



AGENDA
REGULAR MEETING OF MUNICIPAL COUNCIL

Monday, September 30, 2024, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

1. Call to Order

2. Indigenous Land Acknowledgement Statement

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

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

3. Approval of Agenda

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

5. Delegations & Presentations

- a. Cynthia Durant - Leash Bylaw for Dogs
- b. Sean Nicholson - Asset Management Plan (AMP) Review
Refer to AMP attached to item 10.f

6. Consent Agenda

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

- a. Regular Council - August 26, 2024 [See item 7. a]
- b. Special Council - September 9, 2024 [See item 7.b]
- c. Special Council - September 19, 2024 [See item 7.c]
- d. Port Management Committee - July 15, 2024 [See item 9.a]
- e. Public Meeting - Zoning Bylaw Housekeeping Amendment - August 26, 2024 [See item 9.b]
- f. Committee of the Whole - Community Development- September 3, 2024 [See item 9.c]
- g. Committee of the Whole - Administration and Operations - September 9, 2024 [See item 9. d]
- h. James Riley Dewitt Richter (JRDR) Drain - Branch #2 Inspection Report [See item 10.a]
- i. Spencerville Pumping Station #1 Pump Upgrades - Engineering [See item 10.b]
- j. Lane Light Pedestrian Crossing [See item 10.c]

7. Minutes of the Previous Council Meetings

- a. Regular Council - August 26, 2024 - CONSENT
- b. Special Council - September 9, 2024 - CONSENT
- c. Special Council - September 19, 2024 - CONSENT

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

- 9. Committee Minutes**
 - a. Port Management Committee - July 15, 2024 - CONSENT
 - b. Public Meeting - Zoning Bylaw Housekeeping Amendment - August 26, 2024 - CONSENT
 - c. Committee of the Whole - Community Development - September 3, 2024 - CONSENT
 - d. Committee of the Whole - Administration & Operations - September 9, 2024 - CONSENT
- 10. Action and Information Items from Committees**
 - a. James Riley Dewitt Richter (JRDR) Drain - Branch #2 Inspection Report - CONSENT
 - b. Spencerville Pumping Station #1 Pump Upgrades - Engineering - CONSENT
 - c. Lane Light Pedestrian Crossings - CONSENT
 - d. Application for Community Improvement Program Funding, 623 County Rd 2 (Rustic Spoon)
 - e. Pre-Budget Approval - Pick-up Truck
 - f. 2024 Asset Management Plan
 - g. Appoint Police Service Board Representative
 - h. Tree Planting Partnership Funding Opportunity
 - i. SNC Memorandum of Understanding - Forestry Services
- 11. Correspondence**
- 12. Municipal Disbursements**
- 13. By-laws**
 - a. 2022-37 Zoning Bylaw - Housekeeping Amendment
 - b. Amend Bylaw 2022-71 Committee of the Whole - Community Development Terms of Reference
 - c. Ad-Hoc Communications Committee - Terms of Reference
 - d. SNC Memorandum of Understanding - Forestry Services
 - e. Body Worn Camera
- 14. CAO's Administrative Update**
- 15. Councillor Inquiries or Notices of Motion**
- 16. Mayor's Report**
- 17. Question Period**
- 18. Closed Session**
 - a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approve Minutes of Closed Session dated August 26, 2024.
 - b. Section 239(2)(d) Labour relations or employee negotiations; Specifically: Union Negotiations
- 19. Report Out of Closed**
- 20. Confirmation By-law**
- 21. Adjournment**

PETITION

Two years ago, we had to stop walking our dog, Jack, on Albert Street in Johnstown after an encounter with loose, unfamiliar dogs. Jack was not raised in this area and he was not accustomed to interactions with other people or pets. We found ourselves in the paradoxical situation of having to protect the loose dogs.

This unfortunate encounter was not an isolated incident. Many dog owners in our community have faced similar situations. The problem arises due to the lack of proper regulations concerning leashing dogs in public spaces. Current regulation allow dogs to roam free in most public spaces, including roads and parks, exposing both dogs and community members to potential risks.

It is crucial to note that, according to the Centers for Disease Control and Prevention, 4.7 million dog bites occur in the United States each year. Although we lack concrete statistics in Canada, this number is indicative of the serious risk that loose dogs present. As a result, it is clear that this issue needs to be given the priority it deserves.

Therefore, this petition requests for the implementation of a mandate requiring all dogs to be leashed when in public areas, with exceptions only in designated dog areas. By taking this action, both the safety of our pets and our community will be enhanced.

Please note that the Province of Ontario has a leash law with fines starting at \$395. All surrounding townships have the same leash law (lower fines) with some having length of leash restrictions.

As a resident of Johnstown, I urge you to sign this petition and demonstrate your commitment to safety and well being of all community residents and our pets. It is time to create a pleasant, safe, and harmonious environment for all.

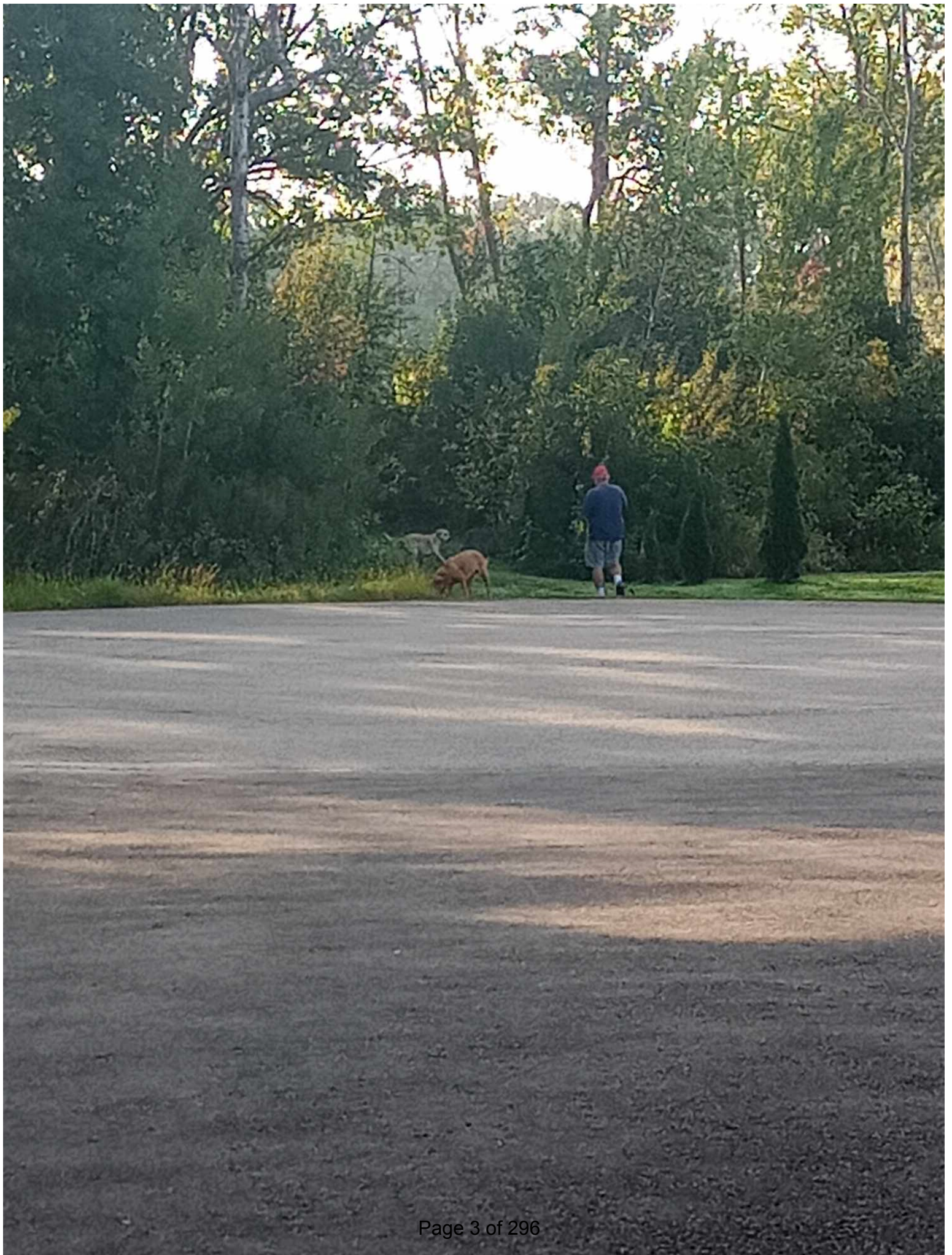
Thank you for your time.

Regards



Cynthia Durant
26 Albert Street







**DOGS
MUST BE
RESTRAINED
BYLAW
92-37**

Corporation of the Township of Edwardsburg/Cardinal

By-Law 2016-85

4. a) No owner of a dog shall allow the dog to run at large within the limits of the Township of Edwardsburg/Cardinal.

b) For the purpose of this by-law, a dog shall be deemed to be running at large when found unsupervised in any place other than the premises of the owner of the dog and not under the control of any person.

c) For the purposes of this by-law a dog is deemed to be running at large when it is found unleashed in public parks where a sign is displayed regulating dogs.

The Johnstown Community Centre has a sign posted with a by-law number 92-37 which is fraudulent. There is no leash law in the township.

Too much confusion with this grey by-law.

Staff – Scott Nicholson believed there was a leash law. John Buffet was called to enforce by-law 92-37 to find out no law exists.

As a resident of Johnstown I strongly encourage council to follow the surrounding jurisdictions by-laws regarding LEASHED dogs. This needs to be mandated to end the confusion.

Signage should be placed on the Albert Street entrance to the park. People take leashes of at end of street to let their dogs fun free threw the path to the community park.

City of Cornwall

By-Law 112-1998

7. b) Every person who owns, harbors or possesses any dog shall ensure that at all times when the dog is off the lands of the owner that the dog is kept under control while on leash.

The Corporation of the Municipality of North Grenville

By-Law 61-14

13. Every owner of a dog shall ensure that the dog is kept on a leash and under the control of some person when the dog is on any land in the municipality unless:
 - a) the land is the premises of the owner of the dog,
 - b) the land is owned by a person who has given prior consent to the dog being of the leash.
14. No owner of dog shall use a leash that exceeds three metres (3m) in length.

The Corporation of the Town of Prescott & Augusta TWP

By-Law 05-2021

5. c) Any person who owns, harbours or possess any animal shall maintain the animal under the control and on a leash at all times when not on the owner's property.

The Corporation of the Township of South Dundas

By-Law 2002-15

10. (a)
 - i) A dog shall be deemed to be running at large if found in any place other than the premises of the owner of the dog and not under the control of any person; and,
 - ii) is not on a leash securely attached to the owner and having a length of less than 2.4 metres (8 feet)

MINUTES
MUNICIPAL COUNCIL

Monday, August 26, 2024
6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

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

STAFF: Dave Grant, Director of Operations/Deputy CAO
Rebecca Crich, Clerk
Mike Spencer, Manager of Parks, Recreation & Facilities
Chris LeBlanc, Manager of Public Works
Wendy VanKeulen, Community Development Coordinator
Mary Tessier, Consultant

1. Call to Order

Deputy Dillabough called the meeting to order at 6:32 p.m. and noted that Mayor Deschamps is delayed due to another meeting.

2. Indigenous Land Acknowledgement Statement

The Chair read the indigenous land acknowledgement statement.

3. Approval of Agenda

Decision: 2024-199

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council approves the agenda as presented.

Carried

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

None.

5. Delegations & Presentations

a. Jule Power- Request Support for NRCAN EV Application

Mr. Sudan provided an overview of the NRCAN EV application proposal and noted that the application is similar to the first application under the MTO EV ChargeON program, which is still awaiting final decision. Mr. Sudan indicated that Jule Power is seeking a letter of support from the Township for them to submit an application under the NRCAN EV program for the 4 locations previously proposed.

Council thanked Mr. Sudan and Ms. Coombs and indicated that a report addressing the support request will be discussed further on the agenda.

6. Consent Agenda

Decision: 2024-200

Moved by: C. Ward

Seconded by: W. Smail

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

- a. Regular Council - July 22, 2024

Carried

7. Minutes of the Previous Council Meetings

- a. Regular Council - July 22, 2024

Decision: 2024-200

Moved by: C. Ward

Seconded by: W. Smail

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated July 22, 2024.

Carried

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

None.

9. Committee Minutes

None.

10. Action and Information Items from Committees

- a. Jule Power - Letter of Support for NRCAN EV Application

Council reviewed the report and discussed supporting the current 4 proposed locations and flexibility with Jule Power to possibly select alternate and additional locations that may be of interest in the future.

Decision: 2024-201

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council authorize the Mayor to execute the letter of support for the installation of Jule's EV Charging Infrastructure and direct staff to submit necessary documents to support application submission under the NRCAN program for the pre-selected locations.

Carried

- b. Community Futures Grenville CED Grant Application to Support a New CIP

Council was provided a summary of the report and discussed how the funding would be utilized to assist in updating the Community Improvement Plan through community engagement activities. It was noted that the additional engagement will assist in gathering valuable collaborative feedback from the community to help ensure the CIP reflects the needs of the Township.

Decision: 2024-202

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council endorse the submission of an application to Community Futures Grenville's Community Economic Development Initiative for funding to support additional community engagement.

Carried

- c. Application for Severance - B-87-24, B-88-24, B-89-24 - Hurley Rd (Zanderplan for Hutton)

Council reviewed the report and discussed the following: lot configuration, Township policy regulating when a hydrogeological assessment is required, and setbacks for a livestock facility on a nearby property.

Decision: 2024-203

Moved by: C. Ward

Seconded by: W. Smail

THAT Municipal Council recommend in favour of:

1. Severance applications B-87-24; B-88-24; and
2. Severance application B-89-24 with the following conditions:
 - a. That a Hydrogeological assessment and terrain analysis be completed by a qualified professional to demonstrate that the site conditions are suitable for the long-term provision of private services with no negative impacts (or cumulative negative impacts) to the environment or public health resulting from the use of on-site private water and sewage services to the satisfaction of the Township; and
 - b. The owner enters into a development agreement with the Township, as required by the Township, to implement the recommendations of the Hydrogeological assessment and terrain analysis.

Carried

- d. Application for Site Plan Control - 161-163 Shanly Rd (Annable Designs for Simard)

Council reviewed the report and discussed how the applicant can seek relief from the zoning bylaw to remove the requirement for a fence for the proposed development through a minor variance.

Decision: 2024-204

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council enter into a site plan control agreement with Denis Simard.

Carried

- e. Application for Site Plan Control - Newport Dr (Purplefarm Genetics)

Decision: 2024-205

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council enter into a site plan control agreement with 2506418 Ontario Inc.

Carried

- f. CWELCC Child Care Spaces Resolution of Support

Decision: 2024-206

Moved by: C. Ward

Seconded by: W. Smail

WHEREAS on March 22, 2022, the Federal and Provincial Governments announced a funding agreement that will reduce the cost of child care in Ontario to an average of \$10 per day by 2025-2026; and

WHEREAS the For-Profit / Not-For-Profit quotas [30/70] mandated in the agreement artificially limits the number of licences that can be given out and therefore limits the child care spaces that can be created; and

WHEREAS families are being forced to wait for \$10 per day childcare even though there is unspent budget for unrealized Not-For-Profit centres due to a lack of Not-For-Profits applying; and

WHEREAS changing the ratios could unlock thousands of new \$10 per day childcare spaces immediately.

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Township of Edwardsburgh Cardinal hereby requests the Federal and Provincial Governments to fix the archaic For-Profit/Not-For-Profit quotas in the agreement;

AND FURTHER THAT Mayor Tory Deschamps writes a letter on behalf of the Corporation of the Township of Edwardsburgh Cardinal to the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM) asking them to advocate for the change to the For-Profit / Not-For-Profit ratios;

AND FURTHER THAT this resolution be circulated and brought to the attention of Michael Barrett, Member of Parliament, Leeds-Grenville-Thousand Islands and Rideau Lakes; The Honourable Jenna Suds, Minister of Families, Children and Social Development; The Right Honourable Justin Trudeau, Prime Minister of Canada; Steve Clark, Member of Provincial Parliament, Leeds-Grenville-Thousand Islands and Rideau Lakes; The Honourable Jill Dunlop, Minister of Education; and The Honourable Doug Ford, Premier of Ontario.

Carried

g. CN Private Crossing Upgrades Impacting Landowners

Council discussed the costs to private landowners that have rail crossings impacted by Transport Canada's Grade Crossings Regulations SOR/2014-275.

Decision: 2024-207

Moved by: J. Martelle

Seconded by: W. Smail

WHEREAS the Government of Canada through Transport Canada's Grade Crossings Regulations SOR/2014-275, as amended, specifically Section 75 regarding private grade crossings requires that existing grade crossings that is a private grade crossing must meet additional requirements outlined in the regulation beginning on November 28, 2024; and

WHEREAS due to these amendments to the Grade Crossings Regulations will require significant safety enhancements for specific private railway crossings, including those located on private properties within the Township of Edwardsburgh Cardinal; and

WHEREAS CN Rail is actively seeking an exemption for the private grade crossings for relief from the requirements of these regulations; and

WHEREAS if Transport Canada does not support the exemption request, the private property owners with private grade crossings will be mandated to complete the upgrades, including the installation of an automated warning system with gates; and

WHEREAS CN Rail estimates that the necessary upgrades may cost each private railway crossing owner upwards of between \$600,000 to \$2 million depending on the cost of installation of each automatic gate system and additional annual maintenance costs of \$9,685 for the required equipment pursuant to the Canadian Transportation Agency's Guide to Railway Charges for Crossing Maintenance and Construction.

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal urges Transport Canada to reconsider the amendments to the Grade Crossing Regulations SOR/2014-275 due to the financial challenges these required upgrades to each private railway crossing will have on private property owners across Canada.

AND FURTHER THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal supports CN Rail's continued requests to Transport Canada to obtain exemptions for private railway crossing upgrades.

AND FURTHER THAT this resolution be circulated and brought to the attention of Michael Barrett, Member of Parliament, Leeds-Grenville-Thousand Islands and Rideau Lakes; Steve Clark, Member of Provincial Parliament, Leeds-Grenville-Thousand Islands and Rideau Lakes; The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Doug Ford, Premier of Ontario; The Honourable Pablo Rodriguez, Minister of Transport of Canada; ROMA and AMO.

Carried

h. Port - Assignment of Lease - P-42

Decision: 2024-208

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council approves the following:

1. That an assignment of the current lease known as P-42 be completed which includes the removal of Jeff Berube from the lease and the addition of Judy Berube to the lease; and
2. That the assignment agreement be executed by the Port GM, the Mayor and CAO of the Township.

Carried

11. **Correspondence**

Decision: 2024-209

Moved by: W. Smail

Seconded by: J. Martelle

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

- July 25, 2024
- July 31, 2024
- August 7, 2024
- August 15, 2024
- August 21, 2024

Carried

12. Port Disbursements

Decision: 2024-210

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council receives and approves the payment of Port invoices circulated and numbered as follows:

Withdrawals Total:	\$140,964.49
Batch 23 Cheques	\$26,655.25
Batch 24 EFT Payments	\$870,337.56
Total of Direct Withdrawal & Batch Listings:	\$1,037,957.30

Carried

13. Municipal Disbursements

Decision: 2024-211

Moved by: J. Martelle

Seconded by: W. Smail

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

- Report dated July 30 (2024-126) \$220,836.62
- Report dated July 30 (2024-127) \$123,419.47
- Report dated August 14 (2024-133) \$133,442.60
- Report dated August 15 (2024-134) \$382,133.63
- Report dated August 19 (2024-135) \$217,470.46
- Report dated August 21 (2024-136) \$39,812.81

TOTAL: \$1,117,115.59

Carried

14. By-laws

a. Appoint Interim Chief Building Official

Decision: 2024-212

Moved by: W. Smail

Seconded by: J. Martelle

THAT the mover be granted leave to introduce a bylaw to appoint an interim Chief Building Official, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-213

Moved by: W. Smail

Seconded by: J. Martelle

THAT a bylaw to appoint an interim Chief Building Official, be now read a third and final time and finally passed, signed, sealed and numbered 2024-41.

Carried

- b. Tenancy Assignment of Lease - P-42

Decision: 2024-214

Moved by: W. Smail

Seconded by: J. Martelle

THAT the mover be granted leave to introduce a bylaw to authorize the Mayor, CAO and Port General Manager to execute the tenancy assignment and consent to assignment for a lease agreement for Port property number P-42, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-215

Moved by: W. Smail

Seconded by: J. Martelle

THAT a bylaw to authorize the Mayor, CAO and Port General Manager to execute the tenancy assignment and consent to assignment for a lease agreement for Port property number P-42, be now read a third and final time and finally passed, signed, sealed and numbered 2024-42.

Carried

- c. Amend 2023-06 - Livestock Investigator

Decision: 2024-216

Moved by: C. Ward

Seconded by: W. Smail

THAT the mover be granted leave to introduce a bylaw to amend Bylaw 2023-06 to appoint members and representatives to certain boards and committees, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-217

Moved by: C. Ward

Seconded by: W. Smail

THAT a bylaw to amend Bylaw 2023-06 to appoint members and representatives to certain boards and committees be now read a third and final time and finally passed, signed, sealed and numbered 2024-43.

Carried

- d. Site Plan Control Agreement - 161-163 Shanly Rd (Annable Designs for Simard)

Decision: 2024-218

Moved by: W. Smail

Seconded by: J. Martelle

THAT the mover be granted leave to introduce a bylaw to authorize the execution of a Site Plan Control Agreement with Denis Simard, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-219

Moved by: W. Smail

Seconded by: J. Martelle

THAT a bylaw to authorize the execution of a Site Plan Control agreement with Denis Simard, be now read a third and final time, and finally passed, signed, sealed and numbers 2024-44.

Carried

- e. Site Plan Control Agreement- Newport Dr (Purplefarm Genetics)

Decision: 2024-220

Moved by: W. Smail

Seconded by: J. Martelle

THAT the mover be granted leave to introduce a bylaw to authorize the execution of a Site Plan Control agreement with 2506418 Ontario Inc., and this shall constitute first and second reading thereof.

Carried

Decision: 2024-221

Moved by: W. Smail

Seconded by: J. Martelle

THAT a bylaw to authorize the execution of a Site Plan Control agreement with 2506418 Ontario Inc., be now read a third and final time, passed, signed, sealed and numbered 2024-45.

Carried

- f. Appoint Building Inspector

Decision: 2024-222

Moved by: W. Smail

Seconded by: J. Martelle

THAT the mover be granted leave to introduce a bylaw to appoint a Building Inspector for the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-223

Moved by: W. Smail

Seconded by: J. Martelle

THAT a bylaw to appoint a Building Inspector for the Township of Edwardsburgh Cardinal, be now read a third and final time, passed, signed, sealed and numbered 2024-46.

Carried

15. CAO's Administrative Update

Mayor Deschamps arrived at 7:33 p.m.

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

- Consensus of Council to hold the September meeting of Council on September 30 at 6:30 p.m.

- Paving of Helen St.
- Cardinal water tower cleanup efforts.
- Positive business community feedback received from the South Grenville Bluegrass Festival event.
- Commended Township staff on their dedication and support for the successful summer programming, Bluegrass Festival and Baitfuel Fishing Tournament.
- Welcomed Mary Tessier as the Townships Economic Development and Communications Consultant.
- Partnership opportunity with Ingredion to cost share future paving of James St.

Decision: 2024-224

Moved by: J. Martelle

Seconded by: W. Smail

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

Carried

16. Councillor Inquiries or Notices of Motion

Councillor Martelle inquired about the possibility of installing crosswalks at various locations within the settlement areas.

Councillor Smail requested that a discussion item be added to a future agenda regarding speed limits/reductions on Sutton and Sophia St.

Councillor Smail inquired if a "dead end" sign may be installed on Legion Way for safety.

Mayor Deschamps requested that a discussion item and draft resolution be prepared for consideration at the September Administration and Operations meeting regarding ongoing discussion brought to his attention by Mayor Shaver regarding closing and relocating Maynard Public School. It was noted that Edwardsburgh Cardinal has two public schools operating with no interest in moving or closing any schools within the Township.

17. Mayor's Report

Mayor Deschamps and Deputy Mayor Dillabough reported on the following:

- Mayor Deschamps met with Dr. Dinny Matthews to discuss physician recruitment and retention efforts.
- Attended AMO conference and was involved in the UCLG delegation to support child care in Leeds and Grenville.
- Highlighted the South Grenville Bluegrass Festival and the positive economic impact it continues to have to the community and local businesses.
- Highlighted the Baitfuel Fishing Tournament and thanked the Deputy Mayor for his contributions to the event.
- Noted that Council will have a float in the Cardinal Labour Day parade.
- Cardinal Festival Committee is currently seeking volunteers.

Decision: 2024-225

Moved by: W. Smail

Seconded by: J. Martelle

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

Carried

18. Question Period

Questions/comments were raised with respect to the following:

- Support on the CN private crossing upgrades that may impact landowners.

19. Closed Session

Mayor Deschamps assumed the Chair.

Decision: 2024-226

Moved by: C. Ward

Seconded by: W. Smail

THAT Municipal Council proceeds into closed session at 8:01 p.m. in order to address a matter pertaining to:

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Byers Rd Property
- b. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Byers Rd Property
- c. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approve Minutes of Closed Session dated July 22,2024

Carried

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Byers Rd Property
- b. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Byers Rd Property
- c. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approve minutes of Closed Session dated July 22, 2024

Decision: 2024-227

Moved by: C. Ward

Seconded by: W. Smail

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 8:54 p.m.

Carried

20. Report Out of Closed Session

The Chair reported that Council met in closed session to:

- Receive information on personal matters about an identifiable individual and a proposed or pending acquisition or disposition of land regarding Byers Rd property; and
- Direction was provided to staff regarding the Byers Rd property; and
- Reviewed the closed session minutes dated July 22, 2024.

Decision: 2024-228

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

THAT Municipal Council receives and approves the minutes of Closed Session dated July 22, 2024.

Carried

21. Confirmation By-law

Decision: 2024-229

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

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2024-47.

Carried

22. Adjournment

Decision: 2024-230

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

THAT Municipal Council does now adjourn at 8:55 p.m.

Carried

Mayor

Clerk

MINUTES
SPECIAL MUNICIPAL COUNCIL

Monday, September 9, 2024
6:15 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

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

STAFF: Sean Nicholson, CAO
Dave Grant, Director of Operations/Deputy CAO
Rebecca Crich, Clerk
Eric Wemerman, Chief Water/Sewer Operator
Candise Newcombe, Deputy Clerk
Chris LeBlanc, Manager of Public Works

1. Call to Order

Mayor Deschamps called the meeting to order at 6:15 p.m.

2. Approval of Agenda

Decision: 2024-231

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. Action and Information Items from Committees

- a. Bylaw 2013-43 Exemption - South Grenville Events PorchFest Community Event - September 21, 2024

Decision: 2024-232

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council:

1. Grant the South Grenville Events community group a one-time exemption from the Municipal Alcohol Policy, Bylaw 2013-43, to host an event at the South Edwardsburgh Community Centre Hall on September 21, 2024, without the regular oversight of the South Edwardsburgh Recreation Association for the sale, consumption and distribution of alcohol; and
2. That all appropriate licenses and insurances be obtained in compliance with the Municipal Alcohol Policy, Bylaw 2013-43 and the Alcohol Gaming Commission of Ontario (AGCO) permit regulations.

Carried

5. Question Period

None.

6. Confirmation By-law

Decision: 2024-233

Moved by: J. Martelle

Seconded by: W. Smail

THAT a bylaw to adopt, confirm, and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2024-48.

Carried

7. Adjournment

Decision: 2024-234

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council does now adjourn at 6:21 p.m.

Carried

Mayor

Deputy Clerk

MINUTES
SPECIAL MUNICIPAL COUNCIL

Thursday, September 19, 2024
8:00 AM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055

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

REGRETS: Councillor Waddy Smail

STAFF: Sean Nicholson, CAO
Rebecca Crich, Clerk
Candise Newcombe, Deputy Clerk

1. Call to Order

Mayor Deschamps called the meeting to order at 8:08 a.m.

2. Approval of Agenda

Decision: 2024-235

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. New School Proposal in South Grenville - Support Existing Schools within Township

Clarity was provided following discussions with neighbouring municipal Mayors and Upper Canada District School Board (UCDSB) representatives on the Provincial school closure moratorium, noting that there is no imminent threat of school closures in the Township.

Members noted the proactive stance of Council by passing the proposed motion and ensuring that the Township's position on any future closure of local schools is clear.

Council discussed the following: the value of local schools, the viability of existing Township schools, ensuring a transparent process, prospective areas for the proposed development of a new school, implications of boundary lines and the general powers granted to the school boards versus the province regarding school closure decisions.

An upcoming meeting involving local mayors, CAOs, UCDSB representatives, and school board trustees was noted, with the

expectation of further reassurances regarding the security of Township schools.

Decision: 2024-236

Moved by: S. Dillabough

Seconded by: J. Martelle

WHEREAS the Township of Edwardsburgh Cardinal Municipal Council is aware of the proposed development of a new school in Augusta; and

WHEREAS the Township of Edwardsburgh Cardinal is home to two Public Schools; Centennial 67' Public School located in Spencerville and South Edwardsburgh Public School located in Johnstown; and

WHEREAS the Township of Edwardsburgh Cardinal shares border boundaries with both Augusta Township and the Town of Prescott; and

WHEREAS the Municipal Council of the Township of Edwardsburgh Cardinal supports the continued operation of both Centennial 67' Public School and South Edwardsburgh Public School in the Township of Edwardsburgh Cardinal; and

WHEREAS the Municipal Council of the Township of Edwardsburgh Cardinal supports students and families in the area to have access to local schools that do not add additional transportation time to young children and youth; and

WHEREAS there has been a recent 11.9% growth rate within the Township of Edwardsburgh Cardinal and projected future growth rates that are exceeding expectations, families are choosing the Township of Edwardsburgh Cardinal, as access to local schools with minimal busing times is an important reason for selecting Edwardsburgh Cardinal to call home; and

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal supports the continued operation of Centennial 67' Public School and South Edwardsburgh Public School.

AND FURTHER THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal urges the Upper Canada District School Board to maintain status quo for the current school boundaries impacting Edwardsburgh Cardinal to ensure there is no impact on enrolment at Centennial 67' Public School or South Edwardsburgh Public School.

AND FURTHER THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal supports the Augusta Township in the pursuit of a new school.

AND FURTHER THAT this resolution be circulated and brought to the attention of August Township; Town of Prescott; Steve Clark, Member of Provincial Parliament, Leeds-Grenville-Thousand Islands and Rideau Lakes; The Honourable Doug Ford, Premier of Ontario; The Honourable Jill Dunlop, Minister of Education; Ron Ferguson, President/Director of Education for Upper Canada District School Board; Jeremy Hobbs, Treasurer/Chief Financial Officer of Upper Canada District School Board; Jamie Schouler, Director/Chair – Board of Trustees of Upper Canada District School Board; Brian Elliott, Director Community Representative of Upper Canada District School Board; Emily McFadden, Director Community Representative of Upper Canada District School Board; and Lisa Swan, School Board Trustee.

Carried

5. Question Period

None.

6. Confirmation By-law

Decision: 2024-237

Moved by: J. Martelle

Seconded by: S. Dillabough

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2024-49.

Carried

7. Adjournment

Decision: 2024-238

Moved by: J. Martelle

Seconded by: S. Dillabough

That Municipal Council does now adjourn at 8:27 a.m.

Carried

Mayor

Deputy Clerk

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE
MONDAY JULY 15, 2024
6:30 PM**

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

Regrets: Councillor Joseph Martelle

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

1. Call to Order

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

2. Approval of Agenda

Moved by: C. Ward
Seconded by: T. Deschamps

That Committee approves the agenda as presented.

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) Meeting of June 17, 2024

Moved by: W. Smail
Seconded by: T. Deschamps

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated June 17, 2024.

Carried

6. Business Arising from Precious PMC Minutes (if any) – None.
7. Discussion Items – None.
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, and the scope of recordable incidents at the Port.

b) Maintenance Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: Noted contacting the United Counties of Leeds and Grenville regarding a light out along County Rd. 2 and the preventive replacement of the urethane liners along the steel ducts to prolong the life of the ducts.

c) Capital Projects

Committee was provided with a summary of the capital project status to date and discussed the following: the status of the spout repair tender process, the progress on the new grain dryer installation project and timeline for fuel supply connection, the status of the basement wall concrete repair project, and the timeline for delivery of the pre-engineered track shed building.

d) Financial/ 2nd Quarter Investment Report

Committee was provided with a summary of the monthly revenue and expenses and year-to-date budget to actual numbers. Clarification on fluctuations in the operations and administration accounts due to decreased utility usage and settled accounts with the Aquatarium sponsorship.

A summary of the 2nd Quarter Investment report was provided to Committee and Members discussed the foresight of staggering the Port investment maturity dates to ensure fluidity of funds and protection from uncertain interest rates.

e) Vessel Traffic Report

Committee was provided with summary of the report and discussed available storage space for incoming salt, advantages/disadvantages of a conveyor

system from the Port to Rideau Bulk, future salt storage options if the Ministry of the Environment, Conservation and Parks (MOE) restricts salt storage on the dock, and confirmed scheduled vessels are receiving corn from 2023.

f) Health and Safety Report

Committee was provided with a summary of the health and safety report and discussed the audit report for the conveyor system which recommended automatic stops and the timeline for results of the noise emission test on the new dryer.

g) General Manager's Report

Committee was provided an overview of the report and discussed the following: deadlines for compliance with the Accessible Canada Act (ACA) and ongoing consultation regarding meeting legislation requirements.

Moved by: W. Smail

Seconded by: C. Ward

That the Port Management Committee received and reviewed items 8. a) Grain Operations Report; b) Maintenance Report; c) Capital Projects; d) Financial/ 2nd Qtr. Investment Report; e) Vessel Traffic Report, f) Health and Safety Report; and g) General Manager's Report.

Carried

h) Lease Agreement – St. Lawrence Marina

Committee was provided with an overview of the report and discussed the following: additional lands in the lease agreement and confirmed no conflict with the restaurant regarding the changes, right-of-way access to the water, current month to month status of the agreement, and reasoning for the change to the overall length of the contract.

Future plans to potentially gate off the road from the restaurant to the Port was noted.

Moved by: C Ward

Seconded by: T. Deschamps

That the Port Management Committee recommend that the Council of the Township of Edwardsburgh Cardinal:

1. Approve a new lease agreement with St. Lawrence Marina Ltd. for a 5-year term, with two 5-year renewable options; and
2. That the Port General Manager, Mayor and CAO sign the agreement on behalf of the Port/Township.

Carried

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Port Management Committee –July 15, 2024

i) License Agreement – Joe Computer

Committee was provided with an overview of the report.

Moved by: C. Ward

Seconded by: W. Smail

That the Port Management Committee recommends that the Council of the Township of Edwardsburgh Cardinal:

1. Approve the license agreement with Joe Computer for a 5-year term with a one 5-year renewable option; and
2. That the Port General Manager, Mayor and CAO enter into the agreement on behalf of the Port/Township.

Carried

j) Receiving Area Upgrades – Receiving Hopper and Conveyor Portion (Project #300-508)

Committee was provided with a summary of the report and discussed the history and quality of work experienced with Earl Horst Systems.

Moved by: T. Deschamps

Seconded by: W. Smail

That the Port Management Committee:

1. Award the receiving hopper and conveyor portion of the Project #300-580 to Earl Horst Systems in the amount of \$212,011.00 (excluding HST) plus a 10% contingency; and
2. Authorize the Port General Manager to sign the purchase order with Earl Horst Systems on behalf of the Township.

Carried

k) New Grain Dryer Project – Propane connections installation (Project#300-069)

Committee was provided with an overview of the report and discussed increases to estimated costs for fuel connection, the process of selecting the fuel source for the project, clarified ownership of the tanks and connection equipment, the current rate for propane per liter and the length of that locked in rate.

Members discussed the process should they wish to switch suppliers in future, and the complexity of the various propane contracts submitted during the tending process.

Moved by: C Ward

Seconded by: W. Smail

That the Port Management Committee recommends that the Council of the Township of Edwardsburgh Cardinal:

1. Award the propane connection work as part of the New Grain Dryer at the Annex – Project #300-069 to W.O. Stinson in the amount of \$302,000.00 (excluding HST), plus a 10% contingency; and
2. Authorize the Port General Manager to sign the purchase order with W.O. Stinson on behalf of the Township.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements.

Moved by: T. Deschamps

Seconded by: W. Smail

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

Withdrawals Total:	\$96,415.60
Batch 20 CHEQUES	\$6,130.00
Batch 21 CHEQUES	\$349,217.36
Batch 22 EFT PAYMENTS	\$1,965,992.20
Total of Direct Withdrawal & Batch Listings:	\$2,417,755.16

Carried

10. Councillor Inquiries/Notices of Motion

Councillor Ward noted the success of the Port Day.

Councillor Smail inquired about a timeline for painting the remainder of the grain elevator.

Mayor Deschamps echoed the comments on the success of Port Day and commended all involved in bringing it to fruition and making it successful. He also noted that today is the Deputy Mayor's Birthday.

11. Chair's Report

The Chair reported on the following:

- Thanked and commended all involved in organizing and running the Port Day event held on June 22 noting positive feedback received.
- Announced the Bluegrass Festival Event in Spencerville to be held August 8-11.

12. Question Period

- Enjoyment of Port Day.

13. Adjournment

Moved by: T. Deschamps

Seconded by: W. Smail

That the Committee meeting adjourns at 7:34 p.m.

Carried

These minutes were approved by Port Management Committee this 23 day of September, 2024.

Chair

Deputy Clerk

MINUTES
PUBLIC MEETING
COMMITTEE OF THE WHOLE - COMMUNITY DEVELOPMENT

Monday, August 26, 2024, 6:00 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

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

REGRETS: Mayor Tory Deschamps
Brody Fahrngruber, Advisory Member

STAFF: Dave Grant, Director of Operations/Deputy CAO
Rebecca Crich, Clerk
Wendy VanKeulen, Community Development Coordinator
Chris LeBlanc, Manager of Public Works

PUBLIC: Lynn Hutton
Ray Heuvel
Rob Heuvel

1. Call Meeting to Order

The Chair called the meeting to order at 6:02 p.m. and requested that members of the public provide name and address on the sign-in sheet to record presence as part of the public meeting record.

2. Approval of Agenda

Moved by: S. Dillabough
Seconded by: J. Martelle

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest or Conflict of Interest and the General nature Thereof

None.

4. Process and Information

Staff highlighted that the public meeting was being held under the authority of Section 34 of the Planning Act and was advertised in accordance with the requirements of the Act.

Staff outlined the process to share written or verbal comments to Council; the appeal rights; and how to receive a notice of Council's decision for those in attendance. It was noted that the Committee may make a recommendation for Council consideration at a future meeting although there will be no Council decision made on the application during this meeting.

5. Proposed Housekeeping Zoning Bylaw Amendment

a. Proposal Details

The public meeting is regarding a proposed housekeeping amendment for the zoning bylaw that was adopted in 2022. The housekeeping amendment is intended to correct minor errors, omissions or provide clarification on the intent of the bylaw. A report was provided to summarize and explain the following housekeeping amendments within:

1. Additional residential unit policies
2. Secondary farm dwellings
3. Vinyl and cloth accessory buildings
4. Sufficient servicing
5. MC and MCR parking provisions
6. Yard encroachments
7. Home based businesses
8. Industrial zones
9. Flood plain hazard overlay zone
10. Various amendments to mapping errors

b. Public Comment

The Chair opened the floor for any public comments.

Mr. Rob Heuvel inquired if secondary farm dwellings are required to have shared services.

Mr. Ray Heuvel sought clarification on the flood plain hazard overlay zone, specifically regarding the 5 metre wave uprush.

Mr. Rob Heuvel inquired how an individual would find the location of the flood plain boundary and flood hazard on their property.

c. Committee Discussion

Committee reviewed the report summary and sought clarification on the following areas: distance of additional unit for shared servicing, size of septic required to accommodate shared servicing, and the operation of retail stores in the MG and MBP zones.

Moved by: J. Martelle

Seconded by: W. Smail

That Committee recommend that Council adopt the housekeeping amendment, as attached.

Carried

6. Next Steps

The Chair noted that Council will consider the Committee's recommendation and comments received from the public prior to making a decision at the September 30 Council meeting. For those that wish to attend, Committee and Council meetings and agendas are posted to the Council Calendar on the Township website: www.twpec.ca.

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

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

7. Adjournment

Moved by: J. Martelle

Seconded by: W. Smail

That Committee does now adjourn at 6:26 p.m.

Carried

Chair

Clerk

MINUTES
COMMITTEE OF THE WHOLE
COMMUNITY DEVELOPMENT

Tuesday, September 3, 2024, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

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

STAFF: Sean Nicholson, CAO
Dave Grant, Director of Operations/Deputy CAO
Wendy VanKeulen, Community Development Coordinator
Candise Newcombe, Deputy Clerk
Mary Tessier, Consultant

1. Call to Order – Chair, Chris Ward

Councillor Ward called the meeting to order at 6:32 p.m.

2. Approval of Agenda

Moved by: J. Martelle

Seconded by: T. Deschamps

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 Meeting Minutes (if any)

None.

5. Delegations and Presentations

None.

6. Action/Information/Discussion Items

a. Live: Land Use Planning

1. Modernizing Notice Requirements for Planning Matters

Committee was provided with a summary of the report and discussed the following: expenditure amounts allocated to newsprint, services encompassed in the costs, and the benefits of utilizing all methods of communication to reach constituents due to the varying ages in the populace of the Township.

Members inquired about alternate more cost-efficient methods of communication not yet considered or utilized by the Township noting that the applicant bears all costs associated with the application and any savings to the applicant would be beneficial.

Members sought clarity regarding the intent to eliminate the newsprint option and its implications for the Planning Act legislation due to the viability of local newspapers in and around the Township. It was noted that delays have been experienced in the notice requirement of the Planning Act due to the lead time required for the newspapers. There was discussion regarding implementing the website as the primary notification method while continuing to circulate notices through newspapers as an added measure of ensuring transparency.

Moved by: J. Martelle

Seconded by: T. Deschamps

That Committee endorse the modernization of our notice to the public with respect to Planning matters, which will generally include mailing notices and publishing on the township's website, as required to meet or exceed regulations made under the Planning Act.

Defeated

2. Streamlining Severance Recommendations

Committee was provided with a summary of the report noting that Committee would still have the option to refer an application to Council and discuss the additional benefits of the streamlined process.

Moved by: S. Dillabough

Seconded by: J. Martelle

That Committee recommend that Council delegate authority to the Committee of the Whole – Community Development to make comments to the Counties on severance applications.

3. Discussion: Housing Accelerator Fund 2 Application

Committee was provided with a detailed overview of the report identifying the reasoning for each of the five selected initiatives. There was discussion regarding the following: benefits to developers in modernizing the process, using Federally pre-approved housing designs versus procuring independent architectural designs in a catalogue of designs, and how the availability of architectural drawings has helped in the development of previous subdivision developments.

There was a consensus of Committee to proceed with the proposed application.

b. Work: Economic Development

1. Application for Community Improvement Program Funding, 623 County Rd 2 (Rustic Spoon)

Background was provided on the item deferred from the June Community Development meeting due to the inability to meet general eligibility requirements and Committee discussed the following: support of local vendors, compliance with eligibility requirements, setting precedent if granting an exception to a retroactive application, and the possible disconnect in communicating the availability of community funding programs.

Members highlighted the positive contribution the applicant has made to the community, and noted the opportunity to access funding for future improvement projects. A motion to defer the item to the September meeting of Council to allow full discussion and vote by all members was suggested.

Moved by: T. Deschamps

Seconded by: J. Martelle

That Committee defer the item to the September 30th Regular Council meeting for full discussion and vote.

Carried

Committee noted that a fulsome discussion with all members of Council is best practice when considering superseding policy requirements.

c. Play: Recreation

None.

d. Information: Canal Bank Cleanup - Bridge Street Update

Committee was informed of delayed progress with the Cardinal Canal bank cleanup efforts noting the completion of brush removal, clearing of the pedestal area and the proposed installation of the stone bench.

Members noted concern with the deviance of the initial planned clean-up efforts, estimated costs for the proposed work, and delays in progress due to coordinating efforts with grant opportunities and South Grenville's Real World Learning program. It was noted that delays resulted from uncooperative weather conditions and scheduling conflicts. It was noted that all grant opportunities that align with the proposed clean-up efforts of the area were being explored. Members recommended adding the project as a budget line item during the upcoming 2025 budget discussions.

e. Discussion: Communications Committee

Committee was provided with an overview of the report and noted their support of an ad-hoc communication committee and the proposed terms of reference.

Moved by: T. Deschamps

Seconded by: S. Dillabough

That Committee recommend that Council approve the creation of the Ad Hoc Communications Committee and approve the Terms of Reference for Committee as written.

Carried

7. Inquiries/Notices of Motion

Deputy Mayor Dillabough requested a Council motion for an exemption to the Township's alcohol policy for an upcoming community event in Johnstown on September 21.

Deputy Mayor Dillabough inquired about a timeline for a report on requirements for the ownership of chickens in settlement areas.

Deputy Mayor Dillabough commended the Cardinal Festival Committee on their efforts with the Labour Day events and the Township of Augusta on a well-hosted Labour Day parade.

Mayor Deschamps put forth a notice of motion to include a discussion item on the Support of Township Schools to be added to the September Committee of the Whole - Administration and Operations meeting.

Mayor Deschamps commended Township staff on their contributions to the Cardinal Labour Day events, extending thanks to all organizers and volunteers who contributed to the success of the event and continue to work in making the Township a great place to live.

8. Question Period

The following questions/comments were raised:

- Inquired about the number of donated park benches required by the Township.

9. Closed Session

None.

10. Adjournment

Moved by: S. Dillabough

Seconded by: J. Martelle

That Committee does now adjourn at 8:00 p.m.

Carried

Chair

Deputy Clerk

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Monday, September 9, 2024, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

PRESENT: Mayor Tory Deschamps
Deputy Mayor Stephen Dillabough
Councillor Joe Martelle
Councillor Waddy Smail
Councillor Chris Ward
Karen Roussy (Advisory Member)

REGRETS: John Hunter (Advisory Member)

STAFF: Sean Nicholson, CAO
Dave Grant, Director of Operations/Deputy CAO
Rebecca Crich, Clerk
Jessica Crawford, Treasurer
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: C. Ward

Seconded by: S. Dillabough

That the agenda be approved as presented.

Carried

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

None.

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

None.

5. Delegations and Presentations

- a. Rural FASD Support Network - Red Shoe Run - Rob More and Diane Greer

Mr. More provided an overview of the success of the Red Shoe Run event held this past May in Smiths Falls, noting it as the largest FASD gathering in Ontario to date. He disclosed that the use of the donations received from the Township through the Community Grants and Donations program contributed to building valuable infrastructure to keep the FASD Support Network initiative going through media campaigns and website design.

Mr. More indicated an interest in hosting a Red Shoe Run event in Johnstown in July 2025, which would offer 1K, 3K, and 5K runs and additional family attractions, to be held at the South Edwardsburgh Community Centre. Mr. More outlined his planned route for the race, noting the intent to extend run routes to County Road 2 and highlighted that assistance from the Township and OPP with road closures would be required.

Ms. Greer noted that sponsors of this year's Red Shoe Run event indicated continued support for future events, and highlighted the direct impact the FASD program has on individuals in the Township.

There was discussion regarding alternate run routes, the impact of road closures on County Road 2, future grant requests through the 2025 Community Grants and Donations program and the possibility of evolving the event into a triathlon in future years.

Committee thanked Mr. More and Ms. Greer for their presentation and commended them on providing detailed accounts of the benefits brought by the donations provided through the Township's Community Grants and Donations program.

- b. Patterson Road Allowance Upgrade Request - Josh and Greg Philliban - Environmental Project Management Solutions

Mr. Greg Philliban provided an overview of the proposal to upgrade and maintain a 400-meter portion of the unopened road allowance on Patterson Road due to its access to his property. He dispensed a printed handout to Members of Committee, held on file. Mr. Philliban highlighted previously supported applications for upgrading and maintaining unopened road allowance, provisions for exemptions in the Township's unopened road allowance bylaw, and support of Council for local business, as his son is a small business owner who is currently operating from his property.

There was discussion regarding the following: identified the 400-meter portion of the unopened road allowance, reviewed the draft staff

recommendation, and clarified the approval process, the location of the home-based business, and the zoning of the applicant's property.

Committee thanked the Phillibans for their presentation and indicated that a report addressing the application would be discussed at a subsequent Committee of the Whole - Administration and Operations meeting.

6. Consent Agenda

None.

7. Discussion Items

a. Support of Existing Township Schools

An overview of the proposal to develop a new school to accommodate students from Maynard Public School in Augusta Township following Mayor Shaver's delegation request at the 2024 AMO conference was provided.

There was discussion regarding the following: the number of students required to sustain a school, the 11.9% growth rate of Edwardsburgh Cardinal, the attractions of rural living, increased busing times and demand for bus drivers, and the importance of keeping small rural schools viable.

Committee directed staff to draft a resolution indicating support in keeping small rural schools viable to be brought to the September Council meeting for further discussion.

b. Speed Limit Reduction - Sophia St. and Sutton Dr.

Members suggested deferring the discussion item to allow for the erection of speed monitors and the traffic study reviewed.

Moved by: W. Smail

Seconded by: J. Martelle

That Committee defer the item to allow sufficient time for the erection of speed monitors and the collection of traffic data along Sophia St. and Sutton Dr.

Carried

It was noted that should any Member wish to revisit this issue, they are to indicate their interest in further discussion on the topic to staff.

8. Action/Information Items

a. James Riley Dewitt Richter (JRDR) Drain - Branch #2 Inspection Report

Committee was provided with a summary of the report and discussed the following: quote for proposed work, impacted area, the scope of past maintenance work, notification process, cost disbursement, and legislative

requirements within the Municipal Act and the Drainage Act. It was noted that landowners requesting additional work to be performed would be responsible for the costs incurred.

Moved by: C. Ward

Seconded by: S. Dillabough

That Committee recommends that Council approve maintenance work on Branch # 2 of the JRDR municipal drain as recommended by the drainage superintendent.

Carried

b. Spencerville Pumping Station #1 Pump Upgrades - Engineering

Committee was provided with an overview of the report and discussed engine power produced and possible future pumping stations needed, procurement process, timeline for project completion, and clarified the scope of the request.

Moved by: W. Smail

Seconded by: S. Dillabough

That Committee recommends that Council award the Spencerville Pumping Station #1 Pump Upgrades - Engineering to Novatech and utilize the 2024 operating budget and if necessary, Spencerville Wastewater Reserves (98-3806) to fund expenses in 2024.

Carried

c. Stop Up, Close and Convey Unopened Road Allowance - 35 Frederick St.

Committee was provided with a detailed summary of the report and discussed the following: Fourth St. bridge access to lands for future development, reviewed the implications of stopping up, closing and conveying an unopened road allowance, ensuring access from the Industrial Park (IP) to municipal roads and the 400 series highways to allow for future IP expansion, and reviewed currently open versus closed road allowances in the area.

Members discussed the process and benefits to the Township of conveying a road allowance in this area and clarified ownership of the bridge located on Fourth St.

Members requested additional information on evidence of access through municipal roads from the IP to the 401/416 Highway, Ministry of Transportation information on 400 Series Highway access point requirements, and additional time for consideration.

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

That Committee defer the item to allow consultation with the Ministry of Transportation regarding requirements for an application to request the installation of a 400 series highway access point.

Carried

d. Body Worn Camera Policy

Committee was provided with a summary of the report and discussed the following: trial camera cost, future cloud storage and upgrade costs, notification and recordable incident processes, added protection against liability, and common practice of municipalities.

Members noted concerns with the regulations of recordable incidents and the implications should regulations not be complied with. Members indicated general support in ensuring members of staff felt supported and safe, however, indicated that at this time body cameras are more imperative in larger municipalities.

Moved by: J. Martelle
Seconded by: S. Dillabough

That Committee recommends that Council adopt the Body Worn Camera policy as attached.

Carried

Committee directed staff to consult with legal and neighbouring municipalities regarding body worn camera use and policies.

e. Lane Light Pedestrian Crossings

Committee was provided with a summary of the report and discussed the responsibility of maintenance, location determination process, proposed locations, and the potential for additional locations.

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

That Committee recommends that Council provide 2025 pre-budget approval and proceed with the coordination and installation of (3) three lane light push button pedestrian crossings at the identified locations.

Carried

f. Domestic Fowl in Settlement Areas

The scope of the request for the staff report was clarified, highlighting that if the intent is to permit the ownership of domestic fowl in settlement areas, a Zoning Bylaw amendment with subsequent public consultation process would be required. Meeting setbacks from water services, neighbouring residences, and damage to water sources were cited as concerns with the proposed amendment.

Committee discussed provisions for keeping domestic fowl in big cities like Toronto, planner recommendations for permitting domestic fowl in settlement areas, and the Ministry standards for setback requirements of domestic fowl coops from well water sources.

There was a consensus of Committee to support domestic fowl in settlement areas of the Township. It was noted that staff would consult with the planner to prepare documents for the implementation review of domestic fowl within the settlement areas.

9. Councillor Inquiries/Notices of Motion

Councillor Smail put forth a notice of motion to add a budget item for future discussion to install lights along the Spencerville Mill dam.

10. Mayor's Report

Mayor Deschamps reported the following:

- Expressed condolences to the family of Ray Callery, CAO of the UCLG.

11. Question Period

None.

12. Closed Session

Moved by: W. Smail

Seconded by: J. Martelle

That Committee proceeds into closed session at 9:05 p.m. in order to address a matter pertaining to:

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approve Minutes of Closed Session dated June 10, 2024
- b. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Cardinal Landbank
- c. Section 239(2)(c) 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: Approve Minutes of Closed Session dated June 10, 2024
- b. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Cardinal Landbank
- c. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Byers Rd Property

Moved by: W. Smail

Seconded by: J. Martelle

That the closed meeting of Committee does now adjourn and the open session does now resume at 9:42 p.m.

Carried

13. Report Out of Closed

The Chair reported that Committee met in closed session to:

- Review Minutes of Closed Session dated June 10, 2024;
- Receive information regarding the proposed or pending acquisition or disposition of land regarding the Edwardsburgh Land Bank and direction was provided to the CAO;
- Receive information regarding the proposed or pending acquisition or disposition of land regarding the Byers Rd Property and direction was provided to the CAO.

Moved by: J. Martelle

Seconded by: W. Smail

That Committee receives and approves the minutes of Closed Session dated June 10, 2024.

Carried

14. Adjournment

Moved by: S. Dillabough

Seconded by: C. Ward

That Committee does now adjourn at 9:44 p.m.

Carried

Chair

Deputy Clerk

TOWNSHIP OF EDWARDSBURGH CARDINAL

September 30, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council approve maintenance work on Branch # 2 of the JRDR municipal drain as recommended by the drainage superintendent, as recommended by the Committee of the Whole – Administration and 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

September 30, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council award the Spencerville Pumping Station #1 Pump Upgrades - Engineering to Novatech and utilize the 2024 operating budget and if necessary, Spencerville Wastewater Reserves (98-3806) to fund expenses in 2024, as recommended by the Committee of the Whole – Administration and 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

September 30, 2024

COPY

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

THAT Municipal Council provide 2025 pre-budget approval and proceed with the coordination and installation of (3) three lane light push button pedestrian crossings at the identified locations, as recommended by the Committee of the Whole – Administration and 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

September 30, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council remain consistent with Sections 6.6.1 - General Eligibility Requirements of the Financial Incentive Programs and 6.7.2 - General Process and Submission Requirements of Bylaw 2012-04 – Community Improvement Plan for the Village of Cardinal, in respect to the application for Community Improvement Program Funding – 623 County Road 2 (Rustic Spoon).

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
INFORMATION ITEM**

Committee: Committee of the Whole – Community Development

Date: June 3, 2024

Department: Community Development

Topic: Application for Community Improvement Plan Funding, 623 County Rd 2 (The Rustic Spoon o/b 2209510 Ontario Inc.)

Background: The Rustic Spoon restaurant opened in November 2023 in the Cardinal Mall at 623 County Rd 2. The restaurant's owner has submitted an application for funding under the Property and Façade Improvement Program of the Township's Community Improvement Plan (CIP).

It is understood that the restaurant owner has submitted the application as a tenant, and also as an agent authorized by the property owner 2209510 Ontario Inc. A letter from the property owner to authorize the application has been provided. The general eligibility requirements of the CIP allow a tenant to make an application where the owner has provided written consent (section 6.6.2).

The property includes a commercial building, with a number of commercial tenants and a parking area. It is zoned General Commercial (CG) and located within the designated Community Improvement Project Area. The application relates to unit E of the Mall, which is home to the Rustic Spoon restaurant.

Application submission:

The application was initially received by the program administrator on May 14th, 2024, with additional information provided on May 30th. The project work began in October 2023 and was completed in November 2023. The general eligibility requirements of the CIP require that for any incentive program contained within the Cardinal Community Improvement Plan, a Financial Incentive Program application form must be submitted to the Township (accepted and processed by the Plan Administrator(s)) prior to commencing any community improvement works (section 6.6.1).

Project description:

The applicant describes the project work to include; landscaping change; door signage and window decals; painting of outdoor features, entrance and patio; additional patio seating and furniture; upgraded lighting for safety and visibility; and outdoor plumbing for matrice. The application shares that prior to this project, the building has not been updated in 30+ years and notes safety concerns with plumbing and electrical

components. It notes the building's appearance was worn. Photos are included with this report.

Project tasks and expenses:

The application includes the following project tasks and expenses, however, formal quotes were not available:

Task	Cost (low)	Cost (high)
Replace outdoor signs	\$4,904.20	\$4,904.20
Upgrade opened patio	\$4,900	\$9,400
• paint and fix deck	• \$3,300	• \$5,000
• gardens	• \$400	• \$400
• patio furniture	• \$1,200	• \$4,000
Signage lights fixed	\$1,300	\$1,500
Outdoor Taps Installation	\$1,129.14	\$1,129.14
General cleaning and painting trim	\$2,068.31	\$2,068.31
Total	\$14,301.65	\$19,001.65

Invoices were provided with the application for the following items:

Supplies for plumbing, paint, electrical and cleaning	\$6,046.17
Electrical work for outdoor lighting	\$1,163.11
Signage and Installation	\$4,904.20
Painting for front wall and throughout restaurant	\$580.00
Painting and repair of walls and trim, flooring in bathroom	\$7,290.00
Total	\$19,986.42

A list of eligible expenses for this financial incentive program from section 4.0 is provided with this staff report.

Project eligibility:

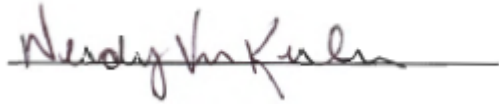
The applicant has been advised that the application does not meet the general eligibility requirements for the CIPs financial incentive program. Staff were asked to present the application to the Committee for consideration.

Application processing:

Section 6.7 of the Plan outlines the general process and submission requirements of the Financial Incentive Program. This section includes:

- 2. An application must be submitted to the Township prior to commencing any community improvement works. Should an application be submitted following the commencement of community improvement works, the application will be rejected upon receipt.*

Further review and a recommendation were not completed by the Plan Administrator based on the project works already being completed prior to receiving the application.

A handwritten signature in dark ink, appearing to read "Nereida V. Kuleva", is written over a horizontal line.

Community Development Coordinator



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Regular Council

Date: September 30, 2024

Department: Parks & Recreation

Topic: Recreation Pickup Truck Pre-Budget Approval

Purpose: To obtain council approval for a pre-budget purchase of a 2024 GMC pickup truck.

Background: Asset # 749, a 2008 GMC Quad Cab pickup truck was originally from the Port of Johnstown and transferred to the recreation department in 2014 has come to the end of its lifecycle. It currently has 272,839 KM and this past summer it was primarily used to water flowers and garbage pickup within the Cardinal limits. The planned replacement of this vehicle has been in the 5-year plan for several years. Staff have obtained a price on a new 2024 GMC 1500 Sierra Double Cab standard box 1SA Series Pro from Riverside Prescott in the amount of \$56,868.00 plus the non-rebated HST, this includes a full 3-year 60,000 KM warranty.

Policy Implications: Purchasing a vehicle prior to budget deliberations requires council pre-budget approval.

Strategic Plan Implications: This asset replacement meets with the criteria of the Townships Strategic Plan.

Financial Considerations: The sale price of \$56,866.00 plus the non-rebated HST of \$1,000.84 for a total of \$57,868.84 would be funded by the Recreation reserve account which currently has a total of \$217,544.46 as of end of Q2 2024.

Recommendation: That Municipal Council approves the pre-budget purchase of the 2024 GMC truck from Riverside Prescott in the amount of \$ 57,868.84 including non-rebated HST and that the funds come from the Recreation reserve.

A handwritten signature in black ink, appearing to be 'AS', written over a horizontal line.

Facilities Manager

A handwritten signature in black ink, appearing to be 'GK', written over a horizontal line.

CAO



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Regular Council

Date: September 30, 2024

Department: CAO

Topic: 2024 Asset Management Plan

Purpose: To approve the 2024 Asset Management Plan (AMP) to be compliant with O. Reg 588/17.

Background: Ontario Regulation 588/17 requires all municipalities to have an updated Asset Management Plan for 2024.

Staff engaged Public Sector Digest (PSD) to prepare this asset management plan. PSD also prepared the report for 2020 so there were many synergies present to get the project completed quickly and on budget.

The asset management plan is a snapshot in time. The snapshot used was December 31, 2023, therefore the 2024 capital items are not reflected in this report. This affects the road program that was completed in 2024 plus the tandem axle plow truck that was purchased by Public Works. However, the County Road 2 project and the Johnstown and Spencerville drainage projects are reflected, and the infrastructure gap is closed for those two assets.

When reviewing the condition assessments, it is important to keep in mind that these are standard metrics applied to the assets. An asset that is listed in “good condition” may be in good working order and will outlast its usual useful life. A good example of this is the Ingredion Arena. It is a newer building and well maintained and will likely outlast its useful life. There are also situations like the Cardinal Fire Station which is in “fair condition”, however is not meeting the needs of the department or residents.

As a result of the asset management plan, PSD recommends that an annual capital levy of 2.7% be incorporated into the annual budget starting in 2025. The current capital portion of the annual funding from the Port of Johnstown is sufficient to meet this need.

The report also recommends an annual rate change of 5.8% and 3.8% for rate-based water and sanitary systems. These systems are all due for a rate adjustment and these rates will be factored into the 2025 rates.

Policy Implications: O. Reg 588/17 requires that all municipalities have an updated Asset Management Plan effective July 2024.

Strategic Plan Implications: This initiative aligns with the items in Pillar 4 – Infrastructure. The AMP ensures that the Township maintains our service levels and our infrastructure is sustainable.

Financial Considerations: The outcomes of the AMP will have impacts on the 2025 budget and all future budgets.

Recommendation: THAT Municipal Council receives and approves the 2024 Asset Management Plan as presented.

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

CAO

Asset Management Plan 2024

Township of Edwardsburgh Cardinal

September 2024



This Asset Management Plan was prepared by:



*Empowering your organization through advanced
asset management, budgeting & GIS solutions*

Key Statistics

\$269m	2023 Replacement Cost of Asset Portfolio
\$82k	Replacement Cost of Infrastructure Per Household
62%	Percentage of Assets in Fair or Better Condition
61%	Percentage of Assets with Assessed Condition Data
\$4.4m	Annual Capital Infrastructure Deficit
15 Years	Recommended Timeframe for Eliminating Annual Infrastructure Deficit
2.8%	Target Reinvestment Rate
1.1%	Actual Reinvestment Rate

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1. Executive Summary

Municipal infrastructure delivers critical services that are foundational to the economic, social, and environmental health and growth of a community. The goal of asset management is to enable infrastructure to deliver an adequate level of service in the most cost-effective manner. This involves the ongoing review and update of infrastructure information and data alongside the development and implementation of asset management strategies and long-term financial planning.

1.1 Scope

This Asset Management Plan (AMP) identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Township can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

This AMP include the following asset categories:

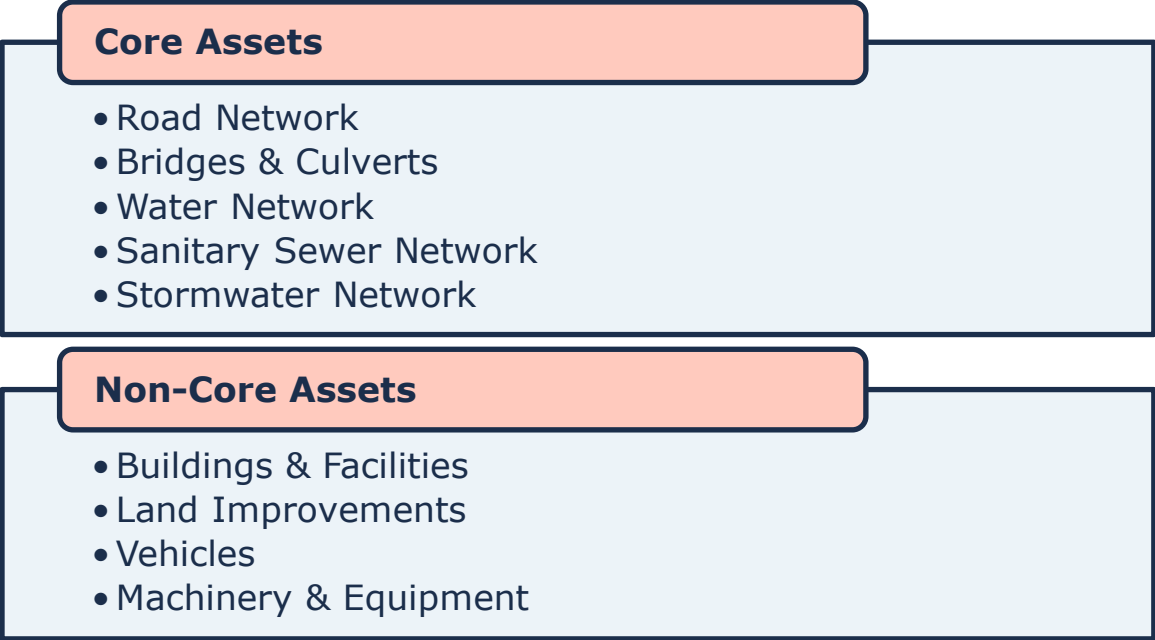


Figure 1 Core and Non-Core Asset Categories

1.2 O. Reg. 588/17 Compliance

With the development of this AMP the Municipality has achieved compliance with July 1, 2024, requirements under O. Reg. 588/17. This includes requirements for levels of service and inventory reporting for all asset categories. More detail on compliance can be found in section 2.5.1 O. Reg. 588/17 Compliance Review.

1.3 Findings

The overall replacement cost of the asset categories included in this AMP totals \$269.5 million. 62% of all assets analyzed in this AMP are in fair or better condition and assessed condition data was available for 61% of assets. For the remaining 39% of assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP uses a combination of proactive lifecycle strategies (paved roads) and replacement only strategies (all other assets) to determine the lowest cost option to maintain the current level of service.

To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Township's average annual capital requirement totals \$7.5 million. Based on a historical analysis of sustainable capital funding sources, the Township is committing approximately \$3.0 million towards capital projects or reserves per year. As a result, there is currently an annual funding gap of \$4.4 million.

It is important to note that this AMP represents a snapshot in time and is based on the best available processes, data, and information at the Township. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.

1.4 Recommendations

A financial strategy was developed to address the annual capital funding gap. The following graphics shows annual tax/rate change required to eliminate the Township’s infrastructure deficit based on a 15-year plan:

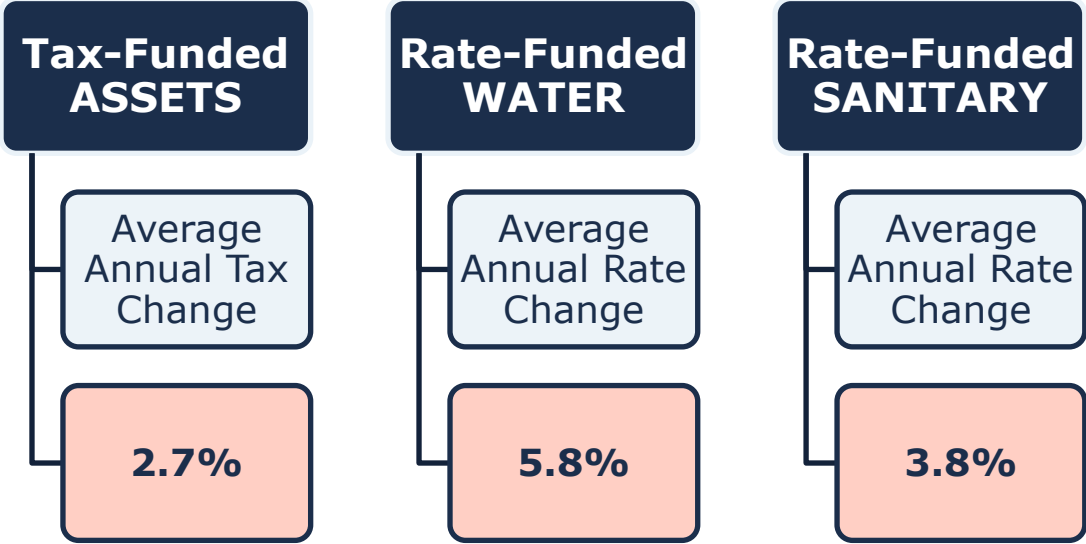


Figure 2 Proposed Tax/Rate Changes

2. Introduction & Context

2.1 Community Profile

The Township of Edwardsburgh Cardinal is a lower-tier Township municipality in the United Counties of Leeds and Grenville. The Township is comprised of three main centers, Cardinal, Johnstown and Spencerville. The Township is located in the northeast section of Leeds and Grenville with the Saint Lawrence River serving as the Township’s southern boundary.

The area is renowned for its beautiful countryside settings, quaint downtown districts, and historic sites. Residents and visitors alike can enjoy various recreational facilities, schools, and parks, all contributing to the welcoming quality of life in the Township.

The community offers a blend of rural charm and accessibility to urban amenities, making it an attractive place to live and visit. The historic sites provide a glimpse into the Township's rich past, while the recreational facilities and parks offer numerous opportunities for outdoor activities and relaxation. The presence of schools and churches enhances the community feel, ensuring a family-friendly environment.

The Township has experienced consistent year over year population growth. Over the past two census years (2016-2021), the Township saw a 6.1% increase in population. A significant portion of the population is made up of seniors, with 20% being 65 years or older. Many of the residents are working-age adults, ranging from 15 to 64 years old, accounting for 65.2% of the population. Meanwhile, children aged 0 to 14 years represent 14.7% of the community, highlighting a diverse age distribution across the Township.

Census Characteristic	Township of Edwardsburgh Cardinal	Ontario
Population 2021	7,505	14,223,942
Population Change 2016-2021	6.1%	5.8%
Total Private Dwellings	3,285	5,929,250
Population Density	24.2/km ²	15.9/km ²
Land Area	309.91 km ²	892,411.76 km ²

Table 1 Township of Edwardsburgh Cardinal Community Profile

2.2 Climate Change

Climate change can cause severe impacts on human and natural systems around the world. The effects of climate change include increasing temperatures, higher levels of precipitation, droughts, and extreme weather events. In 2019, Canada's Changing Climate Report (CCCR 2019) was released by Environment and Climate Change Canada (ECCC).

The report revealed that between 1948 and 2016, the average temperature increase across Canada was 1.7°C; moreover, during this time period, Northern Canada experienced a 2.3°C increase. The temperature increase in Canada has doubled that of the global average. If emissions are not significantly reduced, the temperature could increase by 6.3°C in Canada by the year 2100 compared to 2005 levels. Observed precipitation changes in Canada include an increase of approximately 20% between 1948 and 2012. By the late 21st century, the projected increase could reach an additional 24%. During the summer months, some regions in Southern Canada are expected to experience periods of drought at a higher rate. Extreme weather events and climate conditions are more common across Canada. Recorded events include droughts, flooding, cold extremes, warm extremes, wildfires, and record minimum arctic sea ice extent.

The changing climate poses a significant risk to the Canadian economy, society, environment, and infrastructure. The impacts on infrastructure are often a result of climate-related extremes such as droughts, floods, higher frequency of freeze-thaw cycles, extended periods of high temperatures, high winds, and wildfires. Physical infrastructure is vulnerable to damage and increased wear when exposed to these extreme events and climate variabilities. Canadian Municipalities are faced with the responsibility to protect their local economy, citizens, environment, and physical assets.

2.2.1 Township of Edwardsburgh Cardinal Climate Profile

Edwardsburgh Cardinal is located in Ontario along the St. Lawrence River, within close proximity of Lake Ontario. The area is expected to experience notable effects of climate change which include higher average annual temperatures, an increase in total annual precipitation, and an increase in the frequency and severity of extreme events. According to Climatedata.ca – a collaboration supported by Environment and Climate Change Canada (ECCC) – the Township of Edwardsburgh Cardinal may experience the following trends:

Higher Average Annual Temperature:

- Between the years 1971 and 2000 the annual average temperature was 6.5 °C

- Under a high emissions scenario, the annual average temperatures are projected to increase to 9.2 °C by the year 2050 and over 13.0 °C by the end of the century.

Increase in Total Annual Precipitation:

- Under a high emissions scenario, Edwardsburgh Cardinal is projected to experience a 12% increase in precipitation by the year 2050 and a 17% increase by the end of the century.

Increase in Frequency of Extreme Weather Events:

- It is expected that the frequency and severity of extreme weather events will change.
- In some areas, extreme weather events will occur with greater frequency and severity than others, especially those close to or on Lake Ontario.

2.2.2 Integration of Climate Change and Asset Management

Asset management practices aim to deliver sustainable service delivery - the delivery of services to residents today without compromising the services and well-being of future residents. Climate change threatens sustainable service delivery by reducing the useful life of an asset and increasing the risk of asset failure. Desired levels of service can be more difficult to achieve as a result of climate change impacts such as flooding, high heat, drought, and more frequent and intense storms.

In order to achieve the sustainable delivery of services, climate change considerations should be incorporated into asset management practices. The integration of asset management and climate change adaptation observes industry best practices and enables the development of a holistic approach to risk management.

2.3 Asset Management Overview

Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio.

The acquisition of capital assets accounts for only 10-20% of their total cost of ownership. The remaining 80-90% comes from operations and maintenance. This AMP focuses its analysis on the capital costs to maintain, rehabilitate and replace existing municipal infrastructure assets.

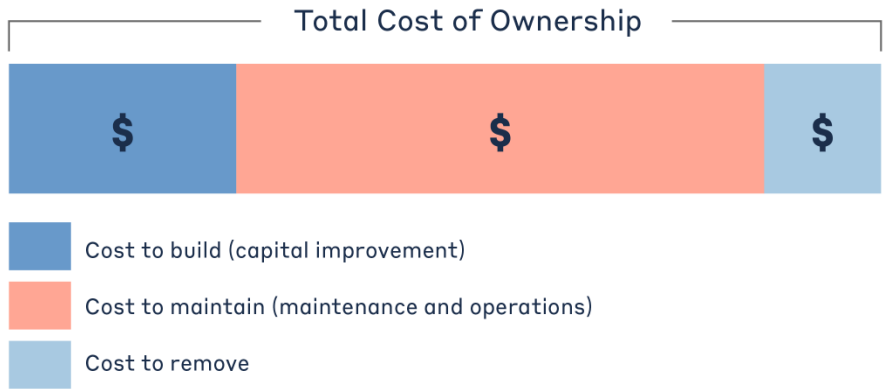


Figure 3 Total Cost of Asset Ownership

These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

2.3.1 Foundational Asset Management Documentation

The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

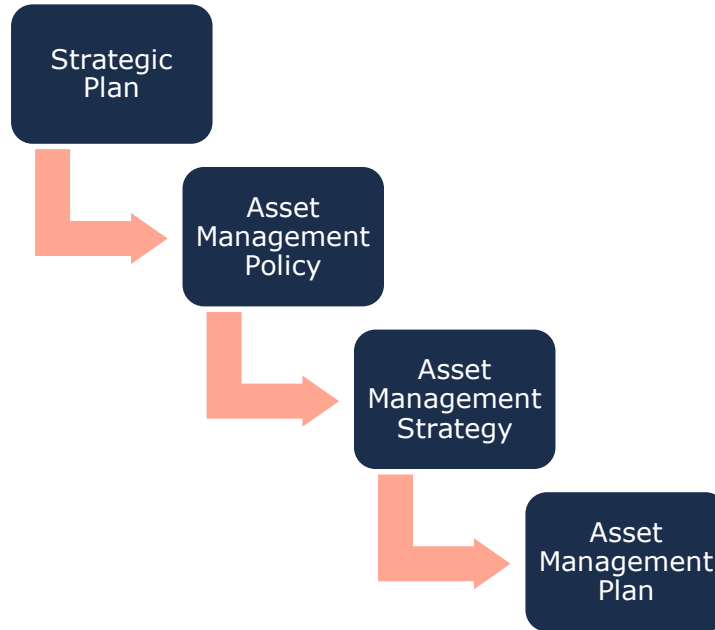


Figure 4 Foundational Asset Management Documents

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

Asset Management Policy

An asset management policy represents a statement of the principles guiding the Township’s approach to asset management activities. It aligns with the organizational strategic plan and provides clear direction to municipal staff on their roles and responsibilities as part of the asset management program.

The Township adopted By-law No. 2018-47 “A By-law to Adopt an Asset Management Strategy Policy” on July 23rd, 2018 in accordance with Ontario Regulation 588/17.

The objectives of the policy include:

- Fiscal Responsibility
- Delivery of Services/Programs
- Public Input/Council Direction
- Risk/Impact Mitigation

Asset Management Strategy

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the policy on how the Township plans to achieve asset management objectives through planned activities and decision-making criteria.

The Township's Asset Management Policy contains many of the key components of an asset management strategy and may be expanded on in future revisions or as part of a separate strategic document.

Asset Management Plan

The asset management plan (AMP) presents the outcomes of the Township's asset management program and identifies the resource requirements needed to achieve a defined level of service. The AMP typically includes the following content:

- State of Infrastructure
- Asset Management Strategies
- Levels of Service
- Financial Strategies

The AMP is a living document that should be updated regularly as additional asset and financial data becomes available. This will allow the Township to re-evaluate the state of infrastructure and identify how the organization's asset management and financial strategies are progressing.

2.3.2 Key Concepts in Asset Management

Effective asset management integrates several key components, including lifecycle management, risk & criticality, and levels of service. These concepts are applied throughout this asset management plan and are described below in greater detail.

Lifecycle Management Strategies

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation, and replacement. The following table provides a description of each type of activity and the general difference in cost.

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have on the lifecycle of an asset, and their cost, will enable staff to make better recommendations.

Lifecycle Activity	Cost	Typical Associated Risks
<p>Maintenance</p> <p>Activities that prevent defects or deteriorations from occurring</p>	<p>\$</p>	<ul style="list-style-type: none"> Balancing limited resources between planned maintenance and reactive, emergency repairs and interventions; Diminishing returns associated with excessive maintenance activities, despite added costs; Intervention selected may not be optimal and may not extend the useful life as expected, leading to lower payoff and potential premature asset failure;
<p>Rehabilitation/ Renewal</p> <p>Activities that rectify defects or deficiencies that are already present and may be affecting asset performance</p>	<p>\$\$\$</p>	<ul style="list-style-type: none"> Useful life may not be extended as expected; May be costlier in the long run when assessed against full reconstruction or replacement; Loss or disruption of service, particularly for underground assets;

Lifecycle Activity	Cost	Typical Associated Risks
<p>Replacement/ Reconstruction</p> <p>Asset end-of-life activities that often involve the complete replacement of assets</p>	<p>\$\$\$\$ \$</p>	<ul style="list-style-type: none"> • Incorrect or unsafe disposal of existing asset; • Costs associated with asset retirement obligations; • Substantial exposure to high inflation and cost overruns; • Replacements may not meet capacity needs for a larger population; • Loss or disruption of service, particularly for underground assets;

Table 2 Lifecycle Management: Typical Lifecycle Interventions

The Township’s approach to lifecycle management is described within each asset category outlined in this AMP. Staff will continue to evolve and innovate current practices for developing and implementing proactive lifecycle strategies to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

Risk & Criticality

Asset risk and criticality are essential building blocks of asset management, integral in prioritizing projects and distributing funds where they are needed most based on a variety of factors. Assets in disrepair may fail to perform their intended function, pose substantial risk to the community, lead to unplanned expenditures, and create liability for the municipality. In addition, some assets are simply more important to the community than others, based on their financial significance, their role in delivering essential services, the impact of their failure on public health and safety, and the extent to which they support a high quality of life for community stakeholders.

Risk is a product of two variables: the probability that an asset will fail, and the resulting consequences of that failure event. It can be a qualitative measurement, (i.e. low, medium, high) or quantitative measurement (i.e. 1-5), that can be used to rank assets and projects, identify appropriate

lifecycle strategies, optimize short- and long-term budgets, minimize service disruptions, and maintain public health and safety.

Formula to Assess Risk of Assets

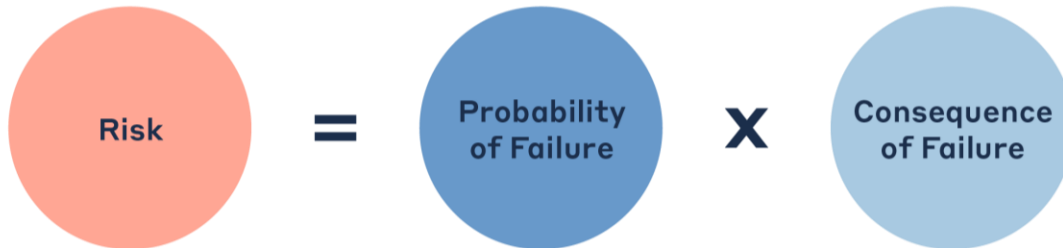


Figure 5 Risk Equations

The approach used in this AMP relies on a quantitative measurement of risk associated with each asset. The probability and consequence of failure are each scored from 1 to 5, producing a minimum risk index of 1 for the lowest risk assets, and a maximum risk index of 25 for the highest risk assets.

Probability of Failure

Several factors can help decision-makers estimate the probability or likelihood of an asset's failure, including its condition, age, previous performance history, and exposure to extreme weather events, such as flooding and ice jams—both a growing concern for municipalities in Canada.

Consequence of Failure

Estimating criticality also requires identifying the types of consequences that the organization and community may face from an asset's failure, and the magnitude of those consequences. Consequences of asset failure will vary across the infrastructure portfolio; the failure of some assets may result primarily in high direct financial cost but may pose limited risk to the community. Other assets may have a relatively minor financial value, but any downtime may pose significant health and safety hazards to residents.

Table 3 illustrates the various types of consequences that can be integrated in developing risk and criticality models for each asset category and segments within. We note that these consequences are common, but not exhaustive.

Type of Consequence	Description
<i>Direct Financial</i>	Direct financial consequences are typically measured as the replacement costs of the asset(s) affected by the failure event, including interdependent infrastructure.
<i>Economic</i>	Economic impacts of asset failure may include disruption to local economic activity and commerce, business closures, service disruptions, etc. Whereas direct financial impacts can be seen immediately or estimated within hours or days, economic impacts can take weeks, months and years to emerge, and may persist for even longer.
<i>Socio-political</i>	Socio-political impacts are more difficult to quantify and may include inconvenience to the public and key community stakeholders, adverse media coverage, and reputational damage to the community and the Municipality.
<i>Environmental</i>	Environmental consequences can include pollution, erosion, sedimentation, habitat damage, etc.
<i>Public Health and Safety</i>	Adverse health and safety impacts may include injury or death, or impeded access to critical services.
<i>Strategic</i>	These include the effects of an asset's failure on the community's long-term strategic objectives, including economic development, business attraction, etc.

Table 3 Risk Analysis: Types of Consequences of Failure

This AMP includes a preliminary evaluation of asset risk and criticality. Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation, and replacement strategies for critical assets.

These models have been built in Citywide for continued review, updates, and refinements.

Levels of Service

A level of service (LOS) is a measure of the services that the Township is providing to the community and the nature and quality of those services. Within each asset category in this AMP, technical metrics and qualitative descriptions that measure both technical and community levels of service have been established and measured as data is available.

The Township measures the level of service provided at two levels: Community Levels of Service, and Technical Levels of Service. This AMP includes those LOS that are required under O. Reg. 588/17 as well as any additional metrics the Township wishes to track.

Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives. For core asset categories as applicable (Roads, Bridges & Culverts, Stormwater, Water, and Sanitary) the province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in this AMP.

Technical Levels of Service

Technical levels of service are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and tend to reflect the impact of the Township's asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.

For core asset categories as applicable (Roads, Bridges & Culverts, Stormwater, Water, and Sanitary) the province, through O. Reg. 588/17, has also provided technical metrics that are required to be included in this AMP.

Current and Proposed Levels of Service

This AMP focuses on measuring the current level of service provided to the community. Once current levels of service have been measured, the Township plans to establish proposed levels of service over a 10-year period, in accordance with O. Reg. 588/17.

Proposed levels of service should be realistic and achievable within the timeframe outlined by the Township. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals and long-term sustainability. Once proposed levels of service have been established, and prior to July 2025, the

Municipality must identify a lifecycle management and financial strategy which allows these targets to be achieved.

2.4 Scope & Methodology

2.4.1 Asset Categories for this AMP

This asset management plan for the Township of Edwardsburgh Cardinal is produced in compliance with O. Reg. 588/17. The July 2024 deadline under the regulation—the second of three AMPs—requires analysis of core and non-core asset categories.

The AMP summarizes the state of the infrastructure for the Township’s asset portfolio, establishes current levels of service and the associated technical and customer oriented key metrics, outlines lifecycle strategies for optimal asset management and performance, and provides financial strategies to reach sustainability for the asset categories listed below.

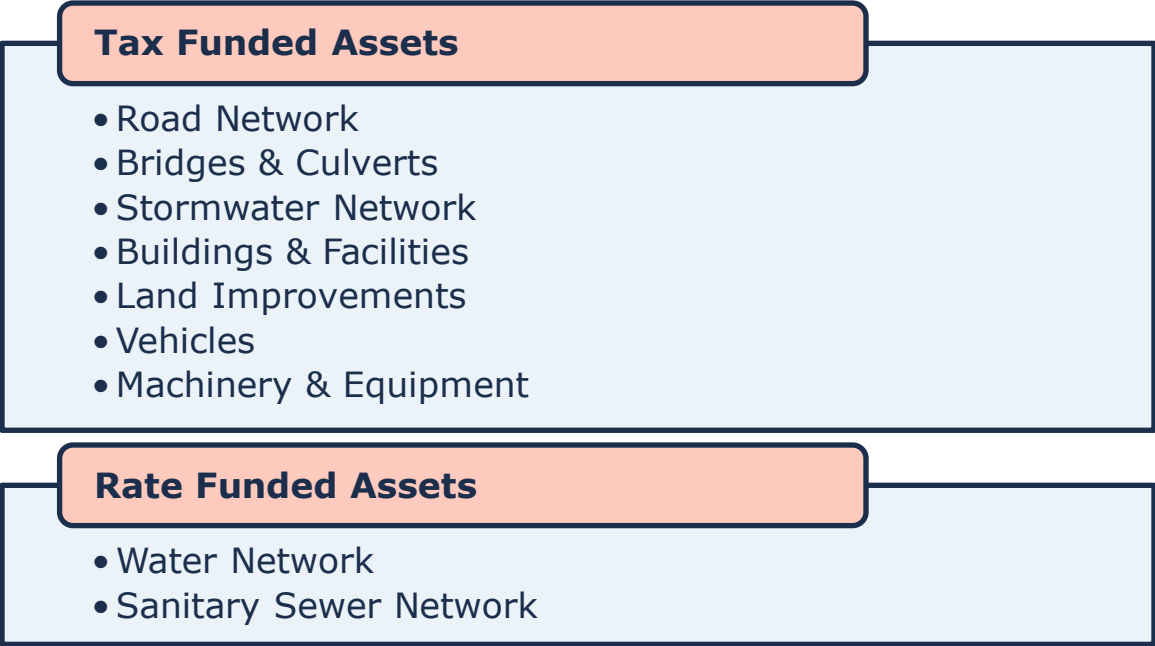


Figure 6 Tax Funded and Rate Funded Asset Categories

2.4.2 Data Effective Date

It is important to note that this plan is based on data as of **December 2023**; therefore, it represents a snapshot in time using the best available processes, data, and information at the Municipality. Strategic asset management planning is an ongoing and dynamic process that requires continuous data updates and dedicated data management resources.

2.4.3 Deriving Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. This AMP relies on two methodologies:

User-Defined Cost and Cost Per Unit

Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience.

Cost Inflation / CPI Tables

Historical costs of the assets are inflated based on Consumer Price Index or Non-Residential Building Construction Price Index.

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of the actual costs that the Township incurred. As assets age, and new products and technologies become available, cost inflation becomes a less reliable method.

2.4.4 Estimated Service Life & Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which the Township expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset in this AMP was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

By using an asset’s in-service data and its EUL, the Township can determine the service life remaining (SLR) for each asset. Using condition data and the asset’s SLR, the Township can more accurately forecast when it will require replacement. The SLR is calculated as follows:



Figure 7 Service Life Remaining Calculation

2.4.5 Reinvestment Rate

As assets age and deteriorate they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost.

By comparing the actual vs. target reinvestment rate the Township can determine the extent of any existing funding gap. The reinvestment rate is calculated as follows:



Figure 8 Target Reinvestment Rate Calculation

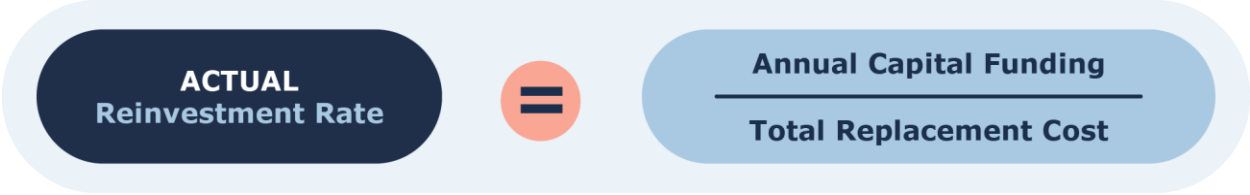


Figure 9 Actual Reinvestment Rate Calculation

2.4.6 Deriving Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Township’s asset portfolio. The table below outlines the condition rating system used in this AMP to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, service life remaining is used to approximate asset condition.

Condition	Description	Criteria	Service Life Remaining (%)
Very Good	Fit for the future	Well maintained, good condition, new or recently rehabilitated	80-100
Good	Adequate for now	Acceptable, generally approaching mid-stage of expected service life	60-80
Fair	Requires attention	Signs of deterioration, some elements exhibit significant deficiencies	40-60
Poor	Increasing potential of affecting service	Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration	20-40
Very Poor	Unfit for sustained service	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable	0-20

Table 4 Standard Condition Rating Scale

The analysis in this AMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition.

Condition vs. Suitability

It is important to note that condition is only one aspect of determining an asset's suitability to providing the service intended. Other factors, such as capacity, should be considered on a category level.

For example, a Town Hall Office Facility may be in good condition with sufficient service life remaining, but only has office space for 20 employees. If the municipality requires office space for 30 employees, solutions should be considered which may include replacement amongst other alternatives such as secondary office space, remote work options, etc. As these considerations are nuanced for the specific asset, suitability factors may not be directly addressed as part of this Asset Management Plan.

2.5 Ontario Regulation 588/17

As part of the Infrastructure for Jobs and Prosperity Act, 2015, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17)¹. Along with creating better performing organizations, more liveable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

Figure 10 below outlines key reporting requirements under O. Reg 588/17 and the associated timelines.

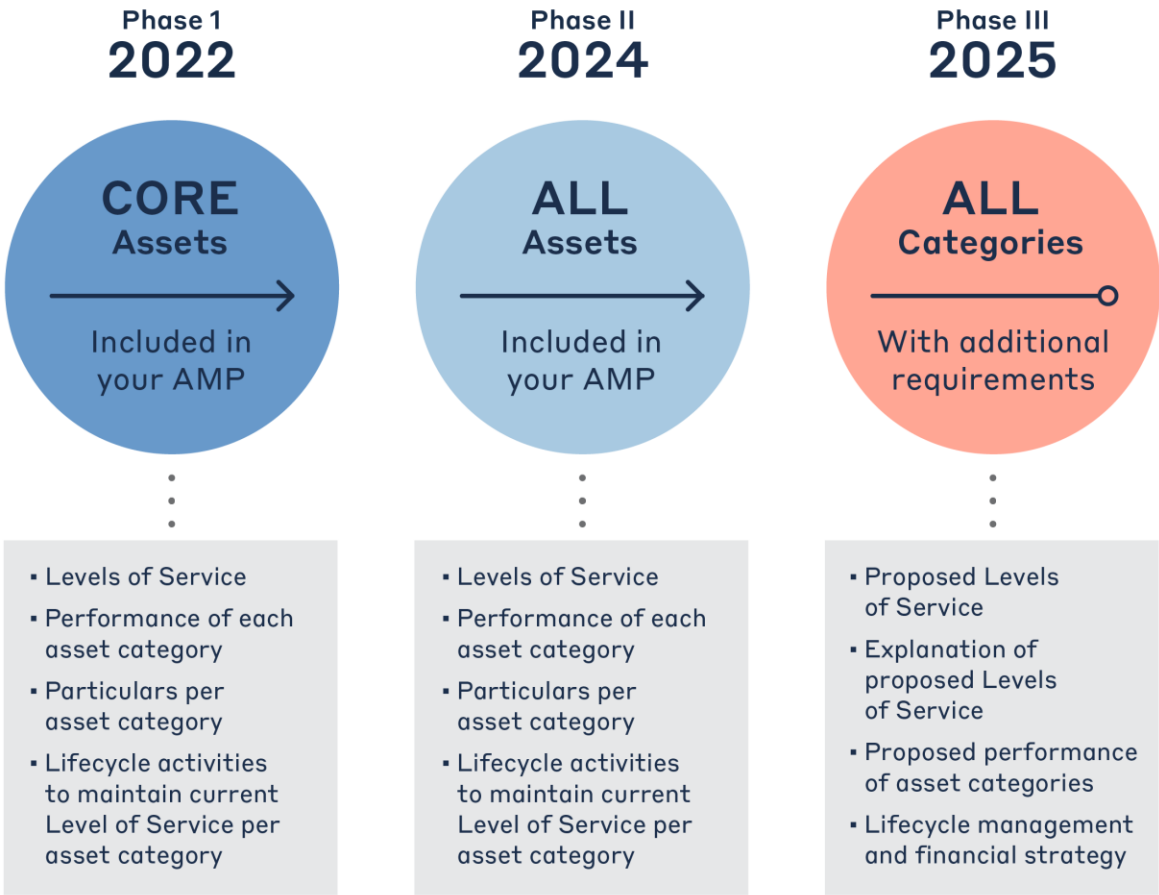


Figure 10 O. Reg. 588/17 Requirements and Reporting Deadlines

¹ O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure
<https://www.ontario.ca/laws/regulation/170588>

2.5.1 O. Reg. 588/17 Compliance Review

Requirement	O. Reg. 588/17 Section	AMP Section Reference	Status
Summary of assets in each category	S.5(2), 3(i)	4.1 – 12.1	Complete
Replacement cost of assets in each category	S.5(2), 3(ii)	4.1 – 12.1	Complete
Average age of assets in each category	S.5(2), 3(iii)	4.3 – 12.3	Complete
Condition of core assets in each category	S.5(2), 3(iv)	4.2 – 12.2	Complete
Description of municipality’s approach to assessing the condition of assets in each category	S.5(2), 3(v)	4.4 – 12.4	Complete
Current levels of service in each category	S.5(2), 1(i-ii)	4.7 – 12.7	Complete
Current performance measures in each category	S.5(2), 2	4.7 – 12.7	Complete
Lifecycle activities needed to maintain current levels of service for 10 years	S.5(2), 4	4.4 – 12.4	Complete
Costs of providing lifecycle activities for 10 years	S.5(2), 4	Appendix B	Complete
Growth assumptions	S.5(2), 5(i-ii) S.5(2), 6(i-vi)	13.1 – 13.2	Complete

Table 5 O. Reg. 588/17 Compliance Review

3. Portfolio Overview – State of the Infrastructure

The state of the infrastructure (SOTI) summarizes the inventory, condition, age profiles, and other key performance indicators for the Township’s infrastructure portfolio. These details are presented for all core and non-core asset categories.

3.1 Asset Hierarchy & Data Classification

Asset hierarchy explains the relationship between individual assets and their components, and a wider, more expansive network and system. How assets are grouped in a hierarchy structure can impact how data is interpreted. Assets were structured to support meaningful, efficient reporting and analysis. Key category details are summarized at asset segment level.



Figure 11 Asset Hierarchy and Data Classification

3.2 Portfolio Overview

3.2.1 Total Replacement Cost of Asset Portfolio

The nine asset categories analyzed in this Asset Management Plan have a total current replacement cost of \$269 million. This estimate was calculated

using user-defined costing, as well as inflation of historical or original costs to current date. This estimate reflects replacement of historical assets with similar, not necessarily identical, assets available for procurement today. Figure 12 illustrates the replacement cost of each asset category; at 48% of the total portfolio, the road network forms the largest share of the Township’s asset portfolio, followed by the water network at 17%.

Total Current Replacement Cost: \$269,469,000

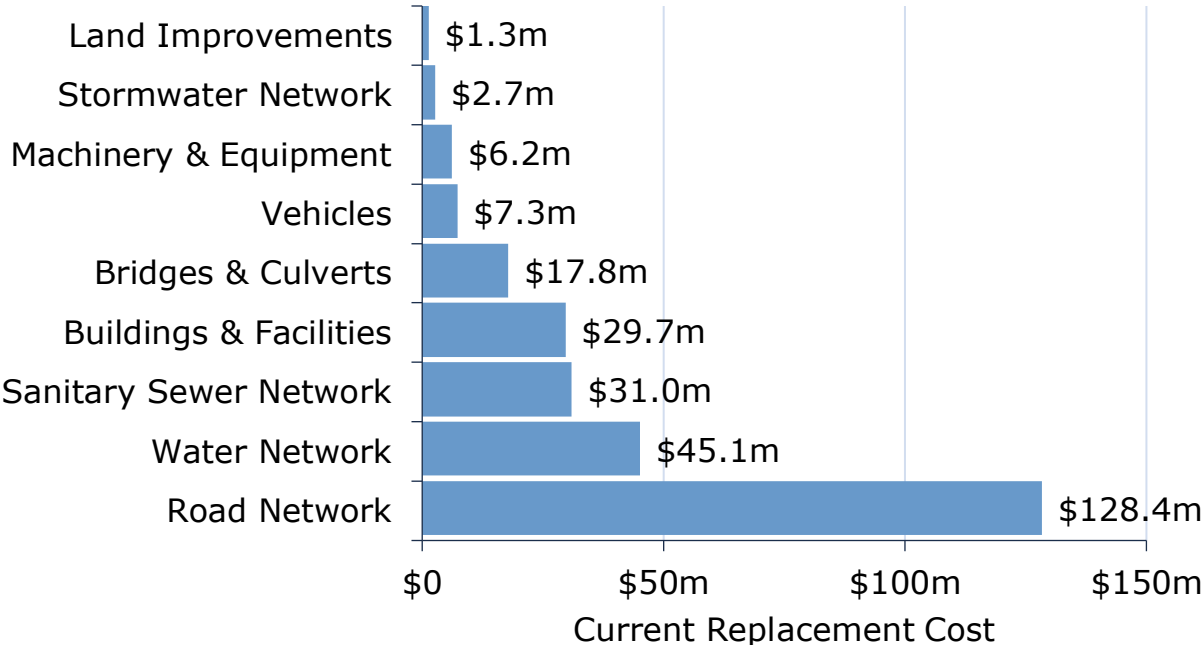


Figure 12 Current Replacement Cost by Asset Category

3.2.2 Target vs. Actual Reinvestment Rate

The graph below depicts funding gaps by comparing the target to the current reinvestment rate. To meet the existing long-term capital requirements, the Township requires an annual capital investment of \$7.5 million, for a target portfolio reinvestment rate of 2.8%. Currently, the annual investment from sustainable revenue sources is \$3.0 million, for a current portfolio reinvestment rate of 1.1%. Target and current re-investment rates by asset category are detailed below.

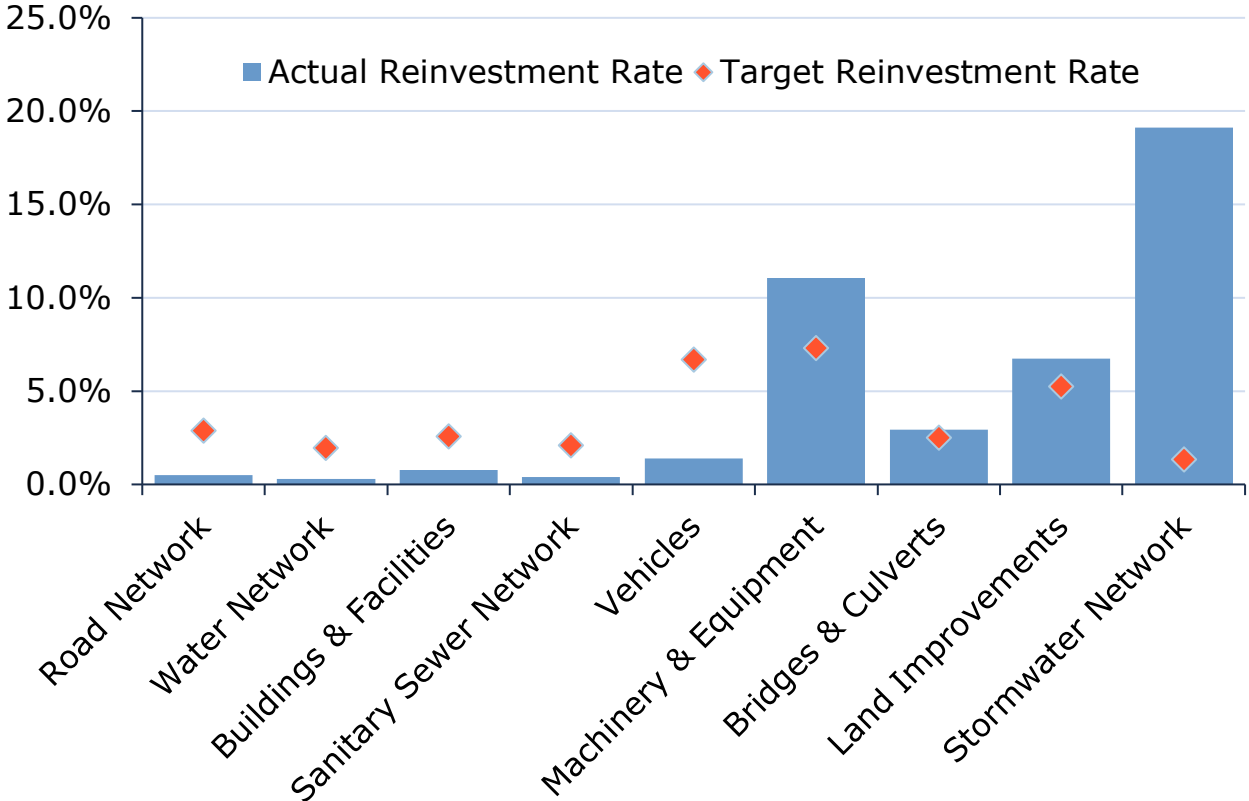


Figure 13 Current Vs. Target Reinvestment Rate

3.2.3 Condition of Asset Portfolio

Figure 14 and Figure 15 summarize asset condition at the portfolio and category levels, respectively. Based on both assessed condition and age-based analysis, 62% of the Township’s infrastructure portfolio is in fair or better condition, with the remaining 38% in poor or worse condition. Typically, assets in poor or worse condition may require replacement or major rehabilitation in the immediate or short-term. Targeted condition assessments may help further refine the list of assets that may be candidates for immediate intervention, including potential replacement or reconstruction.

Similarly, assets in fair condition should be monitored for disrepair over the medium term. Keeping assets in fair or better condition is typically more cost-effective than addressing assets needs when they enter the latter stages of their lifecycle or decline to a lower condition rating, e.g., poor or worse.

Condition data was available for majority of the road network and bridges & culverts. For all remaining assets, including major infrastructure such as storm mains and buildings, age was used as an approximation of condition

for most of these assets. Age-based condition estimations can skew data and lead to potential under- or overstatement of asset needs.

Further, when assessed condition data was available, it was projected to current year (2023). This 'projected condition' can generate lower condition ratings than those established at the time of the condition assessment. The rate of this deterioration will also depend on lifecycle curves used to project condition over time.

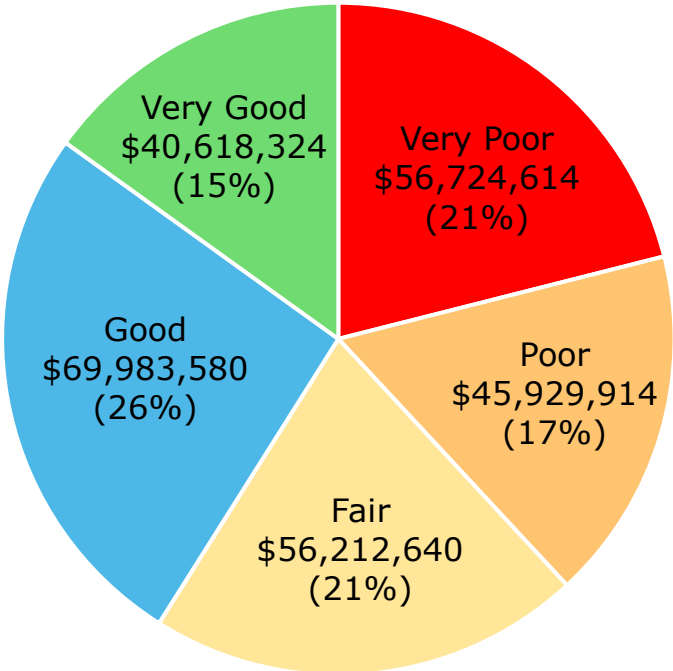


Figure 14 Asset Condition: Portfolio Overview

As further illustrated in Figure 15 at the category level, the majority of major, core infrastructure including roads, bridges, and structural culverts are in fair or better condition, based on in-field condition assessment data and age-based condition projections. See Table 6 for details on how condition data was derived for each asset segment.

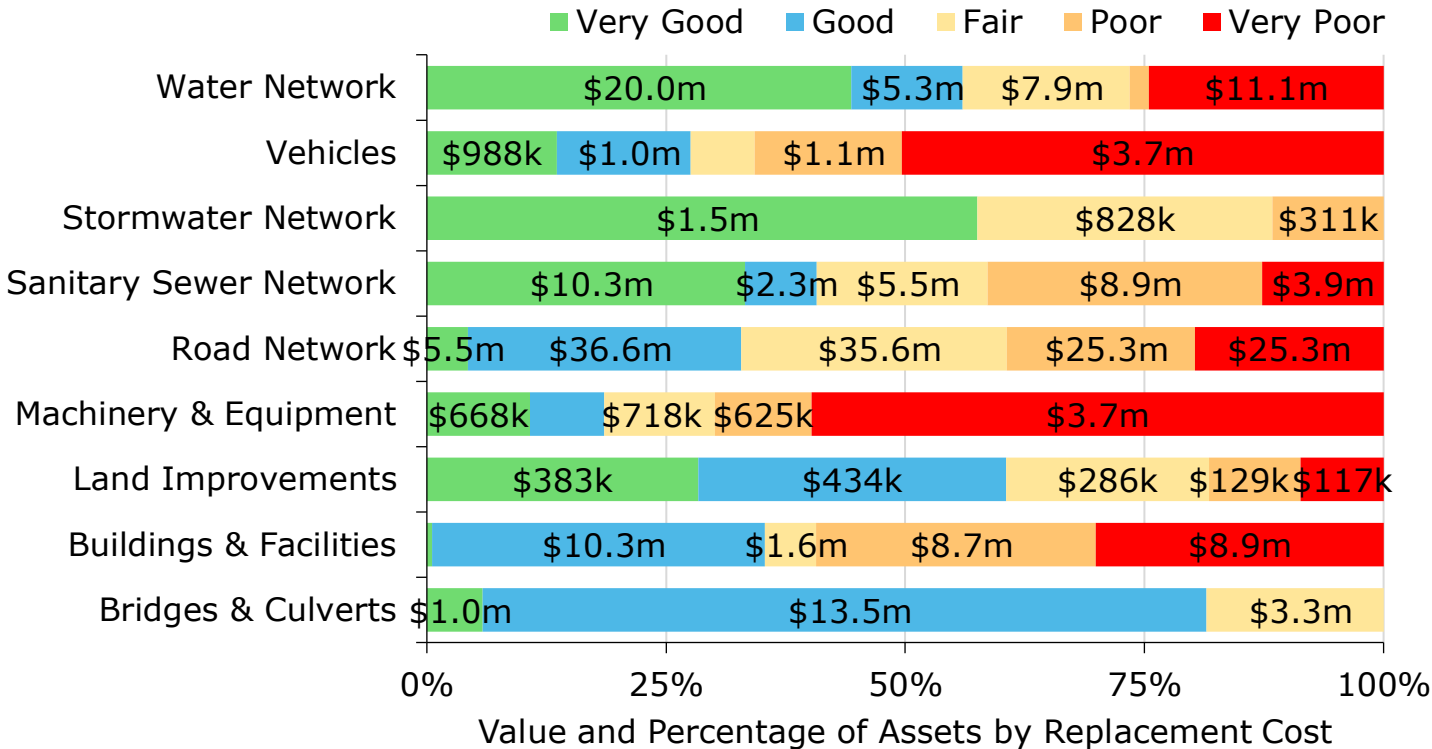


Figure 15 Asset Condition by Asset Category

Buildings and facilities are not componentized into their individual major elements and components. This limits the validity of current condition estimates as they are presented only at the 'parent' asset level, such as 'Fire Station #1', or 'Township Office'.

Source of Condition Data

This AMP relies on assessed condition for 61% of assets, based on and weighted by replacement cost. For the remaining assets, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. The table below identifies the source of condition data used throughout this AMP.

Asset Category	Asset Segment(s)	% of Assets with Assessed Conditions	Source of Condition Data
Road Network	Paved Roads (HCB)	100%	2015 Road Needs Study (75%)
	Paved Roads (LCB)		Staff Assessments (25%)
	Sidewalks	97%	Staff Assessments
Bridges & Culverts	Bridges Structural Culverts	100%	2024 OSIM Report
Water Network	All	6%	Staff Assessments
Sanitary Sewer Network	All	28%	Staff Assessments
Stormwater Network	All	0%	N/A
Buildings & Facilities	All	11%	Staff Assessments
Land Improvements	All	24%	Staff Assessments
Vehicles	All	17%	Staff Assessments
Machinery & Equipment	All	41%	Staff Assessments

Table 6 Source of Condition Data

3.2.4 Service Life Remaining

Based on asset age, available assessed condition data and estimated useful life, 21% of the Township’s assets will require replacement within the next 10 years (not accounting for asset replacement backlog). Buildings & Facilities assets were excluded from this analysis due to the nature of the assets. Building and Facilities have multiple components that have a very short service life. However, the buildings themselves are long-lasting. Details of the capital requirements are identified in each asset section.

3.2.5 Risk Matrix

Using the risk equation and preliminary risk models, Figure 16 shows how assets across the different asset categories are stratified within a risk matrix.

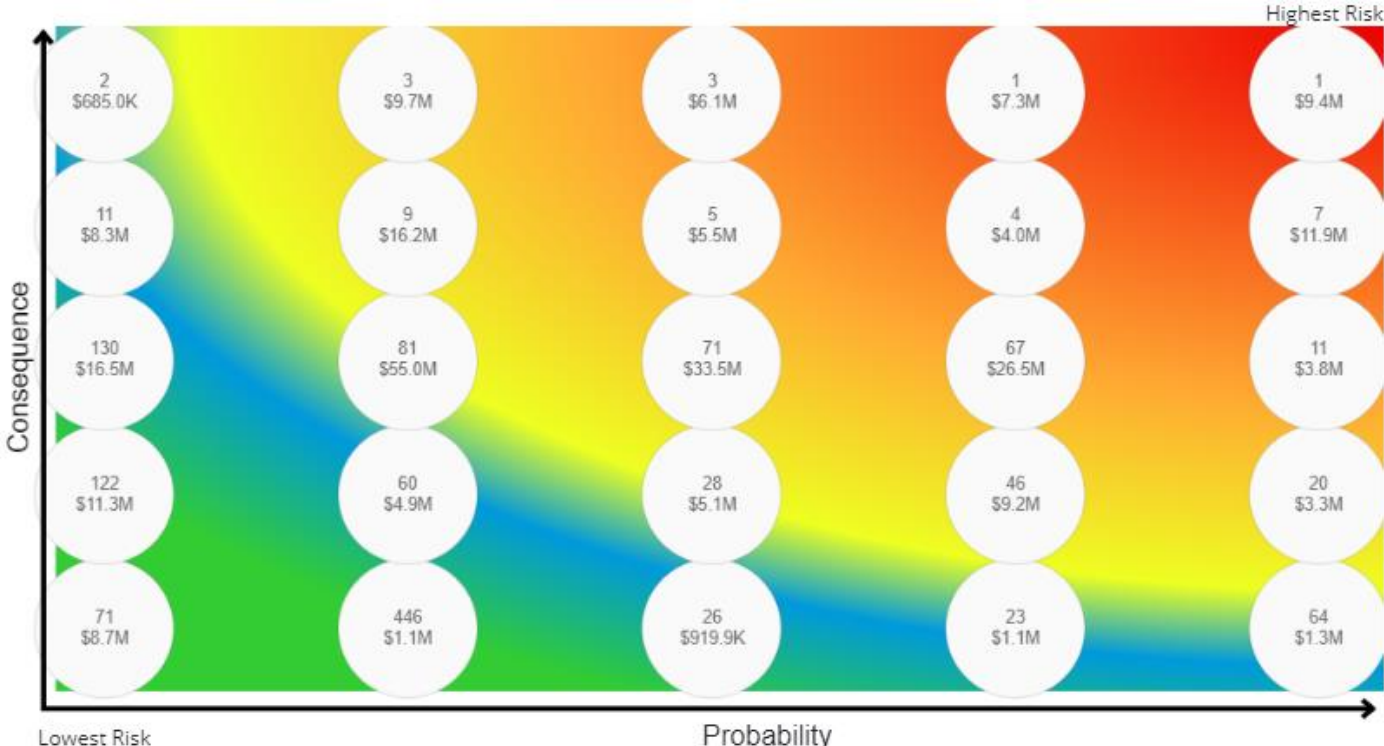


Figure 16 Risk Matrix: All Assets

The analysis shows that based on current risk models, approximately 19% of the Township’s assets, with a current replacement cost of approximately \$51 million, carry a risk rating of 15 or higher (red) out of 25. Assets in this group may have a high probability of failure based on available condition data and age-based estimates and were considered to be most essential to the Township.

As new asset attribute information and condition assessment data are integrated with the asset register, asset risk ratings will evolve, resulting in a redistribution of assets within the risk matrix. Staff should also continue to calibrate risk models.

We caution that since risk ratings rely on many factors beyond an asset’s physical condition or age, assets in a state of disrepair can sometimes be classified as low-risk, despite their poor condition rating. In such cases, although the probability of failure for these assets may be high, their consequence of failure ratings were determined to be low based on the attributes used and the data available.

Similarly, assets with very high condition ratings can receive a moderate to high-risk rating despite a low probability of failure. These assets may be deemed as highly critical to the Township based on their costs, economic importance, social significance, and other factors. Continued calibration of an asset’s criticality and regular data updates are needed to ensure these models more accurately reflect an asset’s actual risk profile.

3.2.6 Forecasted Capital Requirements

Aging assets require maintenance, rehabilitation, and replacement. Figure 17 below illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for all asset categories analyzed in this AMP over a 150-year time horizon. On average, \$7.5 million is required each year to remain current with capital replacement needs for the Township’s asset portfolio (\$37.3 million allocated to each 5-year time block), represented by the red dotted line. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise. This figure relies on age and available condition data.

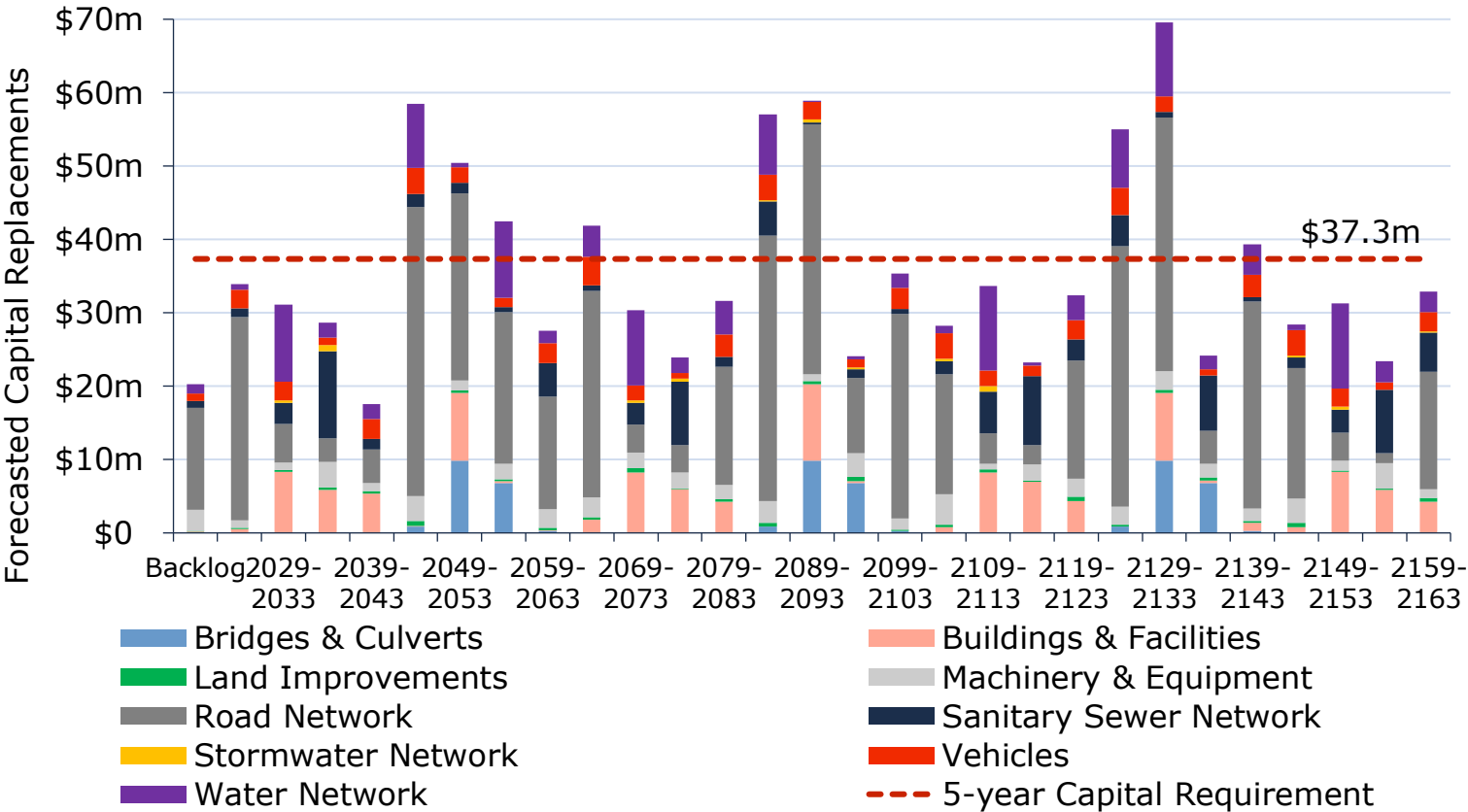


Figure 17 Capital Replacement Needs: Portfolio Overview 2024-2163

The chart also illustrates a backlog of more than \$20 million, comprising assets that remain in service beyond their estimated useful life. It is unlikely that all such assets are in a state of disrepair, requiring immediate replacements. This makes continued and expanded targeted and consistent condition assessments integral. Risk frameworks, proactive lifecycle strategies, and levels of service targets can then be used to prioritize projects, continuously refine estimates for both backlogs and ongoing capital needs and help select the right treatment for each asset. In addition, more effective componentization of buildings will improve these projections, including backlog estimates.

Core Assets

Road Network



Replacement Cost	Average Condition	Financial Capacity	
\$128.4 m	Fair	Annual Requirement:	\$3,682,000
		Funding Available:	\$637,000
		Annual Deficit:	\$3,045,000

Bridges & Culverts



Replacement Cost	Average Condition	Financial Capacity	
\$17.8 m	Good	Annual Requirement:	\$446,000
		Funding Available:	\$526,000
		Annual Deficit:	(\$80,000)

Water Network



Replacement Cost	Average Condition	Financial Capacity	
\$45.1 m	Fair	Annual Requirement:	\$876,000
		Funding Available:	\$135,000
		Annual Deficit:	\$741,000

Sanitary Sewer Network



Replacement Cost	Average Condition	Financial Capacity	
\$31.0 m	Fair	Annual Requirement:	\$653,000
		Funding Available:	\$125,000
		Annual Deficit:	\$528,000

Stormwater Network



Replacement Cost	Average Condition	Financial Capacity	
\$2.7 m	Good	Annual Requirement:	\$36,000
		Funding Available:	\$513,000
		Annual Deficit:	(\$477,000)

4. Road Network

The Township’s road network comprises the largest share of its infrastructure portfolio, with a current replacement cost of more than \$126 million. The Township also owns and manages other supporting infrastructure and capital assets, including sidewalks, road culverts, and streetlights.

4.1 Inventory & Valuation

Table 7 summarizes the quantity and current replacement cost of the Township’s various road network assets as managed in its primary asset management register, Citywide.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Gravel Roads	104.7	Length (km)	Not Planned for Replacement	
Paved Roads (HCB)	123.1	Length (km)	\$123,092,000	Cost per unit
Paved Roads (LCB)	23.5	Length (km)	\$3,033,000	Cost per unit
Road Culverts	2	Quantity	\$189,000	CPI
Sidewalks	9	Quantity	\$1,281,000	CPI
Streetlights	434	Quantity	\$761,000	CPI
TOTAL			\$128,356,000	

Table 7 Detailed Asset Inventory: Road Network

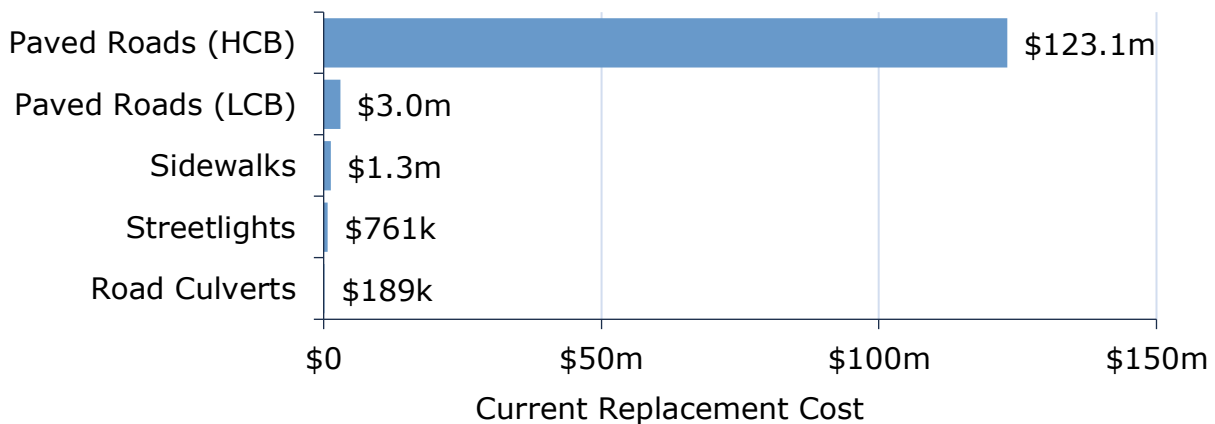


Figure 18 Portfolio Valuation: Road Network

4.2 Asset Condition

Figure 19 summarizes the replacement cost-weighted condition of the Township’s road network. Based on a combination of field inspection data and age, 61% of assets are in fair or better condition; the remaining 39% of assets are in poor to very poor condition. Condition assessments were available for 100% of roads and 97% of sidewalks, based on replacement cost. This condition data was projected from inspection date to current year to estimate their condition today. No condition data was available for the remaining asset types.

Assets in poor or worse condition may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition. As illustrated in Figure 19, the majority of the Township’s road network assets are in fair or better condition.

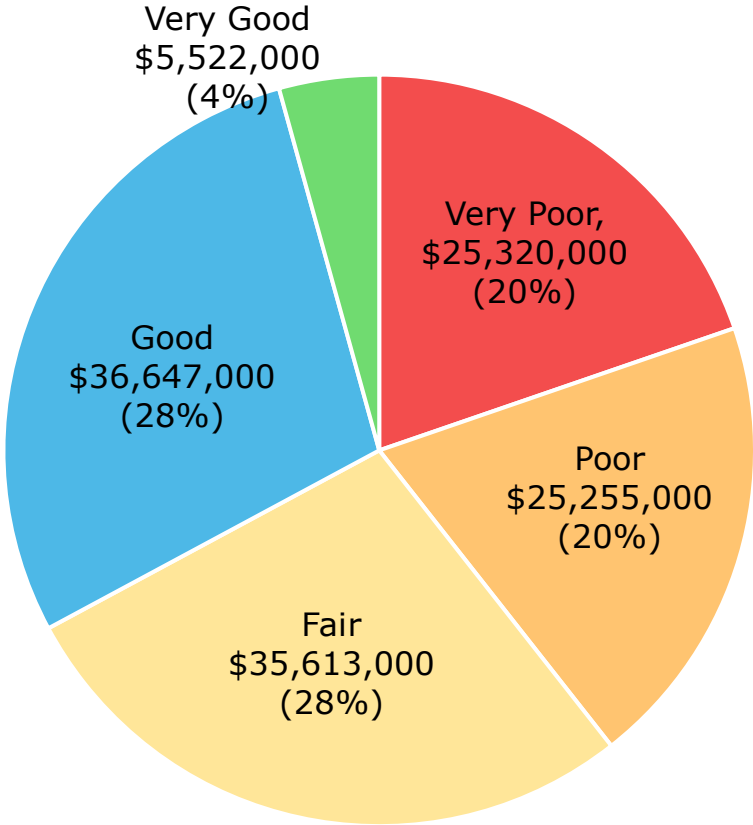


Figure 19 Asset Condition: Road Network Overall

As illustrated in Figure 20, based on condition assessments, the majority of the Township’s HCB paved road network is in fair or better condition; however, 90% of LCB roads are in poor or worse condition.

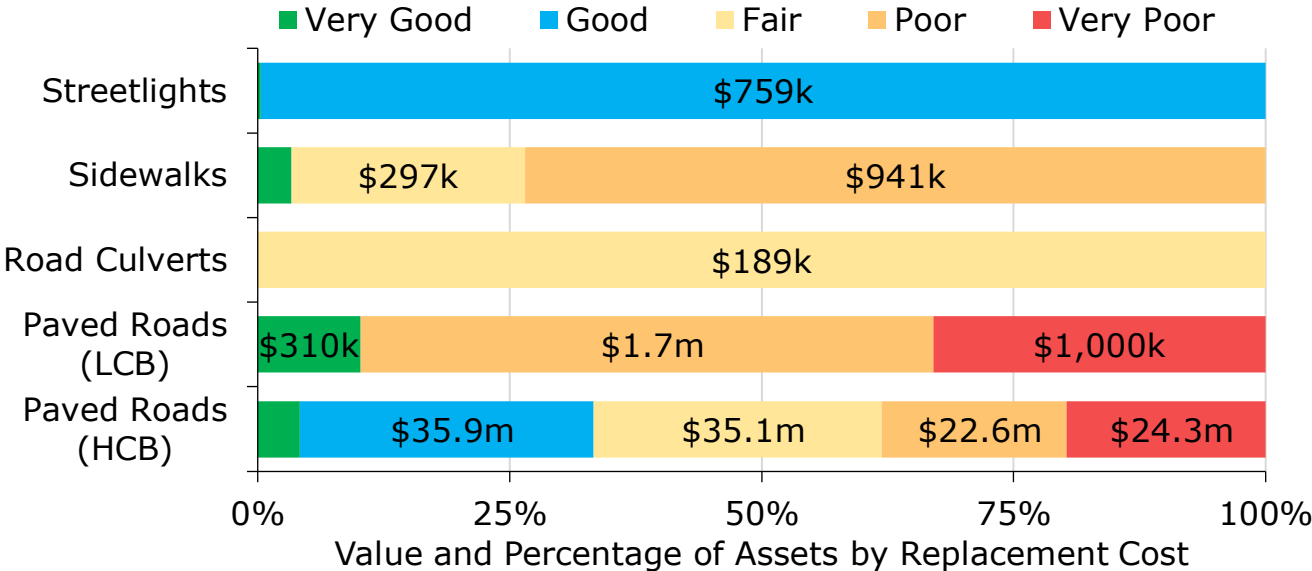


Figure 20 Asset Condition: Road Network by Segment

4.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential long-term replacement spikes.

Figure 21 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

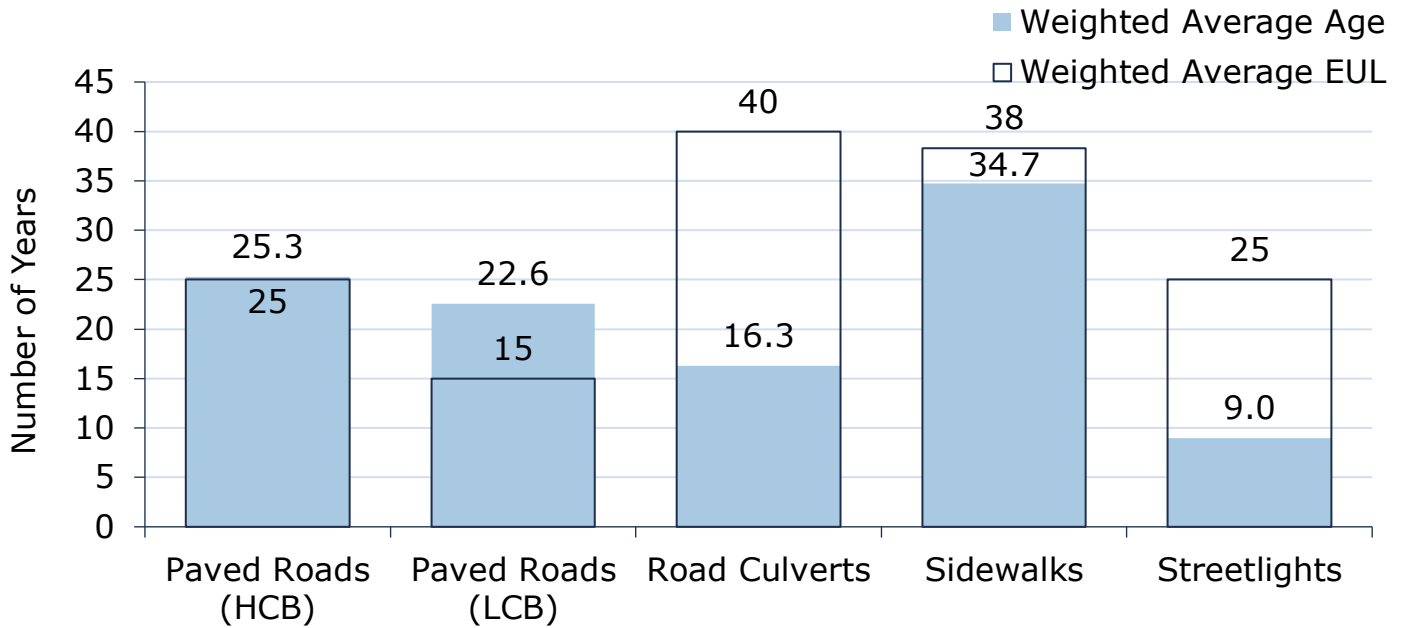


Figure 21 Estimated Useful Life vs. Asset Age: Road Network

Age analysis shows that the majority of paved roads have surpassed their expected useful life, with an average age of 25.3 years against a design life of 25 years (HCB) and 22.6 years against a design life of 15 years (LCB). Road culverts, sidewalks, and streetlights are currently within their expected useful lives, with sidewalks quickly approaching their proposed end of life.

Although asset age is an important measurement for long-term planning, condition assessments provide a more accurate indication of actual asset needs. Further, useful life estimates established as part of the PSAB 3150 implementation may not be accurate and may not reflect in-field asset performance.

4.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment.

The following lifecycle strategies have been developed as a proactive approach to managing the lifecycle of HCB and LCB roads. Instead of allowing the roads to deteriorate until replacement is required, strategic rehabilitation is expected to extend the service life of roads at a lower total cost.

Paved Roads (HCB)

Event Name	Event Class	Event Trigger
Crack Sealing	Maintenance	5 Years (Repeated)
Single Lift Re-surfacing	Rehabilitation	20 Years
Full Reconstruction	Replacement	40 Years

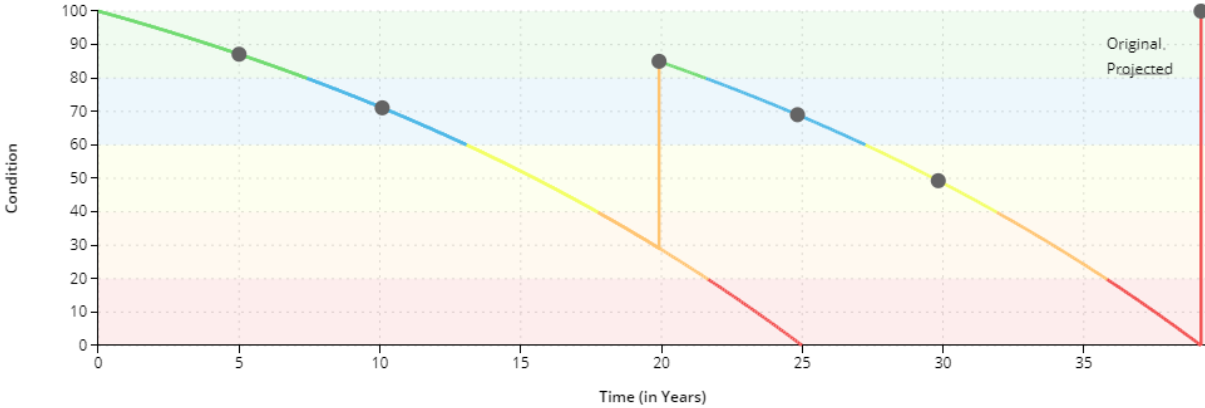


Table 8 Lifecycle Management Strategy: Road Network (HCB Roads)

Paved Roads (LCB)

Event Name	Event Class	Event Trigger
Single Surface Treatment	Rehabilitation	8 Years (Repeated)
Full Reconstruction	Replacement	50 Years

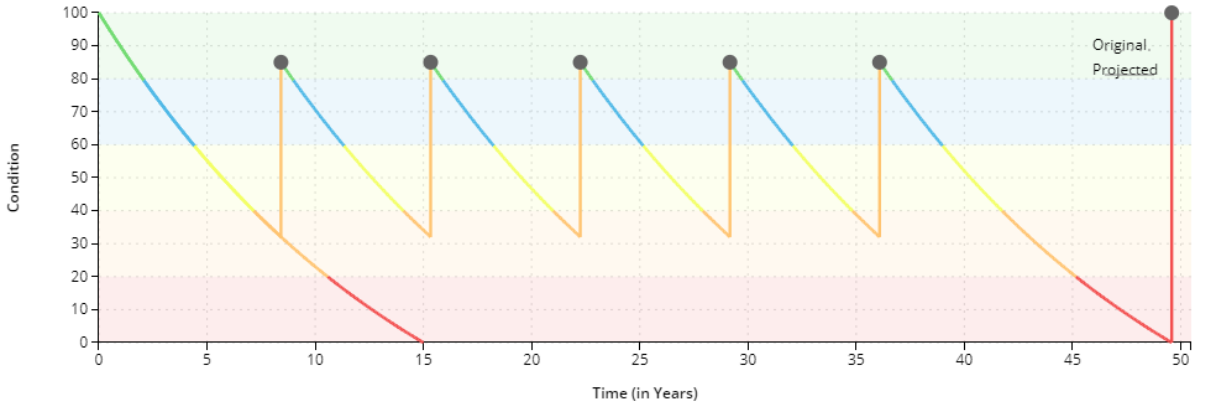


Table 9 Lifecycle Management Strategy: Road Network (LCB Roads)

The following table expands on maintenance and inspection activities for road network assets.

Activity Type	Description of Current Strategy
Maintenance	Pothole repairs are completed annually based on deficiencies identified through routine route patrols and feedback from the public
	Summer maintenance activities include asphalt patching, sidewalk repairs, grading, re-gravelling, vegetation management, road sign installation/maintenance, and line painting
	Winter maintenance activities include snow plowing and snow removal
Inspection	Road inspections are typically conducted monthly by internal staff and during routine route patrols to identify maintenance tasks
	Supporting infrastructure such as sidewalks and streetlights are assessed annually by external contractors

Table 10 Lifecycle Management Strategy: Road Network

4.5 Forecasted Long-Term Replacement Needs

Figure 22 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Township’s road network. This analysis was run until 2088 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) total \$3.7 million (\$18.4 million per 5-year bucket) for all assets in the road network. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

The chart illustrates substantial capital needs throughout the forecast period. It also shows a backlog \$13.9 million, dominated by HCB paved roads. These projections are based on asset replacement costs, age analysis, and

condition data when available, as well as lifecycle modeling (roads only). They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

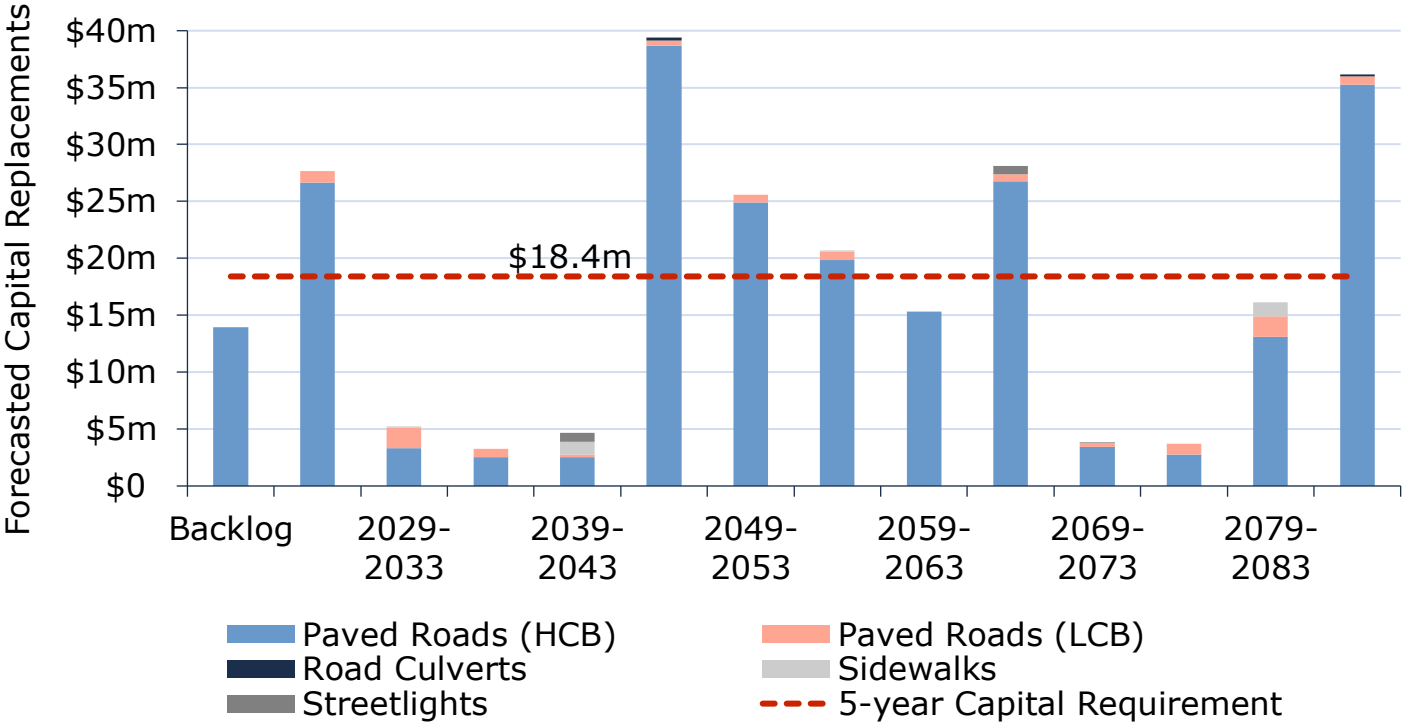


Figure 22 Forecasted Capital Replacement Needs: Road Network 2024-2088

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. Regular pavement condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

4.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition, service life remaining, replacement costs, traffic data, and road class. The risk ratings for assets without useful attribute data were calculated using only condition, service life remaining, and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.



Figure 23 Risk Matrix: Road Network

4.7 Levels of Service

The tables that follow summarize the Municipality’s current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17, as well as any additional performance measures that the Township selected for this AMP.

4.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity	An approximately 200 km road network spanning over 310 km ² of area. Surface materials include gravel, LCB, and HCB paved roads. Major provincial highways (managed by others) within the Township include Highway 401 running along the southern boundary and Highway 416 running from north to south through the center of the Township. Refer to Appendix C for map references.

Service Attribute	Qualitative Description	Current LOS (2023)
Quality	Description or images that illustrate the different levels of road class pavement condition	The Township completed a Road Management Study in October 2016 in coordination with BRG Project Management & Municipal Specialists. Every road section received a surface condition rating (1-10). (1-5) Road surface exhibits moderate to significant deterioration and requires renewal or full replacement within 1-5 years (6-10) Road surface is in good condition or has been recently re-surfaced. Renewal or reconstruction is not required for 6-10+ years

Table 11 O. Reg. 588/17 Community Levels of Service: Road Network

4.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2023)
Scope	Lane-km of arterial roads (MMS classes 1 and 2) per land area (km/km ²)	0 km/km ²
	Lane-km of collector roads (MMS classes 3 and 4) per land area (km/km ²)	0.40 km/km ²
	Lane-km of local roads (MMS classes 5 and 6) per land area (km/km ²) ²	1.23 km/km ²
Quality	Average pavement condition index for paved roads in the Township	HCB Roads: 44% LCB Roads: 29%
	Average surface condition for unpaved roads in the Township (e.g. excellent, good, fair, poor)	Fair
Performance	Target vs. Actual capital reinvestment rate	2.9% vs. 0.5%

Table 12 O. Reg. 588/17 Technical Levels of Service: Road Network

² Includes both paved and gravel roads.

5. Bridges & Culverts

The Township’s transportation network also includes bridges and structural culverts, with a current replacement cost of approximately \$18 million.

5.1 Inventory & Valuation

Table 13 summarizes the quantity and current replacement cost of bridges and culverts. The Township owns and manages 10 bridges and four structural culverts.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Bridges	10	Quantity	\$15,654,000	User-defined
Structural Culverts	4	Quantity	\$2,187,000	User-defined
TOTAL			\$17,841,000	

Table 13 Detailed Asset Inventory: Bridges & Culverts

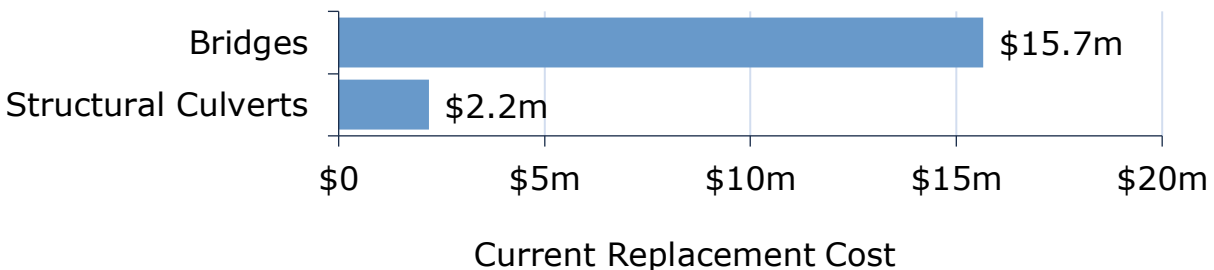


Figure 24 Portfolio Valuation: Bridges & Culverts

5.2 Asset Condition

Figure 25 summarizes the replacement cost-weighted condition of the Township’s bridges and culverts. Based on the Township’s recent Ontario Structures Inspection Manual (OSIM) assessments, 76% bridges and culverts are in fair or better condition. Some elements or components of these structures may be candidates for replacement or rehabilitation in the medium term and should be monitored for further degradation in condition. At 24% of the total bridges and culverts portfolio, assets in poor or worse condition may require replacement in the immediate or short term.

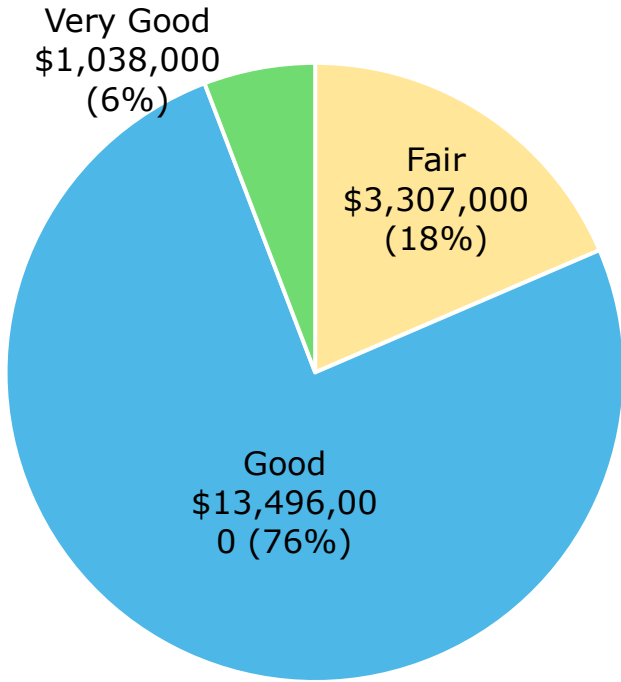


Figure 25 Asset Condition: Bridges & Culverts Overall

As further detailed in Figure 26, based on in-field condition assessments, 100% of bridge and culvert assets were identified in fair or better condition. As bridges and structures reach a poor or worse rating (i.e., a bridge condition index of less than 40), they are not necessarily unsafe for regular use, individual circumstances must be considered. The OSIM ratings are designed to identify repairs needed to elevate condition ratings to a fair or higher.

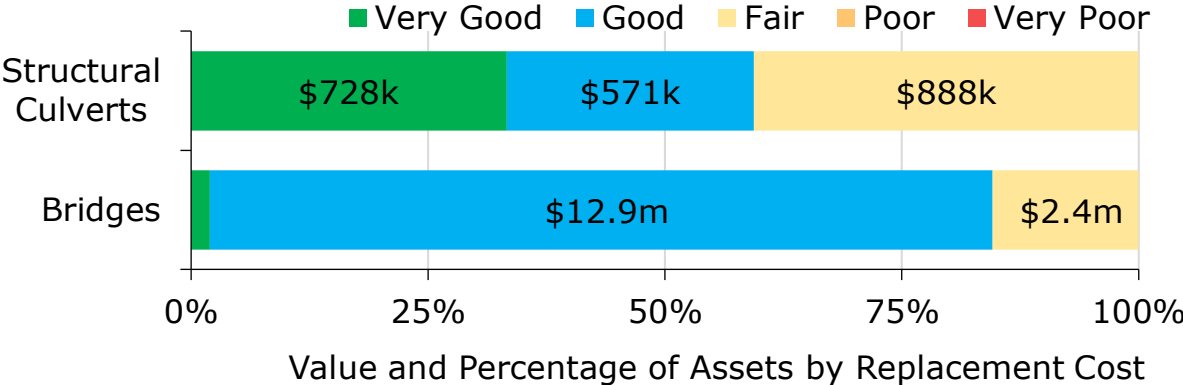


Figure 26 Asset Condition: Bridges & Culverts by Segment

5.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 27 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

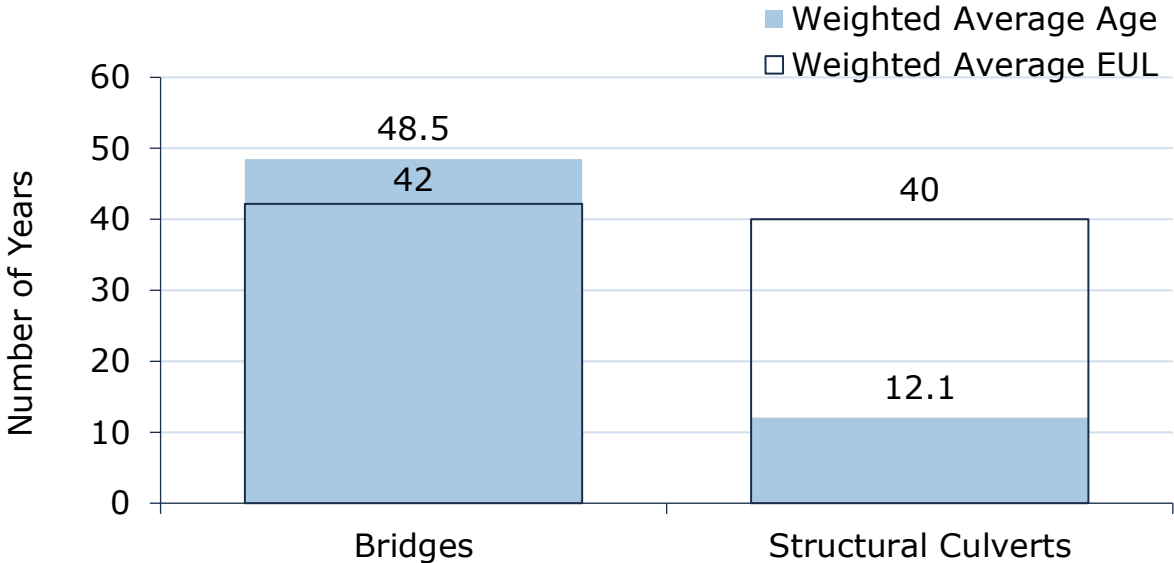


Figure 27 Estimated Useful Life vs. Asset Age: Bridges & Culverts

Age analysis reveals that on average, bridges have consumed virtually all of their estimated useful life, with an average age of 48.5 years against an average EUL of 42 years. On average, culverts are in moderate stages of their lifecycle, with an average age of 12.1 years, against an average EUL of 40 years. OSIM assessments should continue to be used in conjunction with age and asset criticality to prioritize capital and maintenance expenditures.

5.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Typical maintenance includes: <ul style="list-style-type: none"> • Obstruction removal • Cleaning/sweeping • Erosion control • Brush/tree removal
Rehabilitation / Replacement	Biennial OSIM inspection reports include a list of recommended maintenance activities that the Township considers and completes according to cost and urgency.
Inspection	Biennial OSIM inspection reports include a Capital Needs List identifying recommended rehabilitation and replacement activities with estimated costs.
	The most recent Bridge and Culvert inspection reports were prepared in 2022 and 2024 by Keystone Bridge Management Corp.

Table 14 Lifecycle Management Strategy: Bridges & Culverts

5.5 Forecasted Long-Term Replacement Needs

Figure 28 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Township’s bridges and culverts. This analysis was run until 2063 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) for bridges and culverts total \$446,000 (\$2.2 million per 5-year bucket). Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or

allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

Although no major replacement spikes are anticipated for the next 25 years, capital needs will significantly rise between 2049 and 2058, and peak at \$9.9 million between 2049 and 2053 as assets reach the end of their useful life. These projections and estimates are based on asset replacement costs, age analysis, and condition data. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

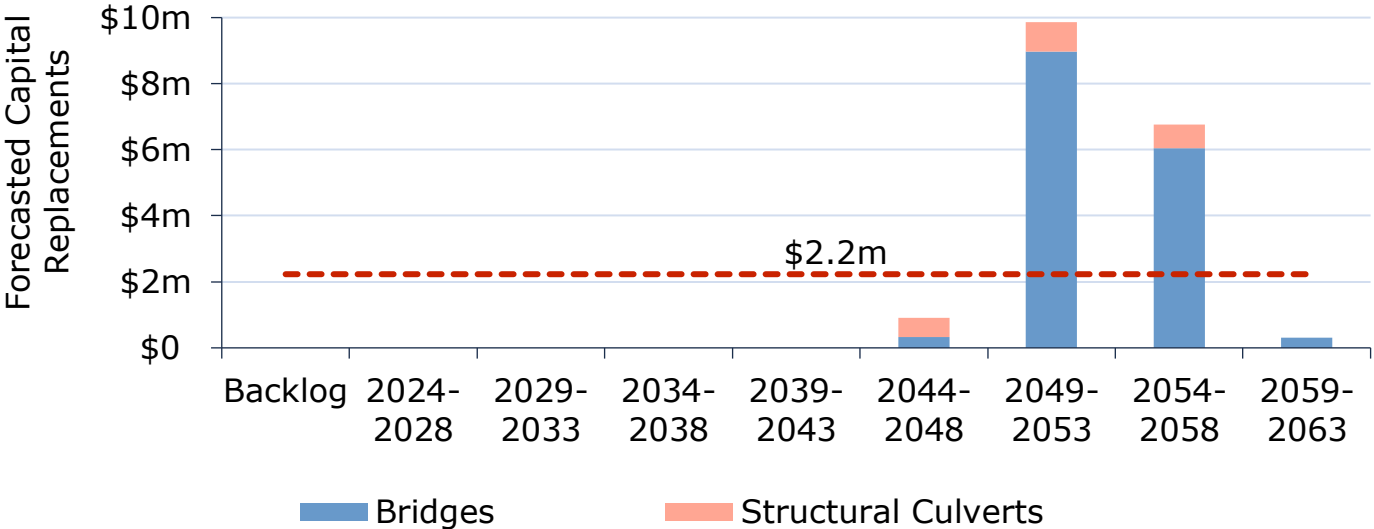


Figure 28 Forecasted Capital Replacement Needs: Bridges & Culverts 2024-2063

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. OSIM condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

5.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition and replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.



Figure 29 Risk Matrix: Bridges & Culverts

5.7 Levels of Service

The tables that follow summarize the Township’s current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17 as well as any additional performance measures that the Township has selected for this AMP.

5.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists)	Bridges and structural culverts are a key component of the municipal transportation network. None of the municipality's structures have loading or dimensional restrictions meaning that most types of vehicles, including heavy transport, motor vehicles, emergency vehicles and cyclists can cross them without restriction.

Service Attribute	Qualitative Description	Current LOS (2023)
Quality	Description or images of the condition of bridges & culverts and how this would affect use of the bridges & culverts	See Appendix C

Table 15 O. Reg. 588/17 Community Levels of Service: Bridges & Culverts

5.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2023)
Scope	% of bridges in the Township with loading or dimensional restrictions	0%
Quality	Average bridge condition index value for bridges in the Township	67%
	Average bridge condition index value for structural culverts in the Township	69%
Performance	Target vs. Actual capital reinvestment rate	2.5% vs. 2.9%

Table 16 O. Reg. 588/17 Technical Levels of Service: Bridges & Culverts

6. Water Network

The Environmental Services department is responsible for overseeing the Township’s water network with a total current replacement cost of approximately \$45 million. The department is responsible for the following:

- Cardinal Water Treatment Plant/Distribution System
- The Edwardsburgh Water Distribution System (to New Wexford and the Industrial Park)
- The Windmill Point low lift pumping station
- Five Small Water Systems under Ontario Regulation 319/08

6.1 Inventory & Valuation

Table 17 summarizes the quantity and current replacement cost of the Township’s various water network assets as managed in its primary asset management register, Citywide.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Water Buildings	4	Quantity	\$15,294,000	User-defined
Water Equipment	39	Quantity	\$4,697,000	CPI
Water Mains	18,399	Length (m)	\$25,110,000	Cost per unit
TOTAL			\$45,101,000	

Table 17 Detailed Asset Inventory: Water Network

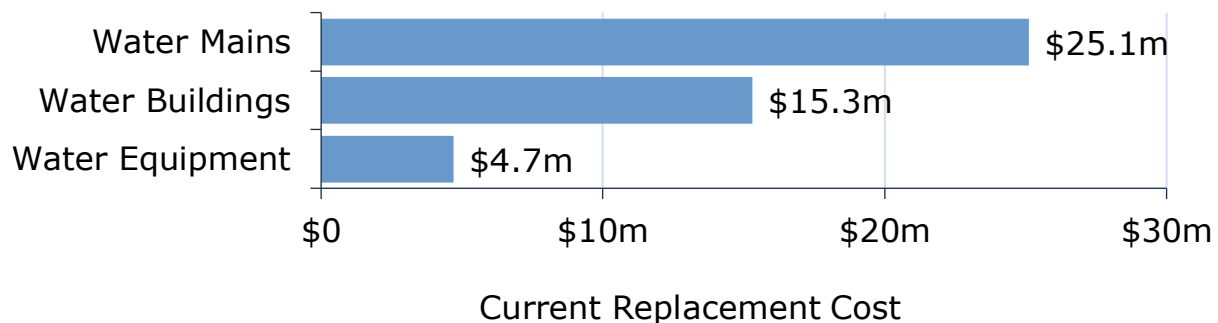


Figure 30 Portfolio Valuation: Water Network

6.2 Asset Condition

Figure 31 summarizes the replacement cost-weighted condition of the Township’s water network. Based on a combination of field inspection data and age, 73% of assets are in fair or better condition; the remaining 27% of assets are in poor to very poor condition. Condition assessments were available for 15% of water buildings, and 3% of watermains, based on replacement cost. This condition data was projected from inspection date to current year to estimate their condition today. No condition data was available for water equipment.

Assets in poor or worse condition may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition. As illustrated in Figure 31, the majority of the Township’s water network assets are in fair or better condition.

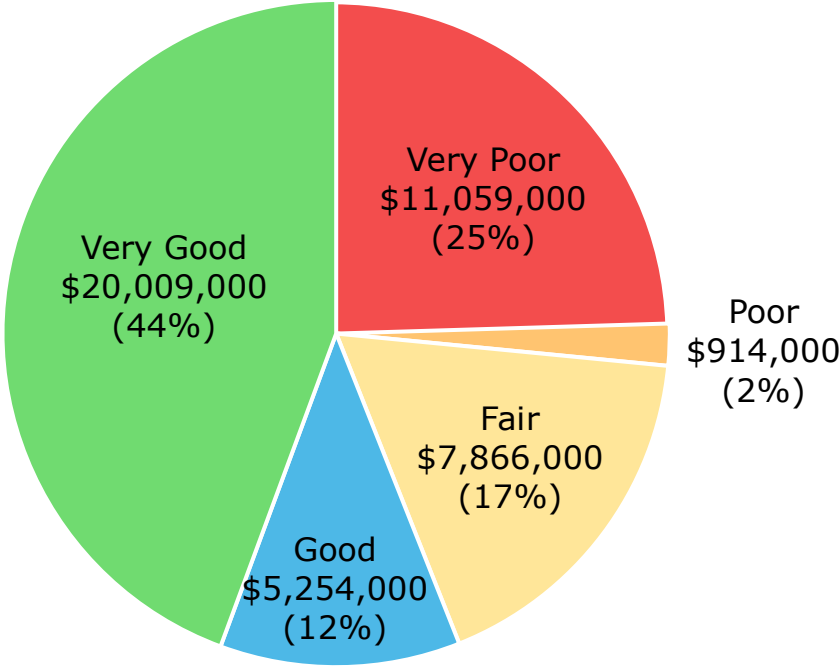
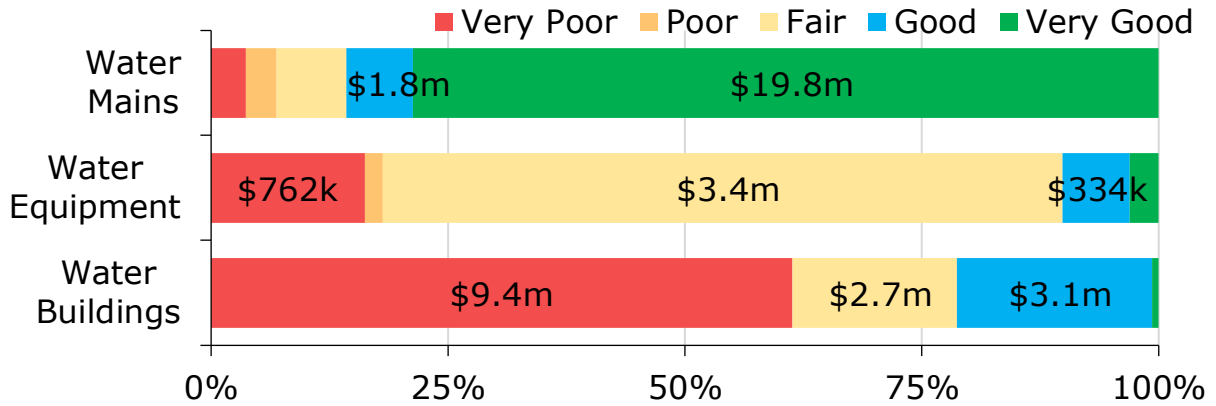


Figure 31 Asset Condition: Water Network Overall

As illustrated in Figure 32, based on condition assessments and age-based conditions, the majority of the Township’s water mains is in very good condition; however, 61% of water buildings are in poor or worse condition.



Value and Percentage of Assets by Replacement Cost
Figure 32 Asset Condition: Water Network by Segment

6.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential long-term replacement spikes.

Figure 33 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

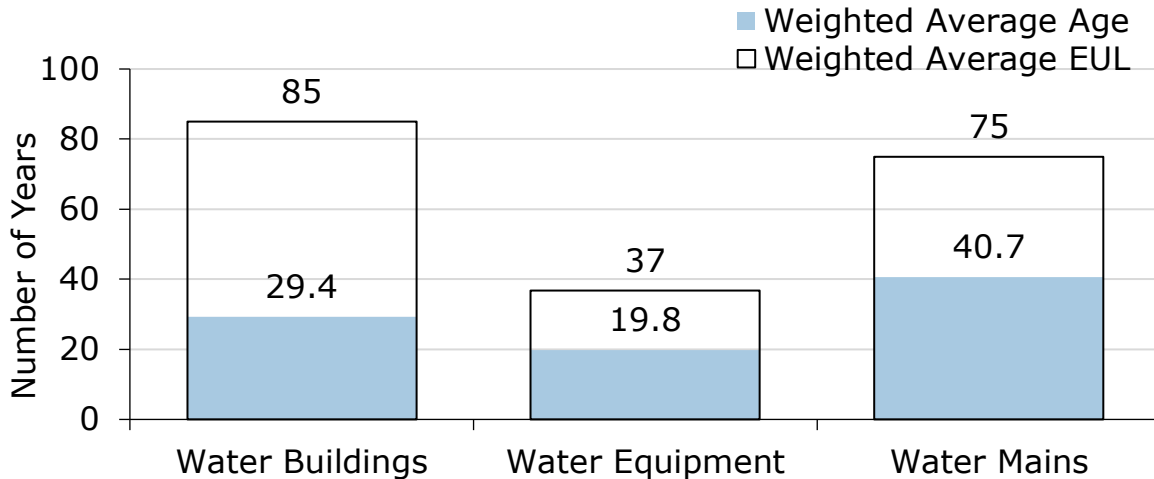


Figure 33 Estimated Useful Life vs. Asset Age: Water Network

6.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Valves are operated annually as part of preventative maintenance to ensure they do not seize
	Periodic pressure testing to identify deficiencies and potential leaks
	The entire network of mains and hydrants are flushed semi-annually
Rehabilitation/ Replacement	Trenchless re-lining of water mains presents significant challenges and is not always a viable option
	In the absence of mid-lifecycle rehabilitative events, most mains are simply maintained with the goal of full replacement once it reaches its end-of-life

Activity Type	Description of Current Strategy
	Other replacement activities are identified based on an analysis of the main break rate, asset functionality and design capacity as well as any issues identified during regular maintenance activities
	Similar to other sub-surface infrastructure, Staff attempt to coordinate water reconstruction projects with road reconstruction project to produce cost efficiencies
Inspection	Hydrants are inspected using a standardized checklist semi-annually by internal Staff

Table 18 Lifecycle Management Strategy: Water Network

6.5 Forecasted Long-Term Replacement Needs

Figure 34 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Township’s water network. This analysis was run until 2093 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) total \$876,000 (\$4.4 million per 5-year bucket) for all assets in the water network. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

The chart illustrates substantial capital needs throughout the forecast period. It also shows a backlog \$1.3 million, dominated by water mains. These projections are based on asset replacement costs, age analysis, and condition data when available. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

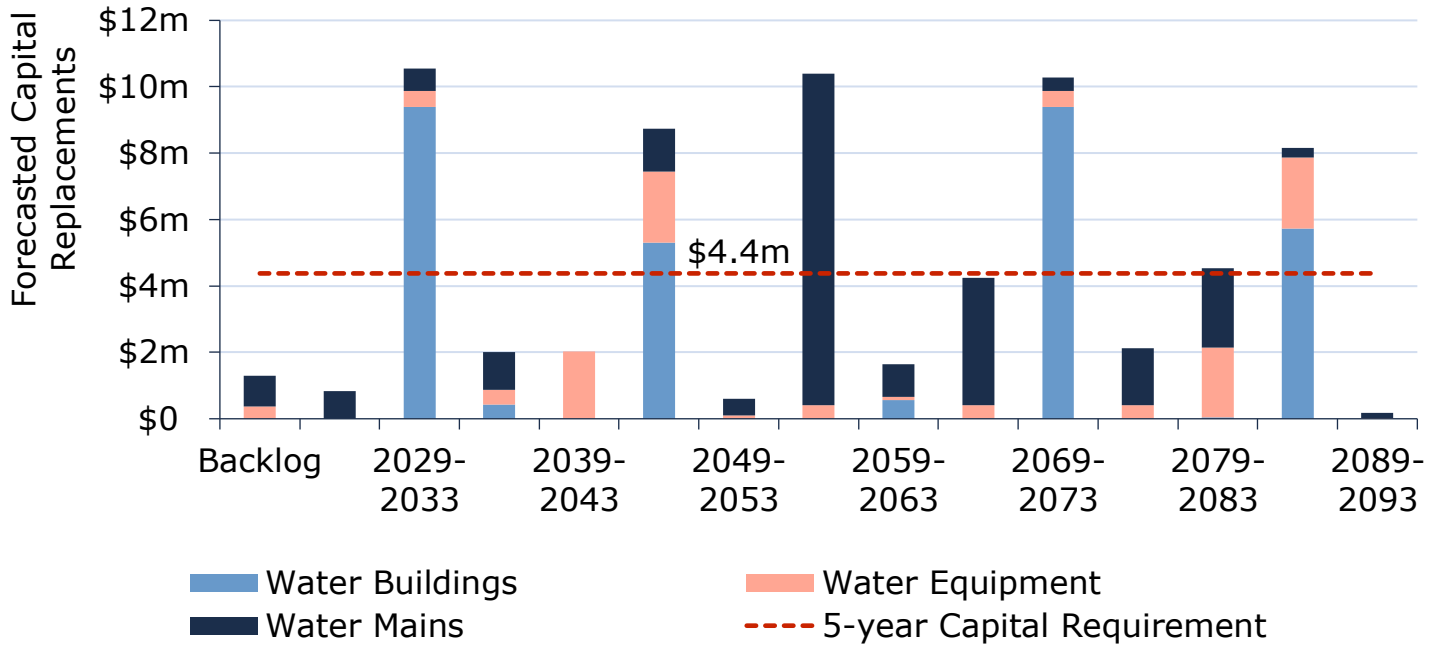


Figure 34 Forecasted Capital Replacement Needs: Water Network 2024-2093

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. Regular condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

6.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition, service life remaining, replacement costs, traffic data, and road class. The risk ratings for assets without useful attribute data were calculated using only condition, service life remaining, and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant

information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.



Figure 35 Risk Matrix: Water Network

6.7 Levels of Service

The tables that follow summarize the Township’s current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17 as well as any additional performance measures that the Township has selected for this AMP.

6.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system	See Appendix C
	Description, which may include maps, of the user groups or areas of the municipality that have fire flow	See Appendix C
Reliability	Description of boil water advisories and service interruptions	No boil water advisories were issued in 2023.

Table 19 O. Reg. 588/17 Community Levels of Service: Water Network

6.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2023)
Scope	% of properties connected to the municipal water system	21%
	% of properties where fire flow is available	21%
Reliability	# of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system	0
	# of connection-days per year where water is not available due to water main breaks compared to the total number of properties connected to the municipal water system	0
Performance	Target vs. Actual capital reinvestment rate	1.9% vs. 0.3%

Table 20 O. Reg. 588/17 Technical Levels of Service: Water Network

7. Sanitary Sewer Network

The Environmental Services department is responsible for overseeing the Township’s sanitary sewer network with a total current replacement cost of approximately \$31 million. The department is responsible for the following:

- The Cardinal Wastewater Treatment Facility/Collection System
- The Spencerville Wastewater Collection System
- The Spencerville Lagoon stabilization ponds
- Seven Sewage Pumping Stations

7.1 Inventory & Valuation

Table 21 summarizes the quantity and current replacement cost of the Township’s various sanitary sewer network assets as managed in its primary asset management register, Citywide Assets.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Sanitary Buildings	14	Quantity	\$14,045,000	User-defined
Sanitary Equipment	44	Quantity	\$2,112,000	CPI
Sanitary Mains	14,833	Length (m)	\$14,815,000	Cost per unit
TOTAL			\$30,973,000	

Table 21 Detailed Asset Inventory: Sanitary Sewer Network

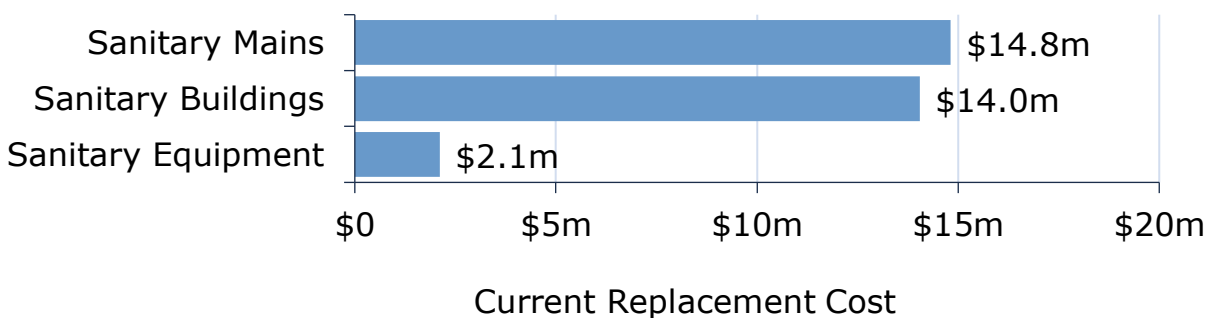


Figure 36 Portfolio Valuation: Sanitary Sewer Network

7.2 Asset Condition

Figure 37 summarizes the replacement cost-weighted condition of the Township’s sanitary sewer network. Based on a combination of field inspection data and age, 59% of assets are in fair or better condition; the remaining 41% of assets are in poor to very poor condition. Condition assessments were available for 24% of sanitary buildings, and 35% of sanitary mains, based on replacement cost. This condition data was projected from inspection date to current year to estimate their condition today. No condition data was available for sanitary equipment.

Assets in poor or worse condition may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition. As illustrated in Figure 37 the majority of the Township’s sanitary sewer network assets are in fair or better condition.

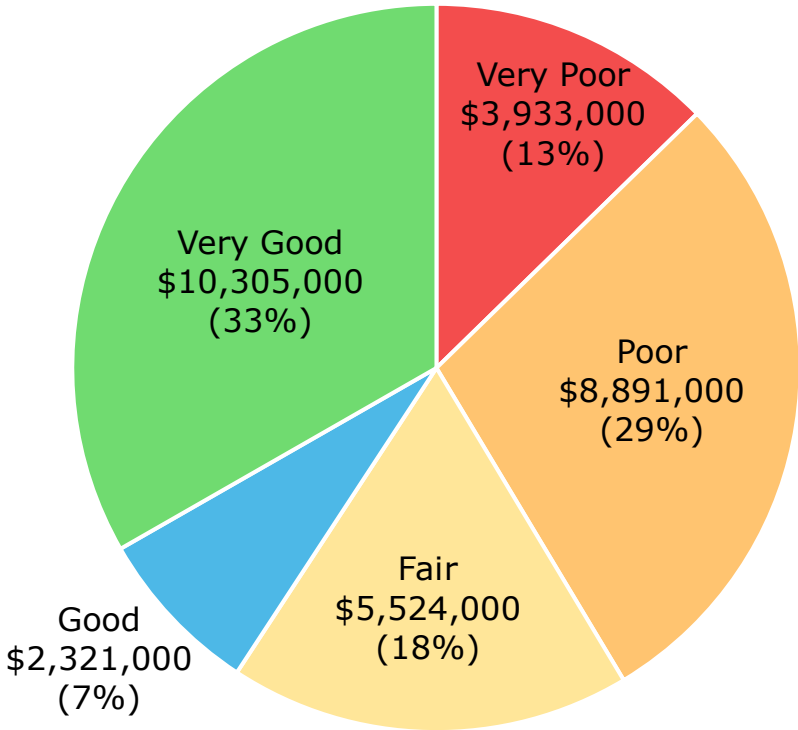
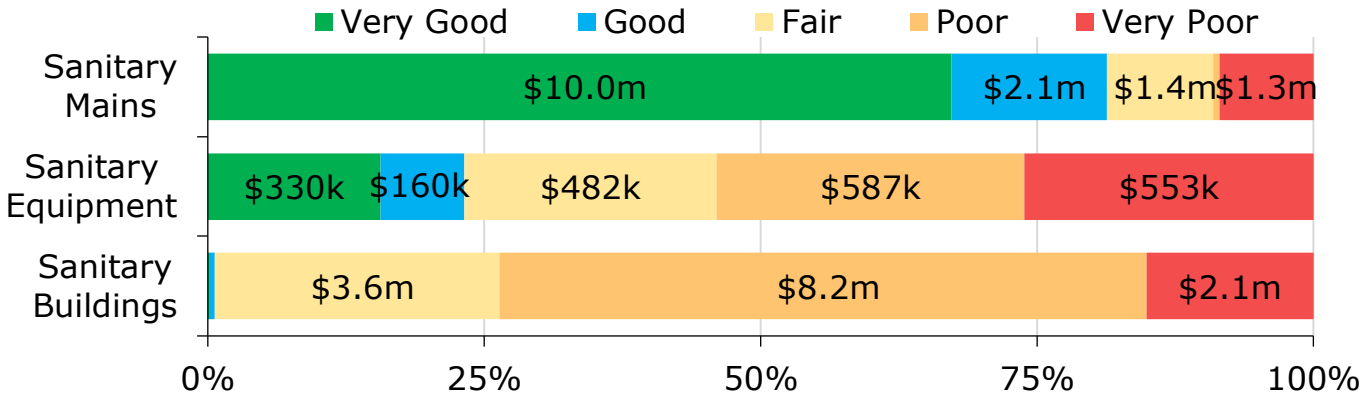


Figure 37 Asset Condition: Sanitary Sewer Network Overall

As illustrated in Figure 38, based on condition assessments and age-based conditions, the majority of the Township’s sanitary sewer mains are in very good condition however, 74% of sanitary buildings are in poor or worse condition.



Value and Percentage of Assets by Replacement Cost

Figure 38 Asset Condition: Sanitary Sewer Network by Segment

7.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential long-term replacement spikes.

Figure 39 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

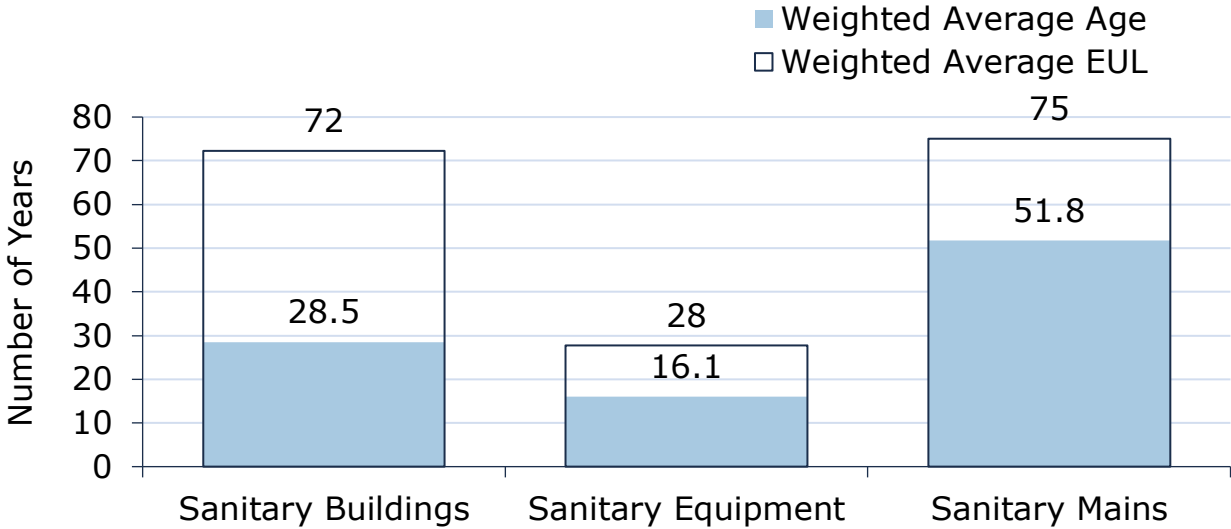


Figure 39 Estimated Useful Life vs. Asset Age: Sanitary Sewer Network

7.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset’s characteristics, location, utilization, maintenance history and environment. The following lifecycle strategy has been developed as a proactive approach to managing the lifecycle of sanitary mains. A trenchless re-lining strategy is expected to extend the service life of sanitary mains at a lower total cost of ownership.

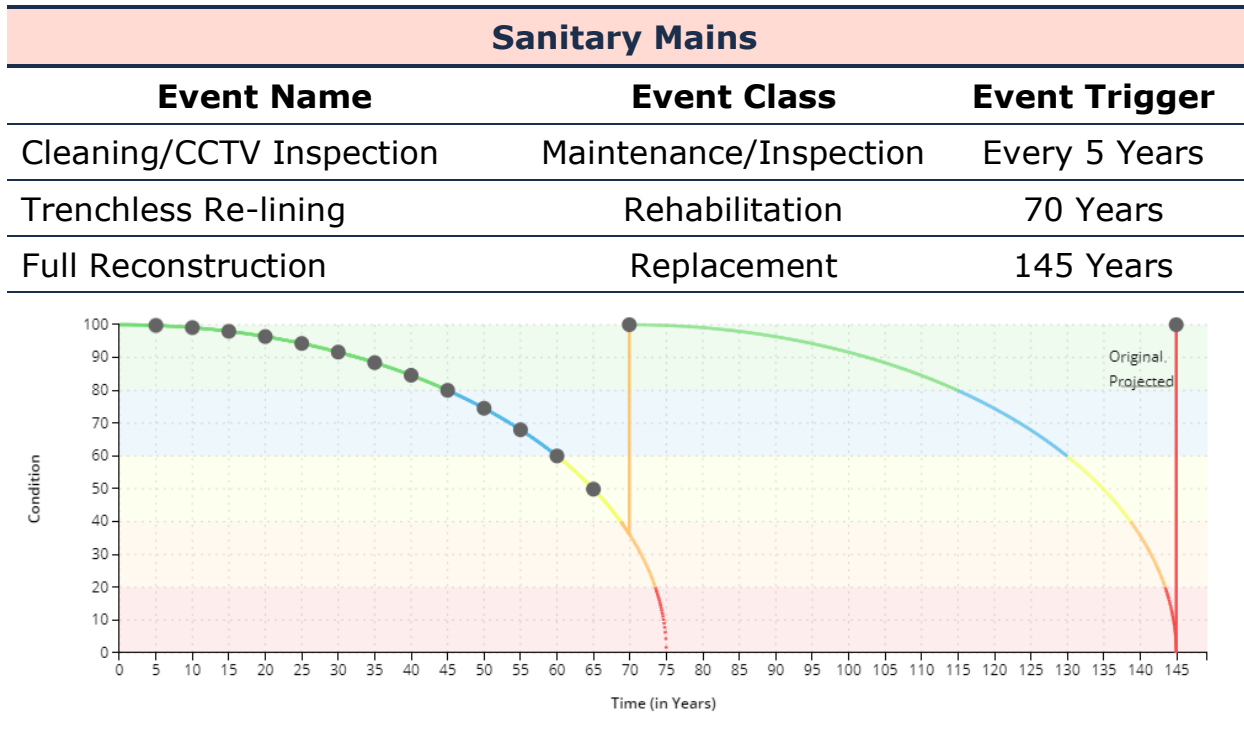


Table 22 Lifecycle Management Strategy: Sanitary Sewer Network (Sanitary Mains)

Activity Type	Description of Current Strategy
Maintenance	Annual maintenance of mains that consists of main flushing, rodding and inspections
	Annual maintenance of manholes that consists of manhole inspection, flushing/cleaning, and grouting
	Annual maintenance of pump stations include inspection and cleaning
Rehabilitation/ Replacement	In the absence of mid-lifecycle rehabilitative events (excluding those mains eligible for CIPP lining), mains are maintained with the goal of full replacement once it reaches its end-of-life
	Project prioritization is based on CCTV inspections, asset age, material, environmental risks, health and safety risks, and social impact. Additional considerations include asset functionality and design capacity.
	When mains are replaced, PVC pipe material is used

Activity Type	Description of Current Strategy
	Similar to other sub-surface infrastructure, Staff coordinate sanitary reconstruction projects with road construction projects to produce cost efficiencies
Inspection	CCTV inspections of sanitary sewers are conducted annually
	Supporting infrastructure such as manholes and pump stations are inspected annually

Table 23 Lifecycle Management Strategy: Sanitary Sewer Network

7.5 Forecasted Long-Term Replacement Needs

Figure 40 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Township’s sanitary sewer network. This analysis was run until 2168 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) total \$653,000 (\$3.3 million per 5-year bucket) for all assets in the sanitary sewer network. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

The chart illustrates substantial capital needs throughout the forecast period. It also shows a backlog of \$858,000 split between sanitary sewer mains and sanitary equipment. These projections are based on asset replacement costs, age analysis, and condition data when available. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

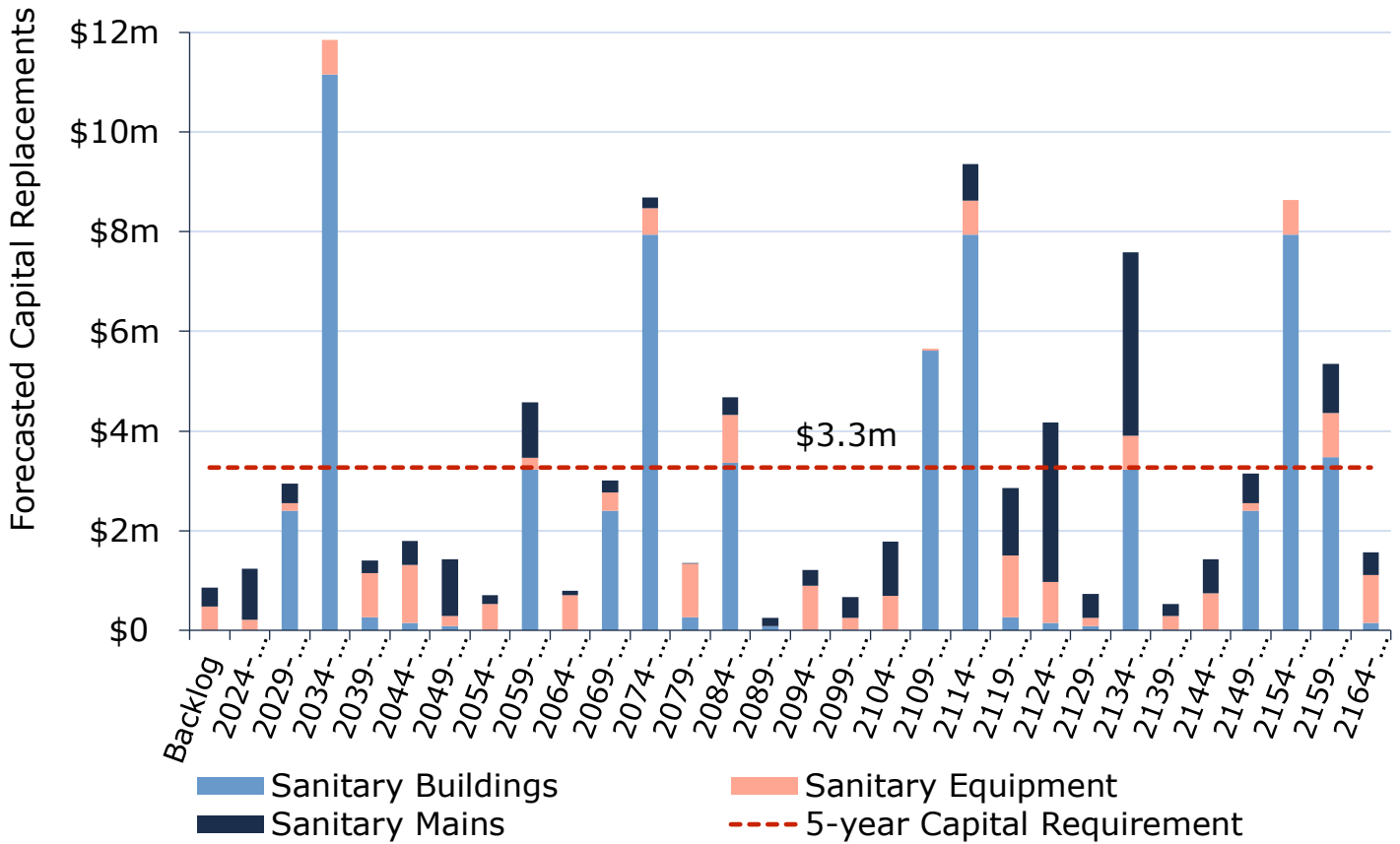


Figure 40 Forecasted Capital Replacement Needs: Sanitary Sewer Network 2024-2168

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. Regular condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

7.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition, service life remaining, replacement costs, traffic data, and road class. The risk ratings for assets without useful attribute data were

calculated using only condition, service life remaining, and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.



Figure 41 Risk Matrix: Sanitary Sewer Network

7.7 Levels of Service

The tables that follow summarize the Township’s current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17 as well as any additional performance measures that the Township has selected for this AMP.

7.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system	See Appendix C

Service Attribute	Qualitative Description	Current LOS (2023)
	Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes	The Township does not own any combined sewers
	Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches	The Township does not own any combined sewers
Reliability	Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes	Stormwater can enter into sanitary sewers due to cracks in sanitary mains or through indirect connections (e.g. weeping tiles). In the case of heavy rainfall events, sanitary sewers may experience a volume of water and sewage that exceeds its designed capacity. In some cases, this can cause water and/or sewage to overflow backup into homes. The disconnection of weeping tiles from sanitary mains and the use of sump pumps and pits directing storm water to the storm drain system can help to reduce the chance of this occurring.

Service Attribute	Qualitative Description	Current LOS (2023)
	Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to stormwater infiltration	The municipality follows a series of design standards that integrate servicing requirements and land use considerations when constructing or replacing sanitary sewers. These standards have been determined with consideration of the minimization of sewage overflows and backups.
	Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system	Effluent refers to water pollution that is discharged from a wastewater treatment plant, and may include suspended solids, total phosphorous and biological oxygen demand. The Environmental Compliance Approval (ECA) identifies the effluent criteria for municipal wastewater treatment plants.

Table 24 O. Reg. 588/17 Community Levels of Service: Sanitary Sewer Network

7.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2023)
Scope	% of properties connected to the municipal wastewater system	24%
Reliability	# of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system	0

Service Attribute	Technical Metric	Current LOS (2023)
	# of connection-days per year having wastewater backups compared to the total number of properties connected to the municipal wastewater system	0
	# of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system	0
Performance	Target vs. Actual capital reinvestment rate	2.1% vs. 0.4%

Table 25 O. Reg. 588/17 Technical Levels of Service: Sanitary Sewer Network

8. Stormwater Network

The Township is responsible for owning and maintaining a stormwater network of an unknown length of storm sewer mains, catch basins and other supporting infrastructure. Staff are working towards improving the accuracy and reliability of their Stormwater Network inventory to assist with long-term asset management planning.

8.1 Inventory & Valuation

Table 26 summarizes the quantity and current replacement cost of all stormwater management assets available in the Township’s asset register.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Storm Sewer Mains	1,091	Length (m)	\$2,683,000	CPI
TOTAL			\$2,683,000	

Table 26 Detailed Asset Inventory: Stormwater Network

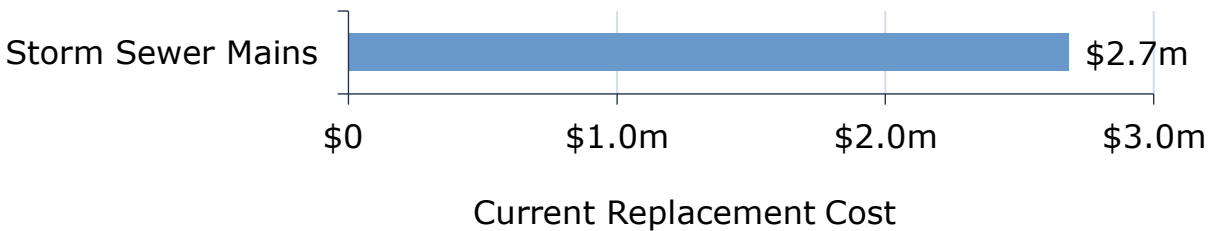


Figure 42 Portfolio Valuation: Stormwater Network

8.2 Asset Condition

Figure 43 summarizes the replacement cost-weighted condition of the Township’s stormwater management assets. Based on age data only, approximately 12% of assets are in poor to very poor condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition.

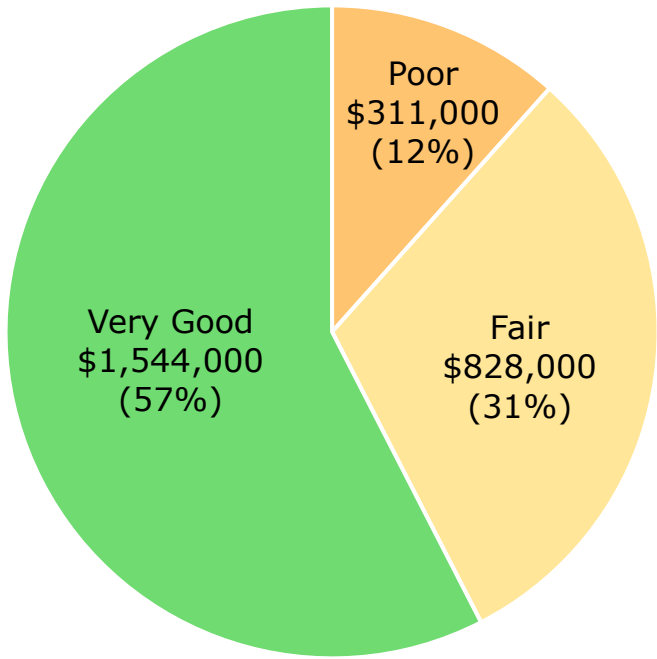


Figure 43 Asset Condition: Stormwater Network Overall

Figure 44 summarizes the age-based condition of stormwater assets. The analysis illustrates that the majority of stormwater mains are in fair or better condition. However, 12% of mains, with a current replacement cost of \$311,000, are in poor or worse condition.

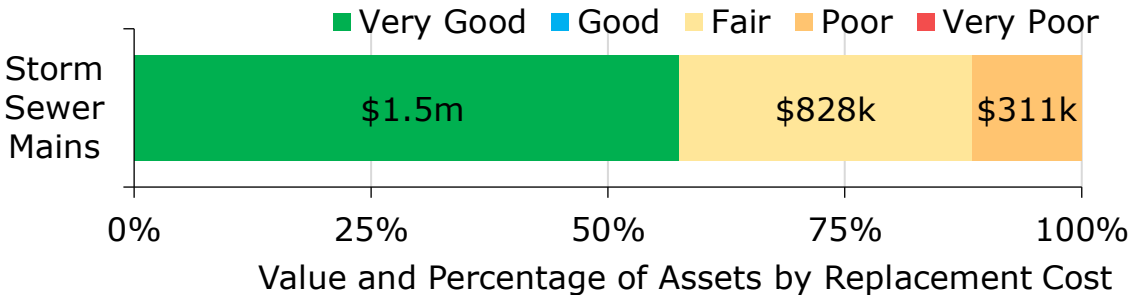


Figure 44 Asset Condition: Stormwater Network by Segment

8.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets

age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 45 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

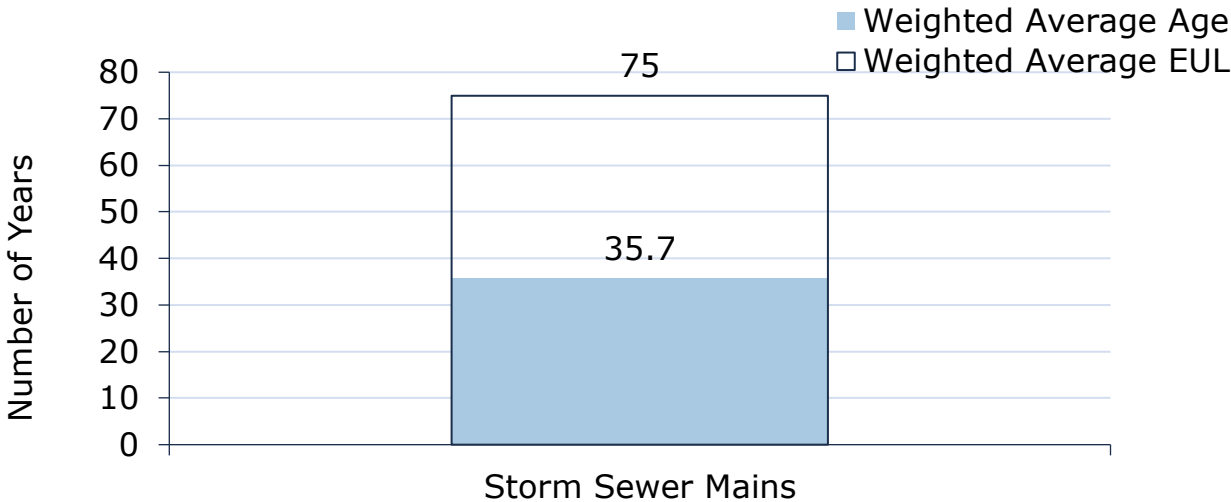


Figure 45 Estimated Useful Life vs. Asset Age: Stormwater Network

Age analysis reveals that on average, storm mains in a moderate stage of their expected lifecycle. Age profiles and CCTV inspections will help to identify mains in need of replacements and/or upgrades. Extensions to EULs for mains may also be considered based on performance history to date.

8.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Primary maintenance activities include catch basin cleaning and storm main flushing, but only a small percentage of the entire network is completed per year
	Flushing activities are usually completed alongside CCTV inspections
	Maintenance activities are completed to a lesser degree compared to other underground linear infrastructure
Rehabilitation	Trenchless re-lining has the potential to reduce total lifecycle costs but would require a formal condition assessment program to determine viability
Replacement	Without the availability of up-to-date condition assessment information replacement activities are purely reactive in nature
Inspection	CCTV inspections and cleaning is completed as budget becomes available and this information will be used to drive forward rehabilitation and replacement plans
	Supporting infrastructure such as catch basins and culverts are inspected internally with checklists to assess factors such as structural adequacy

Table 27 Lifecycle Management Strategy: Stormwater Network

It is worth noting that the Township is considering increasing their inspections to include ditch assessments to ensure comprehensive infrastructure management.

8.5 Forecasted Long-Term Replacement Needs

Figure 46 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Township’s stormwater network assets. This analysis was run until 2098 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) total \$36,000 (\$179,000 per 5-year bucket) for all assets in the stormwater network. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or

allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

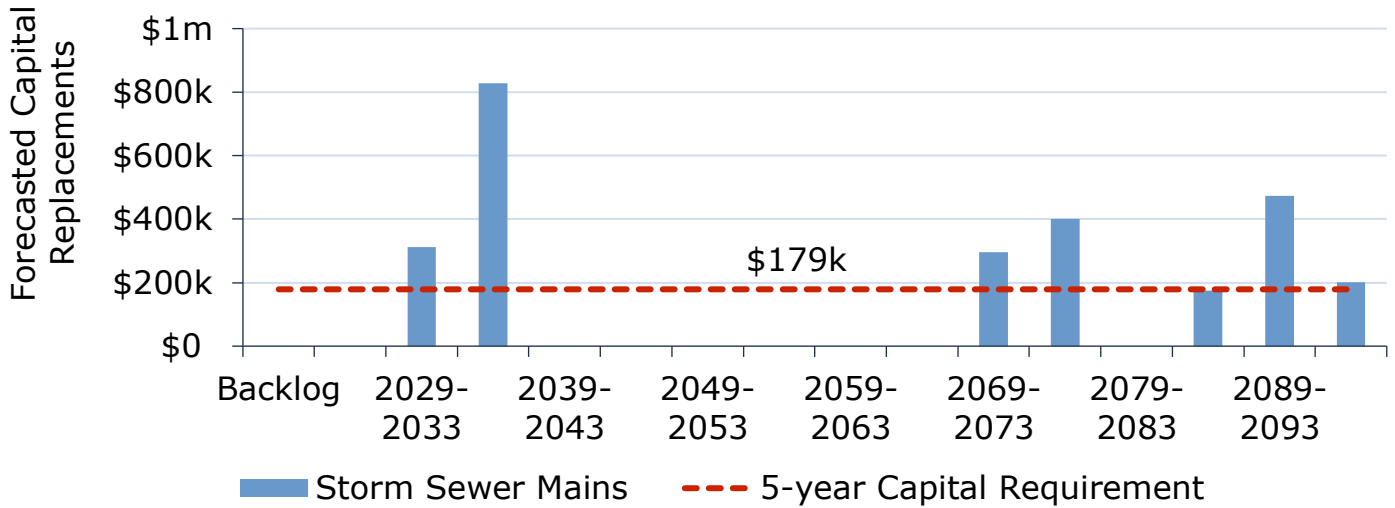


Figure 46 Forecasted Capital Replacement Needs Stormwater Network 2024-2098

The chart illustrates no backlog for stormwater assets. The largest replacement spike is forecasted in 2034-2038 followed by 2069 and beyond as mains reach the end of their expected design life. These projections and estimates are based on asset replacement costs and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. Forthcoming CCTV inspections may reveal a higher backlog. The inspections may also help reduce long-term projections by providing more accurate condition data for mains than age. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

8.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition, service life remaining, and replacement costs. As no attribute data was available for storm assets, the risk ratings for assets were calculated using only these required, minimum asset fields.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

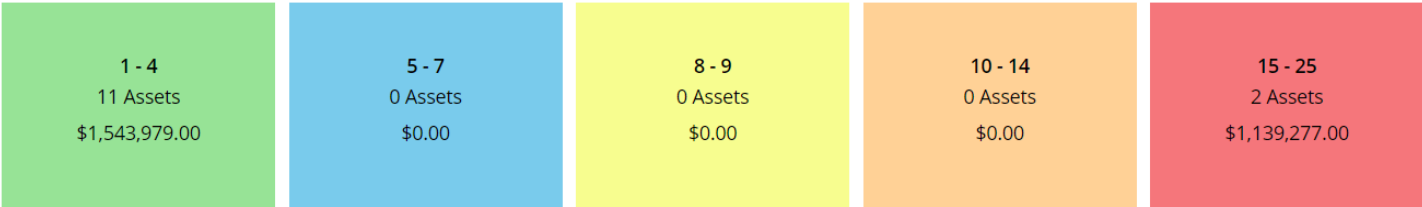


Figure 47 Risk Matrix: Stormwater Network

8.7 Levels of Service

The tables that follow summarize the Township’s current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17 as well as any additional performance measures that the Township has selected for this AMP.

8.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description, which may include map, of the user groups or areas of the Township that are protected from flooding, including the extent of protection provided by the municipal storm water network	See Appendix C

Table 28 O. Reg. 588/17 Community Levels of Service: Stormwater Network

8.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2023)
Scope	% of properties in municipality designed to be resilient to a 100-year storm	TBD ³
	% of the municipal stormwater management system designed to be resilient to a 5-year storm	100% ⁴
Performance	Target vs. Actual capital reinvestment rate	1.3% vs. 19.1%

Table 29 O. Reg. 588/17 Technical Levels of Service: Stormwater Network

³ The Township does not currently have data available to determine this technical metric. The rate of properties that are expected to be resilient to a 100-year storm is expected to be low.

⁴ This is based on the observations of municipal staff.

Non-Core Assets

Buildings & Facilities



Replacement Cost	Average Condition	Financial Capacity	
\$29.7 m	Fair	Annual Requirement:	\$764,000
		Funding Available:	\$232,000
		Annual Deficit:	\$532,000

Land Improvements



Replacement Cost	Average Condition	Financial Capacity	
\$1.4 m	Good	Annual Requirement:	\$71,000
		Funding Available:	\$91,000
		Annual Deficit:	(\$20,000)

Vehicles



Replacement Cost	Average Condition	Financial Capacity	
\$7.3 m	Poor	Annual Requirement:	\$487,000
		Funding Available:	\$100,000
		Annual Deficit:	\$387,000

Machinery & Equipment



Replacement Cost	Average Condition	Financial Capacity	
\$ 6.2 m	Poor	Annual Requirement:	\$453,000
		Funding Available:	\$686,000
		Annual Deficit:	(\$233,000)

9. Buildings & Facilities

The Township’s buildings portfolio includes fire stations, various administrative and public works facilities, as well as public libraries and recreational assets. The total current replacement of buildings is estimated at approximately \$30 million.

9.1 Inventory & Valuation

Table 30 summarizes the quantity and current replacement cost of all buildings assets available in the Municipality’s asset register. Buildings and facilities assets are not componentized. The quantity listed represents the number of asset records currently available for each department.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Administration	3	Quantity	\$2,628,000	User-defined
Fire Department	3	Quantity	\$3,858,000	User-defined
Library	2	Quantity	\$1,027,000	User-defined
Public Works	5	Quantity	\$2,248,000	User-defined
Recreation	13	Quantity	\$19,937,000	User-defined
TOTAL			\$29,699,000	

Table 30 Detailed Asset Inventory: Buildings & Facilities

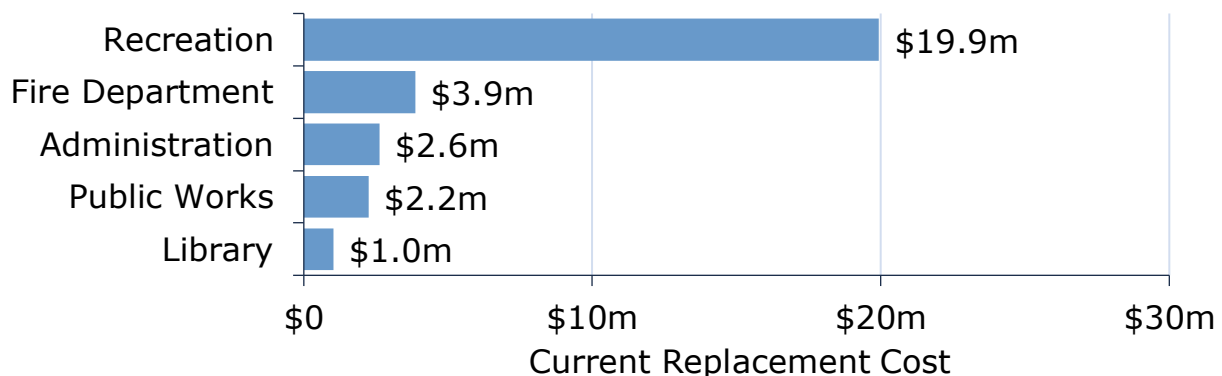


Figure 48 Portfolio Valuation: Buildings & Facilities

9.2 Asset Condition

Figure 49 summarizes the replacement cost-weighted condition of the Township’s buildings portfolio. Based mostly on age-based data, 41% of buildings assets are in fair or better condition; however, 59%, with a current replacement cost of more than \$17 million are in poor or worse condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition. As buildings are not componentized, condition data is presented only at the site level, rather than at the individual element or component level within each building. This drawback is further compounded by the lack of assessed condition data, requiring the use of age-based estimates only.

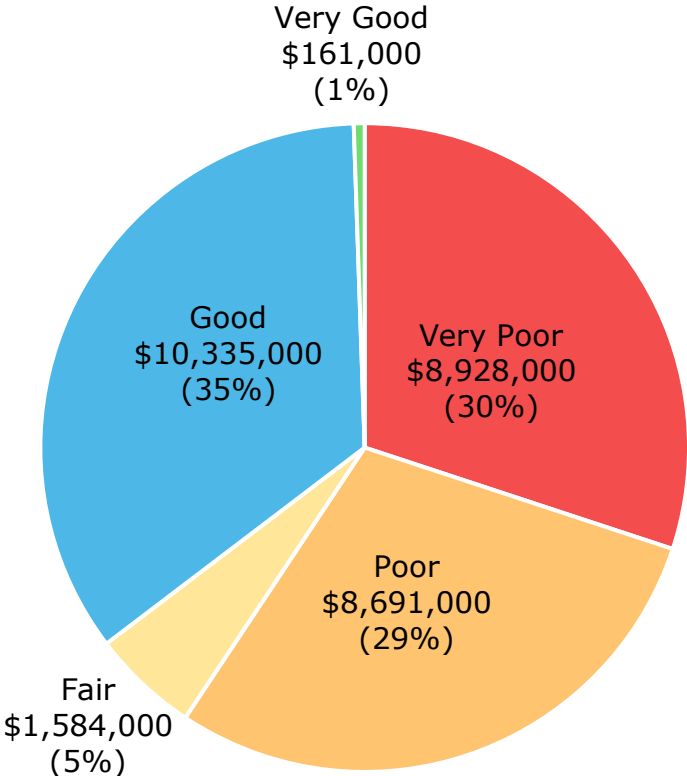


Figure 49 Asset Condition: Buildings & Facilities Overall

Figure 50 summarizes the age-based condition of buildings by each department. A substantial portion of recreation assets and the majority of library, administration, and public works assets are in poor to worse condition. However, in the absence of componentization, this data has

limited value. Componentization of assets and integration of condition assessments will provide a more accurate and reliable estimation of the condition of various facilities.

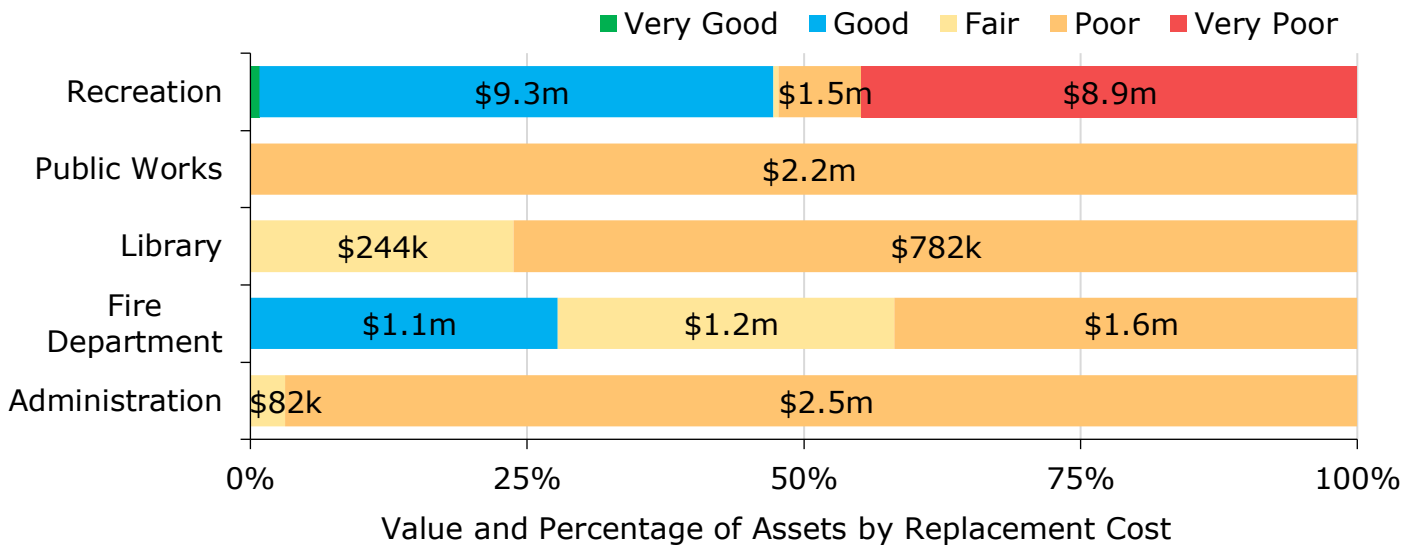


Figure 50 Asset Condition: Buildings & Facilities by Segment

Buildings and facilities assets are unique in that they rarely require the need for replacement based solely on condition. It is typical that, in addition to condition, other factors, such as capacity, will impact the asset’s ability to serve the purpose originally intended.

For example, Fire Station 2 should be considered for upgrade or replacement based on the 2016 needs study completed by Eastern Engineering Group. While the overall condition of the facility was rated as fair, further commentary was provided indicating that numerous deficiencies that impact the facility’s functionality (including lack of available space) resulted in a recommendation against the ongoing use of the existing facility as a fire station.

9.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets

that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 51 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

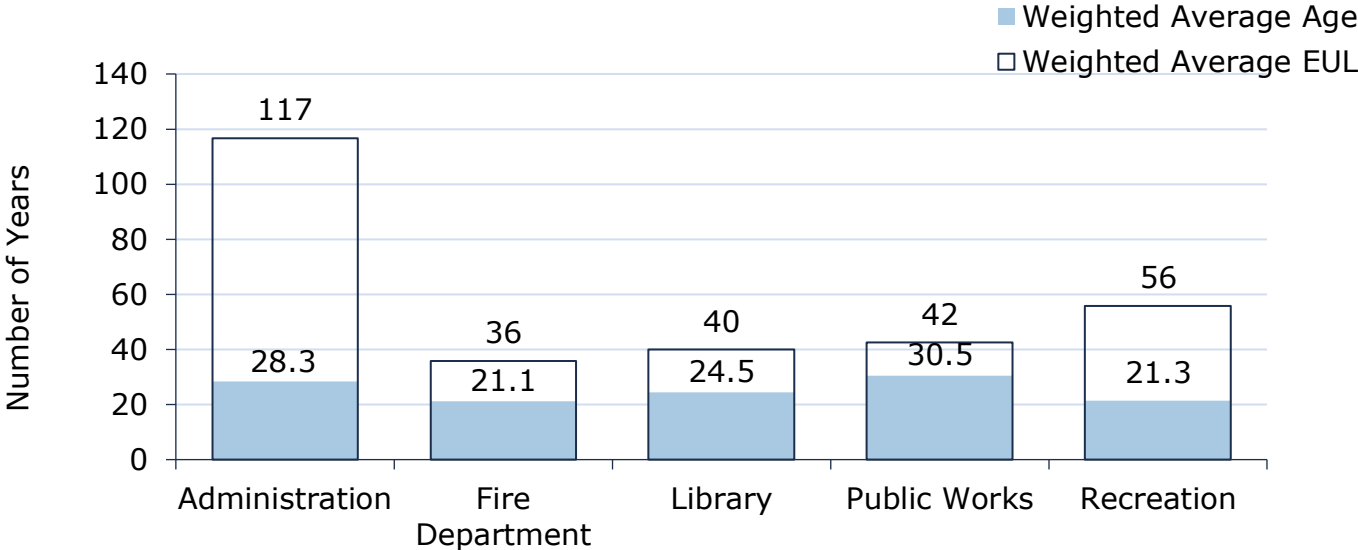


Figure 51 Estimated Useful Life vs. Asset Age: Buildings & Facilities

Age analysis reveals that, on average, buildings assets are in the earlier stages of their serviceable life. However, based on acquisition years, most library and recreation assets have consumed nearly 100% of their established useful life. Once again, this analysis presented only at the site level, rather than at the individual element or component level. Useful and meaningful age analysis for buildings is entirely predicated on effective componentization.

9.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

Table 31 outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	<p>Maintenance is triggered by inspections identifying safety, accessibility, functionality, and structural issues.</p> <p>Critical buildings (Water Treatment Plant, Wastewater Treatment Plant, Fire Stations etc.) have a detailed maintenance and rehabilitation schedules, while the maintenance of other facilities are dealt with on a case-by-case basis</p>
Rehabilitation/ Replacement	<p>Rehabilitations such as roof replacements or HVAC component replacements are considered on an as needed basis</p> <p>The primary considerations for asset replacement are asset failure, availability or grant funding, safety issues, volume of use, and recommendations from facility needs assessments</p>
Inspection	<p>Internal inspections are conducted monthly for health and safety requirements, as well as to identify any maintenance concerns</p> <p>HVAC systems are inspected bi-annually by an external contractor</p> <p>Facility Needs Assessment Studies are conducted by an external contractor approximately every 5 years</p> <p>Assessments are completed strategically as buildings approach their end-of-life to determine whether replacement or rehabilitation is appropriate</p>

Table 31 Lifecycle Management Strategy: Buildings & Facilities

9.5 Forecasted Long-Term Replacement Needs

Figure 52 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Township’s buildings portfolio. This analysis was run until 2058 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) total \$764,000 (\$3.8 million per 5-year bucket) for all buildings. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for

annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

Replacement needs are forecasted to rise consistently over the next 20 years, reaching \$8.3 million between 2029 and 2033. The chart also illustrates a backlog of more than \$214,000 for recreation facilities and comprising assets that have reached the end of their useful life but still remain in operation. These projections and estimates are based on current asset records, their replacement costs, and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

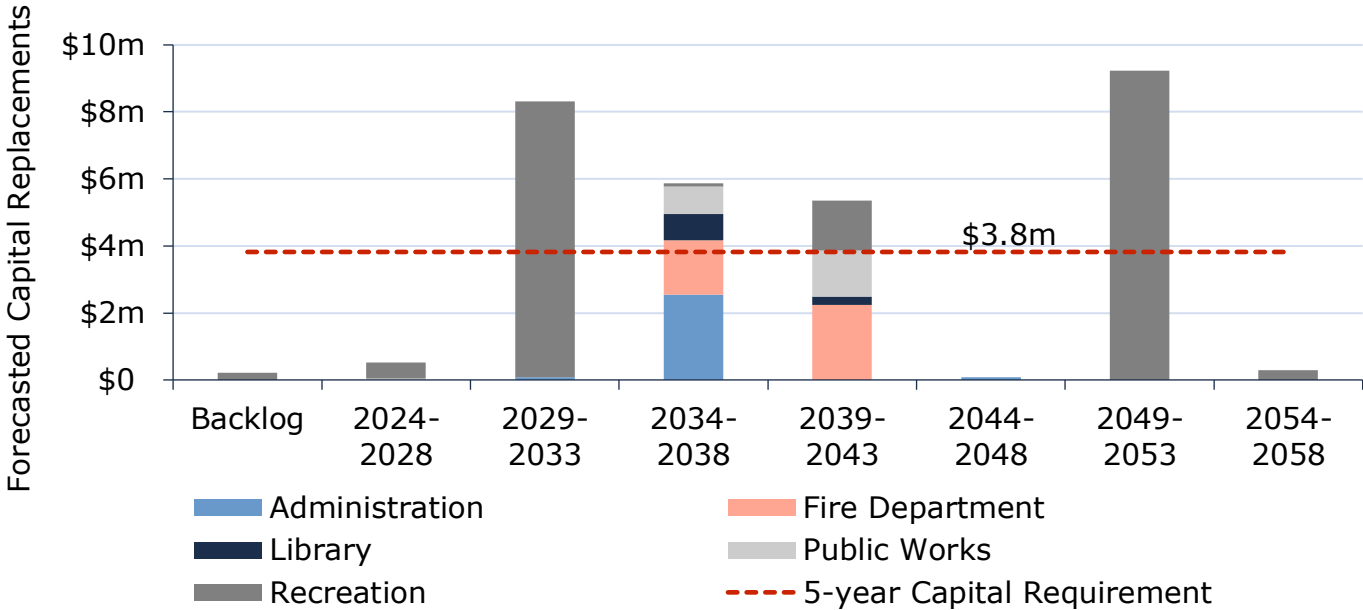


Figure 52 Forecasted Capital Replacement Needs Buildings & Facilities 2024-2058

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements. In the case of buildings and facilities, detailed componentization is necessary to develop more reliable lifecycle forecasts that reflect the needs of individual elements and components.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

9.6 Risk Analysis

The risk matrix below is generated using available asset data, including service life remaining, replacement costs, and building department. The risk ratings for assets without useful attribute data were calculated using only age, service life remaining, and their replacement costs.

The matrix classifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

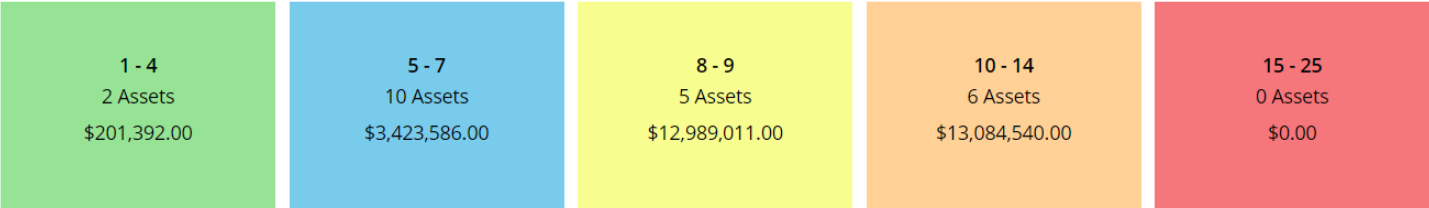


Figure 53 Risk Matrix: Buildings & Facilities

9.7 Levels of Service

The tables that follow summarize the Township’s current levels of service. There are no specifically prescribed KPIs under Ontario Regulation 588/17 for non-core assets, therefore the KPIs below represent performance measures that the Township has selected for this AMP.

9.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description, which may include maps, of the types of facilities that the municipality operates and maintains	<p>Facilities within Edwardsburgh Cardinal include those dedicated to administration, such as Township Hall and Libraries.</p> <p>Fire services are supported by two fire halls and an EMS station.</p> <p>Public works is supported by various equipment garages and salt/sand protection facilities.</p> <p>Recreation provides its services through a variety of facilities such as arenas, pools, and park facilities.</p>
Accessibility	List of facilities that meet accessibility standards and description of any work that has been undertaken to achieve alignment	All publicly accessible buildings meet accessibility standards.

Table 32 Community Levels of Service: Buildings & Facilities

9.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2023)
Quality	Average facility condition index value for facilities in the municipality	42%
Scope	Square metres of indoor recreation facilities per 1,000 households	1,939 ⁵
Performance	Target vs. Actual capital reinvestment rate	2.6% vs. 0.8%

Table 33 Technical Levels of Service: Buildings & Facilities

⁵ Spencerville Arena = 11,194 sq. ft. (1,040 m²); Ingredion Arena = 36,155 sq. ft. (3,359 m²)

10. Land Improvements

The Township’s land improvements portfolio includes parking lots, fencing, signage and miscellaneous landscaping and other assets. The total current replacement of land improvements is estimated at approximately \$1.4 million.

10.1 Inventory & Valuation

Table 34 summarizes the quantity and current replacement cost of all land improvements assets available in the Township’s asset register. Miscellaneous land improvements (such as fishing docks and landscaping) and parking lots account for the majority of land improvement assets.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Fencing	8	Quantity	\$175,000	CPI
Miscellaneous	8	Quantity	\$530,000	CPI
Parking Lots	7	Quantity	\$498,000	CPI
Signage	47	Quantity	\$146,000	CPI
TOTAL			\$1,350,000	

Table 34 Detailed Asset Inventory: Land Improvements

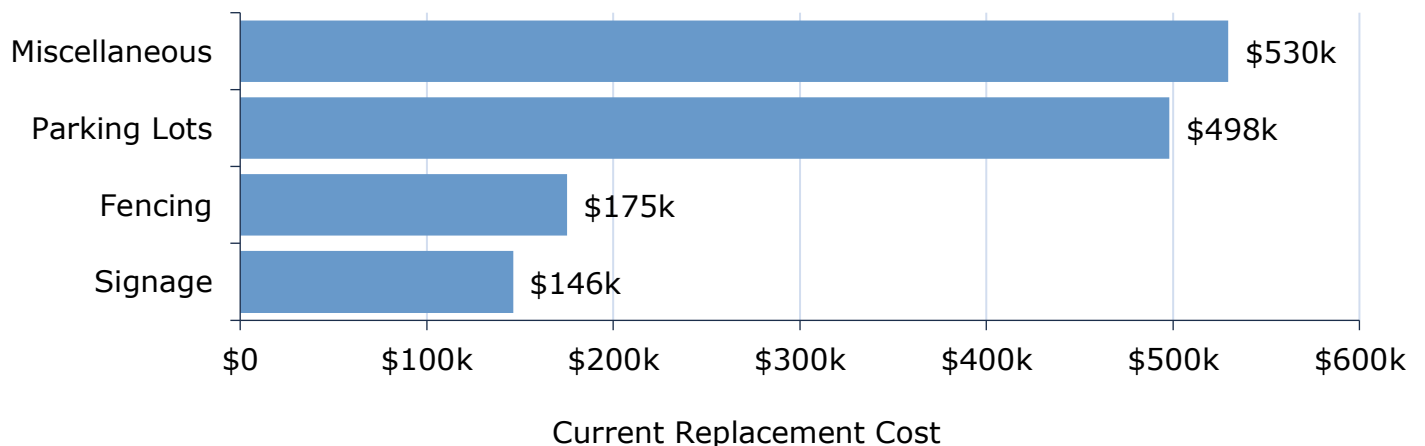


Figure 54 Portfolio Valuation: Land Improvements

10.2 Asset Condition

Figure 55 summarizes the replacement cost-weighted condition of the Municipality’s land improvement portfolio. Based mostly on age data, 82% of assets are in fair or better condition, the remaining 18% are in poor or worse condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition.

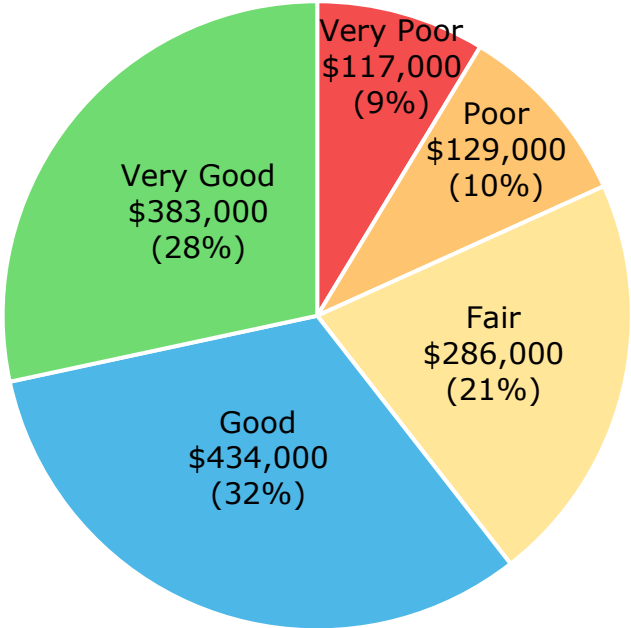


Figure 55 Asset Condition: Land Improvements Overall

Figure 56 summarizes the age-based condition of land improvements by each department. Assets in poor or worse condition are primarily concentrated in signage and fencing.

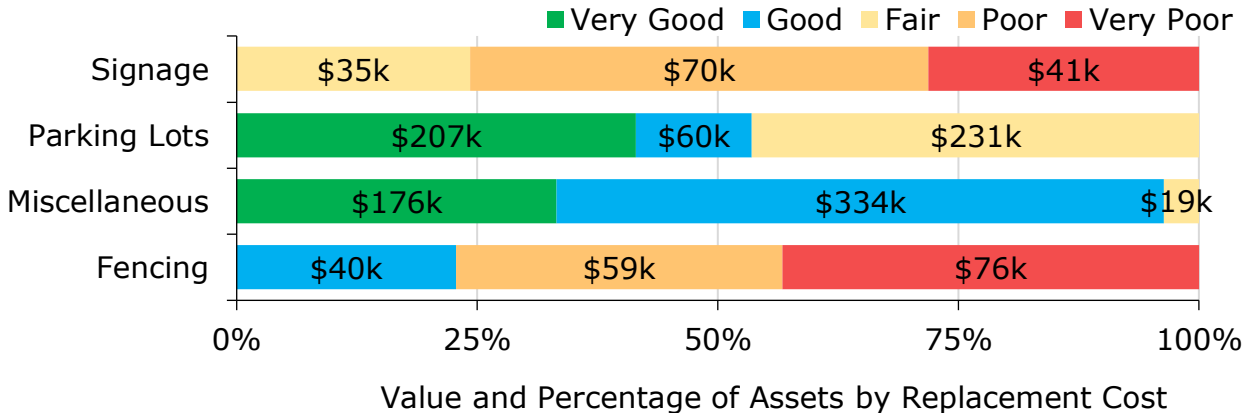


Figure 56 Asset Condition: Land Improvements by Segment

10.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 57 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

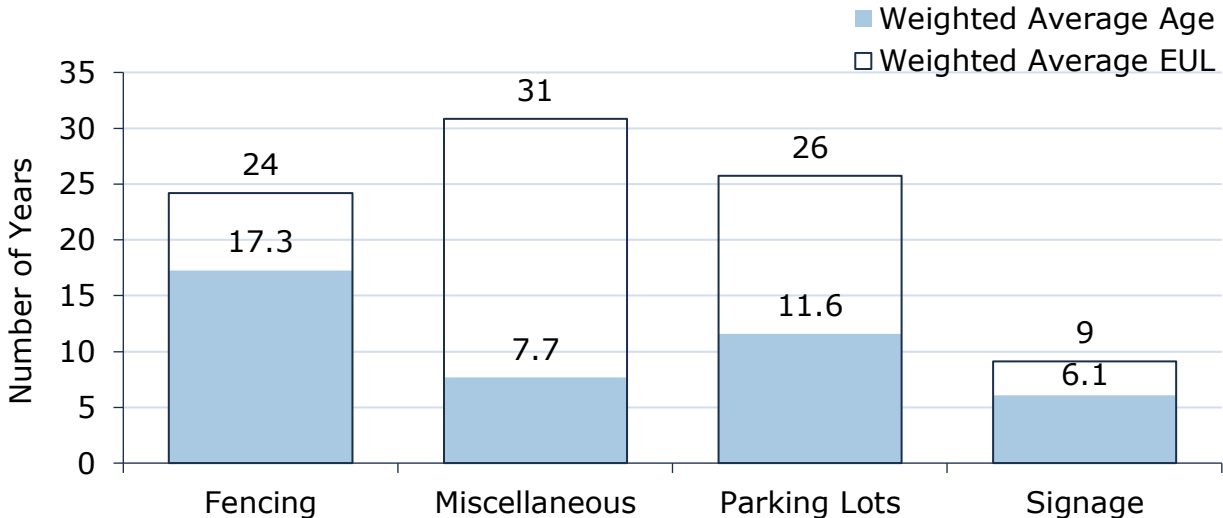


Figure 57 Estimated Useful Life vs. Asset Age: Land Improvements

Age analysis reveals that, on average, most land improvement assets are in the moderate stages of their expected life.

10.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

Table 35 outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Maintenance activities are completed on a reactive basis when operational issues are identified, through complaints, service requests, or ad-hoc inspections
Rehabilitation / Replacement	Without the availability of up-to-date condition assessment information replacement activities are purely reactive in nature
Inspections	Inspections are conducted on an ad-hoc basis

Table 35 Lifecycle Management Strategy: Land Improvements

10.5 Forecasted Long-Term Replacement Needs

Figure 58 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Township’s land improvements portfolio. This analysis was run until 2053 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Municipality’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) total \$71,000 (\$356,000 per 5-year bucket) for all land improvements. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

Replacement needs are forecasted to remain relatively consistent over the next 20-year time horizon, peaking at \$636,000 between 2044 and 2048 as assets reach the end of their useful life. These projections and estimates are based on asset replacement costs and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

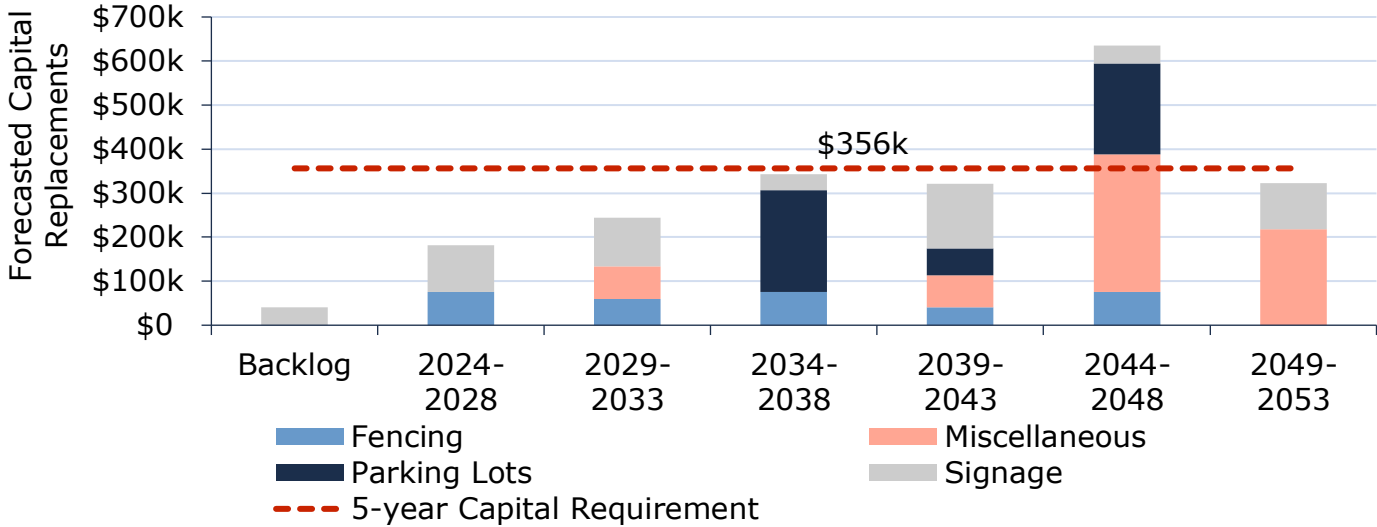


Figure 58 Forecasted Capital Replacement Needs: Land Improvements 2024-2053

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

10.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition, service life remaining, and replacement costs. The risk ratings for assets without useful attribute data were calculated using only condition, service life remaining, and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.



Figure 59 Risk Matrix: Land Improvements

10.7 Levels of Service

The tables that follow summarize the Township’s current levels of service. There are no specifically prescribed KPIs under Ontario Regulation 588/17 for non-core assets, therefore the KPIs below represent performance measures that the Township has selected for this AMP.

10.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description, which may include maps, of the outdoor recreational facilities that the municipality operates and maintains	The Township operates a variety of outdoor supporting infrastructure such as parking lots, fencing, and recreational infrastructure (i.e. fishing docks).

Table 36 Community Levels of Service: Land Improvements

10.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2023)
Quality	Average condition of outdoor recreation facilities and land improvements in the municipality	Good
Performance	Target vs. Actual capital reinvestment rate	5.3% vs. 6.7%

Table 37 Technical Levels of Service: Land Improvements

11. Vehicles

The Township’s vehicles portfolio includes 28 assets that support a variety of general and essential services, including public works, environmental services, the fire department, and recreation. The total current replacement of vehicles is estimated at approximately \$7 million.

11.1 Inventory & Valuation

Table 38 summarizes the quantity and current replacement cost of all vehicle assets available in the Township’s asset register. Public works and the fire department account for the largest share of the vehicles portfolio.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Environmental Services	3	Quantity	\$175,000	User-defined
Fire Department	10	Quantity	\$4,706,000	CPI
Public Works	10	Quantity	\$2,093,000	CPI
Recreation	5	Quantity	\$292,000	User-defined
TOTAL			\$7,267,000	

Table 38 Detailed Asset Inventory: Vehicles

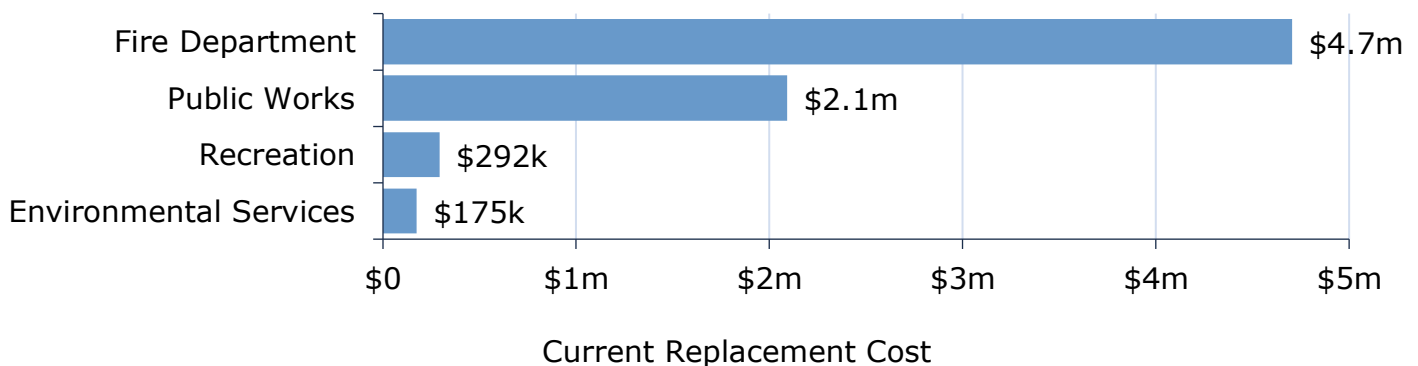


Figure 60 Portfolio Valuation: Vehicles

11.2 Asset Condition

Figure 61 summarizes the replacement cost-weighted condition of the Township’s vehicles portfolio. Based primarily on age-based data, 34% of vehicles are in fair or better condition, with the remaining 66% are in poor or worse condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition. Condition data was available for 17% of vehicles, based on replacement costs; age was used to estimate condition for the remaining 83% of assets.

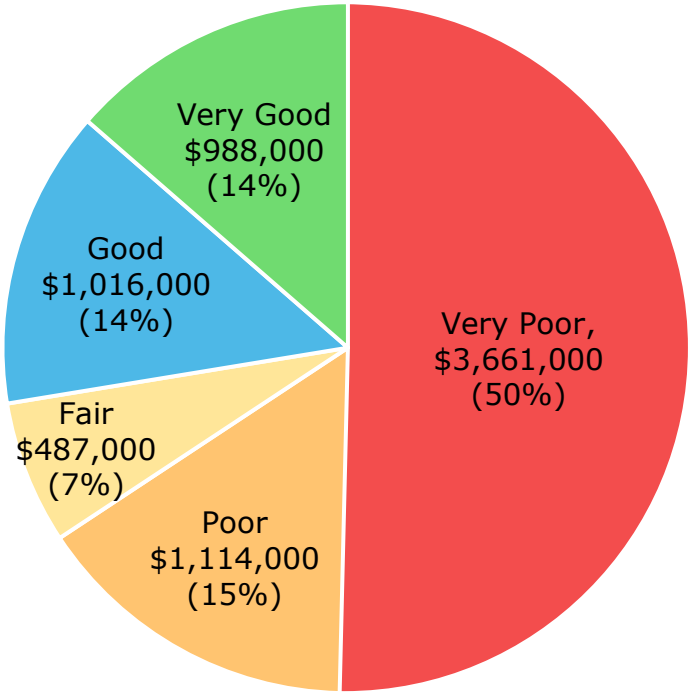


Figure 61 Asset Condition: Vehicles Overall

Figure 62 summarizes the condition of vehicles by each department. The majority of all vehicles across all asset segments are in poor or worse condition.

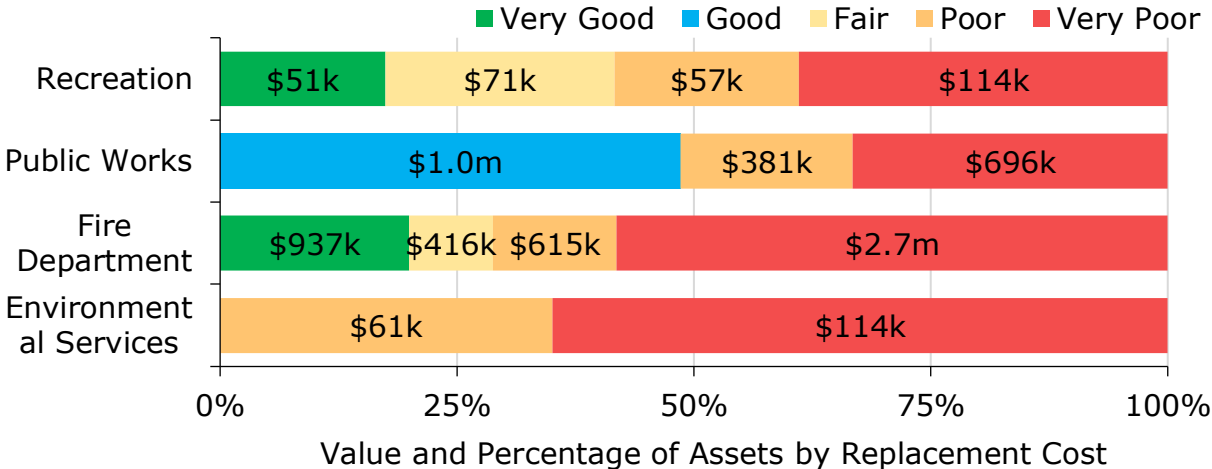


Figure 62 Asset Condition: Vehicles by Segment

11.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 63 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

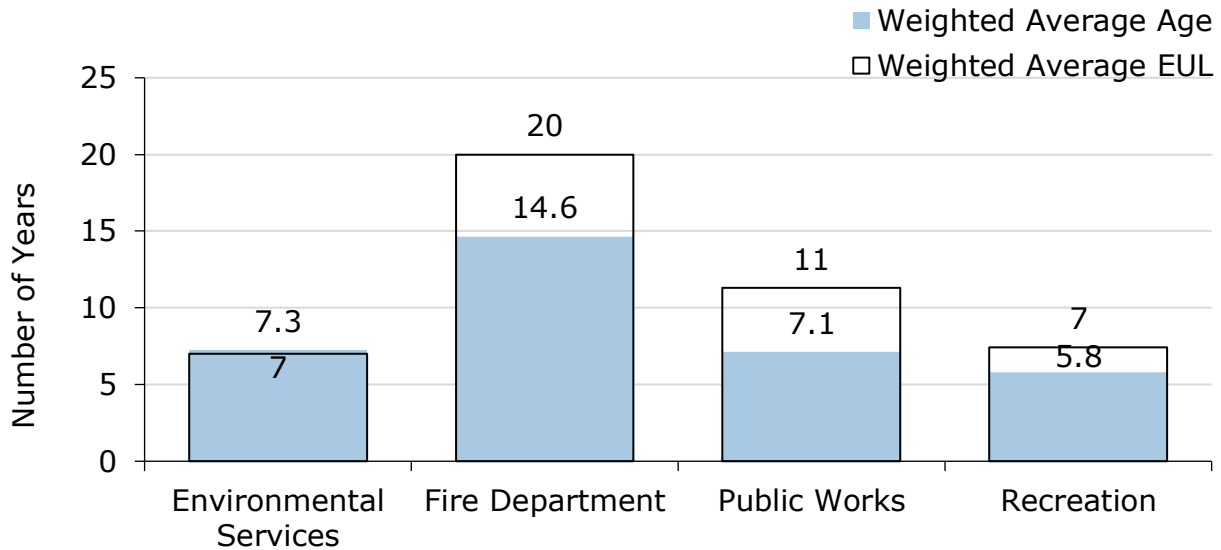


Figure 63 Estimated Useful Life vs. Asset Age: Vehicles

Age analysis reveals that, on average, most vehicles are in moderate stages of their expected life. Vehicles in environmental services remain in service beyond their established useful life.

11.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
	Oil changes and routine maintenance is completed approximately every 10,000km
Maintenance	All other maintenance activities are completed on a reactive basis when operational issues are identified (e.g., mechanical breakdown, deficiencies identified during daily inspections)
Replacement	Replacements are considered on an as-needed basis and when maintenance is no longer cost effective, as well as

Activity Type	Description of Current Strategy
	on a predetermined schedule for certain assets (e.g. snowplows are replaced every 12 years)
Inspection	Vehicles are inspected by the operator daily before use, however, these inspections identify deficiencies but do not provide overall condition ratings
	External contractors assess vehicles on a quarterly basis during preventative maintenance

Table 39 Lifecycle Management Strategy: Vehicles

11.5 Forecasted Long-Term Replacement Needs

Figure 64 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Township’s vehicles portfolio. This analysis was run until 2043 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) total \$487,000 (\$2.4 million per 5-year bucket) for all vehicles. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

Replacement needs are forecasted to remain consistent in the current decade, with a slight peak of \$2.7 million between 2039 and 2043 as vehicles reach the end of their useful life. These projections and estimates are based on asset replacement costs and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

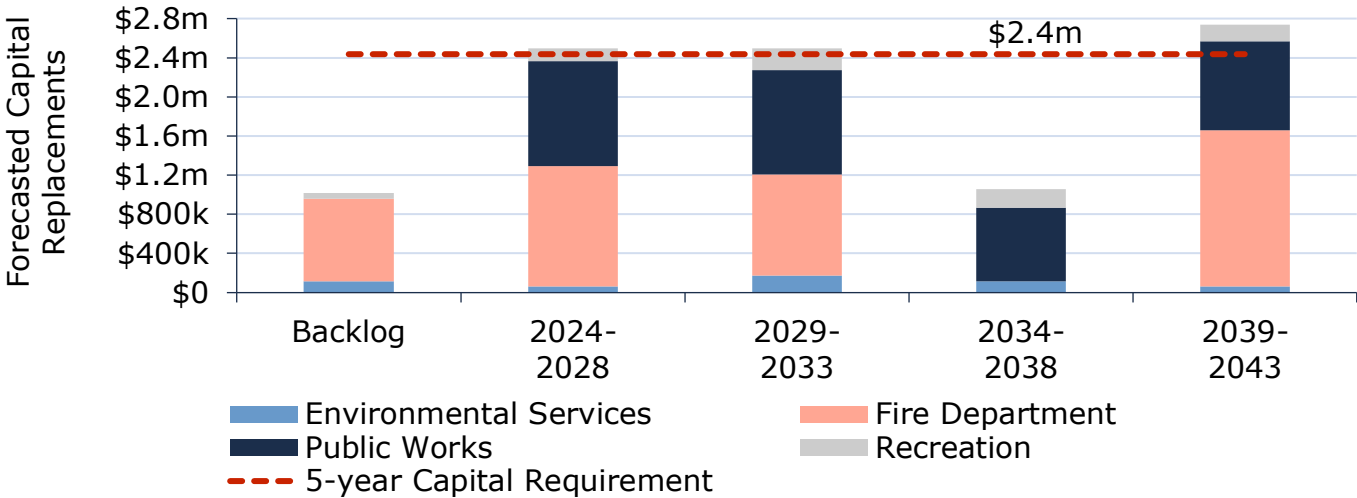


Figure 64 Forecasted Capital Replacement Needs: Vehicles 2024-2043

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

11.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition, service life remaining, replacement costs, and department or service area. The risk ratings for assets without useful attribute data were calculated using only condition, service life remaining, and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.



Figure 65 Risk Matrix: Vehicles

11.7 Levels of Service

The tables that follow summarize the Township’s current levels of service. There are no specifically prescribed KPIs under Ontario Regulation 588/17 for non-core assets, therefore the KPIs below represent performance measures that the Township has selected for this AMP.

11.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description, which may include images, of the types of vehicles (i.e. light, medium, and heavy duty) that the municipality operates and the services that they help to provide to the community	<p>Fire department vehicles include water tankers, pumpers, service trucks, and rescue trucks, ensuring readiness for emergency response.</p> <p>Recreation vehicles include light duty pick-up trucks for services such as park maintenance.</p> <p>Public Works vehicles include light and heavy duty trucks ranging from pick-up trucks to snow plows to ensure safe road conditions and managing infrastructure during inclement weather and construction projects.</p> <p>Environmental services vehicles include light duty pick-up trucks, to facilitate water and sanitary inspections and maintenance.</p>

Table 40 Community Levels of Service: Vehicles

11.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2023)
Quality	Average condition of vehicles	Poor
Performance	Target vs. Actual capital reinvestment rate	6.7% vs. 1.4%

Table 41 Technical Levels of Service: Vehicles

12. Machinery & Equipment

The Township’s machinery and equipment portfolio includes a variety of assets that support a combination of general and essential services, including recreation and fire. The total current replacement of vehicles is estimated at approximately \$6 million.

12.1 Inventory & Valuation

Table 42 summarizes the quantity and current replacement cost of all machinery & equipment assets available in the Township’s asset register.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Administration	18	Quantity	\$44,000	CPI
Fire Department	55	Quantity	\$734,000	CPI
Library	5	Quantity	\$218,000	CPI
Public Works	21	Quantity	\$2,350,000	CPI
Recreation	37	Quantity	\$2,854,000	CPI
TOTAL			\$6,199,000	

Table 42 Detailed Asset Inventory: Machinery & Equipment

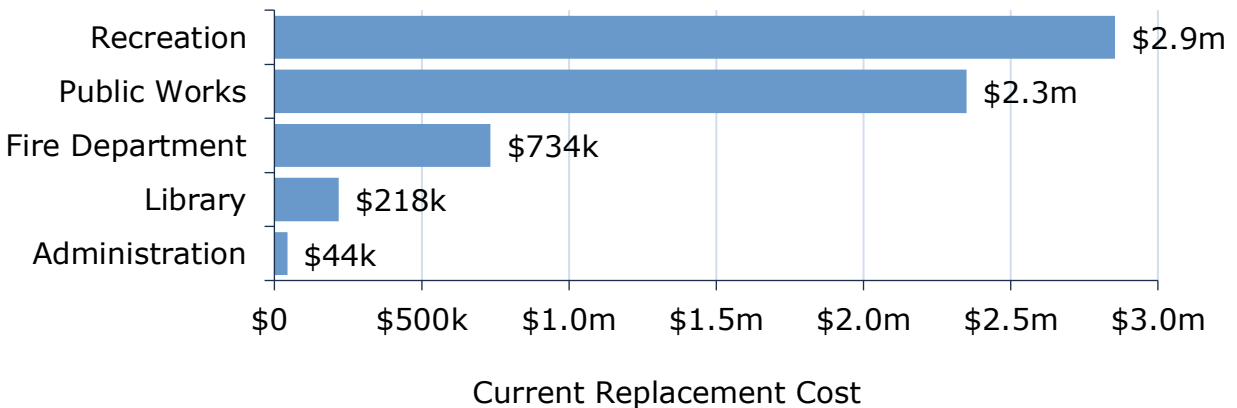


Figure 66 Portfolio Valuation: Machinery & Equipment

12.2 Asset Condition

Figure 67 summarizes the replacement cost-weighted condition of the Township’s machinery and equipment portfolio. Based on a combination of assessed conditions and age data, 30% of assets are in fair or better condition; the remaining 70% are in poor or worse condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition.

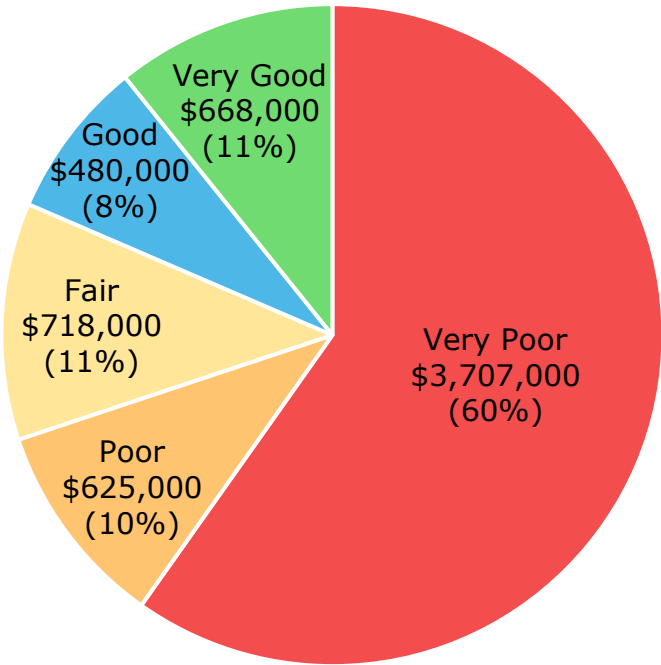


Figure 67 Asset Condition: Machinery & Equipment Overall

Figure 68 summarizes the age-based condition of machinery & equipment by each department. The majority of assets all assets are in poor or worse condition are concentrated primarily administration and the fire department.

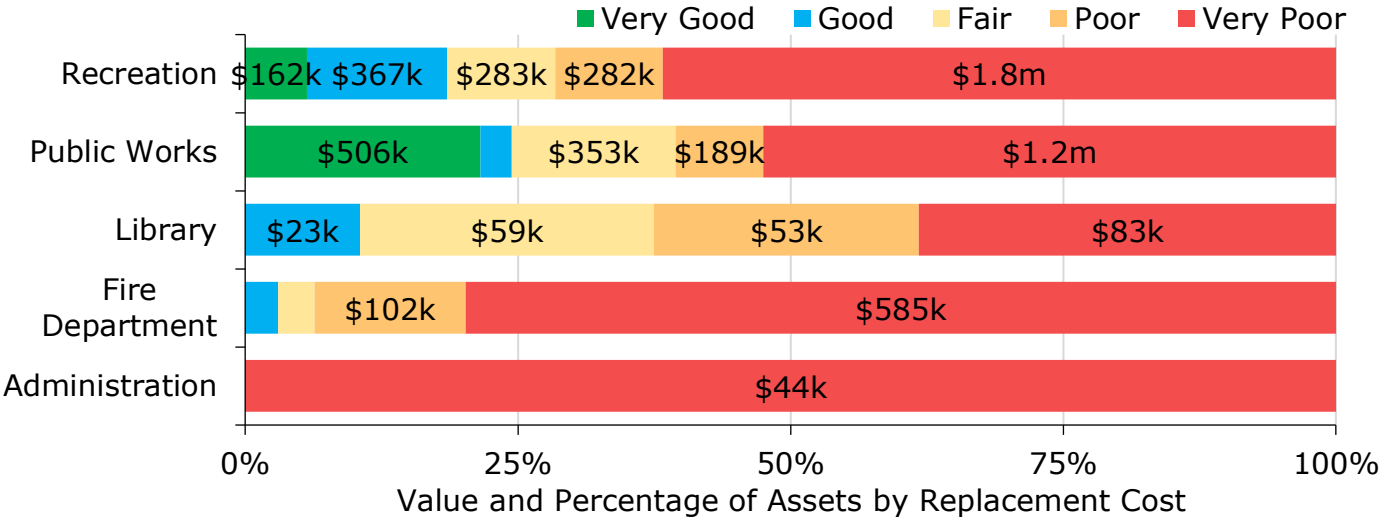


Figure 68 Asset Condition: Machinery & Equipment by Segment

12.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 69 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

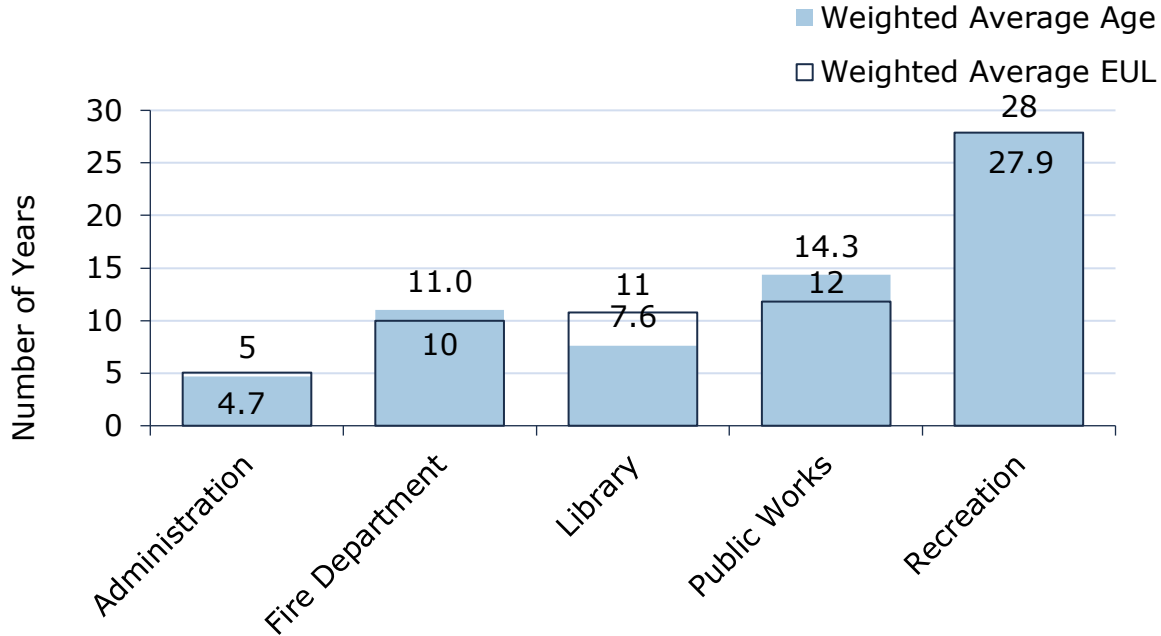


Figure 69 Estimated Useful Life vs. Asset Age: Machinery & Equipment

Age analysis reveals that, on average, with the exception of the library, most machinery and equipment assets are beyond their expected life.

12.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Maintenance activities vary by department and are specific to each piece of equipment, but typically as per manufacturer recommendations
	Fire Protection Services equipment is subject to a much more rigorous inspection and maintenance program compared to most other departments

Activity Type	Description of Current Strategy
Replacement	The replacement of machinery & equipment depends on deficiencies identified by operators that may impact their ability to complete required tasks
Inspection	Specific machinery and equipment assets have set inspection schedules (e.g. compressor rooms in the Spencerville Arena and Ingredion Arena are inspected by external contractors semi-annually)

Table 43 Lifecycle Management Strategy: Machinery & Equipment

12.5 Forecasted Long-Term Replacement Needs

Figure 70 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Township’s machinery and equipment portfolio. This analysis was run until 2053 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township’s primary asset management system and asset register. The Township’s average annual requirements (red dotted line) total \$453,000 (\$2.3 million per 5-year bucket) for all machinery and equipment. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

Replacement needs are forecasted to fluctuate over the 30-year horizon, peaking at \$3.4 million between 2034 and 2038. These projections and estimates are based on asset replacement costs and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

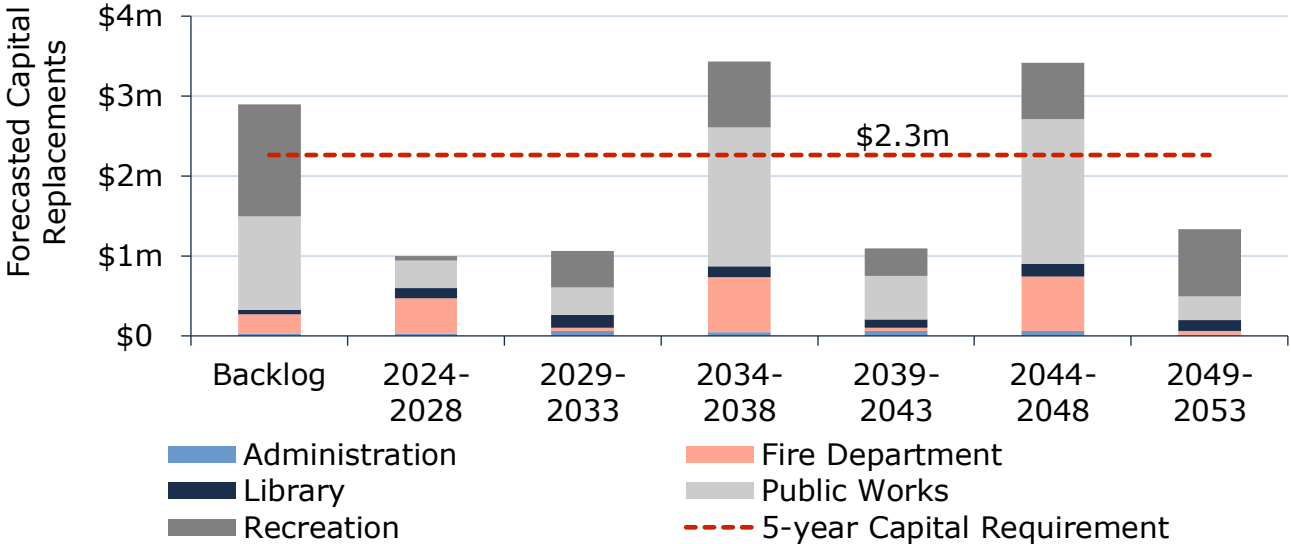


Figure 70 Forecasted Capital Replacement Needs: Machinery & Equipment 2024-2053

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

12.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition, service life remaining, and replacement costs. The risk ratings for assets without useful attribute data were calculated using only condition, service life remaining, and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Township may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Township’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.



Figure 71 Risk Matrix: Machinery & Equipment

12.7 Levels of Service

The tables that follow summarize the Township’s current levels of service. There are no specifically prescribed KPIs under Ontario Regulation 588/17 for non-core assets, therefore the KPIs below represent performance measures that the Township has selected for this AMP.

12.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description, which may include images, of the types of equipment that the municipality operates and the services that they help to provide to the community	<p>Administration is supported by equipment such as phone systems and software.</p> <p>Fire is supported by equipment such as thermal imaging cameras, SCBAs, and defibrillators.</p> <p>The library is supported by books and shelving.</p> <p>Recreation is supported by playground structures, ball diamonds, score clocks, and tractors.</p> <p>Public Works is supported by equipment such as graders, snowplows, trailers, mowers, and heavy equipment.</p>

Table 44 Community Levels of Service: Machinery & Equipment

12.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2023)
Quality	Average condition of equipment	Poor
Performance	Target vs. Actual capital reinvestment rate	7.3% vs. 11.1%

Table 45 Technical Levels of Service: Machinery & Equipment

Strategies



Growth



Financial Strategy



Recommendations

13. Growth

The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will allow the Township to plan for new infrastructure more effectively, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

13.1 Township of Edwardsburgh Cardinal Official Plan

Within its Official Plan, the Township of Edwardsburgh Cardinal aims to foster community growth and enhance quality of life by encouraging sustainable development and preserving its rural character. The plan emphasizes revitalizing commercial areas in the Village of Cardinal and the historic Village of Spencerville through sustainable practices, improved accessibility, and renovation incentives for building owners. The goal is to attract businesses, residents, and visitors, stimulating economic activity and creating a vibrant, sustainable community. Additionally, the plan seeks to ensure a diverse and affordable housing supply, setting a target for a quarter of new housing units to be affordable, and promoting options for seniors and those with special needs.

Edwardsburgh Cardinal anticipates growth driven by migration from larger urban areas, attracted by affordable housing and a high quality of life. Young homebuyers and older generations, transitioning second homes to permanent residences are key demographic trends expected to contribute to said growth. The Township's strategic location near major highways and urban centers like Ottawa, Kingston, and Cornwall positions it well to attract new residents. To accommodate this anticipated growth, the plan outlines the development of infrastructure and community services, including recreational facilities, parks, schools, and healthcare services, ensuring the needs of a growing and diverse population are met. Furthermore, the Official Plan stresses the importance of maintaining the Township's rural charm and natural beauty while promoting development, ensuring a balanced approach to growth that enhances the community's overall well-being.

13.2 United Counties of Leeds and Grenville Official Plan

The Official Plan for the United Counties of Leeds and Grenville is designed to foster the creation of vibrant, complete communities while preserving natural and agricultural resources. A central focus is on directing growth towards existing settlement areas, ensuring they remain healthy and

conducive to quality living. This strategy is complemented by a structured approach to managing growth over the planning horizon, which is closely aligned with local municipal Official Plans. Emphasis is placed on utilizing land, resources, and infrastructure efficiently through the promotion of compact urban forms, mixed-use developments, and appropriate population densities within these settlement areas.

The plan also encourages opportunities for redevelopment, revitalization, and intensification in appropriate locations, balancing economic development goals with the need to maintain community character and environmental integrity. Economic growth is further supported through the protection of designated employment areas and the promotion of water- and tourism-based employment opportunities, such as those associated with the renowned Rideau Canal and other significant waterways in the region. Additionally, the plan strives to meet diverse housing needs by promoting a range of housing types that are affordable for residents, both now and in the future. By integrating these strategies, the plan aims to enhance overall quality of life for all residents while promoting sustainability and resilience in the face of future challenges.

13.3 Impact of Growth on Lifecycle Activities

By July 1, 2025, the Township's asset management plan must include a discussion of how the assumptions regarding future changes in population and economic activity informed the preparation of the lifecycle management and financial strategy.

Planning for forecasted population growth may require the expansion of existing infrastructure and services. As growth-related assets are constructed or acquired, they should be integrated into the Township's AMP. While the addition of residential units will add to the existing assessment base and offset some of the costs associated with growth, the Township will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to, at a minimum, maintain the current level of service.

14. Financial Strategy

For an asset management plan to be effective and meaningful, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow Township of Edwardsburgh Cardinal to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

1. The financial requirements for:
 - a. Existing assets
 - b. Existing service levels
 - c. Requirements of contemplated changes in service levels (none identified for this plan)
 - d. Requirements of anticipated growth (none identified for this plan)
2. Use of traditional sources of municipal funds:
 - a. Tax levies
 - b. User fees
 - c. Debt
 - d. Development charges
3. Use of non-traditional sources of municipal funds:
 - a. Reallocated budgets
 - b. Partnerships
 - c. Procurement methods
4. Use of Senior Government Funds:
 - a. Canada Community-Building Fund (CCBF)
 - b. Annual grants

Note: Periodic grants are normally not included due to Provincial requirements for firm commitments. However, if moving a specific project forward is wholly dependent on receiving a one-time grant, the replacement cost included in the financial strategy is the net of such grant being received.

If the financial plan component results in a funding shortfall, the Province requires the inclusion of a specific plan as to how the impact of the shortfall

will be managed. In determining the legitimacy of a funding shortfall, the Province may evaluate a Township’s approach to the following:

1. In order to reduce financial requirements, consideration has been given to revising service levels downward.
2. All asset management and financial strategies have been considered.

For example:

- a. If a zero-debt policy is in place, is it warranted? If not the use of debt should be considered.
- b. Do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

14.1 Annual Requirements & Capital Funding

14.1.1 Annual Requirements

The annual requirements represent the amount the Township should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs and achieve long-term sustainability. In total, the Township must allocate approximately \$7.5 million annually to address capital requirements for the assets included in this AMP.

Total Average Annual Capital Requirements \$7,468,000

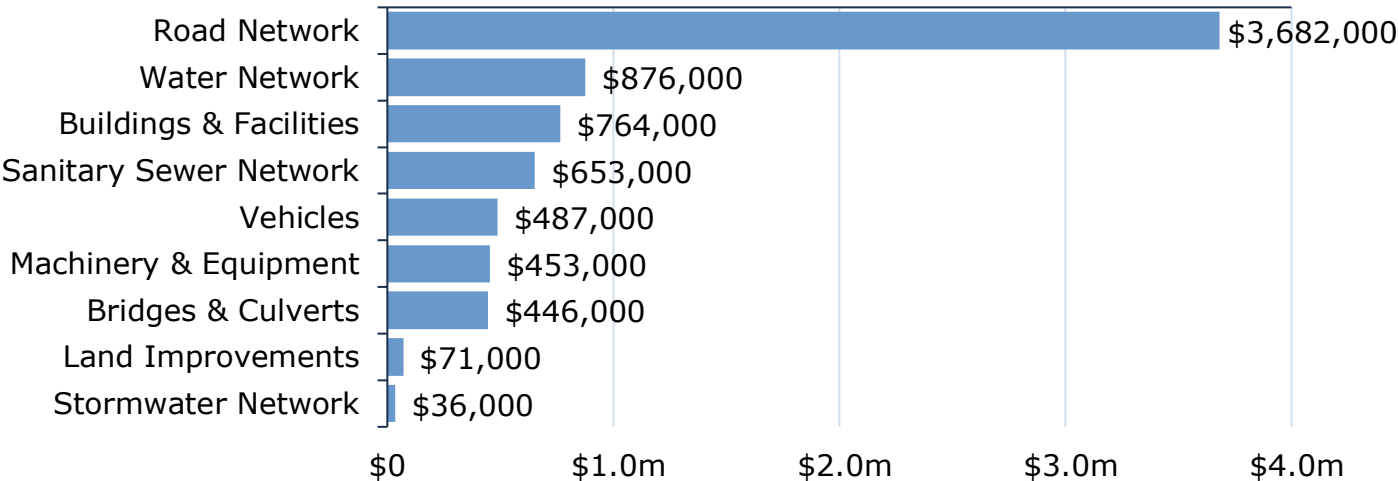


Figure 72 Annual Capital Funding Requirements by Asset Category

For most asset categories the annual requirement has been calculated based on a “replacement only” scenario, in which capital costs are only incurred at the construction and replacement of each asset.

However, for the Road Network and Sanitary Sewer Network, lifecycle management strategies have been developed to identify capital costs that are realized through strategic rehabilitation and renewal of the Township’s roads and sanitary sewer mains respectively. The development of these strategies allows for a comparison of potential cost avoidance if the strategies were to be implemented. The following table compares two scenarios for the Road Network and Sanitary Sewer Network:

1. **Replacement Only Scenario:** Based on the assumption that assets deteriorate and – without regularly scheduled maintenance and rehabilitation – are replaced at the end of their service life.
2. **Lifecycle Strategy Scenario:** Based on the assumption that lifecycle activities are performed at strategic intervals to extend the service life of assets until replacement is required.

Asset Category	Annual Requirements (Replacement Only)	Annual Requirements (Lifecycle Strategy)	Difference
Road Network	\$5,195,000	\$3,682,000	\$1,513,000
Sanitary Sewer Network	\$714,000	\$653,000	\$61,000

Table 46 Lifecycle Strategies Annual Savings

The implementation of a proactive lifecycle strategy for roads leads to a potential annual cost avoidance of \$1.5 million for the Road Network and \$61,000 for the Sanitary Sewer Network. This represents an overall reduction of the annual requirements for each category by 29% and 9% respectively. As the lifecycle strategy scenario represents the lowest cost option available to the Township, we have used these annual requirements in the development of the financial strategy.

14.1.2 Annual Funding Available

Based on a historical analysis of sustainable capital funding sources, the Township is committing approximately \$3.04 million towards capital projects per year. Given the annual capital requirement of \$7.47 million, there is currently a funding gap of \$4.43 million annually.

Annual Requirements & Capital Funding Available

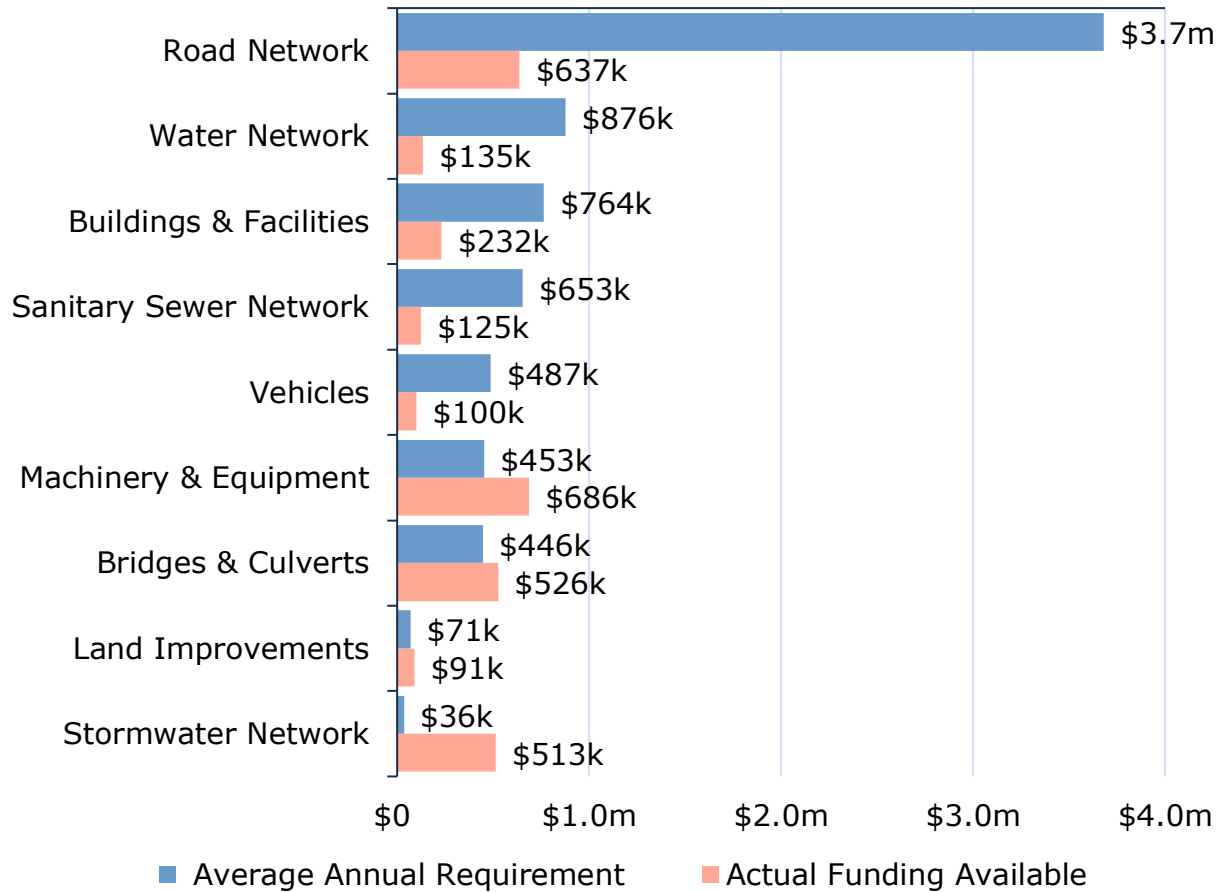


Figure 73 Annual Requirements vs. Capital Funding Available

14.2 Funding Objective

We have developed a scenario that would enable Edwardsburgh Cardinal to achieve full funding within 15 years for the following assets:

1. **Tax Funded Assets:** Road Network, Stormwater Network, Bridges & Culverts, Buildings & Facilities, Machinery & Equipment, Land Improvements, Vehicles
2. **Rate-Funded Assets:** Water Network, Sanitary Sewer Network

Note: For the purposes of this AMP, we have excluded gravel roads since they are a perpetual maintenance asset and end of life replacement calculations do not normally apply. If gravel roads are maintained properly, they can theoretically have a limitless service life.

For each scenario developed we have included strategies, where applicable, regarding the use of cost containment and funding opportunities.

14.3 Financial Profile: Tax Funded Assets

14.3.1 Current Funding Position

The following tables show, by asset category, Edwardsburgh Cardinal’s average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by taxes.

Asset Category	Avg. Annual Requirement	Annual Funding Available				Annual Deficit
		Taxes	CCBF	OCIF	Total Available	
Road Network	3,681,853	402,736	234,736	0	637,472	3,044,380
Stormwater Network	35,777	512,795	0	0	512,795	-477,018
Bridges & Culverts	446,025	39,656	0	486,079	525,735	-79,710
Buildings	764,071	231,684	0	0	231,684	532,387
Machinery & Equipment	452,510	685,930	0	0	685,930	-233,420
Land Improvements	71,231	90,865	0	0	90,865	-19,635
Vehicles	487,195	100,141	0	0	100,141	387,054
Total	5,938,661	2,063,807	234,736	486,079	2,784,622	3,154,039

Table 47 Annual Available Funding for Tax Funded Assets

The average annual investment requirement for the above categories is \$5.939 million. Annual revenue currently allocated to these assets for capital purposes is \$2.784 million leaving an annual deficit of \$3.154 million. Put differently, these infrastructure categories are currently funded at 23.4% of their long-term requirements.

14.3.2 Full Funding Requirements

In 2023, the Township of Edwardsburgh Cardinal had budgeted annual tax revenues of approximately \$6.776 million. As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, full funding would require the following tax change over time:

Asset Category	Tax Change Required for Full Funding
Road Network	44.9%
Stormwater Network	-7%
Bridges & Culverts	-1.2%
Buildings	7.9%
Machinery & Equipment	-3.4%
Land Improvements	-0.3%
Vehicles	5.7%
Total	46.6%

Table 48 Tax Increase Requirements for Full Funding

The following changes in costs and/or revenues over the next number of years should also be considered in the financial strategy:

- a) Edwardsburgh Cardinal’s debt payments for these asset categories will be decreasing \$14,000 by 2024.

Our scenario modeling include capturing the above changes and allocating them to the infrastructure deficit outlined above. The table below outlines this concept and presents several options:

	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	3,154,039	3,154,039	3,154,039	3,154,039
Change in Debt Costs	N/A	N/A	N/A	N/A
Resulting Infrastructure Deficit:	3,154,039	3,154,039	3,154,039	3,154,039
Tax Increase Required	46.5%	46.5%	46.5%	46.5%
Annually:	8.0%	3.9%	2.6%	2.0%

Table 49 Tax Increase Options 5-20 Years

14.3.3 Financial Strategy Recommendations

Considering all the above information, we recommend the 15-year option. This involves full funding being achieved over 15 years by:

- a) increasing tax revenues by 2.6% each year for the next 15 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- b) allocating the current CCBF and OCIF revenue as outlined previously.
- c) reallocating appropriate revenue from categories in a surplus position to those in a deficit position.
- d) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have included OCIF formula-based funding, if applicable, since this funding is a multi-year commitment⁶.
2. We realize that raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However,

⁶ The Township should take advantage of all available grant funding programs and transfers from other levels of government. While OCIF has historically been considered a sustainable source of funding, the program is currently undergoing review by the provincial government. Depending on the outcome of this review, there may be changes that impact its availability.

considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.

Although this option achieves full funding on an annual basis in 15 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a pent-up investment demand of \$13.9 million for the Road Network, \$214,000 for Buildings & Facilities, \$41,000 for Land Improvements, \$2.9 million for Machinery & Equipment, and \$1.0 million for Vehicles.

Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

14.4 Financial Profile: Rate Funded Assets

14.4.1 Current Funding Position

The following tables show, by asset category, Edwardsburgh Cardinal’s average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by rates.

Asset Category	Avg. Annual Requirement	Annual Funding Available			Total Available	Annual Deficit
		Rates	CCBF	OCIF		
Water Network	875,609	135,321	0	0	135,321	740,288
Sanitary Sewer Network	653,274	124,549	0	0	124,549	528,725
Total	1,528,883	259,870	0	0	259,870	1,269,013

Table 50 Annual Available Funding for Rate Funded Assets

The average annual investment requirement for the above categories is \$1.529 million. Annual revenue currently allocated to these assets for capital purposes is \$256, thousand leaving an annual deficit of \$1.259 million. Put differently, these infrastructure categories are currently funded at 17% of their long-term requirements.

14.4.2 Full Funding Requirements

Averaging from 2021-2023, Edwardsburgh Cardinal had annual sanitary revenues of \$727,000 and annual water revenues of \$568,000. As illustrated in the table below, without consideration of any other sources of revenue, full funding would require the following changes over time:

Asset Category	Rate Change Required for Full Funding
Water Network	65.1%
Sanitary Sewer Network	36.7%

Table 51 Rate Increase Requirements for Full Funding

In the following tables, we have expanded the above scenario to present multiple options. Due to the significant increases required, we have provided phase-in options of up to 15 years:

Water Network				
	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	740,288	740,288	740,288	740,288
Rate Increase Required	65.1%	65.1%	65.1%	65.1%
Annually:	10.6%	5.2%	3.5%	2.6%

Table 52 Water Rate Increase Options 5-20 Years

Sanitary Sewer Network				
	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	528,725	528,725	528,725	528,725
Rate Increase Required	36.7%	36.7%	36.7%	36.7%
Annually:	6.5%	3.2%	2.2%	1.6%

Table 53 Sanitary Rate Increase Options 5-20 Years

14.4.3 Financial Strategy Recommendations

Considering all of the above information, we recommend the 15-year option. This involves full funding being achieved over 15 years by:

- a) increasing rate revenues by 3.5% for water services and 2.2% for sanitary sewer services each year for the next 15 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- b) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. This periodic funding should not be incorporated into an AMP unless there are firm commitments in place.
2. We realize that raising rate revenues for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.
3. Any increase in rates required for operations would be in addition to the above recommendations.

Although this option achieves full funding on an annual basis in 15 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a pent-up investment demand of \$1.3 million for the Water Network and \$858 thousand for the Sanitary Sewer Network.

Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

14.5 Use of Debt

Debt can be strategically utilized as a funding source within the long-term financial plan. The benefits of leveraging debt for infrastructure planning include:

- a) the ability to stabilize tax & user rates when dealing with variable and sometimes uncontrollable factors

- b) equitable distribution of the cost/benefits of infrastructure over its useful life
- c) a secure source of funding
- d) flexibility in cash flow management

Debt management policies and procedures with limitations and monitoring practices should be considered when reviewing debt as a funding option. In efforts to mitigate increasing commodity prices and inflation, interest rates have been rising. Sustainable funding models that include debt need to incorporate the now current realized risk of rising interest rates. The following graph shows the historical changes to the lending rates:

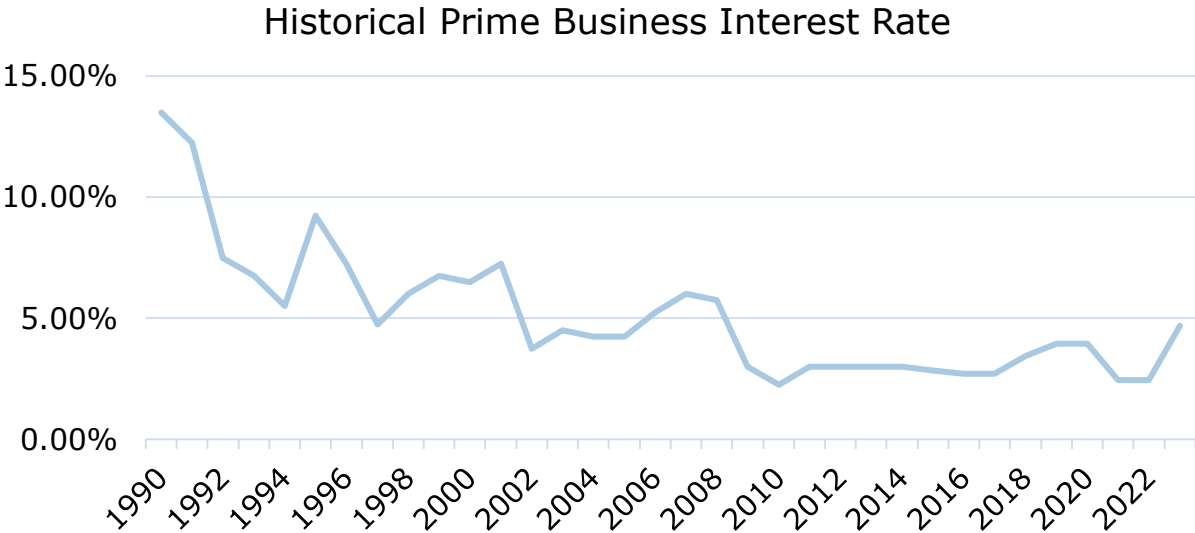


Figure 74 Historical Prime Rate

A change in 15-year rates from 5% to 7% would change the premium from 45% to 65%. Such a change would have a significant impact on a financial plan.

For reference purposes, the following table outlines the premium paid on a project if financed by debt. For example, a \$1 million project financed at 3.0%⁷ over 15 years would result in a 26% premium or \$260 thousand of increased costs due to interest payments. For simplicity, the table does not consider the time value of money or the effect of inflation on delayed projects.

⁷ Current municipal Infrastructure Ontario rates for 15-year money is 3.2%.

Interest Rate	Number of Years Financed					
	5	10	15	20	25	30
7.0%	22%	42%	65%	89%	115%	142%
6.5%	20%	39%	60%	82%	105%	130%
6.0%	19%	36%	54%	74%	96%	118%
5.5%	17%	33%	49%	67%	86%	106%
5.0%	15%	30%	45%	60%	77%	95%
4.5%	14%	26%	40%	54%	69%	84%
4.0%	12%	23%	35%	47%	60%	73%
3.5%	11%	20%	30%	41%	52%	63%
3.0%	9%	17%	26%	34%	44%	53%
2.5%	8%	14%	21%	28%	36%	43%
2.0%	6%	11%	17%	22%	28%	34%
1.5%	5%	8%	12%	16%	21%	25%
1.0%	3%	6%	8%	11%	14%	16%
0.5%	2%	3%	4%	5%	7%	8%
0.0%	0%	0%	0%	0%	0%	0%

Table 54 Interest Premiums Paid

The following tables outline how Edwardsburgh Cardinal has historically used debt for investing in the asset categories as listed. As of year-end 2023, there is currently \$5.6 million of debt outstanding for the assets covered by this AMP with corresponding principal and interest payments of \$357,000, well within its provincially prescribed maximum of \$3.6 million.

Asset Category	Current Debt Outstanding	Use of Debt in the Last Five Years				
		2019	2020	2021	2022	2023
Road Network	0	0	0	0	0	0
Stormwater Network	1,060,980	0	0	0	0	1,060,980
Bridges & Culverts	0	0	0	0	0	0
Buildings	4,488,802	0	0	0	0	0
Machinery & Equipment	13,805	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0
Total Tax Funded	5,563,587	0	0	0	0	1,060,980
Water Network	0	0	0	0	0	0
Sanitary Sewer Network	0	0	0	0	0	0
Total Rate Funded	0	0	0	0	0	0

Table 55 Edwardsburgh Cardinal Use of Debt 2019-2023

Asset Category	Principal & Interest Payments in the Next Ten Years						
	2023	2024	2025	2026	2027	2028	2033
Road Network	0	0	0	0	0	0	0
Stormwater Network	0	83,254	83,254	83,254	83,254	83,254	83,254
Bridges & Culverts	0	0	0	0	0	0	0
Buildings	303,698	303,698	303,698	303,698	303,698	303,698	303,698
Machinery & Equipment	14,104	14,104	0	0	0	0	0
Land Improvements	0	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0	0
Total Tax Funded	317,802	401,056	386,952	386,952	386,952	386,952	386,952
Water Network	0	0	0	0	0	0	0
Sanitary Sewer Network	38,890	77,780	77,780	77,780	77,780	77,780	77,780
Total Rate Funded	38,890	77,780	77,780	77,780	77,780	77,780	77,780

Table 56 Edwardsburgh Cardinal Principal and Interest Payments

The revenue options outlined in this plan allow Edwardsburgh Cardinal to fully fund its long-term infrastructure requirements without further use of debt.

14.6 Use of Reserves

14.6.1 Available Reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include:

- a) the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors
- b) financing one-time or short-term investments
- c) accumulating the funding for significant future infrastructure investments

- d) managing the use of debt
- e) normalizing infrastructure funding requirement

By asset category, the table below outlines the details of the reserves currently available to Edwardsburgh Cardinal.

Asset Category	Balance at December 31, 2023
Road Network	1,046,253
Stormwater Network	432,040
Bridges & Culverts	0
Buildings	432,512
Machinery & Equipment	840,164
Land Improvements	2,701,611
Vehicles	340,162
Total Tax Funded:	5,792,742
Water Network	1,666,635
Sanitary Sewer Network	689,725
Total Rate Funded:	2,356,360

Table 57 Edwardsburgh Cardinal Reserve Balances

There is considerable debate in the municipal sector as to the appropriate level of reserves that a Township should have on hand. There is no clear guideline that has gained wide acceptance. Factors that municipalities should take into account when determining their capital reserve requirements include:

- a) breadth of services provided
- b) age and condition of infrastructure
- c) use and level of debt
- d) economic conditions and outlook
- e) internal reserve and debt policies.

These reserves are available for use by applicable asset categories during the phase-in period to full funding. This coupled with Edwardsburgh Cardinal's judicious use of debt in the past, allows the scenarios to assume

that, if required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short- to medium-term.

14.6.2 Recommendation

In 2025, Ontario Regulation 588/17 will require Edwardsburgh Cardinal to integrate proposed levels of service for all asset categories in its asset management plan update. We recommend that future planning should reflect adjustments to service levels and their impacts on reserve balances.

15. Recommendations & Key Considerations

15.1 Financial Strategies

1. Review the feasibility of adopting a full-funding scenario to achieve 100% of average annual funding requirement for the asset categories analyzed. This includes:
 - a. Increasing taxes by 2.6% per year over a period of 15 years;
 - b. Increasing water rates by 3.5% per year over a period of 15 years; and
 - c. Increasing sanitary rates by 2.2% per year over a period of 15 years.
2. Continued allocation of OCIF and CCBF funding as previously outlined.
3. Reallocating appropriate revenue from categories in a surplus position to those in a deficit position.
4. Increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.
5. Continue to apply for project specific grant funding to supplement sustainable funding sources.

15.2 Asset Data

1. Continuously review, refine, and calibrate lifecycle and risk profiles to better reflect actual practices and improve capital projections. In particular:
 - a. the timing of various lifecycle events, the triggers for treatment, anticipated impacts of each treatment, and costs
 - b. the various attributes used to estimate the likelihood and consequence of asset failures, and their respective weightings
2. Asset management planning is highly sensitive to replacement costs. Periodically update replacement costs based on recent projects, invoices, or estimates, as well as condition assessments, or any other technical reports and studies. Material and labour costs can fluctuate due to local, regional, and broader market trends, and substantially so during major world events. Accurately estimating the replacement cost of like-for-like assets can be challenging. Ideally, several recent projects over multiple years should be used. Staff judgement and

historical data can help attenuate extreme and temporary fluctuations in cost estimates and keep them realistic.

3. Like replacement costs, an asset's established serviceable life can have dramatic impacts on all projections and analyses, including condition, long-range forecasting, and financial recommendations. Periodically reviewing and updating these values to better reflect in-field performance and staff judgement is recommended.

15.3 Risk & Levels of Service

1. Risk models and matrices can play an important role in identifying high-value assets, and developing an action plan which may include repair, rehabilitation, replacement, or further evaluation through condition assessments. As a result, project selection and the development of multi-year capital plans can become more strategic and objective. Initial models have been built into Citywide for all asset groups. These models reflect current data, which was limited. As the data evolves and new attribute information is obtained, these models should also be refined and updated.
2. Available data on current performance should be centralized and tracked to support any calibration of service levels ahead of O. Reg. 588's 2025 requirements on proposed levels of service.
3. Staff should monitor evolving local, regional, and environmental trends to identify factors that may shape the demand and delivery of infrastructure programs. These can include population growth, and the nature of population growth; climate change and extreme weather events; and economic conditions and the local tax base. This data can also be used to review service level targets.

Appendices

Appendix A – Infrastructure Report Card

Appendix B – 10-Year Capital Requirements

Appendix C – Level of Service Maps

Appendix D – Risk Rating Criteria

Appendix A – Infrastructure Report Card

Asset Category	Replacement Cost	Average Condition	Financial Capacity	
Road Network	\$128.4 m	Fair	Annual Requirement:	\$3,682,000
			Funding Available:	\$637,000
			Annual Deficit:	\$3,045,000
Bridges & Culverts	\$17.8 m	Good	Annual Requirement:	\$446,000
			Funding Available:	\$526,000
			Annual Deficit:	(\$80,000)
Water Network	\$45.1 m	Fair	Annual Requirement:	\$876,000
			Funding Available:	\$135,000
			Annual Deficit:	\$741,000
Sanitary Sewer Network	\$31.0 m	Fair	Annual Requirement:	\$653,000
			Funding Available:	\$125,000
			Annual Deficit:	\$528,000
Stormwater Network	\$2.7 m	Good	Annual Requirement:	\$36,000
			Funding Available:	\$513,000
			Annual Deficit:	(\$477,000)
Buildings & Facilities	\$29.7 m	Fair	Annual Requirement:	\$764,000
			Funding Available:	\$232,000
			Annual Deficit:	\$532,000
Land Improvements	\$1.4 m	Good	Annual Requirement:	\$71,000
			Funding Available:	\$91,000
			Annual Deficit:	(\$20,000)
Vehicles	\$7.3 m	Poor	Annual Requirement:	\$487,000
			Funding Available:	\$100,000
			Annual Deficit:	\$387,000
Machinery & Equipment	\$ 6.2 m	Poor	Annual Requirement:	\$453,000
			Funding Available:	\$686,000
			Annual Deficit:	(\$233,000)

Appendix B – 10-Year Capital Requirements

The tables below summarize the projected cost of lifecycle activities (rehabilitation and replacements) that may be undertaken over the next 10 years to support current levels of service.

These projections are generated in Citywide and rely on the data available in the asset register. Assessed condition data and replacement costs were used to assist in forecasting replacement needs for roads. For all remaining assets, only age was used to determine forthcoming replacement needs.

The projections can be different from actual capital forecasts. Consistent data updates, particularly condition, replacement costs, and regular upkeep of lifecycle models, will improve the alignment between the system generated expenditure requirements, and the Township’s capital expenditure forecasts.

Road Network

Segment	Back-log	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Paved Roads (HCB)	\$13.9m	\$10.4m	\$1.5m	\$0	\$11.8m	\$2.9m	\$88k	\$697k	\$2.3m	\$0	\$262k
Paved Roads (LCB)	\$0	\$0	\$0	\$84k	\$26k	\$890k	\$1.7m	\$72k	\$0	\$0	\$0
Road Culverts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sidewalks	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100k	\$0
Streetlights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$13.9m	\$10.4m	\$1.5m	\$84k	\$11.9m	\$3.8m	\$1.8m	\$769k	\$2.3m	\$100k	\$262k

Table 58 System Generated 10-Year Capital Replacement Forecast: Road Network

Bridges & Culverts

Segment	Back-log	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Bridges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Structural Culverts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Table 59 System Generated 10-Year Capital Replacement Forecast: Bridges & Culverts

Water Network

Segment	Back-log	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Water Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$9.4m	\$0	\$0	\$0	\$0
Water Equipment	\$379k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41k	\$383k	\$62k
Water Mains	\$914k	\$0	\$0	\$0	\$0	\$825k	\$0	\$0	\$254k	\$0	\$434k
Total	\$1.3m	\$0	\$0	\$0	\$0	\$825k	\$9.4m	\$0	\$296k	\$383k	\$496k

Table 60 System Generated 10-Year Capital Replacement Forecast: Water Network

Sanitary Sewer Network

Segment	Back-log	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Sanitary Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$34k	\$2.1m	\$0	\$0	\$276k
Sanitary Equipment	\$471k	\$82k	\$0	\$0	\$0	\$135k	\$0	\$0	\$157k	\$0	\$0
Sanitary Mains	\$387k	\$30k	\$991k	\$0	\$0	\$0	\$386k	\$0	\$0	\$0	\$0
Total	\$858k	\$112k	\$991k	\$0	\$0	\$135k	\$420k	\$2.1m	\$157k	\$0	\$276k

Table 61 System Generated 10-Year Capital Replacement Forecast: Sanitary Sewer Network

Stormwater Network

Segment	Back-log	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Storm Sewer Mains	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$311k	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$311k	\$0	\$0	\$0

Table 62 System Generated 10-Year Capital Replacement Forecast: Stormwater Network

Buildings & Facilities

Segment	Back-log	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$82k	\$0	\$0
Fire Department	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Library	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$0	\$39k	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recreation	\$214k	\$489k	\$0	\$0	\$0	\$0	\$0	\$0	\$8.2m	\$0	\$0
Total	\$214k	\$489k	\$0	\$39k	\$0	\$0	\$0	\$0	\$8.3m	\$0	\$0

Table 63 System Generated 10-Year Capital Replacement Forecast: Buildings & Facilities

Note: These projections are generated in Citywide and rely on the data available in the asset register. As assessed condition data was not available for many buildings assets, age was used to determine forthcoming replacement needs. Buildings and facilities often contain thousands of assets, each with its own estimated useful life. Currently, however, as the Township's buildings are not fully componentized, there are only 26 assets in the register. Over time, with improved and effective componentization, the alignment between the system generated expenditure requirements, and the Township's capital expenditure forecasts will also increase.

Land Improvements

Segment	Back-log	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Fencing	\$0	\$17k	\$59k	\$0	\$0	\$0	\$0	\$0	\$59k	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$19k	\$55k	\$0	\$0	\$0
Parking Lots	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Signage	\$41k	\$0	\$70k	\$0	\$35k	\$0	\$0	\$0	\$0	\$41k	\$70k
Total	\$41k	\$17k	\$129k	\$0	\$35k	\$0	\$19k	\$55k	\$59k	\$41k	\$70k

Table 64 System Generated 10-Year Capital Replacement Forecast: Land Improvements

Vehicles

Segment	Back-log	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Environmental Services	\$114k	\$0	\$61k	\$0	\$0	\$0	\$0	\$0	\$114k	\$61k	\$0
Fire Department	\$846k	\$576k	\$0	\$0	\$654k	\$0	\$0	\$615k	\$0	\$0	\$416k
Public Works	\$0	\$328k	\$265k	\$53k	\$103k	\$328k	\$60k	\$0	\$365k	\$592k	\$53k
Recreation	\$57k	\$0	\$57k	\$0	\$0	\$71k	\$57k	\$0	\$108k	\$57k	\$0
Total	\$1.0m	\$904k	\$383k	\$53k	\$757k	\$398k	\$117k	\$615k	\$587k	\$710k	\$469k

Table 65 System Generated 10-Year Capital Replacement Forecast: Vehicles

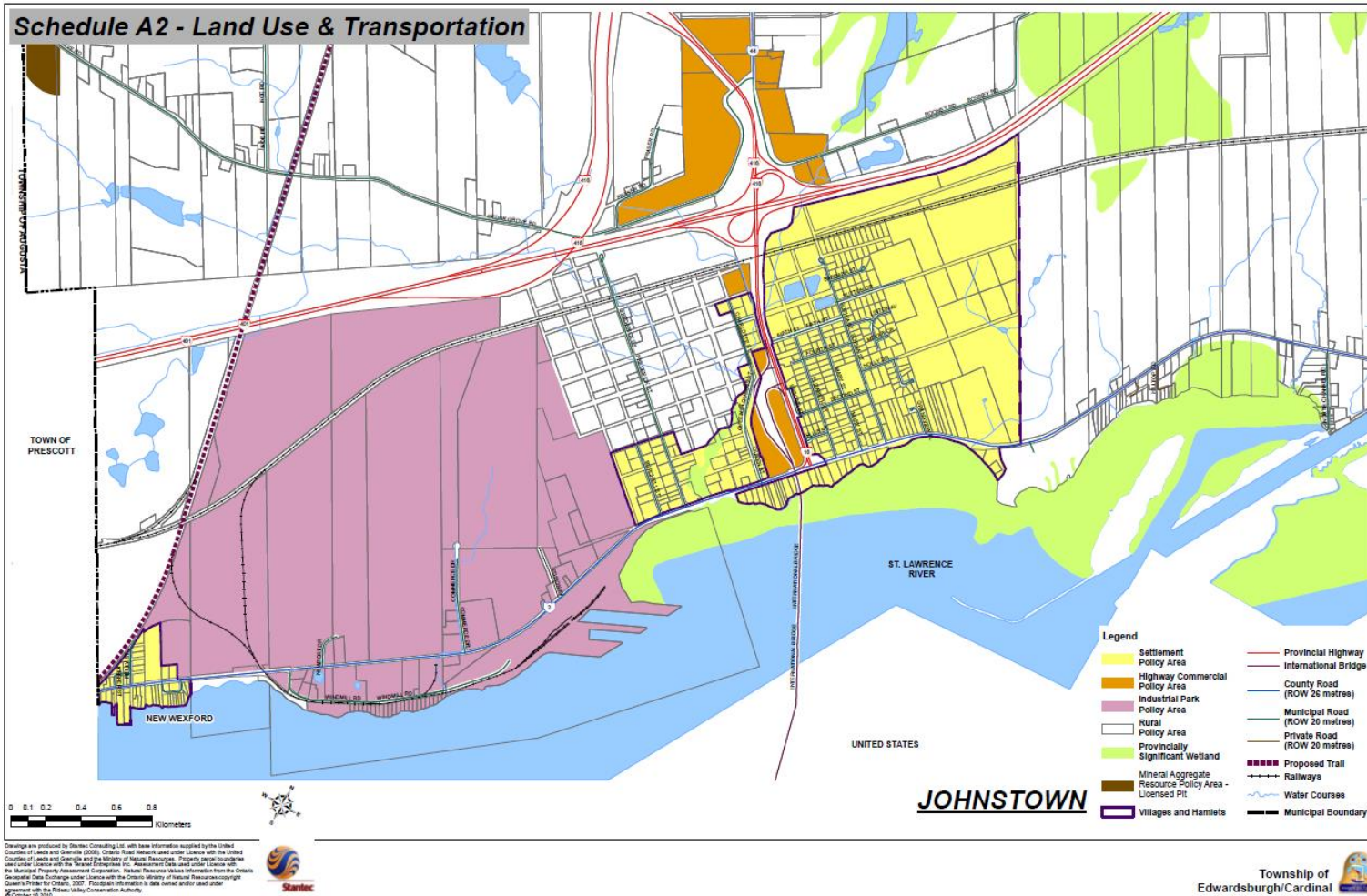
Machinery & Equipment

Segment	Back-log	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Administration	\$30k	\$14k	\$0	\$0	\$14k	\$0	\$0	\$44k	\$0	\$0	\$14k
Fire Department	\$242k	\$0	\$343k	\$78k	\$24k	\$0	\$24k	\$22k	\$0	\$0	\$0
Library	\$55k	\$28k	\$28k	\$25k	\$23k	\$23k	\$0	\$0	\$108k	\$28k	\$25k
Public Works	\$1.2m	\$35k	\$26k	\$0	\$189k	\$93k	\$0	\$0	\$275k	\$21k	\$48k
Recreation	\$1.4m	\$19k	\$0	\$0	\$23k	\$14k	\$48k	\$190k	\$22k	\$148k	\$44k
Total	\$2.9m	\$97k	\$398k	\$103k	\$273k	\$130k	\$72k	\$256k	\$405k	\$196k	\$130k

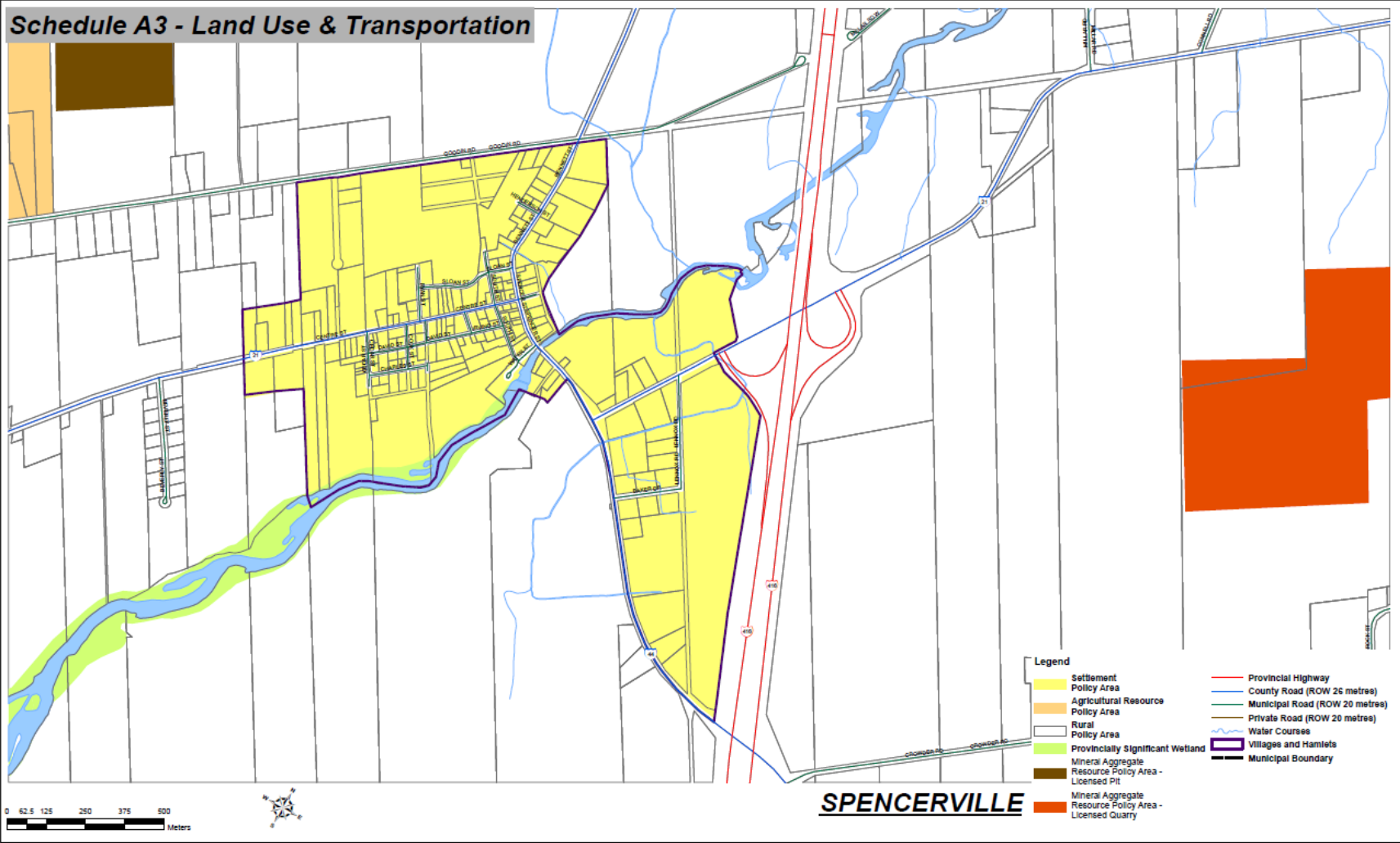
Table 66 System Generated 10-Year Capital Replacement Forecast: Machinery & Equipment

Appendix C – Level of Service Maps & Photos

Road Network Map - Johnstown



Road Network Map – Spencerville



Images of Bridge in Good Condition

Frederick Street Bridge
Inspected: May 15th, 2024



SW elevation

South approach



Downstream channel east

Upstream channel west



North wall taken from east vantage

South wall taken from east vantage

Images of Bridge in Fair Condition

Tuttle Point Culvert
Inspected: May 9th, 2024



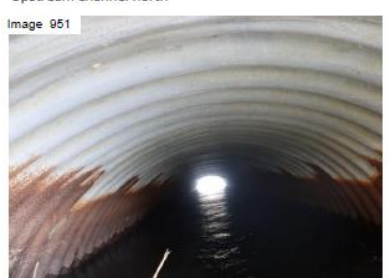
North elevation

West approach



East approach

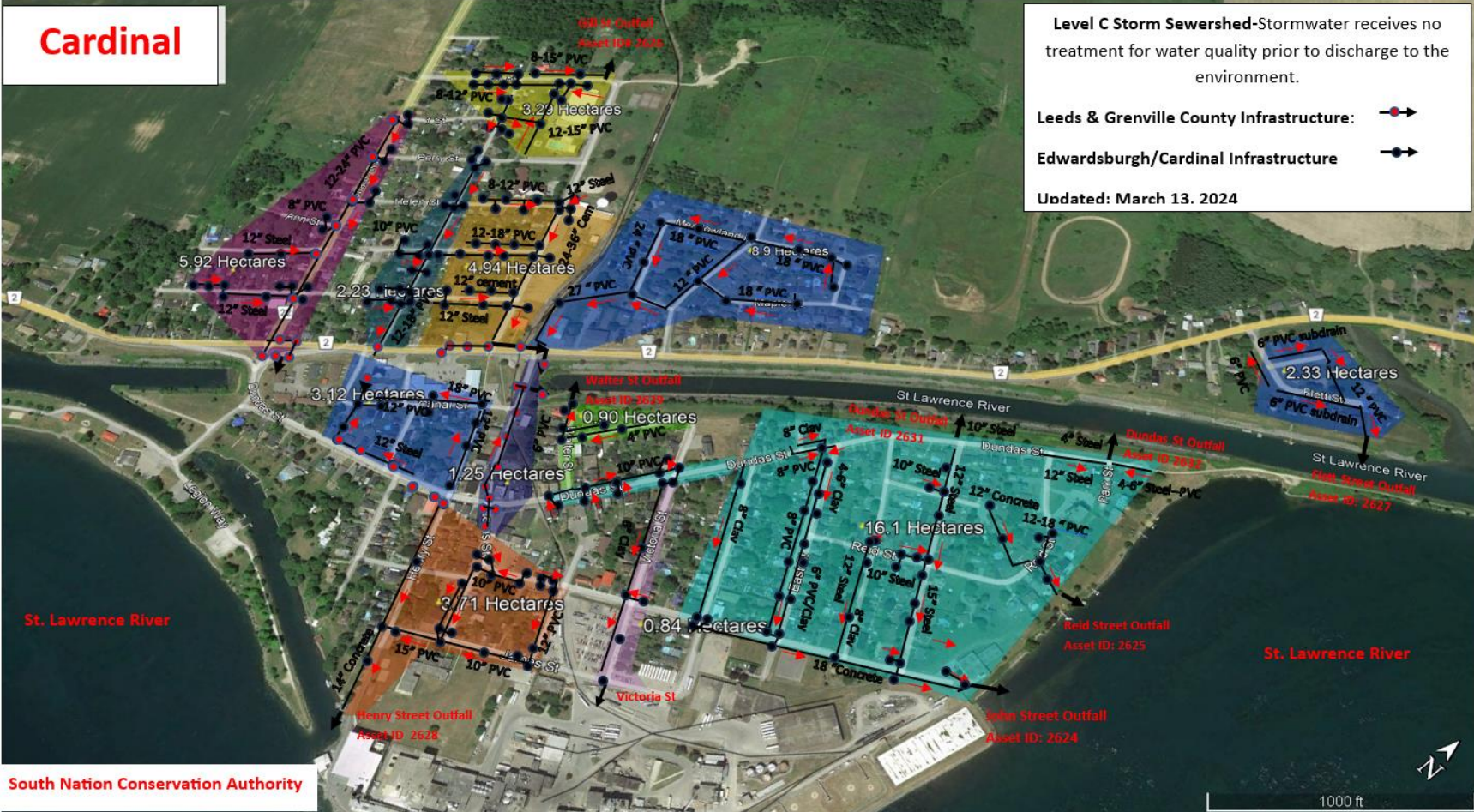
Upstream channel north



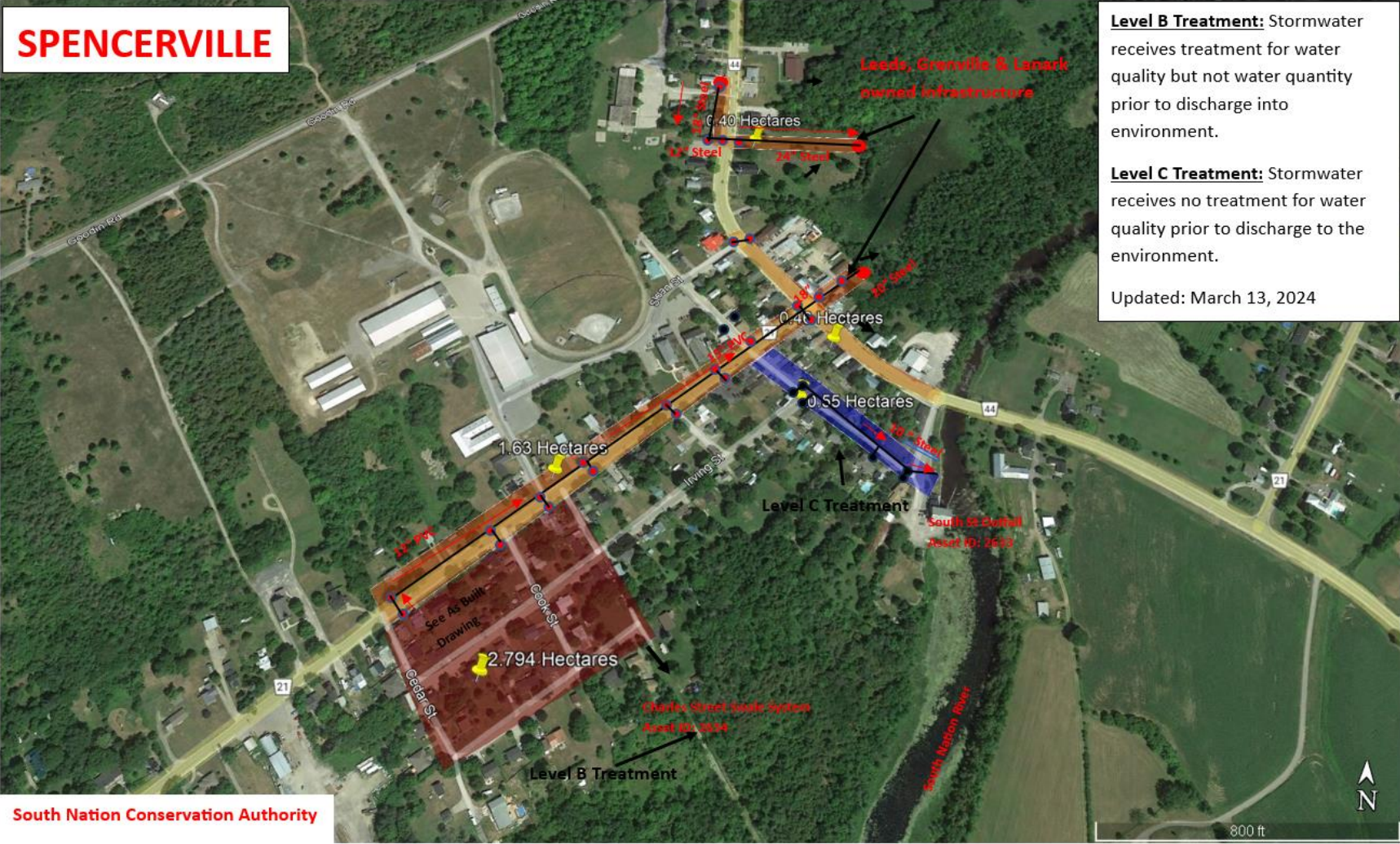
Downstream channel south

Through the east barrel from the north

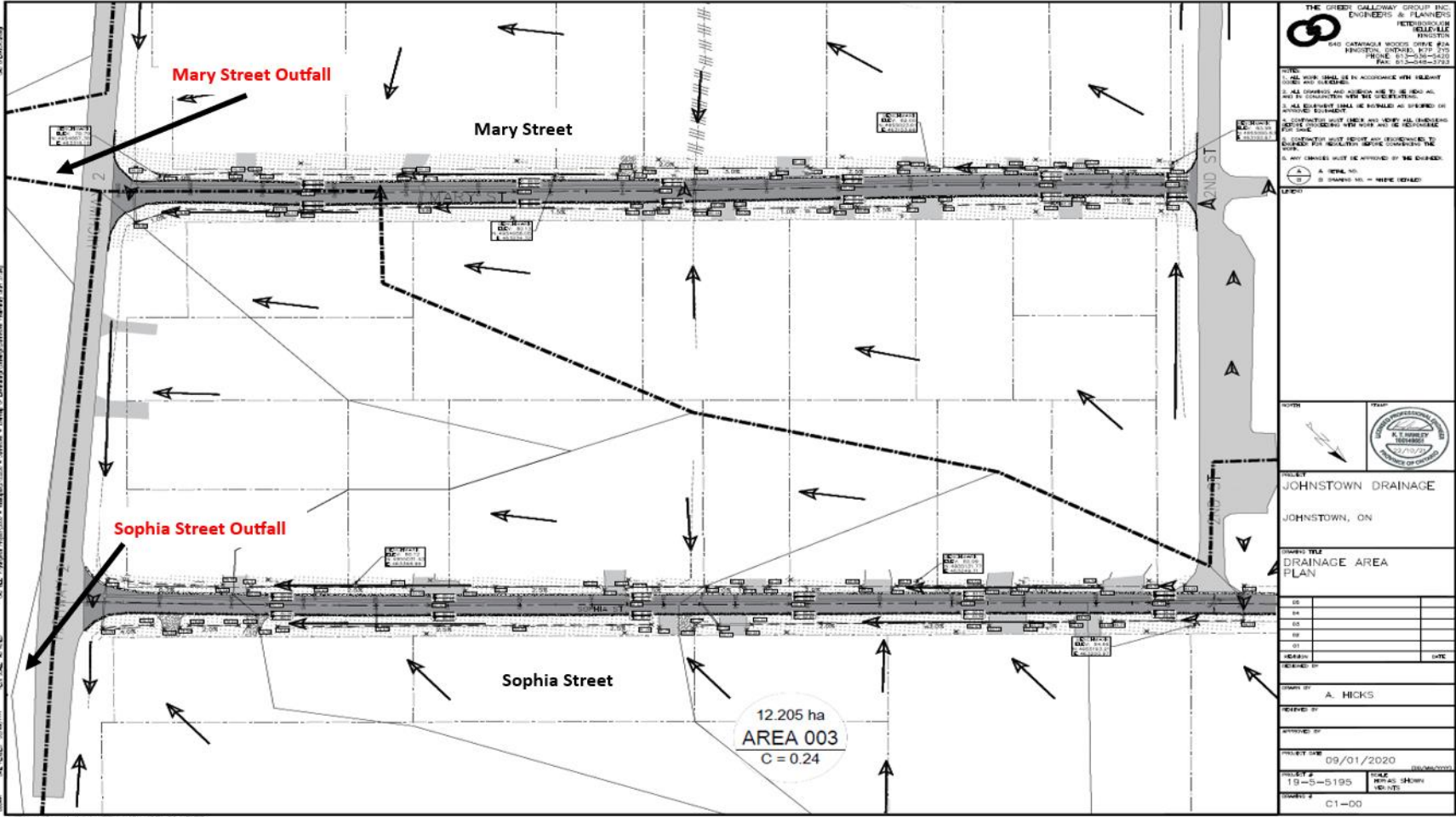
Stormwater Network Map (Cardinal)



Stormwater Network Map (Spencerville)



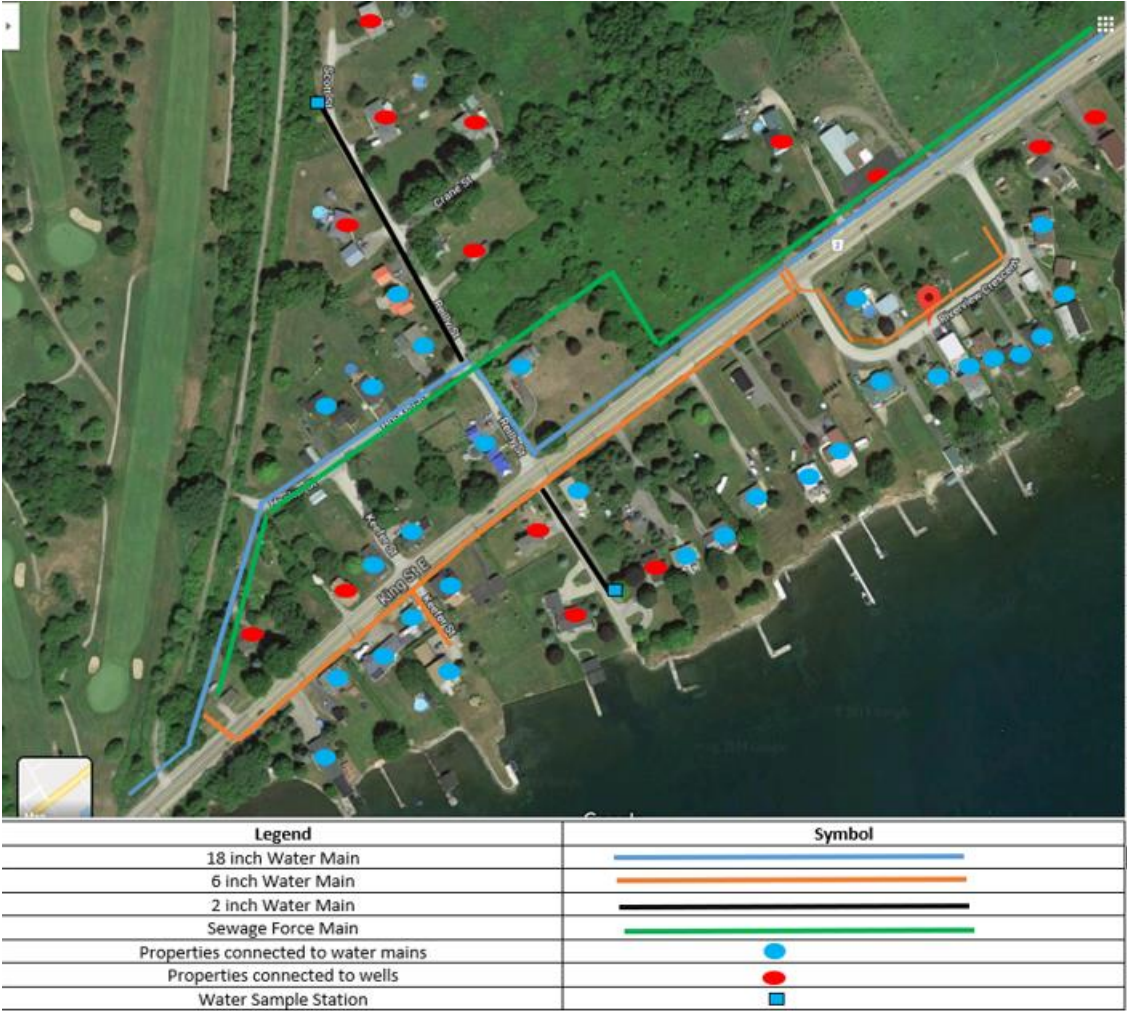
Stormwater Network Map (Johnstown)



Water Network Map – Part 1 (Cardinal)



Water Network Map – Part 2 (New Wexford)



Sanitary Sewer Network (Cardinal)



DATE	NO.	VERSION
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Rev. by:	R.B.W.	18 in.
Checked by:		
Approved by:		C11
APP:	JUNE 2011	
OWNER: TOWNSHIP OF EDWARDSBURGH CARDINAL		
PROJECT: VILLAGE OF CARDINAL SEWER ATLAS		
CORNWALL		ONTARIO
TITLE: EXISTING SANITARY NETWORK		
THE THOMPSON ROSEMOUNT GROUP INC. ARCHITECT & CONSULTING ENGINEERS CORNWALL KENNEDY BUILDING OTTAWA AND ROSEMOUNT INC. CORNWALL ON TEL: (613) 534-1100 FAX: (613) 534-1101 WEBSITE: www.trg.ca E-MAIL: info@trg.ca		

Appendix D – Risk Rating Criteria

Probability of Failure

Asset Category	Risk Criteria	Criteria Weighting	Value/Range	Probability of Failure Score
Road Network (Roads)	Condition	75%	80-100	1
			60-79	2
			40-59	3
			20-39	4
			0-19	5
	Section AADT	15%	0-99	1
			100-299	2
			300-399	3
			400-699	4
			700+	5
Surface Material	10%	HCB - Asphalt	2	
		LCB - Surface Treatment	3	
Bridges & Culverts Stormwater Network Buildings & Facilities Machinery & Equipment Vehicles Land Improvements	Condition	100%	80-100	1
			60-79	2
			40-59	3
			20-39	4
			0-19	5

Asset Category	Risk Criteria	Criteria Weighting	Value/Range	Probability of Failure Score	
Sanitary Sewer Network (Mains)	Condition	70%	80-100	1	
			60-79	2	
			40-59	3	
			20-39	4	
			0-19	5	
	Pipe Material	30%	Cast Iron	4	
			Vitrified Clay	3	
			PVC	2	
Water Network (Mains)	Condition	70%	80-100	1	
			60-79	2	
			40-59	3	
			20-39	4	
			0-19	5	
	Pipe Material	30%	Cast Iron	4	
			Ductile Iron	4	
			Asbestos Cement	3	
			Copper	3	
			Riveted Steel	3	
			HDPE	2	
			PVC	2	

Consequence of Failure

Asset Category	Risk Classification	Risk Criteria	Value/Range	Consequence of Failure Score
Road Network (Roads)	Economic (70%)	Surface Material (100%)	HCB	4
			LCB	2
		Road Design Class (20%)	Collector	3
			Local	2
	Social (30%)	Section AADT (40%)	0-99	1
			100-299	2
			300-399	3
			400-699	4
		MMS Class (40%)	700+	5
			4	4
			5	3
			6	2
Bridges & Culverts	Economic (100%)	Replacement Cost (100%)	\$0-\$50,000	1
			\$50,000-\$350,000	2
			\$350,000- \$1,000,000	3
			\$1,000,000- \$2,000,000	4
			\$2,000,000+	5
Stormwater Network	Economic (100%)	Replacement Cost (100%)	\$0-\$50,000	1
			\$50,000-\$150,000	2
			\$150,000-\$250,000	3

Asset Category	Risk Classification	Risk Criteria	Value/Range	Consequence of Failure Score		
Buildings & Facilities	Economic (70%)	Replacement Cost (100%)	\$250,000-\$500,000	4		
			\$500,000+	5		
			\$0-\$200,000	1		
			\$200,000-\$900,000	2		
			\$900,000-\$1,750,000	3		
			\$1,750,000-\$4,000,000	4		
	\$4,000,000+	5				
	Operational (30%)	Department (100%)	Libraries	2		
			Public Works	3		
			Recreation/ Facilities	3		
			Protective Services	4		
			Administration	4		
			Fire	5		
			Machinery & Equipment	Economic (70%)	Replacement Cost (100%)	\$0-\$50,000
\$50,000-\$100,000						2
\$100,000-\$200,000	3					
\$200,000-\$500,000	4					
\$500,000+	5					
Operational (30%)	Equipment Type (100%)	Signage	1			
		Books & Periodicals	2			

Asset Category	Risk Classification	Risk Criteria	Value/Range	Consequence of Failure Score
			Library Equipment	2
			Recreation Department Equipment	2
			Recreation Tractors	2
			Administration Equipment	3
			Environmental Services Equipment	3
			Public Works Equipment	3
			Computers	4
			Fire Department Equipment	4
			\$0-\$25,000	1
			\$25,000-\$50,000	2
			\$50,000-\$150,000	3
			\$150,000-\$300,000	4
			\$300,000+	5
Vehicles	Economic (70%)	Replacement Cost (100%)	Environmental Services Vehicles	2
			Recreation Department Vehicles	2
	Operational (30%)	Vehicles Type (100%)		

Asset Category	Risk Classification	Risk Criteria	Value/Range	Consequence of Failure Score
			Public Works Vehicles	3
			Fire Department Vehicles	4
Land Improvements	Economic (100%)	Replacement Cost (100%)	\$0-\$25,000	1
			\$25,000-\$50,000	2
			\$50,000-\$100,000	3
			\$100,000-\$150,000	4
			\$150,000+	5
Water Network (Water Mains)	Economic (70%)	Pipe Diameter (100%)	0-25mm	1
			25-100mm	2
			100-150mm	3
			150-250mm	4
			250mm+	5
	Operational (20%)	Pipe Material (100%)	Cast Iron	2
			Copper	2
			Ductile Iron	2
			HDPE	2
			PVC	2
Riveted Steel			3	
Social (10%)	# of Service Connections	0-1	1	
		1-5	2	

Asset Category	Risk Classification	Risk Criteria	Value/Range	Consequence of Failure Score
Sanitary Sewer Network (Sanitary Mains)		(100%)	5-15	3
			15-50	4
			50+	5
	Economic (70%)	Pipe Diameter (100%)	0-100mm	1
			100-250mm	2
			250-375mm	3
			375-450mm	4
			450mm+	5
			Operational (20%)	Asset Segment (50%)
	Industrial Park Sanitary Mains	4		
	Pipe Material (50%)	PVC		2
		Cast Iron		3
		CIPP		3
	Social (10%)	# of Service Connections (100%)	Vitrified Clay	4
			0-1	1
1-5			2	
5-10			3	
10-25			4	
25+	5			

TOWNSHIP OF EDWARDSBURGH CARDINAL

September 30, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

THAT Municipal Council appoint Mayor Tory Deschamps and citizen representative Marina Laker to represent the Township of Edwardsburgh Cardinal for the South Grenville County OPP Detachment Board.

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: September 30, 2024

Department: Public Works

Topic: Tree Planting Partnership Funding Opportunity

Purpose: To seek support in partnering with South Nation Conservation on a funding application under the Federation of Canadian Municipalities Green Municipal Fund – Growing Canada’s Community Canopies.

Background: South Nation Conservation (SNC) is leading an application for projects within their jurisdiction. They have partnered with the City of Clarence-Rockland and are extending out to additional municipal partners who wish to invest in tree planting projects.

The funding opportunity is through the Federation of Canadian Municipalities Green Municipal Fund – Growing Canada’s Community Canopies. The grant would cover up to 50% of the eligible costs for the tree planting project and the project would span from 2025-2027.

Policy Implications: A Council resolution confirming municipal support is an application submission requirement. Bylaw 2023-48 (Tree Canopy and Natural Vegetation Policy) aligns with this project. In particular the priority actions listed below:

8.2 When funds are available, increase tree planting on Township owned lands, especially focused within public parks/open spaces, where possible.

8.6 Support and participate, where possible, in tree planting efforts by the South Nation Conservation Authority.

Strategic Plan Implications: Supports objective 6.1 to protect and manage tree assets and conservation. One of the actions is to work with SNC and indigenous populations to develop a tree management plan.

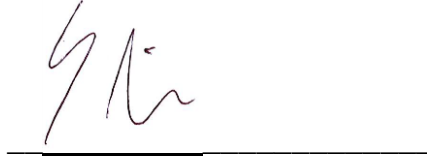
Financial Considerations: Based on a quote received this August, the cost per tree for a caliper size ranging between 50mm and 75mm is between \$750.00 and \$900.00 planted. Naturally, seedlings and smaller caliper size would cost less per tree. An amount of \$15,000.00 could be placed in the annual operating budget dedicated to this

project. This would provide \$30,000.00 per year toward tree planting efforts over the next three (3) year window.

Recommendation: That Municipal Council support partnering with South Nation Conservation on a funding application under the Federation of Canadian Municipalities Green Municipal Fund – Growing Canada’s Community Canopies and commit \$15,000.00 per year toward the tree planting project, if application is successful.



Director of Operations



CAO

TOWNSHIP OF EDWARDSBURGH CARDINAL

September 30, 2024

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

COPY

WHEREAS the Township of Edwardsburgh Cardinal is interested in partnering with the South Nation Conservation Authority for funding through the Federation of Canadian Municipalities Green Municipal Fund to support ongoing tree planting projects throughout the Township; and

WHEREAS the South Nation Conservation Authority is undertaking a tree planting project that would support and align with the Township’s Tree Canopy and Natural Vegetation priority actions.

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal acknowledges that the South Nation Conservation Authority is applying for a funding opportunity from the Federation of Canadian Municipalities’ Growing Canada’s Community Canopies initiative for the tree planting project, in partnership with the Township of Edwardsburgh Cardinal.

AND FURTHER THAT Municipal Council also recognizes that the lifetime contribution from the Growing Canada’s Community Canopies initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.

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		



GMF Eligible and Ineligible Costs – GCCC Tree Planting Funding

This table outlines what costs can be partially reimbursed by FCM. **Please pay particular attention to any costs that may be ineligible.**

Note: If your application is approved, expenses that are eligible for partial reimbursement or advance payment must be:

- incurred after the date the application is received by FCM (costs to write the application incurred up to 90 days prior to receipt of the application by FCM)
- invoiced directly to your organization
- an integral and an essential component of the initiative required to achieve the environmental objective; and
- actually, and reasonably incurred in accordance with applicable industry standards.

FCM reserves the right to audit financial statements or expenses incurred at a future date to verify cost eligibility.

Please keep financial accounts and records for at least seven years. These include, but are not limited to, contracts, invoices, statements, receipts and vouchers.

Financial records, including labour costs, must be documented in a manner that meets audit standards (GAAP) and enables verification of cost eligibility and level of effort.

Cost Category	Eligible costs	Ineligible costs
Section A: Costs incurred prior to date application received by FCM		
(1) Pre-application	Costs to write the GMF application up to \$5000 incurred up to 90 days prior to application receipt date.	All other costs incurred prior to application receipt date, including any stakeholder engagement or research that took place to support the writing of the full application or insertion of information into the Project Workbook.
Section B: Costs incurred after date application received by FCM		
(2) Administrative	Administrative costs that are directly linked to and have been incurred for the project, such as: <ul style="list-style-type: none"> • communication costs (e.g., long-distance calls) 	Office space, supplies and general overhead costs incurred in the ordinary course of business.

	<ul style="list-style-type: none"> permits, approvals and authorizations required for the projects printing or photocopying by outside suppliers acquisition of documents used exclusively for the project document translation 	
(3) Advertising	<p>Advertising costs essential to communicating the project to the public, as well as project evaluation, such as:</p> <ul style="list-style-type: none"> fees for advertising development fees for media distribution website development public surveys 	<ul style="list-style-type: none"> Advertising costs for general education or publicity that is a result of ongoing or other business activity and not a specific requirement of the project. Promotional items.
(4) Audit	The cost of a third-party financial audit for implementation projects with GCCC grants greater than \$500K as required by FCM for non-municipal applicants.	
(5) Capital	<p>Capital costs as defined and determined in accordance with generally accepted accounting principles (GAAP), including:</p> <ul style="list-style-type: none"> costs for acquiring, developing, constructing, modernizing or leasing systems (equipment, hardware, software, etc.), costs of construction, renovation or modernization of planting sites such as site preparation, the purchase of tree stock the purchase of shrubs and herbaceous plants, up to 15 per cent of planting stock costs, as long as they will help protect trees or are an essential component of habitat restoration objectives. other supplies and materials specifically needed to undertake the project (such as soil and mulch), planting costs, lease of land for nurseries. purchase of planting or maintenance equipment and vehicles, up to a maximum of \$50,000 or 10% of eligible project costs. Purchasing of this equipment is allowed if the purchase cost is comparable to renting. <p>Note: Costs associated with the acquisition, installation, modification, or removal of permanent infrastructure (e.g. sidewalk modification, soil cell installation, irrigation systems) are eligible and must be individually listed and identified as "Infrastructure related costs" in the budget tab (Tab 4)</p>	<ul style="list-style-type: none"> Purchase of real property.
(6) Equipment rental	<ul style="list-style-type: none"> Rental of tools and equipment related to the project. 	<ul style="list-style-type: none"> Rental of tools or equipment related to ongoing or other business activities.
(7) Meetings and public gatherings	<p>Costs related to meetings and public gatherings held to communicate the project to the public and collect feedback, such as:</p> <ul style="list-style-type: none"> facility rental audiovisual equipment rental services to support people with specific needs, where such services contribute to the equity and inclusion objectives of the project (e.g., simultaneous interpretation, shuttle service, babysitting service, etc.). 	<p>Any hospitality expenses such as:</p> <ul style="list-style-type: none"> food and drinks, unless part of a specific cultural protocol alcohol door prizes entertainment music decorations

	<ul style="list-style-type: none"> the provision of food and drinks, when it is part of a specific cultural protocol. Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. (Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts). Costs related to local cultural protocols (e.g., gifts, cultural ceremonies) 	<ul style="list-style-type: none"> flowers, centerpieces
(8) Services	<p>Fees for professional or technical consultants and contractors.</p> <p>Note: Service fees associated with the installation, modification, or removal of permanent infrastructure (e.g. sidewalk modification, soil cell installation, irrigation systems) are eligible and must be individually listed and identified as "Infrastructure related costs" in the budget tab (Tab 4)</p>	<ul style="list-style-type: none"> Costs for engineering studies, audit studies or feasibility studies for which grants or contributions are provided by or committed to be provided by the Government of Canada
(9) Staff remuneration	<p>Daily rates actually paid by the eligible recipient to its employees (including permanent and contract employees) in Canada for time actually worked on the implementation including maintenance and monitoring of the project up to one year post planting (including staff time to participate in GCCC-led capacity building activities related to the eligible initiative). The daily rate per employee shall include the following costs:</p> <ul style="list-style-type: none"> direct salaries: actual and justifiable sums paid by the eligible recipient to employees in accordance with the eligible recipient's pay scales as regular salary excluding overtime pay and bonuses. fringe benefit, in accordance with the eligible recipient's policies, as follows: <ul style="list-style-type: none"> a) time-off benefits (prorated to the annual percentage of time actually worked on the implementation of the project): allowable number of days to be paid by the eligible recipient for the payable absences of statutory holidays and annual vacation. b) paid benefits: actual sums paid by the eligible recipient for paid benefits (prorated to the annual percentage of time actually worked on the implementation of the project); this includes the eligible recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits. <p>Note: For private (for-profit) entities only, as determined by FCM, the value of total staff remuneration cannot exceed 10% of the project's eligible costs.</p>	<p>Regular salaries and/or benefits of applicant staff or partners including:</p> <ul style="list-style-type: none"> Overtime pay. Bonuses/performance pay. Fringe benefits, such as sick days, maternity leave, parental leave, pension plan and any other fringe benefits not listed as eligible. Costs related to ongoing or other regular business activities and not specifically required for the project. Staff wages while receiving training or attending learning events. Professional membership fees or dues Staff remuneration for which a grant or contribution are provided by or committed to be provided by the FCM.
(10) Transportation, shipping and courier charges	<p>Transportation costs for delivery of materials and services essential for the project.</p>	<ul style="list-style-type: none"> Any transportation expense related to ongoing or other business activities.

(11) Travel and accommodation	Travel and project-associated expenses for you and consultants to the extent that the travel and accommodation rates comply with Treasury Board of Canada guidelines and to the extent that such travel is necessary to complete the project and to the extent that such travel is necessary. This includes travel and accommodation costs to attend GCCC-led capacity building activities related to the eligible initiative (up to a maximum of \$10,000 or 10% of eligible project costs, whichever is lower)	<ul style="list-style-type: none"> • Travel and associated expenses of a partner in the project. • Travel, accommodation and fees to attend conferences, missions, trade shows, etc.
(12) Taxes	The portion of taxes for which your organization is not otherwise eligible for rebate.	<ul style="list-style-type: none"> • The portion of taxes for which your organization is eligible for rebate (provincial, territorial or federal).
(13) In-kind	<p>N/A</p> <p>Note: Lead applicants can include costs for staff time for time actually worked on the implementation of the project and list this as “staff remuneration.” See Staff Remuneration category above.</p>	<ul style="list-style-type: none"> • Any goods and services that are received through donation or in-kind contribution.

APPENDIX F: MUNICIPAL COUNCIL RESOLUTION TEMPLATE

Sample: Resolution

Instructions

To be eligible for GMF's funding, non-municipal applicants must provide a resolution drafted and adopted by the municipal council partnering on the project. When submitting your application to FCM, please include proof that the resolution was adopted by submitting *one* of the following:

- a formal copy of the resolution (on letterhead with a seal or signature and date)
- a signed and dated copy of the minutes at which the motion was adopted (including the text of the resolution)
- a signed and dated copy of the text of the resolution, with confirmation from the applicant that the text is identical to that adopted by council

A resolution is not required for municipal lead applicants. However, a resolution may be used to meet evidence of municipal support, which is an application submission requirement.

Council resolution requirements

If you choose to draft your own resolution, it must acknowledge that the partner organization is submitting the application in partnership with the municipality, and that funding allocated to partners for planting within the boundaries of a municipality count towards that municipality's lifetime contribution from the GCCC initiative.

Sample council resolution text

Whereas, <name of municipality> has the following interest: (list the main reasons for the municipal interest in the project)

Whereas, <name of partner organization> is undertaking <project title>

Be it resolved that <council> acknowledges that <name of partner organization> is applying for a funding opportunity from the Federation of Canadian Municipalities' Growing Canada's Community Canopies initiative for <project title>, in partnership with <name of municipality>.

<Council> also recognizes that the lifetime contribution from the Growing Canada's Community Canopies initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Regular Council

Date: September 30, 2024

Department: Public Works

Topic: SNC MOU Forestry Services

Purpose: To authorize the Mayor and Clerk to execute the Forestry Services MOU with South Nation Conservation.

Background: In March of 2023, staff submitted for funding through the MNRF storm cleanup related to the 2022 storm events. The Township was successful in securing up to \$150,000.00 to complete tree assessments, tree removal and cleanup and for planting replacement trees. The Township entered into a transfer payment agreement with the Province on March 23, 2023.

In May 2023, the Township entered into an MOU with SNC to assist with the project. SNC would complete the tree assessments and replacements and the Township would coordinate the removals based on the condition assessments.

Tree assessments, removals and replacements were completed at the Cardinal Waterfront area.

In February 2024, staff submitted an invoice and accompanying documents to MNRF for payment in the amount of \$59,230.07. All invoicing and required work was to be completed by March 31, 2024.

In May 2024, MNRF contacted staff to inquire if additional invoicing was going to be submitted. Through correspondence with MNRF staff, staff was provided an additional window to have additional work completed.

Staff reached out to SNC to assist with the additional work. The original MOU with SNC had an expiry date of March 31, 2024 so an updated agreement would need executed for the remaining funds.

Based on the number of inquiries on tree conditions in Johnstown, staff and SNC focused on this area. Assessments were completed and removal was tendered and is now complete. Tree replacements will be scheduled in the next month.

Policy Implications: An updated MOU with SNC for forestry services is required for the remaining \$90,000.00.

Strategic Plan Implications: Supports objective 6.1 to protect and manage tree assets and conservation. One of the actions is to work with SNC and indigenous populations to develop a tree management plan.

Financial Considerations: All expenses are covered under the transfer payment agreement with the Province.

Recommendation: That Municipal Council authorize the Mayor and Clerk to execute the MOU with South Nation Conservation for forestry services.



Director of Operations



CAO

MEMORANDUM OF UNDERSTANDING

Forestry Services Township of Edwardsburgh Cardinal

This Memorandum of Understanding made on the 1st day of June in the year 2024,

BETWEEN

TOWNSHIP OF EDWARDSBURGH CARDINAL
(a municipal corporation under the Municipal Act, 2001, S.O. 2001 c. 25)
(hereinafter the "Township")

- and -

SOUTH NATION RIVER CONSERVATION AUTHORITY
(a conservation authority under the Conservation Authorities Act, R.S.O. 1990 c. C-27)
(hereinafter "SNC")

WHEREAS The Township has the need for professional forestry services;

AND WHEREAS SNC has the staff and expertise to assist the Township with forestry services;

AND WHEREAS the Township wishes to engage SNC for services and has approved sufficient funds to carry out the work;

NOW THEREFORE the Parties agree as follows:

Entire MOU

1.1 This MOU, together with:

Schedule "A" -	Roles and Responsibilities
Schedule "B" -	Summary of Work Schedule & Budget
Schedule "C" -	2024 SNC Fee Schedule

constitutes the entire agreement between the parties with respect to the subject matter contained in the MOU and supersedes all prior oral or written representations and agreements.

Interpretation and Definitions

2.1 For the purposes of interpretation:

- a) words in the singular include the plural and vice-versa;
- b) words in one gender include all genders;

- c) the headings do not form part of the MOU; they are for reference only and shall not affect the interpretation of the MOU;
- d) any reference to dollars or currency shall be in Canadian dollars and exclude Harmonized Sales Tax; and
- e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

2.2 In this MOU:

“Forest” means forested properties owned by the Township;

“Parties” means the Township and SNC.

“Party” means either the Township or SNC.

“Work” means the responsibilities described in Schedule ‘A’.

Purpose

- 3.1 The purpose of this MOU is to establish a partnership between the Township and SNC for delivery of the Programs.

Representations, warranties, and covenants

- 4.1 SNC represents, warrants, and covenants that:

- a) it is, and shall continue to be, a validly existing legal entity with full power to fulfill its obligations under the MOU; and
- b) it shall have on staff – or retain for the duration of this MOU – qualified professionals to undertake the requirements of the MOU.

Term

- 5.1 The term of the MOU shall commence on signing and expire on March 31, 2025.

Budget

- 6.1 The Township is responsible for contributing all funds necessary for the Work.
- 6.2 The cost for the provision of management services for the Work shall be established annually within the Township budgeting process.

Payment

- 7.1 SNC shall invoice the Township upon completion of work.
- 7.2 The Township shall pay all invoices within thirty (30) days of receipt.

Insurance

- 8.1 Each party, at their own expense, shall maintain insurance requirements for the duration

of the MOU as noted below:

- a) Commercial General Liability issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this MOU. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; Employers Liability; tenants legal liability; cross liability and severability of interest clause. Such insurance shall add the [the Township/ SNC] as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the [the Township / SNC].
 - b) Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000. inclusive for each and every loss.
- 8.2 Each party shall, upon request, provide the other party with a certificate of insurance evidencing the above noted coverage including a 30-day notice of cancellation.
 - 8.3 Each party shall be responsible for the physical damage to their equipment used in providing services as outlined in the MOU. Any applicable Deductible to any insurance coverage shall be the sole responsibility of the Named Insured.
 - 8.4 Each party shall, upon request, provide evidence of WSIB or its equivalent.

Indemnity

- 9.1 Each party hereto agrees to indemnify and save harmless the other (including the other's employees, agents, directors, councillors, officers, and executives) from any and all claims, demands, losses, charges, liabilities, actions, causes of action and any other proceedings of any nature made or brought against, suffered or imposed upon the Parties or their property in respect of any loss, damage, injury or death to any person or property directly or indirectly arising of, resulting from or sustained in relation to work arising out of or allegedly attributable to the negligence, acts, errors, and omissions performed in accordance with this MOU. The obligations set out in this clause shall survive the expiration or termination of this MOU.

Force majeure

10. 1 The Parties shall not be in default or in breach of this Agreement due to any delay or failure to meet any of their obligations caused by or arising from any event beyond their reasonable control and without their fault or negligence, including any act of God or other cause which delays or frustrates the performance of this Agreement (a "force majeure event"). If a force majeure event frustrates the performance of this Agreement, the Contractor shall be entitled to costs reasonably and properly incurred in the performance of the Agreement prior to the date of the event.

- 10.2 The performance of the obligation affected by a “force majeure event” as set out above shall be delayed by the length of time over which the event lasted. SNC may, however, terminate this Agreement should the interruption continue for more than thirty (30) days.
- 10.3 Should either Party claim the existence of a “force majeure event” as above, prompt notice thereof shall be given to the other Party and the Party claiming the existence of a “force majeure event” shall have the obligation to provide reasonable satisfactory evidence of the existence of such event and use its best efforts to mitigate any damages to the other Party.

Termination

- 11.1 Either Party may terminate this MOU by providing a minimum six months written notice to the other Party. Upon a termination notice being given, SNC shall be entitled to costs reasonably and properly incurred in performance of this MOU within fourteen (14) days of termination.

Notice

- 12.1 Any notice, information, or document required under this MOU shall be deemed given if hand-delivered or sent via email or post. Any notice delivered, sent by email shall be deemed to have been received on the next working day after it is sent. Any notice that is mailed via post shall be deemed to have been received five (5) working days after being mailed.

Notice shall be addressed to the following:

To the Township: Township of Edwardsburgh Cardinal
18 Centre Street, P. O. Box 129
Spencerville (Ontario) K0E 1X0
Attention: Ms. Rebecca Williams, Clerk

To SNC: South Nation River Conservation Authority
38 Victoria Street,
Finch, ON, K0C 1K0
Attention: Ms. Ronda Boutz, Secretary-Treasurer

Severability of provisions

- 13.1 The invalidity or unenforceability of any provision of the MOU shall not affect the validity or enforceability of any other provision of the MOU. Any invalid or unenforceable provision shall be deemed to be severed.

Counterparts

- 14.1 The MOU may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Amendments

- 15.1 No amendment of this Agreement or waiver of any of its terms and conditions shall be deemed valid unless effected by a written amendment signed by the Parties.

Assignment

- 16.1 SNC shall not assign any of its rights or obligations under the MOU without the prior written consent of the Township. Except as expressly provided in the MOU, all rights and obligations contained in the MOU shall extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

Governing law

- 17.1 This MOU shall be governed by the laws of the Province of Ontario. The Township and SNC agree that the venue for any litigation shall be Ottawa, Ontario.

[signature page follows]

SIGNED

TOWNSHIP OF EDWARDSBURGH CARDINAL

Tory Deschamps,
Mayor

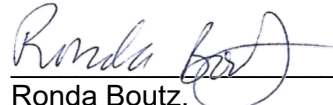
Date

Rebecca Williams,
Clerk

Date

We have authority to bind the Township of Edwardsburgh Cardinal.

SOUTH NATION RIVER CONSERVATION AUTHORITY



Ronda Boutz,
Secretary-Treasurer

July 29, 2024

Date

I have authority to bind the South Nation River Conservation Authority.

SCHEDULE “A”
ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Township shall include:

1. Secure and manage third-party contractors for arboriculture services identified in tree assessments;
2. Communicate and liaise with private landowners regarding tree removals and potential private land planting.
3. Provide program and services funding as determined within the Township budget; and
4. Support the promotion of the programs and services.

The roles and responsibilities of SNC shall include:

1. Tree Assessments
 - a) Conduct site visits and prepare arboricultural workplans to mitigate effects of recent 2022 severe storm events;
 - b) Provide specifications to Township staff for inclusion in Request for Proposals for arboricultural service to third-party contractors.
2. Tree Planting
 - a) Develop planting site plans for municipal-owned and/or private properties.
 - b) Secure tree stock as per planting site plans;
 - c) Coordinate tree delivery and cold storage;
 - d) Secure and manage third-party contracts for site preparation, planting, and tending;
 - e) Supervise tree planting contractors as per the annual work plan.
3. Provide itemized invoice at year-end or when funds are fully allocated, whichever is the earliest date.

SCHEDULE "B"

Summary of Work Schedule & Budget

Description	June		July					August			Sept		Cost
Tree Assessments and Site plans													\$5,000.00
Trimming/Removal/Cleanup (based on condition assessments)													\$50,000.00
Tree Replacements													\$35,000.00
Total													\$90,000.00



SCHEDULE C: INFORMATION AND PROFESSIONAL SERVICES

Product/Service		2024 Fee
Hourly Staff Rate		
	Assistant	\$75/hour
	Technical	\$95/hour
	Specialist	\$110/hour
	Professional	\$115/hour
	Management	\$125/hour
	Senior Management	\$140/hour
Digital Data and Maps		
Monitoring data, GIS files, Aerial photography ¹		\$170 plus staff time (Specialist Rate)
Natural Hazard and Other Digital Maps		\$215 plus staff time (Professional Rate)
Customized Maps		\$90 plus staff time (Specialist Rate)
Reports		
Base Cost (digital and paper)	Small: 1-30 pg	\$140
	Medium: 31-100 pg	\$275
	Large: >100 pg	\$430
Photocopying	Black and White	\$0.55
	Colour	\$1/page - plus staff time
Floodplain Models		
Hydraulic Model (HEC RAS model files) ^{1,2}		\$2,200 per model - plus staff time
Hydrologic Model (HEC-HMS, SWMHYMO model files) ^{1,2}		

Note: There is a minimum staff time charge of ½ hour.

¹ A signed digital data license agreement is required.

² A copy of the updated input and output files and revised floodplain maps must be provided.

TOWNSHIP OF EDWARDSBURGH CARDINAL

September 30, 2024

COPY

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

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

- September 4, 2024
- September 11, 2024
- September 18, 2024
- September 25, 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*

September 4th, 2024

FROM

DATE

SUBJECT

AMO

Aug 22

Watchfile

Community Futures Grenville

Aug 23

Invitation: Annual Meeting September 20

AMO

"

Policy Update: Record-Setting AMO 2024 Conference

UCLG

Aug 26

Media Release: Min. of LTC & MP Steve Clark visit MVL

UCLG

Aug 27

Media Release: Overdose Awareness Day

UCLG

Aug 28

Media Release: Safety Zone- Elementary School in Brockville

TWP of Russell

"

RES: AMCTO Provincial Updates to the Municipal Elections Ac

AMO

Aug 29

Watchfile

SNC

"

Invitation: Fall event at The Healing Place on October 3rd

UCLG

Sept 3

Economic Development eNews September 3 2024

RESUMÉ

of *correspondence*

September 11th, 2024

FROM	DATE	SUBJECT
AMO	Sept 5	Watchfile
Town of Prescott	"	RES: Recognize the Physician Shortage in the Town of Prescott
AMO	Sept 6	Policy Update
Brantford City	Sept 9	RES: Improve Municipal Codes of Conduct and Enforcement
Township of Augusta	"	2024 Augusta Business of the Year
Tay Valley Township	"	RES: Province Removes Wetlands Protection for EO
Tay Valley Township	"	RES: Jurisdiction of Ontario's Ombudsman
Town of Kirkland Lake	"	RES: Exotic Animals
Brudenell, Lyndoch, & Raglan TWP	Sept 10	Resolutions of Support
Township of Elizabethtown Kitley	"	Media Release: Best of 2024, Best Managed Township
UCLG	Sept 11	Building Housing Faster & Affordably Workshop
TWP of McGarry	"	RES: Water Testing

RESUMÉ

of *correspondence*

September 18th, 2024

FROM	DATE	SUBJECT
SBCC	Sept 12	Newsletter
AMO	"	Watchfile
Town of Smiths Falls	Sept 13	RES: AMO/OMA Joint Health Resolution Campaign
AMO	Sept 16	Community and Supportive Housing Knowledge Exchange
UCLG	"	Media Release: Watch for Algal Blooms into the Autumn
UCDSB	"	Meeting Invitation: UCDSB New School Discussion - 1 hour
UCLG	Sept 17	Economic Development eNews September 17 2024
Town of Tillsonburg	"	RES: Cellular Coverage Concerns
Town of Prescott	Sept 18	RES: Canada Community-Building Fund

RESUMÉ

of *correspondence*

September 25th, 2024

FROM	DATE	SUBJECT
AMO	Sept 19	Watchfile
Big Brothers/Sisters of LG	"	Organizational impacts to the EC area
WDMH Foundation	"	2023/2024 Report to Donors
TNPI	Sept 20	Trans-Northern Pipelines Inc. Maintenance Site – EC
UCLG	Sept 23	Counties Planning Applications - Summary to June 30
SNC	"	Source Protection Plan – Consultation on Updated Policies
OMAFR	Sept 24	Letter from the Honourable Robert J. Flack, OMAFR Minister
TWP of Augusta	"	RES: Mental Health and Addiction Treatment
ONTapproved	"	Event Invitation

TOWNSHIP OF EDWARDSBURGH CARDINAL

September 30, 2024

COPY

Resolution Number: 2024- _____

Moved By: _____

Seconded By: _____

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

- Report dated August 28 (2024-142) \$155,382.30
- Report dated August 29 (2024-143) \$220,317.19
- Report dated September 13 (2024-154) \$1,614,373.13
- Report dated September 20 (2024-155) \$194,466.11
- Report dated September 23 (2024-160) \$373,756.60

TOTAL: \$2,558,295.33

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: 2024-00142 to 2024-00142

Bank Code - EFT - electronic funds transfer

PROPOSED PAYMENTS

Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
PP -	Abell Pest Control Inc.			
	A6079316	Monthly Pest Control	92.02	92.02
PP -	Acklands-Grainger Inc.			
	9208860313	wwtp - gaskets	83.55	83.55
PP -	Beach Home Hardware			
	921989-1	pw- line painter repairs	105.07	
	921999-1	pw- part for brush cutter	338.99	
	921997-1	pw- carbon line	88.13	
	920205-1CR	rec-credit misc	-6.43	
	922975-1	rec- trimmer line	68.92	594.68
PP -	Benson Pools			
	12764	Rec-Replaced Puck feeder	752.52	752.52
PP -	Brandt Tractor Ltd			
	CS53957	pw- T6-PM Maitenance	924.49	
	CS53962	pw- T19-04 MTO inspection	815.30	
	CS53966	pw-T20-03-MTO inspection	2,055.28	
	CS53968	pw- T6- air leak repairs	1,090.14	
	CS53972	pw-T20-08-fuel	940.73	
	VS53971	pw-T5 - MTO inspection	3,505.81	9,331.75
PP -	Burchell's Home Hardware			
	50564	rec- misc	199.12	
	50574	rec-misc park supplies	157.49	
	50585	wtp- paint fire hydrants/supplies	793.03	
	50625	rec- pool chemicals	54.22	
	50635	rec-misc supplies	310.37	
	50636	fd- supplies	30.48	
	50681	rec- supplies for hall	109.89	
	50722	rec- misc park supplies	247.84	
	50738	rec- breaker for pool	63.69	
	50845	rec- misc tape and plant food	42.91	2,009.04
PP -	CIMCO Refrigeration			
	90932456	rec- ball valve replacement	618.74	
	90933758	rec- pressure relieve valves replac	3,350.45	
	90934682	rec-oil for compressor	149.16	4,118.35
PP -	Caduceon Enterprises Inc.			
	I24-012643	fd-stn # 1 testing	44.78	
	I24-012649	rec-south centre - testing	44.78	
	I24-012650	adm-Twp office testing	44.78	
	I24-012642	ind park testing	641.56	
	I24-012644	wtp-water plant testing	1,745.93	
	I24-012645	lagoon-spen library testing	44.78	
	08062024	wwtp-Spen Arena testing	44.78	2,611.39
PP -	Cassidy's Engraving & Trophies			
	918446	fd- trophy repairs/name plates	91.53	91.53
PP -	Compass Group of Canada			
	I288751	rec-canteen supplies	1,020.18	1,020.18
PP -	Coville Electric			
	6790	rec- parking lot pole	4,640.72	4,640.72
PP -	Culligan Water			

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00142 to 2024-00142

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		61996TN	fd-stn # 1-water	41.82	41.82
PP -	Da-Lee Group Dust Control	INV0098775	pw-2024 dust suppressant tender	10,387.66	10,387.66
PP -	Drummond's Gas	2527759	rec-fuel	11.62	
		2527674	rec- fuel	131.09	
		2527676	rec-fuel	55.49	
		2527776	rec- truck fuel	134.94	
		2527779	rec-fuel	16.94	
		2527683	rec-fuel	18.64	
		2527684	rec-truck fuel	124.79	
		2527693	rec-truck fuel	137.46	
		2527809	rec- truck fuel	13.35	
		2527816	fd-T9-fuel	100.32	
		2527825	rec- fuel	28.98	
		2527826	rec-fuel	121.81	
		2530212	fd- fuel	84.45	
		2530207	rec- fuel	31.01	
		2530217	fd-T8-fuel	102.00	
		2530240	rec-truck fuel	177.52	
		2530249	rec-truck fuel	30.00	1,320.41
PP -	Egeberg, Wade	Jan 2024	fd- medical certificate	20.00	20.00
PP -	Electrical Safety Authority	900138818	CSSP quarterly invoice	2,884.95	2,884.95
PP -	Erika MacDonald	Aug 2024	fd-fd annual bbq expenses	393.22	393.22
PP -	Express Impressions INc	35535	fd- uniform hats	1,383.87	1,383.87
PP -	Firechek Protection Services	11042	fd-PM-breathing air compressor	1,514.49	1,514.49
PP -	G. Tackaberry & Sons	G-0091779	pw-culverts-Armstrong Rd	2,582.83	2,582.83
PP -	GAL Power Systems Ottawa Ltd	122014	wtp - generator servicing	1,373.29	
		122152	lagoon PM #2 - Spencer St	1,252.13	
		122230	wwtp-PM # 2 - Adelaide	1,453.25	4,078.67
PP -	Grand & Toy	V070050	adm-battery backup - council char	402.98	402.98
PP -	HW Supplies Inc	220000017843	pw-pressure washer tips	51.48	
		220000017825	pw-Brush head repairs	1,841.28	
		220000017939	pw-safety glasses	14.01	
		220000018174	pw-adj wrench/bungee straps	226.63	
		220000018233	pw- landscape fabric	174.02	2,307.42
PP -	Hach Sales & Service Canada Lt	359530	wtp- lab supplies	609.29	609.29
PP -	Hansler Smith Limited	5799980	rec- cleaning supplies parks	342.39	
		5800715	rec- garbage bags	345.78	
		5800716	rec- garbage bags	68.48	756.65

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00142 to 2024-00142

PROPOSED PAYMENTS

Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
PP -	Herbison Tree Service			
	July 24, 2024	rec- tree trimming	1,130.00	
	EC-01	ec dev-MNRF Grant	25,086.00	26,216.00
PP -	Ignite Printing			
	234447	adm/ec devl Spencerville Fair Ad	589.86	589.86
PP -	Industrial Electrical			
	5209	lagoon-Spen pump 2 Repairs	2,978.87	2,978.87
PP -	J. Quattrocchi & Co Ltd			
	00824828	rec- canteen supplies	442.25	
	00826478	rec- canteen supplies	1,197.91	1,640.16
PP -	Jewell Engineering			
	00119953	storm-Cty Rd 2-prof services - Jun	4,279.48	4,279.48
PP -	Lifesaving Society			
	226539	rec- program supplies	390.00	390.00
PP -	Limerick Environmental Svcs			
	2023-4142	wwtp-sludge removal	262.39	
	2023-4856	wwtp-sludge removal	396.63	
	2024-0158	wwtp-sludge removal	317.30	
	2024-1042	wwtp-sludge removal	396.63	1,372.95
PP -	Local Authority Services Ltd.			
	MGBP000006956	Adm-Post it notes, paper	139.97	
	MGBP000006960	adm-batteries	32.19	172.16
PP -	Mac's Convenience Store Inc.			
	146612	rec- fuel	40.00	
	146616	fd-T9-fuel	100.00	
	146618	rec- fuel	40.00	
	146617	rec- fuel	150.00	
	146621	rec- fuel	9.20	
	146623	rec-fuel	9.35	
	146624	ind park-fuel	93.52	
	146625	rec-fuel	91.78	
	146626	rec-fuel	83.01	
	146627	rec-fuel	40.00	
	146628	wmpss-fuel	97.50	
	146630	wwtp-fuel	118.00	
	146631	wtp-fuel	119.05	
	146632	rec- fuel	107.15	
	146633	rec- fuel	50.00	
	146634	wwtp-fuel	67.50	
	146635	pw-T19-01-fuel	133.05	
	146636	rec- fuel	118.25	
	146638	rec- truck fuel	75.00	
	146639	pw-T23-01-fuel	76.25	
	146640	rec- fuel	18.10	
	146642	pw-T22-01-fuel	94.00	
	146643	fd-T9-fuel	120.00	
	146641	rec- fuel	100.10	
	146645	pw-T22-01-fuel	59.01	
	146646	rec- fuel	121.10	
	146650	rec- fuel	74.00	
	146651	rec- fuel	29.95	2,234.87

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00142 to 2024-00142

PROPOSED PAYMENTS

Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
PP -	Morrisburg Plumbing & Heating			
	29428	es- water meter repair	228.97	
	29456	pw-Cardinal office a/c repairs	411.04	640.01
PP -	O'Reilly's Independent Grocer			
	06 3910	fd- building supplies	96.79	
	06 3915	fd- water/gatorade	173.05	269.84
PP -	OnServe			
	67313	IT contract services Aug 2024	5,269.31	5,269.31
PP -	Playground Planners Inc.			
	7077	rec- parts for swing set	413.58	413.58
PP -	Poppa Corn Corp.			
	361506	rec- canteen supplies	518.74	518.74
PP -	Porter, Rachel			
	Aug 22, 2024	rec-Canteen supplies/pizza guards	232.50	232.50
PP -	Postmedia Network Inc			
	IN63905	plan-Advertising housekeeping am	966.82	
	IN63906	Plan-Advertising Housekeeping An	433.86	1,400.68
PP -	Pro-Tech Training Services Inc			
	2577	pw-book 7 training	384.20	384.20
PP -	Purolator Courier Ltd.			
	580045016	Adm-Reg Gen	15.04	
	580049732	wtp- water testing/adm-marriage lic	26.49	41.53
PP -	R & D Dairies Ltd			
	999.B241045	Rec Canteen supplies	339.15	
	999.B241531	Rec Canteen Supplies	248.65	587.80
PP -	Realtax Inc.			
	98249	adm- tax reg # 0701701025033010	700.60	700.60
PP -	Rideau St. Lawrence Utilities			
	A00308	W/S Billing Aug 2024	3,972.29	
	RSL024-038	es-Cardinal Sanitary-Pumping Stai	497.20	4,469.49
PP -	Robinson Consultants Inc			
	0072170	storm-Newport Drain-contract adm	864.22	864.22
PP -	Rush Truck Centres of Canada			
	3038360128	pw-T6 sensor repairs	4,041.18	4,041.18
PP -	Sally Mellon			
	EC2408	Animal Control Aug 2024	1,412.50	1,412.50
PP -	Sands			
	00722855	fd-uniform/stn gear	396.60	396.60
PP -	Sani Gear Inc			
	16676	fd- annual bunker gear cleaning	562.44	562.44
PP -	Selleck Truck & Trailer Repair			
	133534	fd- T7- MTO inspector	899.64	
	133535	fd-T2-MTO inspection	996.81	
	133536	fd-R5-MTO inspection	817.69	
	133538	fd- P4 MTO inspection	805.76	
	133609	fd-T1 MTO inspection	956.26	
	13634	fd- P1-MTO inspection	2,375.58	
	133756	fd-R1-MTO - inspection	899.74	7,751.48
PP -	South Nation Conservation			
	IN29111	Plan-SWM Peer Review SNC-361-	766.25	
	IN29112	ec-dev-slope assessment - stones	11,666.69	12,432.94

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00142 to 2024-00142


PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Spencerville Home Hardware				
	86894		rec-misc	17.50	
	86900		rec-misc well	17.50	
	86908		rec- tractor supplies	10.15	
	86945		w/d-pittston pad lock	22.02	
	57041		rec-misc	20.33	87.50
PP -	St. Lawrence Testing &				
	24D431		pw-cap-Weir Bridge testing + inspe	3,140.72	3,140.72
PP -	Straitline Contracting				
	357216		adm- kitchen cabinets	4,170.00	4,170.00
PP -	TRS Heating & Cooling Ltd.				
	42437568		adm-heat pump problem	157.07	157.07
PP -	Technical Standards & Safety				
	9910792		rec-Arena lift inspection renewal	262.50	262.50
PP -	Tessier, Mary				
	2024-004		ec-dev-Mary Consulting Services	2,949.30	2,949.30
PP -	Ultramar				
	05466141707391		pw-1397 L Marked diesel-Dish	2,116.60	
	03916792707392		pw-1995.60L Color diesel-Cty Rd 2	3,024.67	5,141.27
PP -	Universal Supply Group 3735				
	964-443338		es-generator parts	469.38	
	964-443504		rec- tractor supplies	126.06	
	964-443843		pw-foot chuk/electric tape	53.32	648.76
PP -	Upper Canada Elevators				
	30583		adm - lift inspection	260.00	260.00
PP -	Waste Connections of Canada				
	7150-0000450017		Bin Collection	1,849.77	1,849.77
PP -	Westburne Ontario				
	3998152		wmpss- batteries	163.80	
	3998153		wtp-wire	257.63	421.43
				Total Proposed Payments:	155,382.30

Total EFT: 155,382.30

Certified Correct This Wednesday, August 28, 2024


Rebecca Crich, Clerk


Dave Grant, Deputy CAO

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00143 to 2024-00143

Bank Code - PAD - Preauthorized Debit

PROPOSED PAYMENTS

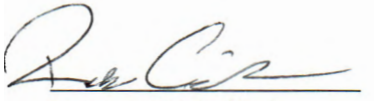
Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Bell Canada				
		658-2141 08-24	spencerville arena	129.53	
		658-3001 08-24	fd/pw- phone split	149.54	
		658-3055 08-24	admin	506.73	
		536626539 08-24	Cardinal Arena internet	56.44	
		546532571 08-24	Rec- Bell Internet J.Town	132.15	974.39
PP -	Eastlink				
		22181123	pw/fd phone	219.88	219.88
PP -	Hydro One Networks Inc.				
		19876 07-24	spencerville arena	467.28	
		02595 07-24	spencerville arena	1,045.57	
		03768 07-24	ball diamond	61.56	
		77395 07-24	south centre	481.93	
		16052 07-24	johnstown pool	751.05	
		64439 07-24	wwtp-3207 Windmill	2,427.69	
		10647 08-24	pw-Pittston Shop	375.46	
		14330 08-24	St Lights Var Aug 2024	919.54	
		18196 08-24	lagoon-2301 RD 21	57.80	
		05572 08-24	Adm-1416 Byers Road	316.05	6,903.93
PP -	Ontario Municipal Employees				
		July 2024	July 2024 Contributions	49,814.52	49,814.52
PP -	Pitney Bowes				
		3202407521	Postage Machine Qtr Lea Jul-Sep	440.53	440.53
PP -	Reliance Home Comfort				
		4422619 08-24	rec hot water heater rental	251.31	251.31
PP -	Royal Bank Visa				
		2095 07-24	R.Williams RBC visa Jul 2024	1,056.63	
		2113 07-24	S.Nicholson Jul 2024	2,083.64	
		2745 08-24	B. Moore RBC Visa Aug 2024	456.12	3,596.39
PP -	Superior Propane				
		50147031	rec - 4050 Dishaw St	111.84	111.84
PP -	Telus Mobility				
		16215291191	Aug 2024 Corporate Account	913.90	913.90
PP -	Township of Edwardsburgh/Cardi				
		PP 17 2024 PT/F	PP 17 2024 PT/FT Payroll	146,152.56	146,152.56
PP -	Workplace Safety & Insurance				
		July 2024	Jul 2024 Premium	10,937.94	10,937.94
				Total Proposed Payments:	220,317.19
				Total PAD:	220,317.19

Certified Correct This Thursday, August 29, 2024

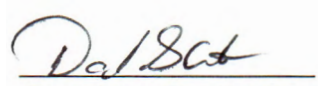
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Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00143 to 2024-00143

Page 2



Rebecca Crich, Clerk



Dave Grant, Deputy CAO

**Township of Edwardsburgh/Cardinal
List of Accounts for Approval**

Date Printed
9/13/2024 12:07 PM

Batch: 2024-00154 to 2024-00154

Page 1

Bank Code - EFT - electronic funds transfer

PROPOSED PAYMENTS

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Abell Pest Control Inc. A6036886	Monthly pest control	94.14	94.14
PP -	Acklands-Grainger Inc. 92279714143	wwtp- fittings	39.48	39.48
PP -	Aimer, Robert & Patria Sep 3, 2024	Over pd taxes # 702-005-07000	300.00	300.00
PP -	Alarm Systems - Brockville 1512784 1522229 1519671	rec- yearly monitoring rec- repair to door sensor wmpps-windmill rd - annual monitc	704.44 175.15 705.12	1,584.71
PP -	Aquatic Informatics Inc. 109947	es-watertrax renewal	10,612.05	10,612.05
PP -	Brandt Tractor Ltd CP219307 CP219502	pw- T24-05-Hubcap/mudflaps pw-T24-05-led lamps	405.56 105.75	511.31
PP -	Burchell's Home Hardware 50563 50879 50937 50972 50995 51080 51117	rec-keys rec- misc rec-misc plus chemicals rec- parts and supplies rec- chemicals rec- misc counil-parade	10.89 93.74 254.57 288.88 311.78 75.34 53.64	1,088.84
PP -	CGIS Spatial Solutions 45566	bldg-CGIS Q4 2024	1,999.50	1,999.50
PP -	CIMCO Refrigeration 90932138 90935944 90935945	rec-compressor overhaul rec- service agreement rec- service agreement	13,909.17 3,502.44 3,502.44	20,914.05
PP -	Caduceon Enterprises Inc. I24-015378 I24-015379 I24-015841	es-sampling wtp-sampling cardinal water - lab sampling	223.91 1,459.51 42.87	1,726.29
PP -	Candise Newcombe Aug 26, 2024	Non Covered Dental	500.00	500.00
PP -	Chris LeBlanc Aug 31, 2024	pw-Cardinal shop -microwave	90.39	90.39
PP -	Chris Ward Aug 2024	Council-AMO Conference Meals/H	597.93	597.93
PP -	Clean Water Works Inc. W43825 W44017	wwtp-flushed sewerline-John st/va es- storm main flushing	5,629.66 1,239.72	6,869.38
PP -	Coca-Cola Refreshments Canada 43001612004	rec-canteen supplies	2,282.63	2,282.63
PP -	Core Civil Construction Inc. 5809	pw-capital Jordan culvert	185,785.84	185,785.84
PP -	Cornwall Gravel Co. Ltd. 134069	pw-watertower clean up	524.58	524.58
PP -	Coville Electric			

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00154 to 2024-00154

PROPOSED PAYMENTS

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
	6827	rec- cardinal pool pump repair	384.20	
	6828	rec- repair to voltage leak	2,872.12	
	6830	rec- electrical inspection	339.00	3,595.32
PP -	Culligan Water FC78273	es-Johnstown wells	376.29	376.29
PP -	DW Building Restoration Servic BRS 24-36-04	pw-Weir Rd Bridge PP#4	194,886.78	194,886.78
PP -	Davie Deline Aug 2024	Cleaning Services for Aug 2024	1,750.00	1,750.00
PP -	Delta Power Equipment P43643	pw- tractor- quick couplings	289.44	289.44
PP -	Drummond's Gas 2530282	rec-fuel	31.80	
	2530297	rec-fuel	143.53	
	2530305	rec-fuel	18.19	
	2588355	rec-fuel	23.00	
	2588427	rec-fuel	32.00	
	2588435	rec-fuel	134.84	
	2588490	rec-fuel	32.66	
	2588520	rec-fuel	85.56	501.58
PP -	Eastern Rink Services 2478	rec- ice paint	3,027.95	3,027.95
PP -	Emond Harnden LLP 258852	adm- legal	358.78	358.78
PP -	Equipment Sales & Service Limi W18245	pw-volvo - repairs error codes	3,657.74	3,657.74
PP -	Extend Communications 2409-17131	rec-call in service	359.63	359.63
PP -	Fire Marshal's Public Fire IN166288	fd- Fire prevention week supplies	417.39	417.39
PP -	Future Office Products FOP227160	adm-Aug 2024 Monthly Contract	451.58	451.58
PP -	G T Automotive 050806	rec-fueling repair ass#2542	153.14	
	050825	raw water supply-vehicle repair	393.83	546.97
PP -	G. Tackaberry & Sons G-0091899	pw-cross culvert-Miller	2,077.25	2,077.25
PP -	GAL Power Systems Ottawa Ltd 122260	es- cardinal water	1,730.39	1,730.39
PP -	Greer Galloway Consulting Eng 29549	drainage-prof services-drainage su	1,328.88	
	29555	pw- Jordan Rd- prof service july 2C	1,576.35	
	29566	pw-Jochem Rd - traffic study	2,938.00	5,843.23
PP -	HW Supplies Inc 220000018499	pw-bush hog-gear box repairs	657.67	
	220000016950	pw-culvert stock	8,473.45	
	22000018815	pw- Dobbie entrance	2,001.32	11,132.44
PP -	Hansler Smith Limited 5802019	rec- garbage bags	262.67	262.67
PP -	Herbison Tree Service EC-02	Ec Dev - MNRF Project	36,838.00	36,838.00

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00154 to 2024-00154

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Howard Campbell & Sons Ltd.				
		P54413	rec-pump out house	255.00	
		P56035	rec-pump out house	255.00	
		MR4224	w/d-portable rental	150.00	660.00
PP -	Ignite Printing				
		234569	fd- recruitment banners	327.02	
		234627	bldg-inspection reports	89.27	416.29
PP -	Industrial Electrical				
		4420	es-lighting upgrades	4,407.57	4,407.57
PP -	J. Quattrocchi & Co Ltd				
		00827315	rec- canteen supplies	299.51	299.51
PP -	Jeff Hopkins				
		Sep 2024	rec-J. Hopkins Glasses	247.99	247.99
PP -	Joe Computer				
		204948	Internet	138.99	
		207947	Internet	138.99	277.98
PP -	John Buffet				
		362	Bylaw- Aug 2024	2,025.00	2,025.00
PP -	Joseph Martelle				
		Aug 2024	Cou-Mileage/AMO Hotel & Meals	901.12	901.12
PP -	Keystone Bridge Management Cor				
		2411	pw-capital Weir Rd Bridge CA	14,995.10	14,995.10
PP -	Kim Durant				
		Aug 24, 2024	rec-food handler course Annika	25.58	25.58
PP -	Lifesaving Society				
		226886	rec-program supplies	235.00	
		227047	rec-program supplies	15.00	250.00
PP -	Limerick Environmental Svcs				
		2024-0585	wwtp-sludge removal	317.30	317.30
PP -	Local Authority Services Ltd.				
		MGBP000006728	adm-paper/adm-kitchen supplies	146.76	
		MGBP000007149	adm-office supplies	132.37	
		MGBP000007155	adm-office supplies/kitchen supplie	58.57	
		MGBP000007186	adm- kichen supplies	43.98	381.68
PP -	Mac's Convenience Store Inc.				

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00154 to 2024-00154

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		142248	rec- fuel	80.03	
		146558	rec- fuel	9.00	
		146607	rec-fuel	9.50	
		146582	pw-T19-01 fuel	126.00	
		146589	pw- T22-01 fuel	104.80	
		146637	ind park -fuel	90.30	
		146644	wmpps-fuel	83.00	
		146647	rec- fuel	106.60	
		146648	wwtp-fuel	94.55	
		146649	ind park fuel	123.20	
		146652	wtp -fuel	96.00	
		146654	pw-T22-01 fuel	118.00	
		146655	fd- fuel	132.20	
		146656	pw-T19-01-fuel	127.05	
		146657	rec-fuel	90.30	
		146658	es-fuel	89.50	
		146659	rec-fuel	8.95	
		146660	rec-fuel	40.00	
		146661	rec- fuel	30.00	
		14662	es- fuel truck	73.25	
		146664	rec- fuel	7.00	
		146663	rec-fuel	20.00	
		146665	rec- fuel	101.95	
		146666	pw-T22-01 fuel	101.00	
		148528	pw-T19-01 fuel	128.95	
		148527	rec- fuel	115.90	
		148532	rec- fuel	83.73	2,190.76
PP -	Mark's Commercial				
	90088200		rec- boots for R. McGuire	237.29	237.29
PP -	Messer Canada Inc., 15687				
	2108083489		pw-welding gas	14.66	14.66
PP -	Mike Spencer				
	Aug 29, 2024		rec-canteen supplies	1,760.63	1,760.63
PP -	Morrisburg Plumbing & Heating				
	29494		es- lateral CCTV	389.85	389.85
PP -	Nine Mile Repair Inc				
	857		pw-H3 - new water tank holder	218.37	
	864		pw- T19-04-trap arm assy	994.40	
	865		rec- repair to diving board	780.83	
	870		pw-mower repairs	11,995.66	13,989.26
PP -	Novatech				
	1039098		plan/adm-general planning inquire:	1,767.32	1,767.32
PP -	O'Reilly's Independent Grocer				
	06 0754		pw-water	18.00	18.00
PP -	OnServe				
	67474		IT contract services Sep 2024	4,125.98	
	67569		IT contract services Sep 2024 A	1,143.33	5,269.31
PP -	Ontario One Call				
	202461304		pw-locates	130.70	130.70
PP -	PSD Citywide Inc				
	22117		adm-asset management plan	6,196.16	6,196.16

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00154 to 2024-00154

PROPOSED PAYMENTS


Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Pesce & Associates Inc				
		3474	adm-compensation review	791.00	
		3517	adm-salary survey	9,492.00	10,283.00
PP -	Porter, Rachel				
		Sep 2024	rec-canteen purchases	121.36	121.36
PP -	Postmedia Network Inc				
		IN70147	adm-agenda adv	226.00	
		IN74510	adm-agenda adv	226.00	452.00
PP -	Purolator Courier Ltd.				
		585060272	fd-uniforms/adm-MOF/w/d-signs	17.53	
		555060206	adm-reg gen/fd-shpping radio char	42.79	
		505062396	Adm-reg gen	15.04	75.36
PP -	R & D Dairies Ltd				
		999.B241750	Rec Canteen supplies	61.77	
		999.B241751	Rec Canteen supplies	381.83	
		999.B241964	Rec Canteen supplies	19.15	462.75
PP -	R. Thurston Technologies				
		12415	fd-bluetooth headset	2,508.60	
		12416	fd-portable radio & install	2,230.62	4,739.22
PP -	Realtax Inc.				
		98436	adm- tax reg # 0701701050092000	536.75	
		98437	adm- tax reg # 0701701045074000	536.75	
		98438	adm- tax reg # 0701701045041000	536.75	
		98439	adm- tax reg # 0701701030211000	536.75	
		98440	adm- tax reg # 0701701015260020	536.75	2,683.75
PP -	STELLEM a Division of EMCO Corporati				
		292524002175	es- de-chlorination tables	502.85	502.85
PP -	Sally Mellon				
		EC2409	Animal Control Sep 2024	1,412.50	1,412.50
PP -	Smartcell Communications Inc				
		KINBIIN6074	fd- cell phone	351.14	351.14
PP -	South Grenville Beacon				
		822	plan/adm-general bylaw adm/es ca	427.14	427.14
PP -	South Nation Conservation				
		IN29170	Ec Dev- MNRF Grant	2,713.41	2,713.41
PP -	Spencerville Home Hardware				
		87049	wwtp-office supplies	4.51	
		87102	rec- misc wax for office floor	36.69	
		87108	adm- electrical for kitchen	38.34	
		87144	rec- oil for tractor	4.51	
		87155	rec- misc	11.44	
		87156	rec-misc credit	-3.34	
		87157	adm-misc supplies	38.59	
		87158	rec- misc	7.90	
		87150	es-supplies	5.64	
		87206	rec- misc	30.49	174.77
PP -	Stephen Dillabough				
		Aug 2024	Council-AMO Hotel & Meals	855.75	855.75
PP -	Steven Roberts				
		Aug 20, 2024	fd- training expense	438.82	
		Aug 26, 2024	fd-fire call food	90.68	529.50

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00154 to 2024-00154

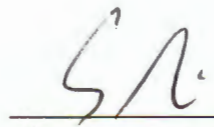
PROPOSED PAYMENTS

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	TRS Heating & Cooling Ltd. 42608705	adm- service call	296.63	296.63
PP -	Tenaquip Ltd. 16267839-00	fd- sledge hammer	250.54	250.54
PP -	Tessier, Mary 2024-005	Ed dev - Mary Consulting Services	2,440.81	2,440.81
PP -	The Grass Man Aug 26, 2024	bylaw-grass cutting	135.60	135.60
PP -	United Counties Of Leeds & INV 20814 INV 20817	Drainage-drainage maps 3rd Qtr Levy - Counties	339.43 996,805.00	997,144.43
PP -	Universal Supply Group 3735 964-444538 964-444909	Cardinal Sanitary -belts rec-battery for zamboni	20.68 228.25	248.93
PP -	Vicki Cucman Aug 29, 2024	wellness committee gift card trivia	50.00	50.00
PP -	WE Finance 17455	Cardinal sanitary - xerox lease	495.28	495.28
PP -	Walter Smail Aug 20, 2024	Council-Mileage/AMO Conference	854.62	854.62
PP -	eSCRIBE Software Ltd. 9895	adm-escribe annual licenses	25,878.18	25,878.18
Total Proposed Payments:				<u>1,614,373.13</u>
			Total EFT:	<u>1,614,373.13</u>

Certified Correct This Friday, September 13, 2024



Jessica Crawford, Treasurer



Sean Nicholson, CAO

**Township of Edwardsburgh/Cardinal
List of Accounts for Approval**

Batch: 2024-00155 to 2024-00155

Bank Code - PAD - Preauthorized Debit

PROPOSED PAYMENTS


Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Bell Canada			
	925 5822 08-24	Sout Centre Johnstown	136.13	
	657 4468 08-24	WTP Phone	138.95	
	657 3210 08-24	Cardinal Arena	145.88	
	657 4606 08-24	Pittston Phone	150.92	
	657 4850 08-24	WWTP phone	187.91	
	657 3765 08-24	John St	384.51	
	543665566 08-24	Admin/Fd/PW Rec Internet	372.72	1,517.02
PP -	Hydro One Networks Inc.			
	84483 08-24	pw- Sophia St	7.26	
	53082 08-24	lagoon 2803 CR 21	36.68	
	62670 08-24	wwtp-flett st	39.71	
	32562 08-24	lagoon 4 Charles	39.78	
	24430 08-24	ball diamonds	131.25	
	71283 08-24	lagoon- 1 Spencer	150.05	
	25495 08-24	spencerville library	177.14	
	27613 08-24	admin-townhall	636.63	
	03696 08-24	fd stn 1	965.41	
	41324 08-24	parks-CR44 clock	47.21	2,231.12
PP -	LBC Capital			
	2715412	copier lease	183.06	183.06
PP -	Minister Of Finance			
	09152024	Fee charge	2.43	2.43
PP -	Rideau St Lawrence			
	270-00 08-24	pw-cardinal streetlights	1,775.60	
	502-00 08-24	ball diamond Cardinal	36.66	
	450-00 08-24	wtp-water tower	40.77	
	496-00 08-24	wwtp-417 Hwy2	47.06	
	504-00 08-24	parks 1800 Dundas	53.21	
	501-00 08-24	fd stn 2	145.25	
	435-00 08-24	wwtp-172 Henry	162.91	
	290-00 08-24	parks-1700 Dundas	242.99	
	370-00 08-24	wwtp-adelaide	311.37	
	500-01 08-24	cardinal library	366.13	
	250-00 08-24	cardinal pool	566.00	
	231-00 08-24	pw-4035 Dishaw	719.11	
	430-00 08-24	wtp-87 Legion Way	1,705.91	
	505-01 08-24a	cardinal arena	3,804.60	
	464-00 08-24a	4000 John wwtp	5,523.46	
	119-01 08-24	ind park water	8,144.74	23,645.77
PP -	Royal Bank Visa			
	8356 -08-24	D Grant - RBC Visa Jun 2024	145.00	
	8584 -08-24	M. Spencer Aug 2024	1,444.52	1,589.52
PP -	Sun Life Financial			
	Sep 2024	Monthly Premiums	24,444.77	24,444.77
PP -	Superior Propane			
	50267997	Cardinal Arena	19.78	19.78
PP -	Telus Mobility			
	39265058 08-24	adm-Aug 2024 Business Phone Ac	2,236.21	2,236.21

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00155 to 2024-00155


PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Township of Edwardsburgh/Cardi				
	PP 18 2024 PT/F	PP 18 2024 PT/FT Payroll		129,068.72	
	PP 9 2024 Counc	PP 9 2024- Council Payroll		5,831.97	
	PP 17 2024	PP 17 2024 ADP Payroll Fee		1,350.08	136,250.77
PP -	Union Gas Limited				
	72780 5 08-24	4035 Dishaw St		28.37	
	72598 5 08-24	Library -618 Cty Rd 2 Aug 2024		33.26	
	69531 2 08-24	4035 Dishaw St		33.26	
	72687 6 08-24	70 Adelaide St		42.92	
	44825 1 08-24	Rec - 4050 Dishaw -Card Arena		831.03	
	44787 6 08-24	87 Legion Way		278.75	
	53951 1 08-24	wwtp-4000 John natural gas		1,081.66	
	1619 4 08-24	24 sutton Dr		16.41	2,345.66
				Total Proposed Payments:	194,466.11
				Total PAD:	194,466.11

Certified Correct This Friday, September 20, 2024



Jessica Crawford, Treasurer



Sean Nicholson, CAO

**Township of Edwardsburgh/Cardinal
List of Accounts for Approval**

Batch: 2024-00160 to 2024-00160

Bank Code - AP - REVENUE FUND

PROPOSED PAYMENTS

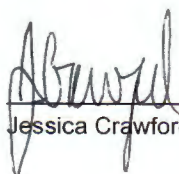
Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	416 Courier	2109	Adm-Aug Water Sample Courier	207.92	207.92
PP -	Adams, Rob	17-2024	adm- strat - plan	20,453.00	20,453.00
PP -	Aqua-Drain Sewer Services Inc	109674	es-sanitary manhole repair	2,593.35	2,593.35
PP -	Aubin, Christine	Aug 23, 2024	rec-refund	575.00	575.00
PP -	Beach Equipment & Hardware	924010-1	cardinal water- belts - wtp	62.15	
		924033-1	cardinal water- compressor parts	75.64	
		924034-1	cardinal water-compressor oil	24.84	162.63
PP -	Beattie Dodger Chrysler	383313	pw-T22-01-sensor	340.36	
		383433	fd- T8-service	152.54	492.90
PP -	Beck's Construction Compnay Ltd.	4078	rec-sand for pole	253.12	253.12
PP -	Byrd, Theresa	Aug 15, 2024	Refund-lesson	100.00	100.00
PP -	C & C Spencerville Automotive	41429	rec- oil change asset 2573	90.40	90.40
PP -	CYCOM Technology Solutions Inc	I0029020	adm- AV system Council Chamber	93,914.30	93,914.30
PP -	Clearwater Municipal Services Inc.	J001632	spen ww -capital splitter box liniing	42,611.17	42,611.17
PP -	Conseil Scolaire Catholique de	3rd Qtr 2024	3rd Qtr 2024	14,246.68	14,246.68
PP -	Crossings Road and Trail	2557	rec- new shaft seal assembly	2,347.68	2,347.68
PP -	Daltco Electric	1503990	rec- parking lot	194.99	
		1504679	rec- parking lot	78.73	
		1504958	rec- parking lots	43.83	
		1505755	rec- wiring material	897.83	
		1506539	rec- new wiring	41.08	
		1507022	rec- new wiring	978.69	2,235.15
PP -	Donut Express	2024951	rec- canteen supplies	202.96	202.96
PP -	EVB Engineering	8761	es-EA ammendment-engineering	4,471.31	4,471.31
PP -	Eastern Welding	22698	es-magmeter install - capital	41,731.28	41,731.28
PP -	Estate of William Garth Workman	sep 6, 2024	refund-over pd acct # 701-040-01C	295.22	295.22
PP -	GIGPRINT	C29082024BA	rec- Township banners	192.10	192.10
PP -	John Courtney	01-2024	ed dev -cormorant project 2024	9,270.00	9,270.00
PP -	Krown - Brockville				

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00160 to 2024-00160

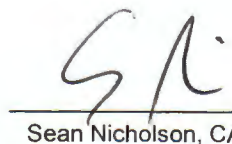
PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		124-83127	fd- fleet-oil sprays	3,158.35	3,158.35
PP -	Maximum Signs	107577	w/d-no trespassing - Pittston	63.17	63.17
PP -	Minister of Finance	302208241618052	OPP credit -Apr-Jun 2024	-2,895.08	
		302308241312051	Jul 2024 OPP billing	96,888.00	
		1-118614059-10	GOS Tile Drainage Loans	6,793.40	100,786.32
		SC2019-29-09-24	Garnishment for September 2024	653.81	653.81
PP -	Municipal Equipment	4941	card water/sanitary-draeger pump	743.16	743.16
PP -	O'Connor, Daniel	8907	rec-refund as field was to wet to us	84.75	84.75
PP -	PPE Solutions Inc.	PPE12047	fd- gear hoods	1,424.08	1,424.08
PP -	R. A. Howard Bus Services Ltd	33648	rec- bus for fishing derby	565.00	565.00
PP -	Receiver General	CPP Defic 2023	CPP Deficiency 2023	874.82	874.82
PP -	Redbrick Communications	2823	adm- press release Port GM	1,779.75	1,779.75
PP -	Scissons, Ray	587408	bldg-Building inspections	960.80	
		587410	bldg-Building inspections	1,829.80	2,790.60
PP -	Scotiabank Mortgage Corp.	aug 19, 2024	refund over pd 005-15300 mtg467!	13,424.40	13,424.40
PP -	Speska Holding Inc	Aug 29, 2024	Financial Incentive Agreement App	5,000.00	5,000.00
PP -	Township of Augusta	Sep 16, 2024	payment in error #07-010-00005-5	2,243.18	2,243.18
PP -	Watts' Small Engines	31220	rec-trim for weed eater	32.98	32.98
PP -	Zamboni Robert Boileau Inc	100675	asset 2601 inspection	3,686.06	3,686.06
				Total Proposed Payments:	<u>373,756.60</u>
				Total AP:	<u>373,756.60</u>

Certified Correct This Monday, September 23, 2024



Jessica Crawford, Treasurer



Sean Nicholson, CAO

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

BY-LAW NO. 2024-

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

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

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

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

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

1. The lands affected by this By-law include the entire corporate limits of the Township of Edwardsburgh Cardinal.
2. Section 2 (Definitions) is hereby amended by deleting the definition of SECOND DWELLING.
3. Section 2 (Definitions) is hereby amended by adding the following definition in alphabetical order to the list of definitions of DWELLING:
 - **SECONDARY FARM DWELLING shall mean a dwelling that is accessory to a principal agricultural use of a lot that provides residential accommodation for full time farm employees and is located on a lot that contains a principal dwelling.**
4. Section 2 (Definitions) is hereby amended by adding the following definition in alphabetical order to the list of definitions of DWELLING UNIT:
 - **ADDITIONAL RESIDENTIAL UNIT shall mean a separate dwelling unit that is located within the same building or in a separate building on the same lot as a single dwelling, semi-detached dwelling or townhouse dwelling.**
5. Section 2 (Definitions) is hereby amended by deleting the definition of SECOND DWELLING UNIT.
6. Section 2 (Definitions) is hereby amended by deleting the text “, except in the case of the St. Lawrence River, the high water mark shall be the upper controlled water elevation” before the text “and that above the mark”.
7. Section 2 (Definitions) is hereby amended by adding the following definition in alphabetical order:

PRINCIPAL when used in reference to a use, shall mean the primary or main use of land, buildings or structures.
8. Section 3.1 (Accessory Uses) is hereby amended by inserting the following new subsection immediately after subsection 3.1.7.:
 8. **Accessory buildings or structures constructed with cloth, plastic or vinyl supported by structural frames are not permitted on lands zoned CH or lands designated as Settlement Policy Area in the Official Plan. In all other cases, these buildings or structures shall be subject to the provisions of Section 3.1.**
9. Subsection 3.2.1 (Existing Undersized Non-Complying Lots) is hereby amended by adding the text “**and the requirement to demonstrate adequate servicing can be provided for the use as required by Section 3.24**” after the text “from any other provisions of this By-law”.
10. Section 3.14.10 (Parking Exceptions for Main Street Commercial (MC) and Main Street Commercial/Residential (MCR) Zones) is hereby amended by deleting and replacing Subsection 3.14.10.2 with the following:

2. **Notwithstanding the parking requirements of subsection 3.14.1, permitted uses that are located within the MC and MCR zones, may provide parking spaces on another lot, provided the lot is within 100 m of the property containing the use and the dedicated parking spaces are under an agreement in favor of the property requiring the parking spaces.**

11. Section 3.15 (Residential Separation Distances from Other Land Uses) is hereby amended by replacing the text “second dwelling” with “**additional residential unit**”.

12. Subsection 3.24.1 (Water and Sewage Disposal Services) is hereby amended by deleting and replacing with the following:

1. **No building permit shall be issued for any use, building or structure unless it can be demonstrated, to the satisfaction of the Township, that adequate servicing can be provided and that appropriate sewage and water systems are provided, in accordance with the following:**

13. Section 3.27 (Yard and Water Setback Encroachments) is hereby amended by adding the following item after the text “0.6m, provided that they shall not be located closer than 0.4 m to any lot line;”:

- **Air conditioning units, heat pumps or similar equipment may project into any required interior side yard or rear yard setback by not more than 1 m;**

14. Section 3.27 (Yard and Water Setback Encroachments) is hereby amended by adding the text “**engineered retaining walls,**” after the text “Open at-grade patios,”.

15. Section 4.1 (Additional Residential Units) hereby deleted in its entirety and replaced with the following:

4.1 Additional Residential Units

Notwithstanding any provisions of this By-law to the contrary, where a single dwelling, a semi-detached dwelling or a townhouse dwelling is a permitted use, a maximum of two (2) additional residential units shall be permitted on the same lot in accordance with the following provisions:

1. **Where a lot is serviced by private or partial services, additional residential units shall be subject to the following provisions:**

a. **A maximum of one (1) additional residential unit shall be permitted within or as an addition to a single dwelling, semi-detached dwelling and townhouse dwelling; and**

b. **A maximum of one (1) additional residential unit shall be permitted within a building accessory to a single dwelling, semi-detached dwelling and townhouse dwelling.**

c. **Prior to obtaining a building permit for an additional residential unit(s), the applicant shall demonstrate, to the satisfaction of the Township, that there is a potable source of water (quality and quantity) and that there is suitable sewage system capacity to support the additional residential unit(s) and principal dwelling.**

2. **Where a lot is serviced by full services, additional residential units shall be subject to the following provisions:**

a. **A maximum of two (2) additional residential unit(s) shall be permitted within or as an addition to a single dwelling, semi-detached dwelling and townhouse dwelling; or**

b. **A maximum of one (1) additional residential unit shall be permitted within or an addition to a single dwelling, semi-detached dwelling and townhouse**

dwelling and a maximum of one (1) additional residential unit shall be permitted within a building accessory to a single dwelling, semi-detached dwelling and townhouse dwelling.

3. An additional residential unit shall be located on a lot where driveway access is provided from an improved street.
4. An additional residential unit located within or as an additional to a single dwelling, semi-detached or townhouse dwelling shall be subject to the applicable zone provisions for the principal dwelling.
5. An additional residential unit located within an accessory building shall be subject to the provisions of Section 3.1.
6. All additional residential units shall be connected to the same water supply and sewage disposal systems as the principal dwelling.
7. A minimum of one (1) parking space shall be provided for each additional residential unit, in addition to the minimum parking requirements for the principal dwelling.

16. Subsection 4.6.8 (Home-Based Businesses) is hereby amended by deleting and replacing the text “Except in the case of lots not designated” with “**In the case of lots located outside of the**”.

17. Section 4.8.2 (Public Uses) is hereby amended by adding the text “**Hazard**” after the text “located in the Flood Plain”.

18. Section 5.3.4 (Boundaries of Zones) is hereby amended by adding the text “**Hazard**” after the text “exists as to the Flood Plain”.

19. Section 5.3.4 (Boundaries of Zones) is hereby amended by adding the text “, **plus a 5m wave uprush along the St. Lawrence River**” after the text “Conservation Authority”.

20. Section 5.7.1 (Overlay Zones) is hereby amended by deleted and replaced with the following:

1. Flood Plain Hazard Overlay Zone

The Flood Plain Hazard Overlay Zone denotes lands located within the 1:100 year flood plain, and the 5m wave uprush along the St. Lawrence River and are subject to natural hazard risks. Such lands shall be subject to all of the provisions of the underlying zone in which the lands are located, except as may be otherwise provided below:

21. Section 6.1.2 (Residential First Density (R1) – Zone Provisions) is hereby amended by deleting the text “Private Services 0.4 ha”.

22. Section 6.1.2 (Residential First Density (R1) – Zone Provisions) is hereby amended by adding the text “**or Private**” after the text “Partial” to the Lot Area (minimum) zone provision.

23. Section 9.1.1 (General Industrial (MG) Zone – Permitted Uses) is hereby amended by deleting the text “, other than a warehouse or self-” after the text “retail store accessory to a permitted MG use”.

24. Section 9.2.1 (Business Park Industrial (MBP) Zone – Permitted Uses) is hereby amended by deleting the text “, other than a warehouse or self-storage facility” after the text “retail store accessory to a permitted MG use”.

25. Section 12.1.2 (Rural (RU) Zone – Zone Provisions) is hereby amended by deleting and replacing the text “1.6 ha” with “**5 ha**”.

26. Section 13.1 (Agriculture (A) Zone) is hereby amended by adding the following new subsection immediately after Subsection 13.1.3.5:

6. Secondary Farm Dwelling

Notwithstanding the provisions of this By-law to the contrary, in the A zone, a maximum of one secondary farm dwelling, as defined, shall be permitted provided it is located on an operating farm which has a minimum lot area of 30 ha.

27. Schedule "A" to Zoning By-law No. 2022-37, as amended, is hereby further amended by repealing the *Flood Plain Overlay Zone* and replacing with the **Flood Plain Hazard Overlay Zone** as shown on Schedule "A" which is attached hereto and forms part of this By-law.
28. Schedule "B" to Zoning By-law No. 2022-37, as amended, is hereby further amended by repealing the *Flood Plain Overlay Zone* and replacing with the **Flood Plain Hazard Overlay Zone** as shown on Schedule "B" which is attached hereto and forms part of this By-law.
29. Schedule "C" to Zoning By-law No. 2022-37, as amended, is hereby further amended by repealing the *Flood Plain Overlay Zone* and replacing with the **Flood Plain Hazard Overlay Zone** as shown on Schedule "C" which is attached hereto and forms part of this By-law.
30. Schedule "D" to Zoning By-law No. 2022-37, as amended, is hereby further amended by repealing the *Flood Plain Overlay Zone* and replacing with the **Flood Plain Hazard Overlay Zone** as shown on Schedule "D" which is attached hereto and forms part of this By-law.
31. Schedule "A" to Zoning By-law No. 2012-35, as amended, is hereby further amended by changing the zoning of the lands affected by the By-law from "RU-1" to "RH-2" and "RU-1" to "RU" as shown on Schedule "E" which is attached hereto and forms part of this By-law.
32. Schedule "A" to Zoning By-law No. 2012-35, as amended, is hereby further amended by changing the zoning of the lands affected by the By-law from "A-13" to "RU", "RU" to "A-13" and "A" to "A-13" as shown on Schedule "F" which is attached hereto and forms part of this By-law.
33. The By-law shall become effective on the date of passing hereof, subject to the provisions of Section 34(21) of the *Planning Act*, R.S.O. 1990, as amended.

Read a first and second time in open Council this 30 day of September, 2024.

Read a third and final time, passed, signed and sealed in open Council this 30 day of September, 2024.

Mayor

Clerk

Schedule "A" to By-law No. _____
TOWNSHIP OF EDWARDSBURGH CARDINAL

REFER TO SCHEDULE "A"

Schedule “B” to By-law No. _____
TOWNSHIP OF EDWARDSBURGH CARDINAL

REFER TO SCHEDULE “B”

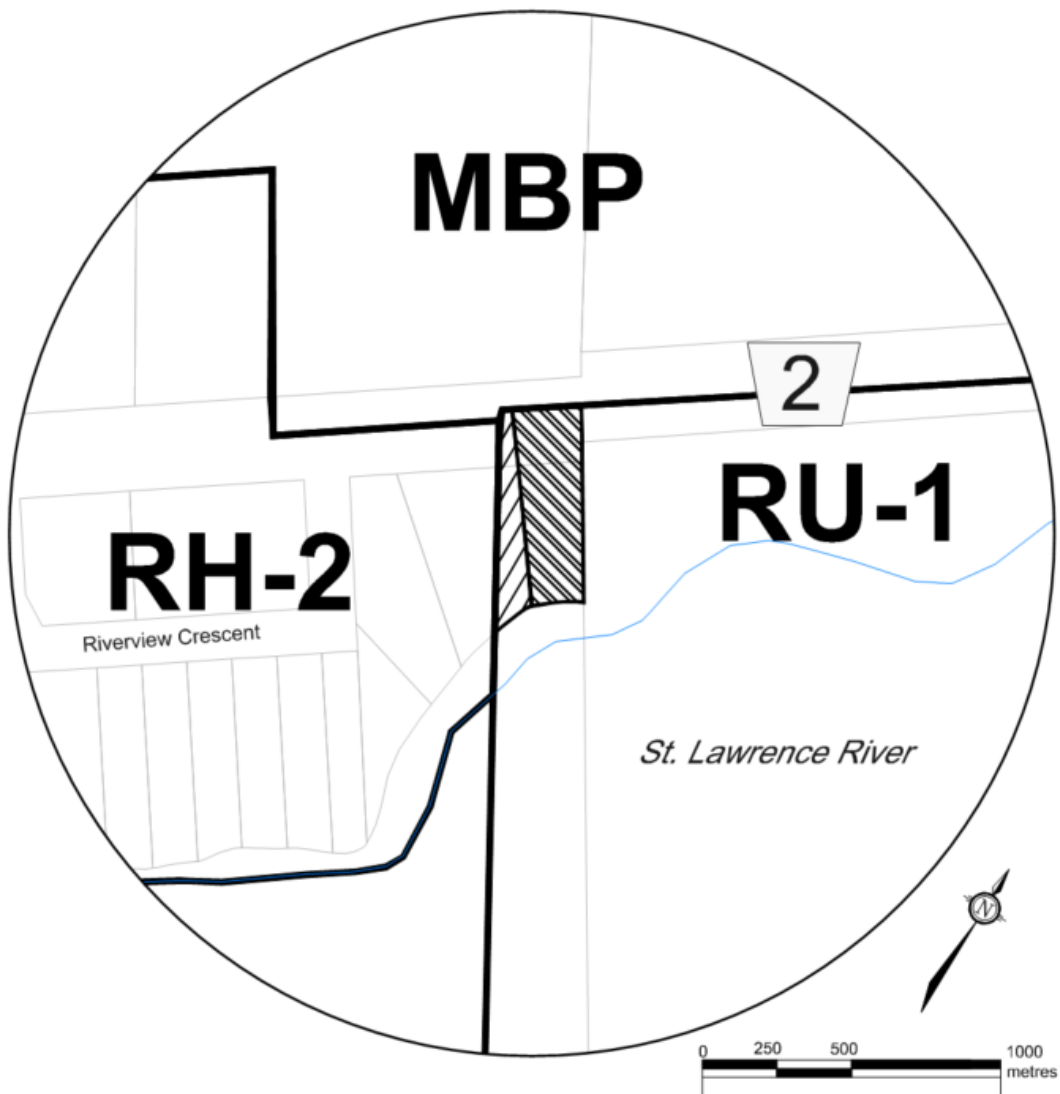
Schedule “C” to By-law No. _____
TOWNSHIP OF EDWARDSBURGH CARDINAL

REFER TO SCHEDULE “C”

Schedule “D” to By-law No. _____
TOWNSHIP OF EDWARDSBURGH CARDINAL

REFER TO SCHEDULE “D”

Schedule "E" to By-law No. _____
TOWNSHIP OF EDWARDSBURGH CARDINAL



AREA(S) SUBJECT TO THIS BY-LAW



TO: HAMLET RESIDENTIAL SPECIAL EXCEPTION 2 (RH-2) ZONE

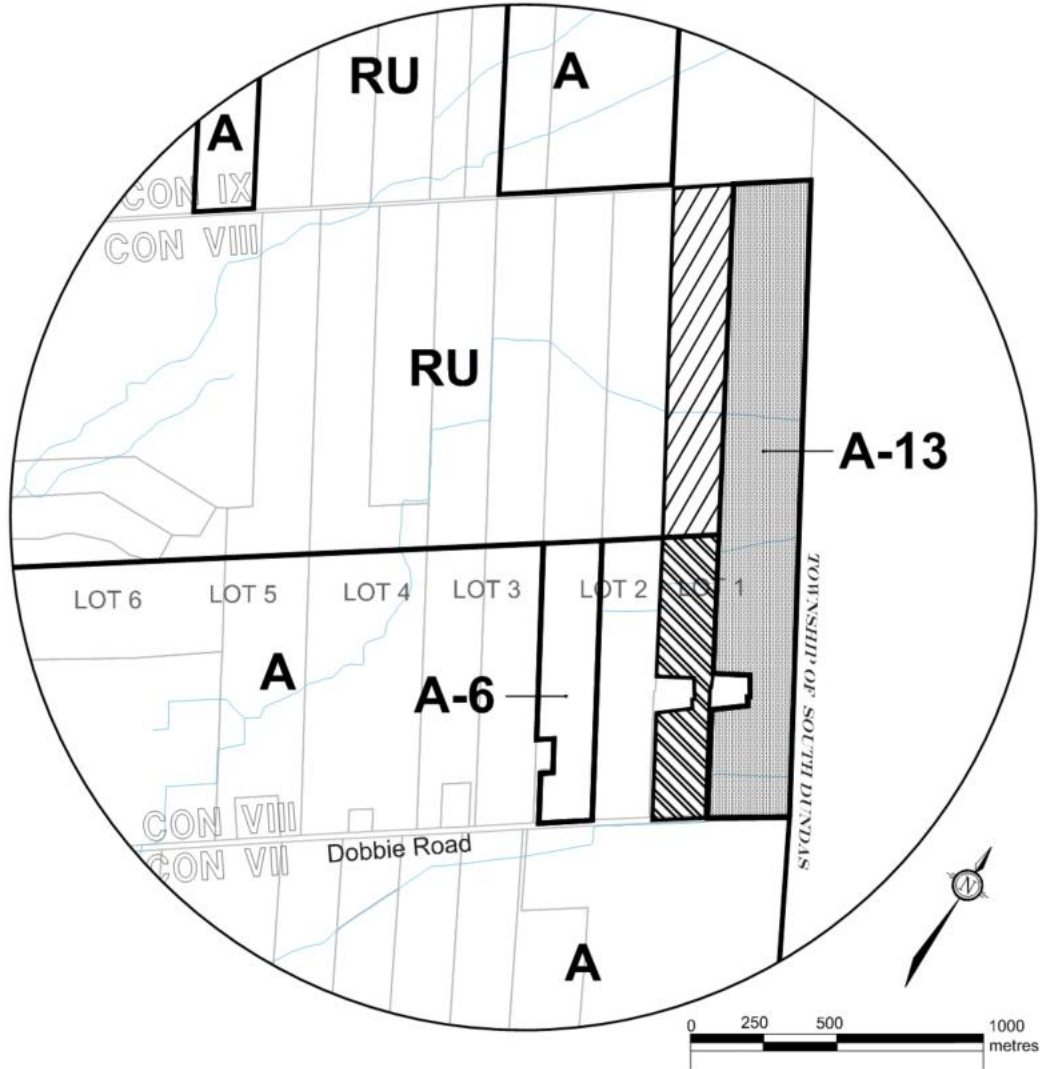
FROM: RURAL SPECIAL EXCEPTION 1 (RU-1) ZONE



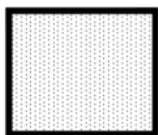
TO: RURAL (RU) ZONE

FROM: RURAL SPECIAL EXCEPTION 1 (RU-1) ZONE

Schedule "F" to By-law No. _____
TOWNSHIP OF EDWARDSBURGH CARDINAL



AREA(S) SUBJECT TO THIS BY-LAW



TO: AGRICULTURE (A) ZONE
FROM: AGRICULTURE SPECIAL EXCEPTION 13 (A-13) ZONE



TO: AGRICULTURE SPECIAL EXCEPTION 13 (A-13) ZONE
FROM: RURAL (RU) ZONE



TO: AGRICULTURE SPECIAL EXCEPTION 13 (A-13) ZONE
FROM: RURAL (RU) ZONE

Township of Edwardsburgh Cardinal

Municipality of North Grenville

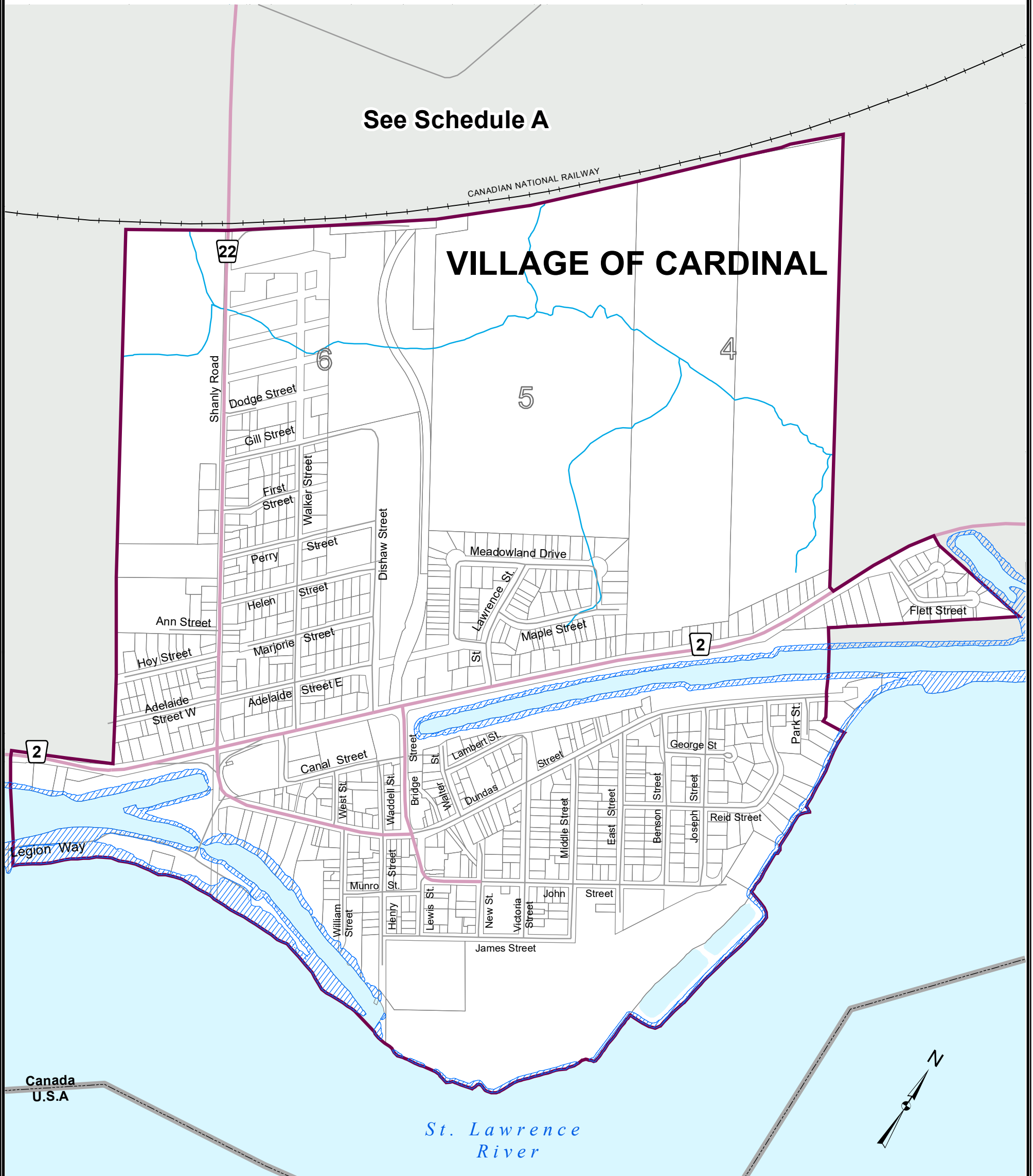


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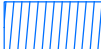

Township of Edwardsburgh Cardinal

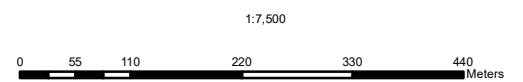
See Schedule A

VILLAGE OF CARDINAL



Legend

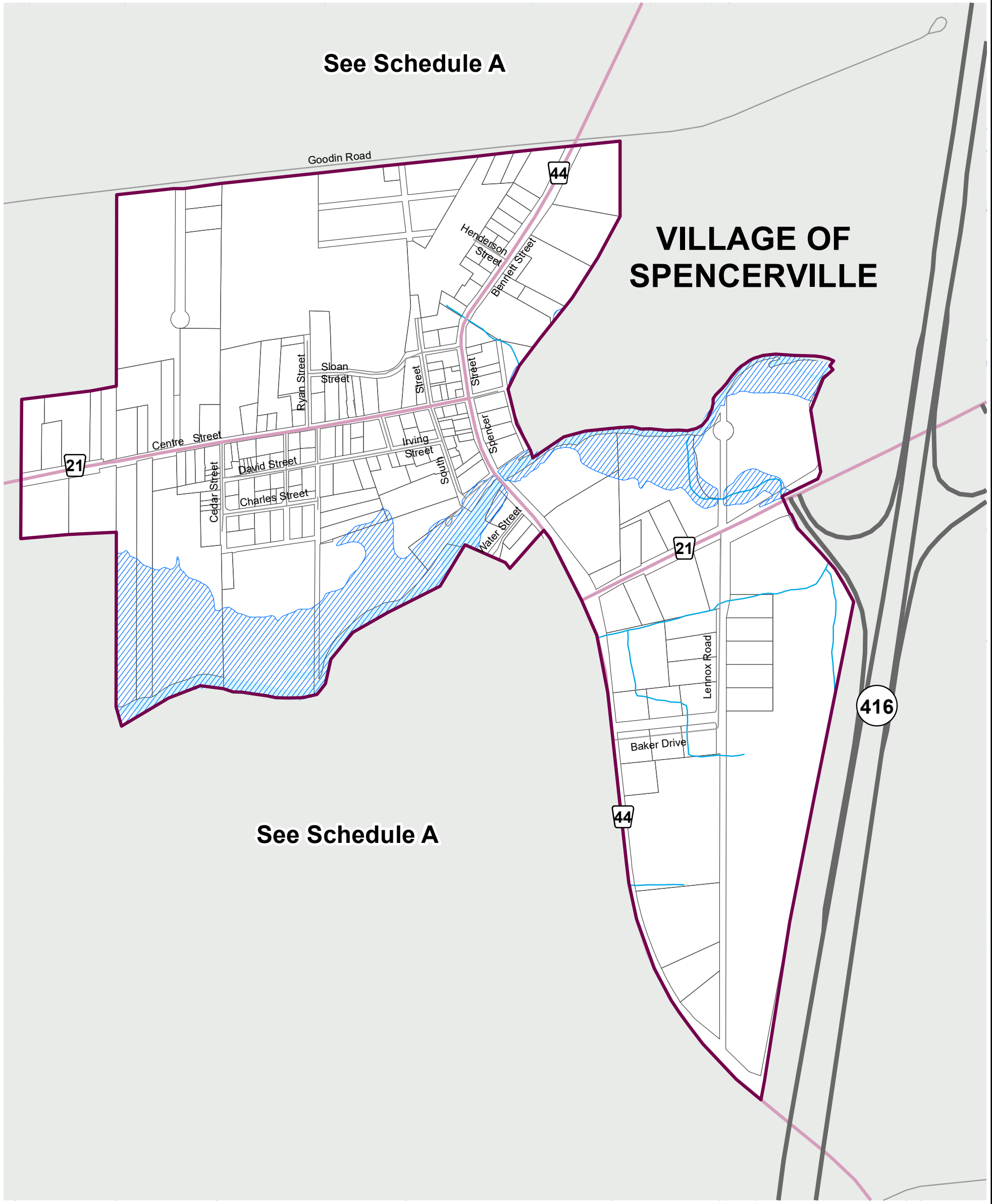
-  Flood Plain Hazard Overlay
-  Updated Parcel Fabric



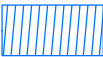

Township of Edwardsburgh Cardinal

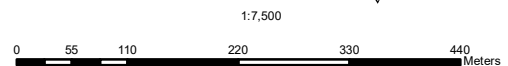
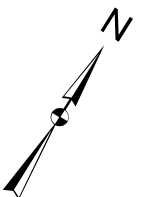
See Schedule A

VILLAGE OF SPENCERVILLE



Legend

-  Flood Plain Hazard Overlay
-  Updated Parcel Fabric

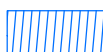



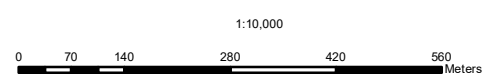
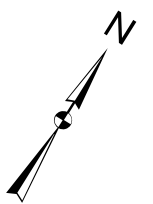
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Township of Edwardsburgh Cardinal



Legend

-  Flood Plain Hazard Overlay
-  Updated Parcel Fabric



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

BY-LAW NO. 2024-

**“A BY-LAW TO AMEND BYLAW 2022-71 TO ESTABLISH TERMS OF
REFERENCE FOR COMMITTEES OF COUNCIL”**

WHEREAS Bylaw 2023-25 to govern the proceedings of Council and Committees of Council authorizes Council to establish Committees of Council; and

WHEREAS Bylaw 2022-71, being a bylaw to establish the terms of reference for Committees of Council was passed by Municipal Council at its regular meeting of December 12, 2022; and

AND WHEREAS the Council of the Township of Edwardsburgh Cardinal deems it desirable to amend Bylaw 2022-71;

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

1. That Schedule “D”, Section 2: Committee of the Whole Community Development is repealed in its entirety and replaced with the amended Schedule “D”, Section 2 attached hereto.
2. That the amended Schedule “D”, Section 2 is hereby adopted and shall form part of this bylaw.
3. That all other provisions of Bylaw 2022-71 and its Schedules shall remain in force and effect.
4. That Bylaw 2024-12 is hereby repealed.
5. That this bylaw shall come into force and take effect on the date of passing.

Read a first and second time in open Council this 30 day of September, 2024.

Read a third and final time, passed, signed and sealed in open Council this 30 day of September, 2024.

Mayor

Clerk

2. Committee of the Whole - Community Development

Purpose

The Community Development Committee of the Whole ensures broad community sustainability by reviewing beautification, land use planning, economic development and recreation activities in the Township. It assists in developing a healthier and more dynamic and diverse business environment by encouraging and supporting existing business while working to attract new business opportunities. The Community Development Committee acts in a Planning Advisory role and makes recommendations relative to planning and development in the municipality, including receiving public delegations on matters affecting general land use planning within the Township and hold public meetings as required by the Planning Act and Municipal Act, in accordance with Sections 23.1 and 23.2 of the Municipal Act. The Committee has delegated authority to comment directly to the United Counties of Leeds and Grenville Consent Granting Authority to consent/severance applications. The mandate of the Committee is generally to address items related to "Live, Work and Play".

Membership

All members of Council plus two non-voting advisory members of the public, with the Chair designated by the Mayor. Members shall be appointed for a term of two years.

Council will strive to ensure a balanced representation between urban and rural interests as well as residential, business and agricultural interests when making appointments. The Council may review and make recommendations annually regarding the effectiveness of the public representatives.

Meetings

First Monday of each month at 6:30 pm except for the month of December and January. Where the first Monday of the month falls on a Statutory holiday, the meeting will be moved to the Tuesday immediately following.

Public Meetings held by the Community Development Committee of the Whole shall be at the call of staff in consultation with the Chair when applications dictate.

Department Jurisdiction

Community Development, Recreation

Staff Contact

CAO, Clerk, Community Development Coordinator, Recreation Coordinator, Planner, Deputy Clerk

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

BