



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

**Monday, December 4, 2023, 6:30 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario**

- 1. Call to Order – Chair, Mayor Deschamps**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
- 5. Delegations and Presentations**
 - a. Optimist Club - Outdoor Rink/Recreation Pad Letter of Support - Brian Purcell
 - b. Jule Power - Electric Vehicle Charging Stations - Himanshu Sudan, CEO & Lara Coombs, Senior Advisor
- 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.
- 7. Discussion Items**
 - a. Boat Launching Options 2024
 - b. Implementing Official Plan Consent Policies - Hydrogeological Assessment and Terrain Analysis Revisions
- 8. Action/Information Items**
 - a. Application for Severance, 3302 Glen Smail Rd (Ryan)
 - b. Pre-Budget Approval - PSD Budget Software
 - c. 2024 COLA Approval
 - d. 2023 Year End Report
 - e. Indigenous Land Acknowledgement
 - f. Closed Road Allowance Request - 95 Froom Rd

- g. Canal Bank Cleanup - Bridge St. - Update
- h. Unmetered Residential Customers Assessment Results - Cardinal

- 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, November 13, 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 Chris Ward
John Hunter (Advisory Member)
Karen Roussy (Advisory Member)

REGRETS: Councillor Waddy Smail

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

OTHERS PRESENT: Steve Roberts, Fire Training Officer

1. Call to Order – Chair, Mayor Deschamps

Mayor Deschamps called the meeting to order at 6:40 p.m.

Chair acknowledged the delayed start time and recognized the long-term employee recipients for their service and dedication.

2. Approval of Agenda

Moved by: S. Dillabough

Seconded by: C. Ward

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof

- a. J. Martelle - Scott Road Transfer Station Waste Management Bylaw Update

Personally owned business previously involved with Transfer Station operations.

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

Nil

5. Delegations and Presentations

- a. South Nation Conservation Authority - Septic System Program - Alison McDonald

Ms. McDonald provided a brief overview and reminder of the variety of programs and services available through SNCA was provided to Committee. The primary focus of the presentation was to review the Septic program following the first year of transition from the health unit to SNCA. Highlights included number of staff, number of permits issued and site visits completed in the second half of 2022 and to date in 2023. It was noted that there is an inspector in Leeds and Grenville on a daily basis. SNCA emphasized the importance of the Township and residents obtaining value for the service and ensuring high quality functioning septic systems. SNCA is supportive of affordable housing and open to finding innovative and creative ways to adapt while ensuring development servicing is completed in a safe and appropriate manner.

Committee inquired on large scale rural systems, reduced lot size and additional residential units. SNCA noted that systems with a capacity of less than 10,000 liters per day are regulated through Part 8 of the Building Code and systems greater than 10,000 liters per day are regulated by MECP through and ECA. The program is generally receiving positive feedback following a few hiccups during the initial transition phase. Committee members noted speaking with two major installers in the area and agreed feedback was generally positive. SNCA will touch base with staff on a septic education program.

Committee members thanked SNCA for the presentation and a copy will be placed on file.

- b. Potentia Renewables Inc - Seeking Municipal Support for Battery Energy Storage Project - Will Patterson & Juliana Velez

The presenter provided a brief overview of the company and indicated that it is 100% Canadian owned, has 30% of the renewable energy projects in Ontario. It was noted that the company has expertise in energy storage however none in operation. The presenter highlighted the open house on November 7th with approximately 20 people in attendance, summarizing general support for setbacks and buffering, interest in the recycling

process and questions/concerns on fire risk. There would be an agreed upon Emergency Response Plan prepared and demands on the local department would be minor in nature. The project would establish an annual community benefit fund (CBF) throughout its operational life span. The quantum noted was \$500.00 per MW.

Committee members inquired on the indigenous consultation status and it was confirmed that a separate agreement outside the CBF would be in place. Committee received confirmation that this is a battery storage project and there is no intent or potential to convert to a wind or solar power project. It was noted that the storage project would support the needs of Eastern Ontario. Committee members noted there would be a requirement to have the CBF outlined and included as part of the letter of support/council resolution.

Committee members thanked Mr. Patterson for the presentation and a copy will be placed on file.

6. Consent Agenda

Moved by: S. Dillabough

Seconded by: C. Ward

That Committee recommend that the following consent agenda items be received as presented:

- a. 3rd Quarter Fire Report [See item 8a]
- b. 3rd Quarter Operations Report [See item 8b]

Carried

7. Discussion Items

- a. Future of Natural Gas Expansion - Discussion Paper

The committee members reviewed the draft response to the discussion paper issued by MOE. Suggestions included greater emphasis on residential home heating to fill the gap and incorporating previous delegation package information for additional background and context. A revised version will be prepared based on the feedback.

- b. Potentia Renewables Inc. Battery Energy Storage Project Request for Municipal Support

Committee members indicated general support for the project and the requirement to have the CBF outlined and included as part of the letter of support/council resolution. It was noted that there was openness to have further discussion on the community benefit fund should the project proceed. A resolution will be prepared for the November Council meeting.

8. Action/Information Items

- a. 3rd Quarter Fire Report - CONSENT

Moved by: S. Dillabough

Seconded by: C. Ward

That Committee receives the 3rd Quarter Fire Report as presented.

Carried

- b. 3rd Quarter Operations Report - CONSENT

Moved by: S. Dillabough

Seconded by: C. Ward

That Committee receives the 3rd Quarter Operations Report as presented.

Carried

- c. 2024 Township Pre-Budget Overview

The treasurer introduced the topic and targeted trying to achieve inflation or slightly below as the benchmark for adequately maintaining current levels of service. Any adjustments to levels of service would have a corresponding impact up or down. As background, the treasurer provided a 2023 tax collection review/analysis and spending analysis by municipal service before touching on impacts to 2024 tax collection. Operationally, some known or potential increases to the tax levy/funding include COLA, OPP fees, community grants and donations and a slight decrease in OMPF. The treasurer highlighted that we are still in an inflationary period and this will affect routine maintenance (fuel, parts, repairs and materials). The balancing factor is higher than expected interest rates. The draft 5-year capital plan was reviewed and will be further developed based on the asset management plan, level of service, strategic planning and additional input from Council. Clarification was provided on Reid Street and that underground infrastructure work would take place ahead of road resurfacing.

Committee members provided some initial comments and included concern with what appears to be a gap in recreational services around Spencerville and the need to undertake studies to have shelf ready projects available. Opportunities for study partnership with North Grenville may exist and suggestion to incorporate new arena build to coincide with decommissioning timetable of existing facility. Returning with options to make the basketball/tennis courts more useable without undertaking a full retrofit, grant writing support for applications, and additional planning support. The meeting schedule for upcoming budget discussion is:

Budget Meeting # 1 - January 8th COW-AO (Capital) - 6:30pm

Budget Meeting # 2 - January 25th Special COW-AO (Capital) – 5:00pm

Budget Meeting # 3 – February 12th COW-AO (Operating) – 6:30pm

Budget Meeting # 4 – February 22nd Special COW-AO (Operating) – 5:00pm

Budget Meeting # 5 – March 11th COW-AO Final (Consolidated) – 6:30pm

Calendar invites will be sent to committee members. Committee thanked the Treasurer for the presentation and a copy will be placed on file.

d. NFPA Certification Update

The FD Training Officer provided a high-level overview and background of the NFPA certification programs and a snapshot completion percentage of current membership. The timeline for full implementation is July 1, 2026. A NFPA 1001 FF level 2 program will take place in 2024 and upon its completion its estimated that close to 80% will have the minimum certification required through the Regulation. Committee members inquired about frequency of certification and what happens when new members come aboard after July 2026. The training officer confirmed that this is a one-time certification currently and an established set of expectations is under development so new members have a solid understanding of commitment upon joining the fire service. Committee members thanked the training officer for the report.

e. Surplus Fire Department Tanker Auction Results

Committee members sought clarification on whether the reserve was an interest bearing account.

Moved by: J. Martelle

Seconded by: C. Ward

That Committee recommend that Council direct the Treasurer to place \$70,762.50 from the sale of the surplus tanker into the fire department vehicle reserve fund.

Carried

f. Scott Road Transfer Station Waste Management Bylaw Update

J. Martelle declared a conflict on this item. (Personally owned business previously involved with Transfer Station operations. ;)

Councillor Martelle left the table and did not participate in the discussion

Staff provided a high-level overview of the updated bylaw. Committee members inquired on the pricing differences between the 2011 and proposed bylaw, hours of operation, accepting household hazardous

waste and removal of brush/leaf charge. The price differences relate to when the landfill site was in operation prior to shifting to a transfer site, an ECA amendment would be required to accept HHW or change hours of operation. Staff noted that a list of potential changes could be developed in preparation of one larger amendment verses a multitude of smaller amendments to save time and cost.

Councillor Martelle assumed his spot back at the table following vote.

Moved by: S. Dillabough

Seconded by: C. Ward

That Committee recommends that Council adopt the proposed updated Transfer Station Waste Management bylaw, as attached.

Carried

9. Councillor Inquiries/Notices of Motion

Deputy Mayor Dillabough inquired about moving current or adding christmas decorations to County Road 2 by the mall in Cardinal. The Deputy Mayor also inquired about the possibility of lighting the large tree at cenotaph and permission for the Cardinal Legion to use the two smaller trees for fundraising/decorating.

Councillor Martelle sought a status update on the canal bank stabilization report. It was noted that Staff are meeting with SNCA and Kollaard & Associates on November 14

Moved by: C. Ward

Seconded by: S. Dillabough

That Committee recommend that meeting curfew be extended beyond 10:00pm.

Carried

10. Mayor's Report

Nil

11. Question Period

Nil

12. Closed Session

Moved by: J. Martelle

Seconded by: S. Dillabough

THAT Committee proceeds into closed session at 9:48 p.m. in order to address a matter pertaining to:

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Operational Sustainability and Minutes of Closed Session dated September 11, 2023 and October 10, 2023.
- b. Section 239(2)(c) Acquisition or disposition of land by the municipality or local board; Specifically: Byers Road Property

Carried

- a. Section 239 (2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Operational Sustainability and Minutes of Closed Session dated September 11, 2023 and October 10, 2023
- b. Section 239 (2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Byers Rd Property

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT the closed session meeting of Committee does now adjourn and the open meeting does now resume at 10:47 p.m.

Carried

13. Report Out of Closed Session

Committee met and discussed personal matters about an identifiable individual, including municipal or local board employees; Specifically: Operational Sustainability and direction was provided to the CAO

Committee met and discussed a proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Byers Rd Property and direction was provided to the CAO

Moved by: C. Ward

Seconded by: J. Martelle

That Committee receives and approves the closed session minutes dated September 11, 2023 and October 10, 2023.

Carried

14. Adjournment

Moved by: S. Dillabough

Seconded by: J. Martelle

That Committee does now adjourn at 10:49 p.m.

Carried

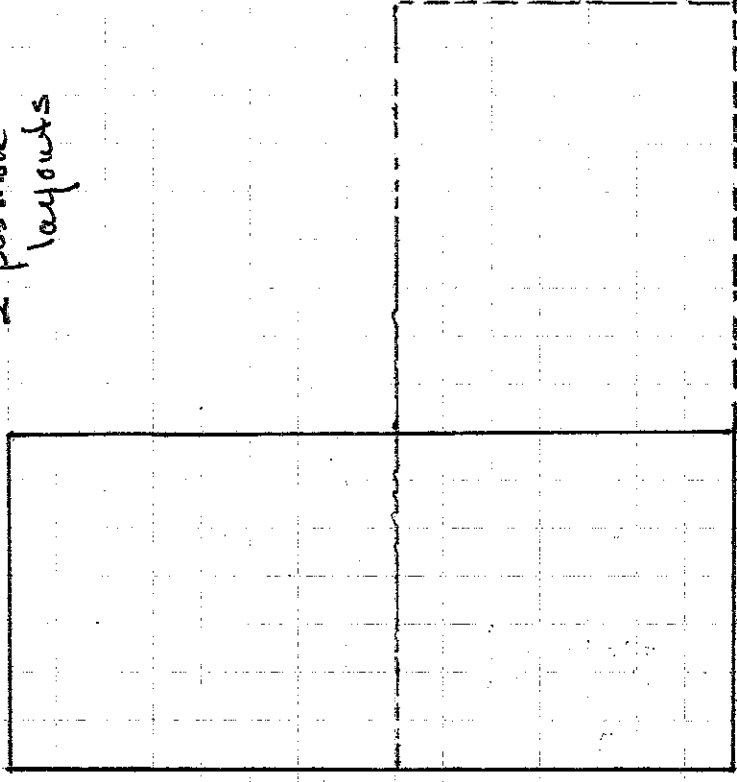
Chair

CAO

Optimist Recreation
Padi.

60'

2 possible
layouts



10'

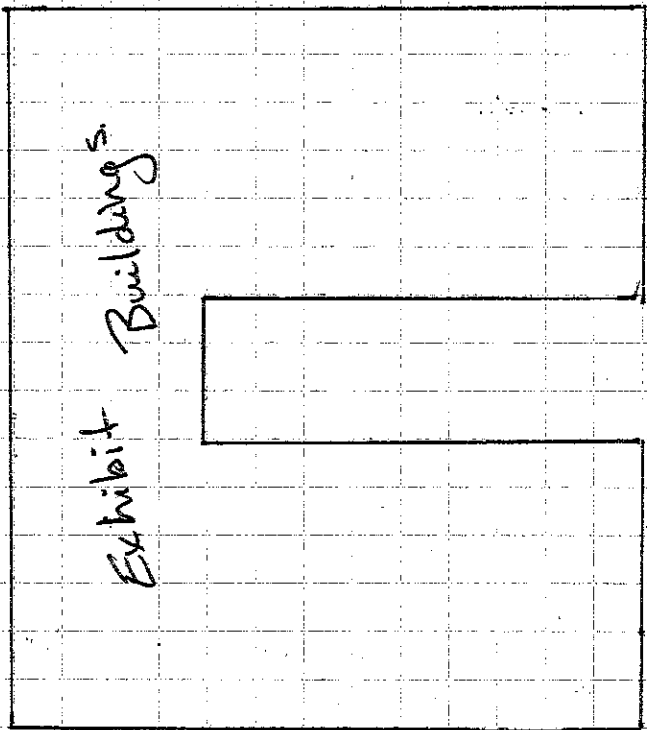


Exhibit Buildings

Ryan St.

Sloan St.

EC
Community Centre

Unlock your Power Potential

An EV Fast Charging + Energy Storage Company



Jule's Request of the Township of Edwardsburgh Cardinal

To place at least 2 or 4 Level 3 EV chargers at no cost to, Edwardsburgh Cardinal, at the following possible locations:

- Ingredion Centre, 4050 Dishaw St., Cardinal and Cardinal Community Pool, 4044 Dishaw St., Cardinal
- South Edwardsburgh Community Centre, 24 Sutton Dr., Johnstown
- Spencerville Community Centre, 22 Sloan St., Spencerville
- Township Hall, 18 Centre St., Spencerville
- Cardinal Waterfront, Cardinal

If Council chooses to proceed, Jule requires that Edwardsburgh Cardinal complete a Client Package and sign the MOU (see end of this deck) for each site as soon as possible so all information can be obtained, and the application be submitted to MTO before January 31, 2024.

A Trusted Partner Across Multiple Markets

CUSTOMERS AND SITE HOSTS



PUBLIC FUNDING PARTNERS



ZEVIP
Zero-Emission Vehicle
Infrastructure Program



NEVI
National Electric Vehicle
Infrastructure Program



CURRENT NETWORK

778,852

miles

Range Delivered

234

mWh

Energy Delivered

314

tonnes

CO2 Offset

An Integrated Platform Built on 10 Years of Experience & Innovation



FIRST ENERGY STORAGE PROJECT



DEVELOPMENT OF FIRST OF ITS KIND BATTERY INTEGRATED EV CHARGING SYSTEM



BUILDING CHARGING INFRASTRUCTURE IN CANADA



NEXT GENERATION TECHNOLOGY FOR CHARGER NETWORK MANAGEMENT SAAS



EXPANSION INTO U.S. WITH MICROGRID APPLICATIONS



DEPLOYING GRID OPTIMIZED EV CHARGING INFRASTRUCTURE

Notable Achievements

Funded by Sustainable Development Technology Canada in 2010
Utility grid-tied battery system for facility peak shaving

Three energy storage patents obtained
EV Charging funded by NSERC in 2017

Landmark Dividend purchase Jule's Ultra-fast EV chargers for Loblaws grocery stores across Toronto

Digitization of Charge Hub and transformation into an IoT Product
Developed partnerships with local transit authorities

Plug Power (PLUG) purchases Jule BESS to power hydrogen fuel cells
Full scale system production and manufacturing

Jule introduces CaaS model to Ford dealerships and wins National Electric Vehicle Infrastructure (NEVI) projects in Colorado, Kentucky & Alaska

2013

2017

2019

2020

2021

2023



Problems We Solve



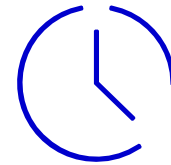
LARGE CAPITAL EXPENDITURES

Bringing high power to an existing site costs \$500K - \$1MM



HIGH OPERATING EXPENSES

Drawing high power puts stress on the grid, resulting in high demand charges



TIME INTENSIVE UTILITY UPGRADES

Bringing high power to an existing site can take 12-24 months



VARIABLE POWER DEMAND

A car charging at 50 kW has the same power draw as 41 homes¹

(1) EIA Electric Power Monthly Report- average home consumes ~10,000 kWh/ yr, resulting in a 1.2 kW power consumption.

Steady, Stable Power Supply



Ultra-fast charge in 15 minutes



Reduced operating costs



Reduced deployment time & utility connection costs



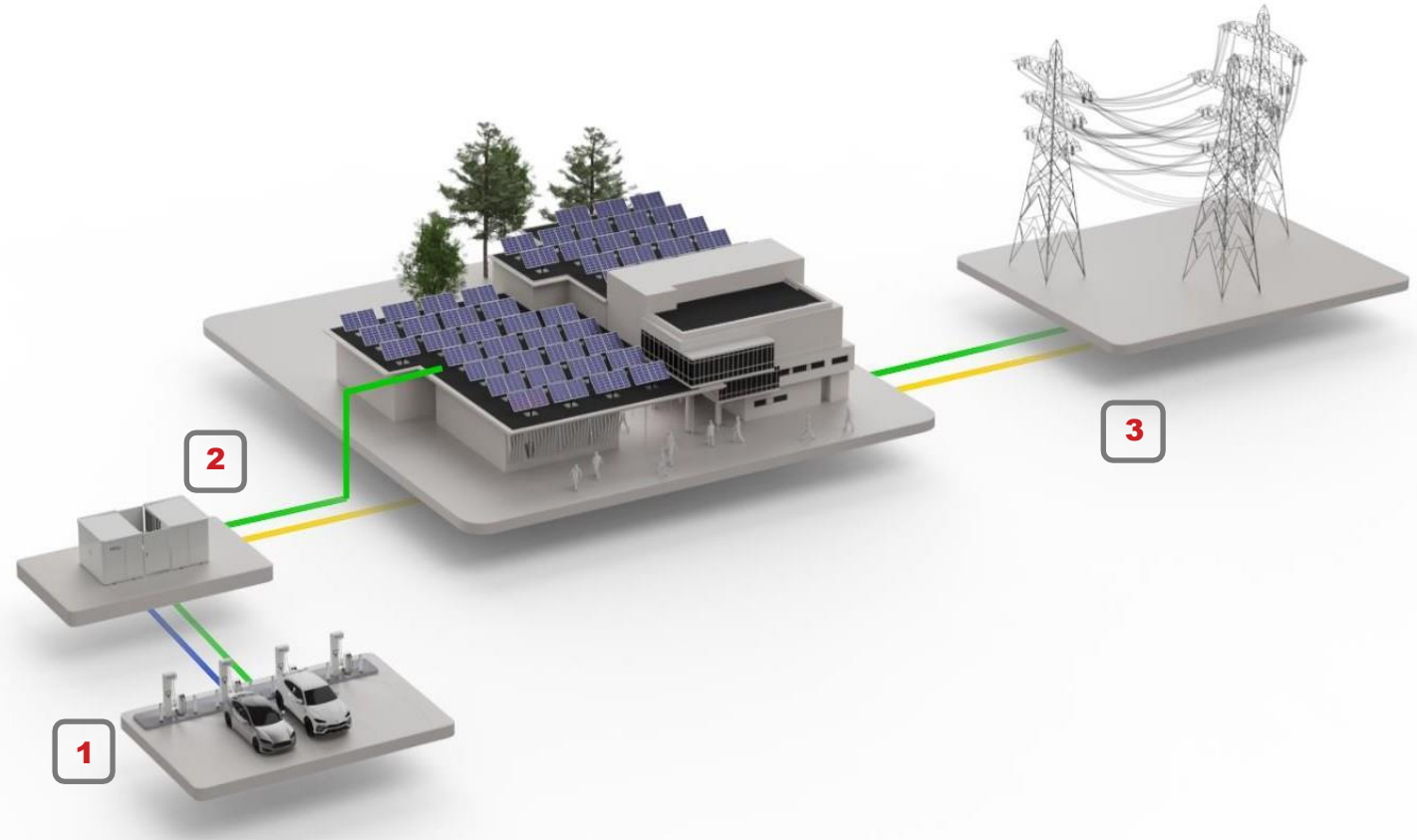
Connection in highly congested areas



Multi-car simultaneous charging



Next-gen ready



1 Jule Chargers
Allows customer to fully charge vehicles irrespective of grid power and without costly demand charges to the site host

2 Jule Hub
Storage allows for facility peak shaving and engage in time of use arbitrage for electricity cost savings

3 Electrical Grid
Provides Resilience to the Grid and uses the existing power infrastructure

Core Products



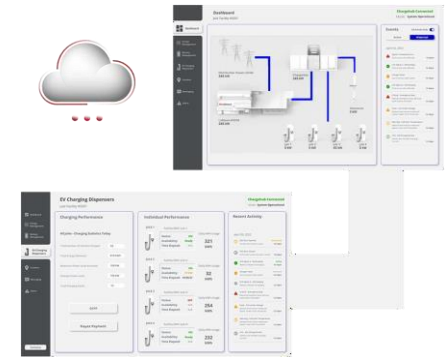
jule | Chargers

- Generate up to 350 kW
- Convenient payment transactions
- OCPP 1.6 with UL & ESA Compliance



jule | Hub

- 1 MWh of continuous energy supply
- Instantaneous discharge time
- Grid power quality correction



jule | Link

- Monitor performance conditions
- Control energy load shifting
- EV charging analytics

EV Fast Charging

Generate up to 350 kW of DC fast charging power to multiple EV's from as little as 50 kw drawn from the grid.

- Provide Industry Leading Charging Speeds
- Increase Customer Satisfaction
- Build Customer Loyalty



Notable Delivered Projects

Canadian Grocery Retailer

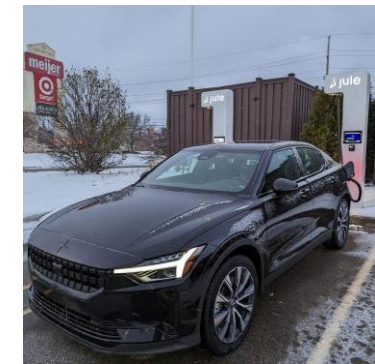
Toronto, Brampton, Kitchener, Kanata, Georgetown

Florida, Department of Environmental Protection

Naples, Palm Coast, Venice, Quincy

Trans-Canada Highway

Northern Ontario (3 Locations) & Manitoba (1 Location)



Energy Storage

Upgrade your site's electrical infrastructure without significant installation costs, all while lowering utility bills and increasing resiliency.

- Optimize your building's energy distribution
- 1 MW of continuous high power output
- Future-proof your site



Notable Delivered Projects

Grid Support

Alberta

Battery Energy Storage Systems

New York, California



Additional Revenue Streams

Electric Vehicle Charging

Client ability to structure pricing

- Revenue through direct sales of EV charging sessions

Demand Response Program

Energy Market Trading to support Grid Resiliency

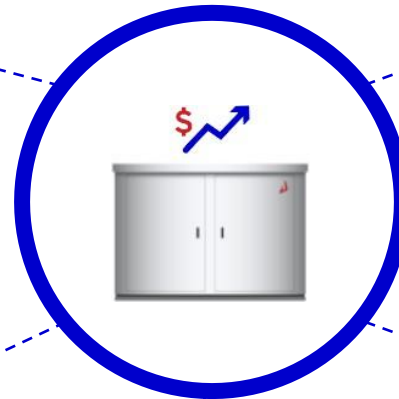
- Global Adjustment
- Peak Shaving
- Ancillary Service Value

LCFS Credits

Low Carbon Fuel Standard

Carbon Credit Programs provided by the Government

- Percentage of EV charging session sales are matched to support the expansion of EV infrastructure across Canada



Digital Advertising

Collaborate with Partners for Advertising Opportunities

- Utilize our EV charging platform to expand TPA + Partners brand exposure

Backup Power

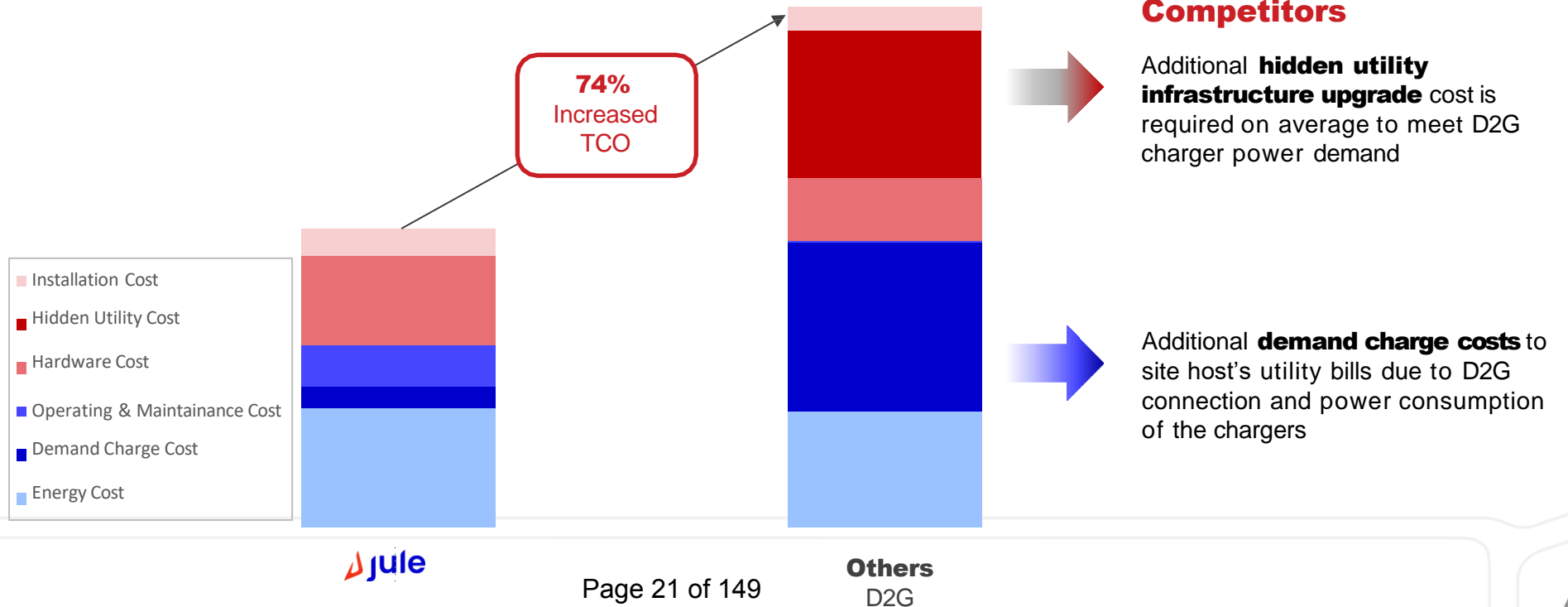
Savings from utilizing Energy Storage

- Eliminate the need for backup generators and cost of carbon tax with the Energy Storage System

Jule's Solution - Cost Advantage



Direct To Grid (D2G) DC fast charging providers appear cheaper due to lower hardware costs. Over their 10-year lifespan they end up being **74% more expensive** due to hidden utility costs incurred as a byproduct of their installation



Jule Fast Charger

- User Friendly
- Durable
- Configurable

350 kW

Dispenser Max Power

97 %

Charger Uptime

OCPP 1.6 + 2.0

Compliance Network

UL & ESA

Compliance Approved



Jule Hub

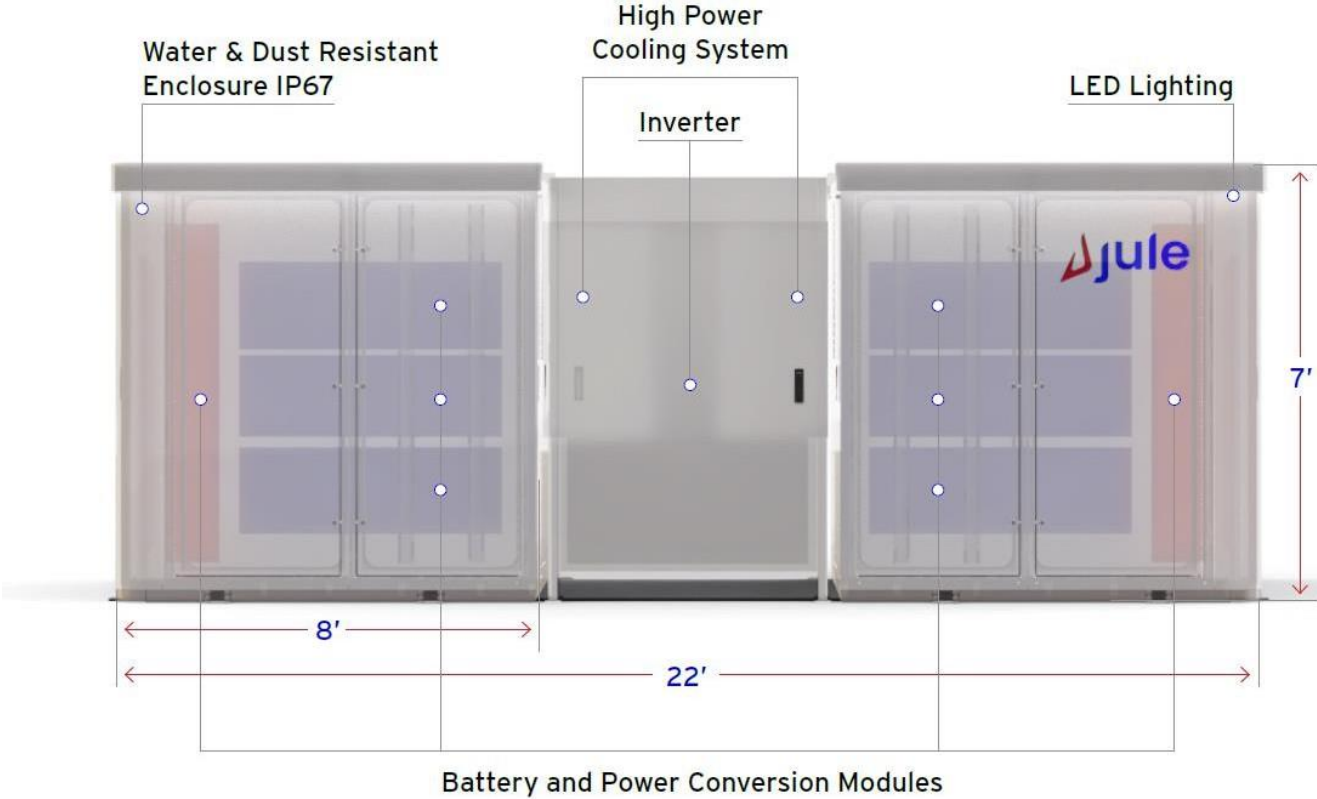
- Backup Power
- Utility Savings
- High Power Output

600 kW
Dispenser Max Power

165 – 330 A
Max Output Current

650 – 790 V
Energy Storage Voltage

1000 VDC
Max DC Output Voltage



Jule Hub Configurations



220 kWh

Dimensions
W x L x H

8 x 12 x 7 ft
2.4 x 3.7 x 2.1 m

Input Power
Recommended

45 kW

Max Power
Output

300 kW



440 kWh

12 x 22 x 7 ft
3.7 x 6.7 x 2.1 m

90 kW

600 kW



660 kWh

12 x 22 x 7 ft
3.7 x 6.7 x 2.1 m

125 kW

600 kW

MTO Electric Vehicle (EV) ChargeON Program Overview

The EV ChargeON Program provides funding for the installation of public EV chargers in Ontario communities outside major cities.

Goals are to:

- Increase the number of public EV charging stations throughout Ontario to build a more connected network
- Make public chargers more accessible and affordable
- Encourage people to switch to EVs

Eligible applicants, located and operating in Ontario include:

- Municipal governments, not-for-profit corporations, businesses, indigenous communities, organizations or businesses, broader public sector organizations

An applicant must be the current owner of the site or have written approval from the owner or Band Council to install and operate the charging station for a minimum of 5 years.

EV charging station sites must:

- be publicly accessible 24/7
- be located in a community with a population of 170,000 or less or in any indigenous community in Ontario
- at minimum, include at least one of:
 - 4 level ports
 - 1 Level 3 port and 1 Level 2 port
 - 2 Level 3 ports
- Include the following connector types:
 - Level 3 chargers: Combined Charging System (CCS) connectors must represent a minimum of 25% of the connectors at a site: remaining connectors may include CCS, NACS, and/or CHAdeMO
 - Level 2 chargers: SAEJ1772 standard connector

Thank you

Please reach out to our team for more information

 [**+1 \(855\) 567 – 5853**](tel:+18555675853)

 [**Sales@ecamion.com**](mailto:Sales@ecamion.com)

 [**www.julepower.com**](http://www.julepower.com)





EV ChargeON No-Cost Hosting Program Candidate Application Form Memorandum of Understanding





Candidate Agreement Overview

Jule ChargeON Compliant System

- (4) up to 200 kW chargers
- Made in Canada
- 24 x 7 Customer Support
- (1) 440 kWh Energy Storage
- UL and OCPP 2.0
- CCS and Tesla Compatible

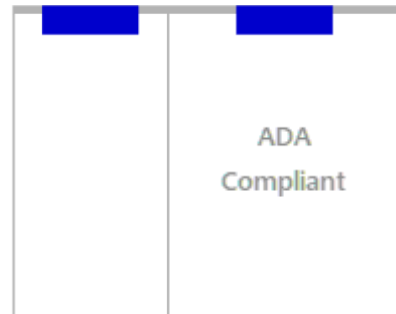
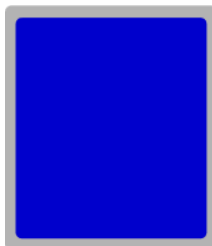
No – Cost Hosting Opportunity

Project costs range from CAD \$630,000 to \$650,000, **all at no expense to the Candidate.**
 Jule will pay a monthly fee of \$100 per parking space to rent the required parking lot spaces. *
 Jule will provide full O&M coverage, including property and equipment insurance.
 Jule will install a sub-meter and pay for all additional electricity costs.

Candidate Requirements

- **24x7 Public Access to Chargers**
- **Site Access Verification**
- **Installation Requirements**
- **Required Space for 220kW Jule System and 2 Jule chargers (Option 1)**

- Site Survey
- Utility Interconnection
- Trenching for Electrical Conduit
- Construction of Concrete Pads
- Charging Station Signage



- * (2) Parking Lot Spaces
- (1) 12' x 8' Energy Storage space

- **Required Space for 440kW Jule System and 4 Jule chargers (Option 2)**



* (4) Parking Lot Spaces
 (1) 24' x 11' Energy Storage space

CANDIDATE SITE ASSESMENT QUESTIONS

AUTHORIZED CONTACT INFORMATION	
Name (<i>First and Last</i>)	
Title	
Email Address	
Phone Number	
BUSINESS INFORMATION	
Business Name	
Business Address	
Type of Business	
Number of Properties within your group / franchise or that you have influence over?	
Geographic Location (section d)	
Site Name (max 100 characters)	
Description of Facility (e.g., convenience store, hospital)	
Site Address	
Town/City	
Province	
Postal Code	
Latitude	

Longitude	
Area description: Is the proposed Site located in a remote or wilderness area (i.e., undeveloped land, with no built infrastructure and amenities)? (yes/no)	<input type="checkbox"/> yes <input type="checkbox"/> no
Ownership and site access	
Building Ownership Status	<input type="checkbox"/> Owner <input type="checkbox"/> Lessee
Parking Lot Ownership Status	<input type="checkbox"/> Owner <input type="checkbox"/> Lessee
If Lessee* , please provide details of lease terms, expirations, and renewal or attach a copy to this Form.	
* Owner Contact Name	
* Owner Phone Number	
* Owner Email Address	
I have completed the site access form at the end of this application	<input type="checkbox"/>

SITE READINESS DETAILS	
Utility Company	
Utility Account Number	
Utility Bills	<input type="checkbox"/> Please Indicate if you can upload up to 12 months of prior utility bills
Electrical Contractor (If Known)	Company Name
	Contact Name
	Contact Email
Electrical Feed / Available Power	
<input type="checkbox"/>	PROVIDE A CLEAR PHOTO OF MAIN ELECTRICAL FEED NAMEPLATE In your electrical room, locate the disconnect panel – it has a lever or disconnect switch. On it, there's a nameplate label with specific details. Take many photos of the panels if unsure.

User Amenities and Signage (section L)

Washroom Access

- | | |
|--|---|
| <input type="checkbox"/> Washroom on site | <input type="checkbox"/> Washroom off site within 250m |
| <input type="checkbox"/> No washroom access | <input type="checkbox"/> Other |

Please describe the washroom access selected:

Other Amenities (within 250m)

- | | |
|--|--|
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Institutional |
| <input type="checkbox"/> Food and Beverage | <input type="checkbox"/> Lodging |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Recreation and Tourism | <input type="checkbox"/> Other |

Please describe the amenities selected:

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN ECAMION INC. & _____

This Memorandum of Understanding (hereinafter referred to as the "MOU") is made and entered into by and between eCAMION Inc., an Ontario company, residing at 450 Midwest Road, Scarborough, ON M1P 3A9 (hereinafter referred to as "**Jule**"), and _____, residing at _____, hereinafter referred to as "_____".

WHEREAS, Jule provides a variety of vehicle charging support services to owners of electric plug-in vehicles; and

WHEREAS, having charging stations onsite allows _____ to differentiate its location, attract customers, and promote sustainable and environmentally-sound transportation; and

WHEREAS, The EV ChargeON Program supports the installation of public electric vehicle (EV) Charging Stations in Ontario communities outside of large urban centres. The Program is administered by the Ministry of Transportation and aims to improve network coverage of EV fast chargers to reduce range anxiety by filling existing gaps and support long-distance travel; and

WHEREAS, Jule is applying for EV ChargeON grants in coordination with municipal partners; and

WHEREAS, _____ desires to participate in Jule's network of charging stations for electric vehicles funded by EV ChargeON grants in the Province of Ontario for an initial term not less than ten (10) years; and

WHEREAS, Jule and _____ contemplate entering into formal written Parking Lot License Agreements which shall specify with certainty all of the terms and conditions of a future relationship between the Jule and _____ with respect to the Subject Properties listed on **Exhibit A**, attached hereto and made a part hereof, that are awarded an EV ChargeON grant.

NOW, THEREFORE BE IT RESOLVED that Jule and _____ agree as follows:

1. Jule's responsibilities shall be as follows:

(a) Develop plans for installation of electric vehicle charging stations for each of the Subject Properties.

(b) Jule shall write the application for EV ChargeON grants for the Subject Properties in Ontario based upon the plans set forth in subsection 1(a) and pricing set forth in Section 2(a) and submit the application to EV ChargeON by the deadline of January 31, 2024.

(c) Jule has all necessary power and authority to enter into and perform its obligations hereunder and by proper action Jule has duly authorized the execution, delivery and performance of this MOU.

2. _____ responsibilities shall be as follows:

(a) In connection with the application for EV ChargeON grants for each of the Subject Properties _____ will be paid for either two of three (for option1) or four of the five (for option 2) parking spaces required to install an EV charging station at a monthly rate of \$100 each to be set forth in the Parking Lot License Agreement (Section 4).

(b) With respect to the EV ChargeON grants _____ agrees to provide reasonable assistance to Jule in obtaining such funding and agrees to support Jule's and _____ applications for the Subject Properties.

(c) _____ has all necessary power and authority to enter into and perform its obligations hereunder and by proper action _____ has duly authorized the execution, delivery and performance of this MOU.

(d) Jule shall fill out the application and _____ agrees to work with Jule to ensure any items needed for the application are received in time for the application to be submitted by January 31, 2024.

3. Jule and _____ shall abide by all pertinent Local, Provincial and Federal guidelines.

4. Jule holds the right to determine the number of charging dispensers to be installed at each subject property.

5. This MOU is solely a statement of the general understanding of the parties and shall be effective to bind both parties to negotiate in good faith and agree upon Parking Lot License Agreements for each of the Subject Properties awarded EV ChargeON grants. The term of this MOU shall remain in effect for a period not to exceed 12 months.

6. The terms of this MOU shall become effective only upon approval and execution of Jule and approval and execution of _____

IN WITNESS WHEREOF, Jule and _____ have executed this Memorandum of Understanding on this the _____ day of _____, 2023.

ECAMION INC.

By: _____
Its: Duly Authorized Officer

By: _____
Its: Duly Authorized Officer

Name (Printed)

Name (Printed)

Title

Title

Site Access Verification Form



Electric Vehicle (EV) ChargeON Program

Applicants to the EV ChargeON Program that do not own the property where the infrastructure is to be located, must provide the Ministry of Transportation with the assurance that the construction or installation of the infrastructure is authorized by the property owner.

This form is to be completed by the property owner. The Ministry of Transportation reserves the right to require that the Applicant and property owner provide further information as required in order to review and approve the application.

TO: HIS MAJESTY THE KING IN RIGHT OF CANADA, as represented by the Minister of Transportation, Ontario.

AND TO: _____

(The Applicant)

Conditional upon the Ministry of Transportation and the Applicant entering into an Agreement regarding the funding of the Project described in Electric Vehicle ChargeON Program Application Form, and in consideration of the benefits resulting from the property improvements that will accrue to

(The property owner)

from the implementation of such Project, the property owner hereby warrants that it is the owner of the land(s) at the following address(es):

(full address of the Project Site)

and hereby authorizes the installation or construction of infrastructure on that property.

Property owner

(signature)

Name

(please print)

Date



**TOWNSHIP OF EDWARDSBURGH CARDINAL
DISCUSSION ITEM**

Committee: Committee of the Whole - Administration & Operations

Date: December 4, 2023

Department: Parks / Recreation & Facilities

Topic: Boat Launching Options 2024

Background: In the Spring of 2020 the Township was given a presentation from Nice Launch, a company that specializes in standalone units for parking lots and boat launches to allow the public to purchase tickets for launching their boats. In May of 2020 the following recommendation was presented to council, which ultimately was defeated.

Recommendation: Contract with Nice Launch on a 2-year contract to provide a Boat Launch App & Dive Site registration form at a cost of \$ 7,500, plus a 10% administration fee per booking should council wish to create a fee for non-residents and that the funding be taken from the Township Modernization reserve fund.

In May of this year the Township posted the following signs at the boat launch in Cardinal:

“Notice to Boat Launch Users, the Township will be implementing a charge for launching your boat. The launch fee/permit will take effect January 1, 2024.

The fee will be used to help reinvest in the boat launch area assets to maintain in good working order for the continued use and enjoyment.”

Staff contacted other municipalities regarding their launching fees where some have a parking lot fee but no charge to launch boats.

Brockville	Parking fee only
Gananoque	Parking fee only
North Grenville	No fee
Rideau Lakes	3 launches have a parking fee

Staff understands the focus to be more toward non-resident use than our Township residents. However, the options for discussion include both:

1. Opening weekend (\$ 20.00) fee to launch, all users (collected onsite by staff or online)
2. Opening weekend (\$ 20.00) fee to launch for non-residents (collected onsite by staff or online)
3. Have a web based system for all users to pay for launching (single day & yearly fee)
4. Have a web based system for non-residents to pay for launching (single day & yearly fee online)

The web-based option would be run in house by staff creating a template, users would scan a QR Code onsite and fill out the quick and easy form which payment would be required. This system would generate a list of users for the day that staff including By-Law would be able enforce. This type of payment option could also be used at the Galop Canal should we wish to charge overnight boaters. This QR Code system could also be done in advance of a boater coming to the launch area and would be heavily promoted on our social media platforms.



Facilities Manager

Committee: Committee of the Whole – Administration and Operations

Date: December 4, 2023

Department: Community Development

Topic: Implementing Official Plan Consent Policies - Hydrogeological Assessments and Terrain Analysis (Revision)

Background: At the Committee of the Whole – Community Development meeting on November 6, Committee reviewed a draft resolution that outlines the circumstances where a scoped hydrogeological assessment and terrain analysis would be considered a reasonable condition of a severance application. The resolution was drafted to demonstrate how the Township’s proposed Official Plan and Zoning Bylaw Amendment would comply with Provincial policies, where a reduced lot size of 0.4ha is proposed.

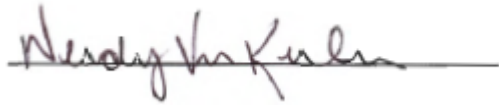
At the November meeting, Committee requested that the draft resolution be revised by staff, reducing the instances where the study would be required. Some members indicated that the study would be appropriate for lots that are under 0.4ha.

The resolution was prepared with guidance from a professional hydrogeologist. While staff do not have the expertise to determine the areas where study requirements can be further reduced, the implementation tool (resolution) allows for the study to be scoped by a qualified professional.

The Ministry of Environment, Conservation and Parks shared feedback with the Township on November 17th, indicating that the D-5-4 guideline is generally consistent with the implementation procedures outlined in the draft resolution. The Ministry shares that the goal of the technical documents and relevant provincial policy is to ensure approval authorities are making decisions which protect public health and safety and minimize municipal liability in approving planning applications. Their comments advise that much of Eastern Ontario is designated a highly vulnerable aquifer, hence the need for a precautionary approach necessitating study and evaluation by qualified professionals.

The final report by Novatech regarding the Official Plan and Zoning Bylaw Amendment is also provided as an attachment to this report, along with all written comments received to date for the proposed amendments. The proposed amendment and final report will be included on the December 11th Council agenda.

The attached draft resolution includes staff's understanding of Committee's requested revisions. Additional changes can be made with more feedback from Committee.

A handwritten signature in cursive script, appearing to read "Nancy Van Kester", written over a horizontal line.

Community Development Coordinator

A handwritten signature in cursive script, appearing to read "David Scott", written over a horizontal line.

CAO

**IMPLEMENTING OFFICIAL PLAN CONSENT POLICIES
FOR HYDROGEOLOGICAL ASSESSMENT & TERRAIN ANALYSIS**

WHEREAS Section 1.6.6.4 of The Provincial Policy Statement, 2020 permits individual on-site sewage and water services when municipal or private communal services are not available, provided that site conditions are suitable for the long-term provision of such services with no negative impacts;

AND WHEREAS The Provincial Policy Statement provides that Negative impacts should be assessed through environmental studies including hydrogeological or water quality impact assessments, in accordance with provincial standards;

AND WHEREAS The determination of site suitability for proposed sewage disposal systems, and the environmental sustainability of development (i.e. long-term protection of groundwater) and a suitable water supply, are important considerations in development (including lot creation) on private and partial services;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal hereby directs that the need for a condition on a severance application, with respect to groundwater assessment on the suitability of the quantity and quality of groundwater to service a new lot to be severed, be considered on a case-by-case basis, rather than be a standard condition of severance approval applicable to all new lot severance applications;

AND THAT Council directs that under the following circumstances, a scoped terrain analysis and/or a hydrogeological report demonstrating that the proposal will not have an adverse effect upon the environment or public health is a reasonable condition of severance approval under the following circumstances:

- When the lot(s) to be created:
 - are undeveloped; and
 - require partial or private services; and
 - are less than ~~2.47~~ 1 acres (0.4 ha) in size;

OR

- Where the new lot(s) is in an area that raises potential influence in relation to a waste disposal site, or an active quarry operation or in an area that otherwise raises ground water quantity/quality impacts on the proposed severed lot;

AND THAT the terrain analysis and hydrogeological report shall be prepared by a qualified professional in the Province of Ontario, demonstrating that the site conditions are suitable for the long-term provision of private services with no negative impacts in accordance with Ministry of Environment, Conservation and Parks guidelines and regulations, and that there is no negative environmental impact (or cumulative negative impact) resulting from the use of on-site private water and sewage services;

AND THAT where recommendations are made within the report that would reduce or eliminate adverse effects upon the environment or public health, Council may require that the property owner enter into a development agreement with the Township in accordance with the Planning Act.

MEMORANDUM

DATE: NOVEMBER 23, 2023

TO: TOWNSHIP OF EDWARDSBURGH CARDINAL – COMMITTEE OF WHOLE – COMMUNITY DEVELOPMENT

FROM: NOVATECH

RE: OFFICIAL PLAN AMENDMENT NO 2 AND GENERAL ZONING BY-LAW AMENDMENT ADOPTION CONSIDERATION
OUR FILE: 123068

1. Background and Proposed Amendments

The Township has expressed interest in reducing the minimum lot area requirements as a means to support additional housing opportunities within the Township’s rural area. The Township’s Committee of Whole - Community Development provided direction in September 2023 to schedule an open house and public meeting regarding Township initiated proposed amendments to the Official Plan and Zoning By-law to reduce the minimum lot area requirement for residential properties within the Township’s rural area from 1 ha to 0.4 ha.

Official Plan Amendment No. 2

Section 7.1.1.1 of the Township’s Official Plan is proposed to be revised to reduce the minimum lot area requirement of 1.0 hectare (2.47 acres) to 0.4 hectares (1 acre). Section 7.1.1.1 is also proposed to be revised to address servicing and states that an applicant may be required to demonstrate that where a proposed lot is less than 1.0 hectare that the lot can be adequately serviced through the preparation of a hydrogeological assessment and terrain analysis. Other sections of the Official Plan are proposed to be amended to ensure internal consistency and to enhance existing policies with respect to ensuring development can be supported with appropriate servicing.

The proposed amendment would establish a minimum lot area requirement of 0.4 hectares for new lots created within the Township either by consent or plan of subdivision. All other policies with respect to land division within the Township will continue to apply.

Attachment A includes a copy of the Official Plan amendment.

General Zoning By-law Amendment

A zoning by-law amendment has also been prepared to implement the Official Plan amendment which would establish a minimum lot area of 0.4 hectares. The amendment proposes to reduce the minimum required lot area to 0.4 hectares and minimum lot frontage to 45m for the Rural (RU) and Limited Services Residential (RLS) zones.

Attachment B includes a copy of the Zoning By-law amendment.

2. Public and Agency Consultation

Public Meeting

A public open house and public meeting were held on November 20th at the Johnstown Community Centre. Oral comments were received from two members of the public expressing support for the proposed lot area reduction and concerns to ensure water supply is appropriately addressed.

Written Submissions

Written comments were received in support of the amendment by members of the public. One comment was received noting concerns for inadequate water supply and sewage contaminants on smaller lots and that the amendment should also consider amendments for development on existing lots where located within 500m of nearby quarries. The proposed amendment includes added policy that would allow the Township to request a hydrogeological assessment and terrain analysis for lots proposed under 1 ha. With respect to comments regarding quarry setbacks, these provisions are included in the Zoning By-law to ensure mineral aggregate resources and existing quarry operations are protected from encroaching incompatible land uses, such as residences, as required by provincial interests and local policy. Revisions to this section of the Zoning By-law are not proposed with this Township amendment for reduced lot area requirements in the rural area.

Enbridge and Bell expressed no concerns with the proposed amendments.

The South Nation Conservation Authority noted that they have no specific comments on the proposed amendments and stated that *'In principle, the reduced size is generally sufficient for a private conventional septic system. Lots may need to be larger where there are constraints due to setbacks requirements in the Ontario Building Code, but this should be addressed in Section 5.4.10 and identified in servicing reports.'*

The Ministry of Environment, Conservation and Parks (MECP) provided comments on the proposed amendment noting that smaller lot sizes can be considered and supported through appropriate study and analysis. MECP also reiterated the goal of MECP's technical documents and provincial policy is to ensure approval authorities are making decisions that protect public health and safety, ground water quality and quantity and to minimize municipal liability. The MECP also stated that, *'In the absence of the November 6th implementation document, it is unclear how the proposed official plan and zoning by-law amendment will appropriately implement relevant provincial policy including, PPS policy 2.2.1 f) 2.2.1 g) and 2.2.2. and the technical guidance provided in MECP's D-series guidelines.'*

3. Planning Discussion

Details of the planning basis for Official Plan Amendment No 2. are provided within the Official Plan amendment (Attachment A).

It is understood that an implementation policy report regarding hydrogeological assessments and terrain analysis was provided to Committee of Whole – Community Development on November 6, 2023. This report included a recommended policy framework, which was prepared in consultation with a hydrogeologist from JP2G, that would provide guidance for when a hydrogeological assessment and terrain analysis should be requested as a reasonable condition. The proposed framework is intended to ensure Section 1.6.6.4 of the Provincial Policy Statement and provincial guidelines regarding private services are being implemented in planning decisions to ensure the long-term provision of private services and ensure protection of public health and the environment. The proposed framework would also ensure a consistent and fair approach is implemented when reviewing severance applications in the Township.

It is recommended that the implementation policy be adopted by Council, in conjunction with the proposed Official Plan amendment, to ensure servicing requirements are considered for lot creation. This would also ensure MECP comments regarding implementation are considered in Council's decision on the proposed Official Plan amendment.

It is also further recommended that this implementation framework be provided to the United Counties of Leeds and Grenville as part of the Official Plan amendment submission, should this framework be adopted by Council.

4. Next Steps

Official Plan Amendment No. 2 has been prepared for Council adoption which would reduce the minimum lot requirement from 1 hectare to 0.4 hectares and establish enhanced policies to ensure appropriate levels of services are provided. Further, a zoning by-law amendment has also been prepared to reduce the minimum required lot area to 0.4 hectares and minimum lot frontage to 45m for the Rural (RU) and Limited Services Residential (RLS) zones, consistent with the Official Plan amendment.

Once Council has adopted the proposed amendments to the Township's Official Plan, the amendment will need to be submitted to the United Counties of Leeds and Grenville for final approval. The proposed zoning by-law amendment, if approved by the Township, would not come into effect until the Official Plan amendment is approved by the Counties.

Sincerely,

NOVATECH



Jordan Jackson, MCIP, RPP
Project Planner

Attachment A – Official Plan Amendment Package
Attachment B – Zoning By-law Amendment Package

**OFFICIAL PLAN AMENDMENT NO. 2
TO THE OFFICIAL PLAN OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL
(Reduced Minimum Lot Area Requirements)**

Prepared By:

NOVATECH

Engineers, Planners & Landscape Architects

Suite 200, 240 Michael Cowpland Drive

Ottawa, Ontario K2M 1P6

tel: (613) 254-9643

fax: (613) 254-5867

File Number: 123068

Date: November 23, 2023

THIS IS HEREBY CERTIFIED AS THE ORIGINAL
COPY/DUPLICATE COPY OF OFFICIAL PLAN AMENDMENT NO. 2
OF THE TOWNSHIP OF EDWARDSBURGH CARDINAL

**TOWNSHIP OF EDWARDSBURGH CARDINAL
BY-LAW NO. _____**

**Being an Adoption By-law for Amendment No. 2 to the
Official Plan of the Township of Edwardsburgh Cardinal**

The Council of the Township of Edwardsburgh Cardinal, pursuant to Section 17(22) of the *Planning Act*, R.S.O., 1990, Chapter P.13, as amended, hereby enacts as follows:

1. Amendment No. 2 to the Official Plan of the Township of Edwardsburgh Cardinal, is hereby adopted.
2. This By-law shall come into force and take effect on the day of the final passing thereof.

This By-law read a first time this _____ day of _____, 2023.

This By-law read a second time this _____ day of _____, 2023.

This By-law read a third time and finally passed this _____ day of _____, 2023.

Head of Council

CORPORATE SEAL
OF TOWNSHIP

Clerk

Certified that the above is a true copy of By-law No. _____ as enacted and passed by the Council of the Township of Edwardsburgh Cardinal, on the _____ day of _____, 2023.

Clerk

**AMENDMENT NO. 2 TO THE OFFICIAL PLAN
OF THE TOWNSHIP OF EDWARDSBURGH CARDINAL**

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**AMENDMENT NO. 2 TO THE OFFICIAL PLAN
OF THE TOWNSHIP OF EDWARDSBURGH CARDINAL**

PART A The Preamble does not constitute part of this Amendment.

PART B The Amendment, consisting of text policy changes to the Official Plan constitutes Amendment No. 2 to the Official Plan of the Township of Edwardsburgh Cardinal.

PART C The Appendices which are attached do not constitute part of this Amendment. These appendices contain the notice of the public meeting, the minutes of the public meeting and various other items forming part of the record.

PART A - THE PREAMBLE

1. Title

The title of the Amendment is “Official Plan Amendment No. 2 to the Official Plan of the Township of Edwardsburgh Cardinal”, herein referred to as Amendment No. 2.

2. Purpose and Effect

Amendment No. 2 is a Township-initiated Amendment to the Official Plan of the Township of Edwardsburgh Cardinal. The purpose of the Amendment is to revise policies to reduce the minimum lot area requirement from 1.0 hectare to 0.4 hectares throughout the Township.

The effect of the amendment would be to establish a new minimum lot area requirement of 0.4 hectares for new lots created within the Township. The amendment would reduce the minimum lot area requirement for residential properties within the Township where development is to occur on private or partial services.

3. Location

Official Plan Amendment No. 2 is an amendment to text only and will apply to all lands in the Township of Edwardsburgh Cardinal.

4. Basis of the Amendment

The Township’s Official Plan was approved in January 2020 by the United Counties of Leeds and Grenville. When the Township’s Plan was updated in 2020, existing policies with respect to establishing a minimum lot area of 1.0 hectare was maintained from the 2012 Official Plan. The Township’s Official Plan states that “With the exception of the village of Cardinal where there are full municipal water and sewage services, the minimum lot area shall be generally no less than 1.0 hectare.” (Section 7.1.1.1).

As a means to support additional housing opportunities within the Township’s rural area, Township Council has expressed interest to reduce the minimum lot area requirements for residential lots on private or partial services. This Official Plan amendment would establish a minimum lot area standard of 0.4 hectares (1 acre).

The Provincial Policy Statement 2020 (PPS) came into effect on May 1, 2020 following the approval of the Township’s Official Plan in January 2020. The PPS provides a policy framework for regulating development, land uses and growth and development within Ontario. The PPS states that settlement areas shall be the focus of growth and development including rural settlement areas in rural areas (Section 1.1.3.1 and Section 1.1.4.2). The PPS also states that growth and development may be directed to rural lands in accordance with Section 1.1.5 of the PPS (Section 1.1.4.4). The Township of Edwardsburgh Cardinal is comprised of various land uses including a mix of urban and rural settlement areas where partial or municipal services exist and vast rural landscapes supporting agricultural, natural and cultural resources and other rural land uses.

Section 1.1.5 of the PPS provides policy for rural lands within municipalities. Section 1.1.5.2 identifies various land uses that may be permitted on rural lands and states that residential development, including lot creation, that is locally appropriate are permitted. Further, it is policy that development that is compatible with the rural landscape and can be sustained by

rural service levels should be promoted (Section 1.1.5.4). Section 1.4 of the PPS provides policy direction for housing. Section 1.4.3 requires planning authorities to provide an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by permitting and facilitating all housing options.

In addition to ensuring development can be sustained by rural services, the PPS also establishes a hierarchy of servicing with full municipal services, within settlement areas, being the preferred form of servicing to support growth, protect the environment and minimize risks to public health and safety (Section 1.6.6.2). In the case of rural lands, Section 1.6.6.4 of the PPS states that where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

On February 19, 2016, the United Counties of Leeds and Grenville Official Plan was approved by the Minister of Municipal Affairs and Housing. The United Counties Official Plan provides a policy framework for growth and development throughout the Counties to a planning horizon of 2031. Consistent with the policy objectives of the PPS, the Counties Plan directs that settlement areas be the focus of growth including residential development (Section 2.3.1 a)). While recognizing that the United Counties is comprised of urban, rural and agricultural landscapes, Section 3.3 of the Counties Plan provides policy for development on rural lands. Section 3.3.1 e) of the Plan states that one of the objectives of the rural lands are to promote limited development that is compatible with the rural landscape and character and can be sustained by rural service levels, which generally includes individual on-site sewage and individual on-site water services. Further, Section 3.3.2 a) iii. states one of the primary uses of rural lands will be for limited residential development, which will be defined in local municipal Official Plans. Section 3.3.2 a) also states that local municipalities will establish policies in their Official Plans related to rural residential development which may be accommodated on rural lands without compromising the rural character of these lands. With regards to lot creation, the Counties Plan states that lot creation in the rural lands will only be permitted in accordance with policies of the Counties Plan and the local municipal Official Plan (Section 3.3.3 I)). As permitted by the Counties Plan, the Township is proposing to revise lot creation policies of the 2020 Official Plan to establish a minimum lot area of 0.4 hectares.

The Township's Official Plan was approved by the United Counties of Leeds and Grenville on January 23, 2020 which is intended to guide land uses until the year 2031. As noted, the Township is comprised of a mix of land uses including serviced and un-serviced settlement areas, significant industrial areas, aggregate, rural and agricultural lands as well as natural heritage resources. Section 3.1.2 of the Township's Plan states that over the next 20 years development on existing lots and new lots to be created by consent and plan of subdivision shall occur primarily within the limits of the Township's Settlement Policy Area designations. Further, Council has established a target for 60% of new development to occur within the Township's urban and rural settlement areas and 40% in rural areas.

Section 3.4 of the Plan provides goals, objectives and policies for development within the Township's Rural Policy Area. The Plan recognizes that in order to maintain and protect the character and identify of the Township's Rural Policy Area, it is important to avoid inefficient land use patterns such as strip or scattered development to minimize incompatibility between land uses and to minimize adverse environmental impacts. The Plan includes policies aimed at limiting residential lot creation within the rural area and avoiding inefficient land use

patterns. The Township has experienced the majority of its residential growth with respect to lot creation and building permit issuance since 2012 to be focused within the Township's rural area, outside of its urban and rural settlement area boundaries.

Section 7.1.1 of the Township's Official Plan establishes general policies that apply to all lot creation whether through the consent or plan of subdivision/condominium process. Section 7.1.1.1 (General Policies) establishes a minimum lot area of 1.0 hectare for lots which do not require full municipal water and sewage services. The Township has identified that the minimum lot area requirement of 1.0 hectare (2.47 acres) is a consent eligibility criterion that often hinders an applicant from proceeding through the formal consent process as their lands are not large enough to be further divided. A minimum lot area of 1.0 hectare requires, among other Official Plan criteria, that a property be a minimum of 2.0 hectares (4.94 acres) in order to be considered eligible for consent.

Through this proposed Official Plan amendment, Section 7.1.1.1 is proposed to be revised to reduce the minimum lot area requirement of 1.0 hectare (2.47 acres) to 0.4 hectares (1 acre). The proposed policy would establish a minimum lot size of 0.4 hectares. Section 7.1.1.1 is also proposed to be revised to address servicing and states that an applicant may be required to demonstrate that where a lot is proposed less than 1.0 hectare that the lot can be adequately serviced through the preparation of a hydrogeological assessment and terrain analysis.

The Province has established two guidelines (D-5-4 & D-5-5) to assist municipalities in determining whether on-site sewage and water services are appropriate for proposed development and are used to implement the PPS to ensure there are no negative effects as a result of a development proposal. In accordance with D-Series Guideline D-5-4, "Where proposed lot sizes are less than one hectare, the proponent and/or the consultant is/are responsible for assessing the potential risk to groundwater". A hydrogeological assessment and terrain analysis is necessary to ensure that private services are appropriate and would not negatively impact the environment and public health, consistent with Provincial requirements. The proposed policy is intended to enhance existing policies to ensure development can be provided with appropriate and adequate services and give the Township the authority to request this study when considered locally appropriate for the review of a consent application.

All other policies with respect to land division will be maintained to limit development within the Township's rural area. Policies related to lot creation within the Township's agricultural areas are not proposed to be amended. It is Council's intent that the proposed lot area reduction will support housing opportunities within the Township.

Other sections of the Official Plan are proposed to be amended to ensure internal consistency and to enhance existing policies with respect to ensuring development can be supported with appropriate servicing.

The proposed amendment is consistent with the applicable policies of the Provincial Policy Statement 2020 and the United Counties of Leeds and Grenville Official Plan, as amended, which permit locally appropriate lot creation policies for the rural area.

In addition to this Township Official Plan amendment, Council is proposing to amend the Township's Zoning By-law to establish a minimum lot area of 0.4 hectares and a minimum lot frontage of 45m for the Rural (RU) zone and Limited Services Residential (RLS) zones. The

purpose of the Zoning By-law amendment is to implement the proposed minimum lot area being established through Official Plan Amendment No. 2.

PART B - THE AMENDMENT

1. Introduction

All of this part of the document entitled **PART B - THE AMENDMENT**, provides text changes that constitute Amendment No. 2 to the Official Plan of the Township of Edwardsburgh Cardinal.

2. Details of the Amendment

The Official Plan for the Township of Edwardsburgh Cardinal is hereby amended as follows:

1. That Section 3.4.2 be amended by adding the text '*and can be sustained by rural service levels*' to the end of the first sentence.
2. That Section 5.4.7 be amended by replacing the first sentence with the following text:

The determination of site suitability for proposed sewage disposal systems, and the environmental sustainability of development (i.e. long-term protection of groundwater) and a suitable water supply, are important considerations in development (including lot creation) on private and partial services.
3. That Section 5.4.10 be amended by adding the text '*which may be determined by servicing reports*' to the end of the first sentence.
4. That Subsection 7.1.1.1 be amended by replacing '*1.0 hectare*' with '*0.4 hectares*' in the second and third sentence.
5. That Subsection 7.1.1.1 be amended by adding the text ', *servicing requirements*' after the word '*topography*' in last sentence.
6. That Subsection 7.1.1.1 be amended by adding the following text after the third sentence:

Notwithstanding the minimum lot area of generally 0.4 hectares, where any new lot is proposed to be less than 1.0 hectare and requires partial or private servicing, a hydrogeological assessment and terrain analysis may be required, to demonstrate that the lot can be adequately serviced for the long-term to the satisfaction of the Township.

BY-LAW No. _____

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

**General Amendment to
Comprehensive Zoning By-law No. 2022-37**

NOVATECH

Engineers, Planners & Landscape Architects
Suite 200, 240 Michael Cowpland Drive
Ottawa, Ontario K2M 1P6
tel: (613) 254-9643
fax: (613) 254-5867

File: 123068

Date: November 23, 2023

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH CARDINAL

BY-LAW No. _____

BEING A BY-LAW TO AMEND ZONING BY-LAW No. 2022-37

**General Amendment to
Comprehensive Zoning By-law No. 2022-37**

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

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

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

1. Subsection 6.5.2 (Limited Services Residential (RLS) – Zone Provisions) is hereby amended by replacing “*Lot Area (minimum) 1.0 ha*” with “**Lot Area (minimum) 0.4 ha**”.
2. Subsection 12.1.2 (Rural (RU) – Zone Provisions) is hereby amended by replacing “*Lot Area (minimum) Other permitted uses 1 ha*” with “**Lot Area (minimum) Other permitted uses 0.4 ha**” and replacing “*Lot Frontage (minimum) 70 m*” with “**Lot Frontage (minimum) 45 m**”.
3. The By-law shall become effective on the date of passing hereof, subject to the provisions of Section 34(21) of the *Planning Act*, R.S.O. 1990, as amended.

Read a first and second time this ___ day of _____, 2023.

Read a third time and adopted this ___ day of _____, 2023.

CORPORATE SEAL OF TOWNSHIP

Head of Council

Clerk

From: [Kevin Bailey](#)
To: [Wendy Van Keulen](#)
Cc: [notifications](#)
Subject: ENB_R231025-006ON - Enbridge Notification Response - Nov. 20 Public Open House and Public Meeting RE: Official Plan / ZBL Amendment
Date: October 31, 2023 5:02:30 PM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)
[image005.png](#)
[ENB_R231025-006ON - Notification Response Map Package.pdf](#)

Hello,

Thank you for sending Enbridge notice of this project. B&A is the land use planning consultant for Enbridge’s Liquid Pipeline Network across Canada. On behalf of Enbridge, we work with municipalities and stakeholders regarding planning and development in proximity their liquid pipeline infrastructure to ensure that it occurs in a safe and successful manner.

Based on a review of the project materials provided, we have identified that there are likely to be no impacts on Enbridge’s nearby liquid pipeline infrastructure therefore, **Enbridge has expressed no objections to this project as proposed.**

Although there are no objections to this project as proposed, we would like to remind you to always obtain a locate request to identify the precise location of underground infrastructure. In addition, if any future planning or development work is proposed within the prescribed area or pipeline assessment area as identified in the attached map we request that this information be sent to notifications@enbridge.com for our review and comment.

Do not hesitate to contact me with any questions or comments. We appreciate receiving your referrals and look forward to continuing to receive them at notifications@enbridge.com for our review and comment.

Thank you,

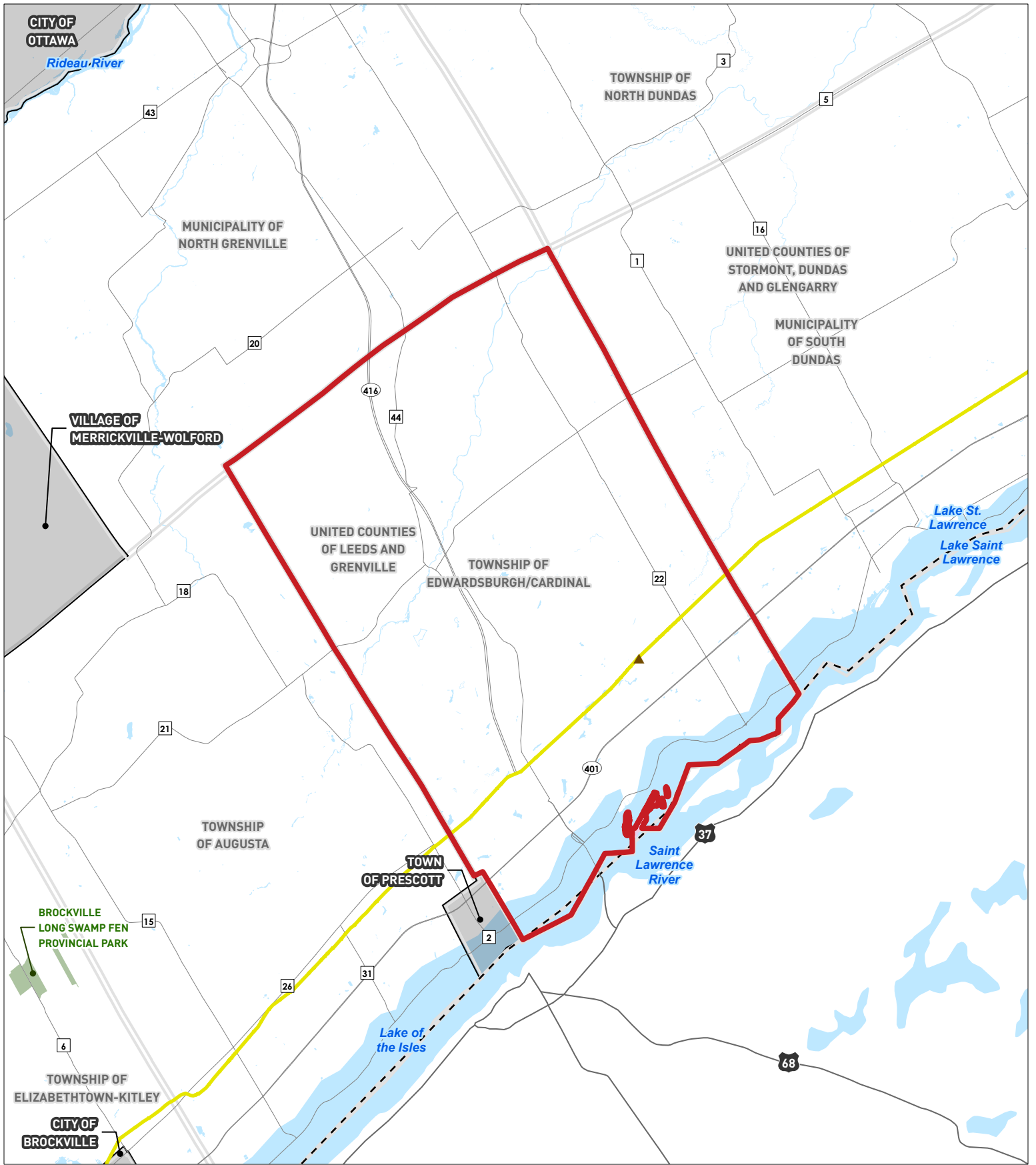


Kevin Bailey, BA, BEd, MPlan
Community Planner

p | 403.692.5229 e | kbailey@bastudios.ca



B&A | Planning • Design • Engagement



Coordinate System: NAD 1983 UTM Zone 18N

Geographic Coordinates: -75.5008, 44.8365



1:200,000

- Subject Site
- Enbridge Facility
- Enbridge Pipeline
- Major Road
- First Nation/Métis Settlement
- Municipality - Rural
- Municipality - Urban
- Park/Protected Area
- Province
- USA Border
- Waterbody



Date Saved: Oct 25, 2023

Regional Context

Land Use Bylaw

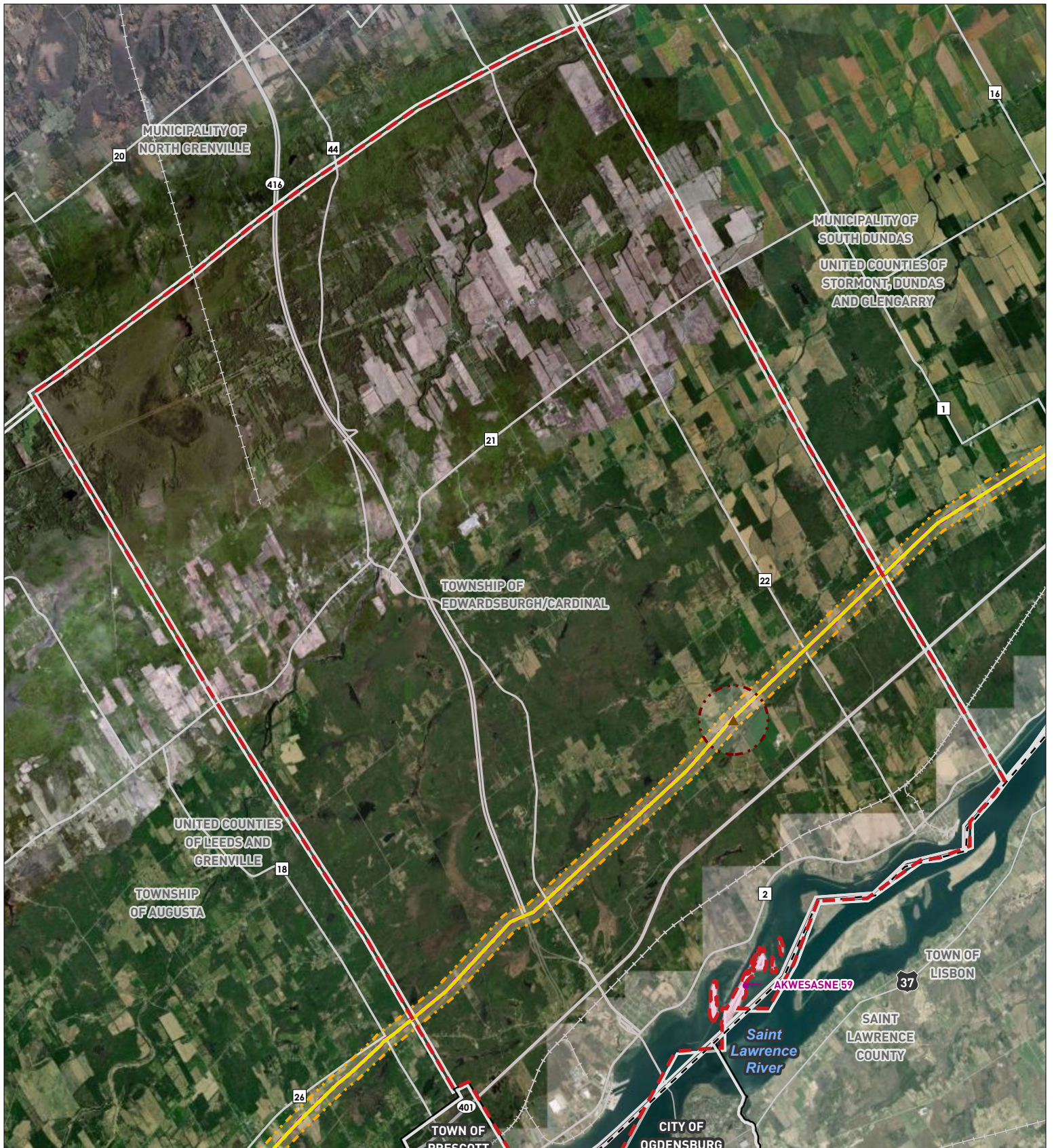
Township Of Edwardsburgh/Cardinal
Referral ID: R231025-0060N



October 2023



Map and data are conceptual and for informational and planning purposes only.



PLEASE CONTACT YOUR LOCAL ONE CALL CENTRE ([WWW.CLICKBEFOREYOUDIG.COM](http://www.clickbeforeyoudig.com)) FOR ANY GROUND DISTURBANCE WITHIN THE PRESCRIBED AREA AS SHOWN ON THIS MAP.

Coordinate System: NAD 1983 UTM Zone 18N

Geographic Coordinates: -75.5008, 44.8365

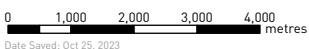


1:120,000

- Subject Site
- Enbridge Facility
- Enbridge Pipeline
- Facility Assessment Area (800m)
- Pipeline Assessment Area (220m)

- Prescribed Area (30m)
- Railway
- Railway
- Major Road
- First Nation/Métis Settlement

- Municipality - Rural
- Municipality - Urban
- USA Border



Date Saved: Oct 25, 2023

Local Context

Land Use Bylaw

Township Of Edwardsburgh/Cardinal
Referral ID: R231025-0060N

October 2023



Map and data are conceptual and for informational and planning purposes only.

From: James Holland <jholland@nation.on.ca>
Sent: November 8, 2023 3:52 PM
To: Wendy Van Keulen <wvankeulen@twpec.ca>; Laura Crites <lcrites@nation.on.ca>
Subject: RE: TWPEC, OPA2 and ZBA Notice

Hi Wendy,

Thanks for including SNC in the review of this Official Plan Amendments and Zoning Bylaw Amendment to reduce the minimum lot size from 1 hectare to .4 hectares (1ac) for lots in the rural area. I went through reach proposed change to the OP and do not have any specific comments. In principle, the reduced size is generally sufficient for a private conventional septic system.

Lots may need to be larger where there are constraints due to setback requirement in the Ontario Building Code, but this should be addressed in Section 5.4.10 and identified in servicing reports.

Kind regards,
James



James Holland | M.Sc. RPP, Senior Planner

38 Victoria Street, Box 29, Finch, ON K0C 1K0
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From: [Lingard, Norman](#)
To: [Wendy Van Keulen](#)
Subject: OPA2 and ZBA Notice
Date: November 14, 2023 10:57:18 AM
Attachments: [image001.png](#)

Good morning Wendy,

Thank you for circulating Bell Canada on the Township of Edwardsburgh Cardinal's OPA and ZBA to review the Township's minimum lot requirements for residential lots. Bell appreciates the opportunity to engage in infrastructure and policy initiatives across Ontario.

While we do not have any specific comments or concerns pertaining to this initiative at this time, we would ask that Bell continue to be circulated on any future materials and/or decisions related to this matter.

Please forward all future documents to circulations@wsp.com and should you have any questions, please contact the undersigned.

Yours truly,

Norm Lingard
Senior Consultant – Municipal Liaison
Network Provisioning
norman.lingard@bell.ca | ☎ 365.440.7617



Please note that WSP operates Bell Canada's development, infrastructure and policy tracking systems, which includes the intake and processing of municipal circulations. However, all responses to circulations and requests for information will come directly from Bell Canada, and not from WSP. WSP is not responsible for the provision of comments or other responses.

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From: [Orpana, Jon \(MECP\)](#)
To: [Wendy Van Keulen](#)
Cc: [Schaefer, Damien \(MMAH\)](#); [Castro, Victor \(MECP\)](#)
Subject: RE: TWPEC, proposed OPA and ZBA to reduce min lot size
Date: November 17, 2023 12:22:24 PM

Hello Wendy and good afternoon,

Thank you for providing the Ministry the opportunity to review and comment on the attached materials.

In addition to the draft official plan amendment and draft zoning by-law amendment, staff have also reviewed the document, *"Implementing Official Plan Consent Policies - Hydrogeological Assessments and Terrain Analysis"* dated November 6th, 2023.

The Ministry of the Environment, Conservation and Parks has always cautioned municipalities about adopting smaller minimum lot sizes (less than 0.8 – 1.0 ha) (in rural area and waterfront areas) with private on site servicing for sewage and water services. However, we recognise that smaller lot sizes can be considered and supported through appropriate study and analysis. This analysis is not meant to have a pre-determined outcome to justify a smaller lot size, but rather to assess the appropriateness of a smaller lot size and ensure consideration of ongoing public health and safety, ground and surface water quality, etc. per the Provincial Policy Statement, 2020.

Technical guidance as outlined in MECP's D-5-4 guideline is generally consistent with the implementation procedures outlined in the November 6th document. The goal of MECP's technical documents and relevant provincial policy is to ensure relevant approval authorities are making decisions which protect public health and safety, minimizes municipal liability in approving planning applications enabling appropriate water and sewage servicing and protection of water quality and quantity with no negative impacts. Much of Eastern Ontario is designated a highly vulnerable aquifer, hence the need for a precautionary approach necessitating study and evaluation by qualified professionals.

In the absence of the November 6th implementation document, it is unclear how the proposed official plan and zoning by-law amendment will appropriately implement relevant provincial policy including, PPS policy 2.2.1 f) 2.2.1 g) and 2.2.2. and the technical guidance provided in MECP's D-series guidelines. Adoption of the proposed amendments may be considered premature, unless supported by an implementation approach that ensures the appropriate level of study is undertaken to justify a reduction in lot size to as low as .4 hectares. Other considerations for smaller lots in the rural area is having the space to accommodate a replacement tile field for an septic tile field that has failed.

Thank you for the opportunity to provide technical input on this matter and please keep us informed regarding any future decisions on this matter.

If you have any questions on any of the above details please contact me at my coordinates below.

Regards,

Jon K. Orpana [hear name](#)
Regional Environmental Planner
Environmental Assessment Branch
Ministry of the Environment, Conservation and Parks
Kingston Regional Office
PO Box 22032, 1259 Gardiners Road
Kingston, Ontario
K7M 8S5

Phone: (613) 548-6918
Fax: (613) 548-6908
Email: jon.orpana@ontario.ca

From: Wendy Van Keulen <wvankeulen@twpec.ca>
Sent: November 7, 2023 9:03 AM
To: Orpana, Jon (MECP) <Jon.Orpana@ontario.ca>
Subject: TWPEC, proposed OPA and ZBA to reduce min lot size

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Good Morning Jon,

The Council of the Township of Edwardsburgh Cardinal has initiated a review of the Township's minimum lot area requirements for residential lots within the Township's rural area. We would appreciate any comments from the MECP regarding the following proposed Official Plan and Zoning Bylaw Amendments (attached):

- A proposed general amendment to the Township of Edwardsburgh Cardinal Official Plan under Section 17 of the Planning Act, R.S.O, 1990, Chapter P.13. The purpose of the OPA No. 2 is to reduce the minimum lot area requirement in the Official Plan from 1.0 hectare to 0.4 hectares for lots in the rural area. The amendment would also revise other sections of the Official Plan in order to ensure internal consistency and to ensure development can be supported with appropriate servicing. The effect of the amendment would be to establish a new minimum lot area requirement of 0.4 hectares for new lots where development requires private or partial services.
- A proposed general amendment to Zoning By-law No. 2022-37, as amended, under the Section 34 of the Planning Act, R.S.O., 1990, Chapter P.13. The purpose of the amendment is to revise minimum lot area and minimum lot frontage requirements from 1 ha to 0.4ha and

from 70m to 45m, respectively, for lots in the Rural (RU) and Limited Services Residential (RLS) zones. The effect of the amendment would be to implement Official Plan Amendment No. 2 by establishing new minimum lot area and minimum lot frontage requirements for the Rural (RU) and Limited Services Residential (RLS) zones.

Please let me know if you need any additional information. We are holding a Public Meeting on November 20th. I will be compiling comments in advance of the Public Meeting on November 16th. Your comments are welcome anytime before the amendment is passed, but appreciate by the 16th to be included in this package for Council's consideration.

Thank you,

Wendy Van Keulen
Community Development Coordinator



PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0
T: 613.658.3055 x101
www.twpec.ca

From: noreply@esolutionsgroup.ca
To: [Wendy Van Keulen](#)
Subject: New Response Completed for OPA and ZBA Minimum Lot Size Feedback
Date: November 7, 2023 11:00:47 PM
Attachments: [2023-11-07-001.pdf](#)

Hello,

Please note the following response to OPA and ZBA Minimum Lot Size Feedback has been submitted at Tuesday November 7th 2023 10:55 PM with reference number 2023-11-07-001.

- **First and Last Name**
Edwin (Ted) MacMillan
- **Address (optional)**
9 Gaylord Rd. Cardinal ON
- **Your feedback is an important part of the review process. Please share written comments for Council here.**
Edwardsburg/Cardinal Council

My family and business associates are 100% in favor of the proposed bylaw to allow lot severances to be reduced in the proposed zoning areas. I currently have properties in Edwardsburg/Cardinal, Prescott and several in Augusta. This country and this township is in dire need of more housing. I operate businesses with my business partners which spread from Brockville to Cornwall. We employ 100 plus people and I am convinced with more available houses on the market that this bill if passed would create i am convinced we would be able to attract top quality employees to our businesses if they have more affordable housing options. This would also allow our businesses to invest more into the communities that can support future staff housing options. As i currently reside in Edwardsburg/Cardinal Township I would like to personally invest in developing housing within the township I reside and will hopefully retire to someday.

Thank You
Ted MacMillan
Owner/Partner
Riverside Auto Group

- **Would you like to receive future correspondence regarding the proposed amendments and be notified of Council's decision?**
Yes

- **How would you like to be notified?**

By Email

- **Please provide your email address.**

[REDACTED]

[This is an automated email notification -- please do not respond]

Chapeskie
5072 Rock Street
Spencerville, On
KOE 1X0

Planning Department
Township of Edwardsburgh/Cardinal
Spencerville, On

November 20, 2023

RE: Open House, Meeting Township Official Plan and Zoning Bylaw Amendment

To Whom it May Concern

As this is a meeting to address rural properties in the entirety of the Township, we would like you to also please consider a grandfather clause that will allow development on pre-existing lots for any reason.

As this was NOT addressed at previous meetings during the final stages of the current (2022) Zoning Bylaw, we would request that at the very least it be studied further now in regards to rural areas and nearby quarries. When the new comprehensive bylaw was finalized, the distance for creating new lots went from 250 metres to 500 meters and the interpretation of this bylaw is that one-hectare, pre-existing lots within the 500 meters now are not allowed to be developed. Our discussions with planners at the Provincial and Counties levels indicated that it was up to the Township to decide whether a residence could be built.

We request that construction on already existing lots be addressed at the same time as planners are looking into the creation of new lots which will make it easier to build residences in the Township.

Also of concern is potential inadequate water supply and sewage contaminants on the smaller lots. Hopefully you can allay our apprehension at the Open House.

Yours truly,

Melinda Chapeskie

Linda and David Chapeskie

From: [Cole Burchell](#)
To: [Wendy Van Keulen](#)
Subject: Lot size reductions feedback
Date: November 27, 2023 8:48:10 PM

Hi Wendy, I wanted to take the time to give some feedback on the proposed zoning lot size reductions. I was unable to attend the meeting last week at the community centre but was briefed on the scope of the meeting. As both a builder, a resident and a farmer in the township I am very much in favour of the proposed lot size reductions, I find the current 2.5 acre requirement to be too big of an area for most average people to look after and is taking away from future development in the sense of putting more properties in a certain size area. The new proposed lot sizes I think will still be more than enough for standard housing my development with still having adequate area for well/septic and with allowing more potential for slightly more properties within the township. Also with being a farmer myself it will allow for more potential agricultural land to be used more effectively while keeping a healthy balance of new rural housing development. I am available anytime if you wish to chat or want any further feedback/input on the proposed zoning amendments. Thanks

Cole Burchell
Burchell Construction Ltd




TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration and Operations

Date: December 4, 2023

Department: Community Development

Topic: Application for Severance, 3302 Glen Smail Rd (Ryan)

Purpose: To review severance application B-134-23, which proposes the creation of a new 3.976ha lot at 3302 Glen Smail Road, in the Township’s Rural Policy Area.

Summary: Staff have reviewed the proposed application with consideration for the rural policy area, minimum distance separation, aggregate resources and natural heritage features. Staff find that the proposal is generally consistent with the Township’s Official Plan and Zoning Bylaw.

Background: Through the Consent Granting Authority, the Township has received a severance application for a property at 3302 Glen Smail Road. The property is approximately 61 hectares (150 acres), developed on the south side with a single dwelling, workshop and storage building. The property is serviced by private well and septic. Schedule B of the Township’s Official Plan shows sand and gravel resources, as well as an abandoned mine on the property. Significant woodlands and a watercourse are also mapped on the property.

The surrounding area includes vacant lands and rural properties developed with single dwellings. There is a livestock facility on the adjacent property and a licensed pit over 700m west of the subject land.

The application proposes a new 3.976ha (9.82 acre) lot with 71m of frontage on Glen Smail Road for a future house and garage. The retained lot would contain the existing single dwelling, accessory buildings, well and septic on lot that is approximately 57ha (141 acres), with 217.89m of frontage.

Policy Implications: The subject land is within the Rural Policy Area of the Township Official Plan and zoned Rural (RU) as per our Zoning Bylaw 2022-37.

Official Plan

In the Rural Policy Area, the Official Plan provides policies to provide for the long-term orderly development of the rural lands in a manner which is consistent with ensuring the protection of natural and environmental resources, while providing opportunities for a

modest amount of compatible development and a diversified rural economy (3.4.1) The OP permits limited, low-density residential development in the Rural Policy Area (3.4.2).

Issues of land use compatibility between agricultural and non-agricultural uses are addressed using OMAFRA's Minimum Distance Separation formulae (6.16.2.1). Setbacks were calculated for a livestock facility that was identified at 3218 Glen Smail Rd and it was determined that the proposed lot will meet the required setback from the livestock facility.

The Township's Official Plan addresses development adjacent to mineral aggregate resource designations and reserves (6.16.1). The proposed lot is outside of the influence area of the licensed pit and there is a large building envelope outside of the sand and gravel resource influence area. There are abandoned mines on the retained and an adjacent parcel (4.5.3.3). The Province's Abandoned Mine Inventory System indicates that both are a class D site with no expected concerns regarding public health or environment.

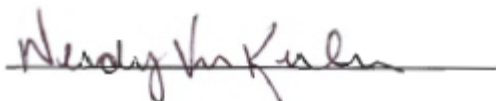
Natural Heritage features on the property include a watercourse (6.17.7) transecting the middle of the property and significant woodlands (6.17.5) over the centre and northern boundary. The proposed new lot is more than 120m from the watercourse and there is adequate room for development away from the woodlands. A review of the proposal found that the proposed development is not likely to cause any negative impacts to these natural heritage features.

Zoning Bylaw

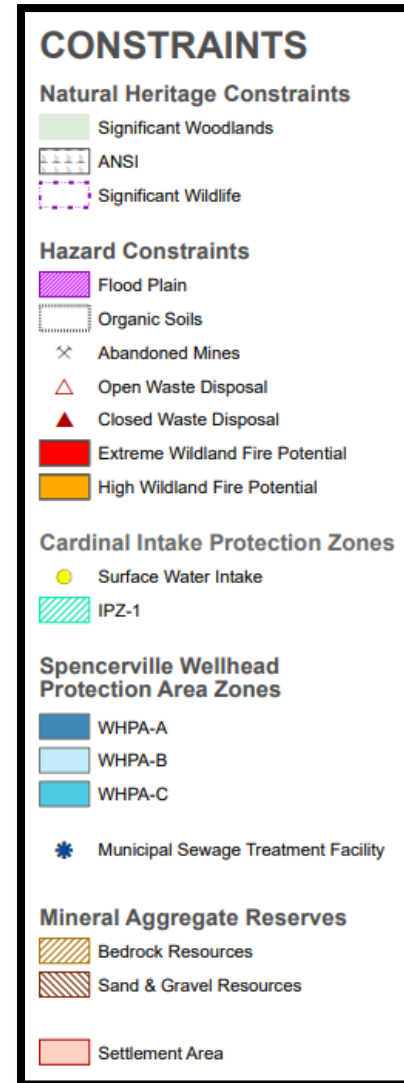
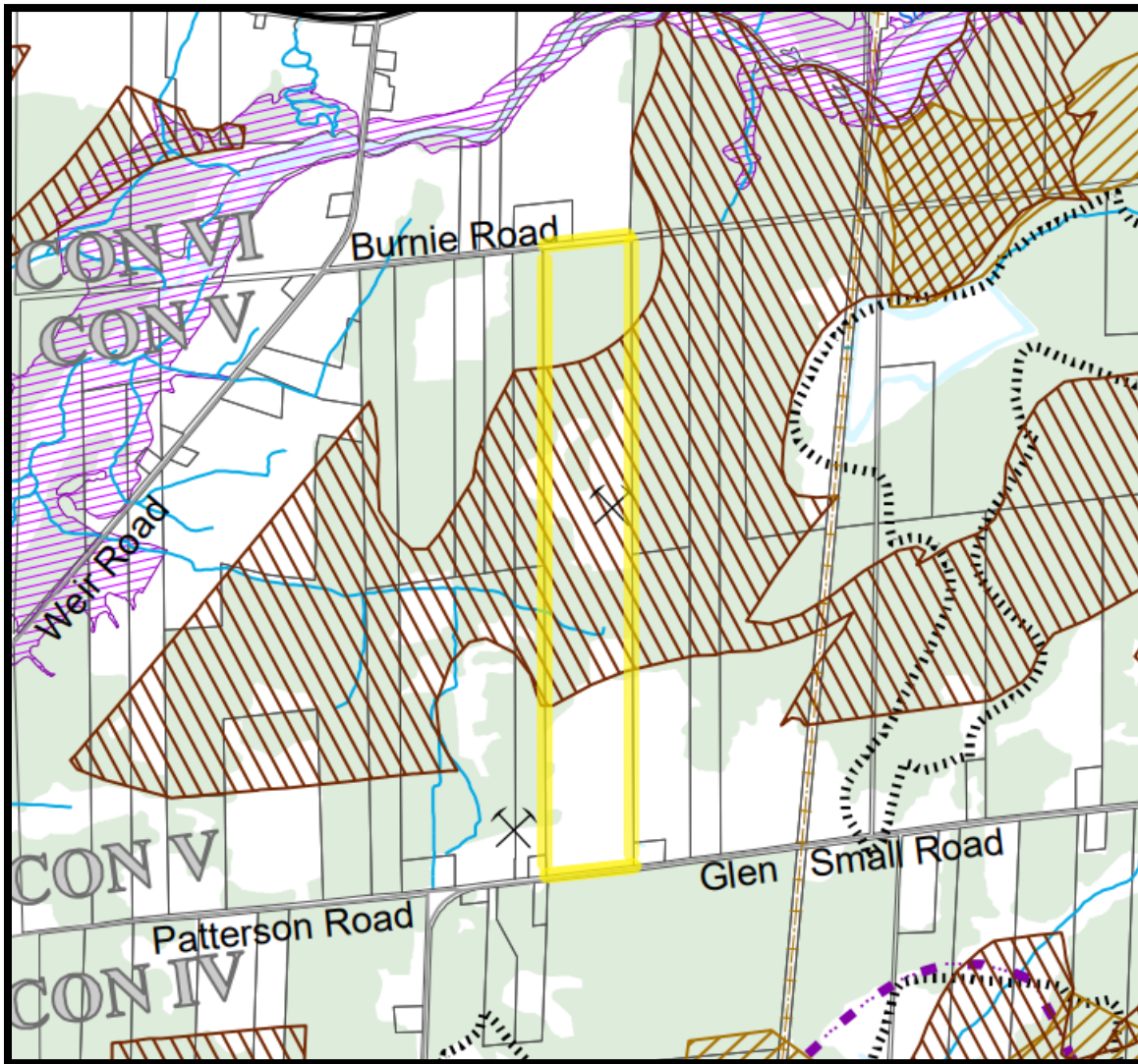
The proposed severed and retained lots meet the minimum size and frontage requirements for the Rural zone (12.1.2). The property is outside of the MDS setbacks calculated at the time the application was submitted (3.15). The proposed residential use for the new lot is also permitted in the Rural zone (12.1.1).

Financial Considerations: The applicant has submitted the required fee for severance to the Township.

Recommendation: That Committee recommend that Council recommend in favour of severance application B-134-23.

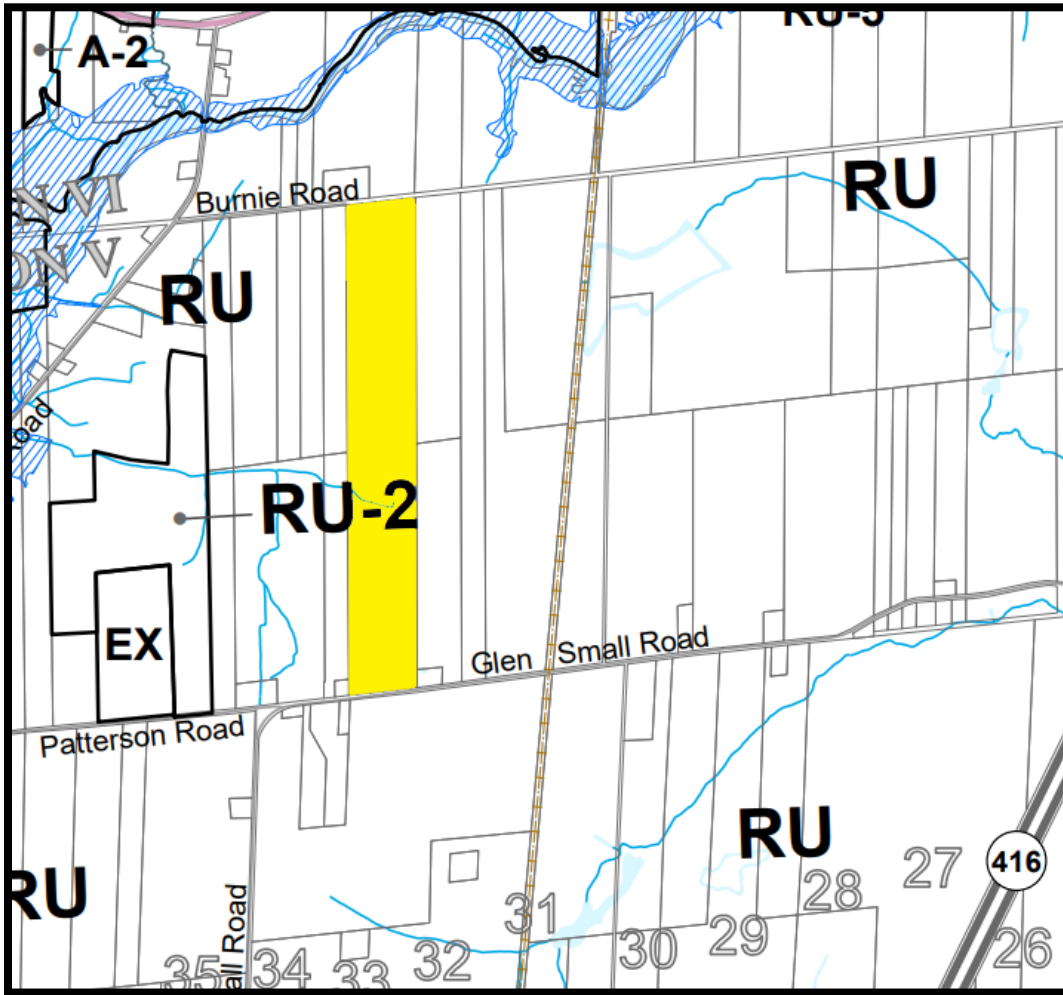


Community Development Coordinator



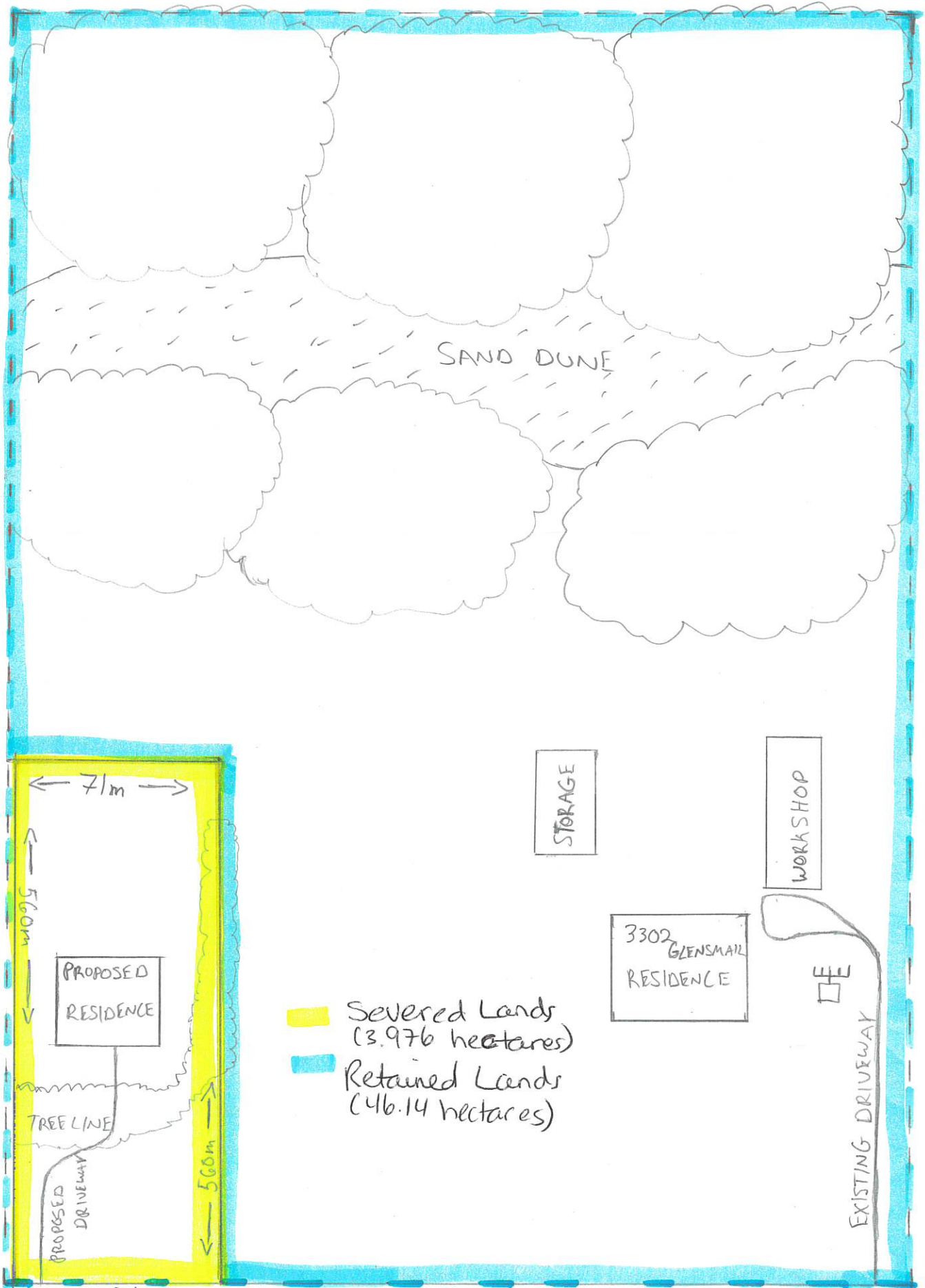
Excerpt of Township Official Plan - Schedule B

Boundary of Subject Land



Excerpt of Township Zoning Bylaw - Schedule A

Subject Land





TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration and Operations

Date: December 4, 2023

Department: Finance

Topic: Pre-budget approval for Budgeting Software

Purpose: To implement budgeting software to enhance quarterly reporting, create efficiencies in the budget process and ability to generate multi-year forecasts. If approved, this item will be added to the 2024 Operating Budget.

Background: Currently the Township is using Munisoft to handle the budget process. While the cost is minimal (\$180.00 per year) it does not provide enough customization for our needs.

The Treasurer hosted a demo with two companies. The first company was Questica. They provide budget software that generates quarterly reports and also generates a full budget book that can be posted to the website for the public to view with drilldowns in to the actual data. The senior management team was present for the demo and it was well received.

As part of the review, the Treasurer reached out to other Municipalities and the recommended software alternative to Questica was Public Sector Digest (PSD). The Township currently use PSD for our asset management software Citywide.

The Treasurer also attended a demo for the PSD software. The software was similar to Questica and can create the same types of reports and can also do a budget book that can be posted on the website.

Both software programs can receive data directly from Munisoft and Citywide. Both software programs also have three modules, Operating, Salary and Capital. The Operating module is what creates the reports and budget book. The salary module would be used to forecast salaries and the capital module will assist in capital reporting by giving more transparent budget to actual variance reports. The quotes received were for all three modules.

Modules can be purchased one at a time, however there is more of a discount applied if all three are purchased.

Policy Implications: All financial items over \$75,000 require Council approval.

Financial Considerations: The pricing models for each software is different. With Questica it is a five-year agreement with an annual license fee whereas the PSD software is a one-time purchase with an annual maintenance component for version updates.

The cost for Questica breaks down as follows:

1. First year software cost - \$24,500 plus 5% inflation increase annually
2. Implementation cost - \$12,000 (discounted from \$17,000)
3. Total cost in Year 1 - \$36,500
4. Total value of 5-year contract - \$147,378

The cost for PSD Budgeting breaks down as follows:

1. One-time software cost - \$26,600 (\$42,000 less multi-product discount)
2. Implementation cost - \$42,500
3. Total cost in Year 1 – \$69,100
4. Annual cost in future years - \$9,700

While Questica is the lowest cost in Year 1 the annual go forward cost is higher. PSD has a higher implementation cost and is a one-time purchase which is preferable.

Recommendation: That Committee recommend to Council that the Treasurer enter an agreement with Public Sector Digest to purchase the Operating, Salary and Capital budgeting software for use in 2024 at a cost of \$69,100 plus future annual maintenance costs of \$9,700.



Treasurer



CAO



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Budget today for a better tomorrow

Improve your bottom line with Citywide Budgeting.

Ensure your budgets align with your community's financial goals. Eliminate manual processes and streamline your workflow with custom tools that improve budgeting agility. Build comprehensive financial strategies to help determine how to meet your annual funding requirements.

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Operating Plan

Create single or multi-year budgets in one secured location.



Salary Plan

Collaborate, forecast and create plans for all staffing expenses.



Capital Plan

Build and score multi-year capital project budgets to accurately forecast resources.

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View risk ratings, condition, lifecycle strategies and location to select the assets that are deemed a top priority.

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Create scenario analysis, variance reports, budget reports and more. Spread your budget over multiple years to stay on top of spending and reach your financial goals.

“ The system makes financial reporting and report management super simple. Information for council is at my fingertips and saves me tons of time...It's a godsend. ”

- PSD Citywide client



Scan the QR code to read the full Case Study





Township of Edwardsburgh / Cardinal

Citywide Budgeting Full Implementation

Project Charter

Date: November 7, 2023

Submitted By:

PSD Citywide Inc.

148 Fullarton St, 9th Floor

London, ON, N6A 5P3



Contact List

Township of Edwardsburgh/Cardinal ("Client")

Name	Title	Telephone	E-Mail
Sean Nicholson	Treasurer	613-658-3055	snicholson@twpec.ca

PSD Citywide Inc. ("PSD Citywide")

Name	Title	Telephone	E-Mail
Dan Gray	Senior Account Manager	519-851-2627	dgray@psdcitywide.com
Matthew Van Dommelen	Regional Manager	519-690-2565	mvd@psdcitywide.com
Dana Ossman	Sales Operation Associate	519-690-2565	dossman@psdcitywide.com
Peter Paine	Senior Manager, Financial Advisory Services	236-508-1747	ppaine@psdcitywide.com

Project Deliverables

This document contains a high-level project plan for the Client for delivering an implementation of Citywide Budgeting modules. The proposed schedule, requirements and scope presented in this document are to be refined and updated as client requirements, business and operational goals, and constraints are gathered throughout the project.

The purpose of this project is to implement an Enterprise Budgeting Solution to support the **Township of Edwardsburgh/Cardinal** with dealing with the current and future needs of a demanding fiscal environment. PSD Citywide will deliver the following items as part of the implementation of the Citywide Budgeting Suite for the municipality:

1. Core Components Scope

Core Components Scope Definition		In Scope
Implementation Planning/Needs Analysis	Single Sign-On (SSO) or Active Directory (AD) (Value-added)	
	Communication Encryption Setup (SSL https) (Value-added)	
Interface Development To/From Financial System	Actual Transactions into Budget Software	Yes
	Actual Transaction Details into Budget Software	Yes
	Historical Budget & Actuals into Budget Software (Up-to 5 years)	Yes
	Outstanding Commitments (Purchase Orders) into Budget Software (Value-added)	
	Subledger Integration (Work Orders) into Budget Software (Value-added)	
	Budget Integration back to Financial System	Yes
Administrator/ User Training and Documentation	Admin: Budget Worksheet (View) Configuration Training	Yes
	Admin: Report Configuration Training	Yes
	Admin: Security User/Role Configuration Training	Yes
	User: Budget Input Training	Yes
	Administration & User Training Web Recording	Yes
	Standard User Reference (Help Guide) & Newsletters	Yes
	Client Specific Administrator Documentation (Value-added)	

2. Operating Plan

The Operating Plan module provides all the tools required to produce a single-or multi-year operating budget with optional integration with Salary Plan and Capital Plan modules (operating impacts from capital projects). The budget preparation involves input and review from many stakeholders. Clients can start the budgeting process with prior year's approved budget as the base and add incremental changes to arrive at the proposed draft budget. Software users can exercise precise control over the budgeting process through defined workflows and distribution from Budget Users' input to Director's review and Council's final budget approval. Budget Versions allow for reconciling throughout the financial planning process. Multiple views and reports can pivot data to reveal the impact of a budget change on a specific account, department, division or the whole organization.

Operating Plan Scope Definition		In Scope
Standard Configuration: Budget Worksheets (Views)	Multi-Year Operating Budget Planning	Yes
	Workflow Configuration	Yes
	Budget Rollover Tool (Version or Year)	Yes
	Simple Zero-Base Budget Input	Yes
	Incremental Budget Input	Yes
	Budget Variance & Forecast Input Views	Yes
	Operating Plan to Fund Manager Integration (Value-added)	
Report/Custom Development	Manual Monthly (or Periodic) Budget Spread	Yes
	Capital Plan – Operating Impact Integration	Yes
	Salary Plan – Budget Summary Integration	Yes
	Worksheets or Views with Custom Business Logic (Value-added)	
	Verification Reports	Yes
	Internal Departmental Variance Reports* (Value-added) *Reports are often configured as part of training exercises	
	Financial Statement Reports (Value-added)	
	Other Schedules & Report (Value-added)	

3. Capital Plan

Capital Plan supports the planning for capital projects which may span multiple years and have differing financial and non-financial characteristics and impacts. Each project can be easily associated with a department, related projects, project manager, location and any other user-defined attribute. Users can quantify the impact of the capital projects on the operating budget.

Capital Plan Scope Definition		In Scope
Standard Configuration	Multi-Year Capital Budget Planning	Yes
	Workflow Configuration	Yes
	Capital Plan to Operating Plan: Operating Impact Integration	Yes
	Budget Rollover Tool (Version or Year)	Yes
	Not-Financial Attribute Configuration	Yes
Report/Custom Development	Capital Plan – Standard Reports	Yes
	Customized Capital & Fund Manager Reports (Value-added)	
	Capital Project Detail Sheet (Standard)	Yes
	Fund Manager Configuration with Operating Plan integration (Value-added)	

4. Salary Plan

Salary plan is an advanced compensation planning system, which facilitates the real time creation of detailed and accurate plans and forecasts for staffing expenditures, in a highly secure, collaborative environment. The Salary Plan tool shows the impact of wages on the overall budget, enabling users to create accurate, collaborative plans, and forecasts for all staffing expenses. Our graphic tool lets you visualize changes such as promotions or overtime and also allows for various scenarios to be modeled, providing you with better reporting and planning.

Salary Plan Scope Definition		In Scope
Standard Configuration	Salary Group and Benefits Tables	Yes
	Position Step Tables (Years of Service)	Yes
	Summarized Budget Integration to Operating Plan	Yes
Report/Custom Development	Salary Plan Standard Reports	Yes
	Salary Class Actuals Configuration (Value-added)	
	Salary Class Detailed Budget Configuration (Value-added)	

Citywide Budgeting Minimum Installation Requirements

Important notes to consider for Citywide Budgeting Installations

- PSD Citywide will need Oracle or Microsoft SQL Server database installed in the Production environment in order to install the FMW schema that will be used by the Citywide Budgeting application.
- PSD Citywide requires the creation of empty database/instance(s) that will be used to install the production Citywide Budgeting schema objects for a single data source. If the client would like to have a Test environment, an additional database or schema test will be required. PSD Citywide will not proceed to install Citywide Budgeting without the necessary database/schema(s).
- During and post implementation, a refresh/clone of the Test database with the Production database may be required to have both databases in sync.
 - It is the Client's responsibility to coordinate this ask with their Database Administrator to get a backup of the Production database and restore this backup to the Test environment for this purpose
- Clients should also have a backup strategy implemented as part of a disaster recovery plan.

Application Server Details

- Either a physical or virtual server**
- 64 bits
- Windows Server 2012 Standard or higher recommended
- RAM
 - Minimum: 8 GB
 - Recommended: 16 GB
- 2 processors
- 10 GB hard drive space
- PSD Citywide will install supporting software of Java and Apache Tomcat

**Note

Since much of the "heavy lifting" in Citywide Budgeting is done on the server tier, investing in more powerful hardware will result in improved performance for users.

At a minimum, PSD Citywide recommends that the application server hardware include 8 GB of RAM which can be devoted to the Citywide Budgeting application server. In practice, this means that the hardware should include about 12 GB of RAM or more if the application server is also used for other purposes. For high usage servers, we recommend 16 GB.

A 64-bit operating system running 64-bit Java is preferable (but not required). 32-bit Java is limited to an approximately 1.5 GB address space, regardless of physical RAM available, and while adequate in most installations, this limitation may be a problem in larger or more demanding applications. 64-bit systems effectively eliminate any address space limitation, which means the system can address as much physical memory as is available.

Database Server Details

- Can be installed on an existing SQL Server Standard edition database server or on its own SQL Server Standard instance (PSD Citywide only supports SQL Server versions currently supported by Microsoft).
 - SQL Server 2014 Standard Edition or higher is currently supported. The preferred SQL Server database platform is SQL Server 2019 Standard Edition.
 - SQL Server Standard is the minimum database edition supported.

- Oracle is also supported; however, SQL Server is recommended unless there are specific constraints to use Oracle
 - Oracle 12c Release (12.1) and higher editions are currently supported. The preferred Oracle database platform is Oracle 19c (19.1) and higher.
- 2 databases; Prod and Test
 - The database(s) for Citywide Budgeting should be set up with a Case Insensitive collation such as SQL_Latin1_General_CP1_CI_AS (which is the current default).
- 20 Gig Data file, expandable by 10% to 40 Gig
- 2 Gig Log file. Expandable by 10% to 5 Gig
- A database user named FMWW should be created and set as the owner of any FMW databases.
- During the Citywide Budgeting installation and implementation phases, appropriate permissions should be granted to FMWW
 - SQL Server: db_owner on the FMW database(s) is sufficient
 - Oracle: Should have CONNECT and DBA privileges granted. The DBA roles may be removed if required once the install is completed.
- For both systems, data will be imported into FMW from your financial system. SELECT permissions to your financial database or the relevant tables is required for implementation.

Workstations

- Minimal requirements on the workstation as it is primarily used for data presentation and processing.
- Recommend 6 GB – 8 GB of RAM for users generating large, corporate wide reports.
- FMW requires a Java version 8 or 9 Runtime (JRE) be installed on the user's workstations/laptops.
 - For clients that need to run a later version of Java or prefer to not have Java installed, PSD Citywide have an FMW Launcher available that can be installed instead.

Project Schedule

The estimated duration of this project is **6 Months**. The detailed project schedule and Gantt chart will be supplied after the kick-off meeting and will be reviewed and approved in phases as the project progresses. The duration of the project is dependent on multiple factors including client availability as well as data activities. Note that Client time and resources will be required regularly throughout the project as part of the following steps:

1. Completing data templates,
2. Testing the system during the designated testing period to ensure proper configuration, and
3. Participation in applicable training sessions.

Project Communication

Due to the size and scope of the project, clear and efficient communications between the Client and PSD is vital to project success. In the kick-off meeting, the main point of contact for PSD and the Client will be decided upon and the Client will be introduced to PSD's Project Management Tool, Mavenlink, in which clients can have access to view the progress of the project. All high-level client communications, including project progress updates, scheduling future meetings/workshops and sending of data should be done between these individuals unless stated otherwise throughout the project. In addition, every two weeks

starting with the kick-off meeting, the PSD Project Manager will provide a project status update that includes progress of tasks completed to date and the timelines and milestones of activities moving forward. Alternatively, the client can check project progress, statuses, and updates through Mavenlink.

PSD Citywide Software License & Support Terms and Conditions

PSD Citywide Inc. to:

- Provide an enterprise user license for the use of **Citywide Budgeting – Operating Plan**
- Provide an enterprise user license for the use of **Citywide Budgeting – Salary Plan**
- Provide an enterprise user license for the use of **Citywide Budgeting – Capital Plan**
- Provide user and technical documentation in electronic format.
- Provide software as per agreed in the proposal and as reflected within the pricing charts within this charter.

Municipality to:

- Provide to PSD Citywide Inc. a purchase order for **\$26,600.00** for an enterprise user license of Citywide Citywide Budgeting - Operating Plan, Capital Plan, Salary Plan and **\$42,500.00** for implementation & consulting services of the above-mentioned Citywide modules.
- Provide to PSD Citywide Inc. a purchase order for **\$9,700.00** for Version Protection and Maintenance Support of Citywide software.

Training

PSD follows the "Train the Trainer" model such that Client Admin users are trained to be comfortable with the system functionality to the level where they can conduct in-house end user training with additional users. End User Training is a value-added service as outlined above. Training can occur on-site or remotely (via web or phone). On-site training is subject to standard travel and accommodation expenses as outlined in the Project Budget section below. Training hours must be used before the completion of the project.

Usage Terms: (as per installations)

WARNING: This Software is protected by copyright.

This software is owned by PSD Citywide Inc. and is protected by U.S. and Canadian copyright laws and international treaty provisions. Therefore, you must treat the software like any other copyrighted material (for example a book). You may print help text or other documentation on hard copy for your own use.

You may not sell, lease or otherwise make available the software or any of the accompanying materials to a third party. You may not reverse engineer, decompile or disassemble the software. The terms for your usage of this software are governed by an agreement between your organization and PSD Citywide Inc.

You are obligated to adhere to the terms of this agreement. If you do not have such an agreement, you are installing this software illegally, and should immediately cease the installation process and return any media to PSD Citywide Inc.

Version Protection and Maintenance Terms and Conditions

The Version Protection and Maintenance Support fee is billed annually in advance and is payable within 30 days of invoice. Should the licensee opt to discontinue the support service, the invoice should be immediately returned to PSD Citywide Inc. unpaid, with a letter to that effect.

What the Version Protection and Maintenance Support fee entitles the licensee to:

- ✓ **New versions and upgrades to Citywide Budgeting:** All new versions/upgrades of the Citywide Budgeting software suite are provided free of further charge. While the number of new versions and upgrades will differ from year to year, historically we have issued approximately 3 service packs (Citywide Budgeting) a year and a new version once every 12 - 18 months.
- ✓ **Service packs:** Service packs are issued promptly to fix problems reported by customers as well as to deliver minor functionality and performance improvements.
- ✓ **Hotline support:** Unlimited hotline support is available from 8:30 am to 5 pm EST. We will always return your call on the same day and will usually solve any problem within 24 hours.

What the Version Protection and Maintenance Support fee does not entitle the licensee to:

- × **Consulting services:** There is sometimes a fine line as to what can be handled as hotline support, vs. a consulting service. While we attempt to handle as much as possible through the hotline service, when a request is made to implement a process change or an enhancement which is specific to a customer, and the advice or work extends beyond a general description of the steps required, we will suggest purchasing additional consulting time to implement the new requirement.

General Terms & Conditions

- All amounts quoted are in CDN dollars and will be invoiced as such. Applicable taxes are extra. (GST, PST, HST)
- Consulting rates are as follows:
 - \$1,800 / day or \$225.00 / hour – A day includes 8 hours of services.
 - Requests for additional consulting services may be made via e-mail or purchase order from an authorized representative of the Client. This will serve as authorization to perform and invoice the service.
 - Consulting rates are valid for the term of this agreement only.
- Detailed pricing information is included below.
- The Client shall pay invoices within 30 days of receipt of the invoice. Any amounts unpaid after the due date shall be subject to a late charge of 2% per month.
- During the provision of the implementation services and for 1 year afterward, customers shall not hire PSD employees or subcontractors involved in the delivery of the services.

- PSD Citywide Inc. warrants that the professional services shall be performed by its employees or subcontractors in a manner conforming to generally accepted industry standards and practices. No other warranties, expressed or implied, are made with respect to the services or goods to be supplied by PSD Citywide Inc. hereunder, including, without limitation, any implied warranty of merchantability or fitness for a particular purpose.
- The liability of either party to the other or to any third party for any claim of any kind arising out of this Purchase Agreement is limited to monetary damages, and the aggregate amount of such liability for all claims of any kind relating to any particular product or service is limited to the fees paid to PSD Citywide Inc. under this Agreement for the particular product or service which gave rise to the claim. Under no circumstances shall PSD Citywide Inc. be liable to customer or any third party for indirect, incidental, special or consequential damages, or damages for loss of profits, revenue, data or use, even if PSD Citywide Inc. has been advised of the possibility of such damages.

Project Budget

Core Components	Amount
Model Admin, Security Admin, Job Scheduler, Report Writer and Report Distributor and Software Installation	\$6,000.00
Total Core Components	\$6,000.00

Operating Plan		Amount
Enterprise License - Unlimited Users	Operating Plan Base Software Cost	\$12,000.00
	Total Operating Plan Software Cost	\$12,000.00
Implementation	Implementation Planning/Needs Assessment	\$1,800.00
	Interface Development To/From Financial System	\$2,000.00
	Standard Configuration	\$6,200.00
	Report/Custom Development	\$2,500.00
	Administrator User Training and Documentation	\$2,200.00
	End User Training and Documentation	\$1,500.00
	Total Operating Plan Implementation	\$16,200.00
Total Operating Plan	\$28,200.00	

Capital Plan		Amount
Enterprise License - Unlimited Users	Capital Plan Base Software Cost	\$12,000.00
	Total Capital Plan Software Cost	\$12,000.00
Implementation	Implementation Planning/Needs Assessment	\$1,000.00
	Interface Development To/From Financial System	\$2,000.00
	Standard Configuration	\$4,000.00
	Report/Custom Development	\$2,500.00
	Administrator User Training and Documentation	\$2,000.00
	End User Training and Documentation	\$1,800.00
	Total Capital Plan Implementation	\$13,300.00
Total Capital Plan		\$25,300.00

Salary Plan		Amount
Enterprise License - Unlimited Users	Salary Plan Base Software Cost	\$12,000.00
	Total Salary Plan Software Cost	\$12,000.00
Implementation	Implementation Planning/Needs Assessment	\$1,000.00
	Interface Development To/From Financial System	\$2,000.00
	Standard Configuration	\$4,000.00
	Report/Custom Development	\$2,500.00
	Administrator User Training and Documentation	\$2,000.00
	End User Training and Documentation	\$1,500.00
	Total Salary Plan Implementation	\$13,000.00
Total Salary Plan		\$25,000.00

Citywide Client Discount	
30% Discount – Software Cost Only (Operating, Capital, Salary)	\$15,400.00
Total Software and Implementation Costs	\$69,100.00

Version Protection and Maintenance	Amount
Operating Plan, Capital Plan, Salary Plan	\$9,700.00
Total Version Protection and Maintenance	\$9,700.00

Terms of Payment

- **Implementation of Software** will be invoiced in **# 6 equal monthly amounts** beginning after the kick-off meeting. The final invoice will not be issued until the project is signed off by the client.
- **Software will be invoiced 30 days following the execution of this agreement by both parties.**
- **Version protection & Maintenance will be invoiced 90 days following the kick-off meeting of this project.** Subsequent year’s maintenance will be invoiced annual from that date. Annual Support & Maintenance will be limited to a maximum annual escalation of 5%.
- All amounts quoted are in CDN dollars and will be invoiced as such. The Client shall be responsible for paying any applicable taxes. Taxes are extra where applicable. (HST, GST, State)
- PSD expenses including mileage, accommodation, meals, and ground transportation are extra where applicable and will be billed at cost.
- Payments are due in the next 30 days from the date of invoicing.
- The Client shall direct all PO information or invoice inquiries to finance@psdcitywide.com.

Additional Considerations

This document has been prepared specifically for the Client. This proposal and all of its associated pricing shall remain valid for 30 calendar days from the date of issue.

Ownership and Confidentiality

All Client data stored within the Citywide applications remains the legal ownership of the Client and can be extracted and used without restriction. PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

Security

PSD performs regular security audits of our systems to ensure current updates and patches are applied on all hardware, along with updated antivirus software. All users are forced to use secure passwords which are stored on the server only in encrypted format. Nightly backups are done off-site. The PSD Firewall is configured to only allow traffic to enter the network for required services such as our web server.

Authorization

This contract shall be deemed to have come into force when executed by representatives authorized to bind the respective corporations: **Township of Edwardsburgh/Cardinal** and PSD Citywide Inc.

Terms and Assumptions Accepted Between:

Township of Edwardsburgh/Cardinal

Street Name

City, Province, Postal Code

By: _____
(Print Name)

(Signature)

(Date)

By: _____
(Print Name)

(Signature)

(Date)

PSD Citywide Inc.

148 Fullarton Street, 9th Floor

London, Ontario, N6A 5P3

By: _____
(Print Name)

(Signature)

(Date)

Additional Information Required to be Completed by Customer

Does your organization require a purchase order (PO) before issuing payment?

No

Yes - The PO# for this order is: _____

All PSD Citywide Invoices be Directed to:

Accounts Payable Contact: _____

Telephone: _____

Email Address: _____

Billing Address: _____

Questica Budget Proposal

Township of Edwardsburgh/Cardinal ON

Prepared By: Mike Sullivan

Prepared On: October 19, 2023



October 19, 2023



Sean Nicholson
Treasurer
Township of Edwardsburgh/Cardinal

Dear Sean,

Questica is thrilled with the possibility of partnering with the Township of Edwardsburgh/Cardinal in its effort to transform the current budget development and management process. We welcome an opportunity to leverage over 25 years of success with similar sized customers across North America to help Township of Edwardsburgh/Cardinal:

- Transition from labor-intensive, unsupported on premise software to an efficient, comprehensive, cloud based budgeting and forecasting software system
- Enable Township staff to more actively participate in a collaborative budgeting process remotely or in the office
- Better serve the planning team, finance staff, executive leadership and the community by facilitating analytics with up-to-date information presented in actionable reports, dashboards, and queries
- Budget more effectively for personnel, manage multiple scenarios and decision packages in a single system with a consistent, user-friendly user-interface

Questica proposes a Software-as-a-Service (SaaS) subscription of our industry leading multi-user Questica Budget solution and our professional services for implementation, integration, configuration, training, and post-implementation customer support. Questica is unique in providing a fully integrated solution offered with a consistent and well-organized user-interface that is purpose-built for budgeting in the public sector.

Simply put, Questica is THE most trusted budgeting solution provider by governments in North America. Some key considerations that set Questica apart include the following:

- **Full circle, end-to-end budgeting solutions:** Questica provides a single solution with modules and functionality to address your budgeting needs from start to finish. Per your requirements, we've provided a proposal that addresses your Operating and Personnel budgeting needs.
- **More configurable, less customizations:** Questica's 25 plus years in the government budgeting space means we've seen best practices across multiple budgeting approaches at hundreds of State and Local agencies and organizations. Rather than customize the platform for each approach, Questica builds in incremental best practices as configurable options, offering Questica customers the ability to replicate those processes without re-inventing the wheel. Ultimately, this leads to quicker, less costly, and more stable implementations for long-term ROI.
- **You are in control:** Questica Budget is designed for client-side administration, with security, reports, and workflow configurable at the admin user level. We also leverage a single tenant architecture, which means that each customer has a unique and segregated instance of our software, enabling the Municipality to choose when to apply software updates, based on your convenience and schedule.
- **Singular focus and purpose built for government:** Questica Budget is not a generic "one-size-fits-all" solution, nor is it a "Swiss army knife" that proposes to do many things half-well. Instead, Questica Budget is a point solution that excels at enabling a collaborative budgeting process for state and local governments, and public agencies. Since our inception, we have been 100% focused on crafting best-in-class budgeting solutions for the public sector.
- **Right sized for you.** Questica is big enough to support your organization, yet nimble enough to remain agile. We currently have 130+ employees, which means we have the resources needed to support large-scale, complex implementations while remaining flexible to accommodate your unique requirements. We manage all aspects of our customer implementation, from kick-off to post-implementation support, exclusively with Questica employees.

We have an unmatched track record of success in implementing our solutions for government organizations and we stand firm in our **'getting it done right the first time'** mission. We look forward to continued conversations with your finance team and to demonstrating how Questica will provide unquestionable value and return on investment to the Township of Edwardsburgh/Cardinal.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Sullivan".

Mike Sullivan
Senior Account Executive
mike.sullivan@eunasolutions.com

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WHO WE ARE

For the past 25 years, Questica has partnered with public sector organizations to enable data-driven budgeting and decision-making, while increasing data accuracy and productivity and improving stakeholder trust. These organizations are modernizing their business processes using Questica’s budgeting, performance, transparency, and engagement software solutions.



Questica is consistently recognized as one of the leading and most trusted budgeting software solutions:

- 2021 – 2019** As part of Euna Solutions (previously GTY Technology), recognized by Government Technology in their annual GovTech 100 Index which showcases the 100 leading companies serving state and local governments in unique, innovative, and effective ways.
- 2019** CV Magazine’s Canadian Business Awards, “Best Cloud-Based Budgeting Software Solutions Provider.”
- 2018** “10 most trusted public sector solution providers” by Insights Success magazine.

The Questica team is comprised of roughly 130+ technology experts, budget professionals and business specialists who have decades of experience working with local government. We in fact represent the largest group of budget software experts in North America dedicated to serving the public sector.



Euna Solutions is a leading provider of purpose-built, cloud-based solutions that power critical administrative functions and financial operations for the public sector. Formerly GTY Technology, Euna Solutions offers easy-to-use solutions for procurement, payments, grant management, budgeting, permitting and K-12 administration that are proven to increase operational efficiency, transparency, collaboration, and compliance. Euna Solutions is a trusted partner to more than 2,000 government and public sector organizations across North America, empowering digital transformation and streamlining business processes through a relationship-centered, service-focused approach. Euna propels public sector progress. To learn more, visit www.eunasolutions.com.

Our team understands the unique challenges that government organizations face when preparing, managing, and sharing the details of a budget, and we bring our collective years of experience to the Township of Edwardsburgh/Cardinal.

WHO USES QUESTICA BUDGET?

- ◆ City of Barrie ON
- ◆ City of Brantford ON
- ◆ City of Burlington ON
- ◆ Municipality of Meaford ON
- ◆ Town of Collingwood ON
- ◆ Town of Saugeen Shores ON
- ◆ Orillia Soldiers Hospital ON
- ◆ Town of Cobourg ON
- ◆ City of Windsor, Ontario
- ◆ Municipality of Chatham Kent, ON
- ◆ City of Vaughan ON
- ◆ City of Peterborough ON
- ◆ Peterborough County ON
- ◆ Town of Parry Sound ON
- ◆ Township of Essa ON
- ◆ Township of Muskoka Lakes ON
- ◆ Township of Severn ON
- ◆ Town of Whitchurch Stouffville ON
- ◆ Town of Pelham ON
- ◆ Township of West Lincoln ON

QUESTICA BUDGET CLIENT SUCCESS STORIES

Select a logo to learn more about how our clients are using Questica.



We have a lot more confidence in the data that's in and coming out of Questica. The security structure in Questica is much more robust and it's just a really good powerful system. Some of the things that hadn't ever worked correctly in the old system, we now have.



— **Laura Altizer**, Former Budget Performance Manager
City of High Point



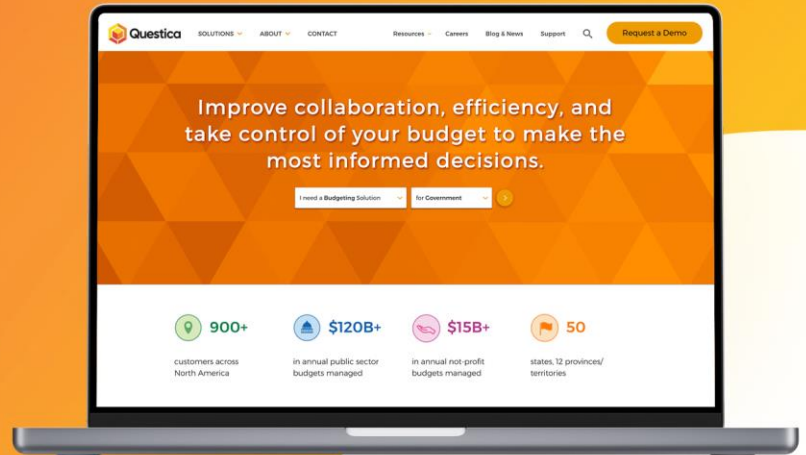
Questica's customer service and responsiveness are excellent.



— **Kelly Greunke**, Manager of Budget Operations
Office, City and County of Denver

ABOUT QUESTICA

Questica proposes a Software-as-a-Service (SaaS) subscription of our industry leading multi-user Questica Budget solution and our professional services for implementation, integration, configuration, training, and post-implementation customer support.



OUR MISSION

“We’re on a mission to simplify the complexities of public sector finance, empowering brilliance at every turn.”

—TJ Parass, Co-Founder of Questica



At Questica, our mission is to empower many to work together in a secure environment, to take control of their budget, and make informed decisions. For the past 25 years, Questica has partnered with public sector organizations to enable data-driven budgeting and decision-making, while increasing data accuracy and productivity and improving stakeholder trust. These organizations are modernizing their business processes using Questica’s budgeting, performance, transparency, and engagement software solutions.

OUR GOAL

Questica’s goal is to drive budget transformation by creating a single source of data truth. As a leader of budgeting preparation and management software since 1998, Questica partners with public sector organizations to better enable data-driven budgeting and decision-making, while increasing data accuracy, productivity and improving stakeholder trust.



Over 900 local and provincial governments, colleges, universities, K-12 schools, hospitals, healthcare facilities and non-profit organizations have eliminated spreadsheets using our budgeting, performance, transparency and engagement solutions. Across 50 states, and 12 provinces and territories, we’ve engineered custom budget solutions for public sector customers which seamlessly integrate with existing financial and other systems.

WHY CLIENTS CHOOSE US

We have an unmatched track record of success in implementing our solutions for government organizations and we stand firm in our ‘getting it done right the first time’ mission. We’ve integrated highly scalable solutions for public sector entities managing budgets of a few million, and other organizations multi-billion-dollar annual spending plans. Our team is comprised of technology experts, budget professionals and business specialists. We are passionate and friendly collaborators who enjoy teaming with our customers to find the right solution to meet their needs.



KEY BENEFITS OF QUESTICA



CLOUD-BASED

Questica Budget Suite is a cloud-based solution hosted on Questica's secure Microsoft Azure server. Cloud-based solutions enable clients to access their budget data online at any time and from any location. Hosting on single tenant architecture means your budget data is isolated from other clients', with the flexibility to choose when to upgrade to new versions of the product.

COLLABORATIVE

Budgeting is a people-centric process that requires communication and teamwork. The Questica Budget Suite is a collaborative platform that allows your budget managers to work with departments to prepare and manage budgets efficiently. We streamline budget access for financial and non-financial contributors; the result improves communication and expedites decision-making. This is particularly important if staff work remotely.



FUNCTIONALITY

Questica Budget is feature-rich and provides powerful functionality for greater control and visibility into budgets. With the tools to calculate, analyze, forecast, report on, and develop what-if scenarios for budgets, users gain deeper financial insights while creating budgets that last. With seamless integration for flow of data to the existing ERP, users can build budgets based on accurate, real-time financial information.

CONFIGURABILITY

Configurability means fewer requirements for customization. This will save time, resources, and complexity both in the initial implementation, and through ongoing use as upgrades and enhancements are released. The bottom line is a significantly lower cost of ownership over your lifetime use of our product.



FLEXIBILITY

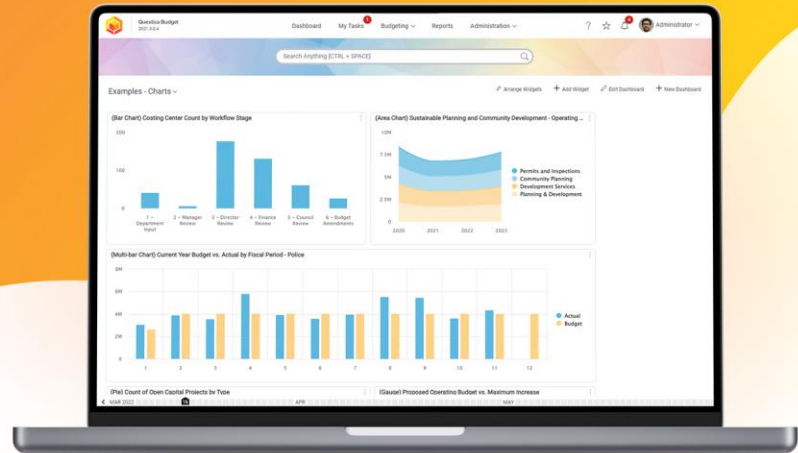
COVID-19 continues to challenge communities, heightening the need for local governments to make decisions quickly and accurately. Our product offers the capacity for multiple scenario models, for governments preparing for the future, and pivoting as plans change. When your plans shift, you don't want to be limited by manual data entry, spreadsheets, or an inflexible legacy system. Questica Budget adapts with you, adjusting to your new budget trajectory to reallocate funds or evaluate potential cost savings.

INNOVATION

Innovation at Questica is driven by feedback on existing product features, and the anticipated need for new features that accommodate new challenges. Questica's product strategy is based on feedback from our clients, all public sector organizations, and serves as a guiding star that directs our focus. From user forums to early adopter groups, Questica clients are with us every step of the way as we develop new features or improve the functionality of our product Suite.



QUESTICA BUDGET



OVERVIEW

The Questica Budget Suite is an end-to-end budgeting system that will help you manage the budgeting process with greater efficiency and accuracy. We are confident that our budget system is the right application for your needs, providing powerful features that support ongoing budget development and reveal key budget insights that may have been hidden in a spreadsheet.

OPERATING MODULE

Questica Budget is designed for non-finance department and non-technical users to prepare and maintain their budgets directly in the system. Budgets can be categorized on an organizational basis where cost centers roll-up into their respective departments and divisions and can also be categorized on a fund basis where cost centers roll-up into their particular funds and fund categories. Cost centers can easily be moved from one department and division to another, as well as from one fund to the next. Additional hierarchical structures can be configured as needed.

2021 - 2861 - Pump Station 1 Main (Active)										
Account Summary										
GL Account	2019 Actual	2019 Budg.	2019 Variance	2020 Actual	2020 Budg.	2020 Variance	2021 Actual	2021 Variance	2021 Forecast	2022 Forecast
GL Account Type Revenue	1,403.33			1,403.33	981.87	981.87			47,000.00	47,940.00
3050 - User Fees - Drainage	1,403.33			1,403.33	981.87	981.87			47,000.00	47,940.00
3274 - Miscellaneous Fees									47,000.00	47,940.00
3923 - Financial Stability Reserve										
GL Account Type Expenses	(1,952,272.31)	(1,838,691.45)	(113,580.86)	(1,309,765.36)	(2,201,314.77)	391,549.51	2,183,495.47	(2,183,495.47)	(2,081,138.43)	
4103 - Benefits	351,133.55	30,000.00	321,133.55	332,168.64	349,349.77	(17,181.13)	(393,230.96)	393,230.96	402,363.16	
4008 - Salaries - Pump Technician	1,554,452.85	1,511,482.45	42,970.40	1,472,129.66	1,545,241.00	(73,111.54)	(1,350,178.41)	1,350,178.41	1,386,464.92	
4094 - Retirements	3,200.00		3,200.00							
9211 - WQ Regular Time	113.93		113.93	148.38		148.38				
9201 - WQ Outside Purchases	6.70		6.70	35,043.27		35,043.27				
9111 - WQ Inside Equipment Rentals	3.04		3.04	117.27		117.27				
4070 - Overtime	8.12		8.12	86.39		86.39				
4014 - Salaries - Outside							(6,492.70)	6,492.70	6,455.87	
4116 - Conferences/Travel							(7,000.00)	7,000.00	12,000.00	
4384 - Cable							(1,340.00)	1,340.00	1,344.80	
4386 - Water							(700.00)	700.00	714.00	
4072 - Insurance							(140,000.00)	140,000.00	110,174.00	
4021 - Repairs and Maintenance							(102,570.00)	102,570.00	103,911.40	
9211 - WQ Inventory Purchases				9.72		9.72				
9024 - Wash Order Reservations				(68,844.30)		(68,844.30)				
4024 - Recovery	(1,190.00)		(1,190.00)	(27,727.00)		(27,727.00)				
4014 - Miscellaneous	348.27	2,000.00	(1,651.73)	116.47	2,000.00	(1,883.53)		2,000.00	2,040.00	
4384 - Telecommunications	702.80	4,000.00	(3,297.20)	833.20	4,700.00	(4,866.80)		8,734.00	8,929.00	
4154 - Recovery - HCB	(4,891.51)		(4,891.51)	(6,612.40)		(6,612.40)				
4024 - Laundry	373.21	6,000.00	(5,626.79)	306.66	6,000.00	(5,693.34)		6,000.00	6,100.00	

Sample Costing Center Information

Role-based security ensures that users have streamlined access to only the data and functions that they need. Cost center information can be maintained, and comments, notes, and attachments (e.g., scans, documents, or links) may be added to the budget or even to the detailed line items. Budgets can be managed at a monthly, quarterly, annual, or biennial basis. Grids are configurable and may consist of historical years, current year, and future forecast years.

PERSONNEL PLANNING & BUDGETING MODULE

Questica Budget’s Personnel Planning & Budgeting module performs like a calculator with advanced features, enabling accurate modeling and forecasting all costs associated with positions (filled and vacant) to accommodate the workforce budget. Step or pay increases, cost of living adjustments, new benefits, and other employee-related costs are all accounted for.

Each position is a record of all the information required to calculate base wages, as well as overhead costs such as benefits, allowances, and employer taxes; each is attributed to the appropriate GL Account (object code). Positions paid according to a union contract are assigned a pay grade and step, calculating pay from the pay scale for that contract. Alternatively, a position’s base wage can be entered as a distinct salary value for each position, or as a percentile of the range configured for a selected grade.

Position	Amount	Type	Location
4000	1000.00	Full-time	City
4001	1000.00	Full-time	City
4002	1000.00	Full-time	City
4003	1000.00	Full-time	City
4004	1000.00	Full-time	City
4005	1000.00	Full-time	City
4006	1000.00	Full-time	City
4007	1000.00	Full-time	City
4008	1000.00	Full-time	City
4009	1000.00	Full-time	City
4010	1000.00	Full-time	City
4011	1000.00	Full-time	City
4012	1000.00	Full-time	City
4013	1000.00	Full-time	City
4014	1000.00	Full-time	City
4015	1000.00	Full-time	City
4016	1000.00	Full-time	City
4017	1000.00	Full-time	City
4018	1000.00	Full-time	City
4019	1000.00	Full-time	City
4020	1000.00	Full-time	City

Sample Annual Costing Positions

Description	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
GL Account Type: Expenses / Expenditure	(54,978.09)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)
Base Wage	49,321.12	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76
FICA - Social Security (OASDI)	3,070.31	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86
FICA - Medicare	716.06	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84
Workers' Compensation	1,411.35	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61
Life Insurance	77.25	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44
Dental and Vision	180.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00

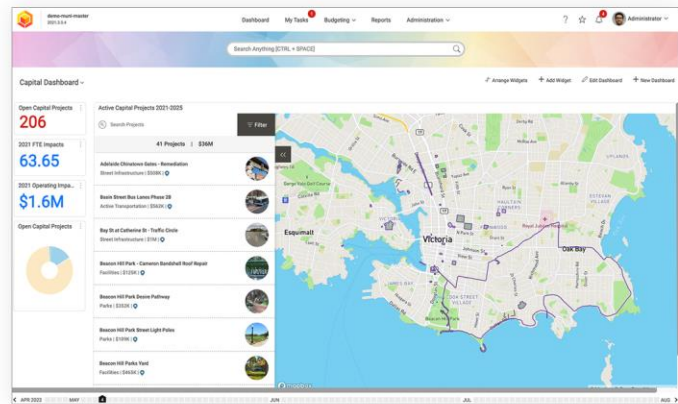
Sample Monthly Costing – Single Position

CAPITAL MODULE

Questica Budget’s Capital module simplifies and centralizes the process of capital budget planning and execution. Users can import prior years’ budget data (actual costs and budget values) into Questica Budget, and create multi-year capital projects where they can identify their expenditures and funding sources, and make adjustments as they prepare their budgets.

Users can construct their capital projects on an annual, quarterly, or monthly basis, enter narrations or explanations for their requests and categorize their projects based on different criteria such as tangible capital assets, fund(s), or project status. Requests get escalated through the configurable workflow system integrated within Questica Budget. Project ranking can also be administered according to user-defined criteria, and multiple project scenarios can be created for each project.

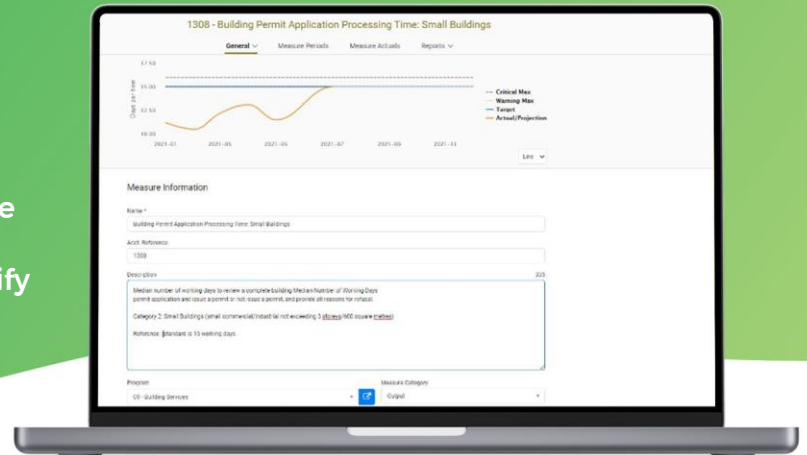
The Capital module also gives the ability to manage budgeting activities related to grant programs of varying complexities. The “type” field on projects is commonly used to indicate that the project is to be treated as a grant.



Sample Capital Improvement Plan Transparency – Interactive Visual Map

PERFORMANCE MODULE

Questica Budget's Performance module allows users to establish objectives and track budget progress toward achieving these objectives over time. Targets can be identified by intended outcome, where warning and critical threshold limits notify users whenever budget performance requires attention.



Sample Performance Dashboard

Measures, whether financial or statistical, may reference existing values already in the system, or may otherwise be manually entered. In either case, these measures can also be calculated based on other measures. They can be consolidated under various programs and can also be incorporated into an Organizational Scorecard. Responsibilities can be established for the various Programs and Measures, inclusive of due date and automated reminders, to facilitate workflow processing.

Questica Budget's Performance module fully integrates with the rest of the Questica Budget Suite and leverages the Questica Dashboard platform. This functionality helps improve performance, encourages innovation within your team, encourages cost-effective practices, and delivers an enhanced level of transparency and accountability.



SPECIAL FEATURES

STATISTICAL LEDGER

The Questica Budget Statistical Ledger allows budget staff to plan and track numbers other than spending dollars (e.g., hours worked, number of clients, resource utilization).

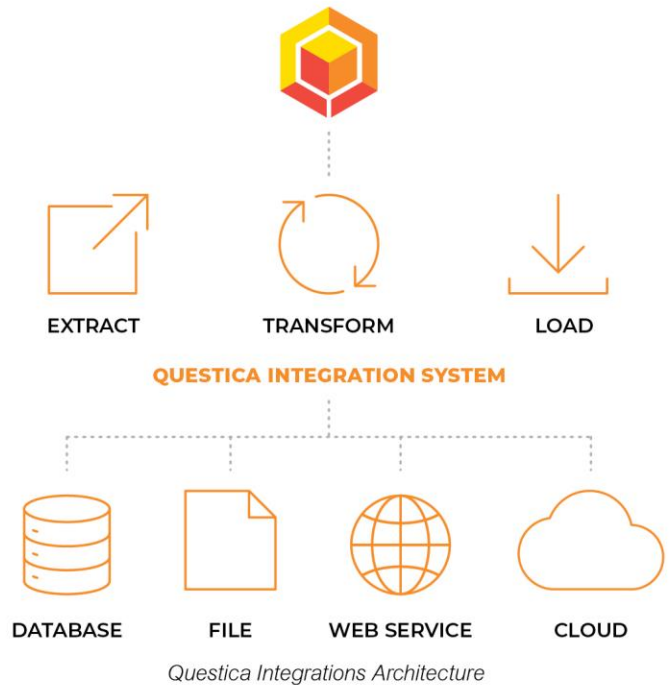
Staff can create a budget for any numeric data and work with it very much like financial budgets. This can be very useful for planning and tracking activities and outputs, and the data can be used as a guideline for building budgets. Statistical Ledger data can also be a component of a performance measurement plan.

QUESTICA INTEGRATION SYSTEM (QIS)

Questica Budget will integrate with your Township's financial system via its proprietary Questica Integration System (QIS). QIS is a specialized, database-independent tool developed to exchange data between Questica Budget and external systems on a scheduled or as-needed basis. QIS also simplifies the integration process and reduces the time required to integrate Questica Budget with other customer systems or data warehouses.

QIS provides a highly configurable framework for importing or exporting budget related or non-financial data with existing and future external data sources, using API (Application Programming Interface) and ETL (Extract, Transform and Load) integration methods to ensure the budgeting solution always reflects updated data.

The diagram on the right illustrates the Qestica Integration System. The Qestica Budget application is represented by the symbol at the top, with the QIS system in the middle, and various customer systems on the bottom. When data is being extracted from an external system and moved to Qestica Budget, data would be moving from the bottom to the top of the diagram. On the other hand, when extracting data from Qestica Budget to insert into an external system, data moves from the top to bottom.



The process can be scheduled or run on-demand by an authorized Qestica user. Monitoring of scheduled integration tasks can be performed in many ways, but the most popular method is exception or failure notification, which can be configured to email one or more people. As detailed below, implementations can include three distinct interface points—two on the financial side and one on the HR/personnel side, and sometimes a fourth:

Actual cost integration	Actual costs are automatically imported into Qestica Budget from the Financial System. This can be set up to occur at a variety of timeframes, but most often this automated process of copying the actual costs from the Financial System into the Qestica Budget system occurs on a nightly basis. This allows users to see Budget vs. Actuals that are no more than 24 hours old.
Movement upon approval	When the budget is approved/adopted, it is typically moved from Qestica Budget into the Financial System, the system of record.
Salary sync	The process for loading HR/payroll data into the Qestica Budget system is via our 'Salaries Synchronization Tool'. This provides a mechanism to populate our salary and benefit engine with data from the city's HR records system. The integration can be run on demand, whenever updated personnel data is needed in the budget system.
Budget adjustments (if required)	As adjustments are made throughout the year (e.g., transfers, new budget requests, etc.), these changes can also be synchronized between Qestica Budget and the Financial System so that budget revisions are always current in both systems.

ALLOCATIONS

The Allocations tool within Qestica Budget allows dollars to be moved throughout the Operating and Capital budget in a structured and balanced fashion. The functionality supports complex arrangements of allocations between many budget elements.

An employee's cost may, for example, be split between multiple programs or cost centers, or Internal Service Provider budgets can be managed. In the latter example, an IT budget that is developed in detail like any other costing center may get allocated to other budget elements, perhaps using a cost driver such as 'number of computers' as the distribution basis. Once the allocation has been run, each recipient Costing Center will have a Destination Budget Line representing a portion of IT expenses, and the IT Costing Center budget will subsequently have a Recovery Budget Line that effectively zeroes out their allocated budget.

ADVANCED CALCULATION ENGINE (ACE)

Questica Budget's Advanced Calculation Engine is a powerful feature that brings familiar Excel functions into Questica Budget and allows users to create reusable calculation packages/models. The tool is simple to use and is designed to keep users working inside Questica Budget.

In addition to containing familiar Excel functions, there are also budget-specific functions documented in an integrated library, enabling users to reference data based on its qualities rather than by specific location. For example, a function can be performed on the budget values for a particular account code or using the actuals from a certain statistical account. Functions can also be period-based, enabling the option to reference data from past months or years, or reference a range of data such as the average from the past three years for a given month or quarter.

CHANGE REQUESTS/DECISION PACKAGES

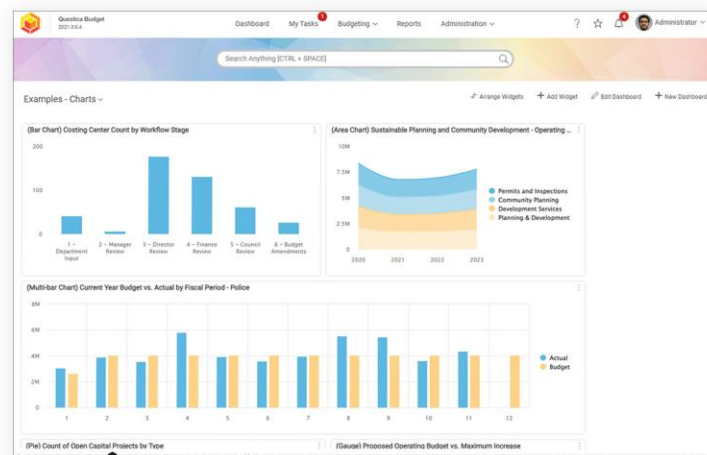
Questica Budget's Change Requests feature, also referred to as Budget Adjustments, Budget Modifications or Decision Packages, allow authorized users to process pre- and post-approval budget changes, both one-time and recurring, using a controlled process and workflow-based approval. These requests can be created individually, or they can be bundled together and treated apart from the general budget with their own dedicated approval process. Questica Budget does this in a controlled environment so that users can only submit, change, and see budget requests that are appropriate for them.

ADVANCED SEARCHES

Questica Budget's Advanced Search function is an intuitive user-facing feature that allows non-technical users to compose detailed searches using a variety of comparators and the ability to infinitely nest AND/OR groupings. Essentially, the Advanced Search functionality allows authorized users to perform sophisticated and highly dynamic data analytics and ad-hoc queries based on multiple dimensions, including specific criteria or descriptive words. This robust and powerful tool allows complex queries to be easily built up—one line at a time.

REPORTING AND DASHBOARDS

Questica Budget's reporting and analytics capabilities are delivered as part of its core software feature set. The system includes pre-built ad-hoc data views (i.e., queries), advanced "smart reports" that combine rows and columns of numbers with graphics (e.g., pie chart), 80+ pre-built ready-to-use reports, each with a variety of input selections, and pre-built dashboards with rich interactive visualizations of information that can be utilized to create actionable at-a-glance displays—all of which include data security to ensure users only see what they're allowed to see. Standard reports leverage Microsoft's SQL Server Reporting Services (SSRS) and can be copied and modified by budget staff without requiring programming skills.



Sample Full-Featured Dashboard

QUESTICA'S DIGITAL BUDGET BOOK SOLUTION



Questica Digital Budget Book sample screenshot

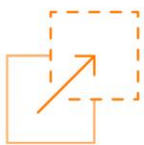
Budget Book

Questica's Budget Book Studio is a user-friendly and comprehensive document management and financial reporting tool that enables our customers to create, collaborate, edit, approve, and publish an annual budget document with ease – eliminating the headaches often associated with managing multiple spreadsheets, version control issues, manual updates, and duplicating content.

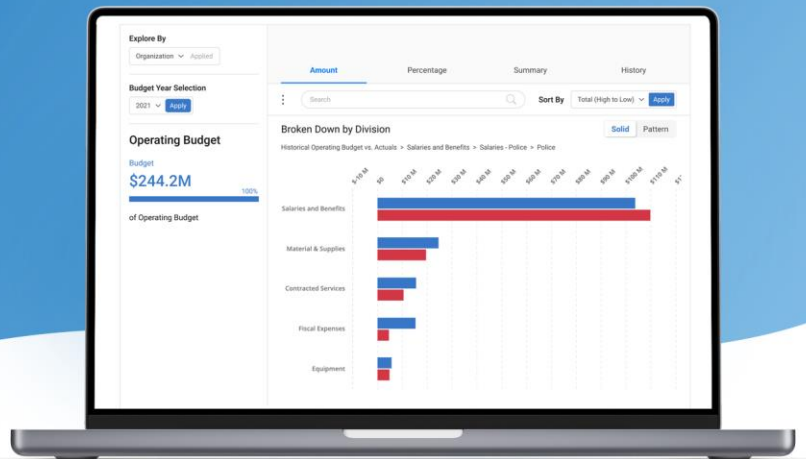
Budget Book Studio is directly integrated with the Questica Budget module, allowing budget information to be seamlessly refreshed on-demand. Paired with our Questica OpenBook interactive online transparency solution, customers can provide the community with a complete understanding of the budget that is presented in a manner geared for a non-financial audience.

Key aspects of Questica's Budget Book Studio include:

- ◆ GFOA compliant—meets all standards for GFOA Award Qualifying Book Production
- ◆ Automation—automates the creation of fund summary pages, charts, tables, and more
- ◆ Templates—creates new pages quickly with easy-to-use templates
- ◆ Multiple Formats—produces budget books in digital (online) and PDF (printed) formats
- ◆ Charts and Graphs—allows automatic updates of embedded narratives and smart charts



OPENBOOK TRANSPARENCY AND DATA VISUALIZATIONS

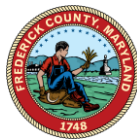


OpenBook - Sample Operating Budget: Interactive Chart

Questica Budget's OpenBook tool fosters transparency for public agencies, enabling the information to be visualized in an array of charts, tables, bars, graphs, and GIS mapping for Capital planning. Like all Questica tools, OpenBook is intuitive and easy-to-learn. With descriptive text, informational pop-ups, filtering and sorting capabilities, diving in and discovering information is made easy for all stakeholders.

OPENBOOK CUSTOMER EXAMPLES

Select a logo to visit our customers' OpenBook websites.



SEE OUR SOFTWARE SOLUTIONS IN ACTION

Learn how Questica and our software solutions can help your organization today. Our team will reach out to determine how we can help you increase efficiencies for your budgeting process.

GOVERNMENT PROCUREMENT OPTIONS

Today's modern governments have recognized the traditional methods of procuring software through Request for Proposal are expensive, time consuming, and often very limiting in scope. An increasing number of customers have contracted with Questica utilizing the methods outlined below.

1. *Take advantage of contract vehicles and cooperative purchasing agreements.* Contract vehicles are commonly relied upon as the most efficient way for governments to buy goods and services. Questica is listed on many cooperative purchasing contracts, such as DIR, Carahsoft, SHI, NASPO, BuyBoard, Sourcewell, and Omnia. These contracts include several vendors and were established via a competitive bidding process, much like an RFP cycle.
2. *"Sole source."* This method refers to opportunities where Questica is the only provider able to deliver the set of solutions that a government entity is looking for. This can justify the avoidance of an RFP, since there are simply no other vendors in the market who can deliver the necessary goods or services.
3. *Piggyback contracts:* To satisfy procurement policy, many Questica customers choose to piggyback from contracts already vetted by a competitive RFP process of similar size and scope. For example, The City of Spokane utilized a piggyback agreement (i.e., cooperative agreement statement) with City of Seattle to purchase Questica. Questica is open to helping The Township explore best fit piggyback options with current customers.



Questica Budget Price Quote - Dec 20, 2023

Prepared for:
Sean Nicholson
Treasurer
Township of Edwardsburgh/Cardinal

Prepared by:
Mike Sullivan
Sr Account Executive

October 19, 2023

Euna Solutions - Questica

This proposal is subject to a review of your Chart of Accounts and a review of the Scope of Work.





QUESTICA BUDGET PRICE QUOTE

Quotation ID#: Township of Edwardsburgh/Cardinal – October 19, 2023

Description	Qty.	Total
Questica Budget Framework		\$19,500
Operating License Seats	25	
Personnel Planning & Budgeting License Seats	5	
Capital License Seats	15	
Unlimited Read-Only Licenses	Included	
Performance Measures	Included	
Allocations	Included	
Statistical Ledger	Included	
OpenBook Transparency	Included	
Budget Book Studio	Included	\$5,000
Questica Year 1 Software Subscription (including software, maintenance, support, and hosting)		\$24,500
Professional Services (Per Scope of Work)		
Planning & Analysis	Included	
Installation	Included	
Data Load & Verify	Included	
Accounting Integration	Included	
Training	Included	
Project Management	Included	
OpenBook Professional Services	Included	
Budget Book Studio Professional Services	Included	
Total Questica Professional Services: (one-time fee)	\$17,000	\$12,000
GRAND TOTAL (Year 1)		\$36,500

PRICING NOTES

Quotation ID#: Township of Edwardsburgh/Cardinal – October 19, 2023

Pricing valid through: **December 20, 2023**

- ◆ **Questica annual subscription is based on a 5-year term**
- ◆ **Questica will apply a 5% inflationary increase beginning in year 2**

Questica Annual Fees

- Year 1 is \$36,500 (SaaS and Professional Services)
- Year 2 is \$25,725 (includes 5% increase)
- Year 3 is \$27,011 (includes 5% increase)
- Year 4 is \$28,362 (includes 5% increase)
- Year 5 is \$29,780 (includes 5% increase)
- Total 5 Year contract is \$147,378

Above pricing in CDN dollars. Applicable Taxes Extra. Pricing is not applicable in response to a formal RFP Process.

Terms of Payment

- ◆ **Software:**
 - 100% upon Contract Effective Date (Net 30)
 - Year 2 due 365 days from Contract Effective Date and annually thereafter
- ◆ **Professional Services:**
 - Due 100% upon Contract Effective Date (Net 30)

SUMMARY

Questica greatly appreciates the Township of Edwardsburgh/Cardinal's interest in learning more about our Company and our software. As stated, we welcome an opportunity to leverage our more than 25 years of success in public sector budgeting, to help the Township improve the efficiency and effectiveness of its budgeting process and to provide a technology solution that optimizes and supports the budget formulation and management cycle.

We are happy to address questions and engage in more detailed conversations to showcase how our software fits your requirements, our implementation approach, and the support our company provides. I would also be happy to facilitate introductions to current clients and would encourage you to connect with your peers to understand why they decided to partner with Questica - the most trusted solution for government organizations.





**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: December 4, 2023

Department: Finance

Topic: 2024 COLA Approval

Purpose: To approve the 2024 COLA for union and non-union staff

Background: As part of the Personnel Policy – Bylaw 2015-22, non-union staff salaries are adjusted with an annual Cost of Living Adjustment (COLA). The COLA is determined by the annual OMERS pension annual increase. In 2023, this amount was 6%. Council opted for a 3% increase for union and non-union members. For union members as part of the collective bargaining agreement, 2024 salaries will increase by 1.75% or COLA whichever is greater.

OMERS has set the 2024 pension inflation increase to **4.93%**. Union salaries will be increased on January 1st by this amount.

For reference, below is selected data from other Treasurers as to what the increases were for 2023 and what will be presented for 2024. A total of 76 municipalities participated in the informal survey. Rideau Lakes and Augusta base their COLA on October CPI which was 3.8%.

	2023	2024 - proposed	Total
Rideau Lakes	6.00%	3.80%	9.80%
South Dundas	5.20%	3.00%	8.20%
Augusta	6.00%	3.80%	9.80%
Front of Yonge	5.00%	5.00%	10.00%
Edwardsburgh/Cardinal (Union and Non-Union)	3.00%	4.93%	7.93%
Union Average (25 Municipalities)	2.72%	2.91%	5.63%
Non-Union Average (51 Municipalities)	3.79%	3.31%	7.10%

While the increase for 2024 is slightly above average, the Township was significantly below for 2023. Inflation has started to slow and expected to reach target levels in 2024. This should regulate the COLA for future years back to original levels of 1-2%.

Policy Implications: All financial items over \$75,000 require Council approval.

Financial Considerations: Based on current staffing levels, the COLA will add approximately **\$142,955.11** to the 2024 salary budget.

Recommendation: That Committee recommend that Council approve the 2024 COLA increase of 4.93% for all union and non-union staff, effective January 1, 2024.



Treasurer



CAO

Committee: Committee of the Whole – Administration & Operations

Date: December 4, 2023

Department: Administration

Topic: 2023 Year End Report

Background:

INTERGOVERNMENTAL RELATIONS

- Council has been in office for a year on November 21
- Received funds from the Port of Johnstown and transferred into a dedicated capital reserve fund at the end of 2022
- Supported the Non-VQA wineries in Ontario by Council resolution to the Province of Ontario to eliminate the LCBO Mark-up and Wine Levy on Non-VQA wine
- Working with United Counties of Leeds and Grenville under a cost sharing agreement for a portion of the County Road 2 Water and Wastewater Rehabilitation Project
- Township eligible to receive up to \$150,000 in funding through the Ministry of Natural Resources and Forestry for debris cleanup and forest regeneration efforts
- Received and approved the Joint Management Board 2023 Wastewater Treatment Plant budget with the Town of Prescott
- The Township provided support to the Prescott Family Health Team application submission under the Your Health: A Plan to Connected and Convenient Care to hire additional medical professionals
- Partnered with Save Ontario Shipwrecks to prepare and provide educational communication materials online and signage on Legion Way and the Conestoga dive site
- Reviewing process to amend the Spencerville Lagoon ECA for additional capacity and potentially a second discharge
- Partnered with SNCA through a memorandum of understanding for forestry services for brushing
- Partnered with SNCA for Watershed Programs and Services, which includes 16 municipalities
- Ongoing discussions with respect to the UCLG Agricultural LEAR consultation process and impacts to lands within the Township

- Council submitted feedback and a comment letter to the Province of Ontario through the Environmental Registry of Ontario (ERO) with respect to proposed changes to the Provincial Planning Statement
- Council received financial support requests for the Maple View Landings and Sherwood Park Manor Legacy of Care
- Responded to the Housing Affordability Task Force's Recommendations

HUMAN RESOURCES

Personnel:

- Josh Lahaie was welcomed aboard as a Facility Operator on July 4, 2023

Recognition:

- The following Township Employees received long-term service recognition awards:
 - Aaron Campbell – 10 years
 - Teri Brown – 15 years
 - Ken Sloan – 20 years
 - Wayne Lefebvre – 25 years
 - Mike Spencer – 30 years
- The following volunteer fire fighters received certificates of appreciation recognizing their service to the Fire Department:
 - Ann Shorey – 5 years
 - Cody Oatway – 5 years
 - Lloyd Scott – 5 years
 - Michael Ayerst – 5 years
 - Philip Malcomnson – 10 years
 - Joshua Couture – 15 years
 - Kevin Patrick – 25 years
 - Mark Bruce – 30 years

ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT

Business Development:

- Released the final lot due to completion of the Glock Subdivision – Plan 1069
- Continued partnership with Augusta, Prescott and Prescott BIA to deliver the following programs: digital transformation grant, Canadian digital adoption program, shop here program, digital service squad. A Digital Main Street Coordinator has been in place since October 2020
- Final portion of the overall \$180,000 donation was given to the Aquatarium for the new main exhibit featuring the grain elevators
- Sold Industrial Park land to Alantra Leasing Inc. for future development of a facility for indoor fabrication of materials for modular builds

- Approved the naming of 3 future streets within the Lockmaster's Meadow Subdivision
- Council provided resolutions of support to Baseload Power and Potentia Renewables Inc. for submission to IESO for battery energy storage proposal projects
- The following agreements and amendment were entered into with the Township for various development and/or projects:
 - Zoning Bylaw Amendment – 3609 County Rd 21 – Malcomson
 - Zoning Bylaw Amendment – 3485 Glen Smail Rd – HFI Pyrotechnics
 - Zoning Bylaw Amendment – 2073 Dundas St – 2733521 Ontario Inc
 - Zoning Bylaw Amendment – 2084 Dundas St – 2733521 Ontario Inc
 - Zoning Bylaw Amendment – 3106 County Rd 21 - Cleary

Community Development & Engagement:

- Approved 1 community improvement project for signage installation at Spencerville Pharmasave
- As of November 29, 115 building permits have been issued
- Community Grants & Donations totaled \$15,000.00 plus in-kind support throughout the year
- Attended the Leeds Grenville Approved Small Business Trade Show
- Held in partnership with SNCA the annual community free tree day
- Township partnered with several industrial businesses to assist in Earth Day clean-up efforts in the Johnstown and Cardinal areas.
- Temporarily closed a portion of Goodin Rd in June for the Optimist Club Soapbox Derby
- Provided support and assistance for the SBCC events throughout the year, for the Easter weekend and Spencer Whoville events with the closure of streets and use of facilities to name a few.
- Provided support for the Cardinal Festival Committee events throughout the year, including the Canada Day and Labour Day festivities in Cardinal, with the closure of streets, providing bleachers and other assistance.
- Approximately 150 cyclists travelled through Cardinal along County Rd 2 in August for the Great Waterfront Trail Adventure, with the Township setting up a snack station for the cyclists to rest and enjoy the waterfront views
- Working with HelpSeeker Technologies, which prepared the Housing Needs Assessment for submission to the CMHC Housing Accelerator Fund
- Ongoing discussion regarding the Consent Policy Review: Official Plan Amendment and Zoning Bylaw Amendment are in progress
- Engaged HelpSeeker for the Navigi supply mapping program.
- Planning applications:
 - 7 severance applications received
 - 3 zoning bylaw amendment applications received
 - 0 site plan control applications received
- Partnered with UCLG, Town of Prescott and Augusta Township on a community information session regarding additional residential units

ADMINISTRATION

- Continued the cormorant control efforts along the St. Lawrence River area
- Reported on the outcome of the 2022 Municipal and School Board Elections through the 2023 Election Accessibility Report – outlines the identification, removal and prevention of barriers from the 2022 election and future, also highlighted the voter participation, voters' list changes, paper ballot voting and locations, electronic internet/phone voting, and future steps.
- Implemented a weekly “Doors are Open” 6-month trial for residents to speak with members of Council.
- Approved a 3% COLA for union and non-union employees
- Completed second program with FoodCycle Science. Township offered 100 indoor compost alternative units to residents at a subsidized cost and the residents were required to complete a survey at the end of the 12-week program
- Council declared the 111th Annual Eastern Ontario Firefighters Association Convention, which was hosted by the Edwardsburgh Cardinal Fire Department as an event of municipal significance
- Implemented Filehold OCR Module to increase search efficiency and indexing of municipal records within Filehold
- Port of Johnstown received funding through the Agricultural Clean Technology Program which aims to create an enabling environment for the development and adoption of clean technologies to drive changes to achieve low-carbon economy
- Assisted in the organization and hosting of the Bait Fuel Bass Fishing Derby held at the Cardinal waterfront
- Successfully fulfilled and completed an AODA compliance audit, which resulted in additional signage to the Cardinal waterfront recreation pathway and minor updates to the multi-year accessibility plan
- Engaged Town Hall Consulting Inc. (Rob Adams) to facilitate Strategic Planning sessions for the Township Council and staff
- Recognized various events/months on the banner poles throughout the Township:
 - Pride Month
 - National Day for Truth and Reconciliation
 - Remembrance Day
- Proclamations in 2023:
 - Green Shirt Day
 - Emergency Preparedness Week
 - Rail Safety Week
 - Fire Prevention Week
 - Legion Week
 - National Day for Truth and Reconciliation
 - Ontario Cadets Week
- Numerous recreation activities held throughout the year that are outside of the regular summer camp/swimming pool season activities, including but not limited to:
 - Holiday cookie decorating

- Skate with Santa
- Boredom buster events
- Pickleball
- Kids inflatable day
- Cardinal pool party
- Kids art classes

New/Updates Policies/Bylaws/Agreements:

- Electronic Monitoring Policy
- Committees of Council Terms of Reference
- Port Management Committee Terms of Reference
- Procedural Bylaw
- Meeting Recording Policy
- Integrity Commissioner Bylaw
- Updated Agreement with Rideau St. Lawrence Utilities for water/sewer meter readings and billing
- Sports Memorabilia Donation and Display Policy
- Memorandum of Understanding with SNCA for Forestry Services
- Updated Boundary Fence Bylaw – exemptions and application process
- Updated Building Permit Fee Schedule
- Reserve and Reserve Fund Policy
- Street Banner Display Policy
- Contribution Agreement for the Agricultural Clean Technology Program – Port of Johnstown project
- Honourarium and Reimbursement Policy for Edwardsburgh Cardinal Volunteer Fire Department
- Procurement Policy
- Tree Canopy and Natural Vegetation Policy
- Sponsorship Agreement with Ingredion Inc for Naming Rights of Arena
- Site Plan Control Bylaw
- Cost Apportionment Agreement with SNCA for Watershed Programs and Services (16 municipalities in total)
- Scott Road Transfer Station Waste Management Bylaw
- Emergency Management Program Bylaw

EMERGENCY MANAGEMENT

- Emergency Control Group met in October to review the Emergency Management Plan and complete the required tabletop exercise.
- Following the October meeting, the Emergency Management Program bylaw was updated at the November Council meeting to clarify definitions, membership, and declaration/termination of emergency

Rebecca Cuch

Clerk

Committee: Committee of the Whole – Administration & Operations

Date: December 4, 2023

Department: Administration

Topic: Indigenous Land Acknowledgement

Purpose: To update the Procedural Bylaw to incorporate an indigenous land acknowledgement.

Background: At the August Committee of the Whole Members requested a report on preparing a land acknowledgement statement for the Township.

A land acknowledgement is a formal statement to recognize the relationship between Indigenous peoples and their traditional territories. Acknowledging the land is an Indigenous protocol used to express gratitude to those who reside here, and to honour the Indigenous people who have lived and worked on this land historically and presently. Strengthening relations between Indigenous and non-Indigenous Canadians is important to municipal governments and residents across the Township and Ontario.

Traditional Indigenous territories do not typically align to provincial and municipal boundaries and normally overlap each other. This is the case with the Township of Edwardsburgh Cardinal, which finds itself located on Algonquin (Anishinabewaki and Omàmìwininiwag), Mohawk (Kanien'kehá:ka), Huron-Wendat (Wendake-Nionwentsio), and Iroquois (Haudenosaunee) traditional and unceded territory.

There are a number of methods/options Council may choose from to incorporate a land acknowledgement statement into meetings:

1. The land acknowledgement could be an agenda item on Council agendas following the “Call to Order” item. The acknowledgement would be read by the Mayor at the Council meeting.
2. During Committee meetings the land acknowledgement could be placed on the agenda cover special comments section that would be displayed at the top of the agenda.
3. Provide more fulsome land acknowledgement at Council meetings and incorporate a more general simplified version for Committees.

See examples attached.

Through best practice review, it appears that the land acknowledgement statement is done only at Council meetings, whether that be on the agenda cover, incorporated into the agenda as an item to be read aloud at each meeting, or just recognized. With Committee meetings, it appears that the land acknowledgement is either noted on the agenda cover and rather than being incorporated into the meeting itself, still recognizing the importance, or not mentioned at all.

In various locations across the province, there have been concerns raised with Councils/Committees struggling to pronounce the indigenous names properly. A potential method to circumvent this would be to incorporate the more specific acknowledgement on the agenda cover top comment section and have Council read aloud a shortened version recognizing the First Nations, Metis and Inuit which constitute indigenous peoples within Canada.

Draft wording with Indigenous names:

As we gather, we are reminded that the Township of Edwardsburgh Cardinal is situated on traditional territory of Indigenous peoples dating back countless generations, which is rich in history and home to many First Nations, Métis and Inuit people today.

The Township of Edwardsburgh Cardinal acknowledges that we operate on the unceded and traditional aboriginal territory of the Anishinabewaki, Haudenosaunee, Kanien'kehá:ka, Omàmiwininiwag, and Wendake-Nionwentsio .

We acknowledge the historic relationship of the Anishinabewaki, Haudenosaunee, Kanien'kehá:ka, Omàmiwininiwag, and Wendake-Nionwentsio people to this land and our shared obligations to respect, honour and sustain these lands and the natural resources contained within.

We recognize all First Nations, Métis, and Inuit who now call Edwardsburgh Cardinal their home. The Township values and respects their cultural heritage and relationship to the land.

Draft wording for shortened version:

As we gather, we are reminded that the Township of Edwardsburgh Cardinal is situated on traditional territory of Indigenous peoples dating back countless generations, which is rich in history and home to many First Nations, Métis and Inuit people today.

As a Township, we have a responsibility for the stewardship of the lands on which we live, work and play, and today, this meeting place is still home to Indigenous people and we are grateful to have the opportunity to work on and call this land home.

Policy Implications: If Council wishes to incorporate a land acknowledgement within the main agenda following the "Call to Order", the Procedural Bylaw would need to be updated under section 19 of the bylaw to reflect this change to the agenda template.

Financial Considerations: None.


Recommendation: That Committee recommends that Council: 1. Direct staff to update the Procedural Bylaw to incorporate a "Land Acknowledgement" agenda item to the Council agenda; and 2. Incorporate a land acknowledgement statement as part of the agenda cover page of all Committee agendas; and 3. Provide direction to staff with respect to preferences on wording/phrasing for the land acknowledgement statement(s) to be used.




Clerk




CAO


Filter by your location 

Location

Edwardsburgh/Cardinal 

Distance from location

 50km 500km 1000km

Filter by Community 

First Nation

Métis Community

Inuit Community

Clear Filter

Territories

Anishinabewaki ᐱᐢᐸᐢᐢᐱᐸᐢᐱᐸᐢ

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Territories

Ho-de-no-sau-nee-ga (Haudenosaunee)

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Kanien'kehá:ka (Mohawk)

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Omàmìwininiwag (Algonquin)

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Territories

Wendake-Nionwentsio

**CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL
BY-LAW NO. 2023-25
“BEING A BY-LAW TO GOVERN THE PROCEEDINGS
OF COUNCIL AND COMMITTEES OF COUNCIL”**

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

NOW THEREFORE be it enacted that:

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

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

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

Mayor

Clerk

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DEFINITIONS

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

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

COUNCIL MEETINGS

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

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

ABSENCE OF HEAD OF COUNCIL FROM A COUNCIL MEETING

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

CONDUCT OF PROCEEDINGS AT MEETINGS OF COUNCIL

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

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

COUNCIL AGENDA

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

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

19. The following shall be the General Order of Business at each Council meeting.

1. ~~4.~~ Call to Order
2. Indigenous Land Acknowledgement Statement
2. Approval of Agenda
3. Disclosure of Pecuniary Interest
4. Delegations or Presentations
5. Consent Agenda
6. Minutes of the Previous Council Meeting
7. Business Arising from Previous Council Meeting
8. Committee Minutes
9. Action and Information Items from Committees
10. Correspondence
11. Approval of Disbursements
12. By-laws
13. CAO's Administrative Update
14. Councillor Inquiries or Notices of Motion
15. Mayor's Report
16. Question Period
17. Closed Session (if required)
18. Report Out of Closed Session (if required)
19. Confirmation By-law
20. Adjournment

20. If a statutory public meeting is required, and in the opinion of the staff in consultation with the Mayor it can be accommodated prior to a regular meeting of Council or Committee, the regular meeting of Council or Committee will be delayed if necessary.

DELEGATIONS AND PRESENTATIONS

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

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

CONSENT AGENDA

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

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MINUTES

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

MOTIONS - MEMBERS OF COUNCIL

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

PRESENTATION AND DISPOSITION OF MOTIONS

MOTIONS – GENERAL

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

MAIN MOTIONS

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

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

SECONDARY MOTIONS

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

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

(g) Move the Previous Question

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

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

(h) Reconsideration

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

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

(i) Rescind

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

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

(j) Point of Order and Privilege

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

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

DISBURSEMENTS

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

READING OF BY-LAWS AND PROCEEDINGS THEREUPON

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

Schedule A
By-law 2023-25

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

COUNCIL INQUIRIES/NOTICES OF MOTION

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

QUESTION PERIOD

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

UNFINISHED BUSINESS

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

OTHER FINANCIAL REPORTING

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

RULES OF DEBATE

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

Schedule A
By-law 2023-25

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

CONDUCT OF MEMBERS OF COUNCIL

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

PENALTIES FOR MISCONDUCT

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

**Schedule A
By-law 2023-25**

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

CONDUCT OF MEMBERS OF PUBLIC

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

COMMITTEE MEETINGS

IN GENERAL

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

COMMITTEE PROCEEDINGS

**Schedule A
By-law 2023-25**

100. The Presiding Officer shall call the meeting to order, ensure that all members have copies of an agenda and/or supporting information, adjourn the meeting if unruly, or request individuals behaving in an unruly or rude member to leave the meeting place, in accordance with sections 78 through 90 above.
101. Where a Committee is comprised of a minority of members of Council, quorum is not required for discussion to take place; however, quorum is required for votes to be called on recommendations to Council.
102. Where Committee is comprised of three or more elected members of Council, the Committee shall be served by appointed staff in accordance with the *Municipal Act, SO 2001* as amended.
103. Minutes of Committees shall record:
- The place, date and time of the meeting;
 - The names of the presiding officer and those voting and non-voting persons in attendance;
 - A synopsis of discussion, without mention of names associated with the opinions offered;
 - Motions and/or recommendations duly moved, seconded and voted upon;
 - The reading and review of previous meeting minutes;
 - All other proceedings without note or comment.
104. The Mayor shall be ex-officio to all Council Committees. Ex-officio is defined as having the right to attend, participate and vote at the meeting, but not forming part of the quorum.

GENERAL PROVISIONS

RECORDING OF COUNCIL OR COMMITTEE SESSIONS

105. The recording or live-streaming of meetings is permitted by members of the public, media, and staff.

AMENDMENT

106. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council without notice of proposed amendment or repeal having been given at a previous regular meeting of the Council, and the waiving of this notice by the Council is prohibited.

AUTHORITY

107. Roberts – “Rules of Order” shall be the final authority for any rules governing business procedures not covered in this by-law.
108. Any procedure required by this by-law may be temporarily suspended with the consent of a majority of the Council present.

NOTICE

109. Public notice of all regular meetings of Council and Committee will be provided to the public by means of posting on the municipal website at least forty-eight (48) hours in advance of the meeting. Notice for cancellation of a meeting shall also be made on the municipal website in the same location as that used for the posting of meeting notices.

MEETINGS OPEN TO THE PUBLIC

Schedule A
By-law 2023-25

110. Subject to Schedule B, the meetings of Council and Committee shall be open to the public and no person shall be excluded therefrom except for improper conduct.

ABSENCE OF HEAD OF COUNCIL FROM THE MUNICIPALITY

111. In the case of the absence of the Mayor from the Municipality, or if they are absent through illness, or they refuse to act, or their office is vacant, the Deputy Mayor will act in their place. However, if both are absent, a Councillor shall be appointed by the majority of members present to act from time to time in the place and stead of the Head of the Council and they shall have all the rights, powers and authority of the Head of Council, while so acting. This does not extend to membership on Counties Council.

PETITIONS AND COMMUNICATIONS (CORRESPONDENCE)

112. Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed and dated by at least one person and filed with the CAO or Clerk.
113. Every communication received by the CAO or Clerk shall be forwarded to members of Council on a weekly basis.
114. Any member of Council may request that the CAO or Clerk bring forward any communication to a Committee or Council meeting for debate or direction.

ELECTRONIC PARTICIPATION IN MEETINGS

115. In-person participation shall remain the primary method of participation by members, electronic participation is available to members who deem it necessary due to:
- (a) It is not safe or possible to attend in-person due to natural extreme weather event;
 - (b) Health and safety restrictions or guidelines that may be outlined by the Health Unit, Provincial/Federal government or the Township's Emergency Control Group;
 - (c) Provincial government orders restricting in person meetings/public gatherings/stay at home orders;
 - (d) Activation of the Emergency Control Group or a declared emergency by any level of government or health unit;
 - (e) Medical absences (illness, isolation, or other health issues);
 - (f) Parental leave;
 - (g) Travel on official municipal business;
116. As per Section 238(3.1) of the *Municipal Act, 2001*, members of Council, of a Local Board or of a Committee, can participate electronically in a meeting.

A member of Council, of a Local Board or of a Committee, who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any time in time.

A member of Council, of a Local Board or of a Committee can participate electronically in a meeting that is open and closed to the public. Members participating electronically in a closed session shall ensure that they are in a private room, where no other persons can overhear the deliberations and that all reasonable measures have been taken to ensure confidentiality and internet security. It is highly recommended that all members participating electronically in a closed session wear a headset.

Schedule A
By-law 2023-25

A member of Council, of a Local Board or of a Committee participating electronically shall notify the Presiding Officer of the meeting and the Clerk, or their designate, of their intention, prior to the meeting if they wish to participate via electronic means.

A member of Council, of a Local Board or of a Committee shall verbally inform the Presiding Officer of their intention to leave the meeting. If the member is returning to the meeting, the member shall verbally notify the presiding officer at the time of their return.

A member of Council, of a Local Board or of a Committee making a motion shall not be required to be made in writing during electronic participation of the meeting. The member that has brought a motion forward during their electronic participation shall supply the Clerk with a copy of said motion, within 48 hours, of said meeting.

A member of Council, of a Local Board or of a Committee shall notify the Clerk, or designate, of their intention to participate electronically as soon as possible, or not later than 6 hours before the scheduled start of the meeting in order for electronic participation preparations to be made.

All members participating electronically shall vote by show of hands or by verbal consent (yea or nay).

All requested recorded votes shall be recorded during electronic participation. Each member present, including the presiding officer, except a member who is disqualified from voting by any Act, shall announce their vote verbally (yea or nay) when called by the presiding officer or Clerk, and the Clerk, or designate, shall record each member's vote.

**Schedule A
By-law 2023-25**

Schedule B

CLOSED MEETINGS

1. Council and Committee may close a meeting or part of a meeting to members of the public if the subject matter to be considered is:
 - (a) The security of the property of the municipality or local board;
 - (b) Personal matters about an identifiable individual, including municipal or local board employees;
 - (c) A proposed or pending acquisition or disposition of land by the municipality or local board;
 - (d) Labour relations or employee negotiations;
 - (e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
 - (h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - (i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - (j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - (k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
2. Council and Committee shall close a meeting or part of a meeting to members of the public where the subject matter to be considered is:
 - (a) A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of the institution for the purposes of that Act; or
 - (b) An ongoing investigation respecting the municipality, a local board or a municipality-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13(1) of the Act, or the investigator referred to in subsection 239.2(1).
3. A meeting of Council and Committee may also be closed to members of the public if the following conditions are both satisfied:
 - (a) The meeting is held for the purpose of educating or training the members.
 - (b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.
4. A motion to close a meeting or part of a meeting to the public shall state:
 - (a) The fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or
 - (b) In the case of a meeting under section 3 of this schedule, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that section.
5. Where a meeting or part of a meeting is closed to the public, all persons not specifically invited to remain by Council or Committee shall retire from the meeting.

Schedule A
By-law 2023-25

6. A vote shall not be taken during a meeting or part of a meeting that is closed to the public where to do so would be in contravention of any Act.

7. Despite section 6, a meeting may be closed to the public during a vote if the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

8. Upon resuming in open session, the Presiding Officer shall state:
 - a. The matters which were considered;
 - b. Directions provided; and
 - c. Confirmation that no motions were carried in camera other than procedural motions or directions to staff.

Recording of Closed Meetings

9. All closed meetings of Council and Committee shall be recorded for the purposes of any closed meeting investigation. Only one copy of the recording will be kept in a secure location.



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole, Administration & Operation

Date: December 4, 2023

Department: Administration & Public Works

Topic: 95 Froom – Closed Road Conveyance

Purpose: To complete the process of conveying the closed road allowance to the owner of 95 Froom Road that was started through Bylaw 84-20.

Background: The owner of 95 Froom Road has approached the Township to finalize and cleanup an outstanding matter from the 1980's. The adjacent unopened road allowance that travels north from CR2 to Froom Road was stopped up, closed and authorization provided to convey the land as per Bylaw 84-20. This road allowance was shared between the Townships of Edwardsburgh and Matilda. A similar bylaw was passed in Matilda.

All indications are the transfer of deeds and documents was never completed at the time. The request is for each municipality to complete the transfer as envisioned in the mid-1980's.

Policy Implications: With the time that has elapsed between closure and conveyance, it would be appropriate for Council to pass a bylaw conveying the closed road to the property owner.

Financial Considerations: The costs associated with completing the transfer would be covered by the applicant.

Recommendation: That Committee recommends that Council direct staff to prepare a bylaw to authorize the transfer of the closed road described in Bylaw 84-20 to the property owner of 95 Froom Road.

A handwritten signature in black ink, appearing to read 'D. Scott', written over a horizontal line.

CAO

THE CORPORATION OF
THE TOWNSHIP OF EDWARDSBURGH

BY-LAW: 84-20

"A BY-LAW TO AUTHORIZE THE STOPPING UP, CLOSING UP AND SELLING OF ALL THAT PART OF THE ORIGINAL ALLOWANCE FOR ROAD LYING BETWEEN THE EAST BOUNDRY OF THE EAST COMMON LOT TO THE WEST BOUNDRY WITH THE TOWNSHIP OF MATILDA ALL IN THE FIRST CONCESSION FROM THE NORTH LIMIT OF THE ALLOWANCE OF HIGHWAY NO. 2 NORTHERLY TO THE SOUTH LIMIT OF THE FIRST CONCESSION IN THE TOWNSHIP OF EDWARDSBURGH IN THE COUNTY OF GRENVILLE."

WHEREAS: All that part of the original allowance for road lying between the east boundry of the east common lot to the west boundry with the Township of Matilda all in the First Concession from the north limit of the allowance of Highway No. 2 northerly to the south limit of the First Concession in the Township of Edwardsburgh in the County of Grenville is not required by the Township of Edwardsburgh for road purposes;

AND WHEREAS: The closing of said original allowance for road as hereinafter described does not deprive any person of the means of ingress or egress to or from his lands or place of business;

AND WHEREAS: The Council of the Corporation of the Township of Edwardsburgh deemed it necessary and in the public interest to stop up, close up and sell all that part of the original allowance for road lying between the east boundry of the east common lot to the west boundry with the Township of Matilda all in the First Concession from the north limit of the allowance of Highway No. 2 northerly to the south limit of the First Concession in the Township of Edwardsburgh in the County of Grenville;

AND WHEREAS: Notice of Intention to pass a by-law pursuant to Section 298 and Section 301 of The Municipal Act, R.S.O. 1980, Chapter 302 as amended to stop up, close up and sell all that part of the original allowance for road stated heretofore and hereinafter has been published in the Prescott Journal and The Chieftain each a newspaper having local circulation in the Township of Edwardsburgh on the 4th, 11th, 18th and 25th of July, 1984;

AND WHEREAS: copies of the said Notice of Intent were posted up in six public locations in the immediate neighbourhood of the location of the said original allowance for road from July 4th to August 7th, 1984 inclusive;

AND WHEREAS: The Administrator, Clerk-Treasurer of the United Counties of Leeds and Grenville did by letter dated June 8th, 1984 advise no objection from the United Counties of Leeds and Grenville pursuant to Section 298(7) and (8) of The Municipal Act, R.S.O. 1980, Chapter 302 as amended for said Notice of Intent;

AND WHEREAS: The Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry by By-Law 4147 enacted the 10th day of July, 1984 did authorize the Township of Matilda to pass a by-law pursuant to Section 298(1)(C), The Municipal Act R.S.O. 1980 for the original allowance for road stated heretofore;

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

....12

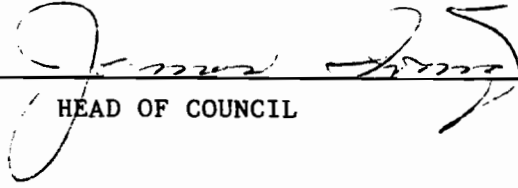
ORIGINAL REGISTERED
INST 78278
MARCH 11, 1985 ON
FILE REGISTERING OFFICE
(NO. 15) GRENVILLE

1. That all and singular that certain parcel or tract of lands and premises lying and being all that part of the original allowance for road lying between the east boundry of the east common lot to the west boundry with the Township of Matilda all in the First Concession from the north limit of the allowance of Highway No. 2 northerly to the south limit of the First Concession in the Township of Edwardsburgh in the County of Grenville is hereby stopped up and closed.
2. That the Head of Council and the Clerk be and they are hereby authorized to sell the heretofore described lands and to sign such deeds or documents to convey the said lands.

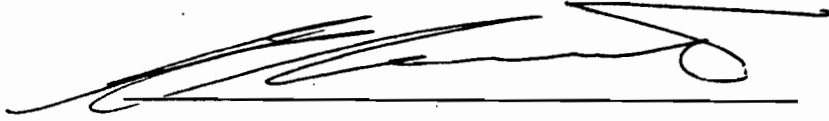
Read a FIRST TIME this 7TH day of AUGUST, 1984.

Read a SECOND TIME this 7TH day of AUGUST, 1984.

Read a THIRD TIME and FINALLY PASSED this 7TH day of AUGUST, 1984.

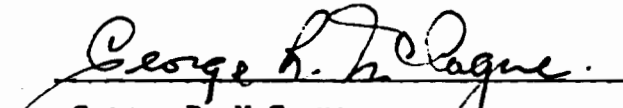


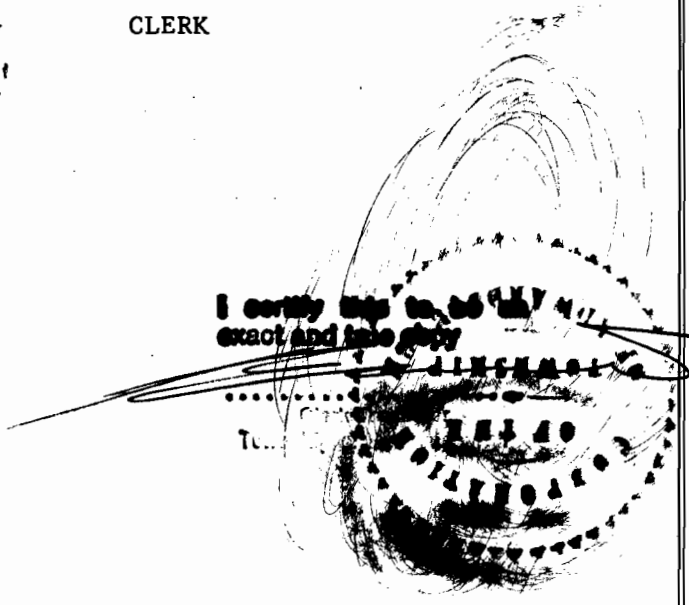
HEAD OF COUNCIL



Consent accorded this 13th day of February 1985 pursuant to subsection 24(3) of the Public Transportation and Highway Improvement Act RSO 1980, ch. 421.

CLERK


George R. McCague
Minister of Transportation and
Communications.


I certify that the above is a true and correct copy
.....
T...

THE CORPORATION OF
THE TOWNSHIP OF EDWARDSBURGH

BY-LAW: 84-20

"A BY-LAW TO AUTHORIZE THE STOPPING UP, CLOSING UP AND SELLING OF ALL THAT PART OF THE ORIGINAL ALLOWANCE FOR ROAD LYING BETWEEN THE EAST BOUNDRY OF THE EAST COMMON LOT TO THE WEST BOUNDRY WITH THE TOWNSHIP OF MATILDA ALL IN THE FIRST CONCESSION FROM THE NORTH LIMIT OF THE ALLOWANCE OF HIGHWAY NO. 2 NORTHERLY TO THE SOUTH LIMIT OF THE FIRST CONCESSION IN THE TOWNSHIP OF EDWARDSBURGH IN THE COUNTY OF GRENVILLE."

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AND WHEREAS: The closing of said original allowance for road as hereinafter described does not deprive any person of the means of ingress or egress to or from his lands or place of business;

AND WHEREAS: The Council of the Corporation of the Township of Edwardsburgh deemed it necessary and in the public interest to stop up, close up and sell all that part of the original allowance for road lying between the east boundry of the east common lot to the west boundry with the Township of Matilda all in the First Concession from the north limit of the allowance of Highway No. 2 northerly to the south limit of the First Concession in the Township of Edwardsburgh in the County of Grenville;

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AND WHEREAS: The Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry by By-Law 4147 enacted the 10th day of July, 1984 did authorize the Township of Matilda to pass a by-law pursuant to Section 298(1)(C), The Municipal Act R.S.O. 1980 for the original allowance for road stated heretofore;

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

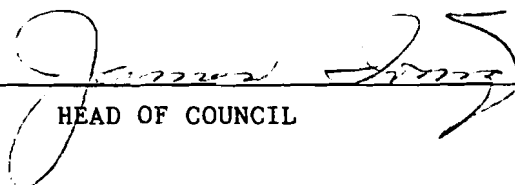
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1. That all and singular that certain parcel or tract of lands and premises lying and being all that part of the original allowance for road lying between the east boundry of the east common lot to the west boundry with the Township of Matilda all in the First Concession from the north limit of the allowance of Highway No. 2 northerly to the south limit of the First Concession in the Township of Edwardsburgh in the County of Grenville is hereby stopped up and closed.
2. That the Head of Council and the Clerk be and they are hereby authorized to sell the heretofore described lands and to sign such deeds or documents to convey the said lands.

Read a FIRST TIME this *7TH* day of *AUGUST*, 1984.

Read a SECOND TIME this *7TH* day of *AUGUST*, 1984.

Read a THIRD TIME and FINALLY PASSED this *7TH* day of *AUGUST*, 1984.



HEAD OF COUNCIL



CLERK

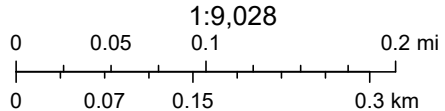
I certify this to be an
exact and true copy
.....
Clerk Treasurer
Township of Edwardsburgh

Closed Road



11/29/2023, 1:33:55 PM

- Civic Address
- Geographic Township
- Lot and Concession
- Road Network
- Parcel
- Municipal Boundary
- Railway
- Municipal Road
- Mainland



New York State, UCLG, Maxar, Teranet Inc., Municipal Property Assessment Corporation (MPAC), and Geographic Information System (GIS) the United



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole, Administration & Operations

Date: December 4, 2023

Department: Administration & Recreation

Topic: Canal Bank Cleanup – Bridge St - Update

Background: On November 14, staff met onsite with representatives from SNC and Kollaard Associates. The purpose of the meeting was twofold. First, to briefly outline the priority areas of focus for beautification and enhanced utilization of the asset. Second, options to assess current canal bank stability and factors to consider moving forward.

There was general agreement and understanding that the overall objective was not to make a major financial investment to rehabilitate but rather to have more frequent and safer use of the area. It was determined that there is no accurate way to compare the current bank to the study completed in 2007 as no benchmarks were established at the time.

The primary outcome of the meeting was the value in establishing a risk management plan for the area. Staff have asked SNC and Kollaard Associates to prepare a cost estimate for the development of the risk management plan for inclusion into the 2024 budget. This would provide a mechanism to accurately monitor stone stability moving forward and additional warning signage.

Initial beautification efforts would consist of tree removals along Bridge St at the top of the bank and along a portion of the lower platform on the south side.

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Manager, Parks Recreation & Facilities

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**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole - Administration and Operations

Date: December 4, 2023

Department: Environmental Services

Topic: Unmetered Residential Customers Assessment Results

Purpose: To receive direction regarding unmetered customer accounts.

Background:

In October, Environmental Services subcontracted Morrisburg Plumbing to perform assessments on consumers that currently are paying Category A and B rates under Bylaw 2023-11. Environmental services contacted affected residents to inform them of the project.

The table below summarizes the conclusions from the assessment. Civic addresses are omitted to protect privacy.

Table 1.0

Property Category A	Plumbers Notes	Estimated Cost	Recommendation
William Street	Cut into wall, cut into copper and install meter.	\$900	Remain on Category A Rate
Reid Street	Pull cupboard, cut hole in wall, re-pipe and re-install cupboard.	\$1500	Remain on Category A Rate
Joseph Street # 1	Shut curb stop off. Remove paneling, install water meter, re-install paneling	\$700	Remain on Category A Rate
Jospeh Street # 2	Refused. Advised township to contact lawyer.	Unknown	Refused inspection. Transfer to Category B Rate until assessment completed.
Middle Street # 1	Cut into pipe, install meter. No obstructions	\$292	Install water meter

Category A Property	Plumbers Notes	Estimated Cost	Recommendation
Middle Street # 2	Install water meter once homeowner replaces galvanized water service.	No price	Remain on Category A Rate
Meadowlands Drive	Remove bath tub, cut into wall, re-pipe copper. Fix wall, re-install bath tub	Pricing not provided.	Remain on Category A Rate
Dundas Street (commercial)	Once renovations are completed and building is winterized water meters can be installed.	\$292	Install two water meters.
George Street	Multiple voice mail messages left. No response.	Unknown	Remain on Category A rate until assessment completed.
East Street	Property in disrepair	Unknown	Remain on Category A Rate
Category B	Conclusion	Estimated Cost	Recommendation
Henry Street	Multiple voice mail messages left. No response.	Unknown	Remain on Category B rate.

- The high-level pricing above is for plumbing only with the assumption that, after exposing the service, no further complications will be encountered. It does not include drywall repairs or general contracting costs to return properties to existing condition or better, nor does it include any issues that may be encountered with curb stops.

Options and Solutions

Option 1: Leave Category A and B rates the same. No policy implications or changes to Bylaw required.

Option 2: Review Category A and B rates in 2024 to determine if a rate increase is appropriate.

Option 3: Transfer those category A properties who actively refused inspections to Category B rates until such time as they permit an inspection. Once re-inspected, either transfer back to Category A rate or install a water meter (depending on findings). Leave Category A rates the same for those properties deemed too expensive or difficult to install a water meter.

Policy Implications: Amending Bylaw 2023-11 may be required depending on councils' direction.

Financial Considerations: Slight increased revenue if Category A rates are increased or properties that refused are transferred to Category B. There is also a possibility that revenue might slightly decrease from newly metered users whose consumption is below average.

Recommendation: That Committee recommends that Council direct staff to:

- 1) Transfer properties who actively refused to participate in inspections to Category B rates until such time as they permit an inspection. Once inspected, either transfer back to Category A rates or install a water meter (depending on findings).
- 2) Properties that require excessive renovations or relocation of plumbing remain on Category A Rates.
- 3) Install water meters at locations deemed not to be too expensive or difficult to install and fund this under the Cardinal Water System.
- 4) Review Category A and B rates in 2024.

Eric Wemerman

Chief Water/Sewer Operator



Director of Operations