00
Ch		Kate MacDonald June 14, 2021	repayment for Instructor Recer	38.95	38.95
Ch		Kim Durant June 20, 2021	consulting fees support pools	1,040.00	1,040.00
Ch		Maximum Signs 91599	pw-winding roads sign Campbell	65.43	65.43
Ch		Minister of Finance 202105211052050 203105210927044	April 2021 OPP billing Jan-Mar 2021 OPP Credit	98,534.00 2,624.60-	95,909.40
Ch		Motion Industries (Canada) Inc ON17-368348	wwtp-parts/groove ball	47.56	47.56
Ch		Municipal Equipment 4054	fd -draegar gas	362.07	362.07
Ch		Municipality of South Dundas 20215046	Drainage - Barkley Drain	8,738.88	8,738.88
Ch		Planes Precast Concrete 0000184556 0000184948	wwtp -grade rings -adelaide st adelaide repair grade rings	332.22 350.87	683.09
Ch		Quadient Canada Ltd 2553378	admin-postage machine contract	677.32	677.32
Ch		R & D Dairies Ltd 999.B204599 999.B204741	Rec Canteen Rec Canteen	660.83 208.48	869.31
Ch		South Grenville Beacon 207	adm-emergency preparad week ad	179.67	179.67
Ch		Stephanie Summers March 25, 2021	C of A mtg for MV A-02-21	50.00	50.00
Ch		Technical Standards & Safety 6777616	admin-man lift license fee	190.68	190.68
Ch		Thomas Dishaw Feb3-Mar2	Snow Shoveling Cardinal Lib	120.00	120.00
Ch		Wagar& Corput Weed Control Inc 0000130223	pw- annual roadside spraying	4,634.51	4,634.51
Ch		Walkerton Clean Water Centre 30588328	wtp-mandatory cert renewal cou	380.00	380.00
Ch		Wendeas Eats & Treats May 27, 2021	Refund culvert not required	700.00	700.00
Ch		Xiliticx Inc. Issued To: Xiliticx Inc. 794	pw - patrol app	508.50	508.50

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Township of Edwardsburgh/Cardinal
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
				Total for AP:	189,388.11

Certified Correct This June 23, 2021

Melanie 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 JOAN ALLEN AND VICTOR ALLEN”**

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to enter into a Site Plan Control Agreement with Joan Allen and Victor Allen respecting development of a property described as:

PT LT 22-23 CON 8 EDWARDSBURGH AS IN PR108037 EXCEPT PT 1 & 2,
15R10837;

EDWARDSBURGH/CARDINAL
PROPERTY ROLL #701 050 01103 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 Joan Allen and Victor Allen 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 28 day of June, 2021.

Read a third and final time, passed, signed and sealed in open Council this 28 day of June, 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: Joan Allen and Victor Allen

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 Part 1 (758m²), Part 2 (225m²) and Part 3 (303m²) shown in the site plan forming Schedule "B" of 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.

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
18 Centre Street
P.O. Box 129
Spencerville, ON KOE 1X0

9.2 In the case of the Owner(s):

Joan and Victor Allen
8072 County Road 44
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 to these presents

OWNER/AUTHORIZED AGENT

Owner

Owner

CORPORATION OF THE TOWNSHIP OF
EDWARDSBURGH/CARDINAL

Mayor

Clerk

SCHEDULE "A"

Site Plan Control Agreement

DESCRIPTION OF THE PROPERTY

PT LT 22-23 CON 8 EDWARDSBURGH AS IN PR108037 EXCEPT PT 1 & 2,
15R10837; 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

SCHEDULE "C"

Site Plan Control Agreement

SPECIAL CONDITIONS

1. Access Facilities

- a) Access to the site will be via an entranceway owned and maintained by the owners, as per site plan forming Exhibit No.1 of Schedule "B" to this agreement.
- b) An Entranceway Permit shall be obtained from the United Counties of Leeds and Grenville prior to any construction on the site.

2. Refuse Storage and Disposal

- a) The owner shall be responsible for the disposal of refuse from his property.

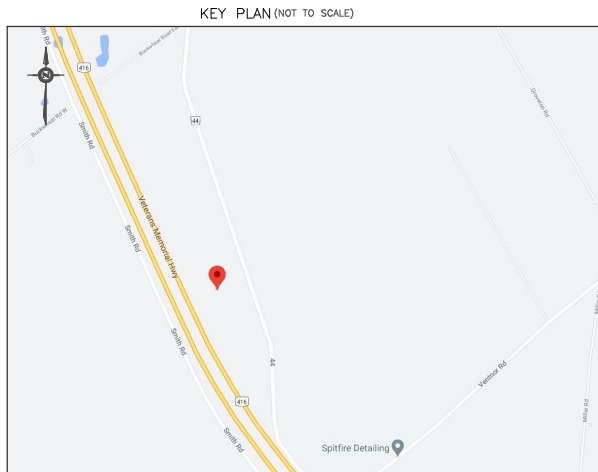
3. Location of Building Structures and Facilities

- a) As per site plan forming Exhibit No.1 of Schedule "B" to this Agreement.

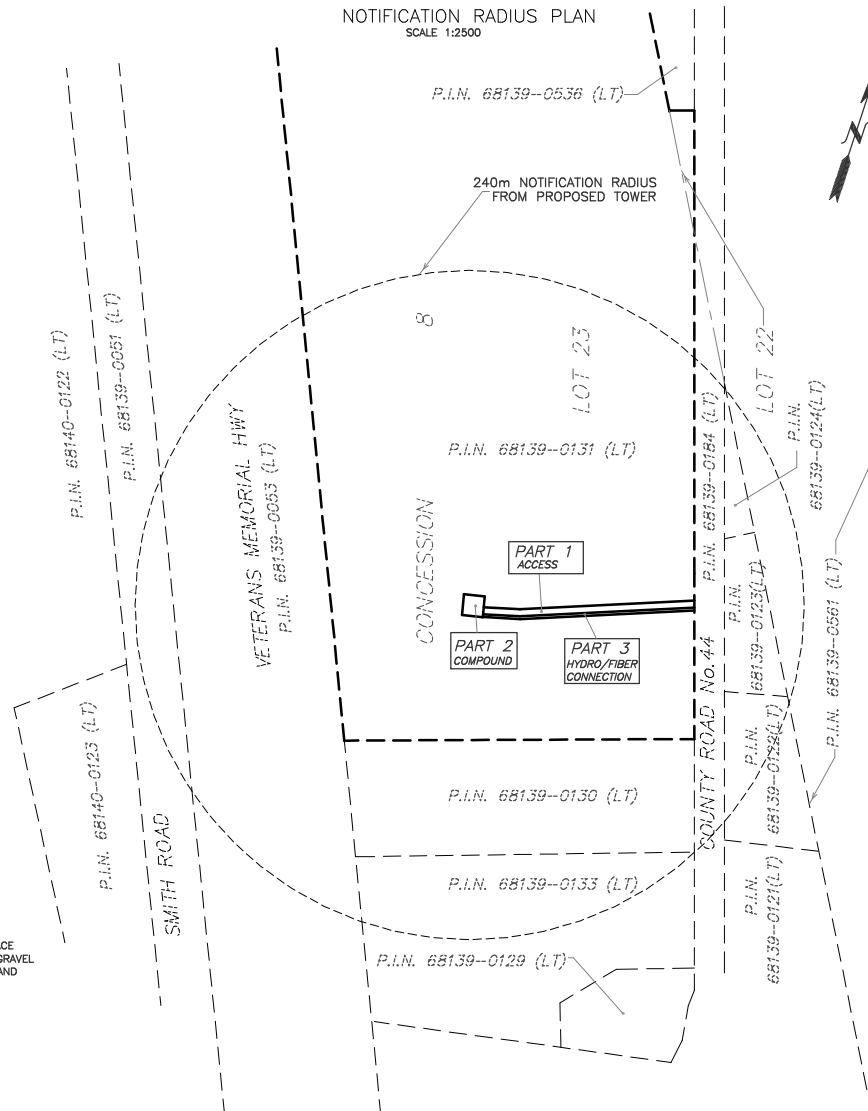
4. Elevations

- a) As per Building Elevation Plans, forming Exhibit No.1 of Schedule "B" to this Agreement.

SITE DATA	EXISTING	PROPOSED
PROPERTY AREA	±25ha	
AREA LEASED		
ACCESS AND HYDRO/FIBER CONNECTION (PART 1)		758 sq.m.
COMPOUND (PART 2)		225 sq.m.
HYDRO/FIBER CONNECTION (PART 3)		303 sq.m.
TOTAL		1286 sq.m.
UNITS		1 PROPOSED RADIO EQUIPMENT SHELTER 1 PROPOSED STEEL SELF SUPPORT TOWER
HEIGHT OF TOWER		80m
SETBACKS		
PROPOSED STEEL SELF SUPPORT TOWER		
FRONT (COUNTY ROAD No.44)		±161 m
REAR (WEST)		±99 m
SIDE (SOUTH)		±97 m
PROPOSED RADIO EQUIPMENT SHELTER		
FRONT (COUNTY ROAD No.44)		±159 m
REAR (WEST)		±102 m
SIDE (SOUTH)		±101 m



NOTIFICATION RADIUS PLAN
SCALE 1:2500



SITE PLAN
PROPOSED
TELECOMMUNICATION INSTALLATION
8072 COUNTY ROAD 44
PART OF LOTS 22 AND 23
CONCESSION 8
FORMERLY TOWNSHIP OF EDWARDSBURGH
NOW IN THE TOWNSHIP OF
EDWARDSBURGH/ CARDINAL
COUNTY OF GRENVILLE

SCALE 1 : 400

ALEX MARTON LTD.
ONTARIO LAND SURVEYORS

METRIC
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SCHEDULE

PART	LOT	CONCESSION	P.I.N.	AREA sq.m
1				758
2	PART OF 23	8	68139-0131 (LT)	225
3				303

INTEGRATION NOTE

BEARINGS SHOWN ARE GRID BEARINGS AND ARE DERIVED FROM OBSERVED REFERENCE POINTS (ORP'S) 1 AND 2 BY REAL TIME NETWORK OBSERVATIONS, UTM ZONE 18, NAD 83 (CSRS) (1997.0 EPOCH).

DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99956.

INTEGRATION DATA

POINT ID	NORTHING	EASTING
ORP 1	4969682.97	455760.42
ORP 2	4969700.85	455771.84

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

ELEVATION NOTE

ELEVATIONS SHOWN HEREON ARE GEODETIC AND ARE DERIVED FROM GPS OBSERVATIONS USING REAL TIME NETWORK OBSERVATIONS.

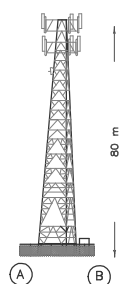
SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. THE SURVEY WAS COMPLETED ON THE 26TH DAY OF AUGUST, 2020.

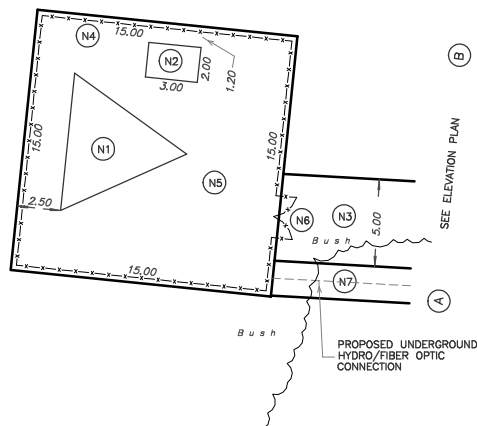
SEPTEMBER 17, 2020
DATE

A. Marton
A. MARTON
ONTARIO LAND SURVEYOR

ELEVATION PLAN
NOT TO SCALE

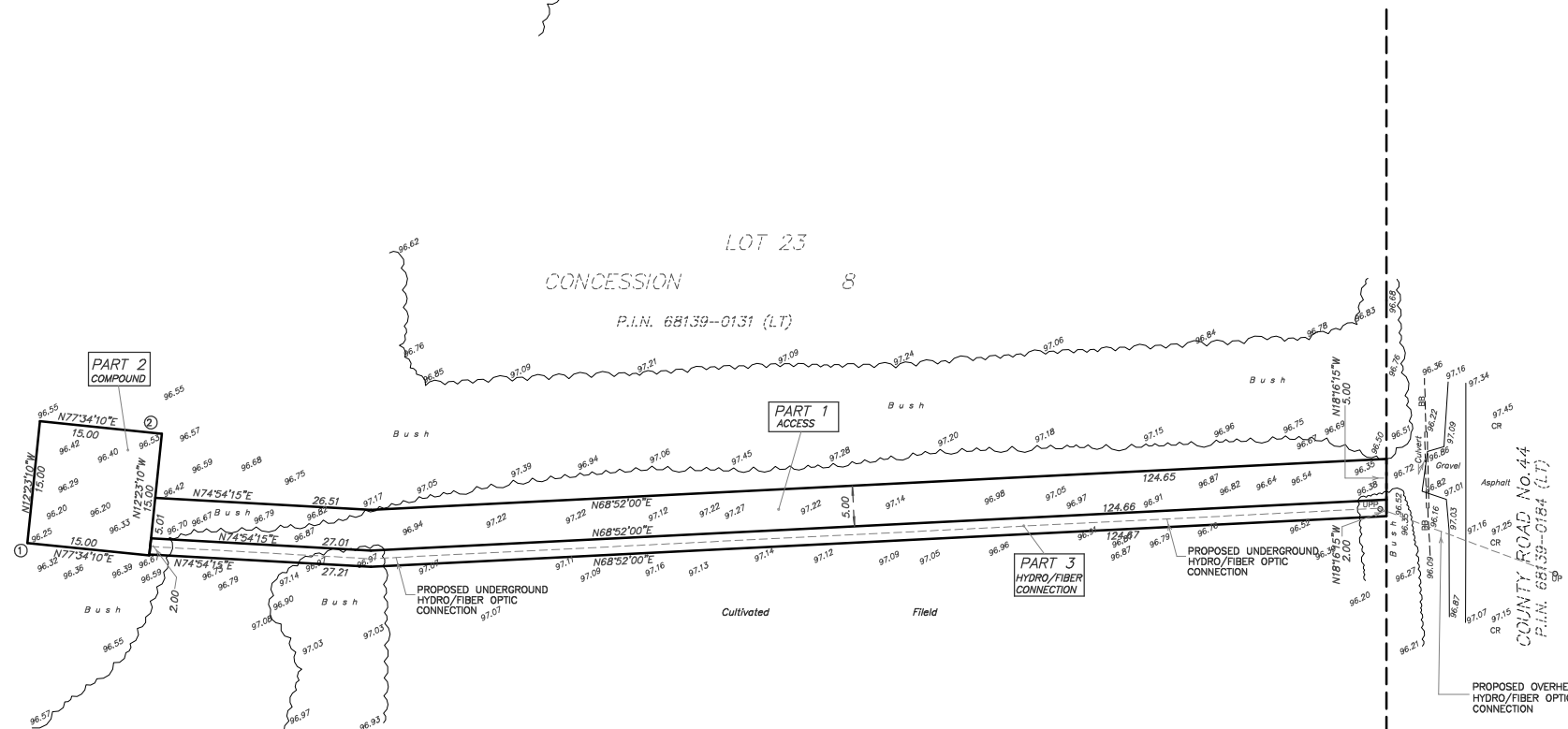


PROPOSED COMPOUND LAYOUT PLAN
SCALE 1:200



NOTES

- (N1) PROPOSED STEEL SELF SUPPORT TOWER. PAINT COLOUR SUBJECT TO NAV CANADA REQUIREMENTS. ANTENNA NUMBER AND LOCATIONS TO BE DETERMINED. FOUNDATION DESIGN PENDING SOIL REPORT.
- (N2) PROPOSED WALK IN RADIO EQUIPMENT CABINET ON REINFORCED CONCRETE SLAB.
- (N3) PROPOSED ACCESS WAY.
- (N4) PROPOSED 2.4 m HIGH CHAIN LINK SECURITY FENCE TOPPED WITH BARBED WIRE SURROUNDING THE COMPOUND.
- (N5) REMOVE EXISTING TOPSOIL, PROOF ROLL SUBGRADE AND PLACE 300 mm GRANULAR A ACROSS COMPOUND AREA. FINISHED GRAVEL SURFACE TO BE MINIMUM 150 mm ABOVE EXISTING GRADE AND SLOPED AWAY FROM PROPOSED STRUCTURES AT MIN. 1% ON ALL SIDES TO PROVIDE ADEQUATE DRAINAGE.
- (N6) PROPOSED CHAIN LINK GATE.
- (N7) PROPOSED HYDRO/FIBER OPTIC CONNECTION.



**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2021-

**“A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT FOR
CREDIT AND LEASE FACILITIES WITH THE ROYAL BANK OF CANADA”**

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 Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to enter into an agreement for credit and lease facilities with the Royal Bank of Canada ;

NOW THEREFORE 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 the agreement and necessary documents with the Royal Bank of Canada, attached hereto as Schedule “A”, forming part of this bylaw, on behalf of the Township of Edwardsburgh Cardinal.
2. That bylaw 2013-05 and all other bylaws previously passed that are inconsistent with the provisions of this bylaw are hereby repealed.
3. That this bylaw shall come into force and take effect on the date of passing.

Read a first and second time in open Council this 28 day of June, 2021.

Read a third and final time, passed, signed and sealed in open Council this 28 day of June, 2021.

Mayor

Clerk



Royal Bank of Canada
Commercial Financial Services
5501 Manotick Main Street, PO Box 70
Manotick, Ontario K4M 1A2

May 26, 2021

The Corporation of the Township of
Edwardsburgh/Cardinal
18 Centre Street
Spencerville, Ontario
K0E 1X0

We are pleased to confirm the credit facilities described below (the **"Credit Facilities"**) and the lease facilities described below (the **"Lease Facilities"**), subject to the following terms and conditions. This agreement amends and restates without novation our existing letter agreement dated January 11, 2013 and any amendments thereto. In addition, any amount owing by the Borrower to the Bank under such previous agreement is deemed to be a Borrowing under this agreement. Any and all security that has been delivered to the Bank and is set forth as security in the Security section herein, shall remain in full force and effect, is expressly reserved by the Bank and, unless expressly indicated otherwise, shall apply in respect of all obligations of the Borrower under the Credit Facilities.

The Bank reserves all of its rights and remedies at any time and from time to time in connection with any or all breaches, defaults or Events of Default now existing or hereafter arising under this agreement or any other agreement delivered to the Bank, and whether known or unknown, and this agreement shall read be construed as a waiver of any such breach, default or Event of Default.

DEFINITIONS AND SCHEDULES

The attached schedules are incorporated into this agreement by reference. Schedule "A" contains definitions of capitalized terms used and not otherwise defined in this agreement. Unless otherwise provided, all dollar amounts are in Canadian currency and all accounting terms used in this agreement shall be interpreted in accordance with GAAP.

BORROWER

The Corporation of the Township of Edwardsburgh/Cardinal (the **"Borrower"**)

LENDER

Royal Bank of Canada (the **"Bank"**)

CREDIT FACILITIES

The aggregate of Facility (5) and Facility (6) shall not exceed \$100,000.00 at any time.

* Registered Trademark of Royal Bank of Canada

Facility (1): \$1,000,000.00 revolving demand facility, by way of:

- (a) RBP based loans ("**RBP Loans**");
- (b) Letters of Guarantee ("**LGs**").

Facility (2): \$100,000.00 revolving demand facility, by way of:

- (a) LGs.

Facility (3): \$30,817.99 non-revolving term facility, by way of:

- (a) fixed rate term loans ("**FRT Loans**").

Facility (4): \$300,192.00 non-revolving term facility, by way of:

- (a) FRT Loans.

Facility (5): \$100,000.00 revolving facility available by way of a series of term loans, by way of:

- (a) FRT Loans.

LEASE FACILITIES

Facility (6): \$100,000.00 revolving lease line of credit, by way of Leases.

Leases will be governed by this agreement and separate agreements between the Borrower and the Bank. In the event of a conflict between this agreement and a separate agreement, the terms of the separate agreement will govern.

Each use of the Credit Facilities, other than advances made by way of Leases, is a "**Borrowing**" and all such usages outstanding at any time are "**Borrowings**". Schedule "C" contains terms and conditions applicable to Borrowings made by way of FRT Loans or LGs which must be complied with.

TERMS OF OTHER FACILITIES

The Credit Facilities and the Lease Facilities are in addition to the following:

- (a) VISA Business to a maximum amount of \$90,000.00 which is governed by this agreement and separate agreements between the Borrower and the Bank.

In the event of conflict between this agreement and any separate agreement delivered in connection with any such other facilities, the terms of such separate agreement shall govern.

PURPOSE

Facility (1)

Finance general operating requirements.

Facility (2)

Finance security for obligations of a third party, namely Canadian Grain Commission.

Facility (3)

Long term financing for construction drainage loan.

Facility (4)

Finance the equipment purchase of a grader.

Facility (5)

Finance the acquisition of capital assets.

Facility (6)

Finance the acquisition of capital assets.

AVAILABILITY

Facility (1)

The Borrower may borrow, convert, repay and reborrow up to the amount of this revolving facility, provided:

- (a) this facility is made available at the sole discretion of the Bank and the Bank may cancel or restrict availability of any unutilized portion of this facility at any time and from time to time without notice or demand.

Facility (2)

The Borrower may borrow, repay and reborrow up to the amount of this revolving facility, provided:

- (a) this facility is made available at the sole discretion of the Bank and the Bank may cancel or restrict availability of any unutilized portion of this facility at any time and from time to time without notice or demand.

Facility (4)

The Borrower may borrow up to the amount of this term facility, provided:

- (a) this facility is made available at the sole discretion of the Bank and the Bank may cancel or restrict availability of any unutilized portion of this facility at any time and from time to time without notice or demand;
- (b) FRT Loans may not be converted or reborrowed and must be repaid on their maturity;
- (c) an Event of Default shall not have occurred and be continuing at the time of any Borrowing.

Facility (5)

The Borrower may borrow, repay and reborrow up to the amount of this facility, provided:

- (a) this facility is made available at the sole discretion of the Bank and the Bank may cancel or restrict availability of any unutilized portion of this facility at any time and from time to time without notice or demand;
- (b) an Event of Default shall not have occurred and be continuing at the time of any Borrowing;
- (c) the amount of any Borrowing does not exceed 75% of the purchase price of the capital asset being financed with such Borrowing;
- (d) the aggregate Borrowings outstanding under this facility plus the aggregate amount owing under Leases advanced under Facility (6) must not exceed \$100,000.00.

Facility (6)

The Borrower may borrow, repay and reborrow up to the amount of this facility, provided:

- (a) this facility is made available at the sole discretion of the Bank and the Bank may cancel or restrict availability of any unutilized portion of this facility at any time and from time to time without notice or demand;
- (b) the determination by the Bank as to whether it will enter into any Lease will be entirely at its sole discretion;

- (c) an Event of Default shall not have occurred and be continuing at the time of advance of any Lease;
- (d) any Lease advanced under this facility must meet the leasing criteria established by the Bank;
- (e) the Borrower is not in default of any covenants or other terms or conditions of this agreement or any other agreement delivered to the Bank;
- (f) the aggregate amount owing under Leases advanced under this facility plus the aggregate Borrowings outstanding under Facility (5) must not exceed \$100,000.00 at any time.

REPAYMENT

Facility (1)

Borrowings under this facility are expected to comply with operating requirements.

Notwithstanding compliance with the covenants and all other terms and conditions of this agreement, and regardless of the maturities of any outstanding instruments or contracts, Borrowings under this facility are repayable on demand and the Bank may terminate this facility at any time, without notice or demand.

Upon demand or termination, the Borrower shall pay to the Bank all Borrowings outstanding under this facility including, without limitation, an amount equal to the aggregate of the face amounts of all LGs which are unmatured or unexpired, which amount shall be held by the Bank as security for the Borrower's obligations to the Bank in respect of such instruments or contracts. The Bank may enforce its rights to realize upon its security and retain an amount sufficient to secure the Bank for the Borrower's obligations to the Bank in respect of such instruments or contracts.

Facility (2)

Borrowings under this facility are expected to comply with operating requirements.

Notwithstanding compliance with the covenants and all other terms and conditions of this agreement, and regardless of the maturities of any outstanding instruments or contracts, Borrowings under this facility are repayable on demand and the Bank may terminate this facility at any time, without notice or demand.

Upon demand or termination, the Borrower shall pay to the Bank all Borrowings outstanding under this facility including, without limitation, an amount equal to the aggregate of the face amounts of all LGs which are unmatured or unexpired, which amount shall be held by the Bank as security for the Borrower's obligations to the Bank in respect of such instruments or contracts. The Bank may enforce its rights to realize upon its security and retain an amount sufficient to secure the Bank for the Borrower's obligations to the Bank in respect of such instruments or contracts.

Facility (3)

Borrowings under this facility are repayable by consecutive, blended monthly payments of principal and interest in the amount of \$1,331.00 each based on a remaining amortization period of 25 months, on the 9th day of each month, and the balance of this facility shall be repayable in full on May 9, 2023.

Facility (4)

Borrowings under this facility shall be repayable by consecutive, blended monthly payments of principal and interest in an amount to be determined at drawdown, each based on an amortization period of 3 years, on the same day of each month, commencing 30 days from the date of drawdown and the balance of this facility shall be repayable in full on the last day of a 3 year term.

For any Borrowings that are repayable by scheduled payments, if the scheduled payment date is changed then the maturity date of the applicable Borrowings shall automatically be amended accordingly.

The specific repayment terms for Borrowings under this facility will be agreed to between the Borrower and the Bank at the time of drawdown by way of a Borrowing Request substantially in the form of Schedule "H" provided by the Borrower and accepted by the Bank.

Facility (5)

The Borrower agrees that each Borrowing under this facility shall be repayable by consecutive monthly principal payments or blended payments of principal and interest, based on a maximum amortization of 5 years and a maximum term of 5 years. The specific repayment terms for each new Borrowing will be agreed to between the Borrower and the Bank at the time of the Borrowing by way of a Borrowing Request substantially in the form of Schedule "E" provided to the Bank.

For any Borrowings that are repayable by scheduled payments, if the scheduled payment date is changed then the maturity date of the applicable Borrowings shall automatically be amended accordingly.

INTEREST RATES AND FEES

Facility (1)

RBP Loans: RBP plus 0.00% per annum.

LGs: fee to be quoted by the Bank at the time of issue of each LG, subject to a minimum fee of \$100.

Facility (2)

LGs: fee to be quoted by the Bank at the time of issue of each LG, subject to a minimum fee of \$100.

Facility (3)

FRT Loans: 3.53% per annum. Amount eligible for prepayment is 10%.

Facility (4)

FRT Loans: Fixed interest rate to be quoted by the Bank and fixed at the time of Borrowing. Amount eligible for prepayment is to be determined at drawdown.

Facility (5)

FRT Loans: Fixed interest rate to be quoted by the Bank and fixed at the time of Borrowing. Amount eligible for prepayment is to be determined at drawdown.

CALCULATION AND PAYMENT OF INTEREST AND FEES

RBP Loans

The Borrower shall pay interest on each RBP Loan, monthly in arrears, on the 26th day of each month or such other day as may be agreed to between the Borrower and the Bank. Such interest will be calculated monthly and will accrue daily on the basis of the actual number of days elapsed and a year of 365 days.

LG Fees

The Borrower shall pay LG fees in advance on a quarterly basis calculated on the face amount of the LG issued and based on the number of days in the upcoming quarter or remaining term thereof and a year of 365 days. LG fees are non-refundable.

FRT Loans

The Borrower shall pay interest on each loan monthly in arrears at the applicable rate on the 26th day of each month or such other date as may be agreed upon between the Bank and the Borrower. Such interest will be calculated monthly and will accrue daily on the basis of the actual number of days elapsed and a year of 365 days.

Limit on Interest

The Borrower shall not be obligated to pay any interest, fees or costs under or in connection with this agreement in excess of what is permitted by law.

Overdue Payments

Any amount that is not paid when due hereunder shall, unless interest is otherwise payable in respect thereof in accordance with the terms of this agreement or the instrument or contract governing same, bear interest until paid at the rate of RBP plus 5% per annum. Such interest on overdue amounts shall be computed daily, compounded monthly and shall be payable both before and after any or all of default, maturity date, demand and judgement.

Equivalent Yearly Rates

The annual rates of interest or fees to which the rates calculated in accordance with this agreement are equivalent, are the rates so calculated multiplied by the actual number of days in the calendar year in which such calculation is made and divided by 365.

Time and Place of Payment

Amounts payable by the Borrower hereunder shall be paid at such place as the Bank may advise from time to time in the applicable currency. Amounts due on a day other than a Business Day shall be deemed to be due on the Business Day next following such day. Interest and fees payable under this agreement are payable both before and after any or all of default, maturity date, demand and judgement.

EXCHANGE RATE FLUCTUATIONS

If, for any reason, the amount of Borrowings and/or Leases outstanding under any facility in a currency other than Canadian currency, when converted to the Equivalent Amount in Canadian currency, exceeds the amount available under such facility, the Borrower shall immediately repay such excess or shall secure such excess to the satisfaction of the Bank.

INCREASED COSTS

If any change in Applicable Laws or the interpretation thereof after the date hereof (i) imposes or increases taxes on payments due to the Bank hereunder (other than taxes on the overall net income of the Bank), (ii) imposes or increases any reserve or other similar requirement or (iii) imposes or changes any other condition affecting the Credit Facilities, and the result of any of the foregoing results in any additional cost to the Bank of making available, continuing or maintaining any of the Credit Facilities hereunder (or maintaining any obligations to make any such Credit Facilities available hereunder) or results in any reduction in the amount of any sum received or receivable by the Bank in connection with this agreement or the Credit Facilities made available hereunder, then from time to time, upon written request of the Bank, the Borrower shall promptly pay to the Bank, such additional amount or amounts as will compensate the Bank for any such additional costs incurred or reduction suffered.

EVIDENCE OF INDEBTEDNESS

The Bank shall open and maintain accounts and records evidencing the Borrowings made available to the Borrower by the Bank under this agreement. The Bank shall record the principal amount of each Borrowing, the payment of principal and interest and all other amounts becoming due to the Bank under this agreement.

The Bank's accounts and records constitute, in the absence of manifest error, conclusive evidence of the indebtedness of the Borrower to the Bank pursuant to this agreement.

The Borrower authorizes and directs the Bank to automatically debit, by mechanical, electronic or manual means, any bank account of the Borrower for all amounts payable by the Borrower to the Bank pursuant to this agreement.

GENERAL ACCOUNT

The Borrower shall establish a current account with the Bank (the "**General Account**") for the conduct of the Borrower's day to day banking business. If the balance in the General Account:

- (a) is a credit, the Bank may apply, at any time in its discretion, the amount of such credit or part thereof, rounded to the nearest \$5,000.00, as a repayment of Borrowings outstanding by way of RBP Loans under Facility (1) or

- (b) is a debit, the Bank may, subject to availability, make available a Borrowing by way of an RBP Loan under Facility (1) in an amount, rounded to the nearest \$5,000.00, as is required to place the General Account at not less than a zero balance.

CONDITIONS PRECEDENT

The availability of any Borrowing and/or any Leases is conditional upon the receipt of

- (a) a duly executed copy of this agreement;
- (b) the security provided for herein, in form and substance satisfactory to the Bank, registered as required to perfect and maintain the security created thereby;
- (c) such certificates, authorizations, resolutions and legal opinions as the Bank may reasonably require;
- (d) such documentation as required by the Bank in respect of any Lease Facilities and/or any Leases, in form and substance satisfactory to the Bank; and
- (e) such financial and other information or documents relating to the Borrower as the Bank may reasonably require.

Additionally:

- (e) all documentation to be received by the Bank shall be in form and substance satisfactory to the Bank;
- (f) no Borrowing under Facility (4) will be made available unless the Bank has received a Borrowing Request from the Borrower substantially in the form of Schedule "H", together with an invoice, bill of sale or cancelled cheque in respect of the equipment being financed with such Borrowing;
- (g) no Borrowing under Facility (5) will be made available unless the Bank has received a Borrowing Request from the Borrower substantially in the form of Schedule "E", at the time of each and every Borrowing.

SECURITY

Security for the Borrowings and all other obligations of the Borrower to the Bank, including without limitation any amounts owing under any Leases, shall include:

- (a) Ontario Municipal Corporations Temporary Borrowing By-Law on the Bank's form 348 for the current year;
- (b) Ontario Municipal Corporations Statement by Treasurer re Borrowing on the Bank's form 349 for the current year;
- (c) Borrowing by-law authorizing the financing granted in the amount of \$2,371,500.00;
- (d) Borrowing by-law authorizing the financing granted in the amount of \$675,000.00;
- (e) Borrowing by-law authorizing the financing granted under Facility (3);
- (f) Borrowing by-law authorizing the financing granted under Facility (4);
- (g) Borrowing by-law authorizing the financing granted under Facility (5).

REPRESENTATIONS AND WARRANTIES

The Borrower represents and warrants to the Bank, that:

- (a) it is duly constituted and validly existing under the *Municipal Act 2001* (Ontario), and is qualified to carry on its operations and activities in all jurisdictions where the nature of its properties, assets or activities make it necessary or desirable to do so;
- (b) it has the capacity to borrow and pledge security in the manner contemplated in this agreement;
- (c) the execution, delivery and performance by it of this agreement have been duly authorized by all necessary actions and approvals and do not violate its constituting documents or legislation or any Applicable Laws or agreements to which it is subject or by which it is bound;
- (d) no event has occurred which constitutes, or which, with notice, lapse of time, or both, would constitute, an Event of Default; and
- (e) its indebtedness under this agreement is its direct, unconditional and general indebtedness and (save for its preferred liabilities arising by operation of law) ranks at least pari passu with all its other unsecured and unsubordinated indebtedness.

Representations and warranties are deemed to be repeated as at the time of each Borrowing and/or Lease hereunder.

REPORTING COVENANTS

The Borrower covenants and agrees with the Bank, while this agreement is in effect, to provide the Bank with:

- (a) annual audited financial statements for the Borrower, within 240 days of each fiscal year end;
- (b) annual budget and financial information return for the Borrower, within 240 days of each fiscal year end; and
- (c) such other financial and operating statements and reports as and when the Bank may reasonably require.

GENERAL COVENANTS

The Borrower covenants and agrees with the Bank, while this agreement is in effect:

- (a) to pay all sums of money when due by it under this agreement;
- (b) to provide the Bank with prompt written notice of any event which constitutes, or which, with notice, lapse of time, or both, would constitute an Event of Default;
- (c) to keep its assets fully insured against such perils and in such manner as would be customarily insured by Persons carrying on a similar business or owning similar assets and, in addition, for any buildings located in areas prone to flood and/or earthquake, will insure and keep fully insured such buildings against such perils;
- (d) to file all material tax returns which are to be filed by it from time to time, to pay or make provision for payment of all taxes (including interest and penalties) and Potential Prior-Ranking Claims when due, and to provide adequate reserves for the payment of any tax, the payment of which is being contested;
- (e) to comply in all material respects with all Applicable Laws including, without limitation, all Environmental and Health and Safety Laws;

- (f) not to, without the prior written consent of the Bank, grant, create, assume or suffer to exist any mortgage, charge, lien, pledge, security interest or other encumbrance affecting any of its properties, assets or other rights, except for Permitted Encumbrances;
- (g) not to, without the prior written consent of the Bank, guarantee or otherwise provide for, on a direct, indirect or contingent basis, the payment of any monies or performance of any obligations by any other Person, except as may be provided for herein;
- (h) to provide the Bank with prompt written notice if it merges or amalgamates with any other Person;
- (i) to provide the Bank with prompt written notice of any non-compliance by the Borrower with any Environmental and Health and Safety Laws or any Release from the land of the Borrower of a Contaminant into the natural environment and to indemnify and save harmless the Bank from all liability or loss as a result of an Environmental Activity or any non-compliance with any Environmental and Health and Safety Law;
- (j) to permit the Bank or its representatives, from time to time, i) to visit and inspect the Borrower's premises, properties and assets and examine and obtain copies of the Borrower's records or other information, ii) to collect information from any entity regarding any Potential Prior-Ranking Claims and iii) to discuss the Borrower's affairs with the auditors, counsel and other professional advisers of the Borrower. The Borrower hereby authorizes and directs any such third party to provide to the Bank or its representatives all such information, records or documentation requested by the Bank;
- (k) to provide the Bank with prompt written notice of any request, application or decision made pursuant to the Freedom of Information and Protection of Privacy Act or other applicable freedom of information legislation that relates or may relate in any way to this agreement or any security agreement given in connection therewith;
- (l) it will ensure that its indebtedness under this agreement will rank at least pari passu with all its other unsecured and unsubordinated indebtedness from time to time with the exception of its preferred liabilities arising by operation of law;
- (m) not to use the proceeds of the Credit Facilities for the benefit or on behalf of any Person other than the Borrower.

Nothing contained in the foregoing Covenants sections shall limit any right of the Bank under this agreement to terminate or demand payment of, or cancel or restrict availability of any unutilized portion of, any demand or other discretionary facility made available under this agreement.

EVENTS OF DEFAULT

Without limiting any other rights of the Bank under this agreement, if any one or more of the following events (herein an **"Event of Default"**) has occurred and is continuing:

- (a) the Borrower fails to pay when due any principal, interest, fees or other amounts due under this agreement;
- (b) the Borrower breaches any provision of this agreement or any security or other agreement with the Bank or any subsidiary or affiliate of the Bank;
- (c) the Borrower defaults in the payment of any indebtedness to any Person other than the Bank or in the performance or observance of any agreement in respect of any such indebtedness where, as a result of such default, the maturity of such indebtedness is or may be accelerated;
- (d) any representation or warranty made or deemed to have been made herein or in any certificate or security provided for herein shall be false or inaccurate in any materially adverse respect;

- (e) there is, in the opinion of the Bank, a material adverse change in the financial condition or operation of the Borrower;
- (f) the Borrower is unable to pay its debts as such debts become due, or is, or is adjudged or declared to be, or admits to being, bankrupt or insolvent;
- (g) any notice of intention is filed or any voluntary or involuntary case or proceeding is filed or commenced for (i) the bankruptcy, liquidation, winding-up, dissolution or suspension of general operations of the Borrower, or (ii) the composition, re-scheduling, reorganization, arrangement or readjustment of, or other relief from, or stay of proceedings to enforce, some or all of the debts of the Borrower, or (iii) the appointment of a trustee, receiver, receiver and manager, liquidator, administrator, custodian or other official for, all or any significant part of the assets of the Borrower, or (iv) the possession, foreclosure or retention, or sale or other disposition of, or other proceedings to enforce security over, all or any significant part of the assets of the Borrower;
- (h) any secured creditor, encumbrancer or lienor, or any trustee, receiver, receiver and manager, agent, bailiff or other similar official appointed by or acting for any secured creditor, encumbrancer or lienor, takes possession of, or forecloses or retains, or sells or otherwise disposes of, or otherwise proceeds to enforce security over all or any significant part of the assets of the Borrower or gives notice of its intention to do any of the foregoing,

then, in such event, the ability of the Borrower to make further Borrowings under any term facility under this agreement shall immediately terminate and the Bank may, by written notice to the Borrower, declare the Borrowings outstanding under such term facility to be immediately due and payable. Upon receipt of such written notice, the Borrower shall immediately pay to the Bank all Borrowings outstanding under any term facility under this agreement and all other obligations of the Borrower to the Bank in connection with any such term facility under this agreement.

Nothing contained in the foregoing Events of Default section shall limit any right of the Bank under this agreement to terminate or demand payment of, or cancel or restrict availability of any unutilized portion of, any demand or other discretionary facility made available under this agreement.

SUCCESSORS AND ASSIGNS

This agreement shall be binding upon and enure to the benefit of the parties and their respective successors and permitted assigns.

The Bank may assign all or part of its rights and obligations under this agreement to any Person. The rights and obligations of the Borrower under this agreement may not be assigned without the prior written consent of the Bank.

The Bank may disclose to potential or actual assignees confidential information regarding the Borrower (including, any such information provided by the Borrower to the Bank) and shall not be liable for any such disclosure.

GENERAL

Fees, Costs and Expenses

The Borrower agrees to pay the Bank all fees stipulated in this agreement and all fees charged by the Bank relating to the documentation or registration of this agreement and the security provided for herein. In addition, the Borrower agrees to pay all fees (including legal fees), costs and expenses incurred by the Bank in connection with the preparation, negotiation, documentation and registration of this agreement and any security provided for herein and the administration, operation, termination, enforcement or protection of its rights in connection with this agreement and the security provided for herein. The Borrower shall indemnify and hold the Bank harmless against any loss, cost or expense incurred by the Bank if any facility under the Credit Facilities is repaid or prepaid other than on its maturity date. The determination by the Bank of such loss, cost or expense shall be conclusive and binding for all purposes.

and shall include, without limitation, any loss incurred by the Bank in liquidating or redeploying deposits acquired to make or maintain any facility.

Review

The Bank may conduct periodic reviews of the affairs of the Borrower, as and when determined by the Bank, for the purpose of evaluating the financial condition of the Borrower. The Borrower shall make available to the Bank such financial statements and other information and documentation as the Bank may reasonably require and shall do all things reasonably necessary to facilitate such review by the Bank.

Potential Prior-Ranking Claims

The Borrower hereby grants its consent (such consent to remain in force as long as this agreement is in effect or any Borrowings and/or Leases are outstanding) to any Person having information relating to any Potential Prior-Ranking Claim arising by any law, statute, regulation or otherwise and including, without limitation, claims by or on behalf of government to release such information to the Bank at any time upon its written request for the purpose of assisting the Bank to evaluate the financial condition of the Borrower.

Set Off

The Bank is authorized, but not obligated, at any time, to apply any credit balance, whether or not then due, to which the Borrower is entitled on any account in any currency at any branch or office of the Bank in or towards satisfaction of the obligations of the Borrower due to the Bank under this agreement. The Bank is authorized to use any such credit balance to buy such other currencies as may be necessary to effect such application.

Electronic Mail and Fax Transmission

The Bank is entitled to rely on any agreement, document or instrument provided to the Bank by the Borrower, by way of electronic mail or fax transmission as though it were an original document. The Bank is further entitled to assume that any communication from the Borrower received by electronic mail or fax transmission is a reliable communication from the Borrower.

Electronic Imaging

The parties hereto agree that, at any time, the Bank may convert paper records of this agreement and all other documentation delivered to the Bank (each, a **"Paper Record"**) into electronic images (each, an **"Electronic Image"**) as part of the Bank's normal business practices. The parties agree that each such Electronic Image shall be considered as an authoritative copy of the Paper Record and shall be legally binding on the parties and admissible in any legal, administrative or other proceeding as conclusive evidence of the contents of such document in the same manner as the original Paper Record.

Non-Merger

The provisions of this agreement shall not merge with any security provided to the Bank, but shall continue in full force for the benefit of the parties hereto.

Amendments and Waivers

No amendment or waiver of any provision of this agreement will be effective unless it is in writing signed by the Borrower and the Bank. No failure or delay, on the part of the Bank, in exercising any right or power hereunder or under any security document shall operate as a waiver thereof.

Severability

If any provision of this agreement is or becomes prohibited or unenforceable in any jurisdiction, such prohibition or unenforceability shall not invalidate or render unenforceable the provision concerned in any other jurisdiction nor invalidate, affect or impair any of the remaining provisions of this agreement.

Judgement Currency

If for the purpose of obtaining judgement in any court in any jurisdiction with respect to this agreement, it is necessary to convert into the currency of such jurisdiction (the **"Judgement Currency"**) any amount due hereunder in any currency other than the Judgement Currency, then conversion shall be made at the

rate of exchange prevailing on the Business Day before the day on which judgement is given. For this purpose "rate of exchange" means the rate at which the Bank would, on the relevant date, be prepared to sell a similar amount of such currency in the Toronto foreign exchange market, against the Judgement Currency, in accordance with normal banking procedures.

In the event that there is a change in the rate of exchange prevailing between the Business Day before the day on which judgement is given and the date of payment of the amount due, the Borrower will, on the date of payment, pay such additional amounts as may be necessary to ensure that the amount paid on such date is the amount in the Judgement Currency which, when converted at the rate of exchange prevailing on the date of payment, is the amount then due under this agreement in such other currency together with interest at RBP and expenses (including legal fees on a solicitor and client basis). Any additional amount due from the Borrower under this section will be due as a separate debt and shall not be affected by judgement being obtained for any other sums due under or in respect of this agreement.

Governing Law

This agreement shall be construed in accordance with and governed by the laws of the Province of Ontario and of Canada applicable therein.

Whole Agreement

This agreement, the security and any other written agreement delivered pursuant to or referred to in this agreement constitute the whole and entire agreement between the parties in respect of the Credit Facilities. There are no verbal agreements, undertakings or representations in connection with the Credit Facilities.

Joint and Several

Where more than one Person is liable as Borrower for any obligation under this agreement, then the liability of each such Person for such obligation is joint and several with each other such Person.

Counterpart Execution

This agreement may be executed in any number of counterparts and by different parties in separate counterparts, each of which when so executed shall be deemed to be an original and all of which taken together constitute one and the same instrument.

Time

Time shall be of the essence in all provisions of this agreement.

Acceptance

30.1

This offer is open for acceptance until June 0, 2021, after which date it will be null and void, unless extended in writing by the Bank.

Please confirm your acceptance of this agreement by signing the attached copy of this letter in the space provided below and returning it to your account manager.

Yours truly,



Per: _____
Name: Mike Cussen
Title: Vice President, Business Credit

/kb/gw/mw

We acknowledge and accept the foregoing terms and conditions as of _____, 20__.

THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

By: _____
Name:
Title:

By: _____
Name:
Title:

I/We have authority to bind the Borrower.

Schedule "A" to the agreement dated May 26, 2021, between Toe Corporation of the Township of Edwardsburgh/Cardinal, as Borrower, and Royal Bank of Canada, as the Bank.

DEFINITIONS

For the purpose of this agreement, the following terms and phrases shall have the following meanings:

"Applicable Laws" means, with respect to any Person, property, transaction or event, all present or future applicable laws, statutes, regulations, rules, policies, guidelines, rulings, interpretations, directives (whether or not having the force of law), orders, codes, treaties, conventions, judgments, awards, determinations and decrees of any governmental, quasi-governmental, regulatory, fiscal or monetary body or agency or court of competent jurisdiction in any applicable jurisdiction;

"Business Day" means a day, excluding Saturday, Sunday and any other day which shall be a legal holiday or a day on which banking institutions are closed throughout Canada;

"Contaminant" includes, without limitation, any pollutant, dangerous substance, liquid waste, industrial waste, hazardous material, hazardous substance or contaminant including any of the foregoing as defined in any Environmental and Health and Safety Law;

"Environmental Activity" means any activity, event or circumstance in respect of a Contaminant, including, without limitation, its storage, use, holding, collection, purchase, accumulation, assessment, generation, manufacture, construction, processing, treatment, stabilization, disposition, handling or transportation, or its Release into the natural environment, including movement through or in the air, soil, surface water or groundwater;

"Environmental and Health and Safety Laws" means all Applicable Laws relating to the environment or occupational health and safety, or any Environmental Activity;

"GAAP" means, Canadian Generally Accepted Accounting Principles, as appropriate, for publicly accountable enterprises, private enterprises, not-for-profit organizations, pension plans and in accordance, as appropriate, with Public Sector Accounting Standards for government organizations in effect from time to time, applied on a consistent basis from period to period. All financial statements and/or reports shall be prepared using one of the above bases of presentation, as appropriate. Except for the transition of accounting standards in Canada, any change in accounting principles or the application of accounting principles is only permitted with the prior written consent of the Bank;

"Lease" means an advance of credit by the Bank to the Borrower by way of an equipment lease, a conditional sales contract, or pursuant to an Interim Funding Agreement or an Agency Agreement, in each case issued to the Borrower by the leasing division of the Bank;

"Letter of Guarantee" or "LG" means a documentary credits issued by the Bank on behalf of the Borrower for the purpose of providing security to a third party that the Borrower or a person designated by the Borrower will perform a contractual obligation owed to such third party;

"Permitted Encumbrances" means, in respect of the Borrower:

- (i) liens arising by operation of law for amounts not yet due or delinquent, minor encumbrances on real property such as easements and rights of way which do not materially detract from the value of such property, and security given to municipalities and similar public authorities when required by such authorities in connection with the operations of the Borrower in the ordinary course of business; and
- (ii) security granted in favour of the Bank;

"Person" includes an individual, a partnership, a joint venture, a trust, an unincorporated organization, a company, a corporation, an association, a government or any department or agency thereof, and any other incorporated or unincorporated entity;

"Potential Prior-Ranking Claims" means all amounts owing or required to be paid, where the failure to pay any such amount could give rise to a claim pursuant to any law, statute, regulation or otherwise, which ranks or is capable of ranking in priority to the Bank's security or otherwise in priority to any claim by the Bank for repayment of any amounts owing under this agreement;

"RBP" and **"Royal Bank Prime"** each means the annual rate of interest announced by the Bank from time to time as being a reference rate then in effect for determining interest rates on commercial loans made in Canadian currency in Canada;

"Release" includes discharge, spray, inject, inoculate, abandon, deposit, spill, leak, seep, pour, emit, empty, throw, dump, place and exhaust, and when used as a noun has a similar meaning.

Schedule "C" to the agreement dated May 26, 2021, between The Corporation of the Township of Edwardsburgh/Cardinal, as Borrower, and Royal Bank of Canada, as the Bank.

BORROWING CONDITIONS

Borrowings made by way of FRT Loans or LGs will be subject to the following terms and conditions:

LGs:

- (a) each LG shall expire on a Business Day and shall have a term of not more than 365 days;
- (b) at least 2 Business Days prior to the issue of an LG, the Borrower shall execute a duly authorized application with respect to such LG and each LG shall be governed by the terms and conditions of the relevant application for such contract;
- (c) an LG may not be relooked prior to its expiry date unless the consent of the beneficiary of the LG has been obtained;
- (d) any LG issued under a term facility must have an expiry date on or before the maturity date of the term facility, unless otherwise agreed by the Bank; and
- (e) if there is any inconsistency at any time between the terms of this agreement and the terms of the application for LG, the terms of the application for LG shall govern.

FRTLoans:

- (a) each FRT Loan shall be for a term of 1, 2, 3, 4 or 5 years, provided that the maturity date of any FRT Loan issued under any term facility shall not extend beyond the maturity date of the term facility;
- (b) the Borrower shall select an amount eligible for prepayment of 10% or 0% for each new FRT Loan prior to the advance of such FRT Loan;
- (c) each FRT Loan shall be in an amount not less than \$10,000; and

provided an Event of Default shall not have occurred and be continuing, the Borrower may prepay Borrowings made by way of FRT Loans on a non-cumulative basis up to the percentage, as selected by the Borrower for each FRT Loan, of the outstanding principal balance on the day of prepayment without fee or premium once per year during the 12 month period from each anniversary date of the Borrowing. Any prepayment of Borrowings by way of FRT Loans prior to the maturity date, in whole or in part (in excess of any prepayment explicitly permitted in this Agreement), requires an amendment of the terms of this Agreement. An amendment to permit such a prepayment requires the Bank's prior written consent. The Bank may provide its consent to an amendment to permit a prepayment upon satisfaction by the Borrower of any conditions the Bank may reasonably impose, including, without limitation, the Borrower's agreement to pay the Prepayment Fee as defined below.

The Prepayment Fee will be calculated by the Bank as the sum of:

- a) the greater of:

- (i) the amount equal to 3 months' interest payable on the amount of the FRT Loan Borrowings being prepaid, calculated at the interest rate applicable to the FRT Loan Borrowings on the date of prepayment; and
- (ii) the present value of the cash flow associated with the difference between the Bank's original cost of funds for the FRT Loan and the current cost of funds for a loan with a term substantially similar to the remaining term of the FRT Loan and an amortization period substantially similar to the remaining amortization period of the FRT Loan, each as determined by the Bank on the date of such prepayment;

plus:

- b) foregone margin over the remainder of the term of the FRT Loan. Foregone margin is defined as the present value of the difference between the Bank's original cost of funds for the FRT Loan and the interest that would have been charged to the Borrower over the remaining term of the FRT Loan;

plus:

- c) a processing fee.

The Prepayment Fee shall also be payable by the Borrower in the event that the Bank demands repayment of the outstanding principal of the FRT Loan on the occurrence of an Event of Default. The Borrower's obligation to pay the Prepayment Fee will be in addition to any other amounts then owing by the Borrower to the Bank, will form part of the loan amount and will be secured by the Security described herein.

Schedule "E" to the agreement dated May 26, 2021, between The Corporation of the Township of
Edwardsburgh/Cardinal, as Borrower, and Royal Bank of Canada, as the Bank.

REVOLVING FACILITY AVAILABLE BY WAY OF A SERIES OF TERM LOANS

FACILITY L_) BORROWING REQUEST

The Borrower hereby requests the following be established under Facility L) :

Amount of Borrowing: \$ _____ -

Date of Borrowing: _____

Selected Amortization: _____

Borrowing Option: _____

Interest Rate (per annum)/
Acceptance Fee (per annum): _____

Payment Amount: \$ _____ -

Payment Type: Blended Principal plus Interest

Payment Frequency: weekly bi-weekly semi-monthly monthly quarter1y
semi-annual annual

First Payment due date: _____

Maturity Date: _____
(Date Borrowing repayable in full)

Amount Eligible for Prepayment of FRT Loan 0% 10%

Dated this ____ day of _____, 20__.

THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

Per: _____

Name: _____

Title: _____

SRF# 647005917

Schedule "H" to the agreement dated May 26, 2021, between The Corporation of the Township of Edwardsburgh/Cardinal, as Borrower, and Royal Bank of Canada, as the Bank.

NON-REVOLVING TERM FACILITY

BORROWING REQUEST

The Borrower hereby requests the following be established under Facility (_ _)

Date of Borrowing		
Amount of Borrowing:	\$	
Amortization (in months):		
Selected Term (in months): (Borrowing repayable in full on the last day of the Term)		
Payment Amount:	\$	
Payment Frequency:	monthly	
Selected Interest Rate (per annum)/Acceptance Fee (per annum):	% <input type="checkbox"/>	RBP + % <input type="checkbox"/>
Selected Payment Type:	Blended (Principal and Interest) D	Principal plus Interest D
First Payment Due Date:		
Amount Eligible for Prepayment of FRT Loans:	0% <input type="checkbox"/>	10% <input type="checkbox"/>

Dated this _ _ _ day of _ _ _ _ , 20 _ _ .

THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

Per: _____
Name: _____
 Title: _____

Per: _____
Name: _____
 Title: _____

I/We have the authority to bind the Borrower

SRF# 647005917

Schedule "H" to the agreement dated May 26, 2021, between The Corporation of the Township of Edwardsburgh/Cardinal, as Borrower, and Royal Bank of Canada, as the Bank.

NON-REVOLVING TERM FACILITY

BORROWING REQUEST

The Borrower hereby requests the following be established under Facility (4):

Date of Borrowing	<u>Jun 28, 2021</u>		
Amount of Borrowing:	\$ <u>300,192.00</u>		
Amortization (in months):	<u>36</u>		
Selected Term (in months): (Borrowing repayable in full on the last day of the Term)	<u>36</u>		
Payment Amount:	\$ <u>8562.77</u>		
Payment Frequency:	monthly		
Selected Interest Rate (per annum)/Acceptance Fee (per annum):	<u>1.73</u> % <input checked="" type="checkbox"/>	RBP +	% <input type="checkbox"/>
Selected Payment Type:	Blended (Principal and Interest) <input checked="" type="checkbox"/>	Principal plus Interest	<input type="checkbox"/>
First Payment Due Date:	<u>Jul 28, 2021</u>		
Amount Eligible for Prepayment of FRT Loans:	0% <input checked="" type="checkbox"/>	10%	<input type="checkbox"/>

Dated this 28 day of June, 2021.

THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

R
Per: _____
Name: _____
Title: _____

R
Per: _____
Name: _____
Title: _____

I/We have the authority to bind the Borrower

SRF# 647005917

**CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2021-

**“A BY-LAW TO PROVIDE FOR THE ADOPTION OF TAX RATES AND
TO PROVIDE FOR PENALTY AND INTEREST IN DEFAULT OF PAYMENT
THEREOF FOR 2021”**

WHEREAS the Municipal Act 2001, S.O. 2001, c.25, Subsection 312(2), as amended, provides that for the purposes of raising the general local municipal levy, the council of the municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law on the assessment in each property class in the local municipality rateable for local municipal purposes;

AND WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal has prepared estimates setting out the amounts required to be used for lawful municipal purposes and the amounts required to be raised by taxation in 2021 in accordance with the last revised assessment roll;

AND WHEREAS property classes and tax ratios have been prescribed by the Minister of Finance under the Assessment Act, RSO 1990, c. A.31, as amended, and as established by regulation;

AND WHEREAS the Corporation of the United Counties of Leeds and Grenville has passed By-law 21-20 to set tax ratios and tax rate reductions for prescribed property subclasses for 2021;

AND WHEREAS the Corporation of the United Counties of Leeds and Grenville has passed By-law 21-21 to adopt estimates of all sums required for the purposes of the upper tier municipality and to provide a levy on area municipalities for 2021;

AND WHEREAS the Province of Ontario has passed Regulation 46/21 (to amend O.Reg. 400/98) establishing education tax rates for 2021;

AND WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to amend the 2021 Tax Rate bylaw to incorporate revisions to the education rates.

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh/ Cardinal enacts as follows:

1. That Schedule “A” of Bylaw 2021-20 is hereby deleted and replaced with the amended Schedule “A” attached hereto.
2. That the amended Schedule “A” shall form part of this bylaw.
3. That all other provisions of Bylaw 2021-20 shall remain in force and effect.
4. That this bylaw will come into force and effect upon passing.

Read a first and second time in open Council this 28 day of June, 2021.

Read a third time, passed, signed and sealed in open Council this 28 day of June, 2021.

Mayor

Clerk

	TOWNSHIP OF EDWARDSBURGH/CARDINAL				
	Schedule A Bylaw 2021-				
		2021 RATES			
	Class	Township	County	School	Total
Taxable					
RT	Residential Taxable: Full	0.00673294	0.00369475	0.00153000	0.01195769
R1	Residential Taxable: Farmland 1	0.00269318	0.00147900	0.00612000	0.01029218
MT	Multi-Residential Taxable: Full	0.00673294	0.00369475	0.00153000	0.01195769
CT	Commercial Taxable: Full, General	0.00906524	0.00497462	0.00880000	0.02283986
CM	Commercial Taxable: Full, General	0.00906524	0.00497462	0.00000000	0.01403986
CU	Commercial Taxable: Excess Land	0.00634567	0.00348231	0.00880000	0.01862798
CX	Commercial Taxable: Vacant Land	0.00634567	0.00348231	0.00880000	0.01862798
C1	Commercial Taxable: Farmland 1	0.00269318	0.00147900	0.00061200	0.00478418
C7	Commercial Taxable: Small-Scale On-Farm Business	0.00226631	0.00124365	0.00220000	0.00570996
DT	Commercial Office Taxable: Full	0.00634567	0.00497462	0.00880000	0.02012029
DU	Commercial Office: Vacant Land	0.00634567	0.00348231	0.00880000	0.01862798
FT	Farm Taxable: Full	0.00168324	0.00092369	0.00038250	0.00298942
IT	Industrial Taxable: Full	0.01219605	0.00669268	0.00880000	0.02768873
I7	Industrial Taxable: Small -Scale On-Farm Business	0.00304935	0.00167317	0.00220000	0.00692252
IU	Industrial Taxable: Excess Land	0.00792744	0.00435020	0.00880000	0.02107764
IX	Industrial Taxable: Vacant Land	0.00792744	0.00435020	0.00880000	0.02107764
JT	Industrial New Construction Taxable: Full	0.01219605	0.00669268	0.00880000	0.02768873
JU	Industrial New Construction Taxable: Excess Land	0.00792744	0.00435020	0.00880000	0.02107764
LT	Large Industrial Taxable: Full	0.01887581	0.01035824	0.00880000	0.03803405
LU	Large Industrial Taxable: Excess Land	0.01226928	0.00673258	0.00880000	0.02780186
PT	Pipelines Taxable: Full	0.01114370	0.00611519	0.00880000	0.02605889
XT	Commercial New Construction Taxable: Full	0.00906524	0.00497462	0.00880000	0.02283986
XU	Commercial New Construction Taxable: Excess Land	0.00634567	0.00348231	0.00880000	0.01862798
ST	Shopping Centre Taxable: Full	0.00634567	0.00497462	0.00880000	0.02012029
SU	Shopping Centre:Taxable: Excess Land (Vacant)	0.00634567	0.00348231	0.00880000	0.01862798
TT	Managed Forest Taxable: Full	0.00168324	0.00092369	0.00038250	0.00298942
Payment In lieu					
RH	Residential Taxable: Full, Shared PIL	0.00673294	0.00369475	0.00153000	0.01195769
RP	Residential Provincial Tenant	0.00673294	0.00369475	0.00153000	0.01195769
RF	Residential PIL: Full	0.00673294	0.00369475	0.00153000	0.01195769
RG	Residential PIL: General	0.00673294	0.00369475	0.00000000	0.01042769
CH	Commercial Taxable: Full, Shared PIL	0.00906524	0.00497462	0.01250000	0.02653986
CK	Commercial Taxable: Excess Land Shared PIL	0.00634567	0.00348231	0.01250000	0.02232798
CP	Commercial PIL- Full,Taxable Tenant of Province	0.00906524	0.00497462	0.00880000	0.02283986
CF	Commercial PIL: Full	0.00906524	0.00497462	0.01250000	0.02653986
CG	Commercial PIL: General	0.00906524	0.00497462	0.00000000	0.01403986
IH	Industrial Taxable: Full, Shared PIL	0.01219605	0.00669268	0.01250000	0.03138873
IG	Industrial PIL: General	0.01219605	0.00669268	0.00000000	0.01888873
IK	Industrial Taxable: Excess Land Shared PIL	0.00792744	0.00435020	0.00880000	0.02107764
IP	Industrial Provincial Tenant	0.01219605	0.00669268	0.01250000	0.03138873
IZ	Industrial PIL: General Vacant Land	0.00792744	0.00435020	0.01250000	0.02477764
FP	Farmlands Provincial Tenant	0.00168324	0.00092369	0.00038250	0.00298942
HF	Landfill	0.00906524	0.00497462	0.01133835	0.02537821
XF	Commercial New Construction PIL: Full	0.00906524	0.00497462	0.00980000	0.02383986

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL
BY-LAW NO. 2021-**

**"BEING A BY-LAW TO IMPOSE FEES AND CHARGES FOR
SERVICES AND ACTIVITIES PROVIDED OR DONE BY THE
FIRE DEPARTMENT OF THE TOWNSHIP OF
EDWARDSBURGH CARDINAL"**

WHEREAS the Municipal Act, 2001, Sections 8 and 9(1)(a) provides authority to enable a municipality to govern their affairs as they consider appropriate; and

WHEREAS the Municipal Act, 2001, as amended, authorizes a municipality to enact by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it, among other things, subject to the terms, conditions and limitations set out in the section; and

WHEREAS Section 446 of the Municipal Act, 2001, permits a municipality to enact a bylaw to require that a matter or thing be done by a person and in default, the matter or thing may be done by the municipality at the person's expenses and further that the costs of doing so may be added to the tax rolls and collected in the same manner as taxes; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to impose fees or charges for services or activities provided or done by its Fire Department;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. DEFINITIONS

In this By-law, unless the context requires otherwise;

- a) "Corporation" means the Corporation of the Township of Edwardsburgh Cardinal;
- b) "Enforcement Officer" means members of the Edwardsburgh Cardinal Fire Department, Fire Chief, Deputy Fire Chief, Ontario Provincial Police/Royal Canadian Mounted Police, or members of the Ontario Fire Marshal's office to enforce this bylaw.
- c) "False Alarm" means a fire alarm signal from a detection system that is not caused by a fire and initiates a response from the Fire Department;
- d) "Fire Alarm System" means an automatic or manual device(s) connected to a fire alarm control unit designed to alert the occupants within a building to the presence of fire. The alarm system may also alert a monitoring company (if monitored) or actuate devices connected to the alarm system, such as smoke control devices, strobe lights, magnetic devices, fire dampers or other life safety devices;
- e) "Fire Chief" means the person appointed by Council to act as Fire Chief for the Corporation;
- f) "Fire Department" means the Corporation of the Township of Edwardsburgh Cardinal Fire & Emergency Services;
- g) "Non-Resident" means a person who is neither a property owner or a tenant of property within the Township of Edwardsburgh Cardinal;

- h) "MTO Rate" means the current, accepted and published Ministry of Transportation rate for fire response service on provincial highways; and
- i) "Owner" means a person, firm or corporation who owns or has control over any portion of a property in respect of which services and activities were provided or done by the Fire Department.
- j) "Response" means the Fire Department was dispatched to an incident and the dispatch report indicates that fire department apparatus initiated a response.

2. FEE FOR SERVICE

- 2.1 If the Fire Department responds to a fire alarm and, upon conducting an investigation, the Fire Chief or his designate determines that the alarm is a false alarm, the property owner shall be charged the fee as stipulated in Schedule A to this by-law.

The cost to repair the fire alarm system may be deducted from the fee if an invoice for completed repairs from a certified alarm company is submitted to the Fire Department within 7 days to the satisfaction of the Fire Chief or designate.

- 2.2 If the Fire Department attends at the scene of a motor vehicle accident or motor vehicle fire on any property within the Township and provides firefighting or other emergency services to a non-resident driver, the non-resident driver shall be charged the fee as stipulated in Schedule A to this by-law.
- 2.3 If the Fire Department attends at a hazardous materials incident on any property within the Township and provides firefighting or other emergency services the property owner shall be charged the fee as stipulated in Schedule A to this by-law.
- 2.4 If the Fire Department attends at a property in response to unapproved open burning or out-of-control open air burn, the property owner shall be charged the fee as stipulated in Schedule A to this by-law.
- 2.5 If the Fire Department attends at a property and provides fire suppression or other emergency services the property owner or shall be charged the fee as stipulated in Schedule A to this by-law.
- 2.6 If the Fire Department attends at a property and in the opinion of an Inspector, it is necessary for the immediate protection of persons and property that the lands or premises be closed immediately, cause the land or premises to be closed immediately and persons on the premises to be removed and direct that the lands or premises remain closed and that the premises be vacated until such time as corrective actions have been completed, the property owner shall be charged the fee as stipulated in Schedule A to this by-law.
- 2.7 For the provision of emergency response and file search and compliance reports the requestor shall be charged the fee as stipulated in Schedule A to this by-law.
- 2.8 For the provision of; burn permits, RSMP reviews, alternative solution and fire safety plan reviews the requestor shall be charged the fee as stipulated in Schedule A to this by-law.

- 2.9 If the Fire Department attends at a property in response to a request for a fire inspection the requestor shall be charged the fee as stipulated in Schedule A to this by-law.
- 2.10 If the Fire Department attends at a property and provides stand-by fire protection the property owner shall be charged the fee as stipulated in Schedule A to this by-law.
- 2.11 If it is necessary to retain private contractor, rent special equipment not normally carried on a fire apparatus in order to determine origin and cause, suppress or extinguish a fire, preserve property, prevent fire spread, make safe or otherwise eliminate an emergency the property owner shall be charged the fee as stipulated in Schedule A to this by-law
- 2.12 The owner of property to which services set out in Schedule A to this bylaw were provided for or done by the Fire Department, regardless of whether requested by the owner or an agent of the owner or not, and invoiced to the owner by the Corporation shall pay the fee imposed for such service within sixty (60) days of the mailing of an invoice.
- 2.13 If a property owner who is charged a fee under this by-law fails to pay the fee within the prescribed time, the Corporation may add the fee, including interest to the tax roll of any real property registered in the name of the owner and collect the fee, including interest, in a like manner as municipal property taxes.
- 2.14 Where there is more than one owner, their liability for payment shall be joint and several.
- 2.15 The fees as listed in Schedule A of this by-law will be subject to applicable taxes.

3. PENALTIES & ENFORCEMENT

- 3.1 Every person who contravenes any of the provisions of this bylaw is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, C.P.33, as amended.
- 3.2 A person who is convicted of an offence under this bylaw is liable for each day or part of a day that the offence continues, where the minimum fine shall not exceed \$500.00 and a maximum fine of \$10,000.00 and the total of all daily fines for the offences is not limited to \$100,000.00 as provided for in Section 429(3) of the Municipal Act, 2001, as amended.
- 3.3 Upon registering a conviction for a contravention of any provision of thus bylaw, the court in which the conviction has been entered, may in addition to any other remedy and to any penalty imposed by this bylaw, make an order prohibiting the continuation or repetition of the offence by the person convicted, pursuant to Section 431 of the Municipal Act, 2001, as amended.
- 3.4 Where a person fails or defaults to carry out any direction or action required by the Township as authorized by this bylaw, upon reasonable and written notice, the Township may proceed to do such things or carry out such actions as directed at the expenses of the person and such expenses may be recovered by the Township in a like manner as taxes in accordance with the provisions of Section 326 of the Municipal Act, 2001, as amended.

- 3.5 Every person who contravenes this bylaw, including a notice to remedy, notice of violation, or order to comply under this bylaw is guilty of an offence.
- 3.6 No person shall obstruct or hinder or attempt to obstruct or hinder an Enforcement Officer or other authorized employee or agent of the Township in the exercise of a power or the performance of a duty under this bylaw.

GENERAL

4. It is the declared intention of the Council of the Corporation of the Township of Edwardsburgh Cardinal that any section or part of this bylaw which may subsequently be held to be illegal shall be severable from the remainder of the bylaw and shall not be deemed to have persuaded or influenced the Council to pass the remainder of the bylaw.
5. That Schedule "A" shall constitute and form part of this bylaw.
6. That bylaw 2016-05 and all other bylaw previously passed that are inconsistent with the provisions of this bylaw are hereby repealed.
7. That this bylaw shall come into force and take effect on the date of passage.

Read a first and second time in open Council this 28th day June, 2021.

Read a third and final time, passed, signed and sealed in open Council this 28th day of June, 2021.

Mayor

Clerk

By-law 2021- SCHEDULE "A"		
Item		Fee (\$)
2.1 Fire Alarms		
False Alarms	First alarm	Nil
	Second Alarm within 90 days	\$125.00
	Third and subsequent alarm(s) within a 12- month period	\$250.00
False alarm as a result of failure to maintain a fire alarm system	First alarm	\$150.00
	Second alarm within 90 days	\$300.00
	Third and subsequent alarm(s) within a 12- month period	\$600.00
False alarm as a result of work being performed on the alarm system without proper notification to monitoring agency and/or fire dispatch	Each false alarm	\$300.00
False alarm resulting from a malicious act	First alarm	Nil
	Second and subsequent alarm(s) within 3 months	\$300.00
2.2 Motor Vehicle Accidents and Vehicle Fires		
Response to King's Highway 401 & 416	Per truck – 1 st Hour	MTO rate
	Per truck – each additional one-half hour or part thereof	50% MTO rate
Non-resident Motor Vehicle Collision/Motor Vehicle Fire	Per truck – 1 st Hour	MTO rate
	Per truck – each additional one-half hour or part thereof	50% MTO rate
2.3 Hazardous Materials Response		
Hazardous Materials Response	Per truck – 1 st Hour	MTO rate
	Per truck – each additional one-half hour or part thereof	50% MTO rate
Services rendered at an illegal incident involving the OPP or RCMP including but not limited to marihuana grow operations and clandestine drug labs	Per truck – 1 st Hour	MTO rate
	Per truck – each additional one-half hour or part thereof	50% MTO rate
Hazardous Materials Response – Extraordinary Expenses	Consumables, Damages, Contamination to Equipment, Specialized Equipment or Third-Party Contractors required to mitigate a hazardous materials incident	Full Cost Recovery
2.4 Unapproved / out-of-control open burning Response		
Response to unapproved open air burning complaints - Residential	1 st response in calendar year	\$150.00
	2 nd response in calendar year + permit revocation	\$250.00
Response to unapproved open air burning complaints – Industrial/Commercial/Agricultural	1 st response in calendar year	\$250.00
	2 nd response in calendar year + permit revocation	\$500.00
For attending the scene of an out-of-control open air burn, and providing firefighting or other emergency services:	Per truck – 1 st Hour	MTO rate
	Per truck – each additional one-half hour or part thereof	50% MTO rate
For extinguishing an unapproved open burn that is creating a nuisance or hazard to public or property	Per truck – 1 st Hour	MTO rate
	Per truck – each additional one-half hour or part thereof	50% MTO rate

2.5 Fire Suppression and Other Emergency Services		
Railway Response - Response to fires on or beside rail lines caused by rail company.	Per truck – 1 st Hour Per truck – each additional one-half hour or part thereof	MTO rate 50% MTO rate
Fire Watch	For providing a fire watch due to non-functional fire safety equipment where the owner is; unavailable, unable to repair the fire safety system or unable to provide a fire watch acceptable to the Fire Chief or designate.	\$100.00/hr
Incident Scene Security	For providing security at the scene of a fire or other emergency for investigative or public safety purposes.	\$100.00/hr
Property Securement	For securing a building or property from access by the general public and or the elements by boarding-up, tarping, fencing or any other measures as necessary or retaining a private contractor for the same.	Full Cost Recovery
2.6 Closing of Lands or Premises		
All costs incurred by the fire department related to activities undertaken associated with the terms and conditions considered proper by the Fire Marshal in the application of Fire Protection and Prevention Act 1997 Section 21 (2) (b) where by the inspector causes the land or premises to be closed immediately and persons on the premises to be removed or activities undertaken associated with the application of Fire Protection and Prevention Act 1997 Section 21 (2) (a) where by the inspector orders the land or premises to be closed.		Full Cost Recovery
2.7 Reports and Searches		
Copy of response report	Per report	\$75.00
File search and compliance report	Per report	\$75.00
2.8 Permits, Applications and Reviews		
Burn Permits (effective in 2022)	Campfires only per address	\$10.00
	Open-air permit per address	\$10.00
RSMP Reviews – 5000 USWG or less (existing where changes have occurred)	Per address	\$150.00
RSMP Reviews – 5000 USWG or less (New or change of ownership)	Per address	\$300.00
RSMP Reviews – Greater than 5000 USWG (existing where changes have occurred)	Per address	\$400.00
RSMP Reviews – Greater than 5000 USWG (New or change of ownership)	Per address	\$800.00
Alternative Solution Proposal Review	Per application	\$200.00
Fire Safety Plan Review and Site Visit	Per Plan	Nil
2.9 Fire Inspections – Request		
Refreshment Vehicle	Per inspection	Nil
Daycare facility	Private-home day care	\$50.00
	Day nursery	\$100.00
AGCO Licensing Inspection	Per inspection	\$50.00
Group Homes	Per inspection	\$100.00
Industrial/Commercial/Office/Multi Occupancy Complex	Base inspection	\$200.00
	Per tenant or occupancy	\$100.00
Residential/Apartment/Condominium	Base inspection up to 4 units	\$200.00
	Each additional unit	\$10.00
Home fire safety inspection	Per residence	Nil

2.10 Stand-by fire protection		
Request for stand-by fire protection due to fire system malfunction or scheduled repair/maintenance	Per truck – 1 st Hour	MTO rate
	Per truck – each additional one-half hour or part thereof	50% MTO rate
2.11 Additional Expenses		
(Actual Costs)		Full Cost Recovery
Imposition of all fees in Schedule “A” is at the discretion of the Fire Chief or designate		

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2021-

**“A BY-LAW TO ENTER INTO A COLLECTIVE AGREEMENT WITH THE
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2311-02”**

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 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 collective bargaining process has taken place; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal wishes to enter into a Collective Agreement with the Canadian Union of Public Employees (Local 2311-02) for the period of January 1, 2021 to December 31, 2024;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That the Mayor, CAO and Treasurer are hereby authorized to execute the Collective Agreement attached hereto as Schedule “A” on behalf of the Township of Edwardsburgh/Cardinal.
2. The Collective Agreement as attached hereto is hereby approved.
3. That this by-law shall be known as the “CUPE Collective Agreement”.
4. That this by-law shall come into force and take effect on its passing.

Read a first and second time in open Council this 28 day of June, 2021.

Read a third and final time, passed, signed and sealed in open Council this 28 day of June, 2021.

Mayor

Clerk



COLLECTIVE AGREEMENT

BETWEEN

THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

AND

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 2311-02**

Expiring December 31, 2024

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DEFINITIONS

In this Collective Agreement:

- (a) “Employer” means The Corporation of the Township of Edwardsburgh/Cardinal.
- (b) “Union” means The Canadian Union of Public Employees and its’ Local 2311-02.
- (c) “Employee” means an employee of the Township of Edwardsburgh/Cardinal for which the Canadian Union of Public Employees (C.U.P.E.) and its’ Local 2311-02 is the recognized collective bargaining agent.
- (d) The male form of any noun or pronoun includes the female form also.

Employee Classification

All Employees of the Employer are classified as follows:

Full-time employee is one who is regularly scheduled annually to work the full-time normal hours set out in the respective departments.

Working Hours -

Normal working hours shall be 40 hours per week for full-time employees.

- (e) Student is defined as an employee that works during the school vacation periods. Vacation periods are the normal Christmas break, spring break and summer break.
- (f) “Working Day” means Monday to Friday inclusive, excluding statutory holidays.

PREAMBLE

It is the purpose of both parties to this Agreement:

1. To maintain the existing harmonious relations between the Employer and the Union.
2. To recognize the mutual value of joint discussions and negotiations in matters pertaining to working conditions, employment and to provide an amicable method of settling any differences or grievances which may possibly arise.

ARTICLE 1 - MANAGEMENT RIGHTS AND NO DISCRIMINATION

1.01 Labour-Management Responsibilities

The Union recognizes the right of the Employer to:

- i. Manage its' affairs in all aspects in accordance with its responsibilities and the right, powers and functions conferred upon the Employer by statutes and/or by-laws of the municipality.
- ii. Maintain order, discipline and efficiency and in connection therewith to make, alter, and enforce from time to time reasonable rules and regulations, policies and practices to be observed by its employees. The Employer recognizes that the foregoing is subject to such procedures, regulations and/or restrictions governing the exercise of these rights and that they are consistent with provisions of this Agreement and subject to the right of the employee(s) to lodge a grievance in the manner and extent herein provided.
- iii. Select, hire, discipline, discharge, transfer, assign to shifts, promote, demote, classify, layoff, recall, suspend, and retire employees.

1.02 The Union and the Employer recognize and accept the provisions of this collective agreement as binding upon themselves, each of their duly appointed officers, and pledges that they and each of their duly authorized officers and employees will observe the provisions of this agreement.

1.03 No Discrimination

The Employer and the Union agree that there shall be no discrimination, interference, restriction or coercion exercised or practised by either party with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, recall, discipline, classification, discharge or otherwise by reason of age, race, creed, colour, national origin, religion, political affiliation or activity, sex or marital status, family relationship, place of residence, physical handicap, nor by reason of membership or activity in the Union.

There shall be no discrimination by the Employer, the Union or any of its members against any Employee because of membership or non-membership in any lawful Union or by reason of filing of a grievance.

Both the Employer and the Union agree there shall be no discrimination against any Employee in accordance with the Employer's Human Rights Policy, as amended from time to time in accordance with the Human rights Code, RSO 1990, as amended from time to time.

ARTICLE 2 - RECOGNITION AND NEGOTIATIONS

2.01 Bargaining Unit

The Employer recognizes the Canadian Union of Public Employees and its Local 2311-02 as the sole and exclusive collective bargaining agent for all employees of the Corporation of Edwardsburgh/Cardinal in the Township of Edwardsburgh/Cardinal, save and except supervisors, persons above the rank of supervisor, office, clerical and technical personnel, persons employed for not more than twenty-four (24) hours per week, and all employees who are subject to existing collective agreement, students employed during the school vacation periods and temporary employees employed for special work programs.

The Employer agrees to discuss with the Union and the Union agrees to co-operate with the Employer regarding special work programs that are sponsored by the Federal or Provincial Governments.

Effective the date that the incumbent vacates the position of Assistant Chief Water/Sewer Operator, the position Assistant Chief Water/Sewer Operator shall be excluded from the bargaining unit.

2.02 Work of the Bargaining Unit

Employees of the Employer who are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit that would result in:

- a) a layoff of employees in the bargaining unit;
- b) a planned permanent reduction in the regularly scheduled hours of work;
or
- c) prevent the creation of other permanent bargaining unit positions;

2.03 Employees may be temporarily hired to replace bargaining unit employees who are absent due to illness or approved leave of absence providing no bargaining unit employee is available to do the job.

2.04 No Other Agreement

No employee shall be required or permitted to make a written or verbal agreement with the Employer or its representatives which may conflict with the terms of this collective agreement.

ARTICLE 3 - UNION MEMBERSHIP REQUIREMENT

3.01 Union Membership

As a condition of employment, all employees shall, within thirty (30) days of employment, become and remain members in good standing according to the constitution and by-laws of the Union. (Subject to the *Labour Relations Act 1995*).

ARTICLE 4 - UNION DUES

4.01 The Employer shall deduct from those employees in the bargaining unit such Union dues levied by the Union on its members. The Union shall give to the Employer no less than one (1) month's notice of any change in Union dues.

4.02 Deductions

Deductions shall be made from each pay and shall be forwarded to the National Secretary-Treasurer not later than the 20th day of the following month, accompanied by a list of the names, addresses and classification of employees from whose wages the deductions have been made.

The Union shall indemnify and save the Employer harmless with respect to all claims and demands made against the Employer by an employee as a result of the deductions and remittance of dues by the Employer pursuant to this article.

ARTICLE 5 - CORRESPONDENCE

5.01 All correspondence between the parties arising out of this agreement or incidental thereto, shall pass to and from the Chief Administrative Officer of the Township of Edwardsburgh/Cardinal and the Secretary and the President of the Union.

5.02 The Employer shall provide the Local Union President with notice of employees hired by or who resign from the Township.

ARTICLE 6 - LABOUR-MANAGEMENT BARGAINING RELATIONS

6.01 Union Bargaining Committee

A Union Bargaining Committee shall be elected or appointed and consist of not more than three (3) members of the Union with one (1) member being an observer. The Union will advise the Employer of the Union members of the Committee.

It is understood that the observer would be allowed conditional upon there being no disruption to the Employer's operations and there are no costs incurred by the Employer.

6.02 Union Representation

The Union shall have the right to the presence and/or assistance of National or Regional representatives of the Canadian Union of Public Employees or any other advisors when dealing or negotiating with the Employer. Such representative(s) or advisor(s) shall have access, upon request, at a time mutually agreed upon, to the Employer's premises in order to investigate and assist in the settlement of a grievance.

6.03 Labour-Management Meetings

Employees who are members of the Union Bargaining Committee shall have the right to attend negotiation and grievance meetings held within working hours without loss of remuneration.

Employees who are members of the Labour Management Committee shall have the right to attend meetings held within working hours without loss of remuneration.

It is understood that this article applies only to jointly held Labour-Management meetings.

6.04 Labour/Management Committee

The Labour Management Committee established consists of three (3) representatives of the Union and three (3) representatives of the Employer. The Committee shall enjoy the full support of both parties in the interests of improved service to the public, and job security for the employees.

6.05 Function of Committee

The Committee shall concern itself with the following general matters:

- (a) Considering constructive criticisms of all activities so that better relations shall exist between the Employer and the employees.
- (b) Improving and extending services to the public.
- (c) Promoting safety and sanitary practices.
- (d) Reviewing suggestions from employees, questions of working conditions and service (but not grievances concerned with service).
- (e) Correcting conditions causing grievances and misunderstandings.

6.06 Meetings of Committee

The Committee shall meet at least once every three (3) months at a mutually agreeable time and place. Its members shall receive a notice and agenda of the meeting at least five (5) days in advance of the meeting. Employees shall not suffer any loss of pay for time spent with this Committee.

6.07 Chairperson of the Meeting

An Employer and a Union representative shall be designated as joint chairpersons and shall alternate in presiding over meetings.

The Chairperson of a meeting is responsible for preparing the agenda for that meeting and distributing it to the Committee members in accordance with the timeline set out in article 6.06.

6.08 Minutes of Meeting

Minutes of each meeting of the Committee shall be prepared and signed by the joint chairpersons as promptly as possible after the close of the meeting. The Union, the CUPE Representative and the Employer shall each receive two (2) signed copies of the minutes within five (5) days following the meeting.

6.09 Potential Employees

During the interview process, the employer will advise potential employees that a union collective agreement is in effect and will inform them of the conditions of employment set out in the articles dealing with Union Security and Dues.

6.10 New Employees

On commencing employment in a position within the bargaining unit, the employee's immediate supervisor or other representative of the employer will introduce the new employee to their Union Steward or Local Union Executive member as designated by the Union.

The representative designated by the Union will be given an opportunity to meet privately with each new employee during the first month of employment to acquaint them with the structure, benefits, and duties of union membership. A maximum of fifteen minutes will be allowed for this purpose within regular working hours and without loss of pay for either employee.

ARTICLE 7 - GRIEVANCE PROCEDURE**7.01 Recognition of Union Steward and Grievance Committee**

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the right and duties of the Union Grievance Committee and the Union Stewards.

The Stewards shall assist any employee which the Steward represents, in preparing and presenting a grievance in accordance with the grievance procedure. The Union shall notify the Employer in writing of the name of each Steward and the names of the members of the Union Grievance Committee and they shall thereupon be recognized by the Employer.

7.01 Continued

The Union shall be responsible for maintaining a current list of names for the above listed officers.

7.02 **Permission to Leave Work**

The Employer agrees that Stewards shall not be hindered, coerced, restrained, or interfered with in any way in the performance of their duties, while investigating disputes and presenting adjustments as provided in this article. The Union recognizes that Stewards are employed full time by the Employer and that they will not leave their work during working hours except to perform their duties under this agreement. Stewards shall not leave their work without obtaining the permission of their supervisor. In obtaining such permission, the Stewards shall state their destination and report again to their supervisor at the time of their return to work.

7.03 **Definition of Grievance**

A grievance shall mean any difference or dispute arising out of the interpretation, application, administration or alleged violation of the Collective Agreement. A grievance signed and dated by the employee and another member of the Union must be submitted in writing to the Employer within fifteen (15) calendar days of the event giving rise to the grievance.

It is agreed that an employee will discuss and attempt to resolve a complaint with the Supervisor prior to filing a grievance.

7.04 **Settling of Grievance**

An earnest effort shall be made to settle grievances fairly and promptly in the following manner:

Step 1: The aggrieved employee(s) will submit the grievance to his Steward. If the employee's Steward is absent, he may submit his grievance to another member of the Grievance Committee. At each step of the grievance procedure, the grievor shall have the right to be present.

Step 2: If the Steward and/or the Grievance Committee consider the grievance to be justified, they will first seek to settle the dispute with the employee's supervisor. The supervisor shall render his or her decision within five (5) working days after receipt of such grievance.

Step 3: Failing settlement being reached in Step 2, the Grievance Committee will submit the written grievance to the Chief Administrative Officer, who shall meet with the Union and who shall render his/her decision within five (5) working days after receipt of such grievance.

7.04 Continued

Step 4: Failing a satisfactory settlement being reached in Step 3, the Union may refer the dispute to arbitration.

7.05 **Mediation**

Anytime in the grievance process the parties may agree to put a grievance in abeyance for the purposes of using the services of a mediator. The parties agree to share the costs of the mediation.

7.06 **Policy Grievance**

Where a dispute involving a question of general application or interpretation occurs, or where a group of employees or the Union has a grievance, steps 1 and 2 of this article may be bypassed.

7.07 **Union May Institute Grievances**

The Union and its representatives shall have the right to originate a grievance on behalf of an employee, or group of employees and to seek adjustment with the Employer in the manner provided in the grievance procedure. Such a grievance shall commence at step 2.

7.08 **Time Limits**

The time limits in both the grievance and arbitration procedure may be extended by mutual consent of the parties.

7.09 **Replies in Writing**

Replies to grievances stating reasons shall be in writing at all stages.

7.10 **Warning**

The Employer shall notify an employee in writing, with a copy to the President of the Union Local, of any expression of dissatisfaction concerning his work, within ten (10) working days of the event of the complaint. The report shall include particulars of the work performance which led to such dissatisfaction and shall become part of the employee's record. Further information may be added to an existing report after the ten (10) working days, with a copy to the President of the Union Local. The employee's reply to such complaint, accusation or expression of dissatisfaction shall become part of his record. These reports shall be removed from the employee file after not more than eighteen (18) months from the date of the report and no further report of any kind has been recorded. Notwithstanding the foregoing, reports arising from violations of the Township's Workplace Violence and Harassment Policy shall be removed from the employee file after not more than thirty-six (36) months from the date of the report and no further report of any kind has been recorded.

7.11 Access to Personnel File

An employee shall have the right at any time during normal municipal office hours to have access to review his personnel file in the presence of the Chief Administrative Officer or his designate and shall have the right to respond in writing to any document contained therein. Such reply shall become part of the employee's record.

7.12 Right to Have a Union Steward

An employee shall have the right to have a Union Steward or Local Union Executive member present at any discussion with supervisory personnel which the employee believes might be the basis of disciplinary action. Where a Supervisor intends to interview an employee for disciplinary purposes, the Supervisor shall advise the employee in advance of the purpose of the interview in order that the employee may arrange for the presence of a Steward at the interview. A Steward or Local Union officer shall have the right to consult with a C.U.P.E. staff representative and to have his presence at any discussion with supervisory personnel which might be the basis of disciplinary action.

7.13 Suspension and Discharge

An employee who has not completed his probationary period may be released without appeal through the grievance procedure. Prior to suspending or discharging an employee, such employee shall be given reason(s) in the presence of his Union Steward or Local Union Executive member. Such employee and the Union shall be advised in writing by the Employer of the reason(s) for such suspension or discharge.

7.14 Driver's License Suspension

An employee whose driver's license is suspended for any length of time and who requires his license for the job may be placed in another position for which he is qualified. The transfer of such an employee shall be subject to the following:

1. There is sufficient work available.
2. The employee is qualified to perform the available work. If insufficient work is available, the employee will be subject to layoff for the term of the license suspension.
3. The rate of remuneration shall be adjusted to reflect the classification of the new position occupied by the employee.
4. That no other employee is displaced.

ARTICLE 8 - ARBITRATION

- 8.01** When the Union or the Employer requests that a grievance be submitted to arbitration, both parties shall comply with the procedure as outlined under Sections 48, 49 and 50 of the *Ontario Labour Relations Act*, 1995. The Employer and the Union shall be responsible for their own costs during the arbitration.

ARTICLE 9 - SENIORITY

9.01 Seniority Defined (Type of Seniority Unit)

Seniority is defined as the length of service in the Bargaining Unit. For Employees in the bargaining unit as of January 1, 2001, seniority shall include service with the Employer prior to the certification of the Union. Seniority shall be an important factor in determining preference of priority for promotion, transfer, demotion, layoff, permanent reduction of the work force, and recall, as set out in other provisions of this agreement. Seniority shall operate on a bargaining unit wide basis.

9.02 Seniority List

The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on the Township workplace bulletin boards in January of each year.

9.03 Probation

A newly hired employee shall serve a probationary period of 520 hours of active service from the date of hiring and no dispute concerning the termination of such employee shall be considered under the grievance or arbitration procedure as outlined in this Agreement.

During the probation period, the employee shall be entitled to all other rights and benefits of this agreement.

After completion of the probationary period, seniority shall be effective from the original date of employment.

9.04 Seniority

Seniority shall accumulate under the following circumstances:

1. a) when the employee is on the payroll of the Employer in a bargaining unit position;
- b) when the employee is off the payroll due to layoff for not more than twelve (12) months;

- 9.04 1. c) when the employee is off the payroll due to an accident and when the employee is receiving compensation under the *Workplace Safety and Insurance Act*, and when the employee has not accepted employment with another employer;
- d) when the employee is off the payroll on any leave of absence authorized by the Employer and/or under the provisions of this agreement;
- e) when the employee is on short or long term salary continuance.

An employee shall lose all seniority and shall be deemed to be terminated/discharged when the employee:

2. a) voluntarily resigns in writing and does not rescind resignation within 24 hours;
- b) leaves the employment of the Employer or is absent from work without authorization for a period in excess of five (5) working days unless good and sufficient reason is given to the Employer, in which case it shall be deemed to be a voluntary termination;
- c) is discharged and not reinstated;
- d) is off the payroll for a continuous period for more than eighteen (18) months as a result of a layoff;
- e) fails to report within five (5) working days after having been notified of a recall to work following layoff, unless it has not been reasonably possible to contact the employee;
- f) fails to return to work upon termination of authorized leave of absence. Such failure shall be considered a voluntary termination, unless it has not been reasonably possible for the employee to contact the Employer.

ARTICLE 10 - PROMOTION AND STAFF CHANGES

10.01 Job Postings

When a new position is created, or when a vacancy occurs within the bargaining unit which the Employer intends to fill, the Employer shall notify the Union in writing and post notice of the position on the Township workplace bulletin boards for a minimum of five (5) working days, so that all members will know about the vacancy or new position.

10.02 Information in Postings

Such notice shall contain the following information: nature of position, qualifications required, including knowledge, education, skills; shift and hours of work, wage or salary rate or range.

Such qualifications may not be established in an arbitrary or discriminatory manner.

10.03 Role of Seniority in Promotion and Transfers

Both parties recognize:

1. the principle of promotion within the service of the Employer;
2. that job opportunity should increase in proportion to length of service.
Therefore, in making staff changes, transfers or promotions, appointment shall be made of the applicant with the greatest seniority and having the required qualifications in accordance with Article 10.02.

10.04 Trial Period

The successful applicant shall be placed on trial for a period of three (3) months. Conditional on satisfactory service, the employee shall be declared permanent after the period of three (3) months. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the employee is unable to perform the duties of the new job classification, he shall be returned to his former position, wage or salary rate, without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to his former position, wage or salary rate, without loss of seniority.

ARTICLE 11 - LAYOFFS AND RECALLS**11.01 Definition of Layoff**

A layoff shall be defined as a reduction in the work force or a reduction in the regular hours of work as defined in this agreement.

11.02 Role of Seniority in Layoffs

Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of layoff, employees shall be laid off in the reverse order of their bargaining unit wide seniority. An employee about to be laid off may bump any employee within the bargaining unit, with less seniority, providing the employee exercising the right is qualified to perform the work of the less senior employee. The employee exercising the right shall receive the rate of pay for the employee bumped.

11.03 Recall Procedure

Employees shall be recalled in the order of their seniority by registered mail.

11.04 No New Employees

New employees shall not be hired into Bargaining Unit positions until those laid off employees have been given an opportunity of recall, providing the recalled employee has the necessary qualifications.

11.05 Layoff Notice

In the case of layoff, the Employer shall advise the Union fifteen (15) working days prior to the effective date of the layoff. The Employer shall administer notice of layoff in accordance with the *Employment Standards Act*.

11.06 Grievance on Layoffs and Recalls

Grievances concerning the layoffs and recalls shall be initiated as in step 3 of the grievance procedures.

11.07 Department Transfers

An employee may be transferred from one department to another for thirty (30) working days or less to avoid a layoff.

11.08 Pay on Temporary Transfer, Higher Rated Job

When an employee is assigned temporarily to a position paying a higher rate of pay, he shall receive the rate of pay for that classification.

11.09 Pay on Temporary Transfer, Lower Rated Job

When an employee is assigned temporarily to a position paying a lower rate of pay, his rate shall not be reduced.

ARTICLE 12 - HOURS OF WORK**12.01 Public Works Department**

(a) The normal hours of work shall be forty (40) hours per week, 8-1/2 hours per day, Monday to Friday inclusive with a one-half (½) hour unpaid lunch break as follows: 7:00 a.m. to 3:30 p.m.

(b) When eight (8) hours have been worked and the work is finished, the Employee may be asked to quit for the day but it shall be the Employee's option to finish then or to work until the end of his regular workday.

(c) Public Works Department Summer Hours**June 1st to August 31st**

The normal hours of work shall be forty (40) hours per week, 10-1/2 hours per day, four (4) days per week, Monday to Thursday inclusive with a one-half (½) hour unpaid lunch break. The daily hours of work will be 6:30 a.m. to 5:00 p.m.

12.02 Recreation and Facilities Management Department

The normal hours of work shall be forty (40) hours per week.

Arena

Week Days: the normal work day shall be no longer than ten (10) hours per day.

Weekends: the normal work day shall be no longer than ten (10) hours per day. with every second weekend off.

Parks

The normal hours of work shall be forty (40) hours per week, **9 ½** hours per day, Monday to **Thursday** inclusive with a one-half (½) hour unpaid lunch break **and four (4) hours on Friday**. The daily hours of work will be 7:00 a.m. to **4:30 p.m.** with one-half (½) hour unpaid lunch break **Monday to Thursday and 7:00 a.m. to 11:00 a.m. on Friday**.

The schedule of hours for Facility Attendants will be posted one (1) month prior to the commencement of a three (3) month schedule.

12.03 Environmental Services Department

The normal hours of work shall be forty (40) hours per week, Monday to Thursday 6:30 a.m. to 3:30 p.m. (includes a one half ½ hour unpaid lunch break) and on Friday 6:30a.m. to 12:30 p.m.

12.04 Paid Rest Period

An employee shall be permitted a rest period of fifteen (15) consecutive minutes in both the first half and the second half of a shift.

ARTICLE 13 - OVERTIME**13.01 Overtime**

Payment for overtime must be authorized in advance by Department Heads. Employees shall be paid at time and one-half (1 ½) their regular rate of pay for hours worked beyond their scheduled work day, and for work on a day off.

13.02 Call-In or Call-Back

- (a) An employee who is called in or called back shall report to the appropriate work site within one hour of receiving the call-in or call-back. The employee shall receive one (1) hour's pay at overtime rates.
- (b) An employee who is called to work outside his regular working hours shall be paid for a minimum of three (3) hours at overtime rates. An employee may leave his employment and return home when he has completed the work for which he was assigned.

13.03 Overtime – Time Off in Lieu

Employees who work overtime may take time off, at time and a half (1 ½), during regular hours in lieu of overtime pay, provided the scheduled time off is agreed to by their supervisor.

An employee can accumulate up to eighty (80) hours in banked overtime.

Up to eighty (80) accumulated banked overtime hours may be carried over into the next calendar year.

13.04 Distribution of Overtime

Overtime shall be distributed as fairly as possible between all employees who are willing and qualified to perform such work. In considering equal distribution of overtime, the Employer will look at the hours worked or refused.

ARTICLE 14 - HOLIDAYS**14.01 Statutory Holidays – Full-Time Positions**

The Employer recognizes the following as paid holidays:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	Family Day

plus any other day declared or proclaimed as a holiday by the Federal, Provincial or Municipal Government. **Employees shall be compensated for each of the above holidays by the amount that they are regularly scheduled to work on the holiday or the designated holiday.**

The Employer further recognizes two (2) additional floating holidays (**a total of sixteen (16) hours**) to be taken during the calendar year. Scheduling of these days must be approved by the employee's supervisor.

14.02 Stat Holidays

Hours worked on a statutory holiday shall be paid at the rate of one and one-half (1 ½) times the employee's normal straight time plus another day off with pay or two and one-half times (2 ½) without another day off.

14.03 Holidays on Scheduled Day Off

When any of the Holidays listed in Article 14.01 falls on an employee's day off, he shall receive another day off with pay. The alternate day off shall be arranged by mutual agreement between the employee and the Department Supervisor.

ARTICLE 15 - VACATION

15.01 Vacation Leave

Each Employee shall receive an annual vacation with pay according to the following schedule calculated from the date of full time employment:

- After one year's service from the date of full time employment: ten (10) days per year.
- On January 1st in the year that an Employee completes three (3) years of service from the date of full time employment: fifteen (15) days per year.
- On January 1st in the year that an Employee completes nine (9) years of service from the date of full time employment: twenty (20) days per year.
- On January 1st in the year that an Employee completes eighteen (18) years of service from the date of full time employment: twenty-five (25) days per year.
- On January 1st in the year that an Employee completes twenty-four (24) years of service from the date of full time employment: thirty (30) days per year.
- On January 1st in the year that an Employee completes thirty-five (35) years of service from the date of full-time employment: thirty-five (35) days per year.

An employee may carry forward from one calendar year to the next up to ten (10) days of accumulated vacation.

15.02 Compensation for Holidays Falling Within Vacation Schedule

If a holiday falls or is observed during an employee's vacation period, he shall be allowed an additional vacation day with pay at a mutually agreed time.

15.03 Vacation Schedule

Employees (except Arenas) shall submit their preferred vacation period (a minimum of two weeks less than their annual vacation amount) by February 28th of each year. Approved vacation schedules shall be posted March 31st of each year, and shall not be changed without the consent of the affected employees. All remaining allotment of yearly vacation shall be submitted by September 1st of each year (excluding a two week carryover if desired). Vacations shall commence immediately following an employee's regularly scheduled days off. Vacation requests in one week blocks shall be approved prior to individual days(s).

15.03 Continued

Arena Employees shall submit their preferred vacation period (a minimum of 40 hours) by February 28th of each year. Approved vacation schedules shall be posted March 31st of each year, and shall not be changed without the consent of the affected employees. All remaining allotment of yearly vacation shall be submitted by September 1st of each year (excluding a two week carryover if desired). Vacation shall commence immediately following an employee's regularly scheduled days off. Vacation requests in one week blocks shall be approved prior to individual day(s).

15.04 Work During Vacation

No employee shall be required to work during his/her scheduled vacation period. However, should an employee agree to work when requested during his/her scheduled vacation, he/she shall be paid at one and one-half (1 ½) times the regular rate of pay plus one (1) vacation lieu day off for each day in which work was performed.

