



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

**Monday, May 8, 2023, 6:30 PM  
South Edwardsburgh Community Centre  
24 Sutton Dr.  
Johnstown Ontario**

6:00PM Special Council Meeting

1. **Call to Order – Chair, Mayor Deschamps**
2. **Approval of Agenda**
3. **Disclosure of Pecuniary Interest & the General Nature Thereof**
4. **Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
5. **Delegations and Presentations**
6. **Consent Agenda**  
Items listed under Consent Agenda are considered routine or no longer require a further discussion and are enacted in one motion. The exception to this rule is that a Member may request that one or more items be pulled for discussion and voted on separately.  
**Recommendation:** That the following consent agenda items be received and approved as presented:
  - a. 1st Quarter Fire Report [See item 8b]
  - b. 2022 Municipal Election Financial Filing Compliance Report [See item 8e]
  - c. Purchase Filehold OCR Module [See item 8f]
7. **Discussion Items**
  - a. Deputy Mayor Dillabough - Future Township Capital Community Donation
  - b. Pride Month - Banners/Flag Request
8. **Action/Information Items**
  - a. 1st Quarter Building Report
  - b. 1st Quarter Fire Report - CONSENT
  - c. 2023 PSAB Budget Addendum

- d. 2022 Year End Township Surplus
- e. 2022 Municipal Election Financial Filing Compliance Report - CONSENT
- f. Purchase Filehold OCR Module - CONSENT
- g. Bait Fuel Fishing Derby Update
- h. Firefighter Honourarium Policy Update
- i. Amending the Spencerville Lagoon Environmental Compliance Approval

- 9. Councillor Inquiries/Notices of Motion**
- 10. Mayor's Report**
- 11. Question Period**
- 12. Closed Session**
- 13. Adjournment**

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

**Monday, April 10, 2023, 6:30 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  
Karen Roussy, Advisory Member

**REGRETS:** John Hunter, Advisory Member

**STAFF:** Dave Grant, CAO  
Rebecca Williams, Clerk  
Sean Nicholson, Treasurer  
Gord Shaw, Director of Operations  
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 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**

The Chair disclosed the involvement of members of Council with local community groups, highlighting that their involvement is in a volunteer capacity only and would therefore not benefit the members of Council directly. Due to this, it was

noted that members were comfortable with not making any declarations in regard to the Community Grants and Donations discussion.

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

None.

**5. Delegations and Presentations**

**a. Community Grant Request - Bluegrass Festival - Kim Wallace**

Mr. Wallace provided a brief background of the festival's history, past attendance, the anticipated increase in attendance for 2023 and additional events such as a pancake breakfast and Woodlands BBQ in 2023. He noted and thanked the Township for their financial contribution of \$2500 to the event in 2022 in addition to the in-kind support that was offered through garbage removal and bathroom access. He highlighted the same request for support in 2023 and noted the decrease in sponsorships received thus far in 2023.

**b. Community Grant Request - SBCC - Gina Vacchio & Marquis Cote**

Mr. Cote provided background on the Spencerville Business and Community Connections (SBCC) organization which was noted to have been started in 2014. He noted SBCC events such as "Hoppin' Spencerville", "Spooky Spencerville", and "Spencerwhoville" which may draw tourists to the village and highlighted future event plans. A sample of the event passport used during "Hoppin' Spencerville" was provided to Committee. Mr. Cote explained the purpose of the passports was to highlight the various local businesses within the village and provide incentives to visit each business individually.

Road closures, waste management and permission and aid with displaying event marketing banners for events were some of the highlighted in-kind requests, in addition to the request for \$4000.00 in financial support for marketing, branding and funding the proposed events was noted.

Ms. Vacchio noted the future goal of the organization is to collaborate and have all local business events under one organization's purview and market the village of Spencerville as a whole.

Mr. Cote highlighted the request for in-kind support for the purpose of preparing an evaluation report of Spencerville's downtown area to determine the capacity available and requirements for parking, washrooms, waste removal, crowd management, security and other aspects of running larger future events. He noted membership fees and additional sponsor contributions as alternate funding sources for the organization, however, highlighted the need for additional sponsorship, which is why they are seeking Township involvement.

There was discussion regarding the scope of the community grants and donations program, specifically the in-kind request, and the benefits of the creation of a volunteer database.

c. Community Grant Request - Connect Youth - Robyn Holmes - By Zoom

Ms. Holmes provided a brief history of the organization and noted the primary purpose of the organization as connecting youth to crucial servicing. She noted servicing provided for mental health, addictions, hot meals, transportation and housing. Ms. Holmes highlighted approximately 70-100 youth a day are utilizing the hot meal program, with some attendees indicating this as their only meal of the day. She noted the increasing need for housing for youth, highlighting the growing housing services in the Town of Prescott.

Ms. Holmes noted the amalgamation of Connect Youth with the John Howard Society of Kingston to sustain the demand for servicing. She noted the purpose of the request for funding is specifically for food to support and maintain the hot meal program due to increasing food prices.

There was a brief discussion regarding how youth access servicing throughout the summer months. It was noted that before the end of the school year, students are surveyed to determine their access to amenities throughout those months and coordinate needed programming throughout the summer.

d. Community Grant Request - Spencerville Legion - Mary Moore

Ms. Moore noted the community grant funding received from the Township in 2022 for new upstairs and downstairs flooring in the Legion and highlighted the increase in rental requests following the updates.

Ms. Moore outlined the need to update many of the aspects of the Spencerville Legion kitchen to meet health inspector requirements. She noted the need for a new stove and fire extinguishers, highlighting the limited fundraising capabilities of the Legion.

Committee sought clarification regarding the request outlined in the application as it was noted that the application received by the Township was for the replacement of flooring in the bathrooms.

The delegate noted the intention to present an application for funding for the kitchen renovations to the Port of Johnstown's Community Capital Funding Program, however, highlighted that the program is no longer offered. She noted the decision to present the request for funding for the kitchen renovations to Committee, conversely, highlighted the need for the floor replacement in the bathroom as well.

Committee reviewed the Community Grant and Donation program policy which indicates that all funding requests must be used for the purpose

outlined within the application with an end-of-year financial evaluation report required as proof of the use of funding.

**6. Consent Agenda**

**Moved by:** J. Martelle

**Seconded by:** C. Ward

That the following consent agenda items be received as presented:

- a. 2023 1st Quarter Bylaw Report [See item 8.a]
- b. 2023 1st Quarter Council Remuneration Report [See item 8.d]
- c. 2023 1st Quarter Facility Stats Report [See item 8.e]
- d. 2023 1st Quarter Facility Maintenance Report [See item 8.f]
- e. 2023 1st Quarter Operations Report [See item 8.g]

Carried

**7. Discussion Items**

- a. 2023 Community Grants & Donations

That Committee recommends that Council awards the Community Grants and Donations as follows for the 2023 program:

Organization	Grants & Donations
Rural FASD Support Network	\$500.00
Food For All Food Bank	\$2000.00
Spencerville Legion	\$0.00
Spencerville Mill Foundation	\$250.00
Johnstown ATV Club	\$0.00
Grenville County Historical Society	\$250.00
Beacon Bags Ontario	\$1500.00
Connect Youth	\$2000.00
South Grenville Bluegrass Festival	\$2250.00
SERA	\$750.00
Johnstown Bear Paws Swim Team	\$0.00
South Grenville High School	\$1000.00
SBCC	\$2000.00
South Edwardsburgh Public School Parent Council	\$500.00
Friends of the Library	\$0.00
Girls Inc. of Upper Canada	\$1000.00
Cardinal Legion	\$0.00
Spencerville Agricultural Society	\$1000.00
Prescott Figure Skating Club	\$0.00
Total:	\$15,000.00

Committee reviewed the report and discussed their top recipients, confirmed an audit of the application system was performed, clarified if specific organizations submitted applications, reviewed that financial reporting requirements were met and discussed the scope of the in-kind request submitted by the Spencerville Business and Community Connections (SBCC). Members noted concerns with extended road closures on an emergency detour routes (EDR) and limitations on the resources the Township is able to offer.

Committee directed staff to clarify the scope of the SBCC request for road closures and the Spencerville downtown core evaluation report and prepare a report for the May Committee of the Whole - Administration and Operations meeting.

## 8. Action/Information Items

- a. 2023 1st Quarter Bylaw Report -CONSENT

**Moved by:** J. Martelle

**Seconded by:** C. Ward

That the 2023 1st Quarter Bylaw Report be received as presented.

Carried

- b. 2023 1st Quarter Treasury Report

Committee was provided with a summary of the report and discussed concerns with the results of construction performed between Mary Street and Fourth Street, additional concerns to be addressed with the contractor of the Johnstown drainage project and confirmed North Grenville's commitment to split the costs for Totem Rach Road rehabilitation project in 2023.

Discussion was held on the long-term debt schedule, noting that three items outlined in the report do not directly financially impact the Township due to the costs being paid by various parties.

- c. 2023 1st Quarter Budget to Variance Report

Committee was provided with a summary of the report and clarified that additional materials, increased weather events and overtime labour costs contributed to the variances highlighted within the winter control operating budget.

- d. 2023 1st Quarter Council Remuneration Report -CONSENT

**Moved by:** J. Martelle

**Seconded by:** C. Ward



That the 2023 1st Quarter Council Remuneration Report be received as presented.

Carried

- e. 2023 1st Quarter Facility Stats Report - CONSENT

**Moved by:** J. Martelle  
**Seconded by:** C. Ward

That the 2023 1st Quarter Facility Stats Report be received as presented.

Carried

- f. 2023 1st Quarter Facility Maintenance Report - CONSENT

**Moved by:** J. Martelle  
**Seconded by:** C. Ward

That the 1st Quarter Facility Maintenance Report be received as presented.

Carried

- g. 2023 1st Quarter Operations Report - CONSENT

**Moved by:** J. Martelle  
**Seconded by:** C. Ward

That the 1st Quarter Operations Report be received as presented.

Carried

- h. Council Response to 2022 Audit Questionnaire

Committee was provided with a brief overview of the report and clarified that the MNP LLP completes the individual audits for the Public Library, the Port of Johnstown and the Township. Committee sought clarification with respect to the signing authority of the audit response letter for the Port of Johnstown.

Committee requested staff to report future audit questionnaire responses on a receive-and-review basis going forward, noting that Council approval of disbursements is not required.

**Moved by:** J. Martelle  
**Seconded by:** C. Ward

That Committee recommends that Council authorize the Mayor to sign the drafted response letter to the auditors as a requirement of the annual audit.

Carried

i. Naming of Lockmaster's Meadow Subdivision Streets

Committee was provided with a summary of the report and discussed the overuse of "Lock", the distinctiveness of the proposed street names and the public comment process and timeline.

**Moved by:** W. Smail

**Seconded by:** J. Martelle

That Committee recommends that Council endorse, by resolution, the naming of three streets within the Lockmaster's Meadow Subdivision as Lockmaster Way, Lock 26 Street, and Lockhouse Street, after the 60-day review/comment period.

Carried

j. Eastern Ontario Firefighters Association Convention

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Committee recommends that Council approve the requested support in order to host the 2023 Eastern Ontario Firefighters Association Convention in Edwardsburgh Cardinal.

Carried

k. Sports Memorabilia Donation & Display Policy

Committee was provided with a brief summary of the report and discussed the public response to the jersey shadow boxes on display, the proposed process for gradual categorizing of current and future donated items, the time limit for the display of banners in facilities and added distinction between banners and significant memorabilia within the policy. Minor suggested edits were discussed, including separate sections for the displaying of banners and significant sports memorabilia and expressing Council's sentiment for sports memorabilia in Township facilities.

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

That Committee recommends that Council adopt the proposed Sports Memorabilia Donation & Display Policy, as attached.

Carried

I. Ventnor Bridge Chancel Armouring Contract Execution EC-PW-23-06

Committee was provided with a summary of the report and clarified the \$49,000.00 in work-in-progress (WIP) funding.

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Committee recommends that Council authorize the Mayor and Clerk to execute the contract document with Goldie Mohr to undertake the project work.

Carried

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

Deputy Mayor Dillabough requested a discussion item be added to the May Committee of the Whole - Administration and Operations meeting about adding a Township Capital Community Donations program.

Councillor Ward inquired if there was a dedicated tourism budget within the Township budget.

**Moved by:** W. Smail

**Seconded by:** S. Dillabough

THAT Municipal Council extend beyond the 10:00 p.m. curfew.

Carried

**10. Mayor's Report**

None.

**11. Question Period**

None.

**12. Closed Session**

None.

**13. Adjournment**

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Committee does now adjourn at 10:00 p.m.

Carried

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Chair

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Deputy Clerk

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

**Monday, September 19, 2022, 6:30 PM**  
**Corporation of The Township of Edwardsburgh Cardinal**  
**Council Chambers, Spencerville Ontario**

**PRESENT:** Councillor Hugh Cameron  
Mayor Pat Sayeau  
Deputy Mayor Tory Deschamps  
Councillor Stephen Dillabough  
Councillor John Hunter  
Mark Packwood, Advisory Member

**REGRETS:** John Bush, Advisory Member

**STAFF:** Dave Grant, CAO  
Rebecca Williams, Clerk  
Gord Shaw, Director of Operations  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Chris LeBlanc, Manager of Public Works

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

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

**2. Approval of Agenda**

**Moved by:** M. Packwood

**Seconded by:** Councillor Hunter

That the agenda be approved as presented.

Carried

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

None.

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

Members inquired if Committee will be provided the updated building permit fee schedule. It was noted that staff are reviewing and updating the permit fees with the possibility of being reviewed by Committee in the coming month. Members

requested an that an update on the Spencerville drainage project change orders be prepared for the October meeting.

## **5. Delegations and Presentations**

### **a. Kristine Nepssy - Pride Crosswalk Request**

It was noted that Melissa Button will be presenting the information to Committee. Ms. Button requested Committee to support a motion to install and maintain a pride crosswalk in Spencerville. Ms. Button highlighted that the pride crosswalk would be a way for the Township to show support for the 2SLGBTQIA+ community. Ms. Button outlined how living in rural communities results in members feeling isolated, which is another reason why she feels that it is important for the Township to show that it is a place for inclusion.

Ms. Button proposed two possible locations for the pride crosswalk: 1. from the Spencerville clocktower park across to the road along Spencer St (County Rd 44), 2. across Water St, across the corner of County Rd 44 to the bridge. There was a discussion on the two proposed locations, the approximate costs associated with installing and maintaining the crosswalk on an annual basis and how the crosswalk would be funded.

Renn Nepssy outlined how residents of the Township need to feel and experience the support of an inclusive community. Renn noted that if the Township supported the pride crosswalk, it would be another positive step to display support to people like themselves that are transitioning and open to the 2SLGBTQIA+ community.

Committee discussed previous requests from various community groups for different crosswalks and the hesitation of installing crosswalks based on previous negative experience of vandalism in neighbouring municipalities. It was noted that the Township took a slightly different approach for a Remembrance Day crosswalk request; which was installing and displaying banners in the Township. Ms. Button noted that banners would be another positive display of Township support for the community, however if the crosswalk was vandalized, it would potentially create additional discussion to highlight the need for understanding and inclusivity. It was suggested that the Township's future Council may continue to explore options discussed, including the addition of banners and flags in the Township to support pride month.

Committee thanked Ms. Button and Renn Nepssy for the presentation and information.

### **b. Jon-Erik Dillon - Street Scan - Pavement Scan**

Mr. Dillon, CEO of StreetScan and Streetlogix, outlined to Committee when and how the business was created with the development and introduction of various modules, such as StreetScan, Streetlogix and the



work order platform between 2009 to 2020. Mr. Dillon outlined the market overview, the number of municipalities utilizing the services, reasons why municipalities need StreetScan and Streetlogix to improve data, pavement management and cost of maintaining 1km of road, factors that impact roads and sidewalks, StreetScan formula and AI used to develop the data, how the raw camera imaging is captured to determine pavement distresses and pavement ratings, sidewalk imaging and data assessment, and various modules available for annual subscription. It was noted that it is best practice with StreetScan to review the roads on a 3-5 year basis.

There was a discussion on the annual cost of each module, plus the additional cost to scan the road network. It was noted that to scan and collect the data, would be approximately \$150-170 per kilometre of road, with additional costs associated with scanning the sidewalks. Committee discussed how the scanning and data may be beneficial to assist the Township in determining road conditions and future needs studies. It was noted that the data collected will not be able to identify what work must be done or the condition under the surface, however, it would be used to assist the Manager of Public Works while completing the testing and review of various roads. Mr. Dillon noted that the Town of Prescott has been using their scanning and data collection services for 3 years and 6 months with the work order module.

Committee thanked Mr. Dillon for the presentation.

**6. Discussion Items**

None.

**7. Action/Information Items**

**a. Proclamation - National Day for Truth and Reconciliation**

Committee reviewed the report and noted that the proclamation has been approved in the past, therefore does not require a Council resolution to proclaim September 30, 2022 as the National Day for Truth and Reconciliation.

**b. National Day for Truth and Reconciliation - Paid Holiday**

Committee reviewed the report and noted that due to the CUPE collective agreement, unionized employees will receive the holiday and all Port employees and staff, being federally regulated, will receive the day as well. It was noted that due to the province not currently recognizing the statutory holiday, non-union Township employees would not receive the holiday. Members highlighted that if all other employees of the Township are being granted the day, it is only fair to extend the holiday to non-union staff. There was a general discussion on the impact of the holiday for non-union staff and how the holiday is meant to be used to recognize and reflect on past events which led to the new holiday.



**Moved by:** Councillor Hunter  
**Seconded by:** Mayor Sayeau

That committee recommends that Municipal Council recognize the federal statutory holiday, National Day for Truth and Reconciliation, as a paid holiday in 2022, for all municipal employees.

Carried

c. River Route Transit Partnership Agreement - Final

Committee reviewed the report and highlighted the average ridership per day is still below the originally anticipated number. Members discussed the timeline of the agreement which is from April 1, 2022 to March 31, 2023. Committee discussed the need to review the proposed budget in order to make an informed decision. It was noted that the annual budget will be presented in January and Council must decide if they wish to continue or terminate the agreement by end of February 2023.

It was noted that Council passed a resolution committing the Township to an upset limit of \$30,000.00 for the 2022 operating year, which is covered by the modernization funds. It was noted that the bus is not reducing the carbon footprint for the area, as was originally intended, along with supporting residents needs for transportation to local businesses and employment.

**Moved by:** Councillor Dillabough  
**Seconded by:** Mayor Sayeau

That Committee recommends that Council enter into the River Route Transit Partnership Agreement and direct the Mayor and Clerk of the Corporation of the Township of Edwardsburgh Cardinal to sign the River Route Partnership Agreement

Carried

d. Summer Programs Report

Committee reviewed the report and commended the Parks, Recreation and Facilities staff, specifically the recreation and aquatic employees and students for the successful season. Members highlighted the possible improvements outlined in the report for each sector. Committee discussed the potential need to create and implement a policy with respect to outside agencies that utilize the public swimming.

Committee highlighted the turnout for the Cardinal and Johnstown swim team events, noting that the events foster community pride. Members discussed the amount of ice rentals in August and if the space would be better utilized to continue additional summer programming until the end of



summer holidays. It was noted that the arena is rented on a regular basis by for-profit teams that tend to allow their children to use the public swimming resulting in the need for the above mentioned policy. Members suggested that the report be provided to the future Council for review.

e. Cardinal Dog Park/Parking Upgrades

The options and approximate costs for both a new dog park and additional parking near the Cardinal arena and back baseball diamond were reviewed. Members suggested that the Township may fund the dog park by utilizing some of the funds available in the Cardinal Hydro reserve. Committee discussed the need for additional parking near the arena to alleviate congestion and on street parking. The overall concept design for the dog parks and additional parking area was reviewed. Members noted that the report will be available for the future Council to review and decide if a dog park and additional parking is included in the upcoming budget.

f. Johnstown Tennis Court Update

Committee reviewed the report and inquired on the uptake on the pickleball in the Spencerville arena. It was noted that 3 timeslots were available per week, with only 12-15 members of the public attending per week. Members noted concerns with delaying the project until 2023 due to the available funding and the continuing increase in product costs. There was a brief discussion on Council direction and how Council is currently limited due to Restricted Acts with the municipal election. It was noted that with Restricted Act (lame duck) Council cannot approve a non-budgeted item over \$50,000.00 and that the delegated authority rests with the CAO.

g. Carmichael Municipal Consent Request

Committee reviewed the report and highlighted that with previous requests where the farms intends to outlet the water to a municipal ditch, the Council did not support the request. It was noted that the applicant wishes to make a cross cut to allow the culvert and new tile drainage to flow from the ditch to the other side of the road through the culvert. There was a general discussion on if the applicant may be permitted to complete the work or require the Township to complete the work and bill the costs to the benefiting applicant. It was noted that the applicant indicated that the road would need to be closed for a short period of time to complete the tile drainage work.

Committee discussed the possibility of the applicant completing the work with the supervision of the Manager of Public Works and/or Director of Operations. Members suggested that additional information is needed to make a final decision.

**Moved by:** Mayor Sayeau

**Seconded by:** Deputy Mayor Deschamps

That Committee defers the item to the September Council meeting, where additional information including costs for the Township to complete the project and a work plan can be created and discussed with the applicant.

Carried

h. Public Works Fleet

Committee reviewed the report and discussed the lack of responses for the 3/4 tonne truck. Members suggested that additional information, such as the in service date, purchase date and price, and hour meter be included in future reports.

i. Gravel Roads Needs Study

Committee reviewed the report and discussed the road ratings and conditions compared to how the roads may look visually to the average person. There was a discussion on the use of various treatment options, including surface treatment and asphalt based on the road type, condition and traffic.

j. Armstrong Road Funding Allocation - Councillor Hunter

**Moved by:** Councillor Hunter

**Seconded by:** Deputy Mayor Deschamps

WHEREAS following the passing of Resolution No. 2022-275, members of the public that are directly impacted by the Municipal Council decision voiced their concerns, by delegation, respecting the Armstrong Road surface remediation project to Council at the regular meeting held on August 22, 2022; and

WHEREAS during the regular meeting of Council held on August 22, 2022 Municipal Council rescinded Resolution No. 2022-275 - Armstrong Road Surface Remediation and directed staff to investigate alternative options; and

NOW THEREFORE BE IT RESOLVED THAT Municipal Council dedicate the \$17,100.00 allocated from Public Works Reserve to hot patching along Armstrong Road in 2022.

Carried

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

Deputy Mayor Deschamps highlighted and commended the Fire Department members on their recent training event in Cardinal.

Councillor Hunter noted receiving some comments and concerns about the gravel being pushed away from the cement base at the Cardinal boat launch



causing come trailers to hit the ledge. Inquired if additional gravel or stone may be placed at the edge of the cement ledge.

**9. Mayor's Report**

None.

**10. Question Period**

The following questions/comments were raised:

- Concern with the proposed process for the Carmichael municipal consent request item
- Allowing agricultural fields to drain and support the Port

**11. Closed Session**

None.

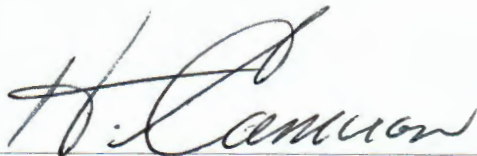
**12. Adjournment**

**Moved by:** Mayor Sayeau

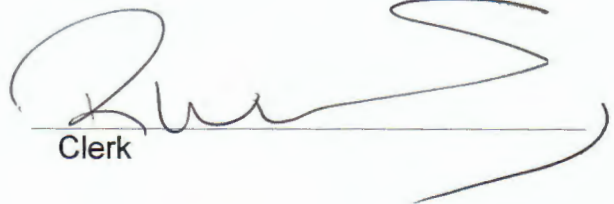
**Seconded by:** M. Packwood

That Committee does now adjourn at 9:13 p.m.

Carried



Chair

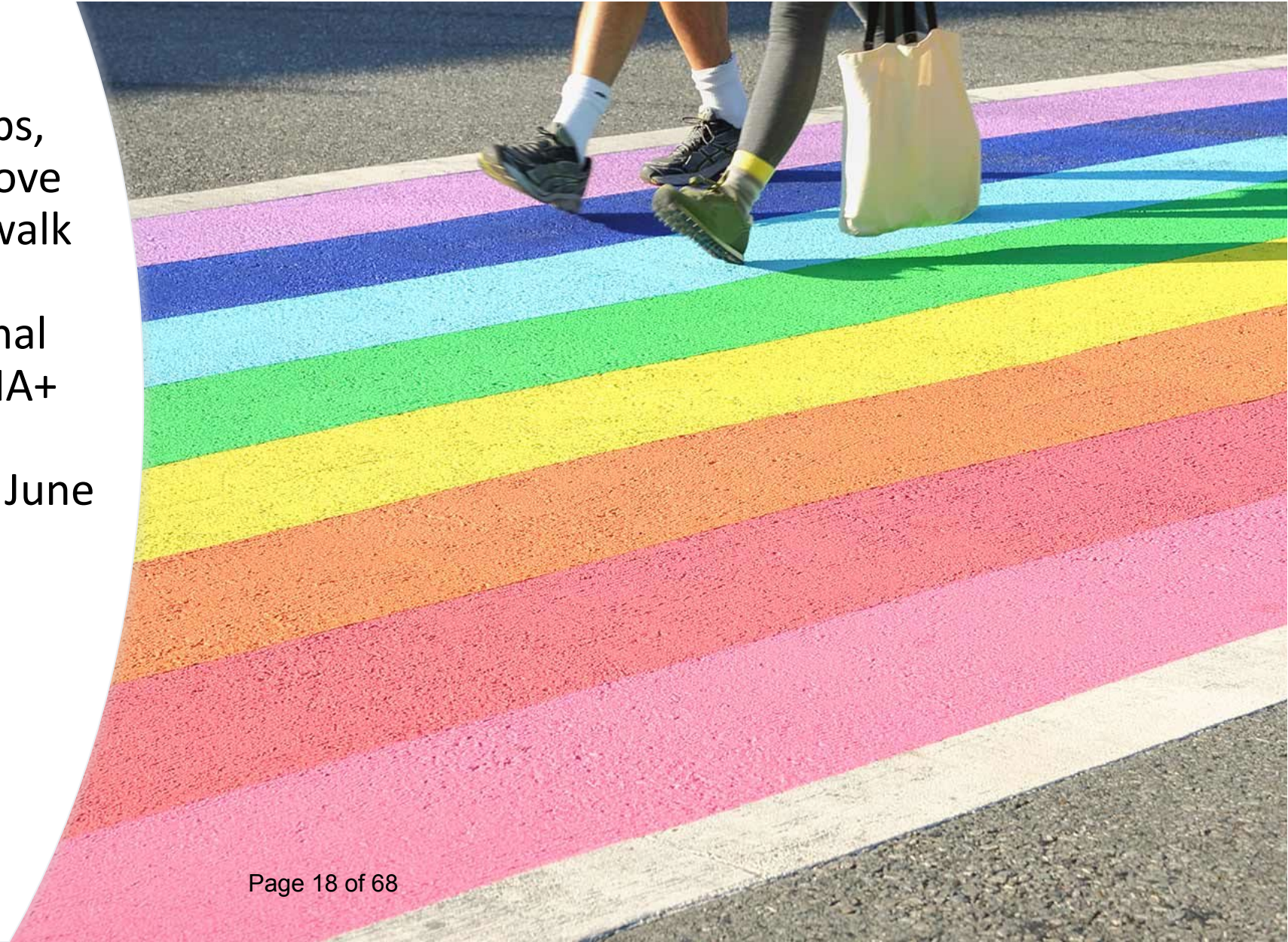


Clerk



# Spencerville Pride Crosswalk

As with neighboring townships, we request that council approve our motion to create a crosswalk in Spencerville painted the Progressive Flag colors to signal our support for the 2SLGBTQIA+ community. This would be facilitated by Public Works in June 2023 to commemorate Pride Month.





