



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

**Monday, July 11, 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**
- 6. Discussion Items**
  - a. Youth Citizen of the Year
  - b. Bill Thake Economic Development Leadership Award
  - c. International Plowing Match Participation
- 7. Action/Information Items**
  - a. Councillor Cameron Motion - Cardinal Dog Park
  - b. Mayor Sayeau Motion - Tri-Council Meeting - Recreation & Tourism Assets - New Website
  - c. 2nd Quarter Building Report
  - d. 2nd Quarter Bylaw Report
  - e. 2nd Quarter Treasury and Reserve Fund Report
  - f. 2nd Quarter Budget Variance Report
  - g. 2nd Quarter Council Remuneration Report
  - h. Reserve Fund Investing Options
  - i. Procedural Bylaw - Inaugural Meeting Update & Electronic Participation
  - j. Borrowing Bylaw
  - k. Cormorant Control Activities

- l. GGI Water Agreement
  - m. Request - New Street Lights in Township - Charlotte St.

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

**9. Mayor's Report**

**10. Question Period**

**11. Closed Session**

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Personnel Policy Grid, Public Works, Building, Bylaw, Johnstown Motel and Minutes of Closed Session dated May 9, 2022
- b. Section 239(2)(e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Specifically: Insurance Claim

**12. Report Out of Closed Session**

**13. Adjournment**

**MINUTES**  
**COMBINED COMMITTEE OF THE WHOLE**  
**ADMINISTRATION & FINANCE, PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES**

**Monday, June 20, 2022, 6:30 PM**  
**Council Chambers and by Zoom**  
**18 Centre Street, Spencerville ON**  
**Contact the Township Office to Register**  
**(613)658-3055**

**PRESENT:** Deputy Mayor Deschamps  
Councillor Cameron  
Councillor Dillabough  
Councillor Hunter  
Mark Packwood, Advisory Member  
John Bush, Advisory Member

**REGRETS:** Mayor Sayeau

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

**1. Call to Order – Chair, Councillor Cameron**

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

**2. Approval of Agenda**

**Moved by:** J. Hunter

**Seconded by:** M. Packwood

That the agenda be approved as presented.

Carried

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

None.

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

None.

**5. Delegations and Presentations**

None.

**6. Discussion Items**

None.

**7. Action/Information Items**

**a. Update to Planning Fees Bylaw**

Committee reviewed the report and inquired if the proposed fee increases correspond with neighbouring municipal planning fees. It was noted that the increases aim to ensure all costs of processing the application are covered.

Members discussed increasing the telecommunication tower land use review fees, however, it was noted that the proposed \$500.00 fee is a standard administration fee. It was noted that any fees paid by the applicant that are not used in the process are refunded to the applicant.

Committee briefly discussed the implementation and purpose of a development agreement fee, noting the intent of the Township is to promote development. It was noted that development agreements are a tool used to ensure all additional conditions imposed, for example, following a severance that requires additional studies or restrictions, are registered on the title of the property for future public reference.

Members noted upcoming changes to SNC requirements for an ecological land assessment.

**Moved by:** T. Deschamps

**Seconded by:** M. Packwood

That Committee recommends to Council that a new Tariff of Planning Fees Bylaw be adopted as attached.

Carried

**b. Expansion of OMERS Pension to Part Time Employees**

Committee reviewed the report and sought clarification on the aspects of short-term pension contributions, particularly what happens following the termination of the summer student employment. It was noted that additional details of the OMERS contribution expansion will be provided by the Treasurer in a subsequent report.

**c. Revised 2022 Budget Estimates**



Committee reviewed the report and inquired if the adjustments reflected the full scope of the Spencerville/Johnstown drainage projects. It was noted that the adjusted budget reflected the full scope of both drainage projects, with a proposal that the remaining required funds be obtained through an application for an Infrastructure Ontario construction loan.

Members clarified that the proposed adjustments to the 2022 budget estimates did not result in an increase in the tax rate.

**Moved by:** J. Hunter

**Seconded by:** S. Dillabough

That Committee recommends Council approve the revised 2022 budget estimates and directs staff to draft an amendment to the Government Estimates Bylaw 2022-22.

Carried

d. Updated 2022 PSAB Addendum

Committee reviewed the report and confirmed that the contract administration fee was included in the total adjusted cost.

**Moved by:** T. Deschamps

**Seconded by:** J. Bush

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

Carried

e. Integrity Commissioner Bylaw Update

Committee reviewed the report and clarified that the reporting and public disclosure process following an Integrity Commissioner investigation was included in the code of conduct for Council and Committee members bylaw.

**Moved by:** T. Deschamps

**Seconded by:** M. Packwood

That Committee recommends that Council repeal and replace the current Integrity Commissioner bylaw 2015-33 with the updated bylaw as attached.

Carried

f. Disconnect from Work Policy

Committee reviewed the report and sought clarification on the implications of the policy for elected officials. It was noted that the intent is to promote better work/home balance for employees and institute that there is no obligation to respond outside of scheduled work hours. Members noted concerns with the limited timeline from the agenda being available to Council and having time to review the package, highlighting a limited window to seek clarification prior to the Monday meetings.

Committee discussed reasonable expectations and the exemption of emergency situations. There was a general discussion on the slow progression of Canada to implement the disconnect from work policy, highlighting that many countries even enforce their policies with penalties.

**Moved by:** J. Hunter

**Seconded by:** S. Dillabough

That Committee recommends that Council adopt the Disconnect from Work Policy as attached.

Carried

g. 2022 Summer Programs Update

Committee reviewed the report and inquired about the rate of retention of lifeguards following the training provided by the Township in the 2021 season. It was noted that all but 2 individuals returned to work for the Township, noting that the 2 individuals who chose not to return pursued alternate fields of employment.

Members inquired about public uptake on the pickleball court times in the Spencerville arena. It was noted that on average 10-15 people participate each week. Committee members suggested additional advertising be pursued to better publicize the court times.

Donations for free swimming lessons from Ingredion Inc. and Greenfield Global Inc. were noted to have been received.

Members commended the recreation department staff on managing the interest in the summer programming, noting that 250 kids registered for the Township summer camps.

Committee suggested that a sign-in sheet be used to collect user information and obtain general feedback on the pickleball program. Members inquired about the target number of pickleball players per week to deem the program viable and possible contributors to the slow uptake of the program. It was noted that North Grenville recently started offering pickleball on the same nights and highlighted that a turn-out of 18-25 people per night on average would substantiate the provision of the courts.

h. Trans Northern Pipeline Maintenance Notice

Committee reviewed the report and inquired about the proposed date of the dig, highlighting the nature of an integrity dig. Due to added liability, it was noted that the restricted access in those areas would likely extend to ATVs and snowmobiles.

i. Frederick St. Rail Crossing Road Closure

Committee received and reviewed the report.

j. South Cell Lagoon Valve Bypass Event

Committee received and reviewed the report, commending the environmental services department on the quick handling of the situation.

k. Cardinal Sewer Force Main Break

Committee reviewed the report and clarified that an ORO was the overall responsible operator. Members inquired about the age of the pipe, suggesting the possibility of a faulty pipe causing the break. It was noted that the pipe was a DR26 high pressured pipe that should be able to withstand the pressures.

l. HFI Pyrotechnics Inc. - Hands Road Safety Concerns

Committee reviewed the report and noted reduced speed signs posted along Hands Rd. It was noted that HFI Pyrotechnics had posted 15km/hr signs based on the speed allowances throughout their facility.

Members discussed HFI employee driving habits, the process of installing new stop signs and impaired visibility due to overgrown brush west of the facility exit.

**Moved by:** S. Dillabough

**Seconded by:** J. Hunter

That Committee recommends that Council accept Option 1, direct staff to reduce the speed limit to 40kms/hr and install required signage, speedbumps and painting crosswalk as well as clear road side brush on the southeast/west side of the facility at a cost of approximately \$1400.00 + HST and the Township cover 100% of the costs.

Members sought clarification on required signage and the party responsible for the road side brush clean up. It was noted that the Township would undertake any road side brush cutting required on Township property. Clarification was provided on the required signage noted in option 1, highlighting that the signage outlined in option 1 did not include stop signs.

Committee discussed onus of costs and the 3-season limitation of the proposed speedbump measures. It was noted that past practice has not been to charge the business owner for Township safety signage.

Members suggested the intent of the original motion was to combine options 1 and 2 at 100% cost to the Township.

The original motion was withdrawn by the mover.

There was a brief discussion to clarify the parameters of the proposed motion.

**Moved by:** S. Dillabough

**Seconded by:** J. Hunter

That Committee recommends that Council accept Option 1, direct staff to reduce the speed limit on Hands Road to 40 kms/hr and install signage, install pedestrian crossing signs, create a pedestrian crossing by delineating an area with painted hash marks on the road surface, installing speed bumps and clear road side brush on the southeast/west side of the Township Road allowance near the facility at a cost of approximately \$1400.00 + HST with the Township covering 100% of the costs.

Carried

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

Councillor Hunter noted a low-hanging tree branch over the northbound lane on Glen Smail Rd. and inquired about progress to roadside mowing. It was noted that the roadside mowing had begun.

Members inquired about the Mayors absence.

The CAO announced a late submission request for the temporary closure of Goodin Rd. for the annual soapbox races to be held by the Optimists Club on Saturday June 25 from 9:00 am - 12:30 pm. Members noted past requests of this nature and inquired if the same process would be followed as it was in prior years. It was noted that the intent was to run it similar to it was in the past, highlighting that residents on Goodin Road had already been notified by the event organizers.

**Moved by:** T. Deschamps

**Seconded by:** S. Dillabough

That Committee approve the temporary closure of Goodin Road, from Cleary Rd. to County Road 44, on Saturday June 25 from 8:30 am - 1:00 pm for the Optimist Club annual soapbox derby.

Carried

**9. Mayor's Report**

None.

**10. Question Period**

None.

**11. Closed Session**

Advisory members were excused from the closed session based on the sensitive nature of the topic.

**Moved by:** J. Hunter

**Seconded by:** T. Deschamps

That Committee proceeds into closed session at 8:45 pm in order to address a matter pertaining to:

- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Library Board Appointment.

Carried

- a. Section 239 (2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Library Board Appointment

**Moved by:** J. Hunter

**Seconded by:** T. Deschamps

THAT the closed meeting of Committee does now adjourn and the open meeting does now resume at 9:00 p.m.

Carried

**12. Report Out of Closed Session**

Committee met in closed session to discuss personal matters about an identifiable individual, including municipal or local board employees, specifically: Library Board Appointment.

**13. Adjournment**

**Moved by:** T. Deschamps

**Seconded by:** J. Hunter

That Committee does now adjourn at 9:02 pm.

Carried

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Chair

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Deputy Clerk

**To:** Mayor, Deputy Mayor and Council Members, Edwardsburg-Cardinal Township  
**From:** Abby McIntyre, Spencerville resident  
**Date:** June 8, 2022  
**Re:** Proposal: Recognition program proposal - Junior Citizens of the Year

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**RECEIVED**

**JUN - 8 2022**

**TOWNSHIP OF  
EDWARDSBURGH/CARDINAL**

Dear Mayor, Deputy Mayor and Council Members,

In 2020 and 2021, I had the pleasure of seeing the positive impact of nominating two well-deserving local residents, who later went on to be recognized as Citizen of the Year.

The Township's long-standing recognition program builds pride in our community and amongst our residents. Businesses and organizations have prospered because of the increased marketing through this program's promotion and media coverage of recipients (traditional and social). It is an uplifting effort, and we need more of this in our community!

I would ask that Council and staff also consider the benefits of extending this program to children/youth.

I propose two new categories be considered for the 2022 awards,

1. Elementary school aged children (ages 6 to 11 years)
2. Secondary school aged youths (ages 12 to 17 years)

To align with the merits of the current award program, I suggest these new awards be based on community service (special accomplishments, volunteer work). To ensure transparency and fairness in the review process, a scorecard for nominees would need to be drafted in advance. I suspect this could be adapted from the current review process for the Citizen of the Year award program.

Unique to this program, I would like to see video or audio/photo submissions as part of the nomination process. I encourage all nominees to be recognized through a specially-branded social media campaign (because truthfully, all nominees are winners!). This strengthens the intention of recognizing children and youth who go above and beyond in our community, while also promoting our community as a whole.

Not only would our young recipients have bragging rights and a strengthened sense of community pride, but youth could add this award to their resumes and post-secondary school applications.

The COVID-19 pandemic has placed unprecedented pressures on our young people. They have been forced to adapt, over and over, and many have shown incredible resiliency. By creating a recognition program dedicated to youth, we illustrate to our kids that they are seen and valued members of our community.

I would be pleased to lend a hand to further develop and implement this initiative. If you have any questions, I would be happy to present to Council or discuss with your staff. Otherwise, you may respond to me via phone at 613-341-1202 or email at [amcintyre.1202@gmail.com](mailto:amcintyre.1202@gmail.com).

Thank you for your time and consideration,

Abby

Abby McIntyre

2218 County Road 21, Spencerville ON K0E1X0



## International Plowing Match and Rural Expo Early Exhibitor Booking Deadline Extended to July 8th

KEMPTVILLE -The International Plowing Match and Rural Expo (IPM) is being hosted in North Grenville in and around the Kemptville Campus lands from September 20 - 24.

The IPM is the largest event of its kind in North America with people coming from across Canada, the U.S. and beyond. This five-day celebration of agriculture and rural living will bring an estimated 70,000 people to the region. This is the first IPM in 3 years so it should be a blockbuster!

The event is a collaborative effort of the Ontario Plowmen's Association, the Municipality of North Grenville and the local organizing committee.

### Business Invitation:

Local businesses in Leeds Grenville are invited and welcomed to be part of the Tented City. Take advantage of the "Canada Day Special" offering an early booking discount to exhibitors until **Friday, July 8th**. This is a perfect opportunity to promote yourself to a very large audience.

**\*\*Please note on your application if you wish to be in close proximity of the Leeds Grenville Regional Showcase tented area being organized by Counties Economic Development.**

For more information:

- Visit the Exhibitor [webpage](#)
- Contact Local Exhibitors Chair Dermid O'Farrell via [email](#)

Event attendees can expect plowing competitions, live entertainment in multiple venues and opportunities to learn about agriculture through hundreds of exhibitors that include large and small equipment, lifestyle items and much more! Advanced tickets are now on sale and volunteers are still being recruited. For information visit the [website](#) or send an [email](#).

## Economic Development Leadership Award

### Nominate a Economic Development Leader

The Leeds Grenville Economic Development Office is asking individuals, councils and economic development committees to identify candidates for the annual Bill Thake Memorial Award for Economic Development Leadership.

Before heading off for summer vacation, talk to your colleagues and community members about who is deserving of this individual award in your municipality. If you have someone in mind within the 10-member municipalities of Leeds Grenville, consider putting their name forward. You can connect with us at [ecodev@uclg.on.ca](mailto:ecodev@uclg.on.ca) or call Deanna Clark at 613-342-3840, ext. 5360.

For more information and nomination forms in both Word and PDF visit our [Summit 2022 webpage](#). The Economic Development Leadership Award will be presented at the annual Economic Development Summit on November 18, 2022.





**The deadline to submit nominations is Friday, September 30, at 4 p.m.**

## Immigrant Entrepreneur Award

### Nominations now open for Immigrant Entrepreneur Award



ST. LAWRENCE · RIDEAU  
**IMMIGRATION  
PARTNERSHIP**

The St. Lawrence-Rideau Immigration Partnership is now seeking nominations for the 8th Annual Leeds and Grenville Immigrant Entrepreneur Award.

To be eligible, the nominee must have been born outside of Canada, be an owner / operator of an active business in Leeds Grenville, live in Leeds Grenville and demonstrate characteristics of a successful entrepreneur. There is no limit to the number of nominations you can make. All you need to do is submit the person's name and the name of their business.

**Nominations are open until Friday, September 9th.**

For more information or to nominate, contact Project Coordinator Lauren Smith at 613-213-4455, on Twitter @LGIImmigration or send her an [email](#).

## Funding Opportunities

### Tourism Partnership Funding Intake 2 Starting July 5th

RTO 9 works hand-in-hand with tourism partners to enhance experiential tourism across the South Eastern Ontario region. RTO 9's Partnership Fund is designed to forge strong and diverse partnerships that either build on existing tourism products or introduce new tourism products. These projects serve to enhance the region's diversity of offerings to create a competitive advantage in tourism experiences.

Partnership Funding for 2022-2023 is intended solely for tourism businesses interested in undertaking tourism-related initiatives that increase visitation to the South Eastern Ontario region. RTO 9 continues to offer partnership funding opportunities to its individual tourism operators to help with pandemic recovery and rebuilding efforts as they continue to cautiously reopen the region. Please read through the 'Important Information' and 'Partnership Guidelines' before applying.

**The next intake for applications will open on July 5 until July 25, 2022.**

### Important Information and Guidelines

### Grow Your Business Online: \$2,400 Grant Available to Small Businesses

The development and implementation of e-commerce is critical for businesses to remain competitive today. Through the Canada Digital Adoption Program, eligible small businesses can receive a grant of up to \$2,400 to help with the costs related to adopting a wide array of digital technologies. Make sure your business is digitally visible and making the most of selling online.

Grant money can be used to undertake the following:

# TOWNSHIP OF EDWARDSBURGH CARDINAL

July 11, 2022

Resolution Number: 2022- \_\_\_\_\_

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

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

**COPY**

WHEREAS the residents have expressed an interest and there is an apparent need of a large dog and small dog fenced area for the off leash controlled exercise of dogs in the village of Cardinal and

WHEREAS the unused grassed-over area, also known as the second unused ball diamond, between the existing tennis courts and the ball diamond nearest to the firehall is well suited for the location of a Dog Park as some fencing is already in place and the area is large enough to exercise both large and small dogs in separate enclosures if deemed necessary; and

WHEREAS with proper signage in place all dog control and cleanup will remain the responsibility of the dog owner; and

WHEREAS it is proposed that the costs to construct the necessary fencing and signage as well as some future repairs could be paid - for from the Rideau St. Lawrence Hydro Fund which would eliminate any initial cost to the taxpayer; and

WHEREAS access to water infrastructure is nearby if needed.

THEREFORE BE IT RESOLVED THAT Council hereby directs staff to prepare plans for a modest small dog and large dog off leash dog park, of similar size and layout to the one in Morrisburg Ontario, and to bring back to committee, no later than the September ADMIN-FINANCE Committee meeting a full report on the construction details and costs.

☐ Carried   ☐ Defeated   ☐ Unanimous

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

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

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

July 11, 2022

Resolution Number: 2022- \_\_\_\_\_

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

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

**COPY**

WHEREAS; the Special Tri-Council meeting of June 29 reviewed and discussed the developing Recreation & Tourism Asset Inventory which is intended to create a One-Stop, all-inclusive, source of information for the easy use of both residents and visitors; and

WHEREAS some discussion centered around the two means for the best portrayal and dissemination of the Information data-base now in preparation ie; The creation of an entirely new, yet-to-be-named, Tri-Municipal RECREATION & TOURISM WEB-SITE to host the database....OR....the identical hosting of the newly created data-base on each of the respective Tri-Municipal existing WEB-SITES with mutual connecting links; and

WHEREAS the creation of an entirely new WEB-Site will involve additional costs to all three partner municipalities with limited additional exposure to the marketplace; and

WHEREAS the naming of such a new WEB-SITE with a title such as SOUTH GRENVILLE RECREATION & TOURISM may create the erroneous impression and unintended amalgamation of services.

THEREFORE BE IT RESOLVED THAT the Council of the Township of Edwardsburgh Cardinal hereby endorses the creation of an entirely new WEBSITE to host the developing data-base of Tri-Municipal RECREATION & TOURISM ASSETS.

☐ Carried    ☐ Defeated    ☐ Unanimous

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

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

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



## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Committee of the Whole – Administration Finance

**Date:** July 11, 2022

**Department:** Building

**Topic:** 2022 2nd Quarter Building Report

**Background:** Over the 2nd quarter there have been 51 building permits issued including 9 single residential units, 2 commercial renovation permits, and 4 minor Industrial Buildings. This represents \$3,130,398.00 in new residential construction value. Total construction value for the 2<sup>nd</sup> quarter is 7,867,419.00.

Total construction value for the 2<sup>nd</sup> quarter of 2022 when compared to 2<sup>nd</sup> quarter 2021 has decreased from \$15,918,790.00 in 2021 to \$13,569,069.00 a decrease of \$2,349,721.00. This is primarily due to a decrease in new residential construction starts.

Total building permit fees have decreased from \$121,650.00 2<sup>nd</sup> quarter 2021 to \$68,741.00 a decrease of \$52,909.00.

A stylized, handwritten signature in black ink, consisting of a large loop and a few strokes.

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Chief Building Official

A handwritten signature in black ink, appearing to read 'D. Scott'.

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CAO

2022 2nd Quarter Building Report

	Residential		Commercial		Industrial		Agricultural		Demolition		Other *		Total		New Homes	
	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Number	Value
Jan	\$ 605,000.00	\$ 2,422.00					\$ -	\$ -					\$ 605,000.00	\$ 2,422.00	1	\$ 600,000.00
Feb	\$ 680,000.00	\$ 3,187.90											\$ 680,000.00	\$ 3,187.90	1	\$ 600,000.00
Mar	\$ 3,914,000.00	\$ 23,646.20			\$ 362,650.00	\$ 1,270.00	\$ 100,000.00	\$ 600.00	\$ 30,000.00	\$ 190.00	\$ 10,000.00	\$ 95.00	\$ 4,416,650.00	\$ 25,801.20	8	\$ 3,469,000.00
Q1 Total	\$ 5,199,000.00	\$ 29,256.10	\$ -	\$ -	\$ 362,650.00	\$ 1,270.00	\$ 100,000.00	\$ 600.00	\$ 30,000.00	\$ 190.00	\$ 10,000.00	\$ 95.00	\$ 5,701,650.00	\$ 31,411.10	10	\$ 4,669,000.00
Apr	\$ 1,427,900.00	\$ 8,996.50	50000.00	450.00									\$ 1,477,900.00	\$ 9,446.50	2	\$ 925,000.00
May	\$ 1,436,913.00	\$ 9,681.00					\$ 250,000.00	\$ 2,880.00					\$ 1,686,913.00	\$ 12,561.00	4	\$ 1,025,000.00
Jun	\$ 1,535,106.00	\$ 12,675.20	\$ 68,000.00	\$ 612.00	\$ 3,056,000.00	\$ 1,268.31	\$ 25,000.00	\$ 672.00	\$ 18,500.00	\$ 95.00			\$ 4,702,606.00	\$ 15,322.51	3	\$ 1,180,398.00
Q2 Total	\$ 4,399,919.00	\$ 31,352.70	\$ 118,000.00	\$ 1,062.00	\$ 3,056,000.00	\$ 1,268.31	\$ 275,000.00	\$ 3,552.00	\$ 18,500.00	\$ 95.00	\$ -	\$ -	\$ 7,867,419.00	\$ 37,330.01	9	\$ 3,130,398.00
Jul							-	-					\$ -	\$ -		
Aug													\$ -	\$ -		
Sept													\$ -	\$ -		
Q3 Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Oct													\$ -	\$ -		
Nov													\$ -	\$ -		
Dec													\$ -	\$ -		\$ -
Q4 Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
YTD Total	\$ 9,598,919.00	\$ 60,608.80	\$ 118,000.00	\$ 1,062.00	\$ 3,418,650.00	\$ 2,538.31	\$ 375,000.00	\$ 4,152.00	\$ 48,500.00	\$ 285.00	\$ 10,000.00	\$ 95.00	\$ 13,569,069.00	\$ 68,741.11	19	\$ 7,799,398.00

2021 Building Report

	Residential		Commercial		Industrial		Agricultural		Demolition		Other *		Total		New Homes	
	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Number	Value
Jan	\$ 369,000.00	\$ 3,139.00					\$ -	\$ -	\$ 50,000.00	\$ 95.00	\$ -	\$ -	\$ 419,000.00	\$ 3,234.00	1	\$ 300,000.00
Feb	\$ 2,684,940.00	\$ 20,932.00	\$ 25,000.00	\$ 300.00			\$ 88,052.50	\$ 1,758.00		\$ 95.00	\$ 5,000.00	\$ 95.00	\$ 2,797,992.50	\$ 23,085.00	8	\$ 2,627,740.00
Mar	\$ 1,924,844.00	\$ 13,909.40	\$ 75,000.00	\$ 1,232.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,999,844.00	\$ 15,141.40	4	\$ 1,414,200.00
Q1 Total	\$ 4,978,784.00	\$ 37,980.40	\$ 100,000.00	\$ 1,532.00	\$ -	\$ -	\$ 88,052.50	\$ 1,758.00	\$ 50,000.00	\$ 190.00	\$ 5,000.00	\$ 95.00	\$ 5,216,836.50	\$ 41,460.40	13	\$ 4,341,940.00
Apr	\$ 2,543,652.00	\$ 17,577.13			\$ 123,900.00	\$ 495.60	\$ 140,000.00	\$ 1,622.00	\$ 2,000.00	\$ 95.00			\$ 2,809,552.00	\$ 19,789.73	5	\$ 2,361,452.00
May	\$ 3,608,312.00	\$ 20,380.50							\$ 6,000.00	\$ 285.00	\$ 70,000.00	\$ 635.00	\$ 3,614,312.00	\$ 21,300.50	7	\$ 3,090,761.00
Jun	\$ 527,090.00	\$ 5,160.65			\$ 3,750,000.00	\$ 33,750.00			\$ 1,000.00	\$ 95.00	\$ 1,000.00	\$ 95.00	\$ 4,278,090.00	\$ 39,100.65	1	\$ 375,000.00
Q2 Total	\$ 6,679,054.00	\$ 43,118.28	\$ -	\$ -	\$ 3,873,900.00	\$ 34,245.60	\$ 140,000.00	\$ 1,622.00	\$ 9,000.00	\$ 475.00	\$ 71,000.00	\$ 730.00	\$ 10,701,954.00	\$ 80,190.88	13	\$ 5,827,213.00
Jul	1,758,000.00	8,926.95	\$ 500,000.00	777.60	580,000.00	793.15	-	-	2,000.00	190.00			\$ 2,340,000.00	\$ 10,687.70	3	1,550,000.00
Aug	1,193,000.00	9,866.90	135,000.00	640.00	494,000.00	3,510.00	258,000.00	2,778.00	5,000.00	95.00			\$ 1,591,000.00	\$ 16,889.90	3	1,142,000.00
Sept	1,714,425.00	10,214.50	25,000.00	225.00					1,000.00	95.00	400,000.00	1,872.00	\$ 2,140,425.00	\$ 12,311.50	3	1,605,000.00
Q3 Total	\$ 4,665,425.00	\$ 29,008.35	\$ 660,000.00	\$ 1,642.60	\$ 1,074,000.00	\$ 4,303.15	\$ 258,000.00	\$ 2,778.00	\$ 8,000.00	\$ 380.00	\$ 400,000.00	\$ 1,872.00	\$ 6,665,425.00	\$ 39,984.10	9	\$ 4,297,000.00
Oct	315,900.00	3,241.60			250,000.00	2,250.00					3,500.00	95.00	\$ 569,400.00	\$ 5,586.60	2	\$ 250,000.00
Nov	819,400.00	7,663.45	19,000.00	215.00	250,000.00	2,042.00							\$ 1,088,400.00	\$ 9,920.45	2	\$ 712,400.00
Dec	49,000.00	475.00											\$ 49,000.00	\$ 475.00	0	\$ -
Q4 Total	\$ 1,184,300.00	\$ 11,380.05	\$ 19,000.00	\$ 215.00	\$ 500,000.00	\$ 4,292.00	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 95.00	\$ 1,706,800.00	\$ 15,982.05	4	\$ 962,400.00
YTD Total	\$ 17,507,563.00	\$ 121,487.08	\$ 779,000.00	\$ 3,389.60	\$ 5,447,900.00	\$ 42,840.75	\$ 486,052.50	\$ 6,158.00	\$ 67,000.00	\$ 1,045.00	\$ 479,500.00	\$ 2,792.00	\$ 24,291,015.50	\$ 177,617.43	39	\$ 15,428,553.00

\* Occasionally a permit is issued that is not captured within the regular categories. Examples of this include permits for schools and fairs.





## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Committee of the Whole – Administration & Finance

**Date:** July 11, 2022

**Department:** Bylaw Enforcement

**Topic:** 2022 2nd Quarter Bylaw Report

**Background:** The Bylaw Enforcement Officer responded to 78 calls for service over the second quarter of 2022.

These were divided into the following categories- Clean Yards- 48, Parking Enforcement- 14, Animal Complaints- 12, General Inquiry- 3 and Noise Complaint- 1.

These 78 requests generated 169 site visits with 44 Notice of Violations, 16 Order to Comply and 11 Provincial Offences set fines issued.

There continues to be 18 files in various states of compliance. Three of the court appearance files were closed with compliance gained by the owners. Bylaw continues to await trial dates and maintains open communication with the court on the outstanding issues.

Weekly reporting of COVID statistics is no longer being submitted to Provincial partners.

A handwritten signature in black ink, appearing to read 'John Buffart'.

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Bylaw Enforcement Officer

A handwritten signature in black ink, appearing to read 'R. Williamson'.

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Clerk

2nd Quarter Bylaw Enforcement Statistics

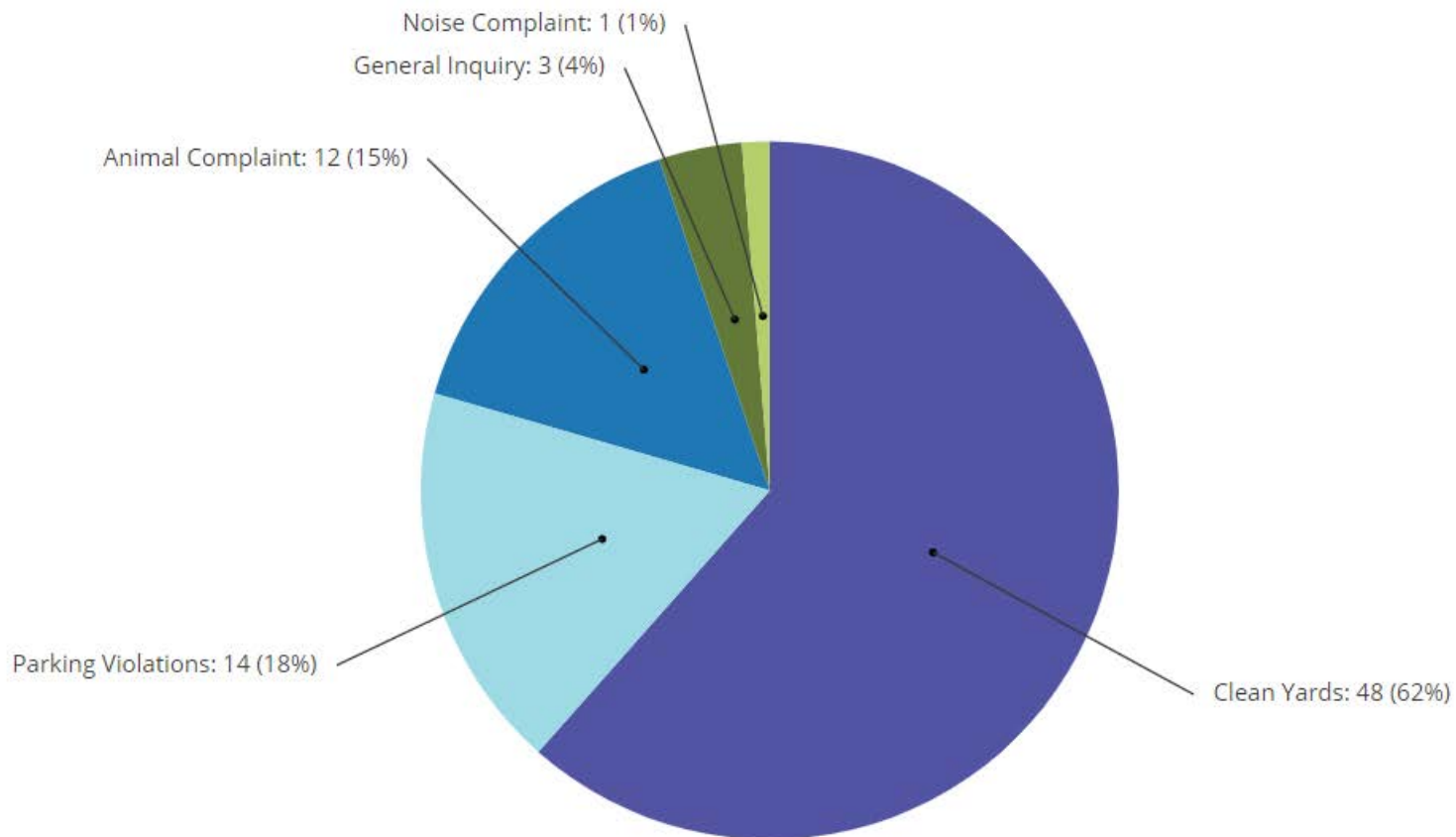
Name	Area	Created Date	Completed Date	Work Orders	Phone Calls	Emails	Site Visits	Notices	Orders	Summons
<b>Animal Complaint</b>				<b>12</b>						
WO-2607	Cardinal	4/1/2022	4/5/2022	1	2	0	2			
WO-2633	Spencerville	4/11/2022	4/12/2022	1	6	3	3		1	
WO-2636	Spencerville	4/12/2022	4/18/2022	1	4	0				
WO-2645	Spencerville	4/22/2022	6/27/2022	1		2	4		2	
WO-2673	Cardinal	5/5/2022	5/9/2022	1	3	0	1			
WO-2675	Johnstown	5/5/2022	5/28/2022	1	1	4	2			
WO-2689	Spencerville	5/13/2022	5/16/2022	1	4	0	1	1		
WO-2693	Cardinal	5/16/2022	5/20/2022	1		6	2		1	
WO-2712	Cardinal	5/20/2022	5/28/2022	1	2	0	4	1		
WO-2778	Cardinal	6/6/2022	6/6/2022	1	3	0	1	1		
WO-2787	Cardinal	6/9/2022	6/24/2022	1	1	0	2			
WO-2793	Cardinal	6/13/2022		1		2	1			
<b>General Inquiry</b>				<b>3</b>						
WO-2600	Cardinal	4/1/2022	4/1/2022	1	2		1	1		
WO-2642	Johnstown	4/18/2022	4/22/2022	1	5		1	1		
WO-2649	Johnstown	4/22/2022		1	3		3		1	
<b>Clean Yards</b>				<b>48</b>						
WO-2599	Cardinal	4/1/2022	4/20/2022	1	2		3		1	
WO-2609	Cardinal	4/1/2022		1	2		1			
WO-2632	Cardinal	4/11/2022	4/18/2022	1	2	0	3		1	
WO-2637	Cardinal	4/12/2022	4/18/2022	1		3	5			
WO-2646	Cardinal	4/22/2022	4/22/2022	1			1	1		
WO-2648	Johnstown	4/22/2022	5/16/2022	1			3		1	
WO-2674	Johnstown	5/5/2022	5/5/2022	1	2		1			
WO-2676	Cardinal	5/5/2022	5/5/2022	1			4	1		
WO-2679	Cardinal	5/9/2022	6/24/2022	1	4	4	8		1	
WO-2687	Cardinal	5/11/2022		1	3		6		1	
WO-2716	Cardinal	5/20/2022	5/28/2022	1			2	1		
WO-2717	Spencerville	5/21/2022	6/24/2022	1		1	4		1	
WO-2718	Cardinal	5/23/2022	5/31/2022	1		2	2	1		
WO-2719	Cardinal	5/23/2022	5/28/2022	1			2	1		