15.05 Approved Leave of Absence During Vacation

Where the employee qualifies for sick leave, bereavement, or any other approved leave during his period of vacation, there should be no deduction from vacation credits for such absence. The period of vacation so displaced shall be added to the vacation period.

ARTICLE 16 - SICK LEAVE PROVISIONS

16.01 Sick Leave Defined

Sick leave means the period of time an employee is absent from work due to illness with full pay.

16.02 Amount of Paid Sick Leave

Employees will be granted **forty-eight (48) hours** sick leave days on the first of January of each year for disabilities that do not qualify for benefits under the Short Term or Long Term Disability Insurance Plan that is being provided to employees, or Workplace Safety & Insurance Board Benefits. These days may be taken in 1 hour increments.

At the end of each calendar year, an employee's unused sick leave days shall be paid out to the employee at fifty per cent (50%) of the remaining entitlement.

16.03 Personal Paid Leave

Employees will be granted twenty (20) paid personal hours the first of January of each year. Employees are to arrange personal hours off with their supervisor and must have the Supervisor's approval.

16.04 Reporting Sick

- a) An employee shall report his illness to his supervisor at least one (1) hour prior to the commencement of his shift. If the illness is not reported within these terms, the employee will forfeit his sick pay day.

- 16.04 b)** Employees shall be required to produce a certificate from a medical practitioner for any illness in excess of three (3) working days, certifying that they were unable to carry out their duties due to illness. Such certificate, if required, shall be paid for by the Employer.

16.05 Sick Leave During Leave/Layoff

When an employee is laid off on account of lack of work, he shall not receive sick leave credits for the period of such absence but shall retain cumulative credits, if any, existing at the time of such layoff. Such sick leave credits, however, cannot be used during layoffs.

- 16.06** Sick leave shall be used only for absences due to sickness.

16.07 Workplace Safety and Insurance Board

When an Employee is off work due to a work related injury and will be receiving WSIB compensation, the Employer will pay the Employee until they receive their WSIB payment and the Employee will reimburse the Township once they receive that payment.

ARTICLE 17 - LEAVE OF ABSENCE

17.01 Paid Bereavement Leave

An employee shall be granted **five (5)** consecutive working days bereavement leave without loss of pay or benefits, in the case of death of a parent, wife, husband, fiancé, son, daughter, brother, sister, or step equivalent as appropriate, or as approved by the Employer.

An employee shall be granted four (4) consecutive working days bereavement leave without loss of pay or benefits, in the case of death of a father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, son-in-law, daughter-in-law, or step equivalent as appropriate, or as approved by the Employer.

An employee shall be granted a maximum of one (1) working day bereavement leave without loss of pay or benefits, in the case of death of an aunt, grandparent-in-law, uncle, niece, or nephew, or step equivalent as appropriate.

When an employee is required to assist as a pallbearer, one (1) day's leave shall be granted without loss of pay. In the event that the funeral is held in excess of 500 km from the Township boundary, one (1) extra day will be granted.

For the purpose of definition, brother-in-law and sister-in-law shall be the brother or sister of the employee's spouse.

Employees shall be granted one (1) additional day of bereavement leave for future use for the actual interment or a memorial service.

17.02 Paid Jury or Court Witness Duty Leave

The Employer shall grant leave of absence without loss of seniority benefits to an employee who serves as juror in any court. The Employer shall pay such an employee the difference between normal earnings and the payment received for jury service, excluding payment for travelling, meals, or other expenses. The employee will present proof of service and the amount of pay received. Time spent by an employee subpoenaed to serve as a court witness in any matter arising out of his employment shall be considered as time worked at the appropriate rate of pay.

17.03 Leave for Court Appearance

In the event that an employee is accused of an offence which requires a Court Appearance, he shall be entitled to a leave of absence without loss of seniority, but without pay. The employee shall inform his immediate supervisor of the date and time of the court appearance.

17.04 General Leave

An employee may apply, in writing, for leave of absence without pay.

17.05 Leave of Absence for Union Business

Upon receipt of a written request, four (4) weeks in advance, the Employer may grant leave of absence without pay and without loss of seniority or benefits for any employee to attend union business. Approval shall not be withheld without just cause. It is recognized that such absence shall not exceed in total ten (10) working days per calendar year.

17.06 Employees elected or appointed as salaried representatives of their Union may be granted leave of absence without pay and without loss of seniority while so engaged, provided it is operationally feasible and with a written request made by the Union. It is understood that not more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave shall be for a period of up to two (2) calendar years from the date of appointment unless extended for a further specific period by agreement of the parties in writing. Seniority and service shall accumulate during such leave to the maximum provided, if any, under the provisions of the Collective Agreement.

ARTICLE 18 - PAYMENT OF WAGES AND ALLOWANCES**18.01 Pay Days**

The Employer shall pay wages every second Thursday, in accordance with Schedule "A" attached hereto and forming part of this agreement. On each pay day, each employee shall be provided with an itemized statement of his wages, overtime, and other supplementary pay and deductions. Any questions from an employee regarding calculation of his wages will be directed to the Chief Administrative Officer or his designate.

18.02 On-Call Duty Allowance

Any employee who is required to be on call at the direction of the employer shall receive a lump sum of three hundred and fifty dollars (\$350.00) per week. During the weeks when one of the Paid Holidays mentioned in Article 14.01 occurs, an additional one hundred dollars (\$100.00) will be paid for that day.

Environmental Services employees will be responsible for all operations from Thursday evening at 4:00 p.m., until the following Thursday evening at 4:00 p.m. Rotation of the designate "on duty environmental operator" will be determined by the Chief Water/Sewer Operator.

18.03 Clothing

Each employee will be paid a two hundred and **seventy-five** dollar (**\$275.00**) clothing allowance per year payable in December of each year provided the Employee has completed an unbroken twelve months' employment in the year. Employees with broken service in the year shall be paid that proportion of the clothing allowance equal to the number of months worked that year. (Payment shall be made in accordance with the practice as of December 2000.) **As required**, the Employer shall supply gloves, safety glasses, prescription safety glasses, **shirts** (as required), safety hard hats and a **CSA approved hockey helmet**. **The Employer shall supply** one (1) pair of CSA approved safety boots per year. Recreation and Facilities Management, Public Works and Environmental Services Department employees shall be supplied with one (1) jacket every two (2) years with identification flashers, no later than January 1st of that second year.

18.04 Meal Allowance

- a) An employee who works in excess of two (2) hours at the end of their shift will be paid a meal allowance of \$13.00. The employer shall allow a one-half (½) hour break with pay.
- b) In the case of a call-in or call-back, an employee shall be entitled to be paid a meal allowance of \$13.00 if they work more than four (4) hours. The Employer shall allow a one-half (½) hour meal break with pay.

18.05 A shift premium of shall be paid to all employees in the Recreation and Facilities Management Department who work night and or weekend shifts in accordance with the following schedule:

January 1, 2021:	\$1.10 (one) dollar and ten cents per hour
January 1, 2022:	\$1.20 (one) dollar and twenty cents per hour
January 1, 2023:	\$1.30 (one) dollar and thirty cents per hour
January 1, 2024:	\$1.40 (one) dollar and forty cents per hour

There shall be no pyramiding of the premium. Overtime hours on these shifts shall be paid at the applicable overtime rate plus the applicable per hour shift premium.

18.06 Road Patrol

Public Works employees required to do Road Patrol work from 3:00 p.m. Friday to 7:00 a.m. Monday shall receive a lump sum of one hundred and fifty dollars (\$150.00). During long weekends when one of the Paid Holidays mentioned in Article 14.01 occurs, an additional seventy-five dollars (\$75.00) will be paid for that day.

ARTICLE 19 - EMPLOYEE BENEFIT PLANS**19.01 Benefits**

- a) The Employer shall pay 100% of the cost of the premium for the following plans:
 - 1. Extended Health Plan
 - 2. Semi-Private Hospital Care for all employees and their dependents
 - 3. Short Term and Long Term weekly indemnity benefits.
- b) The Employer shall pay 100% of the cost of the premiums for the Dental Plan **current** year lag of the O.D.A. fee schedule. The Employer will pay up to five hundred dollars (\$500.00) per employee one time during their employment towards major restorative, dentures and orthodontics for the employee or a dependent family member upon proof of expenses incurred.
- c) Vision Care:
The Employer will pay up to **four** hundred and fifty dollars (\$450.00) per twenty-four (24) month period for the purchase of prescription glasses (not including sunglasses), contact lenses and eye exams for each employee and their dependent family members eighteen (18) years of age or over upon proof of expenses incurred. For dependent children under the age of eighteen (18) years, the three hundred and fifty dollars (\$350.00) will be for each twelve (12) month period.

Effective January 1, **2022**, the Employer will pay up to **five** hundred dollars (\$500.00) per twenty-four (24) month period for the purchase of prescription glasses (not including sunglasses), contact lenses and eye exams for each employee and their dependent family members eighteen (18) years of age or over upon proof of expenses incurred. For dependent children under the age of eighteen (18) years, the Employer will pay up to three hundred and fifty dollars (\$350.00) for each twelve (12) month period.

- 19.01 d) The Employer shall pay 100% of the cost of the premium for the following:

Life Insurance: one (1) times annual salary

- e) The aforementioned benefits shall not apply during the probationary period.

In the case of absence for illness or disability, the Employer's contribution will be paid to the above plans for a maximum of one (1) year from commencement of absence. Thereafter, the employee may pay the full premiums through the Employer. In the event of death of an employee, the Employer shall continue to pay the required premiums for the survivor and his dependents for six (6) months.

It is understood that the Employer may, at any time, substitute another carrier for any benefits stated herein provided the benefits conferred thereby are not in total decreased. Before making such a substitution, the Employer shall notify the Union to explain the proposed changes.

19.02 Continuation of Benefits on Layoff

The Employer agrees to continue paying, for a period of three (3) months, the Employer's portion of premium costs for employees laid off.

It is understood that short and long term disability coverage terminate at time of layoff.

19.03 Ontario Municipal Employees Retirement System Pension Plan

It is agreed that the Employer shall administer the Ontario Municipal Employees Retirement System Pension Plan on behalf of each continuous full-time employee of the bargaining unit. It is agreed that the Employer and the employee shall contribute to the plan pursuant to By-Law No. 2001-13.

ARTICLE 20 – GENERAL CONDITIONS

20.01 Certificate or Licences

The Employer shall pay the cost of certification required and/or any annual cost of renewal of certificates or licences required by the Employer to do the work of the bargaining unit, except G class driver licences.

ARTICLE 21 – HEALTH AND SAFETY

21.01 Union/Employer Health and Safety Committee

- (a) The Employer, the Union and the Employees recognize their obligations under the Occupational Health and Safety Act, RSO 1990, and c.01, as amended from time to time. A Joint Health and Safety Committee will be established in accordance with the Act, which shall include representatives from the Union.
- (b) The Health and Safety Committee shall hold meetings as required for jointly considering, monitoring, inspecting, investigating, and reviewing health and safety conditions and practices.
- (c) Standard First Aid Certification and CPR Certification is compulsory for all Employees. Probationary Employees must provide evidence of such certification as a condition of full time employment. The Employer shall select, pay for and schedule the courses.

ARTICLE 22 – EDUCATION

22.01 The Employer recognizes that employees must receive training and education in order to maintain their employment status and advance as opportunities arise, positions are changed or new positions are created. The Employer is committed to provide on the job training where same can be provided. At its discretion, the Employer will sponsor formal training outside the workplace relative to the employees' duties.

The Employer will pay for the following:

- a) Course fees, on a one-time basis only.
- b) Examination fees.
- c) Travel expenses including transportation, accommodation for multi day sessions and meals subject to Employer owned vehicles being used to the extent possible. If courses are not available during normal working hours, the employee will be granted time-in-lieu without overtime premium for formal class instruction or exam time.

If courses are conducted outside the Eastern Ontario Region travel time outside normal working hours will not qualify for payment or time-in-lieu.

In the event an employee does not succeed in passing a course, the Employer will not reimburse the employee for any expenses for subsequent attempts to complete the same course nor will the employee qualify for time-in-lieu. If the employee is successful in passing an exam on a second attempt, the Employer will reimburse the exam fees.

ARTICLE 23 - JOB DESCRIPTIONS

23.01 Changes in Classification

The Employer agrees to draw up job descriptions for any new position created or whenever the duties of a job change, of which the Union is the bargaining agent. These descriptions shall be presented and discussed with the Union and shall become the recognized job descriptions unless the Union presents written objection within thirty (30) calendar days from receipt of the job descriptions. If such objection cannot be resolved, the issue may be subject to grievance and arbitration.

The Employer shall prepare a new job description whenever a job is created or whenever the duties of a job change. When the duties of any job are changed or increased, or where the Union and/or an employee feels a job is unfairly or incorrectly classified, or when a new job is created or established, the rate of pay shall be subject to negotiations between the Employer and the Union. If the parties are unable to agree on the reclassification and/or rate of pay for the job in question, such dispute shall be submitted to grievance and arbitration for determination. The new rate shall become retroactive to the time the new position was first filled by the employee or the date of change in job duties.

ARTICLE 24 - TERM OF CONTRACT

24.01 Duration

This Agreement shall be binding and remain in effect from January 1, **2021** to December 31, **2024**. No retroactive compensation shall be paid save and except for back pay based on hours worked to the date of ratification multiplied by the amount of any applicable increase in the employee's hourly rate of pay set out in Schedule "A".

24.02 Changes in Agreement

Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement.

24.03 Notice of Changes

Either party desiring to propose changes to this Agreement shall, between the period of thirty (30) and ninety (90) days prior to the termination date, give notice in writing to the other party that they seek to amend the collective agreement.

24.04 Agreement to Continue in Force

Where notice to bargain is given, the provisions of this Agreement shall continue in force until a new Agreement is signed, or the right to strike/lockout occurs, whichever occurs first.

DATED at _____, ON, this _____ day of _____, 2021.

FOR THE EMPLOYER:

FOR THE UNION:

TOWNSHIP of EDWARDSBURGH/CARDINAL

APPENDIX A - WAGE RATES

JAN. 1ST, 2021 TO DEC. 31ST, 2020

DEPARTMENT /CLASSIFICATION	DISCIPLINES	CURRENT	JAN 1/21	JAN 1/22	JAN 1/23	JAN 1/24
			1%	1.5%	1.75%	Greater of 1.5% or COLA
PUBLIC WORKS						
Lead Hand		\$28.69	\$28.98	\$29.41	\$29.92	\$30.38
Lead Hand-Rural		\$26.33	\$26.59	\$26.99	\$27.46	\$27.88
Water/Sewer OIT		\$25.02	\$25.27	\$25.65	\$26.10	\$26.49
Class 1	1	\$25.57	\$25.83	\$26.22	\$26.68	\$27.08
Class 1	2	\$26.13	\$26.39	\$26.79	\$27.26	\$27.67
Class 2	1	\$26.81	\$27.08	\$27.49	\$27.97	\$28.39
Class 2	2	\$27.26	\$27.53	\$27.94	\$28.43	\$28.86
Grader Operator		\$25.02	\$25.27	\$25.65	\$26.10	\$26.49
Equipment Operator Level 1		\$24.19	\$24.43	\$24.80	\$25.23	\$25.61
Equipment Operator Level 2		\$25.02	\$25.27	\$25.65	\$26.10	\$26.49
Equipment Operator Level 3		\$26.13	\$26.39	\$26.79	\$27.26	\$27.66
Labourer		\$20.63	\$20.84	\$21.15	\$21.52	\$21.84
RECREATION						
Lead Hand		\$25.16	\$25.41	\$25.79	\$26.24	\$26.63
Facility Operator 1 (FO1)		\$22.79	\$23.02	\$23.37	\$23.78	\$24.14
Facility Operator 2 (FO2)	3	\$23.58	\$23.82	\$24.18	\$24.60	\$24.97
ENVIRONMENTAL SERVICES						
Assistant Chief		\$31.70	\$32.02	\$32.50	\$33.07	\$33.57
Operator-Class 1	1	\$23.33	\$23.56	\$23.91	\$24.33	\$24.70
	2	\$23.91	\$24.15	\$24.51	\$24.94	\$25.31
	3	\$24.48	\$24.72	\$25.09	\$25.53	\$25.91
	4	\$25.06	\$25.31	\$25.69	\$26.14	\$26.53
Operator-Class 2	1	\$28.51	\$28.80	\$29.23	\$29.74	\$30.18
	2	\$29.39	\$29.68	\$30.13	\$30.66	\$31.12
	3	\$30.25	\$30.55	\$31.01	\$31.55	\$32.02
	4	\$31.10	\$31.41	\$31.88	\$32.44	\$32.93
Operator in Training		\$21.02	\$21.23	\$21.55	\$21.93	\$22.26

The Parties agree and acknowledge that the rates of pay for the Water/Sewer Operator and Water/Sewer Assistant Chief Operator will be reviewed and adjusted as required in order to reflect the current market for these positions. All full-time employees shall receive a start rate of ninety percent (90%) of the wage rate for the first twelve (12) months of employment.

