



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

**Thursday, February 2, 2023, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario**

Budget Meeting #2

- 1. Call to Order – Chair, Mayor Deschamps**
- 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. 2023 Draft Capital Budget
- 7. Action/Information Items**
 - a. 2023 Draft Administration Budget
 1. Business Case - Township Office Server Replacement
 - b. 2023 Public Works Budget
 1. Business Case - County Rd 2 - Road & Infrastructure Reconstruction
 2. Business Case - New Scott Rd Waste Transfer Site
 3. Business Case - Totem Ranch Rd Reconstruction
 4. Business Case - Weir Rd Bridge Maintenance & Repair
 5. Business Case - Purchase of a 5 Tonne Tandem Axle Plow Truck
 - c. 2023 Draft Environment Services Budget
 1. Business Case - Cardinal Water Pollution Control Plant Boiler Replacement
 2. Business Case - Henry St Pumping Station Pump Panel Replacement
 3. Business Case - Variable Frequency Drive Replacement
 4. Business Case - Spencerville Pump Station #1 Transfer Switch Replacement

5. Business Case - Potable & Raw Turbidity Analyzer Replacement
6. Business Case - Industrial Park Water Main Supplies
7. Business Case - Spencerville Lagoon Flow Meter Replacement

d. 2023 Draft Parks, Recreation & Facilities Budget

1. Business Case - Boat Dock
2. Business Case - Cardinal Dog Park - Parking Upgrades
3. Business Case - Kubota Lawn Mower
4. Business Case - Pickup Truck
5. Business Case - Pool Heaters
6. Business Case - Portable Defibrillator Replacement

8. Councillor Inquiries/Notices of Motion

9. Mayor's Report

10. Question Period

11. Closed Session

12. Adjournment

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Monday, January 16, 2023, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

PRESENT: Mayor Tory Deschamps
Deputy Mayor Stephen Dillabough
Councillor Joe Martelle
Councillor Waddy Smail
Councillor Chris Ward

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Sean Nicholson, Treasurer
Gord Shaw, Director of Operations
Brian Moore, Fire Chief
Eric Wemerman, Chief Water/Sewer Operator
Candise Newcombe, Deputy Clerk

1. Call to Order – Chair, Mayor Deschamps

Mayor Deschamps called the meeting to order at 6:30 pm.

2. Approval of Agenda

Moved by: J. Martelle

Seconded by: C. Ward

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

None.

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

None.

5. Delegations and Presentations

a. 2023 Pre-Budget Presentation - Treasurer

The Treasurer spoke to the 2023 pre-budget PowerPoint Presentation. A copy of the presentation is held on file.

Discussion was held regarding differences in tax classes and distribution, tax rate versus tax levy, cost of living increases and projected growth. The Township finances were noted to be in good condition, however, a capital funding gap was highlighted. A capital infrastructure levy was proposed, reserve balances and uses were reviewed, the life cycle and amortization of capital assets were clarified and a subsequent budget meeting date of February 2 was noted. Committee discussed the purpose and uses to date of the modernization funding and noted a reasonable expectation of the Township to be in a deficit position for 2022 due to volatile market prices.

6. Discussion Items

a. 2023 Pre-Budget Presentation and 2023 Draft Capital Budget

Committee discussed the 2021 Financial Indicator Review (FIR) and noted that the annual capital spend should be 1.5 times asset depreciation. Discussion was held regarding the Township's net debt, reserve balances, 2023 Capital projects, Township renovations proposed funding sources, new transfer station site clearing and reviewed the 2023 capital budget funding analysis, providing background on each project as well as potential funding sources.

It was noted that early in the budget process is the ideal time should members wish to suggest additional capital projects for consideration.

There was discussion regarding adding the Cardinal tennis courts to the capital budget for consideration, increased project cost estimates, and the requirement of a parking lot should a dog park be constructed in the area due to already limited parking at the Cardinal Ingreion Arena and surrounding area. It was noted that fencing and paving would be tendered with the remaining portion of the project to be completed by the Township in an attempt to reduce costs.

Committee discussed the timing for payment and delivery of the T5 tandem truck, long-term budget planning for assets, the combined Totem Ranch Road project with North Grenville, proposed 5-year capital and operational budgets and the addition of road resurfacing projects to the capital budget for consideration based on the roads management plan.

Continued service of the River Route public transit and the Tri-Council physician recruitment initiative were highlighted as future items for discussion.

7. Action/Information Items

None.

8. Councillor Inquiries/Notices of Motion

Councillor Ward announced his intent to submit his candidacy to sit on the Board of Directors for ROMA as the Zone 7 representative.

9. Mayor's Report

Mayor Deschamps reported the following:

- Noted an informal Code of Conduct complaint was filed against the Mayor and subsequently resolved through the informal process. He cautioned all members of Council to be aware of their word selection/sanctions and viewed this as a learning experience.

10. Question Period

None.

11. Closed Session

None.

12. Adjournment

Moved by: C. Ward

Seconded by: S. Dillabough

That Committee does now adjourn at 8:59 pm.

Carried

Chair

Deputy Clerk



TOWNSHIP OF EDWARDSBURGH CARDINAL DISCUSSION ITEM

Committee: Committee of the Whole – Administration and Operations

Date: February 2, 2023

Department: Finance

Topic: Amended 2023 Draft Capital Budget

Background: As per the request of Council at the Budget meeting #1, dated January 16, 2023, the draft 2023 Capital Budget has been amended to include more items for discussion such as road resurfacing from the road asset plan and recreation capital items such as the Cardinal tennis court.

The purpose of this spreadsheet is to summarize the capital spend for 2023 and support the discussion around the business cases presented in the meeting.

A handwritten signature in black ink, appearing to be 'G. K.', written above a horizontal line.

Treasurer

A handwritten signature in black ink, appearing to be 'D. S. G.', written above a horizontal line.

CAO

**DRAFT 2023 Capital Budget
Funding Analysis (amended)**

		Expense	Revenue				2023 FROM TAXATION	Notes
		2023 Draft Budget	Transfer From Reserve	Gov't Grants +Gas Tax	Work In Progress	TOTAL REVENUE		
17-5950	ADMINISTRATION - CAPITAL							
	Server Replacement	35,000				-	35,000	
	Township Office renovation upstairs	350,000	(350,000)			(350,000)	0	Modernization Fund/Admin reserve
	Subtotal	385,000	(350,000)	-	-	(350,000)	0	
21-5950	FIRE DEPARTMENT-CAPITAL							
		0				-	0	Transfer to reserve of \$220,000.00
	Subtotal	0	-	-	-	-	0	
57-5950	STORM WATER MANAGEMENT							
	County Rd 2 Rehab Project (Note 1) Tender due February 7	215,000			-	-	215,000	See Note 1
	Newport Drainage (Note 2)	300,000	(245,000)	-		(245,000)	55,000	Municipality's share \$55K from taxation
	Spencerville Drainage	500,000	-	-	(500,000)	(500,000)	0	WIP is covered by Loan proceeds
	Johnstown Drainage- Mary St Section	467,379	-	-	(467,379)	(467,379)	0	WIP is covered by Loan proceeds
	Subtotal	1,482,379	(245,000)	0	(967,379)	(1,212,379)	270,000	
59-5950	WASTE DISPOSAL SITE							
	Transfer site upgrade- 2021 WIP project	15,168			(15,168)	(15,168)	0	
	Scott Street transfer station	125,000			-	-	125,000	
	RECREATION - CAPITAL							
75-5950	Pool heaters for both pools	100,000				-	100,000	
81-5619	Truck Replacement - Asset #750	55,000				-	55,000	Look at financing options
83-5950	Cardinal Ball Diamond Lights	20,000				-	20,000	
82-5950	Lawn Tractor	33,000				-	33,000	
82-5950	Dog Park and parking lot	110,000				-	110,000	
82-5950	Dock Repair/Rebuild for Pavillion	15,000				-	15,000	
82-5950	Portable Defibs	10,000				-	10,000	
82-5950	Cardinal Pool - Phase 2	290,000				-	290,000	Re-tender and complete in fall 2023
82-5950	Cardinal Tennis Courts - Carryover from 2022	256,760				-	256,760	
82-5950	Johnstown Tennis Courts - Carryover from 2022	226,840			(45,000)	(45,000)	181,840	\$45,000 from Port of Johnstown CCF
	Subtotal	1,116,600	-	-	(45,000)	(45,000)	1,071,600	
	Subtotal	3,124,147	(595,000)	-	(1,027,547)	(1,607,379)	0	1,466,600
39-5950	PUBLIC WORKS							
	Equipment							
	Replace T5 Tandem - Tender due February 14	350,000				-	350,000	Could be as long as 18 month delivery
						-	0	
						-	0	
	Subtotal	350,000	-	-	-	-	350,000	
41-5742	Gravel to Surface Treatment Road							
	Totem Ranch Road base replacement	132,000			-	-	132,000	
	Bridges & Culverts							
41-5613	Ventnor Bridge- WIP project from 2022	72,000		-	(49,000)	(49,000)	23,000	
41-5613	Weir Road Bridge Rehabilitation (\$794,000 total) - Expansion Joint	129,360		-		-	129,360	\$664,640 balance moved to 2024
	Engineering, Survey Costs Etc							
41-5623	Geotechnical Services - Sophia St - Second Street to Fifth Street	7,500			-	-	7,500	
41-5623	Geotechnical Services - Sophia St - Sutton Street to Albert Street	7,500			-	-	7,500	
	Resurfacing Roads							
	County Rd 2 Rehab Project (Note 1)	877,491			-	-	877,491	See Note 1
	Pad and Overlay - Armstrong Road	226,402				-	226,402	1100m length x 6.7m width x 60mm depth
	Pad and Overlay - Cedar Grove Rd. - L&G #44 to Fraser Rd (plus culvert @ \$10K)	209,110				-	209,110	1400m length x 6.7m width x 40mm depth
	Pad and Overlay - Glen Smail Rd - 2100m west of L&G 44 to 2904 Glen Smail Rd	355,896				-	355,896	1700m length x 6.7m width x 40mm depth
	Pad and Overlay - Sophia St - Second Street to Fifth Street	73,582				-	73,582	520m length x 6.7m width x 40mm depth
	Reconstruction (recommended) - Sophia St - Sutton Street to Albert Street	62,662				-	62,662	300m length x 6.7m width x 40mm depth
	Pad and Overlay - Pittston Road East - From L&G #22 to Hainsville Rd	452,804				-	452,804	3200m length x 6.7m width x 40mm depth
41-5748	Edison Ave	103,572			(103,572)	(103,572)	0	
41-5789	Mary Street	113,218			(113,218)	(113,218)	0	
	Subtotal	2,474,737	-	-	(216,790)	(216,790)	0	
	Subtotal for Public Works	3,173,097	-	-	(265,790)	(216,790)	641,860	
TOTALS		6,297,244	(595,000)	-	(1,293,337)	(1,824,169)	2,108,460	Tax Based Capital Spend

**DRAFT 2023 Capital Budget
Funding Analysis (amended)**

		Expense	Revenue				2023 FROM USER FEES
		2023 Budget	Transfer From Reserve	Gov't Grants +Gas Tax	Work In Progress	TOTAL REVENUE	
53-5613	Industrial Park						
	Hymax Clamps	6,140				-	6,140
51-5950	Spencerville Wastewater						
	Transfer Switch	7,175				-	7,175
	Sluice Gate Valve Replacement	26,892				-	26,892
	Guide Rails - SPS 2/3	1,400				-	1,400
	Subtotal Spencerville Wastewater	35,467					
55-5950	Raw Water Supply System						
	Windmill pump station upgrades	216,932	(216,932)			(216,932)	0 Greenfield contributes to this reserve
56-5950	Cardinal Wastewater						
	County Rd 2 Rehab Project (Note 1)	860,000			-	-	860,000 See Note 1
	Henry Street Pump Panel	40,000				-	40,000
	Boiler Replacement	15,889				-	15,889
	Seepex Variable Frequency Drive Replacement	8,851				-	8,851
	Subtotal Wastewater capital	924,740	-	-	-	-	924,740
58-5950	Cardinal Water						
	County Rd 2 Rehab Project (Note 1)	2,247,509		(1,547,509)	-	(1,547,509)	700,000 See Note 1
	Raw/Turbidity Analyzer Replacement	14,000				-	14,000
	SCADA upgrades	29,400				-	29,400
	Subtotal Water capital	2,290,909	-	(1,547,509)	-	(1,547,509)	743,400
	Total Water/ Sewer Capital	3,474,188	(216,932)	(1,547,509)	-	(1,764,441)	1,675,680 Rate based Capital Spend
	Grand Total of all Capital	9,771,432	(811,932)	(1,547,509)	(1,293,337)	(3,588,610)	3,784,140

Note 1 Total cost of the project is \$4.2MM based on Engineering estimate. Tender to close February 7th then we will know total cost.
Funding is secured for \$1.5MM. Balance of project is \$2.7MM split between EC Township and County.
Unsure of County's contribution until their budget is approved. Preliminary Township obligation estimated at approximately \$950K
Once County's budget is finalized and tender accepted we will have a more accurate number for the EC Township portion

Note 2 Total estimated cost is \$300,000. EC Township pays and bills \$245,000 back to the beneficiaries of the project.
Township portion is estimated at \$55,000 and should come from taxation.



Server Replacement Bussiness Case - Administration.docx

Server Replacement - Administration

2023 Budget

Administration

Server Replacement

Executive Summary

OnServe manages the Township IT Services. This includes assisting in the development of plans and programs to keep the IT system current and functioning as intended. Part of the 2023 plan include the replacement of the server at the municipal office.

Business Need

The last server was purchased in 2017, the estimated useful life of the asset is 5 years. The server manages, processes, stores and sends data over a network to the computers it's connected to it. The server is a key component in data management.

Options or Solutions Analysis

Option # 1: Remain status quo for 2023

Option #2: Replace the server according to the schedule plan.

Financial and/or Non Financial Benefits

The estimated cost of the project is \$35,000.00. Potential revenue sources include taxation, reserves or a combination of both. Proactive replacement of the server increases reliability and decreases potential downtime due to server failure.

Risk Analysis

- Reliability concerns with older unit
- Added downtime if server crashes unexpectedly
- Decreased ability to access information to provide timely response to residents

Recommendation

That committee recommend that Council include the server replacement project as part of the 2023 capital projects.

Implementation Plan

Once approval is provided, a purchase order would be completed and advanced planning to coordinate the best timing for switchover to minimize disruption to service.

Acceptance Sign-off

Lead Department: Administration

Prepared By: Dave Grant , CAO

Date: January 30, 2023

Signature: 

Approved By: Sean Nicholson, Treasurer

Date: January 30, 2023

Signature: 

Approved By: Rebecca Williams, Clerk

Date: January 30, 2023

Signature: 



Capital Business Case

County Road 2 Road and Infrastructure Reconstruction

2023 Budget

Operations

County Road 2 Road and Infrastructure Reconstruction

Executive Summary

The Operations Department is including the County Road 2 Road and Infrastructure Project in the 2023 Capital budget in order to gain more secure source of safe drinking water in the Village of Cardinal, to reduce the instance of watermain breaks and improve the overall Township Level of Risk standing in asset management.

Business Need

Cardinal County Road #2 Corridor Rehabilitation has historically been identified as a priority project of Council back to 2015. Due to the substantial expense of the project, multiple grants have been applied for over the years but were not successful. The scope of the project has typically spanned from Shanly Road to the Eastern extent of the Cardinal Water Distribution System and has included water, sewer and storm sewer components. The 2021 Investing in Canada Infrastructure Program, (ICIP), Green Stream intake segment, focused on potable water only. Staff applied for ICIP funding and were successful in securing partial funding for a new watermain and apertures through a three-way cost sharing partnership between the Township and both Federal and Provincial Governments.

The proposed project is reduced in scale compared to previous years and will encompass the section starting at approximately Civic #738 County Rd. 2 to the West limit, and continue easterly approximately 800 meters terminating at the east side of St. Lawrence St., (see attached GIS). The existing water main in this section was installed in 1953, is made of predominately of cast iron and, historically, has had the highest number of watermain breaks in Cardinal. The plan includes looping the lower Walker St. main into the new County Rd. 2 main. This will add another avenue to feed water back and forth from north and south of County Rd. 2 increasing redundancy from 2 to 3 routes of flow. Additionally, new sewer main, storm, sidewalks and curb are included in the scope.

In October of 2021, Council awarded Jewell Engineering Inc. the contract for design and tendering the project. Throughout the design process, Staff and Jewell have been collaborating with United Counties of Leeds and Grenville, (UCLG), in regard to design and funding to incorporate localized new storm sewers, road, curb and sidewalks. Ingredion has been included in the design discussions having interest in the rail spur crossing CR2 and both rail and truck logistics during construction period. Funding for replacing the Sanitary main and appurtenances will be the sole responsibility of the Township.

After final design, a Tender was developed and issued December 15, 2022 for the construction project. The Tender was placed on the Government Bidding site and the Township sent Tender notice letters to 12 qualified contractors. The Tender will close February 7, 2023 and results will be tabulated for Council's consideration.

Options or Solutions Analysis

1. Remain status quo- Risk losing the Provincial and Federal financial contribution and potentially face continued main breaks as the existing infrastructure continues to depreciate.
2. Maintain the County Road 2 project in the 2023 budget, review tender submissions and consider recommendation by Jewell Engineering to award.

Financial and/or Non-Financial Benefits

The financial impacts for the options are as follows:

1. Option 1 - Remain status quo- This option has no impact to budget directly but increases the potential for reduced service level and escalating operational costs due to unpredictable main breaks.
2. Option 2 – Jewell Engineering estimates the total cost of the construction is \$4.2MM. The ICIP Green Stream application provided a cost estimate of \$2,110,336.25 to complete the CR2 water main replacement within the scope of the proposed project. The Federal Government will contribute up to \$844,134.50, the Province to contribute \$703,375.07 and the Township \$562,826.68.

The UCLG has committed to propose budget in 2023 to reconstruct local storm sewers and roads within its road authority and the scope of the project.

Replacement of the Sanitary sewer in the project will be the Township's responsibility solely.

Funding for the Township portion could be secured through a combination of reserves, debenture, user rates and taxation.

Risk Analysis

The risk associated with remaining status quo is that we maintain a high potential for main breaks that inconvenience users and threaten the integrity of potable water within the distribution system. High costs of repairs, Township equipment and staff availability, (ie; during winter weather events), and operator fatigue should also be considered.

Recommendation

After a review of the options, staff recommends Council keep the County Road 2 project in the scope of the EC 2023 budget for further review and consideration.

Implementation Plan

A Staff report with Tender proposals and a recommendation from Jewell engineering will be provided to Council for consideration after the February 7th closing of the Tender. Should Council accept one of the proponent's submissions, staff anticipate that construction could proceed after half load restrictions are lifted in early May of 2023.

Documentation

- A Global Information System, (GIS), depicting the scope of the project is attached for perspective.
- Cardinal Water Break Maps 2008 – Present.

Acceptance Sign-off

Lead Department

Prepared By: Gord Shaw, Director of Operations **Date:** January 24, 2023

Signature: 

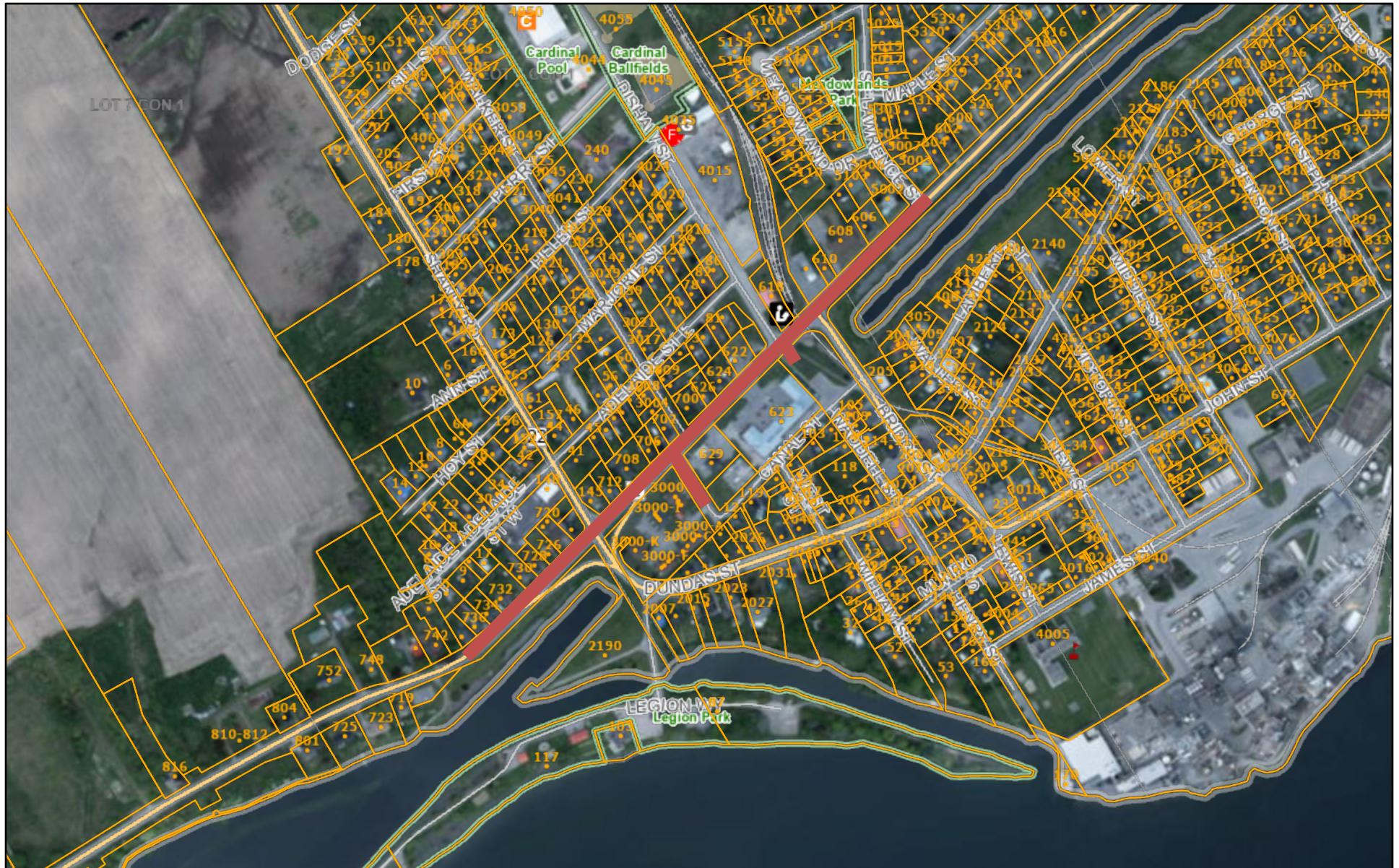
Approved By: Sean Nicholson, Treasurer **Date:** January 30, 2023

Signature: 

Approved By: Dave Grant, CAO **Date:** January 30, 2023

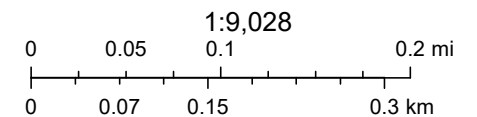
Signature: 

County Rd. 2 Project Limits



2022-12-15, 8:59:51 a.m.

- Parcel
- Surrounding Parcel
- F Firehall
- Municipal Road
- County Road
- LG_RoadNetwork



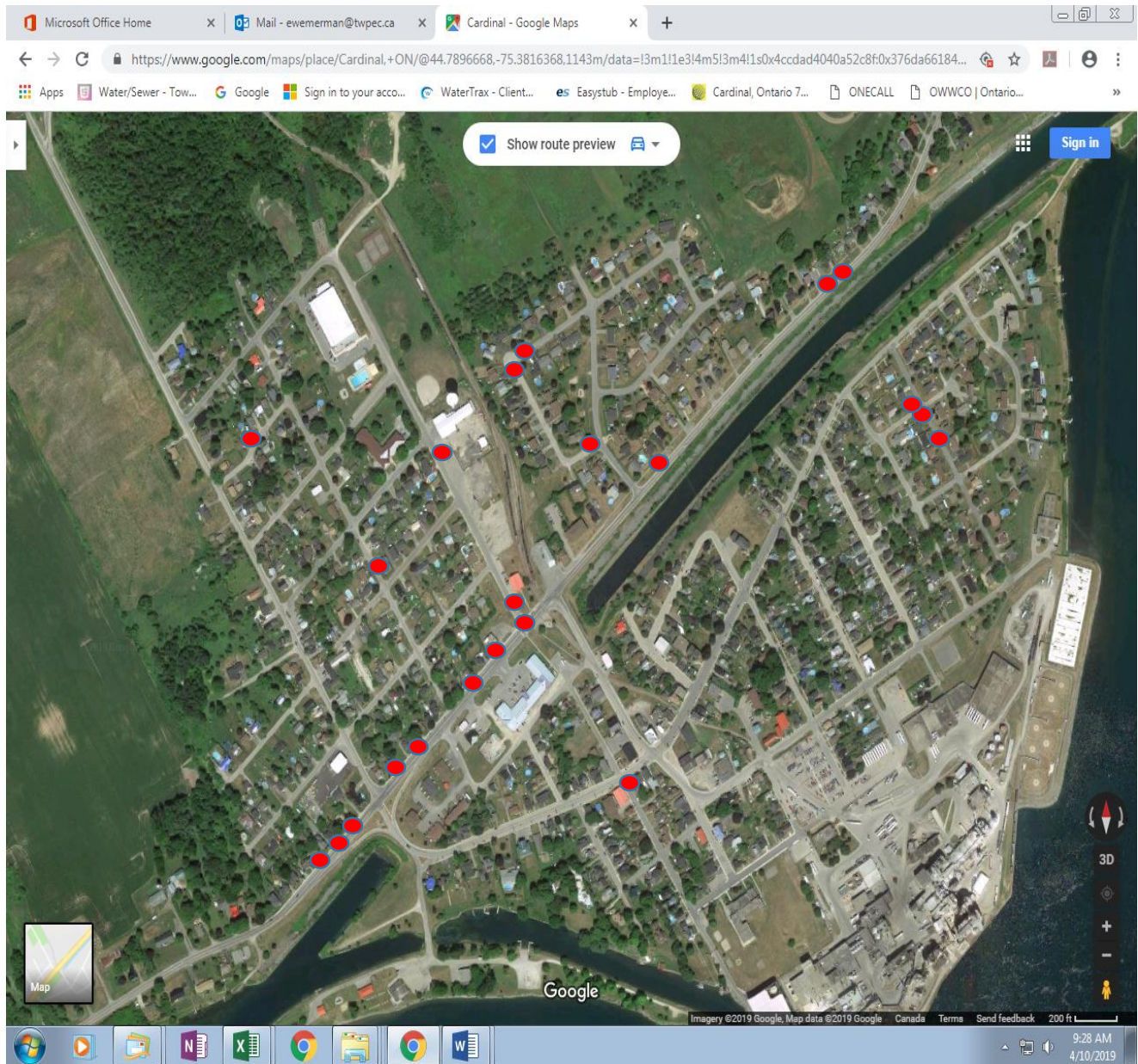
Teranet Inc., Municipal Property Assessment Corporation (MPAC), and Geographic Information System (GIS) the United Counties of Leeds and

Leeds Grenville GIS

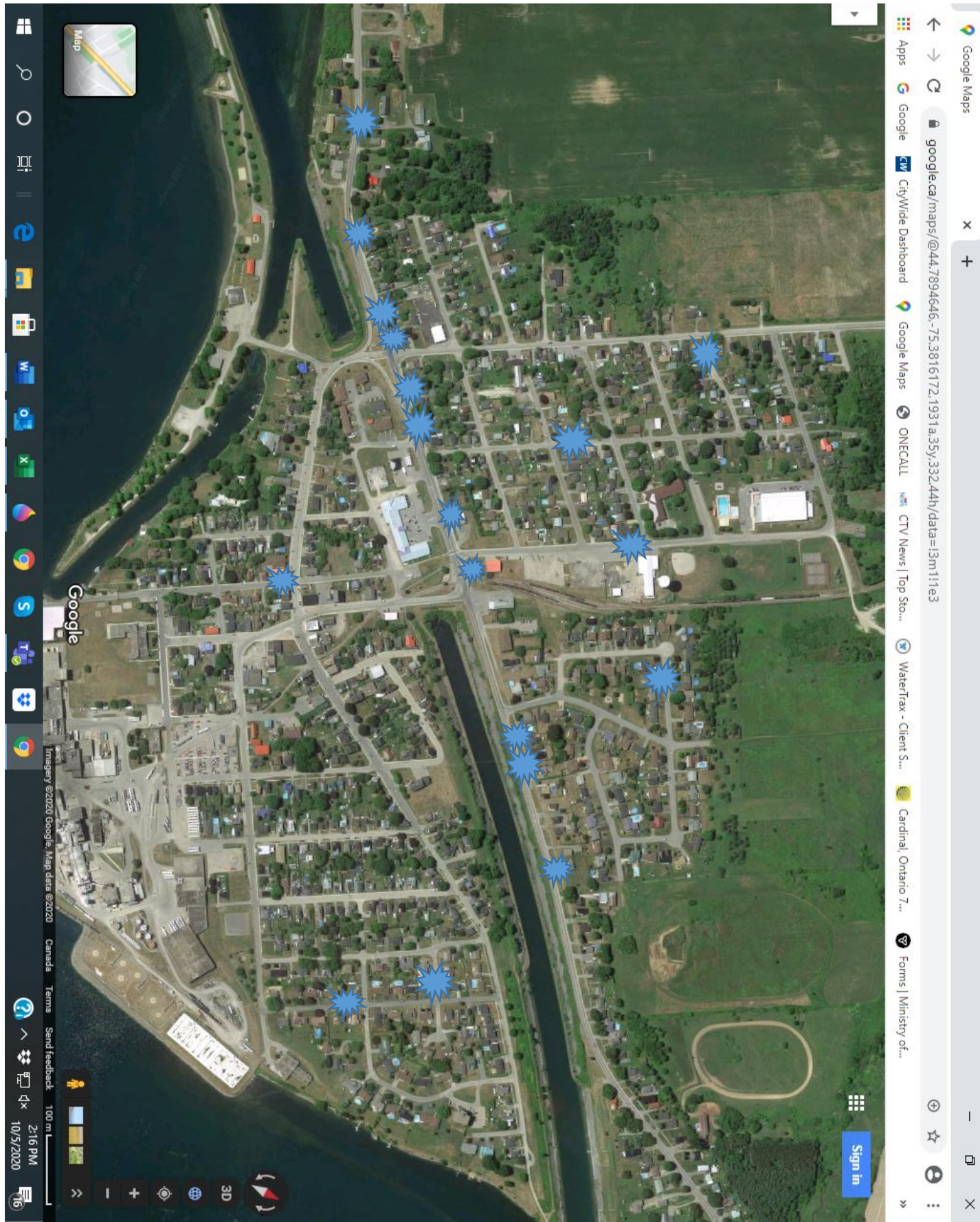
Water Main Breaks in Cardinal from 2008 to Present

<u>Date</u>	<u>Location</u>	<u>Main Type</u>	<u>Estimated Age</u>
August 25 th , 2008	724 County Rd 2	Cast Iron	53 years
December 21, 2008	Henry St @ Dundas St	Cast Iron	55 years
March 5 & 7 th , 2009	604 County Rd 2	Asbestos Cement	54 years
September 24 th , 2009	622 County Rd 2	Cast Iron	54 years
June 19, 2010	County Rd 2	Cast Iron	55 years
December 30, 2012	County Rd 2 (b/w Walker and Shanly)	Cast Iron	57 years
February 11, 2013	736 County Rd 2	Cast Iron	57 years
December 29 th , 2014	822 Joseph St	Cast Iron	60 years
January 24 th , 2015	4035 Dishaw St	Cast Iron	59 years
August 13 th , 2015	516 County Rd 2	Asbestos Cement	59 years
December 15, 2016	722 County Rd 2	Cast Iron	60 years
April 28, 2016	405 First St	PVC (struck during excavation)	42 years
October 10, 2017	752 County Rd 2	Cast Iron	62 years
May 16 th , 2018	5160 Meadowlands Drive	PVC	25 years
October 15/16, 2018	909 George St	Cast Iron	60 years
November 8 th , 2018	3049 Walker St	Cast Iron	63 years
November 23 rd , 2018	704 County Rd 2	Cast Iron	50+ years
December 30 th , 2018	Dishaw St @ Cty rd 2	Cast Iron	63 years
March 9, 2021	George & Joseph St	Cast iron	60+ years
July 14, 2022	Meadowlands Drive	Cast iron	50 years
December 21, 2022	Meadowlands Drive	PVC	Approx 30 years
December 21, 2022	County Rd 2 & Dishaw St	Cast Iron	60 + years

Water Main Breaks in Cardinal from 2008 to Present



Water Main Breaks in Cardinal from 2008 to Present





Capital Business Case

New Scott Road Waste Transfer Site

2023 Budget

Operations

New Scott Road Transfer Site

Executive Summary

The Operations Department is including the development of the New Scott Road Transfer Station in the 2023 Capital Budget in order to separate weekly operations from the closed Scott Rd. waste disposal site, provide additional space for safer, more efficient operations and provide the necessary area for potential future expansion.

Business Need

In July of 2015, the Township received approval from the Ministry of the Environment, (now Ministry of Environment, Conservation and Parks – MECP), to cease landfill operations and begin the temporary operation of a waste transfer station at the Scott Road landfill site. A condition of the approval requested that an update be provided to the Ministry on the construction of the proposed transfer station and/or a plan to make the temporary operations at the landfill site permanent. After a site selection process was undertaken, the Township's consultant, Jp2g filed a response report outlining the preferred location north and adjacent to the existing landfill site at the corner of Scott and Blair Roads.

In 2016, as required by Condition 54 of Notice 3, Jp2g filed a response to the Ministry indicating that, at that time, the Township would continue transfer station operations at the former waste disposal site and defer any movement to the proposed site to a later date.

In February of 2021, Jp2g had a pre-consultation meeting with officials of the MECP. Both the ground and surface water specialists and the Senior Officer from the MECP for the area did not have any objections over the proposed move of operations to the north end of the property off Scott Road. The Township sent letters requesting feedback to abutting landowners as part of the ECA initiation and no concerns were received. On August 31, 2021, Jp2g provided a submission and application to amend the current Environmental Compliance Approval, (ECA), for the Scott Road Waste Transfer Station as a preliminary step to move the site.

In early January of 2022, the MECP provided a draft amendment for review by staff and Jp2g. Comments on the review were forwarded to the MECP for consideration. The MECP issued the final ECA on January 31st of 2022.

Options or Solutions Analysis

1. Remain status quo - Determine what aspects of the project work that could be completed in-house and allocate time and resources permitting.
2. Budget \$125,000.00 to prepare and move forward with the detailed design and complete some preliminary work in-house. Enlist Jp2g to provide detailed drawings, establishing up-to-date cost estimates for the work and determine any phasing requirements (the original cost estimate in 2014 was \$200,000 for the project).

Financial and/or Non-Financial Benefits

The financial impacts for the options are as follows:

1. Remain status quo - This option has minimal impact on budget but doesn't offer the ability to improve safety and efficiency of the transfer site activities nor does it provide room for any future expansion of services.
2. The implementation of Option 2 would continue the process of separating the transfer station operation from the closed Scott Road landfill site. The new site would provide additional room and separate burning operations from its current close proximity to tire piles. The new design positions residents unloading at a gradually elevated position which aids in ease and more efficient unloading of materials. The design provides better access for container installation and removal, provides for greater separation of brush and combustibles and provides room for future expansion if required.

Risk Analysis

A risk that could occur under Option 1 is that the Ministry may require the Township to move ahead with the project at any time. This requirement may put the Township in a position of having to determine funding to complete the project on short notice and without enough budget to complete the project. There is a reserve balance of \$91,000.00 that would help offset the risk.

There is an issue in the existing site with respect to tire storage and its proximity to brush piles and associated burning. In 2020, a tire fire had occurred on site that had to be extinguished by EC Fire department and reported to the MECP Spills Action Centre. Additionally, burning on top of buried garbage carries risk of ignition. Should this occur, an underground fire would be extremely difficult to extinguish.

Option 2 helps to mitigate the risks associated with Option 1. The new design provides greater separation between the brush pile and combustibles. In addition, the design incorporates a round-about road approach that allows waste to be unloaded from a

gradually elevated position and includes a guard rail. This increases the ease of unloading by residents utilizing the service and pick-up and drop-off by the transport container contractor, (see attached drawings).

Recommendation

Staff recommends Option 2. Retain \$ 125,000.00 budget in 2023 contract Jp2g to complete design/costing and begin some of the preliminary work in-house.

Implementation Plan

The plan could be implemented immediately with staff brushing and grubbing out the new Transfer Site area. The roadway could be built-up and fill applied to the new site.

Documentation

The original site concept design drawing is included.

Acceptance Sign-off

Lead Department

Prepared By: Gord Shaw, Director of Operations

Date: January 26, 2023

Signature: 

Approved By: Sean Nicholson, Treasurer

Date: January 30, 2023

Signature: 

Approved By: Dave Grant, CAO

Date: January 30, 2023

Signature: 

AREA A

DD FORM 100-05

FUTURE
EXPANSION
AREA A

ATTENDANT'S
OFFICE

FUTURE
EXPANSION
AREA

RAMP

FORESTED
AREA

SCOTT ROAD
WALL
DISPOSAL

LIMIT OF

SITE BOUND

DELL LINE

WATER COI

2000 SURT
CONTOUR

GRAVEL RO

SITE FILL DI

RETAINING

SCOTT

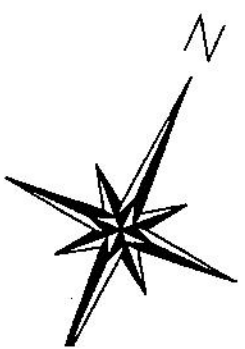
40yd' W

WALL AND

DIR CHEN

MONITORING

SCALE





Capital Business Case

Totem Ranch Road Reconstruction

2023 Budget

Operations

Totem Ranch Road Reconstruction

Executive Summary

The Public Works Department is including the full depth reconstruction of Totem Ranch Road in the proposed 2023 capital budget in order to reduce road and equipment maintenance costs and provide a more consistent service delivery.

Business Need

Totem Ranch Road is a boundary road shared between Edwardsburgh Cardinal and North Grenville, (NG). The road is divided into east and west segments by the 416 highway. Currently the road is a granular surface road. Maintenance typically involves grading the granular in the spring to fall months to remove potholes and ice blading with the grader in the winter months. Additionally, the surface requires fresh gravel application every two to three years. Under agreement between the municipalities, Edwardsburgh Cardinal undertakes all maintenance of the east branch and NG undertakes maintenance of the west portion of Totem Ranch Rd.

In 2021, staff and council from both municipalities had received concerns on road condition from residents on Totem Ranch Rd. requesting that the east branch be considered for surface treatment. The road has drainage and base conditions that make it difficult to maintain.

Contact with NG was initiated by Township Staff and a partnership to budget for full depth reconstruction of Totem Ranch Rd. east was discussed. NG agreed to undertake lead of the project, (The Township and NG similarly have partnered on the multi-year Latimer Road surface treatment project with very positive results). Various treatment approaches were considered. It was decided to undertake the work over a two year period. The first year includes road base improvements, ditching and the addition of gravel. The second year would incorporate a 7 meter wide lift of asphalt to complete the project.

The work was authorised by EC Council in the 2022 budget but was deferred in NG's budget. Staff from both municipalities agreed to pursue the project in the 2023 budget year.

Options or Solutions Analysis

1. Remain status quo- continue to maintain the road by grading and addition of gravel. This is the least desirable option as the road has base and drainage issues that make it difficult and costly to maintain for any reasonable amount of time. It is located at the very north extent of the Township and travel time for the

maintenance is proportionally high as the grader needs to travel from the Pittston Public works facility.

2. Reconstruction Option- Reconstruction is the desired option. Reduced maintenance costs and a more consistent surface will be achieved to serve the residents and two commercial businesses along the road. Reconstruction also falls in line with the objectives of the Gravel Roads Study undertaken in 2022 to reduce travel time and costs associated with the most distant gravel road maintenance.

Financial and/or Non-Financial Benefits

The financial impacts for the two options are as follows:

1. Option 1, remain status quo- This option has no impact to budget directly but doesn't address residents concerns of the road maintenance. It does not address rising costs of maintenance in terms of materials, staff time, fuel and equipment wear and tare.
2. Option 2, full depth reconstruction – This option will increase residential and commercial level of service by providing a more consistently even road surface. It will reduce maintenance costs by reducing or eliminating the need for adding gravel, grading and associated costs.
The project is proposed to be undertaken over a two year period with a shared estimated costs of \$265,000.00, (\$132,000.00 from each municipality) in 2023 for base improvements and gravel and \$180,000.00 in 2024, (\$90,000.00 each), for Hot mix asphalt surface application.

Risk Analysis

The risk associated with remaining status quo is that we continue to spend valuable time, fuel and maintenance costs on a granular surface.

There is the risk that the project will not be accepted by NG council in their 2023 budget.

Recommendation

After a review the options, staff recommends that Council allocate \$132,000.00 to the 2023 budget for phase one of the project and enter into an agreement with North Grenville to split the cost 50/50 for the full depth reconstruction of Totem Road east.

Implementation Plan

Staff anticipate that phase one the project could start early in 2023 if NG includes it in their budget.

Documentation

Copy of the Boundary Rd. agreement with NG.

Acceptance Sign-off

Lead Department

Prepared By: Gord Shaw – Director of Operations **Date:** January 24, 2023

Signature: 

Approved By: Sean Nicholson - Treasurer **Date:** January 30, 2023

Signature: 

Approved By: Dave Grant - CAO **Date:** [month][day], [year]

Signature: 

THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH

BY-LAW NO. 92-40

"A By-law to Enter into a Boundary Road Maintenance Agreement"

WHEREAS Section 271 (1), (2) and (3) of the Municipal Act RSO 1990, Chapter M.45 authorizes the corporations of the adjoining municipalities to enter into an agreement for the maintenance and repair of any highway forming the boundary between such municipalities.

AND WHEREAS, the Council of the Corporation of the Township of Edwardsburgh deem it advisable to enter into such an agreement with the Corporation of the Township of Oxford on Rideau.

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

1. That the Reeve and Clerk are authorized to sign the Boundary Road Maintenance Agreement attached hereto as Schedule "A".
2. That after both parties have signed this agreement, the Clerk shall register the agreement in the Land Registry Office No. 15 in Prescott.
3. The agreement shall come into full force and effect upon the date of registration.

READ a FIRST and SECOND time in open council this 21st day of September 1992.

READ a THIRD and FINAL time, passed, signed and sealed in open council this 21st day of September 1992.

HEAD OF COUNCIL)-

David Dobbin CLERK)

[Signature]

SCHEDULE "A"

TO

BY-LAW NO. 92-40

This Boundary Road Maintenance Agreement made in duplicate this 7th day
of October 1992.

between:

The Township of Edwardsburgh

and

Township of Oxford-on-Rideau

WHEREAS Section 271 (1), (2) and (3) of the Municipal Act RSO 1990, Chapter M.45 authorizes the Corporations of adjoining municipalities to enter into an agreement for the maintenance and repair of any highway forming the boundary between such municipalities.

AND WHEREAS the Council of the Corporation of the Township of Oxford-on-Rideau and the Council of the Corporation of the Township of Edwardsburgh deem it advisable to enter into a Boundary Road Maintenance Agreement.

NOW THEREFORE the parties heretofore mentioned covenant and agree as follows:

1. The Corporation of the Township of Oxford-on-Rideau shall be responsible for the Totem Ranch Road lying west of Hwy #416.
2. The Corporation of the Township of Edwardsburgh shall be responsible for that part of the Totem Ranch Road lying east of Hwy. #416.

This Agreement shall include regular maintenance such as gravelling, grading, dust control and winter maintenance. Entrance culverts on boundary roads shall be the responsibility of the municipality in which the land served by the entrance is situated. This agreement does not include the cost of road culverts or any construction projects outside regular maintenance. The cost of these activities shall be shared by the municipalities.

Cost estimates of road culverts and construction projects are to be submitted by the Roads Superintendents of the participating municipalities for the approval of their respective Councils prior to work being commenced.

3. This Agreement can be terminated by either party upon six months prior written notice.

TOWNSHIP OF OXFORD-ON-RIDEAU

John Foster
Head of Council

Martha Sladek
Clerk

Witness

TOWNSHIP OF EDWARDSBURGH

Dave Robb
Head of Council

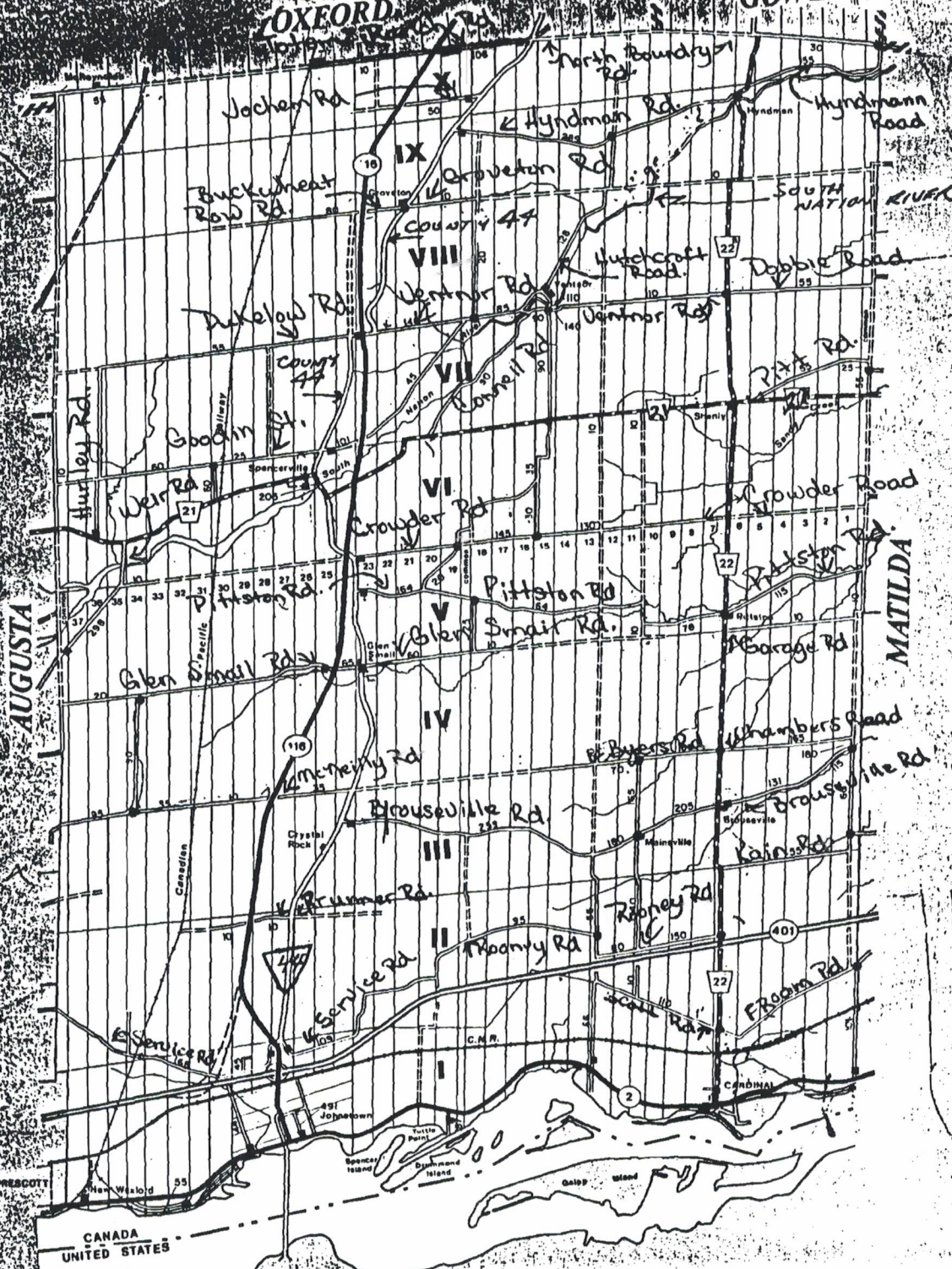
[Signature]
Clerk

Witness

SOUTH GOWER

EXHIBIT

OXFORD



AUGUSTA

MATILDA

CANADA
UNITED STATES



LEGEND

- 1972 A.A.T. 157
- MECHANICAL COUNT LOCATIONS
- MANUAL COUNT LOCATIONS
- OPEN TOWNSHIP ROADS
- UNOPEN ROADS OR ROADS NOT IN GENERAL PUBLIC USE
- ADDITIONAL SERVICE PROPOSED WITH HWY. 418



TOWNSHIP OF

EDWARDSBURGH

TRAFFIC VOLUMES

SCALE IN MILES



Capital Business Case

Weir Road Bridge Maintenance and Repair

2023 Budget

Operations

Weir Road Bridge Repair

Executive Summary

The Operations Department is including the Weir Road Bridge Maintenance and Repair Project in the 2023 capital budget in order to correct deficiencies, extend asset life and improve the overall Township Level of Risk standing in asset management.

Business Need

In early May of 2022, Keystone Bridge conducted an OSIM, (Ontario Structure Inspection Manual), inspection of the Township's 14 bridges and large culverts. The resulting report identified Wier Road Bridge as a priority for maintenance and repair in 2023 and 2024, (see attached excerpt). The report outlines various deficiencies, provides recommended timeframes for investment and a Capital Needs Cost Estimate Break-Down.

Options or Solutions Analysis

1. Remain status quo – leave the bridge as is and look to full remediation in 2024.
2. Replace the expansion joints in 2023 as recommended in the inspection report and look to budget and finish the maintenance in 2024.

Financial and/or Non-Financial Benefits

The financial impacts for the options are as follows:

Option 1- remain status quo. This option has minimal impact on budget but leaves the bridge susceptible to further degradation and inflating costs to remediate.

Option 2 -The total cost of rehabilitation estimate is \$794,000.00 including 20% for Contract Administration, (C/A), and Contingency. The report indicates that the expansion joint portion of the rehabilitation should be undertaken in 2023 at an estimated cost of \$107,800.00 plus 20% for C/A and contingency for a total of \$129,360. The balance of the required work is recommended for 2024.

Risk Analysis

The risk associated with remaining status quo is that the Bridge will continue to deteriorate. Expansion joints are utilized as a flexible, (typically rubber), connections

between the bridge platform and road surface on either side. The joint prevents debris, water and road salt from corroding the end components of the bridge on either side while allowing for some movement resulting from expansion and contraction due to temperature changes.

Recommendation

After a review of the options, staff recommends Council keep replacement of the Weir Road Bridge expansion Joints in the 2023 Budget for consideration.

Implementation Plan

A request for Keystone Bridge to provide a quote undertake contract administration could be sent immediately. Expected that expansion joint work would be completed by the fall of 2023.

Documentation

Weir Road Bridge Inspection Report.

Acceptance Sign-off

Lead Department

Prepared By: Gord Shaw, Director of Operations **Date:** January 24, 2023

Signature: 

Approved By: Sean Nicholson, Treasurer **Date:** January 30, 2023

Signature: 

Approved By: Dave Grant, CAO **Date:** January 30, 2023

Signature: 

Bridge Inspection Report

Weir Road Bridge

Road Name: Weir Road
Site ID: EC1
Structure Type: Slab on Prestress Girder
Owner: Edwardsburgh Cardinal
Built: 1983
Length: 27.4 m
Width: 9.8 m
Spans: 1
Spans Arrange: 1 @ 27.4
Feature Under: Navigable Channel
Crossing: South Nation River
Location: 450m north of Cnty Rd 21
Inspection Date: May-24-22
Inspector: Steve Reid, C.E.T.
Assistant:

Comments:

Both expansion joint seals should be replaced as soon as possible to prevent further damage to the girder ends and abutment walls. It is recommended that this bridge receives a major rehabilitation within 2 years time. Semi-integral conversion should be considered at time of rehab.

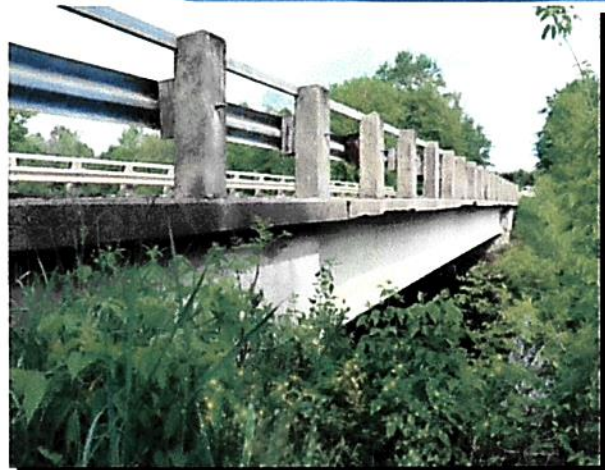
Recommended Investigations:

Planning Study

Recommended Capital Works:

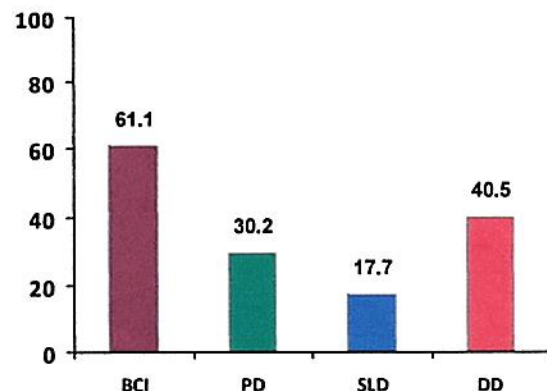
Misc concrete repairs, O'LAY, WP&P, B/Wall, X-jnt, Approach GR,

Estimated Replacement Value: \$1,635,000
Estimated replacement value is based on replacement in kind
Estimated Remaining Service Life: 41 Years
Rehabilitation Year and Estimated Cost: 2023 \$794,000



AADT: N/A **Latitude:** 44.81369880
Lanes: 2 **Longitude:** -75.57351500
Skew: 0° **Orientation:** N-S
Speed: 80 km/h **Road Width:** 9.6 m
Trucks: **Load Posting:** No Posting

Bridge Condition



BCI = Bridge Condition Index MTO Calculation

PD = Parabolic Depreciation
% retained value

SLD = Straight Line Depreciation
% retained value

DD = Defects and Damage
% loss of retained value



Component Inspection Information

Unprotected BSRC Deck (1) Deck Surface	Defects 40.0% Minor Scaling, Moderate Scaling, Moderate Polished Damage 7.0% Moderate Delamination, Moderate Spalling Maintenance None Capital Rec. Repair in 2 years <i>No tining present on deck surface. Deck has minor scaling throughout & minor delaminated areas. Delaminations predominantly in the northbound lane (East side). Sandy fine granulars accumulating on shoulders on deck, mainly east side. Chain drag in 2022 confirms previous findings.</i>
Length: 27.4 m Width: 9.8 m Height:	
Soffit (1) Deck Soffit	Defects 10.0% Minor Staining, Minor Scaling, Minor Leaching/Seepage Damage 5.0% Moderate Delamination, Moderate Spalling Maintenance None Capital Rec. Repair in 2 years <i>The soffit interior is in good condition. One damp area noted near the SE end. The exterior edges are spalled due to the lack of curbs or drainage present on deck. Utility attached to the west side.</i>
Length: 27.4 m Width: 9.8 m Height:	
Asphalt Wear Surf (2) Approach Wear Surf	Defects 0.0% Moderate Ravelling Damage 1.0% Minor Cracking Maintenance None Capital Rec. None <i>North approach has been renewed since 2019. The south side is acceptable.</i>
Length: 30 m Width: 8.5 m Height:	
X- Joint Conventional (2) Expansion Joints	Defects 10.0% Minor Scaling/Abrasion Damage 80.0% Major Torn/Perforated Seal Maintenance None Capital Rec. Replace in 1 year <i>North & south seals are both detached. Debris is spilling onto bearing seats. Tops of ballast walls & end dams have minor spalling/delaminations along armouring.</i>
Length: 9.8 m Width: Height:	
Timber Post & Guide Rail (4) Approach Barrier	Defects 0.0% Damage 15.0% Moderate Decay, Minor Impact Maintenance None Capital Rec. Replace in 2 years Perf Def: Does'nt Meet New Standard <i>Approach guide rail is generally in good condition with some minor vehicle scrapes. The wood posts and spacer blocks are in varied states of decay with local replacement required. Buried end treatments do not meet the current standards. Guide rail is overgrown with vegetation.</i>
Length: 33 m Width: Height: 0.6 m	



Component Inspection Information

Conc Post Steel Panel (2)	Defects 0.0%	
<i>Barrier</i>	Damage 3.0%	Minor Impact
Length: 27.4 m	Maintenance None	
Width:	Capital Rec. Replace in 2 years	
Height: 0.6 m	<i>The concrete posts have light cracking & scaling on the spray side. The flex beam & HSS sections are in good condition.</i>	
Concrete-Prestressed (4)	Defects 3.0%	Minor Shrinkage Cracking, Minor Graffiti
<i>Girders</i>	Damage 3.0%	Minor Delamination, Minor Spalling
Length: 27.4 m	Maintenance None	
Width: 0.5 m	Capital Rec. Repair in 2 years	
Height: 1.44 m	<i>Girders are generally in good condition. Girder ends have developed minor delaminations & spalls due to the detached expansion joint seals. Bottom of girder, 2nd from west at south end has a moderate spall near bearing.</i>	
RC Diaphragm (6)	Defects 0.0%	
<i>Diaphragms</i>	Damage 4.0%	Minor Cracking, Minor Delamination
Length: 1.9 m	Maintenance None	
Width:	Capital Rec. Repair in 2 years	
Height: 0.8 m	<i>Diaphragms have minor cracking & delaminations. Notably at the shear key at north end.</i>	
RC Abutment Wall (2)	Defects 10.0%	Minor Shrinkage Cracking, Minor Staining
<i>Abutment Stem</i>	Damage 25.0%	Moderate Delamination, Moderate Spalling
Length:	Maintenance None	
Width: 9.33 m	Capital Rec. Repair in 2 years	
Height: 1.3 m	<i>Moderate delaminations detected on both abutment walls. Debris is accumulating on the north & south bearing seats due to the detached expansion joint seal. Fire pit noted at the north side (noted 2019).</i>	
RC Ballast Wall (2)	Defects 4.0%	Minor Leaching/Seepage
<i>Ballast Wall</i>	Damage 1.0%	Minor Delamination, Minor Cracking
Length:	Maintenance None	
Width: 9.33 m	Capital Rec. None	
Height: 1.54 m	<i>The ballast walls were generally in good condition, dampness noted at both walls. Wide crack & delaminated area at NE corner.</i>	
RC Wing Walls (4)	Defects 3.0%	Minor Scaling
<i>Wing Walls</i>	Damage 0.0%	
Length: 5 m	Maintenance None	
Width:	Capital Rec. None	
Height: 2.1 m	<i>The wing walls were generally in good condition, with only some light scaling noted.</i>	



Component Inspection Information

Laminated Rubber Brg (8)		Defects	0.0%
Abutment Bearings		Damage	0.0%
Length:		Maintenance	None
Width:		Capital Rec.	None
Height:		<i>Bearings appeared in good condition. Some debris is accumulating around bearings due to the failed joint seals.</i>	
Spread Footing (2)		Defects	0.0%
Abutment Foundation		Damage	0.0%
Length:	10 m	Maintenance	None
Width:		Capital Rec.	None
Height:		<i>Only small area at north end visible.</i>	
Embankment (4)		Defects	0.0%
Embankment		Damage	0.0%
		Maintenance	Remove Brush/Trees
		Capital Rec.	None
		<i>Small amount of rock protection in front of the abutment walls. Tree growth at south end under bridge requires removal.</i>	



Capital Needs Cost Estimate Break-Down

Item	Req'd	Units	Quantity	Unit Price \$	Estimated Cost
Misc Concrete Repairs	✓	m ²	30.0	\$800	\$24,000
Deck Concrete Overlay	✓	m ²	268.5	\$400	\$107,408
Deck Replacement	✗	m ²	268.5	\$2,500	\$0
Barrier Wall Replacement	✓	m	51.4	\$3,000	\$236,400
Expansion Joint	✓	m	19.6	\$5,500	\$107,800
Waterproof & Pave	✓	m ²	268.5	\$220	\$59,074
Bearing Replacement	✗	Count	8.0	\$5,000	\$0
Approach Guide Rail	✓	m	80.0	\$250	\$40,000

*+
cont.*

Other Work

\$0

Structural Items Subtotal	\$575,000
Mobilization General Sitework	\$57,000
Estimated Traffic Management & Civil Items	\$30,000
Contract Admin & Contingencies 20%	\$132,000
Total Rehabilitation Cost Estimate	\$794,000

Recommended Capital Work Summary

Recommended Capital Year

2023

Misc concrete repairs, O'Lay, WP&P, B/Wall, X-jnt, Approach GR,

Inspection Comments

Both expansion joint seals should be replaced as soon as possible to prevent further damage to the girder ends and abutment walls. It is recommended that this bridge receives a major rehabilitation within 2 years time. Semi-integral conversion should be considered at time of rehab.



Image 572



East elevation

Image 554



South approach

Image 555



Guide rail and posts

Image 556



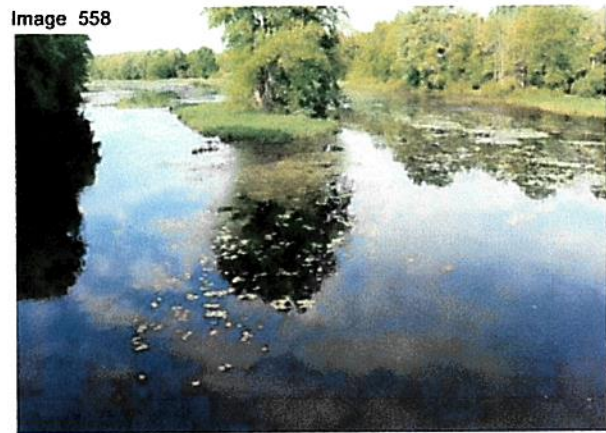
North expansion joint typ.

Image 557



Downstream channel

Image 558



Upstream channel



Image 559



South expansion joint

Image 560



Asphalt on deck typ.

Image 561



Close-up deck damage

Image 562



Close-up north expansion joint seal torn

Image 563



North abutment

Image 565



NE deck soffit spalling



Image 566



Soffit center span typ.

Image 567



Diaphragm and girder north end damage

Image 568



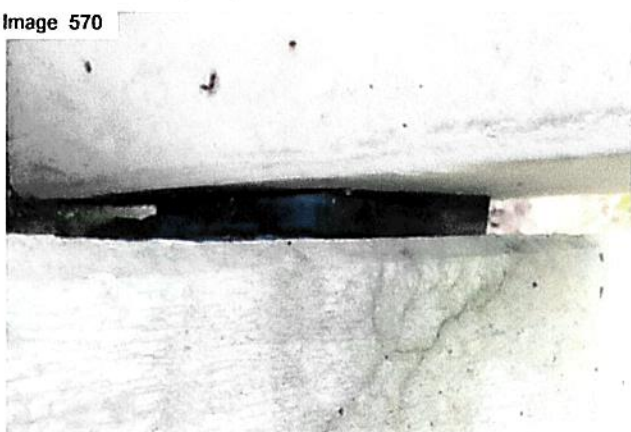
West side soffit spalling

Image 569



South abutment

Image 570



Bearing typ.

Image 571



Damp area on soffit



Capital Business Case

Purchase of a 5 Tonne Tandem Axle Plow Truck

2023 Budget

Public Works
Purchase of 5 Ton Snow Plow Truck

Executive Summary

The Public Works Department is including the purchase of a 5 Tonne plow truck in the proposed 2023 Capital budget in order to provide residents within the T5 snow plow route, (see attached), a reliable level of snow removal service and reduce maintenance costs.

Business Need

The pandemic has caused supply chain issues for all types of vehicles. Subsequently, procurement should be considered a high priority. T5, a 2010 International 7600 Tandem Axle truck has reached full amortization and is considered to be in very poor condition from both age and milage components. The estimated useful life of a plow truck in the Township's Asset Management Plan is 200,000 Km or 12 years. T5 has accumulated a total of 222,624 km as of January 17, 2023 and is 13 yrs. old.

Currently, The Public Works Fleet maintains four tandem and two single axle trucks to undertake snowplowing operations through the Township. In order to maintain a satisfactory level of service, plow truck condition and maintenance costs should be priority considerations. On December 12, 2022, Council passed a resolution directing Staff to proceed with Pre-budget tendering for the procurement of a replacement for T5. A tender was developed and issued January 16, 2023. The Tender close date is set for February 14, 2023.

Options or Solutions Analysis

1. Remain status quo by maintaining the assigned snow plowing route with T5- Increases the potential for breakdown, inflating vehicle maintenance costs, increased burden on the rest of staff and of the fleet and potentially for reduction of service.
2. Purchase a new 5 tonne tandem axle truck to replace T5.

Financial and/or Non-Financial Benefits

The financial impacts for the options are as follows:

1. Remain status quo- This option has no direct impact on the 2023 capital budget but does have an operational budget impact through increasing maintenance costs of T5. Tracking through the Township's asset management plan indicates maintenance costs for T5 average approximately \$32,000.00/year over the last four years. There is the potential for a reduction in service resulting from breakdown.

2. Option 2 is the desirable choice from both an economical and service level perspectives. A high-level estimate for a replacement of T5 in the current market is from \$350,000.00 to \$400,000.00.

Risk Analysis

The risks associated with remaining status quo by maintaining T5 in the fleet, from both age and high kilometre perspective, are increased repair and maintenance, reduced reliability and poor public perception. Additionally, due to world-wide component shortages, there is a backlog of trucks on order. There is a greater risk of procurement delays should the choice be made to curtail replacement.

Recommendation

That Committee recommends that Council include funds for purchasing 5 Ton plow truck for an estimated \$350,000.00 in the 2023 capital budget.

Implementation Plan

A Tender was developed and issued to 6 companies. The tender closed February 14th and a report on the results and a staff recommendation to council will follow.

Acceptance Sign-off

Lead Department

Prepared By: Gord Shaw – Director of Operations **Date:** January 24, 2023

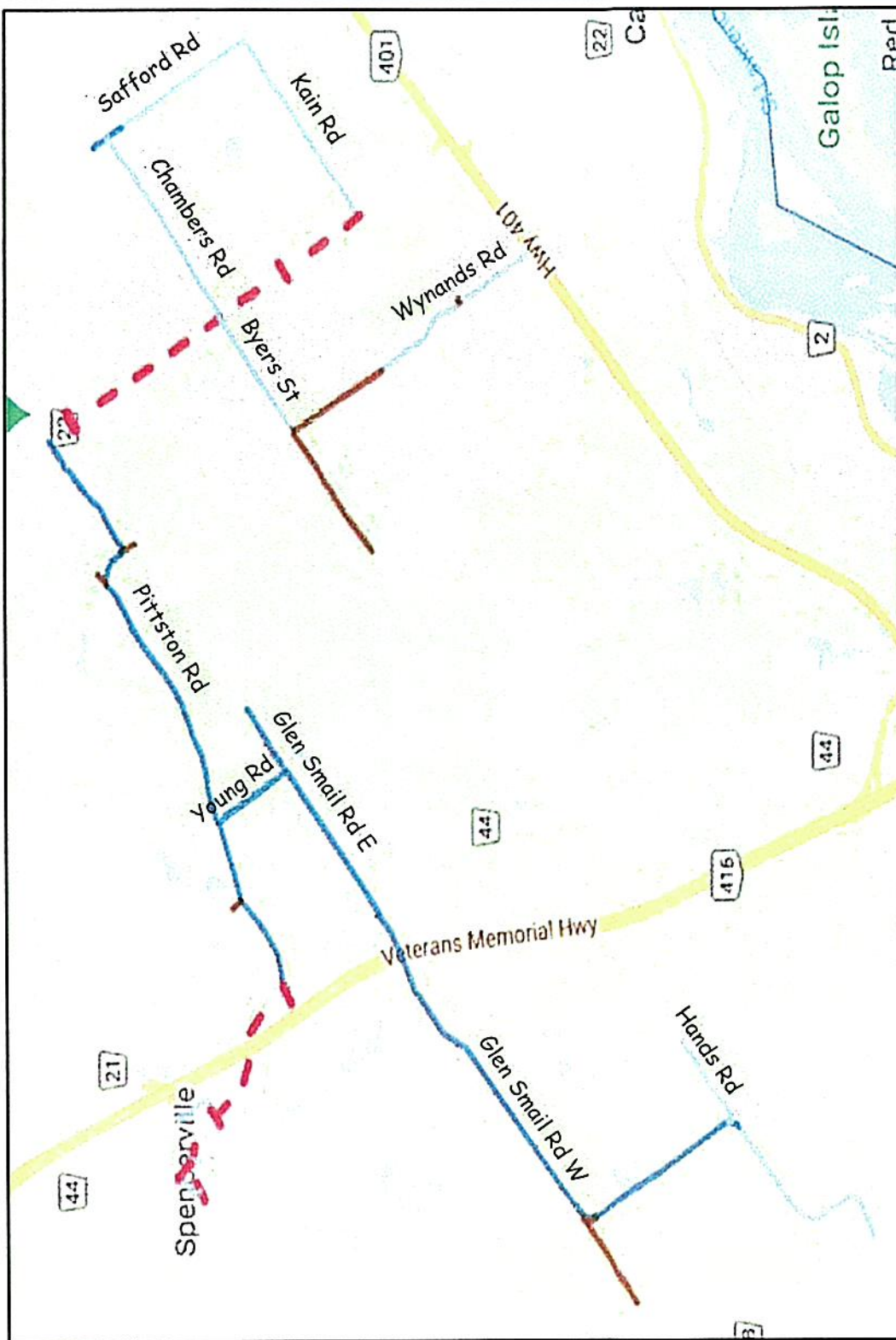
Signature: 

Approved By: Sean Nicholson, Treasurer **Date:** January 30, 2023

Signature: 

Approved By: Dave Grant, CAO **Date:** January 30, 2023

Signature: 



TWP
EC
GA

Township of
Edwardsburgh Cardinal

Plow Route #5-20

Date:

November 2, 2020

Dwg

20-5



Capital Business Case

Cardinal Water Pollution Control Plant Boiler Replacement

2023 Budget

Cardinal WPCP Boiler Replacement

Executive Summary

The Cardinal Water Pollution Control Plant utilizes four boilers to provide heat to the facility and to the Auto Thermophilic Aerobic Digester (ATAD) Vessel # 2. These boilers play an important role in providing supplemental heat to digest and stabilize biosolids prior to storage. Two Hydrotherm boilers have been replaced since 2008. The remaining two boilers have been in operation since 1997.

Business Need

The ignition switch board has become obsolete for the remaining two aging boilers. Additional parts are becoming more difficult and expensive to purchase. A used ignition board was installed to keep boiler # 1 operational.

Options or Solutions Analysis

E/S reached out to multiple companies. Three companies provided budgetary estimates in 2022:

Morrisburg Plumbing: **\$ 15,888.93 per boiler**

Black & McDonald: **\$ 20,886.60 per boiler**

Atel Air: **\$ 23,940.00 per boiler**

Option 1

Contract Morrisburg Plumbing to replace one boiler in 2023 and the second in 2024.

Option 2

Contract Morrisburg Plumbing to replace both boilers in 2023.

Option 3

Continue to operate aging equipment with the increased risk of failure and limited serviceability remaining.

Financial and/or Non-Financial Benefits

Upgrading aging or obsolete equipment will reduce the likelihood of incurring unbudgeted expenses.

Risk Analysis

The ATAD system requires boilers as a critical component of the sludge heat treatment process. Hygenization maintains a bacterial count within the requirements of the plant's ECA, (< 1000 colony forming units – CFU). Failure to proactively replace aging or obsolete equipment may lead to equipment failures that could disrupt the ability to maintain adequate heating in both the Vessel 2 Digester and building.

Recommendation

Option 1: Contract Morrisburg Plumbing to replace one boiler in 2023 and plan the second replacement in 2024.

Implementation Plan

Schedule Morrisburg Plumbing to replace and commission a new boiler.

Documentation

Morrisburg Plumbing, Black & McDonald and Atel Air proposals attached.

Acceptance Sign-off

Lead Department

Prepared By: [Eric Wemerman, Chief Water/Sewer Operator

Date: 01-16-2023

Signature: *Eric Wemerman*

Approved By: Sean Nicholson, Treasurer

Date: January 30, 2023

Signature: *Sean Nicholson*

Approved By: Dave Grant, CAO

Date: 01-30-2023

Signature: *Dave Grant*

Morrisburg Plumbing & Heating
161 Main Street
P.O. Box 391
Morrisburg, ON K0C 1X0
613-543-3983

Estimate

Page 1 of 1

Date	Number
9/1/2022	22758

Bill To Address:
Township of Edwardsburg Cardinal PO Box 129 Spencerville, Ontario K0E1X0

Work\Ship Address:
Township of Edwardsburg Cardinal 4000 John Street Cardinal, Ontario

Customer Phone: 613 657-3765

Agreement #	PO #	Terms	Due Date	Sales Rep	WO #
		COD	09/01/2022	Tony Francis	

Item	Description	Quantity	Price	Amount
	Heating Install to include removing one boiler and replacing with a new Nti TFT250 firetube boiler on a stand. Replacing the Exhaust vent with system 636 cpvc and intake piping with pvc 636 up through the roof. Gas piping, water piping, electrical. Removal and disposal of existing unit. Start up and commissioning	1.00	\$14,061.00	\$14,061.00
			Subtotal	\$14,061.00
			Sales Tax	\$1,827.93
			Total	\$15,888.93
			Balance Due	\$0.00

GST/HST# 824589295

PAYMENT IS DUE UPON RECEIPT OF INVOICE
 Overdue invoices are subject to 2% Per Month (26.82% Per Annum) Interest Charge.

We accept email money transfers, Debit, Visa, Mastercard, cash or cheque.

Please forward email money transfers to info@morrisburgplumbing.com

Attn: Eric Wererman
Cardinal Waste Water Treatment Facility
ewererman@twpec.ca



Work Order: 3572226
Date: Thursday, September 1, 2022
Email Address: alariviere@blackandmcdonald.com

Thank you for allowing us to provide this quote. We are submitting the following recommendation for your review:

This quote is to supply and install qty 1 new boiler to replace Hydrotherm S#0546889L m# AM-300. New boiler will be High efficiency Trinity condensing wall boiler model TFT-285 from NTI. Boiler will be installed as per code requirement. Venting to be replaced with CPVC on exhaust and PVC on fresh air as per code. Condensate neutralizer to be added and piped into drain. Gas piping to be adjusted to meet new unit tie in point. Hydronic piping to meet new boiler. Once installed. Boiler will be commissioned as per design. Electrical to be completed with Tech cable off existing termination box. Demolition of existing boiler is included. Not included: removal of asbestos, and replacing insulation. Note: Concrete mounting slab may require extension. costs for this are not included in this quote.

Your cost to complete the above installation would be: **\$20,886.60**

We have included for all the labour and material necessary to complete the repair as described. The HST has not been included for and would be extra.
Please note that this pricing is valid for thirty (30) days.

If you would like to schedule this project, or would like additional information, please do not hesitate to contact me at 613-526-1216.

Respectfully,

A handwritten signature in blue ink, appearing to read "A. Lariviere".

Andrew Lariviere
Service Administrator
Black & McDonald

Customer Acceptance	
Signature:	_____
Date:	_____
Purchase Order No. _____	



ATEL AIR

Heating & Air Conditioning

A Division of Arthur Thom Electric Limited
4600 Cty. Rd. 31, Williamsburg, ON K0C 2H0

(613) 535-2720 Williamsburg

(613) 258-2400 Kemptville

(613) 937-0707 Cornwall

(613) 342-2338 Brockville

August 31, 2022

Township of Edwardsburg/Cardinal

Attn: Eric Wemerman

Job Location: Cardinal Waste-water Treatment Plant

Budgetary quote to replace One Hydro-Therm boiler in Cardinal Waste-water treatment plant. Quote includes the following.

- Supply, install, and commissioning of Lochinvar FTX400 Natural gas boiler
- Upgrade exhaust pipe to 4" CPVC 636 pipe
- Connect to existing gas piping and electrical
- Adapt and connect to existing plumbing
- Connect control wiring to existing TekMar boiler control panel
- All necessary start-up and commissioning reports
- ESA permit

Your price for budget purposes.....\$23,940.00 + HST

Please Note: We are currently experiencing monthly price increase from manufacturers.

Thank you for the opportunity

Greg Millard



Capital Business Case

Henry St. Pumping Station Pump Panel Replacement

2023 Budget

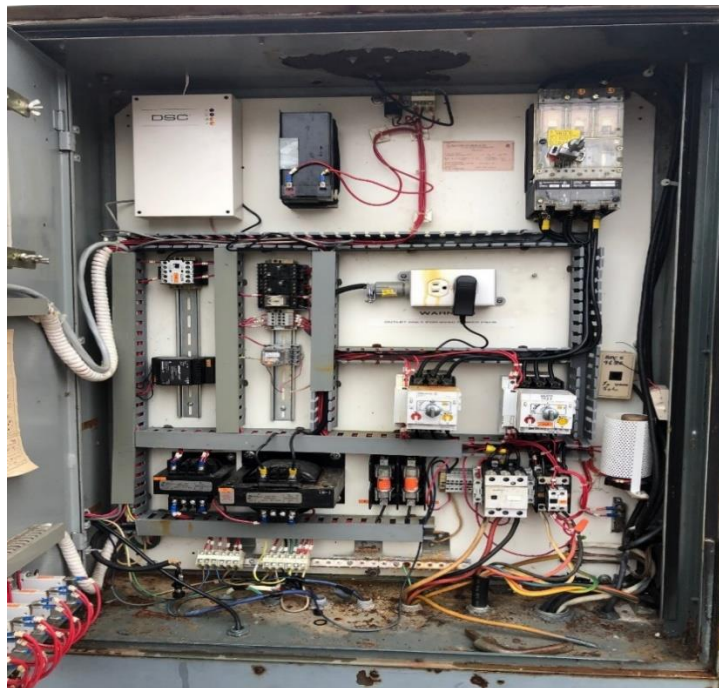
Henry Street Pumping Station Pump Panel Replacement

Executive Summary

The Henry Street Pumping Station has been in operation since 1993. The existing Flygt pump panel is approximately 30 years old. The pump panel is composed of relay switches, pump starters and a variety of electrical components necessary to run and stop two Flygt pumps. The panel is aging. Temporary fixes to mitigate rusting and replacement of relays have been completed to prolong the lifespan of the pump panel.

Business Need

To replace an aging pump panel with a newer direct replacement. Below is a picture showing the internal components of the panel.



Options or Solutions Analysis

To purchase a replacement pump panel from Xylem Canada at a cost of \$30,719.35. Contract IECBL to install the pump panel at a cost of: \$10,605.50. The lead time is 2-4 weeks to receive submittals and 16-24 weeks for delivery. Due to supply chain shortages the lead time is unpredictable. Xylem Canada is the lead supplier for Flygt pump systems.

IECBL will fabricate a starter and utilize a secondary power source from Cogen plant to run one pump during the replacement of the pump panel. This will avoid sub-contracting a bypass of the pumping station to James Street. E/S has a good working relationship with IECBL for both emergency and planned instrumentation/control work.

[Henry St Pump Station Panel Replacement, Environmental Services, 2023]

Page | 2 of 3

Financial and/or Non-Financial Benefits

Upgrading an aging pump panel will reduce the likelihood of costly emergency repairs.

Risk Analysis

Failure to replace aging equipment will increase the likelihood of unplanned emergencies and potential service disruptions. Prolonged and more frequent bypass events to the St. Lawrence River may also occur.

Recommendation

Purchase a new pump panel from Xylem Canada and contract IECBL to install.

Implementation Plan

Contract Xylem to purchase and commission the start-up of the pump panel. Coordinate with IECBL to install panel.

Documentation

2022 Quotations attached.

Acceptance Sign-off

Lead Department

Prepared By: [Eric Wemerman, Chief Water/Sewer Operator]

Date: 01-16-2023

Signature: *Eric Wemerman*

Approved By: Sean Nicholson, Treasurer

Date: 01-30-2023

Signature: *Sean Nicholson*

Approved By: Dave Grant, CAO

Date: 01-30-2023

Signature: *Dave Grant*

Proposal

Date: Thursday, November 10, 2022

Quotation #: 21-32-0110/1/4

Project Information

Company Name: TWP OF EDWARDSBURGH CARD

Project Name: Cardinal Adelaide & Henry St PS Panels

Xylem Representative: Eric Mondoux

Attention to:

Xylem Canada LP proposes to furnish the Purchaser the equipment covered by this proposal as follows:

Henry PS Panel

Item#	Qty	ArtNo	Description
1.1	1	9401	Simple duplex panel for 10hp, 230V/3 phase pumps, as per below: <ul style="list-style-type: none"> • Nema 4 panel, with swing panel • 100A fused disconnect • Coordinated motor starters, 30A rated • Alternating Relay • 350VA 600-120 XFORMER • Lot of Fuse Holder and Fuses • Lot of 4PDT 120 relays/bases • Two (2) dual channel digital ISR • Heater & Thermostat • Lot of terminal blocks and partition plates • Lot of ground lug and grounding strips • Lot of 22.5mm Industrial Pushbuttons, including: <ul style="list-style-type: none"> ○ 3 position selector switch ○ push buttons ○ pilot lights • 2x Runtime clocks • 1x alarm horn and 1x Alarm beacon • 2 days Startup included
1.2	2	40-50 10 98	MINI CAS II 120 VAC
1.3	2	13-40 01 87	MOUNTING BRACKET TO MOUNT MINI CAS 11 ON PANEL
1.4	2	13-40 02 00	SOCKET II PINS BACK MOUNTED
1.5	1	13-56 00 24A	FREIGHT & HANDLING CHARGES TXBL
			Total Price \$ 30,719.35

Printed on: Thursday, November 10, 2022, at 9:27 AM

page: 1



Date: 2022/11/10 Quotation # 21-32-0110/1/4

Company Name: TWP OF EDWARDSBURGH CARD

Item#	Qty	ArtNo	Description
			Total Price of Quotation: \$ 30,719.35

Terms and Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

- Freight Terms :** DAP; Jobsite (per Incoterms 2020) - Prepaid & Allowed.
- Taxes:** Taxes are not included in this quotation unless specifically stated otherwise.
- Back Charges :** Buyer shall not make purchases nor shall Buyer incur any labour that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.
- Shortages :** Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.
- Validity :** This quote is valid for thirty (30) days.
- Terms of Payment :** 100% Net 30 days following shipment date.
- Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.
- Schedule :** Submittals will be supplied 2-4 weeks after order acceptance.
- Delivery lead times are 16-20 weeks after receipt of submittal approval and order acceptance.
- COVID 19:** Our current delivery lead-times are forecasted estimates only due to the outbreak of the COVID-19 virus pandemic and its global effects on commerce, supply chain, and logistics. Xylem will, however, use all commercially reasonable efforts to minimize any delivery delay impacts.



Date: 2022/11/10

Quotation # 21-32-0110/1/4

Company Name: TWP OF EDWARDSBURGH CARD

A SIGNED COPY OF THIS PROPOSAL IS ACCEPTABLE AS A BINDING CONTRACT.

Thank you,



Eric Mondoux
Sales Representative
Xylem Canada LP
O: 613-225-9600
eric.mondoux@xylem.com

Accepted by: (Authorized party to bind company)

Company Name

Printed Name & Title

Signature

Date

Phone

Email

Company Address

SHOULD YOU PREFER TO ISSUE A PURCHASE ORDER, PLEASE MAKE IT OUT TO: XYLEM CANADA LP





Capital Business Case

Variable Frequency Drive Replacement

2023 Budget

Cardinal WPCP Variable Frequency Drive Replacement

Executive Summary

The Cardinal WPCP utilizes two Seepex pumps and variable frequency drives to pump unthickened biosolids from a holding tank to the Gravity Belt Thickener. The pumps and variable frequency drives have been in operation for 25 years.

Business Need

The Variable Frequency Drive for Seepex Pump # 1 has been serviced multiple times and rebuilt since start up. The VFD randomly enters fault conditions causing the pump to stop operating. IECBL has serviced the unit however this issue persists.

Options or Solutions Analysis

Option 1: Contract IECBL to supply and install a new VFD.

Option 2: Continue to operated existing VFD.

Financial and/or Non Financial Benefits

IECBL quoted \$8989.60 to supply and install a new VFD.

Risk Analysis

Failure of the VFD would result in one pump being out of service and we would lose redundancy.

Recommendation

Option 1: Purchase and replace the Variable Frequency Drive in Seepex Pump # 1.

Implementation Plan

Contract IECBL to supply and install VFD.

Documentation

Quotation attached.

Acceptance Sign-off

Lead Department

Prepared By: [Eric Wemerman, Chief Water/Sewer Operator

Date: 01-20-2023

Signature: *Eric Wemerman*

Approved By: Sean Nicholson, Treasurer

Date: 01-30-2023

Signature: *SN*

Approved By: Dave Grant, CAO

Date: 01-30-2023

Signature: *D Grant*

**Attn:** Eric Wemerman, Township of Edwardsburg Cardinal**Date:** December 23, 2022**Re:** Cardinal Waste Water Treatment
Budget Pricing for Replacement VFD**Quotation:** 2022-0406-02**Project Description:**

Please see our budget pricing to replace VFD for 7.5 HP Seepex Pump with 3 thermistors. Note – existing drive appears to monitor thermal overload but does not appear to be any other specific monitoring of the thermistors. Also, appears to be no leak detection on existing pump and therefore no leak detection included in budget pricing. Any bypassing for work to be completed approx. 1 day to be done by others. Budget Pricing is based on a replacement Eaton VFD including start up, programming and commissioning. Price includes 1 day for investigation with shop drawings from new drive to ensure prep work is complete prior to switch over. ESA Permit included. Pricing includes utilizing existing pump, signals and cabling. No new cabling included. New drive to be wall mounted in position of existing drive. I don't believe there is an existing PLC on site so no new PLC programming or checks have been included in budget pricing.

Budget Price: \$ 8,989.60 HST Extra

Note – a replacement Rockwell VFD would be approx additional \$23,000.00 on top of the price listed.

Notes:

- All work completed during normal working hours Mon – Thursday 7:00 – 4:30PM. Any work outside of our normal working hours is charged at double time.
- Labour and Vehicle Rates are inclusive of all mark ups.
- Any hours worked outside of our normal working hours would be considered double time. Call in's during normal working hours 3 hour minimum charge, call in's outside normal working hours 3 hours at double time rate.
- HST Extra on all pricing
- Pricing is only valid for 30 days. Note pricing listed does not include any price escalations which are unpredictable in today's current market.

INDUSTRIAL ELECTRICAL CONTRACTORS BROCKVILLE LIMITED

Per : Danielle Gray, Project Manager

PowerXL series DG1 general-purpose drives



Next-generation drives for today's demands



The DG1 general-purpose drives are part of the Eaton next-generation PowerXL™ series of variable frequency drives specifically engineered for today's more demanding commercial and industrial applications. With an industry-leading energy efficiency algorithm, high short-circuit current rating and robust design, the DG1 offers customers increased efficiency, safety and reliability.

Features

- Graphic LCD keypad display
- Active energy control algorithm
- On-board communications:
 - EtherNet/IP, Modbus®/TCP
 - RS-485: Modbus RTU, BACnet® MS/TP
- Onboard I/O:
 - 8DI, 1DO
 - 2AI, 2AO
 - 2 FC relays and 1 FA relay
- Real-time clock with battery backup
- 5% DC link choke
- Standard applications:
 - Standard
 - Multi-pump and fan control
 - Multi-PID
 - Multi-purpose
- Advanced configuration PC tool

Benefits

- Dual VT and CT ratings
- Easy menu navigation
- Two configurable keypad soft keys
- Conformal coated boards standard
- EMC filter standard
- Brake chopper standard (FR1–FR3)

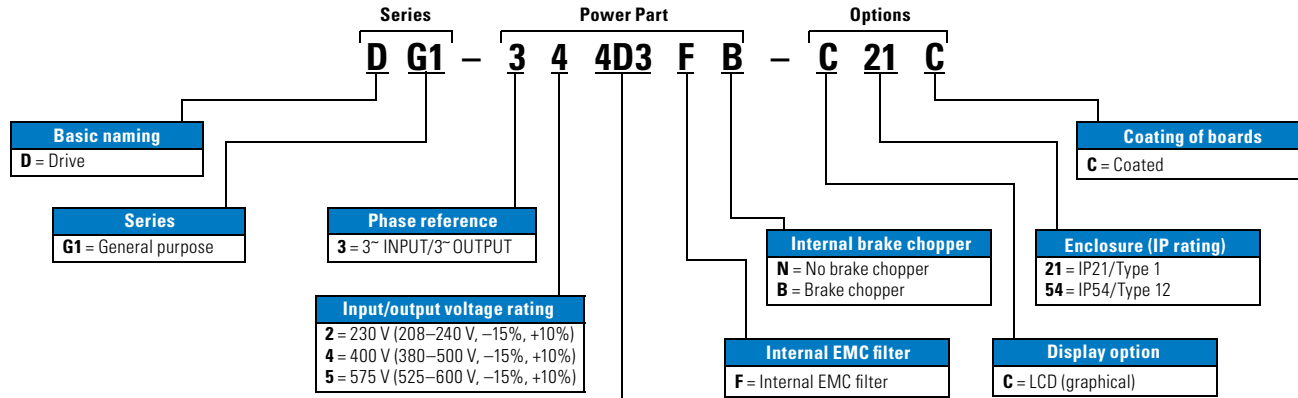


Product range

- 230 V to 125 hp, 312 A, 90 kW
- 480 V to 250 hp, 310 A, 160 kW
- 575 V to 250 hp, 250 A, 187 kW
- Type 1/IP21 or Type 12/IP54 packaging



Powering Business Worldwide



Output current rating (CT)		
208–240 V	380–500 V	525–600 V
3D7 = 3.7 A, 0.55 kW, 0.75 hp	2D2 = 2.2 A, 0.75 kW, 1 hp	3D3 = 3.3 A, 1.5 kW, 2 hp
4D8 = 4.8 A, 0.75 kW, 1 hp	3D3 = 3.3 A, 1.1 kW, 1.5 hp	4D5 = 4.5 A, 2.2 kW, 3 hp
6D6 = 6.6 A, 1.1 kW, 1.5 hp	4D3 = 4.3 A, 1.5 kW, 2 hp	7D5 = 7.5 A, 3.7 kW, 5 hp
7D8 = 7.8 A, 1.5 kW, 2 hp	5D6 = 5.6 A, 2.2 kW, 3 hp	010 = 10 A, 5.5 kW, 7.5 hp
011 = 11 A, 2.2 kW, 3 hp	7D6 = 7.6 A, 3 kW, 5 hp	013 = 13.5 A, 7.5 kW, 10 hp
012 = 12.5 A, 3 kW, 5 hp (VT)	9D0 = 9 A, 4 kW, 7.5 hp (VT)	018 = 18 A, 11 kW, 15 hp
017 = 17.5 A, 3.7 kW, 5 hp	012 = 12 A, 5.5 kW, 7.5 hp	022 = 22 A, 15 kW, 20 hp
025 = 25 A, 5.5 kW, 7.5 hp	016 = 16 A, 7.5 kW, 10 hp	027 = 27 A, 18 kW, 25 hp
031 = 31 A, 7.5 kW, 10 hp	023 = 23 A, 11 kW, 15 hp	034 = 34 A, 22 kW, 30 hp
048 = 48 A, 11 kW, 15 hp	031 = 31 A, 15 kW, 20 hp	041 = 41 A, 30 kW, 40 hp
061 = 61 A, 15 kW, 20 hp	038 = 38 A, 18 kW, 25 hp	052 = 52 A, 37 kW, 50 hp
075 = 75 A, 18.5 kW, 25 hp	046 = 46 A, 22 kW, 30 hp	062 = 62 A, 45 kW, 60 hp
088 = 88 A, 22 kW, 30 hp	061 = 61 A, 30 kW, 40 hp	080 = 80 A, 55 kW, 75 hp
114 = 114 A, 30 kW, 40 hp	072 = 72 A, 37 kW, 50 hp	100 = 100 A, 75 kW, 100 hp
143 = 143 A, 37 kW, 50 hp	087 = 87 A, 45 kW, 60 hp	125 = 125 A, 90 kW, 125 hp
170 = 170 A, 45 kW, 60 hp	105 = 105 A, 55 kW, 75 hp	144 = 144 A, 110 kW, 150 hp
211 = 211 A, 55 kW, 75 hp	140 = 140 A, 75 kW, 100 hp	208 = 208 A, 132 kW, 200 hp
248 = 248 A, 75 kW, 100 hp	170 = 170 A, 90 kW, 125 hp	
	205 = 205 A, 110 kW, 150 hp	
	245 = 245 A, 132 kW, 200 hp	

Frames and power ranges

Frame size	Voltage	hp (CT/I _n)	kW ①	Amperes (CT/I _n)
FR1	230 Vac	0.75–3	0.55–2.2	3.7–11
	480 Vac	1–5	0.75–3.7	2.2–7.6
	575 Vac	2–5	1.5–3.7	3.3–7.5
FR2	230 Vac	4–7.5	3–5.5	12.5–25
	480 Vac	7.5–15	5.5–11	12–23
	575 Vac	7.5–15	5.5–11	10–18
FR3	230 Vac	10–15	7.5–11	31–48
	480 Vac	20–30	15–22	31–46
	575 Vac	20–30	15–22	22–34
FR4	230 Vac	20–30	15–22	61–88
	480 Vac	40–60	30–45	61–87
	575 Vac	40–60	30–45	41–62
FR5	230 Vac	40–60	30–45	114–170
	480 Vac	75–125	55–90	105–170
	575 Vac	75–125	55–90	80–125
FR6	230 Vac	75–100	55–75	211–248
	480 Vac	150–200	110–132	205–245
	575 Vac	150–200	110–132	144–208

① kW ratings are at 400 V / 50 Hz. The above guidelines apply unless testing has been completed to validate a design outside of these recommendations.

Eaton
1000 Eaton Boulevard
Cleveland, OH 44122
United States
Eaton.com

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October 2016

Input ratings

Description	Specification
Input voltage (B _{in})	208–240 V, 380–500 V, 525–600 V, –15 to 10%
Input frequency (f _{in})	50–60 Hz (variation up to 45–66 Hz)
Connection to power	Up to one connection every 60 seconds
Short-circuit withstand rating	100 kAIC (with fuses and circuit breakers)

Output ratings

Description	Specification
Output voltage	0 to V _{in}
VT/I _L overload	Overload 1.1 x I _L (1 min./10 min.)
CT/I _H overload	Overload 1.5 x I _H (1 min./10 min.)
Initial output current	200% (2 sec./20 sec.)
Output frequency	0–400 Hz (standard)
Frequency resolution	0.01 Hz

Ambient conditions

Description	Specification
Operating temperature	–10 °C (no frost) to +50 °C, up to +60 °C with derating
Storage temperature	–40 °C to +70 °C
Relative humidity	0–95% RH, noncondensing, non-corrosive
Altitude	100% load capacity (no derating) up to 3280 ft (1000 m); 1% derating for each 328 ft (100 m) above 3280 ft (1000 m) 9843 ft (3000 m) maximum

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Capital Business Case

Spencerville Pump Station # 1 Transfer Switch Replacement

2023 Budget

Spencerville Station # 1 Transfer Switch

Executive Summary

The Spencerville Sanitary Pumping Station # 1 was commissioned in 1989. The pumping station utilizes a standby generator and transfer switch in the event of a power outage. The standby generator plays an important role in ensuring the pumping station remains functional during a power outage to prevent untreated sewage from bypassing to the South Nation River or backing up into homes. When power from the Hydro One grid fails, the generator automatically starts and the transfer switch transfers the pump station from the Hydro grid to the generator for a source of power.

Business Need

Gal Power has advised E/S during routine inspections and servicing that the transfer switch is obsolete and that there are no parts available if the switch fails. The transfer switch is of original vintage and has been serviced previously due to a malfunction.

Options or Solutions Analysis

Option 1: Contract GAL power to supply and install a new transfer switch.

Option 2: Continue to operate existing aging switch with the increased risk of failure.

Financial and/or Non Financial Benefits

GAL Power provided a budgetary estimate of \$7686.89 to supply and install a new transfer switch. Approximate lead time is 2-4 weeks for transfer switch. GAL Power is our service provider for preventative maintenance and emergency repairs.

Risk Analysis

Failure to proactively replace obsolete and aging equipment could increase the risk of an emergency failure. Failure of the transfer switch could result in a sewer bypass to the South Nation River or back up into homes.

Recommendation

Option 1: Purchase and replace transfer switch.

Implementation Plan

Contract GAL Power to supply and install a new transfer switch.

Documentation

Quotation attached.

Acceptance Sign-off

Lead Department

Prepared By: [Eric Wemerman, Chief Water/Sewer Operator

Date: 01-16-2023

Signature: *Eric Wemerman*

Approved By: Sean Nicholson, Treasurer

Date: 01-30-2023

Signature: *Sean Nicholson*

Approved By: Dave Grant, CAO

Date: 01-30-2023

Signature: *Dave Grant*

**G.A.L. Power Systems Ottawa Ltd.**

2558 Carp Road Carp, ON
K0A 1L0
Phone: (613) 831-3188
Fax: (613) 831-3119

Estimate

RE #: 14571

Issued To: **Cardinal E Services**

Date: 2/8/2022

Ship To: **Spencerville WWTP - 3 Spencer St**

PO#:

Spencerville, ON

Model#	Serial#	Description	Status	Type
13103	269699 spec# 18	KOHLER 30ROZJ61	Waiting for service	Billable

Customer's Request: Replace Transfer Switch

Parts:

Part #	Description	Qty	Price	Total
NI	200 Amp 120/240 1P Asco	1	\$4,889.89	\$4,889.89
SS	Shop Supply Charge Gen Repairs	1	\$125.00	\$125.00
Parts Total:				\$5,014.89

Labour:

Part #	Description	Qty	Price	Total
IND STANDARD RATE R/T	IND STANDARD RATE R/T	8	\$167.00	\$1,336.00
IND STANDARD RATE R/T	IND STANDARD RATE R/T	8	\$167.00	\$1,336.00
Labour Total:				\$2,672.00

Notes:

Item Total: \$7,686.89

Subtotal	\$7,686.89
13.00 % HSTON	\$999.30
0.00 % NO TAX	\$0.00
Total	\$8,686.19



Capital Business Case

Potable and Raw Turbidity Analyzer Replacement

2023 Budget

Potable and Raw Turbidity Analyzer Replacements

Executive Summary

E/S proactively identifies and upgrades obsolete equipment to ensure the safe operation and delivery of potable drinking water. Three Golden Anderson Pump Directors and three filter turbidity analyzers have been upgraded over the last three years. Two aging ABB turbidity analyzers are in operation to monitor raw and potable water turbidity.

Business Need

The turbidity analyzers have been in service for approximately 19 years. Parts and serviceability are limited.

Options or Solutions Analysis

Option 1

Purchase and replace the potable and raw turbidity analyzers with the newest ABB model and sub contract Capital Controls to Install at an estimated total cost of \$15,650.

Option 2

Continue to operate aging equipment with the increased risk of failure.

Financial and/or Non Financial Benefits

Upgrading aging or obsolete equipment will reduce the likelihood of incurring unbudgeted expenses.

Risk Analysis

Failure to proactively replace aging equipment could lead to equipment failures that could disrupt the water treatment process, supply of potable drinking water and create compliance issues with the ministry.

Recommendation

Option 1: Purchase two turbidity analyzers and sub contract Capital Controls to install at an estimated cost of \$15,650

Implementation Plan

Purchase all required equipment in 2023 and schedule installation date.

Documentation

Attached are the most recent estimates received for the filter upgrade work.

Acceptance Sign-off

Lead Department

Prepared By: [Eric Wemerman, Chief Water/Sewer Operator] **Date:** 01-24-2023

Signature: *Eric Wemerman*

Approved By: Sean Nicholson, Treasurer **Date:** 01-30-2023

Signature: *Sean Nicholson*

Approved By: Dave Grant, CAO **Date:** 01-30-2023

Signature: *Dave Grant*

**Township of Edwardsburgh/Cardinal**

18 Centre st, P.O Box 129
Spencerville ON K0E 1X0
Canada
Eric Wemerman
613-657-3765

SHIP TO

4000 John St
Cardinal ON K0E 1E0
Canada

SALES QUOTATION

Document Number	Document Date	Page
3155825	September 01, 2022	1/2

Customer Reference**Your Contact**

Tinta Wilson
289-459-1816
twilson@SCGprocess.com
15 Connie Crescent, Unit 3 Concord, ON L4K 1L3

Account Sales Rep
Patrick Zadorsky

Incoterms: FCA
Langley

Line	Item Code	Description	Quantity	Unit Price	Extended Price
1	4690.2.1.1.1.2.2.2.1./STD	4690 SERIES TURBIDITY ANALYSER	1.00	\$ 6,260.00	\$ 6,260.00
Model 4690.2.1.1.1.2.2.2.1./STD					
<ul style="list-style-type: none">• Transmitter type: wall mounted (conduit)• With high/low alarm relays• With one analog signal output• Sensor type: Flow through system: ISO 7027 Compliant• IP 66/NEMA 4X enclosure• Voltage: 115 VAC• With automatic sensor cleaning• Comes with one (1) turbidity sensor• Sensor range: 0-40 NTU• Comes with 5 m connection cable• Accuracy: +/- 2% of reading• One dry secondary calibration standard included, low range (<5 NTU)					
Freight: FOB Concord, Freight to site is extra					
Lead Time: Approx. 4 - 5 weeks ARO					
Invoices can be emailed directly to accounts payable department at mleach@twpec.ca					

SMITH CAMERON PROCESS SOLUTIONS NEW ADDRESS

19855 98th Ave | Langley | British Columbia | V1M 2X5

Terms & Conditions

Prices are in Canadian Funds unless otherwise stated
Taxes, Freight & Sundries Extra
SCPS Terms and Conditions Apply (unless otherwise stated on this document)
GST #827082710RT0001
Validity **15 days**, Subject to prior sale

Total of Goods	\$ 6,260.00
Tax Amount	\$ 813.80
Total Quote Amount	\$ 7,073.80

Payment Terms: VISA/MASTERCARD



Capital Business Case

Industrial Park Water Main Supplies

2023 Budget

Industrial Park Water Main supplies

Executive Summary

The Industrial Park Water System receives all potable water from the Town of Prescott. The water distribution system was commissioned in 1989 and services 27 residential and 13 commercial/industrial properties. Piping consists of cast iron, PVC and HDPE and ranges in size from 150 mm to 450 mm in diameter.

Business Need

In the event of a water emergency (i.e. water main break) we have limited supplies on hand to repair the 450mm, (18"), cast iron pipe. We currently have one clamp in stock to repair a circumferential type water main break. In the event we have a 450mm water main break that requires a section of pipework to be replaced, we do not have adequate supplies in stock to remediate. Supplies for the 450 mm water main are expensive with significant lead times. Edwardsburgh/Cardinal can request assistance from other municipalities through the On-Warn system for the loan of parts and supplies in the event of an emergency but there is no guarantee that assistance is available. The OnWarn system should be used as a last resort.

Crane Supply provided the following quotation and estimated delivery time in 2022.

Part	Quantity	Estimated Cost	Delivery Time
18" Hymax couplings (special order)	2	\$6140	12-18 weeks
18" PVC water main pipe	Minimum order (1- 20- foot length)	\$4350	2 weeks
18" Robar repair clamp	1	\$ 735.25	5-7 days

Supply chain shortages have made the cost, availability, and delivery times unpredictable.

Options or Solutions Analysis

Option 1: Purchase two Hymax couplings, one length of 18" PVC water main pipe and 1 repair clamp at an estimated total cost of \$12,684.53.

Option 2: Purchase two Hymax couplings and one length of 450 mm (18 inch) PVC pipe at an estimated total cost of \$ 10,490.

Option 3: Purchase two Hymax couplings at an estimated total cost of \$ 6140.

Option 4: Do not purchase spare supplies.

Financial and/or Non Financial Benefits

Having spare parts readily available will allow the water main emergency to be repaired quicker and return to service for all residential and industrial/commercial establishments. Financial loss to industry and municipality could be significant if the water distribution system were shut down for a significant amount of time.

Risk Analysis

The system receives all potable water through a non-looped system without storage such as a tower or reservoir. Not having adequate supplies on hand to repair a water main break could mean the system is down for a significant amount of time resulting in, inconvenience to dependent residents, potentially significant financial loss to Industry and a disruption of fire protection. The use of the On-Warn system should only be used as a last resort in emergencies.

Recommendation

Option 1: Purchase two Hymax couplings and one length of 450 mm PVC pipework.

Implementation Plan

Order supplies through Crane Supply

Documentation

Quotation attached.

Acceptance Sign-off

Lead Department

Prepared By: [Eric Wemerman, Chief Water/Sewer Operator

Date: 01-16-2023

Signature: *Eric Wemerman*

Approved By: Sean Nicholson, Treasurer

Date: 01-30-2023

Signature: *SN*

Approved By: Dave Grant, CAO

Date: 01-30-2023

Signature: *D. Grant*

CRANE

CRANE SUPPLY

Division of 13859380 CANADA INC.

233 YATES AVE CORNWALL, ON
K6J 4N1

QUOTATION

TEL: 613 932 1116
FAX: 613 938 6431

QUOTATION NO.

749839-02

PAGE 1 of 1

QUOTED TO

TWP OF EDWARDSBURG
AND CARDINAL
P.O. BOX 129

SPENCERVILLE, ONTARIO
K0E 1X0

SHIP TO

TOWNSHIP OF EDWARDSBURG AND
CARDINAL
4000 JOHN STREET

CARDINAL, ONTARIO
K0E 1E0

Customer Fax 613 657 3182

QUOTATION DATE	QUOTATION EXPIRATION DATE	WRITER	SALES REP.	BRANCH	WEIGHT
09/21/2022	10/01/2022	COD	HC	0067	600.00

NOTE

Reg. by Cdv. Locey

LINE	QTY ORDERED	U/M	DESCRIPTION	PRICE	DISCOUNT	NET	EXTENDED AMOUNT
1	6	EA	18" CLASS 235(SDR-18) C-900 PVC WATER PIPE W/ GASKETS B749839*3078490 *	725.000	NET	725.000	4350.00
2	2	EA	18" HYMAX 2000 SERIES COUPLING NON RESTRAINED B749839*3078493 *	3070.000	NET	3070.000	6140.00
3	1	EA	#5636 18" X 8" ROBAR REPAIR CLAMP (20.40" O.D) B749839*3078495 *	735.250	NET	735.250	735.25
<p>Our prices are based on securing an order for the entire list of material as covered by this quotation. We reserve the right to review our prices prior to accepting an order for a lesser number of items and/or reduced quantities. Pricing in effect at time of shipment due to volatility of steel product.</p> <p>Please be sure of your final quantities. Any NON-STOCK material will be non-returnable or will have restocking charge.</p> <p>CANCELLATION POLICY a minimum 25% Restocking and 10% Freight charge will be applied to special ordered items if cancelled or returned.</p> <p>* Items are subject to cancellation and restocking charges.</p>							

TERMS OF PAYMENT

2% 15TH FOLL

SUB TOTAL 11,225.25
H.S.T. 1,459.28

TOTAL CAN \$12,684.53

THIS QUOTATION IS SUBJECT TO THE TERMS AND CONDITIONS STATED IN THE CUSTOMER CREDIT AGREEMENT. CANCELLATION AND RESTOCKING CHARGES APPLICABLE.



Capital Business Case

Spencerville Lagoon Flow Meter Replacement

2023 Budget

Spencerville Lagoon Flow Meter Replacement

Executive Summary

The Spencerville Lagoon System was commissioned in 1989. The lagoon building utilizes a flow meter to monitor influent flow entering the lagoon cells and initiates the activation of a pump for dosing Aluminum Sulfate. The flow meter is of original vintage. Capital Controls completed annual verification of the flow meter on January 11th, 2023.

Business Need

Capital Controls could not verify and pass the flow meter during the annual verification process due to internal alarms. The flow meter is functional but can not be verified. The flow meter passed verification in previous years. Capital Controls is recommending replacing the flow meter and provided a quotation for a direct replacement.

E/S is currently investigating and developing an installation plan. The installation plan may involve draining the force main, setting up a temporary bypass or installing a valve under live conditions. Preliminary estimates to install a valve live is approximately \$17,000. Total costs including excavation, installing a valve and bypassing and the main could be upwards of \$30,000.

Options or Solutions Analysis

Option 1: Contract Capital Controls to purchase a new ABB Flow Meter and develop an installation plan. Budget \$10,000.00 to place in reserves for execution of the installation in 2024.

Option 2: Continue to operate the existing mag meter with an increased risk of failure and potential issues during future MECP compliance inspections.

Financial and/or Non Financial Benefits

Capital Controls quoted \$4620 to supply a direct replacement ABB Mag-Meter. Lead time is 14-16 weeks for delivery. This cost does not include installation.

Risk Analyses

Not implementing corrective actions when a problem is identified increases the risk of system failure and compliance issues with the MECP.

Recommendation

Option 1: Contract Capital Controls to supply a new mag meter and commission start up and Budget \$10,000.00 to place in reserves for execution of the installation in 2024.

Implementation Plan

Contract Capital Controls to supply a new ABB Mag-Meter and develop an installation plan.

Documentation

Quotation attached.

Acceptance Sign-off

Lead Department

Prepared By: [Eric Wemerman, Chief Water/Sewer Operator

Date: 01-24-2023

Signature: *Eric Wemerman*

Approved By: Sean Nicholson, Treasurer

Date: 01-30-2023

Signature: *Sean Nicholson*

Approved By: Dave Grant, CAO

Date: 01-30-2023

Signature: *Dave Grant*

Quotation: CCI-2832Q

Project: Replacement Mag
Customer: Cardinal
Attention: Eric
Date: January 17, 2023

Capital Controls & Instrumentation Inc. is pleased to offer the following quotation based on the terms and conditions attached for your review:

Scope of Supply

Material

Supply of a replacement ABB Magmeter, PN FEW325.150.H.1.S.1.A1.B.1.A.1.A.3.P.3.B.3.A.1-M5-V3-CWM, to replace defective unit. Lead time of 14-16 weeks.

\$ 4,620.00 (HST Extra)

Labour

If required, labour is billed at \$125/hour, mileage billed at \$0.75/km, 4 hour minimum

NOTES

- This is a Time and Material quote. Additional parts may be required to provide a complete installation, and are not included in this quote. Only material listed above is included in the material price.
- All mechanical and electrical installation and mounting hardware by others, unless specifically included above.
- Due to the volatility of the current world market conditions, we cannot guarantee any pricing or delivery dates. Please refer to item 4 in Conditions of Sale. Price subject to change without notice due to material price fluctuation
- Confined space service or equipment not provided, unless listed above

Due to the current markets, we may be unable to hold pricing.

Regards,
Mark Robson
Tel:(613) 248-1999

CONDITIONS OF SALE

Capital Controls & Instrumentation (Seller) and the Customer named on the face hereof (Buyer)

1. Full Agreement. The agreement between Seller and Buyer (the 'Sales Contract') with respect to the product(s) and/or service(s) the goods specified on the face of the Order Acceptance, i.e. Order Acknowledgement will be subject to these, the Seller's Conditions of Sale together with any additions or revisions to such terms mutually agreed in writing by Seller and Buyer. Seller shall not be bound by Any additional or different terms whether printed or otherwise in Buyer's Purchase Order unless specifically agreed to by Seller in writing.

2. Purchase Price. Prices are quoted CPT Domestic site, and are exclusive of all taxes, expedited delivery costs and special packing. \$100.00 minimum order value. All goods are insured to the place of destination in Canada. Any claims for damage incurred in transit must be notified in writing to seller within 14 days of delivery. Repair orders are delivered Ex Works, our warehouse.

3. Delivery. Seller shall in good faith attempt to effect delivery of the product(s) and/or service(s) by the date specified but shall not be responsible or liable for delays due to unexpected circumstances. In no event will Seller be liable for incidental or consequential damages resulting from failure to meet the specified or amended delivery dates. Item(s) ready for dispatch and not released by buyer may be subject to monthly storage fees at a minimum rate of 2% of item(s) value.

