



**AGENDA  
COMMITTEE OF THE WHOLE  
COMMUNITY DEVELOPMENT**

**Monday, February 6, 2023, 6:30 PM**

**Corporation of The Township of Edwardsburgh Cardinal  
Council Chambers, Spencerville Ontario**

- 1. Call to Order – Chair, Councillor Chris Ward**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee Meeting Minutes (if any)**
- 5. Delegations and Presentations**
  - a. Ms. Katie Nolan, Executive Director of Grenville CFDC  
Grenville CFDC's programs and services available to local businesses.
- 6. Action/Information/Discussion Items**
  - a. Live: Land Use Planning
    1. Application for Zoning Bylaw Amendment, 3106 County Rd 21 (Cleary)
  - b. Work: Economic Development
    1. Small Business and Trade Show 2023
    2. Community Improvement Plan Report 2022
    3. 2022 River Route Transit Report
  - c. Play: Recreation
    1. Legion Way Park Laneway - Winter Maintenance
- 7. Inquiries/Notices of Motion**
- 8. Question Period**
- 9. Closed Session**

None.
- 10. Adjournment**

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

**Monday, October 3, 2022, 6:30 PM**  
**Corporation of The Township of Edwardsburgh Cardinal**  
**Council Chambers, Spencerville Ontario**

**PRESENT:** Deputy Mayor Tory Deschamps  
Mayor Pat Sayeau  
Councillor Hugh Cameron  
Councillor Stephen Dillabough  
Councillor John Hunter  
Conor Cleary  
Greg Modler  
Chris Ward

**REGRETS:** Cody Oatway

**STAFF:** Dave Grant, CAO  
Rebecca Williams, Clerk  
Wendy VanKeulen, Community Development Coordinator  
Candise Newcombe, Deputy Clerk

**1. Call to Order – Chair, Tory Deschamps**

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

**2. Approval of Agenda**

**Moved by:** G. Modler

**Seconded by:** Councillor Hunter

That the agenda be approved as presented.

Carried

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

None.

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

Members requested a report recognizing the \$45,000.00 grant received from the Port of Johnstown Capital Programs for the Johnstown tennis court revitalization project be drafted and kept on record for the 2023 budget review.

**5. Delegations and Presentations**

- a. Capstone Infrastructure, Ms. Lauren McLeod and Ms. Lori Kilmartin

Ms. Kilmartin outlined operations for the Cardinal Power facility including the economic impact the facility has had on the community since 1994.

Ms. McLeod outlined the parameters of the RFP submission to the Independent Electricity System Operator (IESO), noting mandatory and rated (optional) criteria required for the submission. She highlighted the request for Council support through a resolution, noting that it is considered rated criteria, however, has been determined to add value to the application.

Ms. McLeod summarized the intent of the battery energy storage system (BESS) project and highlighted its attributes. Community and short-term job creation were outlined as added benefits to the procurement of the project.

Ms. McLeod outlined the overall IESO capital procurement goal of 5000MW through RFPs by 2024-2025. Members inquired about the proposed capacity of the project, estimated construction timeline for the facility and ability to meet the itinerary provided by IESO for completion of the project. It was noted that the application request outlined a 156MW facility, which has been estimated to take approximately 6 months to a year to build depending on the municipal permit approval process.

Committee inquired about the number of current BESS sites in operation and their locations, requesting a follow-up report outlining all existing sites be provided.

Members inquired if an alternate location could be considered. It was noted that locations are being evaluated based on their proximity to the transmission line, however, the option to explore an alternate area is open.

Committee noted two areas of concern prior to supporting the project: Indigenous consultations and environmental assessment (EA) risks. It was noted that the resolution supports the application for RFP, noting that the permit approval process ensures compliance with construction requirements.

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

- a. Live: Land Use Planning

- 1. Application for Zoning Bylaw Amendment, 3609 County Rd 21 (Malwood Sawmill)

Committee reviewed the report which indicated that the use is permitted without requiring a zoning bylaw amendment. It was noted that the purpose of the amendment was to limit the permitted size and provides limits to future expansion on the property.

Members inquired if the proposed 4% land use would be sufficient for the anticipated inventory. Mr. Malcomson noted that additional inventory must be ordered to sustain the company through the 1/2 load road restrictions in the spring. Due to these circumstances, Mr. Malcomson noted that an additional storage allowance would be beneficial.

Members discussed the provincial guideline for permitted uses in prime agricultural areas, which outlines that 2% of the property up to 1 hectare may be used for on-farm diversified use, noting that 4% of the specified lot equates to less than 1 hectare of the outlined property. It was noted that the application, which has been reviewed by the Township's Planner, requests a limit of 4% of the lot area for the on-farm diversified use.

Members confirmed that the planning report from Zanderplan would be provided at the public meeting. It was noted that the public meeting is anticipated to be scheduled in November. Members inquired about previously postponed public meetings due to the Zoning Bylaw Appeal and scheduling expectations. It was noted that subsequent to scheduling the case management date, previously postponed public meetings may also be scheduled.

**Moved by:** Councillor Dillabough

**Seconded by:** Mayor Sayeau

That Committee direct staff to proceed with scheduling a Public Meeting date for the application filed for the lands located at 3609 County Road 21.

Carried

2. Application for Site Plan Control, Brouseville Rd (2788821 Ontario Inc.)

Committee reviewed the report and noted that authority for Site Plan Control approval has been delegated to the CAO. It was noted that the CAO required that an agreement regarding the works provided on the site plan and the maintenance thereof be entered into with the Township as a condition for site plan approval.

**Moved by:** Mayor Sayeau

**Seconded by:** C.Ward

That Committee recommend that Council enter into an agreement with the owner of the property identified by PIN 68146-0431, as attached.

Carried



b. Work: Economic Development

None.

c. Play: Recreation

None.

## **7. Inquiries/Notices of Motion**

Mr. Modler noted the efficient and timely installation of the Johnstown wayfinding signs prior to the Johnstown swim meet held in August. He subsequently advised of an upcoming candidate meeting being hosted by SERA.

Mr. Cleary noted concerns with social media discussions on the domestic fowl zoning bylaw. He suggested a review of the bylaw to reassess the number of animals depending on property size and requested additional clarity be provided on the requirements for ownership of a rooster.

Councillor Dillabough noted resident complaints about the quality of the Bell internet installations in the area, highlighting lengthy waits for lines to be buried.

Mayor Sayeau requested a report be provided at the next Committee meeting by the CBO regarding progress with ongoing work on Dundas St.

Mr. Modler noted concerns with the interference of curbside collection due to construction and road closures for the Johnstown capital drainage works project. It was noted that CoCo Paving Inc. and HGC Management have coordinated a solution for curbside collection in the area on a go-forward basis.

Councillor Hunter commended the Community Development Coordinator on her contribution to the success of the Township display in the International Plowing Match (IPM) and highlighted compliments received on the display. He further recognized the contribution of games made to the IPM by a local vendor, the Odd Spot.

## **8. Question Period**

None.

## **9. Closed Session**

None.

## **10. Adjournment**

**Moved by:** G. Modler

**Seconded by:** C.Ward

That Committee does now adjourn at 7:57.

Carried

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Chair

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Deputy Clerk

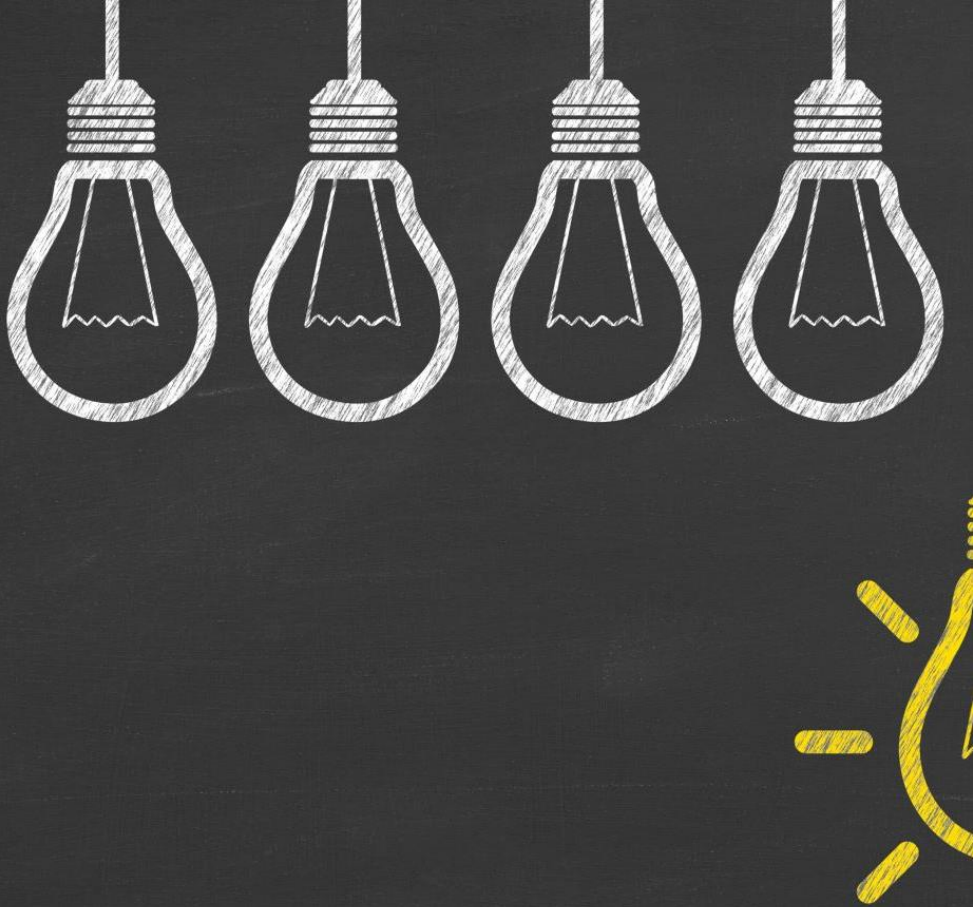
# Edwardsburgh- Cardinal

Community Development  
Committee of the Whole

## February 6, 2023



Grenville Community Futures  
Development Corporation



# Objectives

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- Connect with new councils
- Provide an update on current programs and services for businesses and communities
- Spark ideas for collaboration

# Who we are

- Community-based, non-profit corporation, est. 1990
- Funded by Federal Economic Development Agency for Southern Ontario (FedDev)
- Part of a network of **61** CFDCs in rural Ontario; **267** CFDCs in rural communities across Canada
- Accountable to a volunteer Board of Directors
- Mandated to assist with growth in the local economy
- Serving Augusta, Edwardsburgh/Cardinal, North Grenville and Prescott

# Who we are

## **Vision**

*A prosperous local economy and vibrant community*

## **Mission**

*Investing in jobs, businesses and innovation in our community*

# Programs and Services



BUSINESS LOANS



BUSINESS ADVICE



COMMUNITY ECONOMIC  
DEVELOPMENT



# Business Loans

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## Regular Term Loans up to \$300,000

- Customized financing: full participation or top ups
- Start-ups, relocations, stabilizations, expansions
  - Operating costs
  - Equipment and vehicle financing
  - Inventory financing
  - Short term cash flow assistance
  - Real estate financing



# Business Loans

## Microloans up to \$20,000

- Streamlined application process
- Favourable rates
- Perfect for startup businesses and sole proprietors

# Our Lending Program is Special

- Fills a gap in small business lending
- Flexible repayment terms that meet the business needs
- No prepayment penalties and no annual fees
- Helpful and knowledgeable staff guide you through the process
- Based locally



# Business Advisory Services

- Review and execution of business plans
- Coaching on new business ideas
- Review current business operations
- Referrals to other community resources, e.g. professional business services, Leeds Grenville Small Business Centre
- Access to information on federal and provincial programs, services and resources
- Advice on startup, scale-up, stabilization or expansion
- Facilitation of blended or collaborative financing solutions
- ...and more
- All at no cost to the business owner





# Community Economic Development

Economic development involves  
more than businesses



# Vision: A prosperous local economy and vibrant community

## Needs:

- Strong community organizations
- Active volunteers
- Effective system of diverse business support services
- Supportive local governments
- Strong strategic planning geared to economic development
- ...and more!

## We offer:

- Support, participation and guidance for strategic planning processes
- Active participation with local community and business support organizations
- Networked role in the business support system
- Seed money for key initiatives (dependent on current programming and government priorities)
- ...and more!

# Upcoming CED Workshop

**Wednesday, March 8, 1-4 pm, North Grenville  
Municipal Centre**

**Free Registration:** <https://bit.ly/3Y0FZut>

Ideal for municipal leaders, economic  
development volunteers, business support  
organizations

## **Learn About:**

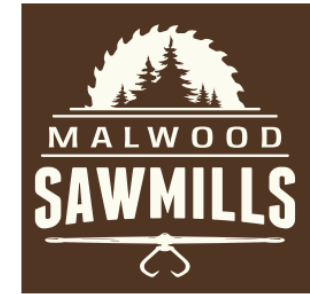
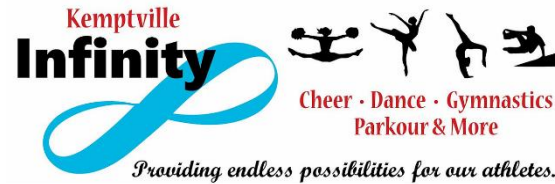
- What is Community Economic Development and why it's vital for your community
- The value of planning in your community
- Collaborative roles of individuals & organizations
- Tools & resources to assist you



Ministry of  
Agriculture, Food &  
Rural Affairs



commonGOALS  
software



CATERED  AFFAIRS



See more success stories at: [www.grenvillecfdc.com](http://www.grenvillecfdc.com)



# We look forward to working with you.

**Katie Nolan**

Executive Director

[knolan@grenvillecfdc.com](mailto:knolan@grenvillecfdc.com)

[www.grenvillecfdc.com](http://www.grenvillecfdc.com)

[www.facebook.com/GrenvilleCFDC](https://www.facebook.com/GrenvilleCFDC)

(613) 925-4275 ext. 1

197 Water St., Suite 405, Prescott





## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

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

**Date:** February 6, 2023

**Department:** Community Development

**Topic:** Application for Zoning Bylaw Amendment, 3106 County Rd 21 (Cleary)

**Purpose:** To review an application and direct staff to schedule a public meeting for a zoning amendment requested in relation to a severance condition for file B-10-22 at 3106 County Road 21.

**Background:** With a recommendation from our Council, the Consent Granting Authority granted conditional approval to severance B-10-22. This application for an amendment to the zoning bylaw has been filed to fulfill condition #4 of this decision:

*#4 That a zoning bylaw amendment is obtained to address the deficient lot size and prohibit future non-agricultural use, including residential uses, on the retained parcel and address any reduced setbacks on the severed parcel.*

The severed parcel meets the required setbacks of Zoning Bylaw 2022-37 and our new Zoning Bylaw no longer requires relief from the minimum lot area provision in the event that the effect of a severance [for a dwelling surplus to an agricultural use] has been to render it non-complying. (Zoning Bylaw 13.1.3.2). The amendment has been requested in relation to the retained parcel, to prohibit future non-agricultural uses.

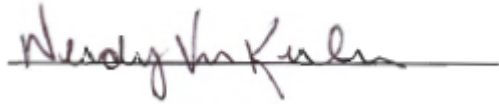
Please see the attached:

- Memorandum/Preliminary Report prepared by Novatech, January 23, 2022
- Severance Decision for file B-10-22, May 11, 2022
- Property Sketch of Proposed Severance prepared by applicant/owner, January 5, 2022
- Excerpt of Current Zoning Map, Zoning Bylaw 2022-37
- Building Location Survey (severed parcel) prepared by Meldrum-Jason Surveyors, October 26, 2022

**Policy Implications:** Section 34(12) of the Planning Act requires that at least one Public Meeting is held for the purpose of giving the public an opportunity to make representations in respect of the proposed by-law.

**Financial Considerations:** The applicant has remitted the appropriate fee for a zoning amendment to the Township.

**Recommendation:** That Committee direct staff to proceed with scheduling a Public Meeting date for the zoning amendment application filed for lands at 3106 County Road 21.

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

Community Development Coordinator

# MEMORANDUM

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**DATE:** JANUARY 23, 2023

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

**FROM:** NOVATECH

**RE:** 3106 COUNTY ROAD 21 – ZONING BY-LAW AMENDMENT

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## Background & Applicant's Proposal

A Zoning By-law amendment application has been received for a property located in Part of Lot 31, Concession 6, Township of Edwardsburgh Cardinal, known locally as 3106 County Road 21. The application has been filed to fulfil conditions of consent related to a severance application that was filed with the United Counties of Leeds and Grenville, and received provisional approval on May 11, 2022.

The subject property is located approximately 1.4 km west of the village of Spencerville. The property has a total lot area of approximately 13.8 ha with frontage on County Road 21, Cleary Road and Goodin Road. The lands are currently developed with a single dwelling and are primarily used for agricultural purposes. The surrounding area is comprised primarily of agricultural uses, including rural residential uses on smaller lots. The subject lands are designated Agricultural Resource Policy Area on Schedule A of the Township of Edwardsburgh Cardinal Official Plan and zoned Agriculture (A) by the Township's Zoning By-law 2022-37.

On May 11, 2022, the Consent Granting Authority approved a consent application which proposed to sever a parcel containing the existing dwelling from the surrounding agricultural lands at the corner of County Road 21 and Cleary Road (File No. B-10-22). The consent application proposed to divide the subject lands as follows:

- 2) Severed Lands (Surplus Farm Dwelling)
  - Lot Area – 1.0 ha (2.47 acres)
  - Lot Frontage – 80 m (Cleary Road) / 120 m (County Road 21)
- 3) Retained Lands (Agricultural Use)
  - Lot Area – 12.8 ha (31.62 acres)
  - Lot Frontage – approx. 90 m (County Road 21)

Condition No. 4 of the decision on File B-10-22 requires that the applicant apply for a zoning by-law amendment to address a deficient lot size and prohibit future non-agricultural uses (including residential use) on the retained lands and address any reduced setbacks on the severed parcel. The zoning by-law amendment application has been filed to clear this required consent condition.

In keeping with the Provincial Policy Statement and the Counties' Plan, the Edwardsburgh Cardinal Official Plan has policies to limit lot creation within agricultural areas, with the intention of preserving agricultural land and ensuring the viability of farming into the future. Section 3.5.3.2.3 requires that restrictive conditions be placed on the parcel rendered vacant (retained lands) as a result of severing an existing dwelling that is deemed surplus to a farming operation. The proposed zoning amendment would fulfill this requirement and the consent condition.

### **Recommendations**

It is recommended that the Township proceed with scheduling a Public Meeting date for the application filed for lands at 3106 County Road 21. It is important that a public meeting date be scheduled to ensure the applicant can clear conditions of consent related to the zoning amendment requirement prior to the lapsing date.

Sincerely,

**NOVATECH**

**Prepared By:**



Jordan Jackson, RPP, MCIP  
Project Planner



## UNITED COUNTIES OF LEEDS AND GRENVILLE CONSENT GRANTING AUTHORITY

### DECISION

### APPLICATION B-10-22

We the undersigned members of the Consent Granting Authority of the United Counties of Leeds and Grenville; do hereby certify that the following is a decision reached by us at a hearing held at the Counties Offices, 25 Central Avenue, Brockville, Ontario on **May 11, 2022**. The said decision was reached on the application of **Fiona & Douglas Cleary** to sever a parcel of land being; part of Lot 31, Concession 6; **Township of Edwardsburgh Cardinal** having dimensions of approximately 120 metres by 80 metres with an area of 1 hectare.

**DECISION:** **GRANTED** providing the conditions as stated below are met.

#### REASONS:

Division of land is compatible with the intent and purpose of the Official Plan and meets the criteria in Section 51 (24) of the Planning Act providing conditions are met.

#### CONDITIONS:

- (1) That all conditions imposed in the granting of this decision be met and **one (1)** original paper copy and **one (1)** digital copy of the deposited reference plan of the subject lands, which conforms substantially with the application as submitted, and the instrument relating to the transaction (deed/transfer, grant of right-of-way, etc.) be presented to the Secretary-Treasurer of the Consent Granting Authority for the Certificate of Consent no later than **May 12, 2024**.
- (2) That a copy of the deposited survey plan for the newly severed lot be submitted to the Township.
- (3) That a building location survey be provided for the severed parcel.
- (4) That a zoning bylaw amendment is obtained to address the deficient lot size and prohibit future non-agricultural use, including residential uses, on the retained parcel and address any reduced setbacks on the severed parcel.
- (5) That road widening across the severed and retained parcel to 13.1 metres from existing centerline of the road allowance of County Road 21 (if required) be conveyed to the Corporation of the United Counties of Leeds and Grenville. Should sufficient road allowance exist, a letter from a surveyor would meet the Counties' condition. The lands to be transferred for road widening purposes shall be free and clear of all encumbrances. The deed for this road widening is to be registered and submitted to the Consent Granting Authority prior to endorsement on the deed to the severed land.
- (6) That written release of conditions 2, 3 and 4 from the Township be submitted to the Consent Granting Authority prior to endorsement of consent on the deed for the severed land.

#### NOTES:

- (1) The Township had no objection providing conditions 2, 3 and 4 are complied with.
- (2) South Nation Conservation had no objection.
- (3) The Health Unit had no objection.
  - The proposed severance is large enough to accommodate a new septic system when one is eventually required. There may not be sufficient area on the West side of the dwelling for that replacement system.
  - Severing this lot will not significantly diminish the capacity for on-site sewage disposal on the retained land. Imported leaching bed fill may be required to construct a conforming septic system.
- (4) Hydro One had no objection.
- (5) The County Roads Department had no objection providing condition 5 is complied with.
  - No new entrance will be allowed on County Rd 21.

I hereby certify this to be a true and exact copy

Cherie Mills

Chair

K Weidenaar

Secretary-Treasurer

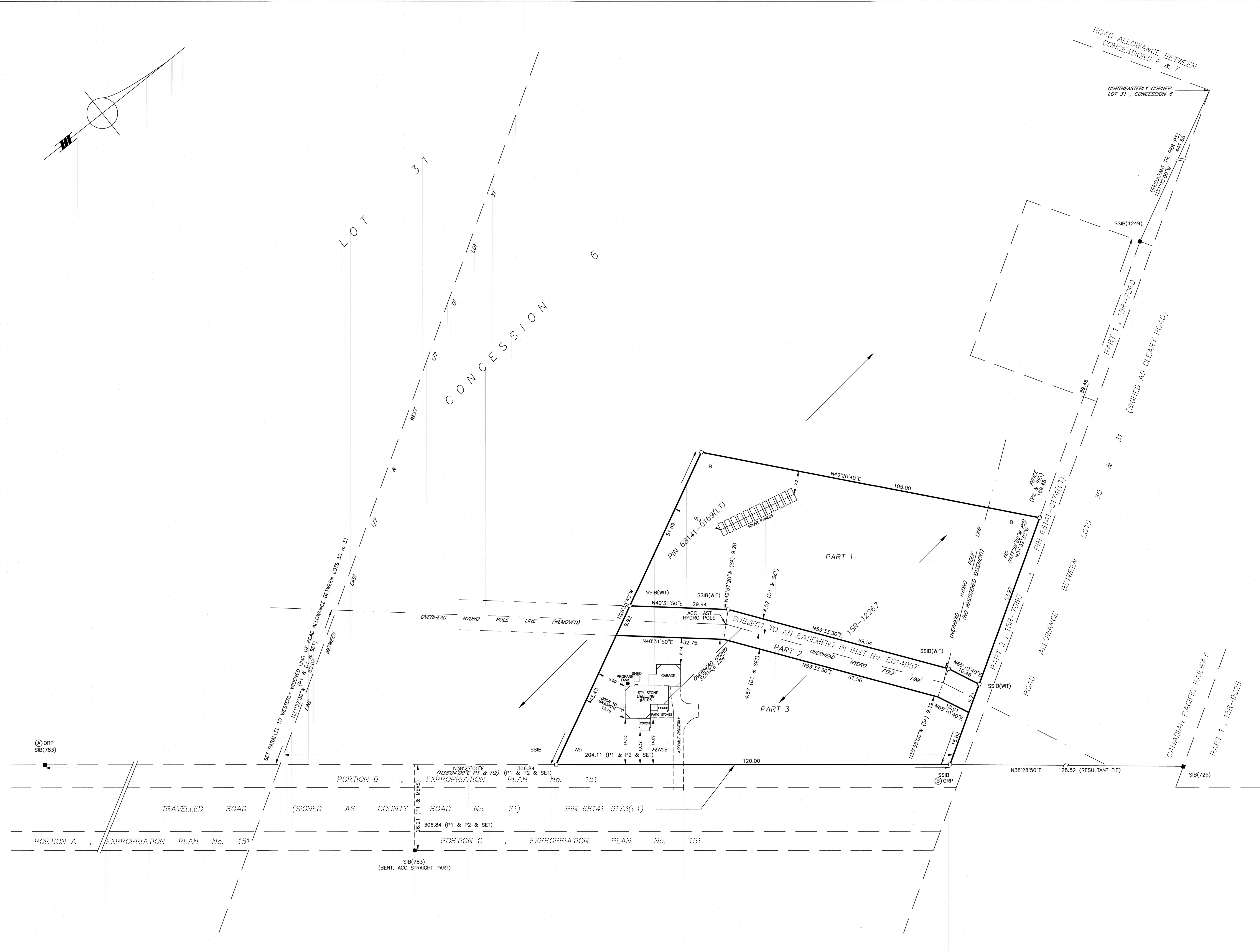
This Decision was mailed on May 12, 2022

The last date for appealing this decision is June 1, 2022









COPYRIGHT © IBW SURVEYORS LTD. 2022  
SURVEYOR'S REAL PROPERTY REPORT  
PART 1: PLAN OF SURVEY OF  
PART OF LOT 31  
CONCESSION 6  
GEOGRAPHIC TOWNSHIP OF EDWARDSBURGH/CARDINAL  
TOWNSHIP OF EDWARDSBURGH/CARDINAL  
COUNTY OF GRENVILLE  
SCALE: 1:500

PART 2: REPORT  
DESCRIPTION:  
PIN 68141-0169(LT), PART OF LOT 31, CONCESSION 6  
TOWNSHIP OF EDWARDSBURGH/CARDINAL  
MUNICIPAL ZONING:  
THIS SURVEY DOES NOT CERTIFY ZONING COMPLIANCE.  
REGISTERED EASEMENTS:  
PART 2 IS SUBJECT TO AN EASEMENT IN INST No. EG14957  
ADDITIONAL COMMENTS:  
1.  
2.  
3.

BEARING NOTES  
BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK OBSERVATIONS, UTM ZONE 18, NAD83(CSRS)(2010).  
BEARING COMPARISONS SHOWN ARE WITH UNDERLYING PLANS.

DISTANCE NOTES — METRIC  
DISTANCES AND COORDINATES ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.  
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9996146.

- LEGEND
- DENOTES PLANTED MONUMENT
  - DENOTES FOUND MONUMENT
  - SSIB DENOTES STANDARD IRON BAR
  - IB DENOTES SHORT STANDARD IRON BAR
  - CM DENOTES CONCRETE MONUMENT
  - CP DENOTES CUIT CROSS
  - CP DENOTES CONCRETE PIN
  - IP DENOTES PLASTIC BAR
  - IP DENOTES IRON PIPE
  - Ø DENOTES ROUND
  - WIT DENOTES WITNESS
  - ACC DENOTES ACCEPTED
  - MEAS DENOTES MEASURED
  - INST DENOTES INSTRUMENT
  - x-x DENOTES FENCE
  - SA DENOTES SPLIT ANGLE
  - P1 DENOTES EXPROPRIATION PLAN No. 151
  - P2 DENOTES PLAN 15R-7060
  - P3 DENOTES PLAN OF SURVEY BY ONTARIO HYDRO PLAN No. 203TD14166L
  - D1 DENOTES INST No. EG14957

SURVEYOR'S CERTIFICATE  
I CERTIFY THAT:  
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.  
2. THE SURVEY WAS COMPLETED ON OCTOBER 26, 2022.  
DATE: October 31, 2022  
RON M. JASON, O.L.S.

CAUTION  
THE WORK AND DRAWINGS HEREIN WERE COMPLETED FOR THE EXCLUSIVE USE OF OUR CLIENT AND NO LIABILITY IS ASSUMED TO ANY THIRD PARTIES OR SUBSEQUENT OWNERS.  
THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-37634


INTEGRATION DATA

OBSERVED REFERENCE POINTS DERIVED FROM GPS OBSERVATIONS USING A REAL TIME NETWORK AND ARE REFERRED TO UTM ZONE 18 (75° WEST LONGITUDE) NAD83(CSRS)(2010).

URBAN ACCURACY PER SEC. 14(2), O.R.C. 216/10.

POINT ID	NORTHING	EASTING
A	4964080.250	455268.777
B	4964320.549	455459.581

CAUTION: COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN



MELDRUM-JASON

SURVEYORS

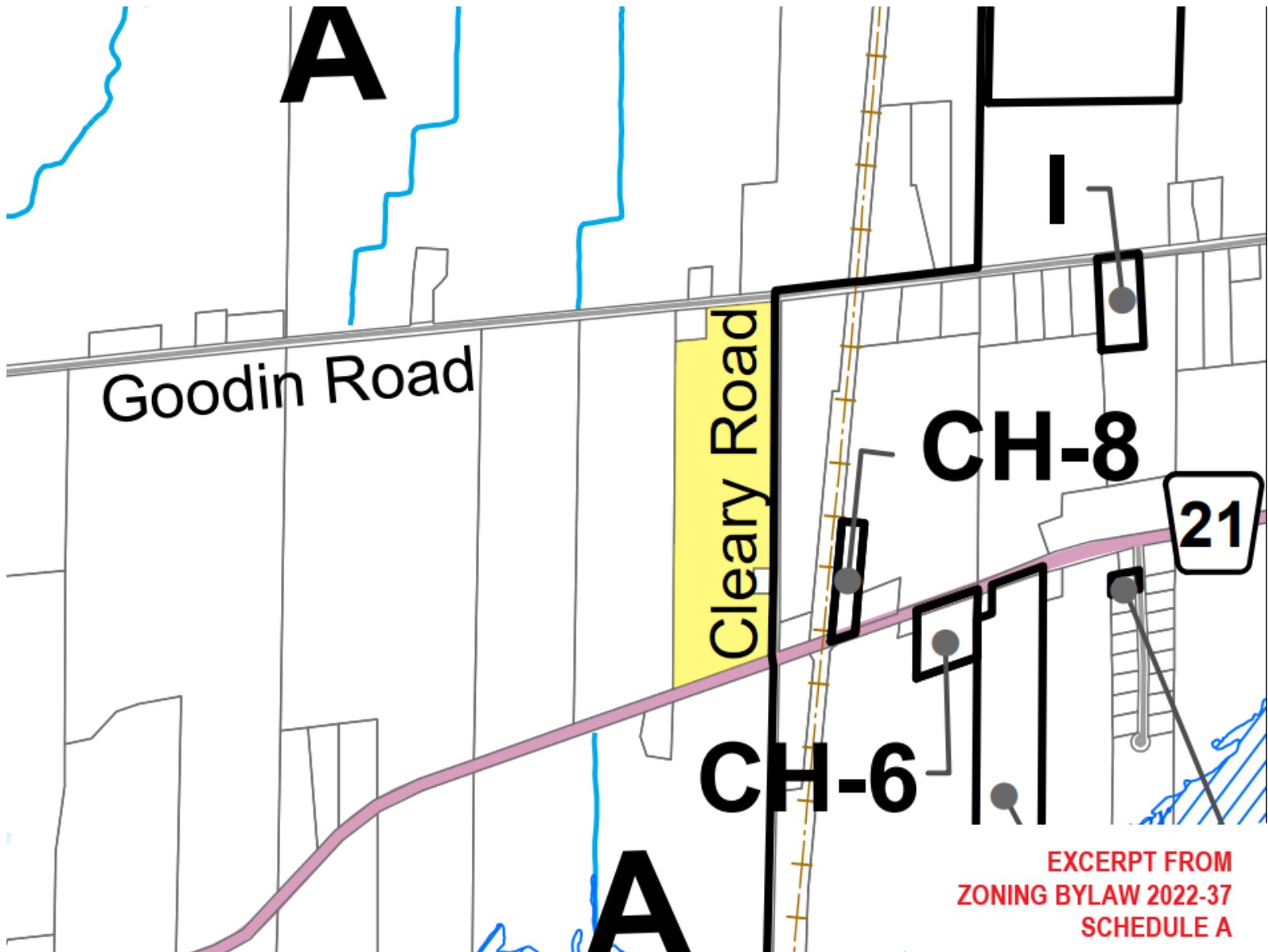
*A division of Ivan B. Wallace O.L.S.*

IBWSURVEYORS.COM | 1.800.667.0696

PARTY CHIEF: BP | DRAWN BY: BM | CHECKED BY: RJ | PLOT DATE: \*

FILE NAME: A-037362-1 | copies available at LandSurveyRecords.com





EXCERPT FROM  
ZONING BYLAW 2022-37  
SCHEDULE A

## TOWNSHIP OF EDWARDSBURGH CARDINAL DISCUSSION ITEM

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

**Date:** February 6, 2023

**Department:** Community Development

**Topic:** Small Business and Trade Show 2023

**Background:** The LG Approved Small Business and Trade Show is scheduled for March 2-4, 2023. The show aims to support the growth of small businesses and trades in Leeds and Grenville. As a committee and as a Township, this show gives us the opportunity to meet with our local entrepreneurs to better understand how we can support them. The show also provides a unique opportunity to meet with residents to share how we are making a difference in the community and hear ideas about how we can do better.



The Community Development Committee attended the trade show last year and the Township was a title sponsor. We displayed a giant map, community information guide and a video to demonstrate features on our new website. We gathered promotional material from our local businesses to share with show visitors in reusable branded shopping bags. Show organizers reported approximately 1200 visitors over the three days.

For 2023, the Township is a title sponsor for the event and we've reserved a 10' x 10' booth at the show. Staff are preparing the booth design with our map; printed materials that focus on our live, work and play themes; and video to showcase our township with updated drone footage taken this past summer.

We plan to gift attendees with a reusable bag, filled with items to represent our local businesses and encourage visitors to shop in TWPEC. Staff request that Committee

members help us reach out to local businesses to gather coupons, flyers, menus, cards, etc. that can be shared in our gift bags.

Committee members are encouraged to help out at the booth and connect with residents and visitors at the show. Please reach out to the Community Development Coordinator to schedule a time to be at the booth.

The trade show is scheduled for:

Thursday, March 2<sup>nd</sup>, from 3pm-8pm

Friday, March 3<sup>rd</sup>, from 3pm-8pm

Saturday, March 4<sup>th</sup>, from 9am-2pm



A handwritten signature in blue ink, reading "Nancy Van Kesteren".

Community Development Coordinator



The Countdown Until our Next Event is On

**DATES AND TIMES FOR THE 2023 LG SMALL BUSINESS AND TRADE SHOW HAVE BEEN RELEASED!**

Day #1 : Thursday, March 2nd, 2023

Day #2 : Friday, March 3rd, 2023

Day 3: Saturday, March 4th, 2023

LEO BOIVIN COMMUNITY CENTRE, PRESCOTT, ON

The Town of Prescott and the Ontario Approved Professionals Program, Working together as Supporting Partners for the 2023 Show.

[More Details](#)

January 16, 2023

**RE: Advertising Collaboration, Small Business & Trades Show**

Dear TWPEC Business Owner;

The Township of Edwardsburgh Cardinal is participating in the LG Approved Small Business & Trades Show on March 2-4 at the Leo Boivin Community Centre in Prescott. The show aims to support small business and trades professionals in Leeds and Grenville. Last year, the show had more than 1,200 visitors! We are hopeful for a large turnout this year with a strong focus on our local business community.

TWPEC purchases a standard booth each year for the opportunity to reach local residents. We'd like to use our platform to share your business with show visitors. If you have coupons, flyers, business cards, menus, job applications, other printed materials or small items, we'd love to help distribute these from our booth at the show in free gift bags to the visitors. This offer is extended to every business and organization within Edwardsburgh Cardinal, from large corporations to home-based businesses.

If you'd like to participate, bring 250 copies of printed material to the Township Office at 18 Centre St., Spencerville no later than February 28th. Include your business name and contact info on the box or envelope. Our staff will bring the materials to the show and distribute from our booth.

We look forward to sharing your work! If you have any questions, please reach out to our Community Development Coordinator at [wvankeulen@twpec.ca](mailto:wvankeulen@twpec.ca) or 613.658.3055 x101.

Thanks for being a part of our community.

*Wendy Van Keulen*

Wendy Van Keulen  
Community Development Coordinator  
613-658-3055 x101  
[wvankeulen@twpec.ca](mailto:wvankeulen@twpec.ca)



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

**Date:** February 6, 2023

**Department:** Community Development

**Topic:** Community Improvement Plan Report 2022

**Background:** A Community Improvement Plan (CIP) is a revitalization tool, permitted under section 28 of the *Planning Act*, with policies in section 7.5 of the Township's Official Plan. A Community Improvement Plan is a tool used to achieve community planning, urban design and economic development objectives for a defined area. Community Improvement Plans are currently in effect for Cardinal and Spencerville areas, as defined by bylaws 2012-03 and 2013-71. The plans require that a report be brought to Council annually, through the Community Development Committee.

Both Community Improvement Plans include Financial Incentive Programs aimed at improving the downtown core areas, including;

- Façade and Property Improvement Program;
- Application and Building Permit Fees Rebate Program;
- Heritage Property Improvement Program;
- Tax Increase-Based Equivalent Rebate Program;
- Downtown Housing Improvement Program; and
- Project Feasibility Program (Cardinal Only)

The Community Improvement Plan and Financial Incentive Programs are advertised on the Township's website, through a print brochure and in person through site visits and meetings. Applications can now be made online through our website. The following charts provide a summary of recent activity for the Cardinal and Spencerville CIP Financial Incentive Programs.

**Applications by year (past 5 years)**

Year	Applications	Project Cost	Township Contribution
2018	2	\$22,608	\$6,500

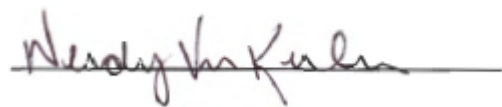


2019	3	\$11,100	\$7,485.37
2020	3	\$79,213.21	\$11,755.56
2021	4	12,220.93	\$5,933.44
2022	2	\$14,020.47	\$5,225
<b>Total</b>	14	\$139,162.61	\$36,899.37

Over the past 5 years, the Township has contributed \$36,899.37 to community projects through financial incentive programs, as part of a \$139,162.61 investment in our community.

### 2022 CIP Applications

Application	Name	Program	Approved Amount	Paid	Status
S-01-22	Coté/Boyce	Façade & Property Improvement -and- Application & Permit Fee Rebate	\$5,225	\$5,225	Completed
S-02-22	Moulton	Application & Permit Fee Rebate	Up to \$5,000	Unknown	In Progress



Community Development Coordinator

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

**Date:** February 6, 2023

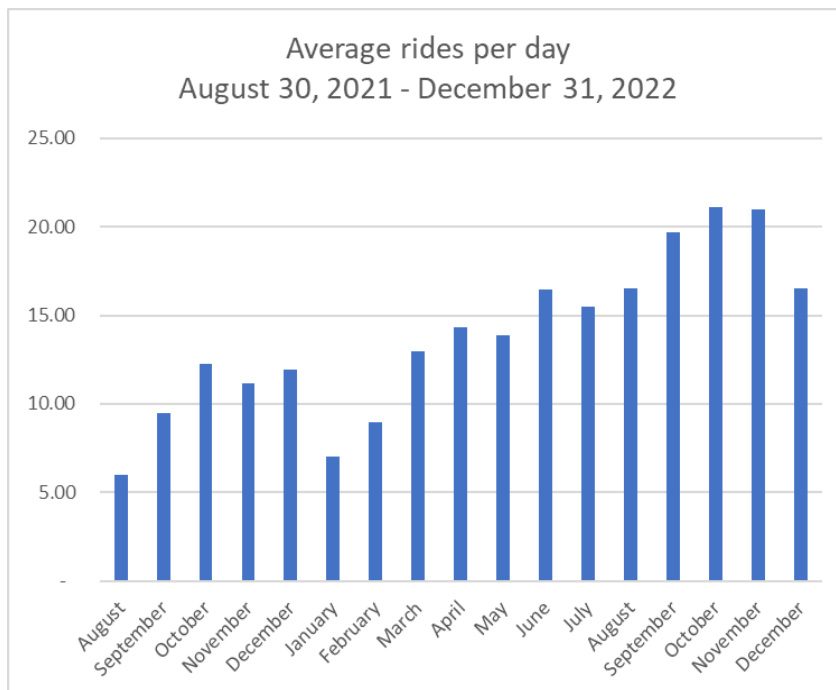
**Department:** Administration

**Topic:** 2022 River Route Transit Report

**Purpose:** To review the 2022 revenue/expense report and 2023 draft budget to evaluate renewing the partnership agreement for the upcoming period between April 1, 2023 to March 31, 2024.

**Background:** The River Route Transit Service Partnership Agreement between the Township of Augusta, City of Brockville, Township of Edwardsburgh Cardinal, and the Town of Prescott requires a yearly review by the partners to affirm their commitment to renew the agreement.

The below chart and table indicate the ridership numbers. The daily high for riders occurred on November 4, 2022, with 56.





### Brockville to Cardinal River Route Public Transit Service

Month	Year	Operating Days	Rides	Average per day
August	2021	2	12	6.00
September	2021	21	199	9.48
October	2021	20	245	12.25
November	2021	22	245	11.14
December	2021	21	250	11.90
January	2022	20	141	7.05
February	2022	21	188	8.95
March	2022	23	298	12.96
April	2022	20	286	14.30
May	2022	21	291	13.86
June	2022	22	362	16.45
July	2022	20	310	15.50
August	2022	22	363	16.50
September	2022	21	413	19.67
October	2022	20	422	21.10
November	2022	22	461	20.95
December	2022	20	330	16.50
Total		<b>338</b>	<b>4,816</b>	<b>14.25</b>

Popularity of stops in Augusta, Prescott, and Edwardsburgh Cardinal

Stop	Share
Augusta Various	9%
King Street - Prescott	27%
Prescott Centre Drive & Edward Street	8%
Churchill Road – Prescott	16%
Newport Drive	5%
South Edwardsburgh School	6%
Village Square Mall - Cardinal	20%
John Street/St. Paul's Church/Ingredion	9%

**Policy Implications:** The partnership agreement expires on March 31, 2023. The agreement requires each partner municipality to provide written notice by February 28 of their intention to either renew for the upcoming 12 month period or their wish to terminate participation in the agreement. A copy of the partnership agreement is attached.

**Financial Considerations:** The success of the River Route Transit Service will be measured based on continuous improvement in decreasing the cost per ride. Cost per rider will be calculated by taking the total operating expenses of the River Route Transit Service and dividing by the number of rides provided for the applicable period of time. During the pilot period the cost per ride was \$55.54. Even with drastic increases in fuel

costs in 2022, the growth in daily ridership resulted in a decreased cost per ride to \$43.20. The budget estimate for 2023 would result in a further decrease.

The table below provides the financial results for the first 16 months to December 31, 2022.

		River Route Transit Income Statement								
		2021	2022							
From	4 Months	Q1	Q2	Q3	Q4	Total	Total	Budget	Notes	
To	30-Aug-21 31-Dec-21	1-Jan-22 31-Mar-22	1-Apr-22 30-Jun-22	1-Jul-22 30-Sep-22	1-Oct-22 31-Dec-22	16 Months	2022	2023		
Revenue										
Bus Fares	5,231	2,749	5,017	5,073	6,419	24,489	19,258	20,220	5% growth ridership	
EOLC Pilot Funding	25,000	-	-	-	-	25,000	-	-		
Provincial Gas Tax (Est.)	-	16,129	19,364	17,073	18,987	71,553	71,553	74,271		
Augusta	6,667	6,252	6,934	5,897	6,299	32,049	25,382	26,270		
Edwardsburgh Cardinal	6,667	6,252	6,934	5,897	6,299	32,049	25,382	26,270		
Prescott	9,251	6,252	6,934	5,897	6,299	34,633	25,382	26,270		
Total Revenue	52,816	37,635	45,182	39,836	44,303	219,772	166,956	173,300		
Expenses										
Salaries	34,292	25,105	29,727	25,944	32,231	147,300	113,008	116,400	3% increase	
Fuel	10,669	9,836	11,424	8,604	8,226	48,759	38,090	40,000	5% increase	
Maintenance	7,855	1,607	4,030	5,289	3,735	22,515	14,660	15,400	5% increase	
Tickets, Signs, Prog	-	1,086	-	-	111	1,197	1,197	1,500		
Total Expenses	52,816	37,635	45,182	39,837	44,303	219,772	166,956	173,300		
Total Rides	951	627	939	1,086	1,213	4,816	3,865	4,058		
Operating Days	86	64	63	63	62	338	252	252		
Rides per Day	11.06	9.80	14.90	17.24	19.56	14.25	15.34	16.10		
Continuous Improvement Measurement										
Cost per Ride	55.54	60.02	48.12	36.68	36.52		43.20	42.71		

Council has previously committed \$40,000.00 of modernization funding toward this partnership. There is approximately \$5,000.00 remaining from the original allocations. There is an opportunity to use modernization funding to cover our 2023 share. This would require reducing the amount allocated to the Township office renovation. A portion of the Covid-19 safe restart funding could be allocated toward the office HVAC upgrade portion.

**Alternative:** Council could decide to not proceed with continuing to support the ongoing operation of the River Route System which would cease operation on March 31, 2023.

**Recommendation:** That Committee recommends Council renew the River Route Transit Service Partnership Agreement for the upcoming period of April 1, 2023 to March 31, 2024.



CAO

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL  
BY-LAW NO. 2022-61**

**“A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE THE  
RIVER ROUTE TRANSIT SERVICE PARTNERSHIP AGREEMENT”**

**WHEREAS** the Municipal Act 2001, SO 2001, Chapter 25, Section 8(1) states that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and

**WHEREAS** the Municipal Act 2001, SO 2001, Chapter 25, Section 8(2) states that in the event of ambiguity, the ambiguity shall be resolved so as to include, rather than exclude, municipal powers that existed before the Municipal Act, 2001 came into force; and

**WHEREAS** the Municipal Act 2001, SO 2001, Chapter 25, Section 9 gives the municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this Act; and

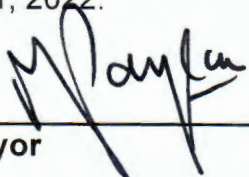
**WHEREAS** Municipal Council deems it desirable to enter into the River Route Transit Partnership Agreement with the Township of Augusta, City of Brockville, and Town of Prescott to provide transportation services within the municipality.


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

1. That the Mayor and Clerk is hereby authorized to execute the River Route Transit Partnership Agreement, attached hereto as Schedule “A” and forming part of this bylaw.
2. That this by-law shall come into force and take effect on the date of passing.

Read a first and second time in open Council this 26 day of September, 2022.

Read a third and final time, passed, signed and sealed in open Council this 26 day of September, 2022.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

## RIVER ROUTE TRANSIT SERVICE PARTNERSHIP AGREEMENT

THIS AGREEMENT made this 11 day of Oct, 2022.

BETWEEN:

TOWNSHIP OF AUGUSTA

– and –

CITY OF BROCKVILLE

– and –

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH CARDINAL

– and –

CORPORATION OF THE TOWN OF PRESCOTT

### 1. Definitions

In this Agreement, the following are defined terms:

"Bus" means a vehicle that is capable of carrying more than nine passengers and meets all federal and provincial requirements to be used as for a municipal public transit service.

"River Route Transit Service" means the public bus service operated by the City of Brockville traversing a route through the Township of Augusta, Township of Edwardsburgh Cardinal and Town of Prescott.

### 2. Term

The term of this agreement shall run from April 1, 2022 to March 31, 2023 which coincides with the Provincial Gas Tax funding year.



### **3. Renewal**

Each partner shall provide written notice of their intent to renew this agreement for 12 months (April 1<sup>st</sup> to March 31<sup>st</sup>) by February 28<sup>th</sup> of each year.

### **4. Termination**

If a partner wishes to terminate their participation in this agreement, they must provide written notice by February 28<sup>th</sup> for termination on March 31<sup>st</sup>.

### **5. Service Provider**

The City of Brockville shall act as the service provider for the River Route Transit Service. These responsibilities include the following;

- Operation of a bus that meets all federal and provincial requirements
- Provide qualified staffing to operate the bus
- Provide fuel for the bus
- Provide the preventative and remedial maintenance on the bus
- Provide adequate vehicle and liability insurance for the operation of the bus
- Track all incremental revenue and expenses related to the River Route Transit
- Track daily ridership data by stop and provide on a weekly basis
- Provide monthly financial data on the revenues and expenses of the River Route Transit by the 21<sup>st</sup> calendar day of each month for the month prior
- Provide the information necessary to complete the reporting requirements for the Provincial Gas Tax Funding Program
- Invoice the Town of Prescott for the net expense of the River Route Transit Service

### **6. Financial Arrangements**

As the Service Provider, the City of Brockville will be reimbursed for all incremental expenses to operate the River Route Transit Service, including the following:

- Qualified staffing to operate the bus
- Fuel for the bus
- Preventative and remedial maintenance on the bus

The Township of Augusta, The Corporation of the Township of Edwardsburgh Cardinal, and the Town of Prescott shall share equally in the cost net expense to operate the River Route Transit Service. The net expense to operate the River Route Transit Service will be calculated as follows:

- |      |  |
|------|--|
| Plus | User Fees Collected for the River Route Transit Service  |
| Plus | Provincial Gas Tax Funding received by the Corporation of the Town of Prescott on behalf of the Township of Augusta, the |

Corporation of the Township of Edwardsburgh Cardinal, and the Corporation of the Town of Prescott – April 1<sup>st</sup> to March 31<sup>st</sup>

Less: Incremental expenses of the City of Brockville to operate the River Route Transit Service

Equals Net Expense to operate the River Route Transit Service

The Oversight and Operating Committee will be responsible for preparing and agreeing on the annual operating budget by January 15<sup>th</sup> of each year and this draft budget will be forwarded to each municipality for presentation to Council for review and consideration.

#### **7. Staff**

The City of Brockville will be responsible for all staffing and contractors related to the operation of the River Route Transit Service.

These staff and contractors will have employment and/or contractual arrangements with the City of Brockville and not with the Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, or the Corporation of the Town of Prescott.

All issues or disputes between the City of Brockville and their employees and/or contractors is specifically to exclude the Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, or Corporation of the Town of Prescott as nothing in this agreement shall be construed or understood to create a contractual obligation between the Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, or the Corporation of the Town of Prescott and employees and/or contractors working for the City of Brockville to operate the River Route Transit Service.

#### **8. Administrative Lead**

The Corporation of the Town of Prescott agrees to act as the administrative lead for the River Route Transit Service, responsible for the following:

- Applying for, receiving, and reporting to Provincial Gas Tax Funding Program on behalf The Township of Augusta, The Corporation of the Township of Edwardsburgh Cardinal, and the Corporation of the Town of Prescott.
- Invoicing the Township of Augusta and the Corporation of the Township of Edwardsburgh Cardinal on a quarterly basis for their financial contribution to the River Route Transit Service
- Payment to the City of Brockville for the monthly invoice for incremental expenses to operate the River Route Transit Service
- For receiving and assembling the ridership and financial data to be reported to the Township of Augusta and Corporation of the Township of Edwardsburgh Cardinal formally on a quarterly basis and on an as needed basis as requested

- The Chief Administrative Officer for the Corporation of the Town of Prescott will act as the Chair the Oversight and Operations Committee but will not have a vote when determining consensus to avoid creating an unbalance the representation between the partners.

#### **9. Oversight and Operations Committee**

Each party to the agreement shall appoint two staff members to an Oversight and Operating Committee. The Committee will be responsible for reviewing and deciding on the following in relation to the River Route Transit Service:

- Hours of operation
- Route travelled
- Stop locations
- User Fees
- Annual operating budget
- Marketing and promotions

Decisions of the Committee will be based on consensus and with the agreement of the City of Brockville that they can be reasonably implemented. Any decision that would increase the net cost of the River Route Transit Service above the budgeted yearly contribution, will be brought to each individual Council for contemplation.

The Oversight and Operations Committee will meet at least quarterly and on an as needed basis at the request of any member of the Committee. Semi-annual updates on Committee activities will be provided at the Tri-Council meeting.

#### **10. Bus Vehicle**

The City of Brockville is currently in the process of replacing their fleet of buses over the next several years. The River Route Transit Service will use the buses that are slated for replacement until it is no longer feasible to do so.

The Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, and the Corporation of the Town of Prescott will be responsible for purchasing a replacement bus on or before the date at which it is no longer feasible for the City of Brockville to provide a bus that has been slated for replacement due to age, maintenance, repairs, or operating costs. It is estimated that a replacement will need to be purchased in 2025 or 2026 based on the current bus replacement plan. Approval of the capital contributions and the decision to purchase a bus will require Council approval from the applicable municipalities.

The Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, and the Corporation of the Town of Prescott will seek out any and all Federal and Provincial funding programs to offset the cost of a new bus. The net cost of a new bus which shall be calculated by the cost of a new bus less any funding received for the new bus shall be shared equally between The Township of Augusta, Corporation



of the Township of Edwardsburgh Cardinal, and the Corporation of the Town of Prescott.

**11. Continuous Improvement**

The success of the River Route Transit Service will be measured based on continuous improvement in decreasing the cost per ride. Cost per rider will be calculated by taking the total operating expenses of the River Route Transit Service and dividing by the number of rides provided for the applicable period of time.

**12. Dispute Resolution**

The Chief Administrative Officer or designate of each partner will act as the dispute resolution body.

**13. Mutual Indemnity**

Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, and Corporation of the Town of Prescott agree to and shall indemnify and hold harmless the City of Brockville for any legal fees, disbursements, damages, or other related or associated expenses arising out of any action against the City of Brockville relating to the operation of the River Route Transit Service.

This indemnity clause shall not apply if the City of Brockville or its staff is determined to be negligent by a court of competent jurisdiction.

The City of Brockville agrees to and shall indemnify and hold harmless the Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, and Corporation of the Town of Prescott for any legal fees, disbursements, damages, or other related or associated expenses arising out of any action against the Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, or Corporation of the Town of Prescott relating to the operation of the River Route Transit Service.

This indemnity clause shall not apply if the Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, or Corporation of the Town of Prescott or its staff is determined to be negligent by a court of competent jurisdiction.

**14. Compliance with Laws**

All parties agree that itself, its employees, representatives and agents shall at all times comply with any and all applicable federal, provincial and municipal laws, by-laws, statutes, rules, regulations and orders in respect of the performance of this Agreement.

**15. Time**

Time shall be of the essence of this Agreement.

**16. Non-Assignability**



A party shall not assign any of its rights or obligations under this Agreement, without the written consent of the other parties, and such consent shall not be unreasonably withheld.

**17. No Waiver**

No waiver of any breach of any term or condition of this Agreement shall be construed to waive any subsequent breach of the same or any other term or condition of this Agreement.

**18. Notices**

Any notice, request, demand, consent, approval, correspondence, report or other communication required pursuant to or permitted under this Agreement must be in writing and must be given by personal delivery, or transmitted by fax, email or other electronic medium that provides a hard copy, or be sent by first class mail, postage or charges prepaid, and addressed to the parties to whom it is intended at its address as set out below:

Township of Augusta  
3560 County Road 26  
Prescott, ON, K0E 1T0  
Phone: 613 925-4231

City of Brockville  
1 King Street West  
P.O. Box 5000  
Brockville, ON, K6V 7A5  
Phone: 613 342-8772  
Fax: 613 342-8780

Township of Edwardsburgh/Cardinal  
18 Centre Street  
P.O. Box 129  
Spencerville, ON, K0E 1X0  
Phone: 613 658-3055  
Fax: 613 658-3445

Town of Prescott  
360 Dibble St W,  
Prescott, ON, K0E 1T0  
Phone: 613 925-2812  
Fax: 613 925-4381

**19. Severability**

If any provision of this agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

**20. Governing Law**

This agreement shall be governed by the laws of the Province of Ontario.

**21. Authority**

Each Party has full power and authority to enter into and perform this contract, and the person signing this contract on behalf of the respective Party has been properly authorized and empowered to enter into this contract. Each Party further acknowledges that it has read this agreement, understands it, and agrees to be bound by it.

**22. Substitution and Changes**

Substitution or changes may be made in writing to this Agreement, by mutual consent of the parties.

**23. Headings not Controlling**

Headings and titles used in this Agreement are for reference purposes only and shall not be deemed a part of this Agreement.

**24. Entire Agreement**

This Agreement contains the entire understanding of the Parties hereto and neither it nor the rights and obligations hereunder may be changed, modified or waived except by an instrument in writing signed by the parties hereto.

**25. Binding Effect**

This Agreement will endure to the benefit of, and be binding upon, the Parties and their respective successors, administrators and assigns.

In witness whereof the Parties have caused this Agreement, which shall inure to the benefit of and be binding upon the successors of the respective Parties, to be signed and entered as of the date first mentioned above.

SIGNED, SEALED AND DELIVERED

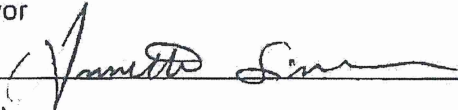
in the presence of:

**Township of Augusta**

Per:

  
\_\_\_\_\_

Mayor

  
\_\_\_\_\_

Clerk

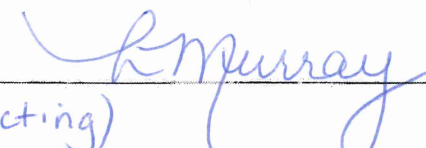
We have authority to bind the Corporation.

**City of Brockville**

Per:

  
\_\_\_\_\_

Mayor


  
\_\_\_\_\_

Clerk (Acting)

We have authority to bind the Corporation.

**Corporation of the Township of  
Edwardsburgh Cardinal**

Per:

  
\_\_\_\_\_

Mayor

  
\_\_\_\_\_

Clerk

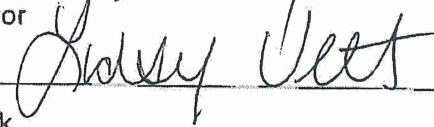
We have authority to bind the Corporation.

**Corporation of the Town of Prescott**

Per:

  
\_\_\_\_\_

Mayor

  
\_\_\_\_\_

Clerk

We have authority to bind the Corporation.



## TOWNSHIP OF EDWARDSBURGH CARDINAL DISCUSSION ITEM

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

**Date:** February 6, 2023

**Department:** Public Works

**Topic:** Legion Way Park Laneway - Winter Maintenance

**Background:** At the regular meeting of Council held on January 30<sup>th</sup>, an inquiry was raised about why the laneway in front of the pavilion and canteen area was not being maintained as part of winter operations and requested further discussion on the topic.

The current and past practice has been to treat this laneway as seasonal and not regularly maintained throughout the winter. On occasion, in the past, the laneway was opened up for special events like a winter festival or to assist with access to ice fishing where snow depths were higher than normal.

There are speed bumps along the laneway that can complicate operations.

The new waterfront pathway was added to the sidewalk winter maintenance in 2021.

There is added risk and liability associated with opening the laneway year around.

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

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CAO