



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

**Monday, July 18, 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, Councillor Cameron**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
- 5. Delegations and Presentations**
- 6. Discussion Items**
- 7. Action/Information Items**
  - a. 2nd Quarter Fire Report
  - b. 2nd Quarter Recreation Facilities Stats Report
  - c. 2nd Quarter Facility Maintenance Report
  - d. 2nd Quarter Operations Report
  - e. 2022 DWQMS 3rd Party Audit Report
  - f. Spencerville Lagoon Sluice Gate Valve Replacement
  - g. Armstrong Road Surface Remediation
  - h. Cedar Grove Rd Surface Remediation
- 8. Councillor Inquiries/Notices of Motion**
- 9. Mayor's Report**
- 10. Question Period**
- 11. Closed Session**
- 12. 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



## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Public Works, Environmental Services & Facilities

**Date:** July 18, 2022

**Department:** Fire

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

**Calls by Month:** April - 12      May - 13      June - 11

	2022			2021				
Call Type	Q1	Q2	Total	Q1	Q2	Q3	Q4	Total
Fire/Smoke	5	1	6	5	6	8	4	23
MVC	5	5	10	4	4	1	12	21
Medical	7	5	12	5	6	14	13	38
Activated Alarms	2	2	4	6	3	4	9	22
Burn Complaints	0	1	1	2	3	1	2	8
Public Assistance	4	3	7	3	7	6	1	17
Mutual Aid	2	4	6	1	2	1	2	6
Grass Fires	0	4	4	0	2	1	1	4
Assistance Not Req'd	13	7	20	4	7	14	2	27
Stand By	0	0	0	0	0	1	0	1
Cancelled on Route	5	2	7	4	10	3	5	22
Not Found	1	2	3	0	1	2	2	5
<b>Total</b>	44	36	80	34	51	56	53	194

### **Fire Losses:**

\$ 100,000      Barn

### **Updates/Changes to Department:**

- Ed Bruce retired with 52 years of service.
- Kaytland Bedor resigned with 4 years of service to focus on her growing family and career.

- 14 operating procedures updated and rolled out to membership.
- Jaws of Life extrication tools inspected and serviced by factory technician.
- Tanker Chassis has arrived at the truck builder.
- Edwardsburgh Cardinal scheduled to host EOFA games on June 17, 2023.
- During the period Jan – Mar, 2022 – 736 volunteer hours were received.

### **Meetings Attended:**

- Planning Meeting for next year's EOFA FF Games
- JHSC Meeting
- Association Meeting
- Leeds & Grenville Chief's Meeting
- OAFC PAC 6 meeting
- Officers Meeting
- Admin Meeting hosted by EC
- Attended the County Fire Prevention Meeting
- Brockville Dispatch meeting to review dispatch services

### **Training/Courses Attended:**

- Six apparatus, equipment & maintenance checks were completed.
- Eleven training nights were completed. Topics included; ground cover fires, 3 Phase water supply, Auto extrication, Electric/Hybrid Vehicles Fires, High Pressure Air Bags, and Tanker Shuttle Practice. Three training sessions were completed at the house on Glen Smail Rd which included accountability/entry control, review of zones, entry procedures for search and rescue, radio communications, RIT pak, SCBA, firefighter survival techniques.
- Auto X scenarios were set up at the Boneyard for a one-day training session.
- One firefighter completed Level1 Joint Health and Safety Certification.

### **Fire Prevention Activity:**

- Two refreshment vehicles inspected.
- Inspection at a mixed occupancy building.
- Station tour and fire extinguisher training provided to a group home in Cardinal.
- Conducted fire extinguisher training for township employees.
- Fire safety orders issued for a building in Cardinal.
- Site visit to Greenfield Ethanol and Air Liquide with Chiefs Rayner, Moore & John Henry.
- Inspection and recommendations completed for a business in Spencerville.

### **Activity:**

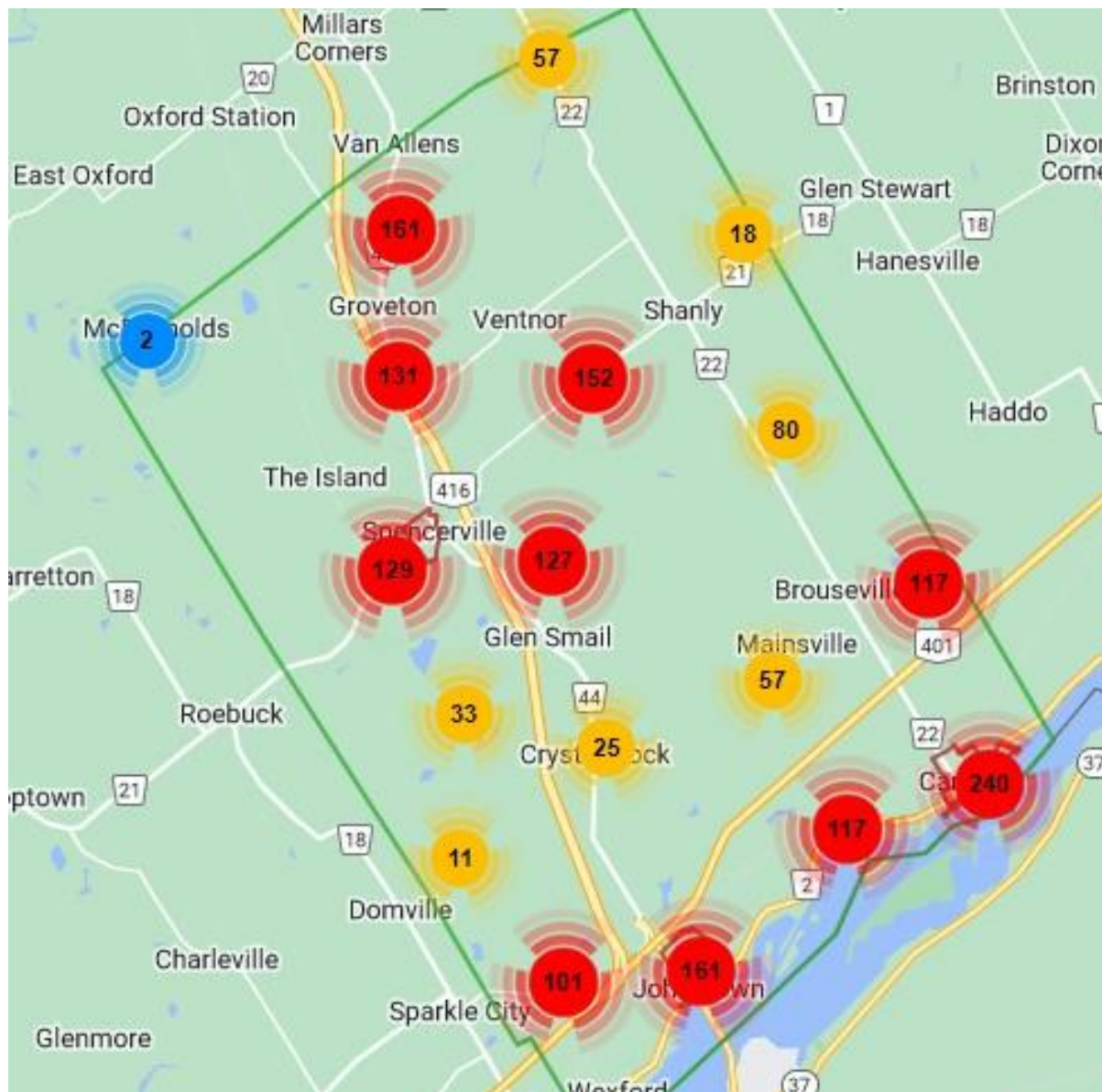
- Three members attended a firefighter appreciation event at a retirement residence along with North Grenville and Merrickville personnel.
- Tanker shuttle training was utilized to fill the Johnstown Pool.

- Chief and DC attended the annual Chief's convention.
- Three JHSC members attended the Trade Show at the Chief's convention.
- ECFD attended the annual FF Games held in Athens, bringing home 3 trophies.

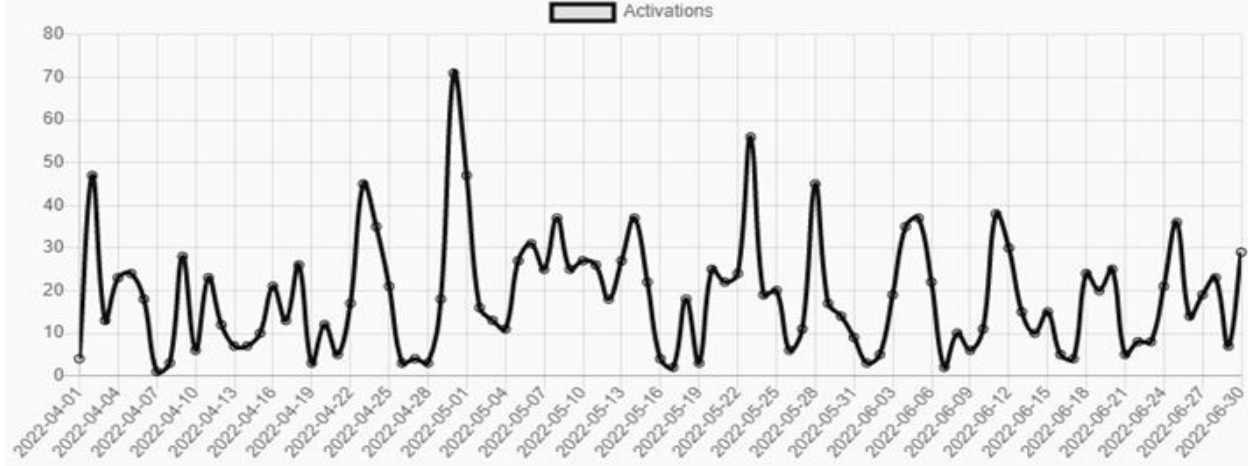
### **Q2 Burn Permits:**

- |                               |                   |
|-------------------------------|-------------------|
| • Permits created – 393       | YTD (1071)        |
| • Permit Revenue - \$4,130.00 | YTD (\$10,430.00) |
| • PayPal fees - \$187.70      | YTD (\$493.40)    |

### **Registered Burn Map (1,719)**



## Daily Burn Permit Activations



## Fire Department Roster as of June 30, 2022

Station #1 - 24	Station #2 - 20
DC Dan Davy	DC Graham VanCamp
Capt. Mark Bruce	Capt. Aaron Bedor
Capt. John Dobbie	Capt. Kevin Patrick
Capt. Brian Purcell	Capt. Steve Roberts
David Armstrong	Mike Ayerst
Andrew Beatty	Liam Bush
Jay Bottan	BJ Campbell
Jessica Boyer	Jennifer Davis
Brendan Bruce	Joe Dubray
Josh Couture	Jason Jacques
Evan Gillespie	Dustin Krah
Tony Jumeau	Shawn Linn
Dylan MacEachern	Erika MacDonald
Phil Malcomnson	Cody Oatway
Jacob Monty	Yvette Roberts
Fawn Mulholland	Lloyd Scott
Tim Nason	Ann Shorey
Steve Pietarinen	Mike Tracey
Josh Pitt	Steve West
James Purcell	Tim Yandeau
Pete Rainville	
Ryan VanKeulen	
Matt Wallace	<b>Fire Prevention (pt)</b>
Mike Yates	John Henry

A handwritten signature in black ink, appearing to read "Paul M." followed by a stylized surname.

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Fire Chief



## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Public Works, Environmental Services & Facilities

**Date:** July 18, 2022

**Department:** Parks / Recreation & Facilities

**Topic:** 2nd Quarter 2022 Facility Maintenance Report

**Background:** Below you will find a list of work performed at Township facilities during the 2<sup>nd</sup> quarter of 2022. These work orders and service requests are over and above the daily routines at our facilities.

### **Ingredion Centre:**

- (WO-2685) Compressor 1 Top End overhaul (oil Change)
- (WO-2786) Abell Pest control spray of lobby area
- (WO-2785) Main overhead door inspections
- (WO-2730) Electrical Safety inspection (ESA)

### **Spencerville Arena:**

- (WO-2738) Electrical Safety inspection (ESA)
- (WO-2799) Truck 3 (Grey) new starter & water pump seal gasket

### **Town Hall**

- (WO-2668) Generator Inspection & maintenance
- (WO-2670) Elevator Lift control repair
- (WO-2728) Abell Pest control monthly inspection
- (WO-2728) Electrical Safety inspection (ESA)

### **Johnstown Hall:**

- (WO-2739) Electrical Safety inspection (ESA)

### **Spencerville/Cardinal Library:**

- (WO-2797) Repair to the ramp at Spencerville Library
- (WO-2731) Electrical Safety inspection (ESA)

Below you will find a list of completed Service Request performed by Recreation/Facilities department during the 2<sup>nd</sup> quarter.

Townhall (TH)  
Cardinal Library (CL)  
Spencerville Library (SP)  
Fire Department (FD)  
Parks (P)  
Spencerville Arena (SP-Rink)  
Ingredion Arena (ING)  
Johnstown Hall (SC)  
Cardinal Pool (CP)  
Johnstown Pool (JP)

- SR 2460 Power wash South Centre Buildings
- SR 2458 Canteen washroom – install new paper towel units
- SR 2457 Repair broken down spout (CL)
- SR 2451 Update both first aid kits (CP & JP)
- SR 2445 Fire Hydrant painting (cardinal)
- SR 2444 Trim & cut around water tower
- SR 2443 Extra tables and chairs setup for Ride for Dad
- SR 2431 Repaint tennis courts (SC)
- SR 2427 Canal Bank trimming of tress (P)
- SR 2419 Transport canteen equipment to the waterfront
- SR 2416 Weed trim around works garage fence (P)
- SR 2410 Flower bed cleanup (TH)
- SR 2403 Install in toilet paper dispenser (TH)
- SR 2392 Patch work sidewalls of pool (CP)
- SR 2391 Mainsville cemetery ground repairs (P)
- SR 2388 removal of 30 boxes of books for recycling (SL)
- SR 2384 Removal of back boards and glass for Bike Rodeo (SP-Rink)
- SR 2383 Get Street benches and cans out (P)
- SR 2364 Removal of graffiti, Cardinal Canal Bank



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Facilities Manager





## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Public Works, Environmental Services & Facilities

**Date:** July 18, 2022

**Department:** Parks / Recreation & Facilities

**Topic:** 2nd Quarter Facility Stats 2022 Report Update

**Background:** Attached is the report for the period of April 2022 to June 2022 for the following facilities.

- Ingreion Centre
- Port of Johnstown Meeting Room
- South Edwardsburgh Community Centre
- Townhall (Upstairs Hall)
- Townhall Council Chamber
- Johnstown Ball Diamonds
- Spencerville Ball Diamonds

Minor ball started up in May, Johnstown Ball program is running well again this year with five teams. Cardinal Minor ball did not run any teams this year. Spring ice rentals were slower than anticipated for April and May because of COVID -19. Leeds Grenville Health Unit also ran 1 Covid -19 Booster Clinic each month at the Ingreion Arena.

**FACILITIES MANAGER – STATISTICS REPORT**  
**2<sup>nd</sup> QUARTER**  
**April 2022 – June 2022**

**FACILITY RENTAL**

April 2022

<b>Facility</b>	<b>Available Hours</b>	<b>Hours Booked</b>	<b>Percentage</b>
South Centre	360	68	19 %
Port of Johnstown Meeting Room	360	24	7 %
Cardinal Picnic Pavilion			
Townhall Upstairs	360	17	5 %
Townhall Chambers	360	29	8.0 %

May 2022

<b>Facility</b>	<b>Available Hours</b>	<b>Hours Booked</b>	<b>Percentage</b>
South Centre	336	56	16 %
Port of Johnstown Meeting Room	336	46	13 %
Cardinal Picnic Pavilion		20	
Townhall Upstairs	336	12	4 %
Townhall Chambers	336	26	7.7 %

June 2022

<b>Facility</b>	<b>Available Hours</b>	<b>Hours Booked</b>	<b>Percentage</b>
South Centre	360	102	28 %
Port of Johnstown Meeting Room	360	40	11 %
Cardinal Picnic Pavilion		62	
Townhall Upstairs	360	12	3 %
Council Chambers	360	28	8 %

## ICE RENTAL

April 2022

<b>Facility</b>	<b>Available Hours</b>	<b>Hours Booked</b>	<b>Percentage</b>
Ingredion Centre	435	248	57 %

## Diamond Usage May 2022

<b>Facility</b>	<b>Minor Ball Regular Season Games</b>	<b>Weekend Tournaments</b>	<b>Adult League Games</b>
Spencerville Diamond			Thursday 4 games
Johnstown Front & Back Diamond	U7 - Mondays U9 – Tuesday U 7 & U9 – Wednesday U 7 - Thursday		

### Diamond Usage June 2022

Facility	Minor Ball Regular Season Games	Weekend Tournaments	Adult League Games
Spencerville Diamond		1 weekend tournament	Thursday 4 games
Johnstown Front & Back Diamond	U7 - Mondays U9 – Tuesday U 7 & U9 – Wednesday U 7 - Thursday		



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Facilities Manager

**Committee:** Public Works, Environmental Services & Facilities

**Date:** July 18, 2022

**Department:** Operations

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

## **SECTION 1: PUBLIC WORKS**

### **1.1 Loose and Hardtop Maintenance**

- 2022 Gravel Maintenance program complete. 6837 tonnes of gravel applied to approximately 31 km of township gravel roads.
- Hard-top cold patching – Increase in demand due to winter hard freeze and thaws
- New St/John St. surface repair project partnered with Ingredion complete

### **1.2 Capital Projects**

- County Road 2 Engineering 60% progress meeting with Jewell Engineering, the United Counties and Township Staff held on June 30<sup>th</sup>. Jewell on site July 12<sup>th</sup> to meet with stakeholders and mark bore hole locations for geotechnical survey.
- Spencerville Drainage – The Spencerville Drainage project started June 4<sup>th</sup>.
- Johnstown Drainage – Draft ECA has been reviewed by staff and Greer Galloway, still waiting on final ECA from MECP. Project is expected to start in 3 to 4 weeks. A letter to affected residents will be delivered 2 weeks prior to the start of construction.

### **1.3 Miscellaneous**

- Street and parking lot Sweeping complete in the Township
- Roadside Spraying for noxious weeds partnership with Counties complete
- 104 service requests and 27 work orders completed in the quarter
- Hardtop roads line painting complete
- Roadside garbage pick-up ongoing
- Roadside Brush and tree removal
- Three Staff completed the T.J. Mahoney Construction Section
- First pass of roadside mowing complete

### 1.3 Miscellaneous con't

- 11 entranceway culverts were installed – 2 were custom
- Large double culverts on Lennox Rd. extension replaced
- (12) – 911 signs were installed
- 2021 Datacall submitted
- Staff working on brushing Hands Road allowance, Signage and speed bumps ordered

## **SECTION 2: Waste Disposal**

- 608 vehicles attended the site over the 13 Saturdays in the quarter
- Punch card sales through office: \$760.00
- Punch card sales through Cardinal Library: \$620.00
- Punch Card sales through Burchell's \$4446.00
- Punch Card sales through PayPal: \$125.00
- Total punch card sales for this quarter: \$5951.00
- Free spring leaf and brush pick-up and disposal in May
- Staff have started work developing the new transfer site as time permits

## **SECTION 3: Environmental Services**

### 3.1 2022 Second Quarter WTP Flows Summery

<b><u>Cardinal Water Treatment Plant Flows</u></b>				
<b>Month</b>	<b>Monthly Flow (m<sup>3</sup>)</b>	<b>Minimum Daily Flow (m<sup>3</sup>)</b>	<b>Maximum Daily Flow (m<sup>3</sup>)</b>	<b>Average Daily Flow (m<sup>3</sup>)</b>
April	10925	307	548	364
May	14732	290	667	475
June	12771	281	693	426

### 3.2 2022 Second Quarter WTP Operational Parameters

Summary of Operational Parameters for the Cardinal Water Treatment Plant									
April to June	UV Transmittance	Filter 1A	Filter 1B	Filter 2A	Filter 2B	pH	Pressure	Raw Chlorine	Post Chlorine
Average	52.29	0.03	0.02	0.08	0.04	8.00	69.24	1.65	2.52
Unit	mJ/cm <sup>2</sup>	NTU	NTU	NTU	NTU		PSI	mg/L	mg/L
Compliance	40	1	1	1	1	6.5-8.5	>20		>0.20

### 3.3 2022 Second Quarter WTP Microbial Testing

Microbiological Testing for the Cardinal Water System				
	<u>Number of Samples</u>	<u>Total Coliform</u>	<u>E. coli</u>	<u>HPC (min-max)</u>
April-June	52	0	0	<2-16
Compliance for TC/EC is zero. HPC guideline is less than 500.				

### 3.4 2022 Second Quarter Summary Report for the Industrial Park

<u>Microbiological Testing- Industrial Park</u>				
	Number of Samples	Total Coliform	<i>E. coli</i>	HPC (min-max)
April-June	13	0	0	<2-30
Compliance for TC/EC is zero. HPC guideline is less than 500.				

### 3.4 2022 Second Quarter Summary Report for the Industrial Park con't

<b>Description</b>	<b>Prysmian Chlorine Residual</b>	<b>Greenfield Chlorine Residual</b>	<b>Pressure (PSI)</b>
Quarterly Average	1.16	0.97	70.15
<b>Units</b>	mg/L	mg/L	PSI
<b>Compliance</b>	>0.05	>0.05	>20

### 3.5: 2022 Second Quarter Report for Windmill Pumping Station

<b>Month</b>	<b>Total Flow (m<sup>3</sup>)</b>	<b>Minimum Daily Flow (m<sup>3</sup>)</b>	<b>Maximum Daily Flow (m<sup>3</sup>)</b>	<b>Average Daily Flow (m<sup>3</sup>)</b>
April	43348	<b>0 *</b>	1709	1445
May	54552	1567	2146	1760
June	56409	1558	2138	1880

\* Windmill Station offline during spring shutdown at Greenfield Ethanol Plant.

### 3.6: 2022 Second Quarter Report for Spencerville Lagoons

<b>Month</b>	<b>Total Flow (m<sup>3</sup>)</b>	<b>Minimum Daily Flow (m<sup>3</sup>)</b>	<b>Maximum Daily Flow (m<sup>3</sup>)</b>	<b>Average Daily Flow (m<sup>3</sup>)</b>
April	8394	196	462	280
May	6809	153	359	220
June	4823	125	221	161



### 3.7: 2022 Second Quarter Report for Cardinal WWTP

Month	Total Flow (m <sup>3</sup> )	Minimum Daily Flow (m <sup>3</sup> )	Maximum Daily Flow (m <sup>3</sup> )	Average Daily Flow (m <sup>3</sup> )
April	52665	1223	3508	1756
May	34054	905	1496	1099
June	25672	673	1097	856

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

Month	BOD Removal	Suspended Solids Removal	Phosphorus Removal	Ammonia Removal
April	92%	93%	93%	98%
May	94%	95%	96%	100%
June	94%	95%	97%	99%



Director of Operations



## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Public Works, Environmental Services & Facilities

**Date:** July 18, 2022

**Department:** Environmental Services

**Topic:** DWQMS 3rd Party Audit Report

**Background:** To maintain accredited operating authority status as part of the Municipal Drinking Water License program, the Township is required to complete a 3-year accreditation cycle of external audits. NSF International Strategic Registrations is the company that conducts 3<sup>rd</sup> party audits for the Township.

On June 28<sup>th</sup>, 2022 NSF International Strategic Registrations conducted year (2) of a (3) three-year cycle. Year one and two are off-site audits consisting of document uploads, review and teleconference call. Year three is the on-site accreditation audit.

The quality management system consists of 21 elements. The system is built on a continual improvement model consisting of plan, do, check and improve components.

In summary, the system is functioning effectively with no areas of non-conformance noted. Four opportunities for improvement, (OFI's), were noted for consideration by the auditor. These items will be reviewed, discussed and addressed by Environmental Services Staff.

*Eric Wemerman*

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Chief Water/Sewer Operator

A handwritten signature in black ink, appearing to read 'London E...'.

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Director of Operations

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

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CAO



## NSF International Strategic Registrations Audit Report

### **Edwardsburgh/Cardinal Environmental Services**

4000 John Street  
Cardinal, Ontario K0E 1E0 CAN

**C0121469**

#### **Audit Type**

Surveillance Audit

#### **Auditor**

James Pang

#### **Standard**

Ontario's Drinking Water Quality Management Standard Version 2  
(Exp Date: 10-SEP-2023)

#### **Audit Date(s):**

06/28/2022 - 06/28/2022

#### **Recommendation**

Ontario's Drinking Water Quality Management Standard Version 2 : Continue Certification, NO  
CARs



Executive Summary	
Ontario's Drinking Water Quality Management Standard Version 2	Good team work for the DWQMS.

Opportunities	
Ontario's Drinking Water Quality Management Standard Version 2	See the 4 OFIs.

Corrective Action Requests	
There is NO Corrective Action Request in this audit.	

Site Information	
The audit was based on a sampling of the company's management system.	

