



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

**Monday, May 9, 2022, 6:30 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055**

- 1. Call to Order – Chair, Mayor Sayeau**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
- 5. Delegations and Presentations**
 - a. Hands Rd. Safety Concerns - HFI Pyrotechnics Inc.
Todd Giles, Director of Health & Safety & Rhiannon V. Iles., Chief Operating Officer
- 6. Discussion Items**
 - a. Job Site Challenge Update
- 7. Action/Information Items**
 - a. 1st Quarter Treasury & Reserve Reports
 - b. 1st Quarter Budget Variance Report
 - c. Use of Modernization Funding
 - d. 2021 Year End Township Surplus
 - e. 2022 PSAB Budget Addendum Report
 - f. 2022 Tax Rates
 - g. Part 8 OBC Septic Program Transition
 - h. Record Digitization Project
 - i. Municipal Highway Closures
 - j. Spencerville & Johnstown Drainage Tender Award
- 8. Councillor Inquiries/Notices of Motion**

9. **Mayor's Report**
10. **Question Period**
11. **Closed Session**
 - a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: IO and Minutes of Closed Session dated April 11, 2022
12. **Report Out of Closed Session**
13. **Adjournment**

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE

Monday, April 11, 2022, 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

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Gord Shaw, Director of Operations
Candise Newcombe, Deputy Clerk

Others Present Warren Leroy - Ault & Ault

1. Call to Order – Chair, Mayor Sayeau

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

2. Approval of Agenda

Moved by: H. Cameron

Seconded by: T. Deschamps

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

None.

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

A Member requested clarity on the reference to shipping container in the minutes of the delegation from the March 14, 2022 Administration and Finance meeting. It was noted that a shipping container under the Township's zoning bylaw refers to any storage container including trailers with or without wheels.

Members inquired if following the delegation, the individual confirmed appropriate delineation of the lot lines. It was noted that staff have not received follow-up correspondence from the individual confirming lot lines.

The Chair highlighted the discussion item on the 2022 Draft Township budget from the March 14 Administration and Finance meeting, where consensus was reached at the Committee level to adopt the draft budget.

5. Delegations and Presentations

a. 2022 Grant Request - SG Bluegrass - Kim Wallace

Mr. Wallace, the founder of the South Grenville Blue Grass Festival, provided Committee with information about the event, the success of the last event held in 2019 and an overview of plans for the 2022 festival. Mr. Wallace noted that every member on the festival Committee receives bystander training and highlighted a history of zero incidents from past festivals. The festival draws people geographically throughout Ontario and includes travellers from Quebec and New York State. Mr. Wallace noted the impact the COVID-19 pandemic has had on sponsorship. Historically the committee received support from approximately 45 sponsors, so far only 8 responses have been received for this year. Mr. Wallace requested \$2,500.00 to help run the event, as well as in-kind donations for the use of the community centre showers and Township garbage removal. He indicated an application under the Trillium Grant was submitted with no response received to date. Mr. Wallace thanked the Township for their past contributions and for their ongoing support.

Committee thanked Mr. Wallace for the presentation.

b. 2022 Grant Request - Spencerville Legion - Tom Lillico

In the absence of Mr. Lillico, Ms. Moore presented on behalf of the Spencerville Legion. Ms. Moore provided committee with an overview of the funding provided to legions across Ontario and highlighted community contributions and programming provided by the legion. Ms. Moore presented a revised funding request, lowering the ask from \$5000 to \$2,500.00. The reduction is related to a separate application being submitted to the Port of Johnstown's Community Capital Funding Grant for the amount of \$5000.00. Ms. Moore noted that the request for funding would be used to replace existing carpets in the upstairs portion of the legion for enhanced appearance to attract additional members and increase hall rental requests.

Committee thanked Ms. Moore for the presentation.

6. Discussion Items

a. 2022 Community Grants & Donations

That Committee recommends that Council awards the Community Grants and Donations as follows for the 2022 program:

| Organization | Grant & Donation |
|---|------------------------------------|
| Spencerville Mill Foundation | \$1,100 |
| South Grenville Bluegrass Festival | \$2,500 |
| Spencerville Scouting Group | \$0 |
| Girls inc. of Upper Canada | \$1,000 |
| Food For All Food Bank | \$2,000 |
| Rural FASD Support Network | \$0 |
| South Edwardsburgh Recreation Association | \$500 |
| Grenville Federation of Agriculture | \$0 |
| Royal Canadian Legion Spencerville Branch | \$2,400 |
| Fluff Cotton Candy Co. | \$0 |
| Johnstown ATV Club | \$500 |
| | |
| | Total Requested Grants & Donations |
| | \$10,000.00 |

Members noted concern with the absence of applications from a number of organizations that routinely request funding. It was noted that those organizations may possibly have obtained funding from alternate sources such as the variety of government support grants made available related to pandemic recovery.

b. 2022 Draft Township Budget

The Chair noted an additional \$700,000.00 requested in the budget estimates from 2022 compared to the 2021 year to date (YTD) actual of

\$6,087,684.02. Members suggested the difference could help to offset the amount proposed to be borrowed for the completion of the Spencerville and Johnstown drainage projects.

Committee briefly discussed the allocation of surplus to reserves. It was noted that if the building surplus received in 2021 was removed from the 2021 YTD actual budget, the actual would work out closer to \$6.2 million. Members suggested that any surplus experienced be allocated to reduce the borrowing amount for the drainage projects due to the magnitude of the projects.

7. Action/Information Items

a. 1st Quarter Building Report

Committee reviewed the report and inquired about the progress with the new building inspector, the status of industrial building permits and progress made in the second quarter. It was noted that the department has been busy, total construction value is higher compared to the same quarter in 2021. Total permit fees have decreased when compared with the first quarter of 2021. The decrease in permit fees is mainly related to the number of new residential building starts, 10 in 2022 compared to 13 in 2021.

Committee commended the thoroughness of the staff reports.

b. 1st Quarter Bylaw Report

Committee reviewed the report and inquired about the number of open files destined for the courts, the progress through the court system and if trial dates had been set. It was noted that several are newly opened files and will be dependent on what stage compliance is achieved. The ongoing court process continues to be slow with no scheduled trial dates for outstanding summons.

Members inquired whether any vacancy permits have been issued under the Vacant and Abandoned building bylaw. It was noted that a few vacancy permits have been issued and paid for by the owners. However, in other instances, buildings have received an order to comply under the Building Code.

c. 2021 Water and Sewer Systems Surplus Reserve Transfers

Committee reviewed the report and requested an updated Reserve and Reserve Fund report be provided to reflect the transfer of funds.

Moved by: T. Deschamps

Seconded by: H. Cameron

That Committee recommends that Council approve the transfer of \$283,295.93 from the general working funds bank account to the consolidated reserve fund bank account for the Water and Sewer Reserve

Funds as a result of the 2021 surpluses in accordance to the table included herein.

Carried

d. **Lame Duck Council and Restricted Acts**

Committee reviewed the report. Clarification on delegation of power in the case of a lame-duck Council was provided. Committee requested the report be brought to the April Council meeting.

Moved by: T. Deschamps

Seconded by: S. Dillabough

That Committee recommends that Council adopt a bylaw to authorize the delegation of authority to the Chief Administrative Officer from August 19, 2022 to November 14, 2022 to: a) be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; b) be the authority to hire or remove any officer from/to employment with the Township; and Further that the bylaw shall come into force only in the event when determined by the Clerk with certainty that less than 75% of the current members of council will be returning to sit on the new council after nomination day for the 2022 municipal election.

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Dillabough noted complaints received about blue boxes not being fully emptied, inquired about an approximate timeline for the installation of the docks in Cardinal, and requested that the Cardinal canteen washrooms be accessible for the opening day for fishing on May 7.

Councillor Cameron inquired why the washrooms could not be opened now, highlighting the increased walking traffic at the Cardinal waterfront path and noted maintenance requirements along the path. It was noted that staff is aware of these items, however, the focus has been on ongoing hockey tournaments and preparing the Spencerville arena for pickleball use.

Councillor Cameron confirmed the date of the Public Works Environmental Services and Facilities meeting as Monday April 18.

9. Mayor's Report

Mayor Sayeau reported the following:

- Commended staff involved with successfully hosting the annual Leo Boivin Showcase Tournament.
- Expressed appreciation for the presentation scroll prepared for Todd Gill.

10. Question Period

The following questions/comments were raised:

- Damage in Limerick Forrest from ATV use.

11. Closed Session

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee proceeds into closed session at 8:00 p.m. in order to address a matter pertaining to:

- Section 239(2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Specifically: Consumption Agreements;
- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Minutes of Closed Session dated March 14, 2022.

Carried

- a. Section 239(2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Specifically: Consumption Agreements
- b. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Minutes of Closed Session dated March 14, 2022

Moved by: J. Hunter

Seconded by: T. Deschamps

That the closed meeting does now adjourn and the open meeting of Committee does now resume at 8:43 p.m.

Carried

12. Report Out of Closed Session

Committee met with legal counsel to discuss a number of allocation agreements.

Moved by: S. Dillabough

Seconded by: H. Cameron

That Committee receives and approves the Closed Session minutes dated March 14, 2022.

Carried

13. Adjournment

Moved by: T. Deschamps

Seconded by: J. Hunter

That Committee does now adjourn at 8:44 p.m.

Carried

Chair

Deputy Clerk

From: Dave Grant
Sent: May 4, 2022 1:56 PM
To: Abou-Saab, Jean (MEDJCT) <Jean.Abou-Saab@ontario.ca>
Cc: Ann.Weir@uclg.on.ca; Manchuk, Carrie (MEDJCT) <Carrie.Manchuk@ontario.ca>; Wassmansdorf, Gregg <Gregg.Wassmansdorf@nmrk.com>; Samra, Kevin (MEDJCT) <Kevin.Samra@ontario.ca>
Subject: RE: Job Site Challenge Update

Good afternoon Jean,

First, we want to acknowledge receipt of your email and appreciate the update on the Job Site Challenge site assessments being completed. Naturally, the result was not the desired outcome we envisioned at the onset of the process.

We are however encouraged and supportive of the Ministry's commitment to work closely with us to advance the investment readiness of our industrial land.

We look forward to coordinating a meeting later this month to review the assessment process and obtain further insight on how together we can improve on our community's land development and investment attraction efforts.

All the best,
Dave

David S Grant, B.A., Dipl.M.M.
Chief Administrative Officer
613 658 3055 x 104



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From: Abou-Saab, Jean (MEDJCT) <Jean.Abou-Saab@ontario.ca>
Sent: May 3, 2022 1:07 PM
To: Dave Grant <dsgrant@twpec.ca>
Cc: Ann.Weir@uclg.on.ca; Manchuk, Carrie (MEDJCT) <Carrie.Manchuk@ontario.ca>; Wassmansdorf, Gregg <Gregg.Wassmansdorf@nmrk.com>; Samra, Kevin (MEDJCT) <Kevin.Samra@ontario.ca>
Subject: RE: Job Site Challenge Update

Hi David

In follow up to my correspondence in January 2022, I am writing to inform you that the Job Site Challenge (JSC) site assessments are now complete. On behalf of the Ministry of Economic Development, Trade and Job Creation (MEDJCT), I would like to thank you for your support and collaboration throughout this process.

Working with Newmark, MEDJCT staff undertook an extensive review and due diligence assessment of the applications and the sites, including site visits and community tours. Newmark developed an objective site selection methodology and assessment tool to evaluate all candidate sites in areas of site readiness, location quality, and investment dollars required to advance site readiness. Based on this assessment, the Edwardsburgh Cardinal site was not selected as one of the top three sites identified to become a potential mega site.

The ministry values the ongoing relationship with municipalities and regional entities in supporting investment attraction and job creation efforts in Ontario. As such, ministry staff will continue to work closely with you in advancing the investment readiness of industrial land. Subject to your agreement, we have asked Newmark to undertake additional assessment work in order to clearly identify options to position your site/community for investment attraction purposes. Additionally, Newmark and MEDJCT will also review the detailed assessment to assist you in better understanding the evaluation process, and how the results of the assessment can best support your community's land development and investment attraction efforts.

As a next step, we will be reaching out to set up a meeting for a discussion later this month. If you have any questions in the interim, please do not hesitate to contact me at jean.abou-saab@ontario.ca or 437-245-6915.

Thanks again and look forward to our ongoing partnership.

Jean Abou Saab | Director – Investment Services Branch

Trade Policy, Industry and Investment Division | Ministry of Economic Development, Job Creation and Trade

437.245.6915 | jean.abou-saab@ontario.ca | [@InvestOntario](https://twitter.com/InvestOntario) | www.investontario.ca



From: Abou-Saab, Jean (MEDJCT)

Sent: January 26, 2022 3:22 PM

To: dsgrant@twpec.ca

Cc: Ann.Weir@uclg.on.ca; 'Manchuk, Carrie (MEDJCT)' <Carrie.Manchuk@ontario.ca>; Wassmansdorf, Gregg <Gregg.Wassmansdorf@nmrk.com>

Subject: Job Site Challenge Update

Hi David

Hope you are doing well.

I wanted to take this opportunity to provide you with an update on the Job Site Challenge (JSC). We'd like to acknowledge and thank you for your participation in the application process for the JSC, thus far. We are currently in the process of finalizing the recommendations report with Newmark. At this point, no additional information is required by you for the report finalization and associated recommendations.

