



**AGENDA
COMMITTEE OF THE WHOLE
PUBLIC WORKS/ENVIRONMENTAL SERVICES/FACILITIES**

**Monday, July 19, 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 – Chair, Councillor Cameron**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
- 5. Delegations and Presentations**
 - a. Karra Hodgkinson - Clean Yards Concern
- 6. Discussion Items**
 - a. Rights Of Way Pollinator Habitat Restoration
- 7. Action/Information Items**
 - a. 2nd Quarter Fire Report
 - b. MTO Calls Update
 - c. Fire Station 2 Status Update
 - d. 2nd Quarter Facility Maintenance Report
 - e. 2nd Quarter Operations Report
 - f. Connell Rd Culvert Cured In Place Pipe Liner Project
 - g. SNC - Use of Unopened Road Allowance - Forest Operations
 - h. Cardinal Waterfront Paving - Additional Work
- 8. Councillor Inquiries/Notices of Motion**
- 9. Mayor's Report**
- 10. Question Period**

11. Closed Session

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Public Works and Minutes of Closed Session dated April 19, 2021 and June 21, 2021

12. Report Out of Closed Session

13. Adjournment

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

From: Victoria Woodhouse <Victoriaw@cwf-fcf.org>
Date: July 9, 2021 at 4:43:42 PM EDT
To: Tory Deschamps <tbeschamps@twpec.ca>
Subject: Rights-of-Way Pollinator Habitat Restoration Call for Proposals

Deputy Mayor Tory Deschamps,

The Canadian Wildlife Federation (CWF) is pleased to offer financial and technical support in achieving your sustainability goals.

Potential pollinator habitat is all around us. By naturalizing and restoring our working landscapes, we can create sizeable networks of pollinator habitat. Rights-of-way (ROW) including roadsides and other transportation and utility corridors are open, sunny areas and often require low-growing vegetation for safety, access, and visibility. While these individual corridors may not seem significant in size, collective changes across the landscape could create millions of hectares of habitat for pollinators and other wildlife. In Ontario alone, there are over 270,000 kilometres of roadways traversing the province, highlighting the significant opportunity for pollinator recovery while reducing maintenance costs.

Many organizations are finding this a positive way to address various issues such as invasive species management, carbon storage, lowering the bottom line in municipal budgets, as well as demonstrating social responsibility to customers and the public.

CWF is seeking partnership projects to restore a total of 7.3km² of breeding and migratory habitat for the Monarch and other pollinators along ROW in Eastern Ontario.

Partners will receive access to:

- Coverage of restoration costs
- Expert advice on restoration methods to create pollinator-friendly ROWs
- A multi-year vegetation management plan for the affected area that meets partner objectives
- Training on integrated vegetation management for staff and/or contractors through the CWF ROW Managers network
- Specialist advice in integrated vegetation management (IVM) to reduce the coverage of alien invasive plant species
- A scientific monitoring and evaluation program to assess ecological results of the restoration activities in collaboration with University of Ottawa and Carleton University
- Opportunities for positive recognition of the partner projects and program results

To join the growing number of ROW managers across North America responding to a call for action to restore pollinator habitat, please apply to our 2021-22 [Rights-of-Way Pollinator Habitat Restoration](#) program. For additional details and how to apply, see the linked [Terms of Reference](#). [Applications](#) are due August 6 (EDT) for Fall-starting projects.

We kindly ask you to encourage your colleagues including operational, park and planning staff to respond to this exciting opportunity.

Thank you for your support and interest, and we look forward to hearing from you.

Victoria Woodhouse (She/Her)

Habitat Program Manager



350, promenade Michael Cowpland Drive, Kanata, ON K2M 2W1

1.877.599.5777 x 202 | 613.599.9594

CanadianWildlifeFederation.ca | Federationcanadiennedela
faune.ca



What's Your Impact?

TRIPLE Your Impact for Canadian Wildlife Conservation!

[Donate Now](#)

Quel impact avez-vous?

TRIPLEZ votre impact pour la Fédération canadienne de la faune!

[Faites un don dès maintenant](#)

From: Victoria Woodhouse <Victoriaw@cwf-fcf.org>

Sent: Wednesday, July 14, 2021, 12:19 p.m.

To: Tory Deschamps

Subject: Rights-of-Way Pollinator Habitat Restoration Call for Proposals

To Tory Deschamps,

I am pleased to announce the launch of Canadian Wildlife Federation's (CWF) 2021-22 [Rights-of-Way Pollinator Habitat Restoration Call for Proposals](#)!

CWF is seeking partnership projects with rights-of-way (ROW) managers to restore a total of 7.3km² of breeding and migratory habitat for the Monarch and other pollinators along energy and transportation corridors in Eastern Ontario.

Successful applicants will receive access to:

- Coverage of restoration costs

- Expert advice on restoration methods to create pollinator-friendly ROWs

- A multi-year vegetation management plan for the affected area that meets partner objectives

- Training on integrated vegetation management for staff and/or contractors through the CWF ROW Managers network

- Specialist advice in integrated vegetation management (IVM) to reduce the coverage of alien invasive plant species

- A scientific monitoring and evaluation program to assess ecological results of the restoration activities in collaboration with University of Ottawa and Carleton University

- Opportunities for positive recognition of the partner projects and program results

For additional details and how to apply, see the attached [Terms of Reference](#). Applications are due August 6 (EDT) for Fall-starting projects.

We encourage you to forward this call widely with your colleagues and other ROW managers that may be interested in this exciting opportunity. To share this call with your networks, feel free to use the following sample social media post:

@CWF_FCF Rights-of-Way Pollinator Habitat Restoration #CallForProposals is open! Apply today for support in conserving Monarch and other pollinators! Deadline for applications - 6 August 2021 shorturl.at/qwBU3

Thank you for your support and interest, and we look forward to hearing from you.

Victoria Woodhouse (She/Her)

Habitat Program Manager



350, promenade Michael Cowpland Drive, Kanata, ON K2M 2W1

1.877.599.5777 x 202 | 613.599.9594

CanadianWildlifeFederation.ca | Federationcanadiennedelafaune.ca



What's Your Impact?

TRIPLE Your Impact for Canadian Wildlife Conservation!

[Donate Now](#)

Quel impact avez-vous?

TRIPLEZ votre impact pour la Fédération canadienne de la faune!

[Faites un don dès maintenant](#)



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Public Works, Environmental Services & Facilities

Date: July 19, 2021

Department: Fire

Topic: 2nd Quarter Fire Report

Calls by month: April - 18, May - 10, June - 23

2021					2020				
Call Type	Q1	Q2	Total		Q1	Q2	Q3	Q4	Total
Fire/Smoke	5	6	11		4	8	9	4	25
MVC	4	4	8		1	2	4	7	14
Medical	5	6	11		2	4	9	4	19
Activated Alarms	6	3	9		3	4	10	14	31
Burn Complaints	2	3	5		1	10	2	3	16
Public Assistance	3	7	10		3	1	2	2	8
Mutual Aid	1	2	3		4	3	2	2	11
Grass Fires	0	2	2		2	7	1	0	10
Assistance Not Req'd	4	7	11		5	12	7	6	30
Stand By	0	0	0		0	0	1	0	1
Cancelled on Route	4	10	14		4	3	3	1	11
Not Found	0	1	1		0	1	1	0	2
Total	34	51	85	29	55	51	43	178	

Fire Losses:

\$1,000,000 Businesses/Apartments/Garage/Vehicles
 \$ 1,000 Chimney Fire
 \$ 30,000 Pickup Truck
 \$ 5,000 Porch
 \$ 475,000 Coverall/Tractor/Cultivator/Planter/Hay

Updates/Changes to Department:

- Fire Chief was appointed as an alternate Fire Coordinator for Leeds & Grenville

- Learning contract with the Fire College is being developed to deliver another FF1 program next year using our own instructors
- Parade truck was inspected with no safety issues identified

Meetings Attended:

- Chief and Admin attended a webinar on the new MTO invoice system
- Three Leeds & Grenville Chief Officers meetings were attended
- Officers meeting was held at Station 1
- Incident debrief was held to review the incident at 11 Centre St.
- Chief attended a meeting regarding 401 construction planning

Training/Courses Attended:

- Fourteen equipment/maintenance checks were completed by crews
- The NFPA 1001 Firefighter I program concluded on May 29 with testing conducted by the OFM. The course included approximately 70 hours of classroom and practical skills and included 2 full days at the Lyndhurst training facility.
- Two recruit training sessions were held after FF1 Completion – radio communications/medical response and scenario at an acquired structure
- Fourteen online courses were completed
- Chief attended a mutual aid presentation with OFM advisor

Fire Prevention Activity:

- Four gas station/convenience stores were inspected
- Inspections completed at 3 refreshment vehicles
- Five industrial park businesses were delivered Fire Inspection request letters with two businesses being completed to date.
- Chief and Chief Rayner toured LGP/Crews facility
- Ongoing enforcement activities at various locations

