



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

**Monday, April 8, 2024, 6:30 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario**

- 1. Call to Order – Chair, Mayor Deschamps**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
- 5. Delegations and Presentations**
- 6. Consent Agenda**

Items listed under Consent Agenda are considered routine or no longer require a further discussion and are enacted in one motion. The exception to this rule is that a Member may request that one or more items be pulled for discussion and voted on separately.

Recommendation: That the following consent agenda items be received as presented.

 - a. 1st Quarter Bylaw Report [See item 8a.]
 - b. 1st Quarter Operations Report [See item 8b.]
- 7. Discussion Items**
 - a. 2024 Community Grants & Donations
 - b. Personnel Policy Update
- 8. Action/Information Items**
 - a. 1st Quarter Bylaw Report - CONSENT
 - b. 1st Quarter Operations Report - CONSENT
 - c. 1st Quarter Treasury & Reserve Report
 - d. 1st Quarter Budget to Variance Report
 - e. 1st Quarter Council Remuneration Report
 - f. 4th/1st Quarter Facility Stats Report
 - g. 4th/1st Quarter Facility Maintenance Report

- h. 2024 Spencerville Lagoon Discharge Report
- i. Indigenous Land Acknowledgement Update
- j. 5 Tonne Tandem Plow Truck Tender Award

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

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Monday, March 11, 2024, 6:30 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario

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

REGRETS: Mayor Tory Deschamps
John Hunter, Advisory Member
Karen Roussy, Advisory Member

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

1. Call to Order – Chair, Mayor Deschamps

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

2. Approval of Agenda

Moved by: C. Ward

Seconded by: W. Smail

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest 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. Spencerville Mill - Mary Tessier & Tim East

Ms. Tessier and Mr. East provided a brief history of the Spencerville Mill and its historical significance to the Village of Spencerville. The reason for the funding request was highlighted to contribute to the overall cost of installing an elevator in the Mill to meet the Accessibility for Ontarians with Disabilities Act (AODA) requirements prior to the 2025 deadline.

A brief outline of services offered by the Mill was provided, noting that currently, access to the various attractions throughout the mill is limited to the main level due to accessibility. The fundraising goal of \$100,000.00 was noted, highlighting a resident donation of \$30,000.00 contributing to the current fundraising balance of \$60,000.

There was discussion regarding the number of annual visitors to the Spencerville Mill, museum hours of operation, events hosted, and available government funding for accessibility upgrades.

Committee thanked Ms. Tessier and Mr. East for the presentation.

6. Consent Agenda

Councillor Ward requested that item 8a) 4th Quarter Building Report be pulled from consent for further discussion.

Moved by: J. Martelle

Seconded by: W. Smail

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

- a. ~~4th Quarter Building Report [See item 8a]~~
- b. 4th Quarter Bylaw Report [See item 8b]
- c. 4th Quarter Council Remuneration Report [See item 8c]
- d. 4th Quarter Fire Report [See item 8d]
- e. 4th Quarter Operations Report [See item 8e]
- f. 2023 MTO Report [See item 8f]
- g. 2023 Prescott Annual Water Report [See item 8g]
- h. 2023 Stormwater Management Annual Report [See item 8h]

Carried

7. Discussion Items

a. Support Tax Credit Increase for Volunteer Firefighters - Councillor Ward

Councillor Ward highlighted municipal resolutions of support to increase the volunteer firefighter tax credit from \$3,000.00 to \$10,000.00 and suggested the Township support the initiative.

There was discussion regarding the frequency of firefighters exceeding the 200-hour threshold and decreasing the hourly benchmark for the tax credit to allow a \$3,000 tax credit for under 200 hours and \$10,000 for over 200 hours.

Committee directed staff to prepare a resolution of support for the March Council meeting.

8. Action/Information Items

a. 4th Quarter Building Report

Committee was provided with a brief overview of the report and discussed increased costs of building labour and materials and proposed industrial permits.

b. 4th Quarter Bylaw Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee receives the 4th Quarter Council Remuneration Report as presented.

Carried

c. 4th Quarter Council Remuneration Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee receives the 4th Quarter Council Remuneration Report as presented.

Carried

d. 4th Quarter Fire Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee receives the 4th Quarter Fire Report as presented.

Carried

- e. 4th Quarter Operations Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee receives the 4th Quarter Operations Report as presented.

Carried

- f. 2023 MTO Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee receives the 2023 MTO Report as presented.

Carried

- g. 2023 Prescott Annual Water Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that Council receive and review the 2023 Water Annual/Summary Report for the Prescott Water System.

Carried

- h. 2023 Stormwater Management Annual Report - CONSENT

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that Council:

1. Receive the 2023 Stormwater Management Annual Report; and
2. Direct staff to submit the report to MECP prior to the April 30th deadline; and
3. Make report available on Township website by June 1st as required under Linear ECA # 155-S701.

Carried

- i. Annual Building Department Report

Committee was provided with a summary of the report and discussed the following: permit fees, feedback to permit fee increases, breakdown of building department tasks, funded versus non-funded tasks and permit costs in comparison to surrounding municipalities.

j. Council Chambers Audio Visual System

Committee was provided with a summary of the report and discussed the following: the viability of the webcasting escribe module based on youtube viewership and the additional user benefits to the escribe webcasting module. A future review of the necessity and viability of the module was suggested.

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that Council:

1. Award the Council Chambers audio visual system upgrades contract to Cycom Technology Solutions Inc., including the add-on option, for a total of \$101,355.35, plus an additional 5% contingency of \$5,067.77, with the cost to be funded by a combination of the Modernization Reserve Fund and COVID Safe Restart Fund; and
2. Purchase the eScribe webcasting plus module for a total of \$14,390.00 annually, funded in 2024 by the COVID Safe Restart fund, with future years funded from Administrations IT Services 17-5324; and
3. Authorize the Clerk and CAO to execute all necessary documents to complete the audio-visual system project.

Carried

k. Disposal of Surplus Goods

Committee was provided with a summary of the report and discussed the number of cameras declared surplus and reviewed the Firefighters without Borders (FWB) program services.

Moved by: J. Martelle

That committee recommend that Council:

1. Declare the above-mentioned items as surplus to the needs of the Township and;
2. Authorize Staff to dispose of the goods as per option #3

The motion failed to receive a seconder.

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

That Committee recommend that Council:

1. Declare the above-mentioned items as surplus to the needs of the Township; and
2. Authorize Staff to dispose of the goods as per option #1.

Carried

I. Live Barn Video System for Cardinal Arena

Committee was provided with a summary of the report and discussed the following: system quality, current YouTube channel viewership, monthly subscription fees, recording format, streamlining scouting of local athletes, stipulations for opting out of the program, and play-by-play coverage quality.

It was noted that the municipality is provided with 10% of the revenue on local subscriptions with the suggestion to install the system solely at the Ingredion Centre.

Members suggested polling and collecting feedback from the public on the proposed system and requested staff return with a report at the May or June meeting.

The Chair requested a short recess at 7:46 p.m.

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

That Committee recess at 7:46 p.m.

Carried

m. Blue Box Transition - Service Opt-Out

The Chair called the meeting to order at 7:50 p.m.

Committee was provided with a summary of the report and discussed the following: parameters for commercial curbside collection, expanding options at the new transfer station, cost of ineligible locations and materials, impacts to the current HGC contract, and February 2025 as deadline for full producer bluebox responsibilities.

It was noted that the contract with HGC Management ends in 2025, at which time Circular Materials, the producer responsibility organization that will be operating Ontario's new common collection system will contract a company. Options for employing the same contractor for both waste and

recycling is being explored with the recycling costs being borne by the producers. It was noted that recycling at facilities such as the Township Office will no longer be collected as it is not zoned residential, highlighting that should Council choose, they could request the incorporation of some ineligible locations into the collection route for an additional cost. Alternately, the ineligible locations may be notified of the changes and be required to organize their own collection or the Township may organize an in-house recycling collection program for ineligible facilities.

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that Council direct staff to:

1. Notify Circular Materials that the Township will be opting-out of providing blue box service during the transition period; and
2. Enter into an agreement with Circular Material's contractor to provided continued collection of non-eligible sources during the transition period.

Carried

n. Spencerville Lagoon Splitter Box Project

Committee was provided with a brief summary of the report and clarified the total estimated cost of the project.

Moved by: C. Ward

Seconded by: J. Martelle

That Committee recommends that Council award the Splitter Box Relining Project RFQ-ENV-01 2024 to Clear Water Structures in the amount of \$ 37,709.00 + HST and 10% contingency utilizing funds from the Spencerville Wastewater Reserves to an upset limit of \$43,000.

Carried

o. Spencerville Lagoon Mag Meter Installation Project

Committee was provided with a summary of the report and discussed the accuracy of the quote, the impact if the project is delayed, and Ministry testing requirements.

Moved by: W. Smail

Seconded by: J. Martelle

That Committee recommends that Council:

1. Award the Spencerville Lagoon Mag Meter installation project to Eastern Welding at a tender cost of \$33,500 + non-rebated HST and utilize any operational budget surplus in 2024 to cover the remaining balance of \$18,500; and
2. If required, utilize the Spencerville Wastewater Reserve Fund to cover any deficits.

Carried

p. Public Works Half Tonne Truck Purchase

Committee was provided with a summary of the report, clarified the location the vehicle was purchased from and noted that the purchase was within the approved budgeted amount.

q. Award Dust Suppressant Tender

Committee was provided with a summary of the report.

Moved by: W. Smail

Seconded by: C. Ward

That Committee recommends that Council approved and award the Supply of Dust Suppressant tender EC-PW-24-02 to Da-Lee Dust Control Ltd. at the unit rate of \$0.367 per liter for 210,000 liters to a maximum of \$77,070.00 + non-rebated HST

Carried

r. Award Crushed Rock Tender

Committee was provided with a summary of the report and clarified that there is approximately 67 km's of gravel road in the Township.

Moved by: J. Martelle

Seconded by: W. Smail

That Committee recommends that Council award the Supply of Crushed Rock tender EC-PW-24-01 to G. Tackaberry & Sons for approximately 7500 tonnes at the unit price of \$13.94 per MT to a maximum of \$104,550.00 + non-rebated HST.

Carried

9. Councillor Inquiries/Notices of Motion

None.

10. Mayor's Report

Deputy Mayor Dillabough reported the following:

- Highlighted the Director of Operation's, Mr. Gord Shaw's, upcoming retirement at the end of March, noting this as his final Committee meeting.

11. Question Period

None.

12. Closed Session

None.

13. Adjournment

Moved by: W. Smail

Seconded by: C. Ward

That Committee does now adjourn at 8:41 p.m.

Carried

Chair

Deputy Clerk

TOWNSHIP OF EDWARDSBURGH CARDINAL DISCUSSION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: April 8, 2024

Department: Administration

Topic: 2024 Community Grants & Donations

Background: A summary of the community grants and donations requested for both cash and in-kind support has been developed based on the applications received. Information regarding cash assistance requested versus cash provided in 2022 and 2023 is attached. The 2024 approved budget for the program is \$50,000. The budget line was increased from \$15,000 to \$30,000. This includes the original \$15,000 donation amount, plus an additional \$15,000 for capital grants/festival support. Additionally, there was funding tentatively allocated during the operation budget discussions of \$20,000 to address requests including the following:

- Sherwood Park Manor - \$12,500 for 3 years
- Maple View Landing - \$7,500 for 3 years

In 2019, Council updated the community grants and donations policy to recognize the ever-evolving regulations requiring municipalities to become more transparent and financially accountable to the public. To recognize the necessity for increased accountability from the Township, bylaw 2019-76 required the grant recipients that received financial support to submit a satisfactory evaluation report, which includes a financial summary to the Clerk by December 31, or the group will not be eligible for future financial funding.

Please refer to the Community Grants and Donations program bylaw 2019-76 which stipulates the eligibility criteria, which highlights that the applicant must be non-profit, primary focus within the Township, the grant shall not be considered as the primary source of funding and only intended to be supplementary to the main funding sources and the applicant must have a bank account registered in the name of the organization.

In the spring of each year, the successful community groups receive a financial donation, along with a letter outlining their obligations to report back to the Township and a copy of the financial evaluation form to be submitted. In the fall of the grant year, reminders are sent to the community groups to submit the necessary financial evaluation to staff by end of the year. Organizations that submitted their fully complete 2023 evaluation report after the December 31 deadline are indicated in blue. No organizations, which submitted applications for the 2024 program, failed to submit their

2023, or previous year in which they received funding. The deadline to submit an application for the 2024 program was March 22, 2024. All organizations submitted their applications before the deadline.

Council delegated authority to Township staff to review and approve in-kind requests. Consistent with previous years, staff have reviewed the requests and included an approximate dollar value associated with each in-kind support requested. The in-kind support that has been included on a dollar value basis is for the use of municipal facilities, staff time, and equipment that would not otherwise be available or reasonably be expected to be working at that time.

As per previous years, staff does not include an in-kind support value for the South Edwardsburgh Recreation Association (SERA) application, as the Township and SERA partnership is considered as a mutually beneficial endeavour.

The total request for cash donations for 2024 is \$52,659.73, plus in-kind support that is within scope has an approximate value of \$26,025.00.



Clerk



CAO/Director of Operations



Treasurer/Deputy CAO

Summary of Grant Requests – 2024

Community Heritage:

- *Spencerville Mill Foundation - \$10,000.00 + in-kind – Delegation completed*

Cash requested: assist with cost of elevator installation and cover sewer costs

In-kind support requested: use of workroom above Council Chambers (seasonal office and storage), lawn mowing at the Mill Park and assistance with photocopying.

Economic & Tourism Development/Community Special Events:

- *South Grenville Bluegrass Festival- \$6,000.00 + in-kind – Delegation complete*

Cash requested: help pay for performing artists and property rental.

In-kind support requested: use of Spencerville Arena showers from August 7-12, provide garbage receptacles and garbage disposal.

- *SBCC - \$5,000.00 + in-kind – Delegation complete*

Cash requested: purchase signage for the 4 main events, A frames to hold signage, advertising, purchase items for loot bags and rack cards.

In-kind support requested: use and fee waiving of the Spencerville Arena from 7am to 4pm on April 21 and June 23, 2024 for the seasonal markets, provide barricades and assistance with road/street closures for the Art Explosion (June 23, 2024) and SpencerWhoville (November 30, 2024) events.

- *BaitFuel Fishing Tour - \$2,000.00 + in-kind*

Cash requested: assist with operating costs of shore staff and TV crew members (mileage, food, wages).

In-kind support requested: Use of new arena parking/old ball diamond for truck/trailer parking, set up of tents and weigh-in station between the Pavilion and Canteen, municipal staff to assist with parking and transportation (5-7am).

- *Cardinal Festival Committee - \$2,000.00 + in-kind*

Cash requested: cover costs of face painting, entertainment and activities during Canada Day and Labour Day events.

In-kind support requested: use of the Cardinal waterfront/legion grounds on July 1 and August 30-Sept 4, provide bleachers for Labour Day weekend (K9 water Sports), use of the ball diamond for Labour Day weekend, use of the ball diamond throughout the

summer for movies in the park, lighting for the ball diamonds, access to public washrooms, garbage pickup, road barricades for parade

- *St. John's UC Choir - \$600.00*

Cash requested: cover the expenses of the Norwood Brass Firemen Band for the concert in the Cardinal call park on June 15.

Supporting Youth/Seniors:

- *RNJ Youth Services - \$5,000.00 – Delegation complete*

Cash requested: cover costs to increase staffing capacity, program supplies, increase social media and offer additional programming.

- *Big Brothers Big Sisters of Leeds & Grenville - \$1,200.00 + in-kind*

Cash requested: cover costs to recruit/train/support/retain volunteers.

In-kind support requested: municipal staff assistance to identify community events in the Township they may attend, connecting with other community organizations and businesses interested in volunteering, circulating BBBSLG prepared advertising on Township social media for fundraising and other events.

- *South Grenville District High School - \$2,000.00*

Cash requested to: offset costs of bus and hotel for students attending the Ontario Student Leadership Conference.

Relief of Poverty/Health Advancement:

- *Food for All Food Bank - \$2,000.00 + in-kind*

Cash requested to: offset the cost of purchasing food for clients.

In-kind support requested: continued use of the basement at the Cardinal Library for the Food Bank program.

- *Rural FASD Support Network - \$5,000.00 + in-kind – Delegation complete*

Cash requested to: cover the costs of the Red Shoes Run Family Day event on May 11, 2024 to bring families raising children with FASD together with community partners.

In-kind support requested: municipal staff to assist in distributing event information on Township community calendar and social media.

- *Beth Donovan Hospice - \$1,900.00 + in-kind*

Cash requested to: cover costs of hosting 4 support workshops for caregivers (caregiver burnout workshop, yoga and sound retreat, therapeutic art workshop and coffee).

In-kind support requested: waiving of installation fee for a sign to be placed at the Spencerville Arena.

- *Volunteer Centre of St. Lawrence-Rideau - \$1,000.00*

Cash requested to: assist with costs to recruit volunteers to help deliver the programming.

- *Prescott Family Health Team - \$1,000.00*

Cash requested to: assist with costs of the employee health and wellness event.

Requests Not Falling Within Prescribed Categories:

- *South Edwardsburgh Recreation Association - \$1,500.00 + in-kind*

Cash requested to: purchase 3 sun shelters, pickleball paddles and water aerobics equipment. Assist with legal fees to ensure SERA complies with the new Not-For-Profit Corporation Act.

In-kind support requested: use of municipal facilities (South Edwardsburgh Community Centre) for SERA meetings and to host special events/activities, printing of associations newsletter twice a year, staff support to remove debris and clean Millennium Park, staff support to assist with garden maintenance, staff support and supply of mulch for use in and around the Millennium Park.

- *Friends of the Edwardsburgh Cardinal Library – Spencerville Branch – in-kind only*

In-kind support requested: staff support to assist with the removal of used/damaged books 4 to 5 times during the year and help with planting in front garden.

- *St. Paul's Anglican Church Cardinal - \$1,500.00 + in-kind*

Cash requested to: purchase fundraising equipment – bingo machine and supplies

In-kind support requested: use of the transfer station (during operating hours) and Cardinal garage dumpster to dispose of waste from events and the treasure chest (max 1-2 trips per month to transfer station and 5 garbage bags per event).

- *Spencerville United Church - \$3,959.73 – Delegation complete*

Cash requested to: cover costs to purchase new smoke alarms, sump pump alarms and a defibrillator.

- *Johnstown ATV Club* – **\$2,000.00**

Cash requested to: cover costs to provide first aid training to the club membership.

Total Cash Requested: \$52,659.73

Total In-kind Requested Value: \$26,025.00

2024 Community Grants & Donations

Community Organization	Grants & Donations Requested	In-Kind Requested with Approximate Value
Food For All Food Bank	\$2,000	\$6,000
Rural FASD Support Network	\$5,000	\$750
RNJ Youth Services	\$5,000	N/A
Beth Donovan Hospice	\$1,900	\$100
Bluegrass Festival	\$6,000	\$3,600
Friends of the Library	\$0 – in-kind only	\$500
SBCC	\$5,000	\$1,400
Bait Fuel Fishing Tour	\$2,000	\$3,000
Cardinal Festival Committee	\$2,000	\$2,275
Spencerville Mill Foundation	\$10,000	\$6,600
Big Brother Big Sisters of LG	\$1,200	\$1,500
Johnstown ATV Club	\$2,000	N/A
Spencerville United Church	\$3,959.73	N/A
St. Paul's Anglican Church Cardinal	\$1,500	\$300
Volunteer Centre of St. Lawrence-Rideau	\$1,000	N/A
SERA	\$1,500	In-kind
St. John's UC Choir	\$600	N/A
South Grenville DHS OSLC	\$1,000	N/A
Prescott Family Health Team	\$1,000	N/A
	Total Requested Grants & Donations with \$30,000 budget	Total Requested In-Kind Value
	\$52,659.73	\$26,025.00

*Organizations that submitted their complete 2023 evaluation forms after the December 31 deadline are indicated in blue.

Long Term Care Home Organization	Funding Requested
Maple View Landings	\$7,500 for 3 years
Sherwood Park Manor	\$12,500 for 3 years
	Total with \$20,000 budget
	\$20,000 per year

2023 Requested Vs. Granted

Organization	Requested	Granted
Rural FASD Support Network	\$1000.00	\$500.00
Food For All Food Bank	\$2000.00	\$2000.00
Spencerville Legion	\$4000.00	\$0
Spencerville Mill Foundation	\$500.00	\$250.00
Johnstown ATV Club	\$1500.00	\$0
Grenville County Historical Society	\$500.00	\$250.00
Beacon Bags Ontario	\$2000.00	\$1500.00
Connect Youth	\$3000.00	\$2000.00
South Grenville Bluegrass Festival	\$2500.00	\$2250.00
SERA	\$1500.00	\$750.00
Johnstown Bear Paws Swim Team	\$500.00	\$0
South Grenville High School	\$2000.00 or more	\$1000.00
SBCC	\$4000.00	\$2000.00
South Edwardsburgh Public School Parent Council	\$500.00	\$500.00
Friends of the Library	\$0 – in-kind only	\$0
Girls Inc. of Upper Canada	\$1500.00	\$1000.00
Cardinal Legion	\$1200.00	\$0
Spencerville Agricultural Society	\$2000.00	\$1000.00
Prescott Figure Skating Club	\$0 – in-kind only	\$0
	Total Requested	Total Granted
	\$30,200.00	\$15,000.00

2022 Requested Vs. Granted

Organization	Requested	Granted
Spencerville Mill Foundation	\$1,100	\$1,100
South Grenville Bluegrass Festival	\$2,500	\$2,500
Spencerville Scouting Group	\$0	\$0
Girls Inc. of Upper Canada	\$1,000	\$1,000
Food For All Food Bank	\$2,000	\$2,000
Rural FASD Support Network	\$1,000	\$0
South Edwardsburgh Recreation Association	\$1,500	\$500
Grenville Federation of Agriculture	\$0	\$0
Royal Canadian Legion Spencerville Branch	\$5,000	\$2,400
Fluff Cotton Candy Co.	\$1,900	\$0
Johnstown ATV Club	\$500	\$500
Volunteer Centre of St. Lawrence- Rideau	\$2000	\$2000
	Total Requested	Total Granted
	\$18,500.00	\$12,000.00

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/CARDINAL
BY-LAW NO. 2019-76**

“A BY-LAW TO ADOPT A GRANTS & DONATIONS POLICY”

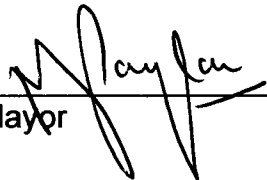
WHEREAS Municipal Council deems it advisable to adopt a policy with respect to community grants and donations;

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

1. The attached hereto as Schedules “A”, “B” and “C” and forming part of the by-law is hereby adopted.
2. That this by-law will come into force and take effect on its passing.
3. By-law 2015-51 is hereby repealed.

Read a first and second time in open Council this 25th day of November, 2019.

Read a third and final time, passed, signed and sealed in open Council this 25th day of November, 2019.



Mayor



Deputy Clerk



Community Grants & Donations Policy

Purpose

The Township of Edwardsburgh/Cardinal offers a "Community Grant Program" to provide 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.

This support is in recognition of the value of these groups which contribute to the well-being and growth of the community and to help the Township to retain a strong community focus.

Funding Options

Annually, as part of the budget process, Council will determine the financial commitment to the "Community Grant Program".

- Cash contribution

Financial assistance up to \$2,000 may be requested. Requests for more than \$2,000 require a formal presentation to Council.

Requests for financial assistance may be submitted with or without in kind support requests.

- In kind contribution

In kind contributions may include the use of Township property at reduced or no cost, waiving of permit fees, municipal staff support or the use or loaning of municipally owned equipment or material (e.g. photocopying). The Township may require that volunteers of the organization assist staff when providing in kind support.

In kind contributions may be requested with or without cash contribution requests.

Authority is delegated to Township staff to review and approve eligible in-kind contribution requests.

Eligibility Criteria

- 1.) Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations – individuals are not eligible.
- 2.) Organizations whose primary focus is not within the Township may not be considered.
- 3.) Grant proceeds shall not be considered as the primary source of funding for the organization and are intended to be supplementary to main funding sources. Organizations will be requested to demonstrate exploration of other financial support and options such as fundraising efforts and volunteer support.
- 4.) Retroactive funding will not be considered.
- 5.) Grant recipients must have a bank account registered in the name of the organization or event. Cheques will not be issued to individuals acting on behalf of the organization or event.
- 6.) Under normal circumstances, only one request per organization is to be considered in a calendar year.
- 7.) Applications received after the deadline date may not be considered for cash contributions.
- 8.) Applicants that have not successfully submitted a satisfactory evaluation report by December 31st will not be eligible for future financial funding.
- 9.) Applications should fit into at least one of the following categories to be considered for funding:
 - Community Heritage
 - Community Special Events
 - Economic and Tourism Development
 - Supporting Youth/Seniors
 - Relief of Poverty/Health Advancement

Guidelines

All grant applications shall be submitted on the "Community Grants & Donations Application Form" and directed to the Municipal Clerk, on or before the third Friday in March each year.

Review & Assessment

- 1.) All requests for cash and in-kind contributions will be considered having regard for the Township's budget.
- 2.) Applications will be reviewed by staff for completeness, accuracy and compliance with this policy. Incomplete applications will be returned to the organization with a list of any additional information required.
- 3.) Grants in any year shall not be regarded as a commitment by the Township to provide guaranteed funding beyond the current year. For example, allocations of assistance in cash or in kind each year over a number of years will be not considered.
- 4.) All applications will be assessed in terms of:
 - Ability of the organization to carry out proposal and achieve desired results
 - Need for project in the community
 - Clear, measurable benefit to the Township and community
 - Ability of the organization to sustain initiative at the end of the funding period
 - Level of community involvement/ response to the organization and/ or their event(s)

Accountability

- 1.) Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be received based on past demonstrated fiscal responsibility of the applicants.
- 2.) Funds bestowed under this program are not transferable between projects or groups without prior Council approval, and must be used for the specific purpose outlined in the application.
- 3.) Financial statements of the organization or of the specific event and an accounting of the use of the funds granted by the Township may be requested by Council and/or the Clerk at any time.

- 4.) Successful applicants who receive financial funding from the program must complete the financial evaluation report. Reports must be submitted to the Township by December 31st of the year for which the grant is awarded. If the grant recipient fails to fully complete and submit the evaluation report to the Township within the stated time, that organization/group will not be eligible for future grant funding until such a time that the Township is satisfied that the report has been submitted in full.

Applications Dates

Applications must be received annually on or before the third Friday in March.

Publishing Policy

Notice of application deadlines, application forms and this policy will be posted on the Township's website.



Community Grants & Donations Application Form

Name of Organization:	
Contact Person:	
Mailing Address:	
Telephone:	
E-mail:	

1.) a) Provide a brief description of your organization including its purpose and goals.

b) Is your organization incorporated? YES NO

c) Is your organization registered as non-profit? YES NO

d) List executives of your organization.

2.) a.) Assistance Requested (check appropriate box(es) and indicate dollar amount):

Financial Contribution \$ _____

(requests for more than \$2,000 require a formal presentation to Council)

In kind Assistance

Staff support

Equipment/Materials

Use of Municipal Property/Facilities

Other: _____

b.) If this application includes request for in kind assistance, please outline details of the request. (i.e. type and estimate hours of staff support, facilities to be used, dates, etc.)

3.) For what specific purpose(s) is the requested financial contribution to be utilized for within your organization? Granted funds must be used for stated purpose(s).

4.) What other steps are being undertaken to provide revenue for your organization? (i.e. admission fees, fundraising etc.)

5.) Indicate which category most closely relates to the activities and goals of your organization.

Community Heritage
Economic and Tourism Development
Community Special Events
Supporting Youth/Senior Events
Relief of Poverty/Health Advancement

Name & Title of Individual Making Application

Signature

Date



Community Grants & Donations Evaluation Form

Name of Organization:	
Contact Person:	
Mailing Address:	
Telephone:	
E-mail:	

1) Project/Activity/Event Description:

a) What specific results were achieved through the funding of your project/activity/event?

b) How did this grant benefit the community as anticipated or expected?

c) As a result of this grant, did your organization increase or enhance partnerships and collaborations with other groups in the community? Explain,

2) **Assistance Received: Financial Contribution \$ _____**

a) For what specific purpose(s) was the requested financial contribution utilized for within your organization?

b) Please attach a financial report that outlines the project/activity/event income (funding) and expenditures. **Invoices for the program/activity/event may be requested to support the financial report.**

Print Name & Title/Position

Signature

Date

The Project Evaluation Form and any supporting documents are to be submitted within two months of the completion of the program, activity or event or December 31st of the same year for which the grant is awarded.



TOWNSHIP OF EDWARDSBURGH CARDINAL DISCUSSION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: April 8, 2024

Department: Administration

Topic: Non-Union Employment and Personnel Policy Review

Background: The current policy is attached for an initial review to receive input, guidance and direction prior to the development of a draft updated policy. Schedule A has been in effect since 2015 with the Schedule B salary grid portion being updated annually subject to council approval.

Schedule A is the focus of the discussion this evening.

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

CAO/Director of Operations

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

BY-LAW NO. 2015-22

**"BEING A BY-LAW TO ESTABLISH EMPLOYMENT AND PERSONNEL
POLICIES FOR NON-UNIONIZED SALARIED AND
HOURLY RATED EMPLOYEES OF THE TOWNSHIP OF
EDWARDSBURGH/CARDINAL."**

WHEREAS the Council of the Corporation of the Township of Edwardsburgh/ Cardinal deems it expedient to establish general personnel policies and working conditions for its non-union employees at the Township and also at the Port of Johnstown; and

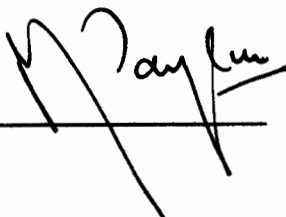
WHEREAS Section 282 of the Municipal Act 2001, SO 2001, c. 25 as amended authorizes Councils of all municipalities to contract with a licensed insurer to provide group life insurance, group accident insurance, group sickness insurance and hospital, medical, surgical, nursing or dental services or payment therefore;

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

1. That the Council of the Corporation of the Township of Edwardsburgh/ Cardinal adopts the Employment and Personnel Policies as detailed in Schedule "A" attached hereto and forming part of this by-law.
2. That the Council of the Corporation of the Township of Edwardsburgh/ Cardinal adopts the Compensation Strategy as detailed in Schedule "B" attached hereto and forming part of this by-law.
3. This By-law shall come into force and take effect upon passing.
4. That By-law 2013-57 is hereby repealed.
5. This By-law shall be known as the "Personnel Policy By-law."

Read a first and second time in open Council this 27th day of April, 2015.

Read a third and final time, passed, signed and sealed in open Council this 25th day of May, 2015.



Mayor



Clerk

Schedule A
Employment and Personnel Policies – Non-Union
BY-LAW 2015- 22

1. **PROBATIONARY PERIOD** – Every employee in the Corporation is required to serve a minimum probationary period of three (3) months or five hundred and twenty (520) hours prior to confirmation of employment. The minimum period may be extended at the supervisor's discretion, and the employee will be advised of any extension.
2. **EMPLOYEE CLASSIFICATION** – All employees of the Corporation are classified as follows:
 - Full-time (more than twenty four (24) hours per week)
 - Part-time (twenty four (24) hours or less per week)
 - Casual
 - Student (Students employed during the school vacation periods).
3. **DEFINITIONS**
 - a) A full-time employee is one who is regularly scheduled annually to work the full-time normal hours set out in the respective departments.
 - b) A part-time employee is one who is regularly scheduled annually to work the part-time normal hours set out in the respective departments.
 - c) A casual employee is one who is required for temporary jobs, to fill in for holidays of full-time employees or assist in work overload in a department, but not on a regular schedule.
4. **FULL-TIME EMPLOYEES** – At the successful completion of the probationary period, full-time employees become eligible for all benefits as outlined in this by-law.
5. **PART-TIME, CASUAL AND STUDENTS** – Articles 6, 7, 9, 10, 13, 14, 20 and 21 do not apply to part-time, casual or student employees.
6. **SICK LEAVE** – Each full-time employee will be permitted up to six (6) days with pay annually for short-term illness. This entitlement is non-cumulative. A medical report from a qualified practitioner, detailing any work limitations and outlining prognosis, may be required for illnesses exceeding three (3) days.
7. **GROUP INSURANCE** – The Corporation will pay premiums for group insurance benefits as stated below subject to periodic plan revisions:
 - i) Employee Life Insurance – 1x annual salary
 - ii) Dependent Life Insurance – Spouse \$5,000, Child \$2,500
 - iii) Accidental Death & Dismemberment – 1x annual salary
 - iv) Short Term Disability – 67% of weekly earnings to a maximum of \$1,293, waiting period nil if accident, 3 days if sickness. Maximum benefit period 17 weeks.
 - v) Long Term Disability - 67% of monthly earnings to a maximum of \$10,000, waiting period 120 days, maximum benefit period to age 65. Non-medical maximum \$5,600 per month.
 - vi) Extended Health Care - Deductible \$0, eligible expenses reimbursed 100% subject to basic expense maximums.
 - vii) Dental - 100% current year fee schedule, maximum \$1500 per person for basic coverage.

In the case of absence for illness or disability, the Employer's contribution will be paid to the above plans for a maximum of one (1) year from commencement of absence. Thereafter, the employee may pay the full premiums through the Employer. In the event of death of an employee, the Employer shall continue to pay the required premiums for the survivor and his dependents for six (6) months.

... 2

8. **WORKPLACE SAFETY & INSURANCE BOARD** – All employees are eligible for benefits according to the Workers' Compensation Act of Ontario, for injuries sustained as a result of their employment. Employees must report work-related injuries to their immediate supervisor without delay.

9. **BEREAVEMENT LEAVE** – An employee shall be granted a maximum of four (4) consecutive working days bereavement leave without loss of pay or benefits in the case of death of a parent, wife, husband, fiancé, son, daughter, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, son-in-law, daughter-in-law, or step equivalent as appropriate, or as approved by the Employer.

An employee shall be granted a maximum of one (1) working day bereavement leave without loss of pay or benefits, in the case of death of an aunt, grandparent-in-law, uncle, niece, or nephew, or step equivalent as appropriate, or as approved by the Employer.

When an employee is required to assist as a pallbearer, one (1) day's leave shall be granted without loss of pay. In the event that the funeral is held in excess of 500 km from the Township boundary, one (1) extra day will be granted.

For the purpose of definition, brother-in-law and sister-in-law shall be the brother or sister of the employee's spouse.

10. **VACATIONS** – Employees shall be entitled to a vacation with pay for credited full-time, active, continuous service as follows:

CREDITED SERVICE

ENTITLEMENT

Less than 1 year	4% of earnings and time-off prorated on number of months over 12 x 10 to nearest day
One year to two years	10 days per year
Three years to eight years	15 days per year
Nine years to seventeen years	20 days per year
Eighteen years to twenty-three years	25 days per year
After twenty-four years	30 days per year

Employees working less than 35 hours per week for office staff or 40 hours per week for other departments will receive prorated vacation entitlement based on hours worked over full-time annual hours for that position.

The selection of vacation dates will be approved on the basis of years of service, subject to approval of the Supervisor. No employee shall be entitled to more than ten (10) consecutive days vacation at any time until all employees of that department have had an opportunity to request their preferred vacation period. Up to ten (10) days of vacation credit may be carried over from one calendar year to the next. Carry over in excess of ten days must be approved by resolution of Council.

Vacation entitlements shall be determined from January 1st of the years in which employees advance to a different entitlement.

Employees shall be granted an additional day of paid vacation if a paid Holiday falls or is observed during their scheduled vacation.

... 3

When an employee terminates employment or is paid in lieu of Holidays not taken as referred to in the above clause, his compensation will be computed on the number of days times per diem rate at the time of retirement or termination.

Subsequent to January 1st of each year, employees will receive a memorandum from payroll stating the number of vacation days credit for that calendar year.

11. **PERSONAL TIME** – Up to two (2) days personal time may be granted to employees for the purpose of medical, dental or legal appointments or other personal matters or appointments subject to the approval of the supervisor with no loss of pay. New employees hired after July 1 will be eligible for one (1) personal day in their first calendar year of employment.
12. **PAID HOLIDAYS** – The following paid holidays, regardless of when they fall, will be granted to employees of Township departments with pay:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Christmas Eve (Half Day)
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	New Year's Eve (Half Day)

Two (2) floating days will be granted, subject to mutual agreement with the supervisor as to timing. New employees hired after July 1 will be eligible for one (1) floating day in their first calendar year of employment.

The following paid holidays, regardless of when they fall, will be granted to employees of the Port of Johnstown with pay:

New Year's Day	Labour Day
January 2	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Eve (Half Day)
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	New Year's Eve (Half Day)

When any of the above Holidays fall on a Saturday or Sunday, the succeeding Monday shall generally be designated as a Holiday in lieu of the Holiday falling on the Saturday or Sunday.

When any of the above Holidays occur during a vacation period an extra day's vacation is allowed.

13. **LEAVE OF ABSENCE** – The Council may grant leaves of absence to any employee for personal reasons. Employees on leave of absence shall not be paid. Sick leave and Holidays shall not accumulate if the leave is in excess of five (5) consecutive working days.

- 4 -
Schedule A
By-law 2015-22

14. **JURY AND COURT DUTIES** – Any employee who is required to serve on jury duty, or is subpoenaed as a witness, shall be compensated by the Corporation in an amount equal to his/her full wages, provided he/she turns over to the Corporation the amount received as compensation, other than travelling allowance, and further provided the employee reports for work when not required at Court.
15. **ABSENCE WITHOUT LEAVE** – Any absence from work without the approval of the department head or his designate is considered absent without leave. In addition to forfeiture of pay, unauthorized absence may result in disciplinary action up to and including dismissal.
16. **WORKING HOURS** – Normal working hours shall be:
- a) Township Office Staff 8:30 a.m. – 4:30 p.m.
(One (1) hour unpaid lunch break)
 - b) Other Departments Forty (40) hours per week
 - c) Port of Johnstown Forty (40) hours per week

Environmental Services - on duty environmental services operator shall receive a lump sum of three hundred dollars (\$330) per week and will be responsible for all operations from Thursday evening at 4:00 p.m. until the following Thursday evening at 4:00 p.m. During the weeks when one of the paid holidays mentioned in Section 12 occur, an additional one hundred dollars (\$100) will be paid for that day. Rotation of the designated "on duty environmental operator" will be determined by the Chief Water/Sewer Operator.

All employees are required to fill out a weekly timesheet.

17. **CHAIN OF COMMAND** – Employees with complaints or concerns shall first discuss it with their immediate supervisor(s) as soon as possible. If satisfaction is not obtained at this level, the employee should then refer the issue to the next person in authority, the Department Head, the CAO, the CEO (Mayor), Committee of Council, and Council in that order. The steps are to be followed in sequence allowing sufficient time for a response to be provided.
18. **REPORTING ABSENCE** – The employee is personally responsible for informing his/her supervisor on each occasion necessitating an absence from duty. Failure to do so may result in forfeiture of pay, suspension or discharge from employment.
19. **CLOTHING ALLOWANCE** – Each employee will be paid a four hundred dollar (\$400.00) clothing allowance per year payable in December of each year provided the employee has completed an unbroken twelve months' employment in the year. Employees with broken service in the year shall be paid that proportion of the clothing allowance equal to the number of months worked that year. The Employer shall supply gloves, safety glasses, prescription safety glasses (as required) and safety hard hats if required by the employee's duties.
20. **ORTHODONTIC OR MAJOR RESTORATIVE** – The Employer will provide a one-time payment of \$500 per employee towards major restorative, dentures or orthodontics for the employee or a family member upon proof of expenses incurred.

-5-
Schedule A
By-law 2015-22

21. **VISION CARE** – The Employer will pay up to four hundred and fifty dollars (\$450.00) per twenty-four month period for the purchase of prescription glasses (not including sunglasses), contact lenses and eye exams for each employee and their dependent family members eighteen (18) years of age or over upon proof of expenses incurred. For dependent children under the age of eighteen (18) years, the Employer will pay up to three hundred and fifty dollars (\$350.00) for each twelve (12) month period.
22. **JOB CLASSIFICATIONS** – A wage and salary grid shall be established for all positions based on the job classification for that position.

Classification describes the process of measuring a job's value based on the skill, effort, responsibility and working condition requirements of a position within an organization.

Reclassification occurs when the existing classification level is adjusted as a result of changes to the skill, effort, responsibility or working condition requirements of a position.

Request for Reclassification is the process followed, as described below, when the incumbent or his/her supervisor believes that there has been a relatively significant change in the skill, effort, responsibility or working condition requirements of a job. A Request is submitted when it is reasonably expected that this change in job requirements will be on an on-going, rather than an acting or temporary, basis. Request for Classification Review forms can be obtained from the Chief Administrative Officer/Clerk or the Port General Manager.

Procedure – Existing Positions

- 1) Non-union job classifications may be reviewed upon request. Staff may request a classification review by approaching his or her immediate supervisor. The supervisor will make a determination as to whether a classification review is merited, and will discuss the matter with senior management. Only those approved by both the appropriate manager/supervisor and senior management will proceed to the next step.
- 2) A manager/supervisor may request a classification review without the support of the affected employee(s). A Request for Classification Review form and current and proposed organization chart must be submitted to senior management.
- 3) Requests for Classification Review will be considered by the Chief Administrative Officer/Clerk and Port General Manager. Where responsibilities have been removed from another position's job description and added to the new job description, both positions will be considered for potential reclassification.
- 4) In the event the Chief Administrative Officer/Clerk and the Port General Manager support the job reclassification, it will be brought forward to Council for approval.

... 6

-6-
Schedule A
By-law 2015-22

Impact on Salary

To maintain internal and pay equity, all employees are normally paid within the salary range tied to the classification level of a job. That is, employees will be paid at least the minimum of their salary range and will not be paid greater than the maximum of their salary range. This goal will be achieved by implementing adjustments as described below.

Should the reclassification of a position result in placement in a higher classification level, the following will apply:

- In the event an employee is not currently earning the maximum salary in their range, the employee will be placed at the step in their new salary range which is at least equal to or greater than their current salary plus an increment at their current level.
- In the event an employee is currently earning the maximum salary in their range, the employee will be placed at the step in their new salary range which is closest to but greater than their current salary.

Should the reclassification of a position result in placement in a lower classification level, the following will apply:

- Employees whose current salary is greater than the maximum of the range of the level which applies to their position will be 'red-circled'. Such employees will not be eligible for future general increases which may be approved by the employer, until the maximum for their new range exceeds their current salary. At this time they will be placed on a grid step and will be eligible for regular increases.
- Employees whose current salary is less than the maximum of the new range will continue to receive any general increase which may be approved by the employer. On their next increment date they will be placed on the next highest grid step in their new level. Normal incremental increases will then apply.

In the event of higher or lower reclassification, the increment date for employees will be revised to be the same as the date the Request for Reclassification was submitted.

The Employee will be advised in writing of the outcome of the classification review process.

Appeal Process

If an employee wishes to appeal the outcome of a job classification review, they will follow the process outlined in 'Chain of Command'. All requests should be submitted within 30 days of receipt of the letter advising of the outcome of the Classification Review. The employee will be advised in writing of the outcome of the appeal.

Procedure – New Positions

All new positions will be classified by the Chief Administrative Officer/Clerk and the Port General Manager and may be reviewed not earlier than six months following incumbency. Requests for Reclassification will follow the procedure outlined above.

... 7

-7-
Schedule A
By-law 2015-22

23. **OVERTIME** – Overtime is to be kept to a minimum and shall be approved in advance by the immediate supervisor and will be calculated as follows:

Salary Levels 6, 7 and 8 on Schedule B – Time in lieu at straight time or paid where budget exists.

Salary Levels 1 through 5 on Schedule B – after 40 hours per week, one and a half times the regular hourly rate in time in lieu or paid at management's discretion. Where regular working hours are 35 hours per week, time in lieu will be earned at straight time up to 40 hours.

Employees are encouraged to use lieu time in the month in which it was earned. No employee shall be entitled to accumulate more than eighty (80) hours of lieu time at any one time.

Employees working overtime will be entitled to a meal allowance of \$15.00 after two (2) hours or \$15.00 after four (4) hours if called in. A one-half hour break will be allowed with pay.

Lieu time, in accordance with the Overtime Policy, will be provided as compensation for attendance at committee meetings outside normal hours of work. Full time staff required to attend Regular Council meetings shall do so without accruing overtime.

24. **BONUS** - In an effort to continue to motivate employees who are currently paid at the maximum salary in their range, in the event of exceptional performance, the employee will be eligible to receive a lump sum bonus equivalent to the amount of an increment.

25. **EDUCATION** – The Employer recognizes that employees must receive training and education in order to maintain their employment status and advance as opportunities arise, positions are changed or new positions are created. The Employer is committed to providing on-the- job training where it can be provided. At its discretion, the Employer will sponsor formal training outside the workplace relative to the employees' duties.

The Employer will pay for the following:

- a) Course fees, on a one-time basis only.
- b) Examination fees.
- c) Travel expenses including transportation, accommodation for multi-day sessions and meals subject to Employer-owned vehicles being used to the extent possible. If courses are not available during normal working hours, the employee will be granted time-in-lieu without overtime premium for formal class instruction or exam time. If courses are conducted outside the Eastern Ontario Region, travel time outside normal working hours will not qualify for payment or time-in-lieu.

In the event an employee does not succeed in passing a course, the Employer will not reimburse the employee for any expenses for subsequent attempts to complete the same course, nor will the employee qualify for time-in-lieu. If the employee is successful in passing an exam on a second attempt, the Employer will reimburse the exam fees.

-8-
Schedule A
By-law 2015- 22

26. **PROFESSIONAL ACCREDITATION** - The Township encourages continuous professional development and accreditation in areas which add value, or where such brings professional credibility to the programs and services that the Township provides. To that end, where Council approved funding exists, staff are encouraged to participate in continuous professional learning and development programs with the goal of furthering their skills and attaining professional accreditation, provided that, in the opinion of the Chief Administrative Officer or Port General Manager, there is a value to the Township in doing so. The same shall apply for professional memberships. The foregoing does not apply where accreditation or certification is a statutory or regulatory requirement, in which case the Township will budget and pay for continuous professional learning and accreditation or certification.

Schedule B
Compensation Strategy
By-law 2015-22

The Township of Edwardsburg/Cardinal's compensation strategy is based upon the following philosophy and guiding principles.

Philosophy: The Township will pursue a competitive but affordable strategy that will enable it to attract, retain, develop and motivate staff who share the same values and contribute to the Township's success.

Key Principles:

- Support the attraction, engagement and retention of skilled and motivated employees
- Align employee efforts with the achievement of organizational strategy (through organization planning/goal setting and performance management)
- Reflect organizational values
- Motivate and reward performance in terms of both competencies and results achieved, as appropriate
- Provide salaries that are competitive relative to the market while being affordable to the organization as a whole
- Be flexible and simple to administer, manage and understand
- Be designed to encourage employees to develop and undertake higher levels of accountability
- Comply with statutory regulations

Salary Administration

Salary is influenced by:

1. The nature and scope of the job;
2. What other employers pay for comparable jobs;
3. Individual and corporate performance; and
4. Individual competency.

Each position has been evaluated and assigned a salary level. Each level has been assigned a corresponding salary range, independent of any employee or his/her performance. Periodically, the Employer may revise its job descriptions or evaluate individual jobs to ensure the maintenance of pay equity and ongoing comparability with the marketplace. The reclassification of positions will be recommended by the Chief Administrative Officer/Clerk and the Port General Manager and approved by Council.

The regulations applicable under the Employment Standards Act will apply to all matters dealing with salary and wage administration.

Individual Pay

Initial placement within a salary grid will be at management's discretion and will take into consideration the competencies an employee brings to the job, as well as current market conditions. Annually, employees are eligible to receive salary increases, also known as increments, until they reach the maximum salary on the grid. Eligibility for increments is subject to the employee's annual performance appraisal. Increments are normally effective July 1st.

Annually, the Township adjusts salary grids to reflect cost of living, based on the OMERS pension annual inflation increase. The Cost of Living Adjustment (COLA) will be effective January 1st of each calendar year. Approval from Council will be by resolution and shall not require an amendment to this by-law.

... 2

-2-
Schedule B
By-law 2015-22

Periodically, the Township will review external salary survey information to ensure that total compensation continues to be competitive with the external market.

Job Classifications:

Level 8	CAO/Clerk
	Port General Manager
Level 7	Director of Operations
	Operations Manager
Level 6	Fire Chief (volunteer)
	Maintenance Manager
	Treasurer
Level 5	Chief Building Official and Fire Prevention Officer
	Chief Water-Sewer Operator
	General Foreman
	Manager of Parks, Recreation & Facilities
	Roads Superintendent
Level 4	Assistant General Foreman
	Assistant Chief Water-Sewer Operator
	Deputy Clerk
	Office Manager
Level 3	Community Development Coordinator
	Finance Assistant – AP/Payroll
	Finance Assistant – Taxes/AR
	Office Admin Assistant/H&S Coordinator
Level 2	Administrative Assistant
Level 1	None

Salary Ranges as of January 1, 2015:

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	101,055	106,107	111,160	116,214	121,266	126,319
7	82,865	87,009	91,152	95,295	99,438	103,581
6	68,426	71,847	75,269	78,689	82,111	85,532
5	56,109	58,915	61,720	64,526	67,332	70,137
4	46,009	48,311	50,611	52,911	55,212	57,512
3	37,728	39,614	41,501	43,387	45,273	47,159
2	30,937	32,483	34,030	35,578	37,125	38,671
1	25,368	26,636	27,906	29,174	30,442	31,710
40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	115,491	121,266	127,040	132,815	138,590	144,364
7	94,703	99,438	104,173	108,909	113,644	118,378
6	78,201	82,111	86,021	89,931	93,842	97,752
5	64,125	67,332	70,538	73,744	76,950	80,156
4	52,582	55,212	57,840	60,470	63,099	65,728
3	43,118	45,273	47,430	49,585	51,741	53,897
2	35,356	37,125	38,892	40,660	42,428	44,195
1	28,993	30,442	31,891	33,341	34,791	36,240

Salary Ranges as of January 1, 2016:
1.16% increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	102,227	107,338	112,450	117,562	122,672	127,784
7	83,826	88,018	92,209	96,400	100,592	104,783
6	69,220	72,681	76,142	79,602	83,063	86,525
5	56,760	59,598	62,436	65,274	68,113	70,951
4	46,543	48,871	51,198	53,525	55,852	58,179
3	38,166	40,074	41,982	43,890	45,798	47,706
2	31,296	32,860	34,425	35,991	37,555	39,120
1	25,662	26,945	28,229	29,512	30,795	32,078
40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	116,831	122,672	128,514	134,356	140,197	146,039
7	95,801	100,592	105,382	110,172	114,962	119,751
6	79,108	83,063	87,019	90,975	94,930	98,886
5	64,869	68,113	71,356	74,599	77,843	81,086
4	53,192	55,852	58,511	61,171	63,831	66,490
3	43,618	45,798	47,980	50,160	52,342	54,522
2	35,766	37,555	39,343	41,132	42,920	44,708
1	29,329	30,795	32,261	33,727	35,195	36,661

Township of Edwardsburgh/Cardinal						
Salary Grids						
As of January 1, 2016						
1.16% increase						
35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	102,227	107,338	112,450	117,562	122,672	127,784
7	83,826	88,018	92,209	96,400	100,592	104,783
6	69,220	72,681	76,142	79,602	83,063	86,525
5	56,760	59,598	62,436	65,274	68,113	70,951
4	46,543	48,871	51,198	53,525	55,852	58,179
3	38,166	40,074	41,982	43,890	45,798	47,706
2	31,296	32,860	34,425	35,991	37,555	39,120
1	25,662	26,945	28,229	29,512	30,795	32,078
40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	116,831	122,672	128,514	134,356	140,197	146,039
7	95,801	100,592	105,382	110,172	114,962	119,751
6	79,108	83,063	87,019	90,975	94,930	98,886
5	64,869	68,113	71,356	74,599	77,843	81,086
4	53,192	55,852	58,511	61,171	63,831	66,490
3	43,618	45,798	47,980	50,160	52,342	54,522
2	35,766	37,555	39,343	41,132	42,920	44,708
1	29,329	30,795	32,261	33,727	35,195	36,661
Township of Edwardsburgh/Cardinal						
Salary Grids						
As of January 1, 2017						
1.45% increase						
35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	103,710	108,895	114,080	119,266	124,451	129,637
7	85,041	89,294	93,546	97,798	102,050	106,302
6	70,223	73,735	77,246	80,756	84,268	87,779
5	57,583	60,462	63,342	66,221	69,100	71,979
4	47,218	49,580	51,940	54,301	56,662	59,023
3	38,719	40,655	42,591	44,527	46,462	48,398
2	31,749	33,337	34,924	36,512	38,100	39,687
1	26,034	27,336	28,639	29,940	31,242	32,543
40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	118,525	124,451	130,377	136,304	142,230	148,157
7	97,191	102,050	106,910	111,770	116,629	121,488
6	80,255	84,268	88,281	92,294	96,307	100,319
5	65,810	69,100	72,391	75,681	78,971	82,262
4	53,963	56,662	59,360	62,058	64,757	67,454
3	44,250	46,462	48,675	50,888	53,101	55,313
2	36,285	38,100	39,913	41,728	43,543	45,356
1	29,754	31,242	32,729	34,216	35,705	37,192

Revised Schedule B to Bylaw 2015-22
Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2017

1.45% increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	103,710	108,895	114,080	119,266	124,451	129,637
7	85,041	89,294	93,546	97,798	102,050	106,302
6	70,223	73,735	77,246	80,756	84,268	87,779
5	57,583	60,462	63,342	66,221	69,100	71,979
4	47,218	49,580	51,940	54,301	56,662	59,023
3	38,719	40,655	42,591	44,527	46,462	48,398
2	31,749	33,337	34,924	36,512	38,100	39,687
1	26,034	27,336	28,639	29,940	31,242	32,543

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	118,525	124,451	130,377	136,304	142,230	148,157
7	97,191	102,050	106,910	111,770	116,629	121,488
6	80,255	84,268	88,281	92,294	96,307	100,319
5	65,810	69,100	72,391	75,681	78,971	82,262
4	53,963	56,662	59,360	62,058	64,757	67,454
3	44,250	46,462	48,675	50,888	53,101	55,313
2	36,285	38,100	39,913	41,728	43,543	45,356
1	29,754	31,242	32,729	34,216	35,705	37,192

Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2018

1.49% increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	105,255	110,517	115,780	121,043	126,305	131,569
7	86,308	90,625	94,940	99,255	103,571	107,886
6	71,270	74,833	78,397	81,960	85,523	89,087
5	58,441	61,363	64,285	67,208	70,130	73,052
4	47,921	50,318	52,714	55,110	57,506	59,902
3	39,296	41,261	43,225	45,190	47,155	49,119
2	32,223	33,833	35,444	37,056	38,667	40,278
1	26,422	27,743	29,065	30,386	31,707	33,028

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	120,291	126,305	132,320	138,335	144,349	150,364
7	98,639	103,571	108,503	113,435	118,367	123,298
6	81,451	85,523	89,596	93,669	97,742	101,814
5	66,790	70,130	73,469	76,809	80,148	83,488
4	54,767	57,506	60,244	62,983	65,722	68,460
3	44,910	47,155	49,401	51,646	53,892	56,137
2	36,826	38,667	40,508	42,350	44,192	46,032
1	30,197	31,707	33,217	34,726	36,237	37,747

Revised Schedule B to Bylaw 2015-22
Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2018

1.49% increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	105,255	110,517	115,780	121,043	126,305	131,569
7	86,308	90,625	94,940	99,255	103,571	107,886
6	71,270	74,833	78,397	81,960	85,523	89,087
5	58,441	61,363	64,285	67,208	70,130	73,052
4	47,921	50,318	52,714	55,110	57,506	59,902
3	39,296	41,261	43,225	45,190	47,155	49,119
2	32,223	33,833	35,444	37,056	38,667	40,278
1	26,422	27,743	29,065	30,386	31,707	33,028

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	120,291	126,305	132,320	138,335	144,349	150,364
7	98,639	103,571	108,503	113,435	118,367	123,298
6	81,451	85,523	89,596	93,669	97,742	101,814
5	66,790	70,130	73,469	76,809	80,148	83,488
4	54,767	57,506	60,244	62,983	65,722	68,460
3	44,910	47,155	49,401	51,646	53,892	56,137
2	36,826	38,667	40,508	42,350	44,192	46,032
1	30,197	31,707	33,217	34,726	36,237	37,747

Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2019

2.29% Increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	107,665	113,048	118,432	123,815	129,198	134,581
7	88,285	92,700	97,114	101,528	105,943	110,357
6	72,902	76,547	80,192	83,837	87,482	91,127
5	59,779	62,768	65,758	68,747	71,736	74,725
4	49,019	51,471	53,921	56,372	58,823	61,274
3	40,196	42,206	44,215	46,225	48,235	50,244
2	32,960	34,608	36,256	37,905	39,553	41,201
1	27,027	28,379	29,731	31,082	32,433	33,784

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	123,045	129,198	135,350	141,503	147,655	153,808
7	100,897	105,943	110,988	116,033	121,078	126,122
6	83,316	87,482	91,648	95,814	99,980	104,146
5	68,320	71,736	75,152	78,568	81,984	85,399
4	56,022	58,823	61,624	64,425	67,227	70,027
3	45,938	48,235	50,532	52,828	55,126	57,422
2	37,669	39,553	41,436	43,320	45,204	47,086
1	30,889	32,433	33,977	35,522	37,067	38,611

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	57.83	60.72	63.62	66.51	69.40	72.29
7	47.42	49.79	52.16	54.54	56.91	59.28
6	39.16	41.12	43.08	45.03	46.99	48.95
5	32.11	33.72	35.32	36.93	38.53	40.14
4	26.33	27.65	28.96	30.28	31.60	32.91
3	21.59	22.67	23.75	24.83	25.91	26.99
2	17.70	18.59	19.47	20.36	21.25	22.13
1	14.52	15.24	15.97	16.70	17.42	18.15

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	57.83	60.72	63.62	66.51	69.40	72.29
7	47.42	49.79	52.16	54.54	56.91	59.28
6	39.16	41.12	43.08	45.03	46.99	48.95
5	32.11	33.72	35.32	36.93	38.53	40.14
4	26.33	27.65	28.96	30.28	31.60	32.91
3	21.59	22.67	23.75	24.83	25.91	26.99
2	17.70	18.59	19.48	20.36	21.25	22.13
1	14.52	15.24	15.97	16.70	17.42	18.15

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	59.16	62.11	65.07	68.03	70.99	73.95
7	48.51	50.93	53.36	55.78	58.21	60.64
6	40.06	42.06	44.06	46.06	48.07	50.07
5	32.85	34.49	36.13	37.77	39.42	41.06
4	26.93	28.28	29.63	30.97	32.32	33.67
3	22.09	23.19	24.29	25.40	26.50	27.61
2	18.11	19.02	19.92	20.83	21.73	22.64
1	14.85	15.59	16.34	17.08	17.82	18.56

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	59.16	62.11	65.07	68.03	70.99	73.95
7	48.51	50.93	53.36	55.78	58.21	60.64
6	40.06	42.06	44.06	46.06	48.07	50.07
5	32.85	34.49	36.13	37.77	39.42	41.06
4	26.93	28.28	29.63	30.97	32.32	33.67
3	22.09	23.19	24.29	25.40	26.50	27.61
2	18.11	19.02	19.92	20.83	21.73	22.64
1	14.85	15.59	16.34	17.08	17.82	18.56

Revised Schedule B to Bylaw 2015-22
Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2019

2.29% Increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	107,665	113,048	118,432	123,815	129,198	134,581
7	88,285	92,700	97,114	101,528	105,943	110,357
6	72,902	76,547	80,192	83,837	87,482	91,127
5	59,779	62,768	65,758	68,747	71,736	74,725
4	49,019	51,471	53,921	56,372	58,823	61,274
3	40,196	42,206	44,215	46,225	48,235	50,244
2	32,960	34,608	36,256	37,905	39,553	41,201
1	27,027	28,379	29,731	31,082	32,433	33,784

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	123,045	129,198	135,350	141,503	147,655	153,808
7	100,897	105,943	110,988	116,033	121,078	126,122
6	83,316	87,482	91,648	95,814	99,980	104,146
5	68,320	71,736	75,152	78,568	81,984	85,399
4	56,022	58,823	61,624	64,425	67,227	70,027
3	45,938	48,235	50,532	52,828	55,126	57,422
2	37,669	39,553	41,436	43,320	45,204	47,086
1	30,889	32,433	33,977	35,522	37,067	38,611

Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2020

1.89% Increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	109,700	115,185	120,670	126,155	131,640	137,125
7	89,953	94,452	98,950	103,447	107,945	112,442
6	74,279	77,994	81,708	85,421	89,135	92,850
5	60,909	63,955	67,000	70,046	73,092	76,137
4	49,945	52,443	54,941	57,438	59,935	62,432
3	40,956	43,003	45,051	47,099	49,146	51,194
2	33,583	35,262	36,941	38,621	40,300	41,979
1	27,538	28,915	30,293	31,669	33,046	34,423

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	125,371	131,640	137,908	144,177	150,446	156,714
7	102,804	107,945	113,085	118,226	123,366	128,505
6	84,891	89,135	93,380	97,625	101,869	106,114
5	69,611	73,092	76,572	80,053	83,533	87,014
4	57,080	59,935	62,788	65,643	68,497	71,351
3	46,806	49,146	51,487	53,827	56,168	58,508
2	38,381	40,300	42,219	44,138	46,058	47,976
1	31,473	33,046	34,620	36,193	37,767	39,341

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	59.16	62.11	65.07	68.03	70.99	73.95
7	48.51	50.93	53.36	55.78	58.21	60.64
6	40.06	42.06	44.06	46.06	48.07	50.07
5	32.85	34.49	36.13	37.77	39.42	41.06
4	26.93	28.28	29.63	30.97	32.32	33.67
3	22.09	23.19	24.29	25.40	26.50	27.61
2	18.11	19.02	19.92	20.83	21.73	22.64
1	14.85	15.59	16.34	17.08	17.82	18.56

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	59.16	62.11	65.07	68.03	70.99	73.95
7	48.51	50.93	53.36	55.78	58.21	60.64
6	40.06	42.06	44.06	46.06	48.07	50.07
5	32.85	34.49	36.13	37.77	39.42	41.06
4	26.93	28.28	29.63	30.97	32.32	33.67
3	22.09	23.19	24.29	25.40	26.50	27.61
2	18.11	19.02	19.92	20.83	21.73	22.64
1	14.85	15.59	16.34	17.08	17.82	18.56

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	60.27	63.29	66.30	69.32	72.33	75.34
7	49.42	51.90	54.37	56.84	59.31	61.78
6	40.81	42.85	44.89	46.93	48.98	51.02
5	33.47	35.14	36.81	38.49	40.16	41.83
4	27.44	28.82	30.19	31.56	32.93	34.30
3	22.50	23.63	24.75	25.88	27.00	28.13
2	18.45	19.37	20.30	21.22	22.14	23.07
1	15.13	15.89	16.64	17.40	18.16	18.91

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	60.27	63.29	66.30	69.32	72.33	75.34
7	49.43	51.90	54.37	56.84	59.31	61.78
6	40.81	42.85	44.89	46.93	48.98	51.02
5	33.47	35.14	36.81	38.49	40.16	41.83
4	27.44	28.81	30.19	31.56	32.93	34.30
3	22.50	23.63	24.75	25.88	27.00	28.13
2	18.45	19.38	20.30	21.22	22.14	23.07
1	15.13	15.89	16.64	17.40	18.16	18.91

Revised Schedule B to Bylaw 2015-22
Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2019

2.29% Increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	107,665	113,048	118,432	123,815	129,198	134,581
7	88,285	92,700	97,114	101,528	105,943	110,357
6	72,902	76,547	80,192	83,837	87,482	91,127
5	59,779	62,768	65,758	68,747	71,736	74,725
4	49,019	51,471	53,921	56,372	58,823	61,274
3	40,196	42,206	44,215	46,225	48,235	50,244
2	32,960	34,608	36,256	37,905	39,553	41,201
1	27,027	28,379	29,731	31,082	32,433	33,784

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	123,045	129,198	135,350	141,503	147,655	153,808
7	100,897	105,943	110,988	116,033	121,078	126,122
6	83,316	87,482	91,648	95,814	99,980	104,146
5	68,320	71,736	75,152	78,568	81,984	85,399
4	56,022	58,823	61,624	64,425	67,227	70,027
3	45,938	48,235	50,532	52,828	55,126	57,422
2	37,669	39,553	41,436	43,320	45,204	47,086
1	30,889	32,433	33,977	35,522	37,067	38,611

Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2020

1.89% Increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	109,700	115,185	120,670	126,155	131,640	137,125
7	89,953	94,452	98,950	103,447	107,945	112,442
6	74,279	77,994	81,708	85,421	89,135	92,850
5	60,909	63,955	67,000	70,046	73,092	76,137
4	49,945	52,443	54,941	57,438	59,935	62,432
3	40,956	43,003	45,051	47,099	49,146	51,194
2	33,583	35,262	36,941	38,621	40,300	41,979
1	27,538	28,915	30,293	31,669	33,046	34,423

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	125,371	131,640	137,908	144,177	150,446	156,714
7	102,804	107,945	113,085	118,226	123,366	128,505
6	84,891	89,135	93,380	97,625	101,869	106,114
5	69,611	73,092	76,572	80,053	83,533	87,014
4	57,080	59,935	62,788	65,643	68,497	71,351
3	46,806	49,146	51,487	53,827	56,168	58,508
2	38,381	40,300	42,219	44,138	46,058	47,976
1	31,473	33,046	34,620	36,193	37,767	39,341

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	59.16	62.11	65.07	68.03	70.99	73.95
7	48.51	50.93	53.36	55.78	58.21	60.64
6	40.06	42.06	44.06	46.06	48.07	50.07
5	32.85	34.49	36.13	37.77	39.42	41.06
4	26.93	28.28	29.63	30.97	32.32	33.67
3	22.09	23.19	24.29	25.40	26.50	27.61
2	18.11	19.02	19.92	20.83	21.73	22.64
1	14.85	15.59	16.34	17.08	17.82	18.56

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	59.16	62.11	65.07	68.03	70.99	73.95
7	48.51	50.93	53.36	55.78	58.21	60.64
6	40.06	42.06	44.06	46.06	48.07	50.07
5	32.85	34.49	36.13	37.77	39.42	41.06
4	26.93	28.28	29.63	30.97	32.32	33.67
3	22.09	23.19	24.29	25.40	26.50	27.61
2	18.11	19.02	19.92	20.83	21.73	22.64
1	14.85	15.59	16.34	17.08	17.82	18.56

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	60.27	63.29	66.30	69.32	72.33	75.34
7	49.42	51.90	54.37	56.84	59.31	61.78
6	40.81	42.85	44.89	46.93	48.98	51.02
5	33.47	35.14	36.81	38.49	40.16	41.83
4	27.44	28.82	30.19	31.56	32.93	34.30
3	22.50	23.63	24.75	25.88	27.00	28.13
2	18.45	19.37	20.30	21.22	22.14	23.07
1	15.13	15.89	16.64	17.40	18.16	18.91

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	60.27	63.29	66.30	69.32	72.33	75.34
7	49.43	51.90	54.37	56.84	59.31	61.78
6	40.81	42.85	44.89	46.93	48.98	51.02
5	33.47	35.14	36.81	38.49	40.16	41.83
4	27.44	28.81	30.19	31.56	32.93	34.30
3	22.50	23.63	24.75	25.88	27.00	28.13
2	18.45	19.38	20.30	21.22	22.14	23.07
1	15.13	15.89	16.64	17.40	18.16	18.91

2021 CPI indexed Salary Grid

Township of Edwardsburgh Cardinal Salary Grids As of January 1, 2020

1.89% Increase

40Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	125,371	131,640.00	137,908.00	144,177.00	150,446.00	156,714.00
7	102,804	107,945.00	113,085.00	118,226.00	123,366.00	128,505.00
6	84,891	89,135.00	93,380.00	97,625.00	101,869.00	106,114.00
5	69,611	73,092.00	76,572.00	80,053.00	83,533.00	87,014.00
4	57,080	59,935.00	62,788.00	65,643.00	68,497.00	71,351.00
3	46,806	49,146.00	51,487.00	53,827.00	56,168.00	58,508.00
2	38,381	40,300.00	42,219.00	44,138.00	46,058.00	47,976.00
1	31,473	33,046.00	34,620.00	36,193.00	37,767.00	39,341.00

Township of Edwardsburgh Cardinal Hourly Grids As of January 1, 2020

1.89% Increase

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	60.27	63.29	66.30	69.32	72.33	75.34
7	49.43	51.90	54.37	56.84	59.31	61.78
6	40.81	42.85	44.89	46.94	48.98	51.02
5	33.47	35.14	36.81	38.49	40.16	41.83
4	27.44	28.81	30.19	31.56	32.93	34.30
3	22.50	23.63	24.75	25.88	27.00	28.13
2	18.45	19.38	20.30	21.22	22.14	23.07
1	15.13	15.89	16.64	17.40	18.16	18.91

Township of Edwardsburgh Cardinal Salary Grids As of January 1, 2021

0.94% Increase

40Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	126,549	132,877	139,204	145,532	151,860	158,187
7	103,770	108,960	114,148	119,337	124,526	129,713
6	85,689	89,973	94,258	98,543	102,827	107,111
5	70,265	73,779	77,292	80,805	84,318	87,832
4	57,617	60,498	63,378	66,260	69,141	72,022
3	47,246	49,608	51,971	54,333	56,696	59,058
2	38,742	40,679	42,616	44,553	46,491	48,427
1	31,769	33,357	34,945	36,533	38,122	39,711

Township of Edwardsburgh Cardinal Hourly Grids As of January 1, 2021

0.94% Increase

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	60.84	63.88	66.93	69.97	73.01	76.05
7	49.89	52.38	54.88	57.37	59.87	62.36
6	41.20	43.26	45.32	47.38	49.44	51.50
5	33.78	35.47	37.16	38.85	40.54	42.23
4	27.70	29.09	30.47	31.86	33.24	34.63
3	22.71	23.85	24.99	26.12	27.26	28.39
2	18.63	19.56	20.49	21.42	22.35	23.28
1	15.27	16.04	16.80	17.56	18.33	19.09

2022 CPI indexed Salary Grid

Township of Edwardsburgh Cardinal Salary Grids As of January 1, 2021

0.94% Increase

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	126,549	132,877	139,204	145,532	151,860	158,187
7	103,770	108,960	114,148	119,337	124,526	129,713
6	85,689	89,973	94,258	98,543	102,827	107,111
5	70,265	73,779	77,292	80,805	84,318	87,832
4	57,617	60,498	63,378	66,260	69,141	72,022
3	47,246	49,608	51,971	54,333	56,696	59,058
2	38,742	40,679	42,616	44,553	46,491	48,427
1	31,769	33,357	34,945	36,533	38,122	39,711

Township of Edwardsburgh Cardinal Hourly Grids As of January 1, 2021

0.94% Increase

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	60.84	63.88	66.93	69.97	73.01	76.05
7	49.89	52.38	54.88	57.37	59.87	62.36
6	41.20	43.26	45.32	47.38	49.44	51.50
5	33.78	35.47	37.16	38.85	40.54	42.23
4	27.70	29.09	30.47	31.86	33.24	34.63
3	22.71	23.85	24.99	26.12	27.26	28.39
2	18.63	19.56	20.49	21.42	22.35	23.28
1	15.27	16.04	16.80	17.56	18.33	19.09

Township of Edwardsburgh Cardinal Salary Grids As of January 1, 2022

2.74% Increase

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	130,017	136,518	143,019	149,520	156,021	162,521
7	106,614	111,945	117,276	122,607	127,938	133,267
6	88,037	92,438	96,840	101,243	105,644	110,046
5	72,191	75,801	79,410	83,020	86,629	90,239
4	59,195	62,156	65,115	68,076	71,035	73,995
3	48,541	50,967	53,395	55,822	58,249	60,676
2	39,803	41,793	43,784	45,774	47,765	49,754
1	32,639	34,271	35,903	37,534	39,167	40,799

Township of Edwardsburgh Cardinal Hourly Grids As of January 1, 2022

2.74% Increase

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	62.51	65.63	68.76	71.88	75.01	78.14
7	51.26	53.82	56.38	58.95	61.51	64.07
6	42.33	44.44	46.56	48.67	50.79	52.91
5	34.71	36.44	38.18	39.91	41.65	43.38
4	28.46	29.88	31.31	32.73	34.15	35.57
3	23.34	24.50	25.67	26.84	28.00	29.17
2	19.14	20.09	21.05	22.01	22.96	23.92
1	15.69	16.48	17.26	18.05	18.83	19.61

2023 CPI indexed Salary Grid

Township of Edwardsburgh Cardinal Salary Grids As of January 1, 2022

2.74% Increase

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	130,017	136,518	143,019	149,520	156,021	162,521
7	106,614	111,945	117,276	122,607	127,938	133,267
6	88,037	92,438	96,840	101,243	105,644	110,046
5	72,191	75,801	79,410	83,020	86,629	90,239
4	59,195	62,156	65,115	68,076	71,035	73,995
3	48,541	50,967	53,395	55,822	58,249	60,676
2	39,803	41,793	43,784	45,774	47,765	49,754
1	32,639	34,271	35,903	37,534	39,167	40,799

Township of Edwardsburgh Cardinal Hourly Grids As of January 1, 2022

2.74% Increase

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	62.51	65.63	68.76	71.88	75.01	78.14
7	51.26	53.82	56.38	58.95	61.51	64.07
6	42.33	44.44	46.56	48.67	50.79	52.91
5	34.71	36.44	38.18	39.91	41.65	43.38
4	28.46	29.88	31.31	32.73	34.15	35.57
3	23.34	24.50	25.67	26.84	28.00	29.17
2	19.14	20.09	21.05	22.01	22.96	23.92
1	15.69	16.48	17.26	18.05	18.83	19.61

Township of Edwardsburgh Cardinal Salary Grids As of January 1, 2023

3% Increase

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	133,917	140,614	147,309	154,005	160,702	167,397
7	109,812	115,304	120,794	126,285	131,776	137,265
6	90,678	95,211	99,746	104,280	108,813	113,348
5	74,356	78,075	81,792	85,510	89,227	92,946
4	60,971	64,021	67,068	70,118	73,166	76,215
3	49,997	52,496	54,997	57,496	59,997	62,496
2	40,997	43,047	45,097	47,147	49,198	51,246
1	33,618	35,299	36,980	38,660	40,342	42,023

Township of Edwardsburgh Cardinal Hourly Grids As of January 1, 2023

3% Increase

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	64.38	67.60	70.82	74.04	77.26	80.48
7	52.79	55.43	58.07	60.71	63.35	65.99
6	43.60	45.77	47.95	50.13	52.31	54.49
5	35.75	37.54	39.32	41.11	42.90	44.69
4	29.31	30.78	32.24	33.71	35.18	36.64
3	24.04	25.24	26.44	27.64	28.84	30.05
2	19.71	20.70	21.68	22.67	23.65	24.64
1	16.16	16.97	17.78	18.59	19.39	20.20

2024
CPI indexed Salary Grid

Township of Edwardsburgh Cardinal Salary Grids As of January 1, 2023							Township of Edwardsburgh Cardinal Hourly Grids As of January 1, 2023						
3% Increase							3% Increase						
40 Hour Work Week							40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	133,917	140,614	147,309	154,005	160,702	167,397	8	64.38	67.60	70.82	74.04	77.26	80.48
7	109,812	115,304	120,794	126,285	131,776	137,265	7	52.79	55.43	58.07	60.71	63.35	65.99
6	90,678	95,211	99,746	104,280	108,813	113,348	6	43.60	45.77	47.95	50.13	52.31	54.49
5	74,356	78,075	81,792	85,510	89,227	92,946	5	35.75	37.54	39.32	41.11	42.90	44.69
4	60,971	64,021	67,068	70,118	73,166	76,215	4	29.31	30.78	32.24	33.71	35.18	36.64
3	49,997	52,496	54,997	57,496	59,997	62,496	3	24.04	25.24	26.44	27.64	28.84	30.05
2	40,997	43,047	45,097	47,147	49,198	51,246	2	19.71	20.70	21.68	22.67	23.65	24.64
1	33,618	35,299	36,980	38,660	40,342	42,023	1	16.16	16.97	17.78	18.59	19.39	20.20

Township of Edwardsburgh Cardinal Salary Grids As of January 1, 2024							Township of Edwardsburgh Cardinal Hourly Grids As of January 1, 2024						
4.93% Increase							4.93% Increase						
40 Hour Work Week							40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	140,520	147,546	154,571	161,598	168,624	175,650	8	67.56	70.94	74.31	77.69	81.07	84.45
7	115,226	120,988	126,749	132,511	138,272	144,032	7	55.40	58.17	60.94	63.71	66.48	69.25
6	95,148	99,905	104,663	109,421	114,178	118,936	6	45.74	48.03	50.32	52.61	54.89	57.18
5	78,022	81,924	85,824	89,726	93,626	97,528	5	37.51	39.39	41.26	43.14	45.01	46.89
4	63,977	67,177	70,375	73,575	76,773	79,972	4	30.76	32.30	33.83	35.37	36.91	38.45
3	52,462	55,084	57,708	60,331	62,955	65,578	3	25.22	26.48	27.74	29.01	30.27	31.53
2	43,019	45,169	47,320	49,471	51,623	53,773	2	20.68	21.72	22.75	23.78	24.82	25.85
1	35,276	37,039	38,803	40,566	42,330	44,095	1	16.96	17.81	18.66	19.50	20.35	21.20



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: April 8, 2024

Department: Administration

Topic: 1st Quarter Bylaw Report

Background: The Bylaw Enforcement Officer responded to 33 calls for service over the first quarter of 2024.

These were broken into the following categories: 2 - Clean Yards, 4 - Parking Enforcement, 14 - Winter Parking Enforcement, 10 - Animal Complaints, 2 - Garbage Related and 1- Noise Complaint.

These requests generated 40 site visits with 8 - Notice of Violations, 1 - Order to Comply and 17 - Provincial Offence fines issued.

Other outstanding files (7) remain in various states of investigation or ongoing compliance, with 4 cases before the courts. The warmer weather will result in additional enforcement in Clean Yards that were placed on hold during the winter weather.

Bylaw is continuing to actively identify and respond to many Bylaw concerns that will require education and communication with the property owners.

Handwritten signature of John Buffart in black ink.

Bylaw Enforcement Officer

Handwritten signature of Rebecca Crick in black ink.

Clerk

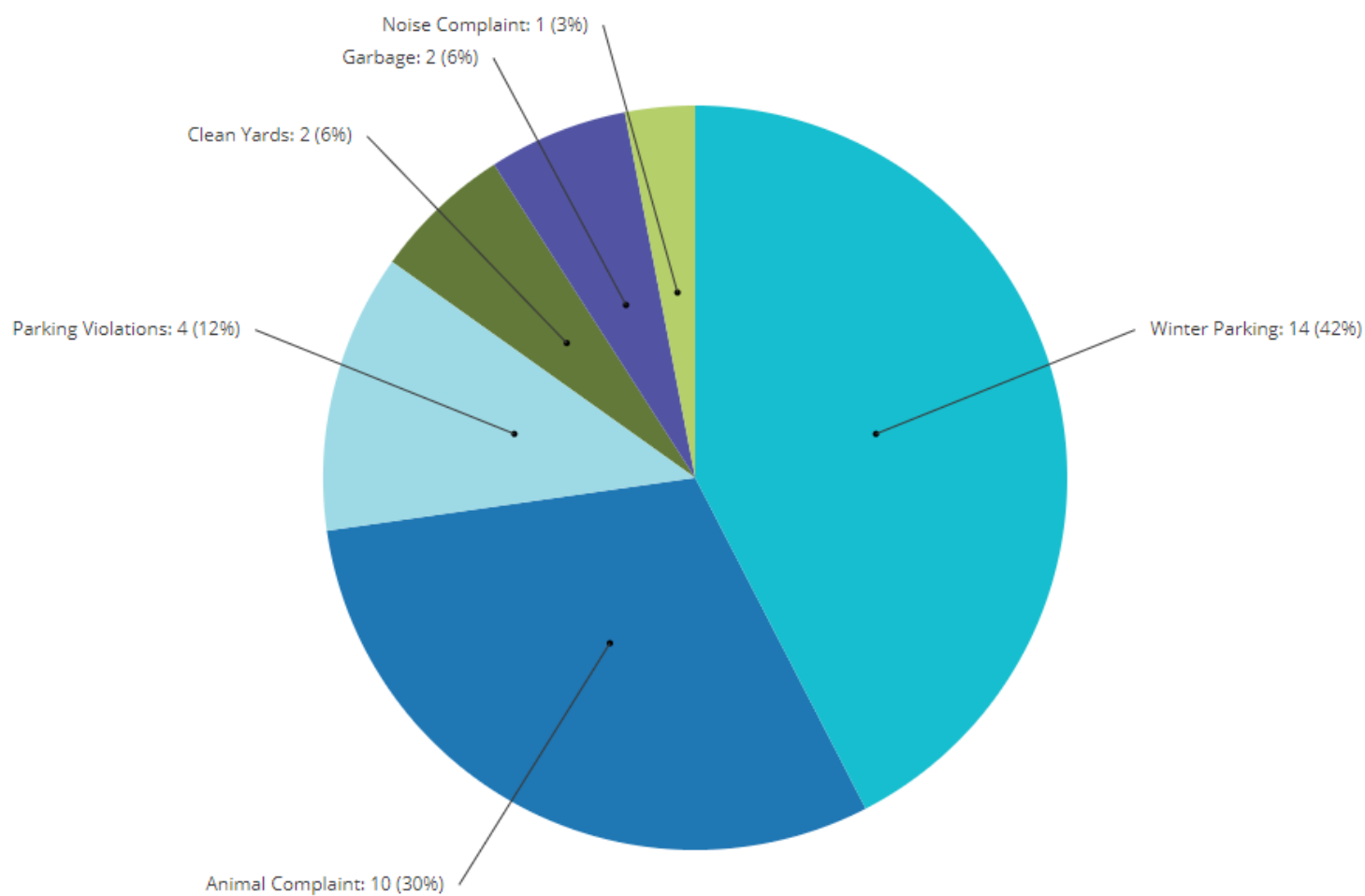
1st Quarter Statistics

Name	Area	Created Date	Completed Date	Work Orders C	Phone Calls	Emails	Site Visits	Notices	Orders	Summons
Animal Complaint				10						
WO-4034	Johnstown	1/11/2024	1/22/2024	1	1	4	3	1		
WO-4075	Cardinal	2/1/2024	2/24/2024	1		1	2			
WO-4081	Cardinal	2/10/2024	2/10/2024	1		1	1	1		
WO-4133	Spencerville	3/11/2024	3/18/2024	1	3	0	1			
WO-4134	Cardinal	3/12/2024	3/12/2024	1		1	1	1		
WO-4139	Spencerville	3/18/2024	3/18/2024	1		0	1	1		
WO-4162	Cardinal	3/22/2024	3/22/2024	1		1	1			
WO-4175	Cardinal	3/28/2024	3/28/2024	1		0	1	1		
WO-4176	Johnstown	3/28/2024	3/28/2024	1	2	4	1			
WO-4177	Spencerville	3/28/2024	3/28/2024	1	1	0	1			
Clean Yards				2						
WO-4163	Cardinal	3/22/2024		1						
WO-4165	Johnstown	3/25/2024		1	1					
Garbage				2						
WO-4077	Cardinal	2/2/2024	2/10/2024	1	1		4		1	
WO-4078	Spencerville	2/2/2024		1	6	4	2			2
Parking Violations				4						
WO-4019	Cardinal	1/4/2024	1/4/2024	1		3	2	1		
WO-4080	Johnstown	2/10/2024	2/10/2024	1			1	1		
WO-4132	Spencerville	3/11/2024	3/18/2024	1	1	6	2	1		
WO-4138	Cardinal	3/18/2024	3/18/2024	1			1			1
Noise Complaint				1						
WO-4076	Johnstown	2/2/2024	2/2/2024	1		2	1			
Winter Parking				14						
WO-4021	Cardinal	1/7/2024	1/7/2024	1			1			1
WO-4022	Cardinal	1/7/2024	1/7/2024	1			1			1
WO-4023	Cardinal	1/7/2024	1/7/2024	1			1			1
WO-4024	Cardinal	1/7/2024	1/7/2024	1			1			1
WO-4025	Cardinal	1/7/2024	1/7/2024	1			1			1
WO-4026	Cardinal	1/7/2024	1/7/2024	1			1			1