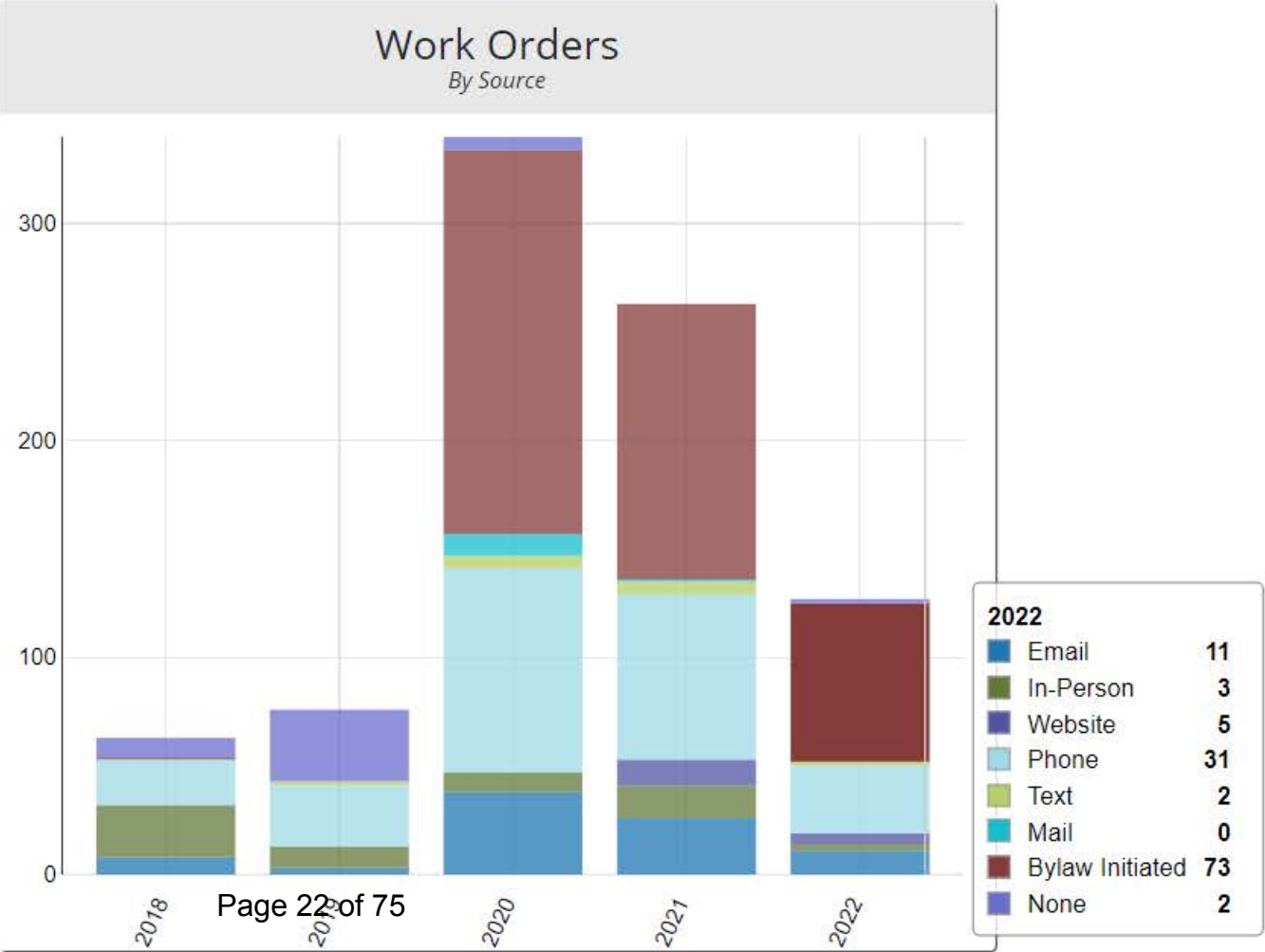
Name	Area	Created Date	Completed Date	Work Orders	Phone Calls	Emails	Site Visits	Notices	Orders	Summons
WO-2720	Cardinal	5/23/2022	5/28/2022	1			2	1		
WO-2721	Cardinal	5/23/2022	5/28/2022	1			2	1		
WO-2722	Cardinal	5/23/2022	5/28/2022	1			2		1	
WO-2723	Cardinal	5/23/2022	5/28/2022	1			1	1		
WO-2724	Cardinal	5/23/2022	5/28/2022	1			2	1		
WO-2725	Cardinal	5/23/2022	5/31/2022	1			3	1		
WO-2726	Cardinal	5/23/2022	5/28/2022	1			2	1		
WO-2727	Cardinal	5/23/2022	5/28/2022	1			2	2		
WO-2729	Johnstown	5/24/2022	6/24/2022	1	2		2			
WO-2746	Cardinal	5/28/2022	5/31/2022	1			2	1		
WO-2747	Cardinal	5/28/2022	5/31/2022	1			2	1		
WO-2748	Cardinal	5/28/2022	6/4/2022	1			2	1		
WO-2749	Cardinal	5/28/2022	6/13/2022	1	4		4	1		
WO-2750	Cardinal	5/28/2022	5/31/2022	1	1		2	1		
WO-2751	Cardinal	5/28/2022	5/31/2022	1			2	1		
WO-2752	Johnstown	5/28/2022	6/13/2022	1			2	1		
WO-2753	Johnstown	5/28/2022	6/24/2022	1			3	1	1	
WO-2764	Cardinal	5/31/2022	6/6/2022	1	1		2	1		
WO-2767	Cardinal	5/31/2022	6/6/2022	1			3	1		
WO-2768	Cardinal	5/31/2022	6/4/2022	1		1	2	1		
WO-2769	Cardinal	5/31/2022	6/4/2022	1	1		2	1		
WO-2776	Cardinal	6/4/2022	6/6/2022	1			2	1		
WO-2777	Cardinal	6/4/2022	6/15/2022	1			3	1	1	
WO-2779	Cardinal	6/6/2022	6/15/2022	1	2		3	1		
WO-2782	Cardinal	6/6/2022	6/17/2022	1			2	1		
WO-2783	Cardinal	6/6/2022	6/13/2022	1			3	1		
WO-2788	Cardinal	6/9/2022	6/13/2022	1			3	1		
WO-2791	Spencerville	6/13/2022	6/15/2022	1			1			
WO-2792	Cardinal	6/13/2022		1	4		2	1		
WO-2809	Spencerville	6/15/2022	6/24/2022	1			2	1	1	
WO-2810	Spencerville	6/15/2022		1			1	1		
WO-2812	Johnstown	6/17/2022	7/4/2022	1			3	1		
WO-2813	Cardinal	6/17/2022		1			1	1		
WO-2825	Cardinal	6/27/2022		1	2		3	1	1	



Name	Area	Created Date	Completed Date	Work Orders	Phone Calls	Emails	Site Visits	Notices	Orders	Summons
Parking Violations				14						
WO-2605	Cardinal	4/1/2022	4/1/2022	1			1			1
WO-2606	Cardinal	4/1/2022	4/1/2022	1			1			1
WO-2608	Cardinal	4/1/2022	4/1/2022	1			1			
WO-2641	Johnstown	4/18/2022	4/18/2022	1			1			1
WO-2663	Spencerville	4/28/2022	4/28/2022	1			1			1
WO-2664	Spencerville	4/28/2022	4/28/2022	1			1			1
WO-2666	Cardinal	4/29/2022	4/29/2022	1			5			1
WO-2692	Cardinal	5/16/2022	5/16/2022	1			1			1
WO-2713	Cardinal	5/20/2022	5/20/2022	1			1			1
WO-2714	Cardinal	5/20/2022	5/20/2022	1			1			1
WO-2715	Cardinal	5/20/2022	5/20/2022	1			1			1
WO-2754	Spencerville	5/28/2022	5/28/2022	1			1	1		
WO-2755	Spencerville	5/28/2022	5/28/2022	1			1	1		
WO-2756	Cardinal	5/28/2022	5/28/2022	1	2		2			1
Noise Complaint				1						
WO-2816	Spencerville	6/24/2022	7/4/2022	1	3		2			
Totals:				78	73	28	169	44	16	11

Overall Work Orders in Progress									
ID	Area	Work Order Type	Created Date	Phone Calls	Emails	Site Visits	Notices	Orders	Summons
WO-2825	Cardinal	Clean Yards	6/27/2022	2		3	1	1	
WO-2813	Cardinal	Clean Yards	6/17/2022			1	1		
WO-2810	Spencerville	Clean Yards	6/15/2022			1	1		
WO-2793	Cardinal	Animal Complaint	6/13/2022		2	1			
WO-2792	Cardinal	Clean Yards	6/13/2022	4		2	1		
WO-2687	Cardinal	Clean Yards	5/11/2022	3		6		1	
WO-2649	Johnstown	General Inquiry	4/22/2022	3		3		1	
WO-2585	Johnstown	Clean Yards	3/25/2022		2	7	1	1	
WO-2545	Cardinal	Animal Complaint	3/8/2022	15	6	8	1		
WO-2148	Johnstown	Clean Yards	8/23/2021	7	8	17	1	3	2
WO-1906	Cardinal	Clean Yards	5/14/2021	4		6	1	1	
WO-1796	Spencerville	Clean Yards	3/31/2021			15	1	3	
WO-1434	Spencerville	Clean Yards	10/13/2020	5	5	10	1	1	1
WO-1308	Johnstown	General Inquiry	8/3/2020	4		1			1
WO-1170	Spencerville	Clean Yards	5/29/2020	12	7	14	1		1
WO-0832	Johnstown	Clean Yards	1/16/2020	4	7	11	1	2	2
WO-0165	Cardinal	Clean Yards	10/22/2018	8	15	20	1	1	2
WO-0151	Spencerville	Clean Yards	10/1/2018	0	10	20	2	3	2
18 Work Orders in Progress				71	62	146	15	18	11







**TOWNSHIP OF EDWARDSBURGH CARDINAL  
INFORMATION ITEM**

**Committee:** Administration and Finance

**Date:** July 11, 2022

**Department:** Finance

**Topic:** 2nd Quarter of 2022 Treasury and Reserve Fund Report

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

1. Financial Report as of June 30, 2022
2. Long Term Debt Schedule as of June 30, 2022
3. YTD 2021 Capital Status Report as of June 30, 2022
4. Reserve and Reserve Fund Report as of June 30, 2022.

A handwritten signature in cursive script that reads 'Melanie Stubbs'.

Treasurer

**TOWNSHIP OF EDWARDSBURGH/CARDINAL**

Financial Report  
As At June 30, 2022

	Prior Period March 31,2022	Current Year June 30,2022	Prior Year June 30,2021	Comparision to Last Year Balance	Notes/Comments
<b>Assets</b>					
Cash and Bank Balances	5,939,645	3,956,399	3,057,208	899,191	increase due to tax collections
Taxes Receivable	1,326,597	348,476	409,159	(60,683)	continued collection efforts & increase in PAP
Accounts Receivable	541,961	451,472	343,748	107,724	includes ICIP grant receivable \$100,000
Inventory (Including Land for Resale)	245,505	245,505	278,886	(33,381)	
Long Term Receivable	293,528	293,528	322,448	(28,920)	
Investment In RSL	645,768	666,249	664,850	1,399	year end adjustment with finalized RSL statements
Investment In Port	44,617,062	44,617,062	41,157,470	3,459,592	2021 year end equity adjustment as per statements
	<u>53,610,067</u>	<u>50,578,691</u>	<u>46,233,769</u>	<u>(4,344,922)</u>	
				-	
<b>Liabilities</b>					
Accounts Payable	(859,880)	(365,701)	(213,903)	(151,798)	
Planning & Drainage Accounts	159,930	175,580	150,167	25,413	increased activity in planning
Long Term Debt	(5,624,749)	(5,541,801)	(5,541,633)	(168)	
Accrued Landfill Closure	(238,678)	(238,678)	(254,728)	16,050	2021 year end adjustment as per statements
	<u>(6,563,376)</u>	<u>(5,970,599)</u>	<u>(5,860,097)</u>	<u>110,502</u>	
				-	
<b>Tangible Capital Assets</b>	<u>35,659,854</u>	<u>35,659,854</u>	<u>35,854,816</u>	<u>(194,962)</u>	
				-	
 <b>Reserve &amp; Reserve Funds</b>	 <u>(8,904,092)</u>	 <u>(9,872,997)</u>	 <u>(8,917,861)</u>	 <u>(955,136)</u>	 transfer of 2021 surplus & 2022 budgeted transfers

Prepared By:  
Melanie Stubbs  
Treasurer

Township of Ewardsburgh Cardinal  
Capital Project Status Report  
as of June 30,2022

	Project 2022	Tender No.	Closing Date	Value of Tender/Quote	Awarded To	Completion Date	Status of Project	YTD expense	2022 budget
<b>Administration</b>									
	Township office/chambers Renovations			\$4,426.56	IN Engineering		obtained quotes for Architectural services		\$350,000.00
<b>Fire Department</b>									
	Replace Tanker T7			\$372,250.00	Helie Fire Trucks	10-Jun-22	Truck chassis arrived on 6/10/22.	\$145,000.00	\$372,250.00
<b>Public Works</b>									
	Replace mower attachment					2-May-22	Mower to be delivered Week of May 2nd and installed.	\$17,909.76	\$19,000.00
	Purchase 3/4 ton truck						No quotations recieved. Followed up with proponents. No 2022 vehicles available. Will reissue in July or August.		\$60,000.00
	Ventnor Bridge						Keystone working on Ventnor Bridge design.		\$53,000.00
	Cedar Grove Rd design						Staff looking at options to utilize the remaining \$70k for repair/maintenance.		\$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		Coco Paving		ECA approval received. GGG working on required well monitoring program. Tentative Start date extended to July 4th.		\$385,914.00
	Mary St	EC-PW-22-05	19-Apr-22		Coco Paving		Awaiting final ECA approvals. Tentative start date of July 13th.		\$279,988.00
	Sophia St	EC-PW-22-05	19-Apr-22		Coco Paving		Awaiting final ECA approvals.. Tentative start date July 13th.		\$279,225.00
	Gravel Crushed Rock	EC-PW-22-01	08-Mar-22	\$101,250.00	Willis Kerr	13-Jun-22	Completed June 13th.		\$99,000.00
	Dust Suppressant	EC-PW-22-02	08-Mar-22	\$66,045.00	Da-Lee	29-Jun-22	Should be complete June 29th.		\$45,000.00
<b>Storm Management</b>									
	Spencerville Drainage	EC-PW-22-04	12-Apr-22		Coco Paving		ECA approval received. GGG working on required well monitoring program. Tentative Start date extended to July 4th.	\$5,175.45	\$1,043,922.00
	Johnstown Drainage	EC-PW-22-05	19-Apr-22		Coco Paving		Awaiting final ECA approvals.. Tentative start date July 13th.	\$3,672.52	\$1,547,409.00
<b>Waste Disposal</b>									
	Waste Transfer Station				J2pg		Staff have started in-house work on roadway as time allows.	\$3,431.87	\$18,600.00
<b>Recreation</b>									
	Cardinal Pool Upgrade	EC-REC-01-2022	01-Mar-22	\$273,500.00	Benson Pool	1-Jul-22	Filter on site , trench work & pipe replacement has started	\$127,870.00	\$273,500.00
	Lawn Tractor				B&T MacFarlane Ltd	22-Jun-22	Tractor arrived	\$32,235.53	\$30,000.00
<b>Spencerville Wastewater</b>									
	Lagoon Splitter Box	EC-ES-20-03	20-Mar-20	\$22,481.35	Aqua Drain		May 31- Aqua Drain advised shortage of material still, unlikely to be completed in 2022. Will consider re-tendering.		\$23,000.00
<b>Raw Water System</b>									
	Windmill Pump Station Upgrades						Hydro One upgrades completed June 13. Remainder of upgrades in fall of 2022.		\$216,932.00
<b>Cardinal Wastewater</b>									
	CIPP lining- Helen Street			\$58,870.00	Clean Water Works		CWW undertaking CCTV inspection and preparation work on June 28th.		\$53,375.00
	Grit Dewatering			\$43,495.00	Veolia Water Tech		Delivered June 15th. Installation plan being developed.	\$11,065.13	\$43,495.00
<b>Cardinal Water</b>									
	County Rd 2 engineering				Jewell Engineering		Jewell to provide 60% design completion in June 30th meeting.	\$37,224.16	\$60,745.00
	Golden Anderson Pump Director				Industrial Electric/Conval Process	1-Feb-22	IECBL completed installation.	\$19,791.05	\$20,955.00
	Scada Mesh Upgrade				Schneider Electric		Waiting on CP Processor. September/October		\$29,400.00
	Filter Upgrades				Capital Controls/Controles Laurenide	8-Jun-22	Completed	\$8,837.24	\$15,000.00