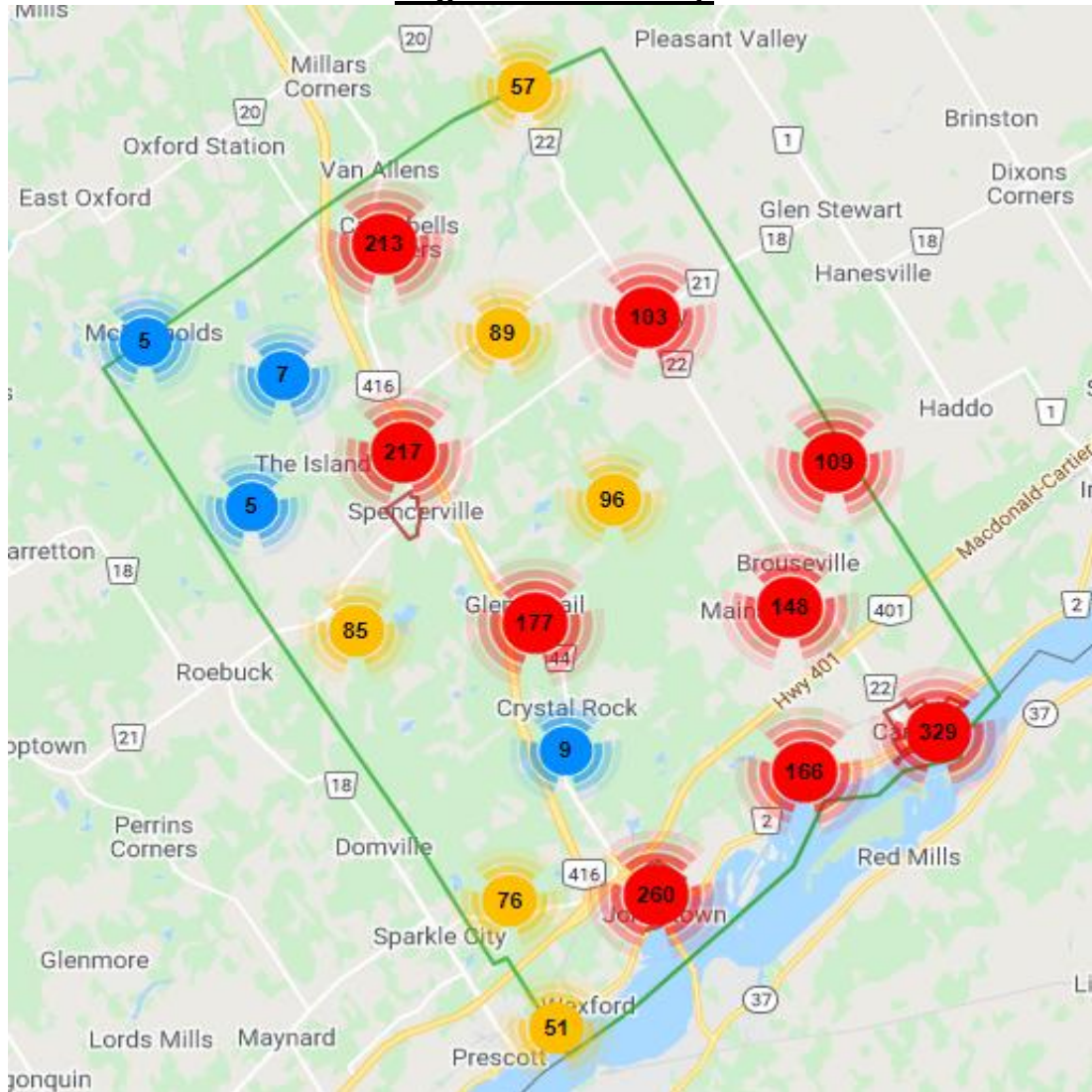
Activity:

- One SCBA was damaged during FFI training and repaired under warranty
- Assisted Recreation Dept with filling of the Johnstown Pool which gave us the opportunity to offer some driver training for our newer drivers

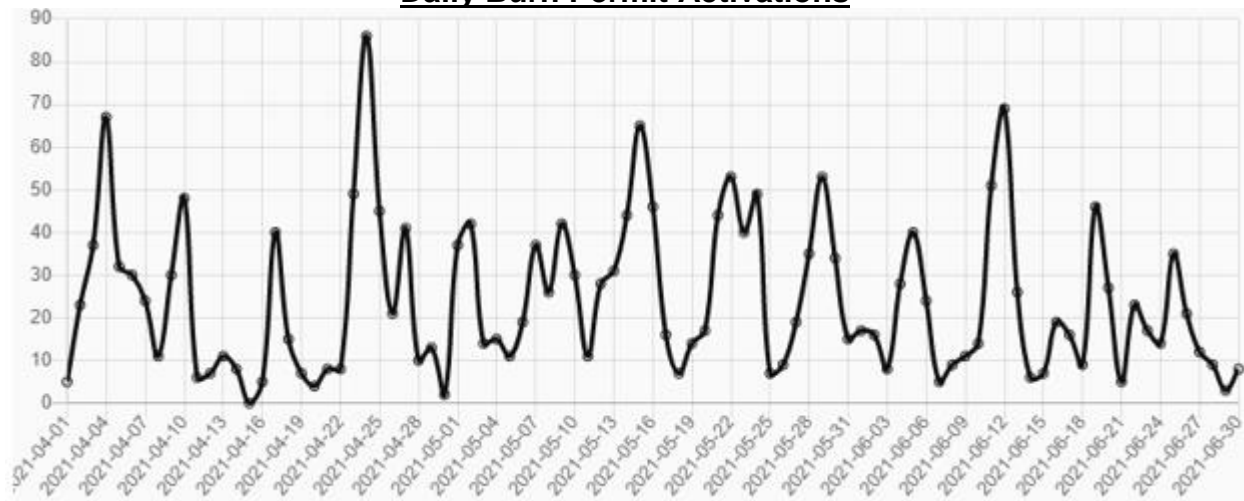
Burn Permits:

- Permits created in Q2 303
- Registered burns in Q2 2,202
- Total users in system 1,664

Registered Burn Map

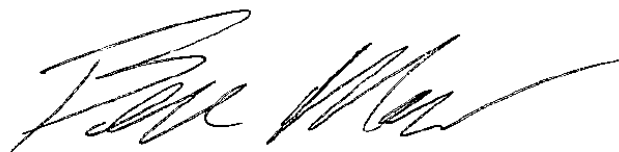


Daily Burn Permit Activations



Personnel:**Fire Department Roster as of June 30, 2021****52**

Station #1 - 30	Station #2 - 22
DC Dan Davy	DC Graham VanCamp
Capt. John Dobbie	Capt. Kevin Patrick
Capt. Mark Bruce	Capt. Steve Roberts
Capt. Brian Purcell	Capt. Aaron Bedor
David Armstrong	Avalon Ackerman ®
Andrew Beatty	Mike Ayerst
Jay Bottan	Kaytland Bedor
Jess Boyer ®	Liam Bush
Brendan Bruce ®	BJ Campbell
Ed Bruce	Jenn Davis ®
Dan Connelly	Joe DuBray
Josh Couture	Dustin Krahm ®
Ralph Dukelow	Shawn Linn ®
Evan Gillespie	Erika MacDonald ®
George Grant	Cody Oatway
Jason Jacques	Yvette Roberts ®
Tony Jumeau	Lloyd Scott
Dylan MacEachern	Ann Shorey
Phil Malcomnson	Rob Sugrue
Jacob Monty	Mike Tracey
Fawn Mulholland ®	Steve West
Tim Nason	Tim Yandeau
Steve Pietarinen	
Josh Pitt ®	
Jim Purcell	
Pete Rainville	
Josh Roddick	
Ryan Van Keulen	
Matt Wallace	
Mike Yates	



Fire Chief



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Public Works, Environmental Services & Facilities

Date: July 19, 2021

Department: Fire

Topic: MTO Update

Purpose: To update Committee on MTO calls

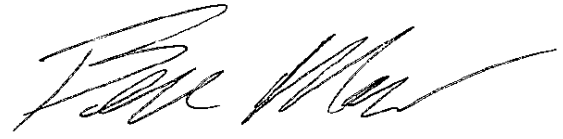
Background: When the fire department responds to an emergency on a 400 series highway, the MTO is invoiced for each response. If emergency services are performed, the MTO will pay the Municipality a rate of \$488.40 per vehicle/hour for up to 3 vehicles unless the circumstances require more.

When submitting a claim to the MTO; all services performed, supplies used, and fire apparatus' purpose must be documented in detail. Only apparatus that perform a service qualify for payment. In the event that more than one fire department responds to an incident, only one claim can be made to the MTO. Upon payment from MTO, the host Municipality then distributes the funds as appropriate.

Services eligible for payment include; vehicle extrication, fire extinguishment and spill containment. Rendering First Aid, directing traffic and no service calls, i.e., a vehicle in the ditch with no injuries are examples of highway responses that do not qualify for payment.

2021 MTO Call Summary to June 30

REJECTED CALLS	AMOUNT	HWY	APPROVED CALLS	AMOUNT	HWY
1/5/2021	\$976.80	401	2/1/2021	\$24,908.40	416
1/6/2021	\$488.40	416	2/3/2021	\$1,953.60	401
1/16/2021	\$976.80	416	4/1/2021	\$1,809.40	401
4/6/2021	\$1,465.20	416			
6/25/2021	\$976.80	401			
6/25/2021	\$976.80	416			
YTD Rejected Total	\$5,860.80		YTD Approved Total	\$28,671.40	

A handwritten signature in black ink, appearing to read "Fire Chief", written over a horizontal line.

Fire Chief

TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

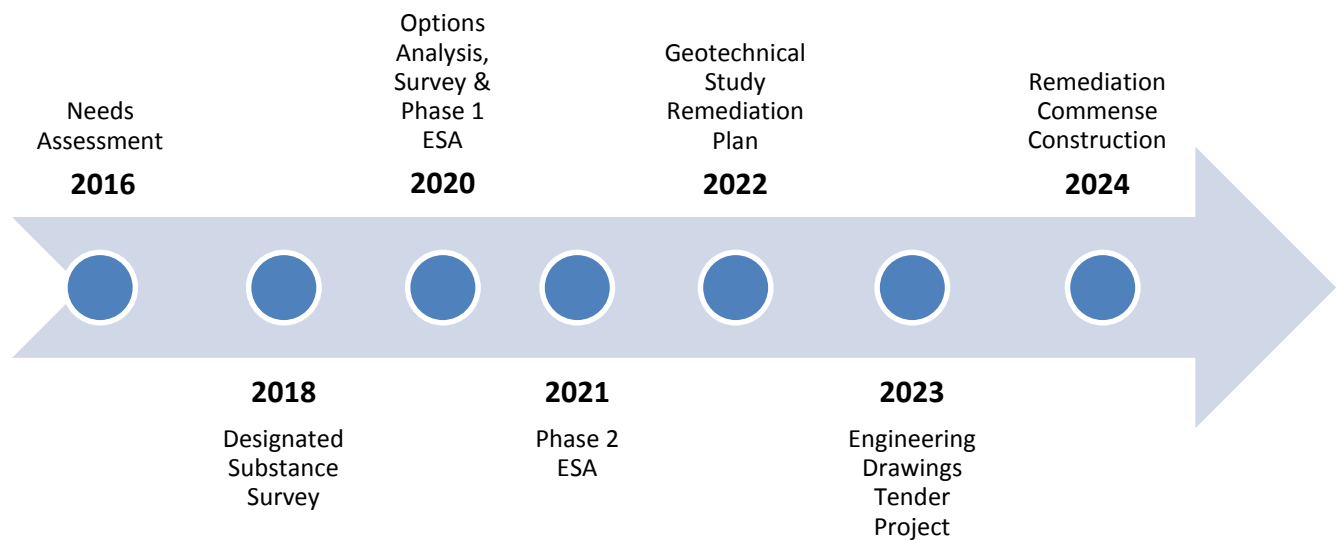
Committee: Public Works, Recreation and Facilities

Date: July 19, 2021

Department: Fire

Topic: Fire Station #2 Progress Report

Background: The fire service has evolved rapidly in recent years. Not that long ago a fire station was only required to store apparatus. Training was casual and information regarding firefighter health and safety was limited. Today, studies on firefighter health are plentiful, and standardized training has elevated firefighter's awareness of health and safety issues. This has created a high level of expectation from the employer. A diversified workforce has also created challenges in existing facilities that were built during a time of male exclusivity in the fire service. While this progression has created a well-educated and professional fire department that represents the community, it has raised the bar higher in respect to what can be reasonably achieved with existing infrastructure. This is a common theme Provincially as evidenced by the number of new fire stations being constructed.



- 2016** A building audit and needs assessment completed by Eastern Engineering resulted in a recommendation that the building is not suitable/sustainable for continued use as a fire station.
- 2018** A Designated Substance Survey was completed by St. Lawrence Testing to determine the presence of hazardous substances that could pose a threat to workers and significantly increase the cost of a demolition, construction or restoration project. The study concluded that it is probable that silica is present in the concrete slab, block walls and mortar and standard precautionary measures will ensure worker exposure is reduced to the lowest practical level.
- 2020** Colbourne & Kembel Architects completed an options analysis with three alternative design options, one that included a renovation of the existing building.

At the June 2020 Council meeting, Council directed staff to investigate the former Cardinal arena site to determine suitability for a new fire station build by completing legal and topographic surveys, a phase 1 environmental site assessment and geotechnical report.

Phase 1 Environmental Assessment (ESA) completed by St. Lawrence Testing suggested that a Phase 2 Assessment be carried out to determine if there is any subsurface soil contamination due to the active railway line to the east.

Legal survey was completed by IN Engineering and Surveying.

- 2021** Phase 2 ESA completed by St. Lawrence Testing. All of the soil samples taken met the standard for an institutional property, however one of three groundwater samples was found to contain hydrocarbons in excess of environmental regulation. This finding was confirmed by a second round of ground water samples.

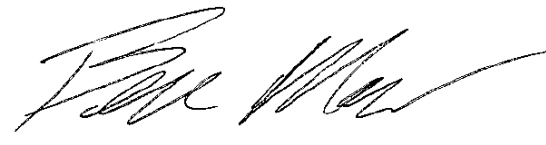
Proposed next steps and timelines...

- 2022** Install additional test wells and obtain samples to determine the extent of contamination. This will allow a remediation plan to be developed that can be executed during site excavation.

Complete Geotechnical Study.

- 2023** Complete detail design drawings and issue tender for building construction.

- 2024** Commence construction.



Fire Chief



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Public Works, Environmental Services & Facilities

Date: July 19, 2021

Department: Facilities

Topic: 2nd Quarter Facility Maintenance Report

Background: Background: Below you find a list of work performed at Township facilities during the 2nd quarter of 2021:

Ingredion Centre

- (WO-1844) Quarterly Lift Inspection report
- (WO-1869) ESA inspection Report

Spencerville Arena

- (WO-1889) ESA inspection Report

Townhall

- (WO-1911) Air Conditioning Unit spring maintenance
- (WO-1915) Quarterly Lift Inspection report

Cardinal Pool

- (WO-1907) Pool Pump hookup

Libraries

- (WO-1870) ESA Inspection Report

Johnstown Community Centre

- (WO-1804) New Security panel installed
- (WO-1824) Abell Pest Control Inspection

Cemeteries

- (WO-1828) Adams Cemetery brush cleaning
- (WO-1829) Shanley Cemetery brush cleaning
- (WO-1856) North Channel Cemetery brush cleaning

Below you will find a list of completed Service Requests performed by Recreation/Facilities department during the 2nd Quarter:

- SR 1776 Supply Spencerville library with cleaning supplies
- SR 1794 Setup Washroom timers at the canteen for open and close
- SR 1795 Pool maintenance room cleaning and decluttering
- SR 1796 Pool Chemicals ordered for the season
- SR 1797 Tune up trash pump for emptying the pool
- SR 1799 Spencerville Bridge hanging baskets mounted
- SR 1800 Weed removal at all 5 play structures
- SR 1801 supply personnel for office furniture reallocating Town-Hall
- SR 1802 Replace security connections on tractor shed
- SR 1805 weed trim tennis courts and put nets up
- SR 1806 Request from library to remove garbage
- SR 1807 Galop Canal tree limbs removed
- SR 1808 Pick up mulch for 416 corner park
- SR 1809 replace rotted wood at flower bed Johnstown Pool
- SR 1816 weed trim around the water tower area
- SR 1820 plant flowers at mega bed & pools
- SR 1822 remove barricades at the boat launch
- SR 1823 delivery paper towel and garbage bags to Town-Hall
- SR 1824 locksmith repairs at the Town-Hall
- SR 1825 replace screen door at the waterfront canteen
- SR 1827 Assist Optimist Club in taking down arena boards
- SR 1830 ½ load of stone dust worked into cardinal diamond
- SR 1831 drag ball diamonds
- SR 1832 Lower all flags
- SR 1837 Supply Library with more cleaning wipes
- SR 1847 Citizen complaint – dead beaver removal Legion way
- SR 1848 West end docks installed
- SR 1859 Work up volleyball court at the water and put net up
- SR 1860 weed trim around canteen and picnic pavilion
- SR 1861 canteen equipment taken down along with cleaning supplies
- SR 1862 extra garbage cans added along Legion Way
- SR 1863 Picnic tables moved closer to canteen area
- SR 1864 Shelter built at both pools for Covid screener
- SR 1884 Library door repair
- SR 1888 More stone added to the boat launch ramp
- SR 1896 New key request from the foodbank

- SR 1898 replace all Canadian flags on June 30th
- SR 1900 replace fire extinguisher at the water front canteen
- SR 1901 extra life jackets added to both pools
- SR 1902 Dog Park gate latch needed repair
- SR 1903 Extra cleaning supplies delivered to Johnstown pool

A handwritten signature in black ink, consisting of stylized, overlapping loops and strokes, likely representing the initials of the Facilities Manager.

Facilities Manager

WO-1844

Parks & Rec

Parks & Recreation Department

Ingredion Centre

Quarterly Lift Inspection

Community

Area

Department

Work/Activity Code

Recreation/Facilities

Classification

Created Date

Inspection/Evaluation

2021-04-19 08:22:48

Priority

Scheduled Start Date

Low

2021-04-15 08:21:00

Status

Scheduled End Date

Completed

2021-04-15 16:21:00

Target Date

Created By

aporter (Abby Porter)

Completion Date

Invoice

2021-04-19 08:23:00

No

Actual Cost

Budget Cost

\$260.00

\$0.00

Variance

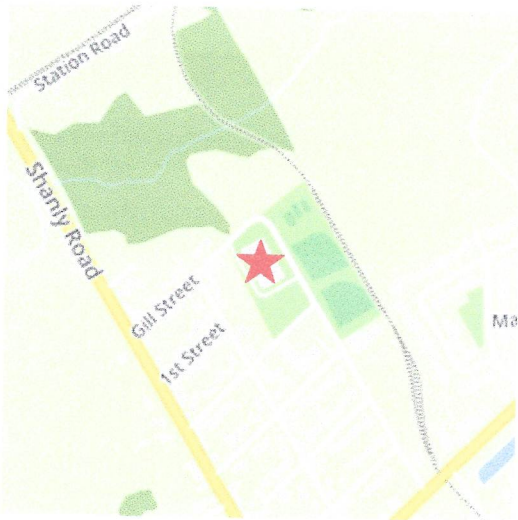
Last Check In

-\$260.00

Last Check Out

Total Hours

Map



Assets

Asset ID	Import ID	Name	Maintenance Class	Location	Description	Current Reading	Last Work Order Reading
741	\$6,607,700.00	Cardinal Arena	None		Buildings	0	<No readings entered>

Notes

Date	Note	Added By
2021-04-19 08:20 AM	Quarterly inspection of the lift completed by Upper Canada Elevators. Invoice and inspection checklist attached.	aporter

Supervisor's Signature

Technician's Signature

Date

Upper Canada

1057 Carp Rd

Stittsville, ON, K2S 1B9

Phone: (613) 836-8080 Fax: (613) 836-6187

Email: service@uppercanadaelevators.com

**Service Ticket****Ticket #**

11174

Customer Township of
Edwardsburgh/Cardinal**Work Order #** 11174**Location** Township of
Edwardsburgh/CardinalTownship of
Edwardsburgh/Cardinal**Worker** FRANKLIN M

4050 Dishaw Street, Cardinal, ON,

Caller Antonia L**Unit****% Hour****State****Category** Recurring

#64600127

ME-333

Department PM**Project #** 3342**Call date** 03/30/21 07:13 AM**Scheduled date** 04/15/21 01:43 PM**Total time** 0.68**Enroute time** 01:43 PM**Onsite time** 01:43 PM**Completed time** 02:24 PM**Reason for service**

COMPLETE MAINTENANCE

Work complete description

Maintenance is completed.

Mcp already onsite.

Licence posted in elevator expired. --> Toni emailed client about this

Time used**Regular time** 0.68**Travel time****Double time****Over time**

1.7 time

Total time

0.68

MCP

Equip	Code	Desc	Freq	Status	Comments
#64600127	Other(g)	Final limit switch	Bi-Monthly	None	
#64600127	Other(f)	Emergency stops	Bi-Monthly	None	
#64600127	Other(e)	Cab lights	Bi-Monthly	None	
#64600127	Other(d)	Travel cable	Bi-Monthly	None	
#64600127	Other(c)	Pit light	Bi-Monthly	None	
#64600127	Other(b)	Saddle bolts	Bi-Monthly	None	

#64600127	Other(a)	Shoring pins or post	Bi-Monthly	None	
#64600127	B3.4.1(c)	Oil level in reservoir	Bi-Monthly	None	
#64600127	B3.4.1(b)	Oil leakage collection	Bi-Monthly	None	
#64600127	B3.4.1(a)	Valve and cylinder packing	Bi-Monthly	None	
#64600127	B3.2	Pit, machine room, top of car	Bi-Monthly	None	
#64600127	B5(k)	Operating Devices	Bi-Monthly	None	
#64600127	B5(j)	Alarm/In use light	Bi-Monthly	None	
#64600127	B5(e)	Leveling tolerances	Bi-Monthly	None	
#64600127	B5(d)	Emergency manual moving of car	Bi-Monthly	None	
#64600127	B5(b)	Emergency backup battery	Bi-Monthly	None	
#64600127	B4.7	Carriage Emergency Lighting	Bi-Monthly	None	
#64600127	B4.5(d)	Self-closing device	Bi-Monthly	None	
#64600127	B4.5(c)	Vision panels	Bi-Monthly	None	
#64600127	B4.5(b)	Unlocking devices	Bi-Monthly	None	
#64600127	B4.5(a)	Interlocks and contacts	Bi-Monthly	None	
#64600127	6.6.6	Anti-creep	Bi-Monthly	None	
#64600127	Other(h)	Pit/top of car stop switch	Bi-Monthly	None	

Signature

Signed by

WO-1869

Parks & Rec

Parks & Recreation Department

Cardinal Arena

Community

Area

Cardinal

Department

Work/Activity Code

Recreation/Facilities

Classification

Created Date

2021-05-04 10:10:49

Priority

Scheduled Start Date

Medium

2021-05-05 09:00:00

Status

Scheduled End Date

Completed

2021-06-04 17:00:00

Target Date

Created By

mspencer (Mike Spencer)

Completion Date

2021-06-18 14:46:00

Invoice

No

Actual Cost

\$389.00

Budget Cost

\$0.00

Variance

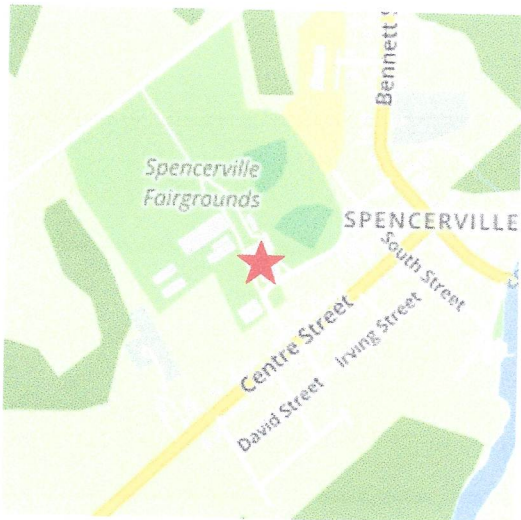
-\$389.00

Last Check In

Last Check Out

Total Hours

Map



Assets

Asset ID	Import ID	Name	Maintenance Class	Location	Description	Current Reading	Last Work Order Reading
741	\$6,607,700.00	Cardinal Arena	None		Buildings	0	<No readings entered>

Notes

Date	Note	Added By
------	------	----------

Date	Note	Added By
2021-05-20 11:31 AM	Electrical work has been completed by Coville Electrical.	m Spencer
2021-05-19 07:58 AM	Coville Electric was in and completed the list, ESA online site was updated to reflect the work completed	m Spencer
2021-05-04 09:27 AM	<p>A staff member met with an inspector and the rink. They did an electrical inspection throughout the building and it had five defects.</p> <ul style="list-style-type: none"> - Broken ground pin on extinction cord- janitors room - Broken goal lights plug boxes at both ends- arena - Baseboard heater is missing cover- back lunch room - Weather head on top of cable is missing- park - Dehumidifier connection not logged 	m Spencer

Supervisor's Signature

Technician's Signature

Date

Continuous Safety Services Site Visit Report

The following CSS report was created on 2021/05/03. The findings in this report were as a result of an audit of the electrical work done at your facility or a review of the outstanding electrical defects. The first section of the report outlines our current findings while the second section identifies all outstanding electrical defects. ** WITHIN 30 DAYS OF RECEIVING THIS REPORT, please notify your inspector of the correction status or the correction plan for all the electrical defects identified.

Customer Information	Site Information
THE TOWNSHIP OF EDWARDSBURGH/CARDIN 18 CENTRE ST SPENCERVILLE, ON Attn: MIKE SPENCER	CARDINAL ARENA 4050 DISHAW RD CARDINAL, ON Attn: JEFF HOPKINS

Issue Date: 2021/05/03
Purpose of Visit: Inspection
Visit Contact: Jeff

Inspector Name: Roger Fontaine
Inspector Cell #: 613-229-2946
Inspector Email: ROGER.FONTAINE@ELECTRICALSAFETY.ON.CA

Defects

1	Risk Factor Medium	Notification #: 20555658 Rule Reference: 02-300 Extension cord maintenance Defect Location: Janitor's Room	Issue Date: 2021-05-03 Defect Status: Completed Defect #: 1	Initial if corrected
	Code Rule: OESC 2018 Rule 02-300 - The deteriorated and/or damaged extension cords shall be repaired or replaced. Inspector Comments: Broken ground pin on extension cord. (cut on site)			
2	Risk Factor Medium	Notification #: 20555658 Rule Reference: 02-300 Extension cord maintenance Defect Location: Rink Area	Issue Date: 2021-05-03 Defect Status: Outstanding Defect #: 2	Initial if corrected
	Code Rule: OESC 2018 Rule 02-300 - The deteriorated and/or damaged extension cords shall be repaired or replaced. Inspector Comments: Broken goal lights plug boxes at both ends.			
3	Risk Factor Medium	Notification #: 20555658 Rule Reference: 12-3000 Box/device covers req'd Defect Location: Back Lunch Room	Issue Date: 2021-05-03 Defect Status: Outstanding Defect #: 3	Initial if corrected
	Code Rule: OESC 2018 Rule 12-3000 5) - Cover plates are required on all devices. Inspector Comments: Baseboard heater is missing cover.			
4	Risk Factor Medium	Notification #: 20555658 Rule Reference: 06-114 Suitable cable terminations weath Defect Location: Park	Issue Date: 2021-05-03 Defect Status: Outstanding Defect #: 4	Initial if corrected
	Code Rule: OESC 2018 Rule 06-114 3) - Cable terminations suitable for exposure to weather. Inspector Comments: Weatherhead on top of cable is missing cover.			
5	Risk Factor Low	Notification #: 20555658 Rule Reference: 02-003 Produce record of electrical work Defect Location:	Issue Date: 2021-05-03 Defect Status: Outstanding Defect #: 5	Initial if corrected
	Code Rule: OESC 2018 Rule 02-003 - The owner, owner's agent, or operator shall maintain a record of all electrical installation acceptable to the Electrical Safety Authority in any public building, commercial or industrial establishment, apartment house, or other building in which the public safety may be involved, and shall produce this record to any inspector at any time and from time to time upon request, as specified by the Electrical Safety Authority. Inspector Comments: Dehumidifier connection not logged.			

Coville Electric
 2502 Rocky Rd. RR1
 Brockville, Ontario K6V 5T1
 Canada

INVOICE

Invoice No.: 5212
 Date: 19/05/2021
 Ship Date:
 Page: 1
 Re: Order No.