### Industry Codes

NACE:E 41

### Scope of Registration

**Ontario's Drinking Water Quality Management Standard Version 2** : Edwardsburgh Industrial Park Distribution System, OAP 155, Entire Full Scope Accreditation



## Opportunities for Improvements

### Ontario's Drinking Water Quality Management Standard Version 2

Opportunity	Observations / Auditor Notes
Opportunities for Improvements (DWQMS)-01	<p><b>Location of OFI</b> Commitment and Endorsement;</p> <p><b>Discussed With</b> Aaron Campbell ;</p> <p><b>Description</b> Noted that the OP was endorsed by the mayor (the Owner), the CAO and Director of Operations (the Top Management), and the QMS rep on Sept 30, 2020.</p> <p>The DWQMS Standard only requires the Top Management and the Owner to endorse the OP. Therefore, the management has the option of not requiring the QMS to endorse it. ;</p>
Opportunities for Improvements (DWQMS)-02	<p><b>Location of OFI</b> Organizational structure, roles, responsibilities and authorities;</p> <p><b>Discussed With</b> Aaron Campbell ;</p> <p><b>Description</b> Although it was mentioned elsewhere in the OP that the Owner is the Township of Edwardsburgh Cardinal or the Council, it should be clearly defined in this section as to who will represent the Owner. It appeared that the Mayor was playing this role when he endorsed the OP in section 3. The management concerned is clarify the matter in this section. ;</p>
Opportunities for Improvements (DWQMS)-03	<p><b>Location of OFI</b> Communication;</p> <p><b>Discussed With</b> Aaron Campbell ;</p> <p><b>Description</b> Although Appendix J of the OP provides the procedures on communicating the QMS to the four parties, an improvement is required to clearly described how the communication involved the Top Management, which is the COA and the Director of Operations.;</p>
Opportunities for Improvements (DWQMS)-04	<p><b>Location of OFI</b> Management Review;</p> <p><b>Discussed With</b> Aaron Campbell;</p> <p><b>Description</b> Reviewed the record of an management review conducted on Sept 20, 2021 to be in general conformance. However, an opportunity for improvement exists - the timeline for completing actions arising for the management review be more specific, for example Q2 2022 instead of 2022. ;</p>

## General Information

<b>Operating Authority: Legal Name &amp; Address</b>	<b>Edwardsburgh/ Cardinal Environmental Services, 4000 John Street, Cardinal Ont. K0E 1E0</b>
<b>Language Preference: Correspondence</b>	<b>English</b>
<b>Language Preference: Audit</b>	<b>English</b>
<b>Owner: Legal Name and Address</b>	<b>Township of Edwardsburgh Cardinal 4000 John Street, Cardinal Ont. K0E 1E0</b>



Owner Language Preference: Correspondence	English
Owner Language Preference: Audit	English
Applicant Representative Information; Include Name, Title, Phone, Fax, Email & Website	Eric Wemerman, Chief Water / Sewer Operator 613-657-3765; ewemerman@twpec.ca
Accreditation Option	Full Scope - Entire DWQMS
Date of Previous Systems Audit:	April 22, 2021
Date of Previous On-Site Verification Audit:	June 17 & 18, 2020

## Processes

### Ontario's Drinking Water Quality Management Standard Version 2

Process Name	Observations / Auditor Notes
Processes or Activities (DWQMS)-01	<p><b>Describe whether the process is effective or not (effectiveness should be supported with specific data/records/results). Include strengths &amp; weaknesses of process:</b></p> <p>Conforming elements are listed below with their respective evidences:</p> <p>Element 1 - All 21 elements were addressed in the Operational Plan (OP) dated April 26, 2022.</p> <p>Element 2 - As described in section 2 of the OP.</p> <p>Element 4 - The Assistant Chief of Operations is the QMS Rep.</p> <p>Element 5 - As described in section 5 of the OP.</p> <p>Element 6 - As described in section 6 of the OP.</p> <p>Element 7 - Reviewed record of annual risk assessment review meeting held on Jan 25, 2022 to be in general conformance.</p> <p>Element 8 - On Jan 25, 2022, the 36-monthly risk assessment was performed currently with the annual review.</p> <p>Element 10 - Reviewed the six operators licenses to be valid.</p> <p>Element 11 - As described in section 11 of the OP.</p> <p>Element 13 - As described in section 13 of the OP.</p> <p>Element 14 - Reviewed record of infrastructure review held on March 30, 2022 to be in general conformance.</p> <p>Element 15 - Reviewed the 5-year capital projects plan from 2022 to 2027 to be in general conformance.</p> <p>Element 16 - As described in section 16 of the OP.</p> <p>Element 17 - Reviewed calibration certificates all dated June 9, 2022 for 2 portable turbidimeters and 6 pocket chlorine colorimeters.</p> <p>Element 18 - Reviewed record of a table top exercise held on Feb 24, 2022 involving the ORO, and four other operators.</p> <p>Reviewed test records of the treatment plant gen set from June 2021 to March 2022.</p> <p>Element 19 - Reviewed record of internal audit performed by Eric Wemerman on Jan 25 &amp; 26, 2022, to be in general conformance.</p> <p>Element 21 - Reviewed electronic record of QMS improvement tracking with the last entry on April 27, 2022, to be in general conformance. ;</p>



## Summary of Findings

Requirement	Finding
1. Quality Management System	C
2. Quality Management System Policy	C
3. Commitment and Endorsement	OFI
4. Quality Management System Representative	C
5. Document and Record Control	C
6. Drinking-Water System	C
7. Risk Assessment	C
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities, and Authorities	OFI
10. Competencies	C
11. Personnel Coverage	C
12. Communications	OFI
13. Essential Supplies and Services	C
14. Review and Provision of Infrastructure	C
15. Infrastructure Maintenance, Rehabilitation & Renewal	C
16. Sampling, Testing & Monitoring	C
17. Measurement & Recording Equipment, Calibration & Maintenance	C
18. Emergency Management	C
19. Internal Audits	C
20. Management Review	OFI
21. Continual Improvement	C
<b>Mj</b>	Major Non-Conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
<b>Mn</b>	Minor Non-Conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
<b>OFI</b>	Opportunity for Improvement. Conforms to requirement, but there is opportunity for improvement.
<b>C</b>	Conforms to requirement.
	Not Applicable to this audit
<b>*</b>	Additional Comment added by auditor in the body of the report.