**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	4,628,838			303,698
2	United Counties of L & G	Fire Comm. Equip.	2.88%	Oct-24		40,258	40,258	33,786			14,104
3	Komatsu Financial	Front End Loader 1 lease	0.00%	Mar-22		6,102	0	0			0
4	Scotiabank	2018 Chev Silverado	3.03%	Jan-22		954	0	0			0
5	Royal Bank of Canada	2020 Case Grader	1.73%	Jun-24		251,199	226,536	201,801			102,753
6	Scotiabank	2019 GMC Sierra	0.00%	Mar-24		27,146	24,269	20,964			11,435
<b>Township Total</b>						<b>4,999,091</b>	<b>4,964,495</b>	<b>4,885,389</b>			<b>431,990</b>
7	Royal Bank of Canada	JRDR Drain	3.25%	May-23	Paid by Benefiting Owners	22,059	18,248	14,406			15,972
8	Tile Drain Loans	Farm Tile Drains	6.00%	various	Paid by Benefiting Farmer	18,159	18,159	18,159			9,361
9	Infrastructure Ontario	EMS Station	2.91%	Jul-36	Paid by UCLG	641,042	623,847	623,847			53,045
<b>Supported Debt Total</b>						<b>681,260</b>	<b>660,254</b>	<b>656,412</b>			<b>78,378</b>
<b>Grand Total</b>						<b>5,680,351</b>	<b>5,624,749</b>	<b>5,541,801</b>			<b>510,368</b>

Prepared by:  
Melanie Stubbs  
Treasurer



Reserve and Reserve Fund Schedule  
as of June 30, 2022

			Balance	2021 Year End	Balance	2022	2022	2022	2022
			31-Dec-21	Adjustments	1-Jan-22	Transfers	YTD	Transfers	YTD
						In	Interest	Out	Balance
	<b>EARMARKED RESERVES</b>								
01-3511	Administration		195,465.75		195,465.75	5,000.00			200,465.75
01-3512	Tax Write Offs		92,242.36		92,242.36	10,000.00			102,242.36
01-3513	Election Reserve		19,100.00		19,100.00	6,000.00			25,100.00
01-3514	Fire Department - Vehicles		310,156.07		310,156.07			(122,250.00)	187,906.07
01-3515	Fire Department - Buildings		103,000.00		103,000.00	125,000.00			228,000.00
01-3516	Fire Department - Comm Equipment		135,208.34		135,208.34	10,000.00			145,208.34
01-3517	Policing Costs		110,715.00		110,715.00				110,715.00
01-3518	Cemeteries		24,500.00		24,500.00	3,500.00			28,000.00
01-3519	Building Dept Reserve		(5,020.95)	74,254.94	69,233.99				69,233.99
01-3520	Public Works		662,152.75	7,470.24	669,622.99	207,000.00			876,622.99
01-3521	Winter Control		158,900.24		158,900.24	10,000.00			168,900.24
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	345,000.00	462,040.01	65,000.00			527,040.01
01-3526	Landfill Closure Reserve		91,000.00		91,000.00				91,000.00
01-3527	Recreation		269,024.46		269,024.46	40,000.00			309,024.46
01-3528	Planning Reserve		10,000.00		10,000.00	5,000.00			15,000.00
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
			<b>2,452,330.59</b>	<b>453,473.58</b>	2,905,804.17	<b>486,500.00</b>	-	<b>(122,250.00)</b>	<b>3,270,054.17</b>
01-3540	Working Funds		750,000.00		750,000.00				750,000.00
		Total Reserves	<b>3,202,330.59</b>	<b>453,473.58</b>	<b>3,655,804.17</b>	<b>486,500.00</b>	-	<b>(122,250.00)</b>	<b>4,020,054.17</b>
			Balance	2021 Year End	Balance	2022	2022	2022	2022
			31-Dec-21	Adjustments	1-Jan-22	Transfers	YTD	Transfers	YTD
						In	Interest	Out	Balance
	<b>RESERVE FUNDS</b>								
98-3816	Industrial Park Investment- HISA account		243.85		243.85		1.57		245.42
98-3813	Industrial Park Land		2,706,559.45		2,706,559.45	239,460.00	15,649.33		2,961,668.78
98-3814	Raw Water Supply System		429,437.10	20,000.00	449,437.10		2,538.60		451,975.70
98-3803	Industrial Park Wastewater		31,924.70	3,215.20	35,139.90		196.01		35,335.91
98-3804	Industrial Park Water		107,769.97	24,089.39	131,859.36		717.53		132,576.89
98-3805	Johnstown Water Wells		36,345.01		36,345.01	5,000.00	215.25		41,560.26
98-3812	CCBF- Gas Tax Grant		62,826.14		62,826.14		359.04		63,185.18
98-3807	Cardinal Hydro		160,221.45		160,221.45	2,092.50	923.08		163,237.03
98-3806	Spencerville Wastewater		337,046.22	39,047.87	376,094.09		2,090.95		378,185.04
98-3808	Cardinal Wastewater		226,756.18	90,000.77	316,756.95		1,675.62		318,432.57
98-3811	Cardinal Water		780,043.33	126,942.70	906,986.03		4,993.49		911,979.52
98-3817	Ontario Modernization Fund		302,616.36		302,616.36		1,683.31	(23,479.70)	280,819.97
98-3818	OCIF Formula Based Fund		61,335.50		61,335.50		350.53		61,686.03
98-3819	Dedicated Capital Reserve Fund (Port)		34,487.41		34,487.41	17,320.00	247.38		52,054.79
	<b>Total Reserve Funds</b>		<b>5,277,612.67</b>	<b>303,295.93</b>	<b>5,580,908.60</b>	<b>263,872.50</b>	<b>31,641.69</b>	<b>(23,479.70)</b>	<b>5,852,943.09</b>
	<b>GRAND TOTAL</b>		<b>8,479,943.26</b>	<b>756,769.51</b>	<b>9,236,712.77</b>	<b>750,372.50</b>	<b>31,641.69</b>	<b>(145,729.70)</b>	<b>9,872,997.26</b>



## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Administration and Finance

**Date:** July 11, 2022

**Department:** Finance

**Topic:** 2nd Quarter 2022 Budget Variance Report

**Background:** The attached report is a summary of revenue and expenses for the period ending June 30, 2022 with a comparison to the 2<sup>nd</sup> quarter of 2021.

For this period of time, it would be anticipated that expenses should be at approximately 50% of the budget with 50% of the budget remaining.

The report shows that there is 55.98% of the budget remaining of the overall departmental operating expenses. Some expenditures are one-time and do not follow the consistent pattern of 1/12<sup>th</sup> per month such as the annual 2022 municipal insurance premium which was paid in full in March; vehicle licensing and professional memberships as well as annual support contracts. All budgeted transfers into reserves have been recorded.

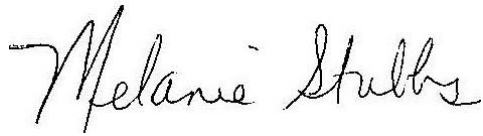
Some variances of note in revenues are as follows:

- Fire Department- total YTD revenues are close to the budget estimate, mainly due to the increase in burn permit fees that are currently at \$10,350.00 which is \$5,350 over the budget estimate.
- Dog License revenue has exceeded the 2022 budget estimate by \$930.00 due to the issuance of renewal notices.
- Waste Disposal revenues over the 2021 YTD value
- Waste Collection revenues over the 2021 YTD value
- Recreation pool/day camp revenues have exceeded the budget estimates
- Canteen revenues are currently at 70% of the annual budget estimate

**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 expenses are as follows:

- PW shop expenses and fuel are currently higher than the 2021 YTD value mainly due to the current price of fuel
- Winter control expenses currently have 15.78% budget remaining for the 2022 season, depending on the weather a draw from the winter control reserve may be required

A handwritten signature in black ink that reads "Melanie Stulbs". The signature is written in a cursive style with a horizontal line underneath the name.

Treasurer

**TOWNSHIP OF EDWARDSBURGH CARDINAL**  
**YTD Budget Variance Report**  
As of June 30, 2022

	2021 YTD Actual	2022 Budget	2022 YTD Actual	Variance to 2022 Budget	% remainin
<b>REVENUES</b>					
<b>Taxation,Grants and Payments-In-Lieu</b>					
Taxation Revenue	5,841,687.69	6,346,876.00	5,898,708.17	(448,167.83)	7.06-
Penalty on Taxes	42,684.85	90,000.00	38,747.89	(51,252.11)	56.95-
Grant in Lieu		189,675.00		(189,675.00)	100.00-
Ontario Municipal Partnership Fund	323,400.00	667,800.00	333,900.00	(333,900.00)	50.00-
Port of Johnstown	390,630.50	792,980.00	396,490.00	(396,490.00)	50.00-
<b>Total Taxation,Grants and Payments-In-Lieu:</b>	<b>6,598,403.04</b>	<b>8,087,331.00</b>	<b>6,667,846.06</b>	<b>(1,419,484.94)</b>	<b>17.55-</b>
<b>Department Revenues</b>					
Administration	164,541.26	224,325.00	82,868.00	(141,457.00)	63.06-
Fire Department	29,296.80	43,262.00	42,732.54	(529.46)	1.22-
Cemetries	60.60	15,100.00	49.00	(15,051.00)	99.68-
Protective Services	2,465.00	4,900.00	4,985.00	85.00	1.73
Building	81,450.57	213,325.00	77,924.54	(135,400.46)	63.47-
By-Law Enforcement	7,987.75	4,500.00	1,690.75	(2,809.25)	62.43-
Public Works	14,875.30	49,900.00	21,574.73	(28,325.27)	56.76-
Johnstown Water Wells		9,000.00		(9,000.00)	100.00-
Waste Disposal & Transfer Site	6,906.76	17,500.00	9,256.22	(8,243.78)	47.11-
Curbside Waste & Recycling	114,857.75	387,395.00	163,557.44	(223,837.56)	57.78-
<b>Parks &amp; Recreation</b>					
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	15,530.00	3,530.00	29.42
Johnstown Pool/ Summer Day Camp	12,750.00	28,000.00	46,416.00	18,416.00	65.77
Cardinal Arena	50,455.06	343,000.00	103,386.24	(239,613.76)	69.86-
Spencerville Arena	1,250.96	192,800.00	65,316.42	(127,483.58)	66.12-
Canteen	2,947.35	50,000.00	34,622.37	(15,377.63)	30.76-
South Centre	(314.00)	3,500.00	1,835.00	(1,665.00)	47.57-
<b>Sub-total Parks &amp; Recreation:</b>	<b>67,089.37</b>	<b>646,370.00</b>	<b>267,106.03</b>	<b>(379,263.97)</b>	<b>58.68-</b>
Planning	9,200.00	16,000.00	4,750.00	(11,250.00)	70.31-
Economic Development		14,617.00		(14,617.00)	100.00-
Agricultural Drainage		2,500.00		(2,500.00)	100.00-
<b>Total Department Revenues:</b>	<b>498,731.16</b>	<b>1,648,694.00</b>	<b>676,494.25</b>	<b>(972,199.75)</b>	<b>58.97-</b>

**TOWNSHIP OF EDWARDSBURGH CARDINAL**  
**YTD Budget Variance Report**  
As of June 30, 2022

	2021 YTD Actual	2022 Budget	2022 YTD Actual	Variance to 2022 Budget	% remainin
<b>Capital Revenues</b>					
Administration		350,000.00		(350,000.00)	100.00-
Fire Department	17,100.00	122,250.00	122,250.00		
Public Works	95,747.00	1,042,253.00		(1,042,253.00)	100.00-
Storm Water Management		2,513,805.00	211,339.00	(2,302,466.00)	91.59-
Waste Disposal & Transfer Sites		18,600.00		(18,600.00)	100.00-
Recreation		73,500.00		(73,500.00)	100.00-
<b>Total Capital Revenues:</b>	<b>112,847.00</b>	<b>4,120,408.00</b>	<b>333,589.00</b>	<b>(3,786,819.00)</b>	<b>91.90-</b>
<b>TOTAL REVENUES:</b>	<b>7,209,981.20</b>	<b>13,856,433.00</b>	<b>7,677,929.31</b>	<b>(6,178,503.69)</b>	<b>44.59-</b>
<b>OPERATING &amp; CAPITAL EXPENSES</b>					
<b>Department Operating Expenses</b>					
Council	48,537.44	112,230.00	53,075.52	59,154.48	52.71
Administration	735,401.79	1,165,316.00	587,413.30	577,902.70	49.59
Covid-19 Related Costs	39,038.94	58,025.00	21,848.08	36,176.92	62.35
Fire Department	223,033.74	599,250.00	245,485.72	353,764.28	59.03
Police Services	486,809.16	1,156,455.00	379,635.88	776,819.12	67.17
Conservation Authority	37,099.34	57,001.00	38,000.00	19,001.00	33.33
Cemeteries	3,500.00	20,000.00	3,500.00	16,500.00	82.50
Protective Services	10,869.92	21,615.00	9,269.99	12,345.01	57.11
Building	54,817.74	213,325.00	94,404.00	118,921.00	55.75
Bylaw Enforcement	16,676.11	44,370.00	17,669.46	26,700.54	60.18
<b>Public Works</b>					
Overhead Expenses	291,940.95	640,074.00	328,297.07	311,776.93	48.71
Vehicle Expenses	104,358.13	294,875.00	149,818.04	145,056.96	49.19
Shop Expenses & Fuel	72,168.61	146,865.00	82,916.86	63,948.14	43.54
Bridges & Culverts	21,569.09	62,000.00	27,902.80	34,097.20	55.00
Safety Devices	18,720.89	39,350.00	10,098.27	29,251.73	74.34
Roadside Maintenance	26,875.31	97,300.00	32,296.64	65,003.36	66.81
Hardtop Maintenance	23,470.60	226,000.00	22,095.07	203,904.93	90.22
Loosetop Maintenance	150,100.09	184,500.00	22,373.07	162,126.93	87.87
Winter Control	149,618.11	270,650.00	227,930.04	42,719.96	15.78
Street Lighting	15,420.12	43,100.00	17,745.23	25,354.77	58.83
<b>Sub-total Public Works:</b>	<b>874,241.90</b>	<b>2,004,714.00</b>	<b>921,473.09</b>	<b>1,083,240.91</b>	<b>54.03</b>

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**TOWNSHIP OF EDWARDSBURGH CARDINAL**  
**YTD Budget Variance Report**  
As of June 30, 2022

Page 3

	2021 YTD Actual	2022 Budget	2022 YTD Actual	Variance to 2022 Budget	% remainin
Johnstown Water Wells	5,761.16	15,500.00	5,000.00	10,500.00	67.74
Storm Sewer System	26,310.99	77,185.00	24,126.33	53,058.67	68.74
Waste Disposal & Transfer Site	60,392.91	156,120.00	72,048.93	84,071.07	53.85
Curbside Waste & Recycling	202,459.23	414,975.00	193,711.19	221,263.81	53.32
<b>Parks &amp; Recreation</b>					
Recreation Administration	100,478.94	256,145.00	117,196.89	138,948.11	54.25
Parks	101,646.32	192,022.00	98,937.98	93,084.02	48.48
Ball Diamonds	1,850.03	6,770.00	1,865.10	4,904.90	72.45
Cardinal Pool	17,695.70	81,495.00	17,801.35	63,693.65	78.16
Johnstown Pool/Day Camps	21,183.04	96,205.00	19,727.05	76,477.95	79.49
Cardinal Arena	323,812.03	769,189.00	381,923.28	387,265.72	50.35
Spencerville Arena	102,729.59	348,940.00	158,290.84	190,649.16	54.64
Canteen	7,788.47	61,975.00	32,611.80	29,363.20	47.38
South Centre	8,269.61	16,475.00	4,220.15	12,254.85	74.38
<b>Sub-total Parks &amp; Recreation:</b>	<b>685,453.73</b>	<b>1,829,216.00</b>	<b>832,574.44</b>	<b>996,641.56</b>	<b>54.48</b>
Libraries	79,192.05	135,850.00	60,651.08	75,198.92	55.35
Planning	46,697.98	141,855.00	70,560.92	71,294.08	50.26
Economic Development	43,522.19	99,500.00	38,524.65	60,975.35	61.28
Job Site Challenge	6,319.30		2,426.47	(2,426.47)	
Agricultural Drainage	7,855.01	39,505.00	9,823.74	29,681.26	75.13
<b>Total Department Operating Expenses:</b>	<b>3,693,990.63</b>	<b>8,362,007.00</b>	<b>3,681,222.79</b>	<b>4,680,784.21</b>	<b>55.98</b>

**TOWNSHIP OF EDWARDSBURGH CARDINAL**  
**YTD Budget Variance Report**  
As of June 30, 2022

	2021 YTD Actual	2022 Budget	2022 YTD Actual	Variance to 2022 Budget	% remainin
<b>Transfers to Reserves</b>					
<b>Dedicated Capiital Reserve Fund</b>					
Transfer to Reserve Fund	11,460.50	34,640.00	17,320.00	17,320.00	50.00
Fire Department	100,000.00	145,000.00	145,000.00		
Public Works	363,572.00	307,000.00	307,000.00		
Storm Water Management	65,000.00	65,000.00	65,000.00		
Recreation Department	55,000.00	55,000.00	40,000.00	15,000.00	27.27
<b>Total Transfers to Reserves:</b>	<b>595,032.50</b>	<b>606,640.00</b>	<b>574,320.00</b>	<b>32,320.00</b>	<b>5.33</b>
<b>Capital Expenses</b>					
Administration		350,000.00		350,000.00	100.00
Fire Department	7,761.34	372,250.00	145,000.00	227,250.00	61.05
Public Works	324,410.37	1,252,105.00	17,909.76	1,234,195.24	98.57
Storm Water Management	42,302.90	2,591,331.00	8,847.97	2,582,483.03	99.66
Waste Disposal & Transfer Site	1,857.58	18,600.00	3,431.87	15,168.13	81.55
Recreation	50,000.00	303,500.00	160,105.53	143,394.47	47.25
Economic Development	123,190.10				
<b>Total Capital Expenses:</b>	<b>549,522.29</b>	<b>4,887,786.00</b>	<b>335,295.13</b>	<b>4,552,490.87</b>	<b>93.14</b>
<b>Total OPERATING &amp; CAPITAL EXPENSES:</b>	<b>4,838,545.42</b>	<b>13,856,433.00</b>	<b>4,590,837.92</b>	<b>9,265,595.08</b>	<b>66.87</b>
<b>SURPLUS (DEFICIT)</b>	<b>2,371,435.78</b>	<b>0.00</b>	<b>3,087,091.39</b>	<b>3,087,091.39</b>	<b>0.00</b>



## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Administration and Finance

**Date:** July 11, 2022

**Department:** Finance

**Topic:** 2nd Quarter 2022 Council Remuneration Report

**Background:** The Township passed Bylaw 2020-12 on February 24, 2020. This bylaw established the rules pertaining to reimbursement of eligible expenses of council members.

Section 9 b) of the bylaw indicates that the Treasurer will prepare a quarterly report that will be reviewed by council and posted on the Township website. The 1<sup>st</sup> quarter report was not presented to council for review due to insufficient submission of member's expenses during this period.

Section 6 a) viii) of the bylaw states "All expenses shall be reimbursed upon submission of a completed and signed. The form shall be submitted within a reasonable time after the conference or seminar or by the 15<sup>th</sup> of each month in order to be included in the monthly council cheque run."

The statement for the 2<sup>nd</sup> quarter of 2022 up to June 30, 2022 contains all expenses that have been submitted for reimbursement only up to the end of May for a couple of council members and is attached for review.

A handwritten signature in cursive script that reads 'Melanie Stubbs'.

Treasurer



**Township of Edwardsburgh/Cardinal  
Council Remuneration and Expenses  
updated as of June 30, 2022**

	Council Honourarium	Special Meetings Allowance	Council Cell Phone Allowance	Conferences & Conventions	Mileage & Other Expenses	Subtotal of Expenses- Conferences/ Mileage	Annual expense allowance- Bylaw 2020-12	remaining expense allowance	Total Honorarium & Expenses
P. Sayeau	7,925.00	0.00	0.00	0.00	635.06	635.06	5,000.00	4,364.94	8,560.06
T Deschamps	6,339.95	0.00	0.00	0.00	256.44	256.44	4,000.00	3,743.56	6,596.39
H Cameron	5,283.29	0.00	90.00	0.00	740.99	830.99	3,500.00	2,669.01	6,114.28
J Hunter	5,283.29	0.00	0.00	0.00	83.45	83.45	3,500.00	3,416.55	5,366.74
S Dillabough	5,283.29	0.00	0.00	0.00	83.45	83.45	3,500.00	3,416.55	5,366.74
<b>TOTALS</b>	<b>30,114.82</b>	<b>0.00</b>	<b>90.00</b>	<b>0.00</b>	<b>1,799.39</b>	<b>1,889.39</b>	<b>19,500.00</b>	<b>17,610.61</b>	<b>32,004.21</b>

## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Administration and Finance

**Date:** July 11, 2022

**Department:** Finance

**Topic:** Reserve Fund Investing Options

**Purpose:** To obtain approval to invest a portion of the reserve funds into investments with a higher interest rate to earn additional revenue.

**Background:** The current balance as of June 30, 2022 in the RBC consolidated reserve fund account #100-242-7 is \$5,844,071.71 and is earning interest at 1.85%. A review of the balances in each reserve fund that is included in the total balance indicates that a portion of these funds will not be utilized in the next six months to one year. Staff has obtained indicative deposit rates from both RBC and Scotiabank for comparative rates on guaranteed investment certificates (GIC).

The Township's general working funds account has maintained a balance of between \$3 million and \$6 million depending on the time of the year. In 2022, the Township is undertaking two large storm sewer projects that will begin shortly and will require funding. A construction loan with Infrastructure Ontario (IO) will assist in maintaining the working funds account with reimbursement of costs incurred to date on a regular basis throughout the projects.

The Township has been granted funding for the reconstruction of water assets on County Rd 2 which is anticipated to start construction by June 2023. This project will require the use of funds from the general working funds account and potentially from the consolidated reserve fund account until grant funding is claimed and received.

**Policy Implications:** Section 418 of the *Municipal Act, 2001* states that "a municipality may invest in prescribed securities, in accordance with the prescribed rules, money that it does not require immediately". The Investment Policy 2020-68 states that the maximum amount that can be invested in GIC is 50%.

**Financial Considerations:** An analysis of the reserve funds has been completed to determine available funds that could be invested for a minimum of six (6) months up to 1 year. A redeemable option GIC would provide the Township with the flexibility to access the funds if required as well as take advantage of a potential interest rate increases.

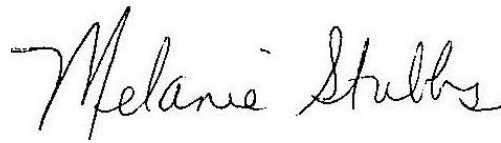
Option 1- Investment of \$2.5 million in a 6-month non-redeemable GIC at rates between 3.75- 3.77% will result in additional interest earned of approximately \$24,028 to \$24,282 which equates to 0.39% or 0.40% tax levy.

Option 2- Investment of \$2.5 million in a 1-year customized redeemable GIC with RBC at a rate of 3.80% will result in additional interest earned of approximately \$48,355 at maturity which equates to 0.79% tax levy. If this certificate is redeemed before 90 days no interest is earned. If redeemed between 90-179 days interest rate decreases to 2.5% or if redeemed between 180 and maturity the interest rate is 3.00%.

Option 3- Investment of \$2.5 million in a 1-year non-redeemable GIC with Scotiabank at a rate of 4.40% will result in additional interest earned of approximately \$63,355 at maturity which equates to 1.04% tax levy.

See attached reserve fund analysis.

**Recommendation:** That Committee recommends that Council direct the Treasurer to invest \$ 2,500,000 into a one (1) year non-redeemable GIC with Scotiabank at a rate of 4.40% or better if available.

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
CAO

## Reserve Fund Analysis

		Balance as of	Budgeted 2022	Budgeted 2022		amount	remaining
	RESERVE FUNDS	June 30, 2022	transfers in	transfers out	revised balance	available to invest	balance
98-3813	Industrial Park Land	2,957,415.23			2,957,415.23	1,000,000.00	1,957,415.23
98-3814	Raw Water Supply System	451,294.49	20,000.00	-234,004.32	237,290.17	100,000.00	137,290.17
98-3803	Industrial Park Wastewater	35,282.65	16,085.00		51,367.65		51,367.65
98-3804	Industrial Park Water	132,377.07	21,855.00		154,232.07	100,000.00	54,232.07
98-3805	Johnstown Water Wells	41,497.62		-9,000.00	32,497.62		32,497.62
98-3812	CCBF- Gas Tax Grant	63,089.93	224,955.58	-275,000.00	13,045.51		13,045.51
98-3807	Cardinal Hydro	162,991.02	27,459.00	-43,500.00	146,950.02	100,000.00	46,950.02
98-3806	Spencerville Wastewater	377,615.04	13,544.00		391,159.04	200,000.00	191,159.04
98-3808	Cardinal Wastewater	317,952.63	41,616.00	-45,450.00	314,118.63	200,000.00	114,118.63
98-3811	Cardinal Water	910,605.00	22,080.00	-5,345.00	927,340.00	800,000.00	127,340.00
98-3817	Ontario Modernization Fund	280,380.93		-282,402.14	(2,021.21)		(2,021.21)
98-3818	OCIF Formula Based Fund	61,593.06	422,677.00	-473,000.00	11,270.06		11,270.06
98-3819	Dedicated Capital Reserve Fund	51,976.34	17,320.00		69,296.34		69,296.34
	<b>Total Reserve Funds</b>	<b>5,844,071.01</b>	<b>827,591.58</b>	<b>-1,367,701.46</b>	<b>5,303,961.13</b>	<b>2,500,000.00</b>	<b>2,803,961.13</b>

net reduction in 2022 applied to Dec 2022 balance      (540,109.88)

## Interest Rate Comparson

Current RBC account			Revised RBC account		
Month	Balance	Compound Interest Earned @ 1.85%	Balance	Compound Interest Earned @ 1.85%	
Jul-22	5,844,316.04	9,009.99	3,344,316.04	5,155.82	
Aug-22	5,853,326.03	9,023.88	3,349,471.86	5,163.77	
Sep-22	5,862,349.90	9,037.79	3,354,635.63	5,171.73	
Oct-22	5,871,387.69	9,051.72	3,359,807.36	5,179.70	
Nov-22	5,880,439.42	9,065.68	3,364,987.06	5,187.69	
Dec-22	5,349,395.21	8,246.98	2,830,064.87	4,363.02	net reduction of 2022 transfers applied this month
Jan-23	5,357,642.20	8,259.70	2,834,427.89	4,369.74	
Feb-23	5,365,901.90	8,272.43	2,838,797.63	4,376.48	
Mar-23	5,374,174.33	8,285.19	2,843,174.11	4,383.23	
Apr-23	5,382,459.51	8,297.96	2,847,557.34	4,389.98	
May-23	5,390,757.47	8,310.75	2,851,947.32	4,396.75	
Jun-23	5,399,068.22	8,323.56	2,856,344.07	4,403.53	
<b>Total Interest earned</b>		<b>103,185.63</b>		<b>56,541.44</b>	

GIC interest earned on \$2,500,000 over 6 month non-redeemable

Rate	interest earned	RBC interest earned to Dec 2022	Total Interest	current interest in RBC to Dec 2022	additional interest earned
3.77%	47,497.00	30,221.73	77,718.73	53,436.04	24,282.69
3.75%	47,243.00	30,221.73	77,464.73	53,436.04	24,028.69

GIC interest earned on \$2,500,000 over 1 year-redeemable

Rate	interest earned	RBC interest earned to June 2023	Total Interest	current interest in RBC to June 2023	additional interest earned
3.80%	95,000.00	56,541.44	151,541.44	103,185.63	48,355.82
Rate	interest earned	RBC interest earned to Dec 2022	Total Interest	current interest in RBC to Dec 2022	additional interest earned
redeemed at 90-179 days					
2.50%	31,413.00	30,221.73	61,634.73	53,436.04	8,198.69
redeemed at 180 days- maturity					
3.00%	75,000.00	56,541.44	131,541.44	103,185.63	28,355.82

GIC interest earned on \$2,500,000 over 1 year non-redeemable

Rate	interest earned	RBC interest earned to June 2023	Total Interest	current interest in RBC to June 2023	additional interest earned
4.40%	110,000.00	56,541.44	166,541.44	103,185.63	63,355.82

## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Committee of the Whole – Administration & Finance

**Date:** July 11, 2022

**Department:** Administration

**Topic:** Procedural Bylaw – Inaugural Meeting Update & Electronic Participation

**Purpose:** Update the procedural bylaw to reflect changes to the inaugural meeting as a result of changes to the Municipal Act.

**Background:** Currently the procedural bylaw outlines that the inaugural meeting of council will be held on the first business day of December, as previously provided in the Municipal Act where the term began on December 1. Following changes to the Municipal Act, specifically Section 235 (1), the term of office for persons who become members of council now begins on November 15, 2022.

Staff have provided tracked changes to the procedural bylaw which include an update to the inaugural meeting timing. It is best practice to not indicate a specific date, e.g., November 15, due to the date falling on holidays/weekends in future years. Setting the date for the third Monday in November provides the Township sufficient time to coordinate the inaugural meeting with the council elect and other parties involved.

Additional sections have been proposed in the attached bylaw to clearly outline the agenda for future inaugural meetings, and clarification with respect to requirements under Section 232 of the Municipal Act for the declaration of office and oath of allegiance.

Sections 107 and 108 of the procedural bylaw which outlines the electronic participation in meeting is set to expire on July 31, 2022.

Options for Committee/Council:

- Let the timeframe expire and remove the electronic participation sections
- Extend the timeframe to permit electronic participation
- Make the electronic participation permanent within the procedural bylaw.

It may be beneficial to consider extending electronic participation given that additional meetings for the Tri-Council are now spread out between 3 municipalities, which may require members to participate electronically.

**Policy Implications:** Updates to the procedural bylaw shall be given first and second reading only during the council meeting, followed by third and final reading at the following council meeting.

**Financial Considerations:** None.

**Recommendation:** That Committee recommends that Council adopt the updated procedural bylaw as attached.



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Clerk



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CAO

**CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BY-LAW NO. 2019-15**

**“BEING A BY-LAW TO GOVERN THE PROCEEDINGS  
OF COUNCIL AND COMMITTEES OF COUNCIL”**

**WHEREAS** pursuant to Section 238(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, every Council shall pass a procedure by-law for governing the calling, place and proceedings of meetings,

**NOW THEREFORE** be it enacted that:

1. The rules and regulations contained in this by-law as set out in Schedule ‘A’ attached hereto and forming part of this by-law, shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and in the Committees thereof. The Clerk shall ensure that a copy of this procedural by-law shall be available at every Council meeting.
2. This by-law shall come into force and effect upon the date of enactment.
3. By-law 2017-51 of the Corporation of the Township of Edwardsburgh/Cardinal is hereby repealed.

Read a first and second time in open Council this 25<sup>th</sup> day of March, 2019.

Read a third and final time, passed, signed and sealed in open Council this 22<sup>nd</sup> day of April, 2019.

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**Mayor**

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**Deputy Clerk**



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**DEFINITIONS**

1. In this by-law

- (a) “Chair” and “Presiding Officer” can be used interchangeably to mean the individual conducting a meeting.
- (b) “Chief Administrative Officer” means the individual appointed by Council who is responsible for exercising general control and management of the affairs of the municipality, as outlined in *Section 229 of the Municipal Act, 2001 (SO 2001, c. 25)* and who’s authority is further defined by the delegation of authority bylaw as adopted by Council from time-to-time.
- (c) “Chief Administrative Officer/Clerk (CAO/Clerk)” means the individual appointed to exercise the duties of both the Chief Administrative Officer and the Clerk under the approved management structure of the municipality.
- (d) “Chief Executive Officer” means the Head of Council.
- (e) “Clerk” means the individual appointed to perform the statutory duties outlined in *Section 228 of the Municipal Act, 2001 (SO 2001, c. 25)*, or in the absence of the CAO/Clerk, the Deputy Clerk, of the Township of Edwardsburgh/ Cardinal.
- (f) “Committee” means any committee, sub-committee, advisory committee, or ad hoc committee established by the Council of the Township of Edwardsburgh/Cardinal.
- (g) “Committee of the Whole” shall be any committee comprised of all members of Council.
- (h) “Council” means the Council of the Township of Edwardsburgh/ Cardinal.
- (i) “Councillor” means a member of Council other than the Mayor or Deputy Mayor.
- (j) “Deputy Mayor” is the member of Council who has been elected to act in the absence of the Mayor.
- (k) “Electronic Participation” means telephone, video or audio conferencing or other interactive methods whereby meeting participants are able to hear and be heard by all participants.
- (l) “Head of Council” means the Mayor.
- (m) “Improper Conduct” means any conduct which causes disruption of a meeting.
- (n) “Inaugural Meeting” is the first meeting of a newly elected Council following each quadrennial election or any by-election.
- (o) “In Camera” is a meeting closed to the public to allow Council or Committee to consider business that, in accordance with the *Municipal Act*, may be kept confidential.
- (p) “Mayor” means Head of Council

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- (q) “Meeting” means any regular, special or other meeting of a council, of a local board, or of a committee of either of them where,
  - i) A quorum of members is present, and
  - ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- (r) “Motion” is a formal proposal put to Council by an individual member.
- (s) “Municipal Act” means the *Municipal Act, 2001 (SO 2001, c.25)* and its regulations as amended.
- (t) “Notice of Motion” means a written notice, including the name of the mover, the purpose of the motion, the date and such other information as may be required, advising Council or Committee that the motion described therein will be brought forward at the subsequent Council or Committee meeting.
- (u) “Pecuniary Interest” means relating to or connected with money, pursuant to the *Municipal Conflict of Interest Act, RSO 1990, c.M.50* as amended.
- (v) “Quorum” shall be a majority of the total number of the Voting Members of the Council or Committee.
- (w) “Recorded Vote” means the recording of the name and vote of every member on any motion or question at any Member’s request that the vote be recorded.
- (x) “Rules of Order” shall be the rules to regulate debate and the conduct of members of Council, staff and public during an actual meeting of the Council or Committee. Where this by-law is silent on a matter of procedure, Robert’s Rules of Order will apply.
- (y) “Special Meeting” is a meeting called by the Mayor or a majority of members of Council for any purpose in accordance with the Township of Edwardsburgh/Cardinal’s notice policy.
- (z) “Township” means the Corporation of the Township of Edwardsburgh/Cardinal and includes its geographical area.
- (aa) “Ultra vires” means beyond the legal power or authority of the corporation.

**COUNCIL MEETINGS**

- 2. The Inaugural Meeting following each quadrennial election shall be held at the Township Office, Spencerville, in the Council Chambers at 11:00 a.m. on the third Monday in November-first business day in December.
- 3. The Clerk shall be responsible for the content of the agenda for the Inaugural Meeting and the arrangements for the inaugural proceedings. The contents of the agenda shall be as follows:
  - a. Opening of the Meeting
  - b. Mayor’s Declaration of Office and Oath of Allegiance
  - c. Deputy Mayor’s Declaration of Office and Oath of Allegiance
  - d. Councillor’s Declaration of Office and Oath of Allegiance
  - e. Mayor’s Inaugural Address
  - f. Deputy Mayor’s Inaugural Address

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g. Councillor's Inaugural Address

h. Adjournment

4. Every Member of Council shall make and subscribe a Declaration of Office and an Oath of Allegiance at the Inaugural Meeting of Council as per section 232 (1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended.
5. If a Member of Council is absent, the Declaration of Office and Oath of Allegiance shall take place at the next subsequent Meeting of Council.
3. Council shall meet on the fourth Monday of each month at the hour of 6:30 p.m. In the month of December, the regular meeting of Council shall be held on the second Monday of the month. Where the fourth Monday of the month falls on a Statutory holiday, the meeting will be moved to the Tuesday immediately following.
4. No item of business may be dealt with at a Council Meeting after 10:00 p.m. except by majority vote of all Members present, and providing that quorum can be maintained.
5. Special meetings for any purpose may be called at any time by the Mayor in accordance with the municipality's notice policy.
6. A majority of the members of Council may call a special meeting at any time in accordance with the Municipal Act.
7. Notice of the holding of a special meeting shall be given by the CAO/Clerk to all members by telephone and by e-mail, such notice to specify the date, time and location of such meeting and the object thereof, in accordance with the municipality's notice by-law.
8. As soon after the hour of meeting as there shall be a quorum present, the Mayor shall take the Chair and call the Members to order. A majority of the Members of the Council shall constitute a quorum. In the event that there shall be no quorum present within half an hour, the Clerk shall take the names of those present and the meeting shall stand adjourned.
9. The Mayor, or in his/her absence the Deputy Mayor, shall preserve order and decorum. He/she may speak to points of order, and shall decide all questions of order which can be subject to an appeal to the Council on a motion regularly seconded and which must be carried by majority.

**ABSENCE OF HEAD OF COUNCIL FROM A COUNCIL MEETING**

10. Subject to the provisions of the Municipal Act, and where no Presiding Officer has been appointed, in case the Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council, the Deputy Mayor shall act in his/her stead. However, if neither is present the Clerk or Deputy Clerk shall call the Members to order if a quorum is present, and an acting Head of Council shall be appointed from among the Members present by a majority vote and he/she shall preside until the arrival of the Head of Council, and while so presiding the acting Head of Council shall have all the powers of the Head of Council.

**CONDUCT OF PROCEEDINGS AT MEETINGS OF COUNCIL**

11. It shall be the duty of the Mayor or other Presiding Officer
- (a) to open the meeting of Council by taking the Chair and calling the meeting to order,

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- (b) to ensure that each member of Council has received a copy of the Agenda for the meeting,
- (c) to receive and submit, in the proper manner, all motions presented to the Members of Council,
- (d) to put to vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings, and to announce the result.
- (e) to decline to put to vote motions which infringe upon the rules of procedure.
- (f) to restrain the Members, within the Rules of Order, when engaged in debate.
- (g) to enforce on all occasions the observance of order and decorum among the Members, in accordance with the established code of conduct for Council.
- (h) to call by name any Council Member persisting in breach of the Rules of Order of the Council, and to order him/her to vacate the Council Chamber, and if necessary, to exercise his/her authority to adjourn the meeting.
- (i) to receive all messages and other communications and announce or cause them to be announced to the Council.
- (j) to authenticate, by his/her signature when necessary, all by-laws, resolutions and minutes of the Council.
- (k) to inform the Council, when necessary, or when referred to for the purpose, on a point of order or usage.
- (l) to ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of Council.
- (m) to record the vote of each member present when any member requests that the vote be recorded. The request must be made immediately prior to the taking of the vote. When a recorded vote is taken, each member present, except a member who is disqualified from voting by any Act, shall announce his/her vote openly. Any failure to vote by a member who is not disqualified shall be deemed to be a negative vote. The CAO/Clerk shall record each vote in minutes.
- (n) to adjourn the meeting when the business is concluded.
- (o) to adjourn the meeting without a vote in the case of grave disorder arising in the Council Chamber.

**COUNCIL AGENDA**

- 12. The agenda for a meeting of Council shall be drafted by the CAO/Clerk under the direction of the Mayor.
- 13. The Mayor shall ensure that all agendas are balanced and organized and may stand down an agenda item if he/she feels it is appropriate to do so.
- 14. The CAO/Clerk shall have an agenda prepared and printed for the use of the Members at the regular meetings of Council and cause such agenda and background materials to be delivered to the members not less than three (3) days before the meeting.

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15. Items may be added to the agenda which arise between preparation of the agenda package and the meeting date if approved by the Mayor prior to the commencement of the meeting and approved as an amendment to the agenda by unanimous consent of Council during the course of the meeting.
16. The following shall be the General Order of Business at each Council meeting.
  1. Call to Order
  2. Approval of Agenda
  3. Disclosure of Pecuniary Interest
  4. Delegations or Presentations
  5. Minutes of the Previous Council Meeting
  6. Business Arising from Previous Council Meeting
  7. Committee Minutes
  8. Action and Information Items from Committees
  9. Correspondence
  10. Approval of Disbursements
  11. By-laws
  12. CAO's Administrative Update
  13. Councillor Inquiries or Notices of Motion
  14. Mayor's Report
  15. Question Period
  16. In Camera (if required)
  17. Confirmation By-law
  18. Adjournment
17. If a statutory public meeting is required, and in the opinion of the staff in consultation with the Mayor it can be accommodated prior to a regular meeting of Council or Committee, the regular meeting of Council or Committee will be delayed if necessary.

**DELEGATIONS AND PRESENTATIONS**

18. To ensure that Council is aware of public sentiment pertaining to agenda items, delegations will be afforded the opportunity to address Council before decisions are made.
19. Any individual, corporation, organization or group wishing to present an item or viewpoint to Council shall inform the CAO/Clerk in writing. Email or facsimile requests are acceptable, with confirmation of receipt. If the item already appears on the Council agenda, such requests will be accommodated up to and including 4:00 p.m. on the day of the Council meeting. If the item does not appear on the agenda, the delegate may be referred to a later Council or committee meeting.
20. Where a delegation appears before a Committee of Council composed of fewer than three members of Council, that same delegation may appear before Council at a regular Council meeting.
21. Where a delegation appears before Committee of the Whole that same delegation may appear before Council at a regular Council meeting a maximum of one time if they have new or additional information to present.
22. Delegations shall confine their remarks to the stated business, and shall have a maximum of ten (10) minutes to address Council, excluding follow-up questions by members of Council.
23. There shall be a maximum of two spokespersons per delegation, whose combined speaking time shall not exceed ten (10) minutes.

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24. Presentations are organized to present information to Council. Where a presentation appears before a Committee, that same presenter may be requested to appear to present to Council at a regular meeting.
25. Where a presentation is made to Council, presenters will be allotted fifteen (15) minutes to make the presentation, excluding follow-up questions by members. Allotted time may be extended upon approval of the Mayor.
26. The CAO/Clerk shall list delegations and presentations in the order which they are received. Not more than three delegations or presentations in each Council or Committee meeting shall be booked. The Mayor, with the support of Council, may accommodate additional delegations prior to approval of agenda.

**MINUTES**

27. Minutes shall record:
  - (a) the place, date and time of meeting;
  - (b) the names of the Presiding Officer or Officers and record of attendance of the Members;
  - (c) the reading, if requested, correction if necessary, and adoption of the minutes of previous meetings; and
  - (d) all other proceedings of the meeting without note or comment.
28. It shall be the duty of the CAO/Clerk to ensure that the minutes of the last regular meeting and the minutes of all special and committee meetings held more than five (5) days prior to a regular meeting are made available to each member of Council, not less than three (3) days before the hour appointed for the regular meeting.

**MOTIONS**

29. A motion must be formally seconded before the Presiding Officer can put the question.
30. When a motion is passed it becomes a resolution.
31. A Council member may bring a motion forward under Council Inquiries/Notices of Motion in respect of an emergency, time sensitive (as determined by the Chair), congratulatory or condolence nature, or any other matter.
32. The Council Member introducing the notice of motion must indicate at which Committee or Council meeting the motion is to be discussed.
33. Motions must be presented in writing; however, those motions in the following section may be presented orally. It is not necessary for the motion to be in the handwriting of the mover.
34. The following matters and motions may be introduced orally and without written notice and without leave, except as otherwise provided in the Rules of Order.
  - (a) a point of order or of personal privilege
  - (b) to "defer"
  - (c) to postpone indefinitely or to a day certain
  - (d) to move the previous question
  - (e) to refer to a Committee

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35. A motion in respect of a matter beyond the jurisdiction of the Council shall not be in order and shall be considered to be “ultra vires”.
36. After a motion is read or stated it shall be deemed to be in possession of the Council but may, with the permission of the mover and seconder, be withdrawn at any time before decision or amendment.
37. A motion properly before the Council for decision must receive disposition before any other motion can be received, except motions to amend the main motion or in respect of matters listed in Section 34.
38. A motion called in the order in which it stands upon the agenda of a meeting, and which is not decided by Council, shall be allowed to stand, retaining its precedence upon the agenda of the next regular meeting of the Council.
39. At any time during debate on a motion, or an amendment to a motion, a motion may be made to refer the matter under discussion to a Committee of Council. If the motion to refer is passed, there will be no further action on the main motion or amendment, until the Committee concerned has made its recommendation to Council.

**APPROVAL OF DISBURSEMENTS**

40. All accounts submitted for payment must be approved by Council prior to release of funds. Payments for budgeted items to a maximum of \$10,000 may be paid forthwith for emergency purposes or to avoid interest charges.
41. The Treasurer shall provide a list of all accounts to be paid to Council for review and approval prior to the release of funds, together with a list of those accounts paid in accordance with section 40 above.

**READING OF BY-LAWS AND PROCEEDINGS THEREUPON**

42. Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act and shall be complete with the exception of the number and date thereof.
43. Every by-law shall have three readings prior to it being passed.
44. Unless otherwise provided, the confirmation bylaw shall receive all three (3) readings at the same time during the same meeting.
45. “Reading” in its present usage means “stage of consideration” and does not mean actual reading aloud.
46. The first reading of a by-law shall be decided without amendment or debate. It indicates approval of placing the matter before Council (introduction).
47. The second reading of a by-law indicates approval in principle of the proposed by-law.
48. First and second reading of any by-law may be held at the same meeting of Council and may be considered on the same motion.
49. If no amendments are proposed following first and second reading of a by-law and it has received unanimous support, said by-law may be given third and final reading at the same meeting as first and second reading.
50. If Council determines that a by-law is to be considered in Committee it shall be so considered after second reading and before third reading.

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- 51. If a Committee is used for discussion of a by-law, then any changes to the by-law recommended by the Committee shall be reported by the Chairperson of the Committee to Council. After the report has been received by Council the by-law shall be open to debate and amendment before it is ordered for third reading.
- 52. The CAO/Clerk shall set out on all by-laws enacted by Council the date of the several readings thereof.
- 53. Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the CAO/Clerk and the Presiding Officer and shall be deposited by the CAO/Clerk in his/her office for safekeeping.

**COUNCIL INQUIRIES/NOTICES OF MOTION**

- 54. Any member of Council may request follow-up information of any nature or give notice of a motion to be brought forward at the next regular Council meeting.
- 55. Specifics regarding names and addresses related to by-law enforcement or animal control issues will not be discussed in open session.

**QUESTION PERIOD**

- 56. Persons in the gallery or media representatives may ask questions for clarification with respect to items on the agenda as approved by Council. Each individual present shall be afforded time to ask one question during question period, but may also follow up with staff or the Mayor for additional information after the meeting. A maximum of twenty (20) minutes in total shall be allowed for question period.
- 57. Questions shall be directed to the Chair.
- 58. The Chair may terminate question period at any time, if he/she deems it necessary.

**RECONSIDERATION**

- 59. A resolution may be reconsidered, if during the Council Inquiries/Notices of Motion portion of the meeting at which it was passed, any Member who voted on the resolution gives notice that he/she will introduce a motion for reconsideration at the first regular meeting held thereafter. Such notice shall include reasons for so doing.
- 60. If such notice of reconsideration is given no action shall be taken to carry into effect the main motion until after the motion to reconsider has been disposed of and no further discussion shall take place at the current meeting on the matter of the main motion or on the notice of reconsideration
- 61. Other than under a notice of reconsideration, no motion shall be considered more than once.
- 62. No question upon which a notice of reconsideration has been accepted shall be considered more than once, nor shall a vote to reconsider be reconsidered.

**UNFINISHED BUSINESS**

- 63. The items listed in the order of the topics set out in the agenda, as amended, if the case may be, if not disposed of by Council before the end of the meeting shall be noted and brought forward on each subsequent agenda until disposed of by Council, or removed from the agenda by a majority vote of the Council.



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**OTHER FINANCIAL REPORTING**

- 64. The Treasurer will submit quarterly budget-to-actual summaries to Administration/Finance Committee of the Whole within 30 days of the end of the quarter
- 65. In the event that the annual budget has not yet been approved, municipal accounts can be processed provided that the expenses are comparable with the previous year's budget authority.

**RULES OF DEBATE**

- 66. Robert's Rules of Order shall be followed at all Council and Committee of the Whole meetings.
- 67. The Presiding Officer may at any time state relevant facts and his/her position on any matter without leave.
- 68. The presiding officer may not move a motion without first taking leave of the chair.
- 69. No Member, without leave of the Council, shall speak on the same question, or in reply, for longer than ten minutes, with an additional five minute rebuttal period.
- 70. Where a Member considers that his/her integrity or the integrity of the Council as a whole has been questioned, he/she may as a matter of personal privilege rise at any time, with the consent of the Presiding Officer, for the purpose of drawing the attention of the Council to the matter.

**CONDUCT OF MEMBERS OF COUNCIL**

- 71. The Mayor, as the Head of Council is Chief Executive Officer of the Township is elected to ensure, to the best of his/her ability, that the roles prescribed by the *Municipal Act, SO 2001*, as amended are adhered to and followed.
- 72. The Deputy Mayor, shall act as the Head of Council to the best of his/her ability in place of the Mayor where the Mayor is unable to act.
- 73. Councillors are elected to represent their respective wards to the best of their ability and shall act to the best of their ability to ensure that all aspects of the Township are considered in deliberation.
- 74. All members shall be respectful of each other, staff and the general public while fulfilling their roles.
- 75. No member shall speak disrespectfully of the Reigning Sovereign, or of any member of the Royal family, or of the Governor General, or the Lieutenant Governors, Provincial Parties or Leaders, Federal Parties or Leaders or of their representatives.
- 76. No member shall speak disrespectfully, use offensive words, language or gestures.
- 77. No member shall speak on any subject other than the subject under debate at any meeting.
- 78. No member shall disobey the rules of the Council or a decision of the Presiding Officer or of the Council on questions of order or practice or upon the final interpretation of the rules of the Council;

**Schedule A**  
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79. Where a matter has been discussed in camera, and where the matter remains confidential, no member shall disclose the content of the matter or the substance of the deliberations of the in camera session.
80. No member shall exhibit any improper conduct over the course of any meeting.

**PENALTIES FOR MISCONDUCT**

81. Where a member has been called to order by the Presiding Officer for failing to observe the rules of conduct and persisting such conduct, the Presiding Officer may put the question, "that (Name of Council or Committee Member) be ordered to leave his/her seat for the duration of the meeting". However, if the Member apologizes and regains proper conduct he/she, by majority vote, will be permitted to retake his/her seat.
82. Where a Member has been permitted to retake his/her seat and improper behaviour is resumed by said Member, he/she will be ordered to leave the meeting by the Presiding Officer. No further opportunity to remain will be extended.

**CONDUCT OF MEMBERS OF PUBLIC**

83. Where a delegate, presenter or other member of the public behaves in a manner deemed to be improper conduct, he/she will be asked to leave the meeting. However, if the individual apologizes and regains proper conduct he/she, with the permission of the Presiding Officer, will be permitted to remain at the meeting.

**COMMITTEE MEETINGS**

**IN GENERAL**

84. Committees shall generally be governed by Proceedings of Council as established herein. Further terms of reference may be established by by-law from time-to-time.
85. There shall be five types of Committee meetings:
- (a) Committees of the Whole
  - (b) Committees of all members of Council with citizen volunteers
  - (c) Committees of a majority of members of Council with citizen volunteers
  - (d) Committees of a minority of members of Council plus citizen volunteers to constitute membership.
  - (e) Ad hoc committees
86. (a) Committees of the Whole are meetings where the whole of Council is listed as members and are generally to be conducted in a manner similar to Council meetings. The CAO/Clerk or Deputy Clerk is required to be present.
87. (b) Committees of all members of Council plus citizen volunteers may include, but are not limited to, matters involving Administration, Finance, Public Works, Environmental Services and Recreation Facilities. The meetings are generally to be conducted in a manner similar to Council meetings. Citizen volunteers shall declare an oath of confidentiality in order to be included when matters are discussed in camera, and where the matter remains confidential in nature. The CAO/Clerk or Deputy Clerk are required and other senior staff may be required to be present.
88. (c) Committees of a majority of members of Council shall be generally conducted in a manner similar to Council. Matters to be considered may include, but are not limited to Land Use Planning, Economic Development and

**Schedule A**  
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Recreation Programming. The CAO/Clerk or Deputy Clerk are required and one other staff member may be required to be present.

89. (d) Committees of a minority of members of Council plus citizen volunteers to constitute membership may be conducted in an open discussion forum or in a manner similar to a Council meeting, as determined by the Presiding Officer. Such committees may include matters involving recreation programming, citizen concerns, public libraries, etc. The majority of representation shall be non-elected citizens. No staff resources are required.
90. (e) Ad Hoc Committees may be established from time-to-time to address specific matters. The Mayor and/or Council shall appoint members and set the terms of reference for such Committees by resolution.
91. All committees shall make recommendations to Council by way of motions brought forward by Committee members and duly voted upon.
92. Council shall, at the start of their term, establish or confirm Committees of Council and their terms of reference, as well as the nature and number of members, by by-law.

**COMMITTEE PROCEEDINGS**

93. The Presiding Officer shall call the meeting to order, ensure that all members have copies of an agenda and/or supporting information, adjourn the meeting if unruly, or request individuals behaving in an unorderedly or rude member to leave the meeting place, in accordance with sections 70 through 82 above.
94. Where a Committee is comprised of a minority of members of Council, quorum is not required for discussion to take place; however, quorum is required for votes to be called on recommendations to Council.
95. Where Committee is comprised of three or more elected members of Council, the Committee shall be served by appointed staff in accordance with the *Municipal Act, SO 2001* as amended.
96. Minutes of Committees shall record:
- The place, date and time of the meeting;
  - The names of the presiding officer and those voting and non-voting persons in attendance;
  - A synopsis of discussion, without mention of names associated with the opinions offered;
  - Motions and/or recommendations duly moved, seconded and voted upon;
  - The reading, correction and approval of previous meeting minutes;
  - All other proceedings without note or comment.
97. The Mayor shall be ex-officio to all Council Committees. Ex-officio is defined as having the right to attend, participate and vote at the meeting, but not forming part of the quorum.

**GENERAL PROVISIONS**

**RECORDING OF COUNCIL OR COMMITTEE SESSIONS**

98. The recording or live-streaming of meetings is permitted by members of the public, media, and staff.

**AMENDMENT**

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99. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council without notice of proposed amendment or repeal having been given at a previous regular meeting of the Council, and the waiving of this notice by the Council is prohibited.

**AUTHORITY**

100. Roberts – “Rules of Order” shall be the final authority for any rules governing business procedures not covered in this by-law.
101. Any procedure required by this by-law may be temporarily suspended with the consent of a majority of the Council present.

**NOTICE**

102. Notice of meetings will be provided to the public via the municipal website.

**ABSENCE OF HEAD OF COUNCIL FROM THE MUNICIPALITY**

103. In the case of the absence of the Mayor from the Municipality, or if he/she is absent through illness, or he/she refuses to act, or his/her office is vacant, the Deputy Mayor will act in his/her place. However, if both are absent, a Councillor shall be appointed by the majority of members present to act from time to time in the place and stead of the Head of the Council and he/she shall have all the rights, powers and authority of the Head of Council, while so acting. This does not extend to membership on Counties Council.

**PETITIONS AND COMMUNICATIONS (CORRESPONDENCE)**

104. Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed and dated by at least one person and filed with the CAO/Clerk.
105. Every communication received by the CAO/Clerk shall be forwarded to members of Council on a weekly basis.
106. Any member of Council may request that the CAO/Clerk bring forward any communication to a Committee or Council meeting for debate or direction.

**ELECTRONIC PARTICIPATION IN MEETINGS**

107. In-person participation shall remain the primary method of participation by members, electronic participation is available to members who deem it necessary due to:
- (a) It is not safe or possible to attend in-person due to natural extreme weather event;
  - (b) Health and safety restrictions or guidelines that may be outlined by the Health Unit, Provincial/Federal government or the Township’s Emergency Control Group;
  - (c) Provincial government orders restricting in person meetings/public gatherings/stay at home orders;
  - (d) Activation of the Emergency Control Group or a declared emergency by any level of government or health unit;
  - (e) Medical absences (illness, isolation, or other health issues);
  - (f) Parental leave;
  - (g) Travel on official municipal business;
108. As per Section 238(3.1) of the Municipal Act, 2001, members of Council, of a Local Board or of a Committee, can participate electronically in a meeting.

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A member of Council, of a Local Board or of a Committee, who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any time in time.

A member of Council, of a Local Board or of a Committee can participate electronically in a meeting that is open and closed to the public. Members participating electronically in a closed session shall ensure that they are in a private room, where no other persons can overhear the deliberations and that all reasonable measures have been taken to ensure confidentiality and internet security. It is highly recommended that all members participating electronically in a closed session wear a headset.

A member of Council, of a Local Board or of a Committee participating electronically shall notify the Presiding Officer of the meeting and the Clerk, or their designate, of their intention, prior to the meeting if they wish to participate via electronic means.

A member of Council, of a Local Board or of a Committee shall verbally inform the Presiding Officer of their intention to leave the meeting. If the member is returning to the meeting, the member shall verbally notify the presiding officer at the time of their return.

A member of Council, of a Local Board or of a Committee making a motion shall not be required to be made in writing during electronic participation of the meeting. The member that has brought a motion forward during his/her electronic participation shall supply the Clerk with a copy of said motion, within 48 hours, of said meeting.

A member of Council, of a Local Board or of a Committee shall notify the Clerk, or designate, of their intention to participate electronically as soon as possible, or not later than 6 hours before the scheduled start of the meeting in order for electronic participation preparations to be made.

All members participating electronically shall vote by show of hands or by verbal consent (yea or nay).

All requested recorded votes shall be recorded during electronic participation. Each member present, including the presiding officer, except a member who is disqualified from voting by any Act, shall announce his/her vote verbally (yea or nay) when called by the presiding officer or Clerk, and the Clerk, or designate, shall record each member's vote.

## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Administration and Finance

**Date:** July 11, 2022

**Department:** Finance

**Topic:** Borrowing Bylaw

**Purpose:** The purpose of this report is to provide Committee with the submission requirements on a new application to Ontario Infrastructure and Lands Corporation (“OILC”) for construction loan financing for the 2022 storm water management projects.

**Background:** At the May 24<sup>th</sup> council meeting, Council directed the Treasurer to submit an application to Infrastructure Ontario for a construction loan to fund the unfunded portion of the 2022 storm water management projects in Spencerville and Johnstown. The financing requested in this application in the amount of \$1,895,000 will provide for both temporary and long-term borrowing options in order to finance these capital projects for up to five years.

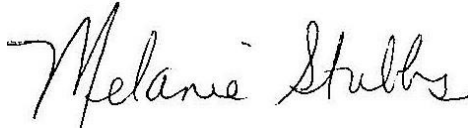
The funds will be made available to the Township as costs are incurred and only interest payments are made up until the construction is completed. At that time the Township has 120 days to convert to a fixed rate term loan or pay back the amount borrowed.

As part of this application, the municipality is to pass a borrowing bylaw (OILC provides template), submit a copy of both the 2019 and 2020 Consolidated Financial Statements; a copy of the 2022 approved budget; loan application signature page and a Treasurer’s Certificate outlining any potential litigation.

**Policy Implications:** Section 401-1 of the *Municipal Act, 2001* states that “Subject to this or any other Act, a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way”.

**Financial Considerations:** The application, if approved, will enable the Township to access temporary construction financing and take advantage of preferred interest rate opportunities offered by the OILC program. The application is requesting funding up to \$1,895,000.00 and the anticipated start date for withdrawals is later in 2022 due to the fact that there is \$1,641,751.00 in budgeted revenues allocated to these two projects in 2022.

**Recommendation:** That Committee recommends Council directs staff to draft a borrowing bylaw for a construction loan from OILC to fund the 2022 storm water management projects.

Handwritten signature of Melanie Stubbs in black ink.

Treasurer

Handwritten signature of D. S. C. T. in black ink.

CAO



## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Committee of the Whole – Administration & Finance

**Date:** July 11, 2022

**Department:** Administration

**Topic:** Cormorant Control Activities – April to June 2022

**Background:** The Township has Mr. John Courtney (Trapper) acting as our agent, in 2022, for the control and removal of cormorants as pests on lands owned by the Township.

The Township also has permission to access and to the use of lands outlined in a licence agreement with Ontario Power Generation (OPG).


Attached is a copy of the flyer distributed to residents near the work area and the activity reports for April, May and June submitted by Mr. Courtney and forwarded to OPG.


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

CAO




## SCHEDULE "B"

<b>Reporting of Cormorant Control</b>  <b>Daily Reporting – Submit on a Monthly Basis</b> <b>April 2022</b>				
Date	<b>Number of Cormorants Dispatched</b>  <i>*NOTE: Double crested cormorants cannot be dispatched while in flight over water</i>	<b>Bi – Catch</b>  (other bird species inadvertently dispatched – include number and species of bird(s))		<b>Roost Trees Cut Down</b>  <i>*NOTE: Roost Trees cut down must fall on land, not in the water &amp; Before and after pictures of all Roost Trees that are cut down as documentation that no nests are disturbed. (Note by Date)</i>
		Yes	No	
<b>April 22 2022</b>	<b>Cardinal South of Starch Plant just a few fishing birds. Cardinal Park inside pond clear. Gallop Canal few birds fishing. West end of Spencer Island birds fishing. Inside bay (Grenville park) fishing birds coming from nesting site on Chimney Island USA which is a 1000m from the tip of Spencer Island (Canada) See Picture</b>		<b>x</b>	

<p><b>April 29 2022</b></p>	<p><b>Cardinal South of Starch Plant just a fishing birds. Cardinal Park inside pond clear. Gallop Canal few birds fishing. West end of Spencer Island birds fishing. Inside bay (Grenville park) fishing birds coming from nesting site on Chimney Island USA which is a 1000m from the tip of Spencer Island (Canada) Ecosystem on Spencer Island is intact. Supporting good wildlife See Picture-Bald Eagle</b></p>			
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# SCHEDULE "B"


Reporting of Cormorant Control				
Daily Reporting – Submit on a Monthly Basis MAY 2022				
Date	Number of Cormorants Dispatched  <i>*NOTE: Double crested cormorants cannot be dispatched while in flight over water</i>	Bi – Catch  (other bird species inadvertently dispatched – include number and species of bird(s))		Roost Trees Cut Down  <i>*NOTE: Roost Trees cut down must fall on land, not in the water &amp; Before and after pictures of all Roost Trees that are cut down as documentation that no nests are disturbed. (Note by Date)</i>
		Yes	No	
May 2 2022	Cardinal South of Starch Plant just a few fishing birds. Cardinal Park inside pond clear. Gallop Canal across from Empire Hanna harassed [REDACTED]. West end of Spencer Island birds fishing. Inside bay (Grenville park) fishing birds coming from nesting site on Chimney Island USA		x	

May 5 2022	Cardinal South of Starch Plant just a few fishing birds. Cardinal Park inside pond clear. Gallop Canal across from Empire Hanna harassed [REDACTED]. Geese nesting in progress. West end of Spencer Island birds fishing. Inside bay (Grenville park) fishing birds coming from nesting site on Chimney Island USA		x	
May 11	Cardinal South of Starch Plant just a few fishing birds. Cardinal Park inside pond clear. Gallop Canal across from Empire Hanna harassed [REDACTED] birds. Staying off land as there are lots of geese nesting on Gallop. No shooting this location. Number of birds are building at the end of North Cannel on the rocks. West end of Spencer Island birds fishing. Inside bay (Grenville park) fishing birds coming from nesting site on Chimney Island USA			
May 18 2022	Cardinal South of Starch Plant just a few fishing birds. Cardinal Park inside pond clear. At the Gallop Canal location across from Empire Hanna harassed Cormorants are roosting in a new second tree. Harassed about [REDACTED] birds. Geese have hatched and moved off. Number of birds are building at the end of North Cannel on the rocks West end of Spencer Island birds fishing. Inside bay (Grenville park) fishing birds coming from nesting site on Chimney Island USA		x	
May 25 2022	Cardinal South of Starch Plant just a few fishing birds. Cardinal Park inside pond 1 fishing Cormorant. At the Gallop Canal		x	

	<b>location across from Empire Hanna harassed Cormorants are roosting in a two tree. Harassed about ■ birds. Number of birds continue to build at the end of North Cannel on the rocks. 100+ strong. West end of Spencer Island birds fishing. Inside bay (Grenville park) fishing birds coming from nesting site on Chimney Island USA</b>			
May 30 2022	Same as May 25 <sup>th</sup> .		x	

## SCHEDULE "B"

<b>Reporting of Cormorant Control</b>  <b>Daily Reporting – Submit on a Monthly Basis</b> <b>June 2022</b>				
Date	Number of Cormorants Dispatched	Bi – Catch		Roost Trees Cut Down
	<i>*NOTE: Double crested cormorants cannot be dispatched while in flight over water</i>	(other bird species inadvertently dispatched – include number and species of bird(s))		<i>*NOTE: Roost Trees cut down must fall on land, not in the water &amp; Before and after pictures of all Roost Trees that are cut down as documentation that no nests are disturbed. (Note by Date)</i>
		Yes	No	
June 8 2022	Few fishing birds east of the Cardinal Starch Plant. Cardinal Park inside pond 3 birds fishing. Gallop Canal across from Empire Hanna harassed [REDACTED]. Cut tree down on island across from Empire Hanna at request of home owner. After picture to follow in July report. West end of Spencer Island birds fishing. Inside bay (Grenville park) few birds fishing		x	
June 13 2022	Cardinal South of Starch Plant just a few fishing birds. Cardinal Park inside pond clear. A few birds roosting on Starch Plant property gate East end of Cardinal Park. Gallop Canal across from Empire Hanna harassed [REDACTED] shot [REDACTED]. Groups of birds gathering on the rocks at the East end of North Channel. Inside bay (Grenville park) fishing		x	

	birds coming from old nesting site on Chimney Island USA.			
June 22 2022	<p>Cardinal South of Starch Plant just a few fishing birds. Birds roosting on Starch Plant gate West end of Cardinal Park. Cardinal Park inside pond 3 fishing birds. Gallop Canal across from Empire Hanna harassed ■ birds. New roosting tree starting up West of Empire Hanna. See picture. West end of North Cannel birds in concentration on the rocks.</p> <p>Spencer Island birds fishing. Inside bay (Grenville park) fishing birds coming from nesting site on Chimney Island USA</p>			
June 24 2022	<p>Cardinal South of Starch Plant just a few fishing birds. Birds roosting on Starch Plant gate West end of Cardinal Park. Cardinal Park inside pond clear. Gallop Canal across from Empire Hanna harassed ■ birds. Shot ■. New roosting tree West of Empire Hanna on OPG property. West end of North Cannel birds in concentration on the rocks. Spencer Island birds fishing. Inside bay (Grenville park) fishing birds coming from nesting site on Chimney Island USA</p>		X	
June 29 2022	<p>Cardinal South of Starch Plant just a few fishing birds. Cardinal Park inside pond 1 fishing Cormorant. At the Gallop Canal location across from Empire Hanna harassed Cormorants are roosting in a two tree. Harassed about ■ birds shot ■. Number of birds continue to build at the end of North Cannel on the rocks. 100+ strong. West end of Spencer Island birds fishing. Inside bay (Grenville park) fishing birds coming from old nesting site on Chimney Island USA</p>		X	



## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Committee of the Whole – Administration & Finance

**Date:** July 11, 2022

**Department:** Administration

**Topic:** GGI Updated Amendment to the Design, Build, Finance, Operate and Maintain Agreement

**Purpose:** To provide an updated amendment to the design, build, finance, operate and maintain agreement with Greenfield Global Inc and seek approval and authorization for the Mayor and Clerk to execute the updated agreement.

**Background:** At the December 6, 2021 committee meeting, a recommendation was carried “that committee recommend that Council approve and authorize the Mayor and Clerk to execute the amendment to the design, build, finance, operate and maintain agreement with Greenfield Global Inc.” Following the meeting, GGI expressed concerns with proceeding in executing the agreement until a firm timeline and solid pricing could be obtained on the project. A solid timeline is now established and a firmer price has been determined following tender of the project.

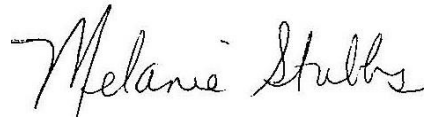
The amendment agreement is attached showing the tracked changes.

**Policy Implications:** Council approval is required to enter into agreements that extend beyond the current term of Council. This amendment agreement will allow for renewal extensions until 2058 at GGI’s sole discretion.

**Financial Considerations:** The estimated capital cost to complete the work is \$650,012.00. GGI will contribute \$416,007.68 (64%) and the Township will contribute \$234,004.32 (36%) before applicable taxes based on above cost estimate. The cost sharing will be split 50/50 for any additional costs above the estimated capital cost. None anticipated at this this time. The Raw Water Supply System reserve fund balance is \$451,294.49 as of June 30, 2022.

**Recommendation:** That Committee recommend that Council approve and authorize the Mayor and Clerk to execute the updated amendment to the design, build, finance, operate and maintain agreement with Greenfield Global Inc.





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Treasurer



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CAO

## **Amendment #1 to Design Build Finance Operate and Maintain Agreement**

DATED ~~December \_\_\_\_\_, 2024~~ June 21, 2022

This is Amendment # 1 (RWSS Upgrade) to the Design Build Finance Operate and Maintain Agreement as authorized by Bylaw 2008-09 and executed on March 3, 2008 between Township (defined below) and GGI (defined below) (the "Original Agreement")

BETWEEN:

TOWNSHIP OF EDWARDSBURGH CARDINAL ("Township")

-and-

GREENFIELD GLOBAL INC. ("GGI")

WHEREAS Greenfield Johnstown Limited Partnership, by its General Partner, Greenfield Johnstown G.P. Inc. and the Township of Edwardsburgh Cardinal entered into the Original Agreement;

WHEREAS Greenfield Johnstown Limited Partnership's successor in interest under the Original Agreement is GGI;

WHEREAS Schedule A of the Original Agreement listed the capacity performance requirement at 2600 m3/day; and

WHEREAS the current capacity of 2600 m3/day is insufficient to meet the forecasted demand capacities of both parties; and

WHEREAS both parties mutually agree that upgrades to the raw water supply system "(RWSS)" are required and both parties will share in the associated Capital Costs;

NOW THEREFORE the Township and GGI agree to the following:

### **PROJECT TIMING**

GGI will provide 30 days' notice to the Township of the date that the RWSS will be completed, commissioned and operational. The current projected date is ~~March 1, 2022~~ 30 September, 2022, but the Township and GGI agree that GGI may provide any date prior to December 31, 2022.

### **LEAD AGENCY**

GGI will be the primary lead in coordinating the upgrade and responsible for the design, procurement, installation and commissioning phases of the project.

### **UPGRADE OVERVIEW**

The upgrades include a pump configuration of (2) new duty pumps and (1) one new standby pump, process and electrical upgrades consistent with Scenario 4C outlined by WSP in the draft document 201-04879-02 TWPEC PS Proposed Operational Scenario Summary dated June 9<sup>th</sup>, 2022 ~~October 8, 2021~~

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CM-012-01 Bid Review (Laframboise Quoted column) and attached as Schedule A.

#### **CAPITAL COST ESTIMATE AND ALLOCATION**

The estimated capital cost to complete the work is ~~\$590,920.00~~\$650,012 (including 10% external engineering) plus applicable taxes. GGI will contribute ~~\$377,740.00~~\$416,007.68 (64%) and the Township will contribute ~~\$213,180.00~~\$234,004.32 (36%) before applicable taxes based on above cost estimate.

GGI will invoice the Township for their share upon substantial completion of the project based on actual costs. If actual costs exceed the estimated capital cost, the actual costs will be shared GGI (~~64~~50%) and Township (~~36~~50%) to a total capital cost upset limit of ~~\$709,104.00~~\$780,014.40. A variance report will accompany the invoice that outlines the differences between the cost estimate to actuals.

#### **CAPACITY ALLOCATION**

The modelled capacity allocation upon upgrade completion will provide GGI with 4,412 m3/day and the Township with 3,500 m3/day in total.

#### **ONSITE WORK**

GGI will provide a rough schedule for onsite work and make reasonable attempts to provide 48 hours advanced notice to the Township.

Where a conflict arises between policy, procedures or work instructions related to health and safety, the more restrictive policy, procedures or work instruction will apply.

#### **DOCUMENTATION**

A full set of as-built drawings, manuals, and programs will be provided to both parties.

#### **CAPITAL COST FEES**

The parties acknowledge that all Capital Cost Fees as outlined in Section 8.2 to 8.7 of the Original Agreement have been paid by GGI.

#### **TERM**

In addition to the Renewal Period set out in the Original Agreement, GGI shall be granted two additional renewal periods, at GGI's sole discretion, each term being ten years, provided that written notice of its intent to renew is provided at least two years prior to the expiration of the immediately previous renewal period. For greater certainty, this means that GGI has options to renew until September 30, 2058.

#### **MISCELLANEOUS**

All terms not defined herein shall have the meanings given to them in the Original Agreement.

As and from the date of this Amendment #1, all references in any other document(s) to the Original Agreement shall be construed as references to the Original Agreement as amended hereby. Except as expressly amended hereby, each and every provision of the Original Agreement shall continue in full force and effect and is hereby confirmed, and all rights and obligations of the parties thereunder shall not be affected in any manner except as specifically provided for in this Amendment #1.

IN WITNESS WHEREOF the Parties have executed this agreement by their respective officers duly authorized on that behalf and with binding authority:

**Township of Edwardsburgh Cardinal**

**Greenfield Global Inc.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

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(Name)

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(Title)

\_\_\_\_\_  
(Date)



Scope and Quantities Summary						Estimated Costs		Bid Summary	
						Owner Supplied Equipment	Contractor Bid Estimate	Selleck Mechanical	Laframboise
Item No.	Description	Quantity	Unit	Unit Rate	Cost	Cost	Cost	Cost	Cost
1.0 REMOVALS									
1.1	Removal and Salvage of Existing Submersible Pumps and Load Wiring	2	ea.	\$6,500.00	\$13,000.00	\$0.00	\$13,000.00		
1.2	Removal of Existing 75mm Discharge Elbows	2	ea.	\$1,000.00	\$2,000.00	\$0.00	\$2,000.00		
1.4	Removal of Existing 150mm Pump Discharge Piping	1	l.s.	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00		
1.5	Remove Existing Monotop Structure	1	l.s.	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00		
1.6	Remove Existing Platform Grating and Structural Elements	1	l.s.	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00		
1.7	Remove and Salvage Existing Wet Well Vent Piping	1	l.s.	\$3,250.00	\$3,250.00	\$0.00	\$3,250.00		
1.8	Miscellaneous Removals - Small Items	1	l.s.	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00		
SUBTOTAL					\$32,250.00	\$0.00	\$32,250.00		
2.0 CIVIL									
2.1	Dewater and Secure Wet Well Access	1	l.s.	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00		
2.2	Supply New Access Hatch	1	ea.	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00		
2.3	Supply and Install New Access Ladder	2	ea.	\$6,000.00	\$12,000.00	\$0.00	\$12,000.00		
2.4	Supply and Install New Monotop with Embedded Hatch	1	ea.	\$14,000.00	\$14,000.00	\$0.00	\$14,000.00		
2.5	Install Galvanized Steel Frost Straps	4	ea.	\$1,000.00	\$4,000.00	\$0.00	\$4,000.00		
2.6	Excavation, Grading, and Site Reinstatement	1	l.s.	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00		
2.7	Crane Mobilization	3	days	\$7,500.00	\$22,500.00	\$0.00	\$22,500.00		
SUBTOTAL					\$97,500.00	\$0.00	\$97,500.00		
3.0 PROCESS									
3.1	Supply and Install New Submersible Pump (Flygt NP 3202)	3	ea.	\$75,000.00	\$225,000.00	\$222,360.00	\$2,640.00		
3.2	Supply and Install New Submersible Pump Base Structures	3	ea.	\$7,500.00	\$22,500.00	\$0.00	\$22,500.00		
3.3	Supply and Install 150mm Check Valve	1	ea.	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00		
3.4	Supply and Install 150mm Butterfly Valve	3	ea.	\$3,500.00	\$10,500.00	\$0.00	\$10,500.00		
3.5	Supply and Install 250x150 DI Reducing Elbow	1	ea.	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00		
3.6	Supply and Install 150mm Stainless Steel Pump Discharge Piping and Fittings	12	m	\$1,800.00	\$21,600.00	\$0.00	\$21,600.00		
3.7	Supply and Install Modified Wet Well Floor Grating	1	l.s.	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00		
3.8	Supply and Install Valve Stem	3	ea.	\$750.00	\$2,250.00	\$0.00	\$2,250.00		
3.9	Supply and Install Valve Boxes	3	ea.	\$750.00	\$2,250.00	\$0.00	\$2,250.00		
SUBTOTAL					\$299,100.00	\$222,360.00	\$76,740.00		
4.0 ELECTRICAL									
4.1	Supply 25" MCC Cabinet with 50 HP VFD with Controls	3	ea.	\$18,000.00	\$54,000.00	\$54,000.00	\$0.00		
4.2	Supply Line Reactors in Dedicated Cabinets	3	ea.	\$4,500.00	\$13,500.00	\$13,500.00	\$0.00		
4.3	MCC Rearrangement and Installation of New Cabinets	1	l.s.	\$35,000.00	\$35,000.00	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00
4.4	Install Pump Load Wiring in Existing Conduits	3	ea.	\$750.00	\$2,250.00	\$0.00	\$2,250.00	\$2,250.00	\$2,250.00
4.5	Supply and Install New Controls Wiring, Conduit, and Modifications to CP-01	1	l.s.	\$8,500.00	\$8,500.00	\$0.00	\$8,500.00	\$8,500.00	\$8,500.00
4.6	Supply and Install Wiring and Conduit, and Hang Cabinets for External Line Reactors	1	l.s.	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00	\$3,500.00
4.7	Reinstate Wet Well Electrical Internals (Lighting, outlets, etc.)	1	l.s.	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00
4.8	Integrator - VFD and SCADA Programming	1	l.s.	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
SUBTOTAL					\$128,250.00	\$67,500.00	\$60,750.00	\$60,750.00	\$60,750.00
5.0 OTHER									
5.1	Mobilization / Demobilization	1	l.s.	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00		
5.2	Project Administration, Subcontractor Coordination, Submittals	1	l.s.	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00		
SUBTOTAL					\$20,000.00	\$0.00	\$20,000.00	\$181,645.50	\$199,948.78
TOTAL ESTIMATED PROJECT COST (excluding applicable taxes)					\$577,100.00	\$289,860.00	\$287,240.00	\$242,395.50	\$260,698.78
						Contractor Bid Difference from Estimated Cost		-16%	-9%
TOTAL PROJECT COST (excluding applicable taxes)								\$532,255.50	\$550,558.78

**Notes:**

Based on quantities in the Windmill Point Pumping Station Upgrades drawings issued for Tender CM-012-01 Issued 04/28/2022

Total project costs based on total of owner-supplied equipment costs, plus bids received. Where provision for portions of the scope was not included in the bids, estimated costs were assigned associated with outstanding scope items.

Nomenclature: l.s. (Lump Sump), ea. (Each), m. (linear meter)

**Committee:** Committee of the Whole Administration & Finance

**Date:** July 11, 2022

**Department:** Operations

**Topic:** Request for street lights along Charlotte St. Johnstown

**Purpose:** To determine the feasibility and cost of installing street lights along Charlotte St. in Johnstown.

**Background:** Several inquiries have been made by a Township resident in regard to the possibility of having street lights installed along Charlotte St. in Johnstown. Staff were directed to look into the feasibility and cost to undertake this project. Staff attended the site and the following observations were made:

- There are seven poles located on west side of Charlotte Street from Civic # 42 to 68.
- The poles are all located on the back edge, (property line), of the road allowance.
- The distance of the poles on the west side from the edge of the road varies from 5.0m, (16.5 ft), to 5.5m, (18 ft).
- The distance between poles averages approximately 70m, (230 ft).
- Four poles are located on the east side of the street at across from Civic #42, Civic #57, Civic #61 and Civic #67, (see Map).  
These poles are smaller and utilized to support lines from the grid to the individual homes or as opposing pole support. The smaller poles may need to be replaced to support street light hardware and clear the existing wires should they be selected for light installation. The distance between the poles on the east side is approximately 200m, (656 ft).
- The east side poles average approximately 5.0m from the road edge with the exception of Civic #67 which is 3.6m off the edge of the road.

Lighting units are typically mounted 9.1m, (30 ft), above the road. The conical focal diameter of the emitted light is typically 4m, (13.1 ft). Mounting arms for the lights are typically 3m, (10.1 ft), in length but 5m, (16.5 ft), lengths are available at additional cost.

Street lights are typically mounted along higher traveled streets in urban areas to illuminate the roadway, increase traffic visibility and safety. In rural/urban areas, lights are typically installed to illuminate road intersections. Poles are installed closer to the

road in urban areas whereas in rural areas, poles tend to be further from the road. Given the distances the poles along Charlotte St. are from the edge of the road and the length of the east side poles, none appear to be well suited for light installation due to condition, height or distance from the edge of the road. If lights are not installed properly, blind spots beyond the cone of illumination may result creating a hazard. Should Council decide to proceed with new lights, new poles may be required to install lights correctly.

**Policy Implications:** In 2013, the selection of new streetlight locations was delegated to staff based on the principle of improving public safety on urban streets and at rural road intersections beginning in 2014. The understanding at the time was that members of council would provide staff with suggested installation locations based on taxpayer inquiries and/or personal experience.

**Financial Considerations:** The 2022 budget for new streetlights is \$7000.00

High end cost estimates per light installation excluding non-rebated HST:

Bracket, fixture and ESA permit - \$1,500.00 to \$2,000.00 (3m arm)  
New pole - \$5,000.00

**Total** - **\$6,500.00 - \$7,000.00 / Light**

**Recommendation:** That Committee recommends that Council remain status quo in regard to the lighting on Charlotte St. in 2022 and; direct staff to further plan and budget to install lights in 2023.



Director of Operations




CAO



# Charollet St.

Pole placement

## Legend

 pole