Sold to:
 Twp. Edwardsburgh/Cardinal

Ship to:
 Twp. Edwardsburgh/Cardinal

Business No.: 87308 5641 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CARDINAL ARENA			
		4	FIX DEFECT #20555658 #4	H	80.00	320.00
		1	ENT CAP PVC	H	24.25	24.25
			H - HST 13%			
			HST			44.75
Coville Electric HST: #87308 5641						
Shipped By: Tracking Number:					Total Amount	389.00
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	389.00

WO-1889

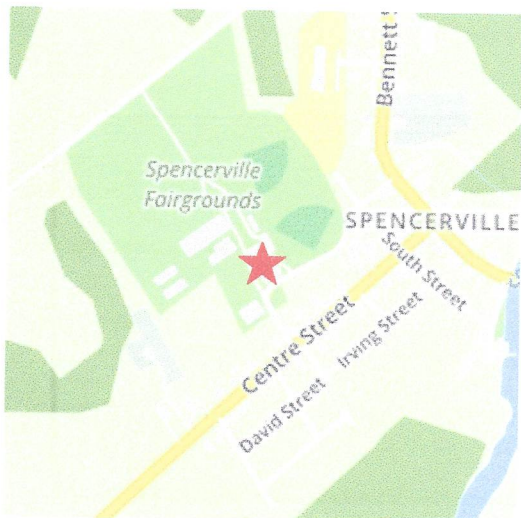
Parks & Rec

Parks & Recreation Department

Spencerville Arena

Community	Area
Department	Work/Activity Code
Recreation/Facilities	
Classification	Created Date
	2021-05-05 09:43:47
Priority	Scheduled Start Date
Medium	2021-05-04 09:00:00
Status	Scheduled End Date
Completed	2021-06-04 17:00:00
Target Date	Created By
	mspencer (Mike Spencer)
Completion Date	Invoice
2021-06-18 14:53:00	No
Actual Cost	Budget Cost
\$294.00	\$0.00
Variance	Last Check In
-\$294.00	
Last Check Out	Total Hours

Map



Notes

Date	Note	Added By
2021-05-21 08:13 AM	Defects were fixed, ESA online report submitted	mspencer
2021-05-20 11:32 AM	Electrical work has been completed by Coville Electric.	mspencer

Date	Note	Added By
2021-05-05 09:34 AM	<p>Staff member met with inspector at the Spencerville Arena and there was 3 electrical defects found.</p> <ul style="list-style-type: none"> - The trees need more trimming- parking lot street light poles - 2 counter receptacles have to be replaced- Canteen - do not store materials in front of the electrical equipment unless a min working space of 1 m.- Main electrical room. 	mspencer

Supervisor's Signature

Technician's Signature

Date

Continuous Safety Services Site Visit Report

The following CSS report was created on 2021/05/03. The findings in this report were as a result of an audit of the electrical work done at your facility or a review of the outstanding electrical defects. The first section of the report outlines our current findings while the second section identifies all outstanding electrical defects. ** WITHIN 30 DAYS OF RECEIVING THIS REPORT, please notify your inspector of the correction status or the correction plan for all the electrical defects identified.

Customer Information	Site Information
THE TOWNSHIP OF EDWARDSBURGH/CARDIN 18 CENTRE ST SPENCERVILLE, ON Attn: MIKE SPENCER	ARENA 22 SLOAN ST SPENCERVILLE, ON Attn: JEFF HOPKINS

Issue Date: 2021/05/03
Purpose of Visit: Inspection
Visit Contact: Jeff

Inspector Name: Roger Fontaine
Inspector Cell #: 613-229-2946
Inspector Email: ROGER.FONTAINE@ELECTRICALSAFETY.ON.CA

Defects

1	Risk Factor Medium	Notification #: 20555653 Rule Reference: 75-712 Secondary conductors: trees Defect Location: Parking Lot Street Light Poles	Issue Date: 2021-05-03 Defect Status: Outstanding Defect #: 1	Initial if corrected
	Code Rule: OESC 2018 Rule 75-712 a) - A clearance of 1 m (39") shall be provided and maintained between secondary conductors and trees. Inspector Comments: Needs more trimming.			
2	Risk Factor Medium	Notification #: 20555653 Rule Reference: 02-300 Replace damaged receptacle Defect Location: Canteen	Issue Date: 2021-05-03 Defect Status: Outstanding Defect #: 2	Initial if corrected
	Code Rule: OESC 2018 Rule 02-300 - Replace damaged, worn out, or broken receptacle(s). Inspector Comments: Counter receptacles.(2)			
3	Risk Factor Medium	Notification #: 20555653 Rule Reference: 02-314 Do not store material Defect Location: Main Electrical Room	Issue Date: 2021-05-03 Defect Status: Outstanding Defect #: 3	Initial if corrected
	Code Rule: OESC 2018 Rules 02-314 and 02-308 4) - Do not store material in front of the electrical equipment unless a minimum working space of 1 m (39"), with secure footing can be maintained. Inspector Comments:			

Thank you for giving us the opportunity to help you improve the safety of your facility. Your attention to the defects identified in this report will ensure continued safety on your premises. Should you have any questions regarding the items listed in this report, please do not hesitate to contact us.

Can your employees identify electrical hazards in the workplace? Do your electrical workers and maintenance staff understand the requirements of the OESC? ESA encourages supervisors and workers to continually improve their knowledge and follow safe work practices. Visit www.esasafe.com & choose "Safety and Technical Training" for dates and locations of workshops in your area or contact us at 1-877-854-0079.

Coville Electric
 2502 Rocky Rd. RR1
 Brockville, Ontario K6V 5T1
 Canada

INVOICE

Invoice No.: 5213
 Date: 19/05/2021
 Ship Date:
 Page: 1
 Re: Order No.

Sold to:
 Twp. Edwardsburgh/Cardinal

Ship to:
 Twp. Edwardsburgh/Cardinal

Business No.: 87308 5641 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			SPENCERVILLE RINK			
1			PLUG IN KITCHEN MAY 18/21	H	80.00	80.00
2			NEW PLUG KITCHEN MAY 18/21	H	80.00	160.00
1			METAL PLUG COVER	H	2.97	2.97
2			HUBBLE CLASS 2 PLUGS	H	8.65	17.30
			H - HST 13%			
			HST			33.84
Coville Electric HST: #87308 5641						
Shipped By: Tracking Number:					Total Amount	294.11
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	294.11

WO-1911

Parks & Rec

Parks & Recreation Department

Town Hall

Community

Area

Department

Work/Activity Code

Recreation/Facilities

Classification

Created Date

Preventative Maintenance

2021-05-17 14:18:50

Priority

Scheduled Start Date

Low

2021-05-18 09:00:00

Status

Scheduled End Date

Completed

2021-05-25 17:00:00

Target Date

Created By

mspencer (Mike Spencer)

Completion Date

Invoice

2021-05-19 09:37:00

No

Actual Cost

Budget Cost

\$343.15

\$0.00

Variance

Last Check In

-\$343.15

Last Check Out

Total Hours

Map



Notes

Date

Note

2021-05-17
02:14 PM

TRS Heating and Cooling is coming to maintenance our air conditioner.

Added By

mspencer

Supervisor's Signature



TRs HEATING & COOLING
CLIMATECARE.

3520 Coons Rd.
Brockville, Ont.
K6T 1A6
613-342-9733
www.trs-comfort.com
trsheating@gmail.com
GST 868753724RT001

Invoice 19726654
Invoice Date 2021-05-18
Completed Date
Customer PO

Billing Address
Township of Edwardsburgh
18 Centre Street #PO BOX 129
Spencerville, ON K0E 1X0 Canada

Job Address
Mike Spencer Township of
Edwardsburgh
18 Centre Street
Spencerville, ON K0E 1X0
Canada

Description of Work

Completed maintenance on two AC units as per checklist. Ensured the filters and drains were clear. Cut away all the over grown trees and vines that were around the ac units. Removed the condenser fans and straightened the left ones top as it had been struck but ice or something to dent the top of the unit in. Used the hose to rinse all the debris from around and inside each unit, also rinsed the condensing coils clean. Repaired some broken connectors in the right ac units electrical compartment. Tested both acs under a call for cooling. Everything is working fine at this time. Both units are now 20 years old.

Task #	Description	Quantity	Your Price	Your Total
TU-110	Perform a tune-up and cleaning to help ensure reliable and safe operation air source heat pump or air conditioner .	2.00	\$149.00	\$298.00
EHR-240	Repair low voltage or high voltage wiring. Inspect all other wiring and connections for safe operation of the heating and cooling system.	1.00	\$45.15	\$45.15

Sub-Total \$343.15

Tax \$44.61

Total Due \$387.76

Balance Due \$387.76

Refer us to a new customer and get a \$20 gas card!

This invoice is agreed and acknowledged. Payment is due upon receipt and work completion. A service fee will be charged for any returned checks, and a financing charge of 2% per month shall be applied for overdue amounts.

2021-05-18

I find and agree that all work performed by TRS Heating & Cooling ClimateCare has been completed in a satisfactory and professional manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.

2021-05-18

Job #19726654

CC AC Maintenance 22pt (Right AC)

Customer Name

Township of Edwardsburgh

Job Type

PTU - Stand Alone

1. Thermostat

Check / level / adjust thermostat

Checked

2. Outside unit

Wash and check condensor coil

Checked

3. Contactor

Check / clean contacts at contactor - record voltage at contactor

Checked

3.1 Contactor Voltage

Voltage reading

238

4. Electrical

Check electrical connections

Checked

5. Capacitor(s)

Check capacitor(s) for oil leaks / test performance

Checked

6. Filter

Check filters - Replacement

Standard Filter - Checked

7. Condensor fan blower

Check circulating air blower for cleanliness

Completed

8. Dampers

Adjust dampers for heating / cooling mode

Not Applicable

9. Drains / traps / condensate pump

Check and flush condensate drains and traps. Check condensate pump

Complete

10. Lubrication

Lubricate all moving parts

Not Applicable

11.1 Temperature - Inside

Record temperatures inside home. Record value in Fahrenheit

70

11.1 Temperature - Outside

Record temperatures outside home. Record value in Fahrenheit

70

12. Relative Humidity

Measure and record indoor relative humidity (RH) with a wet bulb reading

-

13.1 Temperature Drop

Check and record temperature drop in Fahrenheit

19

13.1 Temperature Drop - Adjustment

Was fan speed adjusted?

No adjustment required

14. Refrigerant level

Check refrigerant level

Complete

15. Refrigerant valves

Check for refrigerant leaks at service valves

Complete

16. Clean cabinet exterior

Apply silicone / wax to condenser cabinet

Complete

17. Clean surrounding areas

Clean around outdoor unit and furnace

Complete

18. Manuals

Check for manufacturer's installation / operation manuals

Complete

19. Utility cost review

Compare utility costs and equipment life expectancy with home owner

Complete

20. Smoke detectors

Offer replacement batteries for smoke detector

Not Applicable

21. CO Alarm

Check for CO alarm / blue flame certification (CSA 6.10-01)

Not Applicable

22. Review / Recommendations

Review and document results / recommendations with client

Complete

Overall Operation

Overall condition of equipment



Technicians Comments

-

WO-1915

Parks & Rec

Parks & Recreation Department

Townhall

Community

Area

Department

Work/Activity Code

Recreation/Facilities

Classification

Created Date

Inspection/Evaluation

2021-05-19 11:11:48

Priority

Scheduled Start Date

Low

2021-05-14 09:00:00

Status

Scheduled End Date

Completed

2021-05-27 17:00:00

Target Date

Created By

mspencer (Mike Spencer)

Completion Date

Invoice

2021-05-19 11:11:00

No

Actual Cost

Budget Cost

\$260.00

\$0.00

Variance

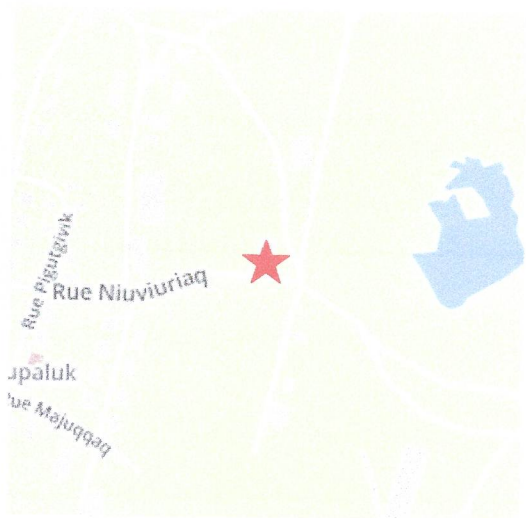
Last Check In

-\$260.00

Last Check Out

Total Hours

Map



Notes

Date

Note

Added By

2021-05-19
11:07 AM

Maintenance is completed by Upper Canada Elevators

mspencer

Supervisor's Signature

A Division of 1425792 Ontario Inc.

Ottawa, ON K2S 1B9

Invoice

Date	Invoice #
5/19/2021	20972

Invoice To
Spencerville Municipal Office 18 Centre Street Spencerville, ON K0E 1X0

Ship To
18 Centre Street Spencerville, ON

Terms
Net 15

P.O. No.

Description	Amount
<p>Completed regular quarterly maintenance on the Garaventa CPL vertical lift</p> <p>TSSA # 64716557</p> <p>Completed May 17th, 2021</p> <p><i>This lift equipment is HST exempt. Late payment is subject to a fee of 2% per month.</i></p>	<p>260.00</p>

GST/HST No. 881799910

Phone # 613-836-8080 E-mail accounting@uppercanadaelevators.com

Total

\$260.00

Upper Canada

1057 Carp Rd

Stittsville, ON, K2S 1B9

Phone: (613) 836-8080 Fax: (613) 836-6187

Email: service@uppercanadaelevators.com

**Service Ticket****Ticket #**

11503

Customer Spencerville Municipal Office**Work Order #** 11503**Location** Spencerville Municipal OfficeSpencerville Municipal
Office**Worker** FRANKLIN M

18 Centre Street, Spencerville, ON,

Caller Antonia L**Unit****% Hour****State****Category** Recurring

#64716557

MS-497

Department PM**Project #** 3297**Call date** 04/21/21 02:04 PM**Scheduled date** 05/17/21 07:00 AM**Total time** 2.00**Enroute time** 07:00 AM**Onsite time** 08:20 AM**Completed time** 09:00 AM**Reason for service**

COMPLETE MAINTENANCE

Work complete description

Maintenance is completed.
 Contacts cleaned.
 Sideways top door contact on first floor fixed.
 Mcp onsite.

Time used

Regular time 0.67

Travel time 1.33

Double time

Over time

1.7 time

Total time 2.00

MCP

Equip	Code	Desc	Freq	Status	Comments
#64716557	B5(k)	Operating Devices	Bi-Monthly	None	
#64716557	B5(j)	Alarm/In use light	Bi-Monthly	None	
#64716557	B5(e)	Leveling tolerances	Bi-Monthly	None	
#64716557	B5(d)	Emergency manual moving of car	Bi-Monthly	None	
#64716557	B5(c)	Power door operators	Bi-Monthly	None	
#64716557	B5(b)	Emergency backup battery	Bi-Monthly	None	

#64716557	B4.7	Carriage Emergency Lighting	Bi-Monthly	None	
#64716557	B4.5(e)	Opening force test	Bi-Monthly	None	
#64716557	B4.5(d)	Self-closing device	Bi-Monthly	None	
#64716557	B4.5(c)	Vision panels	Bi-Monthly	None	
#64716557	B4.5(b)	Unlocking devices	Bi-Monthly	None	
#64716557	B4.5(a)	Interlocks and contacts	Bi-Monthly	None	
#64716557	5.2.3.1	Lock runby	Bi-Monthly	None	
#64716557	6.6.6	Anti-creep	Bi-Monthly	None	
#64716557	Other(h)	Pit/top of car stop switch	Bi-Monthly	None	
#64716557	Other(g)	Final limit switch	Bi-Monthly	None	
#64716557	Other(f)	Emergency stops	Bi-Monthly	None	
#64716557	Other(e)	Cab lights	Bi-Monthly	None	
#64716557	Other(d)	Travel cable	Bi-Monthly	None	
#64716557	Other(c)	Pit light	Bi-Monthly	None	
#64716557	Other(b)	Saddle bolts	Bi-Monthly	None	
#64716557	Other(a)	Shoring pins or post	Bi-Monthly	None	
#64716557	B3.4.1(c)	Oil level in reservoir	Bi-Monthly	None	
#64716557	B3.4.1(b)	Oil leakage collection	Bi-Monthly	None	
#64716557	B3.4.1(a)	Valve and cylinder packing	Bi-Monthly	None	
#64716557	B3.2	Pit, machine room, top of car	Bi-Monthly	None	
#64716557	B2.5	Wiring Diagrams on Site	Bi-Monthly	None	

Signature

Signed by

WO-1907

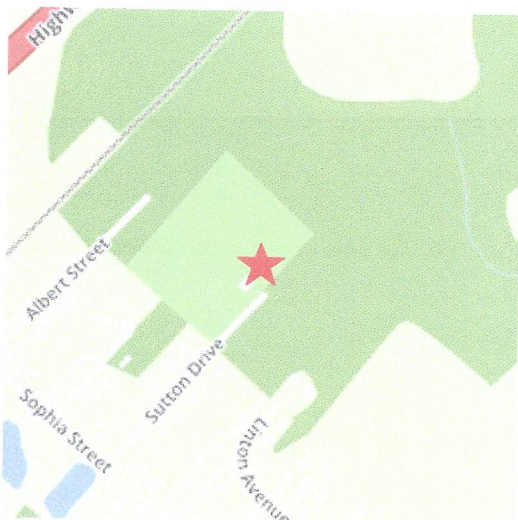
Parks & Rec

Parks & Recreation Department

Cardinal Pool

Community	Area
Department	Work/Activity Code
Recreation/Facilities	
Classification	Created Date
	2021-05-14 13:07:28
Priority	Scheduled Start Date
Low	2021-05-14 09:00:00
Status	Scheduled End Date
Completed	2021-06-04 17:00:00
Target Date	Created By
	m Spencer (Mike Spencer)
Completion Date	Invoice
2021-06-18 14:55:00	No
Actual Cost	Budget Cost
\$210.00	\$0.00
Variance	Last Check In
-\$210.00	
Last Check Out	Total Hours

Map



Notes

Date	Note	Added By
2021-06-18 02:54 PM	Coville Electric was in to install the pool pump, proper order was submitted to the ESA and it was also logged on the ESA website	m Spencer

WO-1870

Parks & Rec

Parks & Recreation Department

Spencerville Library

Community	Area
Department	Work/Activity Code
Recreation/Facilities	
Classification	Created Date
Repair	2021-05-04 10:36:38
Priority	Status
Low	Completed
Target Date	Created By
	mspencer (Mike Spencer)
Completion Date	Invoice
2021-05-18 13:43:00	No
Actual Cost	Budget Cost
\$0.00	\$0.00
Variance	Last Check In
\$0.00	
Last Check Out	Total Hours

Map



Assets

Asset ID	Import ID	Name	Maintenance Class	Location	Description	Current Reading	Last Work Order Reading
765	84	Spencerville Library	None		Buildings	0	<No readings entered>

Notes

Date	Note	Added By
2021-05-04 10:19 AM	Staff member met with inspector and there were no defects with the audit of the electrical work recorded logbook.	mspencer

Continuous Safety Services Site Visit Report

The following CSS report was created on 2021/05/03. The findings in this report were as a result of an audit of the electrical work done at your facility or a review of the outstanding electrical defects. The first section of the report outlines our current findings while the second section identifies all outstanding electrical defects. **** WITHIN 30 DAYS OF RECEIVING THIS REPORT, please notify your inspector of the correction status or the correction plan for all the electrical defects identified.**

Customer Information	Site Information
THE TOWNSHIP OF EDWARDSBURGH/CARDIN 18 CENTRE ST SPENCERVILLE, ON Attn: MIKE SPENCER	LIBRARY 4 HENDERSON ST SPENCERVILLE, ON Attn: JEFF HOPKINS

Issue Date: 2021/05/03
Purpose of Visit: Inspection
Visit Contact: Jeff

Inspector Name: Roger Fontaine
Inspector Cell #: 613-229-2946
Inspector Email: ROGER.FONTAINE@ELECTRICALSAFETY.ON.CA

Recommendations

1	Risk Factor	Notification #: 20555647	Issue Date: 2021-05-03	Defect Status: Completed	Initial if corrected
	N/A	Rule Reference: 02-003&02-006 Logbook Review			
		Defect Location:		Defect #: 1	
		Code Rule: An audit of the electrical work recorded in the logbook was conducted and there were no defects identified.			
Inspector Comments:					

Thank you for giving us the opportunity to help you improve the safety of your facility. Your attention to the defects identified in this report will ensure continued safety on your premises. Should you have any questions regarding the items listed in this report, please do not hesitate to contact us.

Can your employees identify electrical hazards in the workplace? Do your electrical workers and maintenance staff understand the requirements of the OESC? ESA encourages supervisors and workers to continually improve their knowledge and follow safe work practices. Visit www.esasafe.com & choose "Safety and Technical Training" for dates and locations of workshops in your area or contact us at 1-877-854-0079.

WO-1804

Parks & Rec

Parks & Recreation Department

Johnstown Community Centre

Alarm System Upgrade

Community	Area
Department	Work/Activity Code
Recreation/Facilities	
Classification	Created Date
Betterment	2021-04-05 09:00:07
Priority	Scheduled Start Date
Low	2021-04-01 08:57:00
Status	Scheduled End Date
Completed	2021-04-19 08:58:00
Target Date	Created By
	m Spencer (Mike Spencer)
Completion Date	Invoice
2021-06-18 14:38:00	No
Actual Cost	Budget Cost
\$1,249.00	\$0.00
Variance	Last Check In
-\$1,249.00	
Last Check Out	Total Hours

Notes

Date	Note	Added By
2021-04-14 07:33 AM	work was completed, new panel setup which gives me the ability to set and unset the alarm remotely now which will help with our ongoing rentals at the hall.	m Spencer
2021-04-05 08:56 AM	Falcon Security was contacted about upgrading the alarm system used at the Johnstown Community Centre. Quote is attached.	m Spencer

Supervisor's Signature

Technician's Signature

Date

WO-1824

Parks & Rec

Parks & Recreation Department

Johnstown Community Centre

Abell Pest Control Inspection

Community	Area
Department	Work/Activity Code
Recreation/Facilities	
Classification	Created Date
Inspection/Evaluation	2021-04-13 14:10:32
Priority	Scheduled Start Date
Low	2021-04-13 08:09:00
Status	Scheduled End Date
Completed	2021-04-13 14:09:00
Target Date	Created By
	aporter (Abby Porter)
Completion Date	Invoice
2021-04-13 14:12:00	No
Actual Cost	Budget Cost
\$0.00	\$0.00
Variance	Last Check In
\$0.00	
Last Check Out	Total Hours

Notes

Date	Note	Added By
2021-04-13 02:08 PM	Abell Pest Control in to complete their inspection of the Johnstown Community Centre. No issues to report.	aporter

Supervisor's Signature

Technician's Signature

Date



ABELL PEST CONTROL INC
190 COLONNADE RD UNIT 20
NEPEAN, ON
K2E 7J5 613 723-8114

ACCOUNT NO.	SERVICE DATE	TICKET NO.
0215-160830-01 000	13-Apr-2021	A3356919
PO NUMBER		

SERVICE ADDRESS

JOHNSTOWN COMM CENTRE
24 SUTTON AVE
JOHNSTOWN, ON
K0E 1T1 613 349-9491

BILLING ADDRESS

TWP OF EDWARDSBURG CARDINAL
PO BOX 129
SPENCERVILLE, ON
K0E 1X0 613 349-9491

LIC L-240-7034656781

Services Performed: Pest Control Contract**Pest(s) included:**

Centipedes, Cockroaches, Earwigs, Mice, Millipedes, Non-Wood Boring Ants, Rats, Silverfish (EXCLUDE Fire Ants, Pharaoh Ants)

General Comments

- Misc: service completed with supervisor Adrian Tyman
- Inspected all areas of concern.
- Inspected and serviced all mechanical rodent control devices.
- Serviced exterior rodent bait stations.

Pesticide Application

Location: exterior

PESTICIDE: (022239) CONTRAC BLOX
QTY USED: 4.00 x 28.00 Grams = 112.00 Grams
PEST: House Mouse
APPLICATION METHOD: TAMPER RESISTANT STATION
PRODUCTION STATUS: EXTERIOR AREA
COMMENT: exterior

Structural

- Created Feb 09, 2021. Door seal needed to prevent pest entry.: West double man door has gap along base.

Structural concern previously identified has been addressed.

Protect your workplace
from spread of COVID-19
with Abell



Disinfection Services
Hand Sanitizer Dispensers



spoke with kevin

CUSTOMER	13-Apr-2021	Sauve, Steph	3920
	SERVICE DATE	SERVICED BY	No.

SERVICE CHARGE	CHG
G.S.T.H.S.T	
P.S.T.	
TOTAL	

Committee: Committee of the Whole PW/ES/Facilities

Date: July 19, 2021

Department: Operations

Topic: Operations Second Quarter Report

SECTION 1: PUBLIC WORKS

1.1 Loose and Hardtop Maintenance - 2021 Gravel Maintenance program complete. 7000 Tonnes of gravel applied to approximately 26km of Township gravel roads, (see attached listing). 184,627 liters of CaCl₂, (calcium chloride) applied to all Township gravel roads.

1.2 Culverts – Installed 2 farm entrance culverts (18 meters in length each) on Weir and Chambers Rd., 2 residential entrance culverts in Johnstown and 5 road crossing culverts, (Rooney, Patterson, Noe, Millar Rd. x 2). Locates have been issued for 3 more road crossing culverts.

1.3 Signage – Roadside sign inspection by Advantage Data Collection complete. Awaiting final report. Curves ahead sign replaced on Campbell Rd.

1.4 Miscellaneous- Street sweeping of Township hard surface roads and parking lots complete.

Roadside Spraying for noxious weeds coordinated by Counties is complete.

Staff will be following up with spot spraying as required.

Staff completed Part 2, (Practical), of Grader training by ProTec

Brush head for Township Shovel received.

Sidewalk inspections in Cardinal and Spencerville by Safe Sidewalks.

Canada Inc. scheduled for the week of July 19th.

106 Service requests this quarter. 85 completed, (80%).

SECTION 2: WASTE DISPOSAL

- 543 vehicles attended the site over the 13 Saturdays in the quarter
- Punch card sales through office: \$ 100.00
- Punch Card sales through Library \$ 145.00
- Punch Card sales through PayPal: \$ 130.00
- Burchells Hardware Store \$ 4167.00
- Total punch card sales for this quarter: \$ 4542.00

Waste Disposal con't

- Staff limiting public entry to Transfer Station to ensure proper social distancing is maintained.
- Free Spring leaf and brush drop off held in May.
- Approximately 400 tires removed from Transfer Station site by Trillium Environmental. (Coming July 15th for another load).
- Four registered Leaf and Brush burns undertaken at the Transfer Site.
- Contract Administration agreement with J2pg for ECA preparation and submission to MECP accepted.

SECTION 3: Environmental Services

3.1 2021 Second Quarter WTP Flows Summery

<u>Cardinal Water Treatment Plant Flows</u>				
Month	Monthly Flow (m³)	Minimum Daily Flow (m³)	Maximum Daily Flow (m³)	Average Daily Flow (m³)
April	12938	325	718	431
May	13833	259	713	446
June	15039	319	1089*	501

* Maximum daily flow in June due to the haulage of water for a structure fire.

3.2 2021 Second Quarter WTP Operational Parameters

Summary of Operational Parameters for the Cardinal Water Treatment Plant									
April to June	UV Transmittance	Filter 1A	Filter 1B	Filter 2A	Filter 2B	pH	Pressure	Raw Chlorine	Post Chlorine
Average	50.26	0.03	0.06	0.08	0.03	8.07	69.27	1.56	2.50
Unit	MJ/cm ²	NTU	NTU	NTU	NTU		PSI	mg/L	mg/L
Compliance	40	1	1	1	1	6.5-8.5	>20		>0.20

3.3 2021 Second Quarter WTP Microbial Testing

Microbiological Testing for the Cardinal Water System				
	<u>Number of Samples</u>	<u>Total Coliform</u>	<u><i>E. coli</i></u>	<u>HPC (min-max)</u>
April-June	52	0	0	<2 - 8
Compliance for TC/EC is zero. HPC guideline is less than 500.				

3.4 2021 Second Quarter Summary Report for the Industrial Park

<u>Microbiological Testing- Industrial Park</u>				
	<u>Number of Samples</u>	<u>Total Coliform</u>	<u><i>E. coli</i></u>	<u>HPC (min-max)</u>
April-June	13	0	0	<2 - 4
Compliance for TC/EC is zero. HPC guideline is less than 500.				

Description	Prysmian Chlorine Residual	Greenfield Chlorine Residual	Pressure (PSI)
Quarterly Average	1.05	0.85	71.6
Units	mg/L	mg/L	PSI
Compliance	>0.05	>0.05	>20

3.5: 2021 Second Quarter Report for Windmill Pumping Station

Month	Total Flow (m³)	Minimum Daily Flow (m³)	Maximum Daily Flow (m³)	Average Daily Flow (m³)
April	48675	1299	1923	1622
May	53064	*0	2071	1712
June	48263	*0	2325	1609

* Greenfield semi-annual shutdown-May 30-June 3rd.