## Verification of CARs For Ontario's Drinking Water Quality Management Standard Version 2

**Have you verified the effectiveness of all previous CARs? (List all new CAR's that you initiated in this report because you did not verify effective implementation of a previous CAR)**

N/A.

**Discuss your evaluation in detail.**

No CAR from the previous audit.



**Committee:** Public Works, Environmental Services & Facilities

**Date:** July 18, 2022

**Department:** Environmental Services

**Topic:** Spencerville Lagoon Sluice Gate Valve Replacement

**Purpose:** To terminate the Spencerville splitter box relining contract and reallocate the \$23,000.00 budget toward the lagoon's south cell sluice gate valve replacement.

**Background:** The Spencerville Lagoon splitter box relining project was awarded to AquaDrain in 2020. The contractor was granted a year extension in 2020 due to labour shortages and again in 2021 due to material supply chain issues. Timelines have expired and all signals indicate that the contractor will not be completing the work. Staff recommend that the contract be terminated for failing to meet its obligations under the agreement. The Spencerville splitter box project will be placed into the 2023 budget for consideration with AquaDrain excluded from bidding on the project.

On Friday April 29<sup>th</sup>, during the 2022 annual spring discharge, E/S Operators encountered difficulty seating the 406 mm (16 inch) sluice gate valve in the south lagoon. The valve is critical in controlling the flow rate of treated effluent during discharge and to secure the contents of the lagoon for the remainder of the year. E/S entered the valve chamber and discovered significant valve corrosion but were able to seat the valve. The valve, installed in 1989, is original equipment.

On May 24<sup>th</sup>, E/S discovered the valve was leaking. Temporary emergency repairs were completed to stop the valve from leaking and notifications were made to the Spills Action Centre, Leeds & Grenville Health Unit, Downstream user and the Township's MECP inspector. Samples were collected and a report filed with the MECP. The MECP and the Leeds & Grenville Health Unit were satisfied with the response and corrective actions.

The timing window to replace the valve is limited and should be completed immediately after discharging in April of 2023. Performing this work at any other time may require an

emergency discharge approval from the MECP. Emergency discharges should be the last resort for environmental compliance and operational reasons.

The lead time is 1-2 weeks for drawings and 6-8 weeks to fabricate and deliver the valve assembly. Due to uncertainty in the supply chain, staff are requesting approval to move forward with the work so the contractor can purchase the valve in advance. This would ensure the valve is available to install immediately after discharging the south lagoon in 2023.

**Policy Implications:** Council approval is required to terminate the contract and reallocate budgeted funds to a capital project not included in the current approved budgeted.

**Financial Considerations:** Five companies were invited to provide quotations to supply and install the valve. The following two companies responded:

<i>Selleck Mechanical:</i> Cost of Valve	\$22,614.42
Installation	<u>\$ 4,277.88*</u>
<b>Total</b>	<b>\$26,892.30 + HST</b>

\*Price does not include chamber cleaning or confined space rescue attendant and equipment.

*Eastern Welding:* Lump sum of \$48,500.00

The cost to purchase a new gate valve based on the Selleck Mechanical low bid is \$22,614.42. The 2022 budget had \$23,000.00 for the splitter box repair project. The installation and additional costs of valve chamber cleaning and confined space protocols will be budgeted for in 2023.

**Recommendation:** That Committee recommends that Council direct staff to terminate the Spencerville splitter box relining contract and reallocate the \$23,000.00 budget toward the lagoon's south cell sluice gate valve replacement.



Director of Operations



CAO

Eric Wemerman  
Chief Water/Sewer Operator



## Selleck Mechanical

2620 County Rd. #15  
PO Box 389  
Maitland, ON K0E 1P0  
Phone: 613-348-3008  
Fax: 613-348-3919

### Quotation

**Quote** Town of Edwardsburgh/Cardinal  
**To:** 18 Centre St.  
PO Box 129  
Spencerville, ON K0E 1X0  
Canada

<b>Quote Number:</b>	12265	<b>Contact:</b>	
<b>Quote Date:</b>	06/16/2022	<b>Expires:</b>	07/16/2022
<b>Customer:</b>	TOWN EDWARDS	<b>Terms:</b>	Net 30 Days
<b>Salesman:</b>	Harry Selleck	<b>Phone:</b>	
<b>Ship Via:</b>	Selleck Truck	<b>FAX:</b>	