While our program messaging included references to the top sites being announced in early 2022, given the complexity of the land ownership of candidate sites, including the lack of program participation/awareness of some current land owners, it is prudent to maintain confidentiality of candidate sites until further approvals have been secured. As decisions are made about your site, more information will be shared with you about next steps.

At this stage, no site has been eliminated, and as we continue to work through the next phase, we will be in touch to discuss your site in more detail.

Please feel free to reach out to me should you have any concerns or questions.

Thank you,

Jean Abou Saab | Director – Investment Services Branch

Trade Policy, Industry and Investment Division | Ministry of Economic Development, Job Creation and Trade

437.245.6915 | jean.abou-saab@ontario.ca | [@InvestOntario](https://twitter.com/InvestOntario) | www.investontario.ca





**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Administration and Finance

Date: May 9, 2022

Department: Finance

Topic: 1st Quarter of 2022 Treasury and Reserve Reports

Background: The following reports are attached for Committee to review:

1. Financial Report as of March 31, 2022
2. Long Term Debt Schedule as of March 31, 2022
3. YTD 2022 Capital Status Report as of March 31, 2022
4. Pre-audit Reserve and Reserve Fund Report as of March 31, 2022. Only the water and sewer 2021 surpluses have been finalized. The January 2022 beginning balances will be adjusted after audit is finalized and Council has apportioned the 2021 operating surplus

Continued tax collection efforts have decreased the tax receivable amount. An increase in pre-authorized payment plans has an impact on the current year receivable balance plus the increase in the total amount of the 2022 interim billing.

In March 2021, 703 accounts were set up on pre-authorized. In March 2022 the number of accounts increased to 740.

| Taxation Year | Tax Receivable Balance as of March 31, 2021 | Tax Receivable Balance as of March 31, 2022 |
|----------------------|--|--|
| 2017 | 582.04 | 341.88 |
| 2018 | 18,895.00 | 9,805.47 |
| 2019 | 70,538.25 | 19,454.16 |
| 2020 | 317,886.48 | 66,560.83 |
| 2021 | 985,124.77 | 213,595.15 |
| 2022 | | 1,016,840.00 |
| Totals | 1,393,026.54 | 1,326,597.40 |

Treasurer

TOWNSHIP OF EDWARDSBURGH/CARDINAL

Financial Report
As At March 31, 2022

| | Prior Year Dec 31,2021 | Current Year March 31,2022 | Prior Year March 31,2021 | Comparison to Last Year Balance | Notes/Comments |
|---------------------------------------|------------------------------|----------------------------------|--------------------------------|---------------------------------------|--|
| Assets | | | | | |
| Cash and Bank Balances | 3,880,825 | 5,939,645 | 4,196,338 | 1,743,307 | 2021 water/sewer surpluses funds transferred in April; includes 2021 surplus & 2022 OCIF funding |
| Taxes Receivable | 535,142 | 1,326,597 | 1,393,027 | (66,430) | continued collection efforts |
| Accounts Receivable | 552,435 | 541,961 | 364,951 | 177,010 | ICIP grant receivable & increase in ice rental invoicing |
| Inventory (Including Land for Resale) | 245,505 | 245,505 | 278,886 | (33,381) | change in year end inventory |
| Long Term Receivable | 298,721 | 293,528 | 322,448 | (28,920) | |
| Investment In RSL | 645,768 | 645,768 | 664,850 | (19,082) | still awaiting 2021 final adjustment from auditor |
| Investment In Port | 44,617,062 | 44,617,062 | 41,157,470 | 3,459,592 | as per draft 2021 financial statements |
| | <u>50,775,459</u> | <u>53,610,067</u> | <u>48,377,970</u> | <u>5,232,097</u> | |
| Liabilities | | | | | |
| | - | - | - | - | |
| Accounts Payable | (976,003) | (859,880) | (297,121) | 562,759 | |
| Planning & Drainage Accounts | 125,968 | 159,930 | 149,802 | (10,128) | increase in planning activity |
| Long Term Debt | (5,680,351) | (5,624,749) | (5,609,596) | 15,153 | |
| Accrued Landfill Closure | (238,678) | (238,678) | (254,728) | (16,050) | |
| | <u>(6,769,064)</u> | <u>(6,563,376)</u> | <u>(6,011,643)</u> | <u>551,733</u> | |
| Tangible Capital Assets | <u>35,659,854</u> | <u>35,659,854</u> | <u>35,854,816</u> | <u>(194,962)</u> | |
| Reserve & Reserve Funds | <u>(8,479,944)</u> | <u>(8,889,852)</u> | <u>(8,456,505)</u> | <u>433,347</u> | increase due to 2021 operating surpluses |

Prepared By:
Melanie Stubbs
Treasurer

TOWNSHIP OF EDWARDSBURGH/CARDINAL
SCHEDULE OF LONG TERM DEBT

| Lender | Project | Interest Rate | End Date | | Balance Owing Dec 31/21 | Balance Owing Mar 31/22 | Balance Owing Jun 30/22 | Balance Owing Sept 30/22 | Balance Owing Dec 31/22 | Annual Payments |
|-----------------------------|--------------------------|---------------|----------|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------|-------------------------|-----------------|
| 1 Infrastructure Ontario | Cardinal Arena | 4.59% | Oct-43 | | 4,673,432 | 4,673,432 | | | | 303,698 |
| 2 United Counties of L & G | Fire Comm. Equip. | 2.88% | Oct-24 | | 40,258 | 40,258 | | | | 14,104 |
| 3 Komatsu Financial | Front End Loader 1 lease | 0.00% | Mar-22 | | 6,102 | 0 | | | | 0 |
| 4 Scotiabank | 2018 Chev Silverado | 3.03% | Jan-22 | | 954 | 0 | | | | 0 |
| 5 Royal Bank of Canada | 2020 Case Grader | 1.73% | Jun-24 | | 251,199 | 226,536 | | | | 102,753 |
| 6 Scotiabank | 2019 GMC Sierra | 0.00% | Mar-24 | | 27,146 | 24,269 | | | | 11,435 |
| Township Total | | | | | 4,999,091 | 4,964,495 | | | | 431,990 |
| 7 Royal Bank of Canada | JRDR Drain | 3.25% | May-23 | Paid by Benefiting Owners | 22,059 | 18,248 | | | | 15,972 |
| 8 Tile Drain Loans | Farm Tile Drains | 6.00% | various | Paid by Benefiting Farmer | 18,159 | 18,159 | | | | 9,361 |
| 9 Infrastructure Ontario | EMS Station | 2.91% | Jul-36 | Paid by UCLG | 641,042 | 623,847 | | | | 53,045 |
| Supported Debt Total | | | | | 681,260 | 660,254 | | | | 78,378 |
| Grand Total | | | | | 5,680,351 | 5,624,749 | | | | 510,368 |

Prepared by:
Melanie Stubbs
Treasurer

TOWNSHIP OF EDWARDSBURGH CARDINAL
2022 CAPITAL Project Status
As of March 31, 2022

| Project 2022 | Tender No. | Closing Date | Value of Tender/Quote | Awarded To | Completion Date | Status of Project | YTD expense | 2022 budget |
|--------------------------------------|----------------|-----------------|--------------------------|-------------------------------------|--------------------|--|-------------|----------------|
| Administration | | | | | | | | |
| Township office/chambers Renovations | | | | | | | | \$350,000.00 |
| Fire Department | | | | | | | | |
| Replace Tanker T7 | | | \$372,250.00 | Helie Fire Trucks | | Pre-budget approval Feb 7th. Chassis was scheduled to arrive at Helie Fire Trucks on April 8 but has been delayed. | | \$372,250.00 |
| Public Works | | | | | | | | |
| Replace mower attachment | | | | | | Mower to be delivered Week of May 2nd | | \$19,000.00 |
| Purchase 3/4 ton truck | | | | | | No quotations received. Followed up with proponents. No 2022 vehicles available. Will reissue in July or August. | | \$60,000.00 |
| Ventnor Bridge | | | | | | Waiting for Keystone Bridge to supply survey and drawings. | | \$53,000.00 |
| Cedar Grove Rd design | | | | | | on hold due to potential design variations resulting from Job Site Challenge | | \$71,406.00 |
| Edison Ave | | | | | | Have contacted Counties and asked to partner and include in Counties 2022 Hot Mix Tender. | | \$103,572.00 |
| Cedar, David & Charles St | EC-PW-22-04 | 12-Apr-22 | | | | Awaiting ECA approvals and tender award. | | \$263,113.00 |
| Mary St | EC-PW-22-05 | 19-Apr-22 | | | | Awaiting ECA approvals and tender award. | | \$113,218.00 |
| Sophia St | EC-PW-22-05 | 19-Apr-22 | | | | Awaiting ECA approvals and tender award. | | \$103,866.00 |
| Gravel Crushed Rock | EC-PW-22-01 | 08-Mar-22 | \$101,250.00 | Willis Kerr Contracting | | Looking to start early June | | \$99,000.00 |
| Dust Suppressant | EC-PW-22-02 | 08-Mar-22 | \$66,045.00 | Da-Lee Dust Control | | Looking to start early June | | \$45,000.00 |
| Storm Management | | | | | | | | |
| Spencerville Drainage | EC-PW-22-04 | 12-Apr-22 | | | | Awaiting ECA approvals and tender award. | | \$932,996.00 |
| Johnstown Drainage | EC-PW-22-05 | 19-Apr-22 | | | | Awaiting ECA approvals and tender award. | | \$1,228,558.00 |
| Waste Disposal | | | | | | | | |
| Waste Transfer Station | | | | J2pg | | ECA has been recieved | \$3,431.87 | \$18,600.00 |
| Recreation | | | | | | | | |
| Cardinal Pool Upgrade | EC-REC-01-2022 | 01-Mar-22 | \$258,417.00 | Benson Pools | July 1/22 | Fliter on site , trench work & pipe replacement has started | \$2,500.00 | \$273,500.00 |
| Lawn Tractor | | | | | | | | \$30,000.00 |
| Spencerville Wastewater | | | | | | | | |
| Lagoon Splitter Box | EC-ES-20-03 | 20-Mar-20 | \$22,481.35 | Aqua Drain | | | | \$23,000.00 |
| Raw Water System | | | | | | | | |
| Windmill Pump Station Upgrades | | | | | | Delayed to Fall 2022 | | \$216,932.00 |
| Cardinal Wastewater | | | | | | | | |
| CIPP lining- Helen Street | | | \$58,870.00 | Clean Water Works | | CWW awarded, completion by August 31 | | \$53,375.00 |
| Grit Dewatering | | | \$43,495.00 | Veolia Water Tech | | Scheduled for delivery in May. | \$11,065.13 | \$43,495.00 |
| Cardinal Water | | | | | | | | |
| County Rd 2 engineering | | | | Jewell Engineering | | Jewell to provide 30% design completion in May | \$10,754.70 | \$60,745.00 |
| Golden Anderson Pump Director | | | | Industrial Electric/Conval Process | 01-Feb-22 | IECBL completed installation. | \$19,791.05 | \$20,955.00 |
| Scada Mesh Upgrade | | | | | | Waiting on CP Processor. September/October | | \$29,400.00 |
| Filter Upgrades | | | | Capital Controls/Controles Laurende | 07-Feb-22 | All but filter media replacement completed. | \$8,837.24 | \$15,000.00 |

Reserve and Reserve Fund Schedule
as of March 31, 2022

| | | Balance | 2021 Year End | Pre-audit * | 2022 | 2022 | 2022 | 2022 |
|--|--|---------------------|-------------------|---------------------|------------------|-----------------|--------------------|---------------------|
| | | 31-Dec-21 | Adjustments | Balance | Transfers | YTD | Transfers | YTD |
| | | | | 1-Jan-22 | In | Interest | Out | Balance |
| EARMARKED RESERVES | | | | | | | | |
| 01-3511 | Administration | 195,465.75 | | 195,465.75 | | | | 195,465.75 |
| 01-3512 | Tax Write Offs | 92,242.65 | | 92,242.65 | | | | 92,242.65 |
| 01-3513 | Election Reserve | 19,100.00 | | 19,100.00 | | | | 19,100.00 |
| 01-3514 | Fire Department - Vehicles | 310,156.07 | | 310,156.07 | | | | 310,156.07 |
| 01-3515 | Fire Department - Buildings | 103,000.00 | | 103,000.00 | | | | 103,000.00 |
| 01-3516 | Fire Department - Comm Equipment | 135,208.34 | | 135,208.34 | | | | 135,208.34 |
| 01-3517 | Policing Costs | 110,715.00 | | 110,715.00 | | | | 110,715.00 |
| 01-3518 | Cemeteries | 24,500.00 | | 24,500.00 | | | | 24,500.00 |
| 01-3519 | Building Dept Reserve | (5,020.95) | 74,254.94 | 69,233.99 | | | | 69,233.99 |
| 01-3520 | Public Works | 662,152.75 | | 662,152.75 | | | | 662,152.75 |
| 01-3521 | Winter Control | 158,900.24 | | 158,900.24 | | | | 158,900.24 |
| 01-3522 | Environmental Services - Low Lift | 95,821.56 | 16,748.40 | 112,569.96 | | | | 112,569.96 |
| 01-3525 | Environmental Services - Storm Sewers | 117,040.01 | | 117,040.01 | | | | 117,040.01 |
| 01-3526 | Landfill Closure Reserve | 91,000.00 | | 91,000.00 | | | | 91,000.00 |
| 01-3527 | Recreation | 269,024.46 | | 269,024.46 | | | | 269,024.46 |
| 01-3528 | Planning Reserve | 10,000.00 | | 10,000.00 | | | | 10,000.00 |
| 01-3529 | Twp Municipal Drain Reserve | 5,000.00 | 10,000.00 | 15,000.00 | - | | | 15,000.00 |
| 01-3531 | Safe Restart COVID-19 Reserve | 58,025.00 | | 58,025.00 | | | | 58,025.00 |
| | | 2,452,330.88 | 101,003.34 | 2,553,334.22 | - | - | - | 2,553,334.22 |
| 01-3540 | Working Funds | 750,000.00 | | 750,000.00 | | | | 750,000.00 |
| | Total Reserves | 3,202,330.88 | 101,003.34 | 3,303,334.22 | - | - | - | 3,303,334.22 |
| RESERVE FUNDS | | | | | | | | |
| | | | | Pre-audit * | 2022 | 2022 | 2022 | 2022 |
| | | Balance | 2021 Year End | Balance | Transfers | YTD | Transfers | YTD |
| | | 31-Dec-21 | Adjustments | 1-Jan-22 | In | Interest | Out | Balance |
| 98-3816 | Industrial Park Investment- HISA account | 243.85 | | 243.85 | | 0.43 | | 244.28 |
| 98-3813 | Industrial Park Land | 2,706,559.45 | | 2,706,559.45 | | 4,031.19 | | 2,710,590.64 |
| 98-3814 | Raw Water Supply System | 429,437.10 | 20,000.00 | 449,437.10 | | 639.63 | | 450,076.73 |
| 98-3803 | Industrial Park Wastewater | 31,924.70 | 3,215.20 | 35,139.90 | | 47.55 | | 35,187.45 |
| 98-3804 | Industrial Park Water | 107,769.97 | 24,089.39 | 131,859.36 | | 160.51 | | 132,019.87 |
| 98-3805 | Johnstown Water Wells | 36,345.01 | | 36,345.01 | | 54.13 | | 36,399.14 |
| 98-3812 | CCBF- Gas Tax Grant | 62,826.14 | | 62,826.14 | | 93.57 | | 62,919.71 |
| 98-3807 | Cardinal Hydro | 160,221.45 | | 160,221.45 | 2,092.50 | 238.64 | | 162,552.59 |
| 98-3806 | Spencerville Wastewater | 337,046.22 | 39,047.87 | 376,094.09 | | 502.00 | | 376,596.09 |
| 98-3808 | Cardinal Wastewater | 226,756.18 | 90,000.77 | 316,756.95 | | 337.73 | | 317,094.68 |
| 98-3811 | Cardinal Water | 780,043.33 | 126,942.70 | 906,986.03 | | 1,161.81 | | 908,147.84 |
| 98-3817 | Ontario Modernization Fund | 302,616.36 | | 302,616.36 | | 450.73 | (13,004.70) | 290,062.39 |
| 98-3818 | OCIF Formula Based Fund | 61,335.50 | | 61,335.50 | | 91.35 | | 61,426.85 |
| 98-3819 | Dedicated Capital Reserve Fund | 34,487.41 | | 34,487.41 | 8,660.00 | 52.03 | | 43,199.44 |
| | Total Reserve Funds | 5,277,612.67 | 303,295.93 | 5,580,908.60 | 10,752.50 | 7,861.30 | (13,004.70) | 5,586,517.70 |
| | GRAND TOTAL | 8,479,943.55 | 404,299.27 | 8,884,242.82 | 10,752.50 | 7,861.30 | (13,004.70) | 8,889,851.92 |
| Note *- beginning balances are subject to change with year end audit entries and apportionment of the 2021 operating surplus as decided by Council | | | | | | | | |



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Administration and Finance

Date: May 9, 2022

Department: Finance

Topic: 1st Quarter of 2022 Budget Variance Report

Background: The attached report is a summary of revenue and expenses for the period ending March 31, 2022 with a comparison to the 1st quarter of 2021.

For this period of time, it is anticipated that expenses should be at approximately 25% of the budget with 75% of the budget remaining. Some expenditures are one-time and do not follow the consistent pattern of 1/12th per month such as the annual 2022 municipal insurance premium which was paid in full in March; vehicle licensing; professional memberships and annual support contracts.

The report shows that there is 75.96% of the budget remaining of the overall departmental operating expenses.

All budgeted transfers into reserves have not been recorded due to the timing of the 2022 budget approval.

There are very few capital costs incurred to date due to the timing of finalizing the 2022 budget on April 25th. Most projects have not started unless there was pre-budget approval.

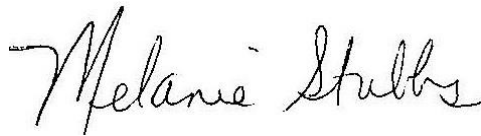
Some variances of note in revenues are as follows:

- YTD Fire Department burn permit revenues of \$6,120 have exceeded the 2022 budget estimate of \$5,000. This is a new revenue source for the department.
- YTD Public Works total revenues are higher than 2021, due to the addition of snowplowing at the EMS station and additional entrance permits.
- Both the Spencerville Arena ice rentals and Canteen revenues are higher than 2021 due to the fact that both facilities were closed in the 1st quarter of 2021.

Note: The Taxation revenue amount represents 50% of the total tax billings calculated in 2021. The accounting system does not have the functionality to separate the County and Education levy amounts from the interim billing. Taxation revenue will never have a variance due to the fact that this revenue is determined and set with annual tax rates. The tax accounting system determines the amount of separated levies at the final calculated billing in August once all the current year tax rates are entered.

Some of the variances of note in operating expenses are as follows:

- Public Works vehicle expense budget has 69.76% remaining, mainly due to increase in fuel costs and annual license renewals paid in March. The variance from YTD 2021 is related to the addition of grader loan payments.
- Shop Expenses and Fuel expense budget has 58.79% remaining, mainly due to increased fuel costs related to increase winter control events
- Winter Control budget has 32.18% budget remaining due to increased events, additional materials. This percentage is slightly lower than prior years, a more acceptable percentage is between 40-45%.
- Curbside Waste & Recycling overall expense budget has 68.08% remaining, mainly due to the purchase of the Foodcycler units and an increase in waste collection costs from Waste Connections for January & February.
- Economic Development overall expense budget has 61.91% remaining, mainly due to the SLEDC annual membership was paid in full.



Treasurer

TOWNSHIP OF EDWARDSBURGH CARDINAL
YTD Budget Variance Report
As of March 31, 2022

| | 2021 YTD Actual | 2022 Budget | 2022 YTD Actual | Variance to 2022 Budget | % remainin |
|--|---------------------|---------------------|---------------------|----------------------------|---------------|
| REVENUES | | | | | |
| Taxation,Grants and Payments-In-Lieu | | | | | |
| Taxation Revenue | 5,817,155.37 | 6,346,876.00 | 5,849,489.90 | (497,386.10) | 7.84- |
| Penalty on Taxes | 17,457.03 | 90,000.00 | 14,819.92 | (75,180.08) | 83.53- |
| Grant in Lieu | | 189,675.00 | | (189,675.00) | 100.00- |
| Ontario Municipal Partnership Fund | 161,700.00 | 667,800.00 | 166,950.00 | (500,850.00) | 75.00- |
| Port of Johnstown | 195,315.25 | 792,980.00 | 198,245.00 | (594,735.00) | 75.00- |
| Total Taxation,Grants and Payments-In-Lieu: | 6,191,627.65 | 8,087,331.00 | 6,229,504.82 | (1,857,826.18) | 22.97- |
| Department Revenues | | | | | |
| Administration | 104,942.68 | 224,325.00 | 43,598.73 | (180,726.27) | 80.56- |
| Fire Department | 22,846.80 | 27,000.00 | 9,083.37 | (17,916.63) | 66.36- |
| WIP Carried Forward-Operating | | 16,262.00 | | (16,262.00) | 100.00- |
| Cemetries | 60.60 | 15,100.00 | 49.00 | (15,051.00) | 99.68- |
| Protective Services | 1,915.00 | 4,900.00 | 1,815.00 | (3,085.00) | 62.96- |
| Building | 35,064.00 | 213,325.00 | 26,189.05 | (187,135.95) | 87.72- |
| By-Law Enforcement | 1,067.75 | 4,500.00 | 552.25 | (3,947.75) | 87.73- |
| Public Works | 4,470.00 | 49,900.00 | 10,133.28 | (39,766.72) | 79.69- |
| Johnstown Water Wells | | 9,000.00 | | (9,000.00) | 100.00- |
| Waste Disposal & Transfer Site | 1,462.98 | 17,500.00 | 1,643.22 | (15,856.78) | 90.61- |
| Curbside Waste & Recycling | 48,501.75 | 387,395.00 | 59,136.25 | (328,258.75) | 84.73- |
| Parks & Recreation | | | | | |
| Recreation Adminsitration | | 15,970.00 | | (15,970.00) | 100.00- |
| Ball Diamonds | | 1,100.00 | | (1,100.00) | 100.00- |
| Cardinal Pool | | 12,000.00 | | (12,000.00) | 100.00- |
| Johnstown Pool/ Summer Day Camp | | 28,000.00 | 672.00 | (27,328.00) | 97.60- |
| Cardinal Arena | 47,455.06 | 343,000.00 | 39,775.66 | (303,224.34) | 88.40- |
| Spencerville Arena | 1,250.96 | 192,800.00 | 37,827.88 | (154,972.12) | 80.38- |
| Canteen | | 50,000.00 | 18,824.78 | (31,175.22) | 62.35- |
| South Centre | | 3,500.00 | | (3,500.00) | 100.00- |
| Sub-total Parks & Recreation: | 48,706.02 | 646,370.00 | 97,100.32 | (549,269.68) | 84.98- |
| Planning | 2,400.00 | 16,000.00 | 2,000.00 | (14,000.00) | 87.50- |
| Economic Development | | 14,617.00 | | (14,617.00) | 100.00- |
| Agricultural Drainage | | 2,500.00 | | (2,500.00) | 100.00- |
| Total Department Revenues: | 271,437.58 | 1,648,694.00 | 251,300.47 | (1,397,393.53) | 84.76- |

TOWNSHIP OF EDWARDSBURGH CARDINAL
YTD Budget Variance Report
As of March 31, 2022

| | 2021 YTD Actual | 2022 Budget | 2022 YTD Actual | Variance to 2022 Budget | % |
|---|---------------------|----------------------|---------------------|----------------------------|---------------|
| | | | | | remainin |
| Capital Revenues | | | | | |
| Administration | | 350,000.00 | | (350,000.00) | 100.00- |
| Fire Department | 17,100.00 | 122,250.00 | | (122,250.00) | 100.00- |
| Public Works | 31,915.00 | 617,978.00 | | (617,978.00) | 100.00- |
| Storm Water Management | | 2,043,373.00 | 140,893.00 | (1,902,480.00) | 93.10- |
| Waste Disposal & Transfer Sites | | 18,600.00 | | (18,600.00) | 100.00- |
| Recreation | | 73,500.00 | | (73,500.00) | 100.00- |
| Total Capital Revenues: | 49,015.00 | 3,225,701.00 | 140,893.00 | (3,084,808.00) | 95.63- |
| TOTAL REVENUES: | 6,512,080.23 | 12,961,726.00 | 6,621,698.29 | (6,340,027.71) | 48.91- |
| OPERATING & CAPITAL EXPENSES | | | | | |
| Department Operating Expenses | | | | | |
| Council | 22,853.26 | 112,230.00 | 25,221.93 | 87,008.07 | 77.53 |
| Administration | 433,584.06 | 1,165,316.00 | 313,591.29 | 851,724.71 | 73.09 |
| Covid-19 Related Costs | 17,209.73 | 58,025.00 | 21,664.73 | 36,360.27 | 62.66 |
| Fire Department | 127,435.64 | 599,250.00 | 132,678.98 | 466,571.02 | 77.86 |
| Police Services | 194,880.76 | 1,156,455.00 | 189,608.44 | 966,846.56 | 83.60 |
| Conservation Authority | 18,549.67 | 57,001.00 | 19,000.00 | 38,001.00 | 66.67 |
| Cemeteries | 3,500.00 | 20,000.00 | | 20,000.00 | 100.00 |
| Protective Services | 6,360.86 | 21,615.00 | 6,401.39 | 15,213.61 | 70.38 |
| Building | 31,684.39 | 213,325.00 | 48,488.30 | 164,836.70 | 77.27 |
| Bylaw Enforcement | 8,440.59 | 44,370.00 | 10,970.23 | 33,399.77 | 75.28 |
| Public Works | | | | | |
| Overhead Expenses | 208,767.94 | 640,074.00 | 201,290.36 | 438,783.64 | 68.55 |
| Vehicle Expenses | 75,884.40 | 294,875.00 | 89,177.98 | 205,697.02 | 69.76 |
| Shop Expenses & Fuel | 43,281.95 | 146,865.00 | 60,519.53 | 86,345.47 | 58.79 |
| Bridges & Culverts | 3,891.01 | 62,000.00 | 6,119.71 | 55,880.29 | 90.13 |
| Safety Devices | 7,166.45 | 39,350.00 | 4,389.92 | 34,960.08 | 88.84 |
| Roadside Maintenance | 3,464.95 | 97,300.00 | 6,876.07 | 90,423.93 | 92.93 |
| Hardtop Maintenance | 6,657.96 | 226,000.00 | 8,374.35 | 217,625.65 | 96.29 |
| Loosetop Maintenance | 5,751.84 | 184,500.00 | 1,931.32 | 182,568.68 | 98.95 |
| Winter Control | 146,372.32 | 270,650.00 | 183,563.97 | 87,086.03 | 32.18 |
| Street Lighting | 7,586.73 | 43,100.00 | 12,313.72 | 30,786.28 | 71.43 |
| Sub-total Public Works: | 508,825.55 | 2,004,714.00 | 574,556.93 | 1,430,157.07 | 71.34 |

TOWNSHIP OF EDWARDSBURGH CARDINAL
YTD Budget Variance Report
As of March 31, 2022

| | 2021 YTD Actual | 2022 Budget | 2022 YTD Actual | Variance to 2022 Budget | % |
|---|---------------------|---------------------|---------------------|----------------------------|--------------|
| | | | | | remainin |
| Johnstown Water Wells | 5,481.32 | 15,500.00 | | 15,500.00 | 100.00 |
| Storm Sewer System | 17,590.25 | 77,185.00 | 13,639.37 | 63,545.63 | 82.33 |
| Waste Disposal & Transfer Site | 37,543.17 | 156,120.00 | 35,582.05 | 120,537.95 | 77.21 |
| Curbside Waste & Recycling | 99,300.44 | 414,975.00 | 132,465.54 | 282,509.46 | 68.08 |
| Parks & Recreation | | | | | |
| Recreation Administration | 55,325.95 | 256,145.00 | 61,893.12 | 194,251.88 | 75.84 |
| Parks | 11,649.98 | 192,022.00 | 13,104.61 | 178,917.39 | 93.18 |
| Ball Diamonds | 1,191.27 | 6,770.00 | 1,274.87 | 5,495.13 | 81.17 |
| Cardinal Pool | 4,383.00 | 81,495.00 | 4,741.07 | 76,753.93 | 94.18 |
| Johnstown Pool/Day Camps | 5,000.70 | 96,205.00 | 6,168.07 | 90,036.93 | 93.59 |
| Cardinal Arena | 139,021.87 | 769,189.00 | 155,684.83 | 613,504.17 | 79.76 |
| Spencerville Arena | 85,567.12 | 348,940.00 | 113,773.24 | 235,166.76 | 67.39 |
| Canteen | 4,182.85 | 61,975.00 | 22,951.56 | 39,023.44 | 62.97 |
| South Centre | 3,451.76 | 16,475.00 | 2,802.54 | 13,672.46 | 82.99 |
| Sub-total Parks & Recreation: | 309,774.50 | 1,829,216.00 | 382,393.91 | 1,446,822.09 | 79.10 |
| Libraries | 47,988.08 | 135,850.00 | 32,980.59 | 102,869.41 | 75.72 |
| Planning | 28,351.26 | 141,855.00 | 30,268.36 | 111,586.64 | 78.66 |
| Economic Development | 39,800.56 | 99,500.00 | 37,902.04 | 61,597.96 | 61.91 |
| Job Site Challenge | | | 156.46 | (156.46) | |
| Agricultural Drainage | 5,317.70 | 39,505.00 | 2,584.55 | 36,920.45 | 93.46 |
| Total Department Operating Expenses: | 1,964,471.79 | 8,362,007.00 | 2,010,155.09 | 6,351,851.91 | 75.96 |

TOWNSHIP OF EDWARDSBURGH CARDINAL
YTD Budget Variance Report
As of March 31, 2022

| | 2021 YTD Actual | 2022 Budget | 2022 YTD Actual | Variance to 2022 Budget | % remainin |
|--|----------------------------|------------------------|----------------------------|------------------------------------|-----------------------|
| Transfers to Reserves | | | | | |
| Dedicated Capiital Reserve Fund | | | | | |
| Transfer to Reserve Fund | | 34,640.00 | 8,660.00 | 25,980.00 | 75.00 |
| Fire Department | 100,000.00 | 145,000.00 | | 145,000.00 | 100.00 |
| Public Works | 260,000.00 | 307,000.00 | | 307,000.00 | 100.00 |
| Storm Water Management | 65,000.00 | 65,000.00 | | 65,000.00 | 100.00 |
| Recreation Department | 55,000.00 | 55,000.00 | | 55,000.00 | 100.00 |
| Total Transfers to Reserves: | 480,000.00 | 606,640.00 | 8,660.00 | 597,980.00 | 98.57 |
| Capital Expenses | | | | | |
| Administration | | 350,000.00 | | 350,000.00 | 100.00 |
| Fire Department | | 372,250.00 | | 372,250.00 | 100.00 |
| Public Works | 20,300.61 | 787,175.00 | | 787,175.00 | 100.00 |
| Storm Water Management | 3,017.18 | 2,161,554.00 | | 2,161,554.00 | 100.00 |
| Waste Disposal & Transfer Site | 1,361.04 | 18,600.00 | 3,431.87 | 15,168.13 | 81.55 |
| Recreation | 50,000.00 | 303,500.00 | 2,500.00 | 301,000.00 | 99.18 |
| Total Capital Expenses: | 74,678.83 | 3,993,079.00 | 5,931.87 | 3,987,147.13 | 99.85 |
| Total OPERATING & CAPITAL EXPENSES: | 2,519,150.62 | 12,961,726.00 | 2,024,746.96 | 10,936,979.04 | 84.38 |
| SURPLUS (DEFICIT) | 3,992,929.61 | 0.00 | 4,596,951.33 | 4,596,951.33 | 0.00 |



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Administration and Finance

Date: May 9, 2022

Department: Finance

Topic: Use of Modernization Funding

Background: In April 2019, the Province provided funding in the amount of \$584,335.00 to the Township to be used to modernize the business and develop efficiencies that may lead to future cost savings and improved levels of service. Council set up a reserve fund in which the funds in the account generate interest monthly.

The following is a summary of initiatives funded and passed by Council resolutions:

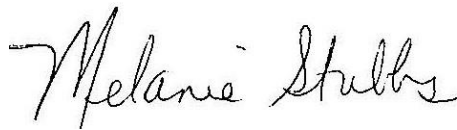
1. Purchase of Escribe, agenda package software
2. Conduct a Service Delivery Review
3. Purchase additional modules for Munisoft (accounting system)
4. Job Site Challenge planning & legal fees
5. Tablets for Senior Management
6. Fuel Cardlock system for Public Works
7. Development of an accessible new website which included:
 - a. An App that can allow residents easy access to township information
 - b. Content writing
 - c. PDF remediation software
 - d. CSI Web Interface- Citizen portal
8. New Building Department software compatible with neighboring municipalities
9. Replacement of the Telephone system in the Township Office
10. Subsidize Commuter pilot project.

Most of these projects have been finalized and the funds from the reserve have been allocated as revenue in the year that the expenditure occurred. Some projects remain in progress and a portion of the funding is committed to fund the expenditures.

The balance as of March 31, 2022 in the Ontario Modernization Fund Reserve is \$290,062.39. The following initiatives/projects have committed funds from this reserve fund:

| Resolution | Project/ Initiative | Budget | Accumulated Expenses to March 31, 2022 | Remaining Commitment | Notes |
|----------------|--|--------------|---|-------------------------|---|
| 2020-310 | CGIS- building permit module | \$9,652.95 | \$7,384.80 | \$2,268.15 | Awaiting 2022 invoice |
| 2020-357 | Website & App | \$48,997.44 | \$29,667.46 | \$19,329.98 | Costs related to development of App |
| 2020-473 | Annual Support for Bylaw repository | \$457.92 | \$0.00 | \$457.92 | Awaiting 2022 invoice |
| 2020-478 | Job Site Challenge Legal Costs | \$25,000.00 | \$15,816.21 | \$9,183.79 | 2022 invoicing as project still on-going |
| 2021-416 | Letter Folding Machine & 1 st year maintenance fee | \$10,705.15 | \$9,409.91 | \$1,295.24 | Annual maintenance fee remaining |
| 2021-449 | Subsidize Foodcycle Science pilot program | \$11,862.36 | \$0.00 | \$11,862.36 | Pilot program started in April |
| 2022 Budget | Renovation of Township Office | \$225,000.00 | \$0.00 | \$225,000.00 | |
| | | | | \$269,397.44 | |

After funding the initiatives/projects listed above the reserve fund will have a projected balance of \$20,664.95 plus any additional interest earned to fund additional modernization projects.



Treasurer



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of The Whole- Administration and Finance

Date: May 9, 2022

Department: Finance

Topic: 2021 Year End Township Surplus

Purpose: To provide an update to Council with respect to the 2021 year-end township surplus.

Background: The 2021 year-end audit has been completed and draft financial statements will be presented to Council on May 24th. The Township has an operating surplus of \$426,725.18. This amount includes a surplus of \$74,254.94 in the Building Department.

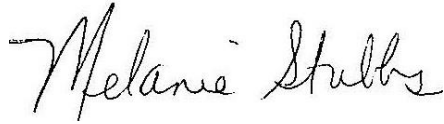
During the March 14th Committee of the Whole meeting, there was consensus from Committee to transfer \$345,000 to the Environmental Services- Storm Sewer Reserve to fund the 2022 storm sewer capital projects. Staff recommends that the balance of the surplus be transferred to the Public Works Reserve.

Policy Implications: In prior years, the tax rate bylaw directed any surplus/deficit from Township operations would be transferred to/from reserves for capital expenditures. Council has the option to direct funds to/from reserves to mitigate any future economic fluctuations and unanticipated events and contingent liabilities.

Financial Considerations: Change on reserve balances as a result of the 2021 surplus is as follows:

| Account # | Reserve | Balance before transfer | Transfer of 2021 surplus amount | Balance after transfer |
|--------------|-------------------------------------|-------------------------|---------------------------------|------------------------|
| 01-3519 | Building Department | -\$5,020.95 | \$74,254.94 | \$69,233.99 |
| 01-3525 | Environmental Services- Storm Sewer | \$117,040.01 | \$345,000.00 | \$462,040.01 |
| 01-3520 | Public Works Capital | \$662,152.75 | \$7,470.24 | \$669,622.99 |
| Total | | | \$426,725.18 | |

Recommendation: That Committee recommends that Council approve the proposed 2021 surplus allocation of \$426,725.18 and direct the Treasurer to transfer \$345,000 to the Environmental Services- Storm Sewer Reserve (01-3525) and \$74,725.00 to the Building Department reserve (01-3519) and \$7,470.24 to the Public Works Capital reserve (01-3520).



Treasurer



CAO

Committee: Administration and Finance

Date: May 9, 2022

Department: Finance

Topic: 2022 PSAB Budget Addendum Report

Purpose: To identify the impact on the Township's accumulated surplus after reconciling the 2022 budget with PSAB (Public Sector Accounting Board) requirements of accounting for non-financial assets and liabilities.

Background: Ontario Regulation 284/09 allows municipalities to continue to prepare their annual budgets without including amortization expenses for tangible capital assets. The regulation requires municipalities to prepare a PSAB Budget Addendum report and adopt this report by resolution.

The consolidated accumulated surplus shown on the financial statements of the Township represents net resources available to provide future services. It does not represent cash.

Although the Township's budget excludes amortization expense for tangible capital assets, provisions are made for contributions to capital reserves to fund capital expenses. The Township's 2022 amortization expense is estimated at \$1.767 million, which will reduce the Township's accumulated surplus.

By definition, amortization expense is the attribution of capital cost over the useful life of the asset. However, amortization is also an indicator of the future annual financial commitment of existing asset replacements. Although, replacement cost of assets would be higher than the amortization, which is based on historical cost. Given this fact, it is reasonable to expect that as the Township's asset inventory and associated amortization expenses continue to grow, deficits may occur. As such, the consideration of a dedicated capital levy in future years may be needed to ensure that the Township's tangible capital assets are being replaced in a timely manner without large fluctuations in the tax rate or the issuance of debt.

In addition to the excluded amortization expense: the following items that are included in the cash-based budget are to be excluded from the PSAB budget:

- a. Principal paid on debt
- b. Transfers to reserve accounts

- c. Transfers from reserve accounts
- d. Tangible Capital asset acquisitions/costs

Under PSAB reporting, the principal payments on long term debt are not expensed but are treated as a reduction to the long-term liability which increases the accumulated surplus by \$261,476.

The 2022 budgeted Tangible capital asset acquisitions/costs are \$4.45 million which is higher than the estimated amortization. In PSAB reporting these costs are not considered expenses so must be deducted.

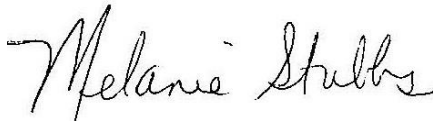
Reserve related adjustments- under PSAB method, contributions to reserves are not considered an expense and contributions from reserves are not considered revenue.

The reconciliation estimates the change in the accumulated surplus of the Township portion to be \$2,233,651 when the PSAB amounts are included in the year end audited statements. The attached report outlines the estimated changes made to convert the balanced 2022 consolidated budget which shows an increase in the Township's consolidated (which includes RSL & the Port) accumulated surplus of \$5,686,070.

Policy Implications: Ontario regulation 284/09 requires a report of the excluded PSAB amounts be prepared and adopted by Council.

Financial Considerations: There is no financial impact with this report as it does not affect the operating surplus/deficit. The intent is to describe the conversion of the approved cash-based budget format to a PSAB budget format, which complies with Public Sector Accounting Board (PSAB) requirements

Recommendation: That Committee recommends that Council adopt the 2022 PSAB Budget Addendum Report which meets the requirements of Regulation 284/09.



Treasurer



CAO

Township of Edwardsburgh Cardinal
2022 O Reg 284/09 PSAB Budget Addendum Report

| | Budgeted Revenue | Budgeted Expenses | Budgeted Surplus/Deficit |
|---|-----------------------------|------------------------------|-------------------------------------|
| 2022 Budget Summaries: | | | |
| Township | (11,019,467) | 11,019,467 | 0 |
| Spencerville Wastewater | (153,776) | 153,776 | 0 |
| Industrial Park Wastewater | (83,026) | 83,026 | 0 |
| Industrial Park Water | (166,240) | 166,240 | 0 |
| Low Lift Station Water | (321,457) | 321,457 | 0 |
| Cardinal Wastewater | (641,506) | 641,506 | 0 |
| Cardinal Water | (568,945) | 568,945 | 0 |
| Libraries | (149,160) | 149,160 | 0 |
| | (13,103,577) | 13,103,577 | 0 |
| Total 2022 PSAB Adjustments: | | | |
| Less: Transfers From Reserves | 1,475,974 | | |
| Less: Acquisitions of Capital Assets | | (4,455,981) | |
| Less: Transfer To Reserves | | (739,991) | |
| Less: Principal Payments on LTD | | (261,476) | |
| Subtotal before exclusions | (11,627,603) | 7,646,129 | (\$3,981,474) |
| Exclusions per O Reg 284-09 (Adjustments): | | | |
| Add: Amortization Expenses | | 1,747,822 | |
| | (11,627,603) | 9,393,952 | (\$2,233,651) |
| Consolidation to include equity from other sources: | | | |
| Add: Port of Johnstown -Budgeted 2022 Equity Adjustment | | | 3,425,419 |
| Add: Rideau St. Lawrence Holdings - Estimated 2022 Equity Adjustment | | | 27,000 |
| Township of Edwardsburgh Cardinal Budget Adjustment | | | 2,233,651 |
| Total Impact on Consolidated 2022 Budget Accumulated Surplus/Deficit | | | 5,686,070 |

Summary:

Under PSAB reporting guidelines, the Township's accumulated surplus would be increased by \$ 5,686,070 because our revenues exceed our expenditures

It is important to note that the 2022 capital budget is being partially funded by \$748,000 in grant monies.



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Administration and Finance

Date: May 9, 2022

Department: Finance

Topic: 2022 Tax Rates

Purpose: To advise Council of the 2022 tax rates and draft a bylaw to impose tax rates for 2022.

Background: On April 25th, 2022, Council passed the 2022 government estimates bylaw which resulted in a 2.81% increase in the residential tax rate.

On March 24, 2022, UCLG passed their 2022 budget and associated tax rates with a 2.39% increase in the residential tax rate.

On January 18, 2022, the Township received a letter from the Minister of Finance that stated that the education property residential tax rate for 2022 will remain unchanged from the previous year as assessments continue to be based on the same valuation date used for 2021 and the business education tax (BET) rate reductions implemented in 2021 will be maintained

Policy Implications: As the final part of the annual budget process, Council approves the tax rates which will be applied to each property's assessment and billed in August as a final tax bill.

Financial Considerations: The total residential tax rate for 2022 is 1.223531, a 2.32% increase over the total 2021 residential tax rate of 1.195769.

Recommendation: That Committee recommends that Council approve the 2022 tax rates and direct staff to draft a bylaw.

Handwritten signature of Melanie Stubbs in cursive script.

Treasurer

Handwritten signature of Don Scott in cursive script.

CAO



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of The Whole – Administration & Finance

Date: May 9, 2022

Department: Building/Administration

Topic: Part 8 OBC Septic Program Transition

Purpose: To enter into an agreement with South Nation Conservation Authority for the delivery of the OBC Part VIII Septic System Program effective September 6, 2022.

Background: Since 1998, the Leeds, Grenville and Lanark District Health Unit has provided services under PART VIII of the Ontario Building Code for 19 of 22 municipalities in Lanark, Leeds and Grenville. These services include: review and approval of applications for septic system permits, installation inspections, file searches, sewage system maintenance inspections, review of subdivision plans and severances. This is a self-funded program.

On February 24, 2022, the Board of Health of the Leeds, Grenville and Lanark District Health Unit announced that, as of October 1, 2022, the Health Unit will no longer provide these services on behalf of 19 municipalities in the Counties of Leeds, Grenville and Lanark. Health Unit staff will continue working with municipalities to support the transition.

Several eastern Leeds and Grenville municipalities along the St. Lawrence River have met to look at transition options which included the ability to complete work in-house, sharing service with adjacent municipalities or having the program operate through the conservation authorities. The consensus was to initiate contact with the conservation authorities to review their willingness and ability to assume the program.

South Nation Conservation has the knowledge and expertise in providing the Part VIII program for several municipalities in the existing watershed area. For our municipality, the transition from the health unit to SNCA should be relatively straight forward as the township is within their existing watershed.

Staff are targeting an early September switchover to ensure a smooth transition. This will allow sufficient time for document transfers and work out logistical matters (public notice, satellite location, contractor meeting) to make the process as reasonably convenient and effective for all parties involved (applicant, SNC and municipality).

Policy Implications: This is a program that SNC currently provides and plans to continue to provide in the future. An agreement would be required to delegate authority to South Nation Conservation for the delivery of the OBC Part VIII Septic System Program. The draft agreement is attached for review.

Financial Considerations: The program is a self-generated revenue model. The 2022 SNC fee structure (see attached) is higher than the current health unit fee structure also attached.

Recommendation: That Committee recommend that Council enter into an agreement with South Nation Conservation Authority for the delivery of the OBC Part VIII Septic System Program effective September 6, 2022.



CAO



SEWAGE SYSTEM MANAGEMENT AGREEMENT

This Agreement dated the _____ day in the month of _____, 2022

BETWEEN:

SOUTH NATION RIVER CONSERVATION AUTHORITY

(a conservation authority under the *Conservation Authorities Act*, R.S.O. 1990 c. C-27)
(the “Conservation Authority”)

-AND-

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

(a municipal corporation under the *Municipal Act, 2001*, S.O. 2001 c. 25)
(the “Municipality”)

RECITALS:

1. Pursuant to the *Building Code Act, 1992*, S.O. 1992 c.23 as amended (the “Act”), a Municipality may enter into agreement with a Conservation Authority having jurisdiction in the Municipality to enforce provisions of the Act and the Building Code, O. Reg. 332/12 (“the Building Code”), related to Sewage Systems.
2. This Agreement is entered into pursuant to the Act, delegating to the Conservation Authority certain responsibilities under the Act and Building Code, as amended from time to time, for Sewage Systems as defined herein.

IN CONSIDERATION of the mutual covenants herein contained, the Parties agree as follows:



ARTICLE ONE

GENERAL

Section 1.01 Application: This Agreement applies to all Properties in the Municipality serviced by Sewage Systems (“the Service Area”).

Section 1.02 Duties: The Conservation Authority shall carry out its duties in accordance with the Act and the Building Code in force from time to time, this Agreement, and any other legislation contemplated hereunder.

ARTICLE TWO

DEFINITIONS

Section 2.01

In this Agreement:

“Act” means the *Building Code Act, 1992*, S.O. 1992, c.23 including amendments thereto.

“Building Code” means regulations made under Section 34 of the Act.

“Conservation Authority” means the South Nation River Conservation Authority.

“Permit” means written permission or written authorization to perform work regulated under the provisions of the Building Code and Act.

“Sewage System” means:

- (a) a chemical toilet, an incinerating toilet, a re-circulating toilet, a self-contained portable toilet and all forms of privy including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system.
- (b) a grey water system,
- (c) a cesspool,
- (d) a leaching bed system, or
- (e) a system that requires or uses a holding tank for the retention of hauled sewage at the site where it is produced before its collection by a hauled sewage system, where these
- (f) have a design capacity of 10, 000 litres per day or less,
- (g) have, in total, a design capacity of 10,000 litres per day or less, where more than



- one of these are located on a lot or parcel of land, and
(h) are located wholly within the boundaries of the lot or parcel of land on which is located the building or buildings they serve.

“Sewage System Inspector” means an employee of South Nation Conservation designated for the purpose of implementing Part 8 of the Building Code.

“The Service Area” means this Agreement applies to all Properties in the Municipality serviced by Sewage Systems.

ARTICLE THREE

SERVICES OF THE CONSERVATION AUTHORITY

Section 3.01 Services: The Conservation Authority shall provide the following services in the Service Area (the “Services”):

- (i) Inspection of Properties, not serviced by municipal sewage services, which are planned to be divided by severance, to ensure that each lot will be suitable for the installation of a Sewage System.
- (ii) Inspection of Properties prior to the issuance of a Permit for the construction, installation, establishment, enlargement, extension or alteration of a Sewage System.
- (iii) Inspection of Sewage Systems of Properties under consideration for connection to municipal sewage services.
- (iv) Issue permits under the Act and the Building Code relating to Sewage Systems (a “Permit”).
- (v) Inspection of Properties to determine the acceptability of applications for minor variances or lot line adjustments, concerning existing and proposed Sewage Systems and review of official plans and zoning by-laws and amendments to ensure compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (vi) Issue permits upon successful inspection (and repeat inspection when necessary) of Sewage Systems for compliance of the Permit and other requirements under the Act or Building Code.



- (vii) Receive and process applications and requests related to activities listed in paragraphs (i) through (vi) of this section.
- (viii) Provide reports and comments on minor variances and severances directly to the appropriate planning authority related to septic systems.
- (ix) Review planning documents including, but not limited to, subdivision proposals, draft official plans, and proposed amendments, to ensure compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (x) Maintain adequate records of all documents and other materials used in performing the duties required under this Agreement.
- (xi) Consult with various groups regarding compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (xii) Respond to inquiries made by any person under the *Municipal Freedom of Information and Protection of Privacy Act* and related Regulations, as amended from time to time, or through other legal channels.
- (xiii) Investigate complaints and malfunctioning Sewage Systems, undertake compliance counseling and preparation of reports for abatement action as it relates to existing and proposed Sewage Systems.
- (xiv) Issue orders under the Act relating to Sewage Systems.
- (xv) Prepare documentation necessary for prosecutions including prosecuting violations relating to Sewage Systems under the Building Code. Perform all duties related to prosecutions relating to Sewage Systems pursuant to the *Provincial Offences Act*, R.S.O. 1990, c.P.33 and the Act.
- (xvi) Provide all forms and clerical services necessary for the administration of this Agreement.
- (xvii) Any other matters related to the administration or enforcement of the Act or Building Code relating to Sewage Systems.
- (xviii) Provide promptly to the Municipality, as may be required from time to time, copies of documents used by the Conservation Authority staff in the performance of their duties under this Agreement.



- (xix) To advise the Municipality of any existing Sewage Systems within the Service Area to allow for possible sewer connection.
- (xx) Maintain an appropriate number of adequately trained staff to carry out the services in a timely fashion.
- (xxi) Attend meetings of Municipal Council and their committees, as requested, to discuss matters relating to any provisions of the Act or Building Code relating to Sewage Systems.

Section 3.02 Performance of Duties: Dialogue is encouraged between the Conservation Authority's Sewage System Inspector and the Senior Administration Officer or Chief Building Official of the Municipality; however, the Conservation Authority shall, acting reasonably, and in accordance with our Code of Conduct (Appendix A) and applicable legislation, have discretion in determining the manner in which to perform the Services.

ARTICLE FOUR

FEES

Section 4.01 Collection of Fees: The Conservation Authority shall collect and retain all fees, as set out in Appendix B, payable by any person for work performed by the Conservation Authority hereunder as compensation for its services provided hereunder and all persons required to pay any such fee shall pay the fee to the Conservation Authority.

Section 4.02 Amendment of Fee Schedule: The Conservation Authority may amend the fees as set out in Appendix B by applying a cost-of-living adjustment each year, subject to the provisions of Section 1.9.1.2, Division C of the Building Code.

ARTICLE FIVE

INSPECTORS

Section 5.01 Qualifications: Sewage System Inspectors shall be qualified in accordance with the provisions of the Building Code and shall be appointed by the Conservation Authority's Board of Directors as per subsections 6.2 (3) and (4) of the Act.



ARTICLE SIX

LIABILITY, INSURANCE, AND INDEMNITY

Section 6.01 Insurance: The Conservation Authority shall at their own expense within ten (10) days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the Municipality with evidence of:

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions by the Conservation Authority relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property and operations; non-owned automobile; broad form property damage, broad form completed operations; owners and contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employer's liability; tenants legal liability, cross liability and severability of interest clause.

Error and Omissions Insurance for a limit of not less than \$2,000,000 per incident on a claims basis. Such coverage shall contain an extended reporting period of twenty-four (24) months or be maintained for a period of two years subsequent to conclusion of service provided under this Agreement.

Environmental Impairment Liability with a limit of not less than \$5,000,000 per incident /annual aggregate. Coverage shall include Third Party Bodily Injury and Property Damage including restoration costs. If such insurance is issued on a claims made basis, coverage shall contain a 24 month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

Automotive Liability Insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000 inclusive for each and every loss.

The Municipality shall be added as Additional Insured to the above noted policies with respect to the operation of the Conservation Authority. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Municipality.

The Policies shown above shall not be cancelled or materially changed unless the Insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of the change or



cancellation. The insurance policies will be in a form and with a company which are, in all respects, acceptable to the Municipality.

The Conservation Authority shall provide confirmation of Workers Safety Insurance Board (WSIB) coverage to the Municipality.

All deductibles related to the operations of the Conservation Authority shall be the sole responsibility of the Conservation Authority and the Municipality shall bear no cost towards such deductibles. The Conservation Authority shall be responsible for insuring their property and the Municipality shall bear no cost towards such insurance. Should the Conservation Authority fail to insure their property, the Municipality will not be liable for such property in the event of a loss.

For the sake of clarity, the Conservation Authority has no responsibility for or liability for any sewage system services provided prior to the effective date of this Agreement. If a claim is commenced against the Conservation Authority relating to sewage system services (including but not limited to the Services set out in section 3.01) that were provided prior to the effective date of this Agreement, the Municipality agrees to defend and indemnify the Conservation Authority from any such claim.

Section 6.02 Liability of the Conservation Authority: The Conservation Authority shall indemnify and save harmless the Municipality, their elected officials, officers, employees and volunteers from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Conservation Authority, their officers, employees, or others who the Conservation Authority is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Municipality in accordance with this agreement and shall survive this agreement. For the sake of clarity, the Conservation Authority has no responsibility for or liability for any sewage system services provided prior to the effective date of this Agreement. If a claim is commenced against the Conservation Authority relating to sewage system services (including but not limited to the Services set out in section 3.01) that were provided prior to the effective date of this Agreement, the Municipality agrees to defend and indemnify the Conservation Authority from any such claim.

Section 6.03 Liability of the Municipality: The Municipality shall indemnify and save harmless the Conservation Authority from and against all claims, demands, losses, costs, damage, actions, suits, or proceedings by whosoever made, brought, or prosecuted in any manner based upon, arising out of, related to, occasioned by, or attributed to the negligence of the Municipality in executing its obligations under this Agreement. For the sake of clarity, the Conservation Authority has no responsibility for or liability for any sewage system services provided prior to



the effective date of this Agreement. If a claim is commenced against the Conservation Authority relating to sewage system services (including but not limited to the Services set out in section 3.01) that were provided prior to the effective date of this Agreement, the Municipality agrees to defend and indemnify the Conservation Authority from any such claim.

ARTICLE SEVEN

TERM AND TERMINATION OF AGREEMENT

Section 7.01 Term: This Agreement shall continue in force commencing the date set out at the top of page 1 for a term of five (5) years.

Section 7.02 Deemed Renewal: This Agreement shall automatically continue following the expiry of the term set out above until it is:

- a) Superseded or replaced by a subsequent Agreement;
- b) Terminated in its entirety by either party by giving one hundred twenty (120) days written notice; or
- c) Terminated in its entirety by mutual agreement of both parties.

Section 7.03 Early Termination: Subject to Section 7.04, this Agreement may not be terminated prior to the end of the term set out in Section 7.01 hereto unless such termination is agreed to in writing by both parties hereto.

Section 7.04 Termination for Default:

- (i) The Municipality may terminate this Agreement at any time prior to the end of the term set out in Section 7.01 if:
 - (a) the Conservation Authority has failed to comply with the Act or the Building Code in fulfilling its obligations under this Agreement; or
 - (b) the Conservation Authority is not carrying out its duties or obligations pursuant to this Agreement; and the Conservation Authority fails to remedy the problem in a manner satisfactory to the Municipality, acting reasonably, within 120 days of being notified by the Municipality in writing of any such problem.
- (ii) The Conservation Authority may terminate this Agreement at any time prior to the end of the term set out in Section 7.01 if:



- (a) the Municipality has failed to comply with the Act or the Building Code in fulfilling its obligations under this Agreement; or
- (b) the Municipality is not carrying out its duties or obligations pursuant to this Agreement; and the Municipality fails to remedy the problem in a manner satisfactory to the Conservation Authority, acting reasonably, within 120 days of being notified by the Conservation Authority in writing of any such problem.

ARTICLE EIGHT

ARBITRATION

8.01 Arbitration: If a dispute arises between the parties relating to any matter in this Agreement, the parties agree to resolve the dispute in strict compliance with the following procedures:

- (i) To meet within a period of fifteen (15) days from the date a notice of dispute is be filed by either party, each party to be in attendance represented by legal counsel, to participate in good faith in negotiating a resolution of the dispute.
- (ii) To negotiate in good faith, personally and through counsel, for a period of thirty (30) days after the meeting.
- (iii) If, within the thirty (30) day period after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, to submit the dispute to arbitration.
- (iv) The parties shall meet and appoint a single arbitrator. If they are unable to agree on a single arbitrator within fifteen (15) days, then upon written notice by any party to the other the matter shall be settled by arbitration in accordance with the *Arbitrations Act*, 1991, of Ontario by delivery of a notice of arbitration to the other party.

ARTICLE NINE

RELATIONSHIP OF THE PARTIES

9.01 It is expressly agreed that this Agreement shall not be construed as a partnership or joint venture between the Conservation Authority or any subcontractor and the Municipality. The Conservation Authority shall have no authority to bind the Municipality for the performance of any contract or otherwise obligate the Municipality.



ARTICLE TEN

MISCELLANEOUS

Section 10.01 Preamble: The preamble hereto shall be deemed to form an integral part hereof.

Section 10.02 Amendments: This Agreement shall not be changed, modified, terminated, or discharged in whole or in part except by instrument in writing signed by the parties hereto, or their respective successors or permitted assigns, or otherwise as provided herein.

Section 10.03 Assignment: This Agreement shall not be assignable by either party hereto without the written consent of the other party being first obtained.

Section 10.04 Force Majeure: Any delay or failure of either party to perform its obligations under this Agreement shall be excused and this Agreement is suspended if, and to the extent, that the delay or failure is caused by an event occurrence beyond the reasonable control of the party and without its fault or negligence, such as, by way of example and not by way of limitation, acts of God, fires, floods, wind storms, riots, labor problems (including lock-outs, strikes and slow-downs) or court injunction or order.

Section 10.05 By-Laws: Any by-laws passed under Section 7 of the Act and all forms, applications, etc. related to Sewage Systems shall be provided to the Municipality by the Conservation Authority upon request at no charge.

Section 10.06 Notices: Any notice, report or other communication required or permitted to be given hereunder shall be in writing unless some other method of giving such notice, report or other communication is expressly accepted by the party to whom it is given by being delivered to an officer of such party during normal working hours or mailed to the following addresses of the parties respectively:

To the Conservation Authority:

South Nation River Conservation Authority
38 Victoria Street, P.O. Box 29
Finch, ON K0C 1K0
Attention: General Manager/Secretary Treasurer

To the Municipality:

Township of Edwardsburgh/Cardinal
18 Centre Street, P.O. Box 129



Spencerville, ON K0E 1X0
Attention: Chief Administrative Officer

Any notice, report or other written communication, if delivered, shall be deemed to have been given or made on the date on which it was delivered to any employee of such party, or if mailed, postage prepaid, shall be deemed to have been given or made on the third business day following the day on which it was mailed (unless at the time of mailing or within forty-eight hours thereof there shall be a strike, interruption or lock-out in the Canadian postal service in which case service shall be by way of delivery only). Either party may at any time give notice in writing to the other party of the change of its address for the purpose of this Section.

Section 9.07 Headings: The section headings hereof have been inserted for the convenience of reference only and shall not be construed to affect the meaning, construction or effect of this Agreement.

Section 9.08 Governing Law: The provisions of this Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario as at the time in effect.

[Signature page follows]



IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year set out below.

SOUTH NATION RIVER CONSERVATION
AUTHORITY

Chair Date:

General Manager/
Secretary Treasurer Date:

CORPORATION OF THE TOWNSHIP OF
EDWARDSBURGH/CARDINAL

Mayor Date:

Clerk Date:



APPENDIX A

SNC CODE OF CONDUCT

Purpose of this Code of Conduct

The Conservation Authority establishes a Code of Conduct per subsection 7.1 (1) of the *Building Code Act*, 1992 as amended for the Sewage System Inspector and the designated inspectors.

- 1) To promote appropriate standards of behavior and enforcement actions by the Sewage System Inspector and designated inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code.
- 2) To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the Sewage System Inspector and designated inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code.
- 3) To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code by the Sewage System Inspector and the designated inspectors.
- 4) Duty to Carry Identification as indicated in section 15.23 of the *Building Code Act* and employment standards
- 5) Inspection of Building Site as indicated in subsection 12 (1) of the *Building Code Act*

Enforcement Guidelines

The Sewage System Inspector and designated inspectors appointed with South Nation Conservation shall comply with this code of conduct. The appointed Sewage System Inspector or the designated inspectors who fails to act in accordance with the provisions of this code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this code shall be made in writing.

Any person who has reason to believe that this code of conduct has been breached may bring the matter to the attention of the Sewage System Inspector. Where the allegation concerns the actions of the Sewage System Inspector, the matter may be brought to the attention of the senior staff person to whom the Sewage System Inspector reports.



The Sewage System Inspector or senior staff person who receives information, in writing, concerning a significant breach of this code shall investigate the matter, and where appropriate shall commence disciplinary action in accordance with the employment standards of the place of work. All communications received by a Sewage System Inspector or senior staff person concerning a breach of this code shall be held in confidence. The Sewage System Inspector or senior staff person shall advise the Board of Directors in writing about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

Disciplinary Action

Disciplinary action arising from violation of the Code is the responsibility of South Nation Conservation and will be based on the severity and frequency of the violation in accordance with employment laws and standards, and relevant collective agreements.

Code of Conduct

In exercising powers and performing duties under the *Building Code Act* and the Building Code, the Sewage System Inspector and designated inspectors shall:

- 1) Exercise powers in accordance with the provisions of the *Building Code Act*, the Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of the Sewage System Inspector and designated inspectors;
- 2) Act to identify and enforce compliance where significant contravention of the Act or regulations are known to exist;
- 3) Apply all relevant building laws, regulations and standards in a consistent and fair manner, where a personal interest may create a conflict;
- 4) Not accept any personal benefit which may create a conflict with their duties; or perform duties where a personal interest may create a conflict;
- 5) Obtain the counsel of persons with expertise where the Sewage System Inspector or designated inspectors does not possess sufficient knowledge to make an informed judgment; and
- 6) Act honestly, reasonably and professionally in the discharge of their duties

Public Notice

This code of conduct shall be brought to the attention of the public in the following manner:

- Posting on Conservation Authority's website, and
- Public viewing by attending at the Conservation Authority's office and requesting a copy.



APPENDIX B

FEE SCHEDULE

SEWAGE SYSTEM INSPECTIONS

Attached

Updated Annually

DRAFT



APPENDIX C

CERTIFICATE OF INSURANCE

Attached

Updated Annually

DRAFT



SCHEDULE E: SEWAGE SYSTEM INSPECTIONS

| Classification of Systems | 2022 |
|---|---------------------|
| Class 2 | |
| Grey water pit only - daily design flow not exceeding 1,000 L/day | \$410 |
| Class 3 | |
| Cesspool - Black water pit only - daily design flow not exceeding 1,000 L/day | \$410 |
| Class 4 and 5 | |
| Class 4 tank and leaching bed and Class 5 holding tank daily design flow <4,000 L/day | |
| Systems requiring annual maintenance | \$890 |
| Other Systems | \$790 |
| Class 4 tank and leaching bed and Class 5 holding tank daily design flow >4,000 L/day and <10,000 L/day | |
| Systems requiring annual maintenance | \$1,285 |
| Other Systems | \$1,170 |
| Treatment Unit Alterations (No changes to disposal field) | |
| Replacement/enlargement/relocation | \$410 |
| Material Alteration | \$805 |
| Repair Pumping/Dosing System or Minor Repair (ie. level header) | \$205 |
| Installation of Filter/Risers | \$205 |
| Additional Inspections and Retroactive Permits | |
| Any additional or repeat inspections | \$205 |
| Applying for a permit after the installation is complete (retroactive permits) | 125% of current fee |



| Permit revisions (Certificate of Change) | |
|---|--------------|
| Change of tertiary treatment unit type | \$205 |
| Pipes and Stone to Chambers (equal area or reduction) | \$410 |
| Chambers to Pipes and Stone (increase) | \$410 |
| Addition of fixtures or living area (no design flow increase) | \$205 |
| Increased design flow and/or elevation changes | \$205 |
| Change in type of system (ie. Conventional to Tertiary) | \$410 |
| Different location on property (site evaluation) | \$205 |
| Miscellaneous / Other / Repeat Inspections | \$205 |
| Permit Renewal and Expiration | |
| Owner renews permit (first six months) | \$205 |
| Owner renews permit (second six months) *Maximum of two renewals will be granted | \$205 |
| Permit Cancellation and Transfers | |
| Administrative Revision | \$115 |
| Owner transfers permit to new owner (no changes) | \$205 |
| Owner cancels application (no inspection done) | 80% |
| Owner cancels application (no permit issued) | 50% |
| Owner cancels application (permit issued) | 33% |
| Owner changes designer or contractor | \$805 |
| Renovations / Changes of use permits (Part 10 & 11 of the Ontario Building Code) | |
| File Search/Review (no letter provided) | \$60 |
| File Search/Review (clearance letter provided) | \$175 |
| Land Control and Lot Creation (Planning Act) | |
| Minor Variances and Zoning By-Laws (site visit required) | \$205 |
| Outside SNC Jurisdiction - Consent Applications (per application) | \$410 |
| Inside SNC Jurisdiction - Consent Applications (per application) | \$490 |
| Subdivision or Condominium Lots (per lot) (Maximum fee of \$5,000.00) | \$250 |
| File Searches | |
| File Searches (images only) | \$75 |
| Images and Legal Report | \$95 |
| Administrative Fees | |
| Additional Copies of Permit Documents (photocopies) | \$25 |
| Photocopies of Other Documents | \$1 per copy |

□ Head Office:
458 Laurier Blvd
Brockville, On
K6V 7A3

Tel: (613) 345-5685
Fax: (613) 345-2879



□ 25 Johnston St.
Smiths Falls, On
K7A 0A4

Tel: (613) 283-2740
Fax: (613) 283-1679

FEE SCHEDULE, BUILDING CODE ACT – PART VIII

EFFECTIVE SINCE: July 1, 2019

| APPLICATION | FEE | HST | TOTAL FEE |
|--|---|-----------|------------------|
| SEWAGE SYSTEM PERMIT - For private sewage systems with flows up to 10,000 litres/day (See Note #1) | \$721.00 | N/A | \$721.00 |
| TERTIARY SEWAGE SYSTEM PERMIT (See Note#2) | \$798.00 | N/A | \$798.00 |
| Permit Renewal/Revision with no inspection | \$62.00 | N/A | \$62.00 |
| Permit Renewal/Revision with site inspection | \$206.00 | N/A | \$206.00 |
| Third Party Certificates | \$62.00 | N/A | \$62.00 |
| SITE INSPECTIONS – Including: Septic Tank Replacement Only, Alterations, Class 2 & 3 Sewage Systems. | \$360.00 | N/A | \$360.00 |
| MAINTENANCE INSPECTIONS – Minor Variances/Zoning By-Laws/Building Renovations/Septic Re-inspections | \$206.00 | N/A | \$206.00 |
| SEVERANCE APPLICATIONS - If an inspection is required | \$443.00 | N/A | \$443.00 |
| <ul style="list-style-type: none"> • Multiple Severances When more than one application is submitted pertaining to a particular land holding, the fee is \$180.00 for each additional application if submitted at the same time | +\$180.00 | N/A | +\$180.00 |
| SUBDIVISION PLAN REVIEW Non Communal Sewage Systems | \$200.00 per lot up to a max. fee of \$5,000.00 | + 13% HST | |
| FILE SEARCHES | \$103.00 | N/A | \$103.00 |

These fees include the cost of legal services, reviews of studies, consultant services, administration, education, and promotion activities.

- **Note #1:** The Ministry of the Environment will be responsible for sewage works where the design capacity is in excess of 10,000 litres/day under the Ontario Water Resources Act.
- **Note #2:** Tertiary Treatment Systems (**Level 4 Treatment**) are Ecoflo, Eljen, Waterloo Biofilter, ATL, EnviroSeptic, Norweco, and Biomicrobics and require Maintenance Agreements upon installation completion.

A 3% Service Fee will be applied to credit card payments.



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration & Finance

Date: May 9, 2022

Department: Administration

Topic: Records Digitization Project

Purpose: To hire Image Advantage Solutions Inc. (Filehold) to digitize Township records for optimal record storage.

Background: Township staff have discovered a multitude of records that were placed upstairs in the Township hall which appears to not been included in the original 2010-2011 record digitization project. Staff have organized the records and determined that the majority are considered permanent in accordance with record retention policies and practices. In order to maintain and preserve these records, they should be scanned and filed within the Township's record management software system, Filehold.

The records include building permits, drawings, reference plans, council resolutions and minutes, water/sewer records, financial records, planning applications, and public works records. Many of the records are unique paper sizes, paper types etc. that require specialized scanning and digitization equipment, which the Township does not have in office.

By digitizing the records, it will create efficiencies by:

- Improve ease of record access for employees that are not located in the main office;
- Optimize use of limited storage space within the facility;
- Improve efficiencies by reducing the time spent searching paper files, due to keyword search functionality, to increase speed and search results;
- Increase security and control over sensitive information – records management system allows the administrator to restrict access to specific records;
- Identify retention period for more organized storage and assist staff when searching for Freedom of Information requests.

Due to the magnitude of documents to be digitized, staff contacted Image Advantage for a quote. Image Advantage has been working with the Township since 2010 as administrator of the Filehold records management system and has performed large digitization projects in the past. Since implementation of the Filehold records management system, Image Advantage has provided ongoing maintenance and

updates to Filehold, provided training to employees, and general technical support for the system.

Policy Implications: The procurement policy states, where possible, expenditures with a value over \$20,000 and below \$50,000 require three written quotations. Pursuant to section 14 of the Township's procurement policy, purchases may be made from a single source without quotation where the compatibility of a purchase with existing equipment and/or facilitates is of paramount consideration and that purchase must be made from a single source.

Given Image Advantage's ongoing services with the Township and their unique familiarization and expertise in both digitizing and filing the records within the Filehold records management system, sole sourcing this project would be in the best interest of the Township.

Financial Considerations: Since staff were unaware of the records, this is an unbudgeted item, however money could be allocated from the MMAH Modernization fund to cover the costs of scanning, digitizing and filing the records. Image Advantage provided a quote of \$30,371.35 plus non-rebated HST. The uncommitted balance in the Modernization fund is \$20,664.95. There is \$19,329.98 previously committed to a Township App project that could be reallocated to assist in covering the cost of the record digitization project. Due to the quantity of records requiring digitization/filing, familiarization with the system and the ongoing relationship with the Township, Image Advantage was able to provide reduced rates based on the type of document.

Staff reviewed costs associated with similar record digitization projects in the area to confirm that the Township has received a fair and comparable quote.

Recommendation: That Committee recommend that Council:

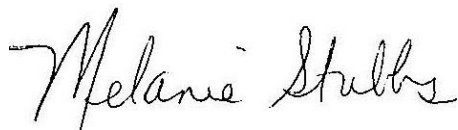
1. Sole source the records digitization project with Image Advantage Solutions Inc.
2. Authorize reallocating the \$19,329.98 from the Township App project toward the record digitization project and cover the project cost of \$30,371.35 plus non-rebated HST from the MMAH Modernization reserve fund.



Clerk



CAO



Treasurer



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration & Finance

Date: May 9, 2022

Department: Administration

Topic: Municipal Highway Closures

Purpose: To introduce policies and procedures to govern the closure and sale of municipal highways.

Background: Recently, the Township has received a request surrounding the closure of an open and common public highway. Currently, the Township does not have a formal procedure for dealing with requests of this nature. Staff received legal guidance and the direction was to establish a formalized procedure that governs the closure and sale of municipal highways before proceeding with the request.

The process provides engagement to stakeholders who may be impacted by the decision; an opportunity to become aware of the process and submit comments.

The attached policy would have the ability to encompass both open and unopened road closure requests. Unopened road closure requests could still be processed through Bylaw 2015-52.

Policy Implications: Bylaw 2015-52 a policy on the use of unopened road allowances does have a clause that generally deals with requests for stopping up, closing and conveying unopened road allowances. The proposed policy provides more detailed procedures and clarity for dealing with more publicly impactful closure requests.

Financial Considerations: The draft policy proposes to introduce a \$500.00 application processing fee and all associated costs related to the process are covered by the applicant.

Recommendation: That Committee recommend that Council adopt the attached policies and procedures to govern the closure and sale of municipal highways.

Dad Slat

CAO

Policies and Procedures Governing the Closure and Sale of Municipal Highways

Definitions

1. In this policy,

"Applicant" means the person or collectively the people applying for the stopping up, closure, and/or sale of Municipality Highways, but shall not include the Municipality.

"Application" means the application for closure and sale of a Highway.

"Clerk" means the Clerk of the Municipality.

"Council" means Council for the Municipality.

"Highway" includes the following over which the Municipality owns and has jurisdiction:

- (a) a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway, and except as otherwise provided, includes a portion of a highway;
- (b) a road allowance laid out in the original Crown surveyors that are located in the Municipality;
- (c) road allowances, highways, streets, lanes, walks, and promenades shown on a registered plan of subdivision;
- (d) all highways transferred to the Municipality under the Public Transportation and Highway Improvement Act;
- (e) all highways established by by-law of the Municipality on or after January 1, 2003; and
- (f) all highways that existed on December 31, 2002.

"Municipality" means the Corporation of the Township of Edwardsburgh/Cardinal.

"Notice of Closing" means the notice of closing of a Highway as attached to this policy or as may be amended from time to time.

General Policies

2. The following general policies apply to the closure and sale of Municipality Highways:

- (a) Council will generally entertain written applications requesting the stopping up, closure, and/or sale of Highways;
- (b) Council may approve, approve with conditions or not approve, at its sole discretion, an Application requesting the stopping up, closure, and sale of Highways;
- (c) Factors against the stopping up, closure, and sale of Highways include, without limitation:
 - (i) Conflict with existing, proposed, or planned public infrastructure;

- (ii) Conflict with existing or proposed public use of the Highway lands;
 - (iii) The Highway is required for public access to surface water;
 - (iv) Conflict with legislation;
 - (v) Potential negative impact on natural heritage features;
 - (vi) The Highway closure may result in a person having no motor vehicle access to and from a person's land over any Highway, and the person has not agreed, in writing, to this loss of access;
- (d) Factors in favour of the stopping up, closure, and sale of Highways include, without limitation:
- (i) The Highway is deemed to be not required for current or future use by the Municipality;
 - (ii) The Highway is not required for public access to water;
 - (iii) The stopping up, closure, and sale of a Municipality Highway supports development, and without limitation, closures that create full buildable lots will be given preference over splitting of a highway amongst abutting property owners;
- (e) When the stopping up, closure and/or sale of a Municipality Highway is initiated by an Applicant, the Municipality shall not be responsible for any costs arising from the stopping up, closure and/or sale. All costs pertaining to the processing of the Application are to be borne by the Applicant, such costs to include, without limitation, administrative costs, legal and other consulting costs, disbursement costs, advertising costs, survey costs, court costs, land purchase costs, and taxes. These costs remain the responsibility of the Applicant whether or not Council decides to stop up, close, and/or sell the Highway.
- (f) An application to close a Highway may be deemed by the Municipality to be expired if it has been inactive for a period of one (1) year.
- (g) Council may initiate and conclude, if desired, the process of stopping up, closure, and/or sale of a Highway.
- (h) Council will determine whether an application to close and convey a Highway will proceed by way of by-law or when the Highway is shown on a registered plan, by way of by-law or by way of an order from the Superior Court of Justice.
- (i) On the sale of a Highway that has been stopped up and closed:
- if the resulting parcel is non-buildable, the Municipality favours its sale to abutting property owners, and when practicable, the merger of the stopped up and closed portion of the Highway with the abutting parcel.
 - if the resulting parcel is buildable, the Municipality favours its sale as a discrete buildable parcel.
- (k) Council approval for the stopping up, closure and/or sale of a Highway does not imply a promise, warranty, guarantee or support for future development or redevelopment

applications that may be submitted for lands including the stopped up, closed, and sold Highway.

Submission Requirements:

3. Prior to submission of an Application, the Applicant must pre-consult with the Municipality to canvass possible issues which may arise and to gain an understanding of the time and costs involved. For this discussion, a comprehensive sketch should be provided by the Applicant.
4. The Applicant shall submit the following information as part of the Application process:
 - (a) a signed Application;
 - (b) an up-to-date copy of the Parcel Register and copies of the Transfers/Deeds of Land abutting the parts of the Highway showing the names and interests of the current owners, and where deemed advisable by the Municipality, a sub-search of title for the Highway and/or abutting landowners.
 - (c) a sketch indicating with reasonable accuracy the highway to be stopped up and closed including an identification of adjacent lands and the location of buildings on the lands;
 - (d) an Application processing fee of \$500.00.

Processing Procedure:

5. When the Municipality receives a completed Application, including the processing fee, staff will circulate the Application within the Municipality for comment to determine, among other things, whether the Highway is surplus land, whether there are services or utilities located within the lands or which will be affected by the closure and sale of the Highway and whether there are any objections or concerns relating to the closure and sale.
6. Municipal staff will send letters to citizens and tenants who may be affected by the closure of the Highway and invite expressions from them of their potential concerns to be received by the Municipality within sixty (60) days.
7. Municipal staff shall send letter to any or some of Ontario Power Generation, Hydro One Networks Inc., Bell Canada, Union Gas, and any other utilities as applicable, the United Counties of Leeds and Grenville, the Ministry of Transportation, the Ministry of Natural Resources, the South Nation River Conservation Authority, the Government of Canada (a municipality permanently closing a highway requires the consent of the Government of Canada if the highway abuts on land, including land covered by water, owned by the Crown in right of Canada or leads to or abuts a bridge, wharf, dock, quay or other work owned by the Crown in right of Canada) as appropriate and invite their comments or objections to the proposed Application to the stopping up, closure and sale of the Highway.
8. At the expiry of sixty (60) days, staff shall prepare a report outlining the merits of the Application.

9. Staff will prepare a Notice of Hearing and establish a public hearing date. The Notice of Hearing will be published for three (3) consecutive weeks in two (2) local newspapers and a sign shall be posted at a reasonable number of locations at the Highway. Staff shall mail by regular mail a copy of the Notice of Hearing to all persons who submitted comments in response to the letters required by section 6 and 7 of this policy.
10. The proposed closure and/or sale shall be discussed at a public meeting as advertised. Representations may be made to Council regarding the closure and sale by the Applicant and any person who claims that he or she will be adversely affected by the proposed by-law. Council will consider all representations prior to passing a by-law to stop up, close and/or sell all or part of the Highway on whatever terms or conditions it deems desirable, including any third party consents that may be required.
11. In the event that affected landowners require compensation for lands adversely affected by the Application, Council shall consider whether the affected landowners should be compensated and how staff is to determine the appropriate quantum of compensation.
12. Following the public hearing, Council may:
 - (i) dismiss the application;
 - (ii) grant the application with or without conditions;
 - (iii) adjourn the hearing in the event that further information is required for Council to make a decision.
13. If the Application is approved, Council shall direct staff to obtain an updated survey showing the Highway or the portions of the Highway to be stopped up, closed and/or sold. The Municipality will have the Ontario Land Surveyor deposit the Reference Plan. The Applicant shall deposit a sum with the Municipality sufficient to cover some or all of the survey costs as Council's direction.
14. Once the Ontario Land Surveyor has deposited the Reference Plan and all conditions have been satisfied, council shall pass permanently closing the Highway and shall direct staff to register a certified copy at the Land Registry Office.
15. The Clerk will prepare a Certificate of Compliance verifying the procedures taken.

Costs:

16. Without limiting the general policies on costs as set out above, all costs shall be borne by the Applicant, including but not limited to the following:
 - (a) All costs of Municipality staff and Council in processing the Application;
 - (b) All legal, engineering, planning, and survey costs;
 - (c) the costs of surveying the parcel to be closed;
 - (d) preparation and deposit of the Reference Plan;
 - (e) the cost of an appraisal;

- (f) advertising costs and other costs incurred in giving notice;
 - (g) disbursements such as sub-searches at the Land Registry Office, registered mailings or courier, photocopies, registration fees, Land Transfer Taxes, land purchase price including applicable taxes; and
 - (h) costs related to retaining various easements for utilities.
 - (i) any costs associated with compensating affected landowners, if applicable.
17. All outstanding costs remaining must be paid within thirty (30) days of being invoiced. If there is an unspent balance from the deposit, it will be returned to the Applicant.



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of The Whole- Administration and Finance

Date: May 16, 2022

Department: Operations

Topic: Spencerville and Johnstown Drainage Tender Award

Purpose: To award the contracts to the successful bidder of the Spencerville and Johnstown Drainage tenders.

Background: Tender EC-PW-22-04 was issued on March 25, 2022. Six (6) bids were received by the closing date of 4:00pm of Tuesday April 12, 2022. The Total 2022 budget for drainage and road work was \$1,196,109.00.

Tenders were opened after closing and the results for tenders are listed below:

Spencerville:

| | Bidders | Subtotal | Non-Rebated HST | Total |
|---|------------------------------------|-----------------|------------------------|-----------------|
| 1 | In-Depth Contracting | \$ 1,485,815.00 | \$ 26,150.34 | \$ 1,511,965.34 |
| 2 | Core Civil Construction | \$ 1,623,000.00 | \$ 28,564.80 | \$ 1,651,564.80 |
| 3 | Tomlinson | \$ 1,689,459.90 | \$ 29,734.49 | \$ 1,719,194.39 |
| 4 | Cornwall Gravel Inc. | \$ 1,590,983.00 | \$ 28,001.30 | \$ 1,618,984.30 |
| 5 | Clarence MacDonald Excavating Ltd. | \$ 1,371,089.25 | \$ 24,131.17 | \$ 1,395,220.42 |
| 6 | Coco Paving Inc. | \$ 1,273,075.00 | \$ 22,406.12 | \$ 1,295,481.82 |

Tender EC-PW-22-05 was issued on April 4, 2022. Four (4) bids were received by the closing date of 4:00pm of Tuesday April 19, 2022. The Total 2022 budget for drainage and road work was \$1,445,642.00.

Tenders were opened after closing and the results for tenders are listed below:

Johnstown:

| | Bidders | Subtotal | Non-Rebated HST | Total |
|---|--------------------------|-----------------|------------------------|-----------------|
| 1 | In-Depth Contracting (A) | \$ 1,074,447.50 | \$ 18,810.28 | \$ 1,093,357.78 |
| | (B) | \$ 1,021,082.50 | \$ 17,971.05 | \$ 1,039,053.55 |
| 2 | Cornwall Gravel Inc. (A) | \$ 1,020,490.00 | \$ 17,960.62 | \$ 1,038,450.62 |
| | (B) | \$ 976,831.00 | \$ 17,192.23 | \$ 994,023.23 |
| 3 | Coco Paving Inc. (A) | \$ 980,235.00 | \$ 17,252.14 | \$ 997,487.14 |
| | (B) | \$ 905,973.00 | \$ 15,939.84 | \$ 921,912.84 |
| 4 | Clarence MacDonald. (A) | \$ 986,570.00 | \$ 17,363.63 | \$ 1,003,933.63 |
| | Ltd. (B) | \$ 953,150.00 | \$ 16,775.44 | \$ 969,925.64 |

(A) Mary Street (B) Sophia Street

Policy Implications: By-law 2015-57 establishes policies with respect to the procurement of goods and services. It states that all expenditures shall be within the current approved budget or within approved estimates; other wise prior approval of Council is required. In addition, expenditures above \$50,000 require approval of Council.

Financial Considerations: The low bid in both tenders was provided by Coco Paving Inc. In the 2022 Capital funding analysis, the budget for Spencerville was \$1,196,109.00 and \$ 1,445,642.00 for Johnstown drainage/roads projects which included contingencies. The total budget estimate for both projects is \$2,641,751.00. The low tendered prices meet the required specifications as set out in the tender documents; however, both exceed the budget. See attached recommendation letters from Greer Galloway.

| Project | 2022 Budget | Low Tender Bid | 10% Contingency | 5% Contract Administration | Amount Exceeding Budget |
|---|----------------|----------------|-----------------|----------------------------|-------------------------|
| Spencerville | \$1,196,109.00 | \$1,295,481.82 | \$129,648.18 | \$64,824.00 | \$293,845.00 |
| Option A- Johnstown- Full Scope (Mary & Sophia) | \$1,445,642.00 | \$1,919,399.98 | \$191,939.99 | \$95,970.00 | \$761,667.97 |
| Option B- Johnstown- Reduced Scope (Mary Street Only) | \$874,397.16 | \$997,487.14 | \$99,748.71 | \$49,874.36 | \$272,683.05 |

Alternative Recommendation: Consideration could be given to awarding the full scope of work in Johnstown and Spencerville. The total of both fully scoped projects would be \$3,697,263.97. This is \$1,055,512.97 over budget.

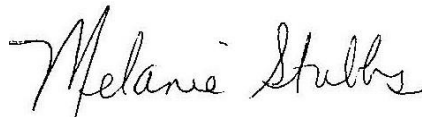
Recommendation: That Committee recommends that Council: 1. Award the Spencerville tender bid to Coco Paving Inc. for a total of \$1,295,481.82 + 10% contingency and; Award Coco Paving Inc. a reduced scope tender bid for Johnstown to include Option B, Mary St. only for \$997,487.14 + 10% contingency. Total of both Projects: \$2,522,365.35 including non-rebated HST. 2. Award the contract administration to Greer Galloway to an upset limit of \$114,698.00



Director of Operations



CAO



Treasurer



G R E E R
G A L L O W A Y
C O N S U L T I N G
E N G I N E E R S

**Township of Edwardsburgh Cardinal
18 Centre St, Spencerville, ON K0E 1X0
PH (613) 658-3001 x5**

**Attention: Gord Shaw, Director of Operations
Date: April 19, 2022**

**Re: Tender for Spencerville Drainage
Tender No. EC-PW-22-04.**

Dear Sir:

The Tender for the Spencerville Drainage closed on Tuesday April 12, 2022. The three (3) lowest Tender bids have been reviewed by Greer Galloway and the following is offered.

Indepth Contracting, Coco Paving, and Clarence Macdonald had the three lowest bids for this Tender. The Lowest bid provided was from Coco Paving at \$1,273,075.00.

The Three (3) Bidder results are summarized below lowest bid to highest.

| Company | Tender Amount Pre HST | HST Included Amount | Comments |
|---------------------|--------------------------|------------------------|--|
| Coco Paving | \$1,273,075.00 | \$1,438,574.75 | Bid Bonds and Agreement to Bond are in order, Addendums #'s 1&2 have been submitted with Bid Documents. Mathematical Calculations are correct |
| Clarence Macdonald | \$1,371,089.25 | \$1,549,330.85 | Bid Bonds and Agreement to Bond are in order, Addendums #'s 1&2 have been submitted with Bid Documents. Mathematical Calculations are correct. |
| Indepth Contracting | \$1,485,815.00 | \$1,678,970.95 | Bid Bonds and Agreement to Bond are in order, Addendums #'s 1&2 have been |

640 Catarauqui Woods Drive
Unit 2A
Kingston, Ontario
K7P 2Y5

Telephone
(613) 536 - 5420

Facsimile
(613) 548 - 3793

E-mail
Kingston@greergalloway.com





| | | | |
|--|--|--|--|
| | | | submitted with Bid Documents. Mathematical Calculations are correct. |
|--|--|--|--|

Coco Paving has submitted all the required documents at the time of Tender closing which includes a Bid Bond and agreement to Bond documentation. Coco Paving has the Lowest Bid at \$1,273,075.00.

It is our recommendation that the Tender be awarded to the lowest eligible bidder, Coco Paving.

If you have any further questions or concerns regarding this recommendation, please do not hesitate to contact the undersigned.

April 19, 2022

Yours truly,

Garret Hoegi, E.I.T.
Junior Designer
ghoegi@greergalloway.com
GREER GALLOWAY
CONSULTING ENGINEERS

Kevin Hawley P.Eng
Branch Manager
khawley@greergalloway.com
GREER GALLOWAY
CONSULTING ENGINEERS



G R E E R
G A L L O W A Y
C O N S U L T I N G
E N G I N E E R S

Township of Edwardsburgh Cardinal
18 Centre St, Spencerville, ON K0E 1X0
PH (613) 658-3001 x5

Attention: Gord Shaw, Director of Operations
Date: May 3, 2022

Re: Tender for Johnstown Drainage
Tender No. EC-PW-22-05.

Dear Sir:

The Tender for the Johnstown Drainage closed on Tuesday April 19, 2022. The three (3) lowest Tender bids have been reviewed by Greer Galloway and the following is offered.

Indepth Contracting, Coco Paving, and Clarence Macdonald where the three bids for this Tender. The Lowest bid provided was from Coco Paving at \$1,886,208.00.

The Three (3) Bidder results are summarized below lowest bid to highest.

| Company | Tender Amount Pre HST | HST Included Amount | Comments |
|---------------------|--------------------------|------------------------|--|
| Coco Paving | \$1,886,208.00 | \$2,131,415.04 | Bid Bonds and Agreement to Bond are in order, Addendums #'s 1-3 have been submitted with Bid Documents. Mathematical Calculations are correct |
| Clarence Macdonald | \$1,939,728.00 | \$2,191,883.00 | Bid Bonds and Agreement to Bond are in order, Addendums #'s 1-3 have been submitted with Bid Documents. Mathematical Calculations are correct. |
| Indepth Contracting | \$2,098,560.00 | \$2,371,372.80 | Bid Bonds and Agreement to Bond are in order, Addendums #'s 1-3 have been submitted with Bid Documents. |

640 Catarauqui Woods Drive

Unit 2A

Kingston, Ontario

K7P 2Y5

Telephone

(613) 536 - 5420

Facsimile

(613) 548 - 3793

E-mail

Kingston@greergalloway.com



| | | | |
|--|--|--|--|
| | | | Mathematical Calculations are correct. |
|--|--|--|--|

Coco Paving has submitted all the required documents at the time of Tender closing which includes a Bid Bond and agreement to Bond documentation. Coco Paving has the Lowest Bid at \$1,886,208.00 (no HST).

It should be noted that the bidding was competitive based on the minimal price differential between highest and lowest received tenders.

The pricing was above the original estimate, this can be attributed to a general increase of item prices by approximately 30%. It appears prices across the industry have increased because of a number of factors including supply chains, labor shortages and covid. Greer Galloway does not foresee prices decreasing in the near future.

It is our recommendation that the Tender be awarded to the lowest eligible bidder, Coco Paving.

If you have any further questions or concerns regarding this recommendation, please do not hesitate to contact the undersigned.

Yours truly,

Kevin Hawley P.Eng
Branch Manager
khawley@greergalloway.com
GREER GALLOWAY
CONSULTING ENGINEERS