# The 2SLGBTQIA+ community is growing



As a Queer community member and volunteer, I feel a Pride Crosswalk would show the community that Edwardsburgh-Cardinal / Spencerville is a safe and inclusive space for Folx\* to live and raise a family. It would show our 2SLGBTQIA+ youth that they are free to be who they are, 100% authentically, without fear of judgment or hate.

**\*Folx:** Used to explicitly signal the inclusion of groups commonly marginalized; including members of the 2SLGBTQIA+ community.



# Show of support in rural communities

2SLGBTQIA+ Folx can feel isolated in any community – but it does tend to be more pronounced, and often a more challenging issue in rural areas.

Small rural communities, like ours, are especially in need of such symbols of inclusion.



# Spencerville IS inclusive



Many prominent Spencerville businesses, as well as the Spencerville Business and Community Connections group, donated to NG Pride to promote our village as a safe space for 2SLGBTQIA+ community members.



# Proposed Pride Crosswalk location

We suggest creating the Pride Crosswalk in one of two locations:

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1- Centre Street – from the Spencerville Clocktower Park across to the corner of County Road 44 – creating a safe crossing for children walking from the school to the residential area of the village.

2- Water Street – from the corner of County Road 44 to the bridge – welcoming the 2SLGBTQIA+ community to the historic Spencerville Mill where we host so many community events.







## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

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

**Date:** May 8, 2023

**Department:** Building

**Topic:** 2023 1st Quarter Building Report

**Background:** Over the 1<sup>st</sup> quarter there have been 14 building permits issued including 2 single residential units, an Agricultural Building and three Demolition Permits. This represents \$1,550,000.00 in new residential construction value. Total construction value for the 1<sup>st</sup> quarter is \$2,076,700.00

Total construction value in the 1st quarter of 2023 compared to 1st quarter of 2022 has decreased from \$5,701,650.00 to \$2,076,700.00, a difference of \$ 3,524,950.00. This is primarily due to the reduction of the number of new housings starts in the 1<sup>st</sup> quarter, carryovers from late construction in the Fall of 2022 and no new commercial or industrial construction.

A handwritten signature in black ink, consisting of a stylized 'C' and 'B'.

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CBO

2023 1st Quarter Building Report																
	Residential		Commercial		Industrial		Agricultural		Demolition		Other *		Total		New Homes	
	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Number	Value
Jan													\$ -	\$ -		
Feb	\$ 100,700.00	\$ 681.00							\$ 20,000.00	\$ 190.00			\$ 120,700.00	\$ 871.00		
Mar	\$ 1,671,000.00	\$ 8,918.15					\$ 275,000.00	\$ 2,005.00	\$ 10,000.00	\$ 95.00			\$ 1,956,000.00	\$ 11,018.15	2	\$ 1,550,000.00
Q1 Total	\$ 1,771,700.00	\$ 9,599.15	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00	\$ 2,005.00	\$ 30,000.00	\$ 285.00	\$ -	\$ -	\$ 2,076,700.00	\$ 11,889.15	2	\$ 1,550,000.00
Apr																
May																
Jun																
Q2 Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
Jul																
Aug																
Sept																
Q3 Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
Oct																
Nov																
Dec																
Q4 Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
YTD Tot	\$ 1,771,700.00	\$ 9,599.15	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00	\$ 2,005.00	\$ 30,000.00	\$ 285.00	\$ -	\$ -	\$ 2,076,700.00	\$ 11,889.15	2	\$ 1,550,000.00
2022 Building Report																
	Residential		Commercial		Industrial		Agricultural		Demolition		Other *		Total		New Homes	
	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Number	Value
Jan	\$ 605,000.00	\$ 2,422.00					\$ -	\$ -					\$ 605,000.00	\$ 2,422.00	1	\$ 600,000.00
Feb	\$ 680,000.00	\$ 3,187.90											\$ 680,000.00	\$ 3,187.90	1	\$ 600,000.00
Mar	\$ 3,914,000.00	\$ 23,919.20			\$ 362,650.00	\$ 1,270.00	\$ 100,000.00	\$ 600.00	\$ 30,000.00	\$ 190.00	\$ 10,000.00	\$ 95.00	\$ 4,416,650.00	\$ 26,074.20	8	\$ 3,469,000.00
Q1 Total	\$ 5,199,000.00	\$ 29,529.10	\$ -	\$ -	\$ 362,650.00	\$ 1,270.00	\$ 100,000.00	\$ 600.00	\$ 30,000.00	\$ 190.00	\$ 10,000.00	\$ 95.00	\$ 5,701,650.00	\$ 31,684.10	10	\$ 4,669,000.00
Apr	\$ 1,145,900.00	\$ 12,583.50	50000.00	450.00					\$ 15,000.00	\$ 95.00			\$ 1,210,900.00	\$ 13,128.50	2	\$ 925,000.00
May	\$ 1,436,913.00	\$ 9,749.00					\$ 250,000.00	\$ 2,880.00					\$ 1,686,913.00	\$ 12,629.00	4	\$ 1,025,000.00
Jun	\$ 1,535,106.00	\$ 12,675.20	\$ 68,000.00	\$ 612.00	\$ 3,056,000.00	\$ 1,268.31	\$ 25,000.00	\$ 672.00	\$ 18,500.00	\$ 95.00			\$ 4,702,606.00	\$ 15,322.51	3	\$ 1,180,398.00
Q2 Total	\$ 4,117,919.00	\$ 35,007.70	\$ 118,000.00	\$ 1,062.00	\$ 3,056,000.00	\$ 1,268.31	\$ 275,000.00	\$ 3,552.00	\$ 33,500.00	\$ 190.00	\$ -	\$ -	\$ 7,600,419.00	\$ 41,080.01	9	\$ 3,130,398.00
Jul	2,387,500.00	15,726.50					-	-	5,000.00	95.00			\$ 2,392,500.00	\$ 15,821.50	4	1,480,000.00
Aug	1,328,300.00	11,319.90	10,000.00	95.00			25,000.00	800.00					\$ 1,363,300.00	\$ 12,214.90	2	1,000,000.00
Sept	1,689,202.00	9,736.90					65,000.00	1,280.00					\$ 1,754,202.00	\$ 11,016.90	3	1,580,000.00
Q3 Total	\$ 5,405,002.00	\$ 36,783.30	\$ 10,000.00	\$ 95.00	\$ -	\$ -	\$ 90,000.00	\$ 2,080.00	\$ 5,000.00	\$ 95.00	\$ -	\$ -	\$ 5,510,002.00	\$ 39,053.30	9	\$ 4,060,000.00
Oct	542,200.00	4,593.00							5,000.00	95.00			\$ 542,200.00	\$ 4,593.00	1	\$ 275,000.00
Nov	182,500.00	2,035.00	375,000.00	2,822.80									\$ 557,500.00	\$ 4,857.80	0	\$ -
Dec	218,200.00	1,960.00											\$ 218,200.00	\$ 1,960.00	0	\$ -
Q4 Total	\$ 942,900.00	\$ 8,588.00	\$ 375,000.00	\$ 2,822.80	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 95.00	\$ -	\$ -	\$ 1,317,900.00	\$ 11,410.80	0	\$ 275,000.00
YTD Tot	\$ 15,664,821.00	\$ 109,908.10	\$ 503,000.00	\$ 3,979.80	\$ 3,418,650.00	\$ 2,538.31	\$ 465,000.00	\$ 6,232.00	\$ 73,500.00	\$ 570.00	\$ 10,000.00	\$ 95.00	\$ 20,129,971.00	\$ 123,228.21	28	\$ 12,134,398.00
* Occasionally a permit is issued that is not captured within the regular categories. Examples of this include permits for schools and fairs.																

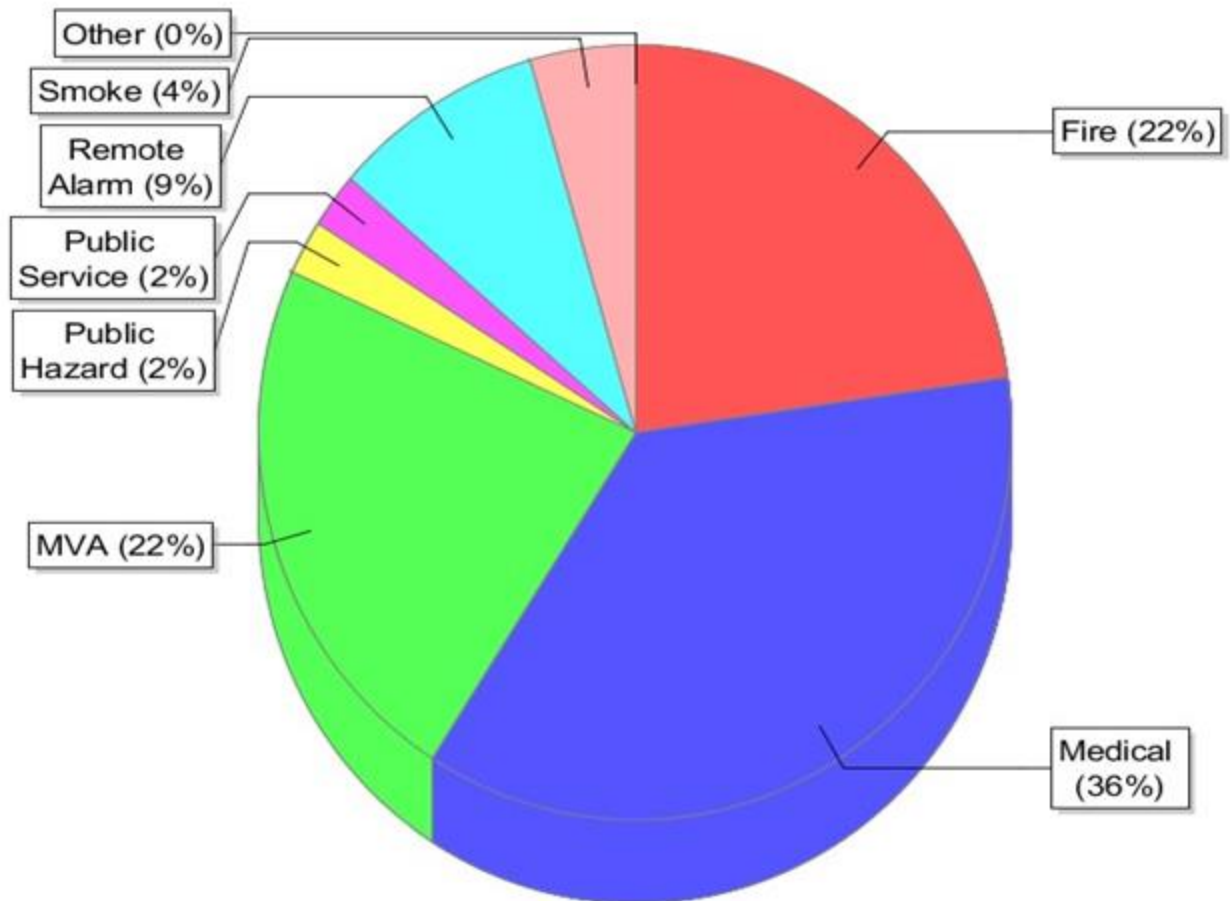
**Committee:** Committee of the Whole – Administration & Operations

**Date:** May 8, 2023

**Department:** Fire

**Topic:** 1st Quarter Fire Report 2023

**44 Incidents by Type**



**Fire Losses:**

Apartment (unoccupied)	\$ 75,000
House Fire	\$154,000
Transport X 3	\$405,000

**Updates/Changes to Department:**

- Three resignations were received due to changes in family status/career
- During the period Oct – Dec, 2022; 916 volunteer hours were received
- FIT testing completed for SCBA and N95 masks on all members
- Chief and Admin attended the Municipal Essentials course at PFD

**Meetings Attended:**

- JHSC Meeting was held at Station #1
- Association Meeting was held at Station #1
- EOFA meeting attended in South Mountain
- Officers' Meeting held at Station #1
- Mutual Aid Meeting attended in Toledo
- Four EOFA planning committee meetings were held
- County Chiefs meeting

**Training/Courses Attended:**

- Five Truck and Equipment checks were completed
- Eleven Monday night training sessions were completed with training in medical scenarios, gas meters/CO calls, Thermal Imaging Camera, Emergency Response Guide, SCBA review, air compressor/radio communications and size up/incident command
- Twelve NFPA 1001 FFI classes conducted
- Chief and Captain attended NFPA 1031 Fire Code Div B Part 3 & 5 Course
- Three members attended NFPA 1021 Fire Officer 1 course at LTC
- NFPA 1002 learning contract submitted to OFC for approval

**Fire Prevention Activity:**

- Implemented Project Zero in cooperation with the Food Bank
- Attended an inspection at a local facility
- Attended County Fire Prevention Meeting in Prescott
- Several complaint investigations completed
- Electrical Safety Authority inspection ordered
- Meeting with HFI staff



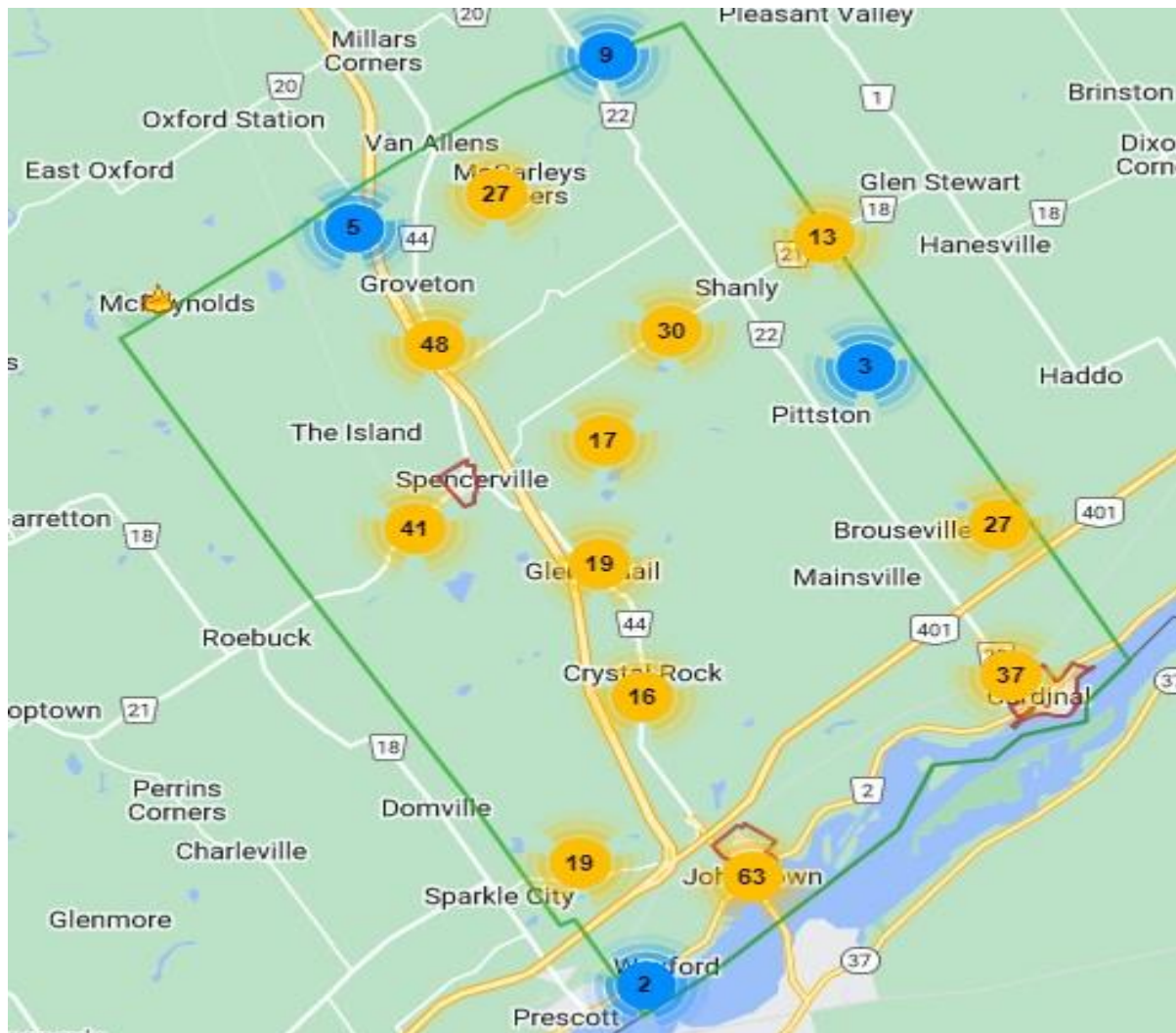
### **Activity:**

- Participated in Food Bank Food Drive with County
- Attended the annual Trade Show at Leo Boivin Community Centre
- Hosted our 3<sup>rd</sup> annual Pancake Breakfast serving 325+ breakfasts

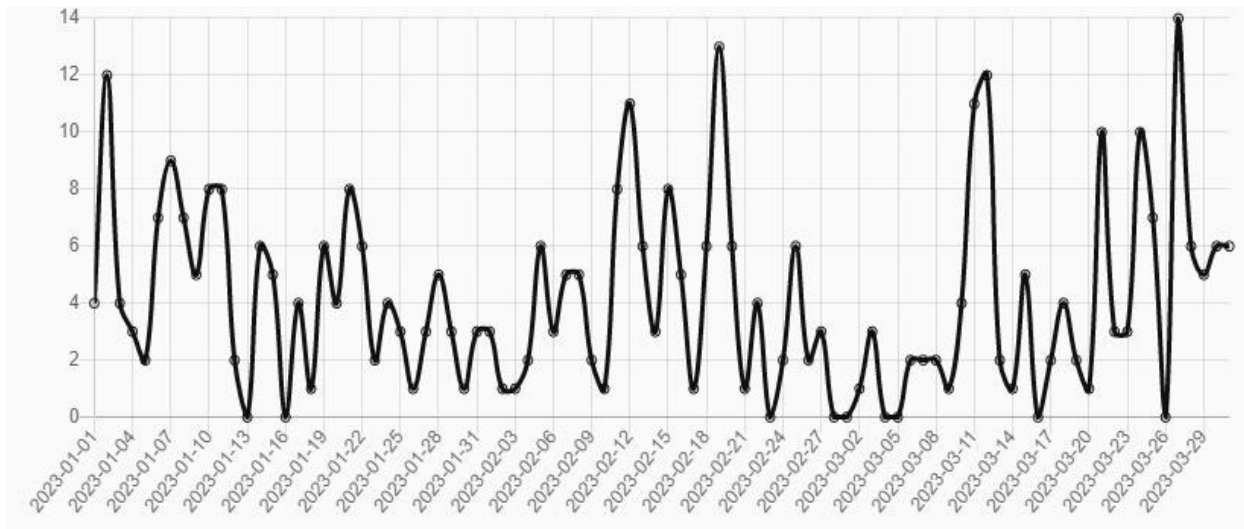
**Burn Permits:** Permits created in Q1 – 698                      Registered burns in Q1 – 376

Total Income - \$6,250.00 (less paypal fees)

### **Registered Burn Map for Q1**



## Burn Permit Activations



Fire Department Roster March 31, 2023		
	Station #1	Station #2
	DC Dan Davy	
1.	Capt. Mark Bruce	Capt. Aaron Bedor
2.	Capt. John Dobbie	Capt. Kevin Patrick
3.	Capt. Brian Purcell	Capt. Steve Roberts
4.	David Armstrong	Mike Ayerst
5.	Andrew Beatty	Liam Bush
6.	Jay Bottan	Jason Jacques
7.	Jessica Boyer	Dustin Krahm
8.	Brendan Bruce	Nathaly Landry - recruit
9.	Ian Carlow - recruit	Shawn Linn
10.	Lucas Champagne - recruit	Erika MacDonald
11.	Josh Couture	Cameron McGuire - recruit
12.	Corey Gillan - recruit	Cody Oatway
13.	Tony Jumeau	Francis Plamondon - recruit
14.	Chris Lefevre - recruit	Yvette Roberts
15.	Phil Malcomnson	Lloyd Scott
16.	Jacob Monty	Ann Shorey
17.	Shannon Mulvihill - recruit	Steve West
18.	Tim Nason	Tim Yandeau
19.	Steve Pietarinen	
20.	Pete Rainville	
21.	Kyle Scharf - recruit	
22.	Ryan VanKeulen	Fire Prevention Officer
23.	Matt Wallace	John Henry
24.	Mike Yates	

Call Time	Response Area	On Scene	Incident Type	Alarm Source
Jan 5 2023 15:02:34	Rural	15:42:57	Fire:Structural:Residential	911
Jan 9 2023 09:00:18	HIGHWAY 416 NORTH EXIT	9:21:24	Fire:Vehicle:Transport	911
Jan 11 2023 18:39:06	Cardinal	18:42:50	Remote Alarm:Alarm Bells	Monitoring Agency
Jan 11 2023 22:59:05	Rural	23:10:40	Fire:Structural:Residential	911
Jan 13 2023 22:46:57	Rural	23:05:52	Medical:Assist:Ambulance (emergency)	From Ambulance
Jan 17 2023 12:47:41	Rural	13:02:58	MVA:Assist:Medical Aid	From Ambulance
Jan 17 2023 21:26:38	Rural	21:37:37	Medical:Assist:Ambulance (emergency)	From Ambulance
Jan 19 2023 03:01:48	Highway 416 North	3:20:20	Fire:Vehicle:Truck	911
Jan 23 2023 00:29:33	HIGHWAY 416 NORTH	0:50:06	MVA:Tiered Response	From Ambulance
Jan 23 2023 19:28:01	Spencerville	19:32:47	Public Hazard:Other	911
Jan 24 2023 22:11:47	Spencerville	22:22:08	Remote Alarm:Alarm Bells	Monitoring Agency
Jan 27 2023 12:07:06	Cardinal	12:20:38	Medical:Assist:Ambulance (emergency)	From Ambulance
Jan 28 2023 19:57:54	Cardinal	20:06:31	Medical:Assist:Fall	From Ambulance
Jan 29 2023 18:09:23	Rural	18:24:07	Fire:Vehicle:Truck	911
Jan 30 2023 09:52:30	Rural	10:15:47	Fire:Vehicle:Transport	911
Feb 2 2023 15:09:25	Cardinal	15:23:38	Medical:Assist:Ambulance (emergency)	From Ambulance

Feb 3 2023 12:06:57	Cardinal	12:19:47	Public Service:Public Assistance	911
Feb 4 2023 14:44:12	Rural	14:54:21	Medical:Assist:Fall	From Ambulance
Feb 4 2023 21:14:01	Rural	21:23:45	MVA:Assist:Medical Aid	From Ambulance
Feb 4 2023 21:39:39	Rural	21:44:05	Medical:Assist:Ambulance (emergency)	From Ambulance
Feb 5 2023 13:21:48	Spencerville	13:26:56	Remote Alarm:Alarm Bells	Monitoring Agency
Feb 6 2023 04:34:07	HIGHWAY 401 WEST EXIT	4:47:32	Fire:Vehicle:Transport	911
Feb 7 2023 03:46:42	Cardinal	3:58:18	Medical:Assist:Ambulance (emergency)	From Ambulance
Feb 8 2023 19:23:41	Rural	19:24:29	Medical:Tiered Response	From Ambulance
Feb 11 2023 12:17:15	Highway 401 West	12:38:44	MVA:Other	911
Feb 13 2023 18:42:52	Rural	18:53:08	MVA:Assist:Extrication	From Ambulance
Feb 17 2023 05:04:45	Rural	5:35:04	Medical:Tiered Response	From Ambulance
Feb 25 2023 12:38:58	Spencerville	14:14:08	Fire:Structural:Residential	911
Feb 25 2023 17:25:11	Spencerville	17:29:51	Fire:Unknown	911
Feb 25 2023 19:52:34	Rural	20:02:57	MVA:Assist:Medical Aid	From Ambulance
Feb 28 2023 08:55:07	Spencerville	9:01:54	Remote Alarm:Alarm Bells	Monitoring Agency
Mar 1 2023 08:18:40	Rural	8:30:44	Medical:Tiered Response	From Ambulance
Mar 4 2023 10:33:08	HIGHWAY 401 WEST EXIT	10:34:00	MVA:Tiered Response	From Ambulance



Mar 7 2023 19:08:21	Spencerville	19:14:32	Medical:Assist:Ambulance (emergency)	From Ambulance
Mar 10 2023 00:08:20	Cardinal	0:24:50	Fire:Structural:Residential	911
Mar 10 2023 08:31:14	Cardinal	8:44:03	Smoke:Internal:Sight of Smoke	911
Mar 13 2023 17:33:51	Spencerville	17:39:23	Smoke:External:Sight of Smoke	911
Mar 15 2023 18:24:42	Rural	18:37:06	Medical:Assist:Ambulance (emergency)	From Ambulance
Mar 16 2023 08:58:59	Rural	9:11:16	Medical:Assist:Fall	From Ambulance
Mar 18 2023 14:19:58	Cardinal	14:27:19	Medical:Tiered Response	From Ambulance
Mar 19 2023 18:38:01	HIGHWAY 401 EAST	18:55:41	MVA:Tiered Response	From Ambulance
Mar 25 2023 15:44:56	Highway 416 North	15:59:10	MVA:Tiered Response	From Police Services
Mar 25 2023 16:05:45	HIGHWAY 416 NORTH	16:06:04	MVA:Tiered Response	Two-Way Radio
Mar 28 2023 15:50:26	Cardinal	15:58:40	Medical:Tiered Response	From Ambulance



Fire Chief

## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Committee of the Whole – Administration and Operations

**Date:** May 8, 2023

**Department:** Finance

**Topic:** 2023 PSAB Budget Addendum

**Purpose:** To identify the impact on the Township's accumulated surplus after reconciling the 2023 budget with PSAB (Public Sector Accounting Board) requirements of accounting for non-financial assets and liabilities.

**Background:** Ontario Regulation 284/09 allows municipalities to continue to prepare their annual budgets without including amortization expenses for tangible capital assets. The regulation requires municipalities to prepare a PSAB Budget Addendum report and adopt this report by resolution.

The consolidated accumulated surplus shown on the financial statements of the Township represents net resources available to provide future services. It does not represent cash.

Although the Township's budget excludes amortization expense for tangible capital assets, provisions are made for contributions to capital reserves to fund capital expenses. The Township's 2023 amortization expense is estimated at \$1.723 million, which will reduce the Township's accumulated surplus.

In addition to the excluded amortization expense: the following items that are included in the cash-based budget is to be excluded from the PSAB budget:

- a. Principal paid on debt
- b. Transfers to reserve accounts
- c. Transfers from reserve accounts
- d. Tangible Capital asset acquisitions/costs

Under PSAB reporting, the principal payments on long term debt are not expensed but are treated as a reduction to the long-term liability which increases the accumulated surplus by \$261,412.

Reserve related adjustments- under PSAB method, contributions to reserves are not considered an expense and contributions from reserves are not considered revenue.

The reconciliation estimates the change in the accumulated surplus of the Township portion to be \$6,426,106 when the PSAB amounts are included in the year end audited statements. The attached report outlines the estimated changes made to convert the balanced 2023 consolidated budget which shows an increase in the Township's consolidated (which includes RSL & the Port) accumulated surplus of \$10,152,834.

**Policy Implications:** Ontario regulation 284/09 requires a report of the excluded PSAB amounts be prepared and adopted by Council.

**Financial Considerations:** There is no financial impact with this report as it does not affect the operating surplus/deficit. The intent is to describe the conversion of the approved cash-based budget format to a PSAB budget format, which complies with Public Sector Accounting Board (PSAB) requirements.

**Recommendation:** That Committee recommends that Council adopt the 2023 PSAB Budget Addendum Report which meets the requirements of Regulation 284/09.



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Treasurer



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CAO

**Township of Edwardsburgh Cardinal**  
**2023 O Reg 284/09 PSAB Budget Addendum Report**

	<b>Budgeted Revenue</b>	<b>Budgeted Expenses</b>	<b>Budgeted Surplus/Deficit</b>
<b>2023 Budget Summaries:</b>			
Township	(13,420,414)	13,420,414	0
Spencerville Wastewater	(151,207)	151,207	0
Industrial Park Wastewater	(97,328)	97,328	0
Industrial Park Water	(163,205)	163,205	0
Low Lift Station Water	(343,257)	343,257	0
Cardinal Wastewater	(1,881,593)	1,881,593	0
Cardinal Water	(2,254,851)	2,254,851	0
Libraries	(150,850)	150,850	0
	<u>(18,462,705)</u>	<u>18,462,705</u>	<u>0</u>

**Total 2023 PSAB Adjustments:**

Less: Transfers From Reserves	2,134,524		
Less: Acquisitions of Capital Assets		(9,317,932)	
Less: Transfer To Reserves		(704,108)	
Less: Principal Payments on LTD		(261,412)	
<b>Subtotal before exclusions</b>	<u>(16,328,181)</u>	<u>8,179,253</u>	<u>(\$8,148,928)</u>

**Exclusions per O Reg 284-09 (Adjustments):**

Add: Amortization Expenses		1,722,822	
	<u>(16,328,181)</u>	<u>9,902,075</u>	<u>(\$6,426,106)</u>

**Consolidation to include equity from other sources:**

Add: Port of Johnstown -Budgeted 2023 Equity Adjustment		3,699,728	
Add: Rideau St. Lawrence Holdings - Estimated 2023 Equity Adjustment		27,000	
Township of Edwardsburgh Cardinal Budget Adjustment		6,426,106	
<b>Total Impact on Consolidated 2023 Budget Accumulated Surplus/Deficit</b>		<u><u>10,152,834</u></u>	

**Summary:**

Under PSAB reporting guidelines, the Township's accumulated surplus would be increased by **\$10,152,834** because our revenues exceed our expenditures  
It is important to note that the 2023 capital budget is being partially funded by **\$4,021,039** in grant monies.



## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Committee of the Whole – Administration and Operations

**Date:** May 8, 2023

**Department:** Finance

**Topic:** 2022 Year End Township Surplus

**Purpose:** To provide an update to Committee and Council with respect to the 2022 year-end township surplus.

**Background:** The 2022 year-end audit has been completed and draft financial statements will be presented to Council on May 29th. The Township has an operating surplus of \$55,778.71. All other year end entries have been completed and posted to the general ledger.

This year staff has three options for the 2022 operating surplus for Committee to consider.

1. Given there was a significant insurance claim in 2023 it is prudent to establish a separate reserve account for deductibles paid as individual departments do not typically budget for deductibles paid out in the event of a loss. This will allow the individual departmental budgets to remain whole in the case of an insurance loss in future years. Staff would require direction from Council to set up this reserve account named “Insurance Reserve” and transfer the operating surplus of \$55,778.71.
2. Staff proposes that the operating surplus of \$55,778.71 be allocated to the Administration reserve account (01-3511) to offset insurance deductible paid in 2023 and to cover the cost of some of the repairs.
3. Allocate the \$55,778.71 based on 2022 reserve draws to replenish funds that have been withdrawn or by direction from Council.

**Policy Implications:** In prior years, the tax rate bylaw directed any surplus/deficit from Township operations would be transferred to/from reserves for capital expenditures. Council has the option to direct funds to/from reserves to mitigate any future economic fluctuations and unanticipated events and contingent liabilities.

**Financial Considerations:** The Q1 Reserve report with year-end entries is attached for reference.

**Recommendation:** That Committee recommends that Council implements option 1 and directs staff to set up the “Insurance Reserve” account in the general ledger and transfer the 2022 operating surplus of \$55,778.71 to the newly created account.



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Treasurer



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CAO

		Balance	2022 Year End	*Pre-Audit	2023	2023	2023	2023
		31/Dec/22	Adjustments	Balance	Transfers	YTD	Transfers	YTD
EARMARKED RESERVES				1/Jan/23	In	Interest	Out	Balance
01-3511	Administration	200,465.75		200,465.75				200,465.75
01-3512	Tax Write Offs	102,242.36		102,242.36				102,242.36
01-3513	Election Reserve	-		-				-
01-3514	Fire Department - Vehicles	187,906.07		187,906.07				187,906.07
01-3515	Fire Department - Buildings	228,000.00		228,000.00				228,000.00
01-3516	Fire Department - Comm Equipment	155,208.34		155,208.34				155,208.34
01-3517	Policing Costs	110,715.00		110,715.00				110,715.00
01-3518	Cemeteries	28,000.00		28,000.00				28,000.00
01-3519	Building Dept Reserve	69,233.99		69,233.99				69,233.99
01-3520	Public Works	412,699.39		412,699.39				412,699.39
01-3521	Winter Control	168,900.24		168,900.24				168,900.24
01-3522	Environmental Services - Low Lift	95,821.56	16,612.58	112,434.14				112,434.14
01-3525	Environmental Services - Storm Sewers	432,040.01		432,040.01				432,040.01
01-3526	Landfill Closure Reserve	91,000.00		91,000.00				91,000.00
01-3527	Recreation	294,024.46		294,024.46				294,024.46
01-3528	Planning Reserve	15,000.00		15,000.00				15,000.00
01-3529	Twp Municipal Drain Reserve	15,000.00		15,000.00				15,000.00
01-3531	Safe Restart COVID-19 Reserve	148,025.00		148,025.00				148,025.00
	To Be Allocated	-	55,778.71	55,778.71				55,778.71
		<b>2,754,282.17</b>	<b>72,391.29</b>	<b>2,826,673.46</b>	-	-	-	<b>2,826,673.46</b>
01-3540	Working Funds	750,000.00		750,000.00				750,000.00
	Total Reserves	<b>3,504,282.17</b>	<b>72,391.29</b>	<b>3,576,673.46</b>	-	-	-	<b>3,576,673.46</b>

		Balance	2022 Year End	Balance	2023	2023	2023	2023
		31/Dec/22	Adjustments	1/Jan/23	Transfers	YTD	Transfers	YTD
RESERVE FUNDS					In	Interest	Out	Balance
98-3801	GIC Investment	2,549,061.64		2,549,061.64				2,549,061.64
98-3816	Industrial Park Investment- HISA account	246.57		246.57		5.32		251.89
98-3813	Industrial Park Land	467,311.39		467,311.39		3,574.54		470,885.93
98-3814	Raw Water Supply System	479,891.60		479,891.60		3,670.77		483,562.37
98-3803	Industrial Park Wastewater	35,954.76	(802.23)	35,152.53		275.03		35,427.56
98-3804	Industrial Park Water	150,983.86	42,421.29	193,405.15		1,154.90		194,560.05
98-3805	Johnstown Water Wells	55,143.14		55,143.14		421.80		55,564.94
98-3812	CCBF- Gas Tax Grant	178,739.52	112,477.79	291,217.31		1,367.21		292,584.52
98-3807	Cardinal Hydro	147,220.26		147,220.26		1,126.11		148,346.37
98-3806	Spencerville Wastewater	398,352.55	3,978.95	402,331.50		3,047.06		405,378.56
98-3808	Cardinal Wastewater	320,225.58	8,130.83	328,356.41		2,449.46		330,805.87
98-3811	Cardinal Water	955,706.94	(56,376.39)	899,330.55		7,310.36		906,640.91
98-3817	Ontario Modernization Fund	282,575.02		282,575.02		2,161.47		284,736.49
98-3818	OCIF Formula Based Fund	62,766.38		62,766.38		480.12		63,246.50
98-3819	Dedicated Capital Reserve Fund (Port)	647,273.10		647,273.10	60,415.00	4,951.10		712,639.20
	Total Reserve Funds	<b>6,731,452.31</b>	<b>109,830.24</b>	<b>6,841,282.55</b>	<b>60,415.00</b>	<b>31,995.25</b>	-	<b>6,933,692.80</b>
	GRAND TOTAL	<b>10,235,734.48</b>	<b>182,221.53</b>	<b>10,417,956.01</b>	<b>60,415.00</b>	<b>31,995.25</b>	-	<b>10,510,366.26</b>

Entries completed as part of the audit

## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

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

**Date:** May 8, 2023

**Department:** Administration

**Topic:** 2022 Election Compliance Report – Financial Statements

**Background:** In accordance with Section 88.25 of the Municipal Elections Act, 1996, on or before 2pm of March 31, 2023 (last Friday in March following the election), each candidate shall file the financial statement and auditor report (if required) to the Clerk of the municipality. March 31 at 2pm is a firm deadline unless the candidate informs the Clerk in writing that a court-ordered extension has been granted. Candidates who did not file their financial statement/campaign expenses with the Clerk by the prescribed deadline would be issued a notice of default form and a letter from the Clerk. As of 2pm on March 31, no notices of default were required to be issued.

Under Section 88.23 of the Municipal Elections Act, 1996, in the case of a default with respect to the filing on election campaign expenses the Clerk shall notify the candidate in writing that the default has occurred and outline the penalties. In the case of default, if the candidate were elected to office, the candidate would be required to forfeit the office to which they were elected, and the office is then deemed to be vacant. If the candidate was not elected to office, in the case of default, until the next regular election has taken place, the candidate is ineligible to be elected.

However, in accordance with Section 88.23(9), the penalties set out do not take effect if, no later than 2pm on the day that is 30 days after the March 31 deadline, the candidate files the relevant document as required under Section 88.25 and pays the Clerk a later filing fee of \$500.

**Compliance:** All 2022 candidates submitted their form 4 financial statements before the March 31 2pm deadline. All candidates are eligible for future elections. The Clerk hereby confirms that under Section 88.34 of the Municipal Elections Act, 1996, that the contributions reported on the financial statements submitted by the candidates have been reviewed. The Clerk can hereby confirm that based on the information provided within the candidates submitted financial statements in accordance with Section 88.23 and 88.25) that the candidates were within their allowed limits.



**Financial:** Due to all candidates submitting their financial statements before the March 31 deadline, the Township did not collect any late filing fees. The Township has processed the refund of the nomination filing fees for all candidates.

This report has been made available to the public on the Township's election webpage in accordance with the Municipal Elections Act.

A handwritten signature in cursive script, appearing to read "R. Williamson", written in black ink.

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Clerk

## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

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

**Date:** May 8, 2023

**Department:** Administration

**Topic:** Purchase Filehold OCR Module

**Purpose:** To seek Council's approval to purchase the Filehold OCR module.

**Background:** Following the large digitalization/scanning project that was completed, staff discussed options with Image Advantage/Filehold to increase staff search time efficiencies and how to address files that were previously placed in the system without being properly scanned and saved via OCR (optical character recognition). Staff were informed that an optional module that was available but never purchased or implemented when the Township originally purchased and began the records management system is an OCR module.

The module provides OCR for PDF and TIFF documents that are already in the filehold library system and future files that may be scanned and placed in the system without being OCR'd before submission. The OCR'ing allows for the documents to be properly indexed and searchable. Once the module completes the process of OCR'ing the document, the system creates a new accessible version that contains the text layer that allows the document to be searchable when opened within the system or when exported for multiple purposes including, but not limited to; auditing, freedom of information requests, general information access etc.

With the implementation of the above outlined module, it would eliminate the concerns from staff and enable the file to be searched properly within the system if a file that is currently in Filehold or is added to Filehold was accidentally not scanned and saved as an OCR document.

**Policy Implications:** The Township procurement policy provides direction as it relates to sole sourcing the purchase of professional services/equipment. For the existing record management system to be compatible for the OCR module, they must be purchased through Image Advantage/Filehold. Expenditures with a value under \$5,000 do not require multiple written quotations and can be approved by the department head.

**Financial Considerations:** The Filehold OCR Module application has a one-time implementation/initial setup fee of \$1,600.00, plus an annual licence/maintenance fee of

\$320.00. This is an unbudgeted item; however, the money could be allocated within the administration budget to cover the implementation and annual fee. Staff would include the annual fee with the annual Filehold filecare fee in future budgets.

**Recommendation:** That Committee recommends that Council:

1. Purchase the Filehold OCR Module for a one-time implementation fee of \$1,600.00, with an annual maintenance fee of \$320.00; and
2. Authorize staff to execute the necessary Filehold contract updates.



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Clerk



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CAO

## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

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

**Date:** May 8, 2023

**Department:** Recreation & Facilities

**Topic:** Bait – Fuel Fishing Derby Update

**Background:** At the regular council meeting of November 28<sup>th</sup>, 2022, Council heard a presentation from Tom Hooper, a member of the Basstion Consulting group, about wanting to run one of their 5 single day Bass Fishing Derby's in the Township on Saturday August 26<sup>th</sup>.

Staff met with Mr. Hooper and another member of his executive on Tuesday April 25<sup>th</sup> at Legion Park to review logistics for that day. At this time, 65 anglers are participating in the event. Below are some items that were reviewed:

**Parking:** The areas that would be used for the truck & trailer parking were viewed (former arena parking lot and second ball diamond). A small shuttle bus will take the anglers down to the boats in the morning and bring them back after weight in is completed. Boat launching begins around 5:15 am and completed by 7 am.

**Weight in** It was determined that the best location to setup would be just east of the canteen building. The process would be to use the fishing dock to give the anglers their bags, then they would pull up to the dock beside to exit their boat and walk to the weigh in tent. During the afternoon weigh in time from 3 pm – 5 pm, the Township would block access from the pavilion parking lot to the canteen so the general public could also have a closer viewing.

**Staffing:** The Basstion Consulting group will have 6 people for the day. There will be 4-5 township staff throughout the day at various times and locations to assist with vehicle parking and weigh in time. The shuttle bus would be used for the anglers in the morning and then again at the end of the day.

**Boat Launch:** The boat launch area would be closed to the general public in the morning from 5 am – 7:30 am and again at the end of the day 4 pm – 6 pm to allow the anglers to launch and remove their boats. During the rest of the day the boat launch would be available as normal, staff will post on social media and also down at the site in advance to give users advanced notice.

The main boat launch parking lot area would be used that day for the local residents.

A handwritten signature in black ink, consisting of stylized, overlapping loops and strokes, positioned above a horizontal line.

\_\_\_\_\_  
Facilities Manager

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

**Date:** May 8, 2023

**Department:** Fire

**Topic:** Firefighter Honorarium and Reimbursement Policy

**Purpose:** To have Council accept and approve the honorarium and reimbursement policy for volunteer firefighters

**Background:** Volunteer fire departments have traditionally used a point-based system for their honorarium. It is simple to calculate, and you can't go over budget. The drawback is that the value of a point varies based on how many are earned. The result is, the more you do, the less you earn.

With the introduction of O. Reg 343/22 Firefighter Certification, the minimum mandatory training for a new firefighter in Edwardsburgh Cardinal requires a commitment of approximately 200 hours in the first 36 months.

- |                                  |    |
|----------------------------------|----|
| • First Aid                      | 16 |
| • NFPA 1001 Firefighter Level I  | 80 |
| • NFPA 1001 Firefighter Level II | 60 |
| • NFPA 1072 Hazmat Awareness     | 8  |
| • NFPA 1072 Hazmat Operations    | 40 |

The training above represents the minimum standard and does not include training on local procedures, equipment and hazards.

The demands placed on Volunteer Firefighters have changed considerably in recent years. Increased training and instruction requirements necessitate a change to the honorarium system to ensure volunteers are not only dedicated but motivated to continue to serve.

Most fire departments in the area have already converted or are in the process of transitioning to a similar system.

The proposed honorarium policy contains the following three major attributes:

1. An hourly honorarium based on certification level, to motivate, encourage and reward firefighters' progression through the certification process.
2. A two-hour minimum for attending emergencies to recognise and reward frequent disruption from family and full-time employer.
3. A performance bonus rewarding those with exceptional participation.

**Policy Implications:** In general, the CRA does not consider a volunteer firefighter an employee. The municipality can determine volunteer honorarium based on its circumstances.

### Financial Considerations:

The 2023 budget projection below represents the routine activities of the fire department excluding NFPA certification programs using the proposed policy.

2023 Budget Estimate						
	Events / year	Attendance / Event	Estimated Duration	Total Annual Hours	Average Rate	Total
<b>Regular Activities</b>						
Fire Calls stn1	95	10	2	1900	18.50	\$ 35,150.00
Fire calls stn2	95	10	2	1900	18.50	\$ 35,150.00
Training stn1	18	20	2.5	900	18.50	\$ 16,650.00
Training stn2	18	15	2.5	675	18.50	\$ 12,487.50
Extra Training Days	3	20	7	420	18.50	\$ 7,770.00
Truck Maint stn1	11	20	1.5	330	18.50	\$ 6,105.00
Truck Maint stn2	11	15	1.5	247.5	18.50	\$ 4,578.75
JHSC	4	8	1	32	18.50	\$ 592.00
Officer Meeting	4	8	2	64	22.00	\$ 1,408.00
First Aid	1	20	16	320	18.50	\$ 5,920.00
Performance Bonus	1	10			300.00	\$ 3,000.00
<b>Total</b>				<b>6788.5</b>		<b>\$ 128,811.25</b>

The honorarium to support the delivery of NFPA certification courses planned for 2023 is shown below.

<b>NFPA Certification</b>						
NFPA 1072 Hazmat Awareness	1	15	8	120	15.50	\$ 1,860.00
NFPA 1072 Hazmat - students	1	15	40	600	15.50	\$ 9,300.00
NFPA 1072 Hazmat - instructors	1	3	40	120	22.00	\$ 2,640.00
NFPA 1001 FFI - students	1	10	80	800	15.50	\$ 12,400.00
NFPA 1001 FFI - instructors	1	3	100	300	22.00	\$ 6,600.00
NFPA 1001 FFII - students	1	15	60	900	17.00	\$ 15,300.00
NFPA 1001 FFII- instructors	1	3	75	225	22.00	\$ 4,950.00
NFPA 1002 Pump Ops - students	1	8	40	320	18.50	\$ 5,920.00
NFPA 1002 Pump Ops - instructors	1	2	40	80	22.00	\$ 1,760.00
<b>Total</b>				<b>3465</b>		<b>\$ 60,730.00</b>

The total projected honorarium for 2023 is \$189,541.25.

The 2023 budget projection is based on an aggressive training program, however there are many variables that are impossible to predict. The number of incidents and their duration, firefighter availability and training course enrolments are uncertain.

Council may wish to consider establishing a reserve fund similar to the Public Works winter control reserve, to ensure funding is available in case of a major incident or unusually busy year.

**Recommendation:** That Committee recommends that Council repeal and replace the Firefighter Honorarium and Reimbursement Policy and delegate authority to the Fire Chief to interpret the policy as required.

  
 \_\_\_\_\_  
 Fire Chief

  
 \_\_\_\_\_  
 CAO





# Edwardsburgh Cardinal Volunteer Firefighter Honorarium Policy

## **Purpose:**

To update the honorarium and reimbursement policy for the Edwardsburgh Cardinal Fire Department (ECFD).

## **Scope:**

This applies to all Edwardsburgh Cardinal Fire Department Volunteer Personnel.

## **Procedure:**

- This policy will be applied retroactively effective December 1, 2022.
- The honorarium period will be December 1<sup>st</sup> to November 30<sup>th</sup> and paid annually in December.
- The honorarium will be calculated based upon the rates listed in Table 1, calculated to the nearest ¼ hour.
- Table 1 will be adjusted annually for cost of living as per the Personnel Policy, as amended from time to time.
- Classification upgrades will take place at the beginning of the month following receipt of the specified NFPA certification(s).
- Upon implementation, all members will be classified based on their current level of NFPA certification.
- Ontario Fire College grandfathering letters, Pump Operations certificates and Ontario Seals (legacy) will be recognized for this policy.
- If a firefighter is promoted to a position beyond their current level of certification, they shall remain at their current classification until the specified certifications in Table 1 are received.
- New firefighters with existing NFPA certification(s) will be classified as Recruit until successful completion of their probationary period.
- Positions above 1<sup>st</sup> Class Firefighter require appointment to receive the corresponding rate.
- Travel time to attend approved activities outside the township will be eligible.
- If a member resigns, retires, or is terminated, they shall have their honorarium paid out in December, provided all Fire Department property in their possession has been returned.
- In general, the honorarium is applicable to a firefighter's assigned station/response area. Attendance to other events/incidents may be considered at the discretion of the Fire Chief or designate, if a reasonable need can be demonstrated.
- Association meetings, social and community events including; parades, celebrations, charity events, fundraisers etc. are not eligible for the honorarium.



# Edwardsburgh Cardinal

## Volunteer Firefighter Honorarium Policy

### Emergency Response:

- Firefighters responding to emergency incidents shall receive the honorarium as per Table 1.
- A 2-hour minimum will apply under the following conditions:
  - Fire unit(s) leave the station prior to a stand-down being issued.
  - Firefighter arrived at station or emergency scene within 30 minutes of initial page.
  - Firefighter remained on scene or on stand-by at the station until dismissed.
  - Firefighter was not already performing an activity where the honorarium applies.
- If a firefighter is absent from scheduled training or apparatus/equipment maintenance and responds to an incident during that time, the 2-hour minimum will not apply.
- Firefighters standing-by at the station are expected to perform light apparatus or station maintenance duties that will not result in a delay in the event they are required to respond.
- The honorarium will not apply to any response conflicting with existing Fire Department standard operating procedures.

### Professional Development:

- For training and instruction activities, personnel shall receive an honorarium as per Table 1.
- Pre-class/study time is not included for NFPA 1001 programs. \$250 will be awarded upon receipt of NFPA 1001 level 1 and \$200 for NFPA 1001 level II certification.
- Pre-class/study time for programs above NFPA 1001 to be discussed in advance with the Fire Chief or designate and will be considered on a case-by-case basis.
- Personnel who prepare, develop and deliver in-house training shall submit their preparatory hours on a monthly basis to the Fire Chief for consideration. These hours require advance approval by the Fire Chief or designate.
- Course availability cannot be guaranteed. Progression through the classification system may be delayed for various reasons including, but not limited to; course and/or instructor availability, budget restrictions and delays from the Fire College/Academic Standards & Evaluation. All course enrolments are at the discretion of the Fire Chief or designate.
- If a firefighter fails to attend, or withdraws from a course without sufficient notice or reason, all costs incurred by the Township will be the responsibility of the firefighter and deducted from their honorarium.
- When a firefighter attends an approved out of town event, course, or seminar, all efforts shall be made to provide a vehicle for their use. If a vehicle is unavailable, the firefighter shall be



# Edwardsburgh Cardinal

## Volunteer Firefighter Honorarium Policy

compensated for use of his or her personal vehicle based on township approved mileage rates.

- When a firefighter attends an approved event, course, or seminar that is outside the Township where an overnight stay is required, and where accommodations and meals are not provided as part of the event, those expenses will be paid in accordance with the Township's expense and reimbursement policy, as amended, so long as original receipts are submitted.

### **Apparatus / Equipment and Facilities Maintenance:**

- For apparatus, equipment and facilities maintenance activities, personnel shall receive an honorarium as per Table 1.

### **Joint Health and Safety Committee:**

- Joint Health and safety committee members selected by the Fire Chief or Firefighters Association shall receive an honorarium as per Table 1 while performing their duties.

### **Fire Prevention Activities:**

- Personnel who perform approved public education and fire inspections shall receive an honorarium as per Table 1.

### **Drivers License:**

- If a firefighter incurs costs for a medical exam or test required for DZ drivers license, they may submit their expenses to the Chief for approval and reimbursement. (D or Z portion only).

### **Court Appearances:**

- If a department member is required to attend court as the result of fire department activities, the member shall receive an honorarium as per Table 1. In addition, all meals and parking expenses may be submitted to the Chief for approval and reimbursed, in accordance with the Township's expense and reimbursement policy, as amended.
- If a department member is required to attend court as the result of fire department activities, and if, as a result will lose pay from their regular employment, they will be reimbursed at their regular employment hourly rate provided a letter from their employer is received, stating their hourly rate and the number of hours they were not paid. In addition, all meal and parking expenses may be submitted to the Chief for approval and reimbursement in accordance with the Township's expense and reimbursement policy, as amended.



# Edwardsburgh Cardinal Volunteer Firefighter Honorarium Policy

## Performance Bonus:

If a volunteer firefighter's attendance meets or exceeds the three values below, an additional payment of three hundred dollars \$300.00 will be made for that year.

Regular scheduled training 75%

Emergency calls at respective station 50%

Apparatus maintenance at respective station 50%

**Table 1:**

<b><i>Classification</i></b>	<b><i>Minimum Certification</i></b>	<b><i>Hourly Rate</i></b>
Recruit	None	\$15.50
3 <sup>rd</sup> Class Firefighter	NFPA 1001 Firefighter Level I & completion of probation	\$17.00
2 <sup>nd</sup> Class Firefighter	NFPA 1001 Firefighter Level II & DZ License	\$18.50
1 <sup>st</sup> Class Firefighter	NFPA 1002 Apparatus Equipped with a Fire Pump	\$21.00
Captain	NFPA 1021 Fire Officer I	\$23.00
Training Officer	NFPA 1021 Fire Officer II & NFPA 1041 Fire Instructor II	\$24.00
Fire Prevention Officer	NFPA 1031 Inspector I & NFPA 1035 Fire and Life Safety Educator	\$24.00
Deputy Chief	NFPA 1021 Officer III & NFPA 1521 Incident Safety Officer	\$25.00



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

**BY-LAW NUMBER 2016-58**

**"BEING A BY-LAW TO ADOPT A HONOURARIUM AND  
REIMBURSEMENT POLICY FOR THE  
EDWARDSBURGH/CARDINAL VOLUNTEER FIRE  
DEPARTMENT"**

**WHEREAS** Section 2 of the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 as amended, requires municipalities to establish a fire department; and

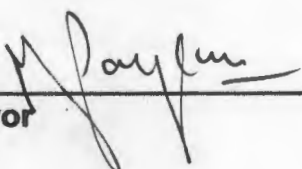
**WHEREAS** Municipal Council deems it desirable to adopt the Firefighter Honourarium and Reimbursement Policy as previously approved under Council resolution R2013-032 and amended on Schedule "A" attached hereto;

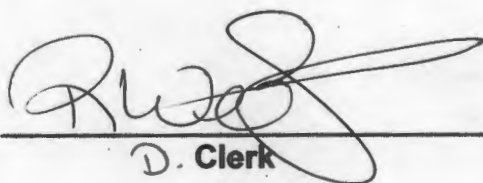
**NOW THEREFORE** the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That the Honourarium and Reimbursement Policy is hereby adopted in the form of Schedule "A".
2. That the Honourarium and Reimbursement Policy attached hereto as Schedule "A" shall form part of this by-law.
3. This by-law will come into force and take effect on its passing.

Read a first and second time in open Council this 24<sup>th</sup> day of May, 2016.

Read a third and final time, passed, signed and sealed in open Council this 22<sup>nd</sup> day of August, 2016.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
D. Clerk

## Schedule “A” Honorarium and Reimbursement Policy

### ***Purpose:***

To formalize an honorarium and reimbursement policy for the Edwardsburgh Cardinal Fire Department (ECFD).

### ***Scope:***

This applies to all Edwardsburgh Cardinal Fire Department Personnel who receive annual honorariums.

### ***Procedure:***

- The hour-based honorarium will be calculated by taking the total number of hours divided by the lump sum annual allotment minus the officer reimbursement. The lump sum honorarium shall be adjusted on an annual basis to reflect the same economic increase received by non-unionized employees of the Township.
- The Fire Chief shall review and approve all hours prior to submitting for recording and entry.
- The Fire Chief, in consultation with the appropriate Deputy Chief, shall discuss any honorarium anomalies.
- Officers of the Fire Department may receive reimbursement based on the percentage / performance based formula in tables 2 and 3 at the discretion of the Chief.
- The honorarium shall be processed and paid out on an annual basis. The normal payment period spans from December 1<sup>st</sup> to November 30<sup>th</sup> of the following year. All other reimbursements or expenses shall be paid out in a timely manner. If a member resigns, retires, or is terminated, she/he shall have their honorarium paid out at end of normal pay period, provided all Fire Department property in their possession has been returned and member has met the minimum hour total.
- Department members are encouraged to complete and submit to the Fire Chief, monthly tracking sheets for all activities participated in regardless of whether the activity is an honorarium or non-honorarium activity.
- When a department member attends an approved out of town event, course, or seminar, all efforts shall be made to provide an ECFD vehicle for their use. If a department vehicle is

unavailable, the department member shall be compensated for use of his or her personal vehicle mileage based on township approved rates.

- When the Fire Chief approves a department member to participate in an event, course, or seminar that is outside the Township where an overnight stay is required and where accommodations and meals are not provided as part of the event, those expenses will be paid based on approved township rates so long as receipts are produced.
- When attending an external course, seminar or training session approved by the Chief, the member will receive either hours of instructional time or the lump sum training allowance in Table 1.
- If a department member is required to attend court as the result of fire department activities, the member will receive reimbursement according to Table 1. In addition, all meal and parking expenses may be submitted to the Chief for approval and reimbursement.
- If a department member is required to attend court as the result of fire department activities, and if, as a result will lose pay from their regular employment, they will be reimbursed at their regular employment hourly rate provided a letter from their employer stating their hourly rate and the number of hours they were not paid. In addition, all meal and parking expenses may be submitted to the Chief for approval and reimbursement.

### **Emergency Responses**

- For emergency responses under one hour, the responding member shall receive a minimum of one hour regardless of the time spent at the incident.
- For emergency responses over one (1) hour, the responding member shall receive honorarium in increments of 30 minutes, rounded to the closest 30-minute period.
- For honorarium purposes, a new incident shall only be initiated once all responding vehicles from the station have returned to station. In some circumstances, and at the discretion of the Fire Chief in consultation with the Officers, a new call may be initiated before all vehicles have been returned and are in service. (ex. vehicle(s) remaining for fire watch)
- ECFD shall attempt to provide nourishment when members are required to work longer than four (4) hours continuously.
- The provision of nourishment does not apply to scheduled activities such as training sessions, public education events, etc.

### **Regular Activities**

- For regular in-house activities including; training, recruit training, vehicle/equipment and building maintenance, personnel shall receive honorarium hours for time all spent.

- If department members are required to respond to an incident during a training session, the additional one-hour minimum response honorarium will not apply.
- Personnel who prepare, develop and deliver in-house training shall submit their preparatory hours, on a monthly basis, to the Fire Chief for reimbursement consideration.

### **Fire Inspection Activities**

- Personnel who perform approved fire inspections shall submit their time spent hours, on a monthly basis, to the Fire Chief for reimbursement consideration.

### **Fire Chief Assigned Activities**

- Personnel who are assigned specific tasks by the Fire Chief are to submit time spent for reimbursement consideration.

Table 1

<b>Description</b>	<b>Honorarium</b>	<b>Flat Rate value</b>
Emergency Response	1 hour minimum then	N/A
	30 minute intervals	N/A
In House Activities	Hours spent	N/A
Online Training	1 hour per course	N/A
* Extra Training	Hours spent	N/A
**Special Training	N/A	<b>\$75 per ½ day; \$150 per full day</b>
Training Instruction	Hours spent	Maximum of \$1000/year
Fire Inspection/Prevention	Hours spent	Maximum of \$1000/year
Fire Chief Assigned Activities	Hours spent	Maximum of \$1000/year
Court Appearance	N/A	<b>\$75 per ½ day; \$150 per full day or lost wages</b>
Association Meetings (Mutual Aid, EOFA, etc.)	Hours Spent	N/A
In-house Association Meeting	Hours Spent	N/A
Minimum hours to receive honorarium (#)	50	N/A
Deduction for not regularly participating in department activities (public education, parades, etc.) (#)	20	N/A

**Online Training** will only qualify for honorarium if approved by the Chief and successfully completed on time.

**\*Extra Training** is defined as training that is open to the entire department that is not “In house activities”. Examples include; extrication training on a Saturday or training seminars hosted by neighbouring departments.



**\*\* Special Training** is defined as training that is not available to the entire department. Examples include Ontario Fire College Courses and other specialized training.

**(#) - At the discretion of the Chief.**

### Officer Reimbursement

#### **Deputy Chief**

Table 2            max \$3000.00

10%	Attendance (attends minimum of 50% of; training, calls, Officer meetings and truck/equipment maintenance)
20%	Training Program – identify needs, develop program, assign facilitators, ensure personnel at respective station stay up to date
25%	Station Operation – submit monthly; attendance, call reports, receipts, training records, etc.
10%	L&G Chiefs Meeting – Attend minimum of 2 L&G Chiefs meetings per year
25%	Professional Development – 5% per day to a max of 25%
10%	Public Events – public education, parades etc. Minimum of 2

#### **Captain**

Table 3            max \$1200.00

10%	Attendance (attends minimum of 50% of; training, calls, Officer meetings and truck/equipment maintenance)
35%	Training – develop and deliver training as assigned
20%	Preplan – prepare and present 1 preplan as assigned
25%	Professional Development – 5% per day to a max of 25%
10%	Public Events – public education, parades etc. Minimum of 2

**Committee:** Committee of the Whole- Administration & Operations

**Date:** May 8, 2023

**Department:** Environmental Services

**Topic:** Amending the Spencerville Lagoon Environmental Compliance Approval

**Purpose:** To seek approval to initiate an application with the Ministry of Environment Conservation Parks (MECP) to amend Spencerville Lagoon ECA # 3-1377-87-896.

**Background:** The Spencerville sanitary and lagoon system was commissioned in 1989. Environmental Compliance Approvals (ECA's) are legal documents that include a system description, system capacities, sampling and discharge conditions, effluent concentration limits and annual reporting requirements. The current ECA requires the lagoons to be discharged annually between March 15 and April 21 inclusive with a minimum duration of 8 days. Two sets of samples must be collected one week prior to discharge, two samples collected per week while discharging and a report submitted to the MECP by June 30. The current capacity of the Spencerville Lagoons is 116,000 m<sup>3</sup> as prescribed in the ECA.

In 2008, the ECA was amended to include the addition of a sewage digester additive to assist in breaking down organic material and reducing biosolids build up in the lagoons.

The spring discharge window has created operational challenges as ice conditions and unpredictable weather prevents discharging until early or mid-April. We are required to begin the lagoons discharge by April 13 or request an emergency Minister order to extend the discharge window. As part of the application, the Township would be requesting an extension to the spring discharge period to reduce the operational challenges we face in meeting the discharge window.

The Spencerville Lagoon loading is averaging 73% of capacity annually since 2013. MECP guidelines recommend that when a system reaches 80%, Owners should be investigating expansion options before adding new development to the system. A developer has expressed interest in developing in the Spencerville area.

As part of the application process, we will request a second discharge in the fall. The second discharge would increase the lagoon loading capacity, allow for additional development, and eliminate the need to request an emergency fall discharge during excessively wet or cold years. The additional lagoon annual capacity from a second discharge is currently unknown and would be determined during the review process.

During the 2019 inspection an administrative non-compliance was identified with the current ECA. The ECA does not list the alum dosing pumps, storage tanks, flow meter and chart recorder located in the lagoons building. The ECA also incorrectly lists the location of the Spencerville Lagoons. These discrepancies will be addressed when the ECA is amended.

Preliminary discussions with the MECP are favorable for amending the ECA. Obtaining additional capacity aligns with the Province of Ontario's commitment to increase affordable housing throughout the province. The MECP will require a full receiving stream assessment. This assessment must be conducted by a qualified professional to determine if extending and creating a new discharge window will have any deleterious impacts to the environment. The MECP will review this study to determine if additional treatment systems, (i.e., UV disinfection, package plants), may be required. The MECP may also update the ECA to align with current practices. This may include:

- More stringent effluent requirements.
- Improved effluent flow monitoring.
- Additional annual reporting requirements.
- Groundwater monitoring around the lagoons.

The current ECA will remain in effect until such time as a new ECA is approved and issued.

**Policy Implications:** A legal requirement and process to amend the ECA.

**Financial Considerations:** Preliminary costs are estimated to be \$200 Administration fee and \$11000 for the MECP to complete a technical review. The cost to complete a receiving stream assessment and any additional studies required by the MECP is currently unknown. The Spencerville Wastewater Reserve Fund (98-3806), as of March 2023, has a balance of \$405,378.56. The cost of the ECA amendment could be covered through the reserve fund and a portion of the cost recouped as new connections to the system take place.

**Recommendation:** That Committee recommends that Council direct staff to initiate the application process with the MECP to modify ECA # 3-1377-87-896 and cover the cost of the application and studies from the Spencerville Wastewater Reserve Fund (98-3806) to an upset limit of \$30,000.00.



Chief Water/Sewer Operator



Director of Operations



CAO



**AMENDMENT TO CERTIFICATE OF APPROVAL  
MUNICIPAL AND PRIVATE SEWAGE WORKS**

NUMBER 3-1377-87-896

Notice No. 1

Issue Date: March 12, 2008

The Corporation of the Township of Edwardsburgh/Cardinal  
18 Centre St  
Post Office Box, No. 129  
Edwardsburgh Cardinal, Ontario  
K0E 1X0

Site Location: 2301 County Road 21  
Lot 23, Concession 6  
Edwardsburgh/Cardinal Township, United Counties of Leeds and Grenville

*You are hereby notified that I have amended Certificate of Approval No. 3-1377-87-896 issued on November 7, 1989 for construction of a sanitary sewage system to serve the Village of Spencerville in the Township of Edwardsburgh Cardinal, as follows:*

weekly injection of 10 litre doses of a sewage digester additive, in a form of an organic hydrocarbon liquid, to wet wells of Sewage Pumping Stations No. 2 and No. 3 on an alternating basis to promote biodigestion and breakdown of organic solids in sewage;

all in accordance with the following submitted supporting documents:

1. Application for Approval of Municipal and Private Sewage Works dated November 20, 2007, submitted by Russell Trivett, Chief Administrative Officer of the Corporation of the Township of Edwardsburgh Cardinal, received on November 28, 2007;
2. Reports dated April 12, 2007 and July 18, 2007 providing results of tests conducted to assess benefits of the sewage digester additive in operations of the Spencerville Wastewater Treatment Lagoons prepared by MTS Environmental Products, 215 Pickard Road, Exeter, Ontario N0M 1S3;
3. Material Safety Data Sheet for the proposed additive.

The reason for this amendment to the Certificate of Approval is as follows:

- to promote reduction of the accumulation of biosolids in the stabilization ponds.

**SUPPLEMENTARY TERMS AND CONDITIONS**

**1. GENERAL PROVISION**

(1) The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the additive injection system is notified of this Certificate of Approval and the conditions herein and shall take all reasonable measures to ensure that any such person complies with the same;

(2) For greater certainty, this Notice of amendment is specific to the works described above. The commercial sewage digester additive to be used by the Township of Edwardsburgh Cardinal in this works is not approved for the use in every sanitary sewage system owned or operated by the municipality.

**2. OPERATIONS AND MAINTENANCE**

## CONTENT COPY OF ORIGINAL

(1) The Owner shall ensure that the additive storage and injection are set up and operated by qualified personnel.

(2) The Owner shall prepare and maintain an operations manual and ensure that the operations manual and associated safety procedures are made available to the operators.

(3) The Owner shall ensure that contingency plans and procedures are established and adequate equipment and material are available for dealing with emergencies, upset conditions and equipment breakdowns in the works.

### 3. NOTIFICATION AND REPORTING

(1) One (1) week prior to the start up of the proposed works, the Owner shall notify the District Manager of the Kingston District Office of the Ministry, in writing, of the pending start up date.

(2) The Owner shall notify the District Manager immediately of any spills or other emergencies involving the additive storage and injection system and report on the measures taken to minimize the potential impact of the incident.

(3) The Owner shall keep a record of the process operations addressing the system performance in light of the expected impact of the additive on the reduction of the accumulation of biosolids in the stabilization ponds and have the record available for review by an inspector of this Ministry from time to time.

*The reasons for the imposition of these additional terms and conditions are as follows:*

1. Supplementary Condition 1 is included to ensure that the Owner is advised of their responsibility to notify any person that they authorize to carry out work pursuant to this Notice of the existence of this Notice of Amendment to the Certificate of Approval and its content.

2. Supplementary Condition 2 is included to ensure that the works will be operated and maintained in a manner enabling compliance with the terms and conditions of this Certificate, such that the environment is protected and deterioration, loss, injury and damage to any person or property is prevented.

3. Supplementary Condition 3 is included to ensure that all pertinent information is available for the evaluation of the performance of the works.

**This Notice shall constitute part of the approval issued under Certificate of Approval No. 3-1377-87-896 dated November 7, 1989**

*In accordance with Section 100 of the Ontario Water Resources Act, R.S.O. 1990, Chapter 0.40, as amended, you may by written notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 101 of the Ontario Water Resources Act, R.S.O. 1990, Chapter 0.40, provides that the Notice requiring the hearing shall state:*

1. The portions of the approval or each term or condition in the approval in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

*The Notice should also include:*

3. The name of the appellant;
4. The address of the appellant;
5. The Certificate of Approval number;
6. The date of the Certificate of Approval;
7. The name of the Director;
8. The municipality within which the works are located;

*And the Notice should be signed and dated by the appellant.*

*This Notice must be served upon:*

CONTENT COPY OF ORIGINAL

The Secretary\*  
Environmental Review Tribunal  
655 Bay Street, 15th Floor  
Toronto, Ontario  
M5G 1E5

AND

The Director  
Section 53, *Ontario Water Resources Act*  
Ministry of the Environment  
2 St. Clair Avenue West, Floor 12A  
Toronto, Ontario  
M4V 1L5

**\* Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 314-4600, Fax: (416) 314-4506 or [www.ert.gov.on.ca](http://www.ert.gov.on.ca)**

*The above noted sewage works are approved under Section 53 of the Ontario Water Resources Act.*

DATED AT TORONTO this 12th day of March, 2008

Mansoor Mahmood, P.Eng.  
Director  
Section 53, *Ontario Water Resources Act*

WW/

c: District Manager, MOE Kingston - District  
David Grant, The Corporation of the Township of Edwardsburgh/Cardinal



Ontario

Ministry  
of the  
EnvironmentMinistère  
de  
l'EnvironnementCertificate of Approval (Sewage)  
Certificat d'autorisation (eaux usées)

Number / Numéro 3-1377-27-896

Whereas / Attendu que

TOWNSHIP OF EDWARDSBURGH

J. GRANT

~~XXXX~~

has applied in accordance with Section 24 of the Ontario Water Resources Act for approval of:  
*a fait, conformément à l'article 24 de la loi sur les ressources en eau de l'Ontario, une demande d'autorisation:*  
Construction of a sanitary sewage system to serve the Village of Spencerville  
in the Township of Edwardsburgh as follows:

SANITARY SEWERS

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
Centre Street (County Road 21)	Approx. 250 metres southwest of Cedar Street	Bennet Street (County Road 44)
Cedar Street	Charles Street	Approx. 35 metres southeast of David Street
Charles Street	Cedar Street	Cherry Street
David Street	Cedar Street	Cherry Street
James Street	Cherry Street	South Street
Easement	Centre Street	Approx. 165 metres northwest of Centre Street (Community Centre)
Water Street	South Street	Bennet Street
South Street	Water Street	Approx. 35 metres southeast of Centre Street

.../2

Now therefore this is to certify that after due enquiry the said proposed works have been approved under Section 24 of the Ontario Water Resources Act.

*Le présent document certifie qu'après vérification en bonne et due forme la construction dudit projet d'ouvrages a été approuvée aux termes de l'article 24 de la loi sur les ressources en eau de l'Ontario.*

DATED AT TORONTO this  
DATE À TORONTO ce

10th

day of  
jour d

January, 1989

Attn:-Mr. B. Casselman, Clerk, Twp. of Edwardsburgh  
cc:-Mr. D. Guscott, MOE SE, Reg. Dir.  
-H.S. Thompson & Assoc.



Certificate of Approval (Sewage)  
Certificat d'autorisation (eaux usées)

Number / Numéro 3-1377-87-896  
(CONTINUED)

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<u>STREET</u>	<u>FROM</u>	<u>TO</u>
South Street	Centre Street	West Street
Bennet Street (County Road 44)	Water Street	Goodin Road South
Victoria Street	Prince Street	Bennet Street
Goodin Road South	Approx. 120 metres southwest of Bennet Street	Bennet Street

PUMPING STATIONS

Pumping Station No. 2 will be located on the south side of Centre Street and approximately 240 metres southwest of Cedar Street. The station will be equipped with two submersible sewage pumps each capable of 1.3 liters per second at 22.9 metres TDH, emergency bypass system, all related piping, valves, instrumentation, mechanical and electrical equipment including a 75 mm forcemain along Centre Street from the pumping station to Centre Street/Cedar Street.

Pumping Station No. 3 will be located on the east side of Cherry Street at Charles Street. The station will be equipped with two submersible sewage pumps each capable of 1.2 liters per second at 14.6 metres TDH, emergency bypass system, all related piping, valves, instrumentation, mechanical and electrical equipment including a 75 mm forcemain from the pumping station along Charles Street and George Street to David Street.

Pumping Station No. 1 will be located on the northwest side of Bennet Street and the South Nation River. The station will be equipped with two submersible sewage pumps each capable of 14 liters per second at 16.7 metres TDH, a diesel generator set, alum dosing equipment (chemical feed pump, chemical tank, and injection system), flow recorder and timer, emergency bypass system, all related piping, valves, instrumentation, mechanical and electrical equipment including a 150 mm forcemain from the pumping station along Old Highway 16, County Road 22 and an easement to the Waste Stabilization Ponds as well as a forcemain drainage chamber on County Road 22.

.../3





Ministry  
of the  
Environment

Ministère  
de  
l'Environnement

WED 11:25 MS THOMPSON 132 2nd

P. 84

Certificate of Approval (Sewage)  
Certificat d'autorisation (eaux usées)

Number / Numéro 3-1377-87-896  
(CONTINUED)

- 3 -

WASTE STABILIZATION PONDS

To be located to the east of Highway 416/County Road 22 intersection and on Lot 23 Concession 6. The proposed works involve a distribution chamber, intercell level control chamber, effluent control chamber with related outfall sewer northwesterly to the South Nation River, all related piping, valves, appurtenances as well as two sewage lagoon cells with a total water surface area of 6.86 hectares, a total storage capacity of 116,000 cubic metres and a berm elevation of 90.28 metres.

All in accordance with the preliminary design report dated June, 1987 and Addendum dated November, 1987 as prepared by M.S. Thompson & Associates Ltd., Consulting Engineers, at a total estimated cost, including engineering and contingencies, of THREE MILLION TEN THOUSAND SEVEN HUNDRED AND FORTY SEVEN DOLLARS (\$3,010,747.00), subject to the following special terms and conditions:

SPECIAL TERMS AND CONDITIONS

1. No portion of the works shall be constructed and no tenders for construction accepted on any portion of the works until final plans, specifications and engineer's report are submitted to and approved by the Director of the Approvals Branch, Ministry of the Environment.
2. The waste stabilization pond shall be operated on an annual discharge basis, the discharge time coinciding generally with peak flows in the receiving stream but not before March 15th nor after April 21st. The lagoon contents shall be discharged over a minimum period of 8 days, but in no case shall the discharge exceed 30 days.
3. The following effluent criteria shall be maintained:

Parameter

Maximum Concentration

BOD <sub>5</sub>	
Suspended Solids	25 mg/L
Total Phosphorus	30 mg/L
Ammonia	1 mg/L
Hydrogen Sulphide	20 mg/L
	5 mg/L

(a) "BOD<sub>5</sub>" means the parameter known as the five-day Biochemical Oxygen Demand, measured in unfiltered sample.

(b) "mg/L" means milligrams per litre.



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- \* 4. Non-compliance with respect to BOD<sub>5</sub>, suspended solids, ammonia, hydrogen sulphide, and phosphorus is considered to have occurred when the average mean of the BOD<sub>5</sub>, suspended solids, ammonia, hydrogen sulphide, and phosphorus concentrations in the samples taken as determined by the following sample procedure exceeds the concentrations in the above table.
5. The minimum sampling program to be followed in assessing non-compliance for BOD<sub>5</sub>, suspended solids, ammonia, hydrogen sulphide, and phosphorus is as follows:  
  
Two effluent samples (either grab or composite) are to be taken a week prior to discharge as well as two samples per week during the discharge period as part of a routine sampling program by the Corporation of the Township of Edwardsburgh ("the operating authority"), and supplemented by spot-sampling by the Ministry of the Environment staff as deemed necessary. The procedures to be followed in the routine sampling program shall be approved from time to time by the local District Officer in the Southeastern Region of the Ministry of the Environment.
- \* 6. The operating authority shall report the results of the monitoring program described in Condition No. 5 and shall report on compliance with Condition No. 2, including dates of discharge, to the District Officer for the Kingston District of the Ministry of the Environment by June 30 of each year.
- \* 7. The operating authority shall ensure that raw sewage is not entering the cell which is being discharged to the receiving stream, but shall divert that sewage to the other cell.
- \* 8. The operating authority shall consult with each individual landowner at the time of construction of the sanitary sewage system in order to provide the landowner with the most cost-effective and convenient location for the connecting link.
9. During construction of the lagoons, geotechnical inspections shall be carried out to find any pockets of sand or gravel in the base and sides of the lagoons. Any sand or gravel deposits shall be removed and replaced with a till material compacted to 95% Standard Proctor Density.

#### REASONS

The reasons for the imposition of these conditions are as follows:

The above condition No. 1 is to make the municipality aware that the Joint Board approves in principle the proposed works and is of the opinion that they may be carried out on the basis of sound planning engineering and environmental principles, notwithstanding that sufficient detailed designs of the works have not been submitted to the Director for a final technical determination.



Ministry  
of the  
Environment

Ministère  
de  
l'Environnement

Certificate of Approval (Sewage)  
Certificat d'autorisation (eaux usées)

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(CONTINUED)

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It is in the public interest to issue a conceptual approval in order that the municipality may know that the Joint Board approves of the general concept of the proposed works before the applicant is put to the expense of preparing detailed plans, specifications and an engineer's report and make whatever other arrangements necessary in connection with undertaking the works sufficient for the Director to give an approval to construct.

The reason for condition No. 2 is to ensure that only one discharge per year of treated effluent is made to the receiving watercourse, and that it is made during peak flow conditions in the watercourse. This will maximize the benefits of dilution of the treated effluent and assist in protection of the aquatic environment.

The dates of March 15th and April 21st generally coincide with peak flows in the spring of the year. The minimum discharge period of eight days is to ensure that the overall discharge rate will not cause water quality impairment. The 30 day maximum is required to ensure that the lagoon contents are not being discharged beyond the peak flow period.

Condition No. 3 represents the standard treatment policy levels, except for BOD<sub>5</sub>, which limit the effluent discharge parameters to levels in which detrimental water quality effects are minimized. Since the evidence at the hearing was that a maximum concentration of 25 mg/L BOD<sub>5</sub> could be consistently achieved, that higher standard is imposed.

The effluent criteria related to BOD<sub>5</sub> and suspended solids are being imposed to minimize adverse effects of oxygen demanding material discharged in the effluent on dissolved oxygen concentration in the receiving waters.

The effluent criteria related to phosphorus concentration is being imposed to protect aquatic life from adverse effects of eutrophication.

The effluent criteria related to ammonia and hydrogen sulphide is to ensure that the toxic effects of these constituents on the stream biota is minimized.

The reason for conditions No. 4 and No. 5 is to ensure that an adequate program to monitor the performance of the approved facility is carried out during the discharge period. It is being imposed to ensure compliance with surface water quality management policy two of the "Blue Book" (Water Management Goals, Policies and Objectives of MOE).

The type and frequency of samples during the discharge period is set out to ensure there is sufficiently detailed knowledge of effluent quality during the discharge period, and to allow the creation of a statistical database for future comparison and use.

.../6



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The reason for condition No. 6 is to ensure that documented records are available which will allow both the operating authority, the Ministry, and the public to be informed of the operation of the wastewater treatment system.

Condition No. 7 is imposed in order to ensure that raw sewage does not enter the receiving watercourse.

Condition No. 8 is imposed in response to a landowner's concern that the Township might require him to connect his sewer line to the main sanitary sewer in a location inconvenient and expensive for him. Each landowner is responsible for the costs of his connecting link. This condition merely codifies the stated practice of the Township.

The reason for Condition No. 9 is to ensure that the lagoon and berms will not allow waste water to leach through soils and contaminate ground or surface water.

THIS IS A TRUE COPY OF THE  
ORIGINAL CERTIFICATE MAILED  
JAN 20 1989

ON .....

  
(Signed)

Owner/Operator / Propriétaire/exploitant:

Township of Edwardsburgh  
 P.O. Box 129  
 Centre Street  
 Spencerville, Ontario  
 K0E 1X0

This approval is for / La présente autorisation s'applique:

A two cell sewage lagoon system with a total water surface area of 6.86 hectares, a total storage capacity of 116,000 cubic metres, and a berm elevation of 90.28 metres.

Located at / Situé(e)(s) à:

east of Highway 416/Country Road 22 intersection and on Lot 23, Concession 6, Township of Edwardsburgh

Your application has been reviewed on the basis of the information submitted and is approved under Section 8 of the Environmental Protection Act, subject to the terms and conditions stated below.

Nous avons étudié votre demande à la lumière des renseignements présentés et l'avons approuvée aux termes de l'article 8 de la Loi sur la protection de l'environnement, sous réserve toutefois des modalités et conditions stipulées ci-dessous.

THIS IS A TRUE COPY OF THE  
 ORIGINAL CERTIFICATE MAILED  
 ON JAN 20 1989

  
 (Signed)

DATED AT TORONTO this  
 DATÉ À TORONTO ce

10th

day of  
 jour d

January, 1989

Attn: -Mr. B. Casselman, Clerk, Twp. of Edwardsburgh  
 cc: -Mr. D. Guscott, MOE SE, Reg. Dir.

## NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

**1. The owner had not ensured that all equipment/components associated with the works was installed in accordance with the Environmental Compliance Approval.**

On November 5, 2019, the inspector conducted an inspection of the three pumping stations, control room/chemical building at the Spencerville Lagoon Site, lagoon cells, distribution chamber and effluent control chamber and observed that the processes and equipment in place on the day of the inspection matched the description in the ECA with the following exceptions:

The alum dosing equipment (chemical pump, chemical tank and injection system) is described in ECA # 3-1377-87-896 as being located at Pumping Station No. 1, located at the northwest side of Bennet Street and the South Nation River. Upon physical inspection the inspector observed a chemical storage and feed system for alum consisting of a 22,700 L (5000 gallon) above-ground storage tank (AGST) supported by a steel cradle system and two chemical metering pumps (one duty, one standby) housed within a control room/chemical building located at the Spencerville Lagoons site and not located at Pumping Station No. 1.

ECA # 3-1377-87-896 does not include a description of/mention the control room/chemical building located at the Spencerville Lagoons site.

ECA # 3-1377-87-896 does not include a description of the raw sewage flow metering chamber and raw sewage flow measurement and recording equipment (magnetic flow meter, totalizer and chart recorder) located within the control room/chemical building located at the Spencerville Lagoons site.

ECA # 3-1377-87-896 describes the Spencerville Lagoons being located east of the Highway 416/County Road 22 intersection and on Lot 23 Concession 6. The Spencerville Lagoons are located east of Highway 416/County Road 21 intersection at 2301 County Road 21, Spencerville, Ontario.

**Action(s) Required:**

During the next planned/scheduled alteration, upgrade or expansion of the Spencerville Lagoons sewage works the owner is required to include corrections for the discrepancies in the description of the sewage works identified above in any application to amend ECA # 3-1377-87-896 or when applying for a new ECA.