3.6: 2021 Second Quarter Report for Spencerville Lagoons

Month	Total Flow (m³)	Minimum Daily Flow (m³)	Maximum Daily Flow (m³)	Average Daily Flow (m³)
April	5980	133	387	199
May	5083	97	388	164
June	3124	91	118	104

3.7: 2021 Second Quarter Report for Cardinal WWTP

Month	Total Flow (m³)	Minimum Daily Flow (m³)	Maximum Daily Flow (m³)	Average Daily Flow (m³)
April	29920	697	1570	997
May	26067	492	1928	841
June	13902	382	610	463

2021 Second Quarter Report for Cardinal WWTP con't

April to June	BOD (mg/L)	Suspended Solids (mg/L)	Total Phosphorus (mg/L)	Ammonia (mg/L)	<i>E.Coli</i>
Average	3.1	3.6	0.09	1.27	4.5
Units	mg/L	mg/L	mg/L	mg/L	CFU
Compliance	25	25	1	N/A	N/A
Objective	<15	<15	< 1	<4	<200

Month	BOD Removal	Suspended Solids Removal	Phosphorus Removal	Ammonia Removal
April	92	95	95	98
May	95	97	97	99
June	96	95	97	86



Director of Operations

TOWNSHIP OF EDWARDSBURGH CARDINAL - MAINTENANCE GRAVEL 2021

ROAD NAME	Maintenance Gravel (yes/no)	Application Rate (normal/light)	Length (km)	Tonnes	# of Trucks	Date Completed	Actual Tonnes
BLAIR RD	No		1.70				
BUCKWHEAT RD E	No		0.54				
BUCKWHEAT RD W	Yes		1.95	581.83	18	16-Jun	
BURNIE RD	Yes		0.70	158.83	5	16-Jun	
BYERS CR 22 TO MAINSVILLE	Yes		1.55	376.49	12	10-Jun	
BYERS MAINSVILLE EAST	yes		1.30	221.37	7	10-Jun	
CAMPBELL RD	No		3.60				
CHAMBERS RD	Yes		2.40	538.09	16	9/10-Jun	
CRANE ST	No		0.07				
DOBBIE RD	No		2.60				
FRASER RD	Yes		0.40	172.62	5	7-Jun	
GLEN SMAIL EAST	Yes		1.10	357.72	12	14-Jun	
GROVETON RD	Yes		3.40	766.94		15-Jun	
HOLMES RD	No		0.30				
JOCHEM RD W	Yes		0.25	85.37	3	8-Jun	
JORDAN (Wynands-Brouseville)	No		2.75				
JORDAN (Wynands-CR22)	No		1.60				
KAIN	Yes		2.30	772.23	22	8-Jun	
LIEZERT	No		0.90				
MAINSVILLE	Yes		1.30	301.75	10	14-Jun	
MARTELLE	No						
MCNEILLY	No		1.30				
MILLAR RD	Yes		1.70	488.8	16	15-Jun	
MILLAR RD W	Yes		1.10	286.56	10	15-Jun	
NEWMAN RD	No						
NOE RD	Yes		1.20	495.1	14	7-Jun	
PATTERSON RD	Yes		1.30	327.67	11	14-Jun	
PITT RD	No		2.30				
ROONEY RD	No		7.20				
SAFFORD RD	Yes		1.80	508.73	15	9-Jun	
SCOTT RD	No		1.60				
STATION RD	Yes		0.36	113.49	4	8-Jun	
TOTEM RANCH RD E	Yes		1.60	445.49	13	16-Jun	
WYNANDS RD	No		2.15				
YOUNG RD	No		1.10				
TOTALS			55.42	6999.08	193		

Planned km

23.71

Completed

25.71



North End of TWP

South End of TWP

TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Public Works, Environmental Services & Facilities

Date: July 19, 2021

Department: Public Works

Topic: Connell Rd. Culvert Cured In Place Pipe Liner Project

Purpose: To receive direction from Council to proceed with the Cured In Place Lining of a culvert under Connell Road.

Background: The drainage culvert crossing under Connell Rd. at the intersection of Adams Rd. in the hamlet of Ventnor was identified by Staff as in need of maintenance or replacement. Due to the proximity of the culvert in relation to the garage of 7241 Connell Rd., it was determined that Cured-In Place Pipe, (CIPP), would be the best means of remediation.

There was no easement for approximately 27m from the edge of Connell Rd. to the entrance of the culvert. An easement agreement, authorized by Council Bylaw 2021-21 to allow access to the private property was executed between the owner and the Township. The agreement was finalized on April 27, 2021.

The culvert was Closed Circuit Television, (CCTV) inspected, and a tender developed and issued based on the CCTV inspection and Plan Drawings available. The tender was sent to three contractors: Canadian Water Works, (CWW), Insituform and Aquadrain.

Policy Implications: Expenditures in excess of approved budget require the approval of Council. Council may choose to draw from reserves or choose a combination of reserves and maintenance budget.

Financial Considerations: CWW was the only respondent with a quote of \$72,200.00. A budget of \$45,000.00 was allocated in the 2021 Budget for this project leaving an estimated \$27,000.00 as unbudgeted. The storm sewer reserve 01-3525 has a current balance of \$149,499.72 that could be used to cover the unbudgeted portion.

Recommendation: That Committee recommend that Council

1. Authorize Staff to award the project to CWW for the sum of \$72,000.00 + non-rebated HST and cover the estimated \$27,000.00 unbudgeted portion through the storm

sewer reserves; and

2. Authorize the Director of Operations to execute the necessary documents.

A handwritten signature in black ink, appearing to read "Gordon", followed by a large, stylized flourish or second signature.

Director of Operations

TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM

Committee: Committee of the Whole - Public Works, Environmental Services/ Facilities

Date: July 19, 2021

Department: Public Works

Topic: SNC - Use of Unopened Road Allowance - Forest Operations

Purpose: To bring forward a request from South Nation Conservation to use and access an unopened road allowance for Timber harvest operations.

Background: SNC is looking to access their property along the unmaintained portion of Pittsdale Road east of County Rd. 22 to conduct Timber harvest operations. See attached memorandum dated June 30, 2021. The plan would include the installation of a temporary culvert off the unopened road allowance that would allow logging trucks to enter and exit through this route.

Harvest operations are required to be completed by March 2023.

Policy Implications: By-Law 2015-52 establishes a policy on the use of unopened road allowances. The purpose of the policy is to protect the Township from demands that such unopened road allowances be improved and maintained at the expense of the general ratepayers of the municipality.

Financial Considerations: Any work or costs associated would be at SNC expense.

Recommendation: That Committee recommends that Council approve the request for use of unopened road allowance by SNC to conduct Timber harvest operations and direct staff to develop an agreement with SNC stipulating the conditions for use.



CAO



Director of Operations



Memorandum

To: Mayor, Council and CAO, Township of Edwardsburgh-Cardinal
From: Pat Piitz, Team Lead, Property
Date: June 30, 2021
RE: Notice of Harvest Operations

Timber harvest operations will be conducted on SNC forest properties within the Townships of Edwardsburgh-Cardinal. The forests owned by SNC have achieved Forest Stewardship Council® (FSC®) certification and are managed to standards designed to improve forest health, increase forest productivity, protect species diversity and wildlife habitat, and maintain social benefits, such as outdoor recreation.

The harvest will remove approximately 1/3 of the trees and retain higher quality trees to improve overall forest quality.

Harvest Summary

SNC	Lot and Concession	Geographic Township	Species	Volume (m³)	Area (ha.)
61	Pt. Lot 3, Con. 9	Edwardsburgh	Lowland Hardwoods	2,028	17.9

The harvest area was tendered for sale and Pastime Trucking Ltd. from Perth, Ontario was awarded the contract. The estimated revenue from the harvest operation is \$22,034.00. A significant portion of the revenue generated from the harvest is reinvested back into the forest, through improved access and silvicultural management activities.

For more information, or if you would like a presentation to Council, please contact Pat Piitz, Team Lead Property, South Nation Conservation at (613) 984-2948 extension 306 or ppiitz@nation.on.ca.

**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Public Works Environmental Services Facilities

Date: July 19, 2021

Department: Public Works/Recreation

Topic: Waterfront Paving – Additional Work

Purpose: To provide rough cost estimates and seek authorization to proceed with additional paving work at the waterfront to an upset limit of \$155,000.

Background: Under the Council inquiries section of the Administration and Finance meeting on July 12, committee directed staff to investigate pricing to have existing asphalt removed and replaced with new asphalt in the vicinity of the WTP and Legion. The shaded section in the photo below is the proposed work area.



The more expedient and cost-effective approach to have the work done is through a change order to one of the current project contracts should Council wish to proceed with additional paving at the waterfront.

Policy Implications: The additional paving work does not form part of the approved 2021 budget estimates and therefore Council approval is required.

Financial Considerations: A conservative estimate based on 2021 contract pricing is \$50.00 per square meter. The shade work area is measured to be approximately 3100 square meters based on GIS data. The estimated upset limit to complete this work is \$155,000.00.

Option # 1 Modernization Fund: The uncommitted balance remaining in the Modernization Fund is \$286,256.97. The additional work could be captured as improving the service/experience of the users of the waterfront area and therefore meet the intent of the funding.

Option # 2 Federal Gas Tax Fund: We have been notified that we will be receiving a \$216,256.19 top-up of our 2021 federal gas tax. This fund has been primarily dedicated to road resurfacing to assist in reducing the infrastructure gap.

Recommendation: That Committee recommends that Council authorize the CAO to proceed with additional paving at the waterfront, under one of the existing current contracts, to an upset limit of \$155,000.00 and cover the cost through the modernization funding.

A handwritten signature in dark ink, appearing to read 'D. S. Galt', is written above a horizontal line.

CAO