



**AGENDA
REGULAR MEETING OF MUNICIPAL COUNCIL**

**Monday, December 11, 2023, 6:30 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario**

6:00 pm Youth & Citizen of the Year Awards Presentation

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**
- 4. Delegations & Presentations**
- 5. 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.

 - a. Regular Council - November 27, 2023 [See item 6.a]
 - b. Public Library - October 24, 2023 [See item 8.a]
 - c. Committee of the Whole - Administration & Operations - December 4, 2023 [See item 8.b]
- 6. Minutes of the Previous Council Meetings**
 - a. Regular Council - November 27, 2023 - CONSENT
- 7. Business Arising from the Previous Council Meeting (if any)**
- 8. Committee Minutes**
 - a. Public Library - October 24, 2023 - CONSENT
 - b. Committee of the Whole - Administration & Operations - December 4, 2023 - CONSENT
- 9. Action and Information Items from Committees**
 - a. Application for Severance, 3302 Glen Smail Rd (Ryan)
 - b. Pre-Budget Approval - PSD Budget Software
 - c. 2024 COLA Approval
 - d. Unmetered Residential Customers Assessment Results - Cardinal
 - e. Closed Road Allowance Request - 95 Froom Rd
 - f. MTO EV ChargeON Program
 - g. Prescott Family Health Team - Sponsorship Request
- 10. Correspondence**
- 11. By-laws**
 - a. Amend Official Plan Bylaw 2019-81 - Amendment No. 2
 - b. Amend Zoning Bylaw 2022-37 - Lot Size and Frontage

- c. Memorandum of Understanding - eCAMION Inc. (Jule Power) - EV ChargeON Program
- 12. **CAO's Administrative Update**
- 13. **Councillor Inquiries or Notices of Motion**
- 14. **Mayor's Report**
- 15. **Question Period**
- 16. **Closed Session**
 - a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Industrial Land
 - b. Section 239 (2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: CAO
 - c. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Minutes of Closed Session dated November 27, 2023
- 17. **Report Out of Closed Session**
- 18. **Confirmation By-law**
- 19. **Adjournment**

MINUTES
MUNICIPAL COUNCIL

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

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

STAFF: Dave Grant, CAO
Rebecca Crich, Clerk
Sean Nicholson, Treasurer
Gord Shaw, Director of Operations
Mike Spencer, Manager of Parks, Recreation & Facilities
Candise Newcombe, Deputy Clerk

1. Call to Order

Mayor Deschamps called the meeting to order at 6:43 p.m.

2. Approval of Agenda

Decision: 2023-287

Moved by: S. Dillabough

Seconded by: J. Martelle

That Municipal Council approves the agenda as amended to remove items 12.g and 12.h.

Carried

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

a. J. Martelle - Repeal Bylaw 2021-06 Service Agreement with Eastern Ontario Boneyard

Owner of the Eastern Ontario Boneyard.

b. J. Martelle - Scott Road Transfer Station Waste Management Bylaw

Owner of the Eastern Ontario Boneyard.

4. Delegations & Presentations

None.

5. Consent Agenda

Members requested items e) Committee of the Whole - Administration and Operations - November 13, 2023; g) Surplus Fire Department Tanker Auction Results; and h) Naming of Lockmaster's Meadow Subdivision Street, be removed from the consent agenda for further discussion.

Decision: 2023-288

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives and approves the following consent agenda items as presented:

- a. Regular Council – October 30, 2023
- b. Public Meeting – Zoning Bylaw Amendment – 2073 & 2084 Dundas St – October 23, 2023
- c. Port Management Committee – September 18, 2023
- d. Committee of the Whole - Community Development – November 6, 2023
- e. ~~Committee of the Whole – Administration and Operations – November 13, 2023~~
- f. Public Meeting – Township Official Plan and Zoning Bylaw Amendment – November 20, 2023
- g. ~~Surplus Fire Department Tanker Auction Results~~
- h. ~~Naming of Lockmaster's Meadow Subdivision Streets~~

Carried

6. Minutes of the Previous Council Meetings

- a. Regular Council - October 30, 2023 - CONSENT

Decision: 2023-288

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated October 30, 2023.

Carried

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

None.

8. Committee Minutes

- a. Public Meeting - Zoning Bylaw Amendment - 2073 & 2084 Dundas St - October 23, 2023 - CONSENT

Decision: 2023-288

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives the minutes of the Public Meeting – Zoning Bylaw Amendment - 2073 & 2084 Dundas St. dated October 23, 2023.

Carried

- b. Port Management Committee - October 23, 2023 - CONSENT

Decision: 2023-288

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives the minutes of the Port Management Committee Meeting dated October 23, 2023.

Carried

- c. Committee of the Whole - Community Development - November 6, 2023 - CONSENT

Decision: 2023-288

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives and approves the minutes of the Committee of the Whole - Community Development Meeting dated November 6, 2023.

Carried

- d. Committee of the Whole - Administration & Operations - November 13, 2023

There was discussion regarding the possible decommissioning of the Spencerville arena, future alternate uses, and discussions to date with North Grenville.

Decision: 2023-289

Moved by: J. Martelle

Seconded by: S. Dillabough

THAT Municipal Council receives and approves the minutes of the Committee of the Whole - Administration and Operations Meeting dated November 13, 2023.

Carried

- e. Public Meeting - Township Official Plan and Zoning Bylaw Amendment - November 20, 2023 - CONSENT

Decision: 2023-288

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives the minutes of the Public Meeting – Township Official Plan and Zoning Bylaw Amendment dated November 20, 2023.

Carried

9. Action and Information Items from Committees

- a. Resolution of Support - Baseload Power - Battery Energy Storage Project

Decision: 2023-290

Moved by: S. Dillabough

Seconded by: J. Martelle

WHEREAS Ventnor Energy Storage LP is proposing to construct and operate a Long-Term Reliability Project, as defined and with the characteristics outlined in the table below, under the Long-Term Request for Proposals (“LT1 RFP”) issued by the Independent Electricity System Operator (“IESO”).

Unique Project ID of the Long-Term Reliability Project:	LT1-066-9-1 LT1-066-9-2 LT1-066-9-3
Name of the Long-Term Reliability Project:	Ventnor Energy Storage Project
Legal Name of Proponent:	Ventnor Energy Storage LP
Technology of the Long-Term Reliability Project:	Battery Energy Storage
Maximum Contract Capacity of the Long-Term Reliability Project (in MW):	up to 300MW
Property Identification Number (PIN):	68139 0370 and 68139 0371

AND WHEREAS Pursuant to the LT1 RFP, Proposals that receive the formal support of the local jurisdictional authorities of all the project communities in which the Long-Term Reliability Project is located in the form of a support resolution will be awarded Rated Criteria points for the purpose of ranking the Proposal in relation to other Proposals for a contract under the LT1 RFP;

AND WHEREAS Ventnor Energy Storage LP has committed to establishing a Community Benefit Fund, as attached, designed to benefit the residents in Edwardsburgh Cardinal;

NOW THEREFORE BE IT RESOLVED THAT: The council of the Corporation of the Township of Edwardsburgh Cardinal supports the development, construction and operation of the Long-Term Reliability Project, as identified by the PINs in the above table, on the Municipal Lands;

AND FURTHER THAT This resolution's sole purpose is to enable the Ventnor Energy Storage LP to receive Rated Criteria Points under LT1 RFP or to satisfy its obligations under any awarded LT1 Contract and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Reliability Project or for any other purpose. Rated Criteria points will be used to rank the Proponent's Proposal in relation to other Proposals received by the IESO under the LT1 RFP.

	Yea	Nay
T. Deschamps	X	
S. Dillabough	X	
J. Martelle	X	
W. Smail	X	
C. Ward	X	
Results	5	0

Carried (5 to 0)

- b. Resolution of Support - Potentia Renewables Inc. - Battery Energy Storage Project

Council noted the increase to the Community Building Fund amount from \$500 to \$750.

Decision: 2023-291

Moved by: C. Ward

Seconded by: W. Smail

WHEREAS Skyview BESS Limited Partnership is proposing to construct and operate a Long-Term Reliability Project, as defined and with the characteristics outlined in the table below, under the Long-Term Request for Proposals (“LT1 RFP”) issued by the Independent Electricity System Operator (“IESO”).

Unique Project ID of the Long-Term Reliability Project:	LT1-074-7-2
Name of the Long-Term Reliability Project:	Skyview 2 Battery Energy Storage Project
Legal Name of Proponent:	Skyview BESS Limited Partnership
Technology of the Long-Term Reliability Project:	Lithium-ion battery energy storage facility
Maximum Contract Capacity of the Long-Term Reliability Project (in MW):	up to 450MW
Property Identification Number (PIN):	68138-0121, 68138-0122, 68138-0171, 68138-0175, 68138-0176

AND WHEREAS Pursuant to the LT1 RFP, Proposals that receive the formal support of the local jurisdictional authorities of all the project communities in which the Long-Term Reliability Project is located in the form of a support resolution will be awarded Rated Criteria points for the purpose of ranking the Proposal in relation to other Proposals for a contract under the LT1 RFP;

AND WHEREAS Skyview BESS Limited Partnership has committed to establishing a Community Benefit Fund, as attached, designed to benefit the residents in Edwardsburgh Cardinal;

NOW THEREFORE BE IT RESOLVED THAT The Council of the Corporation of the Township of Edwardsburgh Cardinal hereby supports the development, construction and operation of the Long-Term Reliability Project on the Municipal Lands;

AND FURTHER THAT This resolution's sole purpose is to enable Skyview BESS Limited Partnership to receive Rated Criteria Points under LT1 RFP or to satisfy its obligations under any awarded LT1 Contract and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Reliability Project or for any other purpose. Rated Criteria points will be used to rank the Proponent’s Proposal in relation to other Proposals received by the IESO under the LT1 RFP.

	Yea	Nay
T. Deschamps	X	
S. Dillabough	X	
J. Martelle	X	
W. Smail	X	
C. Ward	X	
Results	5	0

Carried (5 to 0)

c. Surplus Fire Department Tanker Auction Results

Council discussed the Reserve and Reserve Fund policy procedures for allocations to surplus funds as a result of a vehicle sale.

Decision: 2023-292

Moved by: J. Martelle

Seconded by: S. Dillabough

THAT Municipal Council direct the Treasurer to place \$70,762.50 from the sale of the surplus tanker into the fire department vehicle reserve fund, as recommended by the Committee of the Whole – Administration & Operations.

Carried

d. Naming of Lockmaster's Meadow Subdivision Streets

Members reviewed the subdivision development process to date.

Decision: 2023-293

Moved by: W. Smail

Seconded by: C. Ward

WHEREAS the Township received an application through the Municipal Asset Naming/Renaming Policy, requesting the naming of 3 streets within the proposed Lockmaster's Meadow Subdivision development; and

WHEREAS the Lockmaster's Meadow Subdivision development would like to confirm the proposed street names to be incorporate into future design and development plans and schedules; and

WHEREAS the period for public comment on the naming of three future municipal streets has concluded, with no negative comments being received by the Township; and

WHEREAS the Municipal Asset Naming/Renaming Policy requires Council to endorse the naming of municipal streets through a resolution to official name a current/future municipal asset.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal endorses the naming of 3 streets with the Lockmaster's Meadow Subdivision development in Cardinal as follows:

- Lockhouse Street
- Balsam Street
- Conifer Lane

AND FURTHER THAT a copy of this resolution be forwarded to the United Counties of Leeds and Grenville as notification of the street naming.

Carried

e. Group Benefits RFQ Award

Council reviewed the conditions and flexibility of the Broker of Record letter.

Decision: 2023-294

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT Municipal Council award the Group Benefits Tender to W.A. Pakeman and Associates Ltd. and direct staff to sign a Broker of Record letter with W.A. Pakeman for a duration no longer than 5 years.

Carried

f. 2023 Township Financial Audit Plan

Council noted the minor fee increase.

Decision: 2023-295

Moved by: J. Martelle

Seconded by: C. Ward

THAT Municipal Council receives the 2023 audit plan and authorizes the Treasurer to sign the engagement letter as a requirement of the annual audit.

Carried

g. 2023 Port Financial Audit Plan

Council discussed concerns with the significant cost increase, changes in regulatory requirements, and PSAB standards.

Decision: 2023-296

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT Municipal Council receives and approves the 2023 Audit Service Plan as presented by MNP LLP Chartered Accountants, as recommended by the Port Management Committee.

Carried

10. **Correspondence**

Decision: 2023-297

Moved by: C. Ward

Seconded by: W. Smail

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

- November 1, 2023
- November 8, 2023
- November 17, 2023
- November 22, 2023

11. Municipal Disbursements

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

- CNR rail maintenance for the lights at the Blair Rd crossing and possible future maintenance at Gill St.
- Reasons for POA fees withdrawn.
- Reviewed the property tax arrears collection process and requested a future staff report outlining the process.
- Exceeding budget for the Ingredion Centre additional parking lot project and estimated timeline for completion.

Decision: 2023-298

Moved by: J. Martelle

Seconded by: C. Ward

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

• Report dated October 26	(2023-202)	\$704,692.12
• Report dated October 30	(2023-203)	\$122,960.05
• Report dated November 1	(2023-205)	\$80,117.75
• Report dated November 10	(2023-218)	\$1,500.00
• Report dated November 15	(2023-219)	\$544,859.92
• Report dated November 20	(2023-220)	\$239,891.91
• Report dated November 21	(2023-221)	\$96,693.27
• Report dated November 22	(2023-222)	\$205,407.47
	TOTAL:	\$1,996,122.49

Carried

12. By-laws

- a. Repeal Bylaw 2021-06 Service Agreement with Eastern Ontario Boneyard
 J. Martelle declared a conflict on this item. (Owner of the Eastern Ontario Boneyard.)

Councillor Martelle stepped away from the table and did not participate in the discussion or vote on the matter.

Decision: 2023-299

Moved by: W. Smail

Seconded by: C. Ward

THAT the mover be granted leave to introduce a bylaw to repeal bylaw 2021-06 being a bylaw to execute a service agreement with J & D Enterprises O/A the Eastern Ontario Boneyard for the Enhanced Recycling Program, and this shall constitute first and second reading thereof.

Carried

Decision: 2023-300

Moved by: W. Smail

Seconded by: C. Ward

THAT a bylaw to repeal bylaw 2021-06 being a bylaw to execute a service agreement with J & D Enterprises O/A the Eastern Ontario Boneyard for the Enhanced Recycling Program, be now read a third and final time and finally passed, signed, sealed and numbered 2023-58.

Carried

- b. Infrastructure Ontario Borrowing Bylaw - County Rd 2 Wastewater Rehabilitation

Councillor Martelle returned to the table.

Decision: 2023-301

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT the mover be granted leave to introduce a bylaw to authorize the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for financing of certain ongoing capital work(s) of the Corporation of the Township of Edwardsburgh Cardinal (the "Municipality"); to authorize temporary borrowing from OILC to meet expenditures in connection with such capital work(s); and to authorize long-term borrowing for such capital work(s) through the issue of debentures to OILC, and this shall constitute first and second reading thereof.

Carried

Decision: 2023-302

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT a bylaw to authorize the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for financing of certain ongoing capital work(s) of the Corporation of the Township of Edwardsburgh Cardinal (the "Municipality"); to authorize temporary borrowing from OILC to meet expenditures in connection with such capital work(s); and to authorize long-term borrowing for such capital work(s) through the issue of debentures to OILC, be now read a third and final time and finally passed, signed, sealed and numbered 2023-59.

Carried

- c. Amend Zoning Bylaw 2022-37 - 2073 Dundas St (Zanderplan o/b 2733521 Ontario Inc.)

Decision: 2023-303

Moved by: C. Ward

Seconded by: W. Smail

THAT the mover be granted leave to introduce a bylaw to amend Zoning bylaw 2022-37 (2073 Dundas St. – ZanderPlan Inc o/b 2733521 Ontario Inc.) and this shall constitute first and second reading thereof.

Carried

Decision: 2023-304

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

THAT a bylaw to amend Zoning bylaw 2022-37 (2073 Dundas St. – ZanderPlan Inc o/b 2733521 Ontario Inc.), be now read a third and final time and finally passed, signed, sealed and numbered 2023-60.

Carried

- d. Amend Zoning Bylaw 2022-37 - 2084 Dundas St (Zanderplan o/b 2733521 Ontario Inc.)

Decision: 2023-305

Moved by: S. Dillabough
Seconded by: C. Ward

THAT the mover be granted leave to introduce a bylaw to amend Zoning bylaw 2022-37 (2084 Dundas St. – ZanderPlan Inc o/b 2733521 Ontario Inc.), and this shall constitute first and second reading thereof.

Carried

Decision: 2023-306

Moved by: S. Dillabough
Seconded by: C. Ward

THAT a bylaw to amend Zoning bylaw 2022-37 (2084 Dundas St. – ZanderPlan Inc o/b 2733521 Ontario Inc.), be now read a third and final time and finally passed, signed, sealed and numbered 2023-61.

Carried

- e. Scott Road Transfer Station Waste Management Bylaw

J. Martelle declared a conflict on this item. (Owner of the Eastern Ontario Boneyard.)

Councillor Martelle left the table and did not participate in the discussion or vote on the matter.

Decision: 2023-307

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

THAT the mover be granted leave to introduce a bylaw to establish, maintain and regulate a waste management system and to provide for the establishment of policies, regulations and fees for the disposal of municipal waste and other refuse at the Municipal Transfer Station, and this shall constitute first and second reading thereof.

Carried

Decision: 2023-308

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

THAT a bylaw to establish, maintain and regulate a waste management system and to provide for the establishment of policies, regulations and fees for the disposal of municipal waste and other refuse at the Municipal Transfer Station, be now read a third and final time and finally passed, signed, sealed and numbered 2023-62.

Carried

f. Emergency Management Program Bylaw Update

Councillor Martelle returned to the table.

Decision: 2023-309

Moved by: S. Dillabough

Seconded by: C. Ward

THAT the mover be granted leave to introduce a bylaw to provide for the establishment and adoption of an emergency management program for the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

Decision: 2023-310

Moved by: S. Dillabough

Seconded by: C. Ward

THAT a bylaw to provide for the establishment and adoption of an emergency management program for the Township of Edwardsburgh Cardinal, be now read a third and final time and finally passed, signed, sealed and numbered 2023-63.

Carried

13. CAO's Administrative Update

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

- Age/condition of tanker 7.
- Successful Light Up the Night parade in Prescott.
- Reviewed parameters of the proposed EV charge station project.
- Grading schedule for gravel roads.
- Confirmed available position in public works is a full time position.
- Bylaw enforcement winter parking restrictions educational efforts.
- Motor model of Tanker 7.
- Theft of a Township wreath on Dundas St.

Decision: 2023-311

Moved by: W. Smail

Seconded by: J. Martelle

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

Carried

14. Councillor Inquiries or Notices of Motion

Councillor Smail noted the attendance of the Deputy Mayor and himself at the Johnstown Christmas parade, highlighting the participation of 17 floats.

Councillor Ward noted the diligently scheduled community calendar available on the Township website. He encouraged the advertisement of the tool to residents for additional use.

15. Mayor's Report

Mayor Deschamps reported on the following:

- Attended the SpencerWhoville tree lighting event with Councillor Ward and and recognized the efforts of the SBCC and market organizers.
- Commended organizers of the Johnstown Christmas parade and noted the event was well attended.
- Met with the CAO and president of HFI Pyrotechnics to discuss future partnership opportunities.
- Attended Wastewater Treatment facility tour in Prescott prior to attending tonight's Council meeting.

16. Question Period

None.

17. Closed Session

Decision: 2023-313

Moved by: J. Martelle

Seconded by: C. Ward

THAT Municipal Council proceeds into closed session at 8:25 p.m. in order to address a matter pertaining to:

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Industrial Land
- b. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees: Specifically: Youth/Citizen of the Year
- c. 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 October 30, 2023

Carried

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Industrial Land
- b. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Youth/Citizen of the Year
- c. 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 October 30, 2023

Decision: 2023-314

Moved by: J. Martelle

Seconded by: C. Ward

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 9:42 p.m.

Carried

18. Report Out of Closed Session

The Chair reported that Council met in closed session to:

- Discuss the proposed acquisition of industrial land with direction provided to the CAO; and

- Discuss the Township's Citizen of the Year, with direction provided to the Clerk; and
- Received information on Operational Sustainability and reviewed the minutes of Closed Session from October 30, 2023.

Decision: 2023-315

Moved by: C. Ward

Seconded by: W. Smail

THAT Municipal Council receives and approves the minutes of Closed Session dated October 30, 2023.

Carried

19. Confirmation By-law

Decision: 2023-316

Moved by: C. Ward

Seconded by: W. Smail

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2023-66.

Carried

20. Adjournment

Decision: 2023-317

Moved by: W. Smail

Seconded by: C. Ward

That Municipal Council does now adjourn at 9:45 p.m.

Carried

Mayor

Deputy Clerk

Edwardsburgh Cardinal Public Library Board Meeting Minutes

October 24, 2023 Spencerville Branch

Present: A. Barratt, J. Cameron, H. Cameron, K. Martin

Via Phone: T. Wilson

Regrets: T. East, J. Martelle

Staff: D. Gladstone, MA. Gaylord

1. Call to order

The meeting was called to order at 5:00pm by Vice-Chair Anne Barratt

2. Disclosure of interest – None

3. Additions to agenda

Motion by Hugh Cameron to approve the agenda as distributed, seconded
Tammy Wilson. CARRIED

4. Approval of minutes from previous meeting

Correction to wording in Treasurer's Report and New Business
Motion by Kim Martin to accept the September 26, 2023 minutes as amended
seconded by Hugh Cameron. CARRIED

5. Business arising from minutes

Kim Martin shared more information about the Pollinator Garden at the Cardinal
Branch. They have a plan and will use the funds from the Cardinal FOL .The
garden will happen in the Spring.

6. Correspondence –FOL Cardinal – 2022 Year-end Summary

7. Policy Review NIL

8. Treasurer's report

The Board reviewed and received the Budget to Actual Reports – Treasurer is
working on updates with the Township.
Discussion took place regarding the 2024 Budget working papers for the Library.
Discussion regarding wages will be discussed further at the next meeting – some
of the Board would like to look at the grid and how it is set up in the steps that it
is currently and determine if it can be adjusted or compressed.

8. CEO/Supervisor report attached


9. Report from Municipal Council report -Nil

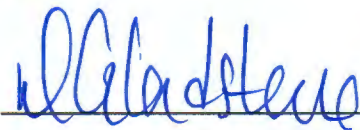
11. New business/Community Activities

12. **Date of Next Meeting:** Tuesday November 28, 2023 at 5pm Cardinal Branch

13. **Adjournment**

Moved by Hugh Cameron, seconded by Judy Cameron that the meeting of the Library Board does now adjourn at pm 5:50pm CARRIED


Vice Chair


Recording Secretary

The Friends of Cardinal Library

2022 Annual Report

Considering Covid is over we are working to get back to our regular routine.

We supplied 109 volunteer hours during 2022.

We held our regular monthly meetings, distributed Butterfly Kits to our local schools and interested families, supported children's programs, offered and helped with the children and adults boarding the train engine (blowing whistle). We attended a Craft Fair, sent Christmas Cards to the Military, purchased Lego Kits and added to our Cricut machine.

During Library Week, local author Maggie Wheeler spoke to an appreciative audience and members supplied treats for patrons.

Our group donated two large bags of hand knitted mitts, scarves and sweaters to our local Angle Tree.

Our Book Club met regularly and continues to grow thanks to Jean Drozda's leadership.

We are looking forward to adding to our membership.

Our Friends Group are always open to assisting our Library and look forward to continuing in 2023.

Sincerely,

Anna Linnen, Chair

Margaret Ann Gaylord, Secretary

Jean Drozda, Treasurer

Corrinne Miller, Vice Chair

Donna Gladstone, Staff Advisor

Members: Catherine Dwyer, Anne Bowie, Grace Stobo, Roxanne Riddell

To: ECPL Board Members
From: Donna Gladstone, Library CEO
Meeting Date: October 24, 2023
Subject: Library CEO Report 2023,

The Public Library Operating Grant (PLOG) application was submitted on September 29th -

Programs

- Baby and Tot Storytime -Tuesday at the Cardinal Branch and Thursday at the Spencerville Branch
It has been a slow start in Cardinal we will give it a month and evaluate it at the end of October, to determine if the Cardinal Branch will continue to run it. Spencerville has had more interest and has had participation each week.
- Lego Saturday is well attended and we will continue to run it until June.
- Read Program – support for new and struggling readers – one on one with a volunteer we have started and it is going well – it is a 6- week program and we will evaluate at the end and get feedback from Lori our volunteer as well as the participants.

Library Week is October 16 – 20 – we will have a draw for a couple of prizes at both Branches – the FOL Cardinal will be holding the draw for the Quilt Raffle on Thursday October 19th at the Library.

We begin our visits to South Ed P.S. and will visit once a month.

The students from Centennial will begin their visits every other week to the Spencerville Branch beginning Library Week.

Friends of the Library

Cardinal Friends

The Friends have purchased bookmarks for the ECPL and they will be purchasing pens for the ECPL and share the cost with the FOL Spencerville.

Cardinal FOL will supply goodies during Library week and will be selling tickets on their quilt as well.

Spencerville Friends

The Friends have a book sale scheduled for December 2.

The Mural that Mary Moore designed for Art Explosion has been installed. The Friends supplied all the supplies for the Mural and had it installed at the Spencerville Branch.

The Friends are sharing the cost of purchasing pens with the Cardinal FOL

Staff

- First Aid training is scheduled on Oct 24 and 25 – 4 of 6 staff will be do recertification.
- Staff meeting is scheduled for Friday October 27th
- Monthly visits have resumed at South Edwardsburgh Public School.
- Bi-weekly visits will begin this month in person with Centennial Public School students
- Staff have been working on new themes for our Bear Bags (literacy kits)
- Weeding is underway at the Cardinal Branch
- Space updating is being done at the Cardinal Branch – shelving is being relocated to make the children's space more open and to give us more floor space for programs.

I attended a network meeting in Prescott on October 4th – this was also a retirement lunch for Peggy Malcolm.

I recently finished a budgeting course through Ontario Library Service

I will be attending through Zoom a four-week series JASI is offering on Cataloguing, Holds, Reports and using ephemerals and ephemeral wizard

September 2023 Stats				September 2022 Stats				
	Cardinal	Spencerville	Total YTD		Cardinal	Spencerville	Total	
Persons Entering	361	218	579	6336	Persons Entering	286	151	437
WorkflowHolds	8	8	16	326	WorkflowHolds	27	1	28
Email Inquires	5	1	6	37	Email Inquires	2	1	3
Phone Inquires	13	8	21	228	Phone Inquires	8	18	26
In-person Inquires	15	21	36	352	In-person Inquires	16	8	24
ILL	9	4	13	155	ILL	6	7	13
PC Use	16	5	21	303	PC Use	8	5	13
Wireless Use	7	1	8	50	Wireless Use	0	1	1
Curbside Pick-up	18	0	18	89	Curbside Pick-up	5	5	10
Photocopying/Faxes	16	5	21	197	Photocopying/Faxes	11	5	16
Programs	6	5	11	140	Programs	2	0	2
Program Attendance	18	21	39	413	Program Attendance	15	0	15
Home Bound Service	1			7				
Volunteer Hours				79.5				
School Visits				1245				
Circulation	517	442	959	9878	Circulation	452	458	910
Overdrive	247	160	407	3751	Overdrive	125	137	262
Overdrive Users	39	32	71	428	Overdrive Users	0	0	0
New Users	2	1	3	33	New Users	0	0	0
New Library Cards	11	10	21	165	New Library Cards	7	3	10
Website Users	339							

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

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

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

REGRETS: Deputy Mayor Stephen Dillabough

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

1. Call to Order – Chair, Mayor Deschamps

Mayor Deschamps called the meeting to order at 6:31pm.

2. Approval of Agenda

Moved by: J. Martelle

Seconded by: W. Smail

That the agenda be approved as presented.

Carried

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

None.

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

None.

5. Delegations and Presentations

- a. Optimist Club - Outdoor Rink/Recreation Pad Letter of Support - Brian Purcell

Mr. Purcell outlined the request for written Council support for the development of a 4-season recreational pad area located on the Spencerville Fair Board property across from the Spencerville arena. He noted that the proposed recreational pad area would include a concrete base for an outdoor rink in the winter and additionally accommodate summer season activities.

Mr. Purcell noted the intent of the Optimist Club to apply for the Ontario Trillium Foundation capital grant available from the province for the development/improvement of community spaces and facilities. It was noted that the intent was to develop a similar facility to that of the Township of Augusta.

There was discussion regarding the proposed size of the recreational pad, proposed off-season activities, future expansion potentials, logistics of the proposed layout options, fundraising efforts to date, estimated cost of the project, ownership and liability, and operation and maintenance responsibilities.

Members noted their support of the proposed project.

Committee thanked Mr. Purcell for his presentation.

- b. Jule Power - Electric Vehicle Charging Stations - Himanshu Sudan, CEO & Lara Coombs, Senior Advisor

Mr. Sudan provided an overview of the proposal and noted the intent to install 2-4 EV charging stations at noted locations within the Township at no cost to the Township. He noted the request for municipal support through the signing of a memorandum of understanding (MOU) to assist their Ministry of Transportation application for grant funding through the EV ChargeON program.

Mr. Sudan outlined how the line station technology works, the added benefits of the battery backup system, and charging times and power drawing options for the proposed stations. He noted that should the power be drawn from a municipal facility, the benefit is that the additional unused power produced can be fed back into the facility in the case of a power outage.

Mr. Sudan noted that Jule Power manufactures all of its products in Ontario, employs 60-80 people and is a Canadian owned company.

There was discussion regarding the following areas: the ability for additional stations to be installed in the Township in the future, additional revenue benefits to the Township, minimum length of 5-10 year contract, insurance/liability implications to the Township, responsible parties for installation and maintenance of stations, municipalities contacted, cost and time to charge vehicles, and outlined the January 31, 2024 deadline for grant application submissions.

Committee thanked Mr. Sudan for his presentation.

6. Consent Agenda

None.

7. Discussion Items

a. Boat Launching Options 2024

Committee was provided with a brief summary of the report and discussed the benefits of a user pay system, proposed duration of the passes, resident versus non-resident fees, average traffic at the boat launch, and digital pay system options. A QR code was proposed to assist in the registration process, and oversight and data tracking for the proposed boat launch fee implementation. Concerns that users would choose to launch elsewhere should a fee be implemented were noted, highlighting that many surrounding municipalities do not charge for use of their boat launch, however, it was noted that there was a charge for parking in the locations. The benefits of purchasing annual versus daily passes was discussed, as well as providing options to purchase the pass at the Township Office during office hours to accommodate individuals that may not have access or choose not to use an electronic device. Members noted general support of the use of a QR code for registration, suggesting an extensive media campaign to promote the impending pay for use including Township social media, website, tax inserts and municipal signage.

The issue of boaters mooring along the Galop Canal was noted and members suggested incorporating enforcement of a flat fee for use in that area. Members suggested tracking the use of the dive site as well through the use of the QR code system. It was noted that the data provided from the registration would have many benefits to the Township, including information for the number of users that use the area for applications to future grant funding.

Members noted the need for oversight of revenue versus expenses of the fee implementation, highlighting the additional enforcement required by the Township's Bylaw department to oversee the proposed project. There was discussion regarding the fine enforcement process, limitations to enforcing fines issued to visitors from out of province, implementing a flat-rate fee for mooring, and outlining the allowable mooring duration.

There was a general discussion regarding the recommended amount for the proposed registration for use and there was general support for waiving the fee for use to residents of the Township. Committee reached a general consensus for an implementation of a \$25.00 for non-residents when launching a boat. Members noted their interest in having divers register their visits, however, excluding them from the fee requirement at this time.

Committee requested staff to return with options for incorporating a QR code registration and fee for use for the Cardinal boat launch, Conestoga dive site location and the mooring at the Galop Canal. Members suggested additional time for public education on the impending fee for use by placing education information and signage on the proposed QR code and registration without the implementation of a fee.

b. Implementing Official Plan Consent Policies - Hydrogeological Assessment and Terrain Analysis Revisions

Committee was provided with a summary of the report and clarified that there were no concerns with the proposed Official Plan amendment to reduce the minimum lot size to 0.4 ha, provided it is accompanied by an implementation policy that outlines the requirements for a hydrogeological and terrain analysis study to demonstrate compliance with provincial policy.

The average timeline for approval of the Official Plan (OP) and Zoning Bylaw (ZB) amendments was discussed. There was a brief discussion held on if an implementation policy is required and the Committee's interest of seeking a second opinion. Committee requested that staff proceed with the peer review process of the implementation policy for the OP with legal and planning advisors.

8. Action/Information Items

a. Application for Severance, 3302 Glen Smail Rd (Ryan)

Committee was provided with a summary of the report and discussed the minimum distance separation requirement and lot size.

Moved by: J. Martelle
Seconded by: W. Smail

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

Carried

b. Pre-Budget Approval - PSD Budget Software

Committee was provided with a detailed summary of the report and discussed implications to employee hours, added efficiencies, and the

appropriateness of the use of the Township's Modernization funding to finance the project. It was noted that the software and implementation costs were able to be covered by the Modernization funding, however, ongoing annual maintenance costs would be incorporated into the departmental operating costs.

Committee requested staff to update the resolution to Council to support the PSD Budget Software, with purchase and implementation fees being covered by the Modernization Funding.

Moved by: W. Smail

Seconded by: C. Ward

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.

Carried

c. 2024 COLA Approval

Committee was provided with a summary of the report and discussed the COLA approval process, varying ways COLA can be determined, bylaw 2015-22 implications for union and non-union employees, OMERS CPI rate of 4.93% and maintaining equality between union and non-union employees of the Township.

Moved by: J. Martelle

Seconded by: W. Smail

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

Carried

d. 2023 Year End Report

Committee was provided with a detailed summary of the report and commended the Township staff on the guidance, support and patience with the members of Council over the first year of the term. Members highlighted the extensive list of work accomplished within the Township and recognized the ongoing team work required between members of staff and Council.

e. Indigenous Land Acknowledgement

Committee was provided with a summary of the report and discussed reviewing neighbouring municipal land acknowledgements and the

message by Jesse Went, presenter at the ROMA conference of being respectful in pronunciation of the aboriginal names mentioned in the land acknowledgements.

Members suggested deferring the item to allow additional consultation with the indigenous community and ensure respectful incorporation of a land acknowledgement statement for the Township.

f. Closed Road Allowance Request - 95 Froom Rd

Committee reviewed the report and discussed the requirement of a land survey of the road allowance prior to finalizing the conveyance.

Moved by: J. Martelle

Seconded by: W. Smail

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.

Carried

g. Canal Bank Cleanup - Bridge St. - Update

Committee was provided with a summary of the report and discussed the need for a risk management plan to monitor stone stability moving forward, required signage and ongoing maintenance of the area.

Members inquired about clean-up efforts near the Cardinal sign, tree clean-up efforts along the waterfront, and an approximate timeline for risk management plan to be completed by South Nation Conservation and Kollaard Associates Inc.

h. Unmetered Residential Customers Assessment Results - Cardinal

Committee was provided with a summary of the report and discussed resident concerns with possible renovation costs of their home following installation, and possible increases to their water bill. It was noted that the Environmental Services Department would be covering the costs of installation of the meters and returning properties back to existing condition.

Members noted the levy implemented by the previous Council term to ensure fair contribution to the maintenance of the system, noting that if individuals wish to be connected to the system, they need to fairly contribute to the cost of maintaining it.

Moved by: C. Ward

Seconded by: W. Smail

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); and
2. Properties that require excessive renovations or relocation of plumbing remain on Category A Rates; and
3. Install water meters at locations deemed not to be too expensive or difficult to install and fund this under the Cardinal Water System.

Carried

9. Councillor Inquiries/Notices of Motion

Councillor Martelle noted his attendance at the evening market located on the corner of Jordan/Rooney Rd.

10. Mayor's Report

Mayor Deschamps reported the following:

- Thanked Township staff for all their hard work throughout the year, noting that while there may be difficult questions to answer, staff and Council remain on the same team.
- Thanked members of Committees for their commitment and hard work.
- Attended meeting at HFI Pyrotechnics with the Township CAO, Community Development Coordinator, and CBO to discuss future plans and continued commitments to the Township.

11. Question Period

None.

12. Closed Session

None.

13. Adjournment

Moved by: W. Smail

Seconded by: J. Martelle

That Committee does now adjourn at 9:41 p.m.

Carried

Chair

Deputy Clerk

TOWNSHIP OF EDWARDSBURGH CARDINAL

December 11, 2023

Resolution Number: 2023- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council recommend in favour of severance application B-134-23 (3302 Glen Smail Rd – Ryan), as recommended by the Committee of the Whole – Administration & Operations.

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

December 11, 2023

Resolution Number: 2023- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council:

1. Approves the purchase of the Operating, Salary and Capital budgeting software from Public Sector Digest, for use in 2024, in the amount of \$69,100.00 plus non-rebated HST and fund this purchase with Modernization funding; and
2. Authorize the Treasurer to enter an agreement with Public Sector Digest to purchase the Operating, Salary and Capital budgeting software for use in 2024; and
3. Annual maintenance costs of \$9,700.00 be funded through the departmental operating budget.

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

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

December 11, 2023

Resolution Number: 2023- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council approve the 2024 COLA increase of 4.93% for all union and non-union staff, effective January 1, 2024, as recommended by the Committee of the Whole – Administration & Operations.

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

December 11, 2023

Resolution Number: 2023- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council direct staff to:

1. Transfer properties who actively refused to participate in the 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 (dependent on inspection results); and
2. Properties that require excessive renovations or relocation of plumbing remain on Category A Rates; and
3. Install water meters at locations deemed not to be too expensive or difficult to install and fund the project through the Cardinal Water System.

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

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

December 11, 2023

Resolution Number: 2023- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal 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, as recommended by the Committee of the Whole – Administration & Operations.

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Regular Council

Date: December 11, 2023

Department: Administration

Topic: MTO EV ChargeON Program

Purpose: To authorize execution of MOU with eCAMION Inc. (hereafter referred to as Jule and submit necessary documents to support application submission under the MTO EV ChargeON Program.

Background: The EV ChargeON Program provides funding for the installation of public EV chargers in Ontario communities outside major cities. The goals of the program include creating a more connected network of public EV charging stations throughout the Province that are accessible and affordable which in return will encourage citizens to consider switching to electric vehicles.

At the December 4 Committee of the Whole, Jule made a delegation requesting support to place at least 2 or 4 Level 3 EV chargers at no cost to Edwardsburgh Cardinal at possibly five locations. Staff have also been approached by Rideau St. Lawrence in forming a partnership regarding the program.

Below is a very high-level overview comparison between the two proposals.

Item	Jule	RSL
Potential Locations	Ingredion Centre Spencerville Arena South Edwardsburgh Community Centre Cardinal Waterfront	Ingredion Centre Spencerville Arena South Edwardsburgh Community Centre Cardinal Waterfront
Charging Station Type	Level 3 (bank of 2 or 4)	Level 2 (bank of 4)
Asset Ownership	Jule	Township
Capital Cost	Jule	Township \$40K to 60k per location. Funding covers 50%
O & M	Jule	Township
Rental Charge	Township to receive \$100 per month per parking spot	Nil

Insurance	Jule with Township named as additional party	Township insurance
Asset Retirement Obligation	Responsibility of Jule	Responsibility of Township

The Jule proposal provides a lower investment risk to the Township. There is always the potential that an agreement would not be reached between the parties and an opportunity missed to have an EV charging station presence in the municipality.

There is nothing preventing the Township from submitting multiple applications and working with Rideau St. Lawrence on some of the same locations or a separate location such as the Library in Cardinal.

Policy Implications: The timeline for application submission is by 5:00pm on January 31, 2024. If one or more applications are successful, a more formal agreement would be negotiated and executed between the parties.

Financial Considerations: See chart in background section

Recommendation: That Municipal Council authorize the Mayor and CAO to execute the memorandum of understanding with eCAMION Inc. and direct staff to submit necessary documents to support application submission under the MTO EV ChargeON Program for each selected location.



CAO



Clerk



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Regular Council

Date: December 11, 2023

Department: Administration

Topic: PFHT Sponsorship Request Letter

Purpose: To provide the sponsorship request letter from the Prescott Family Health Team for their 2024 employee health and wellness event.

Background: See attached letter. The employee health and wellness event is being scheduled for April 2024.

Policy Implications: Schedule A of Bylaw 2019-76 outlines the Community Grants and Donation Policy. The Community Grant Program provides limited financial assistance and in-kind support to community groups and organizations within and directly serving the Township to assist with activities or special events. The 2024 Community Grants and Donations applications open in January.

Financial Considerations: The budget line for community grants and donations was increased from \$12,000.00 to \$15,000.00 this year. To date, there has been \$15,325.00 spent.

Recommendation: That Council receives the request letter and that the letter be considered with the 2024 Community Grants and Donations program.

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

CAO



Sponsorship Request Letter- Employee Health and Wellness Event 2024

Dear Council Members,

My name is Dr. Dinny Mathew, and I am the executive director of the Prescott Family Health Team. We have been a non-profit primary care organization serving the health needs of our community for more than 15 years, with our physicians serving the community for more than 40 years. Over the past two years, under the new leadership and with the support of our revamped Board, the Prescott Family Health Team (PFHT) has been making every effort to become a better workplace for its employees. Our aim is to improve our workforce's retention and satisfaction rate, ultimately providing better care to our patients and community.

Burnout among medical professionals is a topic of discussion these days. While most of the medical community focuses on physician burnout, we are also trying to bring attention to other healthcare professionals' burnout. Burnout resulting from stress can cause not only some severe health problems in the individual but also some significant issues for the organization, resulting in an overall operational failure of the workplace and leading to poor quality of patient care.

At the start of spring of 2023, we held our first Employee Health and Wellness event to combat the issue of burnout with the help of your sponsorship. We were also the first organization in our region to offer something like this to our employees. The event cost was between \$7000 and \$8000, but your contributions of \$1000 each (total \$3000) made a huge difference to us in affordability. One of the objectives of the health and wellness event was to support our professionals by collaborating with a consultant to design a program for our employees and give them the tools to build resilience, courage, and confidence. Our event was geared towards managing their time better, helping them prioritize their responsibilities, providing brain power habits to maximize their productivity, and enhancing communication between their colleagues, patients, and supervisor(s).

We received immense positive feedback about the event from all our employees. They are now more productive by using their time wisely, more aware of identifying situations that arise and can briefly remove themselves from stressful situations, thus leading to more peer support and allowing them to bond with each other more effectively. The management's support has also increased productivity and reduced workplace conflict and absenteeism.

Since then, we have also formed a 'Workplace Wellness Committee' consisting of our employees to empower them to bring change to the professional working environment. The committee has been developing some wonderful programs. The most significant effort is our 'Dynamic Employee of the Month Program,' which recognizes our employees' contributions and provides extra company perks. Recently, we also introduced two more exciting programs: the Buddy Program to help our new employees adjust to the new environment and the Building Healthy Habits Initiative to encourage healthier lifestyle behaviors that allow employees to become healthier, happier, and more energetic both inside and outside the workplace.

Three workplace wellness committee members also presented a poster about our employee health and wellness programs at the Association of Family Health Teams of Ontario (AFHTO) conference in October 2023. They also shared our great work with other teams across Ontario. Apart from presenting and sharing our work with other teams across Ontario this year, we also had two Bright Lights Award nominations for our work and leadership.

Page 1 of 2

555 King Street W., P.O. Box 729
Prescott, ON K0E 1T0

www.prescottfht.com

Ph: (613) 925-5977 Fax: (613) 925-1238

Page 37 of 58



Not only that, but we also successfully submitted the Expression of Interest (EOI) application to the ministry this summer. Other teams of similar strength to ours were unable to put the application together, but with our teamwork and leadership, we could do it. In the application, we have requested a Nurse practitioners-led clinic model (very different from our current model of care with physicians) to assist and accommodate unattached patients and other people who will be moving to our towns with their medical needs. A copy of the application was also provided to the towns at the time of submission.

Although we still have to hear from the ministry about the final results of our expansion application, I could not be more proud of our team's achievements this past year. They have shown the true meaning of teamwork and the desire to learn new things, achieve new heights, and make a difference within our organization and community. We are the first in the Lanark, Leeds, and Grenville regions to offer such programs to employees to improve workplace culture and provide better patient care.

We also must admit that considering the current market and the size of our team, we do not think we are in a position to sell the idea to our current and prospective employees to work with us based on our compensation and other benefits of living in a small town. We believe the only thing that will sustain longer and resonate well with all our current and future team members is a happy and healthy work environment/culture.

With our dedicated and unwavering commitment, we are confident that we will make a difference in our workforce and how we provide care to our patients. However, we require immense collaboration and advocacy from all sectors in the area, including local leaders, to support our work and mission. We cannot achieve great results without adequate funding and support.

Since we cannot do it alone, we would like your help, starting with ongoing support for our employee health and wellness event. It will be a small amount to the towns, but it will make a huge difference to our team and people. While making your decision, please consider that all our patients have benefited and will continue to benefit from a more positive and productive environment at the Prescott Family Health Team. If we miss out on this opportunity to collaborate now, we strongly believe that we will miss out on many opportunities to provide collective benefits to the community in general, along with their health needs.

If you need any more information, please feel free to contact me at dinnymathew@prescottfht.com.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Dinny Mathew".

Dinny Mathew

Executive Director

TOWNSHIP OF EDWARDSBURGH CARDINAL

December 11, 2023

Resolution Number: 2023- _____

Moved By: _____

Seconded By: _____

COPY

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

- November 29, 2023
- December 7, 2023

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

RESUMÉ

of *correspondence*

November 29th, 2023

FROM	DATE	SUBJECT
South Dundas	Nov 23	Notice of Public Meeting Z-2023-07
AMO	"	AMO Policy Update - 2023 Federal Fall Economic Statement
TWP of Coleman	"	RES: Conservation Officer Reclassification
AMO	"	Watchfile
TWP of South Glengarry	"	RES: Call for an Amendment to the Legislation Act, 2006
Town of Amherstburg	"	RES: Cigarette Producer Responsibility
Health Unit	"	Media Release: Be Prepared for Winter Emergencies
Potentia Renewables Inc.	Nov 24	Notice of a virtual Community Meeting
Town of Prescott	Nov 27	RES: Supporting Bill 21
UCLG	"	Affordable Housing Development Supports and Events Survey
Ombudsman Ontario	"	Resources about municipal integrity commissioners
AMO	Nov 28	Policy Update - Community Housing, Housing Forum, Ontario
TWP of Puslinch	Nov 29	RES: Fixing the Long-Term Care Amendment Act
Health Unit	"	Delay in opening of new Health Unit location in Kemptville
Municipal Engineer's Association	"	MEA Elects New Board of Directors for 2023-2024 term

RESUMÉ

of *correspondence*

December 7th, 2023

FROM	DATE	SUBJECT
ROMA	Nov 30	Conference: Program Announcement
Municipality of Shuniah	"	RES: Bill 21 - Fixing Long Term Care Amendment Act
AMO	"	Watchfile
Terracycle	"	Free Cigarette Waste Recycling for your Community
AMO	"	Policy Update: Strengthening Public Health Webinar
Loyalist Township	Dec 1	RES: stop the MECP proposal to expand use of permit-by-rule
SNC	"	Conservation Authorities 2024 Fee Schedules
Health Unit	"	Media Release: HU receives Excellence Canada's Gold Award
MNR	Dec 4	Release of Decision: Data Survey and Mapping Specifications
UCLG	"	Media Release: "Room to Donate" \$5,000 Challenge
UCLG	Dec 5	Leeds and Economic Development eNews – Dec 5
TWPEC ES Dept.	Dec 6	Cardinal Drinking Water Inspection Rating
TWPEC ES Dept.	"	Industrial Park Drinking Water Inspection Rating
Health Unit	Dec 6	KFL&A Public Health and LGLDHU urges influenza vaccination
Health Unit	"	Support to investigate a merger with neighbouring PH agencies

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

BY-LAW NO. 2022-

**“BEING AN ADOPTION BYLAW FOR AMENDMENT NO.2 TO THE OFFICAL PLAN
OF THE TOWNSHIP OF EDWARDSBURGH CARDINAL”**

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal passed Bylaw 2019-81, being a bylaw to adopt the Official Plan for the Township of Edwardsburgh Cardinal on November 25, 2019; and

WHEREAS the United Counties of Leeds and Grenville approved the Official Plan for the Township of Edwardsburgh Cardinal, under Section 17(34) of the Planning Act on January 23, 2020;

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

1. Amendment No. 2 to the Official Plan of the Township of Edwardsburgh Cardinal, consisting of the attached text as Schedule “A”, is hereby adopted.
2. This bylaw shall come into force and effect on the day of the final passing thereof.

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

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

Mayor

Clerk

**Schedule "A"
Bylaw 2023-**

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

INDEX

	<u>Page</u>
The Constitutional Statement	1
 PART A - The Preamble	
1. Title	2
2. Purpose and Effect	2
3. Location	2
4. Basis of the Amendment	2
 PART B - The Amendment	
1. Introduction	4
2. Details of the Amendment	4
 PART C - The Appendices	
Appendix I - Notice of the Public Meeting	
Appendix II - Minutes of the Public Meeting	
Appendix III - Notice of Adoption	
Appendix IV - Other Items Forming Part of the Record	

**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.

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

BY-LAW NO. 2023-

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

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

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

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

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

1. 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 in open Council this 27 day of November, 2023.

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

Mayor

Clerk

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

BY-LAW NO. 2023-

**“A BY-LAW TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH
ECAMION INC. FOR POSSIBLE FUTURE EV CHARGING STATIONS”**

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

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

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

WHEREAS the EV ChargeON Program supports the installation of public electric vehicle (EV) charging stations in Ontario communities outside of large urban centres 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 eCAMION Inc. (known as Jule Power) is applying for EV Charge ON grants in coordination with municipal partners; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal wishes to enter into a Memorandum of Understanding with the eCAMION Inc. (Jule Power) to participate in Jule’s network of electric vehicle charging stations if funded by EV ChargeON Program;

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

1. That the Mayor and CAO are hereby authorized to execute the Memorandum of Understanding, attached hereto as Schedule “A” on behalf of the Township of Edwardsburgh Cardinal and shall form part of this bylaw.
2. That this by-law shall come into force and take effect on the date of passing.

Read a first and second time in open Council this 11 day of December, 2023.

Read a third and final time, passed, signed and sealed in open Council this 11 day of December, 2023.

Mayor

Clerk

Schedule "A"
Bylaw 2023-
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN ECAMION INC. & TOWNSHIP OF EDWARDSBURGH CARDINAL

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 the Corporation of the Township of Edwardsburgh Cardinal, residing at 18 Centre St. Spencerville, ON K0E 1X0, hereinafter referred to as "Township of Edwardsburgh Cardinal".

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

WHEREAS, having charging stations onsite allows the Township of Edwardsburgh Cardinal 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, the Township of Edwardsburgh Cardinal 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 the Township of Edwardsburgh Cardinal 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 the Township of Edwardsburgh Cardinal 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 the Township of Edwardsburgh Cardinal 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. The Township of Edwardsburgh Cardinal's responsibilities shall be as follows:
 - (a) In connection with the application for EV ChargeON grants for each of the Subject Properties: Ingredion Centre, Cardinal Waterfront, Spencerville Community Centre, and South Edwardsburgh Community Centre will be paid for either two of three (for option 1) 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 the Township of Edwardsburgh Cardinal agrees to provide reasonable assistance to Jule in obtaining such funding and agrees to support Jule’s and the Township of Edwardsburgh Cardinal applications for the Subject Properties.
 - (c) The Township of Edwardsburgh Cardinal has all necessary power and authority to enter into and perform its obligations hereunder and by proper action the Township of Edwardsburgh Cardinal has duly authorized the execution, delivery and performance of this MOU.
 - (d) Jule shall fill out the application and the Township of Edwardsburgh Cardinal 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 the Township of Edwardsburgh Cardinal 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 the Township of Edwardsburgh Cardinal.

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

ECAMION INC.

By:

By:

Its: Duly Authorized Officer

Its: Duly Authorized Officer

Name (Printed)

Name (Printed)

Title: Mayor

Title

By:

Its: Duly Authorized Officer

Name (Printed)

Title: CAO

EXHIBIT A
LIST OF SUBJECT PROPERTIES LEGAL ADDRESSES

Ingredion Centre: EDWARDSBURGH CON PT 1 LOT 4 PLAN 4 LOT Y PT LOT X
PLAN 25 LOTS 105 TO 114 116 TO 120 BLKS H G L V PT GALP[S CANAL PT
BENSON PARK NEW ST

Cardinal Waterfront: EDWARDSBURGH CON 1 PT COMMON PT LOTS 1 TO 7 AND
RP 15R10508 PARTS 5 TO 7 IRREG

Spencerville Community Centre: CON 6 PT LOT 22 RP 15R1 PARTS 1 TO 5 RP 1
5R6828 PARTS 16 17 18 20 AND 21

South Edwardsburgh Community: PLAN 6 RANGE 5 PARK LOT 3 PARK LOT 4

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	The Team is in the process of completing the Canada Core Public Infrastructure Survey for 2022 issued by Statistics Canada. The survey is a requirement every two years
Office Lunch	The office will be closed on Thursday December 14 from 12:00pm to 2:00pm for an office team lunch.
Municipal Office Holiday Hours	The office will close on Friday December 22 at noon and reopen on Tuesday January 2. There will be no courier service through the office for well water samples during this time.
Affordable Housing Information Session	Around 50 people attended the event held in Prescott on November 28 to learn more about building and planning processes associated with building tiny homes and ARU's. Representatives from Augusta, Prescott and Edwardsburgh Cardinal presented and answered questions. The event was coordinated through UCLG.
ZBA 2717 Goodin Rd and 921 CR2	Based on the timing of applications and our meeting schedule, a public meeting has been set for Monday January 29. A preliminary report will be provided at the January 8 meeting and a final report to COW-CD meeting in February.
Meadowlands North	A request for a one-year extension has been received. This will come forward at the next available meeting
Upcoming meeting schedule Time – 6:30pm unless noted otherwise	Monday, December 18 – Port Management Committee January 2024 Monday January 8, – Committee of the Whole Administration & Operations and Budget Meeting #1 Monday January 15 – Strategic Planning Workshop # 2 4:00pm Monday January 29 – Public Meeting ZBA Goodin Rd – 6:00pm Monday January 29 – Regular Council Tuesday January 30 – Port Management Committee

TREASURY

RWSS Upgrade	The final costs are in for the project. The total project cost was \$756,039.18 which was under the total project upset limit of \$780,014.40 and over the original cost estimate of \$650,012.00. Some of the items that caused the exceedances included certain material costs tripling in value, additional programming, drawings not matching field conditions, short system downtime creating extended work hours. Our share of the project rose from \$234,004.32 to \$287,017.91. This partnership program spanned 18 to 24 months and the desired outcomes met.
--------------	---

FACILITIES/RECREATION

Skate with Santa	Santa will be making his way to our local arenas. He will be at the Ingreption Centre on December 15 from 6:00pm to 7:30pm and the Spencerville Arena on December 17 from 2:00pm to 3:30pm
Holiday Skating Schedule	<p>Ingreption Centre, 4050 Dishaw St December 22nd 6pm - 7:30pm December 27th 2pm - 3:30pm December 29th 6pm - 7:30pm January 3rd 2pm - 3:30pm January 5th 6pm - 7:30pm</p> <p>Spencerville Arena, 22 Sloan St December 24th 2pm - 3:30pm December 28th 2pm - 3:30pm December 31st 2pm - 3:30pm January 2nd 2pm - 3:30pm January 4th 2pm - 3:30pm</p>

OPERATIONS – PUBLIC WORKS

Holiday Curbside Collection Schedule	Waste and recycling will not be collected on December 25th and January 1st. Monday and Tuesday's route will be collected on December 26th and January 2nd.
Holiday tree Pickup	Christmas trees will be collected curbside within the villages of Cardinal, Johnstown, New Wexford and Spencerville from January 2-12. Trees must be placed curbside by January 2nd with no tinsel or decorations. Trees are accepted at the Scott Road Transfer Station at no charge in the month of January

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Schneider Electric and IECBL completed SCADA switch and CPU processor upgrades (Capital Project). Routine rounds and maintenance completed.
Cardinal Water Plant	Schneider Electric and IECBL completed SCADA switch and CPU processor upgrades (Capital Project). Selleck Mechanical replaced low lift pipework spool piece. Routine rounds and maintenance completed.
Cardinal Distribution System	Routine rounds completed.

Industrial Park Water System	Routine rounds completed.
Windmill Pumping Station	Routine rounds completed.
Spencerville Wastewater System	Routine rounds and maintenance completed.
Cardinal Sewer and Storm Collection System	Serviced pressure sensor at Highway 2 Pumping Station. Serviced wall mounted heater at Adelaide Station.

FIRE DEPARTMENT

HR	Interviews completed for 4 potential recruits
	1 - year interviews with recruits are ongoing
Training	First Aid and BLS recertification December 9
	NFPA 1001 FireFighter II program scheduled to take place Jan 15 – Feb 24, 2024
	One firefighter is completing HazMat training at the LTI training centre. This course was sponsored by the Leeds Grenville Fire Chiefs
	2024 training schedule developed by training officer.
Fleet	Most of the follow-up repairs have been completed. Tanker 1 will be going to the manufacturer to have a seatbelt sensor and air pressure monitor repaired under warranty
	New wireless headset purchased for pumper 1 to improve communication during pumping operations
Fire Prevention	Christmas SM campaign being developed. Fire safety cards will be provided to local merchants for customer distribution
	Working on an issue at a multi residential building and industrial facility with several false alarms
Facilities	New sewage pump installed at station #1
Other	Firefighter Family Christmas party is being planned.

EMERGENCY MANAGEMENT

Program Review	The Emergency Management Program Committee met on December 4 to review the 2023 program. The annual compliance submission will be completed prior to the December 31 timeline
----------------	---

Councillors are reminded to please forward or cc sent/received email correspondence that is a municipal record to councilmail@twpec.ca

TOWNSHIP OF EDWARDSBURGH CARDINAL

December 11, 2023

Resolution Number: 2023- _____

Moved By: _____

Seconded By: _____

COPY

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

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

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

BY-LAW NO. 2023-

**“A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY
RESOLUTION”**

WHEREAS Section 5(3) of the Municipal Act 2001, SO 2001, Chapter 25, as amended, provides that the powers of a municipality shall be exercised by by-law;

AND WHEREAS in many cases, action which is taken or authorized to be taken by the municipality does not lend itself to the passage of an individual by-law;

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

1. That the actions of the Township of Edwardsburgh Cardinal, at its meeting held on December 11, 2023 in respect of recommendations contained in the reports of committees considered at the meeting and in respect of each motion, resolution and other action taken by the Township of Edwardsburgh Cardinal at its meeting are, except where the prior approval of the Ontario Municipal Board or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and the appropriate officials of the Township of Edwardsburgh Cardinal are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Township of Edwardsburgh/Cardinal referred to in the preceding section.
3. That except as otherwise provided, the Mayor and Clerk are authorized and directed to execute all documents necessary on behalf of the Township of Edwardsburgh Cardinal.

Read, passed, signed and sealed in open Council this 11 day of December, 2023.

Mayor

Clerk