-----We are pleased to submit the following for your consideration-----

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	TEC-0003-LAB **Revised to include 406mm Valve install only  Supply manpower and equipment to replace lagoon gate valve at Spencerville pond, including the following: - Removal of existing valve. - Lift / Equipment. Note: - Valve to be purchased separately - not included. - Pumping and/or cleaning of chambers TBD - not included. - Confined space rescue attendant and equipment TBD - not included.		1	\$4,277.88 /EA
2	TEC-0003-MTL **Revised to include 406mm Valve only  Supply *valve only* to replace lagoon gate valve at Spencerville pond, including the following: - (1) Sluice gate valve at 406mm - Mounting Hardware and Stem Extension.		1	\$22,614.42 /EA
<b>Total:</b>				<b>\$26,892.30</b>

By Slack Jamie  
Selleck Mechanical

## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Public Works, Environmental Services and Facilities

**Date:** July 18, 2022

**Department:** Operations

**Topic:** Armstrong Road Surface Remediation

**Purpose:** To provide options to Council in regard to Armstrong Road surface remediation.

**Background:** In 2017 Armstrong Road received surface treatment. The treatment method did not provide the expected results and the surface has deteriorated to the point that it requires remediation throughout its length. The road has been patched multiple times, (both hot mix and cold patch), with limited acceptable results. Residents along the roadway have expressed concerns of the surface condition and staff are having difficulty maintaining the road in both winter and summer maintenance operations.

### **Options:**

- 1) Pulverize the road surface to return the surface to gravel. This is the most economic option and will allow for the surface to be maintained with the Township's graders. While this option is the most economical, it may lead to concerns typically associated with gravel roads such as dust and soiling of vehicles. Estimated cost is \$0.65 to \$0.95 per square meter or approximately \$11,600.00 to \$17,100.00, (2400m x 7.5m x cost / sqm) plus HST.
- 2) Cold-in-place resurfacing is a finer form of pulverization that potentially will provide additional base for a future road surface. The asphalt surface is pulverized to a fine consistency, mixed with water and a binding agent, reapplied to the road and compacted. A surface layer of asphalt is then applied to complete the treatment. A high-level cost estimated is approximately \$162,000.00 plus the cost of asphalt at \$140.00 to \$200.00/ton plus HST.
- 3) Full depth reconstruction is the most desirable option although by far the most expensive. A high-level cost estimated is approximately \$720,000.00, (2.4 km x \$300,000.00/km rural), plus HST.

**Policy Implications:** By-law 2015-57 establishes policies with respect to the procurement of goods and services and requires all expenditures to be within the current approved budget or within approved estimates, otherwise, prior approval of Council is required.

**Financial Considerations:** Remediation of Armstrong Road was not included in the 2022 Budget. Option 1 is likely the only viable solution that could be completed in 2022. Staff will attempt to cover some of the added expense through the current operational budget, however most of the cost will need to be funded through the Public Works Reserve. The balance in the Public Works Reserve, as of June 30, 2022, is \$876,622,99.

**Recommendation:** That Committee recommends that Council direct staff to undertake Option 1 - Pulverize Armstrong Road surface back to gravel at an upset limit of \$17,100.00 and fund the work through the Public Works Reserve.



Director of Operations



Manager of Public Works



CAO

**Committee:** Public Works, Environmental Services and Facilities

**Date:** July 18, 2022

**Department:** Operations

**Topic:** Cedar Grove Surface Remediation

**Purpose:** To provide options to Council in regard to Cedar Grove surface remediation

**Background:** Cedar Grove Road is listed as a priority road for surface remediation in the current Roads Management Plan. Surface remediation has been put on hold over the last few years pending the outcome of the Jobsite Challenge selection. Some funding has been invested in Cedar Grove for engineering design and legal survey. There was approximately \$70,000.00 carried forward into 2022 for Cedar Grove Road work. The road surface has deteriorated and requires some work to improve the surface. The section from the Augusta Township boundary east to Fraser Road is in particularly poor condition. The following options are suggested for consideration:

**Option 1** Pad and pave – Asphalt padding is applied to level the road surface by filling wheel ruts and deformities of the road surface with asphalt. Once completed, a 25mm lift of asphalt is applied to the padding. Estimated cost for asphalt is from \$140.00 to \$200.00 per tonne. At \$140.00/tonne, 500 tonnes of asphalt could be applied to form both lifts.

**Option 2** Cold in place recycling – finely pulverized surface asphalt is recycled by mixing with a binder and reapplied to the surface. After compaction and curing, a layer of asphalt is applied. This method not only recycles the existing asphalt, it adds stabilization of the roadway base. The estimated cost is \$324,000.00 plus the cost of a top coat of asphalt. Cedar Grove is 4800m in length and 7.5m wide.

**Option 3** Full depth reconstruction – The cost of full depth reconstruction is estimated at \$300,000.00/km for rural roads. This would equate to approximately \$1,440,000.00 + HST assuming that no vertical/horizontal correction or land accusation is required.

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

**Financial Considerations:** Approximately \$70,000.00 was carried forward from the 2021 budget for Cedar Grove Road improvements. This could be used as the upset limit for surface repairs this year to improve driving conditions.

**Recommendation:** That Committee recommends that Council direct staff to undertake Option 1 – Pad and Pave improvements to the surface of Cedar Grove Road, starting at the boundary of Augusta Township heading east toward Fraser Road, to an upset limit of \$70,000.00.



Director of Operations



Manager of Public Works



CAO