4. Force Majeure. Events that are unforeseen, unavoidable and beyond our control (e.g., in particular force majeure, strikes, lockouts, stoppages, difficulties in obtaining materials or energy, transportation delays, actions by administrative bodies and disturbances due to national or international regulations as well as difficulties in obtaining authorizations, in particular import and export licenses) extend the delivery period for the length of the disturbance and its effects. This extension of the delivery period also applies when the difficulties occur by our suppliers or during an existing delay. Should the difficulty not only be temporary, we have the right to withdraw from the contract. To the extent that, due to the delay, the delivery is unacceptable for the customer, he may withdraw from the contract by means of a written statement. Should this be done, claims for damages according to the cases in the previous clause are excluded.

5. Reservation. If we are responsible for obtaining licences, particularly but not limited to the export/shipment/import of goods, Our deliveries (performance of contract) are subject to the reservation that there are no impediments opposing to such licence due to national or international regulations, particularly export control regulations, embargo or other sanctions. The customer shall provide us with all information and documents required for the export/shipment/import of goods. If a necessary licence is not granted, the contract shall with regard to the concerned delivery be deemed to be not concluded; to this extent claims for damages against us shall be excluded.

6. Payment Terms. Unless provided to the contrary, Buyer shall pay Seller the full purchase price within 30 days from the date the products(s) and/or service(s) are invoiced. 1-1/2% interest will be added each month on past due accounts but not withstanding this the Seller retains the right to commence proceedings against the Buyer to recover all monies owing. The title of the goods will not be deemed to have passed to the Buyer until the full purchase price and any interest due is paid the Seller.

7. Guarantee. Product(s). The Seller expressly guarantees for a period of 12 months from the date the product(s) were invoiced to Repair or replace at the Seller's discretion, any defective Capital Controls & Instrumentation Inc. manufactured goods returned carriage paid to his premises providing such defect arises solely from faulty material or workmanship and the goods have not been modified or put to improper use after leaving the Seller's premises.

8. Guarantee Services. Any services supplied by the Seller, including device configuration, repair of the product(s), component integration, calibration and product(s) modification are guaranteed against defects in material or workmanship for a period of ninety (90) days from the date of installation of the product(s) or one hundred twenty (120) days from the invoice date.

9. On-Site Guarantee Support. If the Buyer makes a guarantee claim or requires the Seller to provide any service(s), at the buyers site, relating to any defect in the product(s) provided, all travel costs to and from site, at the Sellers published rate, shall be paid by the buyer.

10. Cancellation of Product(s) Order. Any purported cancellation of the Sales Contract by the Buyer prior to the dispatch of the goods shall be effective only 1) if made in writing 2) if accepted by the Seller and 3) on payment by the Buyer of 25% of the price of the goods stated on the Seller's Order Acceptance and such expenses as may be notified the Buyer by the Seller as the Seller may have incurred in connection with the Sales Contract. The Seller is under no obligation to issue credit on returned goods if they were correctly supplied. No credit will be issued for items built to customer specific specifications such as length or non- standard configurations. Credit will not be issued for an instrument that is older than one year. All returned items are subject to a restocking fee.

11. Cancellation & Suspension of Services. If the Buyer chooses to cancel and/or suspend any service(s) with less than forty eight (48) hours notice, in writing, a cancellation penalty equal to four (4) hours on-site labor, at the Sellers published rates, plus any incurred expenses will be paid by the Buyer.

12. Cancellation & Suspension of Training Services. The Buyer may choose to cancel their registration up to fourteen (14) calendar days prior to the start of the course without incurring a cancellation charge. If the Buyer chooses to cancel their registration with less than fourteen (14) calendar days prior to the start of the course a fifty (50) percent cancellation charge will apply. If the Buyer chooses to cancel their registration with less than five (5) calendar days prior to the start of the course a one hundred (100) percent cancellation charge will apply. Substitutions are accepted until the first day of class.

13. Liability. The Seller only accepts liability as stated under Clause 5 to 7, Guarantee. Seller shall not be liable for loss of use, revenue, profit or for injury or for any other consequential or incidental damages. Without prejudice to the foregoing, the Seller's liability shall, in any event, be limited to the purchase price of the particular product(s) and/or services under the Sales Contract.

14. Modifications. Notwithstanding that additions or revisions to the Conditions of Sale may be agreed between the Seller and Buyer Clause 10, Liability, will always apply as stated above without alteration or amendment.

15. Patents, Etc. The Seller shall indemnify the Buyer against any claim for infringement of any rights of Patent, Registered Design, Trade Marks or Copyright by the use of goods manufactured by Capital Controls & Instrumentation Inc.. Similarly, the Buyer will indemnify the Seller if the infringement or alleged infringement arises from the Seller having followed a design or instruction furnished or given by the Buyer to the use of the goods in a manner or a purpose or in a foreign country not specified or disclosed to the Seller or to any infringement which is due to the use of the goods in association or combination with any other goods not supplied by the Seller.

16. Applicable Law. The 'Sales Contract' shall be governed by the laws of the Province of Ontario.

N.B. THESE CONDITIONS OF SALE ARE AVAILABLE IN THE FRENCH LANGUAGE AND WILL BE SENT ON REQUEST. LES CONDITIONS DE VENTE SERONT DISPONIBLES EN FRANCAIS SUR DEMANDE.



BUSINESS CASE

Recreation Department
Boat Dock

2023 Budget

Parks & Facilities Boat Dock

Executive Summary

In the summer of 2020, the municipality purchased and installed two new sets of docks, one set was at the boat launch area and the second unit was installed in front of the canteen. The only current old dock unit was located Infront of the Picnic Pavilion. In late August of 2022 staff removed this unit as it had become a danger for the public to use and the cost to repair was not worth it for the remaining couple of months.

Business Need

Replacing this older unit with a new 8 by 20-foot dock system identical to the ones purchased in 2020 would allow boaters a little more flexibility to tie up and utilize the washrooms and canteen facility.

Options or Solutions Analysis

Not replacing the older section would be an option.

Financial and/or Non-Financial Benefits

Purchasing an 8 by 20 foot docking section identical to the ones that we have in place would cost between \$ 15,000 dollars. A little more then one single unit from 2020 but there is a sloped area at this location which would require a longer ramp and because of the incline there would be a railing installed on the one side.

Recommendation

Purchase an 8 by 20 foot docking system and ramp from Levac Fabrications at a cost not to exceed \$ 15,000

Implementation Plan

Have dock system ready for installation by May 1st

Lead Department

Prepared By:

[Mike Spencer

Date: January
27th, 2023

Signature:



Approved By:

Sean Nicholson, Treasurer

Date: 01-30-2023

Signature:



Approved By:

Dave Grant, CAO

Date: 01-30-2023

Signature:



Committee: Public Works, Environmental Services & Facilities

Date: September 19, 2022

Department: Parks / Recreation & Facilities

Topic: Cardinal Dog Park - Parking Upgrades .docx

Background: At the June Committee meeting Councilor Cameron ask if staff could provide some information on creating an off-leash dog park on the site of the old second ball diamond located east of the Ingridion Arena. In the summer of 2020, the Township in partnership with SERA and the Port of Johnstown created a single use off leash dog park on the grounds of the Johnstown Community Centre. This park over the past 2 years has seen good traffic and usage.

The second ball diamond in **Pic 1** has not been used for the past 6 years for such usage, 5 years ago we stopped caring for the infield and eventually the grass grew over the aera and this space is typically used by the public as an area for their dogs to walk and also by hockey groups doing some dryland training. **Pic 2** shows that we would have 2 separate fenced off areas for small and larger dogs. **Pic 3** shows the breakdown of the larger area and **Pic 4** shows the outline for the small area. Both areas would have its own access and proper gates, signage and waste cans installed, also we would have a seating area similar to the Rock Benches at the waterfront in each sectioned area.

The information below will also outline the need for extra parking for the Ingridion Arena, evenings and weekends the normal parking lot as well as the additional parking spaces provided on the east side of Dishaw Street are usually filled up and the need for additional space parking is much needed. **Pic 5** will show the outline of where the current parking is located, this area would be paved during the upgrades and there would be cement bollards placed to have a division between the road and the new proposed parking lot. **Pic 6** shows the area that would create an additional 25-30 parking spaces, the entrance would be across from the Ingridion parking lot entrance and would have an entrance and exit locations.

Below is a cost breakdown for the projects should council decide to have this funding placed in the 2023 Capital Budget allocation.

To supply and install 4' high fencing for 2 separate dog parks, with 2- 48" gates and 2- 10' wide double swing gates, with all post set in concrete

\$ 28,500.00,

To supply and install 2 Natural Stone Benches

\$ 3,8000.00

To supply and install 2 Dog Waste Stations

\$ 900.00

To supply 2 signs outlining the Dog Park Rules

\$ 500.00

The measurements for the new proposed dog park parking are broke down into two sections.

- 1) Existing Parking Area
- 2) New Parking Area

Existing Parking Area measures 78m x 9m = 702 m²

- Add 50mm of Granular A material to existing parking area for stability
 - Granular A material required for existing parking area is 90.29 mt x \$15.10/mt = \$1363.38
- Add 50mm of HL3 Asphalt material to existing parking area
 - HL3 Asphalt required for existing parking area is 92.14 mt x \$200.00/mt = \$18,428.00

New Proposed Parking Area measures 45m x 20m = 900 m²

- Excavation depth of 500mm (Public Works)
- Add 350mm of Granular B material for subbase
 - Granular B material required for new parking area is 623.70 mt x \$14.85/mt = \$9261.95
- Add 150mm of Granular A material for parking area
 - Granular A material required for new parking area is 340.20 mt x \$15.10/mt = \$5137.02
- Add 50mm of HL3 Asphalt material to proposed new parking area

- HL3 material required for parking area is 118.13 mt x \$200.00/mt = \$23,626.00
- Cement Bollards 2x2x8 would require 16 blocks for the parking area, totalling \$2400.00 plus delivery. Estimated cost with delivery is \$3000.00 to \$3500.00.
- Compaction Roller equipment rental \$ 2,000.00
-

Fencing Cost	\$ 28,500.00
Stone Benches	\$ 3,800.00
Waste Stations	\$ 900.00
Signage	\$ 500.00
Parking Lot upgrades	\$ 63,316.35
Contingency	\$ 10,000.00
Total	\$ 107,016.35



Facilities Manager



Treasurer



Pe 1.



Pc 2.



pic 3



Pac 4



pic 5





BUSINESS CASE

Recreation Department
Kubota Lawn Mower

2023 Budget

Page Break

Parks & Facilities Kubota Lawn Mower

Executive Summary

Our fleet of tractors has started to age, staff have done a great job of maintaining them in the shape they're in, however it's in our best interest to start looking at replacing another one of our units that was purchased in 2002.

Business Need

We currently have 3 mowers stationed in Cardinal and one in Spencerville. This would replace the Kubota 2002 Model which has far exceeded its operating hours and with the deck starting to show signs of excessive wear and tear.

Options or Solutions Analysis

Purchase a new 60-inch deck Kubota model

Financial and/or Non-Financial Benefits

Reduced possible repair bills in the future would ensure that we have the necessary equipment in place to perform the grass cutting needs throughout the municipality.

Recommendation

Replace the 2002 Kubota 60 inch deck unit with a new Kubota F2690 Model for the tractor unit and also purchase the Kubota RCK72P-F39 60 inch side mower deck at a price of Mower & Deck \$ 32,620.00 Plus HST

Implementation Plan

Purchase the above listed mower and ready for the spring of 2023

Lead Department

Prepared

By: [Mike Spencer

Date: January 27th,2023

Signature:



Approved

By:

Sean Nicholson, Treasurer

Date: 01-30-2023

Signature:



Approved

By:

Dave Grant, CAO

Date: 01-30-2023

Signature:





BUSINESS CASE

Recreation Department
Pick Up Truck

2023 Budget

Page Break

Parks & Facilities Pick Up Truck

Executive Summary

The Parks & Recreation Department currently have a fleet of 4 trucks which are as follows:

2019 GMC Truck 75,000 KM (Facilities Mangers Truck)

2013 GMC Truck 220,000 KM (Former Port Truck)

2011 GMC Truck 195,000 KM Long Box

2011 GMC Truck 185,000 KM (Former Port Truck)

You will notice that 2 of our Recreation Fleets vehicles were formally operated by the Port Manager and transferred to the Recreation Department when he purchased new. The 2019 Model truck was the first new vehicle this department has had since 2008.

Business Need

In 2023 the plan would be to replace the 2013-year model.

Options or Solutions Analysis

New truck would be operated by the Facilities Manager and his current truck would be used by the Lead Hand.

Financial and/or Non-Financial Benefits

Reducing the anticipated repair cost on the 2013 model would be a benefit, the current truck is used by our Lead Hand who puts the most KM on a vehicle compared to the other ones excluding mine, the other two trucks are a couple of years older but have less KM than the vehicle we are looking to replace.

Risk Analysis

Potential oncoming expenses with the continued wear & tear on this vehicle, the running boards have been removed because of the rust.

Recommendation

Obtain 3 valuable quotes for the purchase of a 2022 Quad Cab 4X4 pick up truck not to exceed \$ 55,000. Also to investigate the options of financing the purchase should there be an attractable interest rate.

Implementation Plan

Have the new truck added to the fleet by June of this year.

Lead Department

Prepared By: [Mike Spencer

Date: January 27th,2023

Signature:



Approved By: Sean Nicholson, Treasurer

Date: [month][day], [year]

Signature:



Approved By: Dave Grant, CAO

Date: January 30, 2023

Signature:





BUSINESS CASE

Recreation Department
Pool Heaters

2023 Budget

Parks & Facilities Pool Heaters

Executive Summary

Both of our outdoor pools located in Cardinal & Johnstown operate during the last week of June and the months of July & August. Depending on the year and the ever-changing climate, the pool temperatures at the start of the season and near the end can vary from 60 – 70 decrease. We are the only municipality in the eastern region that does not have heated pools.

Business Need

Having a controlled water temperature would allow us to open the pools earlier in June and quite possibly increase our registration numbers with kids that have not attended because of the low temperatures of the water. Also having the warmer pool-controlled temperatures would allow our staff to work longer times in the pools, as we stand now during the first couple of weeks staff are having to limit the time they can stay in the colder temperatures.

Options or Solutions Analysis

Install single unit commercial grade gas feed water heaters

Financial and/or Non-Financial Benefits

Increase the pool season and usage of the pool by 3 weeks, and also have a greater opportunity to increase membership registration because of the controlled warmer water.

Risk Analysis continue as we have in the past and hope for warmer weather.

Recommendation

Put tenders out for the installation of commercial grade water heaters at both pools

Implementation Plan

Have the projected completed by the last week o May.

Lead Department

Prepared

By: [Mike Spencer

Date: January 27th, 2023

Signature:



Approved

By:

Sean Nicholson, Treasurer

Date: [month][day], [year]

Signature:



Approved

By:

Dave Grant, CAO

Date: January 30, 2023

Signature:





BUSINESS CASE

Recreation Department
Portable Defibrillator Replacement

2023 Budget

Parks & Facilities Portable Defibrillator Replacement

Executive Summary

The Township currently has 5 Portable Defibrillators in its buildings located at:

Townhall
Spencerville Arena
Johnstown Community Centre
Ingredion Arena (2 Units)

Business Need

These units were purchased 10 years ago in conjunction with the Counties EMS program, and although they are still all in working conditions and have never been used, the manufacturers strongly suggest replacing them once the 10 year cycle has hit. All current staff are trained in the operations of these units and for the municipality it's just an added level of service we provide should the need arise.

Options or Solutions Analysis

Leave the current units in place, which have the batteries and pads changed every two years.

Financial and/or Non-Financial Benefits

A complete set of batteries and pads for the units run roughly \$ 400.00 - \$ 500.00 depending on the model. We are scheduled in the next 6 months to replace them. Having the new units is also peace of mind that the units are up to date and ready should they ever be needed.

Recommendation

Purchase 5 new Portable Defibrillators

Implementation Plan

Have the new units in place for the summer of this year

Lead Department

Prepared

By: [Mike Spencer

Date: January 27th, 2023

Signature:



Approved

By:

Sean Nicholson, Treasurer

Date: [month][day], [year]

Signature:



Approved

By:

Dave Grant, CAO

Date: January 30, 2023

Signature:

