



**AGENDA**  
**REGULAR MEETING OF MUNICIPAL COUNCIL**

**Monday, February 27, 2023, 6:30 PM**  
**South Edwardsburgh Community Centre**  
**24 Sutton Dr.**  
**Johnstown Ontario**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest & the General Nature Thereof**
- 4. Delegations & Presentations**
  - a. Rideau St. Lawrence Distribution Inc. - CEO Simon Wu
  - b. Elimination of LCBO Mark-up and Wine Levy - Craig MacMillan
- 5. Minutes of the Previous Council Meetings**
  - a. Special Council - January 30, 2023
  - b. Regular Council - January 30, 2023
- 6. Business Arising from the Previous Council Meeting (if any)**
- 7. Committee Minutes**
  - a. Port Management Committee - January 25, 2023
  - b. Committee of the Whole - Administration and Operations - Budget #2 - February 2, 2023
  - c. Committee of the Whole - Community Development - February 6, 2023
  - d. Committee of the Whole - Administration and Operations - February 13, 2023
  - e. Committee of the Whole - Administration and Operations - Budget #3 - February 21, 2023
- 8. Action and Information Items from Committees**
  - a. 2023 Renewal of River Route Transit Service Partnership Agreement
  - b. 2022 Annual Cardinal WPCP Summary Report
  - c. 2022 Cardinal & Industrial Park Drinking Water System Summary Report
  - d. Ferguson Drain Maintenance Tender Award
  - e. 2023 Water System Budgets
  - f. Tandem Axle Truck Tender Award
  - g. Port of Johnstown Year End Report & Pre-Audit Financial Statement
  - h. Port of Johnstown Budget
  - i. Draft Resolution - Elimination of LCBO Mark-up and Wine Levy on 100% Ontario Non-VQA Wine
- 9. Correspondence**
- 10. Approval of Municipal Disbursements**
- 11. By-laws**

- a. Zoning Bylaw Amendment - 3609 County Rd 21 - Zanderplan Inc. o/b Malcomson - 3rd & Final Reading
- b. Interim Tax Bylaw
- c. Procedural Bylaw - 1st and 2nd Reading
- d. Integrity Commissioner Appointment
- e. 2023 Cardinal Water & Wastewater System Estimates & Rates
- f. 2023 Spencerville Sewer System Estimates & Rates
- g. Amend Bylaw 2022-18 - New Wexford/Industrial Park Water Distribution System Estimates
- h. Port Terms of Reference & Committee Appointment

**12. CAO's Administrative Update**

**13. Councillor Inquiries or Notices of Motion**

**14. Mayor's Report**

**15. Question Period**

**16. Closed Session**

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: CAO Performance Appraisal and Minutes of Closed Session dated January 30, 2023 (Special & Regular Council)
- b. Section 239(3.1) Educational or training sessions; Specifically: Council Training - Roles & Responsibilities

**17. Report Out of Closed Session**

**18. Confirmation By-law**

**19. Adjournment**

# Edwardsburgh Cardinal Rideau St. Lawrence



Simon Wu - President & CEO  
Monday Feb 27<sup>th</sup>, 2023

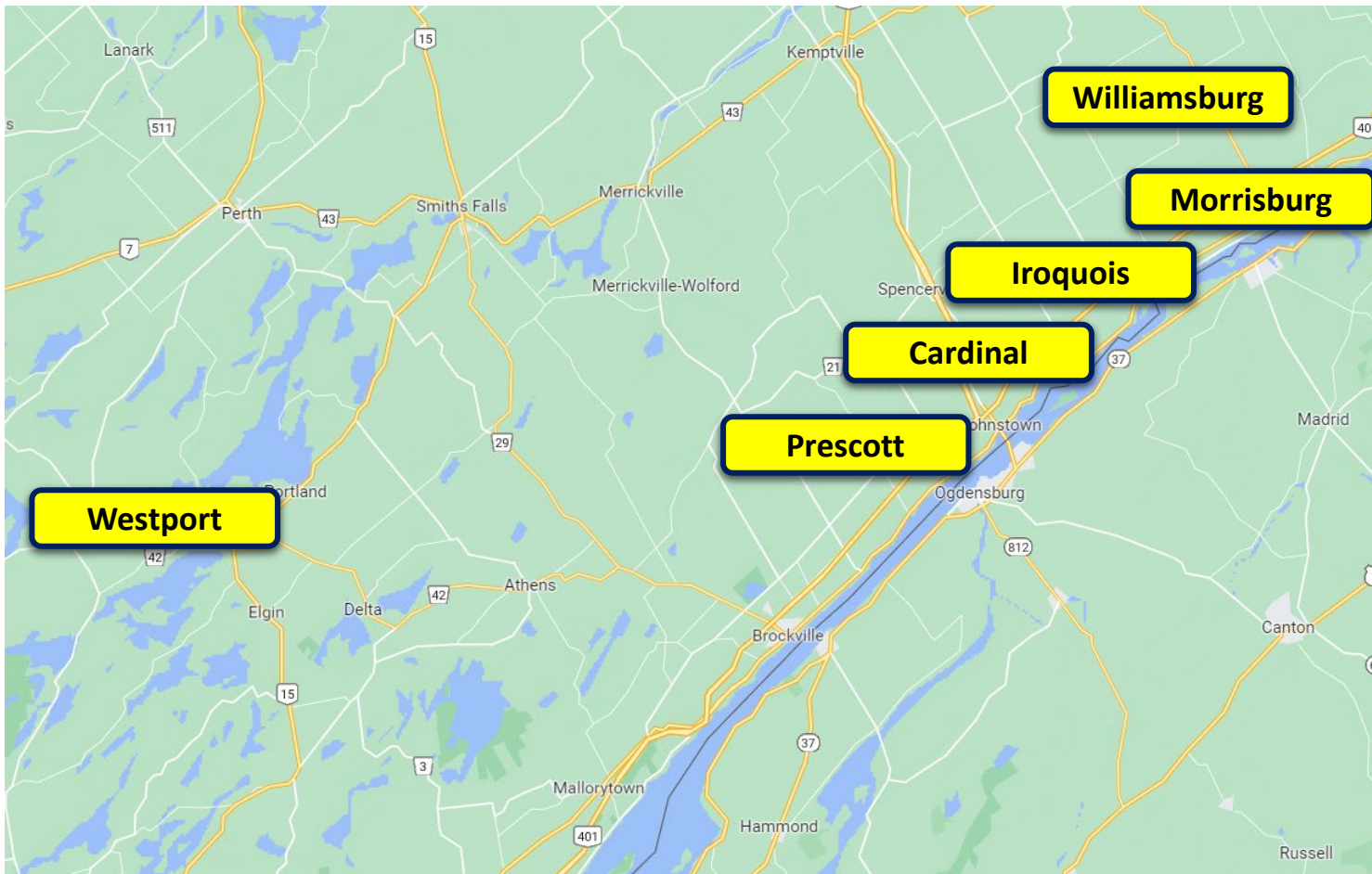


## Agenda

- Background
- Corporate Structure & Board
- Businesses
- Performance
- Benefits of Local Utility



# RSL Background



South Dundas



Westport



Prescott



Cardinal



# RSL Purpose

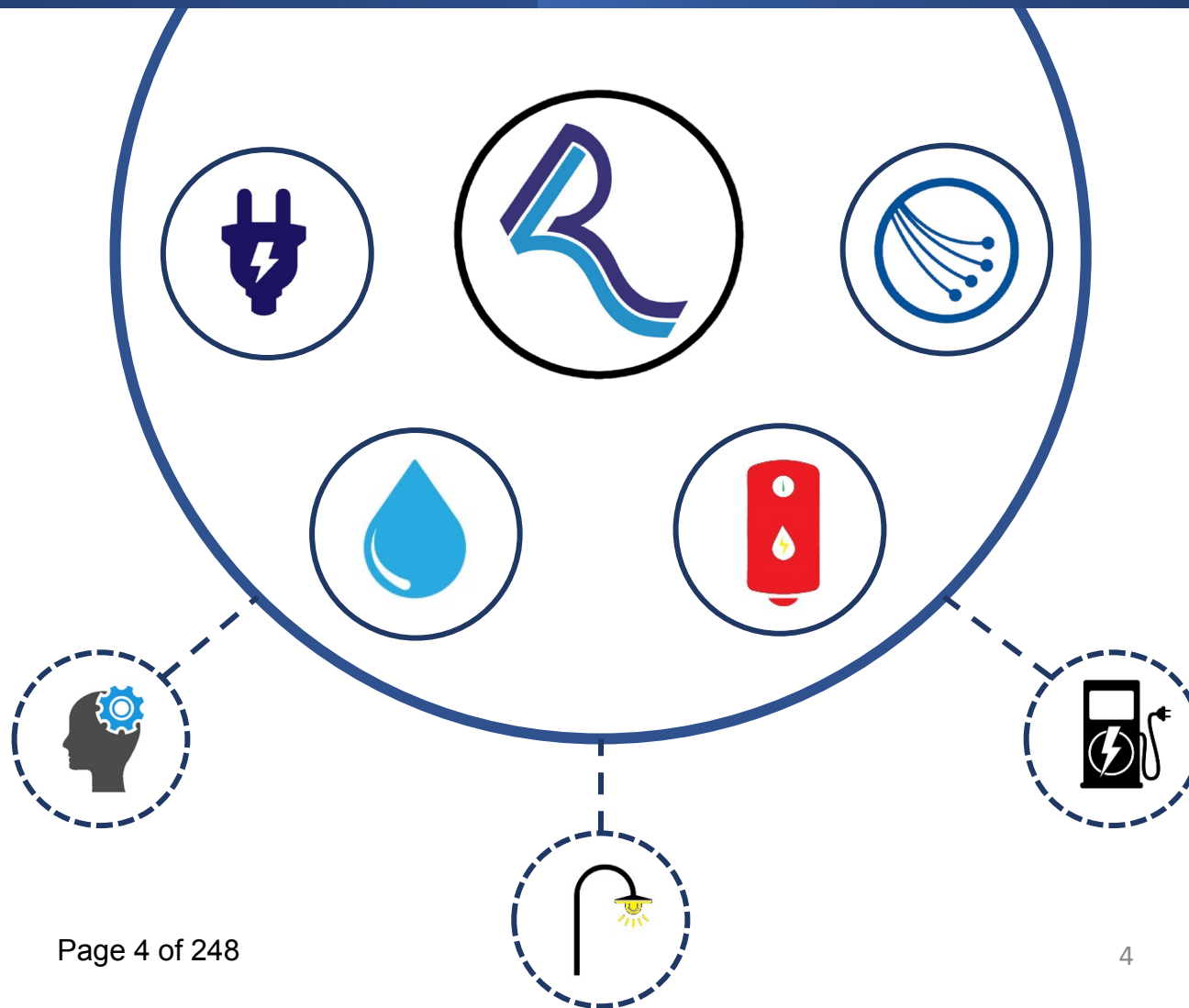


## **Vision:**

Enable Vibrant Communities.

## **Mission:**

We provide stable electricity and innovative services to deliver superior value to the communities that we serve.



# Corporate Structure



## Rideau St. Lawrence Holdings Inc.

%	Municipality	Director
34.53	Town of Prescott	Hugh George
33.63	Municipality of South Dundas	John Allison
11.92	Township of Edwardsburgh/Cardinal	Randy Stitt
10.00	FortisOntario Inc.	Jie Han
9.92	Village of Westport	Scott Bryce – Chair

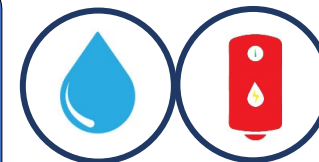
### RSL Distribution Inc.

Board:  
Mary Jean McFall  
Jie Han  
Scott Bryce



### RSL Utilities Inc.

Board:  
Same as Holdings



### RSL Service Inc.

Board:  
Same as Holdings



# Board of Directors



## Rideau St. Lawrence Director Skill Profile

Sector/Group	Westport	Edwardsburgh/Cardinal	South Dundas	Prescott	CNP	Independent
	Scott Bryce	Randy Stitt	John Allison	Hugh George	Jie Han	Mary Jean McFall
Engineering		X		X	X	
Commerce/Finance	X	X	X	X	X	X
Information Technology		X			X	
Legal						X
Industry	X	X	X	X	X	
Community	X	X	X		X	X
Professions	X				X	X
HR		X		X	X	X
Small Business			X	X		X
Governance	X			X	X	X
Municipal	X		X			X
Media	X	X				

### Recommendation:

When the call for applications to serve on the Board is advertised, priority is given to selecting nominees that assist RSL in:

1. Achieve Strong diverse and complementary skill sets for RSL
2. Achieving Gender Balance
3. Achieving Geographic Balance



# Electrical Distribution



## Rideau St. Lawrence Distribution Inc. - RESIDENTIAL

SAMPLE MONTHLY BILL  
**Time-of-Use Pricing**

Account Number: 000 000 000 0000  
Meter Number: 0000000

**Your Electricity Charges**

<b>Electricity</b>	
On-peak @ 15.1 c/kWh	\$20.08
Mid-peak @ 10.2 c/kWh	\$12.85
Off-peak @ 7.4 c/kWh	\$32.63
<b>Delivery</b>	<b>\$53.23</b>
<b>Regulatory Charges</b>	<b>\$3.21</b>
<b>Total Electricity Charges</b>	<b>\$122.01</b>
HST	\$15.86
<b>Ontario Electricity Rebate</b>	<b>(-\$14.28)</b>
<b>Total Amount</b>	<b>\$123.59</b>

SAMPLE MONTHLY BILL  
**Tiered Pricing**

Account Number: 000 000 000 0000  
Meter Number: 0000000

**Your Electricity Charges**

<b>Electricity</b>	
700 kWh @ 8.7 c/kWh	\$60.90
<b>Delivery</b>	<b>\$52.83</b>
<b>Regulatory Charges</b>	<b>\$3.21</b>
<b>Total Electricity Charges</b>	<b>\$116.94</b>
HST	\$15.20
<b>Ontario Electricity Rebate</b>	<b>(-\$13.68)</b>
<b>Total Amount</b>	<b>\$118.46</b>

Many components in Delivery. The main one controlled by distributor is Distribution Fees:


OEB Comparison occurs annually in April

- RSL Distribution Fee: \$26.59
- Hydro One Distribution Fee: \$49.04

Annual savings per customer: \$270




# Water & Wastewater

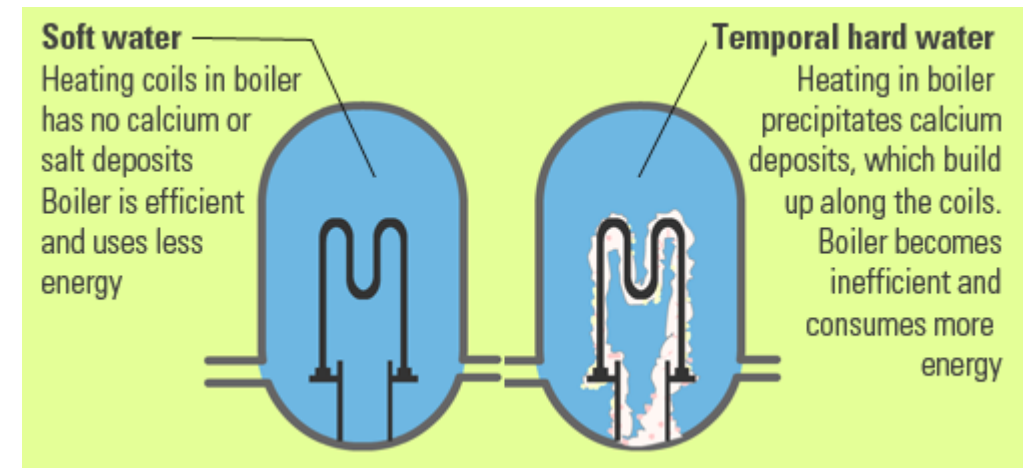


Municipality	Billing & Collections	Customer Service	Meter Reading	Smart Meter Backbone	Contract
Prescott					
South Dundas					
Edwardsburg/ Cardinal					
Westport					

# Hot Water Tank Rental



Municipality	Hot Water Tank Rentals
Prescott	
South Dundas	
Edwardsburg/ Cardinal	
Westport	




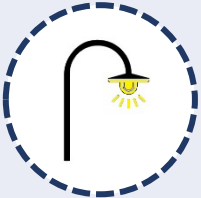

# Dark Fibre





# New Business



New Business	Details
	<ul style="list-style-type: none"><li>Consulting with other Utilities for the industry CIS system.</li></ul>
	<ul style="list-style-type: none"><li>Street Light services for the municipalities.</li></ul>
	<ul style="list-style-type: none"><li>EV charger rentals and implementation service area</li></ul>

# Performance – Promissory Note

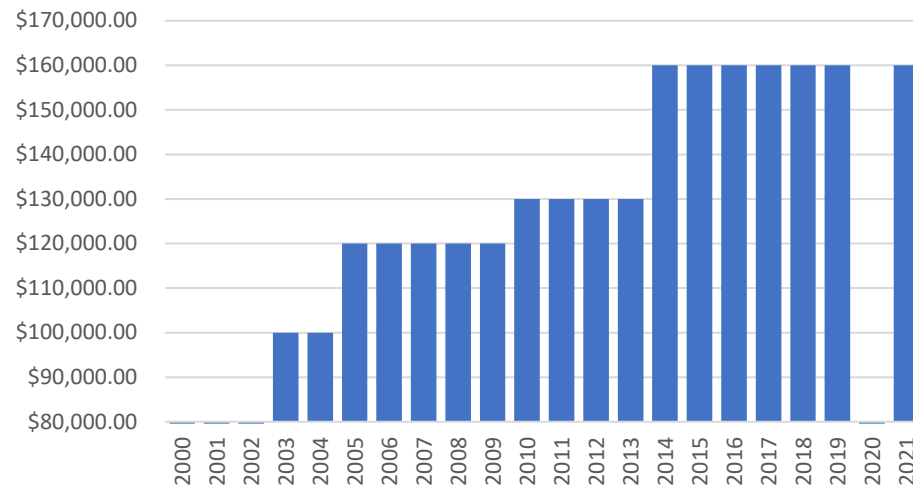


	Interest
Total Interest Accumulated	\$1,066,010
Edwardsburgh Cardinal Interest Accumulated	\$206,173
Edwardsburgh Cardinal Interest 2021	\$8,370

# Performance - Dividends



**RSL Dividends**



	Net Income	Dividends
Total Accumulated	\$4,599,966	\$2,440,000
Edwardsburgh Cardinal Accumulated	\$548,316	\$290,848
Edwardsburgh Cardinal 2021	\$20,481	\$19,072

# Benefits of Locally Owned Utility



## More Responsive

- Developers have direct access to executives and management

## Better Service

- Customers have direct access:
  - Prescott
  - Morrisburg
  - Westport

## More Efficient

- Lower Fees \$270 / customer
- Affiliate business cost sharing

## Local Economy

- Local Board
- Local Staff
- Local Spending

Win – Win

Profits distributed through dividends back to municipality and residents



# Questions or Comments



# Ontario Artisan Wineries

## Vignobles Artisansaux De L'Ontario

1



# Ontario Artisan Wineries

- ▶ Incorporated in spring 2022
- ▶ Represents artisan non-VQA member wineries (i.e., <2000 cases)
- ▶ Members in Eastern Ont., Prince Edward County, and Erie North Shore
- ▶ Distinct from Eastern Ontario Wine Producers (“EOWP”)



**Seeking  
Support / Advocacy**

**Eliminate the LCBO Mark-up  
and Wine Levy imposed on the  
Direct Delivery of 100% Ontario  
Non-VQA Wine to a Licensee**

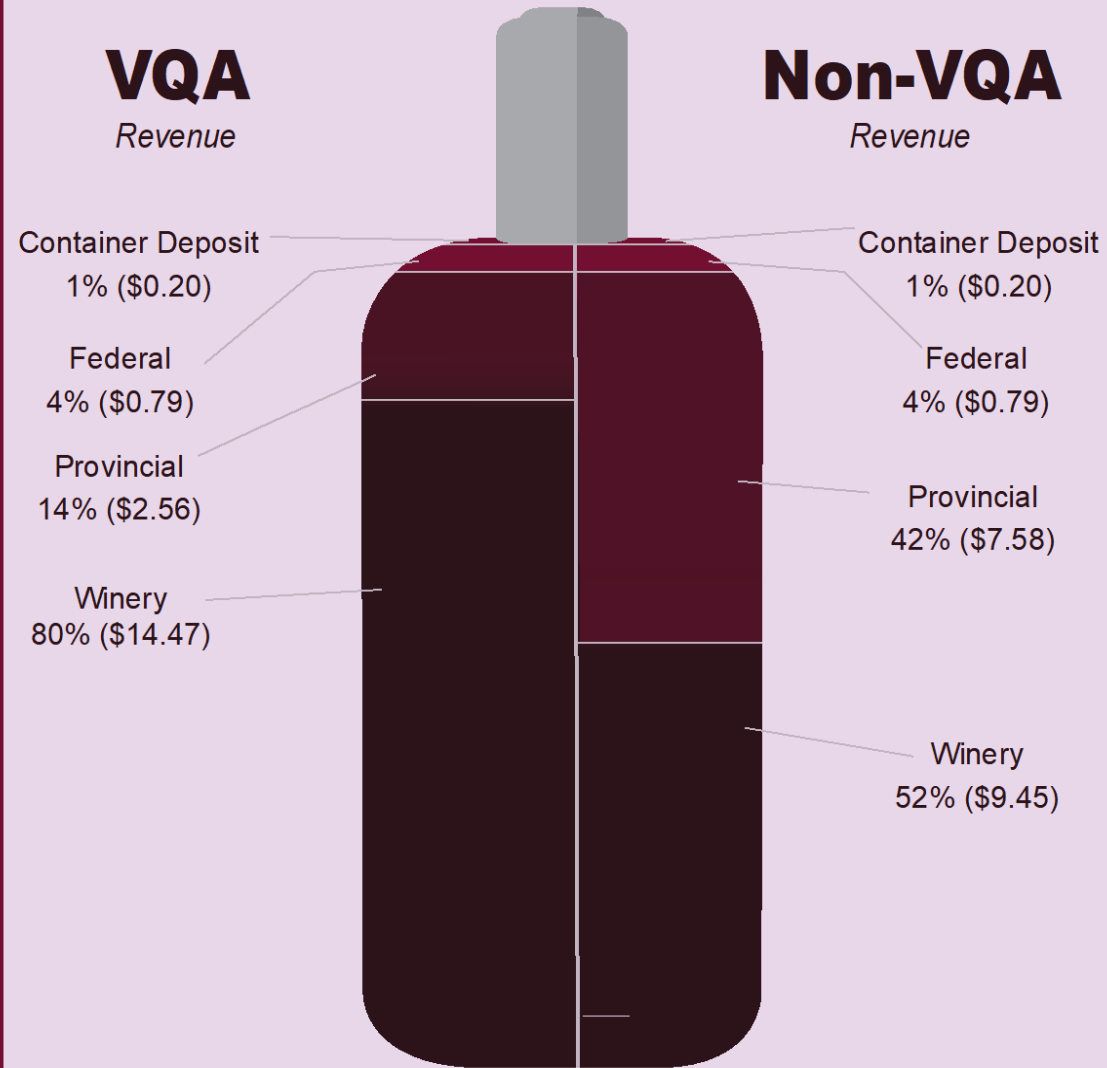


# LCBO Mark-Up and Wine Levy on 100% Ontario Non-VQA Wines

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- ▶ In effect has barred sale of wine by local artisan wineries to local licensees (e.g., restaurants, event venues)
- ▶ Limiting development of local agri-tourism and rural diversification
- ▶ Punishing and discriminating against growers and producers using 100% Ontario grapes
- ▶ Adversely impacting sustainability of local artisan wineries and development of rural/local economies
- ▶ Inconsistent with Ontario being “Open for Business” and “support local”

# Direct Delivery to a Licensee of 100% Ontario Wine



\* Non-VQA costs 28% more and earns 28% less revenue

1. Based on the sale of \$20.00 bottle of wine
2. LCBO Calculator form example completed 22-07-17
3. Both VQA and Non-VQA use 100% Ontario grapes
4. Difference in revenue/fees arises from **LCBO Mark-up (\$1.2150)** and **LCBO Wine Levy (\$6.6707)** imposed on Non-VQA wine
5. Distribution may not add to 100% due to rounding

# Direct Delivery to a Licensee Example

## Both Use 100% Ontario grapes

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Retail Price \$20.00	VQA Wine		Non-VQA Wine	
Selling Price \$18.02 (HST, Discounts etc.)	\$18.02		\$18.02	
Winery Revenue	80%	\$14.47	52%	\$9.45
Provincial Revenue	14%	\$2.56	42%	\$7.58
Federal	4%	0.79	4%	0.79
Container Deposit	1%	0.20	1%	0.20
Total Tax/Charges	19.7%	\$3.55	47.5%	\$8.57
Excise Tax .60	23%	\$4.15	50.8%	\$9.17

- Does not add to 100% due to LCBO rounding
- % of tax/charges is based on \$18.02 selling price as determined by LCBO
- **Difference is LCBO Mark-up (\$6.6707) and Wine Levy (\$1.2150) totaling \$7.8857**
- Based on LCBO calculator completed 22-07-15

# Financial Implications – Prov. Charges: Both Selling 100% Ontario Grapes

## VQA

- ▶ **Case of Wine**
  - ▶ \$173.64 Winery Revenue
  - ▶ \$30.72 Prov. Charges
- ▶ **1,000 cases / 12,000 bottles**
  - ▶ \$173,640.00 Winery Revenue
  - ▶ \$30,720.00 Prov. Charges
- ▶ **2,000 cases / 24,000 bottles**
  - ▶ \$347,280.00 Winery Revenue
  - ▶ \$61,440.00 Prov. Charges

## Non-VQA

- ▶ **Case of Wine**
  - ▶ \$113.40 Winery Revenue (**\$60.24 less**)
  - ▶ 90.96 Prov. Charges (**\$60.24 more**)
- ▶ **1,000 cases / 12,000 bottles**
  - ▶ \$113,400.00 (Winery Revenue **\$60,240.00 less**)
  - ▶ \$90,960.00 Prov. Charges (**\$60,240.00 more**)
- ▶ **2,000 cases / 24,000 bottles**
  - ▶ \$226,800.00 Winery Revenue (**\$120,000.00 less**)
  - ▶ \$181,920.00 Prov. Charges (**\$120,000.00 more**)

# Financial Implications – Total Charges: Both Selling 100% Ontario Grapes

## VQA

- ▶ **Case of Wine**
  - ▶ \$173.64 Winery Revenue
  - ▶ \$42.60 Total Charges
- ▶ **1,000 cases / 12,000 bottles**
  - ▶ \$173,640.00 Winery Revenue
  - ▶ \$42,600.00 Total Charges
- ▶ **2,000 cases / 24,000 bottles**
  - ▶ \$347,280.00 Winery Revenue
  - ▶ \$85,200.00 Total Charges

## Non-VQA

- ▶ **Case of Wine**
  - ▶ \$113.40 Winery Revenue
  - ▶ \$102.84 Charges
- ▶ **1,000 cases / 12,000 bottles**
  - ▶ \$113,400.00 (Winery Revenue **\$60,240.00 less**)
  - ▶ \$102,840.00 Total Charges (**\$60,240.00 more**)
- ▶ **2,000 cases / 24,000 bottles**
  - ▶ \$226,800.00 Winery Revenue (**\$120,480.00 less**)
  - ▶ \$205,680.00 Charges (**\$120,480.00 more**)

# LCBO Authority to Impose Mark-up and Wine Levy on Non-VQA Wine

- ▶ The LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee arise from the “natural rights” provision in subsection 4(1) of the *Liquor Control Board of Ontario Act*, S.O. 2019, which gives the LCBO “the capacity, rights and powers of a natural person for the purposes of carrying out its objects.”
- ▶ It is a discretionary **policy decision** that can be changed and does not require legislative amendment
- ▶ Eliminating the LCBO Mark-up and Wine Levy will **increase** Provincial Revenue as Non-VQA wineries can start selling direct to local licensees and support rural economic development



# Changing LCBO **Policy Decision** Will Require Sustained and Multi-Interest Advocacy

**Grape Growers of Ontario (“GGO”) Board of Directors Resolution adopted October 3, 2022:**

- ▶ “ ...[GGO] Board...**agrees that all 100% grown ‘non-VQA wine be eligible for the same direct delivery benefits to a licensee as afforded to VQA wines’**” (bold added)

**OFA AGM delegates (96.3%) (November 22, 2022) and OFA Board of Directors (Jan. 26, 2023) both approved Resolution 12 (supported by GGO) that the OFA:**

- ▶ Lobby the Ontario Ministry of Finance and LCBO to eliminate the LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee, and
- ▶ Request that the Minister of Agriculture, Minister of Economic Development, Minister of Red Tape Reduction, and Minister of Tourism support the elimination of the LCBO Mark-up and Wine Levy

# Changing LCBO **Policy Decision** Will Require Sustained and Multi-Interest Advocacy

**Township of North Glengarry council (November 28, 2022)** supported the elimination of the LCBO Mark-up and Wine Levy

**Township of North Glengarry** and **OAW delegation** and **MPP for Prescott-Russell-North Glengarry** presented (January 24, 2023) to the **Ministry of Finance** at the Rural Ontario Municipal Association conference on the elimination of LCBO Mark-up and Wine Levy

**Seeking further support from MPPs, municipal/township/united councils, local Chambers of Commerce, and other business associations/agricultural organizations**



# Current OAW Wineries Impacted

- ▶ Fernwood Estates (Bainsville)
- ▶ Stonehouse Vineyard (Lochiel)
- ▶ StoneCropAcres (Morrisburg)
- ▶ Smokie Ridge Vineyard (Mountain)
- ▶ Vankleek Hill Vineyard (Vankleek Hill)
- ▶ Vignoble Clos du Vully (Navan)
- ▶ Domain Perrault (Navan)
- ▶ Jabulani Vineyard (Richmond)
- ▶ Green Gables Vines (Oxford Station)
- ▶ Domaine Darius (Hillier)
- ▶ Gravel Hill Vineyards (Hillier)
- ▶ Erie Shore Vineyard (Harrow)
- ▶ **Estimated 30-40 Non-VQA Wineries impacted**

# Ontario Artisan Wineries - Contacts

**Craig S. MacMillan,**

O.O.M., B.A., M.A., LL.B., Ph.D.

Chair (Interim) OAW

Stonehouse Vineyard

Lochiel, ON

[craig@stonehousevineyard.ca](mailto:craig@stonehousevineyard.ca)

[craig@ontarioartisanwineries.ca](mailto:craig@ontarioartisanwineries.ca)

**Joanne R. Pratt,**

B.A., M.A., Somm.

Director (Interim) OAW

Stonehouse Vineyard

Lochiel, ON

[joanne@stonehousevineyard.ca](mailto:joanne@stonehousevineyard.ca)

**Robert Humphries**

Director (Interim) OAW

Fernwood Estate Winery

Bainsville, ON

## BRIEFING NOTE



### ***Ontario Artisan Wineries***

July 17, 2022

#### **Issue**

**Elimination of the Liquor Control Board of Ontario (“LCBO”) “Mark-up” and “Wine Levy” imposed on the direct delivery of 100% Ontario Non-Vintner Quality Alliance (“Non-VQA”) wine to a licensee.**

#### **Background**

The wine industry in Ontario is comprised of Non-VQA and VQA wines that are highly regulated by federal and provincial legislation, regulations, and policy regimes.

Ontario Artisan Wineries/Vignobles Artisans de l’Ontario is a newly formed non-profit association representing small artisan wineries from across the province that sell 100% Ontario Non-VQA wines.

Ontario Artisan Wineries produce wine in small quantities (e.g., less than 2000 cases) from 100% Ontario grapes using traditional minimal intervention winemaking practices which results in wines that have unique characteristics that are different each vintage.

The LCBO imposes a Mark-up and a Wine Levy on the direct delivery of 100% Ontario Non-VQA wine that are **not** imposed on the direct delivery of VQA wine to a licensee.

The sample LCBO Calculator form (Attachment 1, completed July 17, 2022) and below table on the sale of a \$20.00 bottle of 100% Ontario wine shows that a **VQA** Direct Delivery to a Licensee results in **80%** revenue to the VQA winery (and **14%** to the Province) while a **Non-VQA** Direct Delivery to a Licensee results in **52%** revenue to the Non-VQA winery (and **42%** to the Province).

Direct Delivery to a Licensee	VQA Wine		Non-VQA Wine	
Retail Price	\$20		\$20	
LCBO Selling Price (HST etc.)	\$18.02		\$18.02	
Winery Revenue	<b>80%</b>	14.47	<b>52%</b>	\$9.45
Provincial Fees	<b>14%</b>	\$2.56	<b>42%</b>	\$7.58

When selling 100% Ontario wine directly to a licensee the Non-VQA winery receives **28% less** revenue and pays **28% more** in provincial charges which is a serious disadvantage and unsustainable.

In the example sale of \$20.00 bottle of wine, the difference in revenue distribution arises from the fact that the Direct Delivery to a Licensee of 100% Ontario Non-VQA wine is subjected to a LCBO Mark-up (\$6.6707) and a Wine Levy (\$1.2150) which are not imposed on the Direct Delivery of VQA wine to a Licensee.

Extrapolated to the sale of 2,000 cases of wine, a VQA winery would receive \$347,280.00 in revenue and pay \$61,440.00 in provincial fees, while a Non-VQA winery would receive \$226,800.00 in revenue (**\$120,000.00 less**) and pay \$181,920.00 in provincial fees (**\$120,000.00 more**) – yet both are selling 100% Ontario made wine.

Due to the punitive charges imposed by the LCBO, Ontario Artisan Wineries cannot sell 100% Ontario wine to local licensees such as restaurants and event venues which is having a significant adverse impact on not only small artisan wineries but also restricting local agri-tourism and rural areas that need economic diversification and development.

For multiple reasons, members of Ontario Artisan Wineries do not aspire to become part of the “VQA model” and/or LCBO as it does not recognize or accommodate the realities of small artisan wine producers.

Further, like many businesses, Ontario artisan wineries are being confronted with 100-300% increases in the costs of materials (e.g., bottles), severe labour shortages, and supply chain issues.

### **Policy Option**

The LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee arise from the “natural rights” provision in subsection 4(1) of the *Liquor Control Board of Ontario Act*, S.O. 2019, which gives the LCBO “the capacity, rights and powers of a natural person for the purposes of carrying out its objects.”

Thus, the imposition of the Mark-up and Wine Levy on the direct delivery of 100% Ontario Non-VQA wine to a licensee is based on a discretionary **policy** decision by LCBO and can be changed, and it does **not** require legislative amendment(s).

The LCBO Mark-up and Wine Levy wine cannot be justified when dealing with 100% Ontario grapes/wine and it is wholly inconsistent with supporting local agri-tourism businesses.

**Ontario Artisan Wineries are seeking the elimination of the LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee.**

**Attachment 1: LCBO Calculator – see copy sent separately**

October 5, 2022

Mr. Craig MacMillan  
Interim Chair, Ontario Artisan Wineries  
c/o Stonehouse Vineyard  
21065 Lochiel Rd, Alexandria, ON K0C 1A0  
Sent by email: [craig@stonehousevineyard.ca](mailto:craig@stonehousevineyard.ca)


Dear Craig,

The Grape Growers of Ontario's Board of Directors at their meeting on October 3rd, reviewed your correspondence requesting support for the elimination of the LCBO "mark-up" and "wine levy" currently imposed on the direct delivery of 100% Ontario grown non-VQA wines to licensees. The following motion was approved by the Board:

*Staff be directed to advise the newly formed Ontario Artisan Wineries/Vignobles Artisanaux de l'Ontario that the Grape Growers of Ontario Board of Directors agrees that all 100% grown "non-VQA wine be eligible for the same direct delivery benefits to a licensee as afforded to VQA wines".*

The Board of Directors also suggested that your Association provide feedback to the upcoming strategic planning project for Ontario's Wine Appellation Authority plan review to ensure your concerns are considered as part of the process.

Kindest regards,



Debbie Zimmerman  
CEO, Grape Growers of Ontario  
[d.zimmerman@grapegrowersofontario.com](mailto:d.zimmerman@grapegrowersofontario.com)

c Matthias Oppenlaender, Chair, Grape Growers of Ontario  
Kevin Watson, Vice Chair, Grape Growers of Ontario  
Laurie MacDonald, Executive Director, Ontario Wine Appellation Authority

***Rooted in Ontario for 75 Years***

1634 South Service Road, St. Catharines, ON L2R 6P9  
P. 905.688.0990 F. 905.688.3211  
E. [info@grapegrowersofontario.com](mailto:info@grapegrowersofontario.com)  
[grapegrowersofontario.com](http://grapegrowersofontario.com)



Unit\Icewine = Blank, Sparkling = S, Fortified = C, Cider = D, Creams & Flavoured = M, Light wine <7% = L	
100% ON = Blank, <100% ON = C/C	
WRS=Blank, Wine Boutique=B	
Bottle Size (L)	0.750
Alcohol Content %	12.0%
Bottles per Selling Unit	1
Retail selling price (including deposit)	\$20.00
Minimum Retail Price Check	Okay

# LCBO

	WRS	LCBO	VQA Direct Delivery to Licensee	Non VQA Direct Delivery to Licensee	Non VQA Tied House
<b>Selling Price</b>	<b>20.00</b>	<b>20.00</b>	<b>18.02</b>	<b>18.02</b>	<b>18.02</b>
Container Deposit	0.20	0.20	0.20	0.20	0.20
H.S.T.	2.28	2.28	2.05	2.05	2.05
<b>Net Licensee Price</b>			<b>15.77</b>	<b>15.77</b>	<b>15.77</b>
10% Discount			1.75	1.75	1.75
<b>Basic Price</b>	<b>17.52</b>	<b>17.52</b>	<b>17.52</b>	<b>17.52</b>	<b>17.52</b>
Basic Tax/LCBO Admin Fee	0.9898		0.9898		
Environmental Tax/Fee	0.0893	0.0893	0.0893	0.0893	0.0893
Bottle Tax/Levy	0.2175	0.2175	0.2175	0.2175	0.2175
LCBO Wine Levy		1.2150		1.2150	1.2150
LCBO Mark-up		6.6707		6.6707	6.6707
<b>Total Landed Cost</b>	<b>16.2256</b>	<b>9.3296</b>	<b>16.2256</b>	<b>9.3296</b>	<b>9.3296</b>
Federal Excise Tax	0	0	0	0	0
Supplier Quote		9.3296	16.2256	9.3296	9.3296

	WRS	LCBO	VQA Direct Delivery to Licensee <sup>4</sup>	Non VQA Direct Delivery to Licensee	Non VQA Tied House <sup>5</sup>
<b>Revenue Distribution %<sup>1</sup></b>					
Winery <sup>2</sup>	16.23	9.33	14.47	9.45	11.20
Provincial <sup>3</sup>	2.70	9.59	2.56	7.58	5.83
Federal <sup>3</sup>	0.88	0.88	0.79	0.79	0.79
Container Deposit	0.20	0.20	0.20	0.20	0.20
Total	20.00	20.00	18.02	18.02	18.02

	WRS	LCBO	VQA Direct Delivery to Licensee <sup>4</sup>	Non VQA Direct Delivery to Licensee	Non VQA Tied House <sup>5</sup>
<b>Revenue Distribution %<sup>1</sup></b>					
Winery <sup>2</sup>	81%	47%	80%	52%	62%
Provincial <sup>3</sup>	13%	48%	14%	42%	32%
Federal <sup>3</sup>	4%	4%	4%	4%	4%
Container Deposit	1%	1%	1%	1%	1%

Pricing Components	Rate	Metric
Table Mark-up	71.5%	ad valorem
Light Wine <7% Mark-up	64.6%	ad valorem
Fortified <=20% Mark-up	69.3%	ad valorem
Cream & Flavoured/Fortified >20% Mark-up	114.0%	ad valorem
Cooler/Cider Mark-up	60.6%	ad valorem
Bulk Cider Mark-up	46.4%	ad valorem
Wine Levy	\$ 1.62	per litre
Bottle Tax/Levy	\$ 0.29	per litre
Cooler/Cider Bottle Tax/Levy	\$ 0.28	per litre
Environmental Tax/Fee	\$ 0.0893	per container
Container Deposit >100 mL and <=630 mL	\$ 0.10	per container
Container Deposit >630 mL	\$ 0.20	per container
WRS Basic Tax (100% ON)/LCBO Admin Fee (VQA DD)	6.1%	ad valorem
WRS Basic Tax (<100% ON)	19.1%	ad valorem
Wine Boutique Basic Tax (100% ON)	9.6%	ad valorem
Wine Boutique Tax (<100% ON)	22.6%	ad valorem
Licensee Markup	0.0%	ad valorem
HST (GST Portion)	5.0%	ad valorem
HST (PST Portion)	8.0%	ad valorem
Non-Refillable Charge	4.0%	ad valorem
Bulk Cider MRP	\$ 3.051	per litre
Cooler/Cider MRP (<4.1% alcohol by volume)	\$ 3.779	per litre
Cooler/Cider MRP (4.1% & <4.9% alcohol by volume)	\$ 3.834	per litre
Cooler/Cider MRP (4.9% & <5.6% alcohol by volume)	\$ 3.935	per litre
Cooler/Cider MRP (5.6% -7% litres of absolute alcohol)	\$ 73.065	per litre
Excise >7% alcohol by volume	\$ 0.688	per litre
Excise >1.2% and <=7% alcohol by volume	\$ 0.330	per litre
Excise <=1.2% alcohol by volume	\$ 0.022	per litre

tribution may not add to 100% due to rounding.

on VQA Direct Delivery, there is an unassigned amount paid to the winery, which is calculated at \$0.1567 per litre and is deducted from the remittance to the LCBO.

as been separated into GST(5%) and ORST (8%).

venue distribution for VQA Tied House is the same as VQA DD.

on VQA Tied House sales, there is an additional 10% discount (which is 10% of the basic price) afforded to the winery, which is deducted from the remittance to the LCBO.

**STEVE CLARK, MPP**  
Leeds-Grenville-Thousand Islands  
and Rideau Lakes

**Constituency Office:**  
101-100 Strowger Blvd.  
Brockville, ON K6V 5J9  
Tel: 613-342-9522  
Toll Free: 1-800-267-4408  
Fax: 613-342-2501

Hon. Peter Bethlenfalvy  
Minister of Finance  
Frost Bldg S 7th Flr,  
7 Queen's Park Cres,  
Toronto, ON M7A 1Y7

Dear Minister Bethlenfalvy,



Recently the newly formed Ontario Artisan Wineries ("OAW") reached out to my office regarding the elimination of the LCBO Mark-up and Wine Levy on the Direct Delivery of 100% Ontario Non-VQA Wine to a Local Licensee ("LCBO Charges")

As I'm sure you are aware these LCBO Charges are preventing Non-VQA wineries, such as Green Gables Vines located in my riding, from selling wine directly to local licensees, such as restaurants and venues, which is limiting not only the development of local artisan wineries, but also local agri-tourism and rural diversification.

A delegation from North Glengarry council and OAW, along with our colleague, MPP Stephane Sarrazin, met with your office at the recent Rural Ontario Municipal Association (ROMA) conference.

This is a very important issue for rural ridings like mine and I would appreciate hearing from you on this important policy change. I would be pleased to discuss this directly with you when the Legislative Assembly returns later this month.

Kind Regards,

Yours truly,



Steve Clark, MPP  
Leeds-Grenville-Thousand Islands and Rideau Lakes



February 3, 2023

The Honourable Peter Bethlenfalvy  
Minister of Finance  
Frost Building South  
7th Floor 7 Queen's Park Cres.  
Toronto, ON  
M7A 1Y7

Dear Minister Bethlenfalvy:

The Ontario Federation of Agriculture (OFA) is the largest general farm organization in Ontario, proudly representing more than 38,000 farm family members. OFA has a strong voice for our members and the agri-food industry on issues, legislation and regulations administered by all levels of government. We are passionate and dedicated to ensuring that the agri-food sector and rural communities are considered and consulted with for any new or changing legislation that would impact the sustainability and growth of our farm businesses.

Ontario's agri-food sector is an economic powerhouse – producing more than 200 farm and food products, fuelling rural communities, generating nearly 750,000 jobs, and contributing over \$47 billion to Ontario's annual GDP. The province's agri-food strategy, Grow Ontario, aims to strengthen the agri-food sector, support economic growth, and ensure an efficient, reliable and responsible food supply. By removing barriers, unnecessary costs and red tape, Ontario farmers will be positioned to seize opportunities and rise to the challenge of an ambitious growth strategy, allowing the agri-food sector to drive the economy forward.

On behalf of the OFA Board of Directors, I am writing to you today to bring an important matter your attention regarding a competitive imbalance for Ontario produced wine.

At OFA's Annual General Meeting, the following motion was passed by our meeting Delegates and adopted by the OFA Board of Directors.

***“THAT the Ontario Federation of Agriculture (“OFA”) lobby the Ministry of Finance and LCBO to eliminate the LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee; and***

***FURTHER BE IT RESOLVED THAT OFA request that the Minister of Finance, Minister of Agriculture, Food and Rural Affairs, Minister of Economic Development, Job Creation and Trade, Minister of Red Tape Reduction, and Minister of Tourism, Culture and Sport support the elimination of the LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee.”***

---

In addition to selling through the Liquor Control Board of Ontario (LCBO), Ontario wineries are permitted to deliver directly to Licensees such as bars, restaurants and hotels. However, there is an imbalance in the fee paid by Vintners Quality Alliance (VQA) wine compared to 100% Ontario produced non-VQA wine.

Currently VQA wine is charged a 6.1% LCBO Administration fee while non-VQA wine is charged a 71.5% LCBO mark-up and \$1.215 per bottle LCBO Wine Levy. As a result, a non-VQA winery selling direct to a Licensee receives approximately half of what a VQA winery would receive even though both products are 100% Ontario produced wine.

We ask that your Ministry level the playing field for Ontario produced wine by removing the mark up and wine levy for 100% Ontario Non-VQA wine and replace it with the same 6.1% LCBO administration fee applied to VQA wine when delivering directly to a Licensee.

Sincerely,



Peggy Brekveld  
President

cc: The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs  
Matthias Oppenlaender, Chair of the Grape Growers of Ontario  
Sonia Dignard, OFA Member Service Representative, Zone 14  
OFA Board of Directors

**Draft  
RESOLUTION**

***Elimination of the LCBO Markup and Wine Levy on the Direct Delivery of 100% Ontario Non-VQA Wine to a Licensee.***

**WHEREAS** Non-Vintner Quality Alliance (“Non-VQA”) wineries that sell 100% Ontario wine directly to a licensee (e.g., local restaurant) are subject to a Liquor Control Board of Ontario (“LCBO”) Mark-up and Wine Levy that are not imposed on a VQA direct delivery wine sale to a licensee; and

**WHEREAS** this results in significantly increased charges and reduced revenue for non-VQA wineries and effectively bars the direct sale of 100% Ontario Non-VQA wine to local licensees; and

**WHEREAS** the resulting impact limits the development of local agri-tourism, rural economic diversification, and local partnerships; and

**WHEREAS** the LCBO has the discretion to remove the Mark-up and Wine Levy on the direct delivery of 100% Ontario Non-VQA wine to a licensee and it would not require legislative amendments; and

**NOW THEREFORE BE IT RESOLVED** that the Township of Edwardsburgh Cardinal supports the elimination of the LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee; and

**FURTHER BE IT RESOLVED** that this resolution be circulated to the Minister of Finance, the Minister of Municipal Affairs and Housing, the Minister of Agriculture, Food and Rural Affairs, the Minister of Economic Development, Job Creation and Trade, the Minister of Red Tape Reduction, and the Minister of Tourism, Culture and Sport.

**MINUTES**  
**SPECIAL MUNICIPAL COUNCIL**

**Monday, January 30, 2023**  
**5:30 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  
Candise Newcombe, Deputy Clerk

**1. Call to Order**

Mayor Deschamps called the meeting to order at 5:30 p.m.

**2. Approval of Agenda**

**Decision:** 2023-01

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Municipal Council approves the agenda as presented.

Carried

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

a. J. Martelle - Closed Session

One of the applicants is a close relative.

**4. Question Period**

None.

**5. Closed Session**

J. Martelle declared a conflict on this item. (One of the applicants is a close relative.)

**Decision:** 2023-02

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT Municipal Council proceeds into closed session at 5:34 p.m. in order to address a matter pertaining to:

- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Review Boards and Committee Applications.

Carried

- a. Section 239 (2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Review Boards & Committees Applications

**Decision:** 2023-03

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 6:48 p.m.

Carried

**6. Report Out of Closed Session**

Council met in closed session to review applications submitted for the various boards and committee appointments. Direction was provided to staff with respect to preparing the appointment bylaws.

**7. Confirmation By-law**

**Decision:** 2023-04

**Moved by:** C. Ward

**Seconded by:** J. Martelle

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2023-01.

Carried

**8. Adjournment**

**Decision:** 2023-05

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

That Municipal Council does now adjourn at 6:50 p.m.

Carried

---

Mayor

---

Deputy Clerk

**MINUTES  
MUNICIPAL COUNCIL**

**Monday, January 30, 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  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Candise Newcombe, Deputy Clerk  
Chris LeBlanc, Manager of Public Works

**1. Call to Order**

Mayor Deschamps called the meeting to order at 7:05 p.m.

**2. Approval of Agenda**

**Decision:** 2023-06

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Municipal Council approves the agenda as presented.

Carried

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

None.

**4. Delegations & Presentations**

None.

**5. Minutes of the Previous Council Meetings**

a. Regular Council - December 12, 2022

**Decision:** 2023-07

**Moved by:** C. Ward

**Seconded by:** W. Smail

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated December 12, 2022.

Carried

b. Special Council - December 19, 2022

**Decision:** 2023-08

**Moved by:** J. Martelle

**Seconded by:** W. Smail

THAT Municipal Council receives and approves the minutes of the Special Council Meeting dated December 19, 2022.

Carried

**6. Business Arising from the Previous Council Meeting (if any)**

Council inquired on the status of the tender for the Public Works Tandem truck. It was noted a closing date of February 14.

**7. Committee Minutes**

a. Public Library Board - December 13, 2022

There was discussion about the working alone policy and it was noted that surveillance cameras were installed at the Cardinal location only.

**Decision:** 2023-09

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council receives the minutes of the Public Library Board Meeting dated December 13, 2022.

Carried

b. Port Management Committee - December 19, 2022

**Decision:** 2023-10

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT Municipal Council receives the minutes of the Port Management Committee Meeting dated December 19, 2022.

Carried

c. Committee of the Whole - Administration & Operations - January 9, 2023

**Decision:** 2023-11

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Administration and Operations Meeting dated January 9, 2023.

Carried

d. Committee of the Whole - Administration & Operations - Budget #1 - January 16, 2023

**Decision:** 2023-12

**Moved by:** J. Martelle

**Seconded by:** W. Smail

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Administration and Operations – Budget Meeting #1 dated January 16, 2023.

Carried

**8. Action and Information Items from Committees**



a. "Doors are Open" Feedback Meetings

Council reiterated the purpose of the "Doors are Open" meetings being to facilitate open communication with the residents of the Township and encouraged any residents with complaints to use the report a concern feature through the Township website.

**Decision:** 2023-13

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT Municipal Council:

1. Supports the proposed weekly "Doors are Open" meetings organized by the Deputy Mayor and Ward Councillors; and
2. That the meetings will be held on Fridays, with a rotating schedule of Ward 3, 2, 1 within designated municipal facilities; and
3. That the meetings will run for a 6-month trial period, beginning on February 10 and ending on August 11, unless otherwise extended by resolution of Council; and
4. That the meetings will be advertised on the Township website, calendar and social media accounts.

As recommended by the Committee of the Whole – Administration and Operations.

Carried

b. Subdivision Plan 1069 Final Acceptance & Release of Securities - Glock Subdivision

Council confirmed that all requirements of the subdivision agreement had been met and that Lot 4 is the final lot to be released for Plan 1069.

**Decision:** 2023-14

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council approve the release of Lot 4 of Plan 1069 as security and direct staff to have legal transfer the Deed to Lot 4 back to 2057700 Ontario Inc. once payment for the engineering review has been received by the Township, as recommended by the Committee of the Whole – Administration and Operations.

Carried

c. 2022 Cardinal & Industrial Park Water System Annual Reports

Members clarified the reason for the sodium chloride spike in the report, noting it as an anomaly and the resample fell below the requirement.

**Decision:** 2023-15

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council:

1. Receive and review the 2022 Annual Water Reports for the CWS and EDS; and
2. Direct staff to post the Annual Water Reports to Township website; and

3. Direct staff to notify users of the systems via social media and newspaper of report availability.

As recommended by the Committee of the Whole – Administration and Operations.

Carried

d. Port Year End Presentation & Pre-Audited Financial Statement

Council highlighted that they are only receiving the report, noting that due to inclement weather, it was decided to hold discussions at the February Port Management meeting.

**Decision:** 2023-16

**Moved by:** C. Ward

**Seconded by:** J. Martelle

THAT Municipal Council receives the 2022 Year End Review Report, including the financial statement as per by-law 2017-02 Schedule “A”, as recommended by the Port Management Committee.

Carried

9. **Correspondence**

**Decision:** 2023-17

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT Municipal Council receives the correspondence listings for the following dates as previously circulated:

- December 14, 2022
- December 21, 2022
- January 4, 2023
- January 11, 2023
- January 18, 2023
- January 25, 2023

Carried

10. **Approval of Municipal Disbursements**

Council reviewed the disbursements and sought clarification on the following items:

- Maintenance costs for Public Works T6 truck.
- Clarification on CIMCO refrigeration charges at the arena.

**Decision:** 2023-18

**Moved by:** J. Martelle

**Seconded by:** W. Smail

THAT Municipal Council approves payment of municipal invoices circulated and dated as follows:

- |                                       |              |
|---------------------------------------|--------------|
| • Report dated December 12 (2022-190) | \$4,793.18   |
| • Report dated December 15 (2022-191) | \$287,493.24 |
| • Report dated December 21 (2022-195) | \$301,795.65 |

• Report dated December 22 (2022-196)	\$777,297.68
• Report dated January 2 (2023-199)	\$135,903.11
• Report dated January 18 (2023-008)	\$246,171.80
• Report dated January 19 (2023-011)	\$203,971.00
• Report dated January 25 (2023-014)	\$189,268.11
<b>TOTAL:</b>	<b>\$2,146,693.77</b>

Carried

11. By-laws

- a. Meeting Recording Policy

**Decision:** 2023-19

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw to adopt a meeting recording policy, and this shall constitute first and second reading thereof.

Carried

Council highlighted that the recording and publicizing of all meetings align with one of the term priorities of openness and transparency.

**Decision:** 2023-20

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT a bylaw to adopt a meeting recording policy, be now read a third time and finally passed, signed, sealed and numbered 2023-02.

Carried

- b. Zoning Bylaw Amendment - 3609 County Rd 21 - Zanderplan Inc. o/b Malcomson

Members noted their concern with approving the requested zoning bylaw amendment, highlighting that bylaws are implemented to set Township standards in the best interest of all residents. It was noted that decisions such as this one could set a precedent for future requests.

There was discussion about the implications of granting the 7.7% lot coverage request, the reasoning for the increased request, the Township planner's recommendation and the consequences to the applicant of restricting the request.

**Decision:** 2023-21

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw to amend Zoning Bylaw No. 2022-37 (ZanderPlan Inc. o/b David and Pamela Malcolmson Part of Lots 35 and 36, Concession 6, 3609 County Road 21), and this shall constitute first and second reading thereof.

Carried

Due to first and second reading not receiving unanimous approval, the third and final reading of the bylaw will be delayed to the February meeting of Council.

- c. Zoning Bylaw Amendment - 3485 Glen Smail Rd - iN Engineering + Surveying o/b HFI Pyrotechnics

Council sought clarification regarding the staged removal of the special exemption holding zone.

**Decision:** 2023-22

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw to amend Zoning Bylaw No. 2022-37 (iN Engineering + Surveying o/b HFI Pyrotechnics Ltd., Part of Lots 32-34, Concession 4, 3485 Glen Smail Road), and this shall constitute first and second reading thereof.

Carried

**Decision:** 2023-23

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT a bylaw to amend Zoning Bylaw No. 2022-37 (iN Engineering + Surveying o/b HFI Pyrotechnics Ltd., Part of Lots 32-34, Concession 4, 3485 Glen Smail Road), be now read a third time and finally passed, signed, sealed and numbered 2023-04.

Carried

- d. Port of Johnstown Warehouse Lease Agreement

**Decision:** 2023-24

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT the mover be granted leave to introduce a by-law to authorize the Mayor, Clerk and Port General Manager to execute a lease agreement with Greenfield Global Inc., and this shall constitute first and second reading thereof.

Carried

**Decision:** 2023-25

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT a by-law to authorize the Mayor, Clerk and Port General Manager to execute a lease agreement with Greenfield Global Inc., be now read a third time and finally passed, signed, sealed and numbered 2023-05.

Carried

- e. Appoint Members to Boards & Committee of Council

**Decision:** 2023-26

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT the mover be granted leave to introduce a by-law to appoint members and representatives to certain boards and committees and this shall constitute first and second reading thereof.

Carried

**Decision:** 2023-27

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT a by-law to appoint members and representatives to certain boards and committees be now read a third time and finally passed, signed, sealed and numbered 2023-06.

Carried

Members commented on the overwhelming response from applicants interested in participating on various Committees of Council.

f. Appoint Members to Public Library Board

**Decision:** 2023-28

**Moved by:** C. Ward

**Seconded by:** W. Smail

THAT the mover be granted leave to introduce a by-law to appoint members of the Edwardsburgh Cardinal Public Library Board and this shall constitute first and second reading thereof.

Carried

**Decision:** 2023-29

**Moved by:** C. Ward

**Seconded by:** W. Smail

THAT a by-law to appoint members of the Edwardsburgh Cardinal Public Library Board be now read a third time and finally passed, signed, sealed and numbered 2023-07.

Carried

## 12. CAO's Administrative Update

Council reviewed the CAO's administrative update and discussed the following items:

- Location and accessibility of the new play structure donated by Giant Tiger.
- Tanker 1 deficiencies and anticipated return date.

**Decision:** 2023-30

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

THAT Municipal Council receives the CAO's Administrative Report as presented.

Carried

## 13. Councillor Inquiries or Notices of Motion

Deputy Mayor Dillabough noted concerns received regarding snow plowing near the ice shacks along Legion Way in Cardinal. It was noted that due to the size of the snow removal equipment and safety restrictions the road is treated as a 3-season road and not maintained in the winter. It was requested that staff bring a report back for the February Administration and Operations meeting.

## 14. Mayor's Report

Mayor Deschamps reported on the following:

- Commended local participants in placing 3rd during the Canadian Figure Skating Pre-Novice/Novice Challenge.
- Robin Jones elected as chair of ROMA for the AMO rural caucus.
- Met with the Minister of Energy regarding the natural gas expansion project at the ROMA conference.
- Met with the Minister of Economic Development, Job Creation and Trade regarding the Ontario Job Site Challenge and Newmark evaluation at the ROMA conference.
- County met with the Minister of Finance regarding the MPAC assessment delay at the ROMA conference.
- Noted a minimum of a 2.5% increase to the County tax levy based on the Maple View Lodge renovation project, with the Counties joint services anticipating closer to a 9.8% increase overall.

**Decision:** 2023-31

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT Municipal Council receives the Mayor's Report as presented.

Carried

**15. Question Period**

None.

**16. Closed Session**

**Decision:** 2023-32

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT Municipal Council proceeds into closed session at 8:40 p.m. in order to address a matter pertaining to:

1. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Salary Review and Collective Agreement Scale.
2. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Minutes of Closed Session dated November 28, 2022.

Carried

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Salary Review & Collective Agreement Scale
- b. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Minutes of Closed Session dated November 28, 2022

**Decision:** 2023-34

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 10:10 p.m.



Carried

**17. Report Out of Closed Session**

Council met in closed session to review and discuss the non-union and union collective agreement salary scale and reviewed the minutes of closed session dated November 28, 2022.

**Decision:** 2023-34

**Moved by:** C. Ward

**Seconded by:** J. Martelle

THAT Municipal Council receives and approves the closed session minutes dated November 28, 2022.

Carried

**18. Confirmation By-law**

**Decision:** 2023-35

**Moved by:** W. Smail

**Seconded by:** C. Ward

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2023-08.

Carried

**19. Adjournment**

**Decision:** 2023-36

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That Municipal Council does now adjourn at 10:11 p.m.

Carried

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Mayor

---

Deputy Clerk

**MINUTES  
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE  
MUNICIPAL OFFICE – SPENCERVILLE  
WEDNESDAY, JANUARY 25, 2023  
6:30 PM**

Present: Mayor Tory Deschamps, Chair  
Deputy Mayor Stephen Dillabough  
Councillor Joseph Martelle  
Councillor Waddy Smail  
Councillor Chris Ward

Staff: Rebecca Williams, Clerk  
Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Candise Newcombe, Deputy Clerk

1. Call to Order

Mayor Deschamps called the meeting to order at 6:39 p.m.

2. Approval of Agenda

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Committee approves the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof – None

4. Delegations & Presentations

a) Aquatarium – Tom Harder

Mr. Harder provided a presentation outlining the engineering, fabrication and construction progress of the interactive display to date. A copy of the presentation is held on file.

Committee discussed exhibit colours, display installation, contributing donors, naming rights, funding goals and tentative grand opening dates. Mr. Harder noted February 17 as the unofficial grand opening date intended for all new Aquatarium displays.

Committee noted their ongoing support of the project and intention of participating in the grand opening event and promotion on social media.

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting – December 19, 2022

**Moved by:** S. Dillabough  
**Seconded by:** W. Smail

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated December 19, 2022.

Carried

6. Business Arising from Previous PMC Minutes - None

7. Discussion Items

a) Terms of Reference

Committee reviewed the Port Terms of Reference by-law 2017-02 and discussed current terms of reference, means used to streamline the approval process, the desired number, skillset and voting rights of committee members, process of appointing a chair, committee honorarium review process, budget process and proposed meeting schedule. It was noted that the revised draft changes will be reviewed during the February meeting.

b) Sharing of Surplus

Committee requested that due to the inclement weather the item be deferred to the February meeting. Consensus was reached to include the item in the Port budget meeting discussions intended for February.

8. Action/Information Items

a) Operation Manager's Report – Capital Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, grain received/shipped, additional rail cars ordered according to customer supplied schedule, final sanitary inspection results, maintenance and electrical work completed, an overview of capital project progress and electrical savings from 2020 to present.

Committee inquired about anticipated completion time of the guard on the motor shafts and removing the electrical savings chart on future reports.

b) General Manager's Report – Traffic Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: collective bargaining negotiation date, estimated timeline of completion of steel pipe project, Port warehouse property remaining renovations and lease agreement, report on surplus sharing, meeting with engineering consulting company regarding potential

major project at the Port, annual salt management report and the current Port financial audit.

Committee reviewed the traffic report.

c) Investments – 4<sup>th</sup> Quarter update

Committee reviewed the investment report.

**Moved by:** S. Dillabough

**Seconded by:** W. Smail

That Committee received and reviewed items 8a) Operation Manager's Report – Capital Budget Report and 8b) General Manager's Report - Traffic Report and 8c) Investment – 4<sup>th</sup> Quarter update.

Carried

d) Year End Presentation/ Pre-audited Financial Statement (package presented at meeting)

Committee discussed receiving the report and deferring the discussion to the February Committee meeting due to the inclement weather.

**Moved by:** C. Ward

**Seconded by:** W. Smail

That the Port Management Committee receives the 2022 Year End Review report, and that this includes receiving the financial statement as per By-Law 2017-02 Schedule "A" and that these financial statements be submitted and interpreted to Council.

Carried

e) Port of Johnstown Warehouse Lease

Committee discussed conditions of the lease, future extension options and intent to lease to a single tenant.

Carried

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

That the Port Management Committee recommends that Council:

1. Approve a lease agreement with Greenfield Global Inc. for a duration of 5 years with two options to renew for an additional 3 years each; and
2. That the Mayor, Clerks and the Port General Manager, execute the lease agreement once approved by Council.

f) Marine Port & Terminal Market Update H1 2023

Committee was provided an overview of the report and consensus was reached to request a representative from BFL Insurance to provide a presentation at the February meeting, detailing the current Port insurance coverage and available options.

The Port General Manager requested that the February meeting be moved to February 22. Consensus was reached to move the date of the February meeting.

9. Approval of Disbursements – Port Accounts

**Moved by:** C. Ward

**Seconded by:** J. Martelle

That Port of Johnstown Management Committee approves payment of Port invoices circulated and numbered as follows:

Withdrawals Total:	\$348,848.37	
Batch 1	\$195,166.18	
Batch 2	\$16,950.00	
Total:	\$212,116.18	
Total of Direct Withdrawals & Batch Listings:	\$560,964.55	Carried

10. Councillor Inquiries/Notices of Motion - None

11. Chair's Report

- Mayor Deschamps and Port General Manager advised Committee of a fatal accident that occurred at the Port involving a Logistec employee during operations on January 24. The Port GM noted that the circumstances of the incident are still under investigation and that the Port and the Township will continue to cooperate fully with the investigation.

12. Question Period – None.

13. Adjournment

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That the Committee meeting adjourns at 9:05 p.m.

Carried

These minutes were approved by Port Management Committee this 22 day of February, 2023.

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**Chair**

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**Deputy Clerk**



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

**Thursday, February 2, 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  
Karen Roussy (Advisory Member)  
John Hunter (Advisory Member)

**STAFF:** Dave Grant, CAO  
Rebecca Williams, Clerk  
Sean Nicholson, Treasurer  
Gord Shaw, Director of Operations  
Brian Moore, Fire Chief  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Eric Wemerman, Chief Water/Sewer Operator  
Chris LeBlanc, Manager of Public Works  
Candise Newcombe, Deputy Clerk

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

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

**2. Approval of Agenda**

**Moved by:** W. Smail

**Seconded by:** C. Ward

That the agenda be approved as presented.

Carried

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

- a. S. Dillabough - Business Case - Spencerville Pump Station #1 Transfer Switch Replacement

Immediate relative employed by service provider - GAL Power

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

None.

**5. Delegations and Presentations**

None.

**6. Discussion Items**

a. 2023 Draft Capital Budget

Committee was provided with a summary of the capital funding analysis report. The addition of the Cardinal tennis court renovation and road pad and overlay projects were highlighted to have been added at the request of Committee from budget meeting #1.

**7. Action/Information Items**

a. 2023 Draft Administration Budget

1. Business Case - Township Office Server Replacement

Committee was provided with a summary of the business case and discussed options of online servicing, off-site backup servers and an estimated timeline for installation of the new server.

b. 2023 Public Works Budget

1. Business Case - County Rd 2 - Road & Infrastructure Reconstruction

Committee was provided with an overview of the business case and clarified the tender date closure and the estimated timeline to receive funding from the UCLG, provincial and federal governments.

2. Business Case - New Scott Rd Waste Transfer Site

Committee was provided with an overview of the business case and discussed the expansion of transfer site hours of operations, the Ministry of Environment, Conservation and Parks legislative requirements, expansion of transfer site services, current reserve balances, recommendations yielded from the service delivery review and operations that can be performed in-house to reduce expenses.

Historical background of past Council intentions for the site was provided.

3. Business Case - Totem Ranch Rd Reconstruction

Committee was provided with a summary of the business case and discussed the Township's 2022 budget allocation for the project and the status of the project in the North Grenville budget.

4. Business Case - Weir Rd Bridge Maintenance & Repair

Committee was provided with a summary of the business case and discussed added costs to defer construction, the proposed method to clear the area, the apportionment of costs over several budget years, the frequency of bridge inspections and proposed traffic mitigation during construction.

5. Business Case - Purchase of a 5 Tonne Tandem Axle Plow Truck

Committee was provided with a summary of the business case and discussed the closure of the tender, timeline for manufacturing and delivery of the unit, apportionment of costs, the lifecycle and frequency of use of the trucks, maintenance costs and intentions for the surplus vehicle.

c. 2023 Draft Environment Services Budget

1. Business Case - Cardinal Water Pollution Control Plant Boiler Replacement

Committee was provided with a brief overview of the business case and discussed the number of boilers required on-site, the rotation of use of the boilers and the scope of work included in the quoted costs.

2. Business Case - Henry St Pumping Station Pump Panel Replacement

Committee was provided with an overview of the business case.

3. Business Case - Variable Frequency Drive Replacement

Committee was provided with a summary of the business case.

4. Business Case - Spencerville Pump Station #1 Transfer Switch Replacement

S. Dillabough declared a conflict on this item. (Immediate relative employed by service provider - GAL Power)

Deputy Mayor Dillabough stepped away from the table and did not participate in the discussion or vote on any matter with respect to the Spencerville Pump Station #1 Transfer Switch Replacement due to his declared conflict of interest.

Committee was provided with an overview of the business case and clarification was sought about the use of the allocated funding for the splitter box in the 2022 budget.

Deputy Mayor Dillabough returned to the table following the culmination of the discussion.

5. Business Case - Potable & Raw Turbidity Analyzer Replacement

Committee was provided with a summary and clarified the average life expectancy and current age of the analyzer.

6. Business Case - Industrial Park Water Main Supplies

Committee was provided with an overview of the business case and discussed the date of previous line swabbing, the frequency of the replacement of parts, the estimated wait times to receive spare parts and emergency procedures followed if spare parts are not on-hand.

7. Business Case - Spencerville Lagoon Flow Meter Replacement

Committee was provided with a brief summary of the business case and clarified procedures should the flow meter fail.

d. 2023 Draft Parks, Recreation & Facilities Budget

1. Business Case - Boat Dock

Committee was provided with a summary of the report and discussed sourcing additional quotations from local companies and the scope of work included for the provided quoted costs.

2. Business Case - Cardinal Dog Park - Parking Upgrades

Committee was provided with an overview of the report and discussed the increased need for additional parking near the Ingridion Centre, the potential additional parking attained, snow removal, work to be completed in-house, the average use and the consequences of the loss of the baseball diamond. Members clarified that more detailed designs would be brought to future Committee meetings for review prior to the commencement of work.

3. Business Case - Kubota Lawn Mower

Committee was provided with a summary of the report and inquired if alternate mower models had been considered, which unit would be replaced and the future intention for disposition of the surplus mower.

4. Business Case - Pickup Truck

Committee was provided with a brief overview of the report and discussed the requirement for cab space and the 4x4 option, identified the vehicle to be replaced, inquired if an electric/hybrid model had been considered, whether alternate makes of vehicles had been researched and the necessity for four Recreation department vehicles.

5. **Business Case - Pool Heaters**

Committee was provided with a brief overview of the report and discussed heater options and benefits, estimated seasonal operating costs and funding options. Members requested that additional information such as the cost to run lines and neighbouring municipal operating expenses for pool heaters be included in the subsequent report.

A brief history of the Cardinal Hydro reserve fund was provided outlining its establishment and intended use.

6. **Business Case - Portable Defibrillator Replacement**

Committee was provided with a brief overview of the report and discussed the possibility of a bulk purchase agreement and the average life expectancy of a defibrillator.

Committee returned to item 6a) for additional discussion.

Members inquired about the absence of arena upgrades and possible future uses for the Spencerville facility. It was noted that no upgrades were required to date, highlighting the capital work performed over the past few years. There was a brief discussion regarding the potential for a tri-council operating agreement to ensure the continued operation of all municipal facilities.

There was discussion regarding implementing a capital levy to replenish reserves and bridge the Township's infrastructure gap, County Road 2 project funding sources, transfer station project, removal of the Cardinal tennis court remediation from proposed capital and road resurfacing prioritization.

Members reached consensus to schedule budget meeting #3 on February 21.

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

Deputy Mayor Dillabough brought forth a notice of motion to include a discussion item regarding the installation of a path between Albert Street and the Johnstown Community Centre. Additionally, he requested a subsequent discussion item regarding the implementation of pay and display parking at the Cardinal boat launch and along the gallop canal.

9. **Mayor's Report**

None.

**10. Question Period**

None.

**11. Closed Session**

None.

**12. Adjournment**

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

That Committee does now adjourn at 9:43 p.m.

Carried

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Chair

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Deputy Clerk



**MINUTES**  
**COMMITTEE OF THE WHOLE**  
**COMMUNITY DEVELOPMENT**

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

**PRESENT:** Mayor Tory Deschamps  
Deputy Mayor Stephen Dillabough  
Councillor Chris Ward  
Councillor Waddy Smail  
Dave Dobbie (Advisory Member)  
Kimberly Martin (Advisory Member)

**REGRETS:** Councillor Joe Martelle

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

**1. Call to Order – Chair, Councillor Chris Ward**

Councillor Ward called the meeting to order at 6:32 p.m., thanked advisory members for their commitment to the Committee and noted the absence of Councillor Martelle.

**2. Approval of Agenda**

**Moved by:** Councillor Smail

**Seconded by:** Deputy Mayor Dillabough

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)**

Committee inquired about receiving a report from the CBO regarding the work on Dundas Street, which was noted to have been included in a previous Committee of the Whole meeting.

## 5. Delegations and Presentations

- a. Ms. Katie Nolan, Executive Director of Grenville CFDC

Ms. Nolan provided a summary of the company's vision and mission, history, programs and services provided by Grenville CFDC, highlighting an upcoming community economic development workshop to be held in North Grenville on March 8.

Committee discussed interest rates offered on loans, eligibility of agriculture businesses and CFDC's involvement with community organizations and the United Counties of Leeds and Grenville.

Members commented on the benefits of collaborating with the CFDC.

## 6. Action/Information/Discussion Items

- a. Live: Land Use Planning

- 1. Application for Zoning Bylaw Amendment, 3106 County Rd 21 (Cleary)

Committee was provided with a brief summary and discussed the cost of rezoning, provincial "red tape" and severed lot sizes outlined within the Township's official plan.

**Moved by:** Mayor Deschamps

**Seconded by:** Deputy Mayor Dillabough

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.

Carried

Members clarified the minimum notice period of 21 days to notify residents prior to holding a public meeting.

- b. Work: Economic Development

- 1. Small Business and Trade Show 2023

Committee was provided a summary of the report and discussed including promotional items from the Port of Johnstown in the Township booth and the opportunity to promote the new aquatarium interactive display sponsored by the Port of Johnstown.

Members commended the Community Development Coordinator on the organization of the 2022 Small Business and Trade Show.

- 2. Community Improvement Plan Report 2022

Committee received a brief summary of the report and clarified the intent of the CIP program was to improve the main street area of

the villages. Members confirmed that the remaining funds from the 2022 CIP budget would be allocated to the 2023 CIP budget.

3. 2022 River Route Transit Report

Committee was provided with a summary of the report and discussed the merits of the project, value to the community, funding sources, estimated Township portion for 2023, ridership and financial commitments.

A brief summary of the modernization funding and use to date was provided to the committee members.

Members discussed additional ideas to promote ridership, including a focus on March Break and expanding hours of operation.

Committee clarified the operating agreement with the City of Brockville for the continued contribution of bus and driver services for the project.

**Moved by:** Mayor Deschamps

**Seconded by:** Councillor Smail

That Committee recommends Council renew the River Route Transit Service Partnership Agreement for the upcoming period of April 1, 2023 to March 31, 2024 and that funding for the service come from modernization funding.

Carried

c. Play: Recreation

1. Legion Way Park Laneway - Winter Maintenance

Committee was provided a brief summary of the report and discussed past servicing practices, servicing accommodations for special events, effects of increased servicing on the operational budget, priority of snow removal services and the installation of additional signage to mitigate liability risk.

7. **Inquiries/Notices of Motion**

Deputy Mayor Dillabough requested the addition of a discussion item to the March Community Development meeting regarding the addition of a Community Improvement Plan for Johnstown.

Mr. Dobbie requested clarity about the implications to municipalities with the passing of Bill 23. It was noted that a discussion item about Bill 23 would be added to the next meeting with additional information provided.

8. **Question Period**

The following questions/comments were raised:

- Recommended addition of a sidewalk along Sophia Street due to the location of the South Edwardsburgh Community Centre and recognizing accessibility needs.

**9. Closed Session**

None.

**10. Adjournment**

**Moved by:** Councillor Smail

**Seconded by:** Mayor Deschamps

That Committee does now adjourn at 7:53 p.m.

Carried

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Chair

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Deputy Clerk

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

**Monday, February 13, 2023, 6:30 PM**  
**South Edwardsburgh Community Centre**  
**24 Sutton Dr.**  
**Johnstown Ontario**

**PRESENT:** Mayor Tory Deschamps  
Deputy Mayor Stephen Dillabough  
Councillor Waddy Smail  
Councillor Chris Ward  
Karen Roussy (Advisory Member)  
John Hunter (Advisory Member)

**REGRETS:** Councillor Joe Martelle

**STAFF:** Dave Grant, CAO  
Rebecca Williams, Clerk  
Sean Nicholson, Treasurer  
Gord Shaw, Director of Operations  
Brian Moore, Fire Chief  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Eric Wemerman, Chief Water/Sewer Operator  
Chris LeBlanc, Manager of Public Works  
Dwane Crawford, Chief Building Official  
Candise Newcombe, Deputy Clerk  
Wendy Van Keulen, Community Development Coordinator

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

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

**2. Approval of Agenda**

**Moved by:** C. Ward

**Seconded by:** W. Smail

That the agenda be approved as presented.

Carried

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

None.

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

None.

**5. Delegations and Presentations**

None.

**6. Discussion Items**

None.

**7. Action/Information Items**

**a. 2022 4th Quarter Building Report**

Discussion was held about the decrease in the number of residential builds, possible reasoning for the decrease and what rate of development surrounding municipalities are experiencing.

**b. 2022 4th Quarter Bylaw Report**

There was discussion about the fourth quarter calls for service, the timeline for summons and the Justice of the Peace shortage issue. Members commended the bylaw enforcement officer on his patience and persistent approach to the residents' concerns.

**c. 2022 4th Quarter Treasury Report**

Committee was provided with a brief summary of the report and discussed the account receivables and sought clarity on 2022 capital project status report. Members complimented the finance department on the low percentage of tax receivables. Members highlighted a number of payments coming off the long-term debt list in the next 24 months.

**d. 2022 4th Quarter Budget Variance Report**

Committee commended department managers on their diligent governance of the 2022 budget, highlighting the various price fluctuations experienced in 2022.

There was discussion about winter maintenance management, surplus allocations and the curbside collection contract.

Members commended the Manager of Parks, Recreation and Facilities on the operation of the canteens.

**e. 2022 4th Quarter Fire Report**

Discussion was held about the impact on insurance, 2022 burn permit sales and confirmed intent to issue renewal reminders for the purchase of 2023 burn permits.

f. 2022 MTO Report

Committee was provided with a brief summary of the report and discussed staff tracking and reporting, reimbursed services, compensation received versus liability of responders and negotiating alternate agreements with the province. Staff was directed to continue to track all 400 series responses internally and have data available for future discussions with the Province.

g. 2022 4th Quarter Facility Stats Report Update

Committee was provided with a summary of the report and discussed the percentage of ice bookings attributed to Prescott clubs, structural limitations of the Spencerville arena, current prime-time ice bookings at Township facilities, minor hockey membership numbers and the Spencerville arena costs versus the revenue generated from the facility.

h. 2022 4th Quarter Facility Maintenance Report

Committee was provided with a brief overview of the report.

i. 2022 4th Quarter Operations Report

Committee was provided with a brief summary of the report and discussed the relationship between the water main break and the increase in maximum daily flow in December.

j. 2022 WIP Report

Committee reviewed the report.

k. 2023 Amendments to Building Permit Fee Schedule

Discussion was held regarding the use of a compliance zoning certificate to confirm compliance for buildings under 15m<sup>2</sup>, the cost to provide services versus the current fees for services, surrounding municipal building fee structures and the effects of Bill 23 on the Building Code Act.

Staff was requested to compile additional information about surrounding municipal fee structures to be brought forward at the March meeting.

l. Integrity Commissioner Appointment

Committee reviewed the report.

**Moved by:** W. Smail

**Seconded by:** S. Dillabough

That Committee recommends that Council appoint Tony Fleming as the Township's Integrity Commissioner.

Carried

m. Procedural Bylaw Review

Committee was provided with a summary of the report and discussed the positive change to gender-neutral pronouns, the implications of changing the Council meeting to the 5th Monday when available, consent agendas and clarified the intent of the addition of Schedule B.

Staff was directed to modify item 6 within the Procedural Bylaw to indicate that Regular Council meetings will be held on the fifth Monday of months consisting of five weeks.

**Moved by:** C. Ward

**Seconded by:** W. Smail

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

Carried

n. 2022 Annual Cardinal WPCP Summary Report

Committee discussed the cause of the decline in annual flow, certification classes and the reasons for the decrease in biofilm.

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Committee recommends that Council receive the 2022 annual report for the Cardinal Water Pollution Control Plant; and direct staff to submit the report to the MECP prior to the March 31 deadline.

Carried

o. 2022 Cardinal & Industrial Park Drinking Water System Summary Report

Committee was provided with an overview of the report and discussed the maximum flow anomaly experienced in December, additional capacity availability and reviewed the current terms of the agreement between the Township and Prescott.

**Moved by:** S. Dillabough

**Seconded by:** W. Smail

That Committee recommends that Council receive the 2022 Water Summary Reports for the Cardinal and Industrial Park Water Systems.

Carried

p. Ferguson Drain Maintenance Tender Award



Committee reviewed the report and discussed the reason for variances in tender submission.

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Committee recommends that Council award the Ferguson Municipal Drain Culvert Replacement Tender No. EC-PW-MunDr-23-01 to Willis Kerr Contracting Ltd. for the sum of \$25,713.00 + non rebated HST and direct staff to bill the upstream beneficiaries of the maintenance for the work as stipulated in the Drainage Act.

Carried

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

Deputy Mayor Dillabough extended an invitation to Committee, advisory members and staff to tour the Newterra plant in Brockville with Mr. Mike Jones.

**9. Mayor's Report**

Mayor Deschamps reported the following:

- Commended staff on their expedient response to the flooding incident experienced in the Township Council chambers on February 5th.
- Recognized the loss of Hazel McCallion and noted the lowering of the Township flags to half-mast in her honour.

**10. Question Period**

None.

**11. Closed Session**

None.

**12. Adjournment**

**Moved by:** S. Dillabough

**Seconded by:** W. Smail

That Committee does now adjourn at 9:42 p.m.

Carried

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Chair

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Deputy Clerk

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

**Tuesday, February 21, 2023, 6:00 PM**  
**South Edwardsburgh Community Centre**  
**24 Sutton Dr.**  
**Johnstown Ontario**

**PRESENT:** Mayor Tory Deschamps  
Deputy Mayor Stephen Dillabough  
Councillor Joe Martelle  
Councillor Waddy Smail  
Councillor Chris Ward  
John Hunter (Advisory Member)  
Karen Roussy (Advisory Member)

**STAFF:** Dave Grant, CAO  
Sean Nicholson, Treasurer  
Gord Shaw, Director of Operations  
Brian Moore, Fire Chief  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Eric Wemerman, Chief Water/Sewer Operator  
Chris LeBlanc, Manager of Public Works  
Dwane Crawford, Chief Building Official  
Candise Newcombe, Deputy Clerk

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

Deputy Mayor Dillabough assumed the chair and called the meeting to order at 6:34 pm. The Deputy Mayor noted the Mayor was delayed and would arrive shortly.

**2. Approval of Agenda**

**Moved by:** W. Smail  
**Seconded by:** C. Ward

That the agenda be approved as amended to include the discussion item 6(b)  
Solar - Pay and Display Parking Meters.

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. Edwardsburgh Cardinal Public Library Board Budget Presentation - CEO Gladstone

Ms. Gladstone presented the library budget report highlighting the increased municipal grant request and noting that the remaining library surplus had been exhausted, increases to book purchase costs, free staff training, the consistency of the provincial operating grant, upcoming library programming and noted that three positions were filled due to three staff retirements.

There was discussion regarding funding per capita, federal grant contributions, increased registration for library cards and a review of the library's working alone policy.

**6. Discussion Items**

- a. Memorabilia at Ingredion Centre

Mayor Deschamps arrived and assumed the Chair position.

Committee was provided with a summary of the report and discussed the current policy framework for memorabilia in the arenas, past reasoning for limiting memorabilia, consistency between the two arenas, the benefits of showcasing accolades, authority over the display location of the items and determining ownership of the memorabilia.

Committee requested staff to draft a comprehensive policy for consideration regarding the contribution, ownership and timeline for displaying memorabilia and accolades within the arena facilities.

- b. Solar - Pay and Display Parking Meters

Committee was provided an overview of the request to purchase and install the pay and display unit at the Cardinal boat launch.

There was discussion regarding the number of units required, additional policing requirements, reduced costs for Township residents, effects on tourism in the area, and the possibility of expanding the burn permit system to incorporate fees for use of the boat launch.

Members noted the possibility of additional fees, highlighting the fees experienced with credit/debit machines. Committee discussed previous vandalism incidents to the previous donation box located at the boat launch, alternate systems and the intent for the funds realized.

Staff was requested to prepare a report outlining options to implement a fee-for-use system for the Cardinal boat launch.

## **7. Action/Information Items**

### **a. Updated Business Case: Pool Heaters**

Committee reviewed the report and discussed the price difference between the propane and natural gas heaters and the estimated cost to operate per season.

### **b. Updated Business Case: Recreation/Facilities Vehicle Purchase**

Committee reviewed the report and discussed low-kilometre vehicle options, availability of vehicles, the procurement process and the benefits of purchasing a new vehicle.

### **c. 2023 Water System Budgets**

Committee was provided with a summary of the systems and budget details. It was noted that the County Road 2 project was excluded from this version and dealt with as a separate item. Members discussed the discrepancy in user revenues and the current Prescott water rates. Members noted the intent of the implementation of the capital levy was to help fund future capital upgrades to the system, highlighting the upcoming County Road 2 project.

**Moved by:** J. Martelle

**Seconded by:** C. Ward

That Committee recommends that Council: 1. Approve the 2023 budget as presented for all Water and Wastewater Systems. 2. Direct Staff to prepare a bylaw that imposes an increase of the Capital Levy by \$1.00 to \$4.00 for the users of the Cardinal Water System and by \$1.00 to \$5.00 for the users of the Cardinal Waste Water System.

Carried

### **d. 2023 Draft Consolidated Capital and Operating Budget**

Committee was provided with an overview of the budget and discussed the proposed County levy, the apportionment and the impacts of the County Road 2 project on the budget, the use and contribution to reserve funds, updates on the damage to Council chambers and plans for renovations and the intention to enter into a debenture for the Infrastructure Ontario for the drainage project.

Members clarified the intent for the \$15,000.00 allocated to the Scott Street transfer station to procure the engineer's final design for the site. There was discussion regarding possible cost savings as the excess fill

material from County Road 2 may work as fill at the transfer site location. This option is still being investigated.

Committee discussed the installation of pool heaters at both pool locations, prioritizing road remediation, the recreation department vehicle replacement schedule, re-allocating the Port General Managers vehicle to the recreation department, vehicle specification requirements, setting an upset limit for the vehicle purchase, the number of vehicles required in the recreation fleet and the addition of the proposed Ingredion Centre parking lot expansion project.

There was further discussion regarding the overall revenue increase, firefighter honorarium, the addition of the recreation coordinator position in 2022, OMERS and cost of living capped limits, union cost of living agreement, review of the Township's pay grid system, and review of the personnel policy.

Due to the impending time limit, the Mayor requested a motion to extend the time of the meeting past the 10:00 pm curfew.

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Committee extend beyond the 10:00 pm curfew.

Carried

There was further discussion regarding neighbouring municipal increases, alternate increase options, options for re-negotiating union increases and clarified municipal insurance options.

Members clarified the budget line-item labelled Job Site Challenge and requested staff re-word the line item. There was a brief discussion regarding the timeline for replacement of the T6 Township vehicle and members reached consensus to include the next budget meeting as part of the Monday March 13 meeting.

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

Deputy Mayor Dillabough highlighted the event he attended hosted by the South Grenville Food Bank. He noted 34 organizations in attendance all with the common goal of connecting local services in the area and creating a collaborative effort to aid our community.

Councillor Smail highlighted his appreciation for the work of the municipal Fire Departments following his attendance at the Essentials of Municipal Fire Protection seminar in Prescott last week.

Councillor Martelle requested future discussion items regarding the Cardinal Canal cleanup and the future of the Spencerville arena be added to the appropriate agendas.

**9. Mayor's Report**

Mayor Deschamps reported the following:

- The preliminary County levy of 5.89% is to be approved at the County Council meeting in March.

**10. Question Period**

None.

**11. Closed Session**

None.

**12. Adjournment**

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Committee does now adjourn at 10:29 p.m.

Carried

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Chair

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Deputy Clerk

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 27, 2023

Resolution Number: 2023- \_\_\_\_\_

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

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

**COPY**

THAT Municipal Council:

1. Renews the River Route Transit Service Partnership Agreement for the upcoming period of April 1, 2023 to March 31, 2024; and
2. That the River Route Transit Service be funded by the Modernization Fund.

As recommended by the Committee of the Whole – Community Development.

☐ Carried    ☐ Defeated    ☐ Unanimous

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

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

NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 27, 2023

Resolution Number: 2023- \_\_\_\_\_

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

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

**COPY**

THAT Municipal Council receives the 2022 annual report for the Cardinal Water Pollution Control Plant and direct staff to submit the report to the MECP prior to the March 31 deadline, as recommended by the Committee of the Whole – Administration and Operations.

☐ Carried    ☐ Defeated    ☐ Unanimous

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

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

NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		



**2022**

# **2022 Annual Cardinal WPCP Summary Report to Council**



**Prepared by: Eric Wemerman  
For: CAO and Council  
1/13/2023**

## Introduction

Under Environmental Compliance Approval (ECA) # 3-0341-94-957 issued by the Ministry of Environment, Conservation and Parks (MECP), Edwardsburgh/Cardinal is required to report annually on values/parameters listed in the ECA for the Cardinal Water Control Pollution Plant (WPCP). The annual report covers the period of January 1<sup>st</sup> to December 31<sup>st</sup>, 2022 and is submitted to council and MECP by the March 31<sup>st</sup> deadline. The report is also made available for public viewing on the Township site.

The facility is normally staffed with a licensed operator Monday thru Friday, with walkthrough inspections performed twice daily and by the rotational on-call operator on weekends and holidays. The wastewater treatment process is operated via a Supervisory Control and Data Acquisition (SCADA) system, monitored by a 3<sup>rd</sup> party security company which notifies the on-call operator to respond to alarms or customer complaints. Routine in-house and external laboratory sampling is performed to monitor the effectiveness of the treatment process and to ensure system is operating as designed.

## Executive Summary

In 2022 the average daily flow into the Cardinal WPCP was 967 m<sup>3</sup>/day or 40 % of the rated capacity for the system. The maximum daily flow recorded was 3707 m<sup>3</sup>/day. The highest flows occur during periods of heavy rain and snow melt. Ongoing efforts including Cured-In-Place Pipe Work (CIPP) and complete rehabilitation of sanitary mains have decreased peak flow rates as shown in this report. No exceedances of monthly effluent criteria or annual loading rates occurred in 2022. A total of 667 m<sup>3</sup> of biosolids were removed in 2022, a decrease of 3% from 2021.

Two notices were made to the Spills Action Centre, Leeds & Grenville Health Unit, South Dundas and MECP regarding a sanitary force main break and a partially treated effluent bypass due to a UV System failure at the WPCP. Operational issues, complaints, and corrective actions for 2022 have been summarized in this report. The report summarizes monthly flow, influent/effluent chemical results, and percent removal efficiencies. Long term comparison of final effluent results versus objectives and compliance limits demonstrate the Cardinal WPCP is operating within the prescribed ECA.

## Common Acronyms

**WPCP:** Water Pollution Control Plant

**MECP:** Ministry of Environment, Conservation, Parks

**CIPP:** Cured in Place Pipework

**SCADA:** Supervisory Control and Data Acquisition

**SBR:** Sequential Batch Reactor

**ATAD:** Auto-Thermophilic Aerobic Digester

**WAS:** Waste Activated Sludge

**IECBL:** Industrial Electrical Contractors Brockville

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### Process Summary

The Cardinal Waste Water Collection system includes four sanitary lift stations, four forcemains and pipework ranging in size from 200 mm to 450 mm comprised of clay, PVC and CIPP lined main. Influent enters the Cardinal Water Control Pollution Plant via gravity where it is diverted to two continuous flow bar screens. The bar screens remove larger debris and transfer it into a Rotopac compactor. The compactor compresses and dewateres the solids prior to disposal. The influent then passes through a circular vortex grit chamber. Higher density grit, (typically sand), settles and is pumped to a grit dewatering screw. A bin containing grit and compacted debris is removed by a 3<sup>rd</sup> party company.

Aluminum sulfate is injected, (for phosphorus control), into the influent stream prior to alternately entering one of two Sequential Batch Reactors (SBR's). The SBR's normally operate in five stages. Idle (not filling), static fill (filling but not aerating), aerated fill (aerated and filling), React (Aeration but not filling), settle (60 minutes) and decant (draining SBR effluent). During high flow conditions, the SBRs may transition to a simultaneous stage (fill-settle and fill decant).

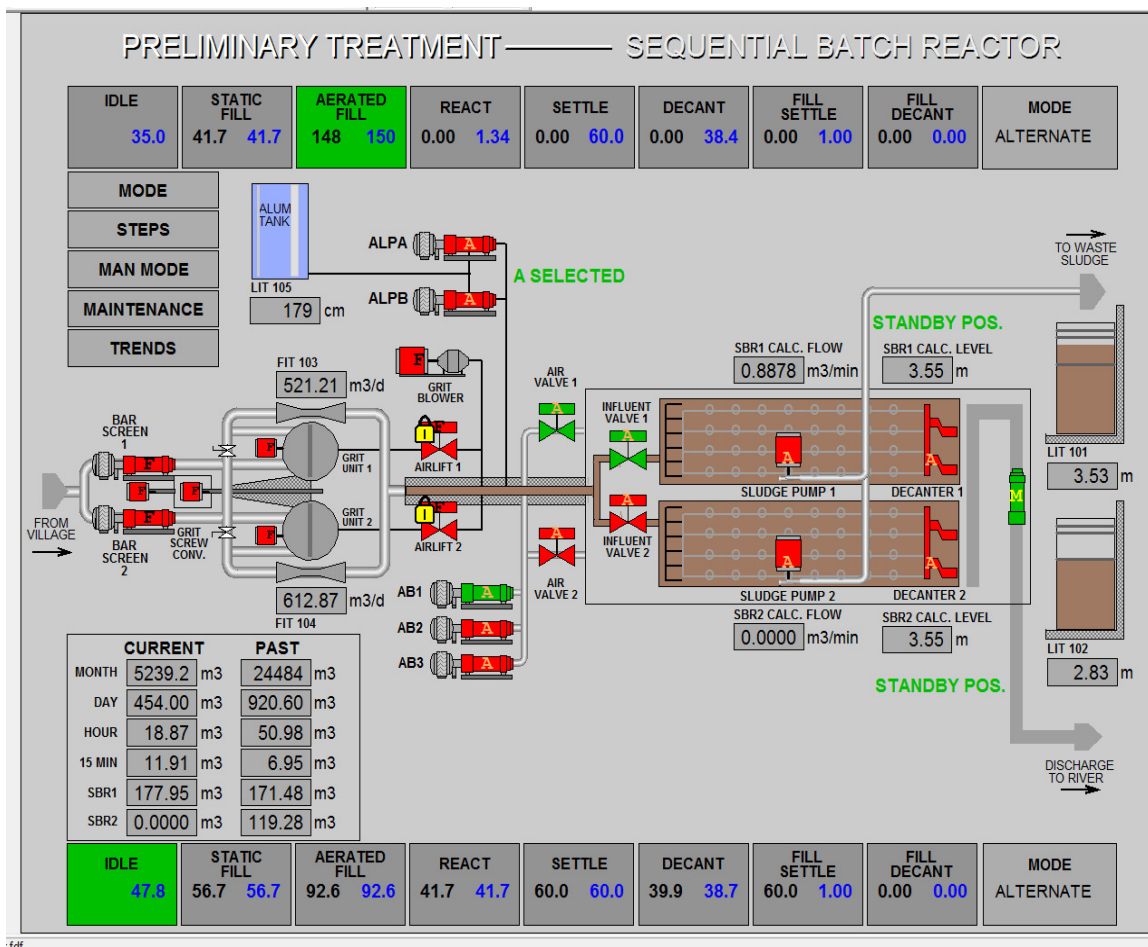
Under normal operations, influent is directed to only one of the two SBR basins at a time. The aeration or aerobic stage, followed by an anerobic stage, provides a suitable environment for microorganisms to reduce Biochemical Oxygen Demand (BOD), Nitrates and Ammonia below ECA limits and objectives. The settle period allows for the separation of solids and supernatant liquid to ensure effluent total suspended solids is below an annual average of 25 mg/L. Effluent then passes through a Trojan UV 3000B system for disinfection and sterilization of pathogenic micro-organisms.

Waste activated sludge is removed daily from the sequential batch reactors by a process called wasting and transferred into an un-thickened holding tank. A gravity belt thickener is utilized 2 to 3 times per week to thicken the sludge. The thickened sludge is processed into a holding tank. The sludge is then batch treated, (2 to 3 times per week), through the auto-thermophilic aerobic digesters, (ATADs), and pumped into the land application holding tanks. Semi-annually, the digested sludge is hauled away by GFL Environmental

Inc. and applied to a licensed land application site under the authority of Certificate of Approval # 5948-7JRMAJ (issued January 9, 2021) and Approval of Amended NASM, (non-agricultural source material), Plan – 23296 as per regulation 267/03.

### Process Schematic

Schematic drawing showing the process of the Cardinal Water Control Pollution Plant.



### System Approvals

System	Environmental Compliance Approval	Renewal Date
Cardinal Water Pollution Control Plant	3-0341-94-957	N/A
Township of Edwardsburgh/Cardinal Sewage Collection System	155-W601	June 15, 2026

### Staffing and Licensing

The table below lists the licensed operational staff at the end of the 2022 calendar year.

<u>Name</u>	<u>Position</u>	<u>License #</u>	<u>Type</u>	<u>Class</u>
Eric Wemerman	Chief Operator	64873	WWT	II
		80295	WWC	II
Aaron Campbell	Assistant Chief Operator	81927	WWT	II
		96033	WWC	II
Stephen Campbell	Operator	18529	WWT	II
		76515	WWC	II
Mark Simzer	Operator	93002	WWT	II
		104866	WWC	II
Tyler Selleck	Operator	113844	WWT	I
Gord Shaw	Director of Operations	58944	WWT	III
		78208	WWC	II
Wayne Lefebvre	Public Works Operator	17953	WWC	I

### Tabulation of Monitoring Data

Effluent quality obtained leaving the facility met or was better than the effluent objectives set forth in Condition 6 of the Certificate of Approval. A summary of annual concentrations and loadings versus objectives and compliance can be found in the appendices of this report. Effluent and totalized flow trending from 1997 to 2022 versus compliance and objective limits can be found on pages 12 to 14.

There were no occurrences of non-compliance with respect to Condition 7, 8,9 or 10 of the Certificate of Approval as demonstrated in Appendix A, B and C of this report.

### Preventative Maintenance Program

Routine and scheduled maintenance was performed based on maintenance and lubrication schedules developed by design consultants and reviewed and modified by operations staff as needed. Routine maintenance is completed in house by Environmental Staff.

### Preventative Maintenance Program

<b><u>Service Provider</u></b>	<b><u>System Component</u></b>	<b><u>Frequency</u></b>
Capital Controls	Greyline Level Controllers, Flow meters, Gas Detection Systems, ATAD temperature sensors.	Annual
Trojan UV	Trojan UV 3000 B System	Annual
GAL Power	Generators	Semi-annual
Schneider Electric	SCADA System	Semi-annual
Black & McDonald	Boiler System	Quarterly
DCIS	Confined space equipment	Annual
Claude Bourck Plumbing	Backflow Preventors	Annual
Dundee Marine	Outfall pipework inspections	Bi-annual
Electrical Safety Authority	Electrical inspections	Annual
Clean Water Works	Pressure cleaning and vacuuming sanitary pumping stations and sewer mains	Annual
Environmental Services	Routine maintenance & lubrication schedule	Weekly

### 2022 Capital Projects

<b><u>Project</u></b>	<b><u>Cost</u></b>	<b><u>Completion Date</u></b>
Helen Street CIPP Project	\$72,457.52	August 5 <sup>th</sup> , 2022
SAM Grit Dewatering Screw Unit replacement	\$44,260.51	September 20, 2022
County Road 2 Water and Sanitary Replacement Pre-Engineering Study.	\$64,471.59	December 15, 2022

### Cardinal WPCP Operational Problems

The following operational problems occurred at the Cardinal WPCP in 2022.

<b><u>System Component</u></b>	<b><u>Operational Problem</u></b>	<b><u>Corrective Action</u></b>
Sludge Thickening System	Seepex pump faulting (Emergency shut down)	IECBL serviced and repaired the variable frequency drive.
WAS Pump # 1	Waste Activated Sludge Pump # 1 not running.	Tested and replaced fuses in panel.
Biofilter Effluent Pump	Motor not running.	Hewitts replaced motor and serviced Biofilter pump panel.
Air Handling Unit	Motor running loud and hot.	Hewitts replaced motor and belts.
Phone Line	Static phone line	Bell Canada repaired phone line.



<b><u>System Component</u></b>	<b><u>Operational Problem</u></b>	<b><u>Corrective Action</u></b>
Exterior Building lighting	Not operating at night.	IECBL replaced light fixture unit and sensor.
UV System	Loss of power and alarm communication.	Replaced fuses and repaired alarm wiring.
Generator	Battery life reached.	Replaced batteries.
UV System	Trojan UV 3000B (Bank # 8)	Replaced four ballasts.
Air Handling Unit	Over-heating	Morrisburg Plumbing replaced temperature sensor.
Boiler System	Circulating pump leaking	Morrisburg Plumbing replaced seal in pump.
Bio-Filter System	Loud motor/Belt	Cleaned motor housing and replaced belt.

### **Cardinal Sanitary Collection System Operational Problems and Complaints**

The following operational problems and complaints occurred in 2022.

<b><u>System Component</u></b>	<b><u>Frequency in 2022</u></b>	<b><u>Corrective Action</u></b>
Sanitary Lateral blockages	9	Inspected upstream & downstream sanitary manholes. Plumber augers to remove blockage and CCTV inspects laterals. Homeowner corrects issues identified on private property. Laterals on public property are replaced based on CCTV inspection.
Sewer lateral replacement	3	Replaced defective sewer lateral.
Sewer Odor (general)	1	Checked sewer manholes, perimeter of WPCP. Sanitary system not the cause of the odor.
Sewer Odor (Residential)	1	Checked sewer manhole by property. Owner to contact plumber to inspect lateral on private property.
Adelaide Station (Heating System)	1	Morrisburg Plumbing replaced control board in heating system.
Force main break Walter St.	1	Set up temporary bypass. Reported to Spills Action Centre, Leeds & Grenville Health Unit, South Dundas and MECP. Repaired force main.
Henry St Pumping Station loss of power	1	Switched to secondary power. Rideau St Lawrence repaired transformer.

<u>System Component</u>	<u>Frequency in 2022</u>	<u>Corrective Action</u>
Sewer main blockage	1	Clean Water Works high pressured cleaned sewer main between Dundas/Waddell to Dundas/West Streets. No sewer lateral back ups or property damage reported.
Generator	1	GAL Power investigated generator fault at Adelaide Station. No cause determined.
Henry Street Pumping Station	1	Replaced faulty pressure transducer and sonar/pressure boards in Greyline Level Controller.
Highway 2 Pumping Station	1	Relocate electrical service and replace disconnect panel. Partially completed. Work to be completed in 2023.

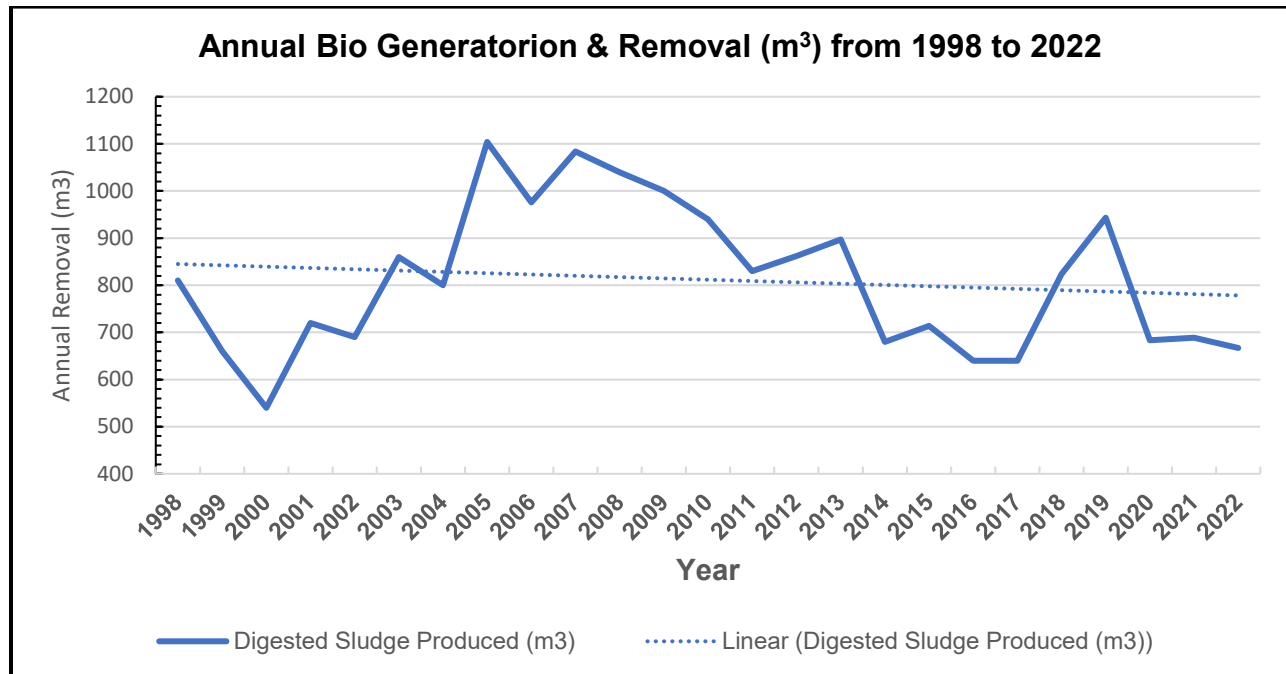
### 2022 Bypass & Spill Summary

The following bypass/spill events occurred during the reporting year.

<u>System</u>	<u>Date</u>	<u>SAC Reference #</u>	<u>Volume (m3)</u>	<u>Corrective Action</u>
Force Main Break (Walter Street)	June 7, 2022	1-1U1WWG	9.6	Set up temporary bypass. Reported to Spills Action Centre, Leeds & Grenville Health Unit, South Dundas and MECP. Repaired force main.
Cardinal WPCP	August 13, 2022	1-237JEK	80	Placed secondary UV System online. Reported to the Spills Action Centre, Leeds & Grenville Health Unit, South Dundas and MECP. Replaced fuses in the Trojan UV System. Collected chemical and microbiological samples. Investigated and repaired alarm relay communication issue.

### Bio-Solids Generation and Removal

The total amount of bio-solids treated at the WPCP and removed by GFL Environmental Inc in 2022 was 667 m<sup>3</sup> compared to 689 m<sup>3</sup> in 2021. The graph below summarizes total annual bio-solids generation from 1998 to 2022.



### Calibration and Maintenance Procedures

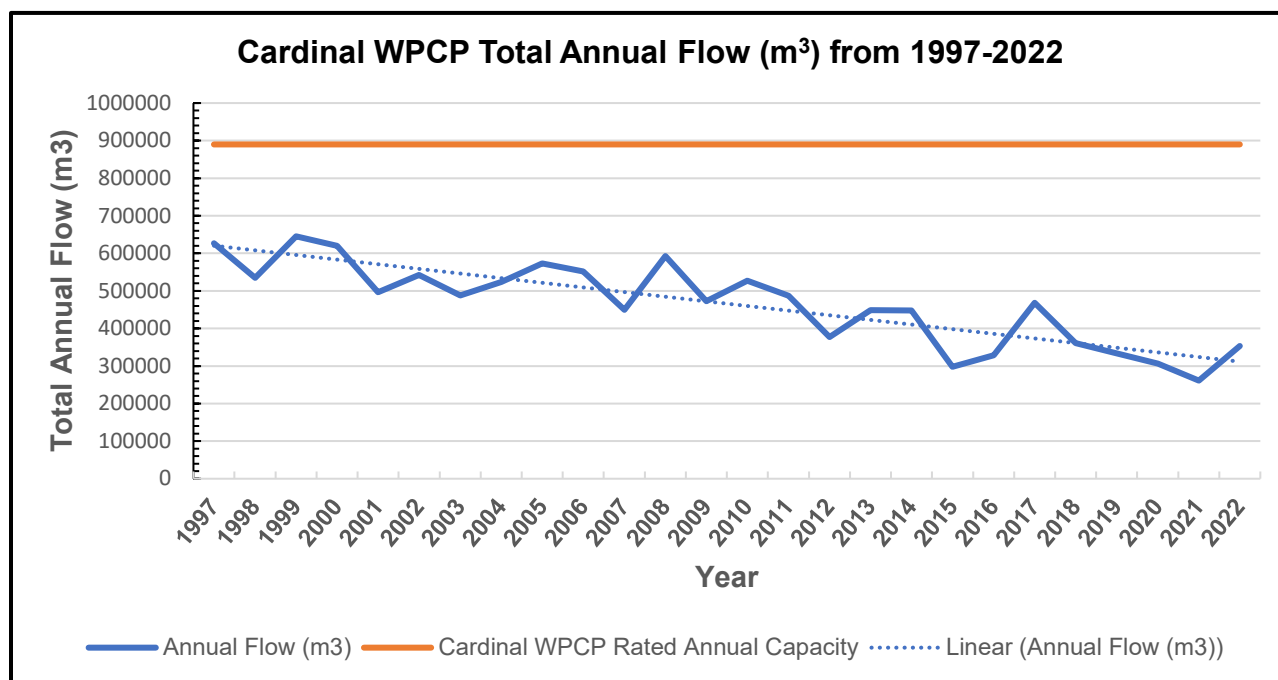
The calibration and maintenance intervals utilized at this facility seem sufficient to maintain equipment and instrumentation in good working order. Capital Controls is sub contracted to perform annual and emergency calibrations on equipment within the treatment and collection system.

### Evaluation of Performance and Reliability

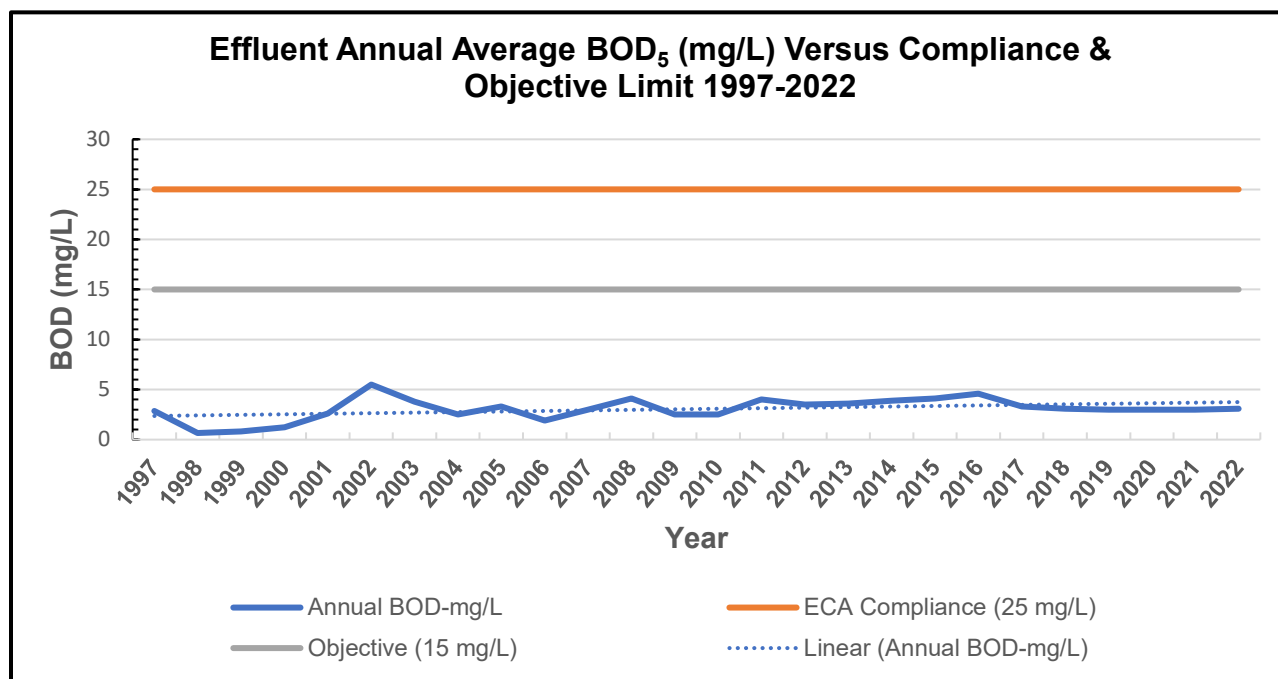
The facility is being operated and maintained to produce high-quality effluent that is demonstrated by the overall results achieved in 2022. Extraneous flows are being addressed through Cured in Place Pipe work and complete replacement of sanitary sewers and manholes. The graphs on page 12-14 shows the total influent flow has steadily decreased since 1997 and effluent quality analysis for Biochemical Oxygen Demand, Total Suspended Solids and Total Phosphorus remain well below compliance

limits established in the ECA. Appendices A to D summarizes monthly flow, influent/effluent results, and sludge processing data for 2022.

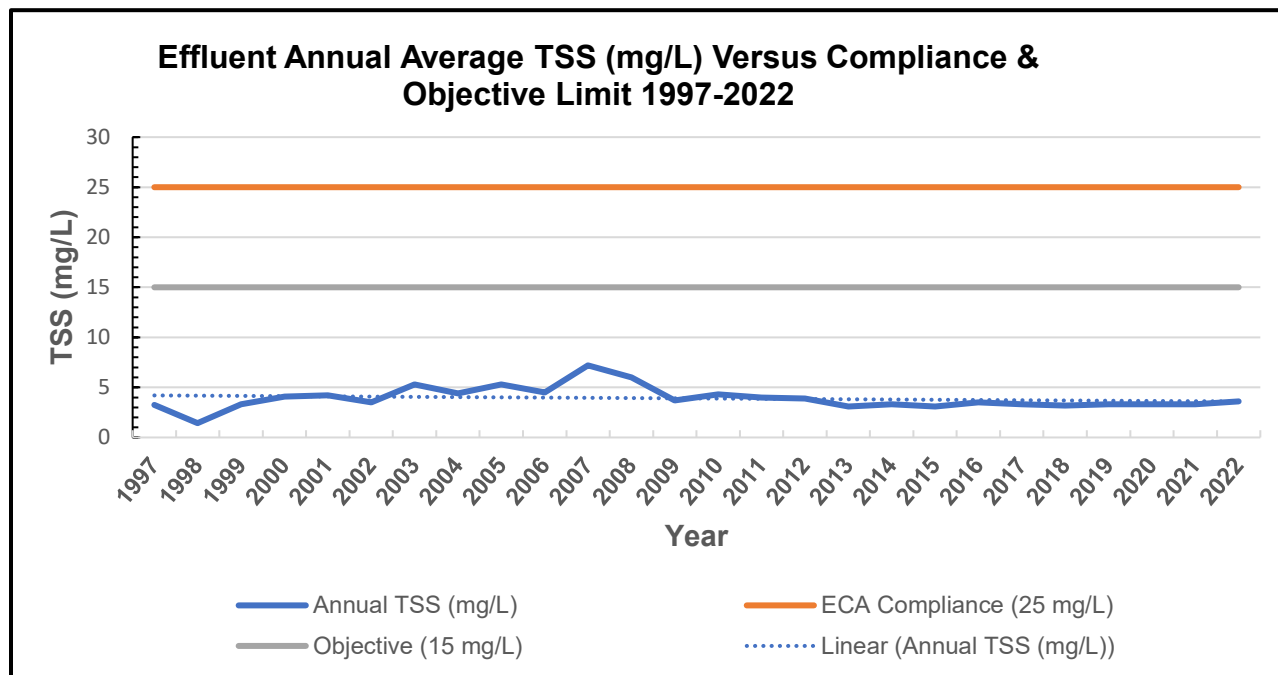
### Cardinal WPCP Total Annual Flow



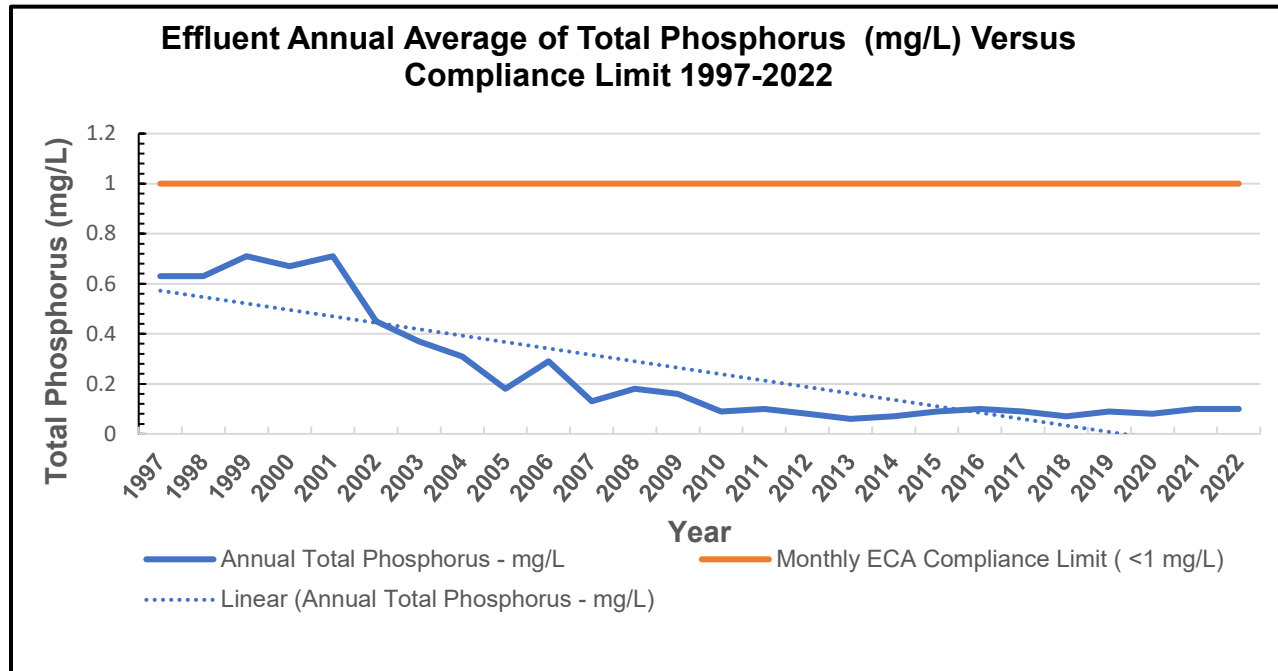
### Effluent Biochemical Oxygen Demand (BOD) Performance Summary



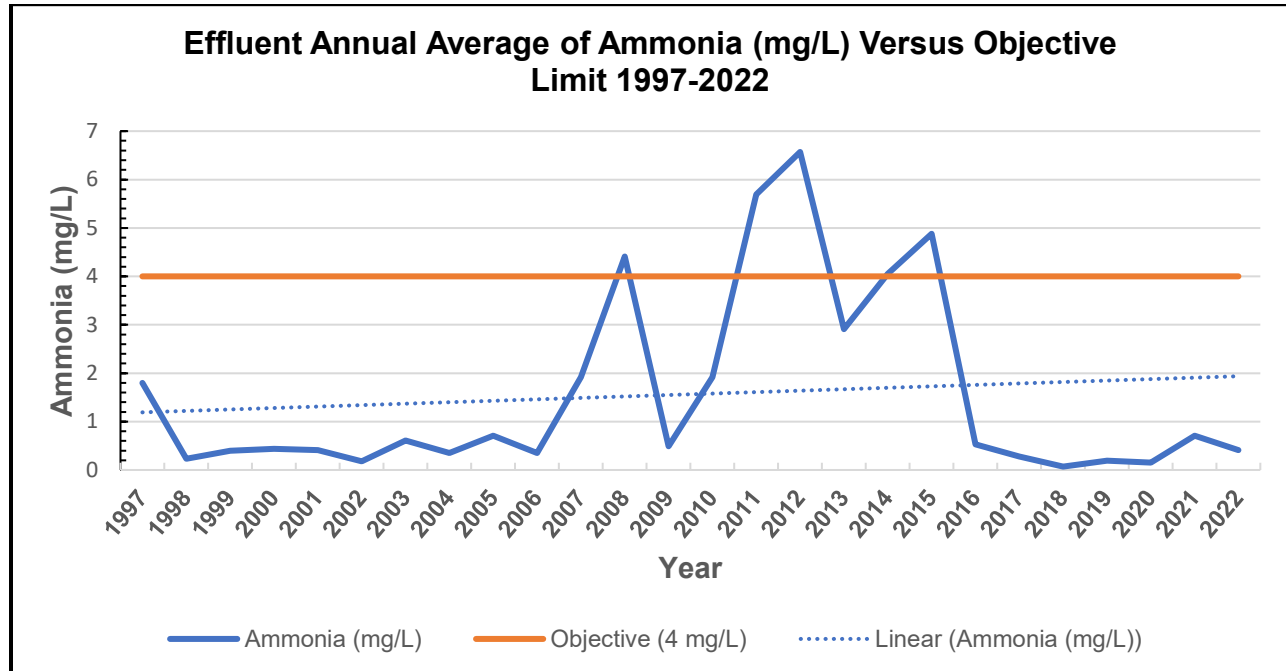
### Effluent Total Suspended Solids Performance Summary



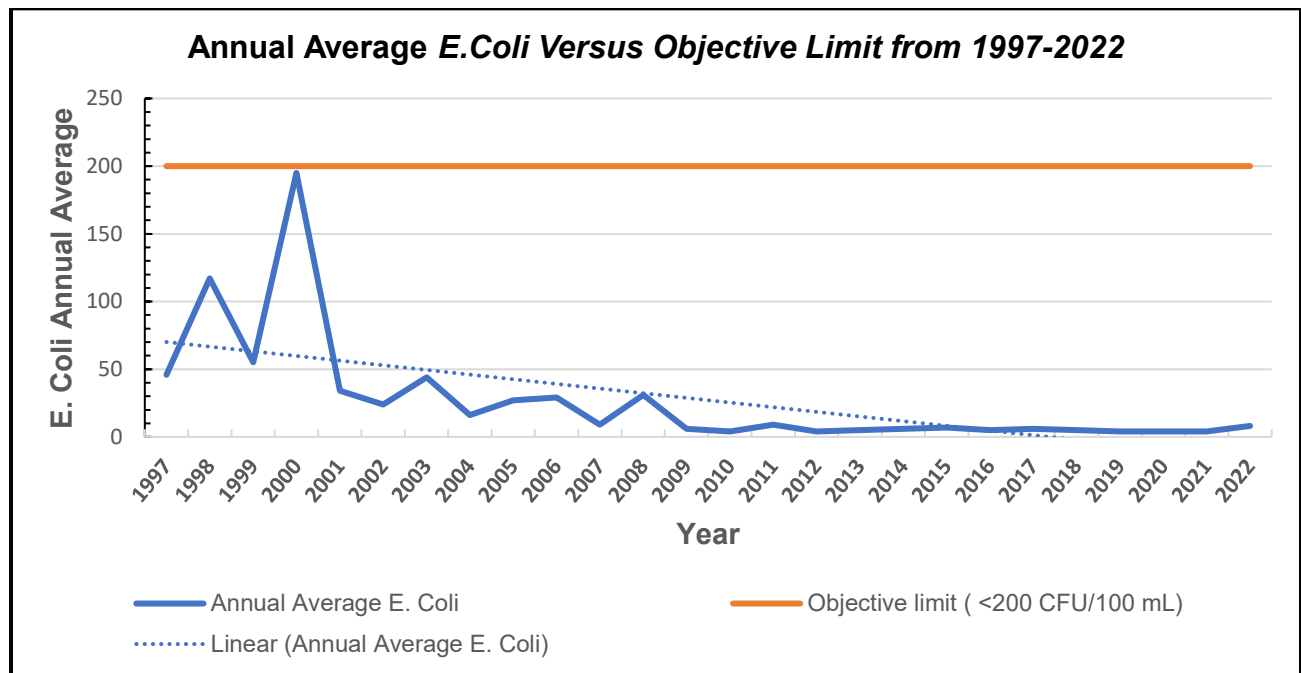
### Effluent Total Phosphorus Performance Summary



### Effluent Annual Ammonia Summary



### Effluent E.Coli Summary



Regular assessment and striving for improvement will endeavor to ensure continued high performance, efficiency, and reliability of this facility.

## Appendix A

### 2022 Annual Monitoring & Performance Report

2022				
ANNUAL AVERAGE EFFLUENT CONCENTRATIONS				
Parameters	Units	Objectives	Compliance	Actual
BOD <sub>5</sub>	mg/L	15.0	25.0	3.10
Suspended Solids	mg/L	15.0	25.0	3.60
Total Phosphorus	mg/L	<1.0	1.0	0.10
Am & Am Nitrogen	mg/L	4.0		0.41
<i>E. Coli</i>	cfu/100 mL	<200/100 mL		8.00
CBOD <sub>5</sub>	mg/L	15		3.00
ANNUAL AVERAGE EFFLUENT LOADING				
Parameters	Units	Objectives	Compliance	Actual
CBOD <sub>5</sub>	kg/day	36		2.9
BOD <sub>5</sub>	kg/day	36.6	61	3.0
Suspended Solids	kg/day	36.6	61	3.5
Total Phosphorus	kg/day	<2.4	2.4	0.1
Am & Am Nitrogen	kg/day	9.8		0.4

“**Annual average concentration**” means the arithmetic mean of the monthly average concentrations of a contaminant in the effluent calculated for a particular calendar year.”

“**Annual average loading**” means the value obtained by multiplying the annual average concentration of a contaminant by the average daily flow over the same calendar year.”

## Appendix B

### 2022 Monthly Average Loadings

MONTHLY AVERAGE EFFLUENT LOADING						
<u>Month</u>	<u>BOD<sub>5</sub></u>	<u>Annual Compliance</u>	<u>Total Suspended Solids</u>	<u>Annual Compliance</u>	<u>Total Phosphorus</u>	<u>Annual Compliance</u>
	kg/day	kg/day	kg/day	kg/day	kg/day	kg/day
January	1.52	61.0	1.52	61.0	0.03	2.4
February	1.91	61.0	4.14	61.0	0.04	2.4
March	5.27	61.0	5.27	61.0	0.15	2.4
April	5.27	61.0	6.58	61.0	0.13	2.4
May	3.30	61.0	3.30	61.0	0.08	2.4
June	2.57	61.0	2.57	61.0	0.06	2.4
July	2.41	61.0	2.61	61.0	0.08	2.4
August	2.69	61.0	2.37	61.0	0.12	2.4
September	2.47	61.0	3.91	61.0	0.12	2.4
October	2.10	61.0	2.53	61.0	0.09	2.4
November	2.37	61.0	2.37	61.0	0.09	2.4
December	3.41	61.0	3.70	61.0	0.09	2.4



Appendix C

2022 Monthly Flow & Average Effluent Concentrations

	FLOWS			BIOCHEMICAL OXYGEN DEMAND			SUSPENDED SOLIDS			PHOSPHORUS			AMMONIA			CHEMICAL BIOLOGICAL DEMAND			E.Coli
2022	Total Flow	Avg Day Flow	Max Day Flow	AVG RAW	AVG EFF	REMOVAL	AVG RAW	AVG EFF	REMOVAL	AVG RAW	AVG EFF	REMOVAL	AVG RAW	AVG EFF	REMOVAL	AVG RAW	AVG EFF	REMOVAL	AVG EFF
Units	m³	m³	m³	mg/L	mg/L	%	mg/L	mg/L	%	mg/L	mg/L	%	mg/L	mg/L	%	mg/L	mg/L	%	Cfu/100mL
Month																			
January	15736	508	560	66	3.0	95	55	3.0	95	4.81	0.07	99	23.94	0.32	99	54.60	3.00	95	4
February	17832	637	1415	77	3.0	96	84	6.5	92	2.23	0.07	97	23.20	1.48	94	56.25	3.00	95	4
March	54497	1758	3707	36	3.0	92	46	3.0	93	1.31	0.09	93	8.80	0.62	93	23.25	3.00	87	5
April	52665	1756	3508	37	3.0	92	56	3.8	93	1.07	0.08	93	10.17	0.18	98	23.00	3.00	87	4
May	34054	1099	1496	54	3.0	94	61	3.0	95	2.01	0.07	96	14.62	0.07	100	31.40	3.00	90	5
June	25672	856	1097	47	3.0	94	62	3.0	95	2.00	0.07	97	17.63	0.16	99	38.50	3.00	92	17
July	24918	804	1484	76	3.0	96	69	3.3	95	2.87	0.10	97	22.88	0.96	96	63.50	3.00	95	38
August	24492	790	1083	66	3.4	95	71	3.0	96	2.37	0.16	93	18.12	0.39	98	46.00	3.00	93	4
September	24698	823	1202	85	3.0	96	95	4.8	95	2.66	0.15	94	16.88	0.29	98	76.75	3.00	96	2
October	21749	702	892	80	3.0	96	71	3.6	95	2.60	0.13	95	22.62	0.31	99	69.80	3.00	96	8
November	21908	730	1325	71	3.3	95	77	3.3	96	2.45	0.13	95	20.30	0.13	99	57.00	3.00	95	2
December	35282	1138	2877	60	3.0	95	66	3.3	95	2.05	0.08	96	13.68	0.03	100	53.00	3.00	94	2
TOTAL	353503																		
AVERAGE		967		63	3.1	95	68	3.6	95	2.37	0.10	95	17.7	0.41	98	49.4	3.00	93	8
MAXIMUM			3707	85.25	3.4		95	6.5		5	0.16		23.9	1.48		76.8	3.00		38
OBJECTIVE				15.0			15.0						4						<200
COMPLIANCE	Maximum Annual average: 2438 m³/day			25.0			25.0			<1.00						15			
	Peak flow Rate: 8900 m³/day																		

## Appendix D

### 2022 Sludge Processing Performance Summary

2022										
Month	Waste Activated Sludge	Thickened Waste Activated Sludge			Digested Sludge			Volatile Solids	Reactor Temperatures	
	Volume (m <sup>3</sup> )	Volume (m <sup>3</sup> )	TS %	VS %	Volume (m <sup>3</sup> )	TS %	VS %	% Reduction	R 1 °C	R 2 °C
January	206.80	39.3	4.25	64.1	46.6	3.13	47.6	45	34.8	49.2
February	286.53	56.4	4.24	68.1	74.7	3.10	50.3	46	32.7	61.3
March	316.89	64.6	4.16	66.3	89.2	3.11	52.9	40	31.4	61.9
April	263.00	50.9	4.15	63.0	68.7	3.32	48.0	39	36.8	58.2
May	156.17	41.7	4.21	63.7	42.0	3.44	46.6	40	42.9	52.7
June	157.12	35.0	4.37	62.9	35.9	3.51	47.6	39	49.5	46.6
July	191.99	44.4	4.51	65.0	50.6	3.77	44.9	42	47.8	55.3
August	204.74	45.5	4.27	61.7	51.2	3.44	48.8	36	42.0	65.2
September	220.32	46.8	4.19	61.5	53.5	3.42	46.3	38	38.8	63.7
October	278.12	76.8	4.06	60.5	54.8	3.36	47.2	36	34.6	62.9
November	343.42	63.6	4.13	64.3	79.9	3.21	49.4	40	32.3	62.6
December	515.96	70.4	3.77	64.5	100	3.34	52.3	28	28.0	59.8
Total	3141.06	635.3			747.3					
Average	261.76	52.94	4.19	63.80	62.27	3.34	48.50	39	37.62	58.28

# TOWNSHIP OF EDWARDSBURGH CARDINAL

**COPY** February 27, 2023

Resolution Number: 2023- \_\_\_\_\_

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

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

THAT Municipal Council receives the 2022 Water Summary Reports for the Cardinal and Industrial Park Water Systems, as recommended by the Committee of the Whole – Administration and Operations.

☐ Carried    ☐ Defeated    ☐ Unanimous

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

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

NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		

2022

# Cardinal Water Plant Summary Report



Prepared by: Eric Wemerman  
Prepared For: Council  
1/17/2023

### Introduction

Schedule 22 of Ontario Regulation 170/03 requires that summary reports are prepared and given to members of council by March 31<sup>st</sup> of each year. The report must include any requirements of the Act, Regulations, Permits, licenses, or orders not met and the actions taken to correct the failure. In addition, a summary of flow rates and quantities compared to the approved capacities are provided to assess the capability of the system to meet existing and planned uses of the system.

The facility is normally staffed with a licensed operator Monday thru Friday, with walkthrough inspections and operational rounds performed twice daily, by the rotational on-call operator, during weekends and holidays. The Cardinal Water Plant process is operated via a Supervisory Control and Data Acquisition (SCADA) system, monitored by a 3<sup>rd</sup> party security company which dispatches the on-call operator to respond to alarms or customer complaints. In-house and external laboratory sampling is performed to monitor the effectiveness of the treatment process and to ensure system is operating as designed and within regulatory compliance.

## Executive Summary

In 2022 the average daily treated flow leaving the Cardinal Water Plant was 411 m<sup>3</sup>/day or 12 % of the rated capacity for the system. The maximum daily flow was 1162 m<sup>3</sup>/day. Elevated water consumption typically occurs in the summer months, during semi-annual fire hydrant flushing and water main breaks. Routine 3<sup>rd</sup> party calibration and maintenance activities are performed as per manufacturers guidelines and Environmental Compliance Approvals. Three Adverse Water Quality Incidents occurred in 2022 and are summarized in this report. Operational and preventative maintenance, repairs and capital projects demonstrate the Cardinal Water System is being proactively maintained. A summary of system complaints and corrective actions completed are summarized in this report.

## Common Acronyms

MECP: Ministry of Environment, Conservation, Parks

DWQMS: Drinking Water Quality Management System

PTTW: Permit to Take Water

SCADA: Supervisory Control and Data Acquisition

IECBL: Industrial Electric Brockville Limited

NSF: National Sanitation Foundation

PVC: Poly Vinyl Chloride

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### Process Summary

The Cardinal Water System receives its raw water supply from the St. Lawrence River through a single intake line with an intake structure located approximately 60 meters off-shore at a depth of 6 meters. Water is taken into the water plant via gravity. Zebra mussel chlorination with Sodium Hypochlorite occurs at the intake structure when the river temperature increases to 12 degrees Celsius. Raw water chlorination occurs in the raw well when river temperature is below 12 degrees Celsius. Raw water passes through two basket screens to remove any larger debris before being pumped via one of three vertical turbine low lift pumps into two flocculation tanks. Polyaluminum-Chloride (PAC) is injected along the way and flash mixing occurs. Particulates in the raw water bind with the PAC to create floc before flowing via gravity to the four Ecodyne dual media filter systems. The Ecodyne filter media is comprised of one layer of anthracite-coal and one layer of sand removes the floc from the stream. Effluent from each filter is continuously monitored by an individual inline turbidity analyzers and results are trended via a SCADA system. Filtered water then flows via gravity through a discharge header to the clearwell and distributed into three clearwell chambers. Chlorine residual and pH of the water in the clearwell are monitored via an inline chlorine analyzer and trended on SCADA. Water is pumped from the clearwell chambers via one of three vertical turbine high lift pumps and is post chlorinated. It continues through parallel Trojan UV Swift 12 reactors (operated lead/stand-by). Potable water then passes through a magnetic flow meter before entering the distribution system to users. Post chlorine residual and pH are continuously monitored via an inline chlorine analyzer and results trended on SCADA System.

Primary disinfection is met through a combination of chlorination (virus), ultraviolet irradiation (giardia) and filtration. The ultraviolet system is designed to achieve a minimum 1-log removal of giardia, by providing a minimum dose of 40 mj/cm<sup>2</sup>, minimum UV transmittance of 86 %, at a maximum flow rate of 41 l/s. The zebra / pre-chlorine system is operated to meet the required Contact Time,



**EDWARDSBURGH CARDINAL**

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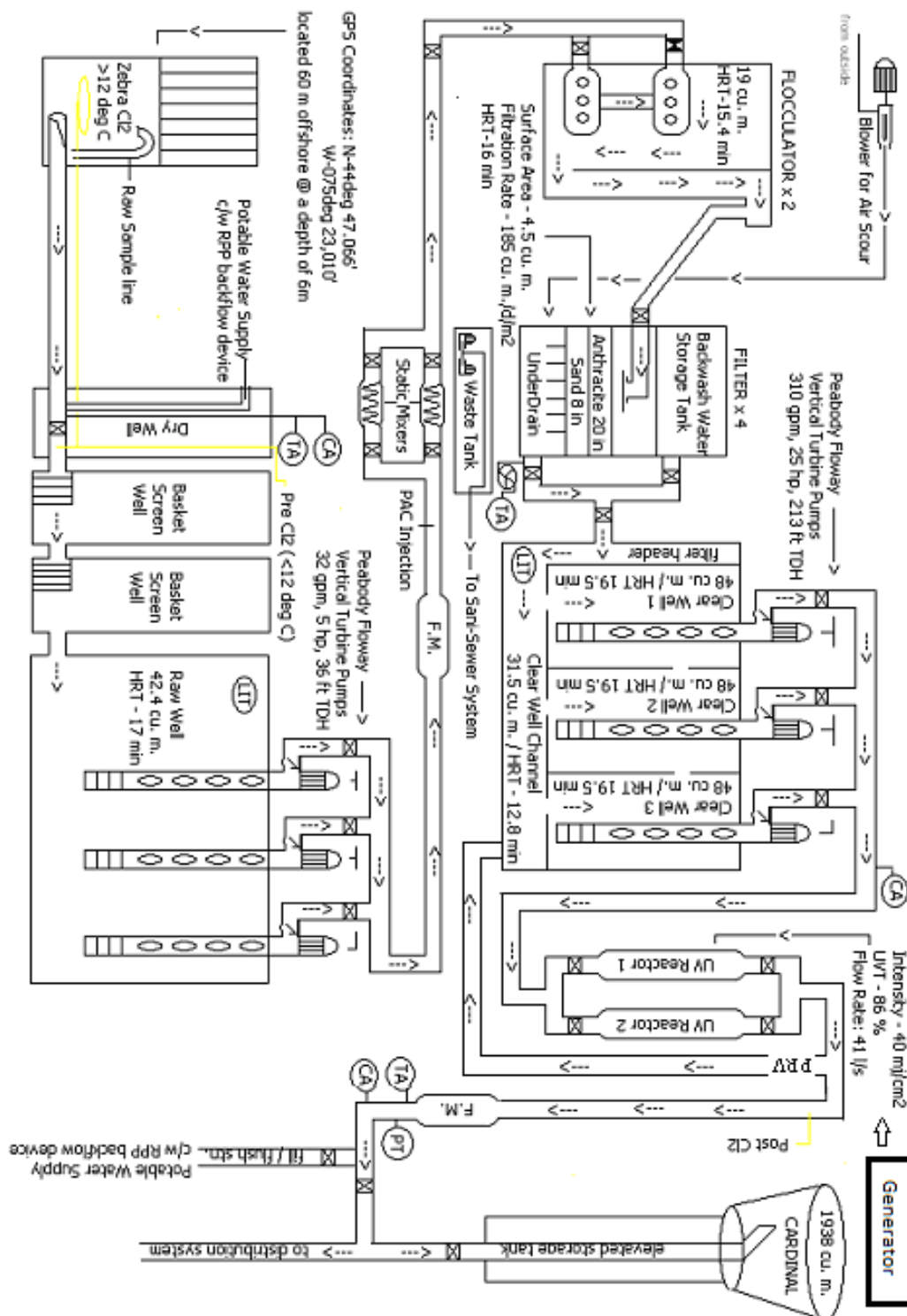
Spencerville, Ontario

K0E 1X0

(CT), based on the Procedure for Disinfection of Drinking Water in Ontario. Secondary disinfection is met through chlorination alone and is operated to maintain a minimum of 0.20mg/L of free residual chlorine in all parts of the system.

The distribution system includes a single elevated storage tank with a capacity of 1938 m<sup>3</sup>, 82 hydrants, 135 isolation valves, 6 isolated sample stations and a network of piping largely composed of 100 mm, 150mm and 200 mm diameter polyvinyl chloride (PVC), asbestos cement, and cast iron. The Cardinal Drinking Water System services approximately 790 households.

Below is the process schematic for the Cardinal Water Plant



### Staffing and Licensing

The table below lists the licensed operational staff at the end of the 2022 calendar year.

Name	Position	Licence #	Type	Class
Eric Wemerman	Chief Operator/ORO	61726	WT	II
		78182	WD	II
Aaron Campbell	Assistant Chief Operator	91541	WT	II
		95696	WD	II
Stephen Campbell	Operator	54771	WT	II
		73567	WD	II
Mark Simzer	Operator	93001	WT	II
		104867	WD	II
Tyler Selleck	Operator	113843	WT	I
Gordon Shaw	Director of Operations	58943	WT	III
		77743	WDS	II
Wayne Lefebvre	Public Works Operator	17952	WD	I

### Failure to meet the Act, Regulations, System Approvals or Orders

The MECP conducted a focused inspection of the Cardinal Water Treatment Plant on November 10<sup>th</sup>, 2022. The inspection found no areas of non-compliance with regulatory requirements or recommended best practices.

### Tabulation of Monitoring Data

The following chart provides you with the numerical values for maximum flow and day rates. The graphs on page nine and ten of this report plot the corresponding numerical value in reference to the Permit to Take Water and Drinking Water License. Based on the values, the water system has the capability to meet the present demands of the system users with some room for expansion. The average daily flow out of the facility was 411 cubic meters and the total water produced in 2022 was 150177 cubic meters. This represents a decrease in water production of approximately 3.5% over 2021 volumes of 155574 cubic meters.

Month	Max Day Flow In (m <sup>3</sup> /day)	Max Flow Rate In (L/min)	Max Day Flow Out (m <sup>3</sup> /day)	Max Flow Rate Out (L/min)
January	506	1597	462	1549
February	532	1823	497	1188
March	517	1621	474	1184
April	627	1883	548	1181
May	756	1638	667	1179
June	776	1819	693	1186
July	983	1608	881	1983
August	722	1596	667	1214
September	726	1691	677	1252
October	701	1672	641	1624
November	474	1674	423	1210
December	1302	<b>2627</b>	1162	1421

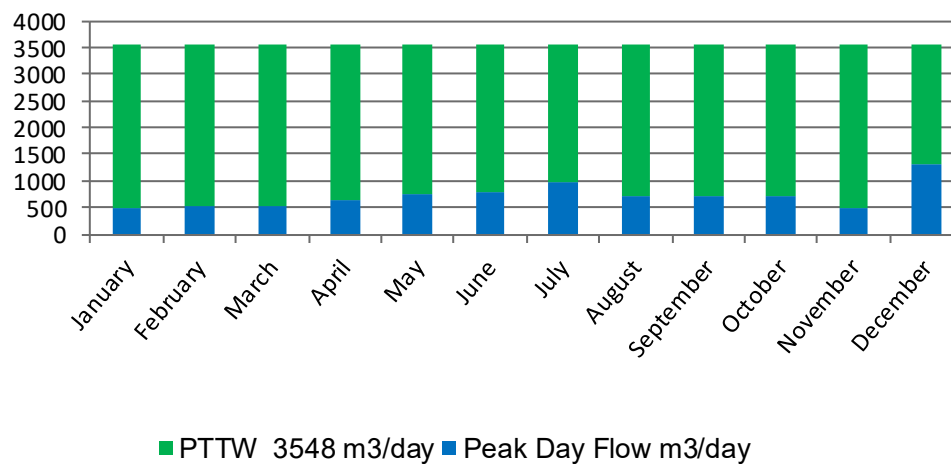
Low lift Peak flow rate exceeded the 2460 L/min limit on December 21<sup>st</sup> for 29 seconds due to a water main break(167 L over the limit).

### Potable Water Produced VS Water Consumed

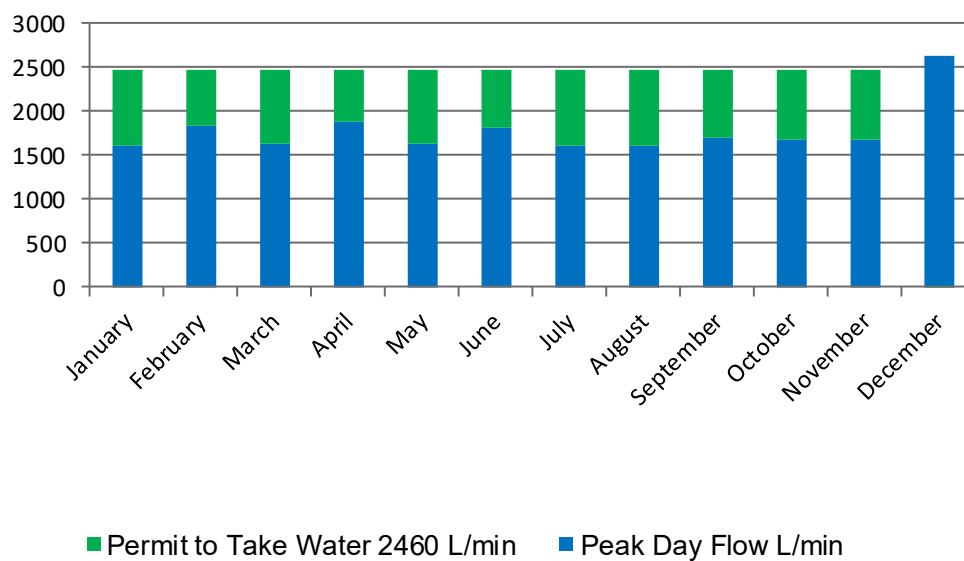
As previously mentioned, potable water production for 2022 totaled 150,177 cubic meters, (150,177,000 liters). Records show total system water consumption in the amount of 109,702 cubic meters (109,702,000 liters)

The difference between total water leaving the water plant and metered water from Rideau St Lawrence can be attributed to the following (but not limited to): Cardinal Water Pollution Control Plant, Public Works and Fire Hall water consumption, distribution leaks, semi-annual flushing of fire hydrants and water main breaks.

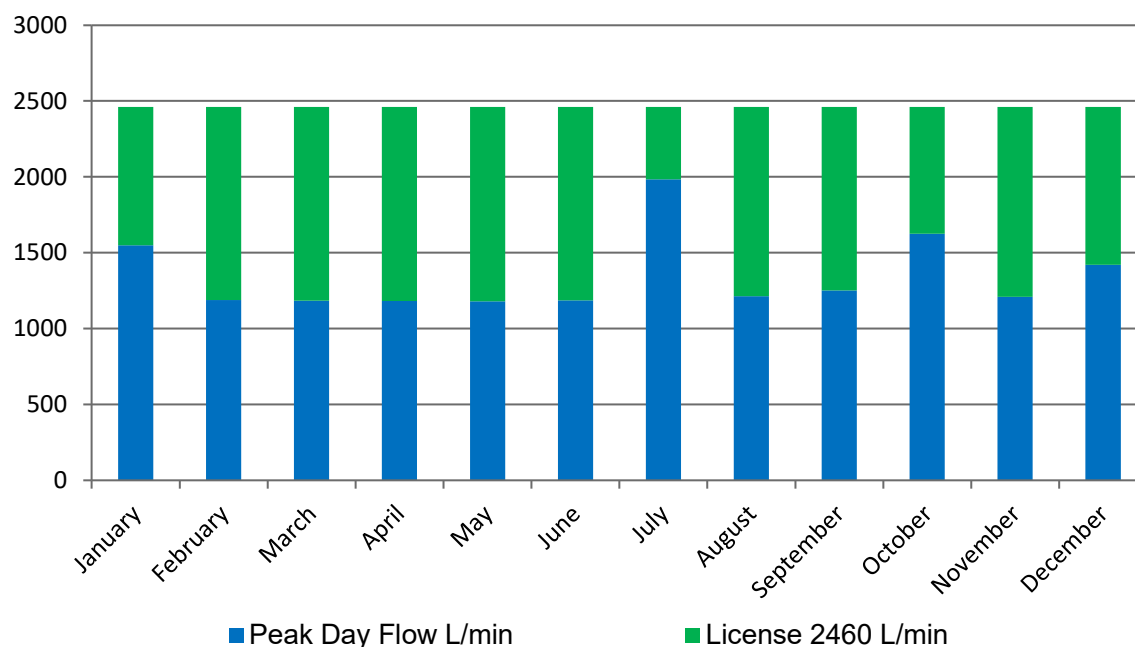
### Maximum Raw Water Day (m<sup>3</sup>/day) Flow In vs. PTTW



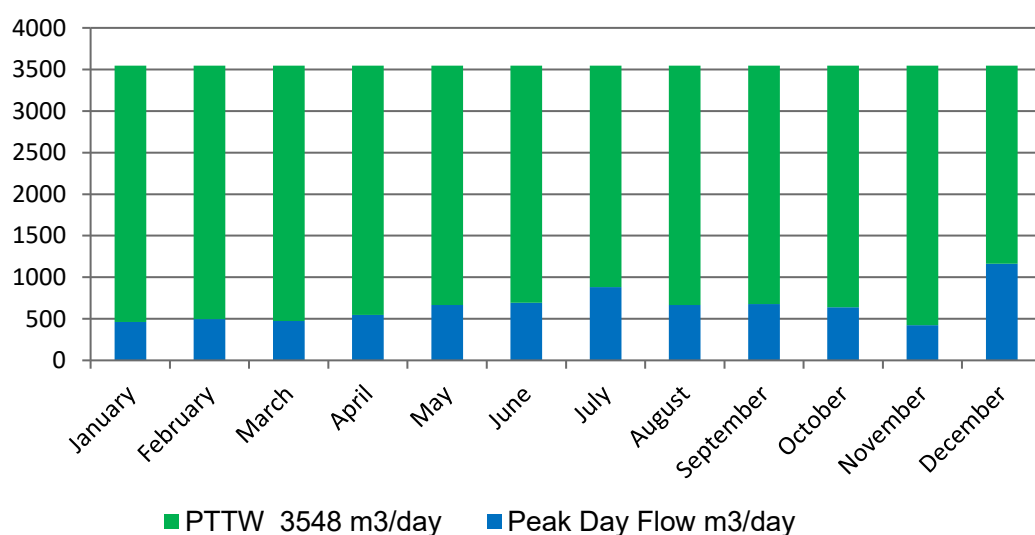
### Raw Water Peak Flow Rate (L/min) vs. PTTW



### Peak Flow Rate Out (L/min) vs. Drinking Water License



### Max Day Flow Out vs. Drinking Water License



### Preventative Maintenance Program

<b><u>Service Provider</u></b>	<b><u>System Component</u></b>	<b><u>Frequency</u></b>
<b>Capital Controls</b>	Greyline Level Controllers/ Flow Meters- Service, repair, and verification.	Annual
<b>Trojan UV</b>	Trojan UV Swift 12	Semi-Annual
<b>GAL Power</b>	Generator	Semi-annual
<b>Schneider Electric</b>	SCADA System	Semi-annual
<b>HACH</b>	HACH laboratory equipment	Annual
<b>Claude Bourck</b>	Backflow Preventors	Annual
<b>Dundee Marine</b>	Intake inspection	Annual
<b>Stelem</b>	Repair and service Fire Hydrants	Annual
<b>Landmark</b>	ROV Inspection of Water Tower	Bi-annual
<b>Drapeau Fire Protection</b>	Fire Alarm System Inspection	Annual
<b>Environmental Services</b>	Inline Analyzer calibrations and laboratory equipment verifications.	Monthly
<b>Environmental Services</b>	Removal and inspection of basket screens	Semi-annual
<b>Environmental Services</b>	Drain and inspect filter system	Monthly
<b>Environmental Services</b>	Zebra & Raw chlorine System switchover	Semi-annual
<b>Environmental Services</b>	Pull, inspect, and clean basket screens	Semi-annual
<b>Environmental Services</b>	Fire Hydrant flushing and valve operation	Semi-annual

### 2022 Capital Projects

Three capital projects were completed in 2022. The project, scope and cost are summarized below.

<u>Project</u>	<u>Scope</u>	<u>Cost</u>
<b>Golden Anderson Pump Director</b>	Replaced Golden Anderson Pump Director	\$ 19,791.05
<b>Filter Upgrade</b>	Replaced Keystone Valve Positioners, Turbidity Analyzer, and filter media.	\$9,861.15
<b>SCADA</b>	Replaced Communication switches and CPU Processor	Delivery delayed to 2023
<b>County Road 2 Water Main Rehabilitation</b>	Engineering and Geo Technical Work.	\$64,741.59

### Cardinal Water Plant 2022 Maintenance Summary

The following is a summary of scheduled and unplanned maintenance activities that occurred during the reporting period.

<u>Date</u>	<u>System Component</u>	<u>Maintenance Activity</u>
<b>March 7, 2022</b>	Backflow Preventer	Claude Bourck Plumbing repaired back flow preventor.
<b>March 31, 2022</b>	Post Chlorine Analyzer	Replaced pH probe
<b>April 7, 2022</b>	Chorine Analyzer	Purchased a spare chlorine analyzer.
<b>May 26, 2022</b>	Alarm Communication	Falcon Security installed a secondary DCS alarm communicator.



<b><u>Date</u></b>	<b><u>System Component</u></b>	<b><u>Maintenance Activity</u></b>
<b>July 20, 2022</b>	High Lift Pump # 1	Replaced check valve.
<b>August 10, 2022</b>	Clearwell Greyline Level Transmitter	Capital Controls replaced Clearwell level transmitter.
<b>August 24, 2022</b>	Trojan UV Swift 12	IECBL replaced Siemens Power Supply Unit.
<b>September 6, 2022</b>	Water tower communication line	Bell Canada switched lines on circuit breaker.
<b>September 13, 2022</b>	Low Lift pipework	Selleck Mechanical replaced a section of stainless-steel pipework.
<b>September 13, 2022</b>	Polymer Injection	Replaced PAC injectors.
<b>September 15, 2022</b>	Sump Pump Panel	IECBL repaired overload pump relay.
<b>September 26, 2022</b>	Sump Pump Panel	IECBL replaced overload relays and switches.
<b>September &amp; October 2022</b>	Pipework/Flooring	Re-painted filter pipework and flooring.
<b>October 12, 2022</b>	Chlorine Injection	Replaced post chlorine injector.
<b>October 26, 2022</b>	Sump Pump	Replaced Back-wash pit sump pump.
<b>November 7, 2022</b>	Filter Turbidity Analyzer	Capital Controls replaced Filter 2B analyzer.
<b>November 17, 2022</b>	Filter 1B pipework	Selleck Mechanical repaired pin hole leak in pipework.
<b>December 1, 2022</b>	UPS Battery Back up	Replaced battery back up unit for SCADA System.
<b>December 12, 2022</b>	Post Chlorine Analyzer	Capital Controls replaced analyzer.
<b>December 28, 2022</b>	Clearwell Analyzer	Replaced pH probe.

### 2022 Cardinal Water Distribution Maintenance Summary

The following is a summary of scheduled maintenance activities that occurred in the Cardinal Distribution System.

<u>Date</u>	<u>System</u>	<u>Maintenance Activity</u>
<b>January 28, 2022</b>	Water Tower	Falcon Security replaced motion detection system.
<b>February 15, 2022</b>	Fire Hydrant	Repaired fire hydrant (struck by vehicle).
<b>April 16, 2022</b>	Water Meters	Repaired water meters and transponders in 5 residential homes.
<b>April 24, 2022</b>	Water Meters	Purchased upgraded Honeywell communication and programming systems with Rideau St Lawrence.
<b>April 26, 2022</b>	Water Meters	Repaired transponders in 3 residential homes.
<b>July 14, 2022</b>	Distribution System	Repaired water main break on Meadowlands Drive, flushed and collected a microbiological sample.
<b>July 18, 2022</b>	Distribution System	Private contractor live tapped and installed a new water service.
<b>July 18, 2022</b>	Water Tower	CCTV robotic inspection.
<b>July 19, 2022</b>	Fire Hydrants	Stelem serviced five fire hydrants
<b>August 9, 2022</b>	Sample Stations	Replaced Dundas St Sample Station.
<b>November 24, 2022</b>	Fire Hydrants	Stelem repaired one fire hydrant.
<b>December 21-22, 2022</b>	Distribution System	Repaired water main break on Medowland Drive, flushed and collected a microbiological sample.
<b>December 22, 2022</b>	Distribution System	Repaired water main break on County Road 2 at Dishaw Street. Flushed fire hydrant post repair.

### Drinking Water Quality Management System Activity Summary

The following DWQMS reviews and exercises were completed in 2022.

<u>Date Completed</u>	<u>DWQMS Element</u>	<u>Review</u>
January 25-26, 2022	19	Internal Audit
January 25, 2022	7-8	Risk Assessment
February 24, 2022	18	Emergency Table Top Exercise
March 30, 2022	14-15	Infrastructure
June 28, 2022	19	NSF 3 <sup>rd</sup> Party Audit
September 12, 2022	20	Management Review

### Adverse Water Quality Incidents

The following Adverse Water Quality Incidents occurred in the Cardinal Drinking Water System for the reporting period.

<u>Date</u>	<u>AWQI</u>	<u>Parameter</u>	<u>Standard (mg/L)</u>	<u>Result (mg/L)</u>	<u>Corrective Action</u>	<u>Completion Date</u>
June 28, 2022	158898	Lead Walter Stn	0.01	0.257	Reported, Re-sampled	June 30, 2022
July 13, 2022	159118	Sodium Water Plant	20	20.3	Reported, Re-sampled	July 14, 2022
Dec 22, 2022	161026	Notice of improper disinfection – Water main Break	N/A	N/A	Reported, flushed, and collected sample.	Dec 24, 2022

### Cardinal Water System Complaints

The following table summarizes the complaints received, frequency for the reporting period and corrective actions completed.

<u>Complaint</u>	<u>Frequency</u>	<u>Corrective Action</u>
<b>Frozen water meter</b>	2	Homeowner supplied with new water meter. Cost of meter and installation invoiced to owner.
<b>Noisy water meter</b>	2	Plumber removed and cleaned water meter. Follow up call, plumber replaced defective meter.
<b>Low Water Pressure</b>	2	Plumber removed and cleaned water meter.
<b>Plumbing Leak</b>	3	Curb stop shut off to repair leak in home.

2022

# Industrial Park Water System Summary Report



**Prepared by: Eric Wemerman**  
**Prepared For: CAO & Council**  
**1/17/2023**

## Introduction

Schedule 22 of Ontario Regulation 170/03 requires that summary reports are prepared and given to members of council by March 31<sup>st</sup> of each year. The report must include any requirements of the Act, Regulations, Permits, licenses, or orders not met and the actions taken to correct the deficiency. In addition, a summary of flow rates and quantities compared to the approved capacities are provided to assess the capability of the system to meet existing and planned uses of the system.

Potable drinking water is supplied to the distribution system from the Corporation of the Town of Prescott. There is a water supply agreement between Edwardsburgh/Cardinal and the Town of Prescott made under the Corporation of the Town of Prescott By-law # 54-2016. The Town of Prescott is relied upon to ensure the provision of safe drinking water to the Industrial Park Water Distribution System.

The distribution system provides potable water to the following users - 27 residential and 13 commercial/industrial. The piping age ranges from sixteen to thirty-four years with diameter sizes spanning 150mm to 450mm. The piping material consists of cast iron, PVC and HDPE.

The system has 13 hydrants and four sampling locations for maintaining chlorine residual. The four sampling locations are listed below:

- Reilly Street South Sampling Station
- Reilly Street North Sampling Station
- 137 Commerce Drive - Prysmian Cable
- 141 Commerce Drive - Greenfield Ethanol

### Executive Summary

In 2022 the average monthly water consumption was 4728 m<sup>3</sup> for the Industrial Park Water System. The maximum monthly water consumption was 8670 m<sup>3</sup>. Total water consumption for 2022 increased by 20% compared to 2021. The increase in water consumption is due to higher industrial demand. There were no water main breaks or adverse water quality incidents for the reporting year. Monitoring data, maintenance activities and customer complaints are summarized in this report.

### Common Acronyms

MECP: Ministry of Environment, Conservation, Parks

DWQMS: Drinking Water Quality Management System

PVC: Poly Vinyl Chloride

HDPE: High-density polyethylene

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### Staffing and Licensing

The table below lists the licensed operational staff at the end of the 2022 calendar year.

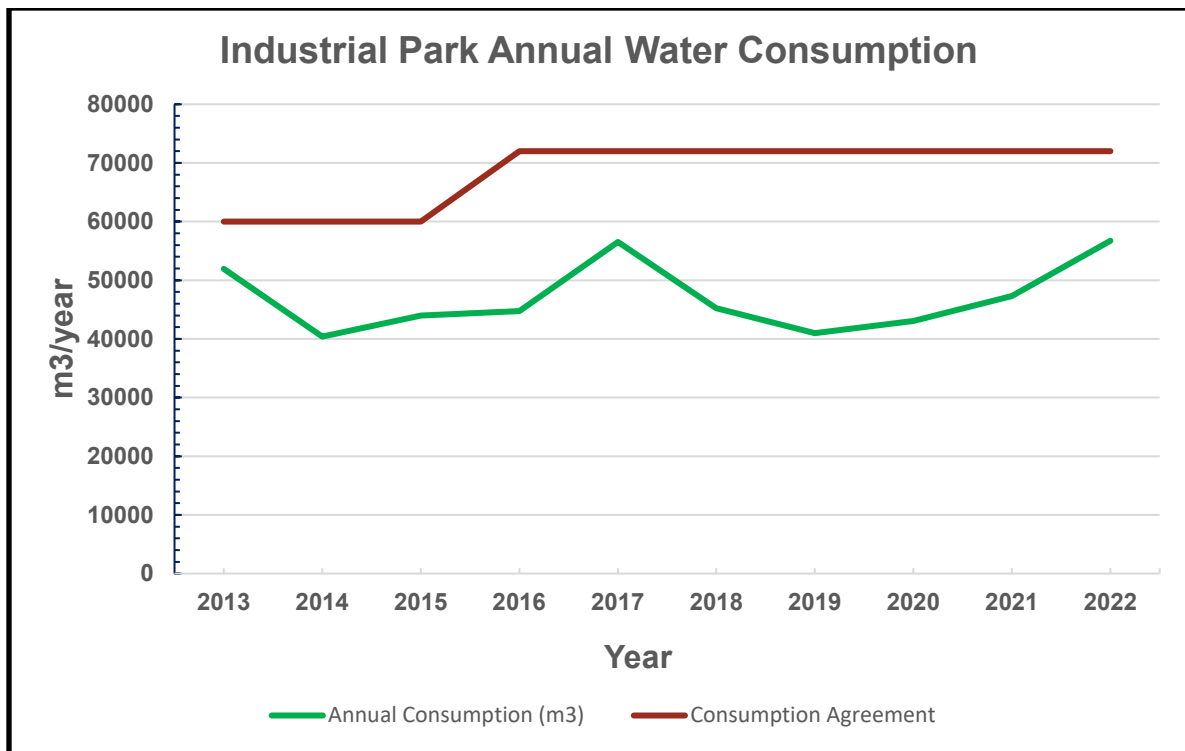
Name	Position	Licence #	Type	Class
Eric Wemerman	Chief Operator/ORO	61726	WT	II
		78182	WD	II
Aaron Campbell	Assistant Chief Operator	91541	WT	II
		95696	WD	II
Stephen Campbell	Operator	54771	WT	II
		73567	WD	II
Mark Simzer	Operator	93001	WT	II
		104867	WD	II
Tyler Selleck	Operator	113843	WT	I
Gordon Shaw	Director of Operations	58943	WT	III
		77743	WDS	II
Wayne Lefebvre	Public Works Operator	17952	WD	I

### Failure to meet the Act, Regulations, System Approvals or Orders

The MECP conducted a focused inspection of the Industrial Park Water System on November 10<sup>th</sup>, 2022. The inspection found no areas of non-compliance with regulatory requirements or recommended best practices

### Tabulation of Monitoring Data

The stand-alone distribution system does not require a Permit to Take Water since it receives all its water from the Town of Prescott. The quantity of monthly water taking is set by an agreement between Corporation of the Township of Edwardsburgh Cardinal and the Corporation of the Town of Prescott. The total water consumed in 2022 was 56,730 cubic meters compared to 47300 cubic meters in 2021, an increase of 20%.



### Summary of Maintenance

<u>Service Provider</u>	<u>System Component</u>	<u>Activity</u>
Environmental Services	Chlorine Analyzer	Monthly calibrations.
Environmental Services	Fire Hydrants & Valves	Semi-annual flushing.
Stelem	Fire Hydrant	Repaired one fire hydrant.
Morrisburg Plumbing	Water meters	Serviced two water meters.
Falcon Security	Alarm Communication System	Installed DCS alarm communicator.

### Adverse Water Quality Incidents

The following Adverse Water Quality Incidents occurred in the Industrial Park Water System in 2022.

<u>Date</u>	<u>AWQI</u>	<u>Parameter</u>	<u>Standard (mg/L)</u>	<u>Result (mg/L)</u>	<u>Corrective Action</u>	<u>Completion Date</u>
N/A	N/A	N/A	N/A	N/A	N/A	N/A

### Drinking Water Quality Management System Activity Summary

The following DWQMS reviews were completed in 2022.

<u>Date Completed</u>	<u>DWQMS Element</u>	<u>Review</u>
January 25-26, 2022	19	Internal Audit
January 25, 2022	7-8	Risk Assessment
February 24, 2022	18	Emergency Table Top
March 30, 2022	14-15	Infrastructure
June 28, 2022	19	NSF 3 <sup>rd</sup> Party Audit
September 12, 2022	20	Management Review

**System Incidents/Complaints**

<b><u>Complaint</u></b>	<b><u>Frequency</u></b>	<b><u>Corrective Action</u></b>
<b>Curb Stop too high</b>	1	Lowered Curb Stop

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 27, 2023

Resolution Number: 2023- \_\_\_\_\_

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

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

**COPY**

THAT Municipal Council:

1. Award the Ferguson Municipal Drain Culvert Replacement Tender No. EC-PW-MunDr-23-01 to Willis Kerr Contracting Ltd. for the sum of \$25,713.00 plus non-rebated HST; and
2. Direct staff to bill the upstream beneficiaries of the maintenance for the work as stipulated in the Drainage Act.

As recommended by the Committee of the Whole – Administration & Operations.

☐ Carried    ☐ Defeated    ☐ Unanimous

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

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

NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 27, 2023

Resolution Number: 2023- \_\_\_\_\_

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

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

**COPY**

THAT Municipal Council approves the 2023 budget as presented for all Water and Wastewater Systems, as recommended by the Committee of the Whole – Administration & Operations.

☐ Carried    ☐ Defeated    ☐ Unanimous

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

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

NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		

Report Date  
2/14/2023 9:38 AM

# TOWNSHIP OF EDWARDSBURGH/CARDINAL INDUSTRIAL PARK SEWAGE BUDGET

For the Year 2023  
Scenario 1 - Based on last year budget

Page 1

	2022 Budget	2022 YTD Actual	2023 Draft Budget	Variance to 2022 Budget	%
<b>REVENUES</b>					
52-4210 - Industrial Park Wastewater Revenue	76,787.00	96,414.29	76,787.00	(19,627.29)	20.36-
52-4215 - Industrial Park Capital Levy	2,900.00	3,702.75	2,900.00	(802.75)	21.68-
52-4220 - Ind Park Wastewater Interest Revenue	40.00	41.49	40.00	(1.49)	3.59-
52-4299 - Industrial Park Wastewater Misc Revenue	17,601.00	17,332.94	17,601.00	268.06	1.55
<b>TOTAL REVENUES:</b>	<b>97,328.00</b>	<b>117,491.47</b>	<b>97,328.00</b>	<b>(20,163.47)</b>	<b>17.16-</b>
<b>EXPENSES</b>					
52-5326 - Industrial Park WWTP Contract Treatment	79,215.00	100,195.69	79,215.00	(20,980.69)	20.94-
52-5333 - Industrial Park Insurance	2,028.00	2,013.01	2,028.00	14.99	0.74
<b>Total EXPENSES:</b>	<b>81,243.00</b>	<b>102,208.70</b>	<b>81,243.00</b>	<b>(20,965.70)</b>	<b>20.51-</b>
<b>CAPITAL</b>					
<b>Capital Expenses</b>					
52-5901 - Transfer to Reserve Fund	16,085.00	16,085.00	16,085.00		
<b>Total Capital Expenses:</b>	<b>16,085.00</b>	<b>16,085.00</b>	<b>16,085.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total CAPITAL:</b>	<b>16,085.00</b>	<b>16,085.00</b>	<b>16,085.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENSES:</b>	<b>97,328.00</b>	<b>118,293.70</b>	<b>97,328.00</b>	<b>(20,965.70)</b>	<b>17.72-</b>
<b>TOTAL INDUSTRIAL PARK SEWAGE</b>	<b>0.00</b>	<b>(802.23)</b>	<b>0.00</b>	<b>802.23</b>	<b>100.00-</b>

**TOWNSHIP OF EDWARDSBURGH/CARDINAL**  
**EDWARDSBURGH DISTRIBUTION SYSTEM BUDGET**

For the Year 2023  
Scenario 1 - Based on last year budget

	<b>2022 Budget</b>	<b>2022 YTD Actual</b>	<b>Draft 2023 Budget</b>	<b>Variance to 2022 Budget</b>	<b>%</b>
<b>REVENUES</b>					
53-4220 - Ind Park Water Interest Revenue	1,000.00	580.64	1,000.00	419.36	72.22
53-4221 - Industrial Park Water	165,240.00	200,409.63	174,059.00	(26,350.63)	13.15-
53-4711 - Transfer from Johnstown Well Reserve	9,000.00	9,000.00		(9,000.00)	100.00-
<b>TOTAL REVENUES:</b>	<b>175,240.00</b>	<b>209,990.27</b>	<b>175,059.00</b>	<b>(34,931.27)</b>	<b>16.63-</b>
<b>EXPENSES</b>					
53-5102 - Salaries & Wages	27,380.00	24,981.81	28,650.00	3,668.19	14.68
53-5111 - Canada Pension Plan	1,400.00	1,143.57	1,319.00	175.43	15.34
53-5112 - Employer Health Tax	535.00	489.74	551.00	61.26	12.51
53-5113 - Employment Insurance	425.00	370.31	343.00	(27.31)	7.37-
53-5114 - Workers Compensation	700.00	609.50	698.00	88.50	14.52
53-5115 - Group Insurance	2,500.00	3,023.88	3,435.00	411.12	13.60
53-5116 - Omers	2,900.00	2,274.29	2,852.00	577.71	25.40
53-5301 - Miscellaneous	250.00		250.00	250.00	
53-5309 - Industrial Park Telephone	1,000.00	921.33	1,000.00	78.67	8.54
53-5320 - System Optimization	1,000.00		1,000.00	1,000.00	
53-5326 - Industrial Park Contracts	1,000.00	837.29	1,000.00	162.71	19.43
53-5329 - Professional Development	1,000.00		1,000.00	1,000.00	
53-5333 - Insurance	6,095.00	6,049.94	6,705.00	655.06	10.83
53-5335 - Water Sampling	3,200.00	3,605.32	3,200.00	(405.32)	11.24-
53-5336 - Vehicle Expense	3,000.00	2,921.30	3,000.00	78.70	2.69
53-5612 - Industrial Park Water Line Maintenance	2,000.00	2,430.89	2,500.00	69.11	2.84
53-5631 - Prescott Water Costs	90,000.00	86,984.81	90,000.00	3,015.19	3.47
53-5901 - Transfer To Reserve Fund	21,855.00	21,855.00	21,416.00	(439.00)	2.01-
<b>TOTAL EXPENSES:</b>	<b>166,240.00</b>	<b>158,498.98</b>	<b>168,919.00</b>	<b>10,420.02</b>	<b>6.57</b>
<b>CAPITAL</b>					
53-5613 - Industrial Park Water Capital			6,140.00	6,140.00	
<b>Total CAPITAL:</b>	<b>0.00</b>	<b>0.00</b>	<b>6,140.00</b>	<b>6,140.00</b>	<b>0.00</b>
<b>TOTAL EXPENSES:</b>	<b>166,240.00</b>	<b>158,498.98</b>	<b>175,059.00</b>	<b>16,560.02</b>	<b>10.45</b>
<b>TOTAL WATER SUPPLY</b>	<b>9,000.00</b>	<b>51,491.29</b>	<b>0.00</b>	<b>(51,491.29)</b>	<b>100.00-</b>



Report Date  
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**Township of Edwardsburgh/Cardinal**  
**Draft SPENCERVILLE WASTEWATER BUDGET**

Budget Year 2023  
Scenario 1 - Based on last year budget

Page 1

	<b>2022 Budget</b>	<b>2022 YTD Actual</b>	<b>2023 Draft Budget</b>	<b>Variance to Last Year</b>	<b>%</b>
<b>REVENUES</b>					
51-4210 - Spencerville Wastewater	158,400.00	150,438.20	158,400.00	7,961.80	5.29
51-4220 - Spencerville Wastewater Interest Revenue	1,000.00	908.56	1,000.00	91.44	10.06
51-4710 - Spencerville Trans from Reserves			35,467.00	35,467.00	
<b>TOTAL REVENUES:</b>	<b>159,400.00</b>	<b>151,346.76</b>	<b>194,867.00</b>	<b>43,520.24</b>	<b>28.76</b>
<b>EXPENSES</b>					
<b>TREATMENT EXPENSES</b>					
51-5102 - Salaries & Wages	37,836.00	35,894.49	39,906.00	4,011.51	11.18
51-5105 - Spencerville Wastewater Wages On Call	4,800.00	4,850.00	4,800.00	(50.00)	1.03-
51-5111 - Canada Pension Plan	1,710.00	1,874.25	1,837.00	(37.25)	1.99-
51-5112 - Employer Health Tax	830.00	800.68	768.00	(32.68)	4.08-
51-5113 - Employment Insurance	600.00	608.13	478.00	(130.13)	21.40-
51-5114 - Workers Compensation	1,000.00	996.23	972.00	(24.23)	2.43-
51-5115 - Group Insurance	4,000.00	4,939.65	4,784.00	(155.65)	3.15-
51-5116 - Omers	4,000.00	3,689.62	3,972.00	282.38	7.65
51-5125 - Allocated Labour	1,500.00		1,500.00	1,500.00	
51-5126 - Machine Rental - Township	400.00		400.00	400.00	
51-5202 - Hydro	7,000.00	6,603.33	7,200.00	596.67	9.04
51-5203 - Repairs	8,000.00	690.93	10,000.00	9,309.07	1347.32
51-5204 - Chemicals and Supplies	10,000.00	11,471.46	15,000.00	3,528.54	30.76
51-5307 - Miscellaneous	2,800.00	332.46	2,800.00	2,467.54	742.21
51-5309 - Telephone	900.00	844.22	900.00	55.78	6.61
51-5310 - Equipment	1,000.00		1,000.00	1,000.00	
51-5326 - Contract Fee	10,000.00	11,606.73	12,000.00	393.27	3.39
51-5329 - Professional Development		116.60		(116.60)	100.00-
51-5331 - Lab/Courier	3,900.00	4,892.25	3,900.00	(992.25)	20.28-
51-5334 - Insurance	4,580.00	4,546.14	5,038.00	491.86	10.82
51-5335 - Vehicle Expenses	2,500.00	2,565.06	2,500.00	(65.06)	2.54-
51-5336 - Snow Plowing	3,500.00	3,217.14	3,500.00	282.86	8.79
51-5727 - Maintenance Spencerville WW Collection	12,000.00	19,601.64	18,000.00	(1,601.64)	8.17-
51-5902 - Transfer to Reserve Funds	13,544.00	13,544.00	18,145.00	4,601.00	33.97
<b>Total TREATMENT EXPENSES:</b>	<b>136,400.00</b>	<b>133,685.01</b>	<b>159,400.00</b>	<b>25,714.99</b>	<b>19.24</b>
<b>CAPITAL</b>					
51-5950 - Spencerville Wastewater Capital	23,000.00	13,682.80	35,467.00	21,784.20	159.21
<b>TOTAL CAPITAL:</b>	<b>23,000.00</b>	<b>13,682.80</b>	<b>35,467.00</b>	<b>21,784.20</b>	<b>159.21</b>
<b>TOTAL EXPENSES:</b>	<b>159,400.00</b>	<b>147,367.81</b>	<b>194,867.00</b>	<b>47,499.19</b>	<b>32.23</b>
<b>TOTAL SPENCERVILLE SEWAGE</b>	<b>0.00</b>	<b>3,978.95</b>	<b>0.00</b>	<b>(3,978.95)</b>	<b>100.00-</b>

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# Township of Edwardsburgh Cardinal

## DRAFT CARDINAL WATER BUDGET

Budget Year 2023  
Scenario 1 - Based on last year budget

Page 1

	2022 Budget	2022 YTD Actual	Draft 2023 Budget	Variance to Last Year	%
<b>REVENUES</b>					
58-4210 - Cardinal Water Revenue	536,520.00	512,542.93	515,783.00	3,240.07	0.63
58-4211 - Capital Levy	33,100.00	32,407.23	44,133.00	11,725.77	36.18
58-4299 - Water Miscellaneous Revenue Cardinal	5,000.00	4,620.00	5,000.00	380.00	8.23
58-4710 - Transfer From Reserve Fund	5,345.00	5,345.00	43,400.00	38,055.00	711.97
<b>TOTAL REVENUES:</b>	<b>579,965.00</b>	<b>554,915.16</b>	<b>608,316.00</b>	<b>53,400.84</b>	<b>9.62</b>
<b>OPERATING &amp; CAPITAL EXPENSES</b>					
<b>Operating Expenses</b>					
58-5102 - Wages Water Treatment	150,580.00	136,010.95	151,438.00	15,427.05	11.34
58-5105 - Wages On Call Water Treatment	4,800.00	4,850.00	4,800.00	(50.00)	1.03-
58-5111 - Canada Pension	6,485.00	6,533.34	6,972.00	438.66	6.71
58-5112 - Employer Health Tax	3,000.00	2,793.38	2,953.00	159.62	5.71
58-5113 - Employment Insurance	2,250.00	2,110.42	1,815.00	(295.42)	14.00-
58-5114 - Workers Compensation	3,900.00	3,480.87	3,687.00	206.13	5.92
58-5115 - Group Insurance	14,000.00	19,757.51	18,156.00	(1,601.51)	8.11-
58-5116 - Omers	14,150.00	12,638.68	15,074.00	2,435.32	19.27
58-5125 - Allocated Labour	4,000.00	1,463.74	4,000.00	2,536.26	173.27
58-5126 - Machine Rental Township	1,500.00		1,500.00	1,500.00	
58-5201 - Heat	7,000.00	9,442.96	7,500.00	(1,942.96)	20.58-
58-5202 - Hydro	22,000.00	17,128.68	25,000.00	7,871.32	45.95
58-5204 - Chemicals and Supplies	17,500.00	20,155.47	22,000.00	1,844.53	9.15
58-5301 - Stationery	300.00	333.18	300.00	(33.18)	9.96-
58-5306 - Materials	2,500.00		2,500.00	2,500.00	
58-5307 - Miscellaneous	800.00	861.40	800.00	(61.40)	7.13-
58-5309 - Telephone	3,700.00	4,137.08	3,700.00	(437.08)	10.56-
58-5310 - Equipment Repair	30,000.00	31,915.87	40,000.00	8,084.13	25.33
58-5326 - Contract Fee	50,000.00	54,726.39	55,000.00	273.61	0.50
58-5327 - Professional Associations	1,500.00	1,350.64	1,500.00	149.36	11.06
58-5329 - Professional Development	6,000.00	6,299.49	6,000.00	(299.49)	4.75-
58-5331 - Postage/Courier	100.00	69.02	100.00	30.98	44.89
58-5334 - Insurance	20,500.00	20,348.45	22,550.00	2,201.55	10.82
58-5335 - Lab Testing	16,500.00	15,465.04	16,500.00	1,034.96	6.69
58-5336 - Vehicle Expense	2,500.00	2,643.72	3,000.00	356.28	13.48
58-5350 - Property Tax	5,200.00	5,282.00	5,400.00	118.00	2.23
58-5727 - Maintenance Cardinal Water treat	30,000.00	58,012.58	40,000.00	(18,012.58)	31.05-
<b>Total Operating Expenses:</b>	<b>420,765.00</b>	<b>437,810.86</b>	<b>462,245.00</b>	<b>24,434.14</b>	<b>5.58</b>
<b>Capital</b>					
58-5901 - Transfer to Reserve	33,100.00	33,100.00	102,671.00	69,571.00	210.18
58-5950 - WTP Capital	126,100.00	162,512.45	43,400.00	(119,112.45)	73.29-
<b>Total Capital:</b>	<b>159,200.00</b>	<b>195,612.45</b>	<b>146,071.00</b>	<b>(49,541.45)</b>	<b>25.33-</b>
<b>Total OPERATING &amp; CAPITAL EXPENSES:</b>	<b>579,965.00</b>	<b>633,423.31</b>	<b>608,316.00</b>	<b>(25,107.31)</b>	<b>3.96-</b>
<b>TOTAL CARDINAL WATER</b>	<b>0.00</b>	<b>(78,508.15)</b>	<b>0.00</b>	<b>78,508.15</b>	<b>100.00-</b>

# Township of Edwardsburgh Cardinal

## DRAFT CARDINAL WASTEWATER BUDGET

For the Year 2023  
Scenario 1 - Based on last year budget

	2022 Budget	2022 YTD Actual	Draft 2023 Budget	Variance to Last Year	%
<b>REVENUES</b>					
56-4210 - Cardinal Sewer Revenue	549,440.00	526,322.99	549,440.00	23,117.01	4.39
56-4211 - Capital Levy	41,616.00	41,810.82	52,263.00	10,452.18	25.00
56-4299 - Cardinal Wastewater Misc Revenue	5,000.00	6,410.85	5,000.00	(1,410.85)	22.01-
56-4710 - Transfer From Reserve Fund	45,450.00	45,400.00	64,740.00	19,340.00	42.60
<b>TOTAL REVENUES:</b>	<b>641,506.00</b>	<b>619,944.66</b>	<b>671,443.00</b>	<b>51,498.34</b>	<b>8.31</b>
<b>OPERATING &amp; CAPITAL</b>					
<b>Operating expenses</b>					
56-5102 - Wages Wastewater Treatment	154,460.00	137,756.34	155,531.00	17,774.66	12.90
56-5105 - Wages On Call Wastewater Treatment	4,800.00	4,850.00	4,800.00	(50.00)	1.03-
56-5111 - Canada Pension Plan	6,660.00	6,527.37	7,161.00	633.63	9.71
56-5112 - Employer Health Tax	3,100.00	2,797.79	3,033.00	235.21	8.41
56-5113 - Employment Insurance	2,200.00	2,115.10	1,864.00	(251.10)	11.87-
56-5114 - Workers Compensation	3,900.00	3,481.25	3,786.00	304.75	8.75
56-5115 - Group Insurance	15,000.00	18,271.34	18,647.00	375.66	2.06
56-5116 - Omers	15,000.00	12,974.76	15,482.00	2,507.24	19.32
56-5201 - Heat	16,500.00	18,144.36	22,000.00	3,855.64	21.25
56-5202 - Hydro	74,000.00	62,353.37	74,000.00	11,646.63	18.68
56-5204 - Chemicals and Supplies	11,500.00	13,481.76	12,000.00	(1,481.76)	10.99-
56-5301 - Stationery	700.00	735.12	700.00	(35.12)	4.78-
56-5306 - Materials	2,500.00	72.09	2,500.00	2,427.91	3367.89
56-5307 - Miscellaneous	600.00	1,313.93	800.00	(513.93)	39.11-
56-5309 - Telephone	6,000.00	7,466.65	6,300.00	(1,166.65)	15.62-
56-5310 - Equipment Repair	27,000.00	19,611.48	35,000.00	15,388.52	78.47
56-5321 - Legal	1,500.00		1,500.00	1,500.00	
56-5326 - Contract Fee	53,000.00	59,992.27	55,000.00	(4,992.27)	8.32-
56-5327 - Professional Associations	400.00	147.04	400.00	252.96	172.03
56-5329 - Professional Development	3,800.00	852.71	3,800.00	2,947.29	345.64
56-5331 - Postage/Courier	200.00	91.20	200.00	108.80	119.30
56-5334 - Insurance	23,000.00	22,829.97	25,300.00	2,470.03	10.82
56-5335 - Lab Testing	25,000.00	23,376.46	25,000.00	1,623.54	6.95
56-5336 - Vehicle Expense	2,500.00	2,365.45	3,000.00	634.55	26.83
56-5337 - Sludge Removal	14,000.00	12,647.40	15,000.00	2,352.60	18.60
56-5350 - Property Tax	1,700.00	1,729.77	1,800.00	70.23	4.06
56-5725 - Allocated Labour Cardinal WW Coll	3,000.00	1,391.30	3,000.00	1,608.70	115.63
56-5726 - Mach Rental Twp Cardinal WW Coll	1,000.00		1,000.00	1,000.00	
56-5727 - Maintenance Cardinal WW Coll	30,000.00	38,780.26	40,000.00	1,219.74	3.15
<b>Total Operating expenses:</b>	<b>503,020.00</b>	<b>476,156.54</b>	<b>538,604.00</b>	<b>62,447.46</b>	<b>13.11</b>
<b>Capital</b>					
56-5901 - Transfer to Reserve	41,616.00	41,616.00	68,169.00	26,553.00	63.80
56-5950 - WWTP Capital	96,870.00	116,718.03	64,670.00	(52,048.03)	44.59-
<b>Total Capital:</b>	<b>138,486.00</b>	<b>158,334.03</b>	<b>132,839.00</b>	<b>(25,495.03)</b>	<b>16.10-</b>
<b>Total OPERATING &amp; CAPITAL:</b>	<b>641,506.00</b>	<b>634,490.57</b>	<b>671,443.00</b>	<b>36,952.43</b>	<b>5.82</b>
<b>TOTAL CARDINAL WASTEWATER</b>	<b>0.00</b>	<b>(14,545.91)</b>	<b>0.00</b>	<b>14,545.91</b>	<b>100.00-</b>



## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Regular Council

**Date:** February 27, 2023

**Department:** Public Works

**Topic:** 5 Tonne Tandem Plow Truck Tender Award EC-PW-23-01

**Purpose:** To award the purchase of 5 Tonne tandem axle plow truck.

**Background:** On December 12, 2022 Council approved the pre-budget tender for the procurement of a new 5 Tonne tandem axle plow truck. A tender was developed and issued January 17, 2023. Staff posted a tender notice on the Township website and sent out seven tender packages directly to potential proponents. Subsequently, there were two requests for documents for a total of nine document packages provided. Three bids were received by the February 14, 2023 closing deadline. The results of the tender opening are as follows:

<u>Bidders</u>		<b>Subtotal</b>	<b>Total Tender (inc. HST)</b>
1	PTG Bellville	\$355,757.00	\$402,255.31
2	AEBI Schmidt Canada	\$338,571.99	\$382,586.35
3	Cornwall Freight Liner	\$322,370.00	\$364,278.10

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

**Financial Considerations:** A high level estimate for a replacement of T5 was from \$350,000.00 to \$400,000.00. The low bid by Cornwall Freight Liner came in below estimate. The high-level estimate for time of delivery is 54 weeks from purchase order.

**Recommendation:** That Council award the 5 Tonne plow truck tender EC-PW-23-01 to Cornwall Freight Liner at a cost of \$322,370.00 plus non-rebated HST.



Director of Operations



Public Works Manager



CAO

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 27, 2023

Resolution Number: 2023- \_\_\_\_\_

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

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

**COPY**

THAT Municipal Council:

1. Receives the Port of Johnstown 2022 Year End Report; and
2. Receives the financial statement, as per Bylaw 2017-02, and that the financial statements be submitted and interpreted to Council.

As recommended by the Port Management Committee.

☐ Carried    ☐ Defeated    ☐ Unanimous

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

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

NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		

# Port of Johnstown 2022 Year End Review



Port of Johnstown

TWP  
**EC**  
CA | **EDWARDSBURGH CARDINAL**

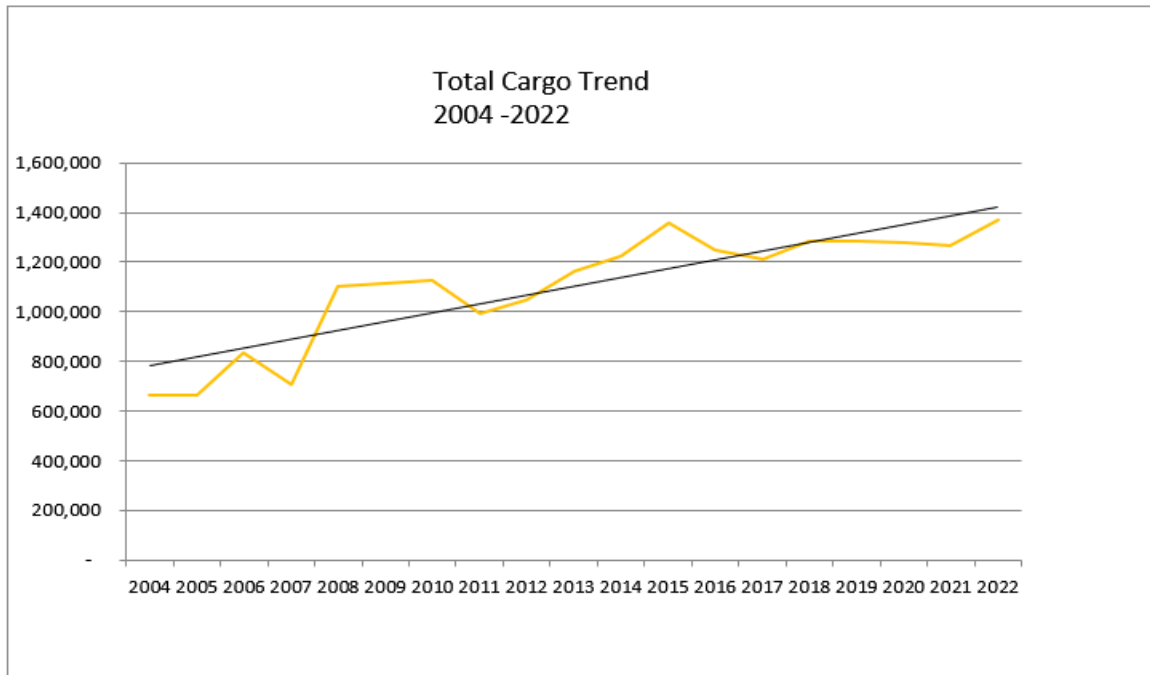
Date: Jan.25, 2022

## Total Cargo 2022

Total cargo processed at the port in 2022 totalled 1,368,091 mt and is the highest year on record for the port. Compared to the first eleven years of operation, the Port's average cargo has increased by 46% and continues to move in a positive direction.

From 2001-2011 average cargo = 856,083 mt

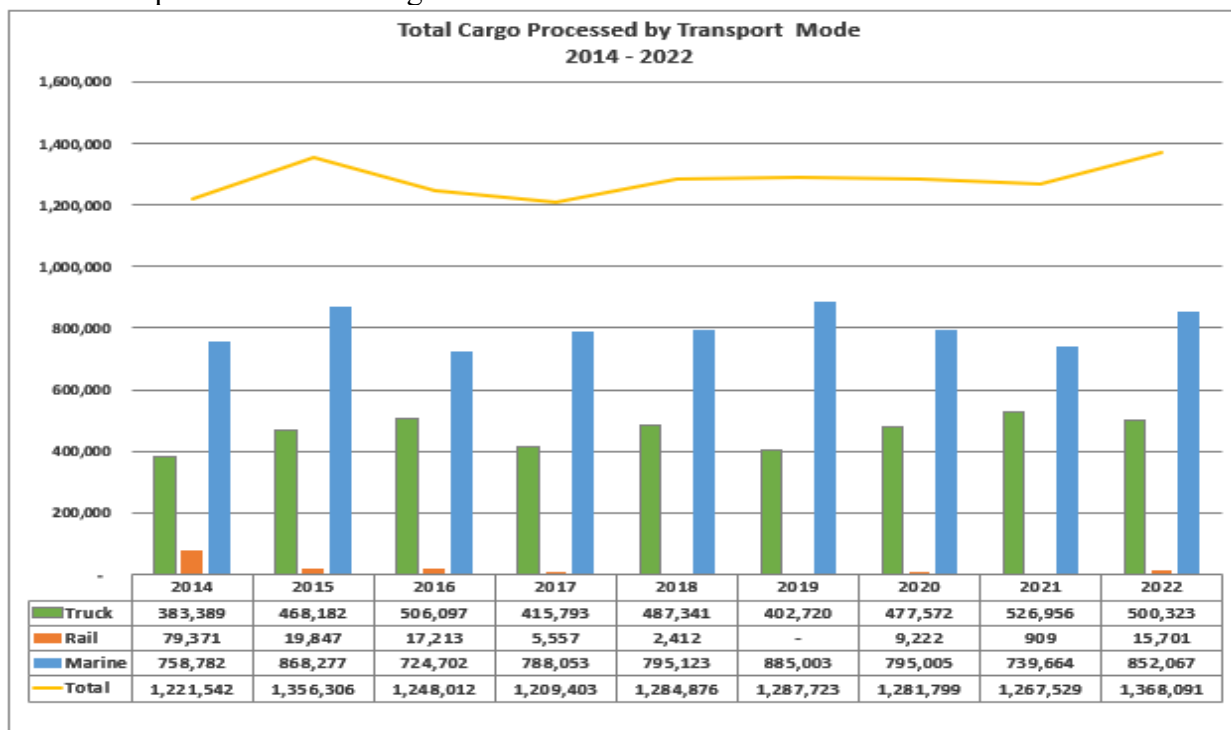
From 2012-2022 average cargo = 1,248,091 mt.



## Tri-modal transport

The Port's marine and grain terminals processed a variety of bulk cargos by vessel, truck, and rail.

Marine transport 62.3% Trucking 36.6% Rail 1.1%

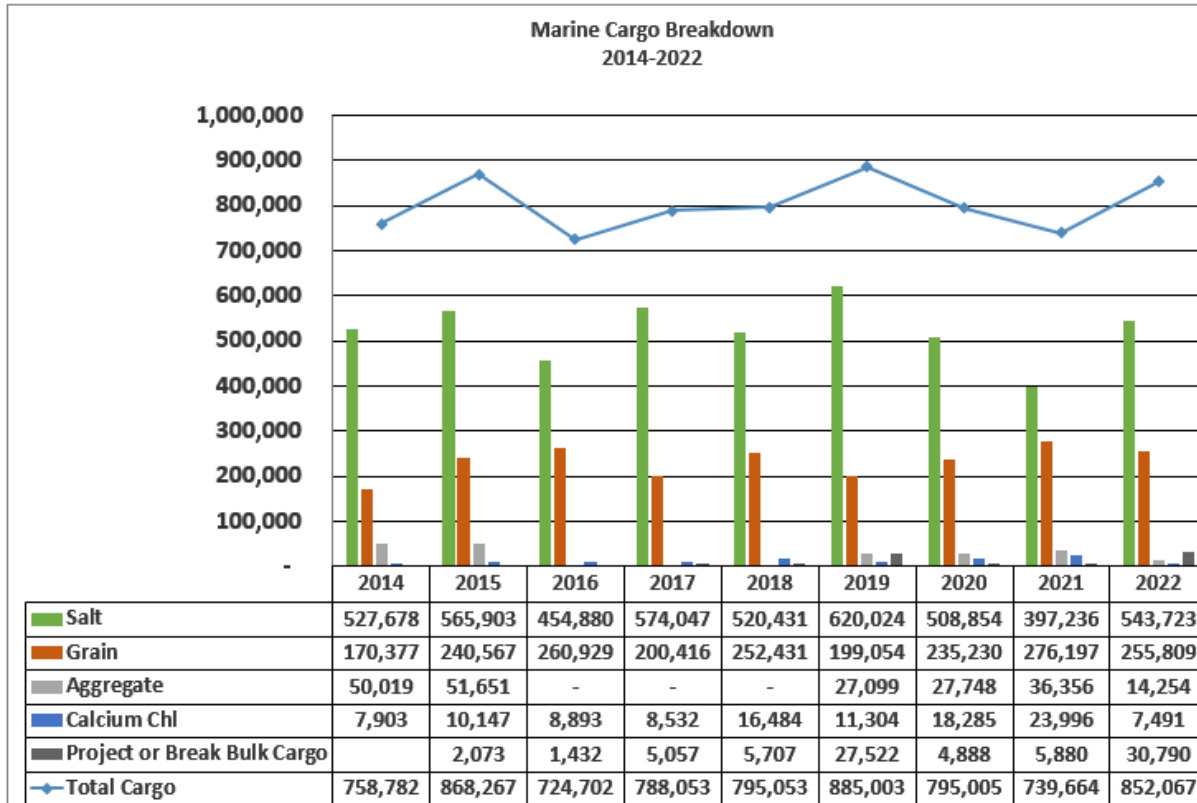




## Marine Business Report

### Cargo

The Port processed a total of 852,067 mt of cargo over its docks in 2022, an increase of 113,062 mt (15%). Notably, salt movement by vessel was up by 146,487 mt (37%), Breakbulk cargo was at a record high with over 30,790 mt received.



### Vessel Traffic Summary

#### Number of vessels

Cargo	2016	2017	2018	2019	2020	2021	2022
Bulk Cargo - Salt	24	26	25	30	22	20	23
Bulk Cargo - Grain	16	13	18	13	15	15	16
Project Cargo - Wind Energy	1	1	0	13	0	2	0
Project Cargo	0	0	0	0	0	0	2
Cruise	0	4	1	10	0	0	4
Break Bulk Cargo - Steel	0	2	2	2	1	2	4
Liquid Bulk Cargo - Calcium Chl.	2	2	3	2	3	4	1
Bulk Cargo - Aggregate	0	0	0	1	1	2	1
Other	3	5	5	7	3	8	7
<b>Total</b>	<b>46</b>	<b>53</b>	<b>54</b>	<b>78</b>	<b>45</b>	<b>53</b>	<b>58</b>

Other – Canada Coast Guard Martha L Black made three stops at the port in 2022 as they utilized the Port as their home base to deploy buoys in the St. Lawrence River. The Port was also used by vessels experiencing mechanical issues and requiring maintenance.

## Bulk Cargo



Salt cargo was up 37% (146,487 mt) in 2022. Here we have the CSL Baie Comeau unloading 22,741 mt of salt on December 14<sup>th</sup>. The Baie Comeau dropped off four loads of salt and picked up one load of grain during the 2022 season.



The Algoma Intrepid picked up 14,254 mt of stone on September 20<sup>th</sup>.

## Cruise Vessels



The Ocean Explorer made four stops at the Port of Johnstown in 2022 with daily excursions to Brockville and Upper Canada.

## Project Cargo



The BBC Song arrived on Nov. 29th to drop off 5 pcs of project cargo. This cargo required the use of our CBSA bypass road built in 2017 for over-sized cargo that cannot fit under the international bridge to USA.



## Break Bulk Cargo



The Heerengracht was one of 3 “Salties” that arrived with imported steel pipe destined for western Canada, totaling 28,834 mts.

## Grain Shipments by Vessel



The Miena Desgagnes made three stops at the Port’s Grain Elevator in 2022 moving approximately 30,000 mt of soybean during the month of November. This provided much needed relief for area farmers waiting to bring in additional soybeans to the port.

The Port had a total of 255,809 mt of grain cross the elevator dock in 2022. A total of sixteen vessels arrived at the port, including four ocean vessels destined for foreign markets.

## Vessel Summary – Salt and Grain

### Salt shipments by vessel

Date	Vessel	Commodity	Qty (MT)
Apr 26	Baie Comeau	Salt	28,672
May 5	Algoma Buffalo	Salt	17,419
May 5	Baie Comeau	Salt	28,815
May 21	Whitefish Bay	Salt	28,954
Jun 7	Whitefish Bay	Salt	28,876
Jun 12	Algoma Buffalo	Salt	17,255
Jun 15	Algoma Sault	Salt	10,850
Jul 2	Thunder Bay	Salt	28,728
Jul 24	Baie Comeau	Salt	28,784
Jul 29	Thunder Bay	Salt	28,758
Aug 19	Algoma Conveyor	Salt	22,766
Sept 8	Federal Mayumi*	Salt	11,035
Sept 23	Frontenac	Salt	18,641
Sept 30	RT. Hon. Paul J Martin	Salt	30,376
Oct 17	Atlantic Huron	Salt	27,673
Oct 26	Algoma Intrepid	Salt	24,038
Nov 1	Algoma Conveyor	Salt	18,057
Nov 11	Algoma Sault	Salt	6,816
Nov 22	Thunder Bay	Salt	28,811
Dec 14	Baie Comeau	Salt	28,741
Dec 18	Atlantic Huron	Salt	28,104
Dec 19	Algoma Mariner	Salt	23,309
Dec 26	Atlantic Huron	Salt	28,246
		<b>Total MT</b>	<b>543,723</b>

\* Salt Imported

### Grain Shipments by Vessel

Date	Vessel	Commodity	Qty (MT)
April 1	Cuyahoga	Soybeans	10,168
April 18	Evans Spirit	Soybeans	11,449
Aug 7	Whister*	Soybeans	3,713
Oct 6	Bogdan*	Soybeans	20,117
Oct 13	Thunder Bay	Soybeans	11,617
Oct 28	Baie Comeau	Soybeans	27,563
Nov 4	Miena Desgagnes	Soybeans	9,684
Nov 4	G3 Marquis	Soybeans	29,349
Nov 7	Blair McKeil	Soybeans	11,940
Nov 8	Miena Desgagnes	Soybeans	9,750
Nov 10	Thunder Bay	Soybeans	2,081
Nov 13	Miena Desgagnes	Soybeans	9,756
Nov 23	Thunder Bay	Soybeans	28,151
Dec 2	Sunda*	Soybeans	19,038
Dec 10	Baie St. Paul	Soybeans	28,166
Dec 21	Federal Hudson*	Wheat	23,267
		<b>Total</b>	<b>255,809</b>

\* Import/Export Vessel



## Grain Business Report

The volume of grain received at the Port in 2022 was 358,340 mt, which was down by 69,129 mt from the record high in the previous year. The biggest change from the previous year was the increase in wheat volume and the decrease in the amount of corn received.

The weather is always a concern for crop yields but overall, it was favourable in 2022 which saw excellent yields in the three main commodities of wheat, soybeans, and corn. While the cooler weather in the spring was good for the wheat, it did delay the start of the soybean harvest in the fall by a couple of weeks, which in turn delayed the intake of corn when the corn harvest started.

The challenge with soybeans in 2022 was the amount of available storage space to start harvest. The large wheat crop meant that there was 20,000 mt less storage space than normal at the start of harvest. The later-than-expected start also meant that producers were scrambling to get cargo in place for the first vessel of the harvest. The brokers provided a reasonable vessel schedule that should have allowed a steady flow of soybeans into the Port, however, one vessel arrived six days late which resulted in the cancellation of unload appointments until the vessel arrived.

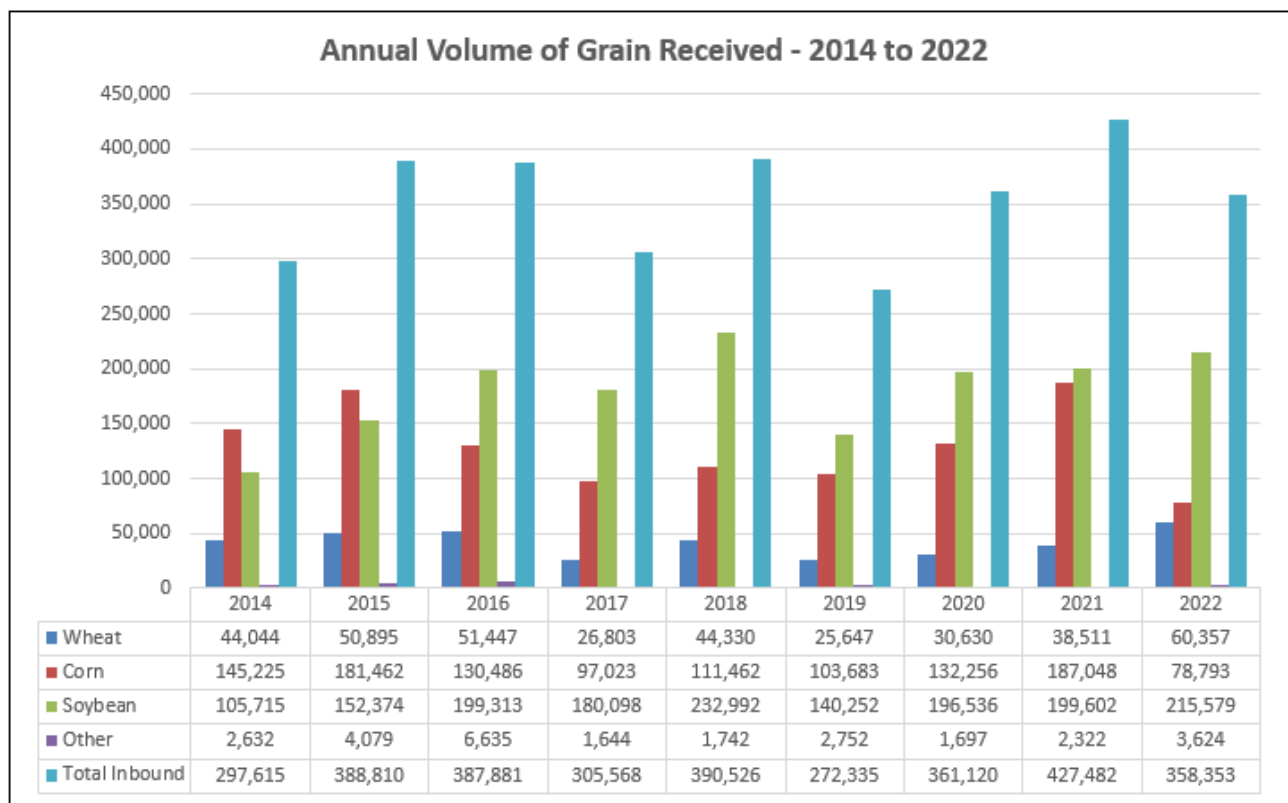
Storage of non-GMO corn continues to be an important aspect of the service that the Port provides.

The Port successfully completed the re-certification audit for its GMP+ Feed Assurance program and retained its certification. The program requires a full re-certification audit every three years, with annual surveillance audits for the other years. To recap, this is a quality program that requires the facility to have procedures in place to ensure our customers that we are receiving, handling, storing, and shipping grain in accordance with recognized best practices for the feed industry. The success of the GMP+ program required the continued input and participation of all employees to make it successful.

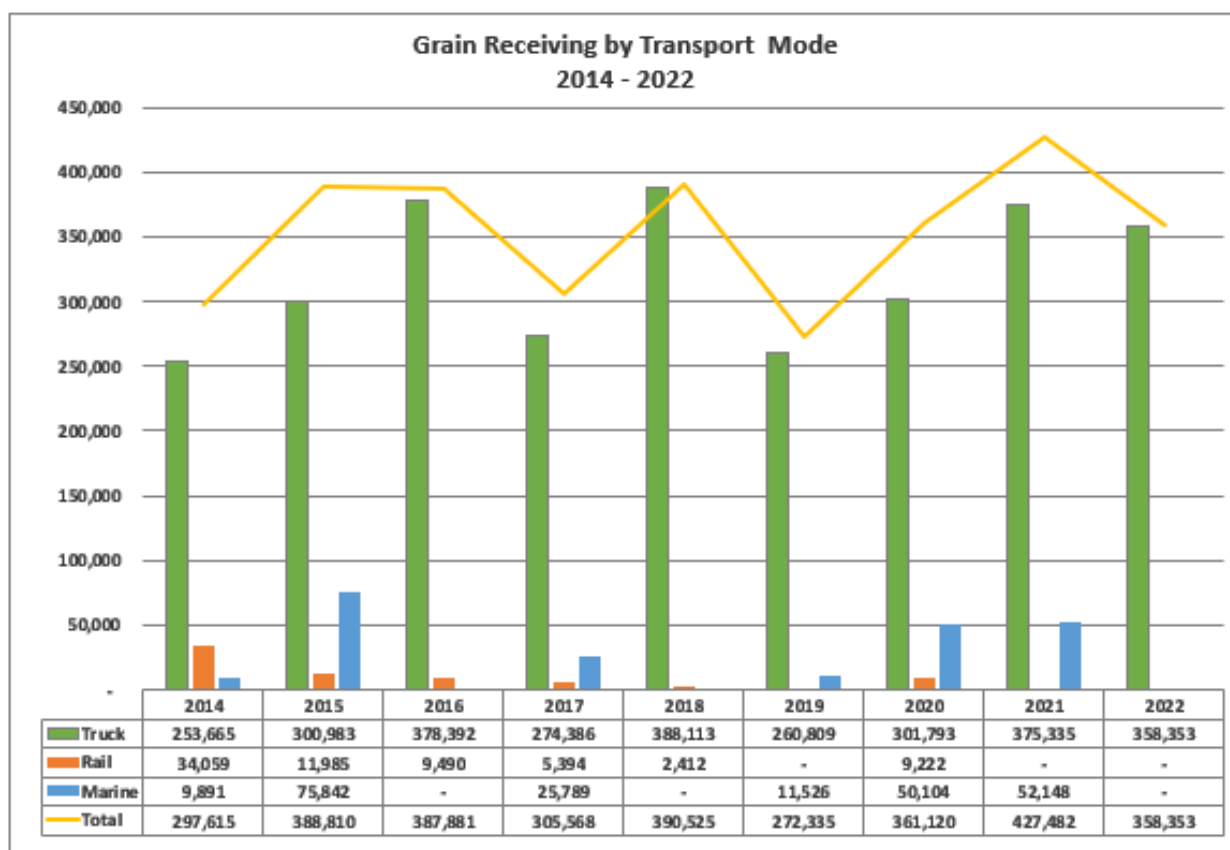
The Port also continues to support our local corn customers by providing extended working hours at night and on weekends to ensure that their production needs are being met.

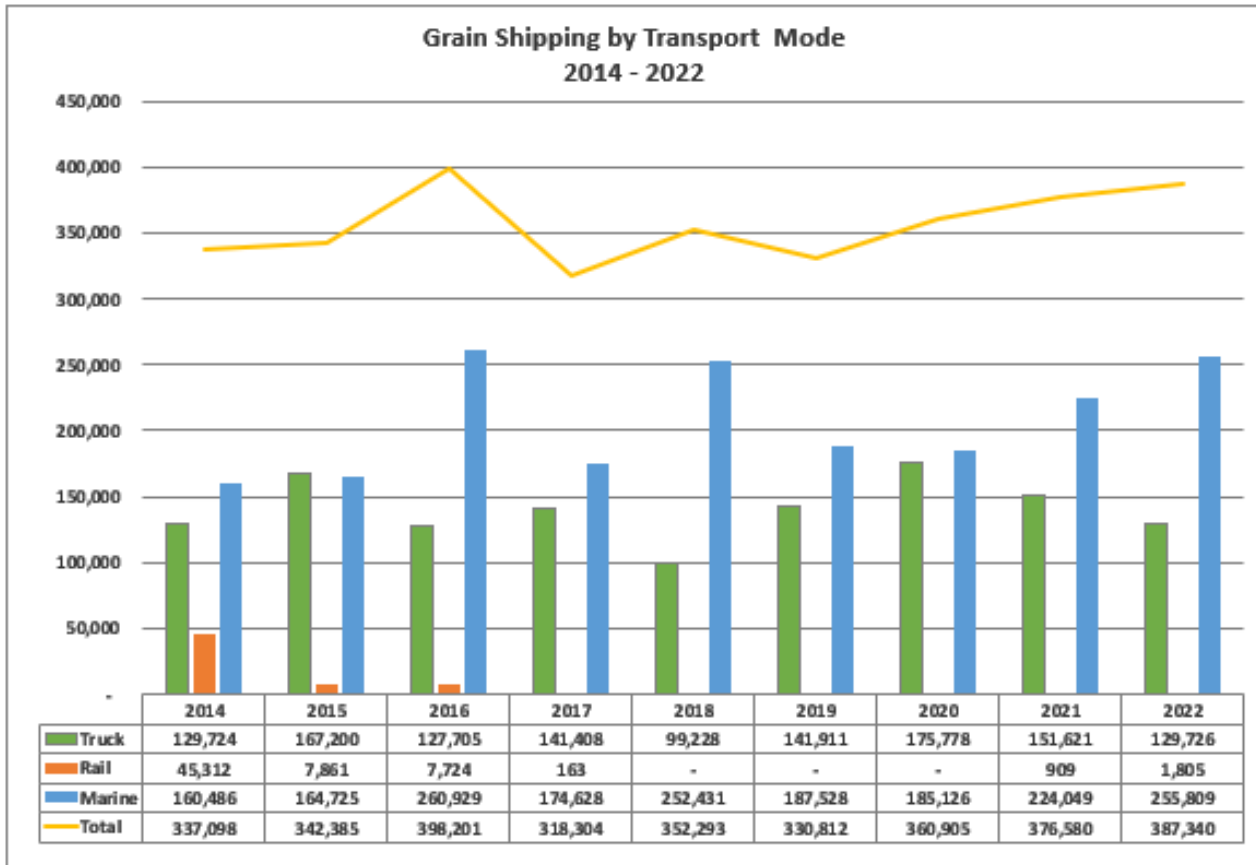


The chart below shows the total volume of each commodity handled per year.



The following charts show the mode of transport used for receiving and shipping grain at the Port.

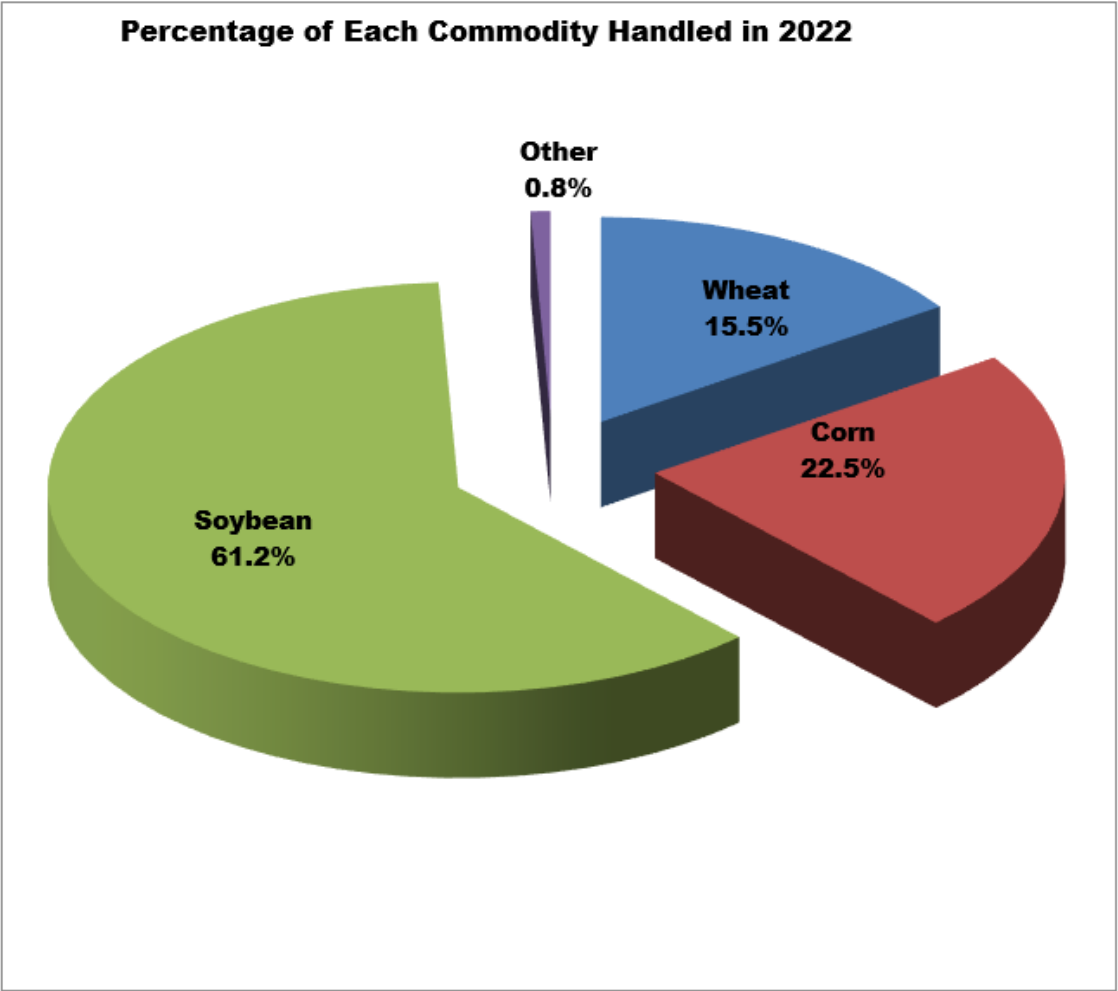




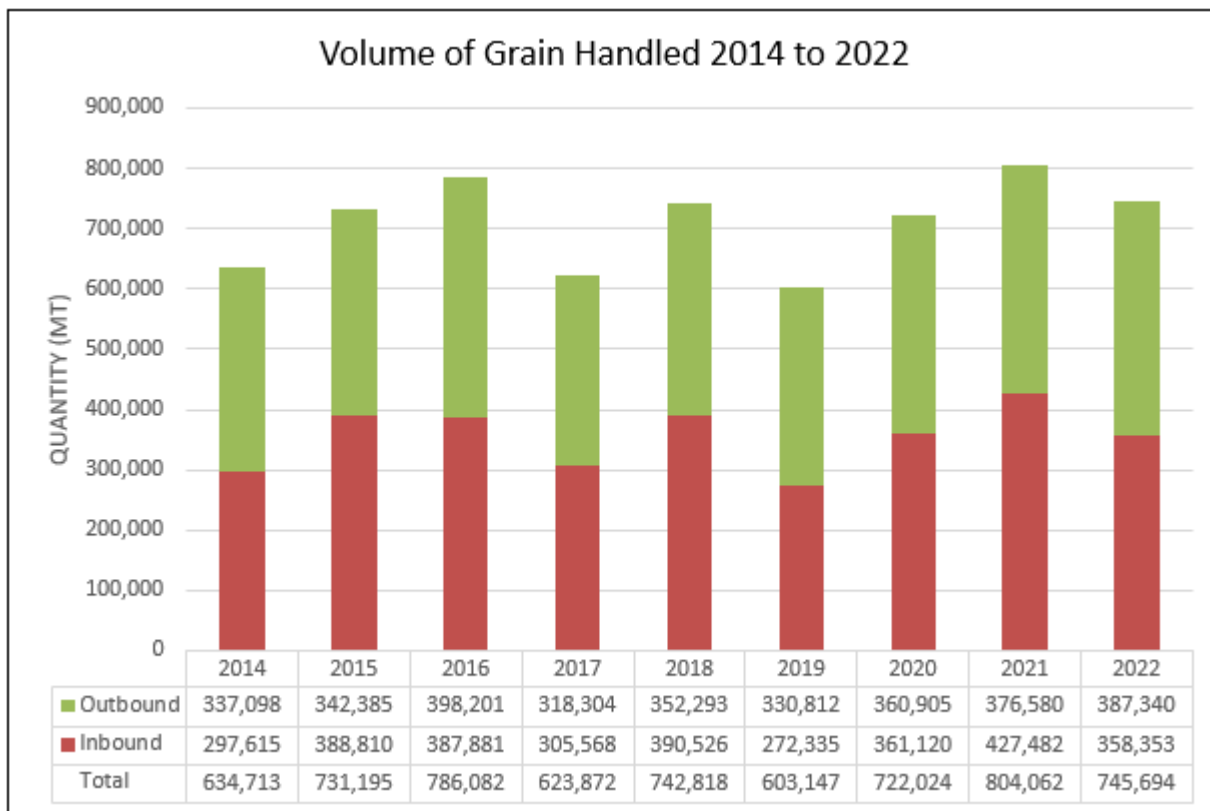
CSL Baie Comeau taking a load of soybeans in October.



The chart below illustrates the volume of each commodity handled by the Port in 2022. The highest volume crop handled by the Port continues to be soybeans.



The chart below highlights the total volume of grain handled per year (receipts and shipments) since 2014.



The wheat handled at the Port was up considerably in 2022 compared to the previous year. The volume received was 60,357 mt which was an increase of 21,486 mt over 2021. The Port had not received this volume of wheat since 2012. The ideal growing conditions in the spring produced record yields which caught all elevators off guard. The quality of wheat at harvest was very good. The preferred crops in this area continue to be corn and soybeans over wheat.

The soybean harvest was once again a busy time at the Port with 215,579 mt received. This is the second highest volume of soybeans received on record and represents an increase of 15,977 mt over the previous year. The challenge during harvest was the vessel arrivals in order to load out soybeans in order to keep the grain moving into the Port.

The 78,793 mt of corn received in 2022 was a decrease in corn volume of 108,000 mt compared to the previous year. It should be noted that in the previous year the Port received 52,147 mt of corn by vessel which is part of the reason for the decline in volume. The other reason for the decline was the lack of available storage space for corn due to the soybean demand and the large quantity of wheat in storage. Unfortunately, the Port was unable to take advantage of the above average yields in the area to get more corn into storage. It is estimated that the Port missed out on between 15,000 and 20,000 mt of corn due to lack of space.

Receipts of non-GMO corn continued in 2022 with 23,565 mt. This is on par with the previous year. The customer continues to be satisfied with the way their corn was handled and with the level of service provided.

## Capital Projects

The total spent on capital projects in 2022 was \$1,981,913 million dollars that covered a variety of projects. A summary of those projects are shown below. It should be noted that a few projects were not completed due to scheduling issues, or deferred as it was determined further work or study was required before proceeding. These projects will carry over to 2023.

The following is a list of some of the projects that were completed in 2022:

### **Bin Wall Repair**



### **New Fenders at the end of Berth #6**



### **Riverfront Dock Paving Project – Phase III completed**



### **New Roof and Windows at the new POJ Warehouse**





**New HVAC unit for the Vessel Grading Room**



**New Automatic Sampler for Vessel Loading**



**Purchased a new Analyzer for test Vomitoxin**



## Maintenance Report

The maintenance department was busy during the year with many tasks in order to keep the elevator running smoothly. This included annual inspections and preventative maintenance tasks as well as completing projects to obtain improvements geared towards efficiency and reliability. An abbreviated summary of the activities in the maintenance department this year is shown below.

### Maintenance – Electrical

- Installed new components to update the bin temperature monitoring system at the Port.
- Installed new conduits for new fiber optic cable around elevator.
- Troubleshoot and repair controls for dust system fire dampers.
- Replaced electrical power cable to cleaner drive motor.
- Electrical repairs to Trackmobile.
- Repairs to air compressor cooling fan.
- Replace proximity sensor on loading spout #1.

### Maintenance - Mechanical

- Annual cleaning of the cooling section of GSI grain dryer and service dryer unload drag conveyor.
- Installed new UHMW liner in the various chutes and spouts in the building.
- Annual inspection and maintenance of all grain trippers.
- Annual inspection and maintenance of rail and marine shipping lofters.
- Replaces 300 loftler buckets that were damaged on marine loftler #4.
- Install new shafts for the head and tail pulleys on #6 drag conveyor.
- Install new grain sampler on marine loftler #2.
- Annual inspection and maintenance of perimeter fence and gates.
- Annual lubrication of all rotating equipment was completed.
- Annual change out of dust collector bags was completed.
- Patch holes in skin of GSI grain dryer.
- Repair to the auger that transports dust from dust collectors A1 and A2 to the dust tank.
- Weekly, monthly, and quarterly dust system inspections and maintenance.

### Contractors:

- The Electrical Safety Authority conducted their inspections in 2022. All was found to be in order.
- Drapeau Automatic Sprinkler Corp. conducted the annual inspection and verification of our fire alarm system. No issues were found during the testing, and we were given our Certificate of Inspection.
- Annual inspection and certification of PPE for “Working from Heights” and “Confined Space Entry” equipment was performed by a technician from Grainger Canada.
- Unitech performed the annual inspection of the hoisting equipment.
- Schneider Electric sampled and analyzed transformer oil.

## Health and Safety / Training / Environment

Below is a summary of the environmental and health & safety program activities for the 2022 year that were provided by Prevention and Regulatory Solutions Ltd.

### **Management Support**

- Prepared recommendations for short and longer-term areas of program development and training. Updated recommendations and discussed with management as needed.
- Prepared or updated orientation training plans for new Port employee categories – casual, full-time, administrative, and management. Conducted orientation training sessions for new casual employees (2 groups), full-time maintenance employee (1 person), full-time administrative employee (1 person), and manager (1 person over several sessions.)
- Circulated information to management regarding changes to federal health and safety legislation, applicable provincial legislation, and case law decisions relevant to Port health and safety programs.
- Provided updated program information and training to Port management personnel having responsibilities for contractor safety, emergency action plans, and H&S due diligence.

### **General H&S Support**

- Reviewed safety committee inspections, safety committee meeting minutes, and incident investigation reports from the previous year, and updated the hazard prevention program (HPP) assessment. Reviewed the new HPP content and recent or planned future safeguards with management, then consulted with the safety committee on adjustments before reissuing the updated assessment.
- Updated the Port lockout listing, lockout procedure, and lockout training program on 3-year cycle, all in consultation with the safety committee. Conducted training sessions for all available Port personnel.
- Organized 2021 and 2022 training records and updated the Port's H&S training matrix. Reviewed changes and methods of entry with Port Administrative Assistant.
- In consultation with the safety committee, made planned updates to the Port health and safety rules, and conducted training sessions for all available Port personnel.
- Reviewed confined space entry (CSE) assessments and permit documents that were expiring on a mandatory 3-year review cycle. Confined spaces involved in these reviews were normal elevator bins (class A), upper house garner bins (classes C and L), basement loft pits (class D), truck unloading pits (classes H and J), and workhouse cleaner bins

## Health and Safety / Training / Environment Cont'd.

(class W). Also provided recommendations for improving rescue plans for elevator scales (Class G). All changes were made in consultation with the CSE team and the safety committee.

- Outlined scope of work and provided support materials to a 3<sup>rd</sup> party firm to conduct 2 training sessions for CSE rescue training.
- Conducted on-site respirator fit testing for all available Port personnel currently available styles of N-95 respirators.

### **Environmental Program Support**

- Reviewed the previous year's (2021) salt shipping data, inspection records, and salt management records in preparation for possible inspection by the Ministry of Environment, Conservation, and Parks (MECP).
- Reviewed the draft annual report for saltwater testing (written by Blu Metric) and provided comments and recommendations to the General Manager.
- Updated training slides in consultation with Port General Manager and conducted an on-line training session for available salt management stakeholders who have responsibilities under the Port salt management program. Training was attended by approximately 20 personnel representing the stevedore, salt owners, and trucking companies.

### **2022 Health and Safety Metrics**

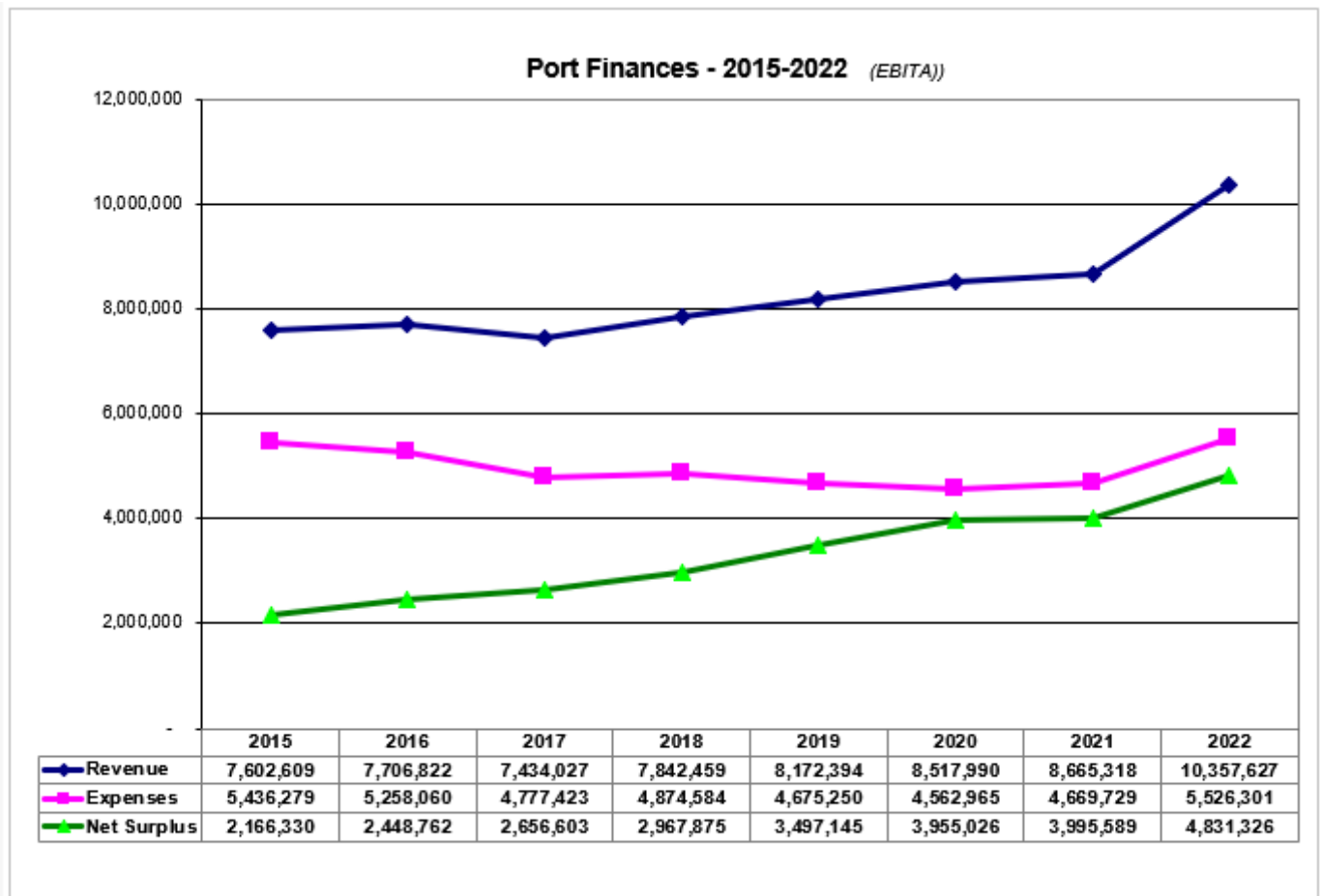
Apart from the training hours, the following performance metrics were provided by the Port Office Manager.

Regular safety committee meetings	12
Special safety committee meetings	6
Workplace Inspections conducted	12
Incident or safety investigations conducted	3
Safety complaints filed	0
Work refusals filed	0
Accidents resulting in medical aid only	0
Accidents resulting in lost work days	0
Lost work days due to accidents	0
Training hours provided by PandRS	52
Approx. training hours by others providers	40



## FINANCIAL REPORT – Pre-audited EBITA

The Port of Johnstown, a division of the Township of Edwardsburgh Cardinal, has completed another very successful year. As detailed in the information below, we have finished 2022 with the highest revenues since the township acquired the Port. Revenues for 2022 increased by 20% resulting in a record surplus of \$4.83 million. This is a 21% increase over 2021 and a 123% increase since 2015.



## 2022 - Revenues/Expenses/Surplus Quarterly Actuals VS Budget

Feb. 23, 2022

2022 BUDGET	1ST QTR	2ND QTR	3RD QTR	4TH QTR	Total
<b>BUDGET REVENUE</b>	<b>1,090,000</b>	<b>1,270,000</b>	<b>1,900,000</b>	<b>4,325,000</b>	<b>8,585,000</b>
<b>ACTUAL REVENUE</b>	<b>1,186,445</b>	<b>1,315,420</b>	<b>2,590,021</b>	<b>5,265,741</b>	<b>10,357,627</b>
<b>BUDGET OPER. EXPENSE</b>	<b>985,000</b>	<b>1,175,000</b>	<b>1,350,000</b>	<b>1,650,000</b>	<b>5,160,000</b>
<b>ACTUAL EXPENSE</b>	<b>1,009,316</b>	<b>1,084,305</b>	<b>1,209,202</b>	<b>2,223,478</b>	<b>5,526,301</b>
<b>BUDGET NET SURPLUS</b>	<b>105,000</b>	<b>95,000</b>	<b>550,000</b>	<b>2,675,000</b>	<b>3,425,000</b>
<b>*ACTUAL SURPLUS</b>	<b>177,129</b>	<b>231,116</b>	<b>1,380,820</b>	<b>3,042,262</b>	<b>4,831,326</b>
2012-2021 Actuals	1ST QTR	2ND QTR	3RD QTR	4TH QTR	Total
2021 REVENUE	836,760	1,287,377	2,223,661	4,317,517	8,665,316
2021 OPERATING EXP.	945,364	1,009,703	1,124,491	1,590,171	4,669,729
<b>2021 NET SURPLUS</b>	<b>(108,604)</b>	<b>277,675</b>	<b>1,099,170</b>	<b>2,727,346</b>	<b>3,995,587</b>
2020 REVENUE	967,003	1,291,866	1,997,000	4,262,122	8,517,990
2020 OPERATING EXP.	980,922	1,043,542	1,076,049	1,462,451	4,562,964
<b>2020 NET SURPLUS</b>	<b>(13,920)</b>	<b>248,324</b>	<b>920,951</b>	<b>2,799,671</b>	<b>3,955,026</b>
2019 REVENUE	1,012,775	1,397,838	1,583,263	4,178,519	8,172,394
2019 OPERATING EXP.	983,681	1,140,643	1,138,321	1,412,605	4,675,250
<b>2019 NET SURPLUS</b>	<b>29,094</b>	<b>257,195</b>	<b>444,942</b>	<b>2,765,914</b>	<b>3,497,145</b>
2018 REVENUE	840,124	1,150,186	1,633,737	4,218,410	7,842,457
2018 OPERATING EXP.	995,233	1,252,738	1,197,547	1,429,065	4,874,583
<b>2018 NET SURPLUS</b>	<b>(155,109)</b>	<b>(102,552)</b>	<b>436,190</b>	<b>2,789,345</b>	<b>2,967,874</b>
2017 REVENUE	789,446	1,268,062	1,617,288	3,759,231	7,434,027
2017 OPERATING EXP.	1,118,701	1,066,194	1,068,904	1,523,624	4,777,423
<b>2017 NET SURPLUS</b>	<b>(329,256)</b>	<b>201,867</b>	<b>548,384</b>	<b>2,235,607</b>	<b>2,656,603</b>
2016 REVENUE	920,382	1,305,343	1,347,954	4,133,144	7,706,822
2016 OPERATING EXP.	1,066,614	1,089,587	1,154,851	1,947,007	5,258,060
<b>2016 NET SURPLUS</b>	<b>(146,232)</b>	<b>215,755</b>	<b>193,102</b>	<b>2,186,136</b>	<b>2,448,762</b>
2015 REVENUE	668,203	1,301,025	1,979,858	3,653,523	7,602,608
2015 OPERATING EXP.	988,047	1,208,856	1,185,003	2,054,371	5,436,278
<b>2015 NET SURPLUS</b>	<b>(319,845)</b>	<b>92,169</b>	<b>794,854</b>	<b>1,599,151</b>	<b>2,166,330</b>
2014 REVENUE	900,947	1,220,444	1,374,870	3,073,567	6,569,827
2014 OPERATING EXP.	1,000,915	1,075,992	1,152,317	1,592,545	4,821,769
<b>2014 NET SURPLUS</b>	<b>(99,969)</b>	<b>144,452</b>	<b>222,553</b>	<b>1,481,022</b>	<b>1,748,058</b>
2013 REVENUE	916,144	876,808	1,260,291	3,445,665	6,498,909
2013 OPERATING EXP.	882,299	936,500	1,031,999	1,570,761	4,421,559
<b>2013 NET SURPLUS</b>	<b>33,846</b>	<b>(59,692)</b>	<b>228,292</b>	<b>1,874,904</b>	<b>2,077,350</b>
2012 REVENUE	1,001,076	1,267,195	1,594,203	2,561,825	6,424,299
2012 OPERATING EXP.	844,654	1,021,032	1,028,383	1,356,966	4,251,036
<b>2012 NET SURPLUS</b>	<b>156,422</b>	<b>246,162</b>	<b>565,820</b>	<b>1,204,859</b>	<b>2,173,263</b>

*\*All values are EBITA*

## 2022 Port Highlights



### **1<sup>st</sup> vessel of the Year!**

The first vessel that arrived in the 2022 shipping season was the Cuyahoga on April 1, 2022. General Manager Robert Dalley and Councillor Stephen Dillabough were on hand to welcome Captain Tim Pryor and present him with a Port of Johnstown hat and golf shirt.



### **In September 2022, the International Plowing Match was held in Kemptville, Ontario.**

Left: The Port provided their transportation wagon to help convey the public back and forth from the parking lot.

Below left: Port Committee members and Port staff volunteered to operate the Port's booth at the event. Below right: The Port of Johnstown was a Platinum sponsor donating \$50,000 to the cause.

Robert Dalley and Mike Moulton present a cheque to IPM chairman Harry Bennett.





## Proud to Support our Canadian Armed Forces.

The Port of Johnstown was chosen as the preferred site to unload 38 rail cars of military vehicles. The entire project took only 7 hours from start to finish and was completed with military precision.



## Port Tours

In 2022, the Port continued to provide tours to various groups including the Ottawa-Rideau Regional SCIA (Soil and Crop Improvement Association) whose Summer Tour 2022 included both the Port of Johnstown and Ingredion in Cardinal. Kevin Saunders, Operations Manager at the port, provided a tour and answered many questions from the inquisitive group of over twenty associates.



## **Community Capital Funding**

In the 3rd year of the program the Port of Johnstown provided capital funds to three local community groups to carry out projects in the community in 2022.

### **Supporting our local Legions**

Organization: Cardinal Royal Canadian Legion received a donation to replace the old, damaged roof on the north side of the building, while the Spencerville Legion received a donation to help replace the flooring in their downstairs area.



### **Rink Divider System**

Organization: South Grenville Minor Hockey Association

To add in proper rink divider systems for Novice hockey so kids have a better opportunity to play hockey with the half-ice rule. Port of Johnstown logo will be added.





## More Donations!



Port staff member Rhonda Code and Stephanie McVitty were on hand to present cheques to Shaun Armitrage from the United Way, Bonnie Pidgeon from the South Grenville Foodbank, and Karie Smail on behalf of the Angel Tree and Youth Outreach Programs.



## Fort Town Charity Run



Actually, this should have been called the Port Town Charity Run. Due to issues with permits etc. the Port received a call from organizer Michel Larose asking if he could stage the event at the Port. It was a huge success with runners of all ages participating. Get Set – GO!

## Aquatarium Exhibit – Coming soon!

The Port of Johnstown is proud to be a major sponsor of the new Aquatarium Exhibit scheduled to open on Family Day, February 20. We are all very excited to be part of this new exhibit at the Aquatarium featuring the Port of Johnstown and its grain elevator. Many times we have been asked, ‘What goes on in that big building of yours?’ You need not wonder any longer. Bring your children and grandchildren to this great learning facility and gain valuable insight to the operations of a grain elevator, with hands-on equipment for your little ones to safely operate.



Mayor Tory Deschamps and Deputy Mayor Stephen Dillabough were on hand at the Aquatarium to get an update on this enormous exhibit scheduled to open soon.

## Retirement Announcement



The Port of Johnstown is proud to announce the retirement of Allan Perrin who decided to pack it in after 31 years of employment at the Port. Al has seen a lot of changes and he was very appreciative of how he was treated over the years. We wish him a long and wonderful retirement. Thanks Al!

## GM – The year in review

Where does the time go? Another year is in the books, and I am proud to report that the Port of Johnstown has had their best year on record. While we still see some lingering effects on the world with the COVID-19 virus, we are hopeful that the worst is over and we can all get back to our pre-pandemic lives.

While reviewing our numbers and reviewing the “Port Highlights”, I was truly amazed at what we have accomplished in 2022. We have a dedicated staff and I cannot thank them all enough for their efforts. Particularly when we get to harvest season and require long hours to keep the grain moving through the elevator. Our staff understands the business and realizes how important this time of year is to the success of our community farmers. Yes, we did have some delays, but I know that we did our best to try and get the vessels into the Port to relieve the congestion.

To our customers, we appreciate and thank you for your loyalty. Please know that we will always strive to make investments towards continuous improvements so that we can provide safe, efficient, and reliable services for both today and into the future.

We could not do this without the support of our Port of Johnstown Management Committee and Town Council who understand the importance of re-investing monies back into the Port, ensuring our sustainability for many years to come.

I want to take a moment to thank our outgoing Port Management Committee members who governed us for the past four years and supported the efforts of Port staff. I would also like to give an additional well deserved thank you to Pat Sayeau who worked as a council and port committee member for eight years and as the mayor for an additional eight years. Your efforts and contribution to the port will not be forgotten. And to all past committee and council members and past employees of the Port, thank you. We are what we are today thanks to you.

I would also like to welcome the new council and future port committee members who have signed up to make a difference to their Port and to their community.

Wishing everyone a healthy and safe 2023,

Robert Dalley  
General Manager  
Port of Johnstown



Port of Johnstown  
STATEMENT OF INCOME(LOSS) AND SURPLUS(DEFICIT)  
YEAR TO DATE AT 12/31/2022

	CURRENT YEAR	PRIOR YEAR
BERTHAGE	196,131.60	128,746.45
MOORING/SERVICES	38,250.00	29,093.75
GRAIN WHARFAGE	140,694.97	151,887.76
DRY BULK CARGO WHARFAGE	719,668.51	549,219.36
BREAK BULK CARGO WHARFAGE	78,472.03	16,461.17
LIQUID BULK CARGO WHARFAGE	14,179.95	28,120.05
MISC. WHARFAGE (CRUISE SHIPS)	2,610.00	0.00
DRY BULK CARGO STORAGE	43,243.02	33,786.50
BREAK BULK CARGO STORAGE	172,366.40	88,198.03
MARINE SECURITY	95,905.60	61,673.10
HARBOUR SERVICES	<u>1,501,522.08</u>	<u>1,087,186.17</u>
GRAIN STORAGE	2,339,915.52	1,904,233.42
AERATION	70,632.57	166,351.44
LAB TESTING	1,125.00	2,835.04
RECEIVING - VESSELS	0.00	237,826.03
RECEIVING - TRUCK	1,949,721.93	2,036,411.62
DELIVERING - VESSELS	905,043.69	759,722.92
DELIVERING - RAIL	5,533.45	3,245.50
DELIVERING - TRUCKS	470,289.14	486,302.78
DELIVERING - MILL	766.03	4,649.01
CLEANING	5,762.82	7,473.60
GRAIN DRYING	117,164.42	219,731.48
SOYBEAN DRYING	2,021,292.00	779,069.00
GRADING	470.00	105.00
QUALITY CONTROL (Fumigation)	282,819.69	334,672.02
PROTEIN ANALYSIS	3,604.57	6,811.60
SALE OF GRAIN	6,297.75	11,928.95
CGC VESSEL GRADING REVENUE	48,825.01	109,951.88
CGC VESSEL GRADING EXPENSE	(48,825.01)	(109,951.88)
GRAIN SERVICES	<u>8,180,438.58</u>	<u>6,961,369.41</u>
RAIL STORAGE	24,330.00	109,300.00
RAIL CARGO HANDLING	84,933.60	0.00
RAIL SERVICES	<u>109,263.60</u>	<u>109,300.00</u>
BUSINESS PROPERTY LEASES	61,889.32	61,116.73
POJ WAREHOUSE PROPERTY LEASES	11,375.00	0.00
CARGO STORAGE LEASES	372,884.27	347,287.38
LICENSE AGREEMENTS	55,345.88	46,583.30
COTTAGE LEASES	45,207.80	44,407.10
SALE ELECTRICITY	7,774.47	4,826.43
LEASES/LICENSES	<u>554,476.74</u>	<u>504,220.94</u>
MISCELLANEOUS	11,926.33	3,241.42
OTHER SERVICES/SALES	<u>11,926.33</u>	<u>3,241.42</u>
TOTAL OPERATING REVENUES	<u>10,357,627.33</u>	<u>8,665,317.94</u>

Port of Johnstown  
STATEMENT OF INCOME (LOSS) AND SURPLUS (DEFICIT)  
YEAR TO DATE AT 12/31/2022  
-----

	CURRENT YEAR	PRIOR YEAR
REVENUES FROM OPERATIONS	10,357,627.33	8,665,317.94
OPERATING EXPENSES		
LABOUR - REGULAR	1,420,468.16	1,398,801.89
LABOUR - OVERTIME	193,767.31	269,488.24
EMPLOYEE BENEFITS	889,962.62	796,724.38
	<u>2,504,198.09</u>	<u>2,465,014.51</u>
ELECTRICITY	397,950.32	298,409.09
NATURAL GAS	126,943.21	97,576.96
EQUIPMENT FUEL	5,211.55	1,915.63
UTILITIES	<u>530,105.08</u>	<u>397,901.68</u>
MATERIALS AND SUPPLIES	126,317.78	82,192.25
OUTSIDE SERVICES	372,661.50	384,462.17
ADVERTISING / MEMBERSHIPS	180,345.38	181,314.12
RENTALS	13,896.82	9,645.64
TRAVEL / BUSINESS	5,015.48	1,497.81
OFFICE ADMINISTRATION	69,164.63	61,258.07
INSURANCE	317,716.62	284,681.63
ALLOW FOR DOUBTFUL DEBTS	0.00	0.00
BAD DEBTS	0.00	0.00
COMMITTEE HONORARIUM	18,500.00	20,500.00
MUNICIPAL ALLOCATION	1,378,626.46	781,261.00
OTHER OPERATING & ADMIN	<u>2,482,244.67</u>	<u>1,806,812.69</u>
GRAIN HANDLING LOSSES	9,753.00	0.00
TOTAL OPERATING EXPENSES	<u>5,526,300.84</u>	<u>4,669,728.88</u>
NET INCOME (LOSS) FROM OPERATIONS	<u>4,831,326.49</u>	<u>3,995,589.06</u>
AMORTIZATION	(2,322,587.13)	(1,262,023.86)
AMORTIZED CAPITAL CONTRIBUTIONS	1,342,185.37	442,743.07
BANK INTEREST	265,168.81	151,123.89
ACCTS. REC. INTEREST	4,455.98	(1,001.72)
UNREALIZED CAPITAL GAINS(LOSSES)ON INVESTMEI	(267,383.22)	41,030.86
RBC LOAN INTEREST EXPENSE	(55,659.56)	0.00
LOSS (GAIN) DISPOSAL ASSETS	0.00	92,133.00
NET INCOME (LOSS)	<u>3,797,506.74</u>	<u>3,459,594.30</u>

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

Port of Johnstown

BALANCE SHEET

AS AT 12/31/2022

	CURRENT YEAR	PRIOR YEAR
ASSETS		

CURRENT ASSETS:

PETTY CASH	1,000.00	1,000.00
CASH CURRENT RBC	6,584,692.85	3,595,676.15
RBC PORT TRUST	4,958.27	3,344,420.14
TOTAL CASH	6,590,651.12	6,941,096.29

ACCOUNTS RECEIVABLE TRADE	1,193,072.60	2,036,193.93
ACCOUNTS RECEIVABLE - HST	56,695.70	38,624.89
ACCRUED REVENUE GENERAL	1,800.00	0.00
ACCRUED INTEREST GENERAL	98,549.68	2,820.00
ALLOWANCE FOR DOUBTFUL ACCTS	(5,000.00)	(5,000.00)
TOTAL ACCOUNTS RECEIVABLE	1,345,117.98	2,072,638.82

INVESTMENT (GIC)	3,358,673.14	0.00
SCOTIA HISA	2,559,505.84	0.00
INVESTMENT (ONE INVESTMENT)	0.00	2,443,873.81
FMV ADJ ON INVESTMENTS	0.00	320,747.93
TOTAL INVESTMENTS	5,918,178.98	2,764,621.74

PREPAID INSURANCE	54,022.62	47,603.64
PREPAID EXPENSES GENERAL	3,749.25	3,548.42
PREPAID EQUIPMENT INVENTORY	7,857.69	7,857.69
TOTAL PREPAID EXPENSES	65,629.56	59,009.75

TOTAL CURRENT ASSETS	13,919,577.64	11,837,366.60
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CAPITAL ASSETS:

TOTAL CAPITAL ASSETS	0.00	0.00
SIGNS	4,016.52	4,016.52
LAND	1,110,060.00	60.00
VEHCILES	67,127.00	67,127.00
PAVING	1,116,367.19	844,009.95
LAND IMPROVEMENTS	595,865.00	595,865.00
HOPPER (UNLOADING GRAIN)	178,654.75	178,654.75
ANNEX	12,408,159.96	12,408,159.96
ASSETS UNDER CONSTRUCTION	1,008,495.28	247,093.81
BUILDINGS/FIXTURES/STRUCTURE	6,504,956.33	3,763,482.10
EQUIPMENT	18,946,316.56	18,815,907.70
MARINE TERMINAL	34,700,338.37	34,700,338.37
CAPITAL ASSETS TOTAL	76,640,356.96	71,624,715.16

DEFERRED CAPITAL CONTRIBUTIONS	<u>(27,728,232.00)</u>	<u>(29,070,417.37)</u>
ACC. AMORT. - SIGNS	(4,016.55)	(4,016.55)
ACC. AMORT. - VEHICLE	(50,414.31)	(36,988.93)
ACC. AMORT. - BUILDING & FIXTURES	(963,087.58)	(827,129.69)
ACC. AMORT. - EQUIPMENT	(4,151,264.46)	(2,779,759.64)
ACCUM. AMORTIZATION - PAVING	(226,494.57)	(195,639.29)
ACCUM. AMORTIZATION HOPPER	(75,920.55)	(71,644.11)
ACCUM. AMORTIZATION ANNEX	(3,328,508.64)	(2,914,903.32)
ACCUM. AMORTIZATION MARINE TERMINAL	(2,255,522.06)	(1,908,518.66)
ACCUM. AMORTIZATION LAND IMPROVEMENT	(26,813.98)	(20,855.38)
TOTAL ACCUMULATED AMORTIZATION	<u>(11,082,042.70)</u>	<u>(8,759,455.57)</u>
NET CAPITAL ASSETS	<u>65,558,314.26</u>	<u>62,865,259.59</u>
TOTAL ASSETS	<u>51,749,659.90</u>	<u>45,632,208.82</u>

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

Port of Johnstown

BALANCE SHEET

AS AT 12/31/2022

	CURRENT YEAR	PRIOR YEAR
LIABILITIES AND EQUITY		

LIABILITIES

CURRENT LIABILITIES:

ACCOUNTS PAYABLE TRADE	164,528.56	35,888.53
ACCOUNTS PAYABLE - HST	155,634.96	153,331.52
ACCRUED CHARGES	273,994.02	255,947.04
ACCRUAL ANNUAL LEAVE	56,002.31	54,800.51
ACCRUAL SEVERANCE PAY	349,848.41	349,776.57
ACCRUED WAGES	49,070.65	53,949.83
ACCRUAL UNPAID WAGES/OVERTIME	9,745.82	10,931.52
ACCOUNTS PAYABLE AND ACCRUED LIABIL	1,058,824.73	914,625.52
DEFERRED REVENUES	102,640.23	100,518.30

TOTAL CURRENT LIABILITIES	1,161,464.96	1,015,143.82
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RBC LOAN PAYABLE	2,180,764.76	0.00
TOTAL LONG-TERM LIABILITIES	2,180,764.76	0.00

TOTAL LIABILITIES	(3,342,229.72)	(1,015,143.82)
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EDWARDSBURGH EQUITY

CONTRIBUTED CAPITAL	0.00	0.00
SURPLUS	44,609,923.44	41,157,470.70
SURPLUS(BEGINNING BALANCE)	44,609,923.44	41,157,470.70
PROFIT (LOSS) CURRENT PERIOD	3,797,506.74	3,459,594.30
ROUNDING	0.00	0.00
TOTAL EQUITY	48,407,430.18	44,617,065.00

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 27, 2023

Resolution Number: 2023- \_\_\_\_\_

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

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

**COPY**

THAT Municipal Council:

1. Approves the Port of Johnstown's 2023 Budget Revenues and Expenses as presented; and
2. Approves the Port of Johnstown's 2023 Capital Budget in the amount of \$9,586,000.00 plus 2022 carryover amount of \$1,305,950.00 for a total of \$10,891,950.00 excluding HST.

As recommended by the Port Management Committee.

☐ Carried    ☐ Defeated    ☐ Unanimous

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

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

NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		



***Port of Johnstown***

***A Division of Edwardsburgh/Cardinal Township***

**BUDGET 2023**

**REVENUE AND EXPENSE**

**SUMMARY**

Feb. 22, 2023



## 2023 BUDGET SUMMARY

### REVENUES - \*EBITDA

HARBOUR SERVICES	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 Comments
BERTHAGE	130,000	196,132	140,000	Depends on steel, not confirmed for 2023
MOORING	30,000	38,250	30,000	Same as 2022 budget
GRAIN WHARFAGE	150,000	140,695	150,000	Same as 2022 budget
DRY BULK CARGO WHARFAGE	525,000	719,669	550,000	Expect lower amount of salt this year
BREAK BULK CARGO WHARFAGE	17,500	78,472	30,000	Depends on steel pipes repeating in 2023
LIQUID BULK CARGO WHARFAGE	28,500	14,180	28,000	Building new tank, expect to be back to normal - similar to 2021
MISC. WHARFAGE/CRUISE BOATS	10,000	2,610	-	Not expecting any at this point. Ocean Explorer is a no for 2023
DRY BULK CARGO STORAGE	32,500	43,243	43,000	Cargill - has confirmed for 2023
BREAK BULK CARGO STORAGE	90,000	172,366	90,000	Depends on steel project - not confirmed
MARINE SECURITY	65,000	95,906	65,000	Vessels carrying steel have big impact
<b>TOTAL</b>	<b>1,078,500</b>	<b>1,501,522</b>	<b>1,126,000</b>	
<b>GRAIN SERVICES</b>				
GRAIN STORAGE	2,150,000	2,339,916	2,140,000	Lower inventory compared to 2022 - 65k less per month for 3 months
AERATION	120,000	70,633	110,000	2022 dropped - less corn processed
LAB TESTING	2,500	1,125	2,500	depends on the harvest
RECEIVING - VESSELS	235,000	-	-	Do not expect any imported corn
RECEIVING - RAILS	5,000	-	10,000	26 cars so far in 2023 - 2000mt
RECEIVING - TRUCK	1,800,000	1,949,722	2,000,000	avg 2021/22
DELIVERING - VESSELS	750,000	905,044	900,000	Expect a couple of vessels in the spring 4 yr avg
DELIVERING - RAIL	2,500	5,533	6,000	Similar to 2022
DELIVERING - TRUCKS	485,000	470,289	510,000	4 yr avg
DELIVERING - MILL	4,000	766	1,000	
<b>(TOTAL IN/OUT)</b>	<b>3,281,500</b>	<b>3,331,354</b>	<b>3,427,000</b>	
CLEANING	7,500	5,763	7,000	4 yr avg
GRAIN DRYING	175,000	117,164	145,250	4 yr avg
SOYBEAN DRYING	900,000	2,021,292	2,000,000	Same as 2022
GRADING	100	470	100	
PROTEIN ANALYSIS	5,000	3,605	4,800	4 yr avg
SALE OF GRAIN	12,000	6,298	9,500	4 yr avg
QUALITY CONTROL/FUMIGATION	285,000	282,820	275,000	4 yr avg
<b>TOTAL GRAIN SERVICES</b>	<b>6,938,600</b>	<b>8,180,439</b>	<b>8,121,150</b>	
RAIL STORAGE	50,000	24,330	10,000	Decrease use of POJ for rail car storage
RAIL CARGO HANDLING	-	84,934	60,000	Dependant on steel pipe project
<b>TOTAL</b>	<b>50,000</b>	<b>109,264</b>	<b>70,000</b>	
<b>LEASES AND LICENSES</b>				
BUSINESS PROPERTY LEASES	61,500	61,889	62,650	1.5% increase
POJ WAREHOUSE PROPERTY LEASES		11,375	132,000	New lease starting Feb. 1
CARGO STORAGE LEASES	350,000	372,884	378,500	1.5% increase
LICENSE AGREEMENTS	47,000	55,346	56,000	1.5% increase
COTTAGE LEASES	45,000	45,208	45,900	1.5% increase
SALE ELECTRICITY	5,000	7,774	7,800	1.5% increase
<b>TOTAL</b>	<b>508,500</b>	<b>554,477</b>	<b>682,850</b>	
<b>TOTAL MISCELLANEOUS SERVICES</b>	<b>10,000</b>	<b>11,926</b>	<b>10,000</b>	
<b>TOTAL REVENUES</b>	<b>8,585,600</b>	<b>10,357,627</b>	<b>10,010,000</b>	Graphs and Account Details Page 2

## 2023 BUDGET SUMMARY

### EXPENSES - EBITDA

	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 Comments
LABOUR REG	1,600,000	1,420,468	1,740,468	Additional Management + Retro pay Union + increase+add. Labourers (3)
LABOUR OT	240,000	193,767	226,261	Overtime is dependant on harvest requirements
BENEFITS	852,538	890,104	915,616	
<b>LABOUR TOTAL</b>	<b>2,692,538</b>	<b>2,504,340</b>	<b>2,882,345</b>	Graphs and Account Details Page 3
ELECTRICITY	317,000	397,950	418,000	5% increase
GAS	137,000	126,943	140,000	10% increase
EQUIPMENT FUEL	4,000	6,769	6,800	Additional use of Mobile rail car mover for steel project
<b>UTILITIES</b>	<b>458,000</b>	<b>531,662</b>	<b>564,800</b>	
<b>OUTSIDE SERVICES</b>	<b>470,783</b>	<b>365,094</b>	<b>440,937</b>	Graphs and Account Details Pages 4-6
<b>MATERIALS AND SUPPLIES</b>	<b>125,100</b>	<b>126,318</b>	<b>193,200</b>	Graphs and Account Details Pages 7-8
ADVERTISING	23,305	21,519	23,305	
DONATIONS/SPONSORSHIP	150,230	146,461	97,435	Discontinue Community Funding - Redirect 35k
MEMBERSHIPS	6,530	5,842	7,875	
PORT PROMOTIONS	7,850	6,524	26,850	Port Day and marketing materials
<b>TOTAL ADV / DON / SPON / MEMBER</b>	<b>187,915</b>	<b>180,345</b>	<b>155,465</b>	
<b>RENTALS</b>	<b>10,000</b>	<b>13,897</b>	<b>14,000</b>	Genie Boom and Portable Washroom
<b>BUSINESS TRAVEL</b>	<b>5,500</b>	<b>5,015</b>	<b>10,000</b>	Lower during Pandemic
<b>OFFICE ADMINISTRATION</b>	<b>69,481</b>	<b>69,165</b>	<b>77,681</b>	Computer Services
<b>INSURANCE</b>	<b>327,384</b>	<b>317,717</b>	<b>355,843</b>	Expect 10 to 15% increase in rate / POJ warehouse
<b>MUNICIPAL HONORARIUM</b>	<b>20,500</b>	<b>18,500</b>	<b>20,000</b>	Honourarium is \$250 per meeting
FIXED MANAGEMENT FEES(PIL)	792,980	792,980	1,000,000	
SURPLUS SHARING		585,646	586,000	
<b>MUNICIPAL ADMIN FEES</b>	<b>792,980</b>	<b>1,378,626</b>	<b>1,586,000</b>	
<b>GRAIN HANDLING LOSSES</b>	<b>-</b>	<b>9,753</b>	<b>10,000</b>	
<b>TOTAL OPERATING /ADMIN EXPENSES</b>	<b>2,009,643</b>	<b>2,484,430</b>	<b>2,863,126</b>	Graphs and Account Details Page 9
<b>TOTAL EXPENSES</b>	<b>5,160,181</b>	<b>5,520,432</b>	<b>6,310,272</b>	Graphs and Account Details Page 10

## Labour and Benefits Summary

EXPENSES	2022 Budget	2022 Actual	2023 Budget	2023 COMMENTS
<b>LABOUR</b>				
REGULAR LABOUR	1,600,000	1,420,468	1,740,468	Additional Management + Retro pay Union + increase+add. Labourers (3)
OVERTIME	240,000	193,767	226,261	Overtime is dependant on harvest requirements
OVERTIME % OF REGULAR LAB	15.00%	13.6%	13.00%	
TOTAL LABOUR	1,840,000	1,614,235	1,966,729	
<b>BENEFITS</b>				
W.S.I.B.	49,269	44,637	45,976	3% increase
UIC	26,797	28,247	29,095	3% increase
CPP	77,860	83,007	85,497	3% increase
OMERS	160,299	157,125	161,839	3% increase
HEALTH CARE PLAN	74,491	77,785	82,453	6% increase
A.D.&D. INSURANCE	1,000	950	950	similar to 2022
EMPLOYER HEALTH TAX	39,644	37,232	38,349	3% increase
DENTAL INSURANCE	34,909	36,373	37,101	2% increase
LIFE INSURANCE	6,087	5,884	6,413	9% increase
ANNUAL STAT. & PAID LEAVE	263,612	240,781	248,005	3% increase
SICK LEAVE	18,978	38,472	39,627	3% increase
MEAL ALLOWANCE	13,500	7,354	8,000	Similar to 2022
TERMINATION BENEFITS	19,384	67,395	69,417	3% increase
SHORT TERM (LOSS OF INCOME)	12,902	12,799	11,129	(-15)% decrease
CLOTHING & BOOT ALLOWANCE	8,550	8,286	9,123	1 % increase
LONG TERM DISABILITY	39,821	39,752	38,223	(-4)% decrease
EAP HEALTH & WELLNESS PROGRAM	1,080	969	1,067	1 % increase
VISION CARE	4,357	2,914	3,208	1 %increase
TOTAL BENEFITS	852,538	889,963	915,470	Overall increase to Sunlife 1%
<b>LABOUR AND BENEFITS TOTAL</b>	<b>2,692,538</b>	<b>2,504,198</b>	<b>2,882,199</b>	

## Outside Services Accounts Summary

OUTSIDE SERVICES	2022 Budget	2022 Actual	2023 Budget	2023 COMMENTS
1. ENVIRONMENTAL	84,500	13,637	42,500	Environmental Monitoring
2. TRAINING	22,000	20,069	16,000	Several training sessions required in 2023
3. QUALITY CONTROL (Fumigation)	500	4,190	16,500	QC Equipment calibration
4. HEALTH AND SAFETY	69,989	79,253	78,376	Same as 2022 plus annual fire alarm testing, elevator inspections
5. SECURITY	29,500	26,641	29,700	Vessel security, fire alarm, cameras - depends on type of vessel
6. GENERAL	38,620	36,682	34,531	Grain removal, CGC license, removal of grain dust
7. HOUSEKEEPING	15,500	13,170	15,750	Cleaning offices and employees washroom
8. ADMINISTRATION	68,374	78,735	113,180	Consultants, Lawyers, Auditors, Marketing
9. PORT ENGINEERING/CONSULTING	7,500	1,200	10,000	Engineering assessments
10. PROPERTY - ENGINEERING	37,500	15,688	23,500	Surveying/Berth Soundings
11. RAIL MAINTENANCE	1,800	9,979	6,800	Monthly track inspections
12. YARDS OUTSIDE SERVICE	22,000	10,619	10,000	Weed control, wildlife removal
13. MAINTENANCE	62,000	35,132	26,000	Millwright contractor, office renos
14. ELECTRICAL	3,500	3,639	7,100	Annex controls, substation maint.
15. EQUIPMENT REPAIR	6,000	8,759	8,000	Additional PM - machining parts, Bob Cats repairs
16. HEATING AND AC	1,500	908	1,500	Boiler inspection and service, AC service
17. POJ WAREHOUSE		6,792	1,500	New warehouse misc items
<b>TOTAL OUTSIDE SERVICE</b>	<b>470,783</b>	<b>365,094</b>	<b>440,937</b>	

### OUTSIDE SERVICES: 2023 Budget compared to 2022 Actual

2022 actual	\$ 372,662
2023 budget	\$ 440,937
Variance	\$ 68,276

Note: 2022 Budget was \$470,783

#### Variance Details

\$ 10,000	Eng. Salt Pond
\$ 15,000	Akwesasne Environmental
\$ 11,000	Equip. Calibration
\$ 16,000	License Fees - Automation
\$ 18,633	5% Inflation
<u>\$ 70,633</u>	

For further details, see breakdown of Outside Services accounts in Graphs and Account Details pages 4-6

## Materials and Supplies Accounts Summary

MATERIAL AND SUPPLIES	2022 Budget	2022 Actual	2023 Budget	2023 COMMENTS
1. QUALITY CONTROL - LAB SUPPLIES	5,000	1,099	1,500	Quality Control Lab Supplies
2. DOCK MAINTENANCE	15,000	12,251	16,000	Aggregate for maintaining closure berms on dock
3. HOUSEKEEPING SUPPLIES	3,600	1,630	3,500	Housekeeping supplies
4. QUALITY CONTROL (Fumigation)	5,000	2,944	3,500	Phosphine, Malathion, Fogging agents, DE, new fogger
5. HEALTH AND SAFETY SUPPLIES	10,500	6,371	12,500	Safety glasses, dust masks, parts for winches, harnesses, etc.
6. GENERAL SUPPLIES	36,500	37,880	44,500	Radios, Dust Filters, replace bin temp. cables
7. SHOP MATERIAL & SUPPLIES	7,250	5,759	8,500	Building and Hardware supplies
8. ELECTRICAL MATERIAL & SUPPLIES	11,700	13,373	15,000	Modulating valve for dryer and supplies
9. MAINTENANCE MATERIAL & SUPPLIES	25,250	33,582	42,600	Aerators, Liner mat'l and supplies
10. EQUIP. MATERIAL & SUPPLIES	3,500	6,979	7,500	Bobcat, trackmobile, tractors, truck supplies
11. HEATING AND AC	500	1,911	1,500	Boiler parts / ac
12. WATER (BOTTLED)	1,300	1,055	1,100	Potable water
13. POJ WAREHOUSE		1,484	35,500	Burst pipe, new floor, drywall
<b>TOTAL MATERIAL AND SUPPLIES</b>	<b>125,100</b>	<b>126,318</b>	<b>193,200</b>	<b>Supplies for Operations</b>

### MATERIALS AND SUPPLIES 2023 Budget compared to 2022 Actuals

2022 Actual	\$ 126,318
2023 Budget	\$ 193,200
Variance	\$ 66,882

\*Note: 2022 Budget was \$125,100

#### Variance Details

\$ 35,000	Burst pipe at POJ warehouse
\$ 5,000	Lab supplies - QC
\$ 11,500	Urethane liner for spouts
\$ 6,000	Safety Supplies
\$ 6,316	Price Increases - 5%
<b>\$ 63,816</b>	

For further details, see breakdown of Materials and Supplies accounts in Graphs and Account Details pages 7-8.



## 2023 - Revenues/Expenses/Surplus Quarterly Actuals VS Budget

Feb 22, 2023

2023 BUDGET	1ST QTR	2ND QTR	3RD QTR	4TH QTR	Total
<b>BUDGET REVENUE</b>	<b>1,170,000</b>	<b>1,365,000</b>	<b>2,275,000</b>	<b>5,200,000</b>	<b>10,010,000</b>
<b>ACTUAL REVENUE</b>	-	-	-	-	-
<b>BUDGET OPER. EXPENSE</b>	<b>1,153,782</b>	<b>1,248,782</b>	<b>1,508,782</b>	<b>2,398,928</b>	<b>6,310,272</b>
<b>ACTUAL EXPENSE</b>	-	-	-	-	-
<b>BUDGET NET SURPLUS</b>	<b>16,219</b>	<b>116,219</b>	<b>766,219</b>	<b>2,801,073</b>	<b>3,699,728</b>
<b>*ACTUAL SURPLUS</b>	-	-	-	-	-
2017-2022 Actuals	1ST QTR	2ND QTR	3RD QTR	4TH QTR	Total
2022 REVENUE	1,186,445	1,315,420	2,590,021	5,265,741	10,357,627
2022 OPERATING EXP.	1,009,316	1,084,305	1,209,202	2,217,610	5,520,432
<b>2022 NET SURPLUS</b>	<b>177,129</b>	<b>231,116</b>	<b>1,380,820</b>	<b>3,048,131</b>	<b>4,232,827</b>
2021 REVENUE	836,760	1,287,377	2,223,661	4,317,517	8,665,316
2021 OPERATING EXP.	945,364	1,009,703	1,124,491	1,590,171	4,669,729
<b>2021 NET SURPLUS</b>	<b>(108,604)</b>	<b>277,675</b>	<b>1,099,170</b>	<b>2,727,346</b>	<b>3,995,587</b>
2020 REVENUE	967,003	1,291,866	1,997,000	4,262,122	8,517,990
2020 OPERATING EXP.	980,922	1,043,542	1,076,049	1,462,451	4,562,964
<b>2020 NET SURPLUS</b>	<b>(13,920)</b>	<b>248,324</b>	<b>920,951</b>	<b>2,799,671</b>	<b>3,955,026</b>
2019 REVENUE	1,012,775	1,397,838	1,583,263	4,178,519	8,172,394
2019 OPERATING EXP.	983,681	1,140,643	1,138,321	1,412,605	4,675,250
<b>2019 NET SURPLUS</b>	<b>29,094</b>	<b>257,195</b>	<b>444,942</b>	<b>2,765,914</b>	<b>3,497,145</b>
2018 REVENUE	840,124	1,150,186	1,633,737	4,218,410	7,842,457
2018 OPERATING EXP.	995,233	1,252,738	1,197,547	1,429,065	4,874,583
<b>2018 NET SURPLUS</b>	<b>(155,109)</b>	<b>(102,552)</b>	<b>436,190</b>	<b>2,789,345</b>	<b>2,967,874</b>
2017 REVENUE	789,446	1,268,062	1,617,288	3,759,231	7,434,027
2017 OPERATING EXP.	1,118,701	1,066,194	1,068,904	1,523,624	4,777,423
<b>2017 NET SURPLUS</b>	<b>(329,256)</b>	<b>201,867</b>	<b>548,384</b>	<b>2,235,607</b>	<b>2,656,603</b>

*\*All figures are EBITA (earnings before interest, taxes and amortization)*

See Graphs – Worksheets pages 11-15



***Port of Johnstown***

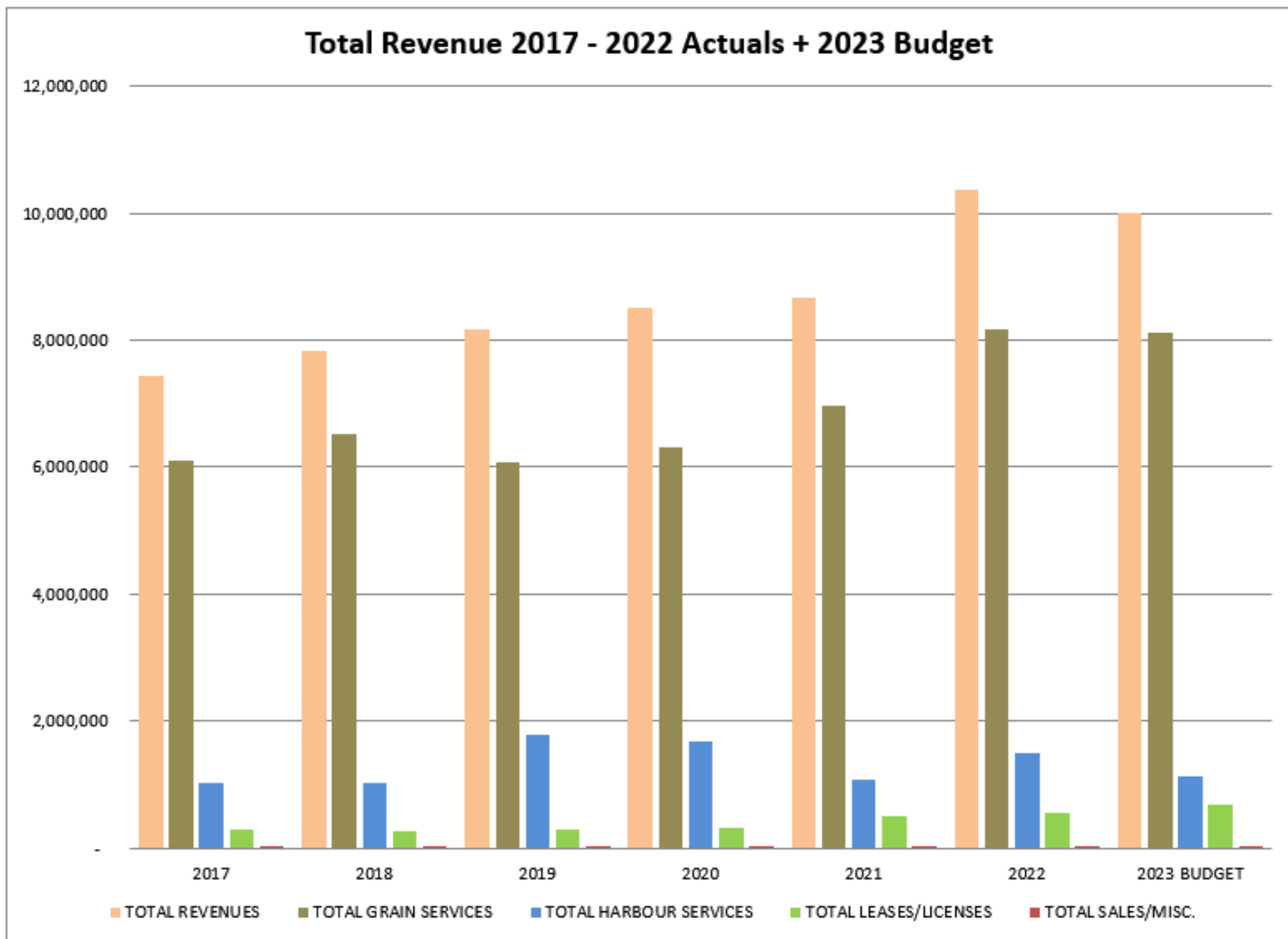
***A Division of Edwardsburgh/Cardinal Township***

# REVENUE AND EXPENSE BUDGET 2023

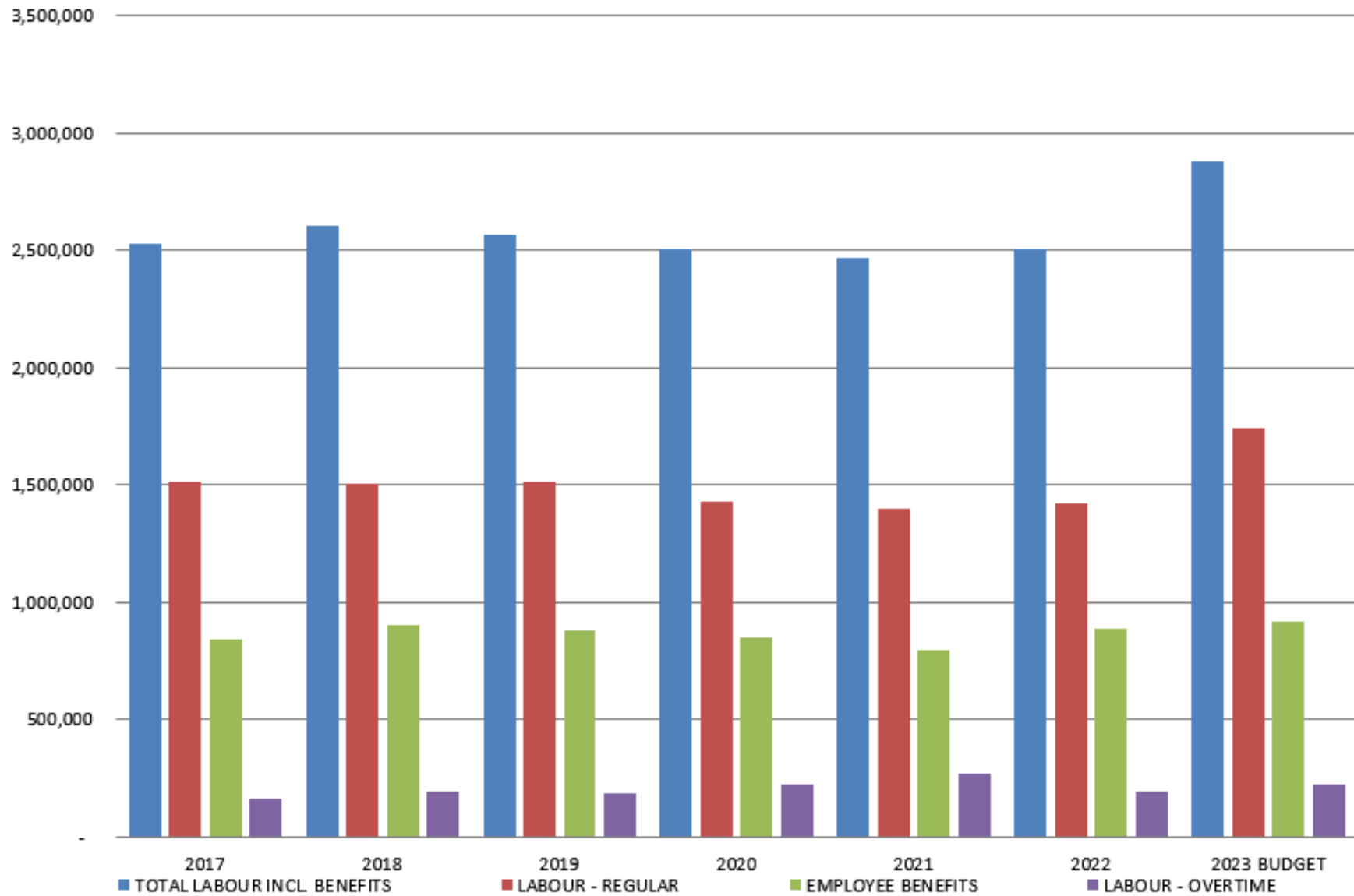
## GRAPHS AND ACCOUNTS DETAIL

Feb. 22, 2023





## Labour 2017 - 2022 Actuals + 2023 Budget



## Outside Services Breakdown

OUTSIDE SERVICES	2022 Budget	2022 Actual	2023 Budget	2023 Comments
<b>ENVIRONMENTAL</b>	<b>\$ 84,500</b>	<b>\$ 13,637</b>	<b>\$ 42,500</b>	<b>Environmental Monitoring</b>
Clean retention Pond	\$ 50,000		\$ 5,000	Flow meter for salt pond
Wesa/Eurofins Environmental	\$ 15,000	\$ 13,637	\$ 15,000	Annual monitoring and report
Fish Habitat Monitoring	\$ 12,500		\$ 15,000	For Akwesasne support
Hazardous waste removal	\$ 3,500		\$ 4,000	used motor oil, gear oil, greases, etc.
Misc	\$ 3,500		\$ 3,500	
<b>TRAINING</b>	<b>\$ 22,000</b>	<b>\$ 20,069</b>	<b>\$ 16,000</b>	<b>Several training sessions required in 2023</b>
First Aid	\$ 3,000		\$ 3,000	
SCBA/Fumigation	\$ 750		\$ 2,000	
Skid Steer / Trackmobile	\$ 2,500	\$ 12,559	\$ 2,500	
Working at Heights	\$ 750		\$ 3,000	
Confined Space Rescue	\$ 7,500	\$ 6,560		
Suspended Access Training	\$ 4,000		\$ 4,500	2 days training on site
TDG	\$ 2,500			
Misc	\$ 1,000	\$ 950	\$ 1,000	
<b>QUALITY CONTROL (Fumigation)</b>	<b>\$ 500</b>	<b>\$ 4,190</b>	<b>\$ 16,500</b>	<b>QC Equipment calibration</b>
Enviroguard - Pest Control				
Amspec (NEW)		\$ 4,190	\$ 4,500	
Equipment Calibration			\$ 11,000	3 moist. meter, 1- falling number, 2-protein analyzer
Misc	\$ 500		\$ 1,000	
<b>HEALTH AND SAFETY</b>	<b>\$ 69,989</b>	<b>\$ 79,253</b>	<b>\$ 78,376</b>	<b>Same as 2022 plus annual fire alarm testing, elevator inspections</b>
Prevention and Regulatory Solutions	\$ 30,000	\$ 34,849	\$ 30,000	Health and Safety Training / Policies
ABC	\$ 1,000	\$ 2,567	\$ 1,500	TESTING FIRE EXTINGUISHER-recharge some extinguishers
Acklands Grainger	\$ 5,000	\$ 5,370	\$ 7,000	regulatory inspect regulatory life lines - Confined space
Electrical Safety Authority	\$ 2,039	\$ 2,039	\$ 2,076	Yearly Continuous Safety Service Program
SGS	\$ 20,000	\$ 22,763	\$ 20,000	Monthly service contract plus repairs for breakdowns
Levac & uni-tech inspection	\$ 3,000	\$ 1,833	\$ 3,000	safety hoist inspection, swing stage, main winches
TSSA Inspection	\$ 1,000	\$ 1,480	\$ 3,500	Regulatory inspection on elevator/man lifts
Fire Department				
Annual Fire Alarm testing	\$ 3,750	\$ 3,125	\$ 4,700	Annual inspection of fire alarm system and 2 fire hydrants
AJ's Water Treatment	\$ 4,200	\$ 5,228	\$ 4,600	Water testing
Misc			\$ 2,000	Fit testing, inspect SCBA tanks
<b>SECURITY</b>	<b>\$ 29,500</b>	<b>\$ 26,641</b>	<b>\$ 29,700</b>	<b>Vessel security, fire alarm, cameras - depends on type of vessel</b>
Marine Security - Commissionaires/Allied	\$ 25,000	\$ 22,898	\$ 25,000	similar to 2022 - charged back out to customer
Falcon Security	\$ 3,000	\$ 1,220	\$ 1,500	
ADT/Fci	\$ -	\$ 1,114	\$ 1,200	
Misc	\$ 1,500	\$ 1,410	\$ 2,000	

## Outside Services Breakdown Cont'd

OUTSIDE SERVICES	2022 Budget	2022 Actual	2023 Budget	2023 Comments
<b>GENERAL</b>	<b>\$ 38,620</b>	<b>\$ 36,682</b>	<b>\$ 34,531</b>	<b>Grain removal, CGC license, removal of grain dust</b>
Receiver General - Grain Act	\$ 3,750	\$ 3,559	\$ 3,750	license 3520 plus samples
Trucking	\$ 1,000	\$ 2,550	\$ 2,500	Trucking - Dust truck bin 223 and 342
Radio Lic	\$ 720	\$ 731	\$ 781	License
Waste Management/Limerick/Tomlinson	\$ 12,500	\$ 19,864	\$ 20,000	Add environmental grain removal, changed waste mgt. to Tomlinson
Howard Campbell & Sons	\$ 1,500	\$ 265		
Team Industrial	\$ 5,000		\$ 2,500	Dryer Cleaning, clean boardwalk, catch basin
NRG - Hydro Notifications				
GTR Scales	\$ 1,650	\$ 4,108	\$ 2,500	scale calibration
Misc	\$ 12,500	\$ 5,605	\$ 2,500	Waste, licence etc. on truck,
<b>HOUSEKEEPING - OFFICE</b>	<b>\$ 15,500</b>	<b>\$ 13,170</b>	<b>\$ 15,750</b>	<b>Cleaning offices and employees washroom</b>
Office Housekeeping	\$ 13,000	\$ 13,170	\$ 15,750	Same as 2022 (includes window cleaning)
Misc	\$ 2,500			
<b>ADMINISTRATION</b>	<b>\$ 68,374</b>	<b>\$ 86,303</b>	<b>\$ 113,180</b>	<b>Consultants, Lawyers, Auditors, Marketing</b>
Acc pac	\$ 2,874	\$ 2,888	\$ 2,940	Finance software license
Agrosoft			\$ 16,000	New 2023-12,000 US funds, Annual fee
EFT Processing Program			\$ 2,660	New 2023
Lawyer Fees	\$ 30,000	\$ 31,293	\$ 30,000	For leases, legal advice collective bargaining
Auditor fees	\$ 14,000	\$ 26,500	\$ 19,000	Auditor Fees - IFRS
Marketing Consultant	\$ 10,000		\$ 10,000	Future marketing help with web site , advertising etc
GMP Consultants	\$ 3,500	\$ 12,802	\$ 18,000	Annual fees for GMP and ISCC, SGS Audits
HR Consultant	\$ 5,000	\$ 7,731	\$ 7,500	In case township does another study
DR Lo Previous Hr Consultant	\$ 500	\$ 235	\$ 500	wellness program
LV Controls - Support	\$ -		\$ 3,180	Annual fee (Replaces Cultura/Binnex)
Misc	\$ 2,500	\$ 4,854	\$ 3,400	Shredding(1000), Drivecheck, Union Neg room(2400)
<b>PORT ENG./PORT CONSULTANTS</b>	<b>\$ 7,500</b>	<b>\$ 1,200</b>	<b>\$ 10,000</b>	<b>Engineering assessments</b>
Engineering	\$ 7,500	\$ 1,200	\$ 10,000	Salt Retention Pond
Port Eng. / Development				
Misc				
<b>PROPERTY ENGINEERING</b>	<b>\$ 37,500</b>	<b>\$ 15,688</b>	<b>\$ 23,500</b>	<b>Surveying/Berth Soundings</b>
Property - expansion / remove buildings	\$ 5,000	\$ 670	\$ 10,000	Possible demolition of house on port property
Surveying	\$ 30,000	\$ 11,500	\$ 10,000	Marine survey of docks / POJ property
Misc	\$ 2,500	\$ 3,518	\$ 3,500	

## Outside Services Breakdown Cont'd

OUTSIDE SERVICES	2022 Budget	2022 Actual	2023 Budget	2023 Comments
<b>RAIL MAINTENANCE</b>	<b>\$ 1,800</b>	<b>\$ 9,979</b>	<b>\$ 6,800</b>	<b>Monthly track inspections</b>
Mandatory Rail Inspections	\$ 1,800	\$ 4,649	\$ 1,800	Monthly Inspection
Repair Track		\$ 5,329	\$ 5,000	Recent top rail sheared off
Misc.				
<b>YARDS MAINTENANCE</b>	<b>\$ 22,000</b>	<b>\$ 10,619</b>	<b>\$ 10,000</b>	<b>Weed control, wildlife removal</b>
Weed Control	\$ 7,000	\$ 7,662	\$ 9,000	Continue weed spraying program
Misc.	\$ 15,000	\$ 2,957	\$ 1,000	raccoon removal and pidgeon removal.
<b>MAINTENANCE</b>	<b>\$ 62,000</b>	<b>\$ 35,132</b>	<b>\$ 26,000</b>	<b>Millwright contractor, office renos</b>
Steel Doors	\$ 4,000		\$ 4,500	3 doors
Scale repairs				
Office Renovations	\$ 15,000	\$ 751	\$ 2,500	Repair windows in boardroom etc
Millwright Services	\$ 40,000	\$ 30,676	\$ 15,000	Labour shortage
Misc.	\$ 3,000	\$ 3,705	\$ 4,000	Emergency repairs and breakdown supplies as well as repairs to north annex overhead door.
<b>ELECTRICAL</b>	<b>\$ 3,500</b>	<b>\$ 3,639</b>	<b>\$ 7,100</b>	<b>Annex controls, substation maint.</b>
Electrical Repairs	\$ 3,500	\$ 3,639	\$ 4,000	normal wear and tear items
Misc			\$ 3,100	Transformer oil testing
<b>EQUIPMENT REPAIR</b>	<b>\$ 6,000</b>	<b>\$ 8,759</b>	<b>\$ 8,000</b>	<b>Additional PM - machining parts, Bob Cats repairs</b>
Equipment Repairs/welding/machining	\$ 2,500	\$ 5,176	\$ 4,000	supplies for breakdowns and emergency repairs - machined parts
Bin Floor and Basement Floor Dept.				
vehicles, ie trackmobile, truck, tractors, bobcats	\$ 3,500	\$ 3,582	\$ 4,000	vehicles
Misc				
<b>HEATING EQUIPMENT</b>	<b>\$ 1,500</b>	<b>\$ 908</b>	<b>\$ 1,500</b>	<b>Boiler inspection and service, AC service</b>
HVAC - Inspection	\$ 1,000	\$ 416	\$ 1,000	boiler inspection, annual cert and service, AC service
Misc	\$ 500	\$ 492	\$ 500	Boiler and AC
<b>POJ WAREHOUSE OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ 6,792</b>	<b>\$ 1,500</b>	<b>New warehouse misc items</b>
Security		\$ 3,952	\$ 1,500	Tenant to take over.
		\$ 2,840		repair doors
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 470,783</b>	<b>\$ 372,662</b>	<b>\$ 440,937</b>	

## Material and Supplies Breakdown

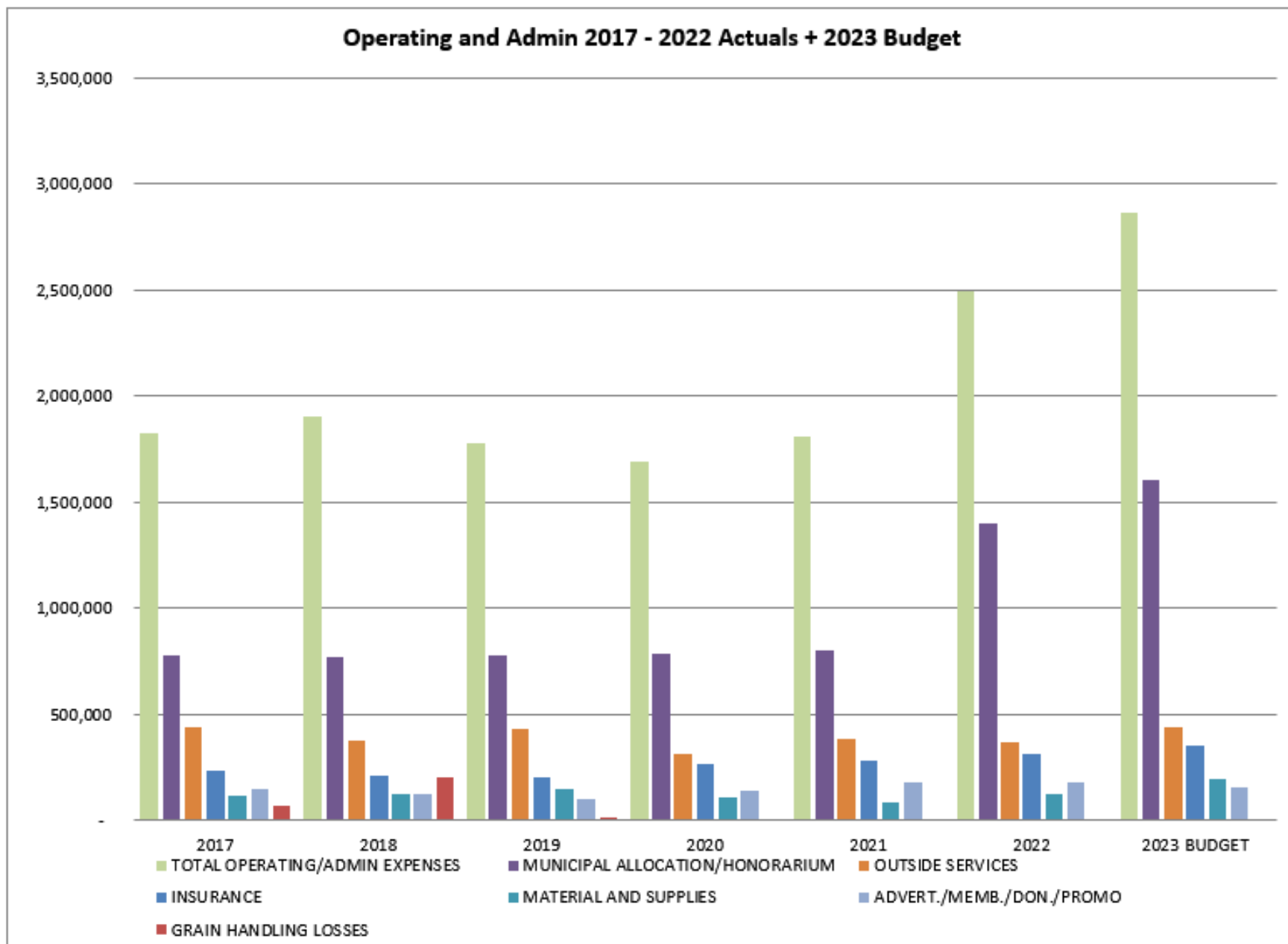
MATERIALS AND SUPPLIES	2022 Budget	2022 Actual	2023 Budget	2023 Comments
<b>LAB - MATERIAL &amp; SUPPLIES</b>	5,000	1,099.35	1,500	Quality control lab supplies
Lab supplies for QC testing	5,000	1,099.35	1,500	Depends on quality of grain - charged back to customer
Misc				
<b>HARBOUR - MATERIAL &amp; SUPPLIES</b>	15,000	12,250.61	16,000	Aggregate for maintaining closure berms on dock
Dock Timbers and anchor studs	-	784.00		
Aggregate	10,000	11,466.61	12,500	Closure Berm Erosion
Misc	5,000		3,500	Line painting on dock/bollards
<b>H.K. - MATERIAL &amp; SUPPLIES</b>	3,600	1,630.36	3,500	Housekeeping supplies
Housekeeping	2,500	1,630.36	2,000	
Hose for Bin Sweeping	600		1,500	
Misc	500			
<b>QUALITY CONTROL(Fumigation) - MATERIAL &amp; SUPPLIES</b>	5,000	2,943.94	3,500	Phosphine, Malathion, Fogging agents, DE, new fogger
Fumigation	5,000	2,943.94	3,500	
Compressor rental for bin sweeping				
Misc				
<b>S.C. - MATERIAL &amp; SUPPLIES</b>	10,500	6,371.41	12,500	Safety glasses, dust masks, parts for winches,harnesses, etc.
<i>Health and Safety</i>				
Safety Supplies	8,000	5,576.46	7,500	rescue equip for CSE \$2200
Fire and Safety	1,500		1,000	
Security		794.95	1,000	
Reflective T shirts	-		1,500	every 3 years
Misc	1,000		1,500	
<b>GEN. - MATERIAL &amp; SUPPLIES</b>	36,500	37,879.57	44,500	Radios, dust filters, replace bin temp. cables
<i>(General)</i>				
Dust Socks	17,500	16,469.04	20,000	dust collection system
Radios for communication	2,500	1,790.00	6,000	batteries and chargers. Possibly radio upgrade
Supplies -Hardware Store	3,500	2,100.05	3,000	
Bin Temperature sensors	12,000	16,668.00	12,000	Continue replacing
Office Furntiure			2,500	
Misc	1,000	852.48	1,000	

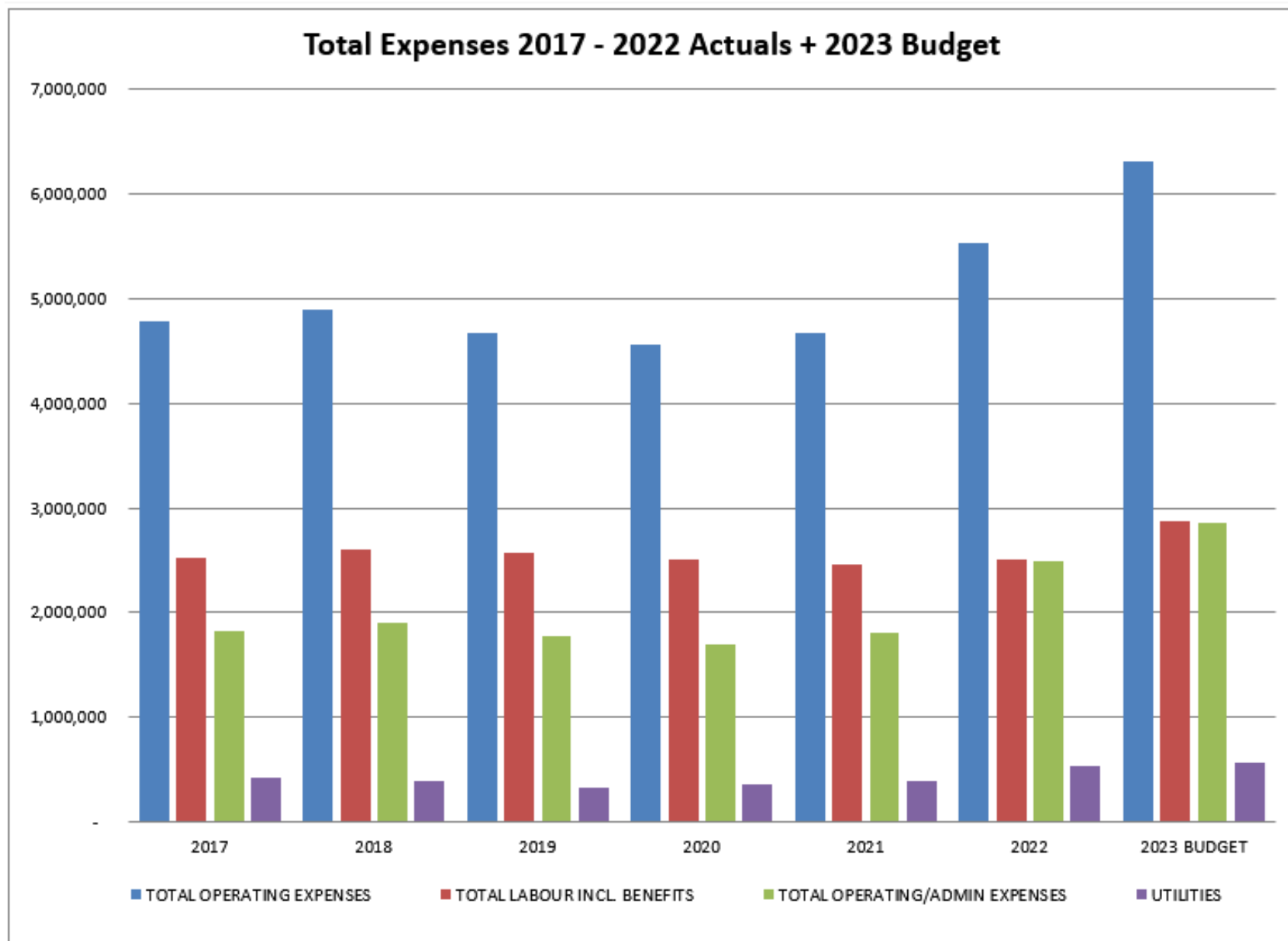


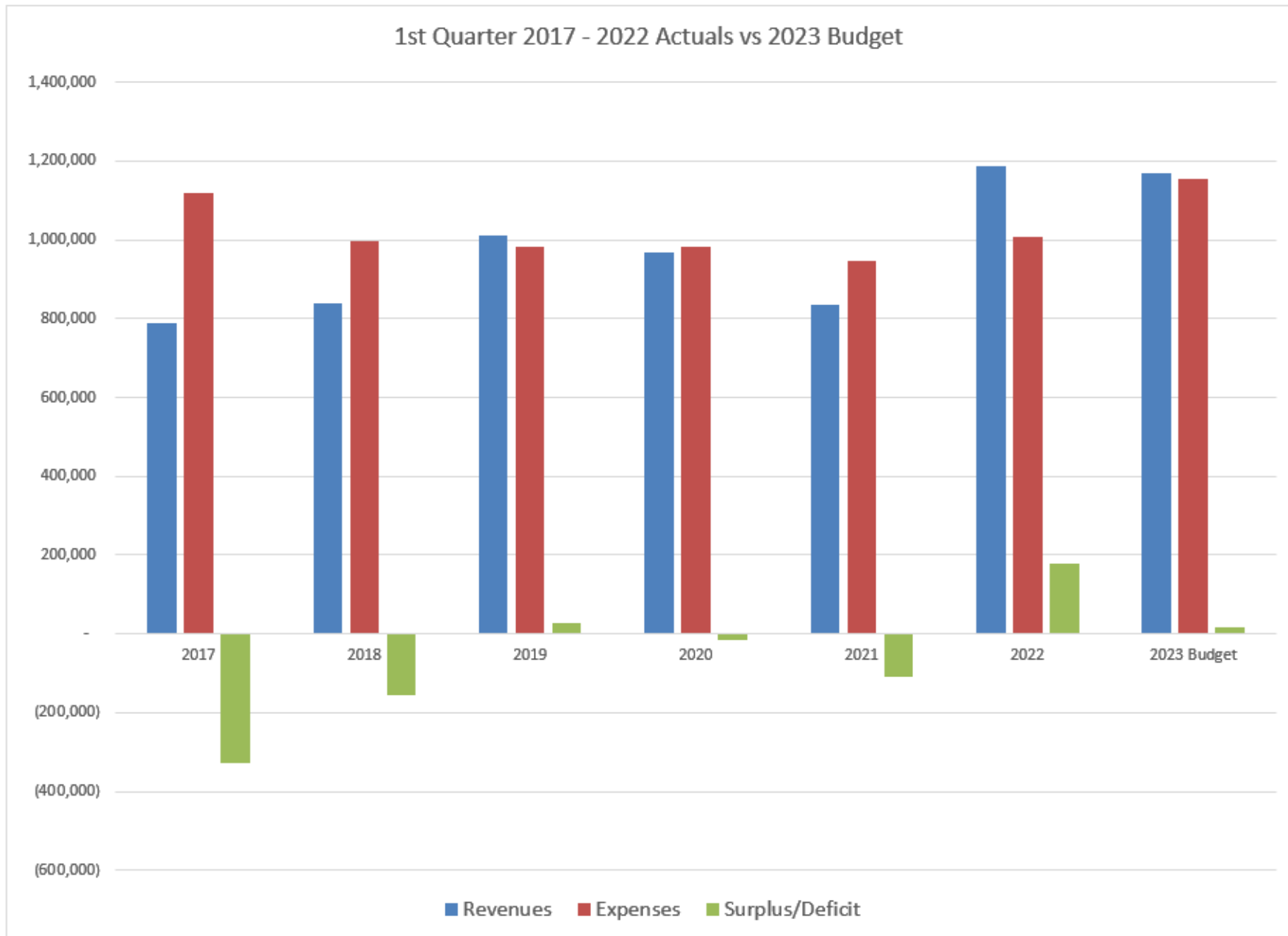
## Material and Supplies Breakdown Cont'd.

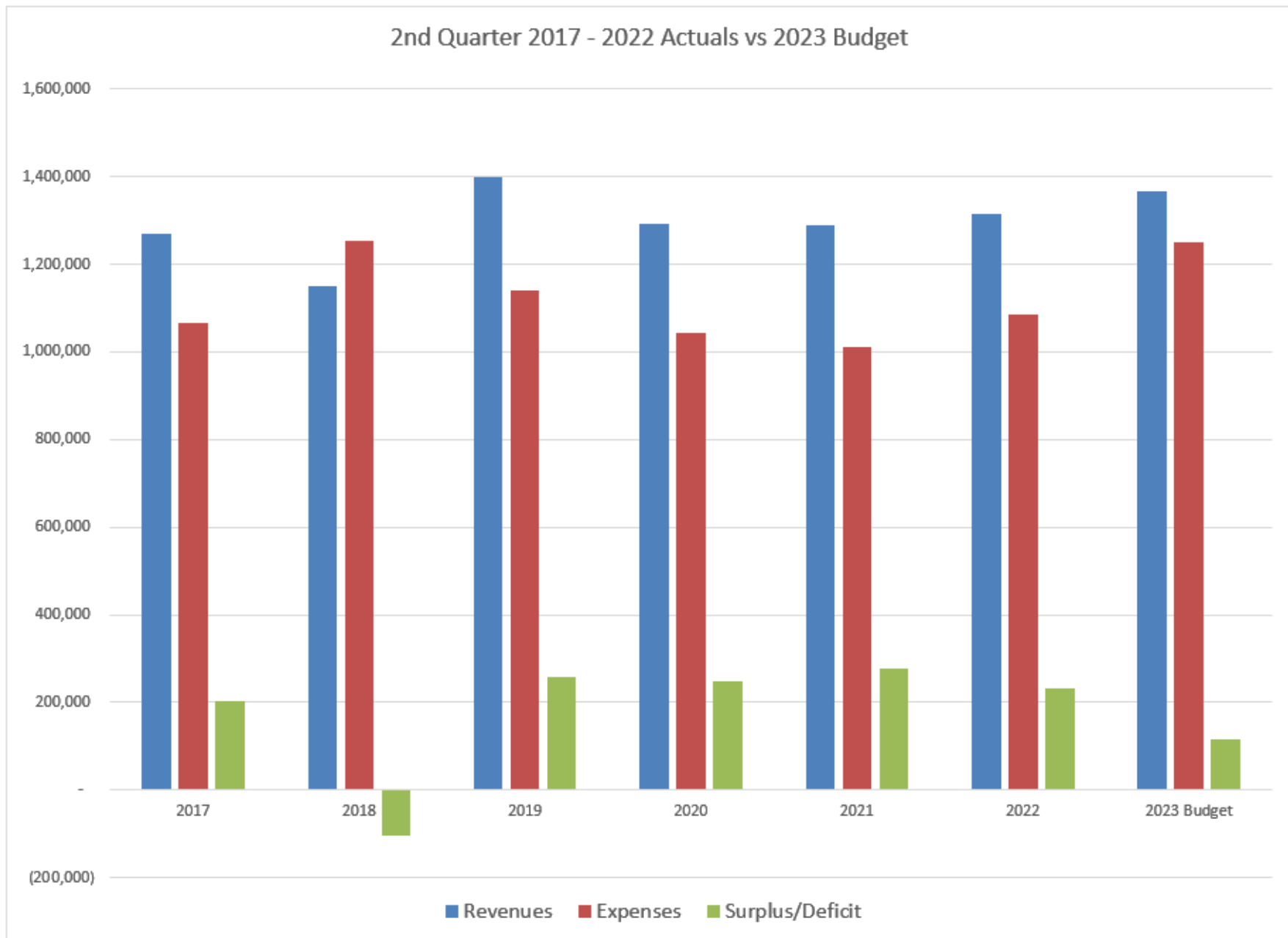
<b>MATERIALS AND SUPPLIES</b>	2022 Budget	2022 Actual	2023 Budget	2023 Comments
<b>SHOP. MATERIAL &amp; SUPPLIES</b>	<b>7,250</b>	<b>5,759.08</b>	<b>8,500</b>	<b>Building and hardware supplies</b>
Hardware Store	4,500	4,252.63	5,000	various supplies, tools
Building Supply Store	1,500	181.50	1,500	
Universal Supply Group	1,250	1,324.95	2,000	
Misc				
<b>ELECT. MATERIAL &amp; SUPPLIES</b>	<b>11,700</b>	<b>13,373.39</b>	<b>15,000</b>	<b>Modulating valve for dryer and supplies</b>
Daltco/CES	4,200	9,086.72	7,500	Includes 2000 for spare modulating valve for grain dryer
MISC	7,500	4,286.67	7,500	
<b>MAINT. - MATERIAL &amp; SUPPLIES</b>	<b>25,250</b>	<b>33,581.74</b>	<b>42,600</b>	<b>Aerators, liner mat'l and supplies</b>
Steel	4,250	3,182.31	4,000	material for fabricating repairs
Welding Supplies	2,500	3,209.05	3,000	supplies for welding repairs
Conveyor supplies				
Scales			2,500	1800 spare loadcell for annex scale
Supplies for trippers/conveyors	5,000	8,504.72	10,000	parts for trippers, couplers
Elevator Buckets	3,500	3,921.00		Capital if over 5k
Clutch for Car Hauls				
Urethane liner			11,500	Continue installing liner in high wear areas.
Annual Lubrication	2,500	2,489.70	2,600	
Misc	7,500	12,274.96	9,000	1500 for (2) new hilti impact drivers and batteries.
<b>EQUIP. MATERIAL &amp; SUPPLIES</b>	<b>3,500</b>	<b>6,978.52</b>	<b>7,500</b>	<b>Bobcat, trackmobile, tractors, truck supplies</b>
supplies for trackmobile, truck, bob cats, tractors	3,500	6,978.52	5,000	hoses, couplers, oils, fluids, etc
Misc			2,500	
<b>HEATING AND AC - MATERIAL &amp; SUPPLIES</b>	<b>500</b>	<b>1,910.76</b>	<b>1,500</b>	<b>Boiler parts / ac</b>
Boiler Parts				
Misc	500	1,910.76	1,500	
<b>WATER - MATERIAL &amp; SUPPLIES</b>	<b>1,300</b>	<b>1,054.70</b>	<b>1,100</b>	<b>Potable water</b>
Culligan	1,300	1,054.70	1,100	
Misc				
<b>POJ WAREHOUSE MATERIAL &amp; SUPPLIES</b>		<b>1,484.35</b>	<b>35,500</b>	<b>Burst pipe, new floor, drywall</b>
Maint.		1,484.35	35,000	Burst pipe, new floor, drywall
Misc			500	
<b>TOTAL MATERIAL AND SUPPLIES</b>	<b>125,100</b>	<b>126,317.78</b>	<b>193,200</b>	<b>Supplies for Operations</b>

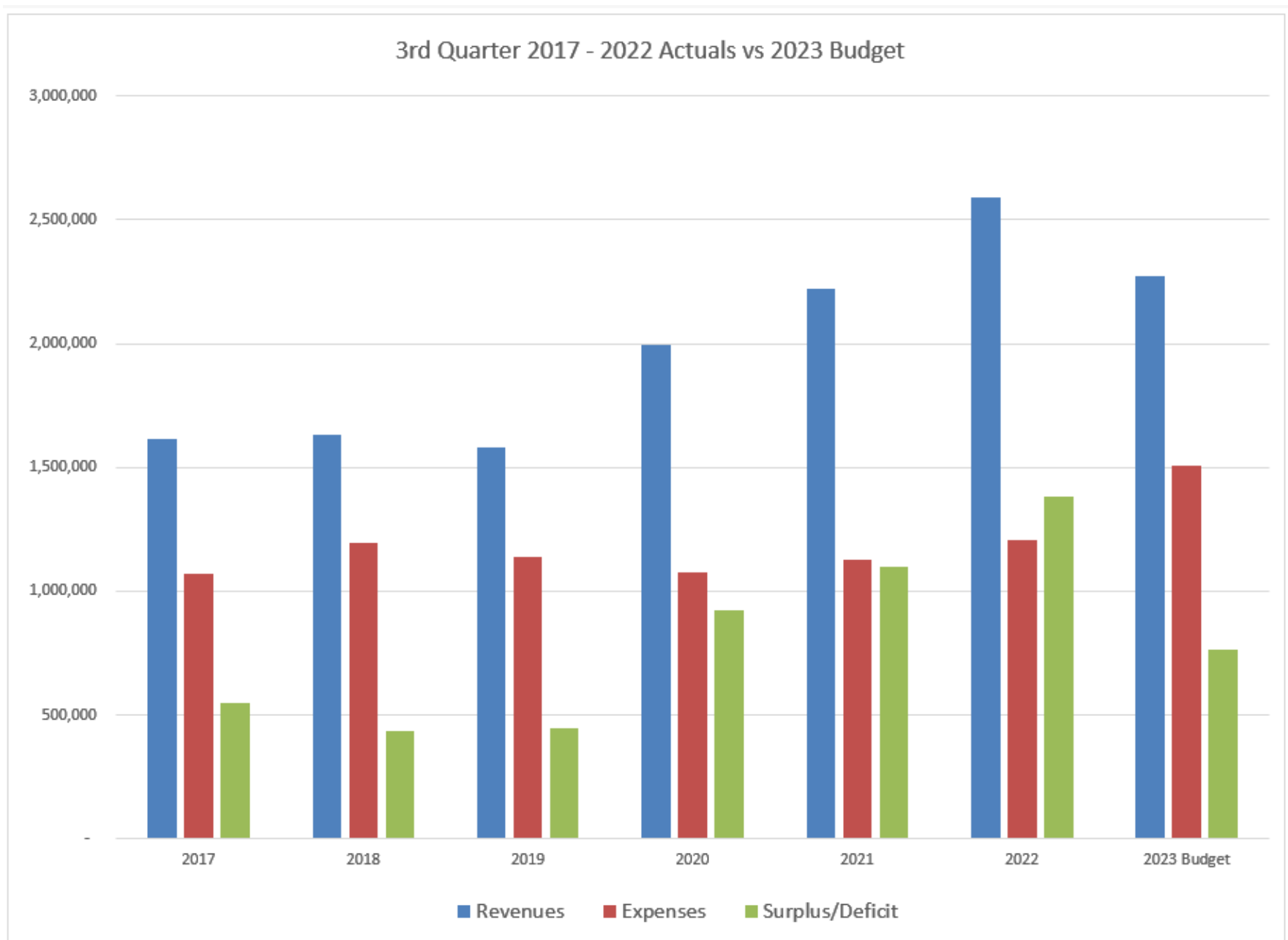


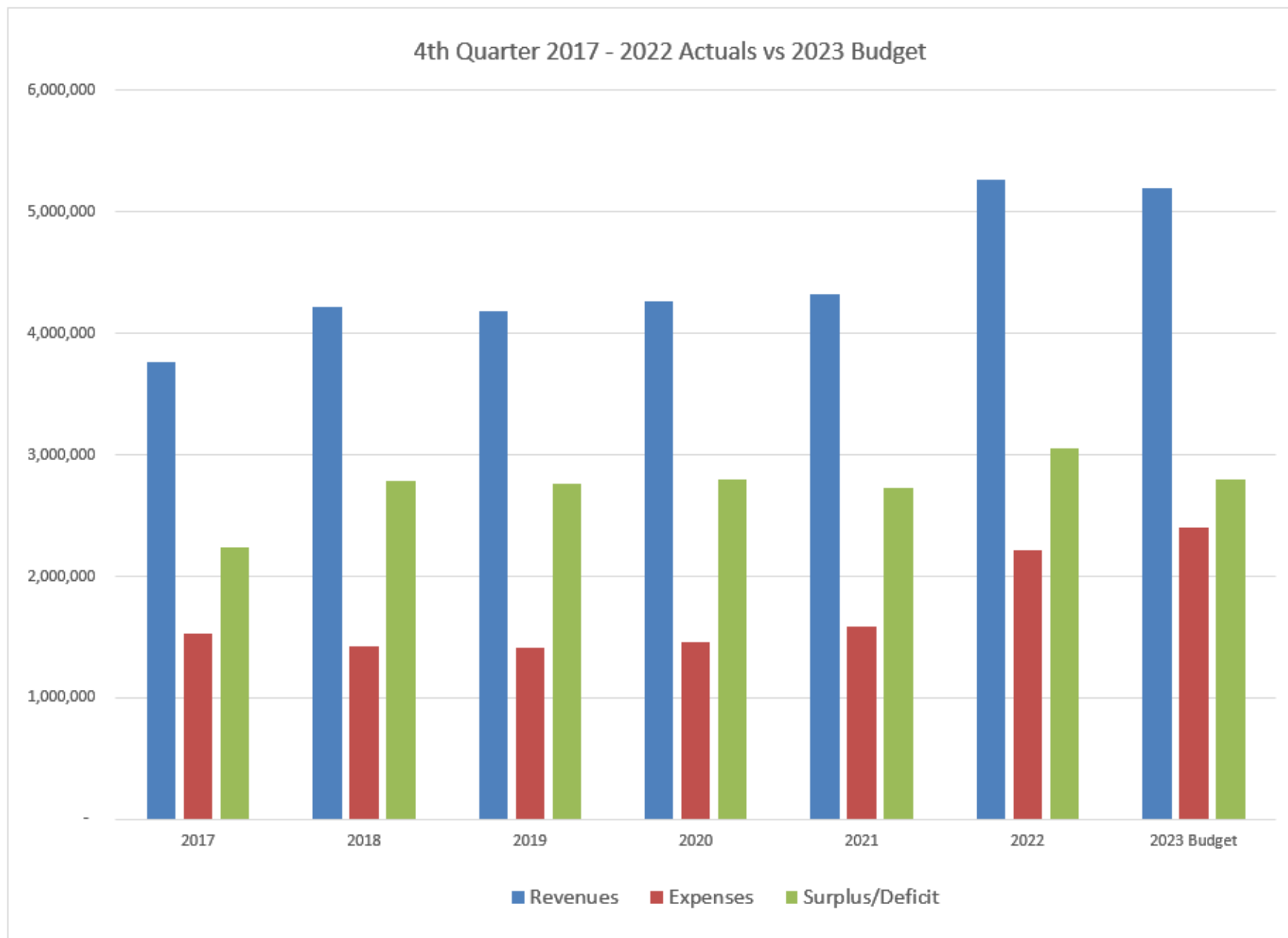


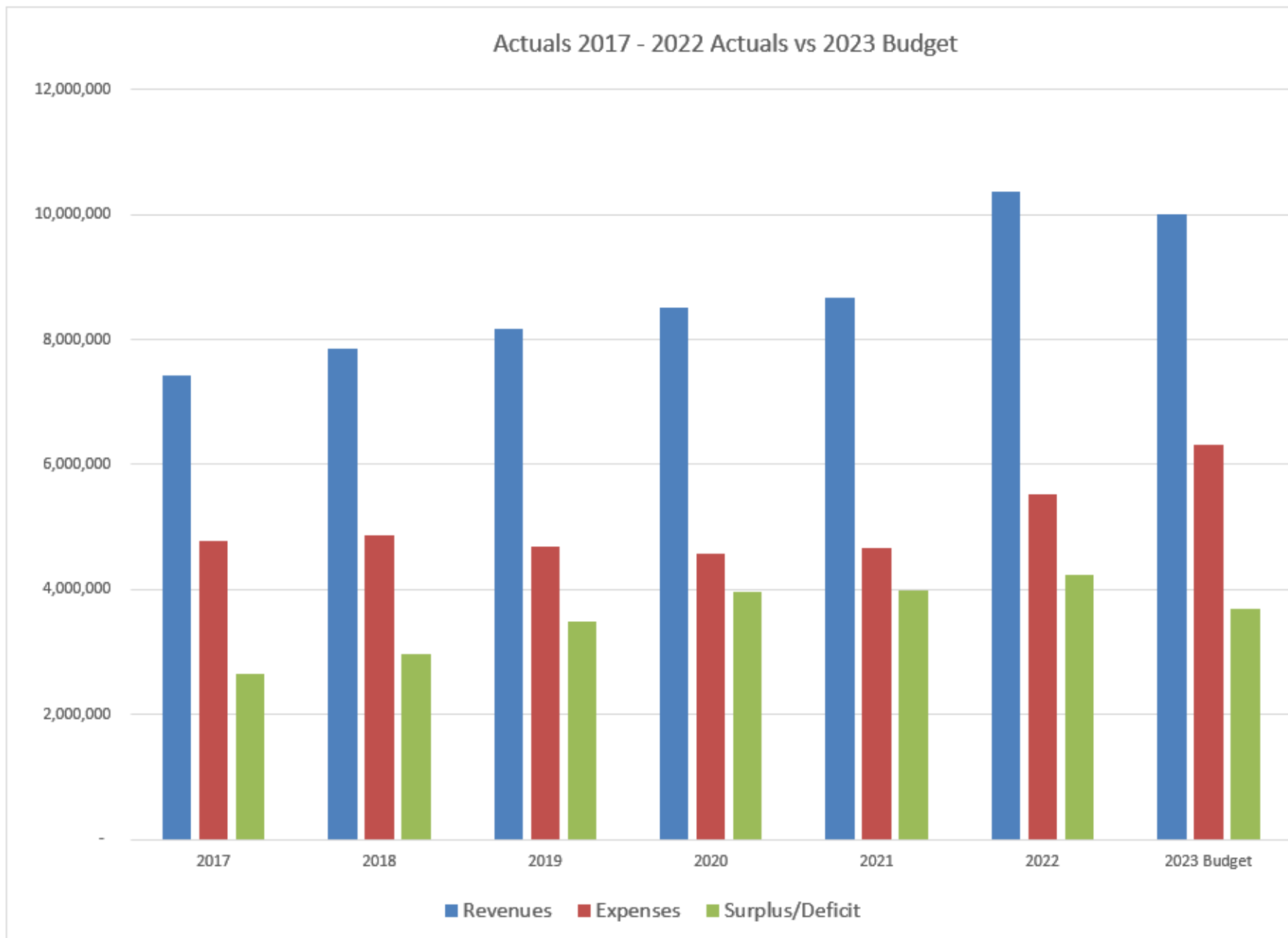














# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 27, 2023

Resolution Number: 2023- \_\_\_\_\_

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

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

**COPY**

WHEREAS the Non-Vintner Quality Alliance ("Non-VQA) wineries that sell 100% Ontario wine directly to a licensee (e.g. local restaurant) are subject to a Liquor Control Board of Ontario (LCBO) Mark-up and Wine Levy that are not imposed on a VQA direct delivery wine sale to a licensee; and

WHEREAS this results in significantly increased charges and reduced revenue for Non-VQA wineries and effectively bars the direct sale of 100% Ontario Non-VQA wine to local licensees; and

WHEREAS the resulting impact limits the development of local agri-tourism, rural economic diversification, and local partnerships; and

WHEREAS the LCBO, without requiring legislative amendments, has the discretion to remove the Mark-up and Wine Levy on the direct delivery of 100% Ontario Non-VQA wine to a licensee; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal supports the elimination of the LCBO Mark-up and Wine Levy imposed on the direct delivery of 100% Ontario Non-VQA wine to a licensee.

AND FURTHER BE IT RESOLVED THAT this resolution be forwarded to the Minister of Finance, the Minister of Municipal Affairs and Housing, the Minister of Agriculture, Food and Rural Affairs, the Minister of Economic Development, Job Creation and Trade, the Minister of Red Tape Reduction, and the Minister of Tourism, Culture and Sport.

☐ Carried    ☐ Defeated    ☐ Unanimous

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

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

NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 27, 2023

Resolution Number: 2023- \_\_\_\_\_

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

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

**COPY**

THAT Municipal Council receives the correspondence listings for the following dates as previously circulated:

- February 1, 2023
- February 8, 2023
- February 15, 2023
- February 22, 2023

☐ Carried    ☐ Defeated    ☐ Unanimous

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

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

NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		

# RESUMÉ

of *correspondence*

February 1<sup>st</sup>, 2023

FROM	DATE	SUBJECT
City of Thunder Bay	Jan 25	RES – Bill 42 – Gender Affirming Healthcare Act
AMO	Jan 26	Watchfile
SNC	"	Memorandum: Community Free Tree Days
Town of Halton Hills	Jan 27	Res: Repeal Bill 23 The Build More Homes Faster Act
Aquatarium	"	Grand Opening Invitation
MPAC	Jan 31	In Touch
Health Unit	"	Local Vaccine Status Update – Jan 31, 2023

# RESUMÉ

of *correspondence*

February 8<sup>th</sup>, 2023

FROM	DATE	SUBJECT
Health Unit	Feb 1	Media Release: Prepare for Winter Emergencies
AMO	Feb 2	Watchfile
Health Unit	"	Media Release: Extreme cold warning
AMO	"	Land Use Planning Training for Elected Officials
City of Brantford	Feb 3	Res: VIA Rail Cancellations
Anonymous Resident	Feb 6	"Some suggestions to enhance the appearance of Cardinal"
Ms. Linda Anderson	"	Thank you note from resident
Trans-Northern Pipelines Inc.	"	TNPI Info newsletter
Minister of Emergency Mgmt	"	Minister's Memo to Heads of Council
County of Huron	"	Call to Action: Review of the Cannabis Act
Health Unit	"	Board of Health Summary
AMO	Feb 7	Final reminder: AMO Board of Directors applications due Feb 1
UCLG	"	Economic Development eNews – Feb 7
Health Unit	Feb 8	COVID-19 Vaccination Clinics

# RESUMÉ

of *correspondence*

February 15<sup>th</sup>, 2023

FROM	DATE	SUBJECT
Health Unit	Feb 8	School Immunization Program
Spencerville Mill & Museum	"	Golf Tournament Information
AMO	Feb 9	Watchfile
UCLG	"	Edwardsburgh Cardinal Lands Summary
AMO	"	Policy Update
MP Michael Barrett	Feb 13	Electoral Boundary Update
Municipality of Shuniah	"	Res: Opposition to Bill 3
ALUS Ontario East	"	Introduction to the ALUS Ontario East program
AMO	Feb 14	New Councillor Training
Augusta TWP	"	Res: Draven Alert
Municipality of West Nipissing	"	Res: Bill 23

# RESUMÉ

of *correspondence*

February 22<sup>nd</sup>, 2023

FROM	DATE	SUBJECT
AMO	Feb 16	Watchfile
Health Unit	"	Vaccine Status Report – Feb 14, 2023
Municipality of South Dundas	Feb 17	Media Release: Council meeting highlights – Feb. 13, 2023
Watson & Ass. Economists	Feb 21	Newsletter: Planning for Ontario's housing needs
UCLG	"	Media Release: Council meeting highlights – Jan. 19, 2023
Town of Plympton Wyoming	"	Res: School Board Elections
Health Unit	Feb 22	Vaccine Status Report – Feb. 21, 2023
Augusta Township	"	2023 Mayors Breakfast – March 31, 2023
TWP Ashfield, Colborne, Wawanosh	"	Res: Ontario School Board Elections

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 27, 2023

Resolution Number: 2023- \_\_\_\_\_

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

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

**COPY**

THAT Municipal Council approves payment of municipal invoices circulated and dated as follows:

- |                                       |                |
|---------------------------------------|----------------|
| • Report dated January 30 (2023-022)  | \$93,098.58    |
| • Report dated January 31 (2023-024)  | \$227,626.94   |
| • Report dated February 15 (2023-036) | \$1,035,493.67 |
| • Report dated February 15 (2023-037) | \$95,874.00    |
| • Report dated February 22 (2023-039) | \$12,543.66    |

**TOTAL: \$1,464,636.85**

☐ Carried    ☐ Defeated    ☐ Unanimous

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

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

NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		



**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2023-00022 to 2023-00022

Bank Code - EFT - electronic funds transfer

**PROPOSED PAYMENTS**

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>Burchell's Home Hardware</b>			
	44816	Rec-Misc Supplies	238.45	
	44917	Rec- Misc Supplies	37.44	
	45036	Rec Furnace filter	98.26	
	45127	Rec -lights	29.36	403.51
PP -	<b>Coca-Cola Refreshments Canada</b>			
	33880594003	Rec-Canteen Supplies	1,457.97	1,457.97
PP -	<b>G T Automotive</b>			
	047330	Cardinal Sanitary - Truck Service	56.50	
	047327	pw - re starter&oil change T19-01	592.16	648.66
PP -	<b>Goldsmith Saw</b>			
	1984911	Rec- Zamboni Blade Sharpening	84.75	
	1984914	Zamboni Blade Sharpening	220.35	305.10
PP -	<b>Hansler Smith Limited</b>			
	5731018	Rec -cleaning supplies	95.15	95.15
PP -	<b>Jeff Hopkins</b>			
	Jan 2023	Rec - canteen supplies	1,131.55	1,131.55
PP -	<b>Chris LeBlanc</b>			
	Jan 2023	pw-glasses - C.Leblanc	450.00	450.00
PP -	<b>Morrisburg Plumbing &amp; Heating</b>			
	24834	wwtp -pump flange repairs	364.43	364.43
PP -	<b>Postmedia Network Inc</b>			
	779658	adm- committee adv	703.59	703.59
PP -	<b>Purolator Courier Ltd.</b>			
	452495695		52.56	
	452553937	adm-reg gen	14.41	66.97
PP -	<b>J. Quattrocchi &amp; Co Ltd</b>			
	00767651		195.52	
	00763601	Rec- Canteen Supplies	891.16	1,086.68
PP -	<b>R &amp; D Dairies Ltd</b>			
	999.B221468	Rec Canteen supplies	70.87	70.87
PP -	<b>Spencerville Home Hardware</b>			
	81126	pw-wall mount hose reel	62.14	
	81188	Rec- cut key	5.64	
	81158	Rec- Cleaning Supplies	12.96	
	81213	Cardinal Sanitary- paint/rollers	170.60	251.34
PP -	<b>Ultramar</b>			
	03916804707326	pw 3034.5L clear diesel cty22	5,844.71	
	03916804707327	pw 1790L clear diesel cty22	3,542.76	9,387.47
PP -	<b>Wendy Van Keulen</b>			
	Jan 3, 2023	Planning - MAP Zoning	290.79	
	Jan 16, 2023	JHSC- Safety Lunch	38.09	328.88
PP -	<b>Aaron Campbell</b>			
	Jan 2023	cardinal water -lunch expense cou	17.84	17.84
PP -	<b>Compass Minerals Canada</b>			
	1108901	pw - salt Cardinal	8,776.20	8,776.20
PP -	<b>Groeneveld-BEKA Canada Inc</b>			
	020/40167363	pw-greenlube/hand/filler pump	1,056.26	1,056.26
PP -	<b>King Edward Auto Parts</b>			

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2023-00022 to 2023-00022

**PROPOSED PAYMENTS**

Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
	6029-229368	pw - shop supplies	652.44	652.44
PP -	<b>Smartcell Communications Inc</b>			
	KINBIIN3616	Cardinal Sanitary-Iphone case	90.39	90.39
PP -	<b>Capital Controls</b>			
	86766	Cardinal Sanitary - annual calibrati	3,751.04	3,751.04
PP -	<b>Prescott Family Health Team</b>			
	3	Council - Health & Wellness Event	1,000.00	1,000.00
PP -	<b>Beach Home Hardware</b>			
	I-906512-1	cardinal sanitary - snow blower pai	11.29	11.29
PP -	<b>Jewell Engineering</b>			
	00117038	wtp - prof services Cty Rd 2	16,159.00	16,159.00
PP -	<b>Ian Carlow</b>			
	Dec 2022	Fd - OPP Sector Check	41.00	41.00
PP -	<b>Dwane Crawford</b>			
	Dec 2022	Dec 2022 Mileage	225.00	225.00
PP -	<b>Falcon Security Co.</b>			
	1000081854	rec- repairs to camera system	1,263.11	
	1000082461	Rec- Monitoring Service	271.20	1,534.31
PP -	<b>Home Sweet Home</b>			
	08-23	Adm-snow removal	518.67	518.67
PP -	<b>M&amp;L Supply Fire &amp; Safety</b>			
	015243	fd-annual SCBA Testing	2,451.69	
	015211	fd- new gloves	2,061.12	4,512.81
PP -	<b>Mac's Convenience Store Inc.</b>			
	754461a	pw-fuel pay difference	27.00	
	142091	wmpss-fuel	96.00	
	142093	wwtp-fuel	110.57	
	142096	lagoon - fuel	81.00	
	142099	ind park - fuel	106.19	
	142103	Rec- Truck Fuel	92.87	
	142104	pw-fuel T22-01	100.00	
	142101	pw -fuel T22-01	88.00	
	142108	pw -fuel T22-01	107.00	
	142112	pw- fuel T22-01	91.00	899.63
PP -	<b>Marley Perrin</b>			
	Dec 2022	Dec 2022 Cleaning	600.00	600.00
PP -	<b>Crane Supply</b>			
	14-329804	cardinal water-clamp replace-Dec :	389.29	389.29
PP -	<b>Brandt Tractor Ltd</b>			
	CS51316	pw- hydro line repairs T5	800.38	
	CS51573	pw- modulator valve - injector T5	4,005.08	4,805.46
PP -	<b>Cansel</b>			
	91260179	pw - laser level calibration	170.91	170.91
PP -	<b>Elster Solutions Canada</b>			
	5262279193	es-water meters - handheld	8,141.39	8,141.39
PP -	<b>Fire Marshal's Public Fire</b>			
	IN160306	fd- text books training	135.41	135.41
PP -	<b>Corey Gillan</b>			
	Oct 2022	fd- police check (recruit)	41.00	41.00
PP -	<b>Greer Galloway Consulting Eng</b>			


**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2023-00022 to 2023-00022

**PROPOSED PAYMENTS**

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
	27031	storm-prof services - Spen drainag	2,558.40	
	27032	storm-prof service - Jtown drainag	13,575.62	16,134.02
PP -	H P Automotive 16863	fd- oil change T9	98.03	98.03
PP -	Mark's Commercial 220207	pw/wwtp/wtp-safety boots	769.49	769.49
PP -	Canadian Union Of Public Jan 2023	Dec 2022 Union dues collected	1,000.00	1,000.00
PP -	Keystone Bridge Management Cor 2302	pw - 2022-bridge insp	1,695.00	1,695.00
PP -	Traffic Logix Corporation SIN18421	pw - traffic counter signs	2,712.00	2,712.00
PP -	Abell Pest Control Inc. A4701614	Rec -Pest Inspections	83.50	83.50
PP -	CIMCO Refrigeration 90852878	Rec-Compressor oil	325.03	325.03
Total Proposed Payments:				93,098.58

Total EFT: 93,098.58

Certified Correct This Monday, January 30, 2023

  
Sean Nicholson, Treasurer

  
Dave Grant, CAO

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2023-00024 to 2023-00024

Bank Code - PAD - Preauthorized Debit

**PROPOSED PAYMENTS**

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>Superior Propane</b>			
	41976990	22 Sloan Street	137.96	
	42190418	4145 County Rd 22	3,929.86	
	42302416	rec - 4050 Dishaw St	82.38	
	42302417	22 Sloan Street	109.84	
	42302418	5 Henderson St	702.93	
	42369909	rec - 4050 Dishaw St	55.82	
	42369910	22 Sloan Street	83.73	5,102.52
PP -	<b>Hydro One Networks Inc.</b>			
	02595 12-22	spencerville arena	3,034.97	
	19876 12-22	spencerville arena	8,907.38	
	03768 12-22a	ball diamond	37.36	
	16052 12-22a	johnstown pool	86.18	
	77395 12-22a	south centre	307.91	
	64439 12-22a	wwtp-3207 Windmill	1,577.23	
	10647 12-22a	pw-Pittston Shop	600.65	
	14330 12-22a	St Lights Var Dec 2022	936.09	
	18196 12-22a	lagoon-2301 RD 21	250.12	15,737.89
PP -	<b>Pitneyworks</b>			
	1022214749	Admin Jan-Dec 2022 Lease	1,370.41	1,370.41
PP -	<b>MuniSoft</b>			
	2022-23-04886	Adm-counter receipt paper	95.49	
	2022-23-04334	adm-annual support for 2023	6,082.79	6,178.28
PP -	<b>Ontario Municipal Employees</b>			
	Dec 2022	Dec 2022 contributions/Employ	54,347.86	54,347.86
PP -	<b>Royal Bank Visa</b>			
	5012 12-22	M. Stubbs - RBC Visa Dec 2022	125.41	
	2095 12-22	R.Williams RBC visa Dec 2022	1,749.61	
	5988 12-22	G Shaw RBC visa Dec 2022	2,190.57	
	2745 12-22a	B. Moore RBC Visa Dec 2022	1,080.66	
	2113 12-22	S.Nicholson Dec 2022	878.78	6,025.03
PP -	<b>Reliance Home Comfort</b>			
	4422619 12-22a	rec hot water heater rental	251.31	251.31
PP -	<b>Workplace Safety &amp; Insurance</b>			
	4th Qtr 2022	library WSIB Oct1-Dec31,2022	69.79	
	Dec 2022	Dec 2022 Premium	7,485.56	7,555.35
PP -	<b>Rideau St Lawrence</b>			
	464-00 12-22b	4000 John wwtp	5,654.03	5,654.03
PP -	<b>Bell Canada</b>			
	658-2141 01-23	spencerville arena	119.66	
	658-3001 01-23	fd/pw- phone split	146.74	
	658-3055 01-23	admin	460.23	
	536626539 01-23	Cardinal Arena internet	56.44	783.07
PP -	<b>Life Works Morneau Shepell</b>			
	1852527	EFAP-Jan-Jun 2023	956.66	956.66
PP -	<b>Receiver General For Canada</b>			
	PP 01 2023 PT	PP 01 2023 PT source deduction	3,663.46	
	PP 01 2023 FT	PP 01 2023 FTsource deductions	36,321.02	39,984.48
PP -	<b>Scotiabank</b>			

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**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2023-00024 to 2023-00024

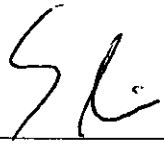
Page 2

**PROPOSED PAYMENTS**

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		Jan 23, 2023	Recreation Truck Loan Payment	476.46	476.46
PP -	Telus Mobility	16215291172	January 2023	1,314.05	1,314.05
PP -	Township of Edwardsburgh/Cardi	PP 2 2023	PP 2 2023 Payroll Clearing	81,706.48	81,706.48
PP -	LBC Capital	2217407	Jan-Feb 2023 copier lease	183.06	183.06
			Total Proposed Payments:		227,626.94

Total PAD: 227,626.94

Certified Correct This Tuesday, January 31, 2023

  
Sean Nicholson, Treasurer

  
Dave Grant, CAO

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2023-00036 to 2023-00036

**PROPOSED PAYMENTS**

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		303	Bylaw- Jan 2023	1,620.00	1,620.00
PP -	<b>CIMCO Refrigeration</b>				
	90854371		Rec- compressor oil	438.59	438.59
PP -	<b>Compass Minerals Canada</b>				
	1117235		pw-salt tender	4,425.58	
	1117781		pw- salt tender	9,369.12	
	1118712		pw-salt	9,429.53	
	1101395		pw- salt	4,275.67	
	1109562		pw-salt	4,328.25	
	1122906		pw- salt tender	8,281.74	
	1123388		pw -salt	8,348.86	48,458.75
PP -	<b>Eastern Ontario Water</b>				
	1155767		fd- water - stn #1	41.25	41.25
PP -	<b>Davie Deline</b>				
	Dec 2022		Cleaning Services for Dec 2022	900.00	900.00
PP -	<b>Jennifer Durant</b>				
	01 2023		Rec-Weights	74.52	74.52
PP -	<b>Food Cycle Science Corporation</b>				
	1534		w/r- Foodcycle Pilot 2 R2022-413	38,504.75	38,504.75
PP -	<b>G T Automotive</b>				
	047152		pw- tire repair T22-01	16.95	
	047297		pw - wheelbearing/hub assy T1	587.57	
	047378		cs-replaced truck battery	429.55	1,034.07
PP -	<b>Gordon Signs</b>				
	1995		wtp - provincial signage - Cty Rd 2	768.40	768.40
PP -	<b>Hansler Smith Limited</b>				
	5732470		Rec-Floor matt	171.12	171.12
PP -	<b>Candise Newcombe</b>				
	Feb 13, 2023		Civil Marriage Solemnization Work	384.20	384.20
PP -	<b>Home Sweet Home</b>				
	13-23		pw-Jan 2023-Spen St Rd Allowanc	230.52	
	14-23		pw-Jan 2023 Lennox Rd Allowanc	403.41	
	15-23		Lagoon-Jan 2023-PS #1-3 Spence	322.73	
	16-23		Lagoon-Jan 2023-Spencerville Laç	276.62	
	17-23		fd-Jan 2023-6055 Cty Rd 44 SR	691.56	
	18-23		Rec-Jan 2023-Library-SR	322.73	
	19-23		Lagoon-Jan 2023-PS#3-2803 Cty l	172.89	
	20-23		Adm-Spen United Church Parkingl	403.41	
	21-23		Lagoon-Jan 2023-PS#2-4 Charles	115.26	
	22-23		pw-Jan 2023-South St Rd Allowan	276.62	
	23-23		Rec-Jan 2023 -Spencerville Arena	605.12	
	24-23		Adm-Jan 2023-Twp Office - SR	461.04	4,281.91
PP -	<b>King Edward Auto Parts</b>				
	6029-229-335		pw-shop supplies	48.30	
	6029-229-336		pw - shop towels	121.90	
	6029-229-395		pw- shop supplies	226.35	
	6029-229-520		fd-engine oil - generator stn 2	34.85	
	6029-229540		pw - sealed beams stock	43.73	
	6029-229994		pw- Led lamps	171.26	646.39
PP -	<b>Local Authority Services Ltd.</b>				
	EPT003442		Rec-LAS Membership 2023	327.70	327.70

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2023-00036 to 2023-00036

**PROPOSED PAYMENTS**

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>Mac's Convenience Store Inc.</b>				
		142056	pw - fuel T1	105.41	
		754461acr	Credit - wrong vendor	-54.00	
		142090	pw -fuel T19-01	124.01	
		142102	Rec-Truck fuel	105.41	
		142105	pw-fuel T1	120.00	
		142107	ind park fuel	69.00	
		142109	wwtp-fuel	130.74	
		142111	Rec- Truck fuel	94.50	
		142113	wtp-fuel	63.00	
		142115	pw-fuel T22-01	108.00	
		142116	fd- fuel	129.23	
		142117	Rec- Truck fuel	109.61	
		142118	ind park fuel	100.00	
		142119	pw -fuel T22-01	98.00	
		142120	Rec-truck fuel	112.43	
		142121	pw- fuel T19-01	125.18	
		142122	wwtp-fuel	103.93	
		142100	pw-fuel T19-01	102.00	
		142086	pw- fuel T19-01	105.00	
		142132	pw- fuel T22-01	91.01	1,942.46
PP -	<b>Metex Corporation Limited</b>				
		SI-00010447	wwtp-maintenance kit	119.31	119.31
PP -	<b>Morrisburg Plumbing &amp; Heating</b>				
		24900	wwtp-boiler sys repairs/circulatory	2,374.81	2,374.81
PP -	<b>Municipal Waste Association</b>				
		300000308	pw - membership fees for 2023	237.30	237.30
PP -	<b>Novatech</b>				
		1034476	Planning- Gen planning	1,257.97	
		1034477	Planning-ZBA-Markus	1,406.85	
		1034478	ZBA -Mulder- 1403 CR 2	1,182.83	
		1034479	Planning-ZBA-HFI	1,414.48	
		1034496	Planning-ZBA Terpene	3,199.03	
		1034497	Planning-ZBA - Leeder	216.96	
		1034498	Planning-ZBA-2017 CR 2	2,659.46	
		1034499	Planning-ZBA - Malcomson	3,338.59	14,676.17
PP -	<b>OnServe</b>				
		64703	adm-desktop replacment	1,916.37	1,916.37
PP -	<b>Postmedia Network Inc</b>				
		780961	Adm-Special & Reg Council mtg ar	497.20	497.20
PP -	<b>Purolator Courier Ltd.</b>				
		452614660	Adm-Reg gen, Service Ontario, M	34.07	34.07
PP -	<b>J. Quattrocchi &amp; Co Ltd</b>				
		00768233	Rec- Canteen Supplies	875.90	875.90
PP -	<b>R &amp; D Dairies Ltd</b>				
		999.B2221690	Rec Canteen Supplies	49.97	49.97
PP -	<b>IN Engineering &amp; Surveying</b>				
		401327	Adm- office drawings	710.68	
		4013111	Storm - Cherry St survey	1,584.10	2,294.78
PP -	<b>Ignite Printing</b>				
		23-0404	EcDev-LG Approved trade show b	1,362.06	1,362.06



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**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
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**PROPOSED PAYMENTS**

<b>Payment #</b>	<b>Vendor Name</b>		<b>Invoice Amount</b>	<b>Payment Amount</b>
	<b>Invoice #</b>	<b>Reference</b>		
			Total Proposed Payments:	1,035,493.67

Total EFT: 1,035,493.67

Certified Correct This Wednesday, February 15, 2023



Sean Nicholson, Treasurer



Dave Grant, CAO

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2023-00037 to 2023-00037

Bank Code - PAD - Preauthorized Debit

**PROPOSED PAYMENTS**

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>Bell Canada</b>			
	657-4468 01-23	wtp-water plant Jan 2023 Phone	118.38	
	925-5822 01-23	south centre J.Town	120.29	
	657-3210 01-23	cardinal arena	126.91	
	657-4606 01-23	pw-Pittston shop	134.58	
	657-4850 01-23	wwtp-John St	167.56	
	657-3765 01-23	wwtp-John st	344.91	
	543665566 01-23	Adm/fd/pw/rec - internet Split	345.60	1,358.23
PP -	<b>Telus Mobility</b>			
	39265058 01-23	adm-Jan 2023 Hot Spot Phone	1,255.81	1,255.81
PP -	<b>Union Gas Limited</b>			
	72598 5 01-23	Library - 618 Cty Rd 2	372.46	
	21619 4 01-23	24 Sutton Drive - Jtown	605.11	
	72687 6 01-23	es-70 Adelaide St	120.81	
	72780 5 01-23	pw-4035 dishaw card shop heat	1,191.36	
	44787 6 01-23	wtp-legion way	1,987.47	4,277.21
PP -	<b>Township of Edwardsburgh/Cardi</b>			
	PP 3 2023	PP 3 2023 Payroll Clearing	86,176.22	86,176.22
PP -	<b>Superior Propane</b>			
	42480898	rec - 4050 Dishaw St	86.15	
	42480899	22 Sloan Street	114.88	
	42500259	6055 County Rd #44	1,946.63	
	42648100	rec - 4050 Dishaw St	19.78	
	42666294	22 Sloan Street	300.92	
	42666293	Twp Office Propane	2,372.40	
	42720349	rec - 4050 Dishaw St	60.39	
	42720350	22 Sloan Street	60.39	4,961.54
PP -	<b>Sun Life Financial</b>			
	Feb 2023	Monthly Premiums	22,388.43	22,388.43
PP -	<b>Rideau St Lawrence</b>			
	435-00 01-23	wwtp-172 Henry	177.22	
	450-00 01-23	wtp-water tower	440.40	
	370-00 01-23	wwtp-adelaide	609.02	
	430-00 01-23	wtp-2000 Dundas	1,766.43	
	250-00 01-23	cardinal pool	34.36	
	502-00 01-23	ball diamond Cardinal	34.36	
	290-00 01-23	parks-1700 Dundas	39.27	
	504-00 01-23	parks 1800 Dundas	48.58	
	496-00 01-23	wwtp-417 Hwy2	55.54	
	500-01 01-23	cardinal library	373.86	
	501-00 01-23	fd stn 2	376.60	
	231-00 01-23	pw-4035 Dishaw	1,075.06	
	505-01 01-23	Rec - Dishaw W & H	16,504.20	
	270-00 01-23	pw-cardinal streetlghts	2,356.81	23,891.71
PP -	<b>Scotiabank</b>			
	Feb 6, 2023	Recreation Truck Loan Payment	476.46	476.46
PP -	<b>Receiver General For Canada</b>			
	PP 02 2023 PT	PP 02 2023 PT source deduction	3,643.78	
	PP 02 2023 FT	PP 02 2023 FTsource deductions	29,910.34	33,554.12

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**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
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**PROPOSED PAYMENTS**

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>Royal Bank Visa</b>				
	8356 -01-23		D Grant - RBC Visa Jan 2023	2,419.65	2,419.65
PP -	<b>Ontario Municipal Employees</b>				
	Jan 2023		Jan 2023 contributions	35,386.58	35,386.58
PP -	<b>Minister Of Finance</b>				
	Jan 2023		Jan 2023 EHT premium	4,748.02	4,748.02
PP -	<b>LBC Capital</b>				
	2242000		copier lease	183.06	183.06
PP -	<b>Hydro One Networks Inc.</b>				
	62670 01-23		wwtp-flett st	45.50	
	25495 01-23		spencerville library	165.46	
	71283 01-23		lagoon- 1 Spencer	414.72	
	53082 01-23		lagoon 2803 CR 21	55.69	
	32562 01-23		lagoon 4 Charles	58.34	
	24430 01-23		ball diamonds	86.35	
	03696 01-23		fd stn 1	715.50	
	27613 01-23		admin-townhall	928.45	
	84483 01-23		pw- Sophia St	9.08	
	41324 01-23		parks-CR44 clock	56.21	2,535.30
PP -	<b>Canadian National Railway Co.</b>				
	91666967		pw - crossing maintenance	653.00	653.00
PP -	<b>Royal Bank Visa</b>				
	8584 -01-23		M. Spencer Jan 2023	1,799.00	1,799.00
PP -	<b>RBC Loan 21655469008</b>				
	Feb 9, 2023		JR-DR drain loan	1,331.00	1,331.00
				Total Proposed Payments:	227,395.34

Total PAD: 227,395.34

Certified Correct This Wednesday, February 15, 2023

  
Sean Nicholson, Treasurer

  
Dave Grant, CAO

Date Printed  
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**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
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Bank Code - AP - REVENUE FUND

**PROPOSED PAYMENTS**

Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
	Invoice #			
PP -	Minister of Finance			
	301901230732056	fd-college reg fees Jul-Sep 2022	195.00	
	302601231042060	Dec 2022 OPP billing	96,371.00	
	300702231120051	2023 OPP credit	-692.00	95,874.00
		Total Proposed Payments:		95,874.00

Total AP: 95,874.00

Certified Correct This Wednesday, February 15, 2023

  
Sean Nicholson, Treasurer

  
Dave Grant, CAO



Date Printed  
2/22/2023 4:36 PM

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2023-00039 to 2023-00039

Page 1


Bank Code - AP - REVENUE FUND

**PROPOSED PAYMENTS**

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Mark Bruce Jan 2023	fd- fire expenses	84.63	84.63
PP -	Township Of Elizabethtown- 2022-00017	Election Advertising	160.08	160.08
PP -	Victoria Cameron Walker House 20	Walker House	25.00	25.00
PP -	Mini Donut Express 8097	Rec-Canteen Supplies	168.00	168.00
PP -	Seaway Doors Ltd. 37765	Pw-building repair/maitenance	307.36	307.36
PP -	South Grenville Beacon 128	Committe apts/food cycler/comm g	471.21	471.21
PP -	HW Supplies Inc 01679	pw - drill bits/air hose	444.18	444.18
PP -	Greenfield Global Feb 7, 2023	Refund Bldg Dep-2021-58/2021-58	4,000.00	4,000.00
PP -	Backflow Preventers and 2023-162	es-backflow preventers inspections	847.50	847.50
PP -	CriSys Limited 3985	fd- criy sys renewal 23-24	1,226.05	1,226.05
PP -	Innovation, Science, & 20230038619	pw - annual radio license	1,220.06	
	20230039355	fd- annual radio license	2,648.26	3,868.32
PP -	PSI Inc 34495	wwtp-Charts	257.64	257.64
PP -	Beverley Comba Walker 2023	Walker House 2023	25.00	25.00
PP -	Canada Revenue Agency Feb 2023	Garnishment for Feb 2023	633.69	633.69
PP -	Karen Koivumaki Walker House 20	walker house 2023	25.00	25.00
Total Proposed Payments:				12,543.66

Total AP: 12,543.66

Certified Correct This Wednesday, February 22, 2023

  
Sean Nicholson, Treasurer

  
Dave Grant, CAO

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BY-LAW NO. 2023-**

**“BEING A BYLAW TO AMEND ZONING BY-LAW NO. 2022-37”**

**ZanderPlan Inc. o/b David and Pamela Malcomson  
Part of Lots 35 & 36, Concession 6  
3609 County Road 21**

**WHEREAS** By-law No. 2022-37 regulates the use of land and the use and erection of buildings and structures within the Township of Edwardsburgh Cardinal;

**AND WHEREAS** the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to amend By-law No. 2022-37 as hereinafter set forth;

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

1. The lands affected by this By-law are shown as shaded and outlined by heavy black lines on Schedule “A” which is attached hereto and forms part of this By-law.
2. Zoning By-law No. 2022-37, as amended, is hereby further amended by adding the following new subsection at the end of Section 13.1.4 (Special Exception Zones):

**14. A-14 (3609 Country Road 21)**

**Notwithstanding the provisions of Section 13.1 and 13.2 to the contrary, on lands zoned A-14, a sawmill shall be permitted as an on-farm diversified use and the following provisions shall prevail:**

- **The maximum floor area for all buildings and structures related to a sawmill shall be limited to 1,400 m<sup>2</sup>.**
- **A sawmill operation shall be limited to 7.7% of the total lot area.**

**For the purpose of this subsection, a sawmill operation shall include all buildings, structures, parking and outdoor storage areas associated with a sawmill use.**

3. Schedule “A” to Zoning By-law No. 2022-37, as amended, is hereby further amended by changing the zoning of the lands affected by this By-law from “A” to “A-14”.
4. The By-law shall become effective on the date of passing hereof, subject to the provisions of Section 34 (21) of the *Planning Act*, R.S.O. 1990, as amended.

Read a first and second time in open Council this 30 day of January, 2023.

Read a third and final time, passed, signed and sealed in open Council this 27 day of February, 2023.

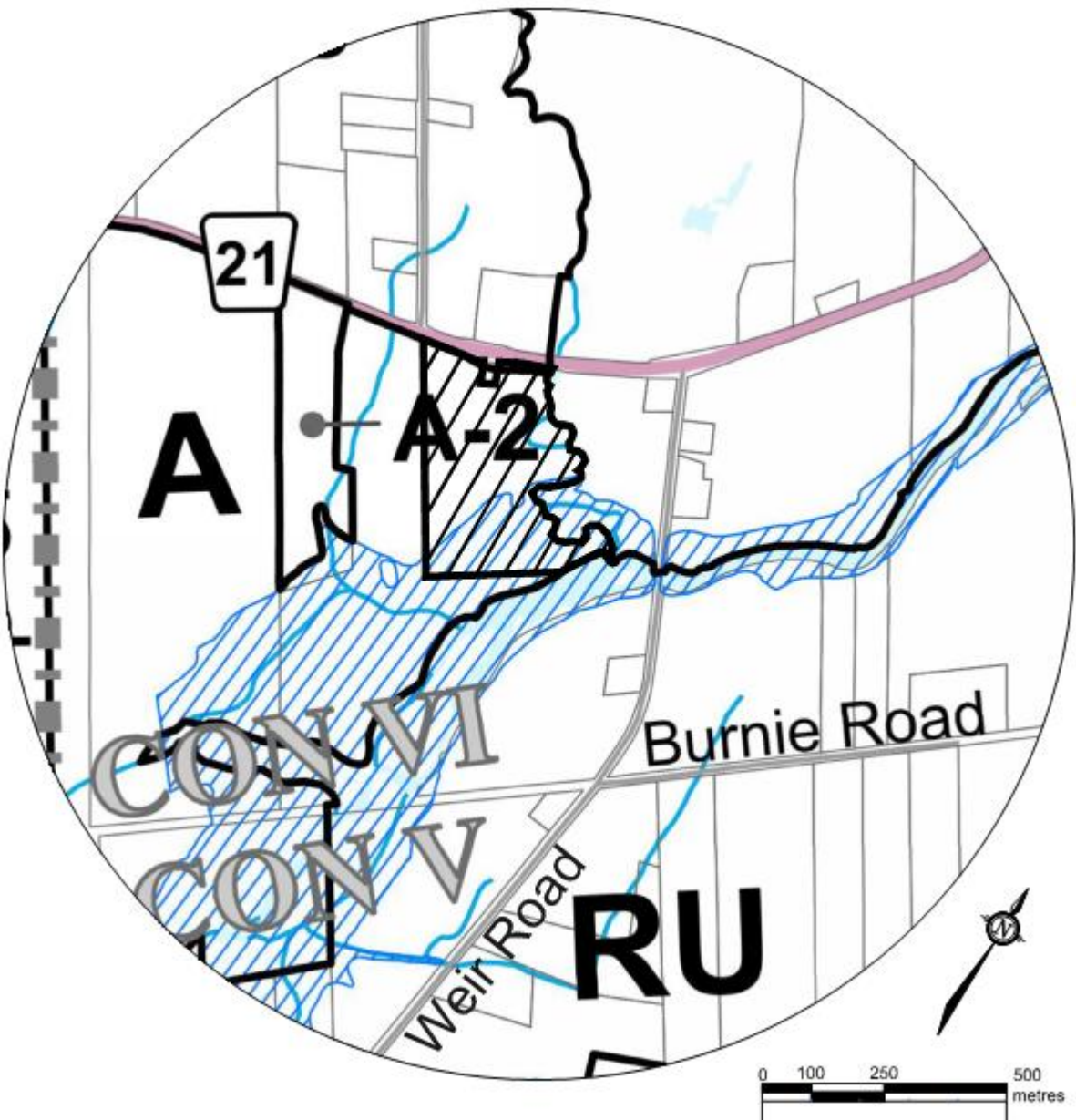
\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

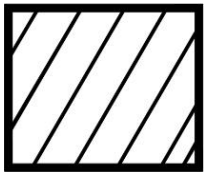
Schedule “A” to By-law No. \_\_\_\_\_

TOWNSHIP OF EDWARDSBURGH CARDINAL

ZanderPlan Inc. o/b David and Pamela Malcomson  
Part of Lots 35 & 36, Concession 6  
3609 County Road 21



AREA(S) SUBJECT TO THIS BY-LAW



TO: **AGRICULTURE SPECIAL EXCEPTION 14 (A-14) ZONE**

FROM: **AGRICULTURE (A) ZONE**

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL  
BY-LAW NO. 2023**

**“BEING A BYLAW TO AUTHORIZE AN INTERIM TAX LEVY IN ADVANCE OF  
THE ADOPTION OF THE TAX RATES FOR 2023”**

**WHEREAS** Section 317(1) of the Municipal Act 2001, C 25 as amended, authorizes a local municipality, before the adoption of the tax rates for the year, to pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**AND WHEREAS** Section 317(3) of the Municipal Act 2001, S.O. 2001, C. 25 as amended specifies the amounts to be levied are subject to the following rules:

1. The amount levied on a property shall not exceed the prescribed percentage or 50 per cent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.
2. The percentage under paragraph 1 may be different property classes but shall be the same for all properties in a property class.
3. For the purposes of calculating the total amount of taxes for the previous year under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.

**AND WHEREAS** the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to authorize an interim tax levy in advance of the adoption of the tax rates for 2023;

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

1. Interim tax levies are hereby imposed on the whole of the assessment for real property for properties according to the most recently revised assessment roll and shall be in the amount equal to fifty per cent (50%) of the final 2022 taxes, as amended, on the property.
2. The said interim tax levy shall become due and payable in one installment, on the 31<sup>st</sup> day of March 2023, and non-payment of the amount on the date stated in accordance with this section shall constitute default.
3. The Tax Collector, not later than 21 days prior to the date that the interim installment is due, shall mail or cause to be mailed to the address of the residence or place of business of each person a notice setting out the tax payment or payments required to be made pursuant to this by-law, the respective date by which they are to be paid to avoid penalty and the particulars of the penalties imposed by this by-law for the late payments.
4. A percentage charge of 1.25% per month shall be imposed as a penalty for non-payment of taxes and shall be added to every installment or part thereof remaining unpaid on the first day following the last day for payment of each such installment and thereafter an additional charge of 1.25% shall be imposed and shall be added to every tax installment or part thereof remaining unpaid on the first day of each calendar month in which default continues up to and including December, 2023. Interest on arrears of taxes is at the rate of 1.25% per month.
5. Notwithstanding paragraphs 2 and 4, for owners enrolled and in good standing in the pre-authorized payment plan, no discount shall be allowed on prepayments and no penalty shall be charged on current taxes.



6. Where arrears of taxes exist, any payment toward taxes received shall first be applied against penalty and interest and then arrears until fully paid, before being applied to current taxes.
7. It shall be the duty of the Tax Collector, immediately after the date named in Section 2, to collect by distress or otherwise under the provisions of the Statutes in that behalf all such tax installments or parts thereof as shall not have been paid on or before the respective dates provided aforesaid, together with the said percentage charges as they are incurred.
8. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment does not affect the timing of default or the date from which interest shall be imposed,
9. Taxes shall be payable to the Township of Edwardsburgh Cardinal and shall be paid to the Tax Collector at the Municipal Office or at a Bank designated by the Municipality.

Read a first and second time in open Council this 27 day of February, 2023.

Read a third and final time, passed, signed and sealed in open Council this 27 day of February, 2023.

---

**Mayor**

---

**Clerk**

**CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BY-LAW NO. 2023-**

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

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

**NOW THEREFORE** be it enacted that:

1. The rules and regulations contained in this by-law as set out in Schedule ‘A’ attached hereto and forming part of this by-law, shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and in the Committees thereof. The Clerk shall ensure that a copy of this procedural by-law shall be available at every Council meeting.
2. That by-law 2019-15 and all other bylaws previously passed that are inconsistent with the provisions of this bylaw are hereby repealed.
3. This by-law shall come into force and effect upon the date of enactment.

Read a first and second time in open Council this 27 day of February, 2023.

Read a third and final time, passed, signed and sealed in open Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**Schedule A**  
**By-law 2023-**

**DEFINITIONS**

1. In this by-law

- (a) “Chair” and “Presiding Officer” can be used interchangeably to mean the individual conducting a meeting.
- (b) “Chief Administrative Officer” means the individual appointed by Council who is responsible for exercising general control and management of the affairs of the municipality, as outlined in *Section 229 of the Municipal Act, 2001 (SO 2001, c. 25)* and who’s authority is further defined by the delegation of authority bylaw as adopted by Council from time-to-time.
- (c) “Chief Executive Officer” means the Head of Council.
- (d) “Clerk” means the individual appointed to perform the statutory duties outlined in Section 228 of the *Municipal Act, 2001 (SO 2001, c. 25)*, or in the absence of the Clerk, the Deputy Clerk, of the Township of Edwardsburgh/ Cardinal.
- (e) “Committee” means any committee, sub-committee, advisory committee, or ad hoc committee established by the Council of the Township of Edwardsburgh/Cardinal.
- (f) “Committee of the Whole” shall be any committee comprised of all members of Council.
- (g) “Consent Agenda” means the portion of the agenda that may be approved by Council or Committee without debate.
- (h) “Council” means the Council of the Township of Edwardsburgh/ Cardinal.
- (i) “Councillor” means a member of Council other than the Mayor or Deputy Mayor.
- (j) “Deputy Mayor” is the member of Council who has been elected to act in the absence of the Mayor.
- (k) “Electronic Participation” means telephone, video or audio conferencing or other interactive methods whereby meeting participants are able to hear and be heard by all participants.
- (l) “Head of Council” means the Mayor.
- (m) “Improper Conduct” means any conduct which causes disruption of a meeting.
- (n) “Inaugural Meeting” is the first meeting of a newly elected Council following each quadrennial election or any by-election.
- (o) “In Camera” is a meeting closed to the public to allow Council or Committee to consider business that, in accordance with the *Municipal Act*, may be kept confidential.
- (p) “Mayor” means Head of Council
- (q) “Meeting” means any regular, special or other meeting of a council, of a local board, or of a committee of either of them where,
  - i) A quorum of members is present, and

**Schedule A  
By-law 2023-**

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

**COUNCIL MEETINGS**

- 2. The Inaugural Meeting following each quadrennial election shall be held at the Township Office, Spencerville, in the Council Chambers, unless otherwise stipulated to accommodate the public gallery, at 11:00 a.m. on the third Monday in November.
- 3. The Clerk, or designate, shall be responsible for the content of the agenda for the Inaugural Meeting and the arrangements for the inaugural proceedings. The contents of the agenda shall be as follows:
  - a. Opening of the Meeting
  - b. Mayor’s Declaration of Office and Oath of Allegiance
  - c. Deputy Mayor’s Declaration of Office and Oath of Allegiance
  - d. Councillor’s Declaration of Office and Oath of Allegiance
  - e. Councillor’s Inaugural Address
  - f. Deputy Mayor’s Inaugural Address
  - g. Mayor’s Inaugural Address
  - h. Adjournment

**Schedule A**  
**By-law 2023-**

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

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

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

**CONDUCT OF PROCEEDINGS AT MEETINGS OF COUNCIL**

14. It shall be the duty of the Mayor or other Presiding Officer:
  - (a) to open the meeting of Council by taking the Chair and calling the meeting to order,
  - (b) to ensure that each member of Council has received a copy of the Agenda for the meeting,

**Schedule A  
By-law 2023-**

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

**COUNCIL AGENDA**

- 15. The agenda for a meeting of Council shall be drafted by the CAO or Clerk, or designate, under the direction of the Mayor.
- 16. The Mayor shall ensure that all agendas are balanced and organized and may stand down an agenda item if they feel it is appropriate to do so.
- 17. The CAO or Clerk, or designate, shall have an agenda prepared and produced for the use of the Members at the regular meetings of Council and cause such agenda and background materials to be delivered to the members not less than three (3) days before the meeting.
- 18. Items may be added to the agenda which arise between preparation of the agenda package and the meeting date if approved by the Mayor prior to the

**Schedule A**  
**By-law 2023-**

commencement of the meeting and approved as an amendment to the agenda by unanimous consent of Council during the course of the meeting.

19. The following shall be the General Order of Business at each Council meeting.
1. Call to Order
  2. Approval of Agenda
  3. Disclosure of Pecuniary Interest
  4. Delegations or Presentations
  5. Consent Agenda
  6. Minutes of the Previous Council Meeting
  7. Business Arising from Previous Council Meeting
  8. Committee Minutes
  9. Action and Information Items from Committees
  10. Correspondence
  11. Approval of Disbursements
  12. By-laws
  13. CAO's Administrative Update
  14. Councillor Inquiries or Notices of Motion
  15. Mayor's Report
  16. Question Period
  17. Closed Session (if required)
  18. Report Out of Closed Session (if required)
  19. Confirmation By-law
  20. Adjournment
20. If a statutory public meeting is required, and in the opinion of the staff in consultation with the Mayor it can be accommodated prior to a regular meeting of Council or Committee, the regular meeting of Council or Committee will be delayed if necessary.

**DELEGATIONS AND PRESENTATIONS**

21. To ensure that Council is aware of public sentiment pertaining to agenda items, delegations will be afforded the opportunity to address Council before decisions are made.
22. Any individual, corporation, organization, agency or group wishing to present an item or viewpoint to Council shall request a delegation by 12:00 p.m. on the Thursday preceding the meeting through the office of the CAO or Clerk, or designate, in writing by delivering the request by hand, email or facsimile with confirmation of receipt. The requestor shall include their name, reasons for the delegation/presentation request, if they are representing any organization, the name of the organization or other such body. If the item already appears on the Council agenda, such requests will be accommodated up to and including 4:00 p.m. on the day of the Council meeting. If the item does not appear on the agenda, the delegate may be referred to a later Council or committee meeting.
23. Where a delegation appears before a Committee of Council composed of fewer than three members of Council, that same delegation may appear before Council at a regular Council meeting.
24. Where a delegation appears before Committee of the Whole that same delegation may appear before Council at a regular Council meeting a maximum of one time if they have new or additional information to present.
25. Delegations shall confine their remarks to the stated business, and shall have a maximum of ten (10) minutes to address Council, excluding follow-up questions by members of Council.

**Schedule A  
By-law 2023-**

26. There shall be a maximum of two spokespersons per delegation, whose combined speaking time shall not exceed ten (10) minutes.
27. Presentations are organized to present information to Council. Where a presentation appears before a Committee, that same presenter may be requested to appear to present to Council at a regular meeting.
28. Where a presentation is made to Council, presenters will be allotted fifteen (15) minutes to make the presentation, excluding follow-up questions by members. Allotted time may be extended upon approval of the Mayor.
29. The CAO or Clerk, or designate, shall list delegations and presentations in the order which they are received. Not more than three delegations or presentations in each Council or Committee meeting shall be booked. The Mayor, with the support of Council, may accommodate additional delegations prior to approval of agenda.
30. Delegations shall not:
  - (a) address members directly without permission;
  - (b) Interrupt any speaker or action of the members, or any other person addressing the members;
  - (c) display or have in their possession picket signs or placards in the Council Chambers or any other place that a Council or Committee meeting may take place;
  - (d) speak disrespectfully to any person;
  - (e) use offensive words;
  - (f) disobey a decision of the presiding officer;
  - (g) enter into cross debate with other delegations, presenters, members of the general public, staff members, members of council, or the presiding officer.

**CONSENT AGENDA**

31. Matters listed under the Consent Agenda are to be considered routine and shall be enacted by one motion.
32. Council and Committee consent agendas shall be drafted by the CAO or Clerk, or designate, under the direction of the Chair.
33. The Presiding Officer shall ask for the item(s) on the consent agenda in the order in which it appears if any member wishes to hold an item. If the answer is no, then the Presiding Officer will confirm that the item(s) listed can be carried on consent. If the answer to the item(s) is yes, then the Presiding Officer will make note of the item and move onto the next item in the order it appears on the consent agenda.
34. Bylaws shall not be considered on the consent agenda.
35. During the progression through the consent agenda in accordance with section 33, no debate, questions, comments or recorded votes shall be permitted, but declaration of interest and dissents may be recorded.
36. Any member of Council may request that an item be held for debate, question or comment and the item will not appear on the consent agenda. The Presiding Officer shall declare whether the item(s) is carried or will be held.
37. The item(s) carried on consent will be listed on a motion and such motion shall be put to a vote.
38. Upon completion of the progression through the consent agenda in accordance with section 33, Council shall then proceed to consider, in accordance with the regular agenda, the items that have not yet been adopted or carried.



**Schedule A  
By-law 2023-**

**MINUTES**

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

**MOTIONS - MEMBERS OF COUNCIL**

41. A Council member may bring a motion forward under Council Inquiries/Notices of Motion in respect of an emergency, time sensitive (as determined by the Chair), congratulatory or condolence nature, or any other matter.
42. The Council Member introducing the notice of motion must indicate at which future Committee or Council meeting the motion is to be discussed.
43. Motions must be presented in writing; however, it is not necessary for the motion to be in the handwriting of the mover.

**PRESENTATION AND DISPOSITION OF MOTIONS**

**MOTIONS – GENERAL**

44. A motion must be formally seconded before the Presiding Officer can put the question.
45. When a motion is passed during Council it becomes a resolution.
46. A motion in respect of a matter beyond the jurisdiction of the Council shall not be in order and shall be considered to be “ultra vires”.

**MAIN MOTIONS**

47. Motions shall be called in the order in which they appear on the agenda and must indicate the mover and seconder. All motions must be made in the affirmative.
48. When called by the presiding officer, the mover of the motion shall state the names of members moving and seconding the motion and read the motion. A motion so put shall be considered the main motion.
49. After a motion has been duly moved, seconded, and read, it shall immediately be open to debate or amendment. The mover shall have the opportunity to make the introductory remarks.

**Schedule A**  
**By-law 2023-**

50. Any member of Council may request that any motion under debate be repeated by the presiding officer for the benefit of clarification, but not so as to interrupt a member while speaking.

**SECONDARY MOTIONS**

51. When a main motion is under debate, it shall be in order for any member to present the following secondary motion:
- (a) Withdrawal  
A motion to withdraw:
    - (1) Need not be in writing;
    - (2) Shall only be put forward by the mover of the main motion;
    - (3) Shall receive disposition prior to any other secondary motion being presented;
    - (4) Shall not be debatable.
  - (b) Refer  
A motion to refer a matter under debate:
    - (1) Need not be in writing;
    - (2) Shall receive disposition of Council before the main motion;
    - (3) Shall state the committee to which the matter shall be referred;
    - (4) Can be amended as to the method of disposition, Committee or other similar instructions;
    - (5) Shall preclude all amendments to the main motion until it is decided;
    - (6) Shall be debatable.
  - (c) Defer  
A motion to defer:
    - (1) Need not be in writing;
    - (2) Shall receive disposition of Council before the main motion;
    - (3) Shall state the specific date upon which the motion shall again be put;
    - (4) Shall be debatable.
  - (d) Divide  
A motion to divide:
    - (1) Shall be presented in writing;
    - (2) Shall receive disposition of Council before the main motion;
    - (3) Shall be in order only when the motion to be divided contains two or more separate and distinct proposals;
    - (4) Shall be debatable.
  - (e) Amend  
A motion to amend:
    - (1) Shall be presented in writing;
    - (2) Shall receive disposition of Council before the main motion;
    - (3) Shall be relevant and not contrary to the main motion received;
    - (4) May be to add or insert certain words or phrases or to strike out certain words or phrases;
    - (5) A primary amendment or a sub-secondary amendment to a question at any one time. When both have been dealt with, the Presiding Officer may entertain a further amendment or sub-amendment, as the case may be;
    - (6) Shall be voted on in reverse order to their introduction. The secondary amendment (amendment to the amendment) must be disposed of before the primary amendment and the primary amendment must be voted on before the main motion.
    - (7) Shall be debatable.
  - (f) Postpone Indefinitely or to a Certain Day  
A motion to postpone indefinitely or to a certain day:

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- (1) Shall only be applied to the main motion and can therefore be made only while the main motion is immediately pending;
- (2) Shall not be amendable;
- (3) Shall clearly state the day if it is postponed to a certain day;
- (4) An affirmative vote on the motion may be reconsidered, however, a negative cannot be reconsidered;
- (5) Shall be debatable.

**(g) Move the Previous Question**

A motion to move the previous question purpose is to immediately close debate and bring Council to a vote on the pending motion.

- (1) Shall not be amendable;
- (2) May be applied to any immediately pending debatable or amendable motions; to an entire series of pending debatable or amendable motions;
- (3) Prevents the making of any other secondary motions;
- (4) Requires a 2/3's vote for approval;
- (5) If a motion to move the previous question is resolved in the affirmative, the Presiding Officer shall forthwith put the main motion;
- (6) If a motion to move the previous question is resolved in the negative, debate shall continue on the main motion;
- (7) Shall not be debatable;

**(h) Reconsideration**

A motion to reconsider is to reconsider a matter decided by Council:

- (1) Shall be ruled out of order if any change to the previous decision would interfere with legally binding commitments of the Township existing as of the date the motion to reconsider is moved;
- (2) Shall be brought forward during the Council Inquiries/Notices of Motion portion of the meeting at which it was passed and the notice shall include reasons for doing so;
- (3) Shall be moved by a member who voted on the prevailing side;
- (4) Shall be supported by majority vote of the members of council before the matter to be reconsidered can be debated;
- (5) No question upon which a notice of reconsideration has been accepted shall be considered more than once, nor shall a vote to reconsider be reconsidered;
- (6) Debate on the question shall be confined to such matters as new information that has come forward, an error in documentation presented or incorrect statements made during the original debate;
- (7) If a motion for reconsideration is carried in the affirmative:
  - i. No action shall be taken in respect of the matter under reconsideration until the next subsequent meeting;
  - ii. The matter shall be stated in the same manner in which it was first disposed/decided by Council; and
  - iii. The matter shall be subject to the rules of debate and amendment outlined herein.

**(i) Rescind**

A motion to rescind is to repeal an action Council has previously taken when it is too late to reconsider the vote.

- (1) If necessary to rescind a motion that has passed, notice of intention to do so can be given at one meeting;
- (2) Shall be introduced and dealt with at a subsequent meeting;
- (3) Action of Council may be rescinded at any time;
- (4) A negative vote on the motion can be reconsidered, but not an affirmative vote;
- (5) Shall be debatable.

**(j) Point of Order and Privilege**

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When a member thinks that the rules of the Council are being violated, they can make a point of order/privilege, thereby calling upon the chair for a ruling and enforcement of the regular rules:

- (1) The Presiding Officer shall preserve order and decide questions of order;
- (2) A member shall ask leave of the Presiding Officer to raise a point of order and the Member state the point of order for the Presiding Officer's determination.
- (3) The Presiding Officer shall rule on the point of order without debate. No vote is taken unless the Presiding Officer is in doubt or their ruling is appealed.
- (4) Council, if appealed to, shall decide the question without debate and its decision shall be final.
- (5) Can be applied to any breach of the rules and is in order when another shall have the floor, even interrupting a person speaking or reading a report if the point genuinely requires attention at such a time.
- (6) Shall not be amendable;
- (7) Shall not be reconsidered;
- (8) Shall not be debatable – however, with the Presiding Officer's consent, a member may be permitted to explain their point and knowledgeable or interested members can be heard by way of explanation.

### **DISBURSEMENTS**

52. All accounts submitted for payment shall be received by Council. Payments for budgeted items to a maximum of \$10,000 may be paid forthwith for emergency purposes or to avoid interest charges.
53. The Treasurer shall provide a list of all accounts to be paid to Council for review and approval prior to the release of funds, together with a list of those accounts paid in accordance with section 52 above.

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

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

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

**COUNCIL INQUIRIES/NOTICES OF MOTION**

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

**QUESTION PERIOD**

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

**UNFINISHED BUSINESS**

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

**OTHER FINANCIAL REPORTING**

- 72. The Treasurer will submit quarterly budget-to-actual summaries to Committee of the Whole – Administration and Operations within 60 days of the end of the quarter.
- 73. In the event that the annual budget has not yet been approved, municipal accounts can be processed provided that the expenses are comparable with the previous year's budget authority.

**RULES OF DEBATE**

- 74. Robert's Rules of Order shall be followed at all Council and Committee of the Whole meetings.

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- 75. The Presiding Officer may at any time state relevant facts and their position on any matter without leave.
- 76. The presiding officer may not move a motion without first taking leave of the chair.
- 77. No Member, without leave of the Council, shall speak on the same question, or in reply, for longer than ten minutes, with an additional five minute rebuttal period.
- 78. Where a Member considers that their integrity or the integrity of the Council as a whole has been questioned, they may as a matter of personal privilege rise at any time, with the consent of the Presiding Officer, for the purpose of drawing the attention of the Council to the matter.

**CONDUCT OF MEMBERS OF COUNCIL**

- 79. The Mayor, as the Head of Council is Chief Executive Officer of the Township is elected to ensure, to the best of their ability, that the roles prescribed by the *Municipal Act, SO 2001*, as amended are adhered to and followed.
- 80. The Deputy Mayor, shall act as the Head of Council to the best of their ability in place of the Mayor where the Mayor is unable to act.
- 81. Councillors are elected to represent their respective wards to the best of their ability and shall act to the best of their ability to ensure that all aspects of the Township are considered in deliberation.
- 82. All members shall be respectful of each other, staff and the general public while fulfilling their roles.
- 83. No member shall speak disrespectfully of the Reigning Sovereign, or of any member of the Royal family, or of the Governor General, or the Lieutenant Governors, Provincial Parties or Leaders, Federal Parties or Leaders or of their representatives.
- 84. No member shall speak disrespectfully, use offensive words, language or gestures.
- 85. No member shall speak on any subject other than the subject under debate at any meeting.
- 86. No member shall disobey the rules of the Council or a decision of the Presiding Officer or of the Council on questions of order or practice or upon the final interpretation of the rules of the Council;
- 87. Where a matter has been discussed in camera, and where the matter remains confidential, no member shall disclose the content of the matter or the substance of the deliberations of the in camera session.
- 88. No member shall exhibit any improper conduct over the course of any meeting.

**PENALTIES FOR MISCONDUCT**

- 89. Where a member has been called to order by the Presiding Officer for failing to observe the rules of conduct and persisting such conduct, the Presiding Officer may put the question, “that (Name of Council or Committee Member) be ordered to leave their seat for the duration of the meeting”. However, if the Member apologizes and regains proper conduct they, by majority vote, will be permitted to retake their seat.

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90. Where a Member has been permitted to retake their seat and improper behaviour is resumed by said Member, they will be ordered to leave the meeting by the Presiding Officer. No further opportunity to remain will be extended.

**CONDUCT OF MEMBERS OF PUBLIC**

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

**COMMITTEE MEETINGS**

**IN GENERAL**

92. Committees shall generally be governed by Proceedings of Council as established herein. Further terms of reference may be established by by-law from time-to-time.
93. There shall be five types of Committee meetings:
- (a) Committees of the Whole
  - (b) Committees of the Whole with citizen volunteers
  - (c) Committees of a majority of members of Council with citizen volunteers
  - (d) Committees of a minority of members of Council plus citizen volunteers to constitute membership.
  - (e) Ad hoc committees
94. (a) Committees of the Whole are meetings where the whole of Council is listed as members and are generally to be conducted in a manner similar to Council meetings. The CAO, Clerk or Deputy Clerk is required to be present.
95. (b) Committees of the Whole plus citizen volunteers may include, but are not limited to, matters involving Administration, Finance, Public Works, Environmental Services, Recreation Facilities, Land Use Planning, Economic Development, and Recreation Programming. The meetings are generally to be conducted in a manner similar to Council meetings. Citizen volunteers shall declare an oath of confidentiality in order to be included when matters are discussed in camera, and where the matter remains confidential in nature. The CAO, Clerk or Deputy Clerk are required and other senior staff may be required to be present.
96. (d) Committees of a minority of members of Council plus citizen volunteers to constitute membership may be conducted in an open discussion forum or in a manner similar to a Council meeting, as determined by the Presiding Officer. Such committees may include matters involving recreation programming, citizen concerns, public libraries, etc. The majority of representation shall be non-elected citizens. No staff resources are required.
97. (e) Ad Hoc Committees may be established from time-to-time to address specific matters. Council shall appoint members and set the terms of reference for such Committees by resolution.
98. All committees shall make recommendations to Council by way of motions brought forward by Committee members and duly voted upon.
99. Council shall, at the start of their term, establish or confirm Committees of Council and their terms of reference, as well as the nature and number of members, by by-law.

**COMMITTEE PROCEEDINGS**

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100. The Presiding Officer shall call the meeting to order, ensure that all members have copies of an agenda and/or supporting information, adjourn the meeting if unruly, or request individuals behaving in an unruly or rude manner to leave the meeting place, in accordance with sections 78 through 90 above.
101. Where a Committee is comprised of a minority of members of Council, quorum is not required for discussion to take place; however, quorum is required for votes to be called on recommendations to Council.
102. Where Committee is comprised of three or more elected members of Council, the Committee shall be served by appointed staff in accordance with the *Municipal Act, SO 2001* as amended.
103. Minutes of Committees shall record:
- The place, date and time of the meeting;
  - The names of the presiding officer and those voting and non-voting persons in attendance;
  - A synopsis of discussion, without mention of names associated with the opinions offered;
  - Motions and/or recommendations duly moved, seconded and voted upon;
  - The reading and review of previous meeting minutes;
  - All other proceedings without note or comment.
104. The Mayor shall be ex-officio to all Council Committees. Ex-officio is defined as having the right to attend, participate and vote at the meeting, but not forming part of the quorum.

**GENERAL PROVISIONS**

**RECORDING OF COUNCIL OR COMMITTEE SESSIONS**

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

**AMENDMENT**

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

**AUTHORITY**

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

**NOTICE**

109. Public notice of all regular meetings of Council and Committee will be provided to the public by means of posting on the municipal website at least forty-eight (48) hours in advance of the meeting. Notice for cancellation of a meeting shall also be made on the municipal website in the same location as that used for the posting of meeting notices.

**MEETINGS OPEN TO THE PUBLIC**



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110. Subject to Schedule B, the meetings of Council and Committee shall be open to the public and no person shall be excluded therefrom except for improper conduct.

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

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

**PETITIONS AND COMMUNICATIONS (CORRESPONDENCE)**

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

**ELECTRONIC PARTICIPATION IN MEETINGS**

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

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

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

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

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

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

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

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

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

**CLOSED MEETINGS**

1. Council and Committee may close a meeting or part of a meeting to members of the public if the subject matter to be considered is:
  - (a) The security of the property of the municipality or local board;
  - (b) Personal matters about an identifiable individual, including municipal or local board employees;
  - (c) A proposed or pending acquisition or disposition of land by the municipality or local board;
  - (d) Labour relations or employee negotiations;
  - (e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
  - (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - (g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
  - (h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
  - (i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
  - (j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
  - (k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
2. Council and Committee shall close a meeting or part of a meeting to members of the public where the subject matter to be considered is:
  - (a) A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of the institution for the purposes of that Act; or
  - (b) An ongoing investigation respecting the municipality, a local board or a municipality-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13(1) of the Act, or the investigator referred to in subsection 239.2(1).
3. A meeting of Council and Committee may also be closed to members of the public if the following conditions are both satisfied:
  - (a) The meeting is held for the purpose of educating or training the members.
  - (b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.
4. A motion to close a meeting or part of a meeting to the public shall state:
  - (a) The fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or
  - (b) In the case of a meeting under section 3 of this schedule, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that section.
5. Where a meeting or part of a meeting is closed to the public, all persons not specifically invited to remain by Council or Committee shall retire from the meeting.

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6. A vote shall not be taken during a meeting or part of a meeting that is closed to the public where to do so would be in contravention of any Act.
7. Despite section 6, a meeting may be closed to the public during a vote if the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.
8. Upon resuming in open session, the Presiding Officer shall state:
  - a. The matters which were considered;
  - b. Directions provided; and
  - c. Confirmation that no motions were carried in camera other than procedural motions or directions to staff.

**Recording of Closed Meetings**

9. All closed meetings of Council and Committee shall be recorded for the purposes of any closed meeting investigation. Only one copy of the recording will be kept in a secure location.

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BY-LAW NO. 2023-**

**“A BY-LAW TO APPOINT AND ESTABLISH THE POSITION AND DUTIES OF  
THE INTEGRITY COMMISSIONER OF THE TOWNSHIP OF EDWARDSBURGH  
CARDINAL”**

**WHEREAS** Section 11(2) of the Municipal Act 2001, S.O 2001, c. 25, as amended, authorizes a municipality to pass by-laws regarding the accountability and transparency of the municipality and its operations; and

**WHEREAS** Section 223.3 (1) of the Municipal Act 2001, S.O 2001, c. 25, as amended, authorizes a municipality to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to:

1. The application of the code of conduct for members of council and committee;
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards;
3. The application of section 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to members of council and of local boards;
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member;
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members;
6. Requests from members of council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act;
7. The provisions of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the Municipal Conflict of Interest Act; and

**WHEREAS** the municipality deems it advisable that all requests for an investigation be undertaken in the public interest by an appointed independent and impartial investigation (the Integrity Commissioner);

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

**1. DEFINITIONS**

In this bylaw,

“Council” means the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal.

“Integrity Commissioner” means the Integrity Commissioner for the Township of Edwardsburgh Cardinal. The Integrity Commissioner is responsible for providing advice, complaint resolution and education to members of Council and local boards (restricted definition) on the application of the municipality's codes of conduct, the Municipal Conflict of Interest Act (MCIA) and other bylaws, policies and legislation governing ethical behaviour. The Integrity Commissioner also provides policy recommendations to Council, local boards and staff.

“Township” means the Township of Edwardsburgh Cardinal.

## **2. ESTABLISHMENT OF THE POSITION – INTEGRITY COMMISSIONER**

- 2.1 The position of Integrity Commissioner for the Township is hereby established for the purposes of Part V.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, with the statutory duties and functions as set out in Part V.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, and in this bylaw.

## **3. APPOINTMENT OF INTEGRITY COMMISSIONER**

- 3.1 Tony Fleming is hereby appointed as the Integrity Commissioner for the Township of Edwardsburgh Cardinal to provide services in accordance with the Part V.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- 3.2 The CAO and Clerk shall have authority to negotiate, finalize and execute any necessary extensions to the Integrity Commissioner’s contract and any subsequent renewals, subject to Council approval.
- 3.3 The Integrity Commissioner may report to Council on an annual basis. In their report, they shall report on complaints received and their disposition (including complaints deemed not to be within the jurisdiction of the Integrity Commissioner).
- 3.4 The appointment of a person to the position of Integrity Commissioner may be suspended or revoked only by a two-thirds majority vote of all members of Municipal Council.

## **4. RESPONSIBILITIES**

- 4.1 The Integrity Commissioner is appointed as the Integrity Commissioner in accordance with Section 223.3 of the Municipal Act, 2001.
- 4.2 The Integrity Commissioner shall have all the powers and duties of the Integrity Commissioner set out in Part V.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, bylaws respecting the Code of Conduct for Members of Council and Committee, Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, and as otherwise assigned by the Township.

## **5. MEETINGS INVESTIGATOR**

- 5.1 The Integrity Commissioner is appointed as the Meetings Investigator in accordance with Section 239.2 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended. As Meeting Investigator, the Integrity Commissioner is independent of the Township administration and may report to Council on an annual basis.
- 5.2 The Integrity Commissioner has the powers and duties of the Meetings Investigator as set out in Section 239.2 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended

## **6. ACCESS TO INFORMATION**

- 6.1 In accordance with subsection 223.4 (4) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the Integrity Commissioner is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the municipality or a local board that the Commissioner believes to be necessary or an inquiry.

## **7. DUTY OF CONFIDENTIALITY**

- 7.1 The Integrity Commissioner and any person acting under their instructions shall be subject to the duty of confidentiality provided in Section 223.5 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.

**8. IMMUNITY FROM TESTIMONY**

- 8.1 Neither the Integrity Commissioner nor any person acting under the instructions of the Integrity Commissioner is a competent or compellable witness in a civil proceeding in connection with anything done under Part V.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, or of this bylaw.

**9. INDEMNITY**

- 9.1 The Township shall indemnify and save harmless the Integrity Commissioner or any person acting under the instructions of the Integrity Commissioner for any and all liabilities, losses, expenses, costs, demands, damages, suits, judgements, penalties, expenses and liabilities of any kind or nature whatsoever reasonably incurred by either of them in connection with the defense of a proceeding if the proceeding relates to: an act done in good faith in the performance or intended performance of a duty or authority under the Municipal Act, 2001, and/or under this bylaw; an alleged neglect or default in the performance in good faith of the duty or authority; or, any procedural defect or other alleged breach of the relevant statutory or bylaw provisions.

**10. GENERAL**

- 10.1 That Bylaw 2022-43 and all other by-law previously passed that are inconsistent with the provisions of this by-law are hereby repealed.
- 10.2 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 27 day of February, 2023.

Read a third and final time, passed, signed and sealed in open Council this 27 day of February, 2023.

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**Mayor**

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**Clerk**

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL  
BY-LAW NO. 2023-**

**“TO AMEND BY-LAW 2013-69 TO IMPOSE WATER AND WASTEWATER  
RATES FOR USERS OF THE CARDINAL WATER & WASTEWATER SYSTEM”**

**WHEREAS** the Municipal Act 2001, S.O. 2001, c.25, Subsection 290, as amended, provides that the council of a local municipality shall in each year prepare and adopt a budget, including estimates of all sums required during the year for the purposes of any board, commission or other body;

**AND WHEREAS** Section 391 of the Municipal Act, 2001, S.O. 2001, as amended provides for a municipality to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

**AND WHEREAS** the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to impose water and wastewater rates for users of the Cardinal Water System;

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

1. Rates and charges shall be determined in accordance with Schedule “A” attached hereto and forming part of this by-law.
2. Schedule A of By-law 2021-68 of the Corporation of the Township of Edwardsburgh Cardinal is hereby repealed, effective March 1, 2023.
3. The estimates of the 2023 Revenues and Expenses as attached hereto as Schedule “B” and forming part of this by-law.
4. That all other provisions of By-law 2013-69 remain in force and effect.
5. This by-law shall come into force and take effect on the date of passing with implementation to follow at the next billing cycle.

Read a first and second time in open Council this 27 day of February, 2023.

Read a third and final time, passed, signed and sealed in open Council this 27 day of February, 2023.

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**Mayor**

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**Clerk**



# **SCHEDULE A – Rates & Fees** **By-law 2023 -**

## **Part A: Fixed Service Charge by Meter Size per Period**

		Annual Fixed Service Charge		Quarterly Fixed Service Charge		Monthly Fixed Service Charge	
Customer Type	Meter Size	Water	Wastewater	Water	Wastewater	Water	Wastewater
Residential	5/8" x 3/4"	\$305.27	\$339.44	\$76.32	\$84.86	\$25.44	\$28.29
Residential	3/4" x 3/4"	\$305.27	\$339.44	\$76.32	\$84.86	\$25.44	\$28.29
ICI	5/8" x 3/4"	\$305.27	\$339.44	\$76.32	\$84.86	\$25.44	\$28.29
ICI	3/4" x 3/4"	\$305.27	\$339.44	\$76.32	\$84.86	\$25.44	\$28.29
ICI	1"	\$844.80	\$938.95	\$211.20	\$234.74	\$70.40	\$78.25
ICI	2"	\$2,625.11	\$2,917.91	\$656.28	\$729.48	\$218.76	\$243.16

**For multiple units (residential or mixed-use) in one building the fixed charges shall be the greater of :**

- I) The residential base rate for the 1<sup>st</sup> unit + 75% of the residential base rate multiplied by the remaining number of units or**
- II) The base rate associated with the size of the meter as identified above.**

## **Part B: Single Block Consumption Rate by Metered Usage**

Water (less than 20 m<sup>3</sup> per month) = \$2.00 per m<sup>3</sup> of metered usage per period.

Water (more than 20 m<sup>3</sup> per month) = \$3.00 per m<sup>3</sup> of metered usage per period.

Wastewater (less than 20 m<sup>3</sup> per month) = \$2.04 per m<sup>3</sup> of metered water usage per period.

Wastewater (more than 20 m<sup>3</sup> per month) = \$3.06 per m<sup>3</sup> of metered water usage per period.

### **Unmetered Customers:**

Unmetered Residential Category A – Category A represents a residential property which cannot be metered due to unusual or difficult plumbing which prevents the installation of a water meter without excessive measures or cost.

Unmetered Residential Category A – Flat Rate Water = \$715.31 annually.  
 Unmetered Residential Category A – Flat Rate Wastewater = \$785.48 annually.

Unmetered Residential Category B – Category B represents a residential property which the owner/resident has refused to have a water meter installed. The flat rate for such residential customer is to be three (3) times the Category A flat rate until the residence is metered.

Unmetered Residential Category B – Flat Rate Water = \$2,248.49 annually.  
 Unmetered Residential Category B – Flat Rate Wastewater = \$2,468.59 annually.

Unmetered ICI – represents an industrial, commercial or institutional property which cannot be metered due to unusual or difficult plumbing which prevents the installation of a water meter without excessive measures or cost.

Unmetered ICI – Flat Rate Water = \$2,997.94 annually.  
 Unmetered ICI – Flat Rate Wastewater = \$3,291.37 annually.

### **Connection Fees**

Connection fees and re-connection fees are as established from time to time by by-law of the Township.

### **Capital Levy:**

Water = \$4.00 per month per unit

**SCHEDULE A – Rates & Fees**  
**By-law 2023 -**

Wastewater                   =\$5.00 per month per unit

The Cardinal Water capital levy collected pursuant to this bylaw shall be transferred to the Cardinal Water Reserve for future capital infrastructure projects.  
The Cardinal Wastewater capital levy collected pursuant to this bylaw shall be transferred to the Cardinal Wastewater Reserve for future capital infrastructure projects.

Schedule B  
Bylaw 2023-

	<b>Water</b>	<b>Wastewater</b>
	<b>2023</b>	<b>2023</b>
<b>Account Description</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenue</b>		
Grant Funding	0	0
User Fee revenue	515,783	549,440
Capital Levy	44,133	52,263
Miscellaneous Revenue	5,000	5,000
Transfer from Reserve	43,400	64,740
<b>TOTAL OPERATING REVENUE</b>	<b>608,316</b>	<b>671,443</b>
<b>Expenses</b>		
Salaries & wages	149,420	153,458
On Call wages	4,800	4,800
Canada Pension	6,987	7,176
Employer Health Tax	2,914	2,993
Employment Insurance	1,815	1,864
W S I B	3,643	3,741
Group Insurance	18,156	18,647
O M E R S	14,863	15,265
PW Allocated labour	4,000	3,000
Machine Rental Township	1,500	1,000
Heat	7,500	22,000
Hydro	25,000	74,000
Chemicals and Supplies	22,000	12,000
Stationary	300	700
Materials	2,500	2,500
Miscellaneous	800	800
Telephone	3,700	6,300
Equipment Repair	40,000	35,000
Legal	0	1,500
Contract fee	55,000	55,000
Professional Associations	1,500	400
Professional Development	6,000	3,800
Courier & postage	100	200
Insurance	22,550	25,300
Lab Testing	16,500	25,000
Vehicle expense	3,000	3,000
Sludge Removal		15,000
Property Tax	5,400	1,800
Maintenace Treat/ Coll	40,000	40,000
Transfer to Reserve	104,968	70,459
<b>TOTAL OPERATING EXPENSE</b>	<b>564,916</b>	<b>606,703</b>
<b>CAPITAL</b>		
Raw/Turbidity Analyzer Replacement	14,000	
SCADA mesh upgrades	29,400	
Henry Street Pump Panel		40,000
Boiler Replacement		15,889
Seepex Variable Drive Replacement		8,851
<b>TOTAL CAPITAL EXPENSE</b>	<b>43,400</b>	<b>64,740</b>
<b>CURRENT YEAR DEFICIT (SURPLUS)</b>	<b>0</b>	<b>0</b>

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BYLAW NO. 2023-**

**"A BY-LAW TO ADOPT THE ESTIMATES AND IMPOSE  
SEWER RATES FOR USERS OF THE  
SPENCERVILLE SEWER SYSTEM"**

**WHEREAS** the Municipal Act 2001, S.O. 2001, c.25, Subsection 290, as amended, provides that the council of a local municipality shall in each year prepare and adopt a budget, including estimates of all sums required during the year for the purposes of any board, commission or other body;

**AND WHEREAS** Section 391 of the Municipal Act, 2001, SO 2001, as amended provides for a municipality to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

**AND WHEREAS** the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it expedient to establish sewer rates for the Sanitary Sewer System in Spencerville;

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

1. The estimates of the 2023 Revenues and Expenses as attached hereto as Schedule "A" and forming part of this by-law are hereby adopted.
2. A sewage service rate is hereby imposed upon the owners or occupants of lands located in the Village of Spencerville which are supplied with sewage service for the year 2023.
3. The sewage service rate shall be charged as a flat sewage rate per year of \$682.76 per unit against each user (single dwelling unit) in respect of such lands which are used for domestic purposes.
4. That the sewage rate for multi-residential, mix commercial, and industrial/commercial/institutional shall be charged a multiplier of the flat sewage rate per year as outlined in Schedule "B" attached hereto.
5. That the formula to calculate the multiplier is as follows:  
  
Formula:  $A/B=C$   
Where:  
A=Number of fixture unit counts at the location  
B=Residential base unit count of 10  
C=Multiplier factor
6. New services will be charged a pro-rated annual amount from the date of connection to the end of the calendar year.
7. The flat rate designated in Paragraph 2 and 3 shall be billed quarterly and collected as part of the charge for sewage service to each user. Amounts unpaid after 30 days shall be charged interest at the rate of 1.25% per month. At the discretion of the Treasurer of the municipality, outstanding accounts may be added to the collector's roll and collected in a like manner as taxes, according to Section 398(2) of the Municipal Act, 2001, SO 2001.
8. That By-law 2021-67 and all other bylaws previously passed that are inconsistent with the provisions of this bylaw are hereby repealed.
9. This By-law shall be known as the "Spencerville Sewer Rate By-Law".

Read a first and second time in open Council this 27 day of February, 2023.

Read a third and final time, passed, signed and sealed in open Council this 27 day of February, 2023.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

Schedule A  
Bylaw 2023-

<u>Account Number</u>	<u>Description</u>	<u>2023 Budget</u>
Revenue		
	Sewage maintenance	(150,207)
	Interest Income-Penalty	(1,000)
	Transfer from Reserve	(35,467)
<b>TOTAL OPERATING REVENUE</b>		<b>(186,674)</b>
Expenses		
	Salaries & wages	39,374
	On Call wages	4,800
	Canada Pension	1,841
	Employer Health Tax	768
	Employment Insurance	478
	W S I B	960
	Group Insurance	4,784
	O M E R S	3,917
	PW Allocated labour	1,500
	Machine Rental Township	400
	Hydro	7,200
	Repairs	10,000
	Chemicals	15,000
	Miscellaneous	2,800
	Telephone	900
	Equipment	1,000
	Contract fee	12,000
	Lab, courier & postage	3,900
	Insurance	5,038
	Vehicle expense	2,500
	Snow plowing	3,500
	Maintenace WW Coll	18,000
	Transfer to Reserve	10,547
<b>TOTAL OPERATING EXPENSE</b>		<b>151,207</b>
<b>NET OPERATING</b>		<b>(35,467)</b>
<b>CAPITAL</b>		
	Transfer Switch	7,175
	Sluice Gate Valve Replacement	26,892
	Guide Rails - SPS 2/3	1,400
<b>CURRENT YEAR DEFICIT (SURPLUS)</b>		<b>0</b>
<b>SPENCERVILLE WASTEWATER RESERVE</b>		
	Opening Balance (projected)	398,353
	2022 surplus/deficit (pre-audit)	3,979
	Estimated Interest earned	8,700
	2023 Budgeted Transfer to Reserves	10,547
	2023 Budgeted Transfer from Reserves	(35,467)
	Projected Closing Balance	<u>386,112</u>

Schedule B  
BY-LAW  
2023-

Address	Number of Fixtures	Commercial	Residential	Equivalent Residential Units	\$	Rate
23 Bennett St		1		1		682.76
27 Bennett St	41.5	4		4		2,731.04
29 Bennett St		1		1		682.76
33 Bennett St			15	15		10,241.40
36 Bennett St		1		1		682.76
42 Bennett St		1		1		682.76
7 Centre St	21	2	3	5		3,413.80
9 Centre St		1		1		682.76
11 Centre St		1	0	1		682.76
12 Centre St			3	3		2,048.28
13 Centre St		1		1		682.76
14 Centre St		1	1	2		1,365.52
16 Centre St		1		1		682.76
18 Centre St	33	3		3		2,048.28
26 Centre St			2	2		1,365.52
43 Centre St			2	2		1,365.52
51 Centre St		1		1		682.76
12 Cook ST			2	2		1,365.52
32 David St			4	4		2,731.04
5 Henderson		1		1		682.76
7 Henderson	96	9.5		9.5		6,486.22
4 Ryan St		1		1		682.76
22 Ryan St	84	8		8		5,462.08
22 Sloan St	65	7		7		4,779.32
20 South St			4	4		2,731.04
3 Spencer St	9	1		1		682.76
6 Spencer St	9	1	1	2		1,365.52
8 Spencer St	13.5	1	1	2		1,365.52
10 Spencer St		1		1		682.76
11 Spencer St	46.5	4.5	5	9.5		6,486.22
13 Spencer St		1	1	2		1,365.52
14 Spencer St	20	2	3	5		3,413.80
15 Spencer St		1		1		682.76
16-18 Spencer St			3	3		2,048.28
24 Spencer St	18	2		2		1,365.52
						<b>75,103.60</b>

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL  
BY-LAW NO. 2023-**

**“TO AMEND BY-LAW 2022-18 TO IMPOSE WATER RATES FOR USERS OF THE  
WATER DISTRIBUTION SYSTEM IN NEW WEXFORD, COUNTY ROAD 2 AND  
THE JOHNSTOWN INDUSTRIAL PARK”**

**WHEREAS** the Municipal Act 2001, S.O. 2001, c.25, Subsection 290, as amended, provides that the council of a local municipality shall in each year prepare and adopt a budget, including estimates of all sums required during the year for the purposes of any board, commission or other body; and

**WHEREAS** Section 391 of the Municipal Act, 2001, S.O. 2001 as amended provides for a municipality to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it; and

**WHEREAS** the Council of the Corporation of the Township of Edwardsburgh/Cardinal deems it expedient to establish water rates for the Water Distribution System in New Wexford, County Road 2 and the Johnstown Industrial Park; and

**WHEREAS** The Council of the Corporation of the Township of Edwardsburgh Cardinal has enacted by-laws 2007-03, 2008-22 and 2016-94 to enter into an agreement with the Town of Prescott for the supply of potable water;

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

1. That Schedule “B” of bylaw 2022-18 is hereby repealed and replaced with the estimates for the 2023 Revenues and Expenses, as attached hereto as Schedule “B” and forming part of this bylaw.
2. That all other provisions of bylaw 2022-18 remain in force and effect.
3. This by-law shall be known at the “Industrial Park Water Rate By-law”.

Read a first and second time in open Council this 27 day of February, 2023.

Read a third and final time, passed, signed, sealed in open Council this 27 day of February, 2023.

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**Mayor**

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**Clerk**



Schedule B  
Bylaw 2023-

<u>Account Number</u>	<u>Description</u>	<u>2023 Budget</u>
Revenue		
	Ind. Park Water Interest Revenue	(1,000)
	Industrial Park Water Revenue	(174,059)
	<b>TOTAL OPERATING REVENUE</b>	<b>(175,059)</b>
Expenses		
	Salaries & wages	28,269
	Canada Pension	1,322
	Employer Health Tax	551
	Employment Insurance	343
	W S I B	689
	Group Insurance	3,435
	O M E R S	2,812
	Miscellaneous	250
	Industrial Park Telephone	1,000
	System Optimization	1,000
	Industrial Park Contract fee	1,000
	Professional Development	1,000
	Insurance	6,705
	Water Sampling	3,200
	Vehicle expense	3,000
	Ind Park Water Line Maintenance	2,500
	Prescott Water Costs	90,000
	Transfer to Reserve Fund	16,129
	Capital - Hymax Clamps	11,854
	<b>TOTAL OPERATING EXPENSE</b>	<b>175,059</b>
	<b>NET OPERATING</b>	<b>0</b>
	<b>CURRENT YEAR DEFICIT (SURPLUS)</b>	<b>0</b>
<b>INDUSTRIAL PARL WATER RESERVE</b>		
	Opening Balance (projected)	150,984
	2022 surplus/deficit (pre-audit)	51,491
	Estimated Interest earned	3,040
	2023 Budgeted Transfer to Reserves	16,129
	2023 Budgeted Transfer from Reserves	0
	<b>Projected Closing Balance</b>	<b>221,644</b>

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BY-LAW NO. 2023-**

**“A BYLAW TO ESTABLISH TERMS OF REFERENCE AND APPOINT MEMBERS  
TO THE PORT OF JOHNSTOWN MANAGEMENT COMMITTEE”**

**WHEREAS** the Municipal Act 2001, SO 2001, Chapter 25, Section 8(1), as amended, 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), as amended, 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, as amended, 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** the Municipal Act 2001, SO 2001, Chapter 25, Section 11, as amended, in part provides that a lower-tier municipality may pass by-laws respecting the governance and structure and its local boards; and

**WHEREAS** the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to establish terms of reference and appoint members to the Port of Johnstown Management Committee;

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

1. That the Port of Johnstown shall be directed, managed and controlled on behalf of the Council of the Corporation of the Township of Edwardsburgh Cardinal by a Committee known as the Port of Johnstown Management Committee.
2. That said Committee shall be composed of the following:  
  
Stephen Dillabough (Chair)  
Tory Deschamps  
Joe Martelle  
Waddy Smail  
Chris Ward  
Randy Stitt  
Frank McAuley  
Regina Hernandez  
Clint Cameron
3. That the Committee functions and responsibilities are listed in Schedule “A” as attached hereto and forming part of this bylaw.
4. In carrying out the provisions of this bylaw, the Committee shall at all times by the agent of the Municipal Corporation and while acting bona fide within the

limits of the authority of this bylaw, neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this paragraph contained shall authority or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the authorization of the Council of the Corporation.

5. In carrying out the provisions of this bylaw, the Committee shall at all times act within the terms of the Transfer Agreement between Canada Ports Corporation and the Corporation of the Township of Edwardsburgh Cardinal as authorized by Bylaw 2000-23 of the Township of Edwardsburgh.
6. Bylaw 2017-02 of the Township of Edwardsburgh Cardinal and all other bylaws inconsistent with this bylaw are hereby repealed as of the day of effect of this bylaw.
7. That this bylaw will come into force and effect on passage.

Read a first and second time in open Council this 27 day of February, 2023.

Read a third and final time, passed, signed and sealed in open Council this 27 day of February, 2023.

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**Mayor**

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**Clerk**

Schedule "A"  
Bylaw 2023-

**Administration**

1. Subject to the approval of Council, the Committee shall formulate policies and regulations for and relating to the administration of the Port of Johnstown, and it shall have the power to recommend to Council the adoption of bylaws and regulations pertaining to the proper conduct of the Port of Johnstown.
2. Citizen representatives on the Committee will be appointed based on identified skill requirements for proper administration of the Port and in accordance with the Council approved appointment policy in force and effect at the time of selection. All committee appointments shall be confirmed by Council bylaw.
3. The Mayor shall act as Chair of the Committee, unless otherwise decided by the Committee. Where the Chair of the Committee is selected as someone other than the Mayor by the majority members of Committee, such appointment shall be confirmed by resolution of Council.
4. All Committee members shall act in accordance with all applicable Township policies and bylaws. Generally the Committee shall make recommendations for Council's subsequent review and decision, unless decision-making authority is otherwise specifically delegated to the Committee within this bylaw.
5. Committee composition shall be all member of Council, plus 2 to 4 non-voting advisory members of the public. Council may review and make recommendations regarding the effectiveness of the public citizen representatives. Quorum shall be simple majority however must include majority of council.
6. Appointments shall be at the pleasure of Council; however, the term of the Committee shall generally coincide with that of Council.
7. The Committee meeting shall be held on the Monday prior to the regular meeting of Council. When the Monday falls on a Statutory holiday, the meeting will be moved to the Tuesday immediately following.
8. The following administrative authority is specifically delegated to the Port Management Committee:
  - a. Decisions with respect to the workplace organization and staff of the Port of Johnstown, save and except for the employment of the Port General Manager.
  - b. Direction of the work of the Port General Manager including annual performance reviews based on the Personnel Policy Bylaw of the Township.
  - c. Entering into of contract agreements where the term of the agreement does not exceed the term of Council. Where the term of the agreement exceeds the term of Council, Council approval shall be required.
  - d. The setting of honourariums for Committee members.

## Finance

1. Annually no later than March 31 of each year, the Committee shall submit and interpret to the Council of the Corporation an Operating Budget and a Capital Budget for approval.
2. Annually no later than March 31 of the year following, the Committee shall submit and interpret to the Council of the Corporation a statement of the Financial Position of the Port of Johnstown as of December 31.
3. The Committee shall authorize expenditures to the extent they are itemized in the approved annual Operating or Capital Budget. The purchasing policy of the Corporation shall be observed for any expenditure. Expenditures that exceed the annual approved budget must be authorized by the Council of the Corporation.
4. The Committee shall set fees for provision of services or rentals by the Port of Johnstown so as to ensure its continued operation in a business-like and competitive manner.
5. The Committee shall oversee the bank account(s) of the Port of Johnstown, including monthly approval of the disbursements of the Port of Johnstown and monthly reporting of the budget-to-actual position of the Port of Johnstown as well as such other financial information as shall be requested by the Committee on a periodic basis.

Signing authority on the Port of Johnstown operating account shall consist of:  
Mayor OR Deputy Mayor AND  
CAO OR Treasurer OR Port General Manager

6. The Port Management Committee shall not incur any debt without authorization of the Council of the Corporation of the Township of Edwardsburgh Cardinal.

## CAO's ADMINISTRATIVE UPDATE TO COUNCIL

### ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Staff met with BFL Insurance representatives on February 14 to review risk and claim procedures.
Economic Development	Staff met with MEDJCT and Newmark for a post jobsite challenge visit. The visit was productive with a number of ideas and concepts raised during the discussion. A report from Newmark and MEDJCT will be provided in the coming weeks.
Joint Tourism Partnership Opportunity with North Grenville	We have taken an opportunity to partner with North Grenville on a tourism/ec dev project to advertise a route along County Rd 44; showcasing activities and businesses along this road. Pending the successful grant application with RTO9, the project would target Ottawa residents and visitors, benefitting businesses along this road, including Spencerville. Staff will prepare a letter of support on behalf of the Township. Our financial contribution is expected to be \$3,750.00, 25% of the \$15,000 project.
Subdivision Updates	Progress is being made on both draft plans of subdivision in Cardinal. Staff have obtained peer reviews on engineered designs for Lockmaster's Meadow and will continue to work with the developer on approval of these plans/reports. Staff are meeting with the owner of the Meadowlands North subdivision in late March to discuss designs.
Digital Main Street Coordinator	The Digital Main Street Coordinator position is currently re-posted. This round, a greater recruitment emphasis will be placed on collaborating with area colleges/universities.
2023 General Insurance Renewal	BFL negotiated with the various carriers based on renewal applications received and the overall program increase is approximately 11.47%. This has taken into account the most recent losses. Coverage will be in place for the March 1 renewal timeline.
Township Office	Staff are working with the insurance adjustor, carrier, contractor and engineer to finalize a scope of work and develop draft plans following the water damage event in the council chambers.
Building	Staff are completing further review on the building fee schedule based on committee feedback and will return with additional information at the March A&O meeting.
Bylaw	The BLEO is monitoring and enforcing winter parking restrictions during the winter events. In-House Township clean-up efforts took place at a property in non-compliance with the clean yards bylaw. General compliance monitoring continues on a number of clean yards cases.
Upcoming meeting schedule	Monday March 6, COW – Community Development Monday March 13, <b>6:00pm</b> Public Meeting – ZBA Cleary

<b>Time – 6:30pm unless noted otherwise</b>	Monday March 13, <b>6:15pm</b> COW – Administration & Operations & Budget meeting #4 Monday March 20, Port Management Committee Monday March 27, Regular Council <b>Note:</b> Meetings this month are held at South Edwardsburgh Community Centre - 24 Sutton Drive, Johnstown
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## TREASURY

Audit	Year end audit is to commence on February 27 to March 3
Draw on Construction Loan	Received more invoices from GIP Paving so drawing our \$400,000 amount for Q1 2023. Last draw will be in Q2 and then recommend Township enters in to a debenture to repay loan
Water Systems Budget	Budget passed through committee with a Levy increase of \$1 per unit/month on each of the Cardinal Water and Wastewater Systems. Levy will be in effect March 1 should it pass at Council on February 27 <sup>th</sup> .
Budget	Budget meeting #4 scheduled for March 13 <sup>th</sup> . Still on track to pass budget at council meeting on March 27 <sup>th</sup> .
OCIF 2022 Project update	Filed the final report for OCIF so proper carry forward amount can be recorded. Carry forward amount is \$61,477.76. For reference the 2021 carry forward amount was \$61,355.52.
2022 PSSD Reporting	Completed the 2022 Public Sector Salary Disclosure Online Reporting for those earning over \$100K. There are 3 people from the Port and 5 people from the Township on the report for 2022.

## FACILITIES/RECREATION

Spring Ice	System has been opened for the Public to rent ice.
Programs	Will be offering another 5-week Art class starting the first week of March. We have partnered again with the Spencerville Optimist club for this project. This event will be held upstairs at the Townhall
Family Day Skate	Tremendous turn out last week for the Free Family Day skate with over 100 participants

## OPERATIONS – PUBLIC WORKS

Winter Operations Events	Routine and Regular Road Patrols Completed 2 Snow Removal Operation Events in Cardinal and Spencerville 9 Winter Operation Events in the Month 2 Ice Blading Events in the Month
Misc. Work	Roadside Brushing on McNeilly Rd and Rooney Rd Performed roadside debris and tree - limb collection Performed preventative vehicle maintenance on units.

	Perform Shop Maintenance at Pittston and Cardinal Garages Assist Building/By-Law Department with Yard Clean up at 456 Victoria St in Cardinal.
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#### OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Water Control Pollution Plant	Annual backflow preventer inspections completed. Trojan UV completed annual servicing of UV system. Routine rounds and maintenance completed.
Cardinal Water Plant	Annual backflow preventer inspections completed. DWQMS Table Top Exercise completed. Routine rounds and maintenance completed.
Cardinal Distribution System	Responded to one frozen water meter complaint. County Road 2 Rehabilitation tender closed and report will be coming to the A&O meeting on March 13.
Industrial Park Water System	DWQMS Emergency Table Top Exercise completed. Routine rounds completed.
Windmill Pumping Station	IEBCL troubleshooted and serviced the Variable Frequency Drive for pump # 1. Spring shutdown and tentative Windmill Station upgrades scheduled for April 30 <sup>th</sup> to May 10 <sup>th</sup> . Laframboise scheduled to start preparation work in early April.
Spencerville Wastewater System	Pulled pumps at Spencerville Station 2 & 3 (plugged). Routine rounds completed
Cardinal Sewer and Storm Collection System	Routine rounds completed.

#### OPERATIONS – MUNICIPAL DRAINS

Ferguson Drain	Ferguson Drain maintenance tender before Council for award February 27 <sup>th</sup>
Newport Drain	West branch work 90% complete. Remaining ditching and seeding to be completed once weather and site conditions allow.



## FIRE DEPARTMENT

	Weekly training and apparatus/equipment checks continue alternating between stations.
	Councilor Smail, fire admin and Chief attended the Essentials of municipal fire protection hosted by Prescott on February 10. The presentation is also available online for anyone interested.
	Fit testing is under way for all fire department personnel for both SCBA masks and N95 respirators.
Fleet	Tanker 1 is back from Helie and upfitting and training will take place over the next several weeks. A couple of minor items will be completed by inhouse staff.
	New rear tires were installed on Pumper 4 replacing the original tires dated 2009.
Fire Prevention	Inspection completed at a residential unit in Cardinal in cooperation with Bylaw and CBO.
	South Grenville fire departments are working together on a fire prevention display for the small business showcase at the Leo Boivin Community Centre March 2-4
	An inspection was completed at an assembly occupancy identifying several deficiencies that require correction.
Other	Planning is under way for this year's Eastern Ontario Firefighters Association Convention to be hosted in Cardinal on June 16 & 17.
	A pancake breakfast/open house is taking place at station #1 on February 25, 8am – noon.
	The Chief Fire Officials Association of Leeds Grenville completed their county wide food drive on February 11. The proceeds will be shared among the 13 food banks within Leeds Grenville. Campaign total is TBA.
	Twenty new fire helmets have arrived and will be issued to members with outdated helmets (10 years old) The balance will be replaced next year or when they reach 10 years.
	Deficiencies were identified in two SCBA units during monthly inspection. Units were taken out of service and repaired by authorized technician with parts covered under warranty.

## EMERGENCY MANAGEMENT

EMPC Meeting	The Emergency Management Program Committee will be meeting in March to review the 2023 program. Date is being finalized.
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Councillors are reminded to please forward or cc sent/received email correspondence that is a municipal record to [councilmail@twpec.ca](mailto:councilmail@twpec.ca)

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 27, 2023

Resolution Number: 2023- \_\_\_\_\_

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

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

**COPY**

THAT Municipal Council receives the Mayor's Report as presented.

☐ Carried    ☐ Defeated    ☐ Unanimous

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

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

NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BY-LAW NO. 2023-**

**“A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY  
RESOLUTION”**

**WHEREAS** Section 5(3) of the Municipal Act 2001, SO 2001, Chapter 25, as amended, provides that the powers of a municipality shall be exercised by by-law;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by the municipality does not lend itself to the passage of an individual by-law;

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

1. That the actions of the Township of Edwardsburgh Cardinal, at its meeting held on February 27, 2023 in respect of recommendations contained in the reports of committees considered at the meeting and in respect of each motion, resolution and other action taken by the Township of Edwardsburgh Cardinal at its meeting are, except where the prior approval of the Ontario Municipal Board or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and the appropriate officials of the Township of Edwardsburgh Cardinal are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Township of Edwardsburgh/Cardinal referred to in the preceding section.
3. That except as otherwise provided, the Mayor and Clerk are authorized and directed to execute all documents necessary on behalf of the Township of Edwardsburgh Cardinal.

Read, passed, signed and sealed in open Council this 27 day of February, 2023.

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**Mayor**

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**Clerk**