APPENDIX 1

The following are excluded from the bargaining unit:

1. Persons above the rank of Supervisor.
2. Supervisor.
3. Office clerical and technical personnel.
4. Persons employed for not more than twenty-four (24) hours per week.
5. Students employed during the school vacation periods.
6. Temporary Employees for special works programs. It is understood that no full-time Union member shall lose any regular hours of work as a result of this clause.

DATED at _____, ON, this _____ day of _____, 2021.

FOR THE EMPLOYER:

FOR THE UNION:

**MEMORANDUM OF AGREEMENT - RE:ASSISTANT CHIEF WATER/SEWER
OPERATOR**

BETWEEN

**THE TOWNSHIP OF EDWARDSBURGH/CARDINAL
(hereinafter called the Township)**

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2311-02
(hereinafter called the Union)**

The Assistant Chief Water/Sewer Operator, Environmental Services is permitted to perform such operational duties as are required to maintain a certificate at a level adequate to be designated as an overall responsible operator as defined by regulation.

It is further understood and agreed that the Assistant Chief Water/Sewer Operator will be rotated into the weekly on-call schedule only when the number of qualified bargaining unit employees, qualified to man the on-call schedule, falls below five (5) such employees.

DATED at _____, ON, this _____ day of _____, 2021.

FOR THE EMPLOYER:

FOR THE UNION:

MEMORANDUM OF AGREEMENT - RE:COOP STUDENTS

BETWEEN

**THE TOWNSHIP OF EDWARDSBURGH/CARDINAL
(hereinafter called the Township)**

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2311-02
(hereinafter called the Union)**

WHEREAS the Township wishes to make available the opportunity to coop students attending community college or university to work in the township in positions related to their field of study;

AND WHEREAS the union also wishes to be a part of the learning experience for these students;

THEREFORE be it resolved:

That the Township from time to time shall permit the co-op students to work in the township provided that the Union is notified on each occasion;

That the bargaining unit member with whom they will work is agreeable;

That at no time will the compliment of the bargaining unit members be decreased (laid off) or have their hours of work reduced to accommodate the co-op students' hiring;

AND that the union will not cause undue hardship in the making of these arrangements.

DATED at _____, ON, this _____ day of _____, 2021.

FOR THE EMPLOYER:

FOR THE UNION:

MEMORANDUM OF AGREEMENT - RE:ROAD PATROL

BETWEEN

THE TOWNSHIP OF EDWARDSBURGH/CARDINAL
(hereinafter called the Township)

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2311-02
(hereinafter called the Union)

The Parties agree that Road Patrol work is not work of the bargaining unit and shall be done by management. In the event that the manager is unavailable, the road patrol work may be delegated to a bargaining unit member. **Bargaining unit employees shall be reimbursed for Road Patrol work as per Article 18.06.**

DATED at _____, ON, this _____ day of _____, 2021.

FOR THE EMPLOYER:

FOR THE UNION:

MEMORANDUM OF AGREEMENT – RE:TICKET TRAINING

BETWEEN

THE TOWNSHIP OF EDWARDSBURGH/CARDINAL
(hereinafter called the Township)

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2311-02
(hereinafter called the Union)

The Township, the Union and the Employees agree that a trained workforce is in the interest of all parties. Without setting a deadline, it is the Township's aspiration to have all Facilities Operators trained to the Facilities Operator 2 level (3 Tickets). Where the Township identifies an operational need for Ticket training within its budget, and the Employee has shown the ability, the Township will make Ticket training opportunities available to the Facilities Operators and shall advise the union of the individual(s) selected for the training.

DATED at _____, ON, this _____ day of _____, 2021.

FOR THE EMPLOYER:

FOR THE UNION:

LETTER OF UNDERSTANDING - RE: LINES OF PROGRESSION FOR PUBLIC WORKS

BETWEEN

THE TOWNSHIP OF EDWARDSBURGH/CARDINAL
(hereinafter called the Township)

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2311-02
(hereinafter called the Union)

Whereas the Parties had signed a Memorandum of Understanding on March 2, 2020.

Whereas the Parties desire to insert the contents of this Memorandum into the Collective Agreement.

Therefore the Parties agree:

1. Classifications within the Public Works Department shall include:
 - Labourer
 - Equipment Operator Level 1
 - Equipment Operator Level 2
 - Equipment Operator Level 3
 - Lead Hand
2. The line of progression for Public Works is Equipment Operator Level 1 to Equipment Operator Level 2 to Equipment Operator Level 3. Individuals may progress through these classifications based on education, service and satisfactory performance evaluations.
3. The lead hand position will be posted and awarded as per Article 10 – Promotions and Staff Changes in the Collective Agreement
4. Equipment Operators shall progress between the levels as outlined:
 - a) **Equipment Operator Level 1 to Equipment Operator Level 2**

The employee can move from Equipment Operator Level 1 to Equipment Operator Level 2 once all the criteria below is met:

 - Fours (4) years of service in the department
 - Satisfactory Performance Evaluations
 - Achieving and Maintaining basic courses required through either the Provincial or Federal Ministries, collective agreement and health and safety (ex. Traffic Control, 1st Aid/CPR, WHMIS)
 - Successful completion of either the Construction or Maintenance Course through the T J Mahony Road School Program.

-2-

b) Equipment Operator Level 2 to Equipment Operator Level 3

The employee can move from Equipment Operator Level 2 to Equipment Operator Level 3 once all the criteria below is met:

- Six (6) years of service at this level + four (4) years as Equipment Operator Level 1
- Satisfactory Performance Evaluations
- Achieving and Maintaining basic courses required through either the Provincial or Federal Ministries, collective agreement and health and safety (ex. Traffic Control, 1st Aid/CPR, WHMIS,)
- Successful completion of the remaining Construction or Maintenance Course through the T J Mahony Road School Program.
- The employee can operate most Township vehicles and equipment.

c) Equipment Operator Level 3

- Ten (10) years of service in total at the Equipment Operator Level 1 and Equipment Operator Level 2
- Met all criteria in Equipment Operator Level 2
- Continuing education: Examples include C.S. Anderson courses (Roadway Management, Signs & Lines, Bridges/Culverts), AORS or Good Roads courses and one (1) leadership course.

7. Lead Hand Prerequisites are:

- Ten (10) years of service
- Successful Completion of TJ Mahony Road School Construction and Maintenance Course
- Continuing education : Examples include C.S. Anderson courses (Roadway Management, Signs & Lines, Bridges/Culverts), AORS courses and three (3) leadership courses.

DATED at _____, ON, this _____ day of _____ 2021.

FOR THE EMPLOYER:

FOR THE UNION:

_____	_____
_____	_____
_____	_____
_____	_____

KT/cl:cope491-June 17, 2021

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2021-

**“A BY-LAW TO DISSOLVE THE WARD SYSTEM OF ELECTORAL
REPRESENTATION AND INSTITUTE AN AT-LARGE SYSTEM OF ELECTORAL
REPRESENTATION IN THE TOWNSHIP OF EDWARDSBURGH CARDINAL”**

WHEREAS the Municipal Act, 2001, S.O 2001, c. 25, Section 222 provides that a municipality may pass a bylaw to dissolve existing wards; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal passed Resolution No. 2021-183 at their regular meeting held on May 25, 2021, that the existing ward system be dissolved in order to institute an at-large system of electoral representation;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That Ward 1, Ward 2, and Ward 3 are hereby dissolved in their entirety.
2. That the Ward System in the Township of Edwardsburgh Cardinal shall be replaced by an At-Large (General) Electoral System for the Municipality.
3. That the Clerk is hereby authorized to do all things necessary to give effect to this bylaw.
4. That this bylaw shall come into force and take effect subject to and in accordance with Section 222 of the Municipal Act for the 2022 Election.

Read a first and second time in open Council this ____ day of _____, 2021.

Read a third and final time, passed, signed and sealed in open Council this _____ day of _____, 2021.

Mayor

Clerk

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Annual performance reviews will take place in July for both union and non-union personnel. We have some senior staff members taking time off over the next few weeks.
Economic Development	Staff continue working through several severance, zoning bylaw amendment and site plan control inquiries and applications.
Zoning Bylaw Review	Open house dates are being scheduled and advertised as follows: August 4 th at the Cardinal Legion from 3pm-5pm and the South Edwardsburgh Recreation Centre from 6:30pm-8:30pm August 5 th at the Municipal Office from 10am-12pm and Virtual via Zoom from 1pm-3pm
David Street Appeal	The Ontario Land Tribunal has set a virtual appeal hearing date for July 21, 2021. Our solicitor and planners will be in attendance.
Committee of Adjustment	The Committee will meet to hear an application for a minor variance at ELC Automotive on July 5 at 4pm. The purpose of this application is to allow a side yard setback of 3m for the East side of the property at 921 County Road 2, zoned as HC-9, where the minimum side yard setback is 6m. The effect of this variance would allow the owner to construct a 111.5m ² (1,200ft ²) addition to the existing building.
Commuter Transit Pilot Project	The project framework is progressing well, still some details to finalize. Consultations with key employers along the route continue. Working toward providing a more detailed update and draft operating agreement between the municipalities at the July 19 PWESF meeting.
Vaccine Clinic	A vaccine clinic will be held at the Ingredion Centre on July 4 between 10am and 5pm. Appointment booking details can be found on the township website.
Building	There have been 95 building permits issued to date. 26 building permits for new residential dwellings. There are two building permit applications for new residential construction waiting for septic system approval and two renovation/additions to buildings waiting for site plan approval. Four building permits have been issued for industrial projects. The CBO indicates we have exceeded last year's total construction value and building permit fees.
Bylaw	The BLEO has been busy identifying and issuing notices within the Township that require compliance efforts, specifically focusing on clean yards and derelict vehicles. The BLEO continues 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, July 5 – Committee of Adjustment – 4:00pm Monday, July 5 – Community Development Committee Monday, July 12 – Committee of the Whole, Admin/Finance Monday July 19 – Committee of the Whole, PW/ES/F Wednesday, July 21 – Port Management Committee Monday, July 26 – Regular Council
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TREASURY

Professional Development	Treasurer attended virtual workshops hosted by MFOA outlining 2 new PSAS accounting standards- Asset Retirement Obligation (ARO) and Financial Instruments (FI)
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FACILITIES/RECREATION

Pools	Both pools will open Saturday June 26 th for free public swimming. Website is updated to reflect the swimming times. All participants will be required to perform a Swim test upon first entry. Staff will keep a detailed list for the Health Unit and participants will only be required to complete this once. If the participant successfully passes, they will be required to wear a (wrist band) provided by the township to show the lifeguards that the individual is permitted in both shallow and deep end. Children under the age of 12 “not passing the test” will be required to have a competent family member in the pool with them at all times. Pool capacity will be 25 for both pools, with only 4 in the baby pool in Cardinal. We have increased the life jacket, pool noodles and other equipment to ensure adequate time to properly sanitize equipment before reuse.
	COVID-19 screening is expected to take place at both pools for the entire summer in similar fashion to the arena protocols. This can be done online or at the front gate of each pool.
Day Camp	Interest in the day camp far exceeded our ability to accommodate the over 160 applications received. First priority went to Township residents in filling the 60 available spots
Pool Staff	Staff has encountered some challenges in getting the current list of 12 lifeguard instructors in place. The Instructor training portion is completed and NLS Lifeguarding certification is in progress this week with 40 hours of instructing time required. Some mentoring of our new recruits will be required throughout the summer however upon everyone’s successful completion we should be setup well for the summer. We also have 2 former lifeguards that taught 25 years ago complete their re-certification this summer to help fill any vacant spots. Typically, we only hire 10 guards, however this year we have 5

	guards that will only work part-time as they are keeping their other current jobs.
Waterfront Canteen	Weekends continue to be the busy times
Pathway Project	Knapps Paving have completed the requirements of the tender. The project turned out well and lots of positive feedback from the residents. We will be adding some park benches, garbage cans and a couple of dog waste stands in the coming month.
Parks	Staff continue to clean up various areas along the legion park as well as Galop Canal.
Canada Day	New flags will go up this week at all locations, extra garbage cans will be placed down around the canteen and pavilion in case of extra people, I will have staff working Canada Day as well.
August Ice	Staff is working on August ice rentals and planning for a Saturday August 7 opening of the Ingridion arena

OPERATIONS – PUBLIC WORKS

Hot Mix Program	Contract Administrator is following up with CoCo paving on firm start date.
Gravel Maintenance program	Approximately 25.7 km of gravel added to various Township roads. Calcium Chloride application completed on all gravel roads.
Roadside Mowing	Approximately 190 lane km of Township roadside ditches mowed.
Entrance and road cross culverts	4 culverts installed this month. (2 - 40' entrance culverts and two road cross culverts on Millar Rd).
Storm/Sewer repairs	One storm lid and one sanitary lid including expanders replaced in Cardinal.
Hardtop maintenance	Approximately 8 tonne of cold patch applied to various roads in June.
Roadside weed Spraying	Roadside Weed control program completed by Counties contractor.
Spencerville Drainage	A Public information session will be scheduled and held in July
Johnstown Drainage	Kevin Hawley from GGG will update the information received on June 21 and will plan to return to the July PW/ES/F meeting with updated drawings and schedule.
Township Signage	Various missing and damaged signs were replaced by Staff. Annual Road sign retro-reflectivity inspections were completed by Advantage Data Collection.
Equipment	Brush Head ordered for excavator with expected delivery date in early July.
Transfer Station	1 load of tires (approximately 400) picked up from the Scott Road Transfer Site and a second load is scheduled for pick-up July 18 th .

	10 "No Dumping Signs", installed around the perimeter of the Transfer Site as recommended by Jp2g.
Sidewalks	Sidewalks inspection for Cardinal and Spencerville scheduled for June 29 th and 30 th .
Miscellaneous	Tim Allen's Tree service evaluated trees at 3 locations and trees removed from 2 of those locations.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Waste Water Treatment Plant	Bearings replaced on primary compressor and back-up unit serviced. Bio-humidification Tank cleaned and exterior doors painted. Routine operations
Cardinal Water Treatment Plant	Water supply tank to Zebra chlorine and Raw Turbidity Analyzer were serviced. Chlorine Day Tank Totalizer serviced. Routine Operations.
Cardinal Distribution System	Curb-stop bleeder line for the Cardinal Canteen was repaired. Distribution Valve boxes cleaned. Hydrant flushing completed.
Industrial Park Water	Hydrant Flushing completed. Recreation staff painted Fire Hydrants. Routine Operations.
Windmill Pump Station	Replaced two batteries in Falcon Security Radio System. Greenfield Ethanol completed annual spring shut-down. Routine Operations
Spencerville Waste Water System	Removed cattails around influent pipe in north cell. Pulled and unplugged pump at Pump station #1(rags). Installed amp meter display in control panels at pump stations 1&2. Routine Operations.
Cardinal Sewer and Storm Collection System	Rideau St. Lawrence repaired Hydro Line on transformer at the Henry St. Pump Station. Pulled and removed blockage from pump in Henry St. Pump Station. Flushing of Storm and Sewer mains. Responded to two sewer lateral back-up complaints.

OPERATIONS – MUNICIPAL DRAINS

Ferguson Drain	The Township has received a request for maintenance work to be performed on the drain. A report will be coming to the July PWESF meeting.
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FIRE DEPARTMENT

Pandemic	OFM PPE survey being submitted monthly. PPE supplies are adequate. Received a supply of 3M 1870+ N95 masks being produced at the Brockville plant. 44 members have now been fit tested on the new mask with a 100% success rate. This will be the standard N95 mask used by the fire department moving forward. Existing stock of masks has been made available to other TWP departments.
Training	Training has been limited to the 10 new recruits to bring them up to speed. It is anticipated that they will be issued pagers and instructed to respond to the station for emergency calls in the near future. A learning contract with the fire college is being developed to deliver another firefighter 1 course with our own instructors in 2022.
HR	The fire chief has been appointed as an alternate fire coordinator for Leeds & Grenville. The fire coordinator is responsible to establish and maintain the County mutual aid plan, coordinate assistance when requested, communicate with the PEOC and other duties assigned by the OFM. The County coordinator is Chief Granahan in Rideau lakes and the other alternate is Chief Howard in Gananoque.
Facilities	Landscaping has been updated at station 1 with new shrubs, flowers and river rock. The back-up generator at station 1 is still out of service. The radiator has been rebuilt, new water pump and belts installed however we are waiting on 2 hoses for the cooling system to arrive to complete the repair.
Fleet	The Dodge Ram ordered to replace Truck 8 has been upgraded to a 2022 model however no ETA is available from the manufacturer. The parade truck was inspected at Predator Automotive with no safety issues being identified.
Fire Prevention	Facility visits are currently being focused in the Johnstown area. A site visit to Greenfield Ethanol with Prescott fire officials is being coordinated. Ongoing enforcement continues as issues arise.

EMERGENCY MANAGEMENT

Roadmap to Reopen	The Ontario government is moving the province into Step Two of its Roadmap to Reopen at 12:01 a.m. on Wednesday, June 30, 2021.
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Councillors are reminded to please forward or cc sent/received email correspondence that is a municipal record to councilmail@twpec.ca

**41THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL
BY-LAW NO. 2021-41**

**“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 June 28, 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 28 day of June, 2021.

Mayor

Clerk