



AGENDA
REGULAR MEETING OF MUNICIPAL COUNCIL

Monday, April 29, 2024, 6:30 PM

Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

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

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

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

 - a. Regular Council - March 25, 204 [See item 6a.]
 - b. Special Council - April 15, 2024 [See item 6b]
 - c. Public Library - February 27, 2024 [See item 8a.]
 - d. Port Management Committee - March 18, 2024 [See item 8b.]
 - e. Committee of the Whole - Administration & Operations - April 8, 2024 [See item 8c.]
 - f. Committee of the Whole - Community Development - April 15, 2024 [See item 8d.]
 - g. Public Meeting - Zoning Bylaw Amendment 161-163 Shanly Rd - April 22, 2024 [See item 8e.]
 - h. Cardinal Boat Launch Fee Schedule [See item 9a.]
 - i. Indigenous Land Acknowledgement [See item 9b.]
 - j. 5 Tonne Tandem Plow Truck Tender [See item 9c.]
- 6. Minutes of the Previous Council Meetings**
 - a. Regular Council - March 25, 2025 - CONSENT
 - b. Special Council - April 15, 2024 - CONSENT
- 7. Business Arising from the Previous Council Meeting (if any)**
- 8. Committee Minutes**
 - a. Public Library - February 27, 2024 - CONSENT
 - b. Port Management Committee - March 20, 2024 - CONSENT
 - c. Committee of the Whole - Administration & Operations - April 8, 2024 - CONSENT
 - d. Committee of the Whole - Community Development - April 15, 2024 - CONSENT
 - e. Public Meeting - Zoning Bylaw Amendment 161-163 Shanly Rd - April 22, 2024 - CONSENT
- 9. Action and Information Items from Committees**
 - a. Cardinal Boat Launch Fee Schedule - CONSENT
 - b. Indigenous Land Acknowledgement - CONSENT

- c. 5 Tonne Tandem Plow Truck Tender - CONSENT
- d. 2024 Community Grants & Donations
- e. Jordan Rd Triple Culvert Replacement
- f. Weir Rd Bridge Rehabilitation Tender Award
- g. Request to Amend Blue Box Regulation for Ineligible Sources
- h. Request to Begin Construction Prior to Final Site Plan Approval - Alantra Leasing

10. Correspondence

11. Municipal Disbursements

12. By-laws

- a. Procedural Bylaw update - Land Acknowledgement
- b. Recreation Fee Schedule Update - Boat Launch Fee
- c. Site Plan Control Agreement - 2062 County Rd 22 (Markus)

13. CAO's Administrative Update

14. Councillor Inquiries or Notices of Motion

15. Mayor's Report

16. Question Period

17. Closed Session

18. Confirmation By-law

19. Adjournment

**MINUTES
MUNICIPAL COUNCIL**

**Monday, March 25, 2024
6:30 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario**

PRESENT: Mayor Tory Deschamps
Deputy Mayor Stephen Dillabough
Councillor Chris Ward

REGRETS: Councillor Joe Martelle
Councillor Waddy Smail

STAFF: Dave Grant, CAO
Rebecca Crich, Clerk
Sean Nicholson, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities
Eric Wemerman, Chief Water/Sewer Operator
Candise Newcombe, Deputy Clerk

1. Call to Order

Mayor Deschamps called the meeting to order at 6:33 p.m.

2. Approval of Agenda

Decision: 2024-055

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council approves the agenda as presented.

Carried

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

None.

4. Delegations & Presentations

a. Spencerville United Church - Holly Howard

Ms. Holly Howard and Ms. Sandra Lawrence, from the Spencerville United Church, provided a brief overview of the church's involvement as a venue for many community groups, local events and regular host of local food bank events such as the "friendship lunch".

Ms. Howard noted an ongoing application through the Faithful Footsteps Grant made by the church for various energy efficiency improvement projects. The request of \$3959.73 from the Township was noted to be for much-needed upgrades to the church's defibrillators and sub-pump.

Council thanked Ms. Howard and Ms. Lawrence for their presentation and clarified that applications for the community grants and donations program would be reviewed in April.

5. Consent Agenda

Decision: 2024-056

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

THAT Municipal Council receives and approves the following consent agenda items as amended to remove items h) Disposal of Surplus Goods - Fire Department; k) Award Dust Suppressant Tender; and l) Award Crushed Rock Tender:

- a. Regular Council – February 26, 2024
- b. Public Library Board – January 23, 2024
- c. Port Management Committee – February 20, 2024
- d. Committee of the Whole – Community Development – March 4, 2024
- e. Committee of the Whole – Administration & Operations – March 11, 2024
- f. 2023 Prescott Annual water Report
- g. 2023 Stormwater Management Annual Report
- h. ~~Disposal of Surplus Goods – Fire Department~~
- i. Spencerville Lagoon Splitter Box Project
- j. Spencerville Lagoon Mag Meter Installation Project
- k. ~~Award Dust Suppressant Tender~~
- l. ~~Award Crushed Rock Tender~~

Carried

6. Minutes of the Previous Council Meetings

- a. Regular Council - February 26, 2024 - CONSENT

Decision: 2024-056

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

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated February 26, 2024.

Carried

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

None.

8. Committee Minutes

- a. Public Library Board - January 23, 2024 - CONSENT

Decision: 2024-056

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

THAT Municipal Council receives the minutes of the Public Library Board dated January 23, 2024.

Carried

- b. Port Management Committee - February 20, 2024 - CONSENT

Decision: 2024-056

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

THAT Municipal Council receives the minutes of the Port Management Committee dated February 20, 2024.

Carried

- c. Committee of the Whole - Community Development - March 4, 2024 - CONSENT

Decision: 2024-056

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

THAT Municipal Council receives and approves the minutes of the Committee of the Whole - Community Development dated March 4, 2024.

Carried

- d. Committee of the Whole - Administration & Operations - March 11, 2024 - CONSENT

Decision: 2024-056

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

THAT Municipal Council receives and approves the minutes of the Committee of the Whole - Administration and Operations dated March 11, 2024.

Carried

9. Action and Information Items from Committees

- a. 2023 Prescott Annual Water Report - CONSENT

Decision: 2024-056

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

THAT Municipal Council receives and reviews the 2024 Water Annual/Summary Report for the Prescott Water System, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- b. 2023 Stormwater Management Annual Report - CONSENT

Decision: 2024-056

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

THAT Municipal Council:

1. Receives 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 the report available on the Township website by June 1st as required under the Linear ECA #155 - S701

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

Carried

c. Disposal of Surplus Goods - Fire Department

Council clarified where the donated equipment would be distributed. It was noted that most of the donations through Firefighters Without Borders are distributed throughout North America.

Decision: 2024-057

Moved by: C. Ward

Seconded by: S. Dillabough

THAT Municipal Council:

1. Declare the Drager UCF 7000 Thermal Imaging Camera, Bullard T3 Max Thermal Imaging Camera and 15 sets of firefighting bunker gear as surplus to the needs of the Township; and
2. Authorize staff to dispose of the goods by donating all items to Firefighters Without Borders.

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

Carried

d. Spencerville Lagoon Splitter Box Project - CONSENT

Decision: 2024-056

Moved by: C. Ward

Seconded by: S. Dillabough

THAT Municipal Council award the Splitter Box Relining Project RFQ-ENV-01 2024 to Clear Water Structures in the amount of \$37,709.00 + HST and a 10% contingency utilizing funds from the Spencerville Wastewater Reserves to an upset limit of \$43,000.00, as recommended by the Committee of the Whole - Administration and Operations.

Carried

e. Spencerville Lagoon Mag Meter Installation Project - CONSENT

Decision: 2024-056

Moved by: C. Ward

Seconded by: S. Dillabough

THAT Municipal Council:

1. Award the Spencerville Lagoon Mag Meter Installation project to Eastern Welding at a tender cost of \$33,500.00+ non-rebated HST and utilize any operational budget surplus in 2024 to cover the remaining balance of \$18,500.00; and
2. If required, utilize the Spencerville Wastewater Reserve Fund to cover any deficits.

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

Carried

f. Award Dust Suppressant Tender

Council clarified that the tendered amount exceeded the budgeted amount by approximately \$3,500.00. It was noted that the suppressant is applied to all gravel roads in the Township annually and has the potential to come in at the budgeted amount as the maximum amount may not be required.

Decision: 2024-058

Moved by: C. Ward

Seconded by: S. Dillabough

THAT Municipal Council approve 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, as recommended by the Committee of the Whole - Administration and Operations.

Carried

g. Award Crushed Rock Tender

Council noted the tender came in slightly under budget. It was noted that due to increasing carbon taxes, similar tenders are likely to see a considerable increase in the future.

Decision: 2024-059

Moved by: C. Ward

Seconded by: S. Dillabough

THAT Municipal 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, as recommended by the Committee of the Whole - Administration and Operations.

Carried

h. Digital Service Squad Funding

Council highlighted Township businesses benefiting from the service. It was noted that the Bridgewater Inn is currently working with the Digital Service Squad on establishing its digital footprint, with announcements of an upcoming website launch for the business. Members noted many benefits of the programming and noted their hope for continued provincial financial support of the programming.

Decision: 2024-060

Moved by: C. Ward

Seconded by: S. Dillabough

WHEREAS provincial funding for the Digital Main Street Program is scheduled to end on March 31, 2024; and

WHEREAS the program has helped to form a valuable partnership and collaboration among the 3 South Grenville municipalities of Augusta, Prescott, and Edwardsburgh Cardinal, with the Digital Service Squad creating additional support and resources through webinars and a dedicated webpage to support local businesses; and

WHEREAS the Town of Prescott passed Resolution No. 32-2024 to support the continuation of provincial funding for the successful and important Digital Main Street Program; and

WHEREAS the Town of Prescott passed Resolution No. 73-2024 to approve the contract extension of the Digital Main Street Coordinator position, allocating up to 50% in wages for a period of 3 months; and

WHEREAS the Township of Edwardsburgh Cardinal has proposed supporting the contract extension of the Digital Main Street Coordinator position.

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal authorize an upset contribution limit of \$5,100.00 to fund a 3-month extension of the Digital Service Squad Program Coordinator position while staff work with the Town of Prescott and Augusta Township to find solutions to continue this support for the local businesses.

AND FURTHER THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal supports the Town of Prescott Resolution No. 32-2024 to support the continuation of provincial funding for the Digital Main Street Program.

AND FURTHER THAT a copy of this resolution be forwarded to MPP Steve Clark, the Town of Prescott and Augusta Township.

Carried

i. Support Tax Credit Increase for Volunteer Firefighters

Council noted their support for the resolution, highlighting the sacrifices made by volunteer firefighters to benefit the community.

Decision: 2024-061

Moved by: C. Ward

Seconded by: S. Dillabough

WHEREAS the Edwardsburgh Cardinal Fire Department is comprised of a Fire Chief, Deputy Chief and has two fire stations, which are both staffed with three Captains and a complement of volunteer firefighters; and

WHEREAS the Edwardsburgh Cardinal Fire Department volunteer firefighters typically do not reach the 200-hour threshold within a calendar year to qualify for an increase to the tax credit from \$3,000 to \$10,000; and

WHEREAS the Government of Canada should support all volunteer firefighters whether or not they accumulate 200-hours of volunteer services within a calendar year; and

WHEREAS the Edwardsburgh Cardinal Fire Department and Township of Edwardsburgh Cardinal believe that all volunteer firefighters that have actively contributed to their communities through firefighting and search and rescue services should be recognized and included within the Bill C-310 to increase the amount of the tax credits permitted; and

WHEREAS volunteer firefighters and search and rescue services that have accumulated between 0 to 199 hours of volunteer services should be considered with Bill C-310 for an increase to the amount of tax credit from \$1,000 to \$3,000.

NOW BE IT RESOLVED THAT the Municipal Council of the Township of Edwardsburgh Cardinal call upon the Government of Canada to support Bill C-310 and enact amendments to subsection 118.06(2) and 118.07(2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$1,000 to \$3,000 for any member that has completed between 0 to 199 hours of volunteer services in a calendar year.

AND FURTHER THAT the Municipal Council of the Township of Edwardsburgh Cardinal supports Bonfield Township Resolution No. 15 calling upon the Government of Canada to support Bill C-310 and enact amendments to subsection 118.06(2) and 118.07(2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000.

j. Update to Council Chambers Audio Visual System

Council reviewed the report and discussed the changes to the eScribe vote manager capabilities, and how the API is currently not available for the microphone system programming. It was noted that once system upgrades are complete, the option to include the add-on may be available in the future.

Decision: 2024-062

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council:

1. Award the Council Chambers audio visual system upgrades contract to Cycom Technology Solutions Inc. in the amount of \$93,914.30, plus an additional 5% contingency of \$4,695.72, 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 \$13,390.00 and funded by the COVID Safe Restart Fund, with future years cost of \$12,040.00 funded from Administration IT Services 17-5323; and
3. Authorize the Clerk and CAO to execute all necessary documents to complete the audio visual system project.

Carried

k. Blue Box Transition - Service Opt-Out

Council was provided with an overview of the option to opt out of transitional blue box servicing and how servicing will be dealt with during the transition to full provider responsibility. Challenges with ineligible items were identified and the importance of public education on ineligible blue box items was emphasized.

It was noted that a resolution of support requesting the province to reconsider the ineligibility of various blue box items may be forthcoming.

Members noted that additional consultation with vendors regarding impending blue box changes would have been beneficial in preparing for and mitigating the eligibility of certain items.

It was noted that tenders for servicing will be issued at the end of 2024 for 2025 services.

Decision: 2024-063

Moved by: C. Ward

Seconded by: S. Dillabough

THAT Municipal Council:

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 Materials contractor to provide continued collection of non-eligible sources during the transition period.

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

I. Schneider Electric Support & Service Agreement

Council discussed the value for service, reason for sole sourcing, agreement benefits and discounts, added efficiencies, additional system security provided, and group advantages of using the same system as Ingredion and Greenfield Global Inc.

Members noted the significant increase in cost and indicated that should costs continue to inflate, there would need to be future discussions.

Decision: 2024-064

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council enter into a 3-year renewal Support and Services agreement with Schneider Electric and authorize staff to execute the agreement.

Carried

m. 2024 Road Program – Professional Services

Council was provided with a summary of the report and discussed the minor variance in pricing between bids received, company experience/reputation, and the discrepancies in labour hours between the tender bids.

Decision: 024-065

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council award the professional services for the 2024 road program to Eastern Engineering Group to an upset limit of \$84,750.00 plus non rebated HST and direct staff to execute any required documents.

Carried

n. 2024 Port of Johnstown Budget

Council clarified the capital project approval process, noting that all projects exceeding \$75,000.00 will return to Port Management Committee for approval prior to commencement of the project and any projects that exceed the approved budgeted amount must return to Council for approval.

Decision: 2024-066

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council:

1. Approves the Port of Johnstown's 2024 Operation's Revenue and Expense Budget as presented; and
2. Approves the Port of Johnstown's 2024 Capital Budget with the revised budget attached, which removes the capital project item #6 – POJ Warehouse Land Development of \$750,000.00 to reduce the overall total Capital budget from \$10,852,990.00 to \$10,102,990.00; and
3. Receives the 2025-2029 Future Capital 5 Year Forecast as presented.

As recommended by the Port Management Committee.

Carried

o. Resolution of Support - Keeping Energy Costs Down Act

Council indicated their support for natural gas expansion by ensuring the affordability of natural gas connection to the public.

Decision: 2024-067

Moved by: C. Ward

Seconded by: S. Dillabough

WHEREAS access to natural gas is vital to residents and businesses in our community for affordability and reliability, and is a driver of economic development for the province of Ontario; and

WHEREAS expanding natural gas access to communities will help keep the cost of energy low for families, businesses and farmers, while at the same time improving economic development, housing and creating thousands of new jobs; and

WHEREAS the Ontario Energy Board (OEB) issued a split decision which would increase the upfront cost to consumers of installing natural gas connections for new homes and small businesses, and could increase the cost of new homes in the province by tens of thousands of dollars, particularly in rural areas. which would limit customer heating choices and energy reliability in communities such as the Township of Edwardsburgh Cardinal; and

WHEREAS the government's *Keeping Energy Costs Down Act, 2024* would reverse the OEB's decision, and ensure that the province can build new homes and that all Ontario families and businesses can continue to access reliable and affordable energy when it is needed; and

WHEREAS the proposed legislation would maintain the existing treatment of gas transmission projects that are critical to the province's economic growth by ensuring new customers do not have to incur upfront financial contributions and update the OEB's Leave to Construct process to respond to concerns raised by municipalities around supporting critical housing projects and local economic development initiatives.

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal:

1. Believes that natural gas must continue to play an integral role in meeting the energy needs of Ontario.
2. Calls on all provincial political parties to support natural gas expansion to communities in Ontario, which will keep costs down for families and businesses.
3. Supports the Ontario government's proposed legislation to maintain energy affordability and access via the *Keeping Energy Costs Down Act*.
4. Supports the work the Government of Ontario has done to date, including the Natural Gas Expansion Program and Electrification and Energy Transition Panel's call for a clear policy on the role of natural gas to secure access to affordable energy.

AND FURTHER THAT this resolution be circulated to the President of AMO, Colin Best, Hon. Doug Ford, Premier of Ontario, Hon. Todd Smith, the Minister of Energy, MPP Steve Clark, Member of Provincial Parliament for Leeds - Grenville - Thousand Islands & Rideau Lakes, all regional municipalities as significant actors to ensuring the need for natural gas in Ontario as part of a measured approach towards energy transition.

Carried

10. Correspondence

Members highlighted the newsletters from the Spencerville Business and Community Connections circulated in the Council Correspondence packages.

Decision: 2024-068

Moved by: C. Ward

Seconded by: S. Dillabough

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

- March 3, 2024
- March 6, 2024
- March 19, 2024

Carried

11. Municipal Disbursements

Council reviewed municipal disbursements and noted the repair costs for truck #6. It was clarified that truck #6 was not the vehicle up for replacement in 2024 as per the Township's asset management policy 2018-47.

Decision: 2024-069

Moved by: S. Dillabough

Seconded by: C. Ward

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

• Report dated February 26 (2024-035)	\$99,290.58
• Report dated February 28 (2024-036)	\$148,684.37
• Report dated March 18 (2024-041)	\$764,164.12
• Report dated March 21 (2024-042)	\$311,183.09
• Report dated March 21 (2024-043)	\$220,994.64
TOTAL:	\$1,544,316.80

Carried

12. By-laws

a. 2024 Tax Rate Bylaw

Decision: 2024-070

Moved by: C. Ward

Seconded by: S. Dillabough

THAT the mover be granted leave to introduce a bylaw to provide for the adoption of tax rates and to provide for penalty and interest in default of payment thereof for 2024, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-071

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

THAT a bylaw to provide for the adoption of tax rates and to provide for penalty and interest in default of payment thereof for 2024, be now read a third and final time and finally passed, signed, sealed and numbered 2024-14.

Carried

b. Road Widening - Part Lot 21, Concession 7, Millar Rd

Council confirmed that this item was a general housekeeping item to clean up a small parcel of land along Millar Road that was previously identified for future road widening.

Decision: 2024-072

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

THAT the mover be granted leave to introduce a bylaw to authorize the acceptance of a certain deed of land and to assume and dedicate the said land for road widening purposes in the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-073

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

THAT a bylaw to authorize the acceptance of a certain deed of land and to assume and dedicate the said land for road widening purposes in the Township of Edwardsburgh Cardinal, be now read a third and final time and finally passed, signed, sealed and numbered 2024-15.

Carried

c. Update Bylaw to Designate Overall Responsible Operators - Water/Wastewater Systems

Council confirmed the intent to update the 2nd alternate designate and discussed the classification system.

Decision: 2024-074

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

THAT the mover be granted leave to introduce a bylaw to designate overall responsible operators for the water and wastewater systems of the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-075

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

THAT a bylaw to designate overall responsible operators for the water and wastewater systems of the Township of Edwardsburgh Cardinal, be now read a third and final time and finally passed, signed, sealed and numbered 2024-16.

13. CAO's Administrative Update

Council called for a short recess at 7:48 p.m.

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

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

- Confirmed the passing of the Township's Official Plan amendment.
- Timeline for relocating back to Council Chambers for meetings.
- Attendance at the Fire Department hockey game.
- Highlighted informational link on the upcoming solar eclipse on the Township's website.
- Confirmed the captain vacancy at Fire Station #2.
- Confirmed the social media advertising and availability of seedlings for the 2024 Free Tree Day.

Decision: 2024-076

Moved by: C. Ward

Seconded by: S. Dillabough

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

Carried

14. Councillor Inquiries or Notices of Motion

Deputy Mayor Dillabough noted his attendance at the Spencerville Legion "Pie in the Face" fundraiser event, highlighting approximately \$3000 raised.

Councillor Ward commended the Community Development Coordinator on the Spring Home and Trade Show display for the Township.

15. Mayor's Report

Mayor Deschamps reported on the following:

- The CAO and Mayor interviewed with Business View Magazine for a featured article highlighting the Township and local businesses.
- Attended the Augusta Mayors Breakfast event on March 22, where, alongside Mayor Shankar, presented on economic updates in the area, and thanked staff for preparing the presentation.
- Attended the SLCEDC meeting on March 22, highlighting business development opportunities and job creation.
- Announced the 50th annual Leo Boivin International U18 AAA Showcase Tournament to be held March 28-31 in Prescott at the Alaine Chartrand Community Centre (ACCC).
- Noted concerns with the meeting schedule regarding Easter Monday, requesting the meeting be moved and highlighting the importance of family time.
- Wished everyone a happy Easter.

Decision: 2024-077

Moved by: C. Ward

Seconded by: S. Dillabough

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

Carried

16. Question Period

None.

17. Closed Session

None.

18. Confirmation By-law

Decision: 2024-078

Moved by: S. Dillabough

Seconded by: C. Ward

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2024-17.

Carried

19. Adjournment

Decision: 2024-079

Moved by: C. Ward

Seconded by: S. Dillabough

That Municipal Council does now adjourn at 8:12 p.m.

Carried

Mayor

Deputy Clerk

MINUTES
SPECIAL MUNICIPAL COUNCIL

Monday, April 15, 2024
6:15 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario

- PRESENT:** Mayor Tory Deschamps
Deputy Mayor Stephen Dillabough
Councillor Joe Martelle
Councillor Waddy Smail
Councillor Chris Ward
- STAFF:** Dave Grant, CAO
Sean Nicholson, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities
Wendy Van Keulen, Community Development Coordinator
Rachel Porter, Recreation Coordinator

- 1. Call to Order**
Mayor Deschamps called the meeting to order at 6:15pm
- 2. Approval of Agenda**
Decision: 2024-080
Moved by: S. Dillabough
Seconded by: J. Martelle
THAT Municipal Council approves the agenda as presented.

Carried
- 3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**
None.
- 4. Action and Information Items from Committees**
a. Housing-Enabling Water Systems Fund - Joint Municipal Application Submission

Members commented on the value of partnering with our neighbouring municipalities and the primary benefit of additional housing development along with added water and wastewater servicing capacity for future economic growth in the three municipalities. Questions were raised around future operating costs and whether the expansion of an additional basin at the Prescott Wastewater Treatment Plan would result in the municipality paying higher operational costs. It was noted that the cost sharing is based on actual contributory flow percentage. Members were supportive of the initiative.
Decision: 2024-081
Moved by: S. Dillabough
Seconded by: J. Martelle

WHEREAS the Province is investing \$825 million over three years into The Housing Enabling Water Systems Fund; and

WHEREAS The Housing-Enabling Water Systems Fund will help municipalities repair, rehabilitate, and expand critical drinking water, wastewater, and storm water infrastructure; and

WHEREAS joint projects between multiple eligible applicants, where each co-applicant contributes financially to the project are encouraged and additional consideration will be given to joint projects that enable housing development; and

WHEREAS the Township of Augusta and Town of Prescott undertook a joint land development needs analysis to identify the potential for residential, commercial, and industrial development and one of the outcomes identified was the western extension of municipal services into Augusta for residential purposes; and

WHEREAS the Prescott Wastewater Treatment Plant Joint Board of Management met on April 10, 2024 and endorsed a joint application to the Housing-Enabling Water Systems Fund; and

WHEREAS the Council of the Township of Edwardsburgh Cardinal deems it beneficial to partner with the Town of Prescott and Township of Augusta to secure additional capacity for further economic development within and adjacent to the municipality;

NOW THEREFORE BE IT RESOLVED THAT Municipal Council of the Township of Edwardsburgh Cardinal supports the Town of Prescott submitting a joint application to the Housing-Enabling Water Systems Fund for the:

- Expansion of the Prescott Wastewater Treatment Plant; and
- Upgrades and upsizing of the pumping stations and forced main to the Prescott Wastewater Treatment Plant; and the
- Extension of water and sewer mains into Augusta Township.

AND FURTHER THAT Municipal Council of the Township of Edwardsburgh Cardinal supports proceeding with an Environmental Assessment for the expansion of the Prescott Wastewater Treatment Plant;

AND FURTHER THAT Municipal Council of the Township of Edwardsburgh Cardinal is supportive of proceeding with design work related to the project that is not reliant on an Environmental Assessment being completed once the project receives approval.

Carried

5. Councillor Inquiries or Notices of Motion

None.

6. Mayor’s Report

None.

7. Question Period

None.

8. Closed Session

None.

9. Confirmation By-law

Decision: 2024-082

Moved by: C. Ward

Seconded by: S. Dillabough

THAT a bylaw to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2024-18.

Carried

10. Adjournment

Decision: 2024-083

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council does now adjourn at 6:24pm.

Carried

Mayor

Deputy Clerk

Edwardsburgh Cardinal Public Library Board Meeting Minutes

February 27, 2024 Cardinal Branch

Present: A. Barratt, H. Cameron, T. Wilson, J. Martelle

Regrets: K. Martin, J. Cameron

Staff: D. Gladstone, MA. Gaylord

1. Call to order

The meeting was called to order at 5:15pm

Acting Chair Anne Barratt welcomed everyone to the meeting.

2. Disclosure of interest – None

3. Additions to agenda

4. Approval of minutes from previous meeting

Motion by Tammy Wilson to accept the February 27th, 2024 minutes seconded by Hugh Cameron. CARRIED

5. Business arising from minutes

Anne and Tammy have been added as signing authority to the Library Bank Account.

6. Correspondence NIL

7. Policy Review NIL

8. Treasurer's report

The CEO appeared at the Township Council meeting February 26th to give a presentation on the Library Budget and recap the year in review. Council was very impressed with the statistical numbers and the work we are doing. Council is very supportive of the Library and sent thanks to the Board and staff for a great 2023.

9. CEO/Supervisor report attached

The Friends of the Library Spencerville Branch are hosting Author Maggie Wheeler at the Branch on Wednesday April 17th 6:30pm-8pm

10. Report from Municipal Council report

Councillor Martelle reported the following to the Board


- 2024 Budget was passed at the February 26th Council meeting.
- The Cenotaph in Cardinal will be getting some upgrades
- Canal upgrades will be starting in the summer – some benches and lighting will be installed at the west end in the area by the big sign
- Some discussion about concerts in the park in the future
- Tennis courts will be getting a facelift
- Summer Camp and Swimming Lessons will be going ahead and information will be forthcoming
- Perhaps the Library could display some history during the upgrades this summer at the Canal and Cenotaph

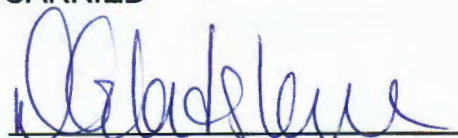
11. New business/Community Activities

12. **Date of Next Meeting:** Tuesday March 26, 2024 5pm Cardinal Branch

13. Adjournment

Moved by Joe Martelle, seconded by Tammy Wilson that the meeting of the Library Board does now adjourn at pm 6:00pm CARRIED


Vice Chair


Recording Secretary

To: ECPL Board Members
From: Donna Gladstone, Library CEO
Meeting Date: February 27, 2024
Subject: Library CEO Report 2024,

I am scheduled to give a 10- minute presentation to Council at their Regular meeting on Monday February 26, 2024 at 6:30pm at the Johnstown Community Hall. I will be able to update the Board at our scheduled Board meeting.

Programs

Baby & Tot Storytime has resumed at both Branches

Lego Saturday continues each week.

Elephant & Piggie Theme Day Saturday February 24th

READ – our Volunteer continues to work with kids grade 1-8-she is currently working with 4 children and their families. – Update from last month – Lori is now working with 6 children.

Upcoming Programs

March Break programming has been planned. This will be a week of passive programs, kids and families can drop in during regular hours and do things at their own pace.

Design a Bookmark Contest (with the support from our FOL groups)

Take Home Craft kits

Lego

Scavenger Hunt

Branches

Spencerville Branch have had visits from the Spencerville Sparks and the Spencerville Embers

Friends of the Library

Friends of the Spencerville Branch have invited author Maggie Wheeler to speak at the Branch on Wednesday April 17th, time to be determined.

The Cardinal Friends and Spencerville Friends will be supporting our Design a Book Mark for the second year. This was well received last year and the Friends groups are very happy to support this program for a second year.

January 2024 Stats

January 2023 Stats

	Cardinal	Spencerville	Total		Cardinal	Spencerville	Total
Persons Entering	329	305	634	Persons Entering	322	384	706
WorkflowHolds	7	22	29	WorkflowHolds	20	16	36
Email Inquires	2		2	Email Inquires	4	1	5
Phone Inquires	5	11	16	Phone Inquires	23	19	42
In-person Inquires	5	36	41	In-person Inquires	8	28	36
ILL	3	25	28	ILL	8	11	19
PC Use	21	19	40	PC Use	13	9	22
Wireless Use	14	10	24	Wireless Use	1	1	2
Curbside Pick-up			0	Curbside Pick-up	5	6	11
Photocopying/Faxes	21	6	27	Photocopying/Faxes	15	1	16
Programs	16	5	21	Programs	11	7	18
Program Attendance	34	4	38	Program Attendance	68	43	111
Home Bound Service		1	1	Home Bound Service	2	1	3
Volunteer Hours	24		24	Volunteer Hours	18		18
School visits		3	3	School visits		5	5
#of students		185	185	#of students		249	249
Circulation	715	510	1225	Circulation	506	558	1064
Overdrive	374	186	560	Overdrive	151	138	289
Overdrive Users	49	43	92	Overdrive Users	6	6	12
New Users	2	1	3	New Users	2		2
New Library Cards	4	3	7	New Library Cards	10	4	14
237 website visits				271 website visits			

MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
SOUTH EDWARDSBURGH COMMUNITY CENTRE - JOHNSTOWN
TUESDAY MARCH 20, 2024
7:00 PM

Present: Deputy Mayor Stephen Dillabough, Chair
Mayor, Tory Deschamps
Councillor Chris Ward
Councillor Waddy Smail
Clint Cameron, Advisory Member
Randy Stitt, Advisory Member
Regina Hernandez, Advisory Member

Zoom: Frank McAuley, Advisory Member
Councillor Joseph Martelle

Staff: Dave Grant, CAO
Sean Nicholson, Treasurer
Candise Newcombe, Deputy Clerk
Rebecca Crich, Clerk
Robert Dalley, General Manager
Kevin Saunders, Operations Manager
Jeff Wright, Maintenance Manager
Rhonda Code, Office Manager
Mike Moulton, Operations Manager

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 7:01 p.m.

2. Approval of Agenda

Moved by: T. Deschamps

Seconded by: C. Ward

That Committee approves the agenda as amended to add discussion item
7.b) Parking/Watching the Solar Eclipse at West Uplands parking lot.

Carried

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

4. Delegations and Presentations – None

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting – February 20, 2024

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

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated February 20, 2024.

Carried

6. Business Arising from the Previous PMC Minutes (if any) – None

7. Discussion Items

a) Port Day Update – Regina Hernandez/Joe Martelle

Committee was provided a summary of the most recent Port Day meeting, highlighting confirmation on vendor/activity bookings, completion of the advertising flyer and distribution plans, and the intent to schedule grain elevator access by advance booking only. It was noted that the number of volunteers required for the event is still to be confirmed.

b) Parking/Watching the Solar Eclipse at West Parklands Parking Lot

The potential demand for additional parking in the area due to the influx of visitors anticipated for the viewing of the upcoming solar eclipse was outlined. It was noted that the intent is not to advertise the area as a viewing location, but to provide additional parking options to mitigate parking along County Road 2.

There was discussion regarding the following: insurance liability implications, additional manpower to oversee the parking area, the predicted influx of visitors to the area, and the advantages/disadvantages of deploying the Municipal Emergency Control Group (MECG) and volunteer firefighters to oversee parking. It was noted that deploying the MECG to oversee parking preoccupies them from their main task of emergency management, highlighting the intent was to have members of the MECG and firefighters on call in the case of an event.

Members discussed if the current density of the ground in West Uplands would accommodate parking and the availability of Port staff to accommodate parking oversight.

Committee reached a general consensus to support the opening of the West Uplands lot on April 8 for general parking/viewing of the solar eclipse. Committee requested staff to contact the Ontario Provincial Police to advise of their intentions and possibly enlist aid in directing traffic from County Road 2.

8. Action/Information Items

a) Grain Operations Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, grain received/shipped, vessels loaded, upcoming grain elevator inspection, and reasoning for the labour hour variances from 2023 to 2024.

b) Maintenance Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: weekly and monthly maintenance/electrical work completed, number of AED units and locations, staff AED training, dust system maintenance schedule and the use of scale weights during routine maintenance of the system.

c) Financial Report

Committee was provided with a brief overview of the monthly revenue and expenses and year-to-date budget to actual numbers. Committee discussed the commendable job on labour reduction.

d) Health and Safety Report

Committee was provided with a summary of the health and safety report which outlined various training and inspections performed throughout the month and highlighted the continual updating of confined spaces training.

e) General Manager's Report

Committee was provided an overview of the report and discussed the following: 5 quotes from stevedores received, salt management requirements by the MECP officer, future budget to meet evolving MECP requirements, and recruiting input and support from the salt companies on the proposed MECP requirements.

It was noted that \$1 million was bookmarked in 2025 to address salt management, and exploring the idea of pumping the salt contaminated pond water onto the dock to be evaporated. This would reduce the cost of pumping the pond out when cleaning.

f) 2024 Budgets

- Revenue and Expense Budget
- Capital Budget

The Port General Manager provided a summary of the 2024 Revenue and Expense Budget and the 2024 Capital Budget and there was discussion

regarding the following: the approval process for budgeted/unbudgeted items, capital paving projects, the tender process, collaboration of paving projects with lessees, and the enforcement of leased property maintenance standards.

Committee discussed bin repairs, concrete repairs, concrete colour matching repairs on sections of the grain elevator, bulk purchase pricing, spouting repair timelines, increased efficiencies resulting from capital projects, anticipated operation interruptions, and the anticipated return on investment (ROI) on spout repairs.

There was discussion regarding costs associated with development of the Port of Johnstown warehouse lands, the current demand for the development of the lands, and the availability of West Uplands should a laydown area be required.

Committee reached general consensus to remove item #6 – POJ Warehouse - Land Development with a budget value of \$750,000.00 from the 2024 Capital Budget.

Members discussed interest in pursuing the remaining listed Capital Budget projects, highlighting that all budgeted capital projects exceeding \$75,000 will be presented to Committee for approval prior to project commencement. There was consensus to approve the 2024 Capital Budget, omitting project #6 – POJ Warehouse – Land Development at an estimated cost of \$750,000.00, which brings the proposed 2024 Capital Budget from \$10,852,990.00 to \$10,102,990.00.

Committee suggested the Port of Johnstown make future use of dedicated reserves committed for future capital projects and requested staff be diligent in recognizing ways of reducing operational costs.

Moved by: T. Deschamps

Seconded by: C. Ward

That the Port Management Committee recommends that Council:

1. Approve the Port of Johnstown's 2024 Operation's Revenue and Expense Budget as presented; and
2. Approves the Port of Johnstown's 2024 Capital Budget as amended to remove the capital project item #6 – POJ Warehouse Land Development of \$750,000.00 to reduce the overall total Capital budget from \$10,852,990.00 to \$10,102,990.00; and
3. Receives the 2025-2029 Future Capital 5 Year Forecast as presented.

Carried

Moved by: C. Ward

Seconded by: T. Deschamps

That the Port Management Committee received and reviewed items 8. a) Grain Operations Report; b) Maintenance Report; c) Financial Report; d) Health and Safety Report; and e) General Manager's Report.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements.

Moved by: C. Ward

Seconded by: J. Martelle

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

Withdrawals Total:	\$111,769.12
--------------------	--------------

Batch 5 CHEQUES	\$21,617.11
-----------------	-------------

Batch 6 EFT PAYMENTS	\$66,758.51
----------------------	-------------

Batch 7 CHEQUES	\$2,596.18
-----------------	------------

Batch 8 EFT PAYMENTS	\$650,121.97
----------------------	--------------

Total of Direct Withdrawal & Batch Listings:	\$852,862.89
---	--------------

Carried

10. Councillor Inquiries/Notices of Motion – None.

11. Chair's Report

Commended Port staff on the presentation of the budget.

12. Question Period – None

13. Adjournment

Moved by: T. Deschamps

Seconded by: C. Ward

That the Committee meeting adjourns at 9:32 p.m.

Carried

These minutes were approved by Port Management Committee this 22 day of April, 2024.

Chair

Deputy Clerk

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

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

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

REGRETS: Deputy Mayor Stephen Dillabough

STAFF: Karen Roussy (Advisory Member)
Dave Grant, CAO
Sean Nicholson, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities
Eric Wemerman, Chief Water/Sewer Operator
Chris LeBlanc, Manager of Public Works
Candise Newcombe, Deputy Clerk

1. Call to Order – Chair, Mayor Deschamps

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

2. Approval of Agenda

Moved by: W. Smail

Seconded by: C. Ward

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest 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

None.

6. Consent Agenda

Moved by: C. Ward

Seconded by: J. Martelle

That Committee recommend 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.]

Carried

7. Discussion Items

- a. 2024 Community Grants & Donations

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

Community Organization	Grants & Donations Requested	Final Donation Amount Allocated
Food for All Food Bank	\$2,000.00	\$2,000.00
Rural FASD Support Network	\$5,000.00	\$1,000.00
RNJ Youth Services	\$5,000.00	\$1,000.00
Beth Donovan Hospice	\$1,900.00	\$500.00
Bluegrass Festival	\$6,000.00	\$3,000.00
Friends of the Library	\$0 – in kind only	\$0
SBCC	\$5,000.00	\$3,000.00
Bait Fuel Fishing Tour	\$2,000.00	\$2,000.00
Spencerville Mill Foundation	\$10,000.00	\$2,500.00
Big Brother Big Sisters of LG	\$1,200.00	\$300.00
Johnstown ATV Club	\$2,000.00	\$1,000.00
Spencerville United Church	\$3,959.73	\$2,000.00
St. Paul's Anglican Church Cardinal	\$1,500.00	\$1,000.00
Volunteer Centre of St. Lawrence-Rideau	\$1,000.00	\$1,000.00
SERA	\$1,500.00	\$750.00
St. John's UC Choir	\$600.00	\$300.00

South Grenville DHS OSLC	\$1,000.00	\$500.00
Prescott Family Health Team	\$1,000.00	\$500.00
	Total Requested Grants:	Total Funding:
	\$52,659.73	\$24,850.00

There was discussion regarding the best approach to discussing the requests received and members highlighted groups that members did not support from their individual lists. The suggestion to allocate 40% of each support request was made and there was discussion regarding the suitability of allocating the requests based on a percentage of the funds requested. Members noted that not all organizations are equally eligible to receive their request.

Committee sought clarification that the funding request of \$7500.00 to the Maple View Landings and \$12,500.00 to the Sherwood Park Manor projects over 3 years was not included in the \$30,000.00 allocated for the Community Grants and Donations program. The suggestion to retain approximately \$5000.00 for future funding support requests in 2024 was made. Committee confirmed that all applicants submitted their financial evaluations following the 2023 program. It was noted that all financial evaluations were received, however, noted that the organizations highlighted in blue submitted their statements late.

There was discussion regarding other funding sources of various groups and supporting local groups that contribute to the community.

Members discussed groups they considered should receive the full funding request. Consensus was received to allocate the full request amount for the following: The Food for All Food Bank, Cardinal Festival Committee, Bait Fuel Fishing Tournament, and the South Grenville District Highschool Ontario Student Leadership Conference.

Committee discussed past donation amounts and the economic impact of the South Grenville Bluegrass Festival.

Members discussed the economic impact of the Bait Fuel Fishing Tournament, concerns that the event was not as well attended as anticipated in 2023, and increased promotion of the event in 2024.

Councillor Martelle excused himself from the conversation regarding the allocation of funds to the Spencerville Business and Community Connections (SBCC) group due to his disclosure of conflict during the group's delegation presentation at the Community Development Committee meeting held March 4.

Committee discussed the request from the Spencerville Mill, highlighting past capital project donations from the Port of Johnstown to complete

masonry work. There was discussion regarding the anticipated timeline to complete the project, and the funding allocations if the project is deferred. Committee requested that staff confirm that funding received for the project is intended to be kept in a reserve fund until the project is complete, and should the project not proceed in 2024, would the allocated amount from the Township be carried forward into 2025 to complete the project.

Committee reviewed the total of the allocated amounts and noted the small surplus of \$5,150.00 available should discussions at Council lead to increases or may provide a small reserve for future funding requests in 2024.

Committee noted some irregular requests for in-kind assistance and reviewed the requests. There was discussion regarding the Hospice request to waive the fee for advertising at the Ingredion Center. Members noted that all other advertisers pay to display, highlighting a precedence set should they waive the fee for one organization. There was consensus to enforce the advertising fee.

The exponential growth in funding for the Community Grants and Donations program was reviewed and Members highlighted the benefits of the program to local community organizations.

b. Personnel Policy Update

A brief overview of outdated sections of the policy were provided, highlighting the intention of continuity between the union and non-union contracts.

There was discussion regarding the eligibility of the day for Truth and Reconciliation as a federally recognized holiday, the intended purpose for the holiday and making use of the holiday to promote education regarding actions towards reconciliation.

Members highlighted concerns with the limited bereavement periods for family members other than a spouse or parent.

It was noted that currently non-union employees lose any unused sick days at the end of the year, however, union employees receive 50% of any unused days. Members noted concerns with incentivizing individuals to come to work unwell in order to save the sick days for payout. It was noted that current employee trends do not indicate this is a concern. Members requested "sick days" be referred to as "wellness days" going forward.

Councillor Smail left the table at 7:49 p.m.

Councillor Smail returned to the table at 7:52 p.m.

The dependent life insurance policy for a spouse or child was highlighted as another area that may need attention with the benefit of \$2500.00 for a

child and \$5000.00 for a spouse. It was noted that the dependent life insurance amounts were implemented in 2015. Discussions with the insurance broker regarding appropriate amounts would be required.

There was discussion regarding the appropriateness of coverage for prescription sunglasses as it was noted that the benefit for reimbursement for corrective lenses is directly through the Township. It was noted that the current allocation of \$450.00/year for corrective lenses no longer includes the provision of an eye exam as the exam is now covered under the group benefits package with Sunlife.

There was a general consensus of Committee to have staff review the document in its entirety, provide proposed changes and track the changes in the document for a fulsome review.

8. Action/Information Items

- a. 1st Quarter Bylaw Report - CONSENT

Moved by: C. Ward

Seconded by: J. Martelle

That Committee receives the 1st Quarter Bylaw Report as presented.

Carried

- b. 1st Quarter Operations Report - CONSENT

Moved by: C. Ward

Seconded by: J. Martelle

That Committee receive the 1st Quarter Operations Report as presented.

Carried

- c. 1st Quarter Treasury & Reserve Report

Committee was provided with a brief overview of the report highlighting the 2023 surplus, remaining municipal debts, and the municipality's debt versus its debt repayment limit.

Members clarified that the recent truck purchase was paid outright and that the Cardinal wastewater infrastructure debenture repayment is being paid directly by the users of the Cardinal wastewater system.

It was noted that the municipal debt consists of the remaining Ingreion Arena payments and the addition of the Johnstown drainage project debenture which will be amortized in 20-years.

There was discussion regarding the timeline for completion of the Johnstown Baseball Diamond lighting and the tendering for the Cardinal Tennis Court rehabilitation project.

The recent carbon tax increase was noted, highlighting the anticipation of an additional increase in 2025. Members confirmed that staff accounted for the increase and will ensure contingencies for future increases.

There was discussion regarding the landfill closure reserve contributions and current reserve balances, highlighting approximately \$11 million in reserves for 2024. Members highlighted a fully funded 2024 Capital Budget of just over \$4 million due to solid municipal reserve management.

d. 1st Quarter Budget to Variance Report

Committee discussed the decreased arena usage, the decrease in building permit applications in 2024, uncompensated building department services and the future self-sustainment of the building department.

There was discussion regarding the remaining budget for the Spencerville Arena in relation to the 2023 dates of operation.

e. 1st Quarter Council Remuneration Report

Committee discussed the ROMA conference attendance and registration compensation by the UCLG for the Mayor, available councillor training, reasons for variances in amounts, and support for recommending remuneration honorarium are tax-free.

f. 4th/1st Quarter Facility Stats Report

Committee discussed the impact of the Prescott arena opening, the viability of operating 2 municipal arenas, the availability of private rentals, and the advertisement of unscheduled ice times.

There was discussion regarding spring ice scheduling and future collaborative opportunities between the Township and Prescott arenas.

g. 4th/1st Quarter Facility Maintenance Report

Committee reviewed the report and confirmed that municipally owned elevators are inspected every 3-months.

h. 2024 Spencerville Lagoon Discharge Report

Committee reviewed the report and confirmed that a 60% discharge would bring the lagoon cells to an acceptable level.

i. Indigenous Land Acknowledgement Update

Committee discussed the frequency of the land acknowledgement statement recital, obtaining additional indigenous consultation, and the importance of building and nurturing ongoing relationships with local

indigenous groups. Members noted that invitations have been sent to the aboriginal chiefs to attend the upcoming Port Day event to be held at the Port of Johnstown in June.

Members noted their preference to implement an interim-statement while consultation continues. It was noted that the intent of the acknowledgement statement was to gain an understanding of our local indigenous groups through consultation which must be an ongoing process and should not be rushed.

Committee reached consensus to support option 2 as it provided for a provisional acknowledgement statement while permitting ongoing consultation with local indigenous groups.

Moved by: J. Martelle

Seconded by: W. Smail

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.

Carried

j. 5 Tonne Tandem Plow Truck Tender Award

Committee was provided with a summary of the report and discussed reasons for the ineligibility of the tender received, previous experience with the company, the adequacy of the bidding process, concerns with the time of tender issuance, and expectations for re-issuance of the tender.

It was noted that the re-issuance of the tender was proposed for end of April or early May. There was discussion regarding the specifications of the vehicle, expected timeline for delivery, and the intended timeline to implement the vehicle into service.

Moved by: W. Smail

Seconded by: C. Ward

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.

Carried

9. Councillor Inquiries/Notices of Motion

Councillor Martelle inquired about information received following the delegation regarding the discharge of firearms on February 6. It was noted that staff is waiting on feedback from a number of agencies with the intent to bring a report to Committee in May.

10. Mayor's Report

Mayor Deschamps reported the following:

- Commended Township staff on the front-line deployment and efficient management of traffic and public in various areas throughout the Township during the Solar Eclipse. He noted the Township was well displayed with many visitors commenting on their positive experience during their stay.

11. Question Period

None.

12. Closed Session

None.

13. Adjournment

Moved by: C. Ward

Seconded by: W. Smail

That Committee does now adjourn at 9:19 p.m.

Carried

Chair

Deputy Clerk

**MINUTES
COMMITTEE OF THE WHOLE
COMMUNITY DEVELOPMENT**

**Monday, April 15, 2024, 6:30 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario**

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

STAFF: Dave Grant, CAO
Sean Nicholson, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities
Wendy VanKeulen, Community Development Coordinator
Rachel Porter, Recreation Coordinator

1. Call to Order – Chair, Chris Ward

Councillor Ward called the meeting to order at 6:30pm.

2. Approval of Agenda

Moved by: T. Deschamps

Seconded by: W. Smail

That the agenda be approved as amended with the removal of item 9d) Section 239(2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Specifically: Organizational Structure

Carried

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

None.

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

None.

5. Delegations and Presentations

None.

6. Action/Information/Discussion Items

a. Live: Land Use Planning

1. Site Plan Control Agreement, 2062 County Rd 22 (Markus)

Staff provided committee with background and an overview of the application. Staff noted that the site plan was approved on April 11 subject to certain conditions of which one was to enter into a site plan control agreement with the Township. Members expressed concern with the length of time the applicant has waited, the level of details required and the need to enter into a site plan control agreement. Members wished the applicant, who was in attendance, great success in the business venture.

Moved by: S. Dillabough

Seconded by: J. Martelle

That Committee recommend that Council enter into a site plan control agreement with the owner of 2062 County Rd 22, as attached.

Carried

2. Zoning Bylaw Housekeeping Amendment

Staff outlined the process and steps involved in undertaking a housekeeping amendment. The main purpose and nature of the housekeeping amendment is to provide clarity and make minor error corrections to schedules. Any kind of policy changes would be outside the scope and intent of the housekeeping amendment. Members expressed concern about the cost associated with undertaking the amendment so soon after the comprehensive zoning bylaw was passed. Members felt they lacked adequate information and requested that more information be provided by staff or Novatech at an upcoming committee meeting.

3. Discussion: Regulate the Use of Signs

There was a brief general discussion on the matter. This item was raised under Council inquiries/notice of motion section at a previous meeting. The intent of bringing forward this topic was primarily to bring awareness to members on the number, degree and type of signage that is present throughout the Township and to begin a bigger conversation. No direction was provided to staff.

4. Information: Proposed Changes to Regulations Under the Planning Act and Proposed New Provincial Planning Policy Instrument

An initial introduction was provided to Committee on the recently released proposed Bill 185, Cutting Red Tape to Build More Homes Act, 2024 and the updated proposed Provincial Planning Statement. Staff are still working through a review of the recently released documents and comment period being April 10th to May 10th, 2024. Staff noted that upon initial glance, it appears the Province listened to Township comments and the proposed draft policy statement provides that partial services may be permitted in the rural settlement areas, where new development is serviced by individual on-site water services in combination with municipal sewer services. There was general consensus by members commenting on the proposed changes. There was no specific direction other than to prepare a draft letter for Council review.

b. Work: Economic Development

1. Discussion: Child Care Facilities and Directed Growth Strategy

Staff provided members with an update regarding assisting the Counties with possible locations within Edwardsburgh Cardinal. Although the primary area in need is Spencerville, followed by Cardinal, a potential opportunity may be available in Johnstown. Members discussed initial support for the possibility of having a facility constructed at the rear of the South Edwardsburgh Community Centre property.

Members sought clarification on the number of spaces and timing of filling the spaces in the County. The County has been allocated 397 spaces and the bulk of the spaces will be in 2025-2026. The County has requested an additional 240 spaces from the Ministry of Education and has not received any word back on this request.

There was general consensus among members for staff to work with the Counties to further the conversation.

2. Information: Community Improvement Plan Report 2023

Staff highlighted the report and noted some additional work either completed or in progress related to the goals and objectives of the Cardinal and Spencerville Plans. Members expressed the need to continue to support small business and extending the area of the Community Improvement Plan. An updating of the CIP is an item that should be placed on the radar.

3. Information: Recap of Digital Service Squad Activities

Members expressed both the political and local business will to see the program continue and the need for the Province to continue

support of the program. There was general consensus on the Mayor authoring a letter to the local MPP and Ministry of Red Tape Reduction advocating for continued financial support.

4. Information: Leeds Grenville Thousand Islands Rideau Lakes 2024 Business Survey Report

Members noted that 22 township businesses participated in the survey and 363 in total responded to the survey throughout the County. Members highlighted that the number one item that employers are looking for in hiring an employee is soft skills and not technical skills. The two largest gaps with existing employees are communication and customer service. Members received the report for information.

c. Play: Recreation

1. Information: Recreation Programming Update

Staff highlighted the summer programs and indicated that camp counselor positions were in good shape. Staff are still working on filling lifeguard positions and will be running a course. Members inquired about the ice being removed at both arenas at the end of March and if any rental requests had come forward. Minimal requests were received and directed to Prescott. It was noted that there will be (3) three sponsors this year for the pool and day camps; the sponsors being Greenfield Global, Ingredion and Giant Tiger. Members inquired about Aquafit classes and it was noted that they are being offered (4) nights a week between Johnstown and Cardinal. There was also a request for additional dog bag stations.

2. Cardinal Boat Launch Fee Schedule

Members discussed the proposed fee for non-residents and implementation timing. There was some discussion on implementing fees for the dive sites.

Moved by: W. Smail

Seconded by: J. Martelle

That Committee recommends that Council direct staff to create a Web Based registration form for non-residents with an annual fee of \$25.00 for the Cardinal boat launch and direct staff to update Schedule A of the recreation fee bylaw to reflect the new charge.

Carried

7. **Inquiries/Notices of Motion**

Deputy Mayor Dillabough inquired about the "No Wake Signs" and SERA clean-up day on Saturday April 20 between 9am and 11am.

Mayor Deschamps inquired if staff has reviewed Administrative penalties verses POA as UCLG is looking to move away from POA

Councillor Smail inquired about the sidewalk unit being transported by tow truck from Cardinal to Spencerville for sidewalk cleaning

8. Question Period

None.

9. Closed Session

Councillor Ward transferred the chair position to Mayor Deschamps prior to proceeding into closed session.

Moved by: C. Ward

Seconded by: S. Dillabough

That Committee of the Whole proceeds into closed session at 8:48pm in order to address a matter pertaining to:

- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees: Specifically: Minutes of Closed Session dated June 5, 2024.
- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees: Specifically: Administration.
- Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Byers Rd Property

Carried

- a. Section 239(2)(b) Personal matters about an identifiable individual; including municipal or local board employees; Specifically: Minutes of Closed Session dated June 5, 2023
- b. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Administration
- c. Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Byers Rd Property

10. Report Out of Closed Session

Mayor reported that under

Section b) Council received an update from staff; and reviewed the minutes of closed session dated June 5, 2023.

Section c) Council provided direction to the CAO

Moved by: C. Ward

Seconded by: S. Dillabough

That Committee approves the closed session meeting dated June 5, 2023.

Carried

11. Adjournment

Moved by: S. Dillabough

Seconded by: W. Smail

That Committee does now adjourn at 9:59pm.

Carried

Chair

Deputy CAO

MINUTES
PUBLIC MEETING
COMMITTEE OF THE WHOLE - COMMUNITY DEVELOPMENT

Monday, April 22, 2024, 6:00 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario

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

STAFF: Dave Grant, CAO
Rebecca Crich, Clerk
Sean Nicholson, Treasurer
Wendy VanKeulen, Community Development Coordinator
Candise Newcombe, Deputy Clerk

1. Call Meeting to Order

Councillor Ward called the meeting to order at 6:00 p.m. and reminded the members of the public present to sign in on the sheet provided to record their attendance as part of the public meeting minutes.

The Chair welcomed the applicant, staff and the public present at the meeting.

2. Approval of Agenda

Moved by: J. Martelle

Seconded by: S. Dillabough

That Committee approve the agenda as presented.

Carried

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

None.

4. Process and Information

The Community Development Coordinator noted that the meeting is being held under section 34 of the Planning Act and was advertised in accordance with the requirements of the Planning Act.

The purpose of the meeting was noted to consider an application to amend the Zoning Bylaw for the property at 161-163 Shanly Rd.

The Community Development Coordinator noted that should anyone wish to speak to the proposed amendment, they will be given the opportunity to do so. It was requested that prior to sharing comments, individuals are to provide their names to the Clerk, as comments will be recorded in the meeting minutes and they become part of the public record.

It was noted that the applicant will be provided an opportunity to address any concerns related to the proposed amendment after the comments are heard.

Formal written comments were noted to be accepted and it was requested that written comments be addressed to Council. Individuals are directed to submit written comments to the Community Development Coordinator as soon as possible to give Council the appropriate time to consider the feedback.

The Community Development Coordinator noted that Committee members may make a recommendation to Council at this meeting, but this is not a meeting of Council and therefore a decision will not be made at this meeting. Taking into consideration comments heard tonight, Committee may also request that this application be brought to a future Committee meeting for further discussion by its members, and they may request that staff prepare a follow-up report or provide additional information at that meeting.

If an individual does not make an oral presentation at this meeting or a written submission to the Township before the bylaw is passed, the individual will not be entitled to appeal Council's decision to the Ontario Land Tribunal.

Additionally, the individual may not be added as a party to a hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If an individual would like to be notified of Council's decision, a request in writing must be made to the Community Development Coordinator. Without this written request, a notice of Council's decision will not be received.

5. Proposed Zoning Amendment for 161-163 Shanly Road

a. Proposal Details

The Community Development Coordinator outlined the purpose of the amendment, which is to change the zoning on approximately 0.12 ha of the property from General Commercial (CG) to General Commercial - Special Exception (CG-X) in order to permit an existing single dwelling as an additional use, increase lot coverage, establish minimum parking

requirements, and reduce the minimum required setback from a parking area abutting a residential zone to 0m.

The amendment also proposes to change the zoning on approximately 0.18 ha of the property from General Commercial (CG) to Residential Third Density - Special Exception (R3-X) in order to permit a 12-unit apartment building with surface parking on the property and establish site specific zone standards to accommodate the residential use including increase density, reduced lot frontage and to reduce the minimum required setback from a parking area abutting a residential zone to 0m.

The effect of the proposed amendment would be to fulfil a condition of consent approval which applies to the severed and retained lands of a severance application.

The Chair welcomed Senior Planner, David Nanton from Fotenn Planning + Design to share more details on the proposal.

Mr. Nanton provided a presentation, which is held on file, outlining the zoning bylaw amendment request and the proposal for both the retained and severed lots noting that the proposed amendment would conform with both the provincial Official Plan and the municipal Zoning Bylaw.

b. Public Comment

The Chair offered the opportunity for public comments on the proposed amendment.

Ms. Brenda Champagne inquired about fencing between the existing residential properties and the proposed development for privacy. Mr. Nanton noted that details such as screening/buffers, traffic, lights, fencing etc. will be addressed during the Site Plan Control phase.

Ms. Lyla Toupin expressed concerns regarding the increased traffic experienced in the area.

c. Recommendation to Committee

Moved by: W. Smail

Seconded by: J. Martelle

That Committee defer this item to the next Committee of the Whole - Community Development meeting on May 6th, and request that staff provide a draft bylaw for Committee's consideration that takes into account any comments heard at this meeting.

Carried

6. Next Steps

The Chair noted that the application will be considered at an upcoming Committee of the Whole - Community Development meeting scheduled for May 6th. Council will consider the Committee's recommendation and any comments from the public before making a decision on these applications at a future meeting of Council. For those that wish to attend, Committee and Council meetings and agendas are posted to the Council Calendar on twpec.ca. This may be a Special Meeting of Council because the regularly scheduled meeting would not meet the timeline required by the Planning Act.

Once the decision is made by Council and a notice of decision is mailed, there will be a 20-day appeal period.

The Chair reminded that should individuals wish to be notified of Council's decision, they must make a written request to the Township through the Community Development Coordinator.

7. Adjournment

The Chair adjourned the meeting at 6:19 p.m.

Deputy Clerk

TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council direct staff to create a web based registration form for non-residents with an annual fee of \$25.00 for the Cardinal boat launch, as recommended by the Committee of the Whole – Community Development.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council:

1. Direct staff to update the Procedural Bylaw to incorporate a "Land Acknowledgement" agenda item to the Council agenda; and
2. Incorporate a land acknowledgment 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.

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

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____		
NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		

TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

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

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council awards the Community Grants and Donations as follows for the 2024 program year:

Organization	Final Grants & Donation Amount Allocated
Food for All Food Bank	\$2,000.00
Rural FASD Support Network	\$1,000.00
RNJ Youth Services	\$1,000.00
Beth Donovan Hospice	\$500.00
Bluegrass Festival	\$3,000.00
Friends of the Library	\$0
SBCC	\$3,000.00
Bait Fuel Fishing Tour	\$2,000.00
Spencerville Mill Foundation	\$2,500.00
Big Brother Big Sisters of LG	\$300.00
Johnstown ATV Club	\$1,000.00
Spencerville United Church	\$2,000.00
St. Paul's Anglican Church Cardinal	\$1,000.00
Volunteer Centre of St. Lawrence-Rideau	\$1,000.00
SERA	\$750.00
St. John's UC Choir	\$300.00
South Grenville DHS OSLC	\$500.00
Prescott Family Health Team	\$500.00
	Total Funding Granted:
	\$24,850.00

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

Long Term Care Home Organization	Amount Allocated
Maple View Landings	\$7,500 for 3 years
Sherwood Park Manor	\$12,500 for 3 years
	Total Granted:
	\$20,000 per year

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Regular Council

Date: April 29, 2024

Department: Public Works

Topic: Jordan Rd Triple Culvert Replacement

Purpose: To award the Jordan Rd Triple Culvert Replacement tender to the lower bidder Core Civil Construction Inc. (CCC).

Background: The tender document package was issued on March 12, 2024. There was (1) one clarifying addendum issued based on contractor feedback. The tender closed on April 9th at 2pm local time and submissions opened publicly shortly after closing time. There were (8) eight submissions received by closing time and are listed below.

	Bidders	Total Tender	HST	Total Tender Incl HST
1	Core Civil Construction Inc.	\$ 172,035.40	\$ 22,364.60	\$ 194,400.00
2	Robert Nash Excavating Inc	\$ 225,820.29	\$ 29,356.64	\$ 255,176.93
3	Willis Kerr Contracting Inc	\$ 238,745.00	\$ 31,036.85	\$ 269,781.85
4	TJL Construction Ltd	\$ 246,370.00	\$ 32,028.10	\$ 278,398.10
5	Goldie Mohr Ltd	\$ 250,233.00	\$ 32,530.29	\$ 282,763.29
6	GIP Paving Inc.	\$ 257,945.00	\$ 33,532.85	\$ 291,477.85
7	W. H. MacSweyn Inc.	\$ 263,900.00	\$ 34,307.00	\$ 298,207.00
8	Clarence McDonald Excavation Ltd	\$ 271,777.00	\$ 35,331.01	\$ 307,108.01

The (3) lowest submissions were reviewed in detail by our contract administrator Greer Galloway Group. The review letter is attached.

If awarded, the construction work would take place between July 15 and October 15. The work does require a full road closure that is anticipated to be 7 to 10 days in duration. Following the award, staff will finalize the work schedule with the contractor.

The contractor will be required to have physical signs made and installed ahead of time to advise of the timing of the closure. Emergency services and residents on the road directly affected by the closure will be provided advance notice.

We have submitted and received the required permit from SNC.

Policy Implications: By-law 2023-51 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: There was \$282,068.00 set aside in the 2024 budget for this project. The revenue sources are a combination of (2) two formula-based grants (OCIF and CCBF).

The low bid submission received from Core Civil Construction Inc. (CCC) was \$172,035.40. The non-rebated HST portion is \$3,027.82 for a total cost of \$175,063.22. The design work and contract administration/inspections performed by the Greer Galloway Group will be completed to an upset limit of \$15,000.00. Staff recommend a \$20,000.00 contingency for the project.

The total project upset limit is \$210,063.22. The anticipated savings realized on this project can be utilized to balance the anticipated overage on the Weir Bridge rehabilitation.

Recommendation: That Council 1) Award the Jordan Rd Triple Culvert Replacement to Core Civil Construction Inc. (CCC) at the cost of \$175,063.22 (including non-rebated HST); and 2) Authorize a \$20,000.00 contingency to be used at the discretion of the Director of Operations for unanticipated costs; and 3) Authorize staff to execute any necessary documents.



CAO / Director of Operations



G R E E R
G A L L O W A Y
C O N S U L T I N G
E N G I N E E R S

April 12, 2024

The Corporation of the Township of Edwardsburgh/Cardinal

Attention: Chris Leblanc, Public Works Manager

Re: Jordan Road Culvert Replacement – Tender EC-PW-24-06

Mr. Leblanc,

The tender for the Jordan Road Culvert Replacements closed on April 9th, 2024, 2024 2:00pm. A total of 8 tender bids were received. The Greer Galloway Group inc. (GGG) has reviewed the submissions for the 3 lowest bids and offers the following:

The lowest 3 bidder results are summarized below.

Ranking	Contractor	Total Bid Excluding HST	Comments
1	Core Civil Construction inc. (CCC)	\$172,035.40	2 Noted irregularities: 1. No contact information provided On Statement "A" for the projects presented as bidder's experience. 2. 2 Item prices lower than the other two bidders to a noteworthy degree.
2	Robert Nash Excavating Inc. (RNE)	\$225,820.29	1 Noted irregularity: 1. Shortest list on Statement "A" for the projects presented as bidder's experience.
3	Willis Kerr Contracting Ltd. (WKC)	\$238,745.00	In compliance with tender requirements. No irregularities of note.

Irregularities with Core Civil Construction Inc. Bid Submission

GGG has no previous experience working with this company. GGG was able to contact public works staff with the City of Ottawa (where the entirety of CCC's listed experience was garnered) and they confirmed that CCC has a proven track record of completing projects of a similar value and scope in a satisfactory manner. It is recommended that CCC's omission of reference contact information in this instance be excused.

For the following items CCC's bid was found to be quite low:

Item	Tender Value	As Percentage of Average of 3 Lowest Bids	As Percentage of Designer Estimate
4 - Dewatering	\$8,518.40	35%	43%

2A-640 Cataraqui Woods Drive

Kingston, Ontario

K7P 2Y5

Telephone

(613) 536-5420

Facsimile

(613) 548-3793

E-mail

Kingston@greergalloway.com





G R E E R
G A L L O W A Y
C O N S U L T I N G
E N G I N E E R S

8 - Removal of Existing Culverts	\$690.00	9%	3%
----------------------------------	----------	----	----

GGG has reviewed both of these items against the designed specifications included in the contract. While low, these items are not so low as to lead GGG to believe the Contractor has overlooked some key component of the work.

Irregularities with Robert Nash Excavating Inc. Bid Submission

RNE has the shortest list of experience on their Statement "A" submission. GGG has worked with RNE on several past projects, including one of their listed projects (Kidd Road Box Culvert). They have a proven record of completing projects of a similar value and scope in a satisfactory manner. It is recommended their short list of past work not be treated as of concern.

Recommendation

It is our recommendation that the tender be awarded (in full) to the lowest eligible bidder, Core Civil Construction Inc., in the amount of \$172,035.40 (excluding HST) for the Jordan road Culvert Replacement Project. The contractor has submitted all the required documentation, along with a proper bid bond. Contact was made with The Contractor's listed previous client despite the Contractor having not provided contact information, and a positive recommendation was provided.

If you have any further questions or concerns regarding this assessment, please do not hesitate to contact us.

Sincerely,

**GREER GALLOWAY
CONSULTING ENGINEERS**

Kevin Hawley, P.Eng
Project Manager

2A-640 Cataraqui Woods Drive

Kingston, Ontario

K7P 2Y5

Telephone

(613) 536-5420

Facsimile

(613) 548-3793

E-mail

Kingston@greergalloway.com



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Regular Council

Date: April 29, 2024

Department: Public Works

Topic: Weir Bridge Rehabilitation Tender Award

Purpose: To award the Weir Bridge rehabilitation tender to the lower bidder DW Building Restoration Services Inc.

Background: The tender document package was issued on March 5, 2024. There were (4) four clarifying addendums issued based on contractor feedback. The tender closed on April 16th at 2pm local time and submissions opened publicly shortly after closing time. There were (8) eight submissions received by closing time and are listed below.

	Bidders	Total Tender	HST	Total Tender Incl HST
1	DW Building Restoration Services Inc.	\$ 873,990.25	\$ 113,618.73	\$ 987,608.98
2	Dalcon Constructors Ltd.	\$ 893,390.00	\$ 116,140.70	\$ 1,009,530.70
3	Willis Kerr Contracting Ltd.	\$ 903,165.25	\$ 117,411.48	\$ 1,020,576.73
4	UrbanLink Civil Ltd.	\$ 924,000.00	\$ 120,120.00	\$ 1,044,120.00
5	GIP Paving Inc.	\$ 982,315.90	\$ 127,701.10	\$ 1,110,017.00
6	Bellai Alliance Civil Inc.	\$ 1,051,331.00	\$ 136,673.03	\$ 1,188,004.03
7	Clearwater Structures Inc.	\$ 1,174,678.00	\$ 152,708.14	\$ 1,327,386.14
8	R.W. Tomlinson	\$ 1,625,449.43	\$ 211,308.43	\$ 1,836,757.86

The (3) lowest submissions were reviewed in detail by our contract administrator Keystone Bridge Management Corporation. The review letter is attached.

If awarded, the comprehensive staged rehabilitation of the bridge would take place between May 13 and December 6, 2024. A permit from SNC will be required. An application was submitted and we anticipate to have the permit in place prior to May 13. The work will involve a partial road closure (reduced to one lane of traffic on approach to the bridge) through the duration of the project and the installation of portable traffic signals to manage traffic flow.

Weir Road is one of our highest daily traffic counts in the Township. We will be providing social media notice of pending work and may install digital signage a week or so in advance of contractor mobilization.

Policy Implications: By-law 2023-51 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: There was \$900,000.00 set aside in the 2024 budget for this project. The revenue sources are a combination of (2) two formula-based grants (OCIF and CCBF).

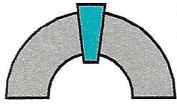
The low bid submission received from DW Building Restoration Services Inc. was \$873,990.25. The non-rebated HST portion is \$15,382.23 for a total cost of \$889,372.48. The design work and contract administration/inspections performed by Keystone Bridge Management Corporation will be completed to an upset limit of \$40,000.00. Staff recommend a \$50,000.00 contingency for the project.

The total project upset limit is \$979,372.48. The project overage is anticipated to be covered through the potential savings on the Jordan Rd Triple Culvert Replacement project.

Recommendation: That Council 1) Award the Weir Bridge rehabilitation tender to DW Building Restoration Services Inc. at the cost of \$889,372.48 (including non-rebated HST); and 2) Authorize a \$50,000.00 contingency to be used at the discretion of the Director of Operations for any unanticipated costs; and 3) Authorize staff to execute any necessary documents.



CAO / Director of Operations



Keystone Bridge Management Corp.

Your Bridge Asset Management Specialist

April 17, 2024

Mr. Dave Grant, CAO / Director of Operations
Township of Edwardsburgh/Cardinal
P.O. Box 129, 18 Centre St.,
Spencerville, ON K0E 1X0

Re: Weir Road Bridge Rehabilitation - Tender No. EC-PW-24-04

Dear Mr. Grant,

I have reviewed the three lowest bids received for the above tender, those being from DW Building Restoration Services, Dalcon, and Willis Kerr. I checked the bid extensions, I compared the offered unit prices against my own estimates, and I checked the variance from the average unit bid prices.

Dalcon had an extension error on Item 51, which reduced their bid to \$889,390.00 before HST. Willis Kerr had a \$2.00 extension error on Item 49, resulting in an adjusted price of \$903,163.25 before HST.

I find that the bid from DW Building Restoration Services in the amount of \$873,990.25 before HST is the lowest bid tendered, that their bid was reasonably balanced, and that their bid was independently offered. Furthermore, they have included their bid bond and surety guarantee for the performance bond. Accordingly, I am pleased to recommend that DW Building Restoration Services be awarded this Contract.

I have worked with David Winter of DW Building Restoration Services on numerous other projects over the past five years, and I have found them to be cooperative, responsive, and they have consistently provided good workmanship. I look forward to working with the recommended Contractor to deliver an effectively rehabilitated Weir Road Bridge to Edwardsburgh Cardinal.

Sincerely,

Harold Kleywegt, P.Eng.
Managing Director



TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

WHEREAS Ontario Regulation 391/21: Blue Box; producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for “eligible” sources only; and

WHEREAS “ineligible” sources which producers are not responsible for, include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, commercial farms, and not-for-profit organizations, such as shelters and food banks; and

WHEREAS as of February 1, 2025, in accordance with the transition schedule, the Township of Edwardsburgh Cardinal may only extend the pick-up of ineligible sources with the service provider, at a cost, until December 31, 2025 and the Township will need to determine how to address properties deemed ineligible to make alternate arrangements to have the recycling collected; and

WHEREAS should Township of Edwardsburgh Cardinal continue to provide services for the “ineligible” sources after December 31, 2025, the Township will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs.

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal requests that the Province of Ontario amend Ontario Regulation 391/21 to ensure that producers are responsible for the end-of-life management of recycling products for all eligible and ineligible sources.

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, Honourable Andrea Khanjin, Minister of the Environmental, Conservation, and Parks, MPP Steve Clark – Leeds – Grenville – Thousand Islands and Rideau Lakes, AMO, Circular Materials, and all municipalities in Leeds and Grenville.

☐ **Carried** ☐ **Defeated** ☐ **Unanimous**

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Council

Date: April 29, 2024

Department: Community Development

Topic: Request to Begin Construction prior to final Site Plan Approval (Alantra Leasing)

Purpose: To allow Alantra Leasing to proceed with a building foundation permit as they work on finalizing their site plan control application.

Background: Alantra Leasing purchased a 6.5 acre parcel of land in our Industrial Park in July, 2023. The planned 16,500ft² facility will be used for the manufacturing and distribution of panels, mobile office trailers, and prefabricated buildings.

Alantra has asked the Township to consider the issuance of a building permit to construct the foundation so that the project will remain on schedule and ready to receive the pre-engineered steel building when it arrives late spring / early summer.

Alantra's site was part of Ontario's "Site Certified: Investment Ready" program, where the Township has completed a Phase 1 ESA, Environmental Impact Assessment, and Archaeological Assessment of the land as part of the certification process.

Stamped, engineered building plans and a geotechnical report were submitted with the building permit application. A meeting has been conducted at the site with Township, County and Alantra staff to discuss site access and fire safety. Remaining items for the site plan control application are underway, including the stormwater management plan and site servicing report.

The Counties did not have concerns with development starting before they reviewed the site plan application. Prescott's Chief Building Official met with our building, planning and operations staff and is satisfied that enough information has been provided to issue a phased building permit to begin construction with the foundation. Approval for the remaining construction phases would also be granted, subject to site plan approval.

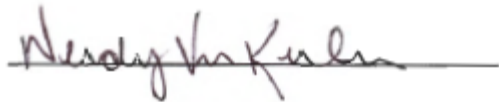
Policy Implications: The Township's Site Plan Control Bylaw 2023-47 provides that the entire Township is designated a Site Plan Control Area pursuant to the provisions of Section 41(2) of the Planning Act. While the Bylaw lists a number of development classes that may be exempt, the proposed development is subject to site plan control.

Section 4.1 provides that no person shall undertake any development within the Site Plan Control Area unless the required plans and drawings have been approved.

Staff are seeking Council approval to proceed with issuing a building permit that would allow construction of the foundation, as requested.

Financial Considerations: The appropriate fee for site plan control is due with the complete application. Alantra will assume all risk and associated costs should the site plan control not be approved. There is no cost to the Township associated with this request.

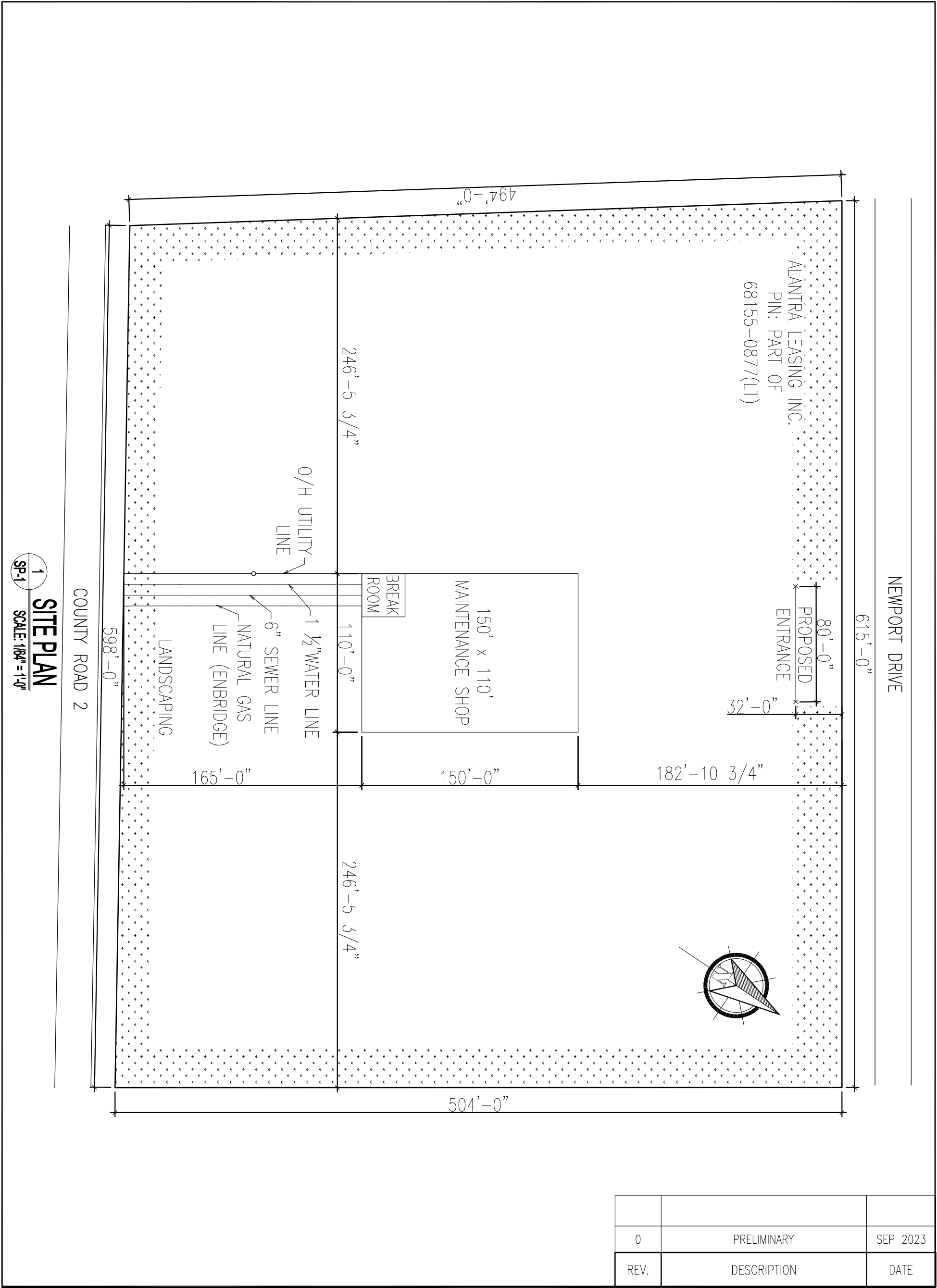
Recommendation: That Council allow a foundation building permit and construction to proceed at the Alantra Leasing site on Newport Drive prior to final approval of the site plan control application.

A handwritten signature in dark ink, appearing to read "Wendy Van Kesteren", written over a horizontal line.

Community Development Coordinator

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

CAO / Director of Operations



ALANTRA

Excellence in Quality and Service

P.O. Box 4375
119 Cogle Road
Sussex, N.B. E4E 5L5

Tel: (506) 433-3757
Fax: (506) 432-9076

Project Title:

150' x 110'
Maintenance Shop
Johnstown, ON

Drawing Title:

Site Plan

Date:

SEP 2023

Drawn By:

TJT

Scale:

AS NOTED

SP-1

OF 1

TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

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

- March 27, 2024
- April 3, 2024
- April 10, 2024
- April 17, 2024
- April 24, 2024

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

RESUMÉ

of *correspondence*

March 27th, 2024

FROM	DATE	SUBJECT
SGCC	Mar 20	Breakfast Event – April 3
AMO	Mar 21	Watchfile
Town of Prescott	Mar 22	RES: Expand lifespan of fire apparatus
Town of Prescott	"	RES: Reliable and accessible public rail transit
Town of Prescott	"	RES: Affordability of water and wastewater systems
TWP of Clearview	"	RES: Cemetery Administration Management Support
SNC	Mar 25	Please RSVP: Municipal Information Day 2024
WDMH Foundation	"	Home-to-Drive fundraising plan approval
Northumberland County	"	RES: Review OW/Disability Program Financial Assistance
TWP of Adelaide Metcalfe	"	RES: Request to Increase Tile Drain Loan Amount
Health Unit	"	Good Food in Schools Forum at Kemptville Campus
Town of Whitby	Mar 26	RES: Support the OEB's Decision to end Gas Pipeline Subsidy
Health Unit	"	Changes Language Express Preschool Speech & Program
AMO	"	2024 Ontario Budget and National Housing Strategy Funding
TWP of Asphodel Norwood	Mar 27	Letter of Concern: Regional Public Health Ontario Laboratories
UCLG	"	Media Release – Leeds Grenville GeoHub – March 27, 2024

RESUMÉ

of *correspondence*

April 3rd, 2024

FROM	DATE	SUBJECT
TWP of Clearview	Mar 27	RES: Bill C-63 in the House of Commons
TWP of Alnwick/Haldimand	"	RES: Municipalities Retaining Surplus Proceeds from Tax Sale
AMO	Mar 28	Watchfile
AMO	"	Policy Update
County of Prince Edward	"	RES: Meet the Deadline of an Accessible Ontario by 2025
TWP of Alnwick/Haldimand	"	RES: Highway Traffic Act Amendments
Brockville Chamber of Commerce	"	Panel Discussion with Mayor's & Breakfast – April 17
Maple View Landings	"	Hires New Director, Construction Project Administrator
TWP of Greater Madawaska	"	RES: Funding for Municipal Equipment Operator Course
Health Unit	Apr 1	LGL HU Board of Health votes in favour of voluntary merger
Military Support Publications	"	Wounded Warriors "Canadian Military History Guide Project"
UCLG	Apr 2	Economic Development eNews April 2 2024
Health Unit	"	April is Oral Health Month
City of St. Catherines	Apr 3	RES: Need for Increased Funding for Museums and Libraries
ECFD Association	"	Tree dedication invite

RESUMÉ

of *correspondence*

April 10th, 2024

FROM	DATE	SUBJECT
AMO	Apr 4	Watchfile
Health Unit	"	Media Release: Every Kid in our Communities to Honour
TWP of Terrance Bay	"	RES: Fair Operational Budget Funding
First Responders United	Apr 5	Therapeutic Retreats for First Responders
AMO	Apr 8	Policy Update – New Fed. Infrastructure & Housing Items
Mr. O' Connor	Apr 9	Resident Letter – Compensation Request
Min. of Emergency Management	"	Strategy and Action Plan: 2023 Annual Report
MNRF	Apr 10	Review powers under the Conservation Authorities Act

RESUMÉ

of *correspondence*

April 17th, 2024

FROM	DATE	SUBJECT
AMO	Apr 10	Policy Update: Cutting Red Tape to Build More Homes Act
AMO	Apr 11	Watchfile
UCLG	"	AAR Ongoing
CN	"	Notice - Annual Vegetation Management Program
UCLG	Apr 12	Canada's Housing Plan
Falun Dafa Association	Apr 15	Request a proclamation for the 32nd Falun Dafa Day
UCLG	Apr 16	Economic Development eNews – April 16
OMAFRA	Apr 17	Letter from the Honourable Lisa Thompson

RESUMÉ

of correspondence

April 24th, 2024

FROM	DATE	SUBJECT
City of Kitchener	Apr 18	RES: Ontario Heritage Act
Town of Cobourg	"	RES: Amend the Blue Box Regulation
AMO	"	Watchfile
Town of Prescott	"	Notice of Study Commencement – Water/wastewater expansion
Town of Goderich	Apr 19	RES: Improve Municipal Code of Conduct
TWP of Horton	"	RES: Social and Economic Prosperity Review
City of Richmond Hill	"	RES: Extend deadline for listed/non-designated heritage prop.
UCLG	"	Media Release - Affordable Housing Series Proposals
City of Sault Ste. Marie	"	RES: Intimate Partner Violence - Coercive Control
Loyalist TWP	"	RES: Affordability of Water and Wastewater Rates
TWP of Adelaide Metcalfe	"	RES: Request to Increase Tile Drain Loan Amount
TWP of Terrace Bay	"	RES: Energy Transition
City of Peterborough	"	RES: Jurisdiction of Ontario Ombudsman
Municipality of St. Charles	"	RES: Expanding the Life of Fire Apparatus
Municipality of St. Charles	"	RES: Catch and Release Justice
Municipality of St. Charles	"	RES: Conservation Officer Reclassification
Municipality of St. Charles	"	RES: Carbon Tax
Municipality of Huron Shores	"	RES: Resume Assessment Cycle
Hastings County	"	RES: Sustainable Infrastructure Funding -Small Municipalities
City of Port Colborne	"	RES: Cemetery Transfer/Abandonment Administration support
Infrastructure Ontario	"	Request to update notice review distribution list for IO
Municipality of Wawa	"	RES: Development of Municipal Equipment Operator Course
Town of Bracebridge	"	RES: genera-based violence/intimate partner violence epidemic
Municipality of Wawa	"	RES: Meet the Deadline of an Accessible Ontario by 2025
TWP of Scugog	"	RES: Proposed Amendment to the Ontario Heritage Act
Town of Prescott	Apr 22	RES: Resolutions of Support
TWP of Archipelago	"	RES: phasing out free water testing for private wells
City of St. Catherines	Apr 23	RES: regulations needed to restrict keeping of wild animals
UCLG	Apr 24	Media Release: National Immunization Week April 22-30
TWPEC	"	Notice of Study Commencement – Spencerville Lagoons Exp.

TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

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

• Report dated March 27 (2024-048)	\$1,578,370.41
• Report dated March 28 (2024-049)	\$203,555.81
• Report dated April 15 (2024-060)	\$259,217.78
• Report dated April 16 (2024-061)	\$330,252.11
• Report dated April 22 (2024-063)	\$100,377.75
• Report dated April 25 (2024-064)	\$122,670.63

TOTAL: \$2,594,444.49

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00048 to 2024-00048

Bank Code - EFT - electronic funds transfer

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Acklands-Grainger Inc.				
		9040980410	es- truck winch	1,217.21	
		9052186070	wwtp-compact limit switch	75.39	1,292.60
PP -	Brenntag Canada Inc.				
		46799866	es- chemicals - sodium hypo	2,553.74	2,553.74
PP -	Burchell's Home Hardware				
		49180	wwtp- rust paint	208.34	
		49188	wwtp - paint brushes	17.50	225.84
PP -	Capital Controls				
		87639	es- effluent temp sensor servicing	811.91	811.91
PP -	Catholic District School Board				
		1st Qtr 2024	1st Quarter 2024	102,269.38	102,269.38
PP -	Conseil Des Ecoles Publique De				
		1st Qtr 2024	1st Qtr 2024	5,406.62	5,406.62
PP -	Culligan Water				
		59295TN	fd- stn #1 - water	50.72	50.72
PP -	Cunningham Swan LLP				
		192879	Adm-Integrity Commissioner	141.25	141.25
PP -	David S Grant				
		Mar 2024	Adm-Office supplies	148.82	148.82
PP -	Diversified Certification &				
		24-07	es-hoist repair	615.85	615.85
PP -	HW Supplies Inc				
		220000010766	pw- volvo-hydraulic hose	94.58	
		220000011052	pw - GII- hydraulic hose	72.18	166.76
PP -	Howard Campbell & Sons Ltd.				
		MR2174	portable rental transfer site	300.00	300.00
PP -	Industrial Electrical				
		4199	lagoon-change sewage pump	497.25	
		4214	wwtp-pump control panel repairs-a	714.73	1,211.98
PP -	Jewell Engineering				
		00119212	pw- Cty Rd 2 prof services Feb 20:	7,605.47	7,605.47
PP -	Keystone Bridge Management Cor				
		2401	pw- Weir Rd-Bridge - prof services	16,950.00	16,950.00
PP -	Local Authority Services Ltd.				
		MGBP000005892	adm- paper	66.80	
		MGBP000005893	Adm-kitchen supplies	75.96	
		MGBP000005886	pw/wwtp-toner cartridge	220.00	
		MGBP000005904	fd- file folders	76.25	
		MGBP000005915	Adm-kitchen supplies	39.98	
		MGBP000005916	Adm-paper	50.61	
		MGBP000005920	Adm-ink	128.81	658.41
PP -	Mac's Convenience Store Inc.				

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00048 to 2024-00048

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		145811	pw - T1 rec fuel truck	111.00	
		145820	pw - T19-01 fuel	111.00	
		145821	lagoon-fuel	79.48	
		145825	ind park - fuel	43.06	
		145828	wmpss-fuel	105.58	
		145827	wwtp -fuel	73.00	
		145831	pw-T22-01-fuel	115.00	
		145829	pw- T19-01 fuel	128.65	
		145835	pw -T22-01 fuel	101.00	
		145836	fd- fuel	84.00	951.77
PP -	Nurndy-Forfire Emergency Graphics Li				
		23092	fd- Helmets decals	96.28	96.28
PP -	OnServe				
		66573	IT contract services Feb 2024	3,919.71	
		66635	Adm-Stand fix fee	678.00	4,597.71
PP -	PSD Citywide Inc				
		20871	Adm-CityWide OP Plan/COP/CSP	25,086.00	25,086.00
PP -	Postmedia Network Inc				
		908788	Adm-Agenda Adv	214.79	214.79
PP -	Purolator Courier Ltd.				
		455730995	Adm- MOF	5.48	5.48
PP -	R&S Rhino Glass Shop				
		19799	pw - T23-01- back rack/roof light	1,723.25	
		19809	pw- T22-01-LED roof light	711.90	2,435.15
PP -	Seaway Doors Ltd.				
		38972	fd- Stn#1- window door replaceme	285.33	285.33
PP -	Secureway				
		2126124	Adm- Service Call - Townhall	282.44	282.44
PP -	Spencerville Home Hardware				
		85495	lagoon-supplies	14.68	
		85534	pw- cleaning supplies/bandages	62.52	
		85595	Adm- key and lock	21.44	
		85596	rec- tarp	19.18	117.82
PP -	Tory Deschamps				
		Mar 2024	Council - Mayors breakfast	20.00	20.00
PP -	United Counties Of Leeds &				
		INV 20671	1st Qtr Levy - Counties	928,859.58	928,859.58
PP -	Universal Supply Group 3735				
		964-431927	es- Belts	759.29	759.29
PP -	Upper Canada District				
		1st Qtr 2024	1st Qtr 2024	456,565.28	456,565.28
PP -	Waste Connections of Canada				
		7150-0000440589	Sludge Removal	348.90	348.90
PP -	Westburne Ontario				
		3750426	wwtp- solenoid valve	354.39	354.39
PP -	Willis Kerr Contracting Ltd.				
		EC-PW-MunDr-230	pw- Ferguson Drain PB #2	16,980.85	16,980.85
Total Proposed Payments:					1,578,370.41

Date Printed
3/27/2024 10:59 AM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00048 to 2024-00048

Page 3

Total EFT: 1,578,370.41

Certified Correct This Wednesday, March 27, 2024



Sean Nicholson, Treasurer



Dave Grant, CAO

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00049 to 2024-00049

Bank Code - PAD - Preauthorized Debit

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Bell Canada				
	658-2141 03-24		spencerville arena	130.23	
	658-3001 03-24		fd/pw- phone split	148.52	
	658-3055 03-24		admin	473.91	
	536626539 03-24		Cardinal Arena internet	56.44	
	546532571 03-24		Rec- Bell Internet J.Town	132.15	941.25
PP -	Eastlink				
	21438681		pw/fd phone	219.91	219.91
PP -	Hydro One Networks Inc.				
	02595 02-24		spencerville arena	3,151.45	
	19876 02-24		spencerville arena	8,707.68	
	03768 02-24		ball diamond	31.71	
	16052 02-24		johnstown pool	105.70	
	64439 02-24		wwtp-3207 Windmill	1,824.09	
	10647 03-24		pw-Pittston Shop	631.40	
	14330 03-24		St Lights Var Mar 2024	1,024.29	
	18196 03-24		lagoon-2301 RD 21	272.88	
	62670 03-24		wwtp-flett st	39.26	
	25495 03-24		spencerville library	192.55	
	71283 03-24		lagoon- 1 Spencer	503.72	
	03696 03-24		fd stn 1	712.78	
	74401 03-24		pw-Bingo hall lights	89.01	17,286.52
PP -	LBC Capital				
	2575305		copier lease	169.50	169.50
PP -	OnServe				
	66303		IT contract services Jan 2024	3,725.45	3,725.45
PP -	Ontario Municipal Employees				
	Feb 2024		Feb 2024 contributions+buyback M	42,679.82	42,679.82
PP -	Receiver General For Canada				
	PP 6 2024 PT		PP 6 2024 PT source deduction	2,564.70	
	PP 6 2024 FT		PP 6 2024 FT source deductions	30,785.52	33,350.22
PP -	Reliance Home Comfort				
	4422619 03-24		rec hot water heater rental	251.31	251.31
PP -	Royal Bank Visa				
	5988 02-24		G Shaw RBC visa Feb 2024	460.00	
	2095 02-24		R.Williams RBC visa Jan 2024	205.27	
	2113 02-24		S.Nicholson Feb 2024	1,495.50	
	2745 03-24		B. Moore RBC Visa Feb 2024	240.40	2,401.17
PP -	Straitline Contracting				
	357216a		Adm-kitchen cabinets	6,000.00	6,000.00
PP -	Superior Propane				
	48283030		4145 County Rd 22	2,717.36	
	48303054		rec - 4050 Dishaw St	122.68	
	48303055		22 Sloan Street	92.00	
	48339178		Twp Office	871.24	
	48396423		rec - 4050 Dishaw St	90.20	
	48396424		22 Sloan Street	60.14	3,953.62
PP -	Telus Mobility				
	16215291186		Mar 2024 Corporate Account	1,082.17	1,082.17

Date Printed
3/28/2024 10:47 AM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00049 to 2024-00049

Page 2

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Township of Edwardsburgh/Cardi				
	PP 06 2024	PP 06 2024 Payroll Clearing		76,303.31	76,303.31
PP -	Union Gas Limited				
	44825 1 02-24	Rec - 4050 Dishaw -Card Arena		3,917.03	
	53951 1 02-24	wwtp-4000 John natural gas		3,087.68	7,004.71
PP -	Workplace Safety & Insurance				
	Feb 2024	Feb 2024 Premium		8,146.29	
	WSIB Annual Rec	WSIB Annual Reconciliation 2023		40.56	8,186.85
Total Proposed Payments:					203,555.81
Total PAD:					203,555.81

Certified Correct This Thursday, March 28, 2024



Sean Nicholson, Treasurer



Dave Grant, CAO

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00060 to 2024-00060

Bank Code - EFT - electronic funds transfer

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Abell Pest Control Inc.				
	A5714357	Monthly Pest Control		92.02	
	A5780872	Monthly pest control		89.24	
	A5899080	Adm-Squirrel door		395.50	576.76
PP -	Acklands-Grainger Inc.				
	9066203614	wtp - plug in transformer		67.40	67.40
PP -	Alarm Systems - Brockville				
	1503212	lagoon-annual monitoring fees		474.60	
	1503213	lagoon-annual monitoring fee		474.60	
	1503214	lagoon-annual monitoring fee		474.60	1,423.80
PP -	Brian Moore				
	Mar 2024	fd- supplies/mtg expenses		78.97	78.97
PP -	Burchell's Home Hardware				
	49112	rec - lights and misc		40.66	
	49210	rec - misc		19.20	59.86
PP -	Caduceon Enterprises Inc.				
	I24-003765	ind park testing		179.13	
	I24-003767	wtp-testing		1,116.26	
	I24-003802	wwtp-testing		1,970.27	
	I24-003987	wwtp-testing		262.67	
	I24-004044	lagoon-testing		1,312.20	
	I24-004702	storm-sophie st		340.62	5,181.15
PP -	Canadian Union Of Public				
	April 2024	Mar 2024 Union dues collected		740.00	740.00
PP -	Candise Newcombe				
	April 2024	rec-ice cream party		33.84	33.84
PP -	Coville Electric				
	6592	rec- misc light replacement		1,985.00	
	6593	lib - service work		148.92	
	6605	pw-CO alarm Plttston Shop		238.43	2,372.35
PP -	Crich, Rebecca				
	April 2024	es-expense mileage - OIT exams		93.00	93.00
PP -	DC Communications 2015 Inc.				
	5405	pw-T23-01 radio install		1,656.38	1,656.38
PP -	Dave's Reliable Signs Ltd.				
	24985	pw-911 blades and #'s		861.63	861.63
PP -	Davie Deline				
	March 2024	Cleaning Services for Mar 2024		1,325.00	1,325.00
PP -	Drummond's Gas				
	2530527	fd- T9 fuel		94.00	
	2529117	fd- T7 fuel		71.97	
	2529127	fd- P1 fuel		110.00	
	2529125	pw- T19-01		69.58	
	2529141	fd- fuel		28.21	
	2529143	fd- fuel		48.80	
	2529156	fd- T9-fuel		113.02	
	2529187	pw-T23-01-fuel		103.00	
	2529195	pw- T19-01 fuel		74.02	
	2472594	fd- T1-fuel		40.22	752.82

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00060 to 2024-00060

PROPOSED PAYMENTS

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Elmer's Construction 38595	pw- pittston shop - pump holding ta	480.25	480.25
PP -	Emond Hamden LLP 249831 249832 249833	Admin HR matters Admin HR matters Admin HR matters	287.02 932.82 3,516.00	4,735.84
PP -	Enviro-Guard Plus Inc. CAR032 2024 CAR033 2024 CAR037 2024 CAR038 2024 TWSP020-2024 CAR034 2024	fd - Pest Control Stn 2 fd - Pest Control stn # 1 south centre parks-waterfront pavillion cardinal snack bar wmpps-3207 Windmill Rd	249.80 544.26 453.55 481.46 223.29 244.22	2,196.58
PP -	Equipment Sales & Service Limi W17466	pw-L1 aire seat repairs	1,272.01	1,272.01
PP -	Extend Communications 2404-17131	rec - answer service	206.73	206.73
PP -	Fabco Plastics Wholesale Ltd. 20327105-00 20327079-00	wtp-plumbing supplies wtp-ultrasonic flow meter	475.50 1,844.35	2,319.85
PP -	FirstOnSite Restoration Limited SOBV-DV23002D	Adm-Office repairs	34,495.86	34,495.86
PP -	Future Office Products FOP222935 FOP223013 FOP223295	pw/fd-photo copier adm-Apr-June 2024 lease & copie Monthly Contract Charge	134.02 83.09 659.50	876.61
PP -	G T Automotive 049839	rec- new starter on ass 762	534.35	534.35
PP -	GFL Environmental Inc LQ02187582	es-card/spenc sanitary manhole re	26,781.00	26,781.00
PP -	Goldsmith Saw 1991951 1991468	rec-blades rec- blade sharpened	184.19 220.35	404.54
PP -	Greer Galloway Consulting Eng 28836	drainage- prof services - Feb 2024	3,127.81	3,127.81
PP -	HGC Management Inc 52744	w/d contract collection Mar 2024	34,128.35	34,128.35
PP -	HW Supplies Inc 22000010563 22000011547 22000011716 22000011734	pw- tooth fixing kit pw- brush head new brush pw- plastic hose gaurds/supplies pw- safety glasses	137.86 305.10 249.67 17.57	710.20
PP -	Hansler Smith Limited 5780895 5781600 5783682 5784483 5784880 5784842	rec- cleaning supplies rec- clear bags for earth day rec-cleaning supplies rec- cleaning supplies rec- cleaning supplies for parks rec-cleaning supplies	286.56 328.77 58.62 329.20 162.06 45.97	1,211.18
PP -	Jeff Hopkins			

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00060 to 2024-00060

PROPOSED PAYMENTS

Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
	Mar 2024	rec-course material	96.05	
	Apr 15, 2024	Jeff hopkins - Course expenses	183.31	
	April 15, 2024	rec- course fees J. Hopkins	1,130.66	1,410.02
PP -	Jennifer Durant			
	April 11, 2024	Rec- fitness class instructor	360.00	360.00
PP -	Joe Computer			
	200383	Internet	138.99	138.99
PP -	John Buffet			
	350	Bylaw- Mar 2024	1,620.00	1,620.00
PP -	John Henry			
	Mar 2024	fd-fire prev- mileage - Mar	39.06	39.06
PP -	Josh Lahaie			
	March 2024	rec-work boots - J. Lahaie	271.14	271.14
PP -	Jp2g Consultants Inc			
	40997	w/d- bi annual report Pittston	1,159.66	
	41090	w/d-Scott Rd- final concept design	7,400.71	8,560.37
PP -	Kevin Spencer			
	1744	adm/empc-solar eclipse glasses w	1,350.35	1,350.35
PP -	King Edward Auto Parts			
	6029-250840	pw- truck wash/cleaners	501.84	
	6029-250842	pw- shop towels	159.26	661.10
PP -	Lifesaving Society			
	216731	rec- program fees	175.00	
	220978	rec- program fees	50.00	225.00
PP -	Limerick Environmental Svcs			
	2023-4141	bin pickup transfer site	2,740.06	2,740.06
PP -	Local Authority Services Ltd.			
	MGBP000005929	adm-paper & labels	141.37	141.37
PP -	MNP LLP			
	11479181	Admin- 2023 Audit Fee	14,238.00	14,238.00
PP -	Mac's Convenience Store Inc.			

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00060 to 2024-00060

PROPOSED PAYMENTS

Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
Invoice #				
	145822	rec- truck fuel	100.31	
	145826	pw- T1 rec fuel	118.00	
	145830	rec- truck fuel	108.75	
	145832	wmpps- fuel	62.70	
	145833	pw- T1 rec fuel	107.00	
	145834	wtp- fuel	113.61	
	145840	pw- T22-01 fuel	83.00	
	145838	rec- truck fuel	89.53	
	145839	ind park fuel	110.60	
	145841	lagoon - fuel	97.40	
	145842	fd- T9- fuel	125.00	
	145843	rec- truck fuel	115.38	
	145846	wwtp- fuel	111.01	
	145847	pw- T22-01 fuel	95.00	
	145849	rec- truck fuel	131.55	
	145850	rec- truck fuel	75.01	
	145851	rec-truck fuel	104.02	
	145582	pw- T22-01-fuel	121.00	
	145855	pw- T1-fuel	105.00	
	145856	fd- T9-fuel	63.00	
	145858	pw- T22-01 fuel	97.00	
	145861	pw- T22-01 fuel	118.00	2,251.87
PP -	Marley Perrin			
	March 2024	Mar 2024 Cleaning	750.00	750.00
PP -	Mike Spencer			
	Apr 2024	rec-kayak lauch	1,695.00	1,695.00
PP -	Morrisburg Plumbing & Heating			
	27830	rec- repair to showers	839.03	
	28321	wwtp-Boiler repairs	510.20	
	28322	wwtp - new boiler system	20,899.35	22,248.58
PP -	O'Reilly's Independent Grocer			
	02 3832	fd- Training expense	217.13	217.13
PP -	OnServe			
	66762	adm- backup device	1,832.30	
	66784	adm- server	707.78	2,540.08
PP -	Ontario One Call			
	202456419	pw -locates Mar 2024	130.70	130.70
PP -	PSD Citywide Inc			
	21021	adm- PSD Budget Software	5,499.34	5,499.34
PP -	Pitney Bowes			
	Mar 27, 2024	Postage	2,260.00	2,260.00
PP -	Postmedia Network Inc			
	909383	adm- agenda adv	214.79	
	887931a	adm- weekly adv	76.71	
	900551a	adm- weekly adv	45.34	
	910006	adm-agenda adv/pla-ZBA Simard	1,522.16	
	915669	adm-agenda advertising	214.79	2,073.79
PP -	Purolator Courier Ltd.			

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00060 to 2024-00060

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		455816239	wwtp - parts	6.57	
		455835565	adm- reg gen	15.04	
		455886226	fd-fire safety plan	5.48	
		590004415	pw-bid deposits/adm-MOF & Reg (40.33	67.42
PP -	R & D Dairies Ltd				
		999.B235401	Rec Canteen supplies	19.15	19.15
PP -	Roger Huttman				
		March 2024	Mar 2024 Mileage	233.43	233.43
PP -	Sally Mellon				
		EC2403	Animal Control Mar 2024	1,412.50	1,412.50
PP -	Sands				
		00721572	fd- uniform shirt	48.86	48.86
PP -	Sean Nicholson				
		April 2024	adm-S. Nicholson Eye Glasses	450.00	450.00
PP -	Selleck Truck & Trailer Repair				
		131830	fd- P1 drive lines/brake repairs	2,521.19	2,521.19
PP -	South Grenville Beacon				
		363	adm- agenda adv	111.87	111.87
PP -	Spencerville Home Hardware				
		85471	adm- plumbing cost	49.32	
		85472	adm- credit plumbing costs	-32.75	
		85475	adm- misc	60.95	
		85491	Adm-misc	481.46	
		85518	adm- misc	62.14	
		85630	es- supplies	16.37	
		85635	rec- water	6.75	
		85658	lagoon supplies	112.39	
		85669	rec- plumbing supplies	44.06	
		85670	rec- cleaning supplies	24.85	
		85674	rec- misc supplies	128.36	
		85717	rec- paint supplies	49.22	
		85713	pw- bit set 6"	54.22	
		85720	rec- paint supplies	425.95	1,483.29
PP -	Strongco Limited Partnership				
		92456859	pw- volvo - bushing	458.17	458.17
PP -	TNT Dynamite Signs				
		337701	rec- truck signs	73.45	73.45
PP -	TRS Heating & Cooling Ltd.				
		39791460	rec- new furnace	12,330.56	
		39791722	rec- new a/c unit	7,429.75	
		39853543	rec- programable thermostat	1,525.50	21,285.81
PP -	Team Solutions				
		115598	es- curb stop cleanouts	1,213.79	1,213.79
PP -	Tenaquip Ltd.				
		15989904-00	fd- emergency light batteries	120.88	120.88
PP -	Trojan UV				
		200/22495	es- spring maintenance	2,938.00	
		200/22496	es - complete maintenance - Feb	2,938.00	5,876.00
PP -	Ultramar				
		03916792707378	pw-3335.2L Color diesel-Cty Rd 2	5,492.24	5,492.24
PP -	United Counties Of Leeds &				

Date Printed
4/15/2024 2:19 PM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00060 to 2024-00060

Page 6


PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		INV20715	fd-fire comm. dispatch systems	7,051.90	7,051.90
PP -	Universal Supply Group	3735			
		964-432762	rec- truck batter long box	253.00	253.00
PP -	VS Landscape Group				
		SVS1202	Snow Plowing & Salting - Feb 202	2,293.90	2,293.90
PP -	Wendy Van Keulen				
	March 2024		ec dev- trade show March 21-23	296.76	296.76
PP -	eSCRIBE Software Ltd.				
		6979	Adm-scribe webcasting council cl	8,328.10	8,328.10
Total Proposed Payments:					259,217.78

Total EFT: 259,217.78

Certified Correct This Monday, April 15, 2024


Sean Nicholson, Treasurer


Dave Grant, CAO

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00061 to 2024-00061

Bank Code - PAD - Preauthorized Debit

PROPOSED PAYMENTS

Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
Invoice #				
PP -	Bell Canada			
	657 4468 03-24	WTP Phone	130.62	
	925 5822 03-24	Sout Centre Johnstown	134.29	
	657 3210 03-24	Cardinal Arena	142.77	
	657 4606 03-24	Pittston Phone	146.72	
	657 4850 03-24	WWTP phone	187.91	
	657 3765 03-24	John St	378.13	
	543665566 03-24	Admin/Fd/PW Rec Internet	372.72	1,493.16
PP -	Hydro One Networks Inc.			
	84483 03-24	pw- Sophia St	7.63	
	53082 03-24	lagoon 2803 CR 21	52.69	
	32562 03-24	lagoon 4 Charles	55.27	
	24430 03-24	ball diamonds	74.08	
	27613 03-24	admin-townhall	764.80	
	41324 03-24	parks-CR44 clock	47.44	
	02595 03-24	spencerville arena	3,486.50	
	19876 03-24	spencerville arena	10,243.86	14,732.27
PP -	LBC Capital			
	2589909	copier lease	183.06	183.06
PP -	Minister Of Finance			
	March 2024	Mar 2024 EHT premium	4,681.74	4,681.74
PP -	Ontario Municipal Employees			
	March 2024	Feb 2024 contributions+buyback M	40,117.06	40,117.06
PP -	Receiver General For Canada			
	PP 7 2024 PT	PP 7 2024 PT source deduction	3,566.24	
	PP 7 2024 FT	PP 7 2024 FT source deductions	32,311.68	35,877.92
PP -	Rideau St Lawrence			
	250-00 03-24	cardinal pool	33.90	
	502-00 03-24	ball diamond Cardinal	38.48	
	290-00 03-24	parks-1700 Dundas	40.10	
	504-00 03-24	parks 1800 Dundas	51.96	
	496-00 03-24	wwtp-417 Hwy2	53.03	
	500-01 03-24	cardinal library	369.34	
	501-00 03-24	fd stn 2	414.47	
	231-00 03-24	pw-4035 Dishaw	1,106.99	
	505-01 03-24	Rec - Dishaw W & H	20,410.53	
	435-00 03-24	wwtp-172 Henry	157.35	
	450-00 03-24	wtp-water tower	389.46	
	370-00 03-24	wwtp-adelaide	538.37	
	430-00 03-24	wtp-87 Legion Way	1,420.23	
	270-00 03-24	pw-cardinal streetlights	2,230.51	
	119-01 03-24	ind park water	6,543.92	
	464-00 03-24	4000 John wwtp	6,957.23	40,755.87
PP -	Royal Bank Visa			
	8584 -03-24	M. Spencer Mar 2024	633.05	633.05
PP -	Sun Life Financial			
	April 2024	Monthly Premiums	24,358.32	24,358.32
PP -	Superior Propane			

Date Printed
4/16/2024 2:27 PM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00061 to 2024-00061

Page 2

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		48488273	rec - 4050 Dishaw St	89.48	
		48488274	22 Sloan Street	59.66	
		48503145	5 Henderson St	539.38	
		48575258	rec - 4050 Dishaw St	88.58	
		48575259	22 Sloan Street	88.58	
		48575257	6055 County Rd #44	1,712.16	
		48586532	Cardinal Arena	19.78	2,597.62
PP -	Telus Mobility				
		39265058 03-24	adm-Mar 2024 Business Phone Ac	2,177.73	2,177.73
PP -	Township of Edwardsburgh/Cardi				
		PP 07 2024	PP 07 2024 Payroll Clearing	82,151.63	
		PP 08 2024	PP 08 2024 Payroll Clearing	75,040.99	157,192.62
PP -	Union Gas Limited				
		72687 6 03-24	70 Adelaide St	135.23	
		69531 2 03-24	4035 Dishaw St	141.31	
		72598 5 03-24	Library Gas Mar 2024	152.46	
		69531 2 03-24a	4035 Dishaw St	335.96	
		1619 4 03-24	24 sutton Dr	351.80	
		44787 6 03-24a	87 Legion Way	1,311.81	
		53951 1 03-24	wwtp-4000 John natural gas	3,023.12	5,451.69
Total Proposed Payments:					330,252.11
				Total PAD:	330,252.11

Certified Correct This Tuesday, April 16, 2024


Sean Nicholson, Treasurer


Dave Grant, CAO

Date Printed
4/22/2024 1:20 PM

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00063 to 2024-00063

Page 1


Bank Code - AP - REVENUE FUND

PROPOSED PAYMENTS

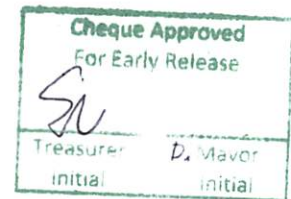
Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Deschamps, Steve Apr 12, 2024	Burial Fee for mainsville cemetery	300.00	300.00
PP -	Minister of Finance 301903241125051	Feb 2024 OPP billing	96,888.00	96,888.00
PP -	Parhar, Karanjot Singh Apr 22, 2024	Partial Refund of Bldg Permit Depc	3,189.75	3,189.75
Total Proposed Payments:				100,377.75

Total AP: 100,377.75

Certified Correct This Monday, April 22, 2024


Sean Nicholson, Treasurer


Dave Grant, CAO



Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00064 to 2024-00064

Bank Code - AP - REVENUE FUND

PROPOSED PAYMENTS

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Aurora Life Sports Inc 2024-7	rec-hip mobility work shop	514.49	514.49
PP -	Backflow Preventers and 2024-100	es-backflow preventor inspections	3,667.86	3,667.86
PP -	Barco Products Canada INVCAN3813	rec-picnic tables	16,280.48	16,280.48
PP -	Cardinal Couriers Ltd. 2452819	pw- courier parts	270.49	270.49
PP -	Cole, Allan Walker House 24	Council-Walker House 2024	25.00	25.00
PP -	Constant International Inc IN154801	wwtp-flomax	3,079.97	3,079.97
PP -	Corporation of the Town of Prescott 2023-ECFAQ4	fd- fire service agreement	8,133.60	8,133.60
PP -	CriSys Limited 4079	fd- Crisis system annual fee	1,243.00	1,243.00
PP -	Crossings Road and Trail 8427	rec- parts for side by side	109.60	
	8472	rec- misc parts	20.32	
	8565	rec- oil kit for side by side	77.96	207.88
PP -	EVB Engineering 8229	Lagoon EA	1,090.56	1,090.56
PP -	FireFixx 1783	fd- annual small engine maitenanc	5,378.42	5,378.42
PP -	Garswood, Lyndon March 2024	rec- snow removal	275.00	275.00
PP -	Grant's Carpet Cleaning Inc. 1474	Adm-office painting	4,407.00	4,407.00
PP -	Grenville Tool & Die Ltd. 20653	pw-post pounders signs	1,491.60	1,491.60
PP -	H. O. Wright & Sons Ltd. 55924	lagoon- sewage spare pump	6,780.00	6,780.00
PP -	Henderson Printing Inc. 77651	ed dev-visitor guide Ad SG chamb	554.27	554.27
PP -	Ingredion Canada Corp. Mar 26, 2024	refund duplicate payment ice renta	5,842.80	5,842.80
PP -	Johnston, Dains 03012024	Refund standard first aid	140.00	140.00
PP -	Knapps Yamaha Racing 4847	rec- tire for side by side	420.36	420.36
PP -	Levac Fabrications 806	rec-new docks	11,074.00	11,074.00
PP -	Levac Supply Ltd. 1358574	pw- safety hard hat - A. Modler	40.21	40.21
PP -	Morrisburg Tirecraft IM0057884	pw-volvo tire repairs	269.86	269.86
PP -	Municipal Equipment 4831	fd- calibration gas	440.99	440.99
PP -	Nedco			

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00064 to 2024-00064

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		8834732	rec- parking lot light	1,875.80	
		8882144	rec- parking lot light	5,198.00	7,073.80
PP -	Ontario Municipal				
	24-656		adm-2024 OMMI Membership	60.00	60.00
PP -	Prescott Fire Department				
	24-05		fd- FIT testing expense	150.00	150.00
PP -	Realtax Inc.				
	95432		adm- tax reg # 070170104012101	508.50	
	95437		adm- tax reg # 070170100540203	508.50	
	95438		adm- tax reg # 070170100526400	508.50	
	95439		adm- tax reg # 070170105009200	508.50	
	95440		adm- tax reg # 070170105008706	565.00	
	95442		adm- tax reg # 070170104507400	508.50	
	95443		adm- tax reg # 070170104504100	508.50	
	95444		adm- tax reg # 070170103021100	508.50	
	95445		adm- tax reg # 070170102002520	508.50	
	95446		adm- tax reg # 070170102002510	508.50	
	95447		adm- tax reg # 070170101526002	508.50	
	95448		adm- tax reg # 070170101520840	508.50	
	95449		adm- tax reg # 070170101513900	565.00	6,723.50
PP -	Safety Guys				
	16911		wwtp/wtp-confined space training	220.35	220.35
PP -	Service Filtration of				
	IN00159411		wtp-mag drive pump	641.58	641.58
PP -	Sport Systems Canada				
	30741		rec-bleachers	36,047.00	36,047.00
PP -	Vista Radio Ltd				
	406990-1		adm- solar eclipse ads	126.56	126.56
Total Proposed Payments:					122,670.63
Total AP:					122,670.63

Certified Correct This Thursday, April 25, 2024


Sean Nicholson, Treasurer


Dave Grant, CAO

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL
BY-LAW NO. 2024-**

**“A BY-LAW TO AMEND BYLAW 2023-25 BEING A BYLAW TO GOVERN THE
PROCEEDINGS OF COUNCIL AND COMMITTEES OF COUNCIL”**

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

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal passed Bylaw 2023-25, being a bylaw to govern the proceedings of Council and Committees of Council on February 27, 2023; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to amend Bylaw 2023-25 to incorporate an indigenous land acknowledgement statement within agenda packages.

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

1. That Section 19, under “Council Agenda” of Bylaw 2023-25 is hereby amended by adding:
“2. Indigenous Land Acknowledgement Statement”
3. That Section 19 subsection 2 through 19 subsection 20 of Bylaw 2019-15 be renumbered to 19 subsection 3 through 19 subsection 21.
4. That all other provisions of Bylaw 2023-25 shall remain in force and effect.
5. That this bylaw shall come into force and effect upon final passage.

Read a first and second time in open Council this 29 day of April, 2024.

Read a third and final time, passed, signed, and sealed in open Council this 29 day of April, 2024.

Mayor

Clerk

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

BY-LAW NO. 2024-

**“BY-LAW TO ESTABLISH THE RATES AND FEES
FOR VARIOUS SERVICES PERFORMED BY
THE RECREATION DEPARTMENT.”**

WHEREAS Section 391 (1) of the Municipal Act, SO 2001, c.25, as amended, authorizes a municipality to impose fees or charges;

AND WHEREAS it is deemed desirable to establish fees and charges for recreation services;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of Edwardsburgh/Cardinal enacts as follows:

1. That the rates and fees for various services performed by the recreation department be established as outlined within Schedule “A” attached hereto forming part of this bylaw.
2. That bylaw 2024-08 and all other bylaws previously passed that are inconsistent with the provisions of this bylaw are hereby repealed.
3. That this by-law shall come into force and take effect on the date of passing.

Read a first and second time in open Council this 29 day of April, 2024.

Read a third and final time, passed, signed and sealed in open Council this 29 day April, 2024.

Mayor

Clerk

**TOWNSHIP OF EDWARDSBURGH CARDINAL
SCHEDULE 'A' TO BY-LAW 2024-**

ARENAS

Prime Time Ice Rental

RENTER		RATE/hour +HST
Minor	Prior to August 1 st , 2024	\$159.50
Adult		\$191.50
Minor	After August 1 st , 2024	\$164.28
Adult		\$197.24
Non-Resident		\$227.37

Non-Prime Time Ice Rental (Sept- March; excludes holiday's & March Break)

RENTER	RATE/hour +HST
Resident	\$110.37
Non- Resident	\$165.56

Drop-in Ice Rental Rate

RENTER	RATE/person/hour
Resident	\$10.00
Non- Resident	\$15.00

Spring & Summer Ice Rental:

RENTER	RATE/hour +HST
Minor	\$179.05
Adult	\$212.01

Summer Rental-Lacrosse/Ball Hockey	\$60.00/hour (min. 2 hours)
Arena Rental Rate (Dance/Tradeshow)	\$500.00/day

Advertising

Wall, Spencerville (4' x 8')	\$100.00/year
Boards, Spencerville	\$500.00/year
Boards, Cardinal	\$500.00/year
Surcharge to reinstall advertising	\$50.00

NOTES:

- Signs, stencils and Lexan if required to be provided by sponsors for boards and ice.
- Purchase a board or ice advertisement in Cardinal arena and receive second in Spencerville at half price

SWIMMING POOLS

Lessons - Lifesaving Society Levels 1-12	\$50.00/session
Family Rate (3 or more children)	\$125.00/session
Lessons – Bronze Star / Basic First Aid	\$125.00
Lessons - Bronze Cross/Medallion	\$225.00
Standard First Aid & CPR-C (20 hours)	\$140.00
Aquafit	\$0/person/day
Public Swimming	\$0/person/day

DAYCAMP

Day Camp (includes swimming lesson

- | | |
|--------------------------|------------------|
| • 1 Child per Session | \$225.00/session |
| • 2 Children per Session | \$425.00/session |
| • 3 Children per Session | \$575.00/session |

OTHER

Ball Diamonds (HST not included)	
• Games	\$30.00/game
• Tournaments	\$125.00/diamond/day
Community Hall Rentals	\$175.00 + HST/event
Family Picnics/Church Suppers	\$150.00 + HST/event
Hall Rentals (for meetings, etc.)	\$40.00 + HST/ per hour
Parties/Events (arena meeting room when canteen is open)	\$100.00 + HST
Cardinal Boat Launch Non-Resident	\$25.00/annually

**CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2024-

**“BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A SITE PLAN
CONTROL AGREEMENT WITH TIMOTHY ROBERT MARKUS”**

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to enter into a Site Plan Control Agreement with HB Holdings Inc. respecting development of a property described as:

PT LT 7 CON 2 EDWARDSBURGH AS IN PR31919;
TOWNSHIP OF EDWARDSBURGH/CARDINAL
PIN: 68149-0210

WHEREAS Authority is granted under Section 41 of the Planning Act, RSO 1990, c.P. 13, as amended to the Council of the Corporation of the Township of Edwardsburgh Cardinal to enter into and amend such agreements; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

- 1. That the Mayor and Clerk are hereby authorized to execute an agreement with Timothy Robert Markus and that a signed copy of said agreement is attached hereto as Schedule “A”.
- 2. That this by-law shall come into force and effect upon passing.

Read a first and second time in open Council this 29 day of April, 2024.

Read a third and final time, passed, signed and sealed in open Council this 29 day of April, 2024.

Mayor

Clerk

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/CARDINAL
SITE PLAN CONTROL AGREEMENT**

THIS AGREEMENT made in triplicate this ____ day of _____, 2024

BETWEEN: TIMOTHY ROBERT MARKUS

Hereinafter called the "Owner" of the first part

AND: THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

Hereinafter called the "Township" of the second part

WHEREAS the Owner has applied to the Township in accordance with the Site Plan Control provisions of Bylaw No. 2023-47, to permit the development of the lands described in Schedule "A" attached hereto;

AND WHEREAS the Owner has agreed with the Township to undertake, furnish and perform the works, material, matter and things required to be done, furnished and performed in the manner hereafter described in connection with the proposed use of the land and in conformity with the Zoning Bylaw;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of other good and valuable consideration and the sum of two dollars (\$2.00) of lawful money of Canada now paid by the Owner to the Municipality, the receipt of which is hereby acknowledged, the Parties hereby agree as follows:

1. Land to Which this Agreement Applies

This is an agreement made pursuant to the provisions of Section 41 of the Planning Act, RSO 1990, as amended, and applies to the lands described in Schedule "A" to this agreement.

2. Statutes, Bylaws, Licenses, Permits and Regulations

The Owner undertakes and agrees that prior to the commencement of any development, redevelopment, site alteration, construction or other works, the Owner shall obtain all necessary permits and approvals required by the

**SITE PLAN CONTROL AGREEMENT
BETWEEN TIMOTHY MARKUS AND
THE TOWNSHIP OF EDWARDSBUGH CARDINAL**

Government of Canada, the Province of Ontario or any agency thereof, the Township and any other affected agency. The Owner undertakes and agrees to comply with the requirements of all relevant municipal bylaws, provincial and federal statutes and regulations, permits, approvals or licenses in addition to the terms of this agreement.

3. Schedules

The Owner hereby agrees that prior written approval by the Township and/or an amendment to a Schedule shall be required for any departure, change or modification from the Schedules.

The following list of schedules attached hereto are deemed to be and form part of this Agreement:

- 3.1 Schedule "A" -Legal Description of the Land to which this Agreement applies.
- 3.2 Schedule "B" -Site Plan, Grading and Drainage Plan by Eastern Engineering
- 3.3 Schedule "C" -Stormwater Management Report, by Eastern Engineering
- 3.4 Schedule "D" -Environmental Impact Study, by BCH Environmental Consulting
- 3.5 Schedule "F" -Special Conditions

4. Registration of Agreement and Commencement of Work

The Owner covenants that he/she/they shall not commence any development or site alteration whatsoever until this Agreement is registered on title against the land at the expense of the Owner.

5. Completion Date

The owner agrees to complete the work required under this Agreement within two (2) years of the date of the commencement of works. Notwithstanding, if exceptional circumstances prevent the owner from complying with the requirements, the Township may extend the completion date.

6. Default

**SITE PLAN CONTROL AGREEMENT
BETWEEN TIMOTHY MARKUS AND
THE TOWNSHIP OF EDWARDSBURGH CARDINAL**

In the event the Owner defaults in the performance of an obligation under this agreement or for reasons of public safety as determined by the Chief Building Official under the Building Code Act of Ontario or the Fire Marshall under the Fire Protection & Prevention Act of Ontario, the Township may, at the expense of the Owner, enter upon the lands and do all such matters and things as may be required to comply with any Order of the Chief Building Official or Assistant to the Fire Marshall (local Fire Chief). Such actual costs incurred by the Township plus an overhead charge of 15%, shall be deemed to be recoverable from the Owner by invoice and may be recovered in like manner as municipal taxes pursuant to the Municipal Act.

7. Facilities and Work to be Provided and Maintained

The Owner covenants and agrees to provide and maintain, at his/her/their sole expense each and every facility, work or other matter illustrated on the Schedules to the satisfaction of the Township, acting in a commercially reasonable manner, and to engage qualified professionals, where required, to design and carry forth any of the work undertaken under this Agreement. This shall include the restoration of any faulty workmanship or materials.

8. Certificate of Compliance

Upon the satisfactory completion of all matters and things to be provided and maintained by the Owner pursuant to this Agreement, the Owner shall be entitled to obtain a Certificate of Compliance from the Township confirming that all provisions of this Agreement have been complied with in full to the date of such Certificate.

9. Notice to Parties

Any Notice by any party to this agreement to another shall be given in writing and mailed or delivered to the Party:

9.1 In the case of the Municipality:

To the Clerk of the Township of Edwardsburgh/Cardinal
18 Centre Street
P.O. Box 129
Spencerville, ON KOE 1X0

9.2 In the case of the Owner(s):

**SITE PLAN CONTROL AGREEMENT
BETWEEN TIMOTHY MARKUS AND
THE TOWNSHIP OF EDWARDSBUGH CARDINAL**

Tim Markus
15 Riverview Crescent
Johnstown ON K0E 1T1

10. Severability

The terms of this agreement are severable, and the unenforceability of any part hereof shall not render the whole unenforceable. No forbearance or failure by the Township to strictly enforce any term or covenant herein shall prevent the Township from insisting upon strict compliance by the Owner subsequent to such forbearance or failure to strictly enforce its terms. The terms of this agreement may not be altered except by a subsequent agreement in writing between the parties.

11. Successors and Assigns

This Agreement shall ensure to the benefit of and be binding upon the respective heirs, personal representatives, successors and assigns of each of the parties hereto.

12. Force and Effect

This Agreement comes into force after it has been executed by all parties hereto and registered against the title to the lands described in Schedule "A".

IN WITNESS WHEREOF the Parties have hereunto set their hands and seals, corporate parties over the hand(s) of their duly authorized signing officers in that regard.

OWNER/AUTHORIZED AGENT

Owner
I have the authority to bind the corporation

**SITE PLAN CONTROL AGREEMENT
BETWEEN TIMOTHY MARKUS AND
THE TOWNSHIP OF EDWARDSBURGH CARDINAL**

CORPORATION OF THE TOWNSHIP OF
EDWARDSBURGH/CARDINAL

Mayor

Clerk

We have the authority to bind the corporation.

**SITE PLAN CONTROL AGREEMENT
BETWEEN TIMOTHY MARKUS AND
THE TOWNSHIP OF EDWARDSBURGH CARDINAL**

SCHEDULE "A"

Site Plan Control Agreement

DESCRIPTION OF THE PROPERTY

PT LT 7 CON 2 EDWARDSBURGH AS IN PR31919; EDWARDSBURGH/CARDINAL

PIN: 68149 0210

**SITE PLAN CONTROL AGREEMENT
BETWEEN TIMOTHY MARKUS AND
THE TOWNSHIP OF EDWARDSBUGH CARDINAL**

SCHEDULE "B"

Site Plan Control Agreement

SITE PLAN, GRADING AND DRAINAGE PLAN

Prepared by Eastern Engineering, dated March 8, 2024

**SITE PLAN CONTROL AGREEMENT
BETWEEN TIMOTHY MARKUS AND
THE TOWNSHIP OF EDWARDSBUGH CARDINAL**

SCHEDULE "C"

Site Plan Control Agreement

STORMWATER MANAGEMENT

Prepared by Eastern Engineering, dated October 5, 2023

**SITE PLAN CONTROL AGREEMENT
BETWEEN TIMOTHY MARKUS AND
THE TOWNSHIP OF EDWARDSBUGH CARDINAL**

SCHEDULE “D”

Site Plan Control Agreement

ENVIRONMENTAL IMPACT STUDY

Prepared by BCH Environmental Consulting, dated November 10, 2023

SCHEDULE “E”

Site Plan Control Agreement

SPECIAL CONDITIONS

1. Location of Building Structures and Facilities

Building structures and facilities shall be located as per the site plan forming Schedule “B” to this Agreement.

Notwithstanding the above requirement and the building location shown on the plan and drawing forming Schedule “B”, the new building at the entrance to the site must comply with the required front yard setback in the Township’s Zoning Bylaw 2022-37, as amended.

At the discretion of the Chief Building Official, a soil analysis and recommendation from a qualified professional for requirements to support the proposed structures may be required prior to any building permits being issued.

2. Stormwater Management

Stormwater shall be managed as per the Stormwater Management Plan by Kollaard Associates, forming Schedule “C” to this agreement.

Any changes to the existing proposal, including paving, may require an update to the Stormwater Management Plan.

3. Sediment and Erosion Control

Sediment and erosion control shall be managed as per the professional recommendations provided within the schedules of this agreement.

4. Sediment and Erosion Control

Potential impacts to the natural heritage features on the site shall be mitigated as per the professional recommendations within the Environmental Impact Assessment forming Schedule “D” to this agreement.

5. Entranceway

The site shall be accessed as per the site plan forming Schedule “B” and as per the entranceway permits issued by the United Counties of Leeds and Grenville. No

additional entranceways shall be established without the consent of the appropriate road authority.

6. Refuse Storage and Disposal

The property shall be maintained in a neat and tidy condition and all refuse shall be deposited in proper containers which are screened from view. The owner shall be responsible for the disposal of refuse from his/her/their property.

7. Snow Removal

Snow removal is the responsibility of the owner.

8. Signage

Prior to the installation of any signage visible from County Road 22, the applicant shall obtain the necessary approval from the United Counties of Leeds and Grenville. Digital/LED signage is not permitted.

9. Lighting

All outdoor lighting, including fixtures and signs, shall be designed, installed and maintained to prevent light spill over or glare onto the Township and County Road allowances and neighbouring residential properties as determined by the Director of Public Works of the United Counties of Leeds and Grenville or his/her designate.

GENERAL NOTES:

1. THE OWNER SHALL COORDINATE AND PAY FOR ALL CONSTRUCTION RELATED PERMITS, FEES, INSPECTIONS AND APPROVALS REQUIRED BY THE TOWNSHIP OF EDWARDSBURGH CARDINAL.
2. ALL ELEVATIONS ARE GEODETIC AND UTILIZE METRIC UNITS.
3. THE OWNER SHALL PROTECT ANY SUCH EXISTING SERVICES & FACILITIES. SUCH REQUIRED MEASURES INCLUDE, BUT ARE NOT LIMITED TO: ENSURE ALL CONCERNED UTILITIES HAVE LOCATED THEIR PLANT PRIOR TO ANY EXCAVATING, LOCATE AND FLAG/PAINT THE LOCATIONS OF OTHER U/G PLANT WHICH MIGHT BE DAMAGED BY EXCAVATIONS AND CONSTRUCTION TRAFFIC, HAND DIG IN PROXIMITY TO EXISTING BURIED SERVICES TO LOCATE THEM WITHOUT ANY RESULTING DAMAGE, BRACE AND SUPPORT WHERE REQUIRED.
4. THE OWNER SHALL REFER TO AND COMPLY WITH THE ENGINEER'S SITE PLAN FOR BUILDING DIMENSIONS AND SITE LAYOUT. LATEST DESIGN DIMENSIONS AND LAYOUT INFORMATION SHALL BE CONFIRMED PRIOR TO COMMENCEMENT OF CONSTRUCTION LAYOUT.
5. THE CONTRACTOR SHALL APPRAISE HIS/HER SELF OF ALL SURFACE AND SUBSURFACE CONDITIONS TO BE ENCOUNTERED AND SHALL CARRY OUT THEIR OWN TEST PITS AS REQUIRED TO MAKE THEIR OWN INDEPENDENT ASSESSMENT OF GROUND CONDITIONS. THE CONTRACTOR SHALL NOT MAKE ANY CLAIM FOR ANY EXTRA COST DUE TO ANY SURFACE OR SUBSURFACE CONDITIONS VARYING FROM THOSE ANTICIPATED BY THE CONTRACTOR.
6. DESIGN ELEVATIONS GIVEN ON THIS PLAN ARE TO BE ADHERED TO WITH NO CHANGES WITHOUT PRIOR WRITTEN APPROVAL BY EASTERN ENGINEERING GROUP.
7. COORDINATE AND SCHEDULE ALL WORK WITH OTHER TRADES AND CONTRACTORS.
8. THE CONTRACTOR SHALL COMPLETE ALL RESTORATION WITHIN R.O.W.S TO THE CITY STANDARDS AND TO THE APPROVAL OF MUNICIPAL AUTHORITIES.
9. THE CONTRACTOR SHALL COMPLY WITH THE MUNICIPAL REQUIREMENTS FOR THE TRAFFIC CONTROL WHEN WORKING IN MUNICIPAL R.O.W.S AND PRIVATE STREETS.
10. ALL GROUND SURFACES SHALL BE EVENLY GRADED WITHOUT PONDING AREAS AND WITHOUT LOW POINTS EXCEPT WHERE APPROVED SWALE OR CATCHBASIN OUTLETS ARE PROVIDED.
11. ALL EDGES OF DISTURBED PAVEMENT SHALL BE SAW CUT TO FORM NEAT AND STRAIT LINES PRIOR TO PLACING NEW PAVEMENT.

NOTES: SEDIMENT, EROSION & TREE PROTECTION

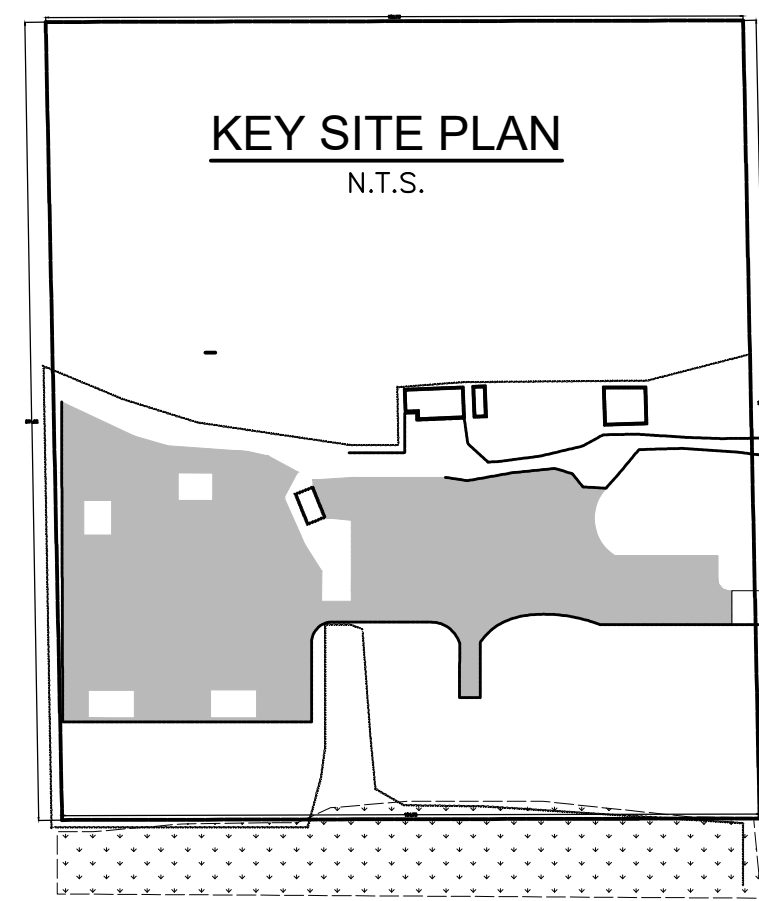
12. IN ACCORDANCE WITH BEST MANAGEMENT PRACTICES FOR EROSION & SEDIMENT CONTROL:
 - LIGHT DUTY SILT FENCE AND STRAWABLE CHECKS SHALL BE INSTALLED AT LOCATIONS AS SHOWN ON THE DRAWING.
 - ALL SEDIMENT AND EROSION CONTROL MEASURE SHALL BE INSPECTED DAILY AND AFTER EVERY RAIN EVENT BY THE CONTRACTOR. ALL SEDIMENT AND EROSION MEASURES SHALL BE MAINTAINED, REPAIRED OR REPLACED AS REQUIRED UNTIL CONSTRUCTION IS COMPLETE AND GROUND COVER HAS STABILIZED. IMMEDIATELY CONTAIN AND REMOVE ANY SEDIMENTS THAT BREACH SILT BARRIERS.
13. THE CONTRACTOR SHALL PROTECT ALL TREES NOT DESIGNATED FOR REMOVAL. TREES SHALL BE PROTECTED FROM: CONSTRUCTION EQUIPMENT MOVEMENT, STOCKPILING OF ANY MATERIALS WITHIN DRIPLINES AND FROM UNNECESSARY ENCRoACHING WITHIN DRIPLINES. THE CONTRACTOR SHALL SUPPLY, INSTALL AND MAINTAIN TREE PROTECTION BARRIERS AS PER OPSD 220.01 INSPECT, MAINTAIN, REPAIR AND REPLACE AS NECESSARY UNTIL ALL CONSTRUCTION IS COMPLETE.
14. IN THE EVENT THAT THE EROSION AND SEDIMENT CONTROL ("ESC") MEASURE INDICATED ON THIS PLAN ARE NOT SUFFICIENT, THE CONTRACTOR SHALL PROVIDE ADDITIONAL "ESC" MEASURED TO MINIMIZE THE RELEASE OF SOILS AND SEDIMENT INTO BODIES OF WATER AND SEWERS.

EXISTING INFRASTRUCTURE NOTES:

1. ALL EXISTING PLANT OR UNDERGROUND INFRASTRUCTURE SHALL BE PROTECTED.
2. THE LOCATION OF EXISTING UNDERGROUND INFRASTRUCTURE WITHIN THE SITE IS UNKNOWN.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UNDERGROUND INFRASTRUCTURE WITHIN THE LIMITS OF THIS CONTRACT.
4. WHEN UNDERGROUND INFRASTRUCTURE IS ENCOUNTERED THAT HAS NOT BEEN SHOWN ON THE CONTRACT DRAWINGS THE CONTRACTOR WILL RECORD IT'S LOCATION, NOTIFY THE CONTRACT ADMINISTRATOR AND FURNISH A COPY OF THE LOCATION OF SAID INFRASTRUCTURE.
5. IF ANY UNDERGROUND INFRASTRUCTURE IS FOUND TO BE IN CONFLICT WITH ANY OF THE WORK OF THIS CONTRACT THE CONTRACTOR WILL IMMEDIATELY NOTIFY THE CONTRACT ADMINISTRATOR IN WRITING AND WHERE PRACTICABLE PROCEED WITH OTHER WORK THAT IS NOT AFFECTED BY THE CONFLICT. IT WILL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO PRESERVE AND PROTECT ALL EXISTING INFRASTRUCTURE WITHIN THE CONTRACT LIMITS. ALL DAMAGES TO THE INFRASTRUCTURE RESULTING FROM THE ACTIONS OF THE CONTRACTORS OPERATIONS SHALL BE REPAIRED TO A SAME OR BETTER CONDITION AT NO ADDITIONAL COST TO THE OWNER.
- 6.

LEGEND

- × 92.30 EXISTING TOPO GRADE
× 92.90 PROPOSED GRADE
× 92.90 EXISTING GRADE
--- ○ --- STORM SEWER
--- ○ --- SANITARY SEWER
--- W --- WATERMAIN
--- B --- BELL UNDERGROUND
--- G --- GAS UNDERGROUND
--- C --- CABLE UNDERGROUND
--- E --- ELECTRICAL UNDERGROUND
--- OH --- OVERHEAD UTILITIES
○ OH ○ LS ○ H UTILITY POLE
• AN UTILITY ANCOR
□ UTILITY PEDISTAL
■ PROPERTY BAR FOUND
▷ RS ROAD SIGN
--- FENCE
--- TREELINE
--- TREE
11.58 PROPERTY BOUNDARY
N49°15'50"E EXISTING BUILDING



BENCHMARK
ELEVATIONS ARE DERIVED FROM GPS OBSERVATIONS.
(UTM NORTH-ZONE 18, NAD 83)

NOTE:
CONTRACTOR TO CONTACT UTILITY COMPANIES TO DETERMINE TYPE, LOCATION, AND CONFIGURATION OF EXISTING PLANT.

No.	By	Date	Revisions
1	Q.T	3/8/2024	TOWNSHIP COMMENTS
0	Q.T	2/13/2024	SITE PLAN FOR APPROVAL

All drawings, specifications and related documents are the copyright property of the Engineer and must be returned upon request. Reproduction of drawings, specifications, and related documents in part or whole is forbidden without the Engineers' written permission.

The contractor must check and verify all dimensions on the job prior to start of construction.

Drawings are not to be scaled.



EASTERN ENGINEERING GROUP INC.
CONSULTING ENGINEERS
Apex Building Telephone: (613) 345-0400
207 - 100 Stronger Blvd. Facsimile: (613) 345-0008
Brockville, Ont. K6V 5J9 www.EastEng.com

Project Title:
THE BEDROCK DEPOT
2062B SHANLY RD
CARDINAL, ON

Drawing Title:
DRAINAGE & GRADING PLAN

Design: C.J	Checked: C.J	Approved: C.J	Project No: 11046
Drawn: Q.T	Checked:	Date: 3/8/2024	Contract No: 11046

Scale:
0 6 12
Horizontal: 300

C1

File No.: 11046 Site Proposal rev3 wden

GENERAL NOTES

- ALL WORK ON CITY PROPERTY TO BE PERFORMED BY A CONTRACTOR APPROVED BY THE CITY.
- CONTRACTOR TO VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.
- CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS PRIOR TO START OF CONSTRUCTION.

**THE BEDROCK DEPOT
2062 SHANLY ROAD
CARDINAL, ON
TOWNSHIP OF EDWARDSBURGH-CARDINAL**

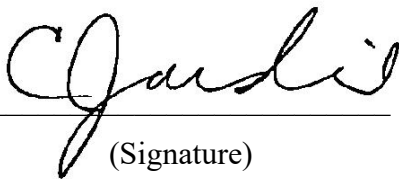
STORMWATER MANAGEMENT REPORT

PREPARED BY



April 11, 2024

This document entitled Stormwater Management Report was prepared by Eastern Engineering Group Inc. for the account of the Tim Markus (the “Client”). Any reliance on this document by any third party is strictly prohibited. The material in the report reflects Eastern Engineering Group’s professional judgement in light of the scope, schedule and other limitations stated in the document and in the contract between Eastern Engineering Group and the Client. The opinions in the document are based on conditions and information existing at the time the document was prepared and published and do not take into account any subsequent changes. In preparing the document, Eastern Engineering Group did not verify information supplied to it by others. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Eastern Engineering Group shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions take based on this document.

Prepared by 
(Signature)

Colin A. Jardine, P. Eng

President, Eastern Engineering Group

Director of Civil Engineering

2062 SHANLY ROAD, CARDINAL, ON

STORMWATER MANAGEMENT REPORT

PROJECT

The Owner of the property at 2062 Shanly Road, Cardinal, Mr. Tim Markus, is proposing to re-develop the current residential property into a mixed commercial/residential development. The commercial portion is proposed to be a landscape depot business, selling materials for landscaping. The existing residence will remain on the site. A new small building will be constructed for the commercial portion near a new entrance of Shanly Road, just south of the existing driveway.

The area of the property being developed is approximately 0.9220 ha. A portion of the existing area is a driveway. The remaining is grass field and treed area. The treed area north of the new entrance will remain as a buffer between the residential and commercial. There are two existing wet ponds on site that will remain and be used to direct surface runoff towards. A new 8520 m² gravel area will be constructed for the landscaping depot. The remaining land will remain grass.

SUPPORTING INFORMATION

The Preliminary Servicing Report was developed using background information provided by the Owners and the City of Brockville.

Project Name: Tim Markus Landscape Project
Owner: Tim Markus
2062 Shanly Road
Cardinal
Site Address: 2062 Shanly Road, Cardinal
Phone Number: 613-803-8061
Email: pads29@cogeco.ca

The following documents were referenced in preparing the stormwater management design for the 2062 Shanly Road, Cardinal lot re-development:

- Stormwater Management Planning and Design Manual, Ministry of the Environment, 2003
- MTO Drainage management manual
- SNCA Design Manual

PROPOSED DEVELOPMENT

The proposed development is shown on Drawing No. C1. It consists of the following:

- 22.6 sq. m building.
- 8520 sq. m of new gravel parking lot and driving area.
- 700 sq. m of grass area.
- New road entrance from Shanly Road.
- Erosion and sediment control measures installed for construction of the facility and parking area, maintained until the vegetation has taken.

PROPOSED CONDITIONS

The change in area is 9220 sq. m from grassed surface to gravel surface.

The Runoff Coefficient for pre conditions is 0.35 (grassed field). The Runoff Coefficient for post condition is 0.58 (gravel). The area changing is 9220 sq. m.

There will be an increase in runoff from the gravel surface but the permeability of the gravel will allow stormwater to infiltrate into the soils. The direction of drainage of surface flow is directed to the existing ponds on the site.

The image below shows the existing view facing north looking at the site from Shanley Road.



Photo 1 – Site Looking North

STORM WATER MANAGEMENT

The normal requirement for a site is to match pre-development to post-development conditions. The intention of the design in this report does not aim for pre to post as the increase we feel is negligible and presents a minimal risk to the surrounding properties. As determined by a topographic survey, the natural drainage of the entire site is generally to from north to south to the pond that is on property. This drainage pattern will not be modified.

There is natural wet area south of the cleared property as well which acts as a natural filter for sediment control.

QUALITY – BEST MANAGEMENT PRACTICES

The modified area of the site is 0.922 ha, as defined in the MOE stormwater design manual, section 4.1.1, the amount of land being developed, we treat this as a smaller developable site and recommend Lot Level and Conveyance Controls should be allowed for the site.

THE BEDROCK DEPOT

The flow from the site will follow natural drainage paths from the west in the rear and east in the front of the property to existing ditches. To help with water quality, Best Management Practices and Low Impact Development strategies are addressed by the nature of the development which includes the following factors:

Infiltration

Long flow paths will help with the removal of sediment and keeping temperature of the water lower.

Preserve areas of undisturbed soil and vegetation

Areas that can retain their natural soils and current conditions should be included in the planning.

Fit design to terrain

The parking lot will be constructed to match existing grades where possible. The undeveloped grass land area will be utilized to promote infiltration and sediment removal.

Lot level Controls

It is now standard practice to direct roof leaders onto grassed areas, as opposed to a hard surface. Discharge from any roof drains be implemented wherever possible, increasing the likelihood of particle filtration and runoff re-absorption.

At the lot level, the effects of runoff reduction measures are enhanced by minimizing lot grades to promote natural infiltration. Due to the natural topography or relief of the site, the existing grading of the entire site will be maintained and thus allowing natural filtration and absorption to continue while maintaining base flows and reducing TSS levels.

Conveyance Control

The use of low gradient grassed waterways having minimal side slopes is one of the best conveyance controls available. The flat grades help to reduce flow velocities, reducing erosion potential.

STORMWATER QUANTITY CONTROL**PRE-DEVELOPMENT FLOW**

The water quantity objective for the storage areas is to not exceed the existing stormwater flows from the area. The flow is limited to the pre-development runoff rates. Please note that it is widely recognized that the rationale method typically overestimates peak runoff flows and as a result is an extremely conservative prediction method. Any facilities that are sized using results from the rationale method are expected to function in “real world” conditions.

The total area of the proposed site is 0.9220 ha which will be converted from grass to the gravel storage yard. The surface runoff will drain to the existing ponds on the site which currently collect water runoff from the property. Swales and berms will be used to direct the water to the existing ponds. The developed site will support sheet flow from north to south.

The predevelopment runoff coefficient using MTO Design Manual is 0.35 for treed/grassed areas. The post-development runoff coefficient is calculated based on surfaces shown on engineering plans. See table below.

Runoff Coefficient Calculation

AREA 0.922 ha	IMPERVIOUS C Value	EXISTING PRE (ha)	C x Area PRE	POST CONST (ha)	C x Area POST
Grassed Area	0.35	0.922	0.323	0.070	.0245
Compacted Gravel	0.6	0	0	0.8520	.5112
			Cpre = 0.35		0.5357/0.922 Cpost = 0.58

THE BEDROCK DEPOT

The pre-development flow for the drainage area is calculated using the Rational Method.

$$Q = 2.78 C i A$$

where

Q = flow volume, L/s
 C = runoff coefficient
 i = rainfall intensity, mm/hr.
 A = drainage area, ha.

Total area of the site = 0.922 ha.

Using the Design Guidelines, the runoff coefficient for the existing condition runoff coefficient of 0.35 is assumed based on above table.

Time of Concentration (Airport Formula)

T_c assumed to be 15 mins

Rainfall intensity of the property is calculated from the IDF curves available at MTO IDF Curve Finder

Intensity Duration Frequency calculated using online MTO curve.

$i_5 = 70.9$ mm/hr.

$$Q_5 = 2.78 * .35 * 0.922 \text{ ha} * 70.9 = \underline{\underline{115.40 \text{ L/s}}}$$

POST-DEVELOPMENT FLOW- CONTROLLED FLOW

The post development flows are calculated using Modified Rationale method for various times and rainfall intensities, to determine how much storage is required for each drainage area.

The post development runoff coefficient is calculated to be 0.58.

The allowable release rate from the site is 115.40 L/s (5 year)

5 Year Storage – A=0.922 ha, c=0.58, Q allowable 115.40 L/s

Tc (min.)	I (mm/hr.)	Q (L/s)	Qallow (L/s)	Net Runoff (L/s)	Storage (m³)
5	152.8	227.1574918	115.40	111.76	33.53
10	94.1	139.8921465	115.40	24.49	14.70
15	70.9	105.4022655	115.40	0	0
30	43.7	64.97	115.40	0	0

100 Year Storage – A=0.922 ha, c=0.58, Q allowable 115.40 L/s

Tc (min.)	I (mm/hr.)	Q (L/s)	Qallow (L/s)	Net Runoff (L/s)	Storage (m³)
5	255.6	379.98	115.40	264.58	79.38
10	157.4	234.00	115.40	118.60	71.16
15	118.6	176.32	115.40	60.91	54.82
30	73.1	108.67	115.40	0	0

Therefore, based on Modified Rationale Method, the storage requirement for the site modifications are for 5 year – 33.53 m³ and for 100 year - 79.38 m³. The stormwater flows overland to the swale and into the existing ponds. Overflow is to the natural wetlands south of the property.

STORAGE PROVIDED

The existing ponds will store stormwater. In spring months, there is 0.3m of storage in the ponds, and during dry months it would be 1.0 m of storage. The areas of the ponds are 878 m² combined, for a spring storage of 263 m³ and summer storage of 878 m³.

This exceeds the requirements for 100 year storm storage.

SEDIMENT AND EROSION CONTROL

To control sediment and erosion during construction the Contractor shall install silt fences on the site as per OPSD 219.110 as needed around the construction site.

Sediment and erosion control barriers shall be monitored daily and maintained, as necessary. The Contractor shall remove the sediment and erosion control measures upon completion of construction and after re-vegetation has occurred. Care shall be taken at the removal stage to ensure that any silt that has accumulated is properly handled and disposed of.

The owner shall be responsible for monitoring and maintaining the stormwater facilities.

The Sediment and Erosion Control Plan shall be considered a ‘living document’ that may need to be changed or adjusted during the life of the project to be effective.

CONCLUSION – LOW RISK SITE

The area of the site being developed is a small portion of the larger 0.922 ha lot.

Stormwater runoff from the developed area of the site will flow overland to the existing pond, and overflow to the south of the property.

As the site being less than 2 ha, as defined in the MOE stormwater design manual, section 4.1.1, the amount of land being developed is much smaller and Lot Level and Conveyance Controls

THE BEDROCK DEPOT

should be allowed for this site. The site has controls for Lot Level controls naturally on the site with reduced grading, and large areas of grassed, vegetated land for infiltration.

The site as proposed, is a low risk with regards to stormwater runoff affecting neighboring properties due to the location of the site, the amount of area for dispersion and infiltration of runoff from the developed portion. The increase in runoff is negligible when considering the wide sheet flow and very low flow velocities of the stormwater.

Prepared by:

Eastern Engineering Group Inc.

100 Strowger Boulevard, Suite 207

Brockville, ON K6V 5J9

Colin A. Jardine, P. Eng

April 11, 2024



Updated Environmental Impact Study (EIS)

2062 Shanly Road

Part Lots 7, Concession 2

**Township of Edwardsburgh/Cardinal
United Counties of Leeds and Grenville**

November 10, 2023

Prepared By:



**BCH Environmental Consulting Inc.
20373 Bethune Street,
South Lancaster, On
K0C 2C0**

Table of Contents

1.0.	Introduction.....	3
1.1.	Site Context.....	3
2.0.	Methodology	3
3.0.	Field Surveys.....	4
3.1.	Existing Conditions	4
3.1.1.	Mowed/Manicured Residential.....	6
3.1.2.	Fresh-Moist White Cedar Coniferous Forest (FOC4)	8
3.1.3.	Mosaic of Mixed Swamp (ch) and Fresh-Moist White Cedar Hardwood Mix Forest (FOM7)	9
3.1.4.	Black Ash Deciduous Swamp (h).....	10
3.1.5.	Tributary to McLaughlin Creek	10
4.0.	Potential Species at Risk	11
4.1.	Turtles and Reptiles.....	12
4.2.	Birds	12
4.3.	Mammals	13
4.4.	Vegetation.....	13
4.5.	Species at Risk Summary.....	13
5.0.	Natural Heritage System.....	14
5.1.	Significant Woodland.....	14
5.2.	Unevaluated Wetland / Tributary to McLaughlin Creek.....	18
5.3.	Significant Wildlife Habitat	19
6.0.	Development Constraints and Cumulative Impacts	19
7.0.	Tree Protection.....	19
8.0.	Recommendations and Conclusion	23
8.1.	Mitigation for the Species at Risk and Migratory Birds Convention Act.....	23
8.2.	Wetland Protection Recommendations and Mitigation Measures	23
8.3.	Mitigation for Tree Protection	24
8.4.	Additional Mitigation Measures	24
	REFERENCES.....	26
	APPENDIX A: OBSERVED SPECIES LIST	28
	APPENDIX B: QUALIFICATIONS	30
	APPENDIX C: PRELIMINARY PLANS	35

1.0. Introduction

As requested by Tim Markus an Environmental Impact Study (EIS) was completed to assess the environmental impacts of the creation of a landscaping business at 2062 Shanly Road, Cardinal, ON (Figure 1).

1.1. Site Context

The entire property parcel (Subject Lands) is approximately 3.8 ha in size and the legal land description is Part Lot 7, Concession 2, Township of Edwardsburgh/Cardinal, United Counties of Leeds and Grenville. The proponent wishes to utilise a portion of his property as a landscaping business (1.15 ha). The subject lands are bordered to the east by Shanly Road (Figure 1). The proponent wished to create access lanes for trucks, a truck turnaround/dumping area, and open storage area for landscaping supplies (soil, rock and mulch). Preliminary plans are available in Appendix C.

The subject lands were designated as Rural within the Township of Edwardsburgh/Cardinal zoning by-law No. 2012-35 and Rural Area with Significant Woodland in the Townships Official Plan. Additionally, within the United Counties of Leeds and Grenville Official Plan the subject lands are designated as Rural and Natural Heritage System.

Through a background review, potential environmental constraints have been identified as; Natural Heritage System, Significant Woodland, Potential Wetland and Potential Fish Habitat (Tributary to McLaughlin Creek). Additionally, the proposed development is located in Ecoregion 6E.

A watercourse draining to McLaughlin Creek has been identified within the northern edge of the subject lands. This creek can potentially support numerous types of aquatic habitat including fish and has been identified as being potential environmental constraints to future development.

The Provincial Policy Statement (PPS) states that natural heritage systems should be maintained, restored, or improved for the purpose of linkages between natural heritage features and areas. The PPS states that site development and alteration shall not be permitted in provincially significant wetlands in Ecoregion 6E and site development and alteration shall not be permitted in provincially significant woodlands in Ecoregion 6E unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. Additionally, development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.

No portion of the subject lands appear to be within a South Nation Conservation Authority regulated areas.

2.0. Methodology

This report is prepared in accordance with the Official Plan for the United Counties of Leeds and Grenville (2021) and the Official Plan of the Township of Edwardsburgh/Cardinal (2019) Section 6.10 with guidance from the Natural Heritage Reference Manual (OMNR, 2010). This EIS includes an assessment of the identified environmental constraints and the potential for Species at Risk.

This EIS will provide the methodology to mitigate, as required, negative impacts on significant features and functions. Potential Species at Risk in the general area were identified from the Ministry of Natural Resources and Forestry databases, the Department of Fisheries and Ocean databases, the Ontario Breeding Bird Atlas, Ontario Reptile and Amphibian Atlas, iNaturalist and the Global Biodiversity Information Facility.

Colour aerial photography was used to assess the natural environment features in the general vicinity of the proposed building.

A field survey of the subject and adjacent lands was completed by BCH Environmental (C.Fontaine/ S.St.Pierre) on May 17, 2022 from 0800h to 1100h (air temperature was 13°C, with a light breeze and overcast skies changing to light rain). Staff qualifications are available in Appendix B.

The area was extensively walked and surveyed for significant natural areas, potential species at risk and their associated habitat.

Upland vegetation communities were described utilising the Ecological Land Classification Southern Manual (Lee et al. 1998), while wetland communities if present were described utilising the Ontario Wetland Evaluation System Southern Manual (MNRF 2022).

Significant Wildlife Habitat was determined from the Natural Heritage Reference Manual for Natural Heritage Policies of the Provincial Policy Statement (OMNRF 2010).

Observed plants were recorded for each individual community, the plants utilized in the descriptions are the most abundant specimens observed. A complete observed species list is provided in Appendix A. Plants that could not be identified in the field were collected for a more detailed examination. Nomenclature used in this report follows the Southern Ontario Vascular Plant List (Bradley, 2013) which aligns with the Integrated Taxonomic Information System (ITIS).

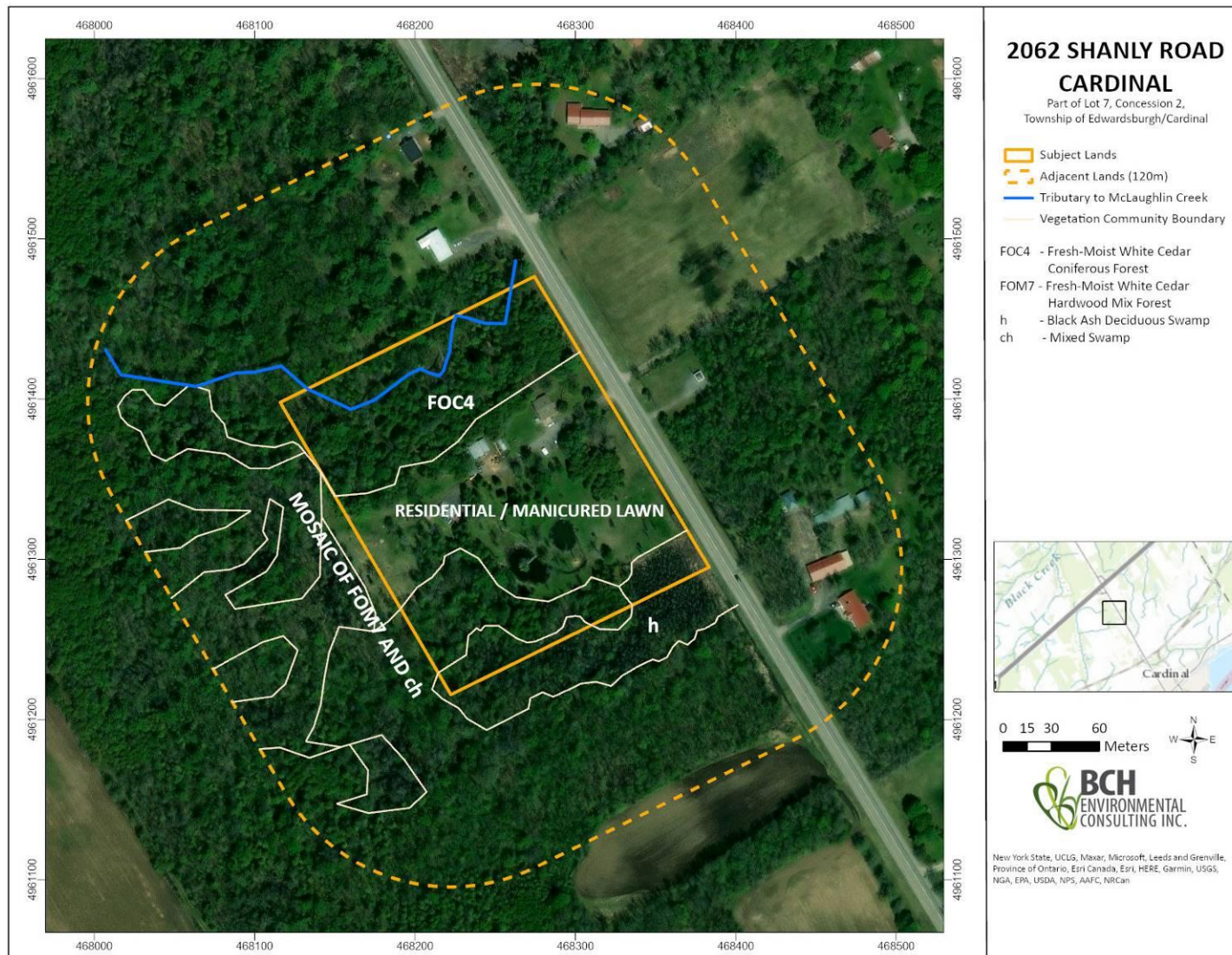
3.0. Field Surveys

A butternut survey was conducted along with a search for cavity trees by systematically moving through the subject lands and adjacent lands (discussed in section 4.3 and 4.4). Vegetation communities along with the pond and watercourse areas are described in section 3.1.

3.1. Existing Conditions

A large portion of the subject lands consisted of mowed/maintained area with a residential building and accessory buildings, two ponds were located within the mowed area. The remaining land within the subject lands consisted of a mosaic of deciduous/coniferous swamp and deciduous/coniferous forests. Within the northern portion there is a tributary to McLaughlin Creek.

FIGURE 1: SUBJECT LANDS



3.1.1. Mowed/Manicured Residential

Portions within the center of the subject lands consisted of residential and accessory buildings and manicured lawn. Some trees individually or in clumps were present; mostly green ash, white cedar, and white pine (average DBH: 25-35cm). The majority of the proposed development occurs within this community.

Located within the southeast portion of this area were two manmade ponds, they do not represent fish habitat. The ponds do not appear to be connected to each other; however, the east pond has an outlet which travels about 45m before draining into the black ash deciduous swamp. This swamp was thoroughly investigated and no channels or connections to other wetlands/watercourses were present.

The west pond is approximately 17m x 30m in size, and just 10m to the east, the east pond is approximately 15m x 20m in size. Both ponds and the watercourse were mowed around but contained a small natural shoreline buffer. The most dominant species were: willows, white cedar, narrowleaf cattail, and sensitive fern. The outlet contained an average wetted width and depth of 1m and 6cm, respectively. Much of the outlet was choked with cattail.

Both ponds are to remain.



Photo 1: Residential (May 15, 2022)



Photo 2: West Pond (May 15, 2022)



Photo 3: East Pond (May 15, 2022)



Photo 4: Pond Outlet (May 15, 2022)

3.1.2. Fresh-Moist White Cedar Coniferous Forest (FOC4)

This community was present within the northern portion of the subject lands. The average tree diameter was 20-30cm, maximum 90cm, and the majority provided 100% cover. This community consisted of coniferous trees with the occasional deciduous tree. The canopy was the dominant layer. The canopy (11-13m tall; 100% cover) was dominated by white cedar with the very occasional green ash and white birch present. The sub-canopy (8-9m tall; 30% cover) consisted of white cedar. The understory (1-2m tall; 5% cover) was dominated by alternate-leaved dogwood followed by tartarian honeysuckle, green ash, and common buckthorn. The ground layer varied in cover, along the north portion of this community there was very little cover. Moving towards the south there was some mowing/clearing activities and as such, the ground cover was greater (10%-100% cover). The ground layer included grasses, sensitive fern, ostrich fern, mosses, and red trillium.



Photo 5: Fresh-Moist White Cedar Coniferous Forest (May 15, 2022)

3.1.3. Mosaic of Mixed Swamp (ch) and Fresh-Moist White Cedar Hardwood Mix Forest (FOM7)

This community was present within western side of the subject and adjacent lands. The average tree diameter was 20-30cm and the majority provided 100% cover. This community was highly variable and consisted of a mixture of coniferous and deciduous trees. This area can only be described as a mosaic of wetland and upland habitat. Individual communities have been delineated for constraint purposes but this area should really be described as a whole. A small portion of the Fresh-Moist White Cedar Hardwood Mix Forest is designated for use for the landscaping business. This area drains into the creek.

Within the low lying areas (wetland areas) dominate vegetation consisted of black ash, green ash, white cedar, American elm, and sensitive fern. Vernal pools were noted but fish habitat was not present.

Upland areas consisted of a fresh-moist white cedar hardwood mix forest. The canopy was the dominant layer. The canopy (10-13m tall; 100% cover) consisted of sugar maple, white cedar, green ash, and white pine. The sub-canopy (7-8m tall; 40% cover) consisted of the same species present in the canopy layer. The understory (1-2m tall; 40% cover) consisted of green ash, white cedar, Tartarian honeysuckle, and alternate-leaved dogwood. The ground layer provided 80-100% coverage and consisted of sensitive fern, wild sarsaparilla, field horsetail, ostrich fern, reed canary grass, and mosses.



Photo 6: Fresh-Moist White Cedar Hardwood Mix Forest (May 15, 2022)



Photo 7: Mixed Swamp (May 15, 2022)

3.1.4. Black Ash Deciduous Swamp (h)

A small portion of the subject lands and adjacent lands have been identified as black ash deciduous swamp (figure 1). This swamp presented one form: deciduous tree (black ash). The canopy consisted entirely of black ash however, all trees were dead (7-8m tall; 0% cover). The sub-canopy (5-6m tall; 85% cover), and understory (2-3m tall; 50% cover) also consisted entirely of black ash. The ground layer provided 100% cover and consisted entirely of reed canary grass. A small cattail/reed canary grass marsh was located within the north western portions of this community. This area drains into the roadside ditch.



Photo 8: Deciduous Swamp (May 15, 2022)

3.1.5. Tributary to McLaughlin Creek

Running along the northern border of the subject lands and adjacent lands was a watercourse which originates onsite and continues offsite, flowing to McLaughlin Creek and represents fish habitat. The

watercourse flowed in a westerly direction and contained substantial flow during the May 15, 2022 visit. The average wetted width and water depths were 1.2m and 7cm, respectively. A ponded area (approximately 12m x 8m in size) with surrounding vernal pools draining into the watercourse was noted within the adjacent lands. Small woody debris and organics were the only in-water cover present. The substrate consisted of fines. Much of the watercourse contained full canopy cover and bank vegetation. The most common species were: sugar maple, white cedar, green ash, sensitive fern, and ostrich fern.



Photo 9: Tributary to McLaughlin Creek (May 15, 2022)

4.0. Potential Species at Risk

The Make a Map: Natural Heritage online database (OMNRF) was reviewed on April 28, 2022. This database provides sightings of provincially tracked species including Threatened and Endangered species covered by the 2008 Endangered Species Act in 1 km squares across most of Ontario. A search was conducted on the site and adjacent lands (18VQ6861, 18VQ6761, 18VQ6760, and 18VQ6860). The following species were identified for these squares:

- Eastern Meadowlark (Threatened)
- Bobolink (Threatened)
- Snapping Turtle (Special Concern)
- Henslow's Sparrow (Endangered)

The Ontario Breeding Bird Atlas provides a searchable database in the form of a 10km square grid. A query revealed the following Species at Risk and species of special concern identified within the 10km square that encompasses the site and adjacent lands (18VQ66):

- Chimney Swift (Threatened)
- Eastern Wood-Pewee (Special Concern)
- Barn Swallow (Special Concern)

- Wood Thrush (Special Concern)
- Bobolink (Threatened)
- Eastern Meadowlark (Threatened)

Similar to the Ontario Breeding Bird Atlas, the Ontario Reptile and Amphibian Atlas provides a searchable database in the form of a 10km square grid. A query revealed the following species of special concern was identified within the 10km square that encompasses the subject lands and adjacent lands (18VQ66):

- Snapping Turtle (Special Concern)

iNaturalist and the Global Biodiversity Information Facility provides a searchable database. A query revealed no Species at Risk in the vicinity of the Subject Lands.

The Department of Fisheries and Oceans provide species at risk sightings via their online map tool. A query found no results in the vicinity of the site.

In addition to the above potential Species at Risk, other endangered and threatened species may potentially occur in the general area:

- Little Brown Myotis (Endangered)
- Northern Myotis (Endangered)
- Tri-coloured Bat (Endangered)
- Eastern Small-footed Myotis (Endangered)
- Butternut (Endangered)
- Black Ash (Endangered)

4.1. Turtles and Reptiles

Snapping turtles are designated as special concern under the Ontario Endangered Species Act (ESA). The habitat of species of special concern is not regulated under the Ontario ESA. Although the ponds may be used by turtles, they lack size, depth and cover, and it is highly unlikely to be utilised by snapping turtles. Additionally the ponds will remain as is, and any indirect impacts on turtles as a result of the proposed development can be mitigated provided the mitigation measures in this report are properly implemented.

4.2. Birds

Eastern wood-pewee, barn swallow, and wood thrush are designated special concern under the Ontario Endangered Species Act (ESA). The habitat of species of special concern is not regulated under the Ontario ESA. The eastern wood-pewee is mostly associated with the mid-canopy layer of forest clearings and edges of deciduous and mixed forests (COSEWIC 2012a). The on-site forests did not contain this forest type. Barn swallow nest sites are commonly found along the interior or exterior of building structures, under bridges and wharves, and in road culverts (Heagy et al. 2014.). No barn swallow or barn swallow nests were observed. Nesting structures were present (accessory buildings), no nests were observed. The wood thrush nests mainly in second-growth and mature deciduous and mixed forests, with saplings and well-developed understory layers (COSEWIC 2012b). The on-site forests do not support this forest type.

Chimney swift, bobolink, and eastern meadowlark are designated as threatened under the Ontario Endangered Species Act (ESA). Henslow's sparrow is designated as endangered under the Ontario

Endangered Species Act (ESA). Chimney swift are aerial foragers, associated with water where insects are abundant and urban and rural areas where chimneys are available for nesting and roosting (COSEWIC 2007). No suitable chimneys were observed for this species use. Henslow's Sparrow, bobolink, and eastern meadowlark are associated with native and non-native larger grassland habitats such as hayfields (COSEWIC 2010, and COSEWIC 2011). No suitable habitat for either species were present.

4.3. Mammals

Little brown Myotis, northern Myotis, Eastern Small-footed Myotis, and tri-coloured bat are designated endangered under the Ontario Endangered Species Act (ESA). All four bats may forage in open areas on-site and may roost in trees or buildings on or adjacent to the Site. The Atlas of Mammals of Ontario (Dobbyn, 1994) suggests that the tri-colored bat is not present within this part of Ontario however, the NatureServe mapping in the COSSARO (2015) includes all of southeastern Ontario. Based on this information, this species is considered to have a very low potential of occurring. To prevent impacts to bats, no clearing of trees greater than 10cm on-site should take place between March 15 and November 30 (inclusive) without a qualified biologist first confirming the absence of bats (i.e., open work timing window from December 1 to March 14). If tree clearing is conducted between December and March 14, no interactions with bats are anticipated, and therefore, significant negative impacts to SAR bats would be avoided.

Maternity colonies are established by females in the summer, often in buildings, or large-diameter trees with suitable cavities (COSEWIC 2013b). No caves, bedrock fissures, mining shafts, abandoned buildings, or other features which may function as bat hibernacula habitat were noted within the subject lands. No suitable cavity trees that may be used by bats were observed within the subject lands.

4.4. Vegetation

Butternut (designated as endangered by the ESA) tends to reach greatest abundance in rich well-drained mesic loams in floodplains, streambanks, terraces and ravine slopes, but can occur in a wide range of other situations (COSEWIC 2017). No butternuts were observed within the subject lands or adjacent lands (50m).

Black ash (designated as endangered by the ESA) occurs most frequently in floodplain forests, basin, seepage and lacustrine swamp forests, shoreline forest margins, and fens (COSEWIC 2017). The ministry temporarily suspended protections for Black Ash for a period of two years from the time the species was added to the Species at Risk in Ontario List (Ontario Regulation 230/08). During this time, proponents will not need to seek authorizations for activities that impact Black Ash and its habitat. Black ash was present within the deciduous swamp.

4.5. Species at Risk Summary

In summary, based on the habitat present within the buildable area and the field visit, no Species at Risk are anticipated to be present within the development area. Indirect impacts on potential species as a result of the proposed development can be mitigated provided the mitigation measures in this report are properly implemented.

5.0. Natural Heritage System

A Natural Heritage System (NHS) has been identified in accordance with the direction of the Provincial Policy Statement. Its intent is to reinforce the conservation, restoration and enhancement of identified natural heritage features and areas and promote the overall diversity and interconnectivity of natural heritage features and areas.

United Counties of Leeds and Grenville Official Plan identified natural heritage system features (NHS) as covering the subject lands. A refined search identified the following NHS (discussion below): Significant Woodland, Unevaluated Wetlands and Tributary to McLaughlin Creek.

5.1. Significant Woodland

The woodland within the subject lands is part of a larger woodland that totals 24.39ha in size. Clearing within the potential development area would result in the removal of approximately 0.34ha. The significance of this woodland was evaluated using the criteria in the Natural Heritage Reference Manual (OMNR, 2010). The PPS does not permit development in significant woodlands south and east of the Canadian Shield unless it has been demonstrated that there will be no negative impacts on the natural features or the ecological functions. Woodlands are significant if they meet the criteria presented in the NHRM: size, ecological function, uncommon characteristics, and economical and social functional values. If the woodland meets any one of these criteria, then it could be deemed to be significant. Table 1 demonstrates the factors determining significance pre and post construction as per the NHRM.

Within the portion proposed to be removed there were no seasonal concentration areas of animals, rare vegetative communities, raptor overwintering sites, caves, or suitable tree cavities.

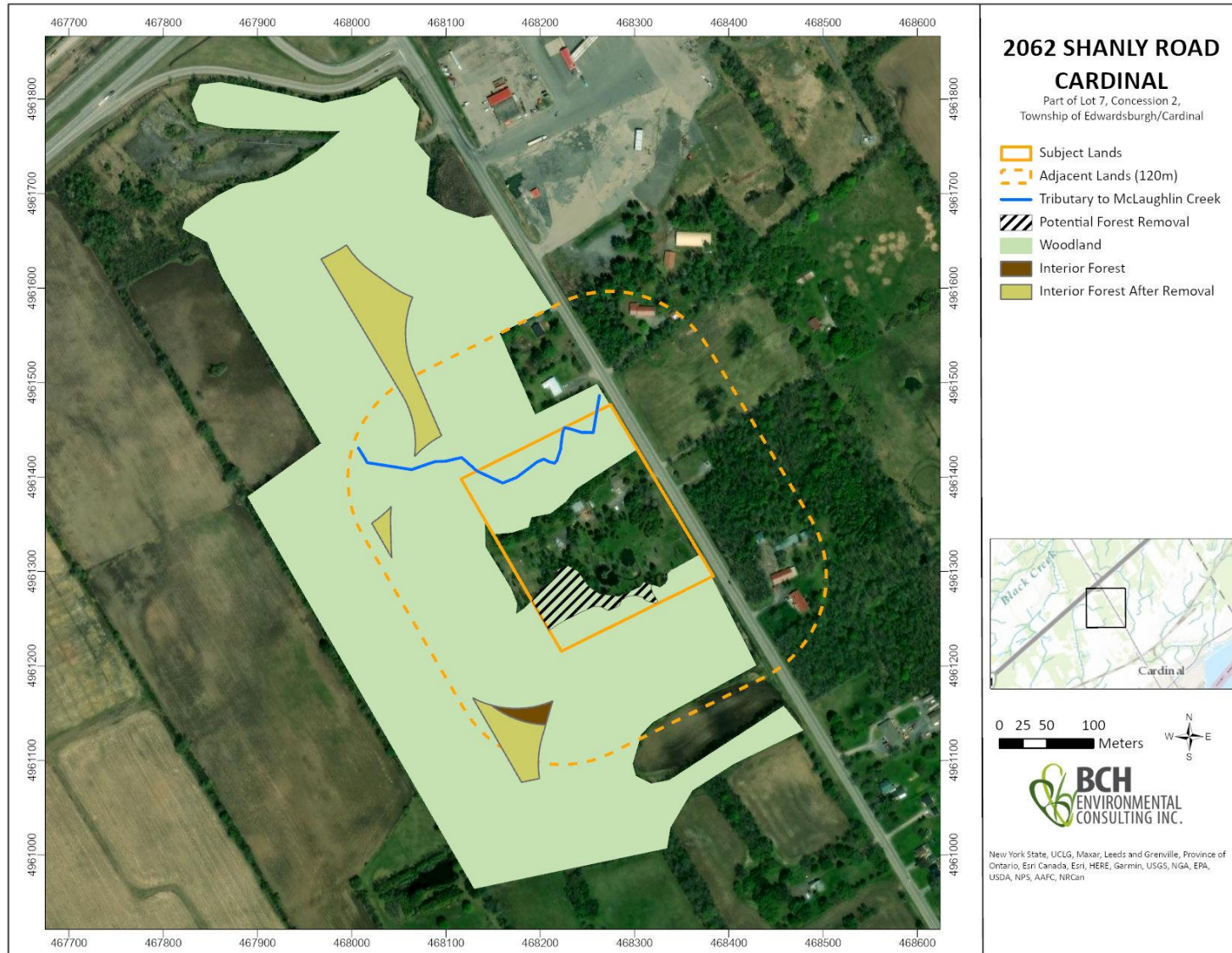
TABLE 1: WOODLAND ANALYSIS

CRITERIA	PRE CONSTRUCTION	POST CONSTRUCTION	DISCUSSION
WOODLAND SIZE	DOES NOT MEET THE CRITERIA		<p>The woodland is located within the Upper South Nation Subwatershed where the percent forest cover is 39%.</p> <p>The NHRM states that where woodland cover is about 30-60% of the land cover, woodlands 50 ha in size or larger should be considered significant.</p> <p>The woodland size is 24.39ha before removal and 24.05ha after removal therefore does not meet this criteria.</p>

CRITERIA		PRE CONSTRUCTION	POST CONSTRUCTION	DISCUSSION
ECOLOGICAL FUNCTION CRITERIA	Woodland Interior	DOES NOT MEET THE CRITERIA		Where woodlands cover about 30-60% of the lands; when 8 ha or more of interior habitat is present, they are considered significant. Therefore, this forest does not meet the criteria. Forest interior is 1.19ha before forest removal and 1.12ha after removal.
	Proximity to other woodlands or other habitats	MEETS THE CRITERIA		Outside of the subject lands this woodland connects with wetlands and watercourses (fish habitat) and they are likely receiving ecological benefit from the woodland.
	Linkages	MEETS THE CRITERIA		Woodland is located within a defined natural heritage system.
	Water protection	DOES NOT MEET THE CRITERIA		Watercourses are present (outside of the subject lands and the adjacent lands), but are not located within a sensitive or threatened watershed or a specified distance (e.g., 50 m or top of valley bank if greater) of a sensitive groundwater discharge, sensitive recharge, sensitive headwater area, sensitive watercourse or sensitive fish habitat.
	Woodland diversity	DOES NOT MEET THE CRITERIA		Within the subject lands this forest did not contain any declining natural communities or a high variety of native diversity through composition or terrain.
UNCOMMON CHARACTERISTICS CRITERIA		DOES NOT MEET THE CRITERIA		Within the subject lands there are no uncommon species composition,

CRITERIA	PRE CONSTRUCTION	POST CONSTRUCTION	DISCUSSION
			cover type, age or structure.
ECONOMIC AND SOCIAL FUNCTIONAL VALUES CRITERIA	DOES NOT MEET THE CRITERIA		Within the subject lands the woodlands did not have high economic or social values through particular site characteristics or deliberate management.

FIGURE 2: WOODLAND ANALYSIS



As per the criteria set out in the NHRM this woodland should be considered significant, furthermore the woodland retains this designation of significant even after construction is completed. This woodlands significance was established from the following criteria: proximity to other habitats, and linkages. After removal (0.34ha), the woodland (24.05ha after removal) still meets the criteria for significance (Table 1). Removal of 0.34ha of the forest at this location will not negatively impact this feature or its ecological functions. Woodland significance is retained.

5.2. Unevaluated Wetland / Tributary to McLaughlin Creek

The wetland/watercourse has been taken into account while establishing the developable area. A 30m setback has been established along the watercourse.

The west wetland drains into the creek and within the vicinity of the development area we are proposing a 10m setback from this wetland. A small 0.001394ha portion of the southern wetland is proposed to be removed. Except at the location of wetland removal there will be a 10m setback in place for the remaining of the southern wetland. The southern wetland drains towards the road ditch. These wetlands lack the size and diversity to ever be considered significant (no formal evaluation has been undertaken). As they are not to be considered PSW, they are not protected under the PPS or Official Plan.

Potential impacts to the wetland due to this type of development includes: changes in hydrology, sedimentation, and changes in the quality of water entering the system. None of these potential impacts are anticipated if mitigation measures provided below are properly followed.

Additionally, the stormwater management plan will provide/design a berm. Stormwater will collect and be stored in front of the berm. The berm will be designed in such a way as that stormwater can then infiltrate through the berm and then sheet drain into the the wetland.

To provide further protection to the wetland after completion of construction, native grasses, shrubs and trees will be planted within the setback area. As much of this area consists of manicured lawn these plantings should be viewed as an enhancement to the area. Planting densities should achieve full coverage with shrubs planted at 1 metre on centre. Examples of acceptable species include but are not limited to: red-osier dogwood (*Cornus stolonifera*), Willows (*Salix discolor* and *Salix bebbiana*), nannyberry (*Viburnum lentago*), common elder (*Sambucus canadensis*), staghorn sumac (*Rhus typhina*), red maple (*Acer rubrum*), green ash (*Fraxinus pennsylvanica*) and black ash (*Fraxinus nigra*). Contact the Conservation Authority to inquire about their seedling program.

During construction sediment erosion control measure prescribed in section 8, must be in place.

As these features represent surface water features, additional authorization from the conservation authority may be required.

No impact to the watercourse is anticipated. Removal of 0.001394ha portion of the southern wetland will not negatively affect the overall health and function of the wetland. Mitigation measures provided below will limit the potential for indirect impacts on the wetland. For a description of the wetland/watercourse present within the adjacent lands see section 3.1

5.3. Significant Wildlife Habitat

The potential for significant wildlife habitat was assessed using the guidance in OMNR (2010) and MNRF (2015). Potential components which may lead to a designation of significant wildlife habitat include seasonal concentration areas of animals, rare vegetation communities or specialized habitat for wildlife, habitat for species of conservation concern, and animal movement corridors. No rare vegetative communities, raptor overwintering sites, or caves were located within the subject or adjacent lands.

No significant wildlife habitat will be negatively impacted. Prescribed mitigation measures in section 8.0 will limit the potential for indirect impacts.

6.0. Development Constraints and Cumulative Impacts

Constraints that have been identified are discussed below:

Tributary to McLaughlin Creek/Wetlands: See section 5.2

The Canadian Environmental Assessment Agency (CEAA) defines cumulative effects as...“the effects on the environment caused by an action in combination with other past, present, and future human actions...” They occur when two or more project-related environmental effects, or two or more independent projects, combine to produce an augmented effect. These cumulative effects may be positive or negative.

There are no significant natural heritage features within the proposed developable area. Given that the proposed location consists of mowed/manicured lawn this project in no way contributes to any cumulative effect. This EIS directed development away from all natural heritage features (woodland, wetlands and watercourse) and through the mitigation measures protected these lands from future development.

With proper implementation of the mitigation measures described in this report it is anticipated that the construction of the proposed landscaping business will not increase the potential for cumulative effects in the general landscape.

7.0. Tree Protection

Tree removal will occur as needed within the developable area, a reasonable effort will be made to retain a majority of the trees. Potential impacts during construction of the proposed facility and associated removal of trees and other vegetation includes impacts on wildlife, increased erosion and release of sediments and other potential contaminants from truck traffic and construction activity, harm to wildlife remaining in the work area during construction, and impacts associated with an increase in noise, dust and light. The proposed works are within a manicured lawn and only the occasional tree will need to be removed.

Removal of tree cover within the developable area is not anticipated to result in significant negative impacts to the environmental features and functions of the general area. Any tree in the vicinity of works but not slated for removal will have its critical roots zone protected by temporary fencing (snow



20373 Bethune Street
South Lancaster, On
K0C 2C0
613.571.8883
shaun@bchenviro.ca

fencing) to ensure it is not affected. Prescribed mitigation measures in section 8.0 will limit the potential for indirect impacts.

FIGURE 3: ENVIRONMENTAL CONSTRAINTS

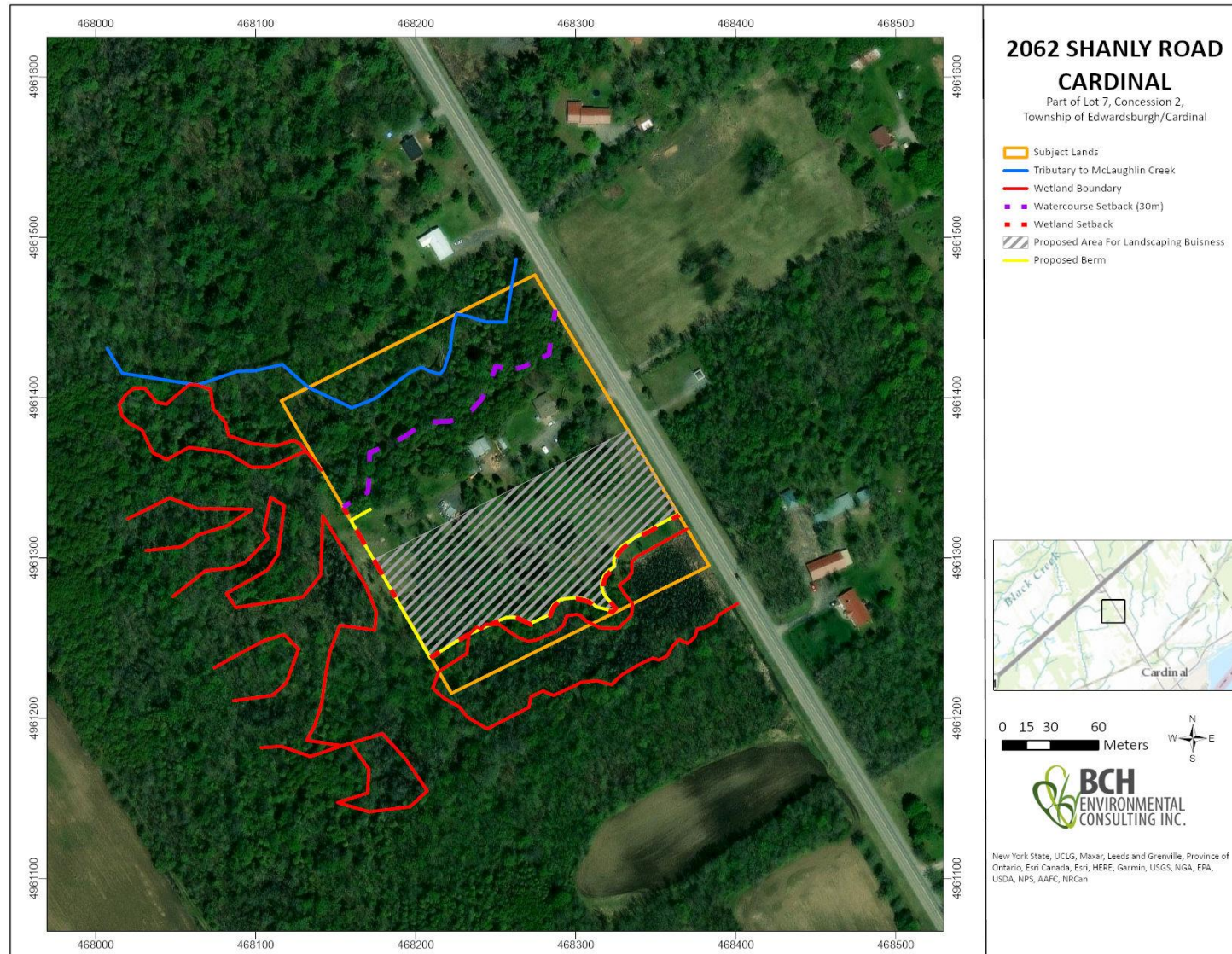
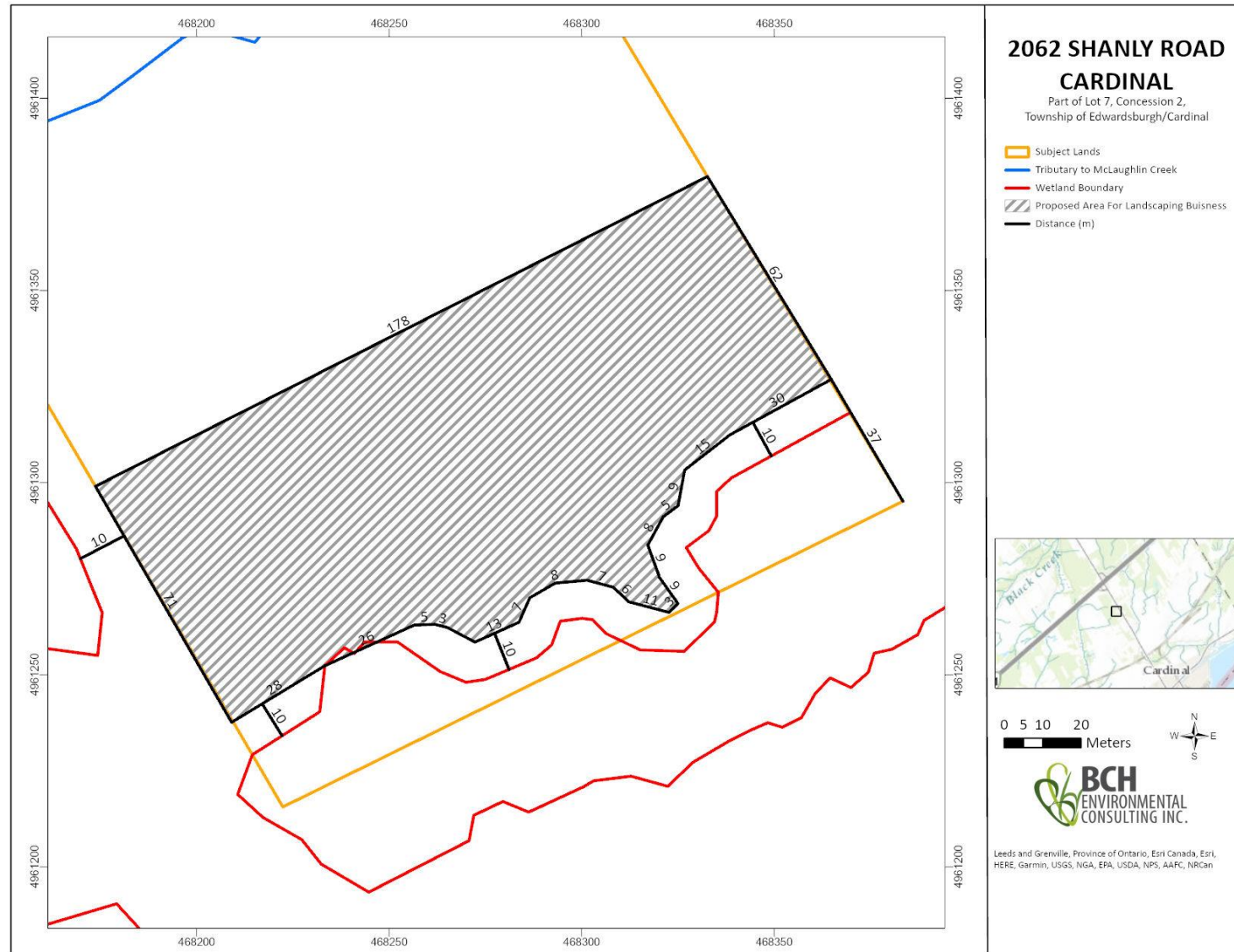


FIGURE 4: DISTANCES



8.0. Recommendations and Conclusion

This study's recommendations are intended to mitigate potential negative impacts due to the proposed creation of a landscaping facility and should be implemented through a development agreement between the owners and the municipality in order to control development of the site. Properly implemented controls within this agreement are deemed sufficient to mitigate the potential impacts of the proposed development on the natural heritage features present.

8.1. Mitigation for the Species at Risk and Migratory Birds Convention Act

- 1- To protect breeding birds, no tree or shrub removal should occur between April 1th and August 30th, unless a breeding bird survey is completed by a qualified biologist within two days of the woody vegetation removal and identifies no nesting activity.
- 2- With regard to turtles, clearing of vegetation should be undertaken between October 15th and April 15th, which is outside of the more active season for turtles.
- 3- To prevent impacts to bats, no clearing of trees greater than 10cm on-site should take place between April 1 and September 30 (inclusive) without a qualified biologist first confirming the absence of bats (i.e., open work timing window from October 1 to March 3). If tree clearing is conducted between October and April, no interactions with bats are anticipated, and therefore, significant negative impacts to SAR bats would be avoided.
- 4- Construction staff is to be made aware of the characteristics of species at risk and in the event that any Species at Risk (SAR) are encountered during site clearing, work in the area will be stopped immediately. Measures will be undertaken to ensure the animal is not harmed and the project biologist and the Ministry of the Environment, Conservation and Parks contacted to discuss how to proceed.

8.2. Wetland Protection Recommendations and Mitigation Measures

- 1- The hydrology and quality of the wetlands should not be impacted and should be maintained.
- 2- All lands within 30m of any watercourse are to be maintained in a natural vegetated state.
- 3- Except at the location of proposed wetland removal there will be a 10m setback in place for the remaining wetland.
- 4- It is the landowner's responsibility to make sure all material stocked onsite is kept contained and no material is permitted to enter the wetlands.
- 5- A stormwater management plan will provide/design a berm. Stormwater will collect and be stored in front of the berm. The berm will be designed in such a way as that stormwater can then infiltrate through the berm and then sheet drain across the setback area towards the wetland. Location of the berm is provided in Figure 3.
- 6- To provide further protection to the wetland after completion of construction, native grasses, shrubs and trees will be planted within the setback area. As much of this area consists of manicured lawn these plantings should be viewed as an enhancement to the area. Planting

densities should achieve full coverage with shrubs planted at 1 metre on centre. Examples of acceptable species include but are not limited to: red-osier dogwood (*Cornus stolonifera*), Willows (*Salix discolor* and *Salix bebbiana*), nannyberry (*Viburnum lentago*), common elder (*Sambucus canadensis*), staghorn sumac (*Rhus typhina*), red maple (*Acer rubrum*), green ash (*Fraxinus pennsylvanica*) and black ash (*Fraxinus nigra*). Contact the Conservation Authority to inquire about their seedling program.

- 7- Install and maintain the erosion control measures during construction. No work will occur until the appropriate sediment and erosion control measures have been designed and implemented prior to any work. At a minimum these will include:
 - a. Provide regular maintenance to the sediment and erosion control measures during construction. Contractor shall be responsible for ensuring that the sediment and erosion control measures are maintained. No turbid water is permitted to leave the work area.
 - b. Additional materials (i.e. rip rap, filter cloth and silt fencing) will be readily available in case they are needed promptly for erosion and/or sediment control.
 - c. Any stock piles of soil or fill material will be stored as far as possible from the wetland/creek and protected by silt fencing.
 - d. Sediment fencing will be installed at the edge of the work area, and kept in good working condition. The sediment fencing will not be removed until the area has stabilized.

8.3. Mitigation for Tree Protection

- 1- Any tree in the vicinity of works but not slated for removal will have its critical roots zone protected by sturdy temporary fencing at least 1.3 metres in height installed from the tree trunk to a distance of ten times the retained tree's diameter where possible.
- 2- No grading, heavy machinery traffic, stockpiling of material, machinery maintenance and refueling, or other activities that may cause soil compaction are to occur within three metres of the critical root zone of the trees to be protected.
- 3- The root system, trunk, and branches of the trees to be protected are to be protected and not damaged. If any roots of trees to be retained are exposed during site alterations, the roots shall be immediately reburied with soil or covered with filter cloth, burlap or woodchips and kept moist until the roots can be buried permanently. A covering of plastic should be used to retain moisture during an extended period when watering may not be possible. Any roots that must be cut are to be cut cleanly to facilitate healing and as far from the tree as possible. Overhanging branches from protected trees that may be damaged during construction are to be pruned by a qualified arborist prior to construction.
- 4- Exhaust fumes from all equipment during construction will not be directed towards the canopy of the adjacent protected trees.

8.4. Additional Mitigation Measures

- 1- The extent of any vegetation removal is to be minimized where possible and limited to the proposed development area.
- 2- All rules governing septic systems and wells must be followed and be kept in good operational order.
- 3- There will be no use of herbicides in clearing of vegetation.

- 4- Municipal by-laws and provincial regulations for noise will be followed.
- 5- To discourage wildlife from entering the work areas during construction, the site should be kept clear of food wastes and other garbage. Proper drainage should be provided to avoid accumulation of standing water, which could attract amphibians, birds, and other wildlife to the work areas.

To conclude this EIS, it is the professional opinion of the authors that with proper implementation and maintenance of the mitigation measures (see above), the proposed development will not negatively impact any natural heritage features, or any habitat of species at risk.

Thank you for the opportunity to work with you. If you have any questions or comments please do not hesitate to contact our office.



Shaun St.Pierre, B.Sc. Biology



Cody Fontaine, Wildlife Technologist

REFERENCES

- Bradley, David J. 2013. Southern Ontario Vascular Plant Species List. Ont. Min. Natur. Resour. Science and Information Branch, Southern Sci. and Info., SIB SR-03 78p.
- COSEWIC. 2007. COSEWIC assessment and status report on the Chimney Swift *Chaetura pelagica* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. vii + 49 pp. (www.sararegistry.gc.ca/status/status_e.cfm).
- COSEWIC. 2010. COSEWIC assessment and status report on the Bobolink *Dolichonyx oryzivorus* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. vi + 42 pp. (www.sararegistry.gc.ca/status/status_e.cfm).
- COSEWIC. 2011. COSEWIC assessment and status report on the Eastern Meadowlark *Sturnella magna* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. x + 40 pp. (www.sararegistry.gc.ca/status/status_e.cfm).
- COSEWIC. 2013b. COSEWIC assessment and status report on the Little Brown Myotis *Myotis lucifugus*, Northern Myotis *septentrionalis* and Tri-colored Bat *Perimyotis subflavus* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. xxiv + 93 pp. (www.registrelep-sararegistry.gc.ca/default_e.cfm).
- COSEWIC. 2017. COSEWIC assessment and status report on the Butternut *Juglans cinerea* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. xiii + 74 pp. (<http://www.registrelep-sararegistry.gc.ca/default.asp?lang=en&n=24F7211B-1>).
- Department of Fisheries and Oceans (DFO). 2019. Aquatic Species at Risk Map Available <https://www.dfo-mpo.gc.ca/species-especes/sara-lep/map-carte/index-eng.html> (Accessed April 28, 2022).
- Heagy, A., D. Badzinski, D. Bradley, M. Falconer, J. McCracken, R.A. Reid and K. Richardson. 2014. Recovery Strategy for the Barn Swallow (*Hirundo rustica*) in Ontario. Ontario Recovery Strategy Series. Prepared for the Ontario Ministry of Natural Resources and Forestry, Peterborough, Ontario. vii + 64 pp.
- Hoffman, D.W., M.H. Miller, & R.E. Wicklund. 1967. The Soils of Lanark County, Ontario. Report No. 40 of the Ontario Soil Survey.
- United Counties of Leeds and Grenville. 2021. Official Plan for United Counties of Leeds and Grenville.
- Lee, H.T., W.D. Bakowsky, J. Riley, J. Bowles, M. Puddister, P. Uhlig and S. McMurray. 1998. Ecological Land Classification for Southern Ontario: First Approximation and its Application. Ontario Ministry of Natural Resources, Southcentral Science Section, Science Development and Transfer Branch. SCSS Field Guide FG-02.
- Ministry of Municipal Affairs and Housing (MMAH). 2020. Ontario Provincial Policy Statement. Issued under section 3 of the Planning Act.
- Ontario Ministry of Natural Resources (OMNR). 2000. Significant wildlife habitat technical guide. 151p.

Ontario Ministry of Natural Resources (OMNR). March 2010. Natural Heritage Reference Manual for Natural Heritage Policies of the Provincial Policy Statement, 2005. Second Edition. Toronto: Queen's Printer for Ontario. 248 pp

Ontario Ministry of Natural Resources (OMNR). 2021. Land Information Ontario. Available <https://www.ontario.ca/page/land-information-ontario> (Accessed April 28, 2022)

Ontario Ministry of Natural Resources and Forestry (MNRF). 2015. Significant Wildlife Habitat Criteria Schedules For Ecoregion 6E. 38p.

Ontario Nature. 2020. Ontario Breeding Bird Atlas. Available <http://www.birdsontario.org/atlas/index.jsp> (Accessed April 28, 2022)

Ontario Nature. 2020. Ontario Reptile and Amphibian Atlas. Available <https://ontarionature.org/oraa/maps/> (Accessed April 28, 2022)

Ontario Nature, 2020. Ontario Reptile and Amphibian Atlas: a citizen science project to map the distribution of Ontario's reptiles and amphibians. Ontario Nature, Ontario. Available: <https://www.ontarioinsects.org/herp;> (Accessed April 28, 2022)

Species at Risk Ontario (SARO). 2020. Species at Risk Ontario. Retrieved April 28, 2022at <http://www.ontario.ca/environment-and-energy/species-risk-ontario-list>

Township of Edwardsburgh/Cardinal. 2019. Official Plan for the Township of Edwardsburgh/Cardinal.

APPENDIX A: OBSERVED SPECIES LIST

COMMON NAME	SCIENTIFIC NAME	SRANK	SARA STATUS	SARO STATUS	COEFF. CONSERVATISM
Field Horsetail	<i>Equisetum arvense</i>	S5			0
Ostrich Fern	<i>Matteuccia struthiopteris</i> var. <i>pennsylvanica</i>	S5			5
Sensitive Fern	<i>Onoclea sensibilis</i>	S5			4
White Spruce	<i>Picea glauca</i>	S5			6
Eastern White Pine	<i>Pinus strobus</i>	S5			4
Eastern White Cedar	<i>Thuja occidentalis</i>	S5			4
Narrowleaf Cattail	<i>Typha angustifolia</i>	SNA			
Common Reed	<i>Phragmites australis</i>	S4?			0
Wild Lily-of-the-valley	<i>Maianthemum canadense</i>	S5			5
Large False Solomon's Seal	<i>Maianthemum racemosum</i>	S5			4
Red Trillium	<i>Trillium erectum</i>	S5			6
White Trillium	<i>Trillium grandiflorum</i>	S5			5
Trembling Aspen	<i>Populus tremuloides</i>	S5			2
Bebb's Willow	<i>Salix bebbiana</i>	S5			4
Bitternut Hickory	<i>Carya cordiformis</i>	S5			6
White Birch	<i>Betula papyrifera</i>	S5			2
Bur Oak	<i>Quercus macrocarpa</i>	S5			5
Northern Red Oak	<i>Quercus rubra</i>	S5			6
American Elm	<i>Ulmus americana</i>	S5			3
Canada Anemone	<i>Anemonastrum canadense</i>	S5			3
Field Mustard	<i>Brassica rapa</i>	SNA			
Wild Red Raspberry	<i>Rubus idaeus</i> ssp. <i>strigosus</i>	S5			2
Black Medic	<i>Medicago lupulina</i>	SNA			
Common Prickly-ash	<i>Zanthoxylum americanum</i>	S5			3
Staghorn Sumac	<i>Rhus hirta</i>	S5			1
Manitoba Maple	<i>Acer negundo</i>	S5			0
Red Maple	<i>Acer rubrum</i>	S5			4
Sugar Maple	<i>Acer saccharum</i>	S5			4
Common Buckthorn	<i>Rhamnus cathartica</i>	SNA			
Riverbank Grape	<i>Vitis riparia</i>	S5			0
Wild Carrot	<i>Daucus carota</i>	SNA			
Alternate-leaved Dogwood	<i>Cornus alternifolia</i>	S5			6
White Ash	<i>Fraxinus americana</i>	S4			4
Black Ash	<i>Fraxinus nigra</i>	S4			7
Green Ash	<i>Fraxinus pennsylvanica</i>	S4			3
Common Plantain	<i>Plantago major</i>	SNA			

COMMON NAME	SCIENTIFIC NAME	SRANK	SARA STATUS	SARO STATUS	COEFF. CONSERVATISM
Smooth Bedstraw	<i>Galium mollugo</i>	SNA			
Tartarian Honeysuckle	<i>Lonicera tatarica</i>	SNA			
Maple-leaved Viburnum	<i>Viburnum acerifolium</i>	S5			6
Common Yarrow	<i>Achillea millefolium</i>	SNA			
Common Ragweed	<i>Ambrosia artemisiifolia</i>	S5			0
Common Burdock	<i>Arctium minus</i>	SNA			
Common Sow-thistle	<i>Sonchus oleraceus</i>	SNA			
Common Dandelion	<i>Taraxacum officinale</i>	SNA			
Black Cherry	<i>Prunus serotina</i> var. <i>serotina</i>	S5			3
Common Mullein	<i>Verbascum thapsus</i> ssp. <i>thapsus</i>	SNA			
Reed Canary Grass	<i>Phalaris arundinacea</i> var. <i>arundinacea</i>	S5			0
Eastern Poison Ivy	<i>Toxicodendron radicans</i> var. <i>radicans</i>	S5			2
Currant sp.					
Goldenrod sp.					
Willow sp.					
Mosses					
Eastern Phoebe	<i>Sayornis phoebe</i>	S5B			
Blue Jay	<i>Cyanocitta cristata</i>	S5			
American Crow	<i>Corvus brachyrhynchos</i>	S5B			
Black-capped Chickadee	<i>Poecile atricapilla</i>	S5			
Ovenbird	<i>Seiurus aurocapillus</i>	S4B			
Common Grackle	<i>Quiscalus quiscula</i>	S5B			

APPENDIX B: QUALIFICATIONS

SHAUN M. ST.PIERRE, B.Sc. Biology

EDUCATION

B.Sc. Biology, Trent University 2007

Fisheries and Wildlife Technology, Frost Campus, Sir Sandford Fleming College, 2005

Fisheries and Wildlife Technician, Frost Campus, Sir Sandford Fleming College, 2004

LANGUAGES

Fluent in French and English

POSITIONS HELD

2018 - : BCH Environmental Consulting Inc., Biologist / Owner
 2006-2017: Bowfin Environmental Consulting Inc., Biologist / GIS Specialist / Environmental Site Inspector
 2005: St. Lawrence River Institute of Environmental Sciences, Field Research Assistant
 2004: MNR Kawartha Lakes, Field Research Assistant
 2003: DFO- Experimental Lake Area, Field Research Assistant
 2001: Resource Stewardship S, D & G, Stewardship Ranger

CERTIFICATIONS / PROFESSIONAL AFFILIATIONS

MTO/DFO/OMNR Fisheries Protocol, Ecological Land Classification, Certified in Inventory and Identification Methods for Ontario's Reptiles and Amphibians, North American Benthological Society (NABS) Certified Family Level Taxonomist, Ontario Benthos Biomonitoring Network (OBBN), Ontario Stream Assessment Protocol (OSAP), Certified Ontario Wetland Evaluator (OWES), Butternut Health Assessor (BHA), first aid, CPR, Pleasure Craft Operator Card, Marine Radio Operator, WHMIS, WHSA, Hazard Identification, Assessment and Control, All Terrain Vehicle Riders Course (issued by the Manitoba Safety Council), Water Safety Training (Bronze Cross), Possession / Acquisition Firearms Licence, Ontario Hunter Education Course Certificate, Ontario Trapper Education Course Certificate, Wildlife Chemical Immobilization, Vaccination, and Euthanasia- Certificate of Knowledge, South Lancaster Fish and Game Club (SLFGC; president 2012 and 2013; executive member 2014-2018), Ontario class G driver's license, and Snowmobile License.

EXPERIENCE

Experience in environmental impact assessments, environmental monitoring, environmental assessments, terrestrial habitat assessment, species at risk surveys, amphibian surveys, avian surveys, freshwater habitat assessment, collection and identification of plants, collection and identification of aquatic invertebrate, collection and identification of fish, fish salvage, fish behavioral studies, winter bat hibernaculum inventories and fisheries inventories including habitat mapping, electroshocking, FWIN and RIN. Other experience include GIS mapping.

Environmental and Fisheries Inspections

- Provided environmental and fisheries inspections for the construction of the Cataraqui Crossing HWY 401-MTO (Kingston, ON).
- Provided environmental and fisheries inspections for the construction of the Three Nations Bridge including surveys for nesting species at risk (Cornwall, ON).
- Provided environmental and fisheries inspections for construction (Ottawa, ON).
- Conducted nest surveys (Kemptville, ON.; Stittsville, ON.; Cornwall, ON.)
- Conducted environmental inspections for the construction of the Clarkson WWTP outfall, Lake Ontario.
- Conducted environmental inspections for the construction of a new bridge crossing Bearbrook Creek along the 417.

- Provided environmental and fisheries inspections for the blasting and drilling operation for the Burloak Water Purification Tunnel project (Burlington, ON).
- Provided environmental and fisheries inspections for the construction of the Poole Creek Re-alignment/Huntmar Drive Crossing.

Species at Risk Inventories / Monitoring

- Butternut survey and assessment for proposed developments (Brockville, Carleton Place, Carp, Clarence-Rockland, Cornwall, Munster, Hawkesbury, Kemptville, Ottawa, South Lancaster, Smith Falls, Stittsville, Prospect, Vars, Moose Creek, Prescott, Westminister, Renfrew, Battersea, Jones Falls, and Millbrook).
- American Eel surveys using the boat electrofisher on the Mississippi River (Almonte, ON), South Nation River (Casselman, ON) and Ottawa River (Renfrew, ON; Ottawa, ON: Shawville, QC)
- American Eel collection on the St. Lawrence River for the St. Lawrence River Institute (Cornwall, ON)
- American Ginseng survey for proposed development (Kanata, South Lancaster and Renfrew).
- Whip-poor-will survey for proposed development (Navan, ON; Kemptville, ON; Stittsville, ON; Prescott, ON; Alexandria, ON) and quarries (Avonmore, Moosecreek, Prospect, Stittsville, Kanata, Ottawa)
- Assisted in a Least Bittern survey (Avonmore, ON)
- Conducted turtle surveys: Blanding's turtle, Eastern musk turtle (Carleton Place, ON; Ottawa, ON; Stittsville, ON; Kanata, ON, Prospect, ON)
- Conducted rapid clubtail surveys (Almonte, ON)
- Bat maternal nesting site surveys (Prescott, ON; Battersea, ON; Prescott, ON; Hawkesbury, ON; Russell, ON)

Aquatic Inventories

- Boat electrofishing along the shoreline of the Ottawa River (Chat Falls, ON) along the shoreline of the Cataraqui River (Kingston, ON), downstream of the Carillion Dam (Pointe-Fortune, QC), Lake St. Francis (South Lancaster, ON), South Nation River (Casselman, ON), Raisin River (Lancaster, ON), and the St. Lawrence River (Cornwall, ON)
- Collecting and data entry for benthic macroinvertebrate community surveys on several watercourses within Ontario including: Bonnechere River (Renfrew, ON), Montreal River (Latchford, ON), Jock River (Ottawa, ON), tributaries of the Bonnechere River (Renfrew, ON), tributaries to Feedmill Creek (Ottawa, ON), tributary to Chippewa Creek (North Bay, ON) and tributary to the Beaudette River (Alexandria, ON).
- Collecting and data entry for several fish community surveys including: Black Creek (Westminister, ON), Bonnechere River (Renfrew and Douglas, ON), Butler's Creek (Brockville, ON), East Branch of Little Cataraqui Creek (Kingston, ON), Kehoe Ditch (Greely, ON), Lac Opemisca (Ouje-Bougoumou, QC), Marshall Seguin Municipal Drain (Vars, ON), Montreal River (Latchford, ON), tributaries of Laval Creek (Carleton Place), tributaries to Feedmill Creek (Ottawa, ON), tributaries to Lafontaine Creek (Clarence-Rockland), tributaries to Shirley's Brook (Kanata, ON), tributaries to the Beaudette River (Alexandria, ON), tributaries to the Bonnechere River (Renfrew, ON), tributaries to the Ottawa River (Carp, ON; Ottawa, ON; Wendover, ON; Clarence-Rockland, ON), tributaries to the South Nation River (Casselman, ON), tributaries to the South Nation River (Jessup Falls, ON), tributary to Hawkesbury Creek (Hawkesbury, ON), Hawkesbury Creek (Hawkesbury, ON), tributary to the St. Lawrence River (Prescott, ON) and tributary to the North Castor River (Greely, ON).
- Mapped fish habitat in many watercourses including: Black Creek (Westminister, ON), Bonnechere River (Renfrew and Douglas, ON), Butler's Creek (Brockville, ON), Kehoe Ditch (Greely, ON), Lac Opemisca/Lac Barlow Bypass channel (Ouje-Bougoumou, QC), Marshall Seguin Municipal Drain (Vars, ON), McKinnons Creek (Navan, ON), Montreal River (Latchford, ON), tributaries of Laval Creek (Carleton Place), tributaries of the Bonnechere River (Renfrew, ON), tributaries to Lafontaine Creek (Clarence-Rockland), tributaries to McKinnons Creek (Navan, ON), tributaries to Shirley's Brook (Kanata, ON), tributaries to the North Castor River (Greely, ON), tributaries to the Ottawa River (Ottawa, ON; Wendover, ON), tributaries to the South Nation River (Casselman, ON), tributaries to the South Nation River (Jessup Falls, ON), tributary to the St. Lawrence River (Prescott, ON) and tributary to Hawkesbury Creek (Hawkesbury, ON).
- Assisted in YOY sampling on the Raisin River (Lancaster, ON).
- Conducted riverine index netting on the Bonnechere River (Renfrew, ON).

- Assisted in gill netting on Bonnechere River (Renfrew, ON), Lac Barlow (Ouje-Bougoumou, QC), Lac Opemisca (Ouje-Bougoumou, QC), Montreal River (Latchford, ON), and Raisin River (Lancaster, ON).
- Assisted in conducting larvae surveys on Bonnechere River, Hoople Creek, Montreal River and Raisin River,
- Collected walleye eggs from the spawning grounds on the Bonnechere River, Montreal River, Raisin River and Hoople Creek.
- Assisted in the monitoring of a new wetland channel created in the Little Cataraqui River.
- Marsh monitoring program breeding amphibian survey at Stittsville, ON; Cornwall, ON; Kanata, ON; Hoople Creek and the Bonnechere River.
- Assisted in conducting fall walleye index netting for the MNR in Kawartha Lakes
- Conducted turtle surveys (Carleton Place, ON; Ottawa, ON)
- Conducted headwater waters assessment (Kanata, ON; Navan, ON, Ottawa, ON)

Terrestrial Inventories

- Multiple Environmental Impact Assessments across Ontario
- Tree Inventory for construction of the light rail (LRT; Ottawa, ON)
- Winter white-tailed deer survey (Edwardsburgh, ON)
- Plant community inventories for proposed developments, quarries, sand pits and road extensions (Brockville, Carleton Place, Carp, Casselman, Elgin, Griffith, Hamilton, Jessup Falls, Navan, Ottawa, Stittsville, Rockland, Simcoe, Cornwall, Kemptville, Hawkesbury, Smith Falls, Wendover, Moosecreek, Westminster, Prescott, Renfrew, Jones Falls, Michipicoten Island and in Ouje-Bougoumou in QC)

Aquatic Habitat Mapping for Municipal, City Roads and Provincial Highways

- Conducted MTO habitat assessments at Galetta Side Road, Torbolton Road, Kinburn Side Road (Ottawa, ON)
- Conducted MTO habitat assessments at Prince of Wales, Fernbank Road, Fallowfield Road, HWY 115, Arbuckle drain, the Carp river, tributaries to the Carp river and tributaries to Mud creek (Ottawa, ON)
- Conducted MTO habitat assessments at Innes Road, Ottawa, ON.
- Conducted MTO habitat assessments at MacLaren Side Road, Ottawa, ON.

Other

- Fish salvage: Mississippi River (Almonte, ON), Monaghan Drain (Ottawa, ON), tributary to the Rideau Canal (Kemptville, ON), and tributary to Feedmill Creek (Ottawa ON), Bonnechere River (Renfrew, ON)
- Assisted in conducting a winter bat hibernaculum inventory (Plantagenet, ON)
- Field research assistant for the Metaliculus study and EDC study (Experimental Lakes Area, ON)
- Captured, pit tagged, telemetry tagged and tracked Northern Pike (Experimental Lakes Area, ON)
- Construction and maintenance of nature trail (the Cornwall Outdoor Recreational Area, ON)
- Conducted frog deformities surveys (Glengarry, ON)
- Organized youth fishing derbies through SLFGC (2011-2013; South Lancaster)
- Organized the St. Francis Walleye Tournament through SLFGC (2012-2013; South Lancaster)

CODY J.C FONTAINE, Fisheries and Wildlife Technologist**EDUCATION**

Fisheries and Wildlife Technology, Frost Campus, Sir Sandford Fleming College, 2012
Fisheries and Wildlife Technician, Frost Campus, Sir Sandford Fleming College, 2011

LANGUAGES

Fluent in English

POSITIONS HELD

2022: BCH Environmental Consulting Inc., Fisheries and Wildlife Technologist
2014: Bowfin Environmental Consulting Inc., Fisheries and Wildlife Technologist
2009: Raisin Region Conservation Authority, Field Research Assistant

CERTIFICATIONS / PROFESSIONAL AFFILIATIONS

MTO/DFO/OMNR Fisheries Protocol, Environmental Monitoring For Construction Projects Practitioner (EMCPP), Ontario Stream Assessment Protocol (OSAP), Class 2 Electroshocking, first aid, CPR, Pleasure Craft Operator Card, WHMIS, WHSA, Hazard Identification, Assessment and Control, Ice Safety Training, Possession / Acquisition Firearms License, Fish Identification Certificate, Radio Telemetry Certificate, Fish Hatchery Operations Certificate, Ontario Hunter Education Course Certificate, Ontario trapper Education Course Certificate, Ontario class G driver's license.

EXPERIENCE

Experience in environmental monitoring, environmental assessments, terrestrial habitat assessment, species at risk surveys, amphibian surveys, freshwater habitat assessment, collection and identification of plants, collection and identification of fish, fish salvage, bat hibernaculum inventories and fisheries inventories including netting and electroshocking. Other experiences include GIS mapping.

Aquatic Inventories

- Assisted with boat electrofishing along the shoreline of the Ottawa River (Chat Falls and Ottawa, ON), Lake St. Francis (South Lancaster, ON), Bonnechere (Renfrew, ON), Raisin River (Lancaster, ON), Buckhorn Lake (Peterborough, ON) and the St. Lawrence River (Cornwall, ON)
- Assisted in collecting and data entry for several fish community surveys including: Bonnechere River (Renfrew, ON), tributaries to Feedmill Creek (Ottawa, ON), tributaries to Shirley's Brook (Kanata, ON), tributaries to the Ottawa River (Ottawa, ON), tributaries to the Rideau River (Manotick, ON), tributaries to the Castor River (Vars, ON), tributaries to the Otonabee River (Lakefield, ON), tributary to the Madawaska River (Arnprior, ON), tributaries to Kemptville Creek (Kemptville, ON), tributary to Blairs Creek (Clarence Creek, ON), tributaries to South Indian Creek River (Russell, ON) tributaries to the South Nation River (Casselman, ON), tributaries to Fraser Clarke Drain (Nepean, ON), tributaries to the Raisin River (Long Sault, ON), Oliver-Magee drain (South Glengarry, ON) and tributary to Hawkesbury Creek (Hawkesbury, ON).
- Assisted in collecting walleye eggs from the spawning grounds on the Raisin River.
- Marsh monitoring program breeding amphibian surveys (Stittsville, Lakefield, Cornwall, Long Sault, South Glengarry, Bourget, Manotick and Kanata, ON).
- Conducted turtle surveys (Carleton Place, Ottawa, Cornwall and Lancaster, ON)
- Conducted Headwater Assessments (Ottawa, Stittsville and Manotick, ON)
- Invasive Species Survey (Ottawa, ON)

Species at Risk Inventories / Monitoring

- Assisted in butternut surveys, inventories and assessments for proposed developments (Carleton Place, Casselman, Cornwall, South Glengarry, Long Sault, Kemptville, Smiths Falls, Ottawa, Stittsville, Peterborough, Lakefield, Brockville, Alfred, Orleans, Kanata and Prescott, ON).
- American Eel surveys using the boat electrofisher on the Ottawa River (Ottawa, ON)
- American Eel collection on the St. Lawrence River for the St. Lawrence River Institute (Cornwall, ON)
- Conducted tailrace surveys for hydro facilities regarding American eel and lake sturgeon fatalities (Almonte, Renfrew, Ottawa and Fitzroy Harbour, ON)
- Whip-poor-will survey for proposed development (Ottawa, Kemptville, Bourget, Stittsville, Alfred, South Glengarry and Alexandria, ON) and quarries (Ottawa and Cornwall, ON)
- Surveyor for Little Brown bat, Eastern Small Footed Bat and Northern Long Eared Bat surveys at Ernestown Windpark (Ernestown, ON)
- Gray Ratsnake Survey (Smiths Falls and Lakefield, ON)
- Bat Cavity Survey (Lakefield, Smiths Falls, Bourget, Clarence Creek, Casselman, Orleans, Kanata, South Glengarry and Embrun, ON)
- Conducted Least Bittern surveys (Prospect, Alexandria, and Lancaster, ON)
- Conducted Black Tern nest surveys (Alexandria, and Cornwall, ON)
- Conducted turtle surveys: Blanding's turtle, Musk turtle and Northern Map turtle, Painted turtle and Snapping turtle (Carleton Place, Ottawa, Stittsville, Kanata, Rockland, Cornwall, Lakefield, Alfred, Clarence Creek and Lancaster, ON)
- Conducted American Ginseng Survey (Alfred, ON)
- Conducted rapid clubtail surveys (Almonte, ON)
- Conducted Osprey nest surveys (Cornwall, ON)

Terrestrial Inventories

- Assisted plant community inventories for proposed developments (Ottawa, Cornwall and Prescott, ON)
- Assisted in ELC inventories (Ottawa, Lakefield, Alfred, Kanata, Long Sault, South Glengarry and Peterborough ON)
- Nesting Bird Survey (Stittsville and Brockville ON)
- Large Tree Survey (Carp, Kanata and Orleans, ON)
- Deer and Moose Overwintering Survey (Alfred, ON)

Environmental and Fisheries Inspections

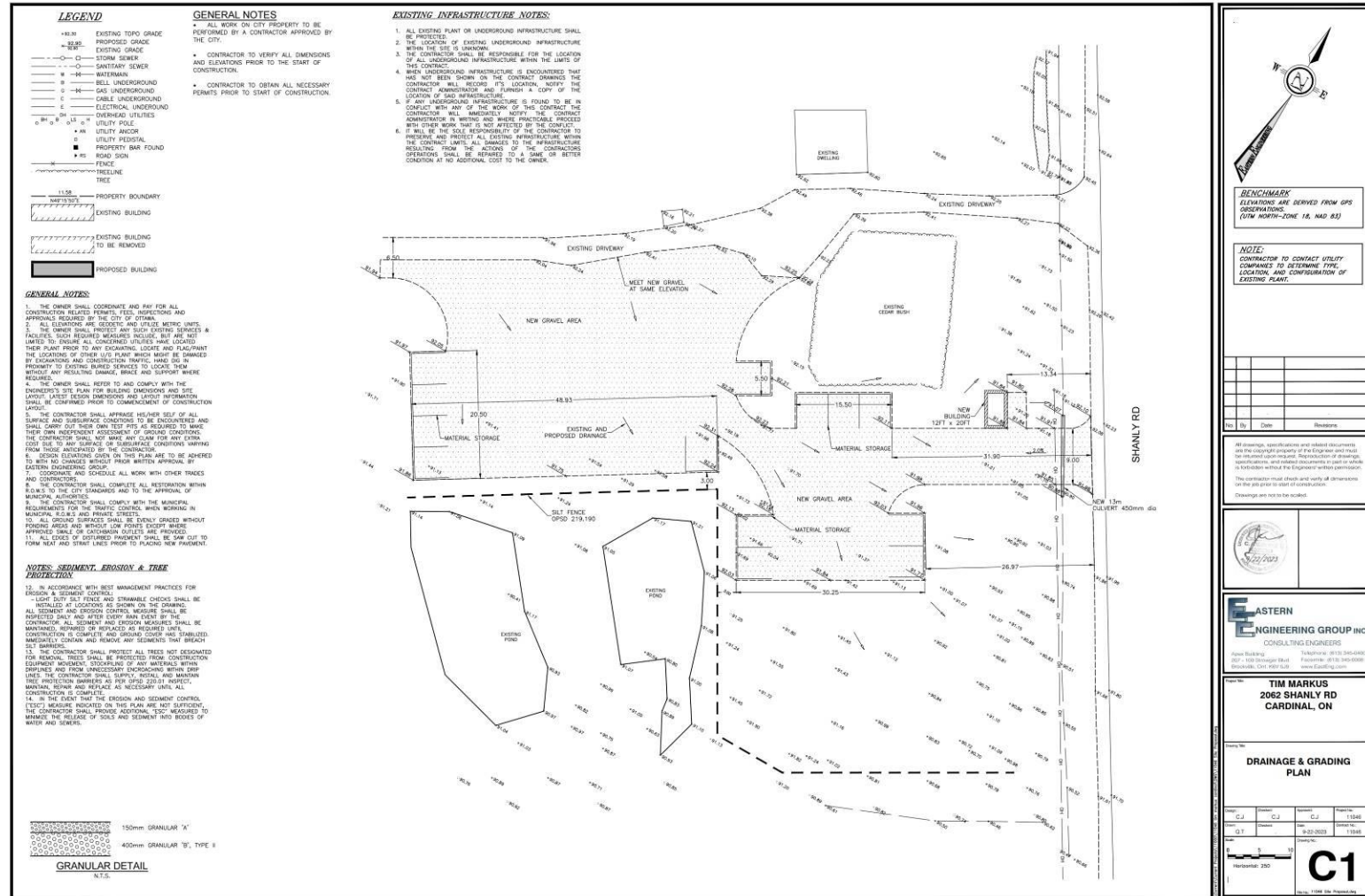
- Assisted in providing environmental and fisheries inspections for construction (Ottawa, ON)
- Assisted in turtle salvage during construction at the Cavanagh Snow Dump (Kanata, ON)

Fish Salvage

- Highway 401 Fish Salvage – Brockville, ON and Prescott, ON (Cruikshank, MTO Contract)
- Other fish salvages: Cardinal Creek (Ottawa, ON), Monaghan Drain (Ottawa, ON), tributary to the Rideau Canal (Kemptville, ON), tributary to Feedmill Creek (Ottawa ON), Bonnechere River (Renfrew, ON), Mississippi River (Almonte, ON), Ottawa River (Ottawa, ON), Tributary to Fraser Clarke Drain (Nepean, ON), tributary to St. Lawrence River (Newington, ON), Davidson Pond (Ottawa, ON),. Hazeldean tributary (Ottawa, ON), tributary to Jock River (Richmond, ON), culvert on Thunder Road (Gloucester, ON), culvert on Dunning Road (Cumberland, ON)

Other

- Organized fishing derby through RRCA (2008-2012; Cornwall, ON)
- Conducted environmental education presentations to many school groups (Cornwall, and Lancaster, ON)
- Tree Planting (2008-2012; Cornwall, ON)



CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Digital Service Squad	Our Digital Service Squad member has accepted a new position with Kingston Health Sciences Centre. Staff remain open to exploring opportunities to support our businesses through a shared position but intend to take some more time to review the role and how it relates to our strategic plan and future updates to our community improvement plan.
Navigi Service Mapping	Staff have been working with Navigi to review a listing of social service supports in our area. Our next steps include reaching out to these agencies to provide an opportunity to review their data. We anticipate a public launch of the social services directory this Summer.
Tourism	Follow 44 is preparing for a soft launch of the route over the weekend, focusing on the businesses that are part of the route to share marketing material and ensure correct information on the website. A full launch is expected in May.
	The South Grenville Chamber is preparing a Visitor Guide for South Grenville. The last visitor guide was prepared in 2019. TWPEC has supported with community information and the purchase of a full page ad.
Municipal Office Closed	The municipal office will be closed on Thursday May 2 between 9am and 2pm in order for staff to participate in a Telus Health workshop - resiliency at work.
Strategic Plan Update	Staff will be meeting with Townhall Consulting on May 8 to review the survey and feedback received during the comment period.
South Grenville OPP Detachment Board	A report will be coming to the May 13 Administration and Operations meeting to discuss next steps on the formation of a board now that the Community Safety and Policing Act, 2019 was proclaimed on April 1, 2024.
Planning	UCLG released a statement on April 11 th to remind residents that the public engagement phase of the LEAR is ongoing and feedback from landowners and communities is still welcome.
	Office Consolidations of our Official Plan and Zoning Bylaw have been completed and are available on our website. The consolidations take into account the 2 OPAs and all Zoning Amendments that have been completed since the bylaw's adoption in June 2022.
	Staff are reviewing the draft Provincial Planning Statement to prepare comments on behalf of CoW-CD. We've reached out to MMAH for clarification on some items.
HAF Application	Staff met with a CMHC representative to discussion our unsuccessful submission. Limited details were provided to us.

Building	We would like to extend our sincere thanks to our neighbouring municipalities for their outreach and providing immediate support to keep services moving as our organization deals with the passing of our Chief Building Official. Prescott's Chief Building Official will be providing support and guidance to the building department in the short term.
Bylaw	A notice was included in the tax insert as a reminder to residents to extend their spring-cleaning efforts outwards to maintain clean yards and to offer assistance if neighbours are struggling. The BLEO is starting the observation process in the early spring to identify clean yard concerns to monitor and provide education to give property owners time to gain compliance before additional actions are taken later in the spring.
Upcoming meeting schedule Time – 6:30pm unless noted otherwise	Monday May 6, COW – Community Development Monday May 13 COW – Administration & Operations Tuesday May 21 Public Meeting ZBA 2460 Rooney Rd at 6pm Tuesday May 21, Port Management Committee Monday May 27, Regular Council Note: Meetings have returned to Council Chambers

TREASURY

2023 Audit	Adjusting entries have been received by MNP and recorded in the general ledger. Financial statements will tentatively be presented at the COW-AO on Monday May 13 th , 2024.
FMW Installation	Data has been loaded and the posting routine from the general ledger and salary plan is being developed.
ADP	Data has been loaded. Final tweaks on employee files are being completed and then we will do parallel testing. Once the data has been tested and processed, training for the users and managers will be set up.

FACILITIES/RECREATION

Staff Training	All Facilities Operators attended a 2-day Pool Certification course last week in Ottawa
Earth Week	Staff assisted members of SERA on April 20 th in Johnstown, they also helped in the April 22 nd day with the Johnstown Industries where 65 bags of garbage were collected. Special thanks to Greenfield Global for hosting the BBQ. Also, on April 25 th staff worked with staff from Ingredion Inc in a sweep of the Village of Cardinal which also included the off ramps from the 401. Special thanks to Colleen Baldwin for her coordination.
Arena Pickleball	Started last week Tuesday & Thursday at the Spencerville arena from 6 – 8 pm

New Picnic Tables & Bleachers	Have arrived and are installed and will be placed around the township in the next couple of weeks. 10 sets of Bleachers have arrived as well and will be installed this week and placed into various locations.
Docks	Cardinal docks have been installed including the new section added to the existing one in front of the pavilion. The viewing dock at the Mill will be installed this week. Also, the new kayak launching dock will be installed this week in front of the canteen building.
Johnstown Ball Light	Old towers removed, bases for the new lights being installed, completion date next week.
Pickleball Courts	Still planning on a late May for completion, weather dependent
Swimming Registration	Dates & times are posted on our website.
Day Camp	320 spots available, 260 have already registered and paid
No Wake Signs	There are three (3) signs installed at the waterfront area

OPERATIONS – PUBLIC WORKS

Winter Operations and On-going Activities	Winter Season Ends on April 30 th , 2024. Perform routine Road Patrols. 1 Winter Weather Event to date. Ongoing work includes vehicle maintenance, pothole repairs, sidewalk sweeping and lawn restorations. Performed Sign maintenance at various locations.
Work in Other Departments	Assisted Environmental Services with exploratory dig on Reid St. Assisted Parks and Recreation Dept with Earth Day Operations, removal of Light Standards at the Johnstown Baseball Diamond and installation of waterfront docks.
Equipment Updates	Brush head for Volvo excavator requires extensive repairs. Unit must be rebuilt and not under warranty. Estimated cost to repair unit is \$10,000 to \$12,000. Repair cost is not in the 2024 Budget.
	Review and request Quotations for 6' x 12' wood flat deck utility trailer – used during summer months for pavement markings to transport paint and painting machine by Public Works to various locations and also used by Parks and Recreation for hauling lawn mowers that require distance to locations during the summer months. This is not budgeted for in 2024.
	Request and Reviewing options to extend the extended warranty for Case grader – warranty ends in May 2024.
Meetings and Training	Attend OGRA – Roads Conference (Toronto Ont.) PSD Citywide Road Patrol for software training. - ongoing
HR	Equipment Operator 1 position closed April 26 th , 2024. Staff are reviewing applications.
Tenders	The 2024 Road Program tender package was issued on April 26 th and closes on May 14.

Half Loads	Half load restrictions on our Township roads were lifted on April 17 in coordination with the United Counties of Leeds and Grenville.
2023 Datacall Submission	Staff completed and submitted our 2023 blue box submission to RPRA on April 19, 2024
Spring Brush & Leaf Pick-up	Schedule in Cardinal for May 7 and 21 and in Spencerville, Johnstown and New Wexford on May 9 and 23. Brush and leaves can be taken to the transfer station during the month of May at no cost. The transfer site will be open on Tuesday May 28 between 7:30am and 3:00pm for brush and leaf only to help accommodate residents that are unable to attend on Saturdays during the month of May

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Trojan UV completed semi-annual maintenance on UV System. Claude Bourck Plumbing replaced backflow preventor. IECBL replaced Variable Frequency Drive for Decanter # 1. Schneider Electric completed semi-annual SCADA maintenance. GFL completed biosolids removal on April 25.
Cardinal Water Plant	Trojan UV completed semi-annual maintenance on UV System. Modified bulk chlorine tank supply pipework and installed new flow totalizer. Schneider Electric completed semi-annual SCADA maintenance.
Cardinal Distribution System	Landmark Structures completed a CCTV robotic inspection of water tower (bi-annual). Report pending. Exploratory excavations to locate underground water utilities completed. Replaced water service for 932 Reid Street and repaired curb stop for canteen/washrooms. Spring hydrant flushing and valve operation on going.
Industrial Park Water System	Routine rounds completed.
Windmill Pumping Station	Capital Controls serviced SCADA system (under warranty). Spring shutdown completed. GAL Power repaired the radiator in the portable generator.
Spencerville Wastewater System	Site meeting with Bishop Water to assess weed removal options for lagoons. Annual discharge of lagoons completed. Report submitted to MECP.

	<p>Nuisance wildlife activities completed around perimeter of lagoons.</p> <p>Replaced north pump base plate, starter relays, and capacitors at Spencerville Pumping Station # 1.</p> <p>Notice of Commencement issued for Environmental Assessment to amend ECA.</p>
Cardinal Sewer and Storm Collection System	<p>Flushed and CCTV inspected sanitary main on Reid Street.</p> <p>Flushed sanitary main on George and Walker St. South.</p> <p>Flushed and CCTV inspected storm main on Reid Street.</p>

FIRE DEPARTMENT

HR	Cody Oatway has been appointed as the new captain at station 2. Cody recently started with the Brockville Fire Dept and has been assisting with some course instruction with Leeds 1000 Islands RTC.
	A memorial tree dedication ceremony for the late Lucas Champagne will take place on Sunday April 28 @ 1pm at fire station 1.
	A Volunteer Firefighter appreciation dinner will take place on Friday May 10 at the Drummond Building. Council is asked to RSVP with Vicki.
Training	Training officer Roberts completed NFPA 1031 Fire Inspector I and OFC Courtroom Procedures.
	Three members completing NFPA 1041 Fire Instructor I at the Leeds 1000 Islands training centre.
	Chief completed OFC Fire Code part 4 Flammable Liquids course.
	CNKC provided railway response training on Saturday April 6 at station 2. The training included rail car identification, response and a couple hazmat scenarios requiring specialized PPE.
Fleet	Tanker 1 was returned to the manufacturer to have the following issues resolved; seatbelt sensor, air brake pressure monitor and plumbing leak.
	Truck 9 had semi-annual service and maintenance completed.
Fire Prevention	County Fire Prevention meeting was attended in Merrickville.
	Fire Safety Plan for CBSA reviewed.
	Coordinating with a local industrial facility to provide employee fire extinguisher training
	Industrial fire alarm system components have been updated to reduce false activations.
Facilities	Fire station #2 training room has undergone a small renovation including new ceiling tiles and fresh paint. The project was

	completed using a combination of a local contractor and many volunteer hours.
Other	Firefighters Association pancake breakfast will take place at fire station 1 on Saturday April 27, 8-noon.
	Two SCBA and one air cylinder were repaired by M&L Supply. Parts were covered under warranty.

EMERGENCY MANAGEMENT

Solar Eclipse April 8, 2024	We had an influx of tourists to the Township during that day. The day was managed very well by all our frontline personnel and those visiting left with a positive experience. Special thanks to our Municipal Emergency Control Group, Port of Johnstown and several other agencies who assisted in preparation and actions leading up to and during that day.
Emergency Preparedness Week (EPW)	EPW is May 5 to 11. We are partnering with Prescott and Augusta on radio ads and we will be hosting an emergency preparedness information night on Thursday May 9 from 6pm to 8pm at the Prescott Fire Department (302 Centre Street).
2023 Compliance Report	We received formal notice from EMO on April 15 that the Township was deemed compliant in meeting the requirements established under the Emergency Management and Civil Protection Act for 2023.

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

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

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

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

BY-LAW NO. 2024-

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

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

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

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

1. That the actions of the Township of Edwardsburgh Cardinal, at its meeting held on April 29, 2024 in respect of recommendations contained in the reports of committees considered at the meeting and in respect of each motion, resolution and other action taken by the Township of Edwardsburgh Cardinal at its meeting are, except where the prior approval of the Ontario Municipal Board or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and the appropriate officials of the Township of Edwardsburgh Cardinal are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Township of Edwardsburgh/Cardinal referred to in the preceding section.
3. That except as otherwise provided, the Mayor and Clerk are authorized and directed to execute all documents necessary on behalf of the Township of Edwardsburgh Cardinal.

Read, passed, signed and sealed in open Council this 29 day of April, 2024.

Mayor

Clerk