WO-4027	Cardinal	1/7/2024	1/7/2024	1			1			1
WO-4028	Cardinal	1/7/2024	1/7/2024	1			1			1
WO-4029	Cardinal	1/7/2024	1/7/2024	1			1			1
WO-4030	Spencerville	1/7/2024	1/7/2024	1			1			1
WO-4041	Cardinal	1/25/2024	1/25/2024	1			1			1
WO-4042	Cardinal	1/25/2024	1/25/2024	1			1			1
WO-4043	Cardinal	1/25/2024	1/25/2024	1			1			1
WO-4101	Cardinal	2/16/2024	2/16/2024	1			1			1
Totals				33	16	27	40	8	1	17

1st Quarter Work Orders in Progress

ID	Work Order Type	Area	Created Date	Phone Calls	Emails	Site Visits	Notices	Orders	Summons
WO-4165	Clean Yards	Johnstown	3/25/2024	1					
WO-4163	Clean Yards	Cardinal	3/22/2024						
WO-4078	Garbage	Spencerville	2/2/2024	6	4	2			2
WO-3681	Clean Yards	Cardinal	7/19/2023	4	2	1	1		
WO-3610	Clean Yards	Spencerville	6/10/2023		1	1	1		
WO-3557	Animal Complaint	Cardinal	5/19/2023	10	5	10		1	
WO-2645	Animal Complaint	Spencerville	4/22/2022	8	4	7		3	1
Total in Progress: 7				29	16	21	2	4	3

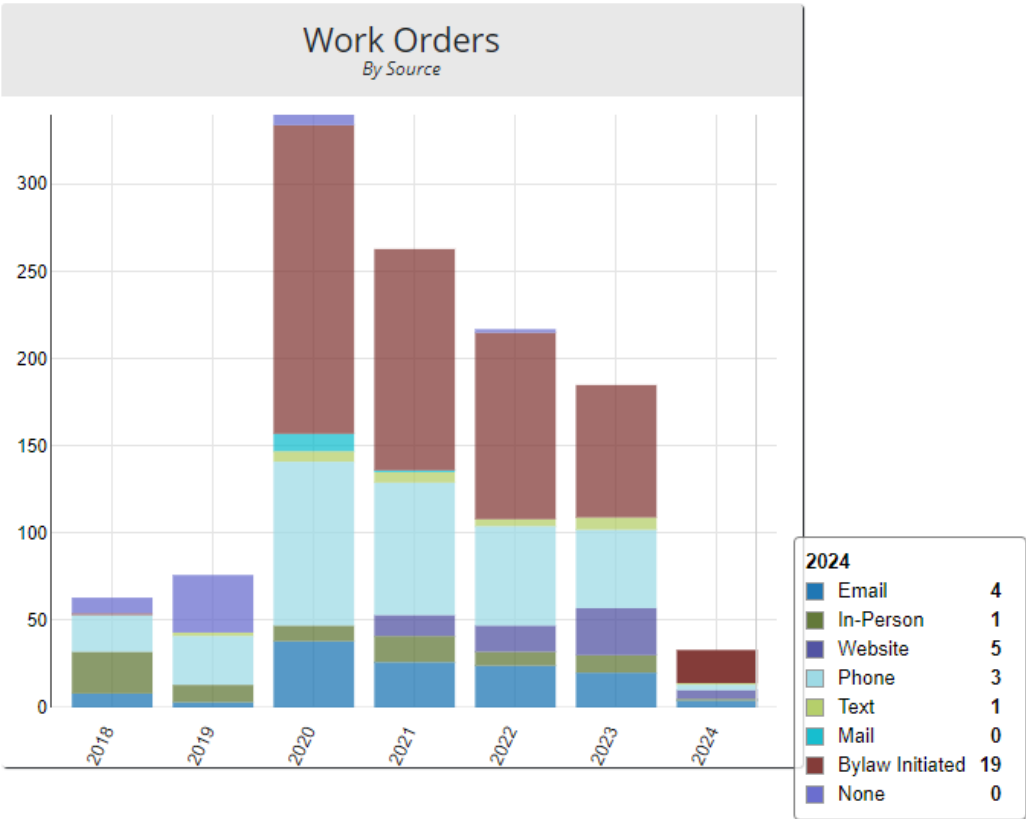


TOTAL: 33

Work Orders

Open

7



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration & Operations

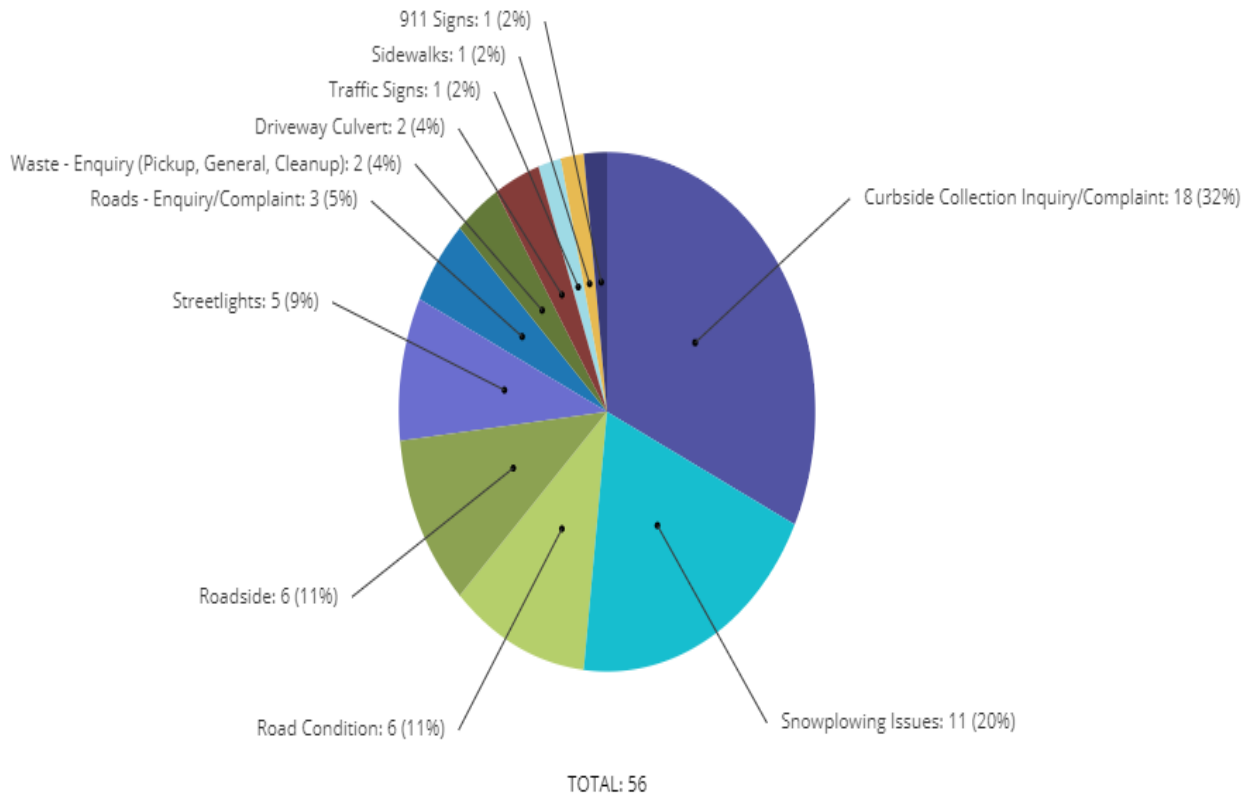
Date: April 8, 2024

Department: Operations

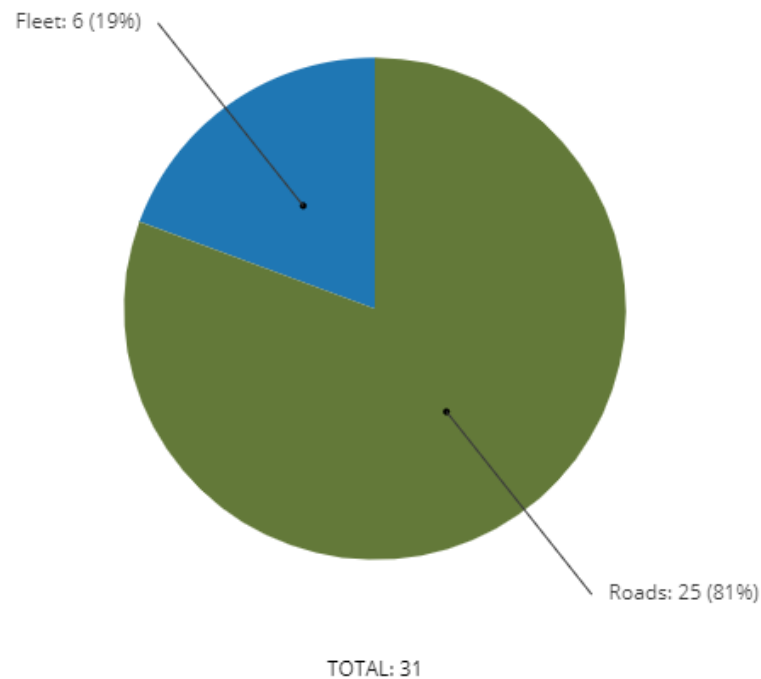
Topic: 2024 Q1 Operation Statistics

SECTION 1: PUBLIC WORKS

There were 56 Service requests created during the quarter broke down by type below.



There were 31 Work Orders created during the quarter under the following two high-level categories.



SECTION 2: Waste Disposal

- 148 vehicles attended the site over the 13 Saturdays in the quarter
- Punch card sales through office: \$ 200.00
- Punch card sales through Cardinal Library: \$ 175.00
- Punch Card sales through Burchell's \$ 895.50
- Total punch card sales for this quarter: \$1,270.50

	Curbside Collection - HGC		Transfer Station – Limerick Env.
Month	Solid Waste (t)	Recycling (t)	Transported offsite (t)
January	85.08	36.67	5.11
February	87.56	28.65	8.17
March	77.00	31.10	awaiting invoice
Total	249.64	96.42	

SECTION 3: Environmental Services

3.1: 1st Quarter Cardinal WTP Flow Summary

Month	Monthly Flow (m ³)	Minimum Daily Flow (m ³)	Maximum Daily Flow (m ³)	Average Daily Flow (m ³)
January	11260	168	499	363
February	10417	313	460	359
March	11422	279	566	368

3.2: 1st Quarter Cardinal WTP Operational Parameters

	UV	Filter 1A	Filter 1B	Filter 2A	Filter 2B	pH	Pressure	Raw Cl2	Post Chlorine
Average	51.14	0.02	0.02	0.09	0.02	8.10	69.13	1.75	2.53
Unit	mJ/cm ²	NTU	NTU	NTU	NTU		PSI	mg/L	mg/L
Compliance	40	1	1	1	1	6.5-8.5	>20		>0.20

3.3: 1st Quarter Cardinal WTP Microbial Testing

	Number of Samples	Total Coliform	<i>E. coli</i>	HPC (min-max)
January-March	52	0	0	<2-2
Compliance for TC/EC is zero. HPC guideline is less than 500.				

3.4: 1st Quarter Summary Report for the Industrial Park

Microbiological Testing- Industrial Park				
	Number of Samples	Total Coliform	<i>E. coli</i>	HPC (min-max)
January-March	13	0	0	<2-2
Compliance for TC/EC is zero. HPC guideline is less than 500.				

Description	Prysmian Chlorine Residual	Greenfield Chlorine Residual	Pressure (PSI)
Quarterly Average	1.08	0.83	72
Units	mg/L	mg/L	PSI
Compliance	>0.05	>0.05	>20

3.5: 1st Quarter Report for Windmill Pumping Station

Month	Total Flow (m ³)	Minimum Daily Flow (m ³)	Maximum Daily Flow (m ³)	Average Daily Flow (m ³)
January	28334	0	2282	914
February	47669	44	2502	1644
March	47849	*0	2443	1544

Capital Controls troubleshooted random zero flow totalized flow. Issue identified in SCADA programming (fixed under warranty).

3.6: 1st Quarter Report for Spencerville Lagoons

Month	<i>Total Flow</i> (m ³)	<i>Minimum Daily Flow</i> (m ³)	<i>Maximum Daily Flow</i> (m ³)	<i>Average Daily Flow</i> (m ³)
January	11,260	206	554	409
February	6,196	156	301	214
March	6,452	117	289	208

3.7: 1st Quarter Report for Cardinal WWTP

Month	Total Flow (m ³)	Minimum Daily Flow (m ³)	Maximum Daily Flow (m ³)	Average Daily Flow (m ³)
January	32,336	769	1727	1043
February	30,746	879	1533	1060
March	44,601	997	2358	1439

January-March	BOD (mg/L)	Suspended Solids (mg/L)	Total Phosphorus (mg/L)	Ammonia (mg/L)	<i>E.Coli</i>
Average	3.0	4.0	0.07	0.09	2.5
Units	mg/L	mg/L	mg/L	mg/L	CFU
Compliance	25	25	1		
Objective	<15	<15	< 1	<4	<200

Month	BOD Removal	Suspended Solids Removal	Phosphorus Removal	Ammonia Removal
January	93%	90%	96%	99%
February	93%	94%	97%	99%
March	93%	97%	96%	99%



CAO/Director of Operations



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Administration and Operations

Date: April 8, 2024

Department: Finance

Topic: 2024 Q1 Treasury and Reserve Report

Background: The following reports are attached for Committee to review:

1. Financial Report as of March 31, 2024
2. Long Term Debt Schedule as of March 31, 2024
3. YTD 2024 Capital Status Report as of March 31, 2024
4. Pre-audit Reserve and Reserve Fund Report as of March 31, 2024. Only the water and sewer 2023 surpluses/deficits have been finalized. The January 2023 beginning balances will be adjusted after audit is finalized and Council has apportioned the 2023 operating surplus which is currently **\$38,765.40** before audit adjustments.

A handwritten signature in cursive script, likely belonging to the Treasurer/Deputy CAO.

Treasurer/Deputy CAO

A handwritten signature in cursive script, likely belonging to the CAO/Director of Operations.

CAO/Director of Operations

Township of Edwardsburgh Cardinal
Pre-Audit Financial Report
As at March 31, 2024

	Prior Period Dec 31,2023	Current Year Mar 31,2024	Prior Year Mar 31,2023	Comparision to Last Year Balance	Notes/Comments
Assets					
Cash and Bank Balances	3,668,233	4,729,775	5,695,431	(965,656)	February and March bank rec's not complete
Taxes Receivable	536,978	1,590,735	1,410,996	179,740	
Accounts Receivable	944,106	1,136,787	387,268	749,519	HST receivable is being reconciled
Inventory (Including Land for Resale)	317,927	317,927	264,093	53,833	
Long Term Receivable	259,294	254,101	267,016	(12,915)	
Equity Investment In RSL	686,450	686,450	666,254	20,196	awaiting final audit
Equity Investment In Port	48,410,726	48,410,726	44,617,062	3,793,664	awaiting final audit
	<u>54,823,714</u>	<u>57,126,501</u>	<u>53,308,119</u>	<u>3,818,382</u>	
Liabilities					
Accounts Payable	(2,108,612)	(1,753,143)	(1,963,515)	210,373	
Planning & Drainage Accounts	217,293	226,634	193,108	33,526	
Long Term Debt	(6,343,697)	(7,373,847)	(6,482,396)	(891,450)	Addition of Cardinal WW debenture
Accrued Landfill Closure	(208,654)	(208,654)	(208,654)	-	awaiting YE audit adjustment
	<u>(6,691,290)</u>	<u>(9,109,009)</u>	<u>(8,461,457)</u>	<u>(647,551)</u>	
Tangible Capital Assets	<u>41,712,690</u>	<u>41,712,690</u>	<u>37,533,062</u>	<u>4,179,628</u>	awaiting YE audit adjustment
Reserve & Reserve Funds	<u>(9,773,641)</u>	<u>(11,031,670)</u>	<u>(10,510,366)</u>	<u>(521,304)</u>	

Prepared By:
Sean Nicholson
Treasurer/Deputy CAO

TOWNSHIP OF EDWARDSBURGH/CARDINAL
SCHEDULE OF LONG TERM DEBT

	Lender	Project	Interest Rate	End Date	Balance Owing Dec 31/23	Balance Owing Mar 31/24	Balance Owing Jun 30/24	Balance Owing Sept 30/24	Balance Owing Dec 31/24	Annual Payments
1	Infrastructure Ontario	Cardinal Arena	4.59%	Oct-43	4,488,822	4,488,822				303,698
2	United Counties of L & G	Fire Comm. Equip.	2.88%	Oct-24	13,805	13,805				14,104
5	Royal Bank of Canada	2020 Case Grader	1.73%	Jun-24	51,075	25,572				102,753
6	Scotiabank	2019 GMC Sierra	0.00%	Mar-24	3,604	0				11,435
10	Infrastructure Ontario	2022 Johnstown Drainage	4.82%	Aug-43	1,060,980	1,044,922				83,255
Township Total					5,614,682	5,573,121	0	0	0	515,245
8	Tile Drain Loans	Farm Tile Drains	6.00%	various	Paid by Benefiting Farmer		6,409	6,409		9,361
9	Infrastructure Ontario	EMS Station	2.91%	Jul-36	Paid by UCLG		570,746	552,527		53,045
10	Infrastructure Ontario	Cardinal Wastewater	4.37%	Feb-44	Paid by Cardinal WW users		1,030,150	1,030,150		77,781
Supported Debt Total					1,607,305	1,589,086	0	0	0	140,187
Grand Total					7,221,987	7,162,207	0	0	0	655,432

Prepared by:
Sean Nicholson
Treasurer/Deputy CAO

2024 Final Capital Budget - Quarterly Analysis

Approved Expense			Analysis									
GL Code	Department	Project	2024 Budget	Estimated Completion	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total Spend	Remaining	Tender Complete	Comments
21-5950	Fire Department	Engineering and Design - Fire Station #2	\$ 100,000	Q4					\$ -	\$ 100,000	N	
17-5950	Administration	Administration Office Upgrades	\$ 200,000	Q2	\$ 38,376				\$ 38,376	\$ 161,624	Y	Kitchen cabinets, server equipment and Engineering services
82-5950	Recreation	Parks - Picnic Tables - Replacement	\$ 15,400	Q2					\$ -	\$ 15,400	N/A	
82-5950	Recreation	Parks - Kayak Docks	\$ 16,000	Q2					\$ -	\$ 16,000	N/A	
82-5950	Recreation	Parks - Bleachers	\$ 32,000	Q2					\$ -	\$ 32,000	N/A	
83-5950	Recreation	Ball Diamonds - Lights - Johnstown	\$ 106,060	Q2					\$ -	\$ 106,060	Y	
82-5950	Recreation	Tennis Courts - Cardinal - Phase 1	\$ 30,000	Q2					\$ -	\$ 30,000	N	
88-5950	Recreation	South Centre - Furnace/AC unit upgrades	\$ 20,000	Q2					\$ -	\$ 20,000	Y	
88-5950	Recreation	South Centre - New Flooring	\$ 19,000	Q3					\$ -	\$ 19,000	N	
39-5950	Public Works	1/2 Ton Truck - replace truck T1	\$ 60,000	Q1	\$ 56,900				\$ 56,900	\$ 3,100	Y	Project complete
39-5950	Public Works	Tandem Axle Plow Truck - 2023 - delivered 2024	\$ 360,000	Q2					\$ -	\$ 360,000	Y	Awaiting delivery
39-5950	Public Works	Tandem Axle Plow Truck - 2024 - delivered 2025	\$	2025					\$ -	\$ -	N	Tender closing April 2. One bid received
39-5950	Public Works	Holder C70 Sidewalk Plow	\$ 160,414	Q1	\$ 163,091				\$ 163,091	\$ (2,677)	N/A	Project complete. Slightly over budget due to additional equipment
41-5613	Public Works	Weir Road Bridge	\$ 900,000	Q3/Q4					\$ -	\$ 900,000	N	Tender closing April 16
41-5613	Public Works	Jordan Road Triple Culvert	\$ 282,068	Q3/Q4					\$ -	\$ 282,068	N	Tender closing April 9
41-5748	Public Works - Roads	Rural - Edison	\$ 103,575	Q3/Q4					\$ -	\$ 103,575	N	Tender being prepared, Contract admin tender complete
41-5742	Public Works - Roads	Rural - Totem Ranch Road East	\$ 125,638	Q3/Q4					\$ -	\$ 125,638	N	Tender being prepared, Contract admin tender complete
41-5763	Public Works - Roads	Rural - Cedar Grove	\$ 382,541	Q3/Q4					\$ -	\$ 382,541	N	Tender being prepared, Contract admin tender complete
41-5664	Public Works - Roads	Rural - Armstrong Rd.	\$ 275,818	Q3/Q4					\$ -	\$ 275,818	N	Tender being prepared, Contract admin tender complete
41-5664	Public Works - Roads	Rural - Armstrong Rd.	\$ 229,849	Q3/Q4					\$ -	\$ 229,849	N	Tender being prepared, Contract admin tender complete
41-5680	Public Works - Roads	New Wexford - Riverview Cres.	\$ 49,664	Q3/Q4					\$ -	\$ 49,664	N	Tender being prepared, Contract admin tender complete
41-5681	Public Works - Roads	New Wexford - Reilly St.	\$ 91,879	Q3/Q4					\$ -	\$ 91,879	N	Tender being prepared, Contract admin tender complete
41-5682	Public Works - Roads	New Wexford - Hooker St.	\$ 34,144	Q3/Q4					\$ -	\$ 34,144	N	Tender being prepared, Contract admin tender complete
41-5675	Public Works - Roads	New Wexford - Keefer St.	\$ 27,315	Q3/Q4					\$ -	\$ 27,315	N	Tender being prepared, Contract admin tender complete
41-5790	Public Works - Roads	Johnstown - Sophia	\$ 146,282	Q3/Q4					\$ -	\$ 146,282	N	Tender being prepared, Contract admin tender complete
41-5792	Public Works - Roads	Johnstown - Sutton Dr.	\$ 76,835	Q3/Q4					\$ -	\$ 76,835	N	Tender being prepared, Contract admin tender complete
41-5793	Public Works - Roads	Johnstown - Second St.	\$ 78,805	Q3/Q4					\$ -	\$ 78,805	N	Tender being prepared, Contract admin tender complete
41-5831	Public Works - Roads	Spencerville - Henderson St.	\$ 20,528	Q3/Q4					\$ -	\$ 20,528	N	Tender being prepared, Contract admin tender complete
41-5832	Public Works - Roads	Spencerville - South St.	\$ 95,604	Q3/Q4					\$ -	\$ 95,604	N	Tender being prepared, Contract admin tender complete
41-5833	Public Works - Roads	Spencerville - Water St.	\$ 24,832	Q3/Q4					\$ -	\$ 24,832	N	Tender being prepared, Contract admin tender complete
41-5834	Public Works - Roads	Cardinal - Reid St	\$ 178,017	Q3/Q4					\$ -	\$ 178,017	N	Tender being prepared, Contract admin tender complete
Total Levy Based Capital			\$ 4,242,269		\$ 258,367	\$ -	\$ -	\$ -	\$ 258,367	\$ 3,983,902		

Analysis												
GL Code	Department	Project	2024 Budget	Estimated Completion	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total Spend	Remaining	Tender Complete	Comments
56-5950	Cardinal Wastewater	Henry Street Panel Install	\$ 15,000	Q3					\$ -	\$ 15,000	N/A	
56-5950	Cardinal Wastewater	Sewer Manhole Rehab (8 manholes)	\$ 15,000	Q1					\$ -	\$ 15,000	N/A	Project complete awaiting final invoice
56-5950	Cardinal Wastewater	Boiler Replacement	\$ 21,000	Q1					\$ -	\$ 21,000	N/A	Project complete awaiting final invoice
58-5950	Cardinal Water System	Reid Street Water Service Replacements	\$ 113,250	Q3/Q4					\$ -	\$ 113,250	N	Tender being prepared, Contract admin tender complete
58-5950	Cardinal Water System	Low lift pump starters/filer analyzer	\$ 19,041	Q3					\$ -	\$ 19,041	N/A	
51-5950	Spencerville Wastewater System	Mag Meter Install	\$ 15,000	Q3					\$ -	\$ 15,000	Y	
51-5950	Spencerville Wastewater System	Splitter Box Relining	\$ 25,000	Q3					\$ -	\$ 25,000	Y	
51-5950	Spencerville Wastewater System	Sewer Manhole Rehab	\$ 16,000	Q1					\$ -	\$ 16,000	N/A	Project complete awaiting final invoice
51-5950	Spencerville Wastewater System	ECA Amendment	\$ 30,000	Q4	\$ 15,071				\$ 15,071	\$ 14,929	Y	Progress payment
Total Rate Based Capital			\$ 269,291		\$ 15,071	\$ -	\$ -	\$ -	\$ 15,071	\$ 254,220		
Total 2024 Capital Program			\$ 4,511,560		\$ 273,437	\$ -	\$ -	\$ -	\$ 273,437	\$ 4,238,123		

Prepared by:
Sean Nicholson
Treasurer/Deputy CAO

		Balance	2023 Year End	Balance	2024	2024	2024	2024
		31/Dec/23	Adjustments	1/Jan/24	Transfers	YTD	Transfers	YTD
					In	Interest	Out	Balance
EARMARKED RESERVES								
01-3511	Administration	221,465.75		221,465.75				221,465.75
01-3512	Tax Write Offs	102,242.36		102,242.36				102,242.36
01-3513	Election Reserve	6,000.00		6,000.00				6,000.00
01-3514	Fire Department - Vehicles	287,906.07		287,906.07				287,906.07
01-3515	Fire Department - Buildings	328,000.00		328,000.00				328,000.00
01-3516	Fire Department - Comm Equipment	175,208.34		175,208.34				175,208.34
01-3517	Policing Costs	110,715.00		110,715.00				110,715.00
01-3518	Cemeteries	17,253.60		17,253.60				17,253.60
01-3519	Building Dept Reserve	69,233.99		69,233.99				69,233.99
01-3520	Public Works	612,699.39		612,699.39				612,699.39
01-3521	Winter Control	168,900.24		168,900.24				168,900.24
01-3522	Environmental Services - Low Lift	112,434.14		112,434.14				112,434.14
01-3525	Environmental Services - Storm Sewers	432,040.01		432,040.01				432,040.01
01-3526	Landfill Closure Reserve	91,000.00		91,000.00				91,000.00
01-3527	Recreation	209,024.46		209,024.46				209,024.46
01-3528	Planning Reserve	20,000.00		20,000.00				20,000.00
01-3529	Twp Municipal Drain Reserve	15,000.00		15,000.00				15,000.00
01-3531	Safe Restart COVID-19 Reserve	148,025.00		148,025.00				148,025.00
01-3532	Insurance Reserve	55,778.71		55,778.71				55,778.71
		3,182,927.06	-	3,182,927.06	-	-	-	3,182,927.06
01-3540	Working Funds	750,000.00		750,000.00				750,000.00
	Total Reserves	3,932,927.06	-	3,932,927.06	-	-	-	3,932,927.06

		Balance	2023 Year End	Balance	2024	2024	2024	2024
		31/Dec/23	Adjustments	1/Jan/24	Transfers	YTD	Transfers	YTD
					In	Interest	Out	Balance
RESERVE FUNDS								
98-3801	GIC Investment	1,828,513.60		1,828,513.60	1,250,000.00	22,735.54	(1,835,935.14)	1,265,314.00
98-3816	Industrial Park Investment- HISA account	262.02		262.02		3.59		265.61
98-3813	Industrial Park Land	873,096.99		873,096.99	585,935.14	16,010.15		1,475,042.28
98-3814	Raw Water Supply System	542,846.70	19,091.46	561,938.16		6,166.21		568,104.37
98-3803	Industrial Park Wastewater	53,066.23	(10,227.40)	42,838.83		470.08		43,308.91
98-3804	Industrial Park Water	217,960.55	513.67	218,474.22		2,397.35		220,871.57
98-3805	Johnstown Water Wells	57,985.59		57,985.59		636.29		58,621.88
98-3812	CCBF- Gas Tax Grant	260,138.73		260,138.73		2,854.54		262,993.27
98-3807	Cardinal Hydro	180,397.84		180,397.84		1,979.53		182,377.37
98-3806	Spencerville Wastewater	398,255.14	681.95	398,937.09		4,377.59		403,314.68
98-3808	Cardinal Wastewater	(861,896.35)	27,705.17	(834,191.18)	1,030,150.00	2,150.29		198,109.11
98-3811	Cardinal Water	615,650.30	140,809.45	756,459.75		8,300.74		764,760.49
98-3817	Ontario Modernization Fund	236,218.95		236,218.95		2,592.06		238,811.01
98-3818	OCIF Formula Based Fund	294,801.72		294,801.72		3,234.90		298,036.62
98-3819	Dedicated Capital Reserve Fund (Port)	1,046,253.38		1,046,253.38	60,415.00	12,143.58		1,118,811.96
	Total Reserve Funds	5,743,551.39	178,574.30	5,922,125.69	2,926,500.14	86,052.44	(1,835,935.14)	7,098,743.13
	GRAND TOTAL	9,676,478.45	178,574.30	9,855,052.75	2,926,500.14	86,052.44	(1,835,935.14)	11,031,670.19

Prepared by:
Sean Nicholson
Treasurer/Deputy CAO



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Administration and Operations

Date: April 8, 2024

Department: Finance

Topic: 2024 Q1 Budget Variance Report

Background: The attached report is a summary of revenue and expenses for the period ending March 31, 2024 with a comparison to the 1st quarter of 2023.

For this period, it is anticipated that expenses should be at approximately 25% of the budget with 75% of the budget remaining. Some expenditures are one-time and do not follow the consistent pattern of 1/12th per month, such as the annual 2023 municipal insurance premium, vehicle licensing, professional memberships and annual support contracts.

The report shows that there is 83.05% of the budget remaining of the overall Departmental revenue and operating expenses. All budgeted transfers into reserves have not been recorded due to the timing of the 2024 budget approval and will be transferred once the work on the projects has begun.

There are very few capital costs incurred to date due to the timing of tenders and budget approval. Most projects have not started unless there was pre-budget approval. Some variances of note in revenues are as follows:

- YTD Building Permit revenue is lower than anticipated due to lower permits received.
- Cardinal arena revenues are down compared to last year but on track to meet 2024 budget

Note: The Taxation revenue amount represents 50% of the total tax billings calculated in 2023. The accounting system does not have the functionality to separate the County and Education levy amounts from the interim billing. Taxation revenue will never have a variance since this revenue is determined and set with annual tax rates. The tax accounting system determines the amount of separated levies at the final calculated billing in August once all the current year tax rates are entered.

Some of the variances of note in operating expenses are as follows:

- Public Works vehicle expense budget has 69.74% remaining, mainly due to repairs to the sidewalk unit and annual license renewals paid in March.
- Shop Expenses and Fuel budget has 73.80% remaining, which is very close to being on target.
- Winter Control budget has 53.39% budget remaining due to decreased events, and additional materials in inventory.



Treasurer/Deputy CAO



CAO/Director of Operations

TOWNSHIP OF EDWARDSBURGH CARDINAL
YTD Budget Variance Report
As of March 31, 2024

	2023 YTD Actual	2024 Budget	2024 YTD Actual	Variance to 2024 Budget	% remainin
REVENUES					
Taxation,Grants and Payments-In-Lieu					
Taxation Revenue	6,049,717.77	6,897,166.00	6,324,166.47	(572,999.53)	8.31-
Penalty on Taxes	16,558.75	90,000.00	17,792.88	(72,207.12)	80.23-
Grant in Lieu		198,504.00	(224.63)	(198,728.63)	100.11-
Ontario Municipal Partnership Fund	168,575.00	673,300.00	168,325.00	(504,975.00)	75.00-
Port of Johnstown	250,000.00	1,000,000.00	250,000.00	(750,000.00)	75.00-
Total Taxation,Grants and Payments-In-Lieu:	6,484,851.52	8,858,970.00	6,760,059.72	(2,098,910.28)	23.69-
Department Revenues					
Administration	61,368.49	336,200.00	47,460.24	(288,739.76)	85.88-
Fire Department	5,977.22	36,500.00	5,355.00	(31,145.00)	85.33-
Cemeteries	63.47	100.00		(100.00)	100.00-
Protective Services	3,565.00	4,800.00	1,735.00	(3,065.00)	63.85-
Building	12,598.15	102,000.00	7,635.50	(94,364.50)	92.51-
By-Law Enforcement	764.25	3,500.00	746.00	(2,754.00)	78.69-
Public Works	805.00	59,000.00	5,007.38	(53,992.62)	91.51-
Waste Disposal & Transfer Site	497.00	17,500.00	1,270.50	(16,229.50)	92.74-
Curbside Waste & Recycling	53,144.50	361,920.00	43,672.75	(318,247.25)	87.93-
Parks & Recreation					
Recreation Adminsitration		50,000.00		(50,000.00)	100.00-
Parks		63,400.00		(63,400.00)	100.00-
Ball Diamonds		1,500.00		(1,500.00)	100.00-
Cardinal Pool		5,000.00		(5,000.00)	100.00-
Johnstown Pool/ Summer Day Camp	8,910.00	90,000.00	1,539.00	(88,461.00)	98.29-
Cardinal Arena	90,701.00	284,700.00	74,888.45	(209,811.55)	73.70-
Spencerville Arena	88,354.11	209,760.00	76,902.64	(132,857.36)	63.34-
Canteen	59,929.13	110,000.00	22,838.83	(87,161.17)	79.24-
South Centre	939.13	3,500.00	682.00	(2,818.00)	80.51-
Sub-total Parks & Recreation:	248,833.37	817,860.00	176,850.92	(641,009.08)	78.38-
Planning	2,097.04	9,000.00	1,000.00	(8,000.00)	88.89-
Economic Development		28,342.00		(28,342.00)	100.00-
Agricultural Drainage		32,500.00		(32,500.00)	100.00-
Total Department Revenues:	389,713.49	1,809,222.00	290,733.29	(1,518,488.71)	83.93-

TOWNSHIP OF EDWARDSBURGH CARDINAL
YTD Budget Variance Report
As of March 31, 2024

	2023 YTD Actual	2024 Budget	2024 YTD Actual	Variance to 2024 Budget	% remainin
Capital Revenues					
Administration		319,000.00		(319,000.00)	100.00-
Fire Department		102,500.00		(102,500.00)	100.00-
Public Works		3,203,869.00		(3,203,869.00)	100.00-
Storm Water Management	562,028.00				
Recreation		61,480.00		(61,480.00)	100.00-
Total Capital Revenues:	562,028.00	3,686,849.00	0.00	(3,686,849.00)	100.00-
TOTAL REVENUES:	7,436,593.01	14,355,041.00	7,050,793.01	(7,304,247.99)	50.88-
OPERATING & CAPITAL EXPENSES					
Department Operating Expenses					
Council	24,078.15	159,860.00	30,305.73	129,554.27	81.04
Administration	332,897.58	1,378,966.00	382,149.06	996,816.94	72.29
Fire Department	116,148.34	705,199.00	124,336.47	580,862.53	82.37
Police Services	91,560.88	1,162,650.00	93,771.92	1,068,878.08	91.93
Conservation Authority	19,734.00	59,482.00		59,482.00	100.00
Cemeteries		5,000.00		5,000.00	100.00
Protective Services	4,274.48	22,045.00	5,042.75	17,002.25	77.13
Building	45,939.30	247,540.00	63,518.05	184,021.95	74.34
Bylaw Enforcement	8,100.81	46,801.00	9,499.93	37,301.07	79.70
Public Works					
Overhead Expenses	143,963.30	775,768.00	226,974.72	548,793.28	70.74
Vehicle Expenses	126,564.95	315,430.00	95,437.34	219,992.66	69.74
Shop Expenses & Fuel	67,269.53	182,500.00	47,806.04	134,693.96	73.80
Bridges & Culverts	(270.91)	57,500.00	2,594.44	54,905.56	95.49
Safety Devices	5,027.71	37,500.00	4,845.34	32,654.66	87.08
Roadside Maintenance	11,117.02	89,400.00	11,648.73	77,751.27	86.97
Hardtop Maintenance	9,795.12	277,000.00	9,077.13	267,922.87	96.72
Loosetop Maintenance	5,013.74	225,000.00	5,959.85	219,040.15	97.35
Winter Control	202,323.38	318,000.00	148,205.55	169,794.45	53.39
Street Lighting	10,200.81	46,000.00	6,727.67	39,272.33	85.37
Sub-total Public Works:	581,004.65	2,324,098.00	559,276.81	1,764,821.19	75.94
Johnstown Water Wells	538.31	15,500.00	414.40	15,085.60	97.33
Storm Sewer System	10,798.26	160,534.00	14,028.09	146,505.91	91.26

Report Date
4/02/2024 2:53 PM

TOWNSHIP OF EDWARDSBURGH CARDINAL
YTD Budget Variance Report
As of March 31, 2024

Page 3

	2023 YTD Actual	2024 Budget	2024 YTD Actual	Variance to 2024 Budget	% remainin
Waste Disposal & Transfer Site	15,863.83	158,189.00	38,826.31	119,362.69	75.46
Curbside Waste & Recycling	133,322.71	445,000.00	73,568.78	371,431.22	83.47
Parks & Recreation					
Recreation Administration	55,069.72	284,960.00	81,989.02	202,970.98	71.23
Parks	1,418.97	242,770.00	15,304.70	227,465.30	93.70
Ball Diamonds	750.48	6,940.00	1,045.02	5,894.98	84.94
Cardinal Pool	480.33	37,300.00	8,036.13	29,263.87	78.46
Johnstown Pool/Day Camps	1,180.12	222,400.00	7,395.81	215,004.19	96.67
Cardinal Arena	159,070.26	780,512.00	170,140.00	610,372.00	78.20
Spencerville Arena	117,411.03	365,440.00	143,318.71	222,121.29	60.78
Canteen	39,738.63	116,160.00	28,363.27	87,796.73	75.58
South Centre	6,960.94	26,290.00	7,370.85	18,919.15	71.96
Sub-total Parks & Recreation:	382,080.48	2,082,772.00	462,963.51	1,619,808.49	77.77
Libraries	35,255.13	171,850.00	37,159.88	134,690.12	78.38
Planning	26,702.56	249,012.00	33,515.48	215,496.52	86.54
Economic Development	2,430.79	188,900.00	46,111.57	142,788.43	75.59
Job Site Challenge	1,581.37				
Agricultural Drainage	3,670.70	50,715.00	2,885.08	47,829.92	94.31
Total Department Operating Expenses:	1,835,982.33	9,634,113.00	1,977,373.82	7,656,739.18	79.48

TOWNSHIP OF EDWARDSBURGH CARDINAL
YTD Budget Variance Report
As of March 31, 2024

	2023 YTD Actual	2024 Budget	2024 YTD Actual	Variance to 2024 Budget	% remainin
Transfers to Reserves					
Dedicated Capiital Reserve Fund					
Transfer to Reserve Fund	60,415.00	241,660.00	60,415.00	181,245.00	75.00
Fire Department		75,000.00		75,000.00	100.00
Public Works		100,000.00		100,000.00	100.00
Storm Water Management		25,000.00		25,000.00	100.00
Recreation Department		15,000.00		15,000.00	100.00
Total Transfers to Reserves:	60,415.00	456,660.00	60,415.00	396,245.00	86.77
Capital Expenses					
Administration	1,550.82	200,000.00	38,375.91	161,624.09	80.81
Fire Department		100,000.00		100,000.00	100.00
Public Works	1,819.30	3,703,808.00	249,975.98	3,453,832.02	93.25
Storm Water Management	736,474.92		159,846.11	(159,846.11)	
Waste Disposal & Transfer Site		22,000.00		22,000.00	100.00
Recreation	59,230.55	238,460.00	5,835.94	232,624.06	97.55
Economic Development			(59,230.07)	59,230.07	
Total Capital Expenses:	799,075.59	4,264,268.00	394,803.87	3,869,464.13	90.74
Total OPERATING & CAPITAL EXPENSES:	2,695,472.92	14,355,041.00	2,432,592.69	11,922,448.31	83.05
SURPLUS (DEFICIT)	4,741,120.09	0.00	4,618,200.32	4,618,200.32	0.00



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Administration and Operations

Date: April 8, 2024

Department: Finance

Topic: 2024 Q1 Council Remuneration Report

Background: The Township passed Bylaw 2020-12 on February 24, 2020. This bylaw established the rules pertaining to reimbursement of eligible expenses of council members.

Section 9 b) of the bylaw indicates that the Treasurer will prepare a quarterly report that will be reviewed by council and posted on the Township website.

Section 6 a) viii) of the bylaw states “All expenses shall be reimbursed upon submission of a completed and signed. The form shall be submitted within a reasonable time after the conference or seminar or by the 15th of each month in order to be included in the monthly council cheque run.”

The statement for the 1st quarter of 2024 up to March 31st, 2024 contains all expenses that have been submitted for reimbursement.

A handwritten signature in black ink, appearing to be 'G. K.' or similar, written above a horizontal line.

Treasurer/Deputy CAO

A handwritten signature in black ink, appearing to be 'D. S. G.' or similar, written above a horizontal line.

CAO/Director of Operations

**Township of Edwardsburgh/Cardinal
Council Remuneration and Expenses
updated as of March 31, 2024**

	Council Honourarium as of March 31, 2024	Special Meetings Allowance	Council Cell Phone Allowance as of March 31, 2024	Conferences, Training & Development	Mileage & Other Expenses as of March 31, 2024	Subtotal of Expenses- Conferences/ Mileage	Annual Expense Allowance- Bylaw 2020-12	Remaining Expense Allowance	Total Honourarium & Expenses
T Deschamps	4,157.85	0.00	0.00	91.63	0.00	91.63	4,000.00	3,908.37	4,249.48
S Dillabough	3,326.25	0.00	0.00	1,999.51	23.79	2,023.30	3,500.00	1,476.70	5,349.55
J Martelle	2,771.88	0.00	0.00	1,027.23	0.00	1,027.23	3,500.00	2,472.77	3,799.11
W Smail	2,771.88	0.00	0.00	1,912.68	124.99	2,037.67	3,500.00	1,462.33	4,809.55
C Ward	2,771.88	0.00	0.00	1,517.06	0.00	1,517.06	3,500.00	1,982.94	4,288.94
TOTALS	15,799.74	0.00	0.00	6,548.11	148.78	6,696.89	18,000.00	11,303.11	22,496.63



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Administration & Operations

Date: April 8, 2024

Department: Parks / Recreation & Facilities

Topic: 4th Quarter 2023 & 1st Quarter 2024 Facility Stats Report

Background: Attached is the report for the period of October 2023 to March 2024 for the following facilities.

- Ingredion Centre
- Port of Johnstown Meeting Room
- South Edwardsburgh Community Centre
- Spencerville Arena
- Spencerville Arena Meeting room

Ingredion arena offers adult skating Monday – Friday from 7:45 am – 9 am during the normal operations period of October – April. There is a good number of regulars that skate or utilize the walking track. Spencerville offers adult skating on Monday & Fridays at 2 pm and Thursday mornings at 9 am. Both arenas also offer a Parent & Tot skating session once a week. Public skating is from 6-7:30 pm on Friday nights at the Ingredion Arena while Sundays from 2 – 3:30 pm we offer it in Spencerville. All of the skating programs are free to the public. Highlighted below are the 2023 arena numbers to show a comparison from year to year, the numbers are lower at each rink with Spencerville being much more noticeable.

FACILITIES MANAGER – STATISTICS REPORT
4th QUARTER & 1st (2024)
October 2023 – March 2024

October 2023

Facility	Available Hours	Hours Booked	Percentage
South Centre	360	103	28.6 %
Port of Johnstown Meeting Room	360	71	19.7 %
Spencerville Arena Hall	360	21	5.8 %

November 2023

Facility	Available Hours	Hours Booked	Percentage
South Centre	336	115	34.2 %
Port of Johnstown Meeting Room	336	49	14.5 %
Spencerville Arena Hall	336	16	4.7 %

December 2023

Facility	Available Hours	Hours Booked	Percentage
South Centre	360	78	21.6 %
Port of Johnstown Meeting Room	360	54	15 %
Spencerville Arena Hall	360	23	6.3 %

January 2024

Facility	Available Hours	Hours Booked	Percentage
South Centre	360	80	22.2 %
Port of Johnstown Meeting Room	360	57	15.8 %
Spencerville Arena Hall	360	19	5.2 %

February 2024

Facility	Available Hours	Hours Booked	Percentage
South Centre	360	72	20 %
Port of Johnstown Meeting Room	360	49	13.6 %
Spencerville Arena Hall	360	15	4.1 %

March 2024

Facility	Available Hours	Hours Booked	Percentage
South Centre	360	92	25.5 %
Port of Johnstown Meeting Room	360	47	13 %
Spencerville Arena Hall	360	10	2.7 %

ICE RENTAL**October 2023**

Facility	Available Hours	Hours Booked	Percentage
Ingredion Centre	450	314 (2022) 329	69.7 % 73.1 %
Spencerville Arena	450	208 (2022) 293	46.2 % 65.2 %

November 2023

Facility	Available Hours	Hours Booked	Percentage
Ingredion Centre	450	305 (2022) 318	67.7 % 70.6 %
Spencerville Arena	450	249 (2022) 282	55.3 % 62.6 %

December 2023

Facility	Available Hours	Hours Booked	Percentage
Ingredion Centre	420	344 (2022) 338	81.9 % 80.4 %
Spencerville Arena	420	296 (2022) 302	70.4 % 71.9 %

January 2024

Facility	Available Hours	Hours Booked	Percentage
Ingredion Centre	450	323 (2023) 341	71.7 % 75.7 %
Spencerville Arena	450	267 (2023) 301	59.3 % 66.8 %

February 2024

Facility	Available Hours	Hours Booked	Percentage
Ingredion Centre	435	306 (2023) 305	70.3 % 70.1 %
Spencerville Arena	435 420	259 (2023) 271	59.5 % 64.5 %

March 2024

Facility	Available Hours	Hours Booked	Percentage
Ingredion Centre	450	288 (2023) 321	64 % 71.3 %
Spencerville Arena	450 285	190 (2023) 205	42.2 % 71.9 %



Facilities Manager

Committee: Administration & Operations

Date: April 8, 2024

Department: Parks / Recreation & Facilities

Topic: 4th Quarter 2023 & 1st Quarter 2024 Facility Maintenance Report

Background: Below is a list of work performed at Township facilities during the 4th quarter of 2023 and the 1st quarter of 2024. These work orders and service request are over and above the daily routines at the Township facilities.

Ingredion Centre:

- (WO-3879) Upper Canada Elevator lift inspection
- (WO-3958) Carbon Monoxide testing
- (WO-3980) In floor heating pump repair
- (WO-3942) Fire alarm sensors and panel yearly inspection
- (WO-4031) Upper Canada Elevator lift inspection
- (WO-4168) Wall pack light replacement

Spencerville Arena:

- (WO-3873) Condenser seal repair
- (WO-3934) Pressure tank replacement Zamboni room
- (WO-3941) Fire alarm sensors and panel yearly inspection
- (WO-3964) Shop room heater repair
- (WO-4038) Lift gate cable replacement
- (WO-4131) Transformer issues – replaced circuit breaker that was damaged

Town Hall

- (WO-3869) Heating sensor – back council chambers
- (WO-3870) Heat Pump repair
- (WO-3943) Generator Fall inspection
- (WO-4000) Fall inspection on both furnace systems

Spencerville Library/Cardinal Library

- (WO-4001) Fall inspection on both furnace systems (CL)
- (WO-4000) Fall inspection on both furnace systems (SL)

Johnstown Community Centre

- (WO-4003) Fall inspection on both furnace systems

Below is a list of completed Service Request performed by Recreation/Facilities department during the 4th quarter.

Townhall (TH)	Fire Halls (F)
Cardinal Library (CL)	Ball Diamonds (D)
Spencerville Library (SP)	Parks (P)
Spencerville Arena (SP-Rink)	Ingredion Arena (ING)
Johnstown Hall (SC)	Cardinal Pool (CP)

- SR 3217 Install new shelving (CL)
- SR 3232 Install 4 new computer desks (TH)
- SR 3235 Pick up brush 416 corner park (P)
- SR 3236 Install Remembrance Day banners (P)
- SR 3237 Install new skate helpers for arena (Arenas)
- SR 3241 Replace damaged garbage lit at dog park (P)
- SR 3243 Cleaning supplies delivery Fire Hall(F)
- SR 3268 Fall cleaning garbage pickup (CL)
- SR 3282 Help Optimism Club install rink boards (P)
- SR 3285 Assist in moving book shelves (CL)
- SR 3286 Pest control inspection (SC) December
- SR 3291 Deliver Hall tables to South Ed School (SC)
- SR 3294 Sink repair, lady's washroom (TH)
- SR 3315 Electrical issue with fridge (TH)
- SR 3331 Pest control inspection (SC) March
- SR 3361 Sink repair lady's washroom (TH)
- SR 3387 Resident ditch cleanup – staff picked up garbage
- SR 3397 Graffiti removal – canal bank (P)

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

Facilities Manger



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole- Administration and Operations

Date: April 8, 2024

Department: Environmental Services

Topic: 2024 Spencerville Lagoon Discharge Report

Background:

The effluent of the lagoons was discharged into the South Nation River over an 11-day period from March 18 to March 28, 2024. The annual discharge window is between March 15 and April 21. The combined effluent volume of both cells was approximately 69,209 cubic meters or 60% of the 116,000 cubic meter capacity. Below is a summary table of average effluent results with no exceedances of the Environmental Compliance Approval limits.

Parameter	Average Result (mg/L)	Environmental Compliance Approval Limit (mg/L)
BOD ₅	5.3	25
CBOD ₅	4.4	N/A
Total Suspended Solids	9.3	30
Total Phosphorus	0.16	1
Total Ammonia	8.0	20
Hydrogen Sulfide	0.01	5

Full report attached for your review.

Chief Water/Sewer Operator

CAO/Director of Operations

April 4, 2024

Monica Howlett
Ministry of the Environment, Conservation and Parks
1259 Gardiners Road, Unit 3
Kingston ON K7P 3J6

Re: 2024 Spencerville Lagoon Discharge Report

Project # 2-4007-89-00

Environmental Compliance Approval # 3-1377-87-896

Condition # 6

The contents of the lagoon were discharged into the South Nation River over an 11-day period between March 18-28th, 2024. The combined discharge effluent volume from both cells was approximately 69,209 cubic meters using the formula surface area x depth drop.

The sampling program consisted of the following:

- Two pre discharge samples per cell (collected March 11-12,2024).
- Eight effluent discharge samples (four per cell).
- Eight upstream/downstream samples from the South Nation River (taken at the same time as effluent samples).

The sampling program results determined that the effluent criteria were met as per condition 3.

Parameter	Average Result (mg/L)	Environmental Compliance Approval Limit (mg/L)
BOD ₅	5.3	25
CBOD ₅	4.4	N/A
Total Suspended Solids	9.3	30
Total Phosphorus	0.16	1
Total Ammonia	8.0	20
Hydrogen Sulfide	0.01	5



EDWARDSBURGH CARDINAL

Phone: 613-658-3055
Fax: 613-658-3445
Toll Free: 866-848-9099
E-mail: mail@twpec.ca

P.O. Box 129,
18 Centre St.
Spencerville, Ontario
K0E 1X0

Attached is a table overview of the discharge and laboratory results. Trusting this is satisfactory.

Sincerely,

Eric Wemerman

Eric Wemerman
Chief Water/Sewer Operator
Edwardsburgh Cardinal Environmental Services

2024 Spencerville Lagoon

Discharge Table

2024 Spencerville Lagoon Discharge Table

[illegible][illegible]

2024 Spencerville Lagoon

Laboratory Results

C.O.C.: G 27546

REPORT No: 24-006622 - Rev. 0

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Eric Wemerman

DATE RECEIVED: 2024-Mar-12
DATE REPORTED: 2024-Mar-18
SAMPLE MATRIX: Waste Water

CUSTOMER PROJECT: 120002157-Lagoons
P.O. NUMBER: Pre-Dis-NC-24-01

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
BOD5 (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-13	BOD-001	SM 5210B
CBOD5 (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-13	BOD-001	SM 5210B
Ammonia (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-14	NH3-001	SM 4500NH3
TP & TKN (Liquid)	1	KINGSTON	KDIBBITS	2024-Mar-15	TPTKN-001	MECP E3516.2
TSS (Liquid)	1	KINGSTON	DCASSIDY	2024-Mar-13	TSS-001	SM 2540D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	North Cell Pre Discharge # 1
			Sample I.D.	24-006622-1
			Date Collected	2024-03-11
Parameter	Units	R.L.		
BOD5	mg/L	3	5	
CBOD5	mg/L	3	<3	
Total Suspended Solids	mg/L	3	7	
Phosphorus (Total)	mg/L	0.01	0.11	
Ammonia (N)-Total (NH3+NH4)	mg/L	0.05	4.81	



Michelle Dubien
Data Specialist

C.O.C.: G 27551

REPORT No: 24-006625 - Rev. 0

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Eric Wemerman

DATE RECEIVED: 2024-Mar-12
DATE REPORTED: 2024-Mar-18
SAMPLE MATRIX: Waste Water

CUSTOMER PROJECT: 120002157-Lagoons
P.O. NUMBER: Pre-Dis-SC-24-01

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
BOD5 (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-13	BOD-001	SM 5210B
CBOD5 (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-13	BOD-001	SM 5210B
Ammonia (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-14	NH3-001	SM 4500NH3
TP & TKN (Liquid)	1	KINGSTON	KDIBBITS	2024-Mar-15	TPTKN-001	MECP E3516.2
TSS (Liquid)	1	KINGSTON	DCASSIDY	2024-Mar-13	TSS-001	SM 2540D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	South Cell Pre Discharge # 1
			Sample I.D.	24-006625-1
			Date Collected	2024-03-11
Parameter	Units	R.L.		-
BOD5	mg/L	3		8
CBOD5	mg/L	3		<3
Total Suspended Solids	mg/L	3		15
Phosphorus (Total)	mg/L	0.01		0.20
Ammonia (N)-Total (NH3+NH4)	mg/L	0.05		11.3



Michelle Dubien
Data Specialist

C.O.C.: G 27546

REPORT No: 24-006671 - Rev. 0

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Eric Wemerman

DATE RECEIVED: 2024-Mar-12
DATE REPORTED: 2024-Mar-19
SAMPLE MATRIX: Waste Water

CUSTOMER PROJECT: 120002157-Lagoons
P.O. NUMBER: Pre-Dis-NC-24-01

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
BOD5 (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-13	BOD-001	SM 5210B
CBOD5 (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-13	BOD-001	SM 5210B
Ammonia (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-14	NH3-001	SM 4500NH3
TP & TKN (Liquid)	1	KINGSTON	KDIBBITS	2024-Mar-15	TPTKN-001	MECP E3516.2
TSS (Liquid)	1	KINGSTON	DCASSIDY	2024-Mar-13	TSS-001	SM 2540D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	North Cell Pre Discharge # 2
			Sample I.D.	24-006671-1
			Date Collected	2024-03-12
Parameter	Units	R.L.		
BOD5	mg/L	3	8	
CBOD5	mg/L	3	8	
Total Suspended Solids	mg/L	3	12	
Phosphorus (Total)	mg/L	0.01	0.13	
Ammonia (N)-Total (NH3+NH4)	mg/L	0.05	5.13	



Michelle Dubien
Data Specialist

C.O.C.: G 27551

REPORT No: 24-006672 - Rev. 0

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Eric Wemerman

DATE RECEIVED: 2024-Mar-12
DATE REPORTED: 2024-Mar-19
SAMPLE MATRIX: Waste Water

CUSTOMER PROJECT: 120002157-Lagoons
P.O. NUMBER: Pre-Dis-SC-24-01

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
BOD5 (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-13	BOD-001	SM 5210B
CBOD5 (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-13	BOD-001	SM 5210B
Ammonia (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-14	NH3-001	SM 4500NH3
TP & TKN (Liquid)	1	KINGSTON	KDIBBITS	2024-Mar-15	TPTKN-001	MECP E3516.2
TSS (Liquid)	1	KINGSTON	DCASSIDY	2024-Mar-13	TSS-001	SM 2540D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	South Cell Pre Discharge # 2
			Sample I.D.	24-006672-1
			Date Collected	2024-03-12
Parameter	Units	R.L.		
BOD5	mg/L	3	8	
CBOD5	mg/L	3	5	
Total Suspended Solids	mg/L	3	17	
Phosphorus (Total)	mg/L	0.01	0.14	
Ammonia (N)-Total (NH3+NH4)	mg/L	0.05	10.5	



Michelle Dubien
Data Specialist

C.O.C.: G 27552

REPORT No: 24-007330 - Rev. 0

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Eric Wemerman

DATE RECEIVED: 2024-Mar-19
DATE REPORTED: 2024-Mar-25
SAMPLE MATRIX: Surface Water

CUSTOMER PROJECT: 120002157-Lagoons
P.O. NUMBER: Dis-SC-24-01

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
BOD5 (Liquid)	3	KINGSTON	JYEARWOOD	2024-Mar-20	BOD-001	SM 5210B
CBOD5 (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-20	BOD-001	SM 5210B
Ammonia (Liquid)	3	KINGSTON	KDIBBITS	2024-Mar-21	NH3-001	SM 4500NH3
TP & TKN (Liquid)	3	KINGSTON	KDIBBITS	2024-Mar-22	TPTKN-001	MECP E3516.2
TSS (Liquid)	3	KINGSTON	DCASSIDY	2024-Mar-20	TSS-001	SM 2540D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	South Sample #1	Upstream South Nation River	Downstream South Nation River
			Sample I.D.	24-007330-1	24-007330-2	24-007330-3
			Date Collected	2024-03-18	2024-03-18	2024-03-18
Parameter	Units	R.L.		-	-	-
BOD5	mg/L	3		6	<3	<3
CBOD5	mg/L	3		4		
Total Suspended Solids	mg/L	3		9	<3	<3
Phosphorus (Total)	mg/L	0.01		0.20	0.05	0.05
Ammonia (N)-Total (NH3+NH4)	mg/L	0.05		10.4	0.06	0.06



Michelle Dubien
Data Specialist

C.O.C.: G 27553

REPORT No: 24-007332 - Rev. 0

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Eric Wemerman

DATE RECEIVED: 2024-Mar-19
DATE REPORTED: 2024-Mar-25
SAMPLE MATRIX: Surface Water

CUSTOMER PROJECT: 120002157-Lagoons
P.O. NUMBER: Dis-SC-24-02

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
BOD5 (Liquid)	3	KINGSTON	JYEARWOOD	2024-Mar-20	BOD-001	SM 5210B
CBOD5 (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-20	BOD-001	SM 5210B
Ammonia (Liquid)	3	KINGSTON	KDIBBITS	2024-Mar-21	NH3-001	SM 4500NH3
TP & TKN (Liquid)	3	KINGSTON	KDIBBITS	2024-Mar-22	TPTKN-001	MECP E3516.2
TSS (Liquid)	3	KINGSTON	DCASSIDY	2024-Mar-20	TSS-001	SM 2540D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	South Sample #2	Upstream South Nation River	Downstream South Nation River
			Sample I.D.	24-007332-1	24-007332-2	24-007332-3
			Date Collected	2024-03-19	2024-03-19	2024-03-19
Parameter	Units	R.L.		-	-	-
BOD5	mg/L	3		6	<3	<3
CBOD5	mg/L	3		4		
Total Suspended Solids	mg/L	3		7	<3	<3
Phosphorus (Total)	mg/L	0.01		0.19	0.04	0.04
Ammonia (N)-Total (NH3+NH4)	mg/L	0.05		10.4	0.09	0.07



Michelle Dubien
Data Specialist

C.O.C.: G 27554

REPORT No: 24-007632 - Rev. 0

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Eric Wemerman

DATE RECEIVED: 2024-Mar-21
DATE REPORTED: 2024-Apr-01
SAMPLE MATRIX: Surface Water

CUSTOMER PROJECT: 120002157-Lagoons
P.O. NUMBER: Dis-SC-24-03

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
BOD5 (Liquid)	3	KINGSTON	JWOLFE2	2024-Mar-25	BOD-001	SM 5210B
CBOD5 (Liquid)	1	KINGSTON	JWOLFE2	2024-Mar-25	BOD-001	SM 5210B
Ammonia (Liquid)	3	KINGSTON	JYEARWOOD	2024-Mar-27	NH3-001	SM 4500NH3
TP & TKN (Liquid)	3	KINGSTON	KDIBBITS	2024-Mar-26	TPTKN-001	MECP E3516.2
TSS (Liquid)	3	KINGSTON	DCASSIDY	2024-Mar-25	TSS-001	SM 2540D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	South Sample #3	Upstream South Nation River	Downstream South Nation River
			Sample I.D.	24-007632-1	24-007632-2	24-007632-3
			Date Collected	2024-03-20	2024-03-20	2024-03-20
Parameter	Units	R.L.		-	-	-
BOD5	mg/L	3		4	<3	<3
CBOD5	mg/L	3		<3		
Total Suspended Solids	mg/L	3		7	<3	<3
Phosphorus (Total)	mg/L	0.01		0.14	0.01	0.02
Ammonia (N)-Total (NH3+NH4)	mg/L	0.05		10.0	0.12	0.08



Michelle Dubien
Data Specialist

C.O.C.: G 27555

REPORT No: 24-007631 - Rev. 0

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Eric Wemerman

DATE RECEIVED: 2024-Mar-21
DATE REPORTED: 2024-Apr-01
SAMPLE MATRIX: Surface Water

CUSTOMER PROJECT: 120002157-Lagoons
P.O. NUMBER: Dis-SC-24-04

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
BOD5 (Liquid)	3	KINGSTON	JWOLFE2	2024-Mar-25	BOD-001	SM 5210B
CBOD5 (Liquid)	1	KINGSTON	JWOLFE2	2024-Mar-25	BOD-001	SM 5210B
Ammonia (Liquid)	3	KINGSTON	JYEARWOOD	2024-Mar-27	NH3-001	SM 4500NH3
TP & TKN (Liquid)	3	KINGSTON	KDIBBITS	2024-Mar-26	TPTKN-001	MECP E3516.2
TSS (Liquid)	3	KINGSTON	DCASSIDY	2024-Mar-22	TSS-001	SM 2540D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	South Sample #4	Upstream South Nation River	Downstream South Nation River
			Sample I.D.	24-007631-1	24-007631-2	24-007631-3
			Date Collected	2024-03-21	2024-03-21	2024-03-21
Parameter	Units	R.L.		-	-	-
BOD5	mg/L	3		4	<3	<3
CBOD5	mg/L	3		<3		
Total Suspended Solids	mg/L	3		10	<3	4
Phosphorus (Total)	mg/L	0.01		0.16	0.02	0.01
Ammonia (N)-Total (NH3+NH4)	mg/L	0.05		10.4	0.07	0.13



Michelle Dubien
Data Specialist

C.O.C.: G 27547

REPORT No: 24-007908 - Rev. 0

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Eric Wemerman

DATE RECEIVED: 2024-Mar-26
DATE REPORTED: 2024-Apr-01
SAMPLE MATRIX: Surface Water

CUSTOMER PROJECT: 120002157-Lagoons
P.O. NUMBER: Dis-NC-24-01

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
BOD5 (Liquid)	3	KINGSTON	JYEARWOOD	2024-Mar-27	BOD-001	SM 5210B
CBOD5 (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-27	BOD-001	SM 5210B
Ammonia (Liquid)	3	KINGSTON	JYEARWOOD	2024-Mar-28	NH3-001	SM 4500NH3
TP & TKN (Liquid)	3	KINGSTON	KDIBBITS	2024-Mar-28	TPTKN-001	MECP E3516.2
TSS (Liquid)	3	KINGSTON	DCASSIDY	2024-Mar-27	TSS-001	SM 2540D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	North Sample #1	Upstream South Nation River	Downstream South Nation River
			Sample I.D.	24-007908-1	24-007908-2	24-007908-3
			Date Collected	2024-03-24	2024-03-24	2024-03-24
Parameter	Units	R.L.		-	-	-
BOD5	mg/L	3		<3	<3	<3
CBOD5	mg/L	3		3		
Total Suspended Solids	mg/L	3		4	<3	3
Phosphorus (Total)	mg/L	0.01		0.11	0.02	0.03
Ammonia (N)-Total (NH3+NH4)	mg/L	0.05		5.81	0.05	0.19



Michelle Dubien
Data Specialist

C.O.C.: G 27548

REPORT No: 24-007911 - Rev. 0

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Eric Wemerman

DATE RECEIVED: 2024-Mar-26
DATE REPORTED: 2024-Apr-01
SAMPLE MATRIX: Surface Water

CUSTOMER PROJECT: 120002157-Lagoons
P.O. NUMBER: Dis-NC-24-02

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
BOD5 (Liquid)	3	KINGSTON	JYEARWOOD	2024-Mar-27	BOD-001	SM 5210B
CBOD5 (Liquid)	1	KINGSTON	JYEARWOOD	2024-Mar-27	BOD-001	SM 5210B
Ammonia (Liquid)	3	KINGSTON	JYEARWOOD	2024-Mar-28	NH3-001	SM 4500NH3
TP & TKN (Liquid)	3	KINGSTON	KDIBBITS	2024-Mar-28	TPTKN-001	MECP E3516.2
TSS (Liquid)	3	KINGSTON	DCASSIDY	2024-Mar-27	TSS-001	SM 2540D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	North Sample #2	Upstream South Nation River	Downstream South Nation River
			Sample I.D.	24-007911-1	24-007911-2	24-007911-3
			Date Collected	2024-03-25	2024-03-25	2024-03-25
Parameter	Units	R.L.		-	-	-
BOD5	mg/L	3		<3	<3	<3
CBOD5	mg/L	3		5		
Total Suspended Solids	mg/L	3		7	<3	<3
Phosphorus (Total)	mg/L	0.01		0.17	0.01	0.02
Ammonia (N)-Total (NH3+NH4)	mg/L	0.05		6.01	0.05	0.15



Michelle Dubien
Data Specialist

C.O.C.: G 27549

REPORT No: 24-008224 - Rev. 0

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Eric Wemerman

DATE RECEIVED: 2024-Mar-27
DATE REPORTED: 2024-Apr-03
SAMPLE MATRIX: Surface Water

CUSTOMER PROJECT: 120002157-Lagoons
P.O. NUMBER: Dis-NC-24-03

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
BOD5 (Liquid)	3	KINGSTON	JWOLFE2	2024-Mar-28	BOD-001	SM 5210B
CBOD5 (Liquid)	1	KINGSTON	JWOLFE2	2024-Mar-28	BOD-001	SM 5210B
Ammonia (Liquid)	3	KINGSTON	JYEARWOOD	2024-Apr-02	NH3-001	SM 4500NH3
TP & TKN (Liquid)	3	KINGSTON	KDIBBITS	2024-Apr-02	TPTKN-001	MECP E3516.2
TSS (Liquid)	3	KINGSTON	DCASSIDY	2024-Mar-28	TSS-001	SM 2540D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	North Sample #3	Upstream South Nation River	Downstream South Nation River
			Sample I.D.	24-008224-1	24-008224-2	24-008224-3
			Date Collected	2024-03-26	2024-03-26	2024-03-26
Parameter	Units	R.L.		-	-	-
BOD5	mg/L	3		4	<3	<3
CBOD5	mg/L	3		6		
Total Suspended Solids	mg/L	3		9	5	<3
Phosphorus (Total)	mg/L	0.01		0.16	0.03	0.03
Ammonia (N)-Total (NH3+NH4)	mg/L	0.05		5.71	0.07	0.14



Michelle Dubien
Data Specialist

C.O.C.: G 27550

REPORT No: 24-008225 - Rev. 0

Report To:

Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre Street
Spencerville, ON K0E 1X0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Eric Wemerman

DATE RECEIVED: 2024-Mar-27
DATE REPORTED: 2024-Apr-03
SAMPLE MATRIX: Surface Water

CUSTOMER PROJECT: 120002157-Lagoons
P.O. NUMBER: Dis-NC-24-04

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
BOD5 (Liquid)	3	KINGSTON	JWOLFE2	2024-Mar-28	BOD-001	SM 5210B
CBOD5 (Liquid)	1	KINGSTON	JWOLFE2	2024-Mar-28	BOD-001	SM 5210B
Ammonia (Liquid)	3	KINGSTON	JYEARWOOD	2024-Apr-02	NH3-001	SM 4500NH3
TP & TKN (Liquid)	3	KINGSTON	KDIBBITS	2024-Apr-02	TPTKN-001	MECP E3516.2
TSS (Liquid)	3	KINGSTON	DCASSIDY	2024-Mar-28	TSS-001	SM 2540D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	North Sample #4	Upstream South Nation River	Downstream South Nation River
			Sample I.D.	24-008225-1	24-008225-2	24-008225-3
			Date Collected	2024-03-27	2024-03-27	2024-03-27
Parameter	Units	R.L.		-	-	-
BOD5	mg/L	3		5	<3	<3
CBOD5	mg/L	3		6		
Total Suspended Solids	mg/L	3		8	<3	<3
Phosphorus (Total)	mg/L	0.01		0.17	0.03	0.03
Ammonia (N)-Total (NH3+NH4)	mg/L	0.05		5.69	0.05	0.07



Michelle Dubien
Data Specialist

TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: April 8, 2024

Department: Administration

Topic: Indigenous Land Acknowledgement Update

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

Background: At the August Committee of the Whole members requested a report on preparing a land acknowledgement statement for the Township. During the initial discussion at the December 4 Committee meeting, Members requested the item be deferred to allow additional consultation with the indigenous community to ensure respectful incorporation of a land acknowledgement statement for the Township. Staff has made additional efforts to consult with the Ministry of Indigenous Affairs, local indigenous leaders and contacts within AMCTO and AMO that focus on policy and governance both general and for indigenous affairs.

Indigenous Affairs and AMCTO confirmed that the site in which the below territories and lands were confirmed is the most widely used and should be accurate. As for the engagement side with indigenous leaders, it is sometimes hard to engage and receive feedback on such topics that may relate to multiple communities. Engagement with indigenous communities is a long-term endeavour based on cultural relationship building coming before responses to specific inquiries for assistance/confirmation. If Council wishes to seek additional consultation with indigenous leaders, it may be appropriate for Council to reach out directly to build a fulsome relationship before seeking information/clarification on indigenous land acknowledgement.

Below is information that was provided in the original report:

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

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

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

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

See examples attached.

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

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

Draft wording with Indigenous names:

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

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

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

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

Draft wording for shortened and non-specific version:

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

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

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

Financial Considerations: None.

Option 1:

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

Option 2:

1. Direct staff to update the Procedural Bylaw to incorporate a “Land Acknowledgement” agenda item to the Council agenda; and
2. Incorporate a land acknowledgement statement as part of the agenda cover page of all Committee agendas; and
3. Utilize a shortened and non-specific land acknowledgement statement for the time being, until additional relationship building and consultation has been done with indigenous leaders/communities.

Option 3:

Defer incorporating a land acknowledgement statement until additional relationship building and consultation has been done with indigenous leaders/communities.


Recommendation: That Committee recommends that Council select Option 2 and provide direction to staff with respect to preferences on wording/phrasing for the statement to be used.




Clerk




CAO/Director of Operations

Filter by your location 

Location

Edwardsburgh/Cardinal, 

Distance from location



50km 500km 1000km

Clear Filter

Territories

Anishinabewaki ᐱᓆᓂᐳᐅᐸᐃ

[Learn More >](#)

Territories

Kanien'kehá:ka (Mohawk)

[Learn More](#) >

Territories

Wendake-Nionwentsïo



**AGENDA
REGULAR MEETING OF MUNICIPAL COUNCIL**

**Monday, December 11, 2023, 3:00 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario**

1. **Call to Order**
2. **Indigenous Land Acknowledgement Statement**
Insert text of decided upon statement
3. **Approval of Agenda**
4. **Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**
5. **Delegations & Presentations**
6. **Consent Agenda**
Items listed under Consent Agenda are considered routine or no longer require a further discussion and are enacted in one motion. The exception to this rule is that a Member may request that one or more items be pulled for discussion and voted on separately.
7. **Minutes of the Previous Council Meetings**
8. **Business Arising from the Previous Council Meeting (if any)**
9. **Committee Minutes**
10. **Action and Information Items from Committees**
11. **Correspondence**
12. **Municipal Disbursements**
13. **By-laws**
14. **CAO's Administrative Update**
15. **Councillor Inquiries or Notices of Motion**
16. **Mayor's Report**
17. **Question Period**
18. **Closed Session**
19. **Confirmation By-law**
20. **Adjournment**



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

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

**Example #2 for Committee Meetings
Short or long statement text placed here**

- 1. Call to Order – Chair, Mayor Deschamps**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
- 5. Delegations and Presentations**
 - a. Optimist Club - Outdoor Rink/Recreation Pad Letter of Support - Brian Purcell
 - b. Jule Power - Electric Vehicle Charging Stations - Himanshu Sudan, CEO & Lara Coombs, Senior Advisor
- 6. Consent Agenda**

Items listed under Consent Agenda are considered routine or no longer require a further discussion and are enacted in one motion. The exception to this rule is that a Member may request that one or more items be pulled for discussion and voted on separately.
- 7. Discussion Items**
 - a. Boat Launching Options 2024
 - b. Implementing Official Plan Consent Policies - Hydrogeological Assessment and Terrain Analysis Revisions
- 8. Action/Information Items**
 - a. Application for Severance, 3302 Glen Smail Rd (Ryan)
 - b. Pre-Budget Approval - PSD Budget Software
 - c. 2024 COLA Approval
 - d. 2023 Year End Report

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

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

NOW THEREFORE be it enacted that:

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

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

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

Mayor

Clerk

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

DEFINITIONS

1. In this by-law

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

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

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

COUNCIL MEETINGS

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

Schedule A
By-law 2023-25

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

ABSENCE OF HEAD OF COUNCIL FROM A COUNCIL MEETING

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

CONDUCT OF PROCEEDINGS AT MEETINGS OF COUNCIL

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

Schedule A
By-law 2023-25

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

COUNCIL AGENDA

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

Schedule A
By-law 2023-25

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

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

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

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

DELEGATIONS AND PRESENTATIONS

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

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 1"

Schedule A
By-law 2023-25

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

CONSENT AGENDA

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

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

MINUTES

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

MOTIONS - MEMBERS OF COUNCIL

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

PRESENTATION AND DISPOSITION OF MOTIONS

MOTIONS – GENERAL

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

MAIN MOTIONS

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

Schedule A
By-law 2023-25

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

SECONDARY MOTIONS

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

Schedule A
By-law 2023-25

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

(g) Move the Previous Question

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

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

(h) Reconsideration

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

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

(i) Rescind

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

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

(j) Point of Order and Privilege

Schedule A
By-law 2023-25

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

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

DISBURSEMENTS

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

READING OF BY-LAWS AND PROCEEDINGS THEREUPON

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

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

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

COUNCIL INQUIRIES/NOTICES OF MOTION

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

QUESTION PERIOD

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

UNFINISHED BUSINESS

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

OTHER FINANCIAL REPORTING

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

RULES OF DEBATE

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

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

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

CONDUCT OF MEMBERS OF COUNCIL

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

PENALTIES FOR MISCONDUCT

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

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

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

CONDUCT OF MEMBERS OF PUBLIC

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

COMMITTEE MEETINGS

IN GENERAL

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

COMMITTEE PROCEEDINGS

Schedule A
By-law 2023-25

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

GENERAL PROVISIONS

RECORDING OF COUNCIL OR COMMITTEE SESSIONS

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

AMENDMENT

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

AUTHORITY

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

NOTICE

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

MEETINGS OPEN TO THE PUBLIC

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

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

ABSENCE OF HEAD OF COUNCIL FROM THE MUNICIPALITY

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

PETITIONS AND COMMUNICATIONS (CORRESPONDENCE)

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

ELECTRONIC PARTICIPATION IN MEETINGS

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

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

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

Schedule A
By-law 2023-25

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

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

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

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

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

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

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

Schedule B

CLOSED MEETINGS

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

Schedule A
By-law 2023-25

6. A vote shall not be taken during a meeting or part of a meeting that is closed to the public where to do so would be in contravention of any Act.
7. Despite section 6, a meeting may be closed to the public during a vote if the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.
8. Upon resuming in open session, the Presiding Officer shall state:
 - a. The matters which were considered;
 - b. Directions provided; and
 - c. Confirmation that no motions were carried in camera other than procedural motions or directions to staff.

Recording of Closed Meetings

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



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration/Operations

Date: April 8, 2024

Department: Public Works

Topic: 5 Tonne Tandem Plow Truck Tender Award

Purpose: Review tender results with recommendation to re-issue tender EC-PW-24-05

Background: Council authorized the pre-budget tender for the procurement of a new 5 Tonne tandem axle plow truck. A tender was developed and issued on March 5, 2024. Staff posted notice on the Township website and sent out nine tender packages directly to potential proponents. One bid was received by the 2pm deadline on April 2, 2024. The results of the tender opening are as follows:

BIDDERS	TOTAL TENDER (inc. HST)
AEBI Schmidt Canada Inc.	\$425,324.06

Township staff reviewed the bid received for a 5 Tonne Cab and Chassis plus Snow Plow Equipment by AEBI Schmidt which was within the budgetary threshold. The bidder was unsuccessful in meeting specifications set out in the tender documents EC-PW-24-05. A detailed outline of specifications that were not met in the submission is attached.

Policy Implications: By-law 2015-57 establishes policies with respect to the procurement of goods and services. It states that all expenditures shall be within the current approved budget or within approved estimates, otherwise, prior approval of Council is required. In addition, expenditures above \$75,000 require approval of Council.

Financial Considerations: A high level estimate for the replacement of Truck #6 was from \$380,000 to \$400,000. The low bid by AEBI Schmidt came within budget, however the bidder does not meet the specifications requirements by the Township as specified in the tender documents EC-PW-24-05.

Recommendation: That Committee recommend that Council direct staff to re-issue the 5 Tonne Truck plus related Snow Plow Equipment Tender EC-PW-24-05 for the opportunity for competitive pricing.



Manager of Public Works



CAO/Director of Operations

5 Tonne Tandem Truck Tender Specifications

Tender Specifications submitted that were not met in the Submission. EC-PW-24-05

3. Engine: Paccar PX-9, Cummins L-9, Detroit DD8

- Submitted – Cummins X12 – Engine too large for requirements.

Note Engine too large for requirements. Truck to be used in Villages of Johnstown, Cardinal

5. Transmission: Pull Tee Handle Shifter – Dash Mounted

- Submitted – Column Mounted – Does not meet requirements

Note Pull Tee Handle Shifter requested - Dash Mounted for stability. Column mounted placement interferes with dash switches.

7. Axles: Type of Front Axle – Set Back

- Submitted – Set Forward – Does not meet requirements

Note Set Back requested to allow for sharper turn radius better weight distribution. Decreases hauling capacity. Forward set creates wide turning radius.

12. Lights: Raised rear LED reds. Readily demountable, will be supplied, and mounted on lightweight aluminum pedestal stands.

- Submitted – Steel Mounts – Does not meet specifications.

Note Steel mounts not accessible for easy removal if required.

Snow Plow Equipment

5. A Hydraulically adjustable moldboard tilt brace system will be provided.

- Submitted – Not provided – Stationary/ Not adjustable. – Do not meet specifications.

Note Adjustable moldboard tilt brace system requested to allow for usage on granular road surfaces. Stationary not user friendly on granular surfaces.

22. Hydraulic power tilt function will be controlled by in-cab feature joystick - air control

- Submitted – not available

Note Driver has to stop unit, adjust when performing winter operations. Unable to operate from the cab.