



**AGENDA  
REGULAR MEETING OF MUNICIPAL COUNCIL**

**Monday, July 26, 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 - June 28, 2021
- 6. Business Arising from the Previous Council Meeting (if any)**
- 7. Committee Minutes**
  - a. Public Library Board - May 25, 2021
  - b. Committee of the Whole - Community Development - July 5, 2021
  - c. Committee of the Whole - Administration & Finance - July 12, 2021
  - d. Committee of the Whole - Public Works, Environmental Services & Facilities - July 19, 2021
- 8. Action and Information Items from Committees**
  - a. Application for Severance - 2107 Jochem Rd - Russell
  - b. Revised Recommendation for Severance, South St (Jansen/1504107 Ontario Inc.)
  - c. Connell Rd Culvert Cured In Place Pipe Liner Project
  - d. SNC - Use of Unopened Road Allowance - Forest Operations
  - e. Cardinal Waterfront Paving - Additional Work
  - f. Port - Sale of Surplus Land
  - g. Property Clean Up - Contractor
- 9. Correspondence**
- 10. Approval of Municipal Disbursements**
- 11. By-laws**
  - a. Dissolve Ward System within the Township  
3rd and Final Reading
  - b. Amend Site Plan Control - ELC Automotive
  - c. Cormorant Control on OPG Lands - Licence Amending Agreement
- 12. CAO's Administrative Update**
- 13. Councillor Inquiries or Notices of Motion**
- 14. Mayor's Report**

15. Question Period
16. Closed Session
17. Confirmation By-law
18. Adjournment

**MINUTES  
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**

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

**STAFF:** Dave Grant, CAO  
Brian Moore, Fire Chief  
Candise Newcombe, Deputy Clerk

**1. Call to Order**

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

**2. Approval of Agenda**

**Decision:** 2021-217

**Moved by:** T. Deschamps

**Seconded by:** J. Hunter

That Municipal Council approves the agenda as presented.

Carried

**3. Disclosure of Pecuniary Interest & the General Nature Thereof**

None.

**4. Delegations & Presentations**

None.

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

**a. Regular Meeting - May 25, 2021**

**Decision:** 2021-218

**Moved by:** J. Hunter

**Seconded by:** T. Deschamps

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated May 25, 2021.

Carried

**b. Special Meeting - June 14, 2021**

**Decision:** 2021-219

**Moved by:** S. Dillabough

**Seconded by:** H. Cameron

THAT Municipal Council receives and approves the minutes of the Special Council Meeting dated June 14, 2021.

Carried

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

None.

**7. Committee Minutes**

a. Public Library Board - April 29, 2021

Members announced a generous donation of \$10,000.00 made by Mr. Paul Charlebois to the *Friends of the Cardinal Public Library*. There was consensus of Council that a letter of gratitude for the donation should be sent on behalf of the Township from the Mayor.

**Decision:** 2021-220

**Moved by:** H. Cameron

**Seconded by:** J. Hunter

THAT Municipal Council receives the minutes from the Public Library Board Meeting dated April 29, 2021.

Carried

b. Port Management Committee - May 19, 2021

**Decision:** 2021-221

**Moved by:** J. Hunter

**Seconded by:** T. Deschamps

THAT Municipal Council receives the minutes from the Port Management Committee Meeting dated May 19, 2021.

Carried

c. Committee of the Whole - Community Development - June 7, 2021

Members inquired if there were further inquiries from past delegation presenters. It was noted there has not been any contact from them. Minor housekeeping item noted on Pg.5 "by resolution" to be removed.

**Decision:** 2021-222

**Moved by:** T. Deschamps

**Seconded by:** J. Hunter

THAT Municipal Council receives and approves the minutes from the Committee of the Whole- Community Development Committee Meeting dated June 7, 2021.

Carried

d. Committee of the Whole - Administration & Finance - June 14, 2021

**Decision:** 2021-223

**Moved by:** S. Dillabough

**Seconded by:** H. Cameron

THAT Municipal Council receives and approves the minutes from the Committee of the Whole- Administration & Finance Meeting dated June 14, 2021.

Carried

e. Committee of the Whole - Public Works, Environmental Services & Facilities - June 21, 2021

**Decision:** 2021-224

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

THAT Municipal Council receives and approves the minutes from the Committee of the Whole- Public Works, Environmental Services & Facilities Meeting dated June 21, 2021.

Carried

**8. Action and Information Items from Committees**

- a. Application for Severance - Dobbie Rd - JF Dobbie & Sons

**Decision:** 2021-225  
**Moved by:** J. Hunter  
**Seconded by:** T. Deschamps

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

- b. Request to Reconsider Road Widening - Shaggy's Fries

**Decision:** 2021-226  
**Moved by:** S. Dillabough  
**Seconded by:** H. Cameron

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

- c. Community Safety & Well-Being Plan

**Decision:** 2021-227  
**Moved by:** H. Cameron  
**Seconded by:** J. Hunter

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

- d. Community Grants - Centennial 67' Funding Reallocation

**Decision:** 2021-228

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

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

e. Adelaide Sewage Pumping Station Spare Pump

**Decision:** 2021-229  
**Moved by:** T. Deschamps  
**Seconded by:** J. Hunter

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

**9. Correspondence**

**Decision:** 2021-230  
**Moved by:** S. Dillabough  
**Seconded by:** H. Cameron

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

- June 1, 2021
- June 7, 2021
- June 14, 2021
- June 21, 2021

Carried

**10. Approval of Municipal Disbursements**

**Decision:** 2021-231  
**Moved by:** J. Hunter  
**Seconded by:** T. Deschamps

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

**11. By-laws**

a. Site Plan Control Agreement - Allen/Forbes Bros

**Decision:** 2021-232

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

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

Carried

**Decision:** 2021-233  
**Moved by:** S. Dillabough  
**Seconded by:** J. Hunter

THAT a bylaw to authorize the execution of a site plan control agreement with Joan Allen and Victor Allen, be now read a third time and finally passed, signed, sealed and numbered 2021-35.

Carried

b. RBC Credit Facilities Agreement

**Decision:** 2021-234  
**Moved by:** J. Hunter  
**Seconded by:** T. Deschamps

THAT the mover be granted leave to authorize the execution of an agreement for credit and lease facilities with the Royal Bank of Canada, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2021-235  
**Moved by:** J. Hunter  
**Seconded by:** T. Deschamps

THAT a bylaw to authorize the execution of an agreement for credit and lease facilities with the Royal Bank of Canada, be now read a third time and finally passed, signed, sealed and numbered 2021-36.

Carried

c. Amend Tax Rate Bylaw

**Decision:** 2021-236  
**Moved by:** H. Cameron  
**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw to replace Schedule "A" of Bylaw 2021-20 being a bylaw to provide for the adoption of tax rates and to provide for penalty and interest in default of payment, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2021-237  
**Moved by:** H. Cameron  
**Seconded by:** S. Dillabough

THAT a bylaw to replace Schedule "A" of Bylaw 2021-20 being a bylaw to provide for the adoption of tax rates and to provide for penalty and interest in default of payment, be now read a third time and finally passed, signed, sealed and numbered 2021-37.

Carried

d. Fire Service Fees Bylaw

Members discussed the effective date of the Fire Service Fees bylaw noting that all Fees outlined in the bylaw will be in effect immediately prior to the passing of the bylaw, however, fire burn permit fees will not be in effect until January, 2022.

**Decision:** 2021-238

**Moved by:** S. Dillabough

**Seconded by:** J. Hunter

THAT the mover be granted leave to introduce a bylaw to impose fees and charges for services and activities provided or done by the fire department of the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2021-239

**Moved by:** S. Dillabough

**Seconded by:** J. Hunter

THAT a bylaw to impose fees and charges for services and activities provided or done by the fire department of the Township of Edwardsburgh Cardinal, be now read a third time and finally passed, signed, sealed and numbered 2021-38.

Carried

e. Collective Agreement

Members inquired as to what was meant by "employee discretion" in the Collective agreement in respect to employee hours. It was noted that the supervisor would be the one to offer the employee leave prior to regular shift completion, however, it would at the employee's discretion whether they would finish at scheduled time or accept the offer to leave early.

Members inquired of the definition of lead hand versus a rural lead hand. It was noted the rural lead hand is not a position currently in effect.

**Decision:** 2021-240

**Moved by:** T. Deschamps

**Seconded by:** J. Hunter

THAT the mover be granted leave to authorize the execution of a collective agreement with the Canadian Union of Public Employees Local 2311-02, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2021-241

**Moved by:** T. Deschamps

**Seconded by:** J. Hunter

THAT the mover be granted leave to authorize the execution of a collective agreement with the Canadian Union of Public Employees Local 2311-02, be now read a third time and finally passed, signed, sealed and numbered 2021-39.

Carried

f. Dissolve Ward System within the Township



Council debated the scope of power Council should have in regards to a matter such as the dissolving of the ward system, some members suggested it is a decision that should be put to the public. Conversely, Members noted that the public votes for individual members of Council to act in the best interest of the Township, as a whole. Further debating, with or without the ward system, each members duty is to make choices for the over all betterment of the Township.

Members noted due to the controversy of this topic, it might be best to delay another month and bring the motion back for a third reading at the July Council meeting.

**Decision:** 2021-242  
**Moved by:** J. Hunter  
**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw to authorize the dissolving of the ward system of electoral representation and institute an at-large system of electoral representation in the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof

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

12. CAO’s Administrative Update

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

- Well water sampling program delayed for Canada Day holiday.
- Update on the status of the OPP Board submission to the Solicitor General.
- The execution of staff annual performance reviews to proceed in July.
- David St. appeal date of July 21, 2021.
- The draft operations agreement for the commuter transit pilot project will be ready for presentation at the July Public Works, Environmental Services Facilities Meeting.
- The Township's vaccine clinic will be held on Sunday July 4, 2021 from 10:00 a.m. to 5:00p.m. at the Ingredion Centre in Cardinal.
- The Building department has issued approximately 95 building permits to date this year.
- Overwhelming interest in the Township's day camps.
- Pool lifeguard certifications to be completed this week.
- Public Works mowing project progress.

- June 29 & 30th side walk inspections throughout Cardinal and Spencerville will be completed.
- A request for maintenance has been submitted for the Fergusson Drain.
- Truck #8 Replacement Dodge Ram ordered.
- Province moving to step 2 of roadmap to reopen as of 12:01 a.m. June 30.
- Zoning bylaw review open house dates announced.

Council inquired about the response received in regards to the well water sampling program. It was noted there was a varying response from week to week, however, testing remained fairly steady.

Members inquired of the extent of advertising posted in regards to the zoning bylaw open houses. They expressed their wish to ensure there is wide advertisement of these dates throughout the Township.

Council inquired of the new canteen hours and what volume of customers it was experiencing. It was noted that the busiest canteen hours are still during the weekend.

Members inquired about the delay in obtaining the brush head for the mower. It was noted that the item did not actually get ordered until a couple of weeks after approving it in the budget, delaying the process further.

Council inquired the reasoning behind the newly implemented swim test at the pools this season. It was noted that the testing was one of the many stipulations of the season required by the Health Unit.

Members noted for the upcoming zoning bylaw virtual meeting August 5th, it may be best to entertain the idea of hosting the session at the Ingreion Centre due to the unreliable internet connection experienced at the Township office. Member's inquired if Staff had any progress in obtaining a more secure internet connection in the near future for the Township office. It was noted that there have been options explored, none with any degree of success.

Members inquired of the possibility of introducing subsequent day camps in the Township in an attempt to meet the large demand. It was noted there have been difficulties in obtaining enough staff to run the current programs offered pointing out currently two of the employed swim instructors are former instructors who offered to return and re-certify in order to obtain the required personnel for the current programming. It was noted of the twelve staffed lifeguards outlined in the report, five of them were only part-time.

Members noted their interest in any public feedback from the roadside weed control program. It was noted the appreciation on the part of the majority of our local farmers for the weed control program. Members noted that individuals not interested in participating in the roadside weed program could obtain a "no spraying" sign either on their own or through the County and post along their property to avoiding unwanted spraying.

**Decision:** 2021-243

**Moved by:** H. Cameron

**Seconded by:** T. Deschamps

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

Carried

### 13. Councillor Inquiries or Notices of Motion

Councillor Dillabough inquired about an update on the remaining docks to be installed at the Cardinal Legion Way. It was noted the water level remain too low to safely install docks in the same manner as years previous. Members noted the possibility of finding an alternative option to install docks. Staff noted possible costs associated with modifications to the installation process and requested

clarification that Council was willing to entertain these costs. Members noted they would like a staff report of installation options as well as associated costs submitted for Council review at the next Council meeting.

Mayor Sayeau inquired if the drop off at the Cardinal boat launch had been tended to. It was noted the problem had been corrected.

Councillor Dillabough brought to Council attention the state of some of the picnic tables at the Cardinal Pavilion, noting at least four tables in need of immediate repair and requesting staff be sent to evaluate the state of all the tables and perform any repairs required ideally prior to Canada Day.

Councillor Cameron inquired about the state of the skunk issue at the Cardinal beach area. Councillor Cameron noted the skunk had moved from the original area of the Conestoga Dive site. It was noted there have not been any public complaints.

#### **14. Mayor's Report**

Mayor Sayeau reported on the following:

- Status of the Counties guide rail contractor. Contract for guide rail repair has been signed and work should proceed from July 6th-26th.
- Update given on status of the Job Site Challenge, informing Council of the meeting the Mayor, CAO and planners had with Newmarket.
- MP Barrett and MPP Clark were present at the new waterfront pathway in Cardinal to announce the Townships funding of \$100,000.00 awarded by the Investing in Canada Infrastructure program which funded the construction of the waterfront path.
- Corporate donations from Ingredion Inc. and Greenfield Global Inc. will be presented to the Township June 29, 2021, Ingredion at 10:00 a.m. and Greenfield Global Inc at 12:00 p.m.
- The Battle of the Windmill pamphlet fabricated as a result of the Township's Community Grants and Donation program were available for Council to review.
- Recognition was given to Councillor Hunter and Deputy Mayor Deschamps for their hard work in organizing Sunday's vaccine clinic at the Ingredion Centre.
- An update from HFI Pyrotechnics company. HFI has hired approximately twenty plus employees and managed to maintain all the positions throughout the COVID shut-downs. An invitation to tour the facilities has been extended to Council following stage three of the Province's plan to re-open.
- The Mayor announced his intentions to introduce the Cedar Groves Site videos at the COW- Community Development Meeting in July and asked for the Chair's approval to be able to invite all public committee members to attend.

**Decision:** 2021-244

**Moved by:** T. Deschamps

**Seconded by:** J. Hunter

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

Carried

#### **15. Question Period**

Questions/comments were raised with respect to the following:

- Public concerns noted on the dissolving of the ward system as well as notices for upcoming public information sessions announced.

**16. Closed Session**

**Decision:** 2021-245

**Moved by:** H. Cameron

**Seconded by:** T. Deschamps

THAT Municipal Council proceeds into closed session at 8:20 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.

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.

**Decision:** 2021-246

**Moved by:** J. Hunter

**Seconded by:** T. Deschamps

THAT the closed meeting of Council does now adjourn and the open meeting does now resume at 9:04 p.m.

Carried

**17. Confirmation By-law**

**Decision:** 2021-247

**Moved by:** S. Dillabough

**Seconded by:** J. Hunter

THAT a bylaw to adopt, confirm, and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2021-40.

Carried

**18. Adjournment**

**Decision:** 2021-248

**Moved by:** J. Hunter

**Seconded by:** T. Deschamps

That Municipal Council does now adjourn at 9:06 p.m.

Carried

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Mayor

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Deputy Clerk

## **Edwardsburgh Cardinal Public Library Board Meeting Minutes**

Virtual Zoom Meeting May 25th, 2021

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

**Staff:** M-A. Gaylord, D. Gladstone

### **1. Call to order**

Tim East Chair called to order the regular meeting of the Edwardsburgh  
Cardinal Public Library at 5:01 pm on May 25th, 2021 a virtual Zoom meeting.

### **2. Disclosure of interest – None**

**3. Additions to agenda** – Councillor Cameron has another meeting to attend so  
we will move Councillor Cameron's report (agenda item 9) up on the agenda  
and he will report after agenda item 4.

### **4. Approval of minutes from last meeting**

**Motion** by Pat Tierney to accept the April 29th, 2021 minutes as presented,  
seconded by Hugh Cameron. CARRIED

### **5. Report from Municipal Council** – Councillor Cameron reported:

- Council has been busy – a Deputy Clerk has been hired
- The Township has a new website
- Internet connectivity is being enhanced – Township staff is working to get this done
- 77 building permits have been issued to date and the Township has received 83 applications
- Flower baskets are being hung this week
- Plans are in place to have the pools open with swimming program-pending staffing and provincial regulations
- Day Camps will be operating
- South Nation Conservation and the Township gave out 150 bundles of tree and shrubs free to those who registered
- Brush and leaf collection went well throughout the township
- Councillor Cameron reported that the Township had received an application from an individual interested in becoming a Library Board member. Council will review and advise the Board if the applicant meets requirements.

## **6. Business arising from minutes-NIL**

## **7. Correspondence**

### **• North Grenville Public Library - MOU**

North Grenville Public Library and Edwardsburgh Cardinal Public Library has had an agreement for reciprocal use of services dating back to June of 2003. It was a verbal agreement at the time and this MOU is to formalize that agreement. Each of the Libraries has approximately 6 patrons who use these services.

**Motion** by Hugh Cameron that the Memorandum of Understanding between North Grenville Public Library and Edwardsburgh Cardinal be formalized, and that the CEO act as the Representative of the Board to sign this MOE, seconded by Dave Robertson. CARRIED

## **8. Treasurer's report**

Dave received the Draft Audited Financial Statements from the Auditors. He reminded the Board that the Audit includes assets which is Public Sector Accounting. He would like to defer this report until the next meeting to have time to review and answer any questions the Board may have.

## **9. CEO/Supervisor report attached**

The CEO extended thanks to the Staff for their exceptional serving the community through the Library Services. The Board extended thanks to the staff for their continued work throughout the pandemic and continuing to meet the needs of the community with the ever changing mandates that have become part of our everyday living.

## **10. Policy Review – BL-04 Meetings of the Board**

Section 2 of the by-law has been updated to reflect the change to the Public Libraries Act s 16(1) the regular meetings of the Board- has been changed from a minimum of 10 meetings to 7 meetings. An update to the Robert's Rules of Order to the New Revised 12<sup>th</sup> edition.

**Motion** by Tammy Wilson to update Section 2 of BL-04 to align with change to section 16(1) of the Public Libraries Act, and to update the Robert's Rules of Order to the New Revised 12<sup>th</sup> edition. BL-04 will be reviewed on a Four (4) year cycle, seconded by Pat Tierney. CARRIED

11. **New business/Community Activities-Nil**

12. **Closed Session – Nil**

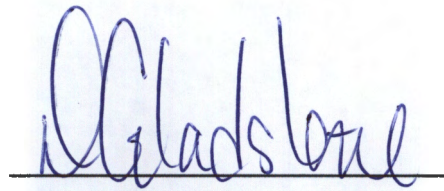
13. **Date of Next Meeting:** Tuesday June 22nd, 2021 at 5pm. If we are able to attend the meeting in person it will be held in Cardinal, otherwise we will set up a virtual meeting. TBD

14. **Adjournment**

**Moved** by Dave Robertson, seconded by Anne Barratt that the meeting of the Library Board does now adjourn at 5:38 pm. CARRIED



Chair



Recording Secretary



North Grenville Public Library

P.O. Box 538

Kemptville, ON K0G 1J0

613-258-4711

613-258-4134(Fax)

shiggins@post.library.on.ca

Edwardsburgh/Cardinal Public Library Board

P.O. Box 130

Spencerville, ON

K0E 1X0

June 16, 2003

Dear Ms. Murray,

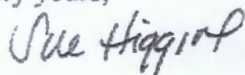
The North Grenville Public Library would like to enter into an agreement with the Edwardsburgh/Cardinal Public Library for reciprocal borrowing. Such an agreement would allow residents of Edwardsburgh/Cardinal who are members of the Spencerville or Cardinal Branches to join the North Grenville Public Library at no cost and residents of North Grenville who are library members to use the Edwardsburgh/Cardinal Public Library free of charge. This would allow residents of both communities who live near the municipal boundaries or who work in the communities to use the Library most convenient to them.

Currently the North Grenville Public Library has 6 members from Edwardsburgh/Cardinal. I am not sure how many members your Library has from our community. They would probably use the Spencerville Branch the most.

If your Board would like to enter into such an agreement we could arrange a time that would be convenient for both boards, perhaps September 1, 2003 or January 1, 2004. Many rural libraries have agreements such as these in place and find them beneficial and they are viewed by their patrons to be a valuable service.

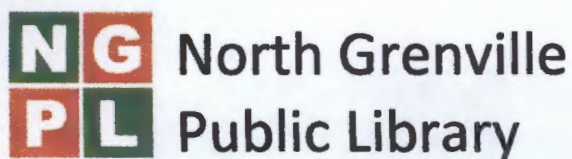
We look forward to hearing from you in the near future.

Sincerely yours,



Sue Higgins, Manager of Library Services  
North Grenville Public Library





MEMORANDUM OF UNDERSTANDING BETWEEN  
The North Grenville Public Library and  
The Edwardsburgh/Cardinal Public Library

DRAFT May 2021

This Memorandum of Understanding establishes an agreement between the North Grenville Public Library (NGPL) and Edwardsburgh/Cardinal Public Library for the reciprocal use of services by their respective residents. This would allow residents of Edwardsburgh/Cardinal to get memberships at the North Grenville Public Library free of charge, and residents of North Grenville to get memberships at the Edwardsburgh/Cardinal Public Library free of charge.

This is a formalization of a verbal agreement that currently exists between the two libraries. Many rural libraries have such agreements in place and find them mutually beneficial as it provides expanded services and convenience for residents. It should be noted that each library's collections, services and operations are independent of the other's.

To be eligible, a prospective member and resident of the neighbouring community must be able to demonstrate that they are a member at their own library, to ensure that intent of the agreement is respected.

Representative of the North Grenville Public Library

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

Representative of the Edwardsburgh Cardinal Public Library

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

## Edwardsburgh Cardinal Public Library

Policy Type: **Bylaws**

Policy Number: **BL - 04**

Policy Title: **Meetings of the Board**

Initial Policy Approval Date: Feb. 27, 2007

Last Review/Revision Date: Dec. 20, 2016

Last Review/Revision Date: May 25<sup>th</sup>, 2021

Year of next review: (every 4 years)

Board members must meet regularly to ensure the proper governance of the library and to conduct the business of the board. Since the library board 'as a whole' has the authority to act, and not individual members, the board meeting is the major opportunity for the library board to do its work – to make decisions, solve problems, educate board members, and plan for the future and review monitoring or evaluation material submitted by employees. This policy sets procedures to follow for meetings and ensures compliance with the **Public Libraries Act**, R.S.O. c. P.44.

1. In accordance with the **Public Libraries Act**, s. 14(1), the Chief Executive Officer shall call in **inaugural meeting** of the Edwardsburgh Cardinal Public Library Board in each new term upon receipt of the confirmation of appointment from the Municipal Clerk and a by-law from the Municipal Council. This inaugural meeting shall be held as soon as possible, after the appointments are made by municipal council. At this first meeting, the CEO oversees the elections of the officers. The elections begin with the position of chair.
2. In accordance with the **Public Libraries Act**, s. 16(1), the library board shall hold **regular meetings** once a month at **least 7 months** each year and at such other times as it considers necessary.
3. In accordance with the **Public Libraries Act**, s. 16(2), the Chair or any two member of the Board may summon a **special meeting** of the Board by giving each member reasonable notice and specifying the purpose for which the meeting is called. This shall be the sole business transacted at the meeting.
4. In accordance with the **Public Libraries Act**, s. 16.1 (2), Board meetings shall be **open to the public**, except where the Board is of the opinion that sensitive matters may be disclosed at the meeting as set forth in Section 239 of the Ontario Municipal Act (2):
  - a. The security of the property of the municipality or local board;
  - b. Personnel matters about an identifiable individual, including municipal or local board employees;
  - c. A proposed or pending acquisition or disposition of land by the municipality or local board;
  - d. Labour relations or employee negotiations;
  - e. Litigation or potential litigation, including matters before administrative tribunals;
  - f. Advice that is subject to solicitor/client privilege, including communications necessary for that purpose;
  - g. A matter is respect of which a council, board committee or other body may hold a closed meeting under another Act.
5. When the Board determines that matters should be dealt with in the absence of the public or a staff member, a motion to move into **closed session** must be moved, seconded and approved by a majority vote. Before holding a meeting or



part of a meeting that is to be closed to the public, the library board or committee of the board shall state by resolution:

- a. the fact of the holding of the closed meeting
- b. the general nature of the matter to be considered at the closed meeting

### Meetings of the Board (Continued)

Motions to move in-camera are not debatable. At the conclusion of the in-camera session, a motion must be moved, seconded and approved by a majority vote to return to public session. A motion to confirm any motions approved during the in-camera session shall be made.

6. Board members may attend library board meetings remotely via teleconference or Internet video conferencing call.
  - a. As all board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.
  - b. A member of the library board or a committee may attend, participate and vote at an open or closed meeting remotely, if the member is prevented from physically attending because of:
    - i. personal illness or disability; or
    - ii. employment purposes or the business of the public good; or
    - iii. a family or other emergency.
  - c. Members who wish to attend a meeting remotely must give notice two hours before the commencement of the meeting to the Secretary so that the equipment can be made ready
  - d. Meeting minutes will reflect that a member is participating remotely
  - e. The vice-chair chairs the meeting, when the chair of the library board attends the meeting remotely
  - f. Quorum applies to the members attending in person and remotely.

### Section 2: Order of Proceedings

1. Parliamentary authority.
  - a. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the library board in cases where there are no bylaws of the board in place.
2. Call to order.
  - a. Meetings shall be called to order by the chair on the hour fixed for the meeting.
  - b. In the absence of the chair, the vice-chair will preside over the meeting.
3. Quorum.
  - a. In accordance with the *Public Libraries Act*, s. 16(5), the presence of a majority of the board is necessary for the transaction of business at a meeting.
  - b. Where a quorum is not present within fifteen minutes of the hour fixed for a meeting, the secretary shall record the names of the board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.
  - c. Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the library board.
  - d. If notified by a majority of board members of their anticipated absence from a meeting, the chair shall notify all members of the library board that the meeting is cancelled.
4. Attendance at meetings.
 

In accordance with the *Public Libraries Act*, s. 13, should a member be absent for three (3) consecutive meetings, the board, shall:

  - a. consider the member disqualified from the board and notify the appointing council that the seat is vacant, or
  - b. consider the circumstances of the absence and pass a resolution authorizing that person to continue as a board

member

## Meetings of the Board (Continued)

### 5. Agenda

- a. The agenda focuses the discussion in order to make good use of the library board's time. Meetings of the library board 'as a whole' do not re-do the work of the employees or of the committees.
- b. The order of business for all regular meetings of the library board shall be as follows:

1. Call to order
2. Approval of the agenda
3. Declaration of any conflicts of interest
4. Minutes of the preceding meeting
5. Business arising from the minutes
6. Tabling of the board information package: correspondence, Treasurer's report, Chief Executive Officer's report; Committee reports
7. Monitoring the progress of the library's strategic plan
8. Policy review and updates
9. Report on board members' advocacy activities
10. Other business
11. Date of the next meeting
12. Adjournment

### 6. Voting.

- a. All motions at board meetings, except those approving or amending the bylaws, are decided by a majority of votes cast. A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the members in order to be carried.
- b. In accordance to the **Public Libraries Act**, s. 6(6), the chair or acting chair of the board may vote with the other members of the board upon all questions. Any question on which there is an equality of votes shall be deemed to be negative.

### 7. Minutes.

- a. Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.
- b. Minutes are approved at the next meeting of the library board and signed by the chair and secretary
- c. Minutes (excluding in camera minutes) are public documents and shall be made available to the public.
- d. Minutes of closed meetings are kept separately and held to be confidential.

## Section 3: Chairing the Meeting

1. The function of the chair is to act in a leadership role to the library board, ensuring that business is dealt with expeditiously, and also to help the library board work as a team. It is the duty of the chair of the library board to:
  - a. open meetings of the library board by calling the members to order
  - b. announce the business before the library board in the order in which it is to be acted upon
  - c. receive and submit, in the proper manner, all motions presented by the members of the library board
  - d) put to vote all motions which are moved and seconded in the course of proceedings, and announce the results
  - b) decline to put to vote motions which infringe the rules of procedure
  - c) restrain the members, when engaged in debate, within the rules of order
  - d) exclude any person from a meeting for improper conduct
  - e) enforce the observance of order and decorum among the members

- f) authenticate, by signing, all bylaws, resolutions and minutes of the library board
- g) instruct the library board on the rules of order
- h) represent and support the library board, declaring its will, and implicitly obeying its decisions in all things
- i) receive all messages and communications on behalf of, and announce them to, the library board
- j) ensure that the decisions of the library board are in conformity with the laws and bylaws governing the activities of the library board

**Related Documents:**

***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990, c. M56

***Public Libraries Act***, R.S.O. 1990, c. P44, s.14, 16

***Robert's Rules of Order New Revised*** (RONR) 12<sup>th</sup> edition

# CEO REPORT

MAY, 2021

## COVID-19 update

May 13th the Provincial Government announced the stay at home order will be extended until June 2<sup>nd</sup>, 2021. The Library will continue with curbside pickup until the order is lifted.

## Programming

Virtual Science Workshop – As part of Science Odyssey week, we were offered a virtual program at no charge. This workshop was held on Saturday May 8<sup>th</sup>. Twelve participants joined the virtual Up and Down workshop. Another successful and well received program.

## Both Branches

- TD Summer StoryWalk –we will receive our kit between May 25<sup>th</sup> and June 13<sup>th</sup>. Since we will be receiving only one kit, I would like to place the story in both Cardinal and Spencerville for a 6 week interval in each community. We are able to use the kit from June 13<sup>th</sup> to September 6<sup>th</sup> which gives us 12 weeks total. I will speak with Mike Spencer to discuss possible location for the Storywalk and would like to have a kickoff event with Board members and Council.

## Monthly Statistics 2021

### April 2021 Stats

	Cardinal	Spencerville	Total
Persons Entering	14	15	29
WorkflowHolds	115	105	220
Email Inquires	27	1	28
Phone Inquires	87	37	124
In-person Inquires	7	7	14
ILL	2	5	7
PC Use	0	1	1
Wireless Use	0	6	6
Curbside Pick-up	184	36	220
Photocopying/Faxes	7	0	7
Programs			
Program			
Attendance			
Circulation	367	240	607
Overdrive	302	167	469
Overdrive Users			31
New Users			4
New Library Cards	4	0	4

Website Users April 196



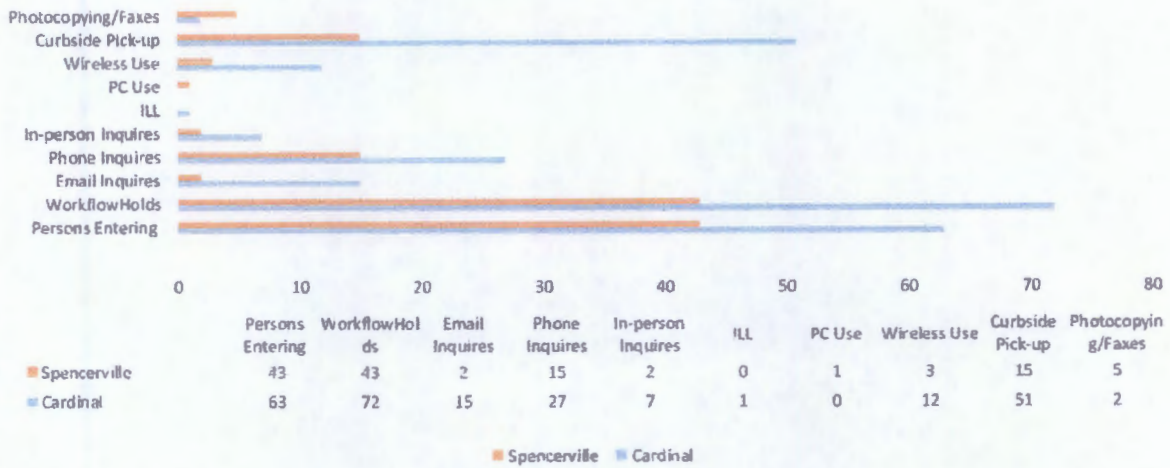
### March 2021 Stats

	Cardinal	Spencerville	Total
Persons Entering	211	73	284
WorkflowHolds	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

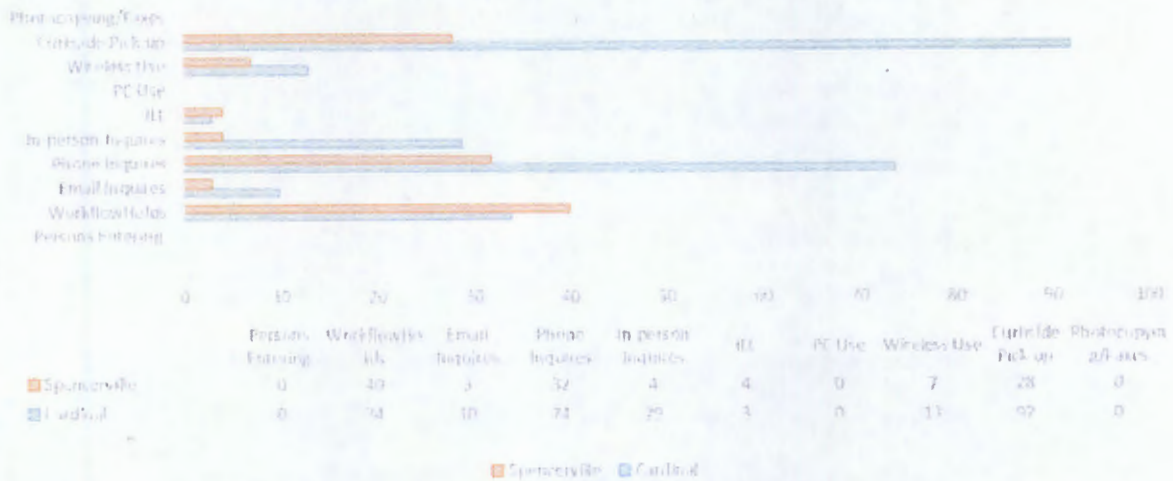


## February 2021



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

## January 2021



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

**MINUTES**  
**COMMUNITY DEVELOPMENT COMMITTEE**

**Monday, July 5, 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  
Cody Oatway  
Chris Ward

REGRETS: Greg Modler

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. Brent Salmon

Mr. Salmon presented his concerns with respect to the use of RV's on vacant lots. He has been in ongoing disputes with the land owners regarding their improper use of the land for RV camping since as early as 2012. Mr. Salmon requested clarity on the bylaw concerning the use of RV's on residential property and requested that Committee define parameters within the current bylaw to empower enforcement. Setting parameters on a time limit for stay period, how many RV's are allowed on a residential lot at one time, and how many people total are allowed at one time, would aid in alleviating some disputes by clearly outlining what is and what is not allowed. Mr. Salmon suggested that primary residents' concerns should supersede private property owners as it is their primary residence.

Committee inquired on the support Mr. Salmon had received from neighbours and like-minded citizens in regards to this issue. It was noted there is a social media group discussing local issues such as residential RV camping. Mr. Salmon suggested that most residents are unaware of the happenings of these gatherings that occur a minimum of annually, however, have increased in frequency over past years. Members noted their knowledge of the issues with the terminology of the current bylaw, and expressed their desire to have the bylaw written in a more common language to ensure a complete understanding of the restrictions outlined.

Members inquired if it was a better option to pursue the issue through the criminal system. It was noted that the issues have been continuous and a definitive infringement of municipal bylaw is likely the best option for rectifying the situation as the litigation process has not proven to remedy the situation.

Committee thanked Mr. Salmon for his delegation.

b. Mayor Pat Sayeau and UCLG Manager of Economic Development Ann Weir

The Mayor presented the Job Site Challenge project proposal presentation prepared for presentation to the province and Newmark site selector representatives on behalf of the Township of Edwardsburgh Cardinal. He outlined the area proposed for the challenge, referred to as the Cedar Grove Road site, which consists of approximately 2800 acres of readily developed land for prospective manufacturers. The convenient distribution method available were outlined including highlighting the two intersecting major highways, access to the Port of Johnstown, as well as outlining that the existing abandoned rail bed could be revitalized to a functioning line.

The Mayor introduced Ms. Ann Weir from the United Counties of Leeds & Grenville who was in attendance to display the support of the UCLG in the

Township's endeavor to prevail in the provincial Job Site Challenge project. Ms. Weir presented two videos created by the Counties to promote the Cedar Grove site for submission to Newmark by the deadline of July 23, 2021. The Mayor noted that a letter of support from Prescott was received and would accompany the videos to emphasize community support from surrounding municipalities in the mission to make Cedar Grove the next site for Ontario's next mega manufacturer.

It was noted that the Township is currently in negotiations with Province to purchase the entire 10,000 acre land bank, however the proposed development area has been reduced to the most easily serviced 1,100 acre parcel of land in an attempt to minimize the number of existing residences effected by the project as well as the overall impact on privately owned land in an attempt to limit the red tape the Township will have to navigate in the future.

The Mayor outlined options for supplying fiber optic, water and electricity needs to future prospective developers. Power options included the use of the Prescott power site through the extension of the line, fabrication of a sub-station, or running a 230 Kv line depicting estimated timelines to complete each project ranging from two years to seven years in length. Options for water/sewer included the use of the current line from the Prescott water treatment plant by extending it approximately 3 Km's North of County Rd.2. It was noted that there are two current sources available on the property for fiber optics and the three pipelines located on the land distributing oil as well as natural gas, or if supply was not sufficient, the possibility of creating a new sub-station on the proposed land was presented as another option. It was noted that the Township had previously entered into an agreement with Greenfield Global for the Township to provide process water at the cost of the developer and presented this as an option to offer.

The Mayor explained next steps in the Job Site Challenge process, announcing that following the submission of the videos and letters of support, Newmark will review the material and schedule a site tour. Noting the large area to be toured would best be viewed from above, the Mayor announced plans to accompany Newmark representatives on a helicopter tour of the Cedar Grove Road site.

Members inquired if the province required the proposed land be "shovel ready" for manufacturers and if so, who is responsible for the cost. It was noted the Township is currently in negotiations with the province for the land, offering lower than the asking price and indicating the desired down payment amount. The Township intends to sell the farmlands located East of Hwy 416 to recoup the loan, then invest further profits from the sold land into infrastructure costs to prepare site for developers.

The Chair thanked Ms. Weir for her presentation and asked she extend the Committee's thank you to the Counties for their support in this project.

c. Chris Clarke, ZanderPlan

Mr. Clarke, Planning Technician with Zanderplan Inc. presented a development proposal in the Village of Spencerville on behalf of his client, the property owner. A severance application was submitted in December 2019 and conditionally approved on May 13, 2020 for the creation of a 2.017-hectare parcel. Condition 4 of B-6-20 required the removal of the existing septic and dwelling located on the property before the severance was final. Since then, all conditions set out in B-6-20 have been met and ZanderPlan developers are seeking Committee direction on best development options for the area.

Two options were presented including four one acre lots for single dwellings, and six townhouse blocks as condominium buildings. Benefits and short-comings were outlined by Mr. Clarke in detail. The layout for single dwellings would include four single lots ranging from 1.03 acres to 1.07 acres with each lot containing a private well and septic system. The previous proposal for the development of townhomes would require a new pump station as well as a new internal road off County Rd 22 that leads to the six townhouse blocks, consisting of 4-6 units each, however, outlined in section 5.4 of the Township's Official Plan, the Township will not consider proposals with more than five unit/lots due to the requirement of Responsibility Agreements. Mr. Clarke mentioned that there is not a desire to undergo an Official Plan Amendment. As such, Mr. Clarke suggests condominium buildings of less than 5 units, which would require individual septic and well systems, though it would allow the avoidance of a Responsibility Agreement through the implementation of a condominium board to which section 5.4 of the Township's Official Plan speaks to of avoidance of such agreements.

Keeping in mind the Township's Official Plan policies, Mr. Clarke and his client proposed their preferred option as the townhouse dwellings, and inquired if the Committee would entertain the condominium option. He further explained the advantages of the condominium option, outlining the benefit of relinquishing responsibility for communal servicing to the condominium corporation, increased density of housing with less financial burden to the Township as well as the support of such an infrastructure depicted in the Township's Official Plan.

Committee noted their interest to have the development (regardless of the shape it takes) tied into and contributing to the maintenance of municipal services. Members inquired if there would be affordable housing options included in the proposed development. Mr. Clarke informed members he did not have details on designs at this point however, this is something he

will bring back to his associates and noted the potential of incorporating affordable housing options into the project.

Members inquired if options of conjoining this development with the existing development in the area to increase available development land had been explored, noting this would provide the ability to develop more "country style" homes consisting of larger properties as is the general style for the area. Mr. Clarke noted it was not the intention of his clients to maximize the intensification with the development of a large subdivision but rather meet housing demands for the area with the best use of the land.

Committee outlined next steps as recommending that Council direct staff to discuss the use of partial services in this instance with Novatech representatives as well as review the advantages/ disadvantages of implementing a Condominium board. It was noted that Members of Committee requested a detailed explanation depicting reasoning behind decisions for or against the use of partial municipal services.

## **6. Action/Information/Discussion Items**

### **a. Live: Land Use Planning**

1. Application for Site Plan Control Amendment, 921 County Rd 2 (MJR Renovations/ELC Automotive)

Committee reviewed the report regarding the application submitted by MJR Renovations/ELC Automotive for a minor variance permitting the proposed 3m setback to the interior lot line on the east side of the property.

Members noted a small edit required in the report. It was noted that the word "new" could be misconstrued to mean the dealership sells new vehicles. A debate on proper grammar ensued, ultimately the word "new" was clarified.

**Moved by:** Mayor Sayeau

**Seconded by:** Councillor Dillabough

That Committee recommend that Council enter into an agreement to amend the existing site plan control agreement for 921 County Road 2, as attached, subject to the approval of a minor variance to allow an interior side yard setback of 3m on the East side of the property.

Carried

2. Application for Severance, 2107 Jochem Road (Russell)

Committee reviewed the report regarding the application for severance at 2107 Jochem Rd. Two previous severances were

granted for the parcel in question back in 1998. Due to the conversion to land titles, the parcels were merged without the owner's knowledge, being adjacent parcels under identical ownership. Members noted this type of situation occurs more often than one would assume, and noted that it may be beneficial for Council and County to bring these issues to the attention of the Land Registry Office, in an attempt to avoid these types of issues in the future.

Members noted the option of having the parcels separated by a Court Order, and inquired if the applicant has explored this option. It was noted that the applicant was advised by his attorney to pursue the severance through the Township, as it was felt to be the best option.

The Committee inquired about the cost of a Minor Variance and asked if it was possible to waive this fee. It was noted that the fee for a Minor Variance is \$650.00 and the Planning Fees Bylaw allows Council to waive this fee.

It was noted that ordinarily an Environmental Impact Assessment would be required when land in question contains significant woodlands or a watercourse which this parcel contains both. It was noted that the Conservation Authority indicated that they would not object to waiving the requirement for an EIA due to the Woodlands and that an appropriate building envelope exists outside of the 300m influence area of the watercourse. Due to the above outlined reasons, it was the recommendation of staff to waive the requirement of an EIA due to the proposed lot already having been in existence.

Ordinarily an Archaeological Assessment would also be required. It was the recommendation of Staff to waive this requirement, with the understanding that an appropriate building envelope exists outside of the 300m proximity to the watercourse, which would trigger the assessment if the Committee chooses, a note could be placed on the decision that if artifacts are discovered, the proper authorities will be contacted.

Members noted their concern with respect to "setting a precedence" by waiving fees.

**Moved by:** Mayor Sayeau

**Seconded by:** Councillor Dillabough

That Committee recommend that Council recommend in favour of severance B-89-21, with the condition that a Minor Variance be obtained to allow a lesser frontage on the severed and retained lots and that the fees be waived for the minor variance.

Carried

3. Application for Severance, South St (Jansen/1504107 Ontario Inc.)

Committee reviewed the report for the application for severance on South St. for a proposed construction of a semi-detached dwelling.

Members inquired the reasoning behind the proposed location of the building. It was noted that there is an easement on the north side of the property which affects the options for building placement.

Members noted the butternut trees on the property, and commented that the developer could make use of the butternut grove on Blair Rd.

**Moved by:** Councillor Dillabough

**Seconded by:** Councillor Cameron

That Committee recommend that Council recommend in favour of severance B-80-21, with the condition that a Minor Variance be obtained to address the deficient rear yard setback and the applicant enter into a Development Agreement, to the satisfaction of the Township, to implement the recommendations of the Hydrogeological Study prepared by Morey Associates.

Carried

4. Application for Zoning Bylaw Amendment, 1013 County Rd 21 (Jansen/Dobbie Farms Inc.)

Committee reviewed the report for the application for zoning bylaw amendment for property at 1013 County Rd 21. It was noted that Staff required Committee approval to set the date for a Public Meeting proposed for August 3, 2021 at 6:00 p.m.

**Moved by:** Councillor Cameron

**Seconded by:** Mayor Sayeau

That Committee direct staff to schedule a Public Meeting for the purpose of giving the public an opportunity to make representations in respect of the Zoning Bylaw Amendment application received for 1013 County Road 21, in accordance with the requirements of the Planning Act

Carried

5. Application for Zoning Bylaw Amendment, 32 David St (Zanderplan/Madison Mulder Enterprises)



Committee reviewed the report for the application for zoning bylaw amendment at 32 David St. It was noted Staff required Committee approval to set a date for a Public Meeting proposed at the Spencerville Fire Hall on July 29, 2021 at 6:00 p.m.

**Moved by:** C.Oatway

**Seconded by:** Councillor Dillabough

That Committee direct staff to schedule a Public Meeting for the purpose of giving the public an opportunity to make representations in respect of the Zoning Bylaw Amendment application received for 32 David Street, in accordance with the requirements of the Planning Act

Carried

6. Zoning Bylaw Amendment and Amendment to Draft Plan of Subdivision, Meadowlands North (Zanderplan/2057876 Ontario Inc.)

Committee reviewed the report for the Meadowlands North Zoning bylaw amendment and amendment to draft plan of subdivision. It was noted that a Public Meeting date would be required, and that both required meetings could be held at the same time, and Staff is seeking Committee approval to set a meeting date though there was no suggested date as of yet.

Members noted their concern with the influx to traffic volumes, commenting on the increased estimate of dwellings from approximately 106 in 2017 to 146 proposed. Members suggested that Committee should review a traffic impact report. It was noted that a traffic study has been completed and Staff are working to obtain a peer review prior to scheduling the public meeting. The report could be obtained and reviewed prior to or even at the public meeting.

Committee inquired about the progressive changes to the plan, to see the new proposal of 146 dwellings containing no single units. Members indicated their interest of incorporating single dwellings with small attached rental units to contribute to the development of affordable housing, claiming this solution aids not only the low-income individual, but the owner as well through the added rental income. Members noted they would like to see this option explored.

Ms. Zander was present via Zoom, and noted that her clients had been in ongoing discussions on the incorporation of affordable housing units, noting this was an option she would present. Members inquired if this type of arrangement would be subject to

the Landlord Tenant Act. It was noted the units would be subject to the specifications of the act.

**Moved by:** Mayor Sayeau

**Seconded by:** C.Oatway

That Committee direct staff to schedule a Public Meeting for the purpose of giving the public an opportunity to make representations in respect of the Zoning Bylaw Amendment application and proposed amendments to the draft approved plan of subdivision received for the Meadowlands North subdivision, in accordance with the requirements of the Planning Act.

Carried

b. Work: Economic Development

1. Application for Community Improvement Plan Funding, 14 Spencer St (Little Sisterz)

Members reviewed the report for the application for funding through the Township's Community Improvement Plan Funding program, on behalf of Little Sisterz located at 14 Spencer St.

Committee commented on how the local businesses are resiliently persevering through the pandemic. It was noted the work had been started and is nearing completion.

**Moved by:** Councillor Hunter

**Seconded by:** C.Ward

That Committee approves the application S-03-21 (Little Sisterz), reimbursing 50% of the actual costs to complete the proposed property improvements, including sidewalk improvements to a maximum of \$1,631.

Carried

c. Play: Recreation

None.

**7. Inquiries/Notices of Motion**

Councillor Dillabough apologized for his lack of presence at the Township's local vaccine clinic held Sunday July 4, explaining he was dealing with personal issues. He continued by thanking Councillor Hunter for his hard work in the organization of the vaccination clinic and commented that this was a good example of a Ward 3 Councillor acting in the best interest of the entire Township.

Councillor Dillabough requested the Committee consider aiding with mulching in Benson Memorial Park. It was noted that the Township has placed garbage receptacles in the area, however it was not certain of the care of the foliage. Staff noted they would look into extending their plant watering route to include the park.

Councillor Dillabough announced his intention to bring forth a motion for a bylaw to regulate and permit the occasional use of RVs in various zones at the next Committee of the Whole- Community Development Meeting.

Councillor Dillabough inquired if all the docks at the Cardinal Legion were installed as of yet. Staff noted they were unsure of the status of the dock installation process, but would follow-up.

Mr. Ward inquired about the date for the third reading of the motion to dissolve the ward election system, stating he would like to see the motion delayed. It was noted that the motion is now in Council's hands, and barring the delaying of the motion by its mover or seconder, the motion would proceed at the July Council meeting. Committee discussed the bylaw to dissolve the ward system at length and debated if the motion brought forth in February and again consistently on a monthly basis was sufficient notice to the public. It was noted that Council was elected to represent the interests of the entire Township.

#### **8. Question Period**

The following questions/comments were raised:

Ontario Job Site Challenge:

- Clarification on the position of Newmark as adjudicator of the Job Site Challenge for the Province.
- Project submission deadline.
- Estimated timeline for a decision on the winning submission.

#### **9. Closed Session**

None.

#### **10. Adjournment**

**Moved by:** Councillor Hunter

**Seconded by:** C.Oatway

That Committee does now adjourn at 9:06 p.m.

Carried

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Chair

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Deputy Clerk

**MINUTES**  
**COMMITTEE OF THE WHOLE**  
**ADMINISTRATION & FINANCE**

**Monday, July 12, 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  
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:** J. Hunter

**Seconded by:** H. Cameron

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 noted a discrepancy in the minutes from the June 14, 2021 minutes under the OPP Detachment Framework. It was noted there was mention of the Township having a contract with the OPP, though the Township does not have a contract, simply a cohesive working relationship for which the Township is billed

annually for services. New legislation under the Community Safety and Policing Act, 2019 requires municipalities to adopt a Detachment Board, and in light of this, the Mayors of Prescott, Augusta, Merrickville-Wolford, Edwardsburgh Cardinal and North Grenville met and a proposal for 3 separate boards was submitted to the Solicitor General.

Members inquired if the proposal had been submitted to the Solicitor General by North Grenville as expected, and if there was response acknowledging receipt of the proposal. It was noted the proposal was submitted, and received unofficial confirmation that the proposal was obtained by the office of the Solicitor General.

**5. Delegations and Presentations**

None.

**6. Discussion Items**

None.

**7. Action/Information Items**

**a. 2nd Quarter Building Report**

Committee reviewed the report which outlined that there have been 59 Building Permits issued in the 2nd quarter including 13 single residential units, as well as 2 permits issued for industrial buildings. Members noted the increase in permits issued from 2020, remarking that this could be a record for the Township for the amount of Building Permits issued in a year.

Members remarked on the excellent foresight of increasing permit fees in recent past, noting the possibility of a surplus where a deficit was anticipated.

**b. 2nd Quarter Bylaw Report**

There was a general discussion of current bylaw practices which included: number of site visits, court dates, scope of power of the bylaw officer and property standards infringements.

Members inquired as to why there were so many site visits performed without a resolution being reached. It was noted that often times site visits are the bylaw officers most unavoidable means to contact an individual, or the individual responds more favourably to an in-person visit. Other instances call for monitoring efforts to ensure compliance, or attaining evidence for ongoing litigation.

Members discussed property standards concerns with unsafe conditions of certain houses in the area, deliberating the scope of the Townships powers to enforce a minimum property standard. Members inquired whether the issue would be best dealt with through the Chief Building

Officer (CBO), the Bylaw enforcement officer, or through the use of the Health Unit, due to the state of the properties in question. It was noted that the Township has experienced 2 building collapses in the last year, fortunately with no injuries. Members noted that best practice would be to have these issues dealt with before an incident occurs.

It was noted that the CBO has powers under the Building Code Act to enforce safe standards in a home, and discussed the influx in volume the CBO is experiencing with the high demand for building permits. Committee inquired if the addition of another staff member might aid in managing the work flow. The possibility of extending the Bylaw Officer's hours to aid in enforcing property standards was discussed, as well as the option to hire a Jr. Inspector to alleviate some of the field work the CBO has to manage, and allowing the CBO to focus more on enforcement of property standards. It was noted that solutions to these issues are being explored.

c. 2nd Quarter Treasury & Reserve Report

Committee reviewed the report and inquired if there was a list of Township properties for re-sale with values. It was noted that one could be made available for future reference.

Members inquired if the purchase of the grader was included in the long-term debt schedule report. It was noted that due to the statutory holiday there was a slight delay in receiving the loan funding, however the loan details will be reported at the next quarterly treasury report in October.

Committee inquired about the progress with the Johnstown Drainage project. It was noted Mr. Hawley would be updating the report, though he would not likely have it finalized for the upcoming Public Works Environmental Services & Facilities meeting.

Committee discussed the remaining Modernization funds and options for the Township to use the allotted funding. Members noted they would like an interim Modernization Fund report letter sent to the MPP. It was noted that a letter was sent to the MPP. Members inquired if progress had been made with Bell representatives in finding a solution to the connectivity problem. It was noted that discussions had taken place with Bell representatives to little avail. Members noted the fact that Bell had representatives specifically assigned through EORN to assist municipalities, and suggested staff contact such a representative and assess the cost and process of equipping the Township office with a reliable internet connection.

Members reviewed the Capital Status Report and inquired about the status of various projects in the Township.

**Moved by:** H. Cameron

**Seconded by:** D. Robertson

That Committee received and reviewed the 2nd Quarter Treasury and Reserve report.

Carried

d. 2nd Quarter Budget Variance Report

Committee reviewed the report highlighting the continued surplus seen in department expense accounts for the year. Anticipated budget for this period time should be approximately 50%. The report shows 59.3% of remaining expenses budget. Revenues in the Fire Department, Building Department as well as Bylaw Enforcement have exceeded the estimated budget.

**Moved by:** H. Cameron

**Seconded by:** D. Robertson

That Committee received and reviewed the 2nd Quarter Budget Variance report as presented.

Carried

e. 2nd Quarter Council Remuneration Report

Members noted a minor typographical error under paragraph 2.

**Moved by:** T. Deschamps

**Seconded by:** J. Hunter

That Committee received and reviewed the 2nd Council Remuneration Report as presented.

Carried

f. Cormorant Control on OPG Lands - Licence Amending Agreement

Committee reviewed the report noting the success the Township has experienced with the Cormorant Control on OPG lands agreement with Mr. Courtney. Members discussed the proposal of OPG transferring ownership of the land back to the Aboriginals, including some of the contracted land for Cormorant control. Members noted it may be beneficial to consult with Aboriginal leaders to verify the transfer is or will be taking place and if they would like the Cormorant control agreement to continue for those lands in future.

Members noted the increase in fish species in the area due to the regulation of the birds.

**Moved by:** T. Deschamps

**Seconded by:** S. Dillabough



That Committee recommends that Council enter into the licence amending agreement with Ontario Power Generation for the purposes of cormorant control on lands owned by OPG.

Carried

## **8. Councillor Inquiries/Notices of Motion**

Councillor Dillabough noted that he will be preparing a motion to address the casual use of RVs on residential properties. He noted that this motion will permit the casual use of RVs on residential properties only if said property hosts a residential dwelling. Councillor Dillabough further clarified that his motion will refer to a limit of the use of RVs according to zoning.

Councillor Cameron noted the success of the Cardinal Waterfront trail, commenting on the great job done implementing the project. He raised concerns about the growing Canada Goose population on the trail and the resulting issue of excessive droppings along the trail. Suggestions of string raised 8" off the ground ran along the edges of the trail to deter birds. It was noted with this solution, the risk of a public member tripping is a very real danger. It was noted that alternate options will be explored.

Councillor Cameron inquired as to why Township employees were cutting grass on the property located on Dundas St. It was noted that there are small access areas the Township owned in the area, and likely staff were tending to that. Councillor Cameron emphasized that he believed the whole property was being cut by the Township. It was noted that this would be looked into.

Councillor Hunter inquired about the possibility of dedicating some funds to the improvement of the pavement around the Water Treatment Facility, noting that the current state of the driveway is not good. He further noted that Township vehicles often travel this stretch of pavement and is likely to cause accelerated wear and tear to the vehicles as well. Committee reached consensus to direct staff to obtain a quote for cost for replacement of the paved area leading to the Water Treatment Facility. It was noted the Manager of Parks, Recreation, & Facilities had been in preliminary discussions with paving companies to obtain conservative quotes to address problem areas on the paved section in question with estimates of approximately \$50,000 for the outlined patchwork. Committee indicated they would be interested in reviewing a report for the complete replacement of the area.

Mr. Bradley inquired about the upcoming 3rd reading of the Council bylaw to dissolve the Ward Election System. He noted while there are many advantages and disadvantages to the dissolving of the Ward System, he felt a more publicly involved discussion on the matter would be beneficial. It was noted the notice of motion was given by Councillor Hunter back in February 2021, and every subsequent month following until the motion was brought forward at the June 28, 2021 Regular Council Meeting. With the motion already receiving 1st and 2nd

reading, the fate of the motion depends on Council decision at the next Regular Council meeting in July.

**9. Mayor's Report**

Mayor Sayeau reported the following:

- Promoting the Emily project initiative to assign 911 numbers to all farmers' fields.

**10. Question Period**

None.

**11. Closed Session**

None.

**12. Adjournment**

**Moved by:** H. Cameron

**Seconded by:** D. Robertson

That Committee does now adjourn at 8:11 p.m.

Carried

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Chair

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Deputy Clerk

**MINUTES**  
**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**

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

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

**Seconded by:** Councillor Hunter

That the agenda be approved as presented.

Carried

**3. Disclosure of Pecuniary Interest & the General Nature Thereof**

None.

**4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**

None.

## **5. Delegations and Presentations**

### **a. Karra Jordan - Clean Yards Concern**

Ms. Jordan outlined, in detail, concerns respecting her neighbours property in regards to violations of the clean yards bylaw. Ms. Jordan highlighted the following issues: noxious weeds, spread of ticks, long grass, general maintenance and safety of both the yard and house, delays in enforcing compliance from the property owner, and future progress. She inquired if a notice of violation has been issued, if the UCLG horticulturalist will be inspecting the property for noxious weeds, and the expected date of compliance. Ms. Jordan noted that she will continue to monitor progress, send email updates and request another delegation if compliance is not successful.

It was noted that the Township does not disclose information with respect to ongoing bylaw enforcement cases, including the issuance of a notice of violation. It was noted that the Township is in the process of working with the UCLG horticulturalist.

Members briefly commented on the concerned of the neighbouring property and how the Township has tried to work with the property owner who is in violation of the clean yards bylaw. It was noted that a member will be bringing forward a notice of motion to request immediate clean up of the property.

## **6. Discussion Items**

### **a. Rights Of Way Pollinator Habitat Restoration**

Committee reviewed the request from the Canadian Wildlife Federation seeking a partnership with the Township to restore 7.3 km of breeding migratory habitat for the monarch butterfly and other pollinators along rights-of-way in Eastern Ontario. It was noted that the first application due date is August 6, however, if necessary, the Township can submit in the Fall 2021 if it is decided that the topic should be discussed at the Committee of the Whole - Community Development meeting.

Committee briefly discussed the possibility of partnering with SNC for the project. An area along Groveton Rd and an easement near Greenfield were two possible locations for the pollinator habitat. It was noted that a resident along Groveton Rd indicated that many residents along Groveton Rd do not want to be included in the road side spraying program.

There was a general discussion on how certain plants/weeds, such as milkweed could negatively impact local farmers, due to milkweed being an invasive species, and spreading to farm fields. Members commented on the use of the easement located in the industrial park as it is less likely to negatively impact farm fields.

Members briefly discussed the option of utilizing space along the canal. It was noted that the only possible area would be between the volleyball net and Richardson Point. Members were reminded that the focus is on road corridors. Members requested staff to review locations and seeding options to avoid invasive species. It was noted that an update will be prepared for the August Committee meeting.

## **7. Action/Information Items**

### **a. 2nd Quarter Fire Report**

Committee reviewed the report and discussed the types of calls, calls for assistance, recruitment efforts, new MTO invoicing system, refreshment vehicle inspections, and responses to 400 series accident/medical calls. Members highlighted that Chief Moore has been appointed as the alternate fire coordinator for Leeds & Grenville. There was a brief discussion on possible future duties.

Committee discussed the closure of the Ontario Fire College in Gravenhurst and the negative impact to the training of future firefighters. Members noted that the report includes the number of fire inspections completed for businesses and requested that future reports incorporate the number of fire inspections completed for residential buildings.

### **b. MTO Calls Update**

Committee reviewed the report and briefly discussed the number of calls, eligible calls for service, value of rejected and approved calls, and cost of various calls. Members noted that the updated MTO invoicing system seems to have improved the processing time to determine which calls are approved.

### **c. Fire Station 2 Status Update**

Committee reviewed the report and members indicated that the report suggests that a new fire station would be the principal solution. Committee briefly discussed the proposed additional test wells taking place in 2022 to determine the extend of the contamination at the current location. Members inquired if the additional test wells could be completed in 2021 to provide Council an earlier report.

There was a general discussion on the estimated cost to construct a new fire station in Cardinal. It was noted that the original report provided estimated costs, however, building costs have increased over the past year, which may impact the overall future cost.

Members discussed the recently completed Fire Services Study and if it would impact the locations of new fire stations. It was noted that only a few areas within the United Counties have fire stations in neighbouring municipalities within close proximity, none of which are within the eastern area.

d. 2nd Quarter Facility Maintenance Report

Committee reviewed the report and discussed the delay of the purchase and installation of the Cardinal pool filtration system. There was a general discussion on how Township staff create service requests and work orders to direct employees to complete specific tasks.

Members briefly discussed the cost allocation for cemetery maintenance. Committee inquired how Stage 3 of the reopening Ontario plan will impact the recreation facilities. It was noted that social distancing will continue to be maintained for all of the Township facilities and plan to increase the number of people permitted within the Cardinal arena to 75 to 100 people. Additionally, for the final ice use, such as for the Junior C games, an increased number of people may be permitted.

Members commended Township employees for their continued cleaning and lifeguarding efforts to ensure the public pools remain open and safe. There was a brief discussion on preparing a report to review the revenue and expenses for the waterfront canteen once the season wraps up.

e. 2nd Quarter Operations Report

Committee reviewed the report and noted the increased in the number of transfer station punch cards purchased. Members discussed the removal of tires from the transfer station site by Trillium. It was noted that 400 tires have been removed and Trillium will return to remove another couple of loads.

Members inquired if the vines growing on the fences surrounding the Transfer Station could be removed.

f. Connell Rd Culvert Cured In Place Pipe Liner Project

**Moved by:** Mayor Sayeau

**Seconded by:** Councillor Dillabough

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.

Carried

g. SNC - Use of Unopened Road Allowance - Forest Operations

Committee briefly discussed the forest harvesting operations on behalf of SNC and if the contractor would be willing to sell some of the harvested

wood to local sawmills. It was noted that SNC is performing selective harvesting and the contractor usually has the wood already designated to a specific location.

**Moved by:** Councillor Hunter

**Seconded by:** Councillor Dillabough

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.

Carried

h. Cardinal Waterfront Paving - Additional Work

Committee reviewed the report and debated if the area paving area should be extended further out to incorporate more of the grass and boat launch parking area.

Members inquired the about the reason for recommending that the additional paving be completed under one of the existing contracts. It was noted that the Township would likely be able to have a contractor extend their pricing for the additional paving work. If the Township were to tender out for a new contract, the earliest it could be approved would be in September. It was noted that there would be substantial additional costs if the paving area was further extended.

Members debated if the additional paving cost should be funding under the modernization fund or the federal gas tax fund.

**Moved by:** Deputy Mayor Deschamps

**Seconded by:** Councillor Dillabough

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 federal gas tax fund.

Carried

**8. Councillor Inquiries/Notices of Motion**

Councillor Hunter inquired when and how the dead maple tree along Galop Canal, near the Legion parking lot, will be removed. It was noted that the tree would be cut down and the stump ground down.

Councillor Dillabough indicated that he is withdrawing his motion to create an additional bylaw to restrict the use of RV's within the Township. It was noted that

he has received favourable responses from the public when outlining the current explanation provided by the Township.

Mayor Sayeau read aloud his motion with respect to the clean yards bylaw concerns at Mary Street.

**Moved by:** Mayor Sayeau

**Seconded by:** Councillor Dillabough

That staff be directed to send a yards clean up contractor to 18 Mary Street this week with instruction to whipper snipper/cut the long grass on the property boundary and cut the grass, remove debris, and perform a general clean up of the property on a weekly basis if the property owner fails to do so; and

That the Township invoice the property owner weekly for costs incurred and charges be directed to the tax account in the event of failure to pay.

Members noted concerns on making a decision this evening without Council having an opportunity to discuss the issue and in order to follow the procedural bylaw.

**Moved by:** Councillor Hunter

**Seconded by:** Deputy Mayor Deschamps

That the motion brought forward by Mayor Sayeau respecting the clean yard concerns at 18 Mary Street be deferred to the July 26 Council meeting for further discussion and debate.

Carried

**9. Mayor's Report**

None.

**10. Question Period**

None.

**11. Closed Session**

**Moved by:** Councillor Hunter

**Seconded by:** Deputy Mayor Deschamps

That Committee proceeds into closed session at 8:33 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 April 19, 2021 and June 21, 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 April 19, 2021 and June 21, 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 9:36 p.m.

Carried

## 12. Report Out of Closed Session

Councillor Cameron reported that Committee discussed a personal matter about an identifiable individual, specifically, public works and reviewed the closed session minutes.

**Moved by:** Councillor Dillabough

**Seconded by:** Mayor Sayeau

That Committee receives and approves the closed session minutes dated April 19, 2021 and June 21, 2021.

Carried

## 13. Adjournment

**Moved by:** Deputy Mayor Deschamps

**Seconded by:** Councillor Hunter

That Committee does now adjourn at 9:38 p.m.

Carried

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Chair

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Clerk

# TOWNSHIP OF EDWARDSBURGH CARDINAL

July 26, 2021

Resolution Number: 2021- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

THAT Municipal Council recommend in favour of severance B-89-21 (2107 Jochem Rd - Russell), with the condition that a Minor Variance be obtained to allow a lesser frontage on the severed and retained lots, and that the fees be waived for the minor variance, 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:** Council

**Date:** July 26, 2021

**Department:** Community Development

**Topic:** Revised Recommendation for Severance, South St (Jansen/1504107 Ontario Inc.)

**Purpose:** To review additional information related to severance application B-80-21 for the creation of a new lot on South Street, in the Village of Spencerville, and consider a revised recommendation.

**Background:** The Committee of the Whole – Community Development reviewed an application for severance at their regular meeting on July 5<sup>th</sup>, 2021. The documents reviewed include a note from a concerned neighbour that indicates the presence of 5 Butternut trees on the property.

The Committee made a recommendation to Council, which requests that the Consent Granting Authority include a note on the severance decision to advise the developer of their responsibility to comply with the Endangered Species Act.

On July 16<sup>th</sup>, a Senior Forest Technician and Butternut Health Assessor from the South Nation Conservation Authority visited the site and determined that there are no Butternut trees on the property.

With this new information, Council may consider removing the request to include a note on the severance decision so that it does not suggest the presence of endangered species on the property.

Confirmation from the Conservation Authority and documents previously considered by the Committee of the Whole – Community Development are attached to this report.

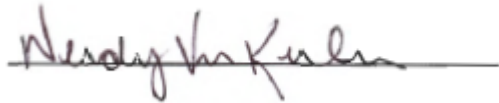
**Policy Implications:** Butternut is listed as endangered in Ontario, and therefore receives protection under the *Endangered Species Act*. The developer is responsible for ensuring compliance with the requirements of the *Act* and any processes associated with butternut identification, assessment, and permitting (if required). A qualified Butternut Health Assessor has determined that there are no Butternut Trees on site.

**Financial Considerations:** The fee for a severance has been submitted to the Township.

**Previous Recommendation by the Committee of the Whole – Community Development:** That Council recommend in favour of severance B-80-21, with the condition that a Minor Variance be obtained to address the deficient rear yard setback and the applicant enter into a Development Agreement, to the satisfaction of the Township, to implement the recommendations of the Hydrogeological Study prepared by Morey Associates

And that Committee recommend that Council request that the Consent Granting Authority include a note on the severance decision to advise the developer of their responsibility to comply with the Endangered Species Act.

**Revised Recommendation:** That Council recommend in favour of severance B-80-21, with the condition that a Minor Variance be obtained to address the deficient rear yard setback and the applicant enter into a Development Agreement, to the satisfaction of the Township, to implement the recommendations of the Hydrogeological Study prepared by Morey Associates.

A handwritten signature in dark ink, appearing to read "Nesley Van Kesteren", is written over a horizontal line.

Community Development Coordinator

**From:** [Michelle Cavanagh](#)  
**To:** [Wendy Van Keulen](#)  
**Cc:** [James Holland](#)  
**Subject:** FW: Butternut Health Assessor  
**Date:** July 16, 2021 3:58:30 PM

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Hi Wendy,

I just wanted to let you know that our Senior Forest Technician went to the site today and determined that the trees in question are Black Walnut. There are no Butternut trees on the property.

I've let Corey know.

Thanks,

Michelle



**Michelle Cavanagh | Team Lead, Stewardship**

38 Victoria Street, Box 29, Finch, ON K0C 1K0

Tel: 613-984-2948 or 1-877-984-2948 | Fax: 613-984-2872

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**Our local environment, we're in it together.**

**Notre environnement local, protégeons-le ensemble.**

**COVID-19 UPDATE:** Our offices and facilities are closed to visitors and guests; some Conservation Areas remain open for passive recreation. More info at: [www.nation.on.ca/coronavirus](http://www.nation.on.ca/coronavirus). Our staff are working during this time and we do not anticipate any service disruptions.

**MISE À JOUR COVID-19:** Nos bureaux et installations sont fermés aux visiteurs et invités; certaines aires de conservation restent ouvertes aux loisirs passifs. Plus d'informations sur: [www.nation.on.ca/fr/coronavirus](http://www.nation.on.ca/fr/coronavirus). Notre personnel travaille pendant cette période et nous ne prévoyons aucune interruption de service.

## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Committee of the Whole – Community Development

**Date:** July 5, 2021

**Department:** Community Development

**Topic:** Application for Severance, South St (Jansen/1504107 Ontario Inc.)

**Purpose:** To review severance application B-80-21 for the creation of a new lot on South Street, in the Village of Spencerville, for a proposed semi-detached dwelling.

**Background:** Please see the background information provided in the attached documents:

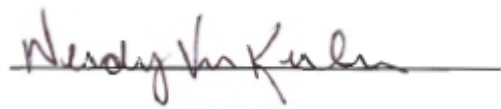
- Report prepared by Novatech
  - Attachment A: Detailed Site Plan
  - Attachment B: Written Submissions to Consent Granting Authority
- Comments from the South Nation Conservation Authority
- Letter from MECP regarding Butternut Trees
- Planning Rationale prepared by Zanderplan
- Hydrogeological Study prepared by Morey Associates Ltd.
  - Tables and Appendices have been excluded due to file size, but are available upon request at the Township Office

**Policy Implications:** The attached report prepared by Novatech provides a review of the application against the Provincial Policy Statement, the United Counties of Leeds and Grenville Official Plan, the Township's Official Plan and Zoning Bylaw.

**Financial Considerations:** The fee for a severance has been submitted to the Township.

**Recommendation:** That Committee recommend that Council recommend in favour of severance B-80-21, with the condition that a Minor Variance be obtained to address the deficient rear yard setback and the applicant enter into a Development Agreement, to the satisfaction of the Township, to implement the recommendations of the Hydrogeological Study prepared by Morey Associates.

And that Committee recommend that Council request that the Consent Granting Authority include a note on the severance decision to advise the developer of their responsibility to comply with the Endangered Species Act.

A handwritten signature in dark ink, appearing to read "Nereyda Kuleva", is written over a horizontal line.

Community Development Coordinator

# MEMORANDUM

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**DATE:** JUNE 29, 2021

**TO:** TOWNSHIP OF EDWARDSBURGH CARDINAL – COMMUNITY DEVELOPMENT COMMITTEE OF THE WHOLE

**FROM:** NOVATECH

**RE:** SOUTH STREET CONSENT APPLICATION – 1504107 ONTARIO INC – B-80-21

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## Background

As requested by Staff, this memo has been prepared in relation to a consent application filed for an undeveloped property located on South Street in the village of Spencerville. The memo provides a description of the consent application, a summary of applicable planning policy, summary of public comments and a list of recommended conditions should the Township wish to recommend approval of the application to the United Counties of Leeds and Grenville's Consent Granting Authority. For the purposes of this report, South Street is assumed to run in a north-south direction.

The property is legally described as Part of Lot 3 & 4, Plan 40, Township of Edwardsburgh Cardinal. The property is located on the east side of South Street, opposite the South Street and Irving Street intersection to the west. Previously the property was owned by the Township and was sold in 2020 through a public tender process. The property is undeveloped and has a total lot area of approximately 786.6 m<sup>2</sup> and 42.6 m of frontage on South Street. Along the northern portion of the property there is an easement of approximately 10 m wide for an existing sanitary line providing municipal sanitary services to a property on Spencer Street. The lands are designated in the Township's Official Plan as Settlement Policy Area and are zoned Residential Second Density (R2) by the Township's Zoning By-law.

## Applicant's Proposal

The Township has received a consent application (File No. B-80-21) from the United Counties of Leeds and Grenville in relation to the subject lands. The purpose of the application is to divide the lands to create two freehold land parcels for a proposed semi-detached dwelling. The applications propose to divide the subject lands in advance of filing a building permit application and construction of a semi-detached dwelling. A semi-detached dwelling is a permitted use of the R2 zone. The lands will be divided to create two land parcels as described below and as shown on Attachment A:

- |   |   |
|---|---|
| 1) Severed Lands (North Parcel)                   | 2) Retained Lands (South Parcel)                |
| • Lot Area – 468.6 m <sup>2</sup> (5,045 sq. ft.) | • Lot Area – 318 m <sup>2</sup> (3,423 sq. ft.) |
| • Lot Frontage – 25.4 m                           | • Lot Frontage – 17.2 m                         |

In support of the application, the applicant provided a Planning Rationale prepared by ZanderPlan Inc and a Hydrogeological Study prepared by Morey Associates to examine the quality and quantity of water for two existing wells on the property. The applications are also supported by a detailed site plan noting the location of the proposed semi-detached dwelling on the property (Appendix A).



## Planning Discussion

The proposed consent application has been reviewed against the 2020 Provincial Policy Statement, the United Counties of Leeds and Grenville Official Plan and the Township of Edwardsburgh Cardinal Official Plan. Each planning policy document supports infill development and intensification within settlement areas where appropriate service levels can be met. The application proposes infill development where partial services (municipal sanitary services and private well) can support the proposed development. The Planning Rationale provided by the applicant provides a thorough analysis of applicable planning policy to support the development. Furthermore, the proposed Hydrogeological Study demonstrates the existing wells on the property can support the proposed semi-detached dwelling and includes a list of recommendations to address the hardness of water and to inform future landowners of best management practices for the wells. The proposed consent application meets the intent of the Township's Official Plan with respect to directing infill development to settlement areas.

The subject lands are zoned R2 which permits a semi-detached dwelling. As demonstrated on the submitted site plan, the proposed dwelling will not meet the minimum rear yard setback for one of the proposed dwelling units (proposed retained lands). The rear yard setback cannot be met in this instance due to the configuration of the existing parcel. The R2 zone requires a minimum setback of 7 m whereas the proposed dwelling will be sited 3.25 m from this lot line. As such, relief from the Zoning By-law will be required to address the setback deficiency for the development as proposed.

The site plan submitted with the application demonstrates the remainder of the site can be developed in accordance with the R2 zone standards. Section 6.2(c)[iv] of the Township's Zoning By-law includes specific provisions with regards to severing a semi-detached dwelling to accommodate freehold ownership. While the proposed lot areas and frontages do not comply with the R2 zone standards, Section 6.2(c)[iv] contemplates the division of a parcel of land containing a semi-detached dwelling without the need for relief from lot area and frontage requirements. It is considered that the resulting lot coverage on the southerly lot would not require special zoning relief.

## Public Comments

At the time of writing the report, Township Staff are aware of two written submissions (Attachment B) made to the United Counties of Leeds and Grenville's Consent Granting Authority seeking clarification on the proposal and expressing concerns for the proposed development. The table below provides a summary and response to comments raised.

Public Comment or Question	Comment Response
The subject lands are not appropriately sized to support residential development.	<p>The subject lands are zoned Residential Second Density (R2) on Schedule C of the Township's Zoning By-law. The R2 zone permits residential development including single and semi-detached dwellings. The applicant is proposing to construct a semi-detached dwelling on the subject lands.</p> <p>The subject lands are approximately 786.6 m<sup>2</sup> in lot area and have 42.6 m of frontage which</p>

	<p>exceeds the minimum standards of the R2 zone (Minimum Lot Area: 700 m<sup>2</sup>, Minimum Lot Frontage: 18m).</p> <p>Section 6.2(c)[iv] includes provisions to permit the severing of a semi-detached dwelling to be sold as individual units.</p>
Have the zoning criteria changed over the years?	The Township's current Zoning By-law and Schedules were approved on June 25, 2012. The subject lands are currently zoned R2 and have been since 2012.
<p>How will the property be serviced?</p> <p>Concerns expressed regarding existing well construction.</p>	<p>The property is located within the Spencerville Settlement Area which is serviced by municipal sanitary services and private wells (partial services).</p> <p>There are two existing private wells on the property which will be used to service each semi-detached dwelling unit. A hydrogeological assessment has been prepared to support the development.</p> <p>Along South Street there is existing municipal sanitary services. The development of the lands will require connections to existing municipal services which will need to be constructed by the developer.</p>
Who is the developer for the proposed development?	The subject lands are owned by 1504107 Ontario Inc. The applicant (Paul A. Jansen) has advised the County that the developer is Lockwood Brothers Construction.
Is the proposed development already approved?	<p>The applicants have submitted a consent application to the United Counties of Leeds and Grenville's Consent Granting Authority to sever the lands for a proposed semi-detached dwelling. The consent application has not been approved at this time as the application is currently proceeding through the consent process.</p> <p>At the time of writing this report, a building permit application has not been received by the Township to develop on the subject lands.</p> <p>The subject lands are zoned R2 which permits a semi-detached dwelling.</p>
What is the width of South Street?	The South St. road allowance is approximately 10.69 m (35 ft) wide.

Where exactly is snow to be put?	Snow removal is the responsibility of the owner. There is adequate lot area and frontage to accommodate snow removal for each semi-detached unit.
Additional driveways will impede traffic.	A semi-detached dwelling is a permitted use. There is adequate lot area and frontage to accommodate a driveway for each semi-detached unit.
Identification of butternuts trees on property.	Butternut is listed as endangered in Ontario, and therefore receives protection under the <i>Endangered Species Act</i> . The developer is responsible for ensuring compliance with the requirements of the <i>Act</i> and any processes associated with butternut identification, assessment, and permitting (if required).  The Township has made the applicant aware of the <i>Endangered Species Act</i> .
Has the configuration of the lot been taken into consideration?	The severance sketch and site plan submitted with the consent applications note the boundaries of the lot.
Concerns regarding building height, lighting and privacy.	The site plan submitted with the application demonstrates that interior lot line setbacks will meet the minimum standards of the R2 zone. The Planning Rationale indicates that the building height will be less than the 11m required by the Zoning By-law.  The orientation and design of the building is not subject to a public consultation process and will need to be designed to meet the requirements of the Ontario Building Code.

### Summary & Recommended Conditions

The application proposes to sever the subject lands to create freehold land parcels for a proposed semi-detached dwelling on the subject lands. The proposed use and consent application meet the intent of the Township's Official Plan by meeting targets for infill and intensification within the Township's settlement areas. The proposed semi-detached dwelling does not meet the minimum rear yard provisions of the R2 zone and as such relief from the By-law will be required. A semi-detached dwelling is a permitted use of the R2 zone and it is our opinion the proposed development and consent application are an appropriate use and development proposal for the subject lands. Further, it is our opinion the proposed consent application is technical in nature to provide freehold ownership for each half of the proposed semi-detached dwelling unit and associated lands which is common for semi-detached dwellings. Should the Township wish to recommend approval of the consent applications, the following conditions and consent note are recommended:

- 1) That a copy of the registered plan for the newly severed lot be submitted to the Township.

- 2) That the severance is approved to accommodate a proposed semi-detached dwelling, and that the applicant obtain relief from the provisions of the Zoning By-law, to the satisfaction of the Township, as necessary to provide zoning conformity for the proposed semi-detached dwelling.
- 3) That the applicant enter into a Development Agreement, to the satisfaction of the Township, to implement the recommendations of the Hydrogeological Study prepared by Morey Associates.

Note:

- 1) That the applicant be made aware of the responsibilities and requirements under the Endangered Species Act.

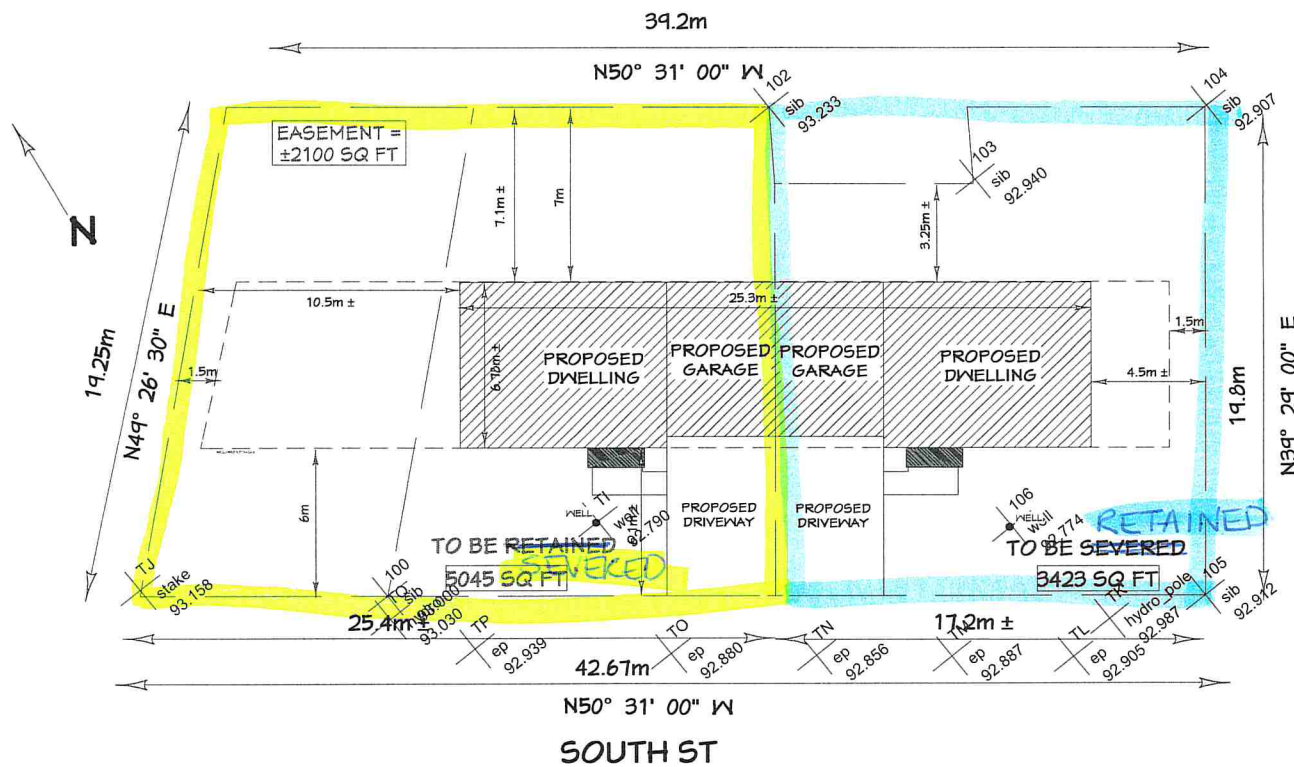
Sincerely,

**NOVATECH**



Jordan Jackson, RPP, MCIP  
Planner

Attachment A: Proposed Consent Sketch and Site Plan  
Attachment B: Public Comments



PLAN 15R-6898  
SOUTH ST.  
SPENCERVILLE, ON  
PART 1 OF LOT 4  
CONCESSION 7  
TOWNSHIP OF EDWARDSBURGH/CARDINAL  
COUNTY OF GRENVILLE

R2 ZONE (PARTIAL SERVICE)

FRONTAGE: 18m  
FRONT YARD: 6m  
EXT SIDE YARD: 4.5m (N/A)  
INT. SIDE YARD: 1.5m  
REAR YARD: 7.0m  
MAX LOT COVERAGE: 25%  
MAX BUILDING HEIGHT: 11m

LEFT SIDE:  
LOT AREA = 5045 SQ FT  
DWELLING FOOTPRINT = 920 SQ FT  
LOT COVERAGE = 18.2%

RIGHT SIDE:  
LOT AREA = 3423 SQ FT  
DWELLING FOOTPRINT = 920 SQ FT  
LOT COVERAGE = 26.9%

LOT AREA = 8468 SQ FT  
DWELLING AREA = 1840 SQ FT  
TOTAL LOT COVERAGE = 21.7%

Lockwood Brothers  
CONSTRUCTION

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code.

Qualification Information:

DAVE MARGL 22113

NAME SIGNATURE BCIN

LOCKWOOD BROTHERS CONSTRUCTION 30058

FIRM BCIN

CUSTOMER:

NOCCEY

DRAWING NAME:

SITE PLAN

SCALE:

Sheet #

DATE:

MAR. 01, 2021

A12

## Weidenaar, Krista

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**From:** Harold Kibbee [REDACTED]  
**Sent:** Tuesday, June 15, 2021 11:48 AM  
**To:** Weidenaar, Krista  
**Subject:** Re: South Street lot development.

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

I believe the number you request is.....B-80-21.

I am actually at Lot 5 plan 40. I confused my street number with my lot number in my original Email.

On Tue, Jun 15, 2021 at 11:39 AM Weidenaar, Krista <[Krista.Weidenaar@uclg.on.ca](mailto:Krista.Weidenaar@uclg.on.ca)> wrote:

Hi Harold,

Could I please get the application number so that I may pull the file.

Thank You,

*Krista Weidenaar*

Secretary-Treasurer Consent Granting Authority

United Counties of Leeds and Grenville

Tel: 613-342-3840 ext. 2414 / 1-800-770-2170

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**From:** Harold Kibbee [REDACTED]  
**Sent:** Tuesday, June 15, 2021 11:07 AM  
**To:** Weidenaar, Krista <[Krista.Weidenaar@uclg.on.ca](mailto:Krista.Weidenaar@uclg.on.ca)>  
**Subject:** South Street lot development.

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

I am Harold Kibbee and I live at 4 Spencer St. I do not understand my location is mentioned in this project.

It is obvious that this is not to be a single dwelling project. My immediate thought is that the lot does not qualify, size wise, as a residential lot. And certainly not as a multiple dwelling lot.

Is this property approved, at this point, for this structure? I understand that this lot was never serviced with sewer hook-up based on size, leading me to believe that it was deemed to be undevelopable.

Would you please advise me as to what Zoning criteria may have changed over the years. Could you also let me know who the developer and customer are?

Thank You.....Harold.

This e-mail originated from the United Counties of Leeds and Grenville e-mail system. Any distribution, use or copying of this e-mail or the information it contains, by other than the intended recipient(s) is unauthorized. Thank you.



## Weidenaar, Krista

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**From:** Grainger, Susan [REDACTED]  
**Sent:** Monday, June 21, 2021 8:47 AM  
**To:** Weidenaar, Krista  
**Subject:** INTENT TO BUILD - PLAN 40 PT LOT 3 & 4

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hello Krista,

I am located on Plan 40, **Pt Lot 4**, which is right next door to the proposed building site (it actually runs off my property) and I would like to voice some concerns with regards to the intent to build.

In the 30+ years that I have resided in Spencerville, this same property (noted in the subject line) has been denied as a building lot. It has never been serviced nor was the intention for it to ever be serviced from my understanding. Why now, would it suddenly become severable?

The notice of consent indicates Noccey, an ex-councilor, as the customer, and I am now wondering why the township advertised this property as surplus Township owned land with an address of Spencer Street? The lot is clearly on South Street which is located on the west side of Spencer Street.

What is the width of South Street?

Is there a distance to represent the road allowance on both sides of this street?

Where exactly is the snow to be put?

I have also noticed that the wells seem very close to the road, leaving them vulnerable to contamination of road salt and dirt which could potentially contaminate the aquifer.

In speaking with another resident of Spencerville, it seems there was a report created by Dan White (MOE) that stated "The ministry does however acknowledge the wells drilled in March 2020 do not conform with the recommendations made in the 1985 Report – Private Services Grant Program for the Police Village of Spencerville with respect to the depth of casing and grouting (sealing of the annular space). It has been well noted that Spencerville is on a highly vulnerable aquifer, as per Official Plan. Is this report being ignored?

I also understand and was told the wells are drilled to 50 feet only. Is this accurate?

As per Article 3.1.1. Restricted Drilling Areas

No person shall drill a well having a surface location:

- a. Within 50 meters of any high voltage power lines, **road allowance**, railway, transmission pipeline or other utility right of way

Both wells are located near Telephone poles and road allowance. Would the above statement not apply?

Four (4) wells were recently added two blocks west of the proposed site and now another two on a lot that should house, at most, a single family dwelling, which it is barely suitable for in a rural village. All other homes on this street and in this area are single family homes on much larger lots.



Another two driveways on this street will certainly impede traffic.

I'm also not sure if you are aware, or care, that at the back of this lot is at least five (5) Butternut trees that are governed by the Ministry of Environment, Conservation and Parks (MECP). These trees are currently on the "Endangered Species List". These are natural occurring trees, they have not been planted. Have these been taken into consideration? I have reached out to MECP with additional questions and am currently waiting on a response.

Depending on how far away from the root base of the trees, and how far the roots go out, this might have an impact on making the proposed building lot smaller than what it currently is. The lot also seems to appear larger on paper than it does when you are physically looking at it.

Also, at the back of the lot is a piece of property, a jut out, that is owned by a different party and is not part of the building lot. Has this been taken into consideration?

With a building next to me, what kind of impact will this have with regards to the light coming into my house?

I have only two windows downstairs (kitchen and foyer) on the South side and get very little daylight now. This will most certainly have an impact. Will any new neighbors now be able to see directly into my house?

Are the proposed buildings to be one story or two? If two stories, how high?

Depending on the height of these buildings, they could be looking directly into the bathroom or bedroom windows, which are also on the south side and again the only two windows upstairs on this side of the house.

I would like to thank you in advance for taking the time to read and consider my concerns and look forward to being notified of the decision, whichever way it goes.

I know that one voice will not make a difference one way or the other, but I wanted to ensure, as a minimum, that you were aware of my concerns with regards to building on the proposed lot.

Best regards,  
Susan Grainger  
PO Box 254  
7 South Street (**AKA Plan 40 Pt. Lot 4**)  
Spencerville, Ontario  
343-552-5986  
Email: [suzikiz@icloud.com](mailto:suzikiz@icloud.com)

**From:** Species at Risk (MECP) <SAROntario@ontario.ca>  
**Sent:** Wednesday, June 23, 2021 9:55 AM  
**To:** Grainger, Susan; [REDACTED]  
**Subject:** EXTERNAL: Re: POTENTIAL DANGER TO BUTTERNUT TREES

Hi Susan,  
Thank you for your Butternut Inquiry.

Butternut is listed as endangered in Ontario, and therefore are protection under the Endangered Species Act (ESA). This means that no activity can be done that would kill, harm or harass a Butternut, or damage and destroy its habitat, unless an appropriate instrument (such as a permit or an agreement) under the ESA has been sought. It is up to the landowner to not contravene the ESA.

### **Butternut Assessment Information**

The main threat to the survival of Butternut is Butternut Canker, and this disease has affected most Butternut trees across the province. Butternut Canker appears to affect Butternut trees at various degrees based on a supposed genetic resistance to the Canker. It is important to note that Butternut is a unique species, in that it is the only species on the Species at Risk in Ontario (SARO) list that requires a preliminary assessment to be undertaken before ESA requirements can be afforded to individual trees. In Ontario, individual Butternut trees are evaluated by qualified Butternut Health Assessors to determine their health and potential resistance to Butternut Canker.

Butternut Health Assessments (BHAs) are required in order to assess the health of the tree, to determine if the tree is Category 1, 2 or 3. These Categories and their corresponding ESA requirements as outlined below:

- If a BHA identifies a tree as a hybrid, no authorization under the ESA is required to remove the tree, as it is not a pure Butternut and not protected under the ESA.
- If a BHA identifies a tree as a Category 1, no authorization under the ESA is required to remove the tree, as it affected by Butternut canker (a fungal disease) to such an advanced degree that retaining the tree would not support the protection or recovery of Butternuts in the area.
- If a BHA identifies a tree as a Category 2, Registration under section 23.7 of the Ontario Regulation 242/08 is likely feasible so long as all requirements of the Regulation are met.
- If a BHA identifies a tree as a Category 3, then a 17(2)(c) Permit is likely required.

As a general rule, the 25m buffer zone around a Butternut is protected. The Ministry considers this to be the Critical Root Zone, where critical roots that support the growth and life functions of the tree are located. This area is considered to have the lowest threshold for alterations.

The Ministry also protects the 25m-50m buffer around the tree, as this is the area that Butternut individuals depend upon for nut dispersal and seedling establishment, two critical components of successful reproduction. However, this buffer is considered to have a moderate threshold to alterations.

I hope this information helps,  
Lisa

**From:** Grainger, Susan [REDACTED]  
**Sent:** June 18, 2021 11:12 AM  
**To:** Species at Risk (MECP) <SAROntario@ontario.ca>  
**Subject:** POTENTIAL DANGER TO BUTTER NUT TREES

**CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.**

Good afternoon,

The Ministry of Natural resources was kind enough to provide your email address as they advised me that they had no jurisdiction with regards to this potential problem.

I am writing in hopes of discussing additional information with regards to Butter Nut trees.

I understand that these trees are currently on the "Endangered Species List"

My reason for writing is that there intends to be some building on the lot next to my house in erecting a duplex, in the Village of Spencerville, Ont.

There seems to currently be five (5) Butter Nut trees on this lot and was wondering if you could provide me with some information in regards to building near these trees.

Is there a certain footage the proposed building will need to be away from the trees?

When building, are they allowed to damage the root system of these trees?

I was indeed wondering if it would be possible for someone to come out and take a look at the trees as I'm almost positive that these are Butter Nut based on the looks of them as well as other Butter Nuts in the area. There seems to be an abundance of these trees around the village.

These trees were not planted, they are naturally occurring trees.

We have until the end of June only as it is my understanding that building will commence soon after this date.

If you could call me back at 343-552-5986 or email me at [suzikiz@icloud.com](mailto:suzikiz@icloud.com) it would be very much appreciated.

Thanking you in advance for the consideration.

Best regards,

Susan Grainger  
PO Box 254  
7 South Street (AKA Plan 40 Pt. Lot 4)  
Spencerville, Ontario  
343-552-5986  
Email: [suzikiz@icloud.com](mailto:suzikiz@icloud.com)

I have sent this email from my work email address. Please respond using the above noted email address if possible.

# Conservation Partners Partenaires en conservation



Via E-mail ([Krista.Wiedenaar@ucfg.on.ca](mailto:Krista.Wiedenaar@ucfg.on.ca))

June 29, 2021

Ms. Krista Wiedenaar  
Secretary/Treasurer of Consent Granting Authority  
25 Central Ave. West, Suite 100  
Brockville, ON  
K6V 4N6

**Re: Application for Consent  
Concession 6, Lot 26  
Township of Edwardsburgh-Cardinal  
B-80-21  
Applicant: 1504107 Ontario Inc.  
Roll Number: 070170104005300**

Dear Ms. Wiedenaar,

South Nation Conservation (SNC) has received and reviewed the above consent application to sever one parcel for residential use.

We have considered the impact of this severance on the local environment, as outlined under Sections 2.1 (Natural Heritage) and 3.1 (Natural Hazards) of the Provincial Policy Statement (May 2020), issued under Section 3 of the *Planning Act*, 1990. The following natural heritage and natural hazards were considered, based on a desktop review.

<b>Natural Heritage Features (S.2.1 PPS):</b>	<b>Natural Hazards (S.3.1 PPS):</b>	<b>Clean Water Act (2006)</b>
Significant wetlands	Hazardous lands	Source Protection Areas
Significant woodlands	<i>Flooding</i>	
Significant valleylands	<i>Erosion</i>	
Significant wildlife habitat	Hazardous sites	
Significant Areas of Natural and Scientific Interest	<i>Unstable soils</i>	
	<i>Unstable bedrock</i>	
Fish habitat		

In addition, we review the application in accordance with the Source Water Protection Agreement between the Township of Edwardsburgh-Cardinal and SNC.

**Natural Heritage**

SNC's review did not identify any natural heritage features on the proposed severed or retained lots.

**Natural Hazards**

SNC's review did not identify any natural hazards on the proposed severed or retained lots.

**Municipal Source Water Protection**

The proposed severed and retained lots are not within a Municipal wellhead protection area or intake protection zone.

**Conclusion**

SNC does not object to the application and no conditions are requested.

I trust the above is to your satisfaction. Please feel free to contact our office if there are any questions or concerns.

Kind regards,



James Holland, MSc RPP  
Watershed Planner  
South Nation Conservation

c.c. Wendy Van Keulen, Township of Edwardsburgh Cardinal

May 12, 2021

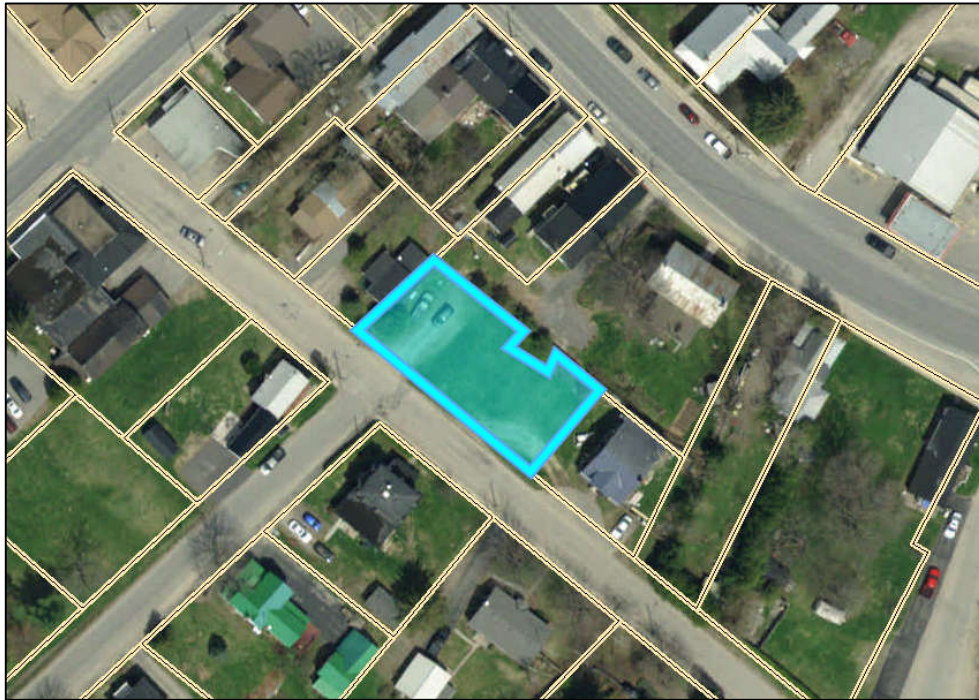
Township of Edwardsburgh Cardinal  
18 Centre Street, PO Box 129  
Spencerville, ON  
K0E 1X0

**RE: Applications for Severance and Minor Variance  
Part of Lots 3 and 4, West Side of Spencer Street, Plan No. 40  
Village of Spencerville  
Township of Edwardsburgh Cardinal  
Owner: 1504107 Ontario Inc.**

ZanderPlan Inc. was retained by the property owners to assist with Severance application and a Minor Variance Application for the property located on South Street in the Geographic Township of Edwardsburgh Cardinal which is currently zoned as Residential Second Density (R2). The owner is proposing to sever the existing lot to construct a semi-detached building; a Minor Variance is required in regard to the rear yard setback on one side of the subject site from 7 metres to 3.25 metres. The Minor Variance would allow the owner to build a semi-detached dwelling on the existing residential lot which is to be severed (allowing for the semi-detached unit to be located on each of the severed and retained lots). The Minor Variance is required for the severed lot only, as shown on the enclosed sketch.

### **Subject Property**

The subject property is situated in the central part of the Village of Spencerville in the Township of Edwardsburgh Cardinal, on the northeast side of South Street (see Figure 1 below). The property consists of one Residential Second Density (R2) lot which is proposed to be severed, allowing for the creation of a semi-detached building on the site. The property is slightly irregular in shape, featuring a rear yard with a notch taken out of it, resulting in the need for a Minor Variance to reduce the rear yard setback on only part of the site.



**Figure 1. Aerial View of the Subject Property**

**SITE DESCRIPTION – existing use**

The site consists of approximately 0.19 acres (786.7 m<sup>2</sup>) of land with 42.6 metres of frontage onto South Street. Direct access to the subject site comes from South Street. The subject site currently contains driveway parking at the northwestern portion of the site. There are also several trees along the northern border of the site.

**SITE DESCRIPTION – proposed use**

The applicant is proposing to develop a 2-storey semi-detached building on the subject site which is to be severed into two separate lots. The proposed development is permitted within the Settlement Policy Area and is also a permitted use under the Zoning By-Law. The proposed development will adhere to all of the R2 zoning provisions with the exception of the rear yard setback. This is due to the irregular shape of the rear yard. The applicant is therefore seeking a Minor Variance in regard to the rear yard setback zoning provision on the severed lot which will be addressed in detail within this report.

**SURROUNDING CONTEXT**

As previously noted, the subject property is currently zoned under the Residential Second Density (R2) zone. To the North on Spencer Street are a mix of residential and commercial uses which are between 1-2 storeys in height. To the east on South Street are single detached residential



dwellings ranging in size from 1 to 2 storeys; the South Nation River is also ~110 metres to the east as well. To the south on South Street the built form is predominantly single detached dwellings ranging in height from 1 to 2-storeys. To the west on South Street and Irving Street the built form is predominantly single detached dwellings ranging in height from 1 to 2-storeys

### **PROVINCIAL POLICY STATEMENT**

The Provincial Policy Statement (PPS, 2020), created under the authority of Section 3 of the *Planning Act*, identifies matters of Provincial interest which must be considered when planning applications are filed in Ontario. Approval authorities are required to ensure that decisions on planning matters are consistent with these policies.

The proposed development is consistent with Section 1.0 Building Healthy Communities, as it represents intensification of development on an infill property, thereby efficiently using land and the existing infrastructure and road network. It will contribute to the local area through accommodating a mix of housing types by providing one semi-detached building through intensification and infill on an existing underutilized residential lot. As per section 1.1.1 (a) (b) (c) (d) (e) (g) the subject property promotes efficient development, accommodates a mix of housing types in the form of a semi-detached building, avoids development which may cause environmental or safety concerns and the prevention of efficient expansion in settlement areas as the proposed development will intensify residential usage on a underutilized existing residential lot, minimizes land consumption and servicing costs by intensifying the amount of residential units on the site and using a pre-existing developed lot with appropriate partial servicing, and ensures the necessary infrastructure is in place to meet the current need of the development. The proposed development will efficiently intensify an existing residential lot in the form of a semi-detached building without causing public health or safety concerns, it will not prevent the expansion of the settlement area as it is utilizing an existing residential lot within a settlement area, and the proposed development taking place on an existing residential lot utilizes the infrastructure that is already in place. The proposed development using partial servicing will be spoken to in further detail later in this report.

Section 1.1.3 speaks to Settlement Areas, noting there is need *“to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures”*. The proposed development uses land resources wisely as it is intensifying an existing underutilized residential lot, which in turn does not take away from other potential development areas; the proposed development will also utilize the existing infrastructure and servicing in the form of sanitary and hydro. As per section 1.1.3.2 land use patterns in settlement

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P.O. Box 20148 Perth, Ontario K7H 3M6 ph. 613-264-9600 fax: 613-264-9609 [www.zanderplan.com](http://www.zanderplan.com)



areas shall be based on densities and a mix of land uses. The proposed development efficiently uses land resources through developing on a pre-existing residential lot, which will make use of available infrastructure and public service facilities; the proposed development will minimize negative impacts to climate change through developing a pre-existing serviced site (Section 1.1.3.2 a, b, c).

Section 1.2.6 speaks to Land Use Compatibility, noting that “*Major facilities and sensitive land uses* shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential *adverse effects*”. The proposed development does not meet the definition of a major facility or sensitive land use as defined the Provincial Policy Statement as there is not expected any adverse effects from contaminant discharges, noise, odour, or other public health risks from creation of a semi-detached dwelling on a severed lot (section 1.2.6.1). Further, the subject property is not in close proximity to any other site which would contain major facilities that would result in a conflict with the proposed development.

Section 1.4 speaks to Housing, noting planning authorities shall “provide for an appropriate range and mix of *housing options* and densities required to meet projected requirements of current and future residents of the *regional market area*”. The proposed development will be in a location where appropriate levels of infrastructure and public service facilities already exist, as the subject site is an existing residential lot which is serviced with hydro and sanitary and provides housing options to meet the well-being and requirements of future and current residents through the creation of two dwelling units in the form of a semi-detached development (section 1.4.3 (b) 1, 2(c)). It can be assumed that this development will meet the needs of future and current residents as it provides low density housing where servicing permits.

Section 1.6.6 of the PPS speaks to servicing, noting that municipal sewage services and water services are the preferred form of servicing in settlement areas. Section 1.6.6.5 (b) speaks to Partial Services stating they shall be permitted in the following circumstances “*within settlement areas, to allow for infilling and minor rounding out of existing development on partial services provided that site conditions are suitable for the long-term provision of such services with no negative impacts*”. The proposed development meets the circumstances required for partial servicing in a settlement area as it is an infill project on a site with partial services in place and the attached hydrogeological study demonstrates that the site conditions are suitable for the long-term provision of such private services (water) to complement the existing hydro and sanitary with no negative impacts. Section 1.6.6.7 speaks to stormwater management which will be addressed at the site plan stage of this development.

Section 1.6.7 of the PPS speaks to transportation systems, noting efficient use should be made of existing infrastructure. Currently, the subject site already has the infrastructure in place with direct access to South Street, a Township road, in addition to being in close proximity to County Road 44.

Section 1.7.1 of the PPS speaks to Long-term economic prosperity. As per section 1.7.1 (c), the proposed development will optimize the long-term availability and use of land, resources, *infrastructure* and *public service facilities* through the intensification of an existing residential lot from an underutilized existing site with partial servicing and no expected negative impacts. Additionally, the proposed development will minimize the negative impacts from a changing climate and respond to market-based needs through providing housing in the form of a semi-detached development and by utilizing pre-existing infrastructure on an existing under-utilized residential lot.

Section 2.0 of the PPS speaks to the Wise Use and Management of Resources, and in particular at Section 2.1 speaks to wetlands, woodlands, wildlife habitat and other natural heritage features. The subject site does not contain any known resources noted under this Section.

Section 2.2 of the PPS speaks to water. As per section 2.2.1 (i), the subject site will ensure “stormwater management practices will minimize volumes and contaminant loads, and maintain or increase the extent of vegetative and pervious surfaces”. Detailed stormwater management design will be addressed at the site plan stage. Section 2.3 speaks to Agriculture; as the subject property is located within an established and developed settlement area, there are no prime agricultural lands located on or within close proximity to the site.

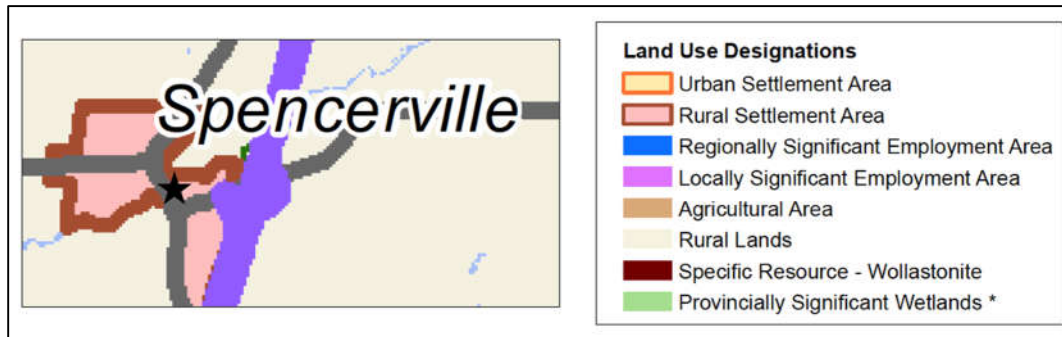
Section 2.4 of the PPS speaks to Minerals and Petroleum. The subject site does not contain any known *Significant Minerals and petroleum resources* that need to be preserved. Further, Section 2.5 speaks to Mineral Aggregate Resources; there are no known mineral aggregate resources on or within close proximity to the subject property.

Section 2.6 of the PPS speaks to Cultural Heritage and Archaeology. The subject site does not contain any known *Significant built heritage resources* or *significant cultural heritage landscapes* that need to be preserved.

Overall, the proposed development can be considered consistent with the policies in the 2020 Provincial Policy Statement.

**THE UNITED COUNTIES OF LEEDS AND GRENVILLE (UCLG) OFFICIAL PLAN**

The subject property is designated under the Rural Settlement Area on the UCLG Official Plan Schedule A – Community Structure and Land Use (See Figure 2 below).



**Figure 2. Subject Site and Surrounding Land Uses from Schedule A of the UCLG Official Plan**

Section 2.3 speaks to Settlement Structure noting the need to promote complete communities by providing a range and mix of housing. Section 2.3.1 speaks to General Settlement Area Policy Policies noting the following in policy (a): *“The Counties’ settlement areas will be the focus of growth. Growth is encouraged in built-up areas to maximize public and private infrastructure investment and to preserve the agricultural area, rural lands and conserve the natural heritage features and areas”*. The proposed development satisfies policy (a) as it is development in a built-up area on an underutilized residential lot, which will maximize the existing public infrastructure and will provide the required private servicing to become a viable development while preserving the agricultural and rural lands in the Counties’.

Policy (b) under section 2.3.1 notes *“Settlement areas will provide for development patterns that efficiently use land, resources, infrastructure, and public service facilities. Settlement areas will promote the development of healthy and sustainable communities through compact urban forms, efficient use of infrastructure, and the provision of a range of land uses”*. The proposed development being a compact semi-detached building is consistent with policy (b) as it will be efficiently developing an existing underutilized residential lot in a Settlement Policy Area which efficiently utilizes existing servicing and infrastructure while providing the additional required servicing (water) in a way that poses no negative impacts over the long-term as noted in the attached hydrological study.

Section 2.3.3 speaks to Rural Settlement Areas; the proposed development taking place in Spencerville falls under this designation as per Schedule A of the Official Plan (see Figure 2 above). Policy (b) notes *“Rural settlement areas may continue to experience growth through infilling and development of vacant lands by way of consents or plans of subdivision as appropriate, in addition*

to limited intensification. It is recognized that certain rural settlement areas may not accommodate additional growth and development, as established in the local municipal Official Plans". The proposed development is consistent with the form of expected growth as it is an infill development on a vacant underutilized residential lot in the form of a semi-detached building. Additionally, the development taking place on a lot which is to be severed through consent further demonstrates how the proposed development is consistent with the form of expected development noted under policy (b) of section 2.3.3.

Section 2.4.1 speaks to Settlement Area Intensification, noting residential development which is produced through intensification reduces greenfield development and reduces the need for development to encroach upon the Counties' Agricultural Area. Additionally, section 2.4 goes on to note that the Counties' support residential intensification within settlement areas to offer a range of housing choices, efficient use land and optimize the use of infrastructure and public service facilities. The proposed development is consistent with the intent of Settlement Area Intensification as it represents a form of development which reduces greenfield development and does not encroach upon agricultural areas as it is taking place on an underutilized residential lot, while providing additional housing choices in the form of a semi-detached building, all while optimizing the existing servicing and infrastructure available on the site.

Policy (b) under section 2.4.1 notes *"The Counties will work with the local municipalities to achieve an overall minimum target that 20% of the dwelling unit growth will take the form of residential intensification and redevelopment. The Counties will work with the local municipalities to identify appropriate minimum residential intensification and redevelopment targets in each of the local municipal Official Plans"*. The proposed development being an infill intensification project of an existing underutilized residential lot will help the Counties' meet the 20% residential intensification target. Policy (c) under section 2.4.1 notes *"The Counties will encourage intensification within urban settlement areas and rural settlement areas that is of an appropriate scale and character. Intensification will be encouraged subject to other policies of this Plan, including the availability of servicing, and demonstration of compatibility with existing neighbourhoods"*. The proposed development being consistent with the Zoning By-Law, with the exception of the rear yard setback on a portion of the site, would be considered a form of development that is of an appropriate scale and character that would also be considered compatible with the existing neighbourhood as it will be of a similar height to existing development in the area. Additionally, having partial servicing with water to be provided on site with not negative impacts furthermore demonstrates the proposed development consistency with policy (c) under section 2.4.1.

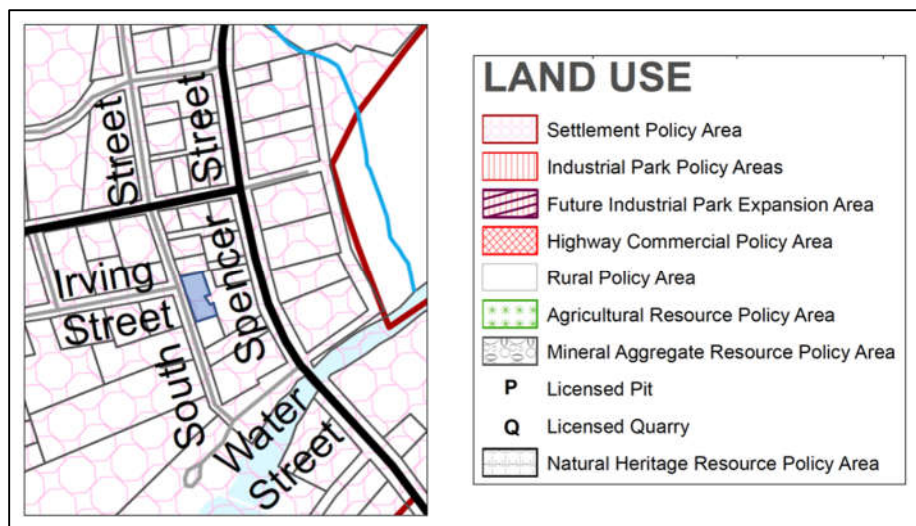
Section 4.5.2 of the Plan speaks to Archaeological Resources, noting that consideration should be given to conserving and protecting known archaeological resources and areas of archaeological potential. There are no known archaeological resources on or within close proximity to the subject property that would warrant further analysis. This is discussed in further detail later in this report.

Section 6.3 speaks to Water and Wastewater Systems, with section 6.3.1 speaking to Sewage and Water Services. As per section 6.3.1 (d)(i) the use of partial services will only be permitted in the following circumstances *“within settlement areas, to allow for infilling and minor rounding out of existing development on partial services provided that site conditions are suitable for the long-term provision of such services with no negative impacts”*. As previously noted within the PPS section of this report, the proposed development meets the circumstances required for partial serving in a settlement area as it is an infill project and the attached hydrogeological study demonstrates that the site conditions are suitable for the long-term provision of such services (water) to complement the existing hydro and sanitary with no expected negative impacts over the long-term.

Overall, the proposed severance and the exception by way of a Minor Variance will be consistent with the intent of the policies of the UCLG Official Plan.

### **EDWARDSBURGH CARDINAL OFFICIAL PLAN**

The subject property is designated under the Settlement Policy Area as per the Spencerville Enlargement from Schedule A of the Official Plan (See Figure 3 below).



**Figure 3. Subject Property and Surrounding Land Use Designations**



Section 2.2 speaks to the Guiding Principles of the Official Plan. Principle 2 states *“We will ensure that development in our communities will include a broad range of uses and a balanced mix of appropriate residential densities”*. The proposed development will help the Township meet this goal of the Official Plan through the creation of one semi-detached development providing 2 dwelling units at an appropriate density for the area.

Section 3.1 of the Official Plan speaks to the Settlement Policy Area noting the Township seeks to encourage more concentrated residential and development in the Settlement Policy Areas including Spencerville where full or partial services are available. Additionally, section 3.1 goes on to note that the Township will promote intensification and infill of underutilized sites. The proposed development is consistent with the intent of section 3.1 as it represents an infill intensification project, with partial services, in Spencerville, all of which in turn concentrates residential development into the Settlement Policy Area as encouraged by the Official Plan.

Section 3.1.2 speaks to the Distribution of Growth and Development within the Settlement Policy Area, noting that new development on existing lots and lots created by consent shall occur primarily in the Settlement Policy Area. The proposed development is consistent with the intent of section 3.1.2 of the Official Plan as it is new development taking place on an existing residential lot which is to be severed into two lots through the consent process to accommodate a semi-detached residential development providing two dwelling units.

Section 3.1.3 speaks to Residential Development Policies, noting the policies associated with Residential Development occurring in the Settlement Policy Area. The first objective is *“To ensure the provision of an adequate supply of residential land”*. The proposed development, while not providing additional residential land, is efficiently utilizing the existing land in the Township through the intensification of an existing under-utilized residential site, which in turn ensures the existing supply of residential land is being used in an efficient matter. The second objective noted is *“to provide for a range and mix of low, medium and high density housing types, subject to servicing constraints”*. The proposed development satisfies this second objective as it is a semi-detached development is providing low-density housing, on a site which has partial servicing. Additionally, despite only having partial servicing, the proposed development does not pose any negative impacts to the environment through the creation of water servicing as demonstrated through the attached Hydrogeological Study which is spoken to later in this report.

Section 3.1.3.2 speaks to how residential areas shall be defined through the Zoning By-law; the proposed development will take place on an existing Residential Second Density (R2) lot which permits the creation of a semi-detached building.

Section 5.4 speaks to Water and Wastewater Services, noting the need to ensure that water and wastewater infrastructure are properly maintained and expanded to meet growth and development priorities is crucial to the long-term economic and environmental health of the Township. Additionally, section 5.4 notes that places such as Spencerville may have partial services. Section 5.4.5 notes *“Development on partial services shall only be permitted where they are necessary to address failed individual on-site water services and individual on-site sewage services in existing development. Within the village of Spencerville and New Wexford, development may proceed on the basis of partial services only to allow for infilling and minor rounding out of existing development, provided that site conditions are suitable for the long-term provision of such services with no negative impacts”*. The proposed development is consistent with section 5.4.5 as it will be only be providing on-site water services through individual wells; additionally, as noted within section 5.4.5 the proposed development being an infill development project on a site with suitable conditions furthermore demonstrates the proposed developments consistency with the section. Finally, the attached Hydrogeological Study attached demonstrates site conditions are suitable for the long-term provision of such services (water) to complement the existing hydro and sanitary with no negative impacts.

Section 6.14 speaks to Housing and Affordability. As per section 6.14 new housing is encouraged to take place in the areas such as the Settlement Policy Area to provide for a range of housing options for present and future residents. The proposed development is consistent with this policy as it will be providing housing in the form of a semi-detached development on an existing underutilized residential lot in the Settlement Policy Area, in turn providing housing options for either present or future residents of the Township.

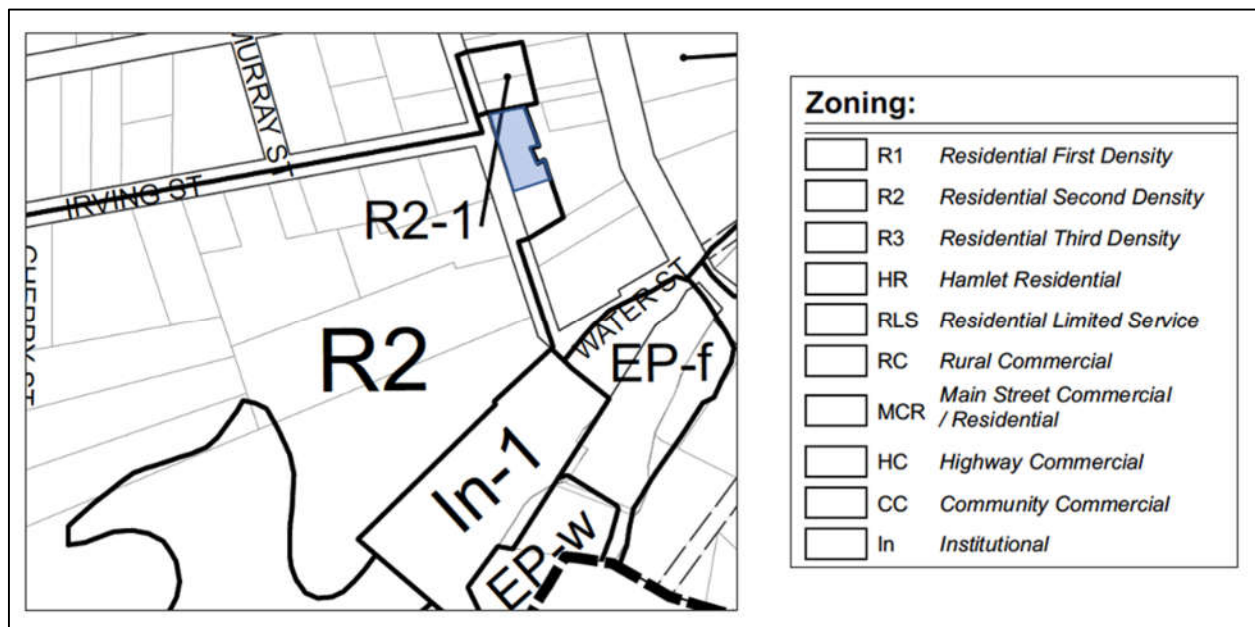
Section 6.15 of the Plan speaks to Cultural Heritage Conservation and Archaeological Resources. The policies note that the Township will consider cultural heritage resources and the potential for impacts from new development applications. Section 6.15.2.5 of the Plan references the potential requirement for archaeological assessments in certain circumstances, including proximity to “a past or present water source within 300 metres of the property or project area.” While the subject property is located approximately 110 metres from the South Nation River, it is located within an established settlement area, surrounded by lots that have been disturbed and are fully developed. Further, the subject property has been previously disturbed with a garage which was removed several years ago, as well as gravel parking and driveway areas; the surrounding lots are already developed. There would appear to be little merit in an archaeological assessment in this location, given the development and site disturbance that has occurred over many years. An awareness clause can be placed in a site plan control agreement, advising the property owner that, should anything of archaeological significance be found on the site, it should be reported directly to the Ministry of Culture.

Section 7.1 speaks to Implementation; section 7.1.3 speaks to consent policies. Section 7.1.3.1 notes *“It is a policy of this Plan that the creation of a maximum of two new lots by consent, excluding the retained original lot, may be considered subject to the other relevant policies of this Plan”*. The proposed development which is taking place on an existing residential lot in a Settlement Policy Area which has been severed to create (1) one new residential lot is consistent with this section as the development will be taking place on the retained residential lot and the new severed lot to allow for the development of a semi-detached dwelling.

Overall, the creation of two lots and the proposed exception by way of a Minor Variance for the rear yard will be consistent with the intent of the policies of the Township’s Official Plan.

#### **EDWARDSBURGH CARDINAL ZONING BY-LAW #2012-35**

The subject site is zoned as Residential Second Density (R2) Zone on Schedule C of the Township’s Zoning By-Law #2012-35 (see Figure 4 below). The R2 zone provisions per section 6.2 of the By-law permit a semi-detached dwelling. However, under the current Zoning, the minimum rear yard setback requirement is 7 metres. The purpose of the Minor Variance is to allow the proposed development an allowance to the rear yard setback from 7 metres to 3.25 metres on the proposed severed lot.



**Figure 4. Subject Site Zoning and Surrounding Zoning Provisions**

As demonstrated in Table 1 below, the proposed development is consistent with all of the relevant provisions of the R2 zone with the exception of the rear yard setback, and that would



apply to the severed lot only. The rear yard setback on the retained lot would comply with the R2 zone provisions.

Zoning Table – Residential Second Density (R2) Zone		
Zone Provision	Requirement	Proposed
Lot Area (min)	7,535 ft <sup>2</sup>	8,468 ft <sup>2</sup>
Lot Frontage (min)	30 m	42.6 m
Front Yard (min)	6 m	6 m
Exterior Side (min)	4.5 m	4.5 m
Interior Side (min)	1.5 m	1.5 m
<b>Rear (min)</b>	<b>7 m</b>	<b><u>*3.25 m</u></b> <b><u>(for the severed lot)</u></b>
Building Height (max)	11 m	< 11 m
Lot Coverage (max)	25 %	21.7%

**Table 1. Zoning Table of the Proposed Development Consistent with Section 6.2 of the Zoning By-law**

The rationale for asking for an exception by way of Minor Variance regarding the rear set back includes the following. First, the proposed rear set back will not be applied to the entire property, instead the Minor Variance for the rear yard setback will only be applied to the severed lot on the subject site. Given that the exception to the rear yard setback is only being applied to one lot after the severance is complete, and that it will only apply to a portion of that lot, it will be more minor in nature as opposed to if this exception was being applied to the entire lot prior to the severance. Second, given the irregular shape of the severed lot, the request for a minor variance to the rear yard setback is strictly a function of the shape of the lot, as a portion of the severed property juts into the lot from 7 m to 3.25 m (refer to attached site plan). Despite a portion of the lot only being 3.25 m from the abutting property there is still enough space for outdoor living to the northeastern portion of the severed lot which adheres to the 7 m rear yard setback (see attached site plan).

Third, the abutting uses to the north of the severed lot is a parking lot for the Village Pantry and 6 Spencer Street a residential dwelling. Both contain a planted buffer and fence screening between the proposed semi-detached dwelling on the severed lot; additionally, both buildings are located ~12 metres setback from the proposed severed lot. Given that there is both a buffer in terms of plantings and a fence and both buildings abutting the site are ~12 metres setback from the proposed severance line, it can reasonably be concluded that the proposed development on the subject property will not interfere with the existing developments to the north.

Overall, the proposed exception by way of a Minor Variance will be consistent with the intent of the policies of the Township's Zoning By-Law.

#### **THE FOUR TESTS**

There are four tests that need to be proven in order for a Minor Variance to be considered, the first being whether the variance is minor in nature. As previously noted, the proposed development requiring a Minor Variance is on the severed lot and not both of the proposed lots on the subject site; further, the variance only applies to a portion of the severed lot, due to its irregular shape. Given that the exception is to be applied to only one of the proposed lots, it can be argued this variance will be minor in impact as it is only being applied to one of the two lots involved in this development. Second, the variance request on this site relative to the rear yard setback is a function of the irregular shape of the lot which juts into the property from a 7m setback to a 3.25 m setback for a small portion of the rear property line. It can be argued that the variance is minor in nature as it is a function of the irregular lot size, as there is still enough space to the northeastern portion of the severed lot for outdoor living, as the 3.25 m rear yard setback will not affect the entirety of the rear yard of the severed lot. Third, the abutting uses to the north being the Village Pantry and 6 Spencer Street already have a buffer in the form of plantings, a screen in the form of a fence, and both buildings are setback ~12 metres from the proposed development on the severed lot. Given the setbacks, screening, and buffering, it can be argued the requested minor variance is minor in impact as it will not encroach nor impede upon the existing uses abutting the severed lot. When taking these three mentioned points, it can be concluded that the proposed variance is minor in nature due to it being applied only to a portion of one lot, it being a function of an irregular lot shape, and the buffering, screening, and setbacks of the abutting uses reduce the overall impact.

The second test in the four tests is whether the variance is desirable for the appropriate development or use of the land, building, or structure. As previously mentioned, the request for Minor Variance on this site relative to the rear yard setback is a function of the irregular shape of the lot which juts into the property from a 7m setback to a 3.25 m setback for a small portion of the rear property line. Given this variance is coming as a function of the irregular lot shape, and that it will support the creation of a semi-detached building which is a desirable and appropriate land use in this location, it can be argued it is desirable for the appropriate development as it is directly related to the shape of the lot. Additionally, as mentioned, there is still enough space to the northeastern portion of the severed lot for outdoor living space, as the 3.25 m rear yard setback will not affect the entirety of the rear yard of the severed lot. Since there is still room for outdoor living as the 3.25 m does not affect the entire rear yard setback but just the portion which juts into the lot, and the fact that the rear yard setback is strictly a

function of the lot shape, it can be argued the variance is desirable and appropriate for the proposed development which adheres to all other zoning provisions under the R2 zone.

The third test of the four tests is whether the variance maintains the general intent and purpose of the Zoning By-law. As previously noted, the Residential Density 2 (R2) designation allows for the creation of a semi-detached building on the subject site. This is consistent with the zoning of surrounding lots. Since the proposed development is going to be in the form of a semi-detached building, it can be said the proposed development maintains the general intent of the Zoning By-law in regard to permitted uses on the subject site, and all other provisions of the Zoning By-law can be met in the development proposal. However, it is acknowledged that the proposed semi-detached building on the subject site does not conform with the rear yard setback provisions provided in 6.2 of the Zoning By-law and there is a need for a variance from 7 metres to 3.25 metres for a portion of the severed lot. Despite only conforming to ~46% of the prescribed rear yard setback provisions noted in section 6.2 of the Zoning By-law, it can be argued the proposed development, being an infill development on an underutilized site, is consistent with the R2 zone as the development adheres to all of the other required Zoning provisions. Additionally, since the requested variance is also a function of an irregular lot shape which is screen and buffered from the abutting lots, it can be argued the variance is maintaining the general intent and purpose of the Zoning By-law.

The fourth test of the four tests is whether the variance maintains the general intent and purpose of the Official Plan. With regard to section 2.2, Principle 2 speaks to the Guiding Principles of the Official Plan stating: *"We will ensure that development in our communities will include a broad range of uses and a balanced mix of appropriate residential densities"*. The proposed development is consistent with the purpose and intent of the Official Plan as it will help the Township meet this and other goals of the Official Plan through the creation of one semi-detached building providing 2 dwelling units at an appropriate density for the area.

With regard to section 3.1.3 which speaks to Residential Development Policies, the second objective is *"To provide for a range and mix of low, medium and high density housing types, subject to servicing constraints"*. The proposed development is consistent with the general intent and purpose of the second objective in the Official Plan as it is a semi-detached development, is providing low-density housing, on a site which has partial servicing which does not pose any negative impacts to the environment through the creation of water servicing as demonstrated through the attached Hydrogeological Study. With regard to Section 5.4.5 which speaks to developments with partial developments, the proposed development maintains the general intent and purpose of this section as it will be only be providing on-site water services. Additionally, as noted within section 5.4.5, the proposed development being an infill

development project on a site with suitable conditions furthermore demonstrates the proposed developments consistency with the section. Finally, with regard to section 6.14 which speaks to Housing and Affordability, the proposed development maintains the general intent and purpose of the Official Plan as it will be providing housing in the form of a semi-detached development on an existing underutilized residential lot in the Settlement Policy Area, in turn providing housing options for either present or future residents of the Township. Given the proposed developments adherence to the Official Plan, it can be said that the proposed development maintains the general intent and purpose of the Official Plan.

Overall, the required Minor Variance to permit a reduction in the rear yard setback on a portion of the lot to be severed can meet the four tests of a Minor Variance.

### **HYDROGEOLOGICAL STUDY**

Morey Associates Ltd was retained to complete a Hydrogeology Study to support the proposed semi-detached building (April 2021). The report notes that the proposed development would be serviced with existing onsite wells and connected to municipal sanitary and storm services. Morey Associates assessed the water quality and quantity in the two existing wells and considered surrounding wells and land uses in the study. The report concludes that there is sufficient groundwater supply to meet the needs of the two dwelling units, while the water quality does demonstrate some exceedances in the Ontario Drinking Water standards that are treatable. The report provides some specific recommendations which can be implemented through the site plan control process.

### **SUMMARY**

The applicant is proposing sever the subject property to create two separate semi-detached dwelling units; a Minor Variance for the proposed severed lot is required to permit a rear yard setback of 3.25 metres as opposed to 7 metres required in the R2 zone. This minor variance is being requested because of the irregular shape of the lot which juts into the severed lot from 7 m to 3.25 m. Additionally, given the requested variance is a function of an irregular lot shape which has buffering, screening, and reasonable setbacks from the abutting uses, it has been argued the minor variance is indeed minor in nature.

The proposal meets the intent of the policies in the United Counties of Leeds and Grenville and Edwardsburgh Cardinal Official Plans, as represents efficient infill development of an underutilized residential lot in Spencerville's Settlement Policy Area, providing housing in the

form of a semi-detached building, and is consistent with the policies in the 2020 Provincial Policy Statement.

Should you require any additional information in order to process this application, please don't hesitate to contact the undersigned.

All respectfully submitted by:



Tyler Hamilton, BAH



Tracy Zander, M.Pl, MCIP, RPP

**REPORT ON**

**HYDROGEOLOGICAL STUDY  
PROPOSED SEMI-DETACHED DWELLING  
SOUTH STREET, SPENCERVILLE  
TOWNSHIP OF EDWARDSBURGH/CARDINAL  
ONTARIO**

Submitted to:

Lockwood Brothers Construction  
2010 Totem Ranch Road  
Oxford Station, Ontario  
K0G 1T0

**DISTRIBUTION**

1 PDF copy – Lockwood Brothers Construction  
1 PDF copy – Morey Associates Ltd.

April 2021

File No. 021256



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## **1.0 INTRODUCTION**

Morey Associates Ltd. was retained by Lockwood Brothers Construction to undertake a hydrogeological study for the proposed semi-detached dwelling located on the east side of South Street in Spencerville, within Lot 4, Concession 7, Edwardsburgh/Cardinal Township, Ontario (see Key Plan, Figure 1 and Aerial Photograph, Figure 2).

For the purpose of this report South Street is considered to exist at the west side of the subject site.

It is understood that a semi-detached dwelling is proposed at the above noted site on two residential lots about 0.05 and 0.03 hectares in plan area with some 25 and 17 metres of frontage on South Street, respectively (see Appendix A). The proposed semi-detached dwelling is to be serviced by existing on-site private wells and municipal sanitary and storm sewers. It is further understood based on a discussion with Lockwood Brothers Construction that each dwelling unit in the proposed semi-detached dwelling will have two bedrooms.

This hydrogeological study was carried out in general accordance with our interpretation of the applicable sections of the Ministry of the Environment, Conservation and Parks (MOE) Procedure D-5-5 Technical Guideline for Private Wells: Water Supply Assessment (August 1996).

## **2.0 SITE BACKGROUND**

The site is bordered on the west by the South Street right-of-way with residential development beyond, on the north by an existing dwelling with residential and commercial development beyond, on the east by an existing commercial building and dwelling with residential and commercial development beyond, and on the south by an existing dwelling with residential development and the South Nation River beyond. The ground cover at the site consists, in general, of grass. No drainage ditches exist at or adjacent to the site. A municipal storm sewer exists within the South Street right-of-way adjacent to the site.

The South Nation River exists some 90 metres south/southeast of the site. A Drummond Gas service station exists southeast of the site. The fuel pumps, an above ground diesel fuel storage tank and below ground fuel storage tank(s) at the service station exist some 60, 65 and 75 metres





from the southeast corner of the site. Based on available topographic mapping the existing service station is some 2 metres downgradient of the site.

Based on a review of surficial geology information for the site area, obtained from the Ontario Geological Survey (2010), the site is indicated to be underlain by a till deposit consisting of stone-poor, sandy silt to silty sand-textured till. Based on a review of the bedrock geology map for the site area and on a previous study carried out in the site area by others (Thompson 1985) the bedrock underlying the site area is indicated to consist of dolostone of the Oxford Formation underlain by limestone and sandstone of the March Formation and sandstone of the Nepean Formation. Based on a previous study carried out in the site area by others (MOE 2020) the Oxford, March and Nepean Formations are indicated to support viable aquifers for domestic use.

Based on the above mentioned previous studies carried out in the site area by others (Thompson 1985 and MOE 2020) the shallow groundwater flow in the site area is expected to be towards the South Nation River and in general follow the local topography.

Two wells exist at the site, one within the north portion (well tag # A298757) and one within the south portion (well tag # A298756) of the site and for the purpose of this report will be referred to as the “north well” and “south well”, respectively. It is understood, based on discussion with Lockwood Brothers Construction, that the north well and south well will each service one of the dwelling units of the proposed semi-detached dwelling at the site. The MOE Water Well Records associated with the north and south wells are attached in Appendix B and a summary of the well construction details are provided in Table 2.1 below.

**Table 2.1: Summary of On-Site Well Construction Details**

Well	Thickness of Overburden Encountered (m)	Thickness of Rock Encountered [Limestone] (m)	Total Depth of Well (m BGS)	Inside Diameter of Well Casing (m)	Depth of Well Casing (m BGS)	Depth Water Found (m BGS)
North Well	1.4	17.5	18.9	0.16	6.2	12.2, 15.8
South Well	1.4	17.5	18.9	0.16	6.2	12.2, 14.6

Note: m BGS = Metres Below Ground Surface

The water well records for the north and south wells supplied by the well driller indicate that at each well a nominal 16 centimetre inside diameter steel casing was installed through about a 1.4 metre thickness of overburden material consisting of clay and stones and was set some 4.8 metres into



bedrock and grouted in place using cement and bentonite slurry. The wells are indicated to be some 18.9 metres in depth from the ground surface, and advanced into a limestone and dolomite aquifer. Based on the above and on the available general site area bedrock geology it is considered that the north and south wells at the site have been completed in the Oxford Formation.

Eight MOE water well records indicated to be for site area/neighbouring wells (obtained from the MOE online database) indicate that the overburden depth in the area of the site ranges from about 0.6 to 3.1 metres. The well records indicate that the wells are between some 24.7 to 58.5 metres in depth and that the bedrock encountered during drilling consisted of limestone, dolomite and sandstone. The well records indicate that water was found at depths of between some 9 to 55 metres. The well records further indicate recommended pumping rates of between some 5 to 22 gallons per minute (23 to 100 litres per minute). The above mentioned eight MOE water well records are provided in Appendix B.

**Table 2.2: Summary of Neighbouring Well Construction Details**

Well ID or Well Tag No.	Well Location	Approximate Distance to Site (m)	Year of Well Construction	Total Depth of Well (m BGS)	Depth to Surface of Bedrock (m BGS)	Static Water Level (assumed m BGS)	Available Drawdown (m)
A193373	9 Centre Street	60	2016	30.8	0.6	4	26.8
2406530	<sup>1</sup> 12 Centre Street	100	1991	58.5	2.4	6.1	52.4
A006191	<sup>1</sup> 13 Centre Street	85	2004	55.2	1.5	3.7	51.5
A275102	15 Centre Street	125	2019	36.9	1.1	5.8	31.1
A059303	16 Centre Street	120	2007	24.7	1.4	5.0	19.7
A074127	9 South Street	30	2008	24.7	1.4	4.0	20.7
A019576	11 Water Street	150	2005	36.6	3.1	0.7	35.9
2400650	<sup>1</sup> 16 Spencer Street	70	1962	25.0	1.2	3.7	21.3

Note: m BGS = Metres Below Ground Surface

<sup>1</sup>Likely well location associated with well record based on limited information provided on well record

Based on the above MOE well water records information and on the available general site area bedrock geology it is considered that the above mentioned eight site area/neighbouring wells are completed in the Oxford Formation, except for the wells at 12, 13 and 15 Centre Street which are suspected to have been completed in the March Formation.



### 3.0 WELL WATER QUANTITY

A pumping test was conducted on the north well at the site on April 20, 2021 by a member of our engineering staff and consisted of a six hour duration constant discharge rate pumping test. During the pumping test, water level measurements were made on a regular basis to monitor the drawdown of the water level in the well in response to pumping. After the pumping period, the pump was shut off and the recovery of the water level in the well was monitored for a period of time. During the pump test, the pump discharge outlet was located an adequate distance and downgradient from the well to ensure the discharge did not interfere with the natural recharge to the well.

The drawdown and recovery data and plots for the well pumping test is shown in Appendix C. The drawdown and recovery data provided were measured with reference to the top of the well casing.

The pumping test data for the well was analyzed using the method of Cooper and Jacob (1946). Although the assumptions on which these equations are based are not strictly met, this method provides a reasonable estimate of the aquifer transmissivity. The analysis of the data obtained during the pumping tests is summarized in the attached Table II.

The six hour duration pumping test was carried out at a discharge rate of about 25 litres per minute (5.5 lpm). The static water level prior to testing was about 2.63 metres below the top of the well casing and the water level after six hours of pumping was about 2.83 metres below the top of the well casing for a total drawdown at the end of pumping of 0.20 metres. The available drawdown in the well is about 15.2 metres. The specific capacity of the well at this pumping rate is approximately 180 cubic metres per day per metre of drawdown.

Based on the pumping test drawdown data the transmissivity of the aquifer is estimated to be 82.4 m<sup>2</sup>/day. Based on the pumping test recovery data the aquifer transmissivity is estimated to be 65.9 m<sup>2</sup>/day. The average transmissivity of the aquifer in the area of the well is estimated to be 74.2 m<sup>2</sup>/day. At the end of pumping, 40 minutes was required for 100 percent recovery of the total drawdown in the static water level created during pumping.



Based on the data obtained during the pumping test, it can be concluded that the well is capable of sustaining a short term yield of at least 25 litres per minute (5.5 lpm) and that during the course of the six hour pumping period about 1 percent of the available drawdown in the well was utilized.

### **3.1 SUMMARY OF ON SITE WELL YIELD**

The MOE Guideline D-5-5 Section 4.3.2 for water quantity requirement indicates that the per-person requirement shall be 450 litres per day and relates that quantity to an equivalent peak per person demand rate of 3.75 litres per minute. The MOE guideline indicates that for a dwelling the likely number of persons per well (per dwelling) is considered to be the number of bedrooms in the dwelling plus one. The MOE guidelines further requires that regardless of the demand rate determined using the above mentioned calculation, the demand rate (minimum pumping rate of a well servicing a dwelling) shall not be less than 13.7 litres per minute.

As previously mentioned each dwelling unit in the proposed semi-detached dwelling is to be a two bedroom dwelling. As such, the MOE peak demand rate for each dwelling unit is 13.7 litres per minute.

The results of the well pumping test carried out at the site for this present hydrogeological study indicate that the pumped well at the site is capable of more than meeting the MOE minimum demand rate of 13.7 litres per minute and that the pumped well at the site is capable of more than meeting the MOE peak demand rate for up to a five bedroom dwelling.

### **3.2 SUMMARY OF TRANSMISSIVITY ANALYSIS**

The above mentioned transmissivity values based on the pumping test drawdown and recovery data are summarized in Table 3.1 and classified regarding magnitude, designation and groundwater supply potential based on Krasny (1993).



**Table 3.1: Classification of Transmissivity Values**

<sup>1</sup> Magnitude (m <sup>2</sup> /day)	<sup>1</sup> Class	<sup>1</sup> Designation	<sup>1</sup> Groundwater Supply Potential	Transmissivity Values Based on North Well Pumping Tests		
				Pump.	Rec.	Avg.
>1000	I	Very High	Regional Importance			
100 - 1000	II	High	Lesser Regional Importance			
10 - 100	III	Intermediate	Local Water Supply	82.4	65.9	74.2
1 - 10	IV	Low	Private Consumption			
0.1 - 1	V	Very Low	Limited Consumption			
<0.1	VI	Imperceptible	Very difficult to Utilize for Water Supply			

<sup>1</sup>Kransy (1993) "Classification of Transmissivity Magnitude and Variation", Vol.31, No.2 - Ground Water

Based on the above, the existing pumped well at the site is indicated to be capable of providing an adequate quantity related to a supply potential of local water supply. It is pointed out that a groundwater supply potential of "Private Consumption" is associated with a water supply well adequate for dwellings.

### 3.3 WELL INTERFERENCE EFFECTS

During the pumping of the north well periodic water level measurements were made at the south well located some 17 metres south of the north well. The graph of the observation of the south well drawdown versus time during the pumping test at the north well is shown in the attached Appendix C.

In order to estimate the maximum interference of the north and south wells at the site, calculations were carried out to predict the cumulative thirty-year drawdown due to the proposed semi-detached dwelling domestic use of the wells at the site (for the purposes of this calculation the north well is considered to be the centrally located well at the site/site area). The existing site area/neighbouring wells indicated in the above Table 2.2 were also included in the cumulative thirty-year drawdown calculation. Further, wells servicing the properties adjacent to and opposite the subject site (if not already included in Table 2.2) were also included in the cumulative thirty-year drawdown calculation. The cumulative drawdown at the wells was calculated for a thirty-year pumping rate of



3150 litres per day, which allows for six bedroom households in accordance with Section 4.3.2 of MOE Procedure D-5-5.

The calculation was carried out using the following Cooper-Jacob formula:

$$s = \frac{2.3Q}{4\pi T} \log\left(\frac{2.25Tt}{r^2 S}\right)$$

Where, Q = 30 year pumping rate, 3150L/day

T = lowest transmissivity from north well pumping test, 65.9 m<sup>2</sup>/day

t = duration, 30 years

S = storativity estimate from north well pumping test, 2.3 x 10<sup>-2</sup>

s = expected drawdown from use of site wells and site area/neighbouring wells

The results of the calculations indicate that the cumulative thirty-year drawdown at the north well, including the interference from the south well and the other 18 site area/neighbouring wells included in the calculations is about 0.8 metres (see attached Table V). It is pointed out that it is considered, in Morey Associates Ltd. professional opinion, that the actual cumulative thirty-year drawdown at the centrally located well could be more accurately estimated by the use of the average transmissivity value determined from the pumping test and the use of a more likely daily pumping rate given today's more efficient plumbing. However, for the purpose of this present report and for a conservative approach the cumulative thirty-year drawdown at the north well was estimated using the lowest transmissivity value determined during the pumping test and a daily pumping rate of 3150 litres.

Based on the above mentioned conservative thirty-year drawdown calculation, the expected drawdown was found to be about 0.8 metres at the north well which results in the reduction of available drawdown at the north well of about 5 percent. Applying this drawdown value to the south well and the existing site area/neighbouring wells indicated on Table 2.2 for which available drawdown information is known would result in the reduction of available drawdown at those existing wells of between about 2 percent to 4 percent.

The above estimated drawdown values provide a fair assurance of adequate long term water supply for the proposed semi-detached dwelling based on current site conditions. Further, as



indicated above it is considered that the above estimated drawdown values are conservative and the actual cumulative drawdown values should be less and interference with existing neighbouring wells should not result in significant reduction of available well drawdown for the proposed semi-detached dwelling as well as the above mentioned existing nearby site area/neighbouring wells.

## **4.0 WELL WATER QUALITY**

### **4.1 ON-SITE WELLS WATER SAMPLES**

In order to characterize the groundwater quality of the groundwater supply, a groundwater sample was collected from both the north well and south well by a member of our engineering staff on April 20, 2021. The north well was sampled at about hour 6 of the above mentioned pumping test. The south well was sampled after pumping the south well for about one hour at a rate of some 68 litres per minute (15 lgpm). The groundwater samples were collected and prepared/preserved in the field using appropriate techniques and submitted to Eurofins Environment Testing laboratory in Ottawa, Ontario for the chemical, physical and bacteriological analyses listed in the MOE guideline entitled Procedure D-5-5, Technical Guideline for Private Wells: Water Supply Assessment, August 1996 ("MOE Subdivision Package" list of parameters). The temperature, conductivity, pH, TDS, turbidity and residual chlorine levels of the groundwater were measured just prior to sampling at both wells and at other periodic intervals during the pumping test at the north well.

The results of the above mentioned laboratory testing and field testing are provided in Table 4.1 below and in the attached Table I, respectively.



**Table 4.1: On-Site Well Water Samples Laboratory Testing Results**

Parameter	MRL	Units	<sup>1</sup> Guideline	Test Well	
				North Well Sample	South Well Sample
Hardness as CaCO <sub>3</sub>	1	mg/L	OG-100, <sup>3</sup> 500	<b>373</b>	<b>375</b>
Ion Balance	0.01			1.05	1.03
TDS (COND - CALC)	1	mg/L	AO-500	<b>580</b>	<b>600</b>
Alkalinity as CaCO <sub>3</sub>	5	mg/L	OG-30 - 500	259	269
Cl	1	mg/L	AO-250	136	132
Colour	2	TCU	AO-5	<2	2
Conductivity	5	uS/cm		1000	1010
DOC	0.5	mg/L	AO-5	0.7	0.8
F	0.10	mg/L	MAC-1.5	0.40	0.36
N-NO <sub>2</sub>	0.10	mg/L	MAC-1.0	<0.10	<0.10
N-NO <sub>3</sub>	0.10	mg/L	MAC-10.0	<0.10	<0.10
pH	1.00		OG-6.5 - 8.5	8.14	8.12
SO <sub>4</sub>	1	mg/L	AO-500	43	45
Ca	1	mg/L		90	91
Fe	0.03	mg/L	AO-0.3	0.29	0.30
K	1	mg/L		4	4
Mg	1	mg/L		36	36
Mn	0.01	mg/L	AO-0.05	0.03	0.03
Na	2	mg/L	AO-200, <sup>2</sup> A-20	65	64
TKN	0.1	mg/L		0.287	0.490
Phenols	0.001	mg/L		<0.001	<0.001
N-NH <sub>3</sub>	0.01	mg/L		0.045	0.033
S <sub>2</sub> -	0.02	mg/L	AO-0.05	<0.01	<0.01
Tannin & Lignin	0.1	mg/L		<0.1	<0.1
Turbidity	0.1	NTU	AO-5.0	1.2	1.5
Heterotrophic Plate Count	0	ct/1mL		5	7
E.Coli	0	ct/100mL	MAC-0	0	0
Faecal Coliforms	0	ct/100mL		0	0
Total Coliforms	0	ct/100mL	MAC-0	0	0
<sup>4</sup> Organic Nitrogen		mg/L	OG-0.15	<b>0.242</b>	<b>0.457</b>

<sup>1</sup> Guideline = Ontario Drinking Water Standards Objectives and Guidelines

<sup>2</sup> Table 2, Appendix, MOECC Guideline 'D-5-5 Private Wells: Water Supply Assessment' document

<sup>3</sup> "Hardness in excess of 500mg/L in drinking water is unacceptable for most domestic purposes" - Technical Support Document for Ontario Drinking Water

Standards, Objectives and Guidelines, Revised June 2006, Province of Ontario.

<sup>4</sup> Organic Nitrogen = Total Kjeldahl Nitrogen - N-NH<sub>3</sub>

MRL = Method Reporting Limit

AO = MOE Aesthetic Objective

OG = MOE Operational Guideline

MAC = MOE Max. Acceptable Concentration

A = MOE Advisory Limit (See Note 2)

The well water samples meet all the Ontario Drinking Water Standards, Objectives and Guidelines (ODWSOG) health and aesthetic parameters tested for except for hardness, total dissolved solids (TDS) and for organic nitrogen.





The water samples obtained from the existing on-site wells are considered to be hard by water treatment standards with a hardness level above the ODWSOG operational guideline of 80 to 100 mg/L. The hardness at the north well and south well was measured at 373 and 375 mg/L, respectively. However, based on the Technical Support Document for Ontario Drinking Water Standards, Objectives and Guidelines, Revised June 2006, the hardness levels of the water samples are less than what is considered unacceptable (greater than 500 mg/L) for most domestic purposes and is considered treatable. Water with hardness above 80 to 100 mg/L as  $\text{CaCO}_3$  is often softened for domestic use. Water softening by conventional sodium ion exchange may introduce relatively high concentrations of sodium into the drinking water, which may contribute a significant percentage to the daily sodium intake for a consumer on a sodium restricted diet. Where ion exchange water softeners are used, a separate unsoftened water supply could be used for drinking and culinary purposes.

The levels of TDS measured for the samples obtained from the north well and south well were 580 and 600 mg/L respectively, which are above the ODWS aesthetic objective of 500 mg/L. The results of Langelier Saturation Index (LSI) calculations (see attached Table III) for the water samples gave LSI values of about 0.94 and can be interpreted (based on Carrier 1965) to indicate potential for the groundwater to be scale-forming but non-corrosive (LSI 0.5 to 2.0). The results of Ryznar Stability Index (RSI) calculations for the water samples gave RSI values of about 5.8 and indicate potential for the groundwater to form light scale.

Organic nitrogen concentration is calculated as the difference between Total Kjeldahl Nitrogen (TKN) and ammonia. The concentration of organic nitrogen for the north well and south well water samples is calculated as about 0.24 and 0.46 mg/L, respectively. The ODWSOG operational guideline for organic nitrogen is 0.15 mg/L and relates to the potential severe reduction for chlorine as a disinfectant. Organic nitrogen may also result in taste and odour problems with levels greater than 0.15 mg/L. Based on the results of bacteriological testing of the above mentioned well water samples it is considered that continuous/permanent disinfectant treatment systems using chlorine for the well water at the proposed semi-detached dwelling is not likely. As such, it is considered that the presence of organic nitrogen slightly above the ODWSOG operational guideline in the well water sample is not a concern from an operational point of view.



It is pointed out that the levels of sodium for the north well and south well water samples were measured at 65 and 64 mg/L, respectively, which is below the ODWSOG aesthetic objective of 200 mg/L. However, according to the MOE the local Medical Office of Health should be notified where sodium levels are above 20 milligrams per litre in order that this information may be relayed to local physicians. Accordingly, the levels of sodium for the well water samples obtained from the existing on-site wells may be of interest to persons on a sodium restricted diet.

## **4.2 IMPACTS TO WELL WATER QUALITY**

The above mentioned previous studies carried out by Thompson (1985) and the MOE (2020) indicate that the water quality of a relatively large number of drinking water wells in the general site area (Spencerville) have been impacted by existing private sewage systems in Spencerville. The MOE 2020 study report indicates elevated levels of total coliform, E.Coli and nitrate measured for samples obtained from drinking water wells.

A combination of elevated levels of E.Coli, total coliform, faecal coliform, nitrate, nitrite and organic nitrogen are commonly associated with septic system effluent impacting drinking water wells. The results of the above mentioned laboratory testing indicate 0 ct/100mL for E.Coli, total coliform and faecal coliform and less than the method reporting limit for nitrate and nitrite for both the north and south wells. As mentioned above the organic nitrogen levels for the north and south wells are calculated as about 0.24 and 0.46 mg/L, respectively.

Based on the above and considering that organic nitrogen is the only above mentioned parameter somewhat elevated, the laboratory testing results of the well water samples obtained from the north and south wells at the site indicate that the north and south wells at the site have not been impacted by existing septic system effluent.

The above mentioned previous studies carried out by Thompson (1985) and the MOE (2020) also indicate that due to the geological setting (shallow discontinuous overburden and weathered/fractured upper bedrock unit) in the general site area, wells are vulnerable to surface impacts.



The overburden encountered by the well driller at the subject site wells is indicated to be 1.4 metres thick and consists of clay and stones, as per the MOE well records. No exposed bedrock was observed at the site and the cement and bentonite slurry grout indicated on the MOE well records for the north and south wells was observed at the ground surface around the well casings by members of our engineering staff at the time of the field work. Notwithstanding the above, and due to the above mentioned well vulnerability and groundwater impacts indicated by Thompson (1985) and the MOE (2020), recommendations to encourage safe domestic well usage for the future residents of the proposed semi-detached dwelling is provided in Section 5 of this report.

## **5.0 CONCLUSIONS AND RECOMMENDATIONS**

### **5.1 SUMMARY AND CONCLUSIONS**

Based on the groundwater supply investigation carried out for the subject site, the following summary and conclusions are provided by Morey Associates Ltd. and are based on our professional opinion and our interpretation of the relevant sections of the MOE Procedure D-5-5 guideline document:

- 1) There is a sufficient groundwater supply of acceptable drinking water quality in the bedrock aquifer system to satisfy the water requirements of the proposed semi-detached dwelling at the site.
- 2) The groundwater quality in the aquifer system at the existing wells at the site meets all the ODWSOG concentrations for all health related chemical, physical and bacteriological parameters tested, except for hardness, TDS and organic nitrogen. The level of hardness measured at the wells is well within the acceptable range that is considered reasonably treatable. Water softeners and manganese greensand filters are indicated to be adequate to lower hardness to acceptable levels, respectively. In relation to the measured TDS levels, the results of LSI and RSI calculations for the water samples from the existing wells at the site indicate there is a potential for scale to form on plumbing fixtures. The levels of organic nitrogen measured at the existing wells at the site were above the ODWSOG operational guideline concentration. However, based on the results of bacteriological testing of the well water samples it is considered that need for continuous/permanent disinfectant treatment



systems using chlorine for the well water at the proposed semi-detached dwelling is not likely. As such, it is considered that the presence of organic nitrogen above the ODWSOG operational guideline in the well water samples is not a concern from an operational point of view.

- 3) The levels of sodium for the water samples obtained from the existing on site wells may be of interest to persons on a sodium restricted diet (see report Section 4.1).

## 5.2 RECOMMENDATIONS

Morey Associates Ltd. provides the following recommendations regarding the existing groundwater supply well at the site:

- 1) The final landscaping at the site should be graded such that surface water (including any eavestrough downspout discharge and sumpline discharge) is not directed to or ponds around the existing well heads and such that the well casing heights extend not less than 0.4 metres above the ground surface.
- 2) In order to encourage domestic supply well education and best management practices future residents at the site should be made aware of and refer to the province of Ontario web-doc publication: [ontario.ca/document/water-supply-wells-requirements-and-best-practices](http://ontario.ca/document/water-supply-wells-requirements-and-best-practices)
- 3) Future residents at the site should be made aware that it is considered prudent to adhere to the regulatory well maintenance requirements, general maintenance for well owners (Table 11-1: Well Maintenance Checklist Items), and well water quality laboratory testing outlined in the above mentioned province of Ontario web-doc publication.
- 4) Future residents at the site should be made aware that the use of a water softener for treatment of hardness may be desired based on the results of the water quality testing carried out for this present hydrogeological study.
- 5) Future residents at the site should be made aware that the use of conventional sodium ion exchange water softeners may introduce relatively high concentrations of sodium into the



drinking water, which may contribute a significant percentage to the daily sodium intake for a consumer on a sodium restricted diet. Where ion exchange water softeners are used, a separate unsoftened water supply could be used for drinking and culinary purposes.

- 6) Future residents at the site should be made aware that water wells should be adequately disinfected by chlorination prior to use for the proposed semi-detached dwelling at the site.
- 7) Future residents at the site should be made aware that Langelier Saturation Index (LSI) and Ryznar Stability Index (RSI) calculations for water samples obtained from the existing wells at the site can be interpreted to indicate potential for the groundwater to cause scale to form on plumbing fixtures.

## **6.0 LIMITATIONS AND USE OF REPORT**

This report was prepared for the exclusive use of Lockwood Brothers Construction. This report may not be relied upon by any other person or entity without the express written consent of Lockwood Brothers Construction and Morey Associates Ltd.

This report documents work that was carried out with generally accepted professional standards at the time and location in which the services were provided and in a manner consistent with a level of care and skill normally exercised by other professional engineering and geoscientist firms practicing under similar conditions and subject to the time limits and financial and physical constraints applicable to the services.

Any third party use of this report, including reliance of this report and/or decisions made based on this report, is the sole responsibility of the third party. Morey Associates Ltd. accepts no responsibility for damages, whether direct or indirect, suffered by any third party as a result of any third party use of this report.

The conclusions provided herein represent an opinion of Morey Associates Ltd. as of the time of preparation of this report. It is recognized that the passage of time affects the information provided in this report. This report should not be construed as legal advice, nothing in this report is intended to provide a legal opinion. If new information is discovered during future work, including



excavations, borings or other studies, Morey Associates Ltd. should be requested to re-evaluate the conclusions presented in this report and provide amendments as required.

## 7.0 SIGNATURES

We trust that this report is sufficient for your present requirements. If you have any questions concerning this report, please do not hesitate to contact our office.

Yours truly,  
Morey Associates Ltd.

D. G. Morey, P.Eng.  
Director/Civil Engineer



C. R. Morey, M.Sc. (Eng.), P. Eng.  
Senior Consulting Engineer



## 8.0 REFERENCES

*Province of Ontario:* The Surficial Geology of Southern Ontario data set: Ontario Geological Survey, Miscellaneous Release 2010

*Ontario Ministry of the Environment, Conservation and Parks:* Procedure D-5-5: Technical Guideline for Private Wells: Water Supply Assessment, August 1996

*Ontario Ministry of the Environment, Conservation and Parks:* On line map-based water well records search website

*Ontario Ministry of the Environment, Conservation and Parks:* Technical Report, Potable Well Water Quality Survey, Village of Spencerville, November 2020

*Thompson, M.S. and Associates Ltd. In association with Water and Earth Science Associates Ltd.:* Private Services Grant Program, Police Village of Spencerville, Township of Edwardsburgh, Ministry of the Environment Project Number 8-0082, 4-0094, March 1985.

*Kransy:* Classification of Transmissivity Magnitude and Variation, Vol.31, No.2 - Ground Water, dated 1993

*Province of Ontario:* Web-doc publication – Water Supply Wells: Requirements and Best Practices, revised April 2015

*Province of Ontario:* Technical Support Document for Ontario Drinking Water Standards, Objectives and Guidelines, revised June 2006

# TOWNSHIP OF EDWARDSBURGH CARDINAL

July 26, 2021

Resolution Number: 2021- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

THAT Municipal Council:

1. Authorize staff to award the culvert cured in place pipe liner project to Canadian Water Works (CWW) in the amount of \$72,000.00 plus 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.

As recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

☐ Carried    ☐ Defeated    ☐ Unanimous

Mayor: \_\_\_\_\_

RECORDED VOTE REQUESTED BY: \_\_\_\_\_

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



# TOWNSHIP OF EDWARDSBURGH CARDINAL

July 26, 2021

Resolution Number: 2021- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

THAT Municipal Council approve the request for use of the unopened road allowance by South Nation Conservation Authority (SNC) to conduct timber harvest operations and direct staff to develop an agreement with SNC stipulating the conditions for use, as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

☐ Carried    ☐ Defeated    ☐ Unanimous

Mayor: \_\_\_\_\_

RECORDED VOTE REQUESTED BY: \_\_\_\_\_

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

**COPY** July 26, 2021

Resolution Number: 2021- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Municipal Council authorize the CAO to proceed with additional paving at the Cardinal waterfront, under one of the existing current contracts, to an upset limit of \$155,000.00 and cover the cost through the Federal Gas Tax Fund, as recommended by Committee of the Whole – Public Works, Environmental Services & Facilities.

☐ Carried    ☐ Defeated    ☐ Unanimous

Mayor: \_\_\_\_\_

RECORDED VOTE REQUESTED BY: \_\_\_\_\_

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

July 26, 2021

Resolution Number: 2021- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

THAT Municipal Council directs the Port General Manager and Mayor to proceed with the process of selling surplus property identified as: PT LT 36, CON 1, Edwardsburgh PT 1, 15R9899, Edwardsburgh Cardinal, and return to Committee with a recommendation regarding the sale, as recommended by the Port Management Committee.

☐ Carried    ☐ Defeated    ☐ Unanimous

**Mayor:** \_\_\_\_\_

**RECORDED VOTE REQUESTED BY:** \_\_\_\_\_

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

July 26, 2021

Resolution Number: 2021- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

THAT Municipal Council direct staff to send a yards clean up contractor to 18 Mary Street, Johnstown, this week, with instructions to whipper snipper vegetation on the property boundary and cut the grass, remove debris, and perform a general clean-up of the property on a weekly basis if the property owner fails to do so; and

FURTHER THAT the Township invoice the property owner on a weekly basis for costs incurred and charges be directed to the property tax account in the event of failure to pay.

☐ 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

**COPY**

July 26, 2021

Resolution Number: 2021- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

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

- July 5, 2021
- July 7, 2021
- July 15, 2021
- July 23, 2021

☐ Carried    ☐ Defeated    ☐ Unanimous

Mayor: \_\_\_\_\_

RECORDED VOTE REQUESTED BY: \_\_\_\_\_

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

# RESUMÉ

of correspondence

July 5<sup>th</sup>, 2021

FROM	DATE	SUBJECT
Health Unit	June 29	LGL Warns to take precautions during high heat/ humidity
AMO	"	Joint Community Paramedicine Policy Framework
Health Unit	"	LGL COVID-19 Vaccine status- June 29
Health Unit	"	News Release: Ontario eases long-term care restrictions
TWPEC	June 30	Lowering Flags at the Municipal Building
AMO	"	Watchfile
UCLGL	"	Media Release: County Council Meeting Highlights
Health Unit	July 2	Media Release: Warns of spike in overdoses in LGL
Economic Development eNews	"	COVID-19 Business Update
Municipality of South Dundas	"	Notice of Public Meeting- Zoning bylaw amendment
MMAH	"	Memorandum: Entering step two of the roadmap to reopen
SNC	July 5	Memorandum: Notice of Harvest Operations
Health Unit	"	Board of Health Summary
Municipality of North Grenville	"	Resolution: Civic numbering of farm field entrances
Town of Fort Erie	"	Resolution: Expand Lyme Disease testing & treatment
Town of Fort Erie	"	Resolution: Cannabis operating licensing restrictions
Town of Prescott	"	Mayor's Letter of Support for TWPEC Job Site Challenge
AMO	"	Watchfile
City of Welland	"	Resolution: Support adoption of 988 crisis line
Township of Wainfleet	"	Resolution: Invasive Phragmites
Township of Brock	"	Resolution: Invasive Phragmites
Township of Adjala-Tosorontio	"	Resolution: Support adoption of 988 crisis line
Town of Prescott	"	Resolution: Primary residence capital gain tax exemptions
Township of The Archipelago	"	Resolution: Support adoption of 988 crisis line

# RESUMÉ

of correspondence

July 7<sup>th</sup>, 2021

FROM	DATE	SUBJECT
City of Port Colborne	July 5	Resolution: Capital gains tax on primary residences
Solicitor General	"	Closure of the Ontario Fire College Gravenhurst Campus
Township of Glengarry	"	Public & Secondary School Bell Time Changes
Enbridge Gas	"	Ontario Energy Board Notice- Full pkg avail. upon request
Municipality of North Grenville	"	OPP Detachment Board Proposal
Municipality of St. Charles	"	Resolution: Municipal Land Transfer Tax
Municipality of South Dundas	"	Notice of Public Meeting- Zoning bylaw amendment
AMO	"	Watchfile
Municipality of Calvin	"	Resolution: Capital Gains Tax on private properties
Town of Cochrane	"	Resolution: Include PSA test for men into the medical care
County of Frontenac	"	Resolution: Capital Gains Tax on private properties
Health Unit	"	Encouraging youth vaccines in LGL: Q&A section
Ontario News	"	News Release: Virtual mission to Japan & South Korea
Citizen Letter	"	Public Letter Re: Dissolving of the Ward System
SNC	July 6	Level 1 Drought Conditions in the Municipality
TWPEC	July 7	Notice of Public Meeting- zoning bylaw amendment
MECP	"	Proposal to update Environmental Assessment program
AMO	"	Government Keynotes and Ministers' Forums Confirmed
Health Unit	"	COVID-19 Vaccine status report- July 6, 2021
AMO	"	Human Rights and Equity Training
Township of Scugog	"	Resolution: School bus turnarounds/use of 3-point turns

# RESUMÉ

of *correspondence*

July 15<sup>th</sup>, 2021

FROM	DATE	SUBJECT
Greater Napanee	July 8	Resolution: Ongoing care of abandoned cemeteries
Greater Napanee	"	Resolution: Capital Gains Tax on primary residences
Greater Napanee	"	Resolution: 988 3-digit Suicide & Crisis Prevention Hotline
AMO	"	Watchfile
Health Unit	"	News Release: Over half of Ontario adults fully vaccinated
AMO	July 9	Long-term Care Transformation Advocacy
Fire Marshal	"	Responding to Animals Left in Motor Vehicles- training
Health Unit	July 12	Media Release: Change in LGL vaccine call center hours
Health Unit	"	News Release: Ontario moving to step 3 to reopen July 16
AMO	"	Special programming added to AMO conference
Invest Leeds Grenville	July 13	Economic Development eNews
Spencerville Mill & Museum	"	COVID-19: History in the making exhibit
Health Unit	"	Vaccine Status Update July 13, 2021
Health Unit	July 14	Ontario updates testing requirements for long-term care



# RESUMÉ

of correspondence

July 23<sup>rd</sup>, 2021

FROM	DATE	SUBJECT
AMO	July 15	WatchFile
AMO	"	Indigenous Community Awareness Training
MECP	July 19	Land Policy/Enhanced Community Environmental Fund
AMO	"	Highlight of AMO 2021 Programming Bonuses
Health Unit	"	Media Release: Walk-in Vaccines available at Clinics
Mr. Paul Charlebois	"	Response to TWP Letter from Mr. Charlebois
Municipality of Shuniah	July 23	Resolution: Capital Gains Tax on Primary Residence
Municipality of Shuniah	"	Resolution: Municipal Land Transfer Tax
AMO	"	Policy Update: Norther wildfire evacuations- hosts needed
Town of LaSalle	"	Resolution: Capital Gains Tax on Primary Residence
Ontario Energy Board	"	Phase 1 of the 2022 Rate Adjustment Application
AMO	"	Training: Navigating Conflict Relationships as an Official
Health Unit	"	Vaccine Status Report- July 20, 2021
Municipality of Shuniah	"	Resolution: Lyme Disease Awareness Month
Town of Cobourg	"	Resolution: Bill C-6 An Act to amend the Criminal Code
City of Sarnia	"	Resolution: Capital Gains Tax on Primary Residence
Town of Plympton-Wyoming	"	Resolution: Include PSA test for men into medical care
Health Unit	"	Media Release: LGL Vaccine program transition planned
Health Unit	"	Information about holding municipal council meetings
AMO	"	Watchfile

# TOWNSHIP OF EDWARDSBURGH CARDINAL

July 26, 2021

Resolution Number: 2021- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

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

• Report dated June 28 (2021-72)	\$191,328.42
• Report dated June 30 (2021-74)	\$146,604.71
• Report dated July 15 (2021-77)	\$148,428.10
• Report dated July 16 (2021-78)	\$165,842.49
• Report dated July 21 (2021-82)	\$148,532.78
<b>TOTAL:</b>	<b>\$800,736.50</b>

☐ 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  
6/28/2021 2:50 PM

Township of Edwardsburgh/Cardinal  
**List of Accounts for Approval**  
As of 6/28/2021  
Batch: 2021-00072

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: EFT - electronic funds transfer</b>					
Proposed Payments:					
EFT		<b>Abell Pest Control Inc.</b> A3366464	contract pest control	76.76	76.76
EFT		<b>Acklands-Grainger Inc.</b> 9908299911	wwtp - filter media roll	176.92	176.92
EFT		<b>Beach Home Hardware</b> 833965-1	rec - gatorline	70.03	
		834496-1	gas pressure washer	937.87	1,007.90
EFT		<b>Black &amp; McDonald Limited</b> 70-1200600	wwtp-preventative maiten contr	395.03	395.03
EFT		<b>Black Dog Tirecraft Morrisburg</b> IM0042768	pw-volvo tire repairs	237.78	237.78
EFT		<b>Brenntag Canada Inc.</b> 46357187	wtp - chemicals	1,475.58	1,475.58
EFT		<b>Brockville Animal Hospital</b> 298146	cat cremation	39.55	39.55
EFT		<b>Burchell's Home Hardware</b> 38892	rec-Mulch & Topsoil, Mis suppl	524.39	
		38914	rec-lib- outlet cover	24.84	
		38932	rec-misc supplies for arena	90.12	
		38952	wwtp-rust paint/supplies	204.85	
		39050	pw-plumbing supplies	88.07	
		39168	pw-safetyboots/grass seed/glov	332.14	
		39170	rec- keys for building canteen	34.16	
		39142	rec-supplies & chemicals pool	188.82	
		39222	rec-plumbing supplies pool	112.45	1,599.84
EFT		<b>CGIS Spatial Solutions</b> 44378	CBO Software 2021 Q3	1,222.10	1,222.10
EFT		<b>Caduceon Enterprises Inc.</b> 21-6972	wwtp - water sampling	1,507.74	
		21-6574	wtp-water sampling	889.24	
		216575	ind park water sampling	134.24	2,531.22
EFT		<b>Cervus Equipment</b> CS48912	T6 - repair broken grease line	157.99	157.99
EFT		<b>Clean Water Works Inc.</b> W10248	wwtp - cleaned sewers	2,203.50	2,203.50
EFT		<b>Coville Electric</b> 5212	rec-ESA defect work completed	389.00	
		5213	rec-ESA defect work completed	294.11	
		5210	rec - hookup pool pump	180.80	
		5211	pw - esa defect work completed	790.21	1,654.12
EFT		<b>Davie Deline</b> May 2021	cleaning for May 2021	775.00	775.00
EFT		<b>Drummond's Gas</b>			

Report Date  
6/28/2021 2:50 PM

Township of Edwardsburgh/Cardinal  
**List of Accounts for Approval**  
As of 6/28/2021  
Batch: 2021-00072

Page 2

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			1909692	pw - T19-01 fuel	111.00	
			1909706	fd - T9 fuel	50.00	
			2507768	pw - T19-1 fuel	73.96	
			2507765	wmpss - fuel	77.35	
			2507807	fd - P1 fuel	60.58	
			2507815	fd - R1 fuel	45.23	
			2507821	rec - tractor gas	12.84	
			2507823	rec - truck gas	54.75	
			2507826	water truck gas can fuel	31.23	
			2508450	rec - truck gas	83.20	
			2508465	rec - Tractor gas	12.87	
			2508466	fd - R1 fuel	60.00	
			2508471	fd - T9 fuel	92.00	
			2508464	wmpss fuel	75.28	
			2508351	fd - R8 fuel	65.76	
			2508479	fd - T9 fuel	40.51	
			2508352	fd - rec truck fuel training	30.31	
			2508367	water truck fuel	23.77	1,000.64
EFT		<b>Dwane Crawford</b>				
		May 2021		May 2021 Mileage	300.00	300.00
EFT		<b>Emond Harnden LLP</b>				
		206025		Admin Cupe	2,423.85	
		206026		Admin Personal Matters	310.75	2,734.60
EFT		<b>Eric Wemerman</b>				
		June 2021		wwtp - ac fan replacement	126.53	
		June 16,2021		wwtp-office supplies	9.03	135.56
EFT		<b>Grand &amp; Toy</b>				
		R982241		pw-toner cartridge	144.43	
		R999020		wwtp- usb mouse	14.68	
		S001241		wwtp/wtp-paper/record books	144.20	303.31
EFT		<b>Hansler Smith Limited</b>				
		5657718		admin-cleaning supplies	127.34	127.34
EFT		<b>Howard Campbell &amp; Sons Ltd.</b>				
		MR3679		w/d portable rental	120.00	120.00
EFT		<b>Island City Training &amp; Service</b>				
		247		fd - N95 fit testing	169.50	169.50
EFT		<b>J&amp;J Heating and Cooling</b>				
		1797		fd-stn 1-air conditioner repai	395.50	395.50
EFT		<b>J.R. Brisson Equipment Ltd.</b>				
		QF01551		pw-2020 grader - stock oil, et	526.24	
		PF99672		pw-GII Case Stock touch up	31.96	558.20
EFT		<b>JJ Construction</b>				
		3144		grass cut - North pkg ball dia	1,130.00	
		3145		Grass Cut - Johnstown Pkg	452.00	
		3146		Grass Cut - South Centre Pkg	904.00	
		3147		Grass Cut-East Pkg N. Channel	423.75	2,909.75
EFT		<b>Jeff Hopkins</b>				

Report Date  
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Township of Edwardsburgh/Cardinal  
**List of Accounts for Approval**  
As of 6/28/2021  
Batch: 2021-00072

Page 3

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		June 17,2021	eye glasses N. Lafontain Spous	450.00	450.00
EFT		<b>Limerick Environmental Svcs</b>			
		2021-0294	Bylaw-Cleanyard Order Complian	2,913.65	
		2021-0369	bin p/u transfer site	2,397.78	5,311.43
EFT		<b>Mac's Convenience Store Inc.</b>			
		137555	Ind park fuel	82.60	
		137560	rec -truck gas	87.00	
		137561	rec - truck gas	120.00	
		137563	rec-truck gas	91.75	
		137565	rec-gas side by side	32.00	
		137564	wmpss-fuel	94.01	
		137567	ind park - fuel	96.50	
		137568	rec-gas for truck	101.90	
		137571	ind park -fuel	50.00	
		137572	wmpss-fuel	84.25	
		137573	rec- gas for pressure washer	39.01	
		137574	rec-gas for truck	149.25	1,028.27
EFT		<b>Mark's Commercial</b>			
		81206	rec-workboots-T.Prosser	203.39	203.39
EFT		<b>Mike Spencer</b>			
		June 28, 2021	Rec - Various supplies	715.09	715.09
EFT		<b>Morrisburg Plumbing &amp; Heating</b>			
		20149	wwtp - camera insp adelaide st	339.00	339.00
EFT		<b>Nick E Milanovic</b>			
		010421a	WHP Matter	4,068.00	4,068.00
EFT		<b>Pro-Tech Training Services Inc</b>			
		1215	Working at Heights training	2,638.55	2,638.55
EFT		<b>Purolator Courier Ltd.</b>			
		447628947	pw - 911 # supplies	5.09	
		447689119	courier to min & courier plan	24.92	30.01
EFT		<b>Sani Gear Inc</b>			
		7359	fd - rental bunker gear	67.80	67.80
EFT		<b>Schneider Electric Systems</b>			
		915417710	es-SCADA-annual contract fees	34,901.18	34,901.18
EFT		<b>Smartcell Communications Inc</b>			
		KINBIIN642	rec-phone replacement for Orry	67.79	67.79
EFT		<b>South Nation Conservation</b>			
		IN21710	2nd Payment Levy 2021	18,549.67	18,549.67
EFT		<b>Southeastern Telecommunication</b>			
		40553	adm-New Telephone Res2021-176	7,331.44	
		40591	fd-New Telephone Res2021-176	4,955.05	12,286.49
EFT		<b>Spencerville Home Hardware</b>			
		75071	pw-cleaning supplies	74.07	
		75079	rec-water can	10.95	
		75100	adm-cleaning supplies for thal	62.13	
		75138	lagoon-polywheel/bolts	24.32	171.47

Report Date  
6/28/2021 2:50 PM

Township of Edwardsburgh/Cardinal  
**List of Accounts for Approval**  
As of 6/28/2021  
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Page 4

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
EFT		<b>St. Lawrence Testing &amp;</b> 21D080	Fd-Phase 2 ESA	8,618.63	8,618.63
EFT		<b>Tenaquip Ltd.</b> 13882273-01	wtp-marking flags	89.90	
		13613856-00	wwtp-hand sanitizer	108.84	198.74
EFT		<b>Tim Nason</b> March 25, 2021	C of A mtg for MV A-02-21	50.00	
		June 9, 2021	C of A mtg for MV A-03-21	50.00	
		June 2021	Mileage	6.51	106.51
EFT		<b>Universal Supply Group 3735</b> 964-356573	pw - chipper hyd fluid	53.56	
		964-359187	pw-gaskets/hand towels	156.57	
		964-359880	pw - cable ties/grease	196.20	406.33
EFT		<b>Upper Canada Elevators</b> 20972	adm- verticial lift isnpection	260.00	260.00
EFT		<b>Village Pantry</b> 186115	admin/council/rec/pw/es suppli	264.47	264.47
EFT		<b>Waste Connections of Canada</b> 7150-0000375485	wwtp sludge removal	162.54	
		7150-0000374574	w/d bins & w/d curbside	36,752.02	36,914.56
EFT		<b>Westburne Ontario</b> 1961978	wwtp - fuses	43.33	
		1961979	lagoon - parts	209.03	252.36
EFT		<b>Willis Kerr Contracting Ltd.</b> 115151	pw - Stone Glen Smail Rd E	2,336.15	
		115437	pw- Noe Rd Cross culvert	804.64	
		115438	pw- Patterson Rd Cross culvert	880.20	
		115649	ECPW21-02 annual gravel tender	12,260.57	
		115694	ECPW21-02 annual gravel tender	9,105.33	
		115715	ECPW21-02 annual gravel tender	7,623.49	33,010.38
EFT		<b>Xerox Canada Ltd.</b> 85427553	wwtp- photo copy charges	5.76	5.76
EFT		<b>eSolutions Group Limited</b> 131194	webiste develo res-2020-357	8,154.85	8,154.85
				<b>Total for EFT:</b>	<b>191,328.42</b>

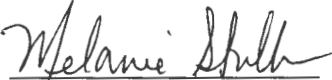
Report Date  
6/28/2021 2:50 PM

Township of Edwardsburgh/Cardinal  
**List of Accounts for Approval**  
As of 6/28/2021  
Batch: 2021-00072

Page 5

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This June 28, 2021

  
Melanie Stubbs, Treasurer

  
Dave Grant, CAO



Report Date  
6/30/2021 10:22 AM

Township of Edwardsburgh/Cardinal  
**List of Accounts for Approval**  
As of 6/30/2021  
Batch: 2021-00074

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: PAD - Preauthorized Debit</b>					
Proposed Payments:					
Ch		<b>Bell Canada</b>			
		658-3001 06-21	fd/pw- phone split	137.00	
		658-3055 06-21	admin	450.46	
		658-2141 06-21	spencerville arena	118.59	
		536626539 06-21	Cardinal Arena internet	50.79	
		538898923 06-21	Internet spencerville Arena	71.13	827.97
Ch		<b>Director Family Responsibility</b>			
		June 2021	June 2021 garnishees	919.00	919.00
Ch		<b>Hydro One Networks Inc.</b>			
		16052 06-21	johnstown pool	30.94	
		03768 06-21	ball diamond	37.52	
		77395 06-21	south centre	138.07	
		98445 06-21	pw-spencerville streetlights	397.08	
		19876 06-21	spencerville arena	539.12	
		02595 06-21	spencerville arena	776.43	
		64439 06-21	wwtp-3207 Windmill	1,311.32	
		24405 06-21	pw-streetlights New port	14.57	
		10647 06-21	pw-Pittston Shop	404.16	
		18196 06-21	lagoon-2301 RD 21	165.76	
		62670 06-21	wwtp-flett st	39.77	
		71283 06-21	lagoon- 1 Spencer	279.12	
		03696 06-21	fd stn 1	500.14	
		25495 06-21	spencerville library	96.73	4,730.73
Ch		<b>LBC Capital</b>			
		1743559	fd-Jul-Sep copier lease	169.50	169.50
Ch		<b>Ontario Municipal Employees</b>			
		May 2021	May 2021 contributions	30,086.22	30,086.22
Ch		<b>Receiver General For Canada</b>			
		PP 13 2021 PT	PP 13 2021 PT source deduction	2,458.00	
		PP 13 2021 FT	PP 13 2020 FTsource deductions	22,866.77	25,324.77
Ch		<b>Reliance Home Comfort</b>			
		4422619 06-21	rec hot water heater rental	273.91	273.91
Ch		<b>Rideau St Lawrence</b>			
		505-01 05-21	Rec - Dishaw W & H	2,664.92	
		464-00 05-21	wwtp-4000 John	4,846.33	7,511.25
Ch		<b>Royal Bank Visa</b>			
		3850-05-21	M. Stubbs - RBC Visa May 2021	852.59	
		2719 05-21	R.Williams RBC visa May 2021	128.21	
		5988 05-21	G Shaw RBC visa May 2021	751.42	
		2752 06-21	B. Moore RBC Visa June 2021	613.63	
		8584 07-21a	M.Spencer RBC Visa - June	3,988.55	6,334.40
Ch		<b>Scotiabank</b>			
		June 28,2021	Recreation Truck Loan Payment	476.46	476.46
Ch		<b>Telus Mobility</b>			



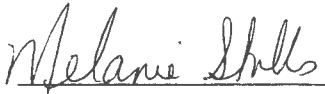
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6/30/2021 10:22 AM

Township of Edwardsburgh/Cardinal  
**List of Accounts for Approval**  
As of 6/30/2021  
Batch: 2021-00074

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		16215291153	June 2021	2,264.72	2,264.72
Ch		<b>Township of Edwardsburgh/Cardi</b> PP 14 2021	PP 14 2021 Payroll Clearing	62,551.45	62,551.45
Ch		<b>Workplace Safety &amp; Insurance</b> May 2021	May 2021 Premium	5,134.33	5,134.33
				Total for PAD:	146,604.71

Certified Correct This June 30, 2021

  
Melanie Stubbs, Treasurer

  
Dave Grant, CAO

Report Date  
7/15/2021 3:51 PM

Township of Edwardsburgh/Cardinal  
**List of Accounts for Approval**  
As of 7/15/2021  
Batch: 2021-00077

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: EFT - electronic funds transfer</b>					
Proposed Payments:					
EFT		<b>Abell Pest Control Inc.</b>			
		A3466545	Monthly pest control	75.89	
		A3466124	contract pest control	76.76	152.65
EFT		<b>Acklands-Grainger Inc.</b>			
		9920386886	wwtp- solenoid valve	180.65	
		9920386894	wwtp - drainage signs	31.44	212.09
EFT		<b>Beach Home Hardware</b>			
		837874-1	rec - weed trimmer parts	36.71	36.71
EFT		<b>Burchell's Home Hardware</b>			
		39216	wtp-sump pumps /paint	316.99	
		39244	pw-grass seed/supplies	405.52	
		39238	rec - pool supplies	318.68	
		39240	rec - cardinal pool supplies	690.32	
		39241	rec - various park supplies	270.67	
		39324	rec - supplies for Arena	108.32	
		39351	rec - pool supplies	321.00	
		39352	rec - cardinal pool supplies	458.62	
		39383	canteen washroom supplies	654.30	
		39408	wwtp-batteries/plumb supplies	101.58	
		39407	rec - pool chemicals& supplies	762.38	4,408.38
EFT		<b>CIMCO Refrigeration</b>			
		90751710	rec-compressor alarm	677.31	677.31
EFT		<b>Canadian Union Of Public</b>			
		May 2021	June 2021 Union dues collected	680.00	680.00
EFT		<b>Candise Newcombe</b>			
		July 2021	office supplies	27.18	
		072021	AMCTO - unit 3 course C.Newcom	412.45	439.63
EFT		<b>Cervus Equipment</b>			
		CS48968	pw-T6 grease line repairs	372.11	
		CP182637	pw - T5 mud flaps	65.52	437.63
EFT		<b>Coville Electric</b>			
		5133	rec - misc repairs	1,540.19	
		5163	rec - outside light repair	390.98	
		5215	rec-ESA inspection work comple	443.46	
		5233	adm-service Mait on generator	163.85	
		5234	adm-esa compliance completed	1,132.02	3,670.50
EFT		<b>Crane Supply</b>			
		14-129180	wtp - compression coupling	264.42	
		14-134119	wwtp couplings	28.14	292.56
EFT		<b>Drummond's Gas</b>			
		2508428	fd fuel T9	72.00	
		2508562	rec - truck fuel	93.70	
		2508544	rec - gas for truck	101.13	
		2508553	fd Fuel T2	123.74	

Report Date  
7/15/2021 3:51 PM

Township of Edwardsburgh/Cardinal  
**List of Accounts for Approval**  
As of 7/15/2021  
Batch: 2021-00077

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		2508556	wwtp - fuel	82.00	
		2508483	rec - truck fuel	108.37	
		2508491	rec - tractor fuel	18.03	
		2508566	fd - fuel T9	83.00	
		2508571	wtp - fuel	73.00	
		2508589	pw- gas can fuel	35.23	
		2508572	rec - truck fuel	94.71	
		2508587	rec - truck fuel	96.37	981.28
EFT		<b>Elmer's Construction</b>			
		35468	rec - pump out bottom of pool	367.25	367.25
EFT		<b>Eric Wemerman</b>			
	June 28, 2021		wwtp-LED panel mount	132.73	
	June 29 2021		wwtp - duty fee and panel main	17.75	150.48
EFT		<b>Fabco Plastics Wholesale Ltd.</b>			
	20278303-00		wtp-plumbing expenses	361.14	
	20278303-01		wtp-plumbing supplies	11.46	372.60
EFT		<b>Falcon Security Co.</b>			
	1000070108		J.Town Hall Renewal Alarm Secu	677.32	
	1000070539		wwtp-install additional GSM	435.05	
	1000070540		wwtp-monthly fee for 2nd GSM	67.80	
	1000070651		service call for default wire	196.06	
	1000070652		second call to repair sensor	246.91	
	100070690		wwtp-relay hookup/programmed	111.31	1,734.45
EFT		<b>Future Office Products</b>			
	FOP193735		admin copier	199.59	199.59
EFT		<b>Grand &amp; Toy</b>			
	S028680		admin - paper, etc	126.96	
	S055434		admin -office/kitchen supplies	76.57	203.53
EFT		<b>Greer Galloway Consulting Eng</b>			
	24662		storm Spen Drainage Prof servi	33,541.23	
	24662-R		storm Phase1 Spen Drainage	4,202.19	37,743.42
EFT		<b>Hansler Smith Limited</b>			
	5658119		credit clothing	685.06-	
	56558522		rec - cleaning supplies	133.30	
	5659364		rec-cleaning sup park washroom	543.00	
	5659735		wtp-face masks	49.29	
	5659801		rec - covid cleaning supplies	210.16	250.69
EFT		<b>Island City Training &amp; Service</b>			
	167		bylaw enforcement	2,534.03	2,534.03
EFT		<b>James Bush</b>			
	June 29,2021		Refund entranceway permit	700.00	700.00
EFT		<b>Jeff Hopkins</b>			
	July 2021		3 Chlorine Card/J.town Pool	338.93	338.93
EFT		<b>Joe Computer</b>			
	142325		July Internet Services	380.81	380.81
EFT		<b>Mac's Convenience Store Inc.</b>			

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Township of Edwardsburgh/Cardinal  
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		137576	rec- pressure washer fuel	41.07	
		137579	wmpp-fuel	80.01	
		137586	rec gas for sewage pump	27.00	
		137587	wwtp-fuel	82.00	
		137590	rec - gas for truck	34.39	
		137589	rec -vehicle gas	130.00	394.47
EFT		<b>Marley Perrin</b>			
	June 2021		June 2021 Cleaning	750.00	750.00
EFT		<b>Mike Spencer</b>			
	July 2021		Park Benches/Dog Station, etc	12,068.22	12,068.22
EFT		<b>Morrisburg Plumbing &amp; Heating</b>			
	20307		wtp- sewer insp/camera	423.75	423.75
EFT		<b>Novatech</b>			
	1029683		Planing - General	1,728.62	
	1029685		planning ZBL Review	2,876.42	
	1029705		Planning - Greenfiled SPC	1,238.48	5,843.52
EFT		<b>O'Reilly's Independent Grocer</b>			
	06 1467		rec - canteen supplies	12.00	12.00
EFT		<b>OnServe</b>			
	62090		Computer replacemnts	4,855.40	4,855.40
EFT		<b>Postmedia Network Inc</b>			
	528707		Agenda Advertising	452.00	452.00
EFT		<b>Purolator Courier Ltd.</b>			
	447745353		admin-Death Reg Courier	14.13	
	447722911		wwtp-parts shipment	6.31	
	447801902		admin & council - couriers	24.31	44.75
EFT		<b>SCG Process</b>			
	3540239		wwtp-charting pens	351.88	351.88
EFT		<b>Sands</b>			
	00708683		rec-covid safety gear for pool	321.17	
	00708708		fd-disinfectant wipes	128.75	
	00708719		req sup meet Health code Pools	668.14	1,118.06
EFT		<b>Selleck Truck &amp; Trailer Repair</b>			
	117571		fd-T3 Discharge chute repair	1,192.20	1,192.20
EFT		<b>Smartcell Communications Inc</b>			
	KINBIIN709		rec-otterbox cover	90.39	90.39
EFT		<b>Spencerville Home Hardware</b>			
	74391		rec-mis supplies for library	32.18	
	75172		adm-cleaning supplies	70.53	
	75178		pw- paint brushes/rust paint	18.06	
	75181		rec- wall cover	2.47	
	75264		lagoon-3way camping mirror	98.19	
	75278		adm- hardware supplies	4.85	
	75265		rec-equip for Pool building	32.76	
	75282		admin- misc supplies townhall	10.94	269.98
EFT		<b>Strongco Limited Partnership</b>			

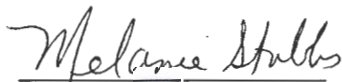
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Township of Edwardsburgh/Cardinal  
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		92027023	pw - GI Service	2,556.17	2,556.17
EFT		<b>T.A.S. Communications</b>			
		0000359261	rec phone	99.50	99.50
EFT		<b>Tenaquip Ltd.</b>			
		13927431-00	wwtp - auth personel only sign	60.22	
		13931502-00	wtp-garbage bags	108.97	
		13945387-00	fd - scba batteries	122.90	
		13960973-00	wtp - hand towels	59.78	351.87
EFT		<b>Thompson Timber Mart</b>			
		J05697	rec - pool bleachers	173.12	
		J05726	rec - lumber for docks	34.35	207.47
EFT		<b>Tim Allen's Aerial Services</b>			
		20833	pw- tree repairs Kain	1,243.00	
		20834	pw-tree removal Gill St	1,808.00	
		20837	pw- tree removal Brouseville	2,712.00	5,763.00
EFT		<b>Tim Nason</b>			
		July 5 2021	C of A A-04-21	50.00	50.00
EFT		<b>Ultramar</b>			
		03916792707247	pw 2177.2 L col diesel cty22	2,289.74	
		03916804707248	pw 774.1L clear diesel cty22	940.95	3,230.69
EFT		<b>Universal Supply Group 3735</b>			
		964-360270	wwtp - compressor belts	45.18	
		964-361079	pw- def fluid	213.57	
		964-361238	pw - stock brake cleaner/oil	246.22	504.97
EFT		<b>Vicki Cucman</b>			
		June 2021	fd - wynards rd Fire	127.95	127.95
EFT		<b>Vincera Kennels</b>			
		620487	June 2021 Pound fees	1,400.00	1,400.00
EFT		<b>Willis Kerr Contracting Ltd.</b>			
		115582	pw-gravel-Fraser/Noe	9,242.91	
		115650	pw-2021-gravel-Safford/Chamber	13,699.51	
		115651	pw-2021-gravel-chamber/boyers	6,002.67	
		115746	EC-PW-21-02 annual Gravel Tend	20,360.25	49,305.34
				Total for EFT:	148,428.10

Certified Correct This July 15, 2021

  
Melanie Stubbs, Treasurer

  
Dave Grant, CAO

Report Date  
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Township of Edwardsburgh/Cardinal  
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Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: PAD - Preauthorized Debit</b>					
Proposed Payments:					
Ch		<b>Bell Canada</b>			
		925-5822 06-21	south centre J.Town	106.57	
		657-3210 06-21	cardinal arena	112.51	
		657-4468 06-21	wtp-water plant Jun 2021 Phone	101.10	
		657-4606 06-21	pw-Pittston shop	118.56	
		657-4850 06-21	wwtp-John St	155.06	
		657-3765 06-21	wwtp-John st	314.00	907.80
Ch		<b>Hydro One Networks Inc.</b>			
		24430 06-21	ball diamonds	85.90	
		53082 06-21	lagoon 2803 CR 21	39.25	
		32562 06-21	lagoon 4 Charles	40.57	
		27613 06-21	admin-townhall	401.96	
		41324 06-21	parks-CR44 clock	47.02	
		82278 06-21	pw-streetlights Newport dr	84.04	
		64112 06-21	pw-Spen streetlights	331.86	1,030.60
Ch		<b>Komatsu Financial</b>			
		604710	pw-L1 lease payment	3,447.69	3,447.69
Ch		<b>LBC Capital</b>			
		1758228	July 2021 copier lease	183.06	183.06
Ch		<b>Minister Of Finance</b>			
		July 2021	June 2021 EHT premium	3,461.38	3,461.38
Ch		<b>Morneau Shepell Ltd.</b>			
		1412440	EFAP	116.12	116.12
Ch		<b>RBC Loan 21655469008</b>			
		July 2021	JR-DR drain loan	1,331.00	1,331.00
Ch		<b>Receiver General For Canada</b>			
		PP 14 2021 PT	PP 14 2021 PT source deduction	2,617.47	
		PP 14 2021 FT	PP 14 2020 FTsource deductions	22,139.58	24,757.05
Ch		<b>Rideau St Lawrence</b>			
		370-00 05-21	wwtp-adelaide	378.24	
		502-00 06-21	ball diamond Cardinal	32.54	
		504-00 06-21	parks 1800 Dundas	32.54	
		290-00 06-21	parks-1700 Dundas	35.41	
		250-00 06-21	cardinal pool	96.94	
		501-00 06-21	fd stn 2	263.53	
		500-01 06-21	cardinal library	278.34	
		496-00 06-21	wwtp-417 Hwy2	46.13	
		231-00 06-21	pw-4035 Dishaw	830.56	
		450-00 06-21	wtp-water tower	83.44	
		435-00 06-21	wwtp-172 Henry	152.23	
		430-00 06-21	wtp-2000 Dundas	1,590.73	
		505-01 06-21	Rec - Dishaw W & H	2,806.56	
		370-00 06-21	wwtp-adelaide	333.11	
		270-00 06-21	pw-cardinal streetlights	1,726.79	

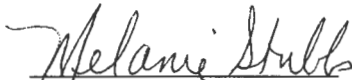
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		464-00 06-21	wwtp-4000 John	5,746.91	
		119-01 06-21	ind park water	8,377.91	22,811.91
Ch		<b>Royal Bank Visa</b>			
		8356 06-21	D. Grant RBC Visa June 2021	29.37	29.37
Ch		<b>Scotiabank</b>			
		July 12, 2021	Recreation Truck Loan Payment	476.46	476.46
Ch		<b>Scotiabank Loan</b>			
		July 2021	ES truck loan 2021	954.08	954.08
Ch		<b>Sun Life Financial</b>			
		July 2021	July 2021 Monthly Premiums	15,809.50	15,809.50
Ch		<b>Superior Propane</b>			
		34758592	rec-cylinder rental 4050Dishaw	11.30	11.30
Ch		<b>Township of Edwardsburgh/Cardi</b>			
		PP 15 2021	PP 15 2021 Payroll Clearing	89,438.05	89,438.05
Ch		<b>Union Gas Limited</b>			
		109-6746 06-21	Cardinal library natural gas	25.84	
		278-0654 06-21	cardinal arena natural gas	516.80	
		109-6089 06-21	fd- 4035 Dishaw St.- stn 2	25.84	
		109-6754 06-21	wwtp-adelaide st pumping stn	25.84	
		109-6090 06-21	pw-4035 dishaw card shop heat	35.86	
		109-6795 06-21	wtp-2000 Dundas natural gas	131.63	
		109-6760 06-21	wwtp-4000 John natural gas	269.43	
		109-7909 06-21	south centre natural gas	45.88	1,077.12
				Total for PAD:	165,842.49

Certified Correct This July 16, 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
<b>Bank Code: AP - REVENUE FUND</b>					
Proposed Payments:					
Ch		<b>A.J. Stone Co. Ltd</b> 0000160677	fd - carbide chain	454.02	454.02
Ch		<b>AJ's Water Treatment</b> 6830	rec - UV system motor switch	528.84	528.84
Ch		<b>Advantage Data Collection</b> 1817	pw - data collection inspect	4,802.50	4,802.50
Ch		<b>C &amp; C Spencerville Automotive</b> 20972	Rec-truck repair asset 750	1,145.15	1,145.15
Ch		<b>Carefree Pools Ltd.</b> 270028	rec - pool chemicals	124.11	124.11
Ch		<b>Chris VanWesterap</b> 827712	pw-repair diesel generator	509.19	509.19
Ch		<b>Colleen Leslie</b> 52	rec - NLS Pool Course	1,500.00	1,500.00
Ch		<b>CriSys Limited</b> 3853	fd - fd software support	576.30	576.30
Ch		<b>Culligan</b> 1110551 1109340	service at 35 Mary st fd - water bottles	310.75 54.21	364.96
Ch		<b>Go Mobile INstallations/GMI</b> 68385	GPS install	2,079.20	2,079.20
Ch		<b>Ground Master</b> C-11462	pw -weed spot treating spray	175.04	175.04
Ch		<b>HW Supplies</b> 49586	pw- hydraulic hoses	178.33	178.33
Ch		<b>Innovative Surface Solutions</b> INV56269 INV56270 INV56330	pw-EC-PW-21-01 annual dust pw - dust suppressant pw-tender dust suppressant	6,128.00 6,317.92 3,782.89	16,228.81
Ch		<b>Iron Trade Works Inc</b> 1127	fd- switch & bulb	136.82	136.82
Ch		<b>J. Quattrocchi &amp; Co Ltd</b> 00707405	rec-canteen supplies	570.15	570.15
Ch		<b>Kedco Products (Canada) Ltd.</b> 9745	rec - wrist bands for swimmers	707.58	707.58
Ch		<b>Kelly Frampston</b> 06242021	Rec - refund for camp	160.00	160.00
Ch		<b>Koren Manneck</b> 081758 081757 081763 081762	spencerville bridge flowers Townhall flowers rec - hanging baskets welcome sign plant box	764.75 231.94 1,421.54 262.25	



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Township of Edwardsburgh/Cardinal  
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		081761	centoph flowers	110.28	
		081760	rec-mega bed flowers	440.26	3,231.02
Ch		<b>MFE Health Group</b>			
		1063	rec- first aid course	158.20	158.20
Ch		<b>Maximum Signs</b>			
		91826	pw winding road signs	103.10	103.10
Ch		<b>Minister of Finance</b>			
		212106211221050	May 2021 OPP billing	98,534.00	98,534.00
Ch		<b>Ministry of Transportation</b>			
		April 2021	MTO ARIS	24.75	24.75
Ch		<b>PSI Compressors Inc.</b>			
		1121011255	wwtp-check valve	39.10	39.10
Ch		<b>Prescott Building Centre</b>			
		2067778	rec-newlumber for flower beds	189.28	
		2067969	rec-pool bleacher repair	116.25	
		2068060	rec-path walkway protection	231.31	
		2068073	credit pathway protect	53.98-	
		2068147	rec- picnic table repair	193.98	676.84
Ch		<b>R &amp; D Dairies Ltd</b>			
		999.B204965	Rec Canteen supplies	166.74	
		999.B205125	Rec Canteen supplies	546.34	713.08
Ch		<b>Realtax Inc.</b>			
		79322	07 01 701 010 16701	485.90	
		79323	07 01 701 050 09200	372.90	858.80
Ch		<b>Rexall</b>			
		61055	rec first aid supplies	19.19	19.19
Ch		<b>Stephanie Summers</b>			
		July 5 2021	C of A A-04-21	50.00	
		July 2021	Mileage July 2021	18.60	68.60
Ch		<b>Taylor Smith</b>			
		59800	rec-refund for hall rental	354.82	354.82
Ch		<b>Township of Leeds &amp; The 1000</b>			
		2021-052	fd- firefighter 1 course	12,610.28	
		2021-053	fd - firefighter 1 plywood	300.00	
		2021-003	fd - fire instructor training	600.00	13,510.28
				Total for AP:	148,532.78

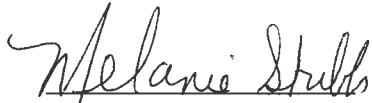
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Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This July 21, 2021

  
Melanie Stubbs, Treasurer

  
Dave Grant, CAO

**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 28 day of June, 2021.

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

---

**Mayor**

---

**Clerk**

**CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BY-LAW NO. 2021-**

**“BEING A BY-LAW TO AUTHORIZE AN AMENDMENT TO THE SITE PLAN  
CONTROL AGREEMENT REGISTERED AS INSTRUMENT NO. GC61217  
AS AUTHORIZED BY BY-LAW 2019-60”**

**WHEREAS** the Council of the Corporation of the Township of Edwardsburgh entered into a Site Plan Control Agreement with the owner of 921 County Road 2, Electronic Language Communications Ltd. by By-law 2019-60 at the regular meeting of Council on October 28, 2019, which agreement was registered on December 16, 2019 as Instrument No. GC61217; and

**WHEREAS** the Township has received an application to amend the existing site plan control agreement for the lands in Schedule “A” of Bylaw 2019-60; and

**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

**WHEREAS** the Council of the Corporation of the Township of Edwardsburgh Cardinal wishes to replace Exhibit 1 of Schedule “B” of the existing agreement with a revised Exhibit 1 of Schedule “B” to reflect the change in the building dimensions.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That Exhibit 1 of Schedule “B” of Site Plan Control Agreement, authorized by By-law 2019-60 and registered on title as Instrument No. GC61217 on December 16, 2019 shall be deleted and replaced with the attached Exhibit 1 of Schedule “B” which shall form part of this Agreement.
2. That all other provisions of Site Plan Control Agreement Instrument No. GC61217 shall remain in force and effect.
3. That this by-law shall come into force and effect upon passing.

Read a first and second time in open Council this 26 day of July, 2021.

Read a third and final time, passed, signed and sealed in open Council this 26 day of July, 2021.

---

**Mayor**

---

**Clerk**



**CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL  
AMENDMENT TO SITE PLAN CONTROL AGREEMENT  
REGISTERED AS INSTRUMENT NO. GC61217  
AS AUTHORIZED BY BYLAW 2019-60**

THIS AGREEMENT, made in triplicate this \_\_\_\_ day of \_\_\_\_\_, 2021

BETWEEN:

**ELECTRONIC LANGUAGE COMMUNICATIONS LTD.**  
(the "Owner")

AND:

**THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL**  
(the "Township")

WHEREAS: the Council of the Corporation of the Township of Edwardsburgh entered into a Site Plan Control Agreement with the owner of 921 County Road 2, at the open Council meeting on October 28, 2019, by bylaw 2019-60, which agreement was registered on December 16, 2019 as Instrument No. GC61217.

AND WHEREAS the Township has received an application to amend the existing site plan control agreement for the lands described in Schedule "A" to the agreement of bylaw 2019-60;

AND WHEREAS the Council of the Township of Edwardsburgh Cardinal deems it appropriate to permit the original Agreement, as amended, to continue to operate subject to the terms and conditions within;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of other valuable considerations and the sum of one dollar (\$1.00) of lawful money of Canada now paid by the Owner to the Township (the receipt whereof is hereby acknowledged) and in consideration of the mutual covenants hereinafter expressed, the parties hereto covenant and agree one with the other as follows:

1. That Exhibit 1 of Schedule "B" of the existing site plan control agreement be replaced with the attached site plan.
2. That all other terms and conditions of the Original Agreement shall remain in force and effect.

**AMENDMENT TO SITE PLAN CONTROL AGREEMENT  
BETWEEN ELECTRONIC LANGUAGE COMMUNICATIONS  
AND THE TOWNSHIP OF EDWARDSBURGH CARDINAL**

IN WITNESS WHEREOF the parties hereto have executed this agreement.

THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

We have authority to bind the  
Corporation.

OWNER, ELECTRONIC LANGUAGE COMMUNICATIONS LTD.

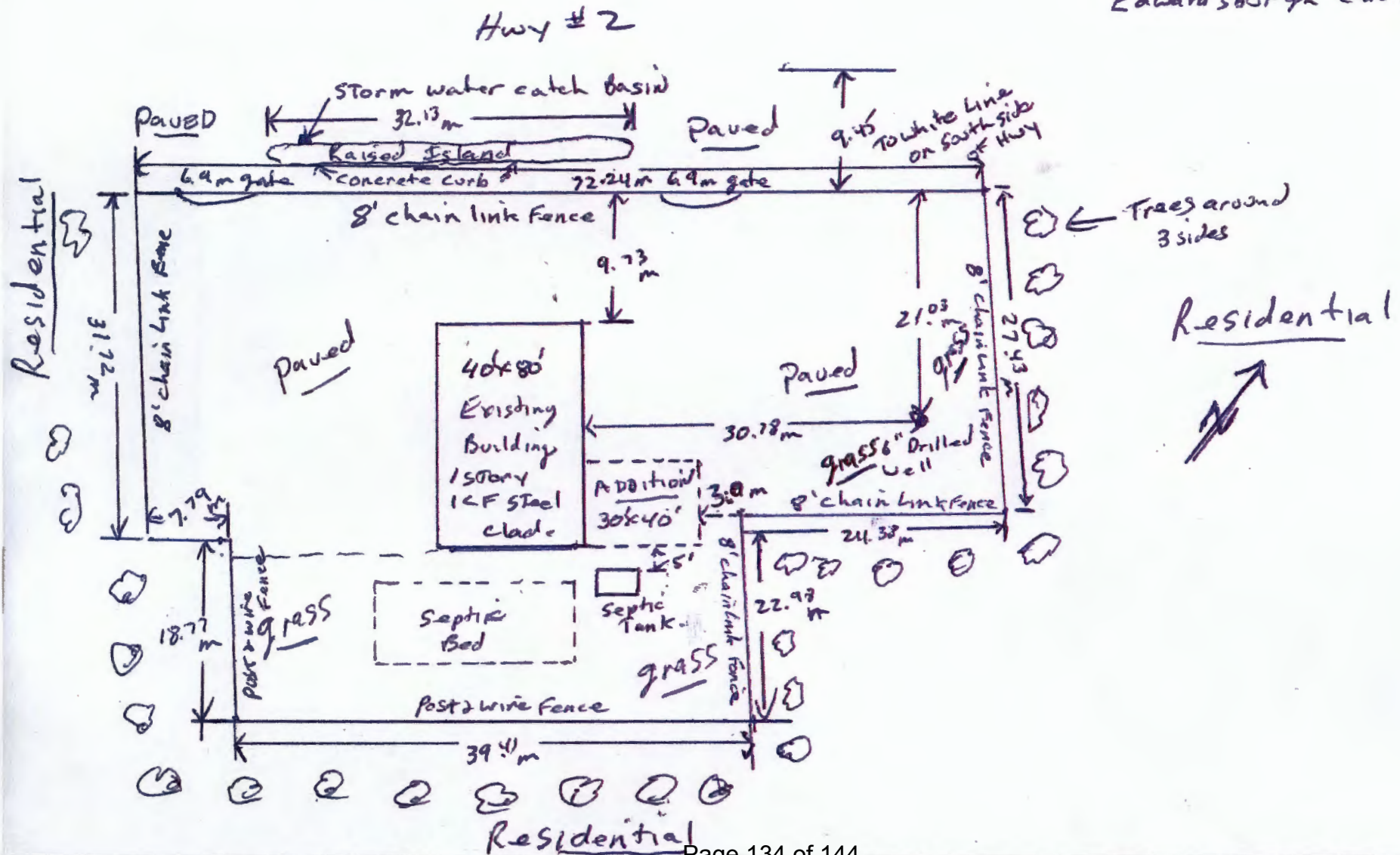
\_\_\_\_\_  
Owner

I have the authority to bind the  
Corporation.

DATED AT Spencerville, ON this \_\_\_\_ day of \_\_\_\_\_, 2021

# Residential

Part of lot 9 Con 1  
921 Hwy 2  
Edwardsburgh cardinal





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

**BY-LAW NO. 2021-**

**“A BY-LAW TO ENTER INTO A LICENCE AMENDING AGREEMENT WITH  
ONTARIO POWER GENERATION INC. (OPG)”**

**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 EdwardsburghCardinal deems it advisable to enter into a licence amending agreement with Ontario Power Generation Inc. for the access and use of the lands known as Part Spencer Island in the St. Lawrence River opposite Lot 21 and 22, Concession 1, Part Bed of the St. Lawrence River Parts 6, 7, 8 & 9, 15R143, and Part Bed of the St. Lawrence River, Part 48, 15R144, in the Township of Edwardsburgh Cardinal for a term of one year commencing August 1, 2021 to July 31, 2022;

**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 Licence Amending Agreement attached hereto as Schedule “A” on behalf of the Township of Edwardsburgh Cardinal, and it shall form part of this by-law.
2. That this by-law shall come into force and take effect upon passing.

Read a first and second time in open Council this 26 day of July, 2021.

Read a third and final time, passed, signed and sealed in open Council this 26 day of July, 2021.

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**Mayor**

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**Clerk**

## LICENCE AMENDING AGREEMENT

THIS AMENDING AGREEMENT made as of the \_\_\_\_ day of \_\_\_\_\_, 2021.

B E T W E E N:

**ONTARIO POWER GENERATION INC.**, a corporation incorporated under the laws of the Province of Ontario (“**OPG**”)

-and-

The **TOWNSHIP OF EDWARDSBURGH/CARDINAL**, a corporation incorporated under the laws of the Province of Ontario (the “**Licensee**”)

(each a “**Party**” and together the “**Parties**”)

### WHEREAS:

- 1) The Parties entered into a licence effective August 12, 2019 (the “**Original Licence**”) for certain lands known as Part Spencer Island in the St. Lawrence River Opposite Lot 21 and Lot 22 Concession 1 Geographical Township of Edwardsburg; Part Bed of the St. Lawrence River Parts 6, 7, 8, & 9, 15R143, PIN 68186-0091, now the Township of Edwardsburgh/Cardinal and Part Bed of the St. Lawrence River, Part 48, 15R144, PIN 68186-0095, in the Township of Edwardsburgh/Cardinal, in the United Counties of Leeds and Grenville for a term of one (1) year commencing August 1, 2019 and ending on July 31, 2020.
- 2) The Rights of Extension provisions of the Licence provided the Licensee with the option to renew the Licence for a total of four (4) Renewal Terms of one (1) year each upon written notice of not less than thirty (30) days prior to the expiry of each Renewal Term.
- 3) In 2020, The Licensee requested and OPG agreed to amend the Licence to provide the Licensee with one additional extension right for a term of one (1) year (the “**First Renewal Term**”). The First Renewal Term expires July 31, 2021.
- 4) On May 12, 2021, the Licensee requested a renewal for the second of the four renewal terms. OPG reviewed the Licensee’s compliance as set out in the Original Licence, and has agreed to renew the Licence for one additional extension term of one (1) year.
- 5) The Original Licence and the Second Renewal Term shall be collectively referred to herein, as (the “**Licence**”).

**NOW THEREFORE THIS AGREEMENT WITNESSES THAT** in consideration of the mutual covenants and agreements of the parties hereinafter contained, the receipt and sufficiency of which are hereby irrevocably acknowledged by the parties hereto, the parties hereto agree as follows:

- 1) Unless otherwise defined herein, all capitalized terms herein shall have the meaning ascribed to them in the Licence.
- 2) OPG hereby grants to the Licensee one additional renewal term of one (1) year effective August 1, 2021 and expiring July 31, 2022 (the “**Second Renewal Term**”).
- 3) Except as amended by this Amending Agreement, the Licence shall continue in full force and effect, unamended.

- 4) This Amending Agreement may be executed in one or more counterparts and may be delivered by electronic means, each of which shall be deemed an original and all of which when, taken together, shall constitute one and the same instrument.
- 5) This Amending Agreement is governed by and is to be construed and interpreted in accordance with the laws of Ontario and the laws of Canada applicable in Ontario.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amending Agreement to be executed by the signatures of their proper officers duly authorized in that behalf.

**ONTARIO POWER GENERATION INC.**

\_\_\_\_\_  
Print Name: Vicky Bennett  
Print Title: Real Estate Associate

I have the authority to bind the corporation

**TOWNSHIP OF EDWARDSBURGH/  
CARDINAL**

By: \_\_\_\_\_  
Name: Rebecca Williams  
Title: Clerk, Township of  
Edwardsburgh/Cardinal

By: \_\_\_\_\_  
Name: Patrick Sayeau  
Title: Mayor, Township of  
Edwardsburgh/Cardinal

[I/We] have the authority to bind the  
Corporation

## CAO's ADMINISTRATIVE UPDATE TO COUNCIL

### ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Finishing up our project with CityWide on modifications and improvements to internal controls for tracking of service requests and work orders. I will be away from the office for the next two weeks.
Economic Development	Staff are working through several severance, zoning bylaw amendment and site plan control inquiries and applications
Digital Service Squad Grant Program	The Digital Service Squad grant program is now complete and Digital Main Street is accepting applications for the next round of funding. Staff have provided a letter of support to continue working with the Town of Prescott and Augusta Township in offering this service to South Grenville Businesses and an application has been submitted by the Town of Prescott. There is no cost to the Township and the squad will help local businesses access a \$2,500 Digital Transformation Grant and website services through the ShopHERE program.
Job Site Challenge	We filed our submission to the site selector (Newmark) on July 23.
ICIP Green Stream Intake	The second intake of funding under the Green stream of the Investing in Canada Infrastructure Program (ICIP) opened on July 13, 2021 with a deadline of September 9, 2021 to submit. This intake will focus on drinking water projects. Staff will prepare a submission for the County Rd 2 water/sewer project in Cardinal.
OPP Detachment Board	The Grenville proposal was submitted to the Solicitor General. We have not received any additional follow up at this time.
Building	Applications for building permits remain at a higher volume than normal.
Bylaw	BLEO continues to identify and issue violation notices within the Township for properties that require compliance measures, specifically focusing on clean yards. The BLEO continues to monitor and gather additional information for various cases awaiting trial. The EMCPA reporting continues to be completed on a weekly basis as the Province updates restrictions in accordance with Stage 3 reopening efforts.
Upcoming meeting schedule <b>Time – 6:30pm unless noted otherwise</b>	Thursday July 29 – Public meeting ZBA David St – Spencerville Fire Station – <b>6pm</b> Tuesday August 3 – Committee of the Whole, CDC Wednesday August 4 – ZBL Open House <b>Cardinal Legion 3-5pm</b> Wednesday August 4 – ZBL Open House <b>South Ed Centre 6:30-8:30pm</b> Thursday August 5 – ZBL Open House <b>Council Chambers 10am-12pm</b>

	<p>Thursday August 5 – ZBL Open House <b>Virtual 1-3pm</b></p> <p>Monday August 9 – Committee of the Whole, Admin/Finance</p> <p>Monday August 16– Committee of the Whole, PW/ES/F</p> <p>Wednesday August 18 – Port Management Committee</p> <p>Monday August 23 – Regular Council</p>
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## TREASURY

RBC Banking Agreement	Treasurer will be bringing the renewal of the banking services agreement with RBC to the August Admin & Finance Committee meeting
2021 Final Tax Bills	Staff will be mailing final tax bills out the 1 <sup>st</sup> week of August with a due date of August 31, 2021
Postage Machine	The current leased postage machine is almost 10 years old. Staff is investigating options to upgrade machine.

## FACILITIES/RECREATION

Day Camp	First session was a great success, staff had an excellent program in place, and received positive feedback from the kids and parents.
Swimming Program	Registration for swimming lessons was well received this summer, The public have been very receptive to the ongoing Covid-19 protocols in place at both pools. Public swimming and Adult Aqua Fit class numbers have been good.
Canteen	Canteen operations are steady and consistent to last year; payment method options have been expanded with the use a Debit Machine.
Ingredion Arena	Arena will open on August 7 <sup>th</sup> for rentals, staff are just finalizing the first 6 weeks of programs with the user groups and organizations. Staff will start flooding on July 28. The walking track will open for normal hours on August 7 <sup>th</sup> as well.
Waterfront Walkway	Paving is completed, park benches are being installed this week along with some new garbage can receptacles.
Staffing	8 Full time Facility Operators and 28 Parttime staff have done an excellent job this summer getting our facilities ready for the public, a special thanks to everyone for their hard work.

## OPERATIONS – PUBLIC WORKS

Hot Mix Program	Scheduled to begin July 28 and completed by August 31.
Roadside Mowing	Staff are working on second pass. Approximately 35 km of roads completed in July.
Roadside Weed Spraying	Spot spraying of isolated areas of concern were undertaken by the contractor.

Drainage	We had 10 Residents attend the Spencerville drainage open house on July 20. Partially completed detailed drawings and an overview of the project scope were reviewed. Some helpful feedback was provided. Staff replaced a cross culvert under Pittston Road and did some minor ditching to improve drainage of the south road ditch.
Training	PW staff completed the second unit, (Practical), of grader training provided by ProTech Safety.
Equipment	Staff will be assisting South Dundas Twp utilizing our High Hoe to replace two large road cross culverts. Scheduled for July 27-28
New Transfer Station Capital project	Documentation has been signed and fee paid for the new Transfer Station ECA submission to the MECP.
Hardtop Maintenance	Approximately 16 Tonnes of cold patch applied on various roads in July.
Miscellaneous	Staff quickly attended and remediated multiple trees and limbs that were impacting roads after a couple weather events passed through our area Staff installed wooden docks near Cardinal Legion. Garbage clean-up along Township roadways continues.

## OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Install air valve regulator on Vessel 2 and temperature display unit in ATAD panel. Morrisburg Plumbing inspected air conditioning units. Drain SBR # 1 to investigate Waste Activated Sludge pump issue. Pipework repaired. Installed amp meter display panels for SBR Waste Sludge pumps. Installed backflush switches for waste activated sludge pumps in SBR panel. Annual replacement of SBR blower air filters completed.
Cardinal Water Plant	Pulled and cleaned post chlorine injector. HACH scheduled to perform annual lab equipment calibrations on July 29 <sup>th</sup> . Routine operations and maintenance.
Cardinal Distribution System	Dead end hydrant flushing ongoing. Routine operations.
Industrial Park Water System	Pumped groundwater out of water main air relief chambers. Routine operations.
Windmill Pumping Station	Repaired and added photo cell to exterior light at Windmill Station. Pumped groundwater out of water main valve chamber.

	Pre-engineering meeting completed for pump upgrades at Windmill Station.
Spencerville Wastewater System	Completed installation of pump amp meter display panels in Pumping Station 2 and 3. Grass cutting completed around Spencerville Lagoons. Serviced check valves in alum pumps at Spencerville Lagoons. Pulled plugged pump at Spencerville Pumping Station # 1 (rags).
Cardinal Sewer and Storm Collection System	Responded to a sewer lateral stoppage complaint on County Road 2. Routine operations.

### OPERATIONS – MUNICIPAL DRAINS

Barkley Drain	South Dundas has invoiced the Township for maintenance work on the drain. A bylaw to outline the billing will be drafted for the August council meeting
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### FIRE DEPARTMENT

Pandemic	OFM PPE survey being submitted monthly. PPE supplies are adequate. We continue to utilize masks and physical distancing as much as possible. Vast majority of the department have received 2 vaccine doses.
Training	Ten new recruits have been issued pagers and have begun responding. Training plans in development for the balance of the year. Two officers and Chief are submitting applications to become adjunct instructors for the OFC to teach select NFPA certification courses. Working on 2022 course schedule to continue with NFPA certification for members. Five members are enrolled in NFPA 1002 Pumper Operations course at Lyndhurst.
HR	Interviews scheduled for probationary members hired in 2020. Their probationary period was extended due to inactivity during the pandemic.
Facilities	Station 1 back-up generator repair has been completed. As per discussion at COW, additional monitoring wells and sampling have been requested from St Lawrence Testing at the proposed station 2 site at a cost of \$4,800. With \$2,571.66 remaining in the capital budget, an anticipated shortfall of \$2,228.34 will be offset by the additional surplus in revenue from MTO calls.
Fleet	Pump testing has been scheduled for all units on September 16. Annual CVOR inspections and maintenance will begin next month. Semi-annual hose testing is TBD.

Fire Prevention	Fire Inspector John Henry continues to conduct proactive inspections as time allows. Chief is continuing to complete complaint and request inspections and dealing with ongoing enforcement issues. The mobile CriSys terminal (tablet) purchased with the fire safety grant has arrived and training will be completed in the near future.
Other	New recruits have been sized and station uniforms are ordered. Bunker gear will be ordered, as per our replacement schedule for select individuals in the coming weeks. Pandemic related delivery delays are anticipated for both.

#### EMERGENCY MANAGEMENT

Roadmap to Reopening	The Ontario government moved the province into Step Three of its Roadmap to Reopen at 12:01 a.m. on July 16, 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](mailto:councilmail@twpec.ca)



# TOWNSHIP OF EDWARDSBURGH CARDINAL

July 26, 2021

Resolution Number: 2021- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

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

☐ Carried    ☐ Defeated    ☐ Unanimous

**Mayor:** \_\_\_\_\_

**RECORDED VOTE REQUESTED BY:** \_\_\_\_\_

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

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

**BY-LAW NO. 2021-**

**“A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY  
RESOLUTION”**

**WHEREAS** Section 5(3) of the Municipal Act 2001, SO 2001, Chapter 25, as amended, provides that the powers of a municipality shall be exercised by by-law;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by the municipality does not lend itself to the passage of an individual by-law;

**NOW THEREFORE** the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That the actions of the Township of Edwardsburgh Cardinal, at its meeting held on July 26, 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 26 day of July, 2021.

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**Mayor**

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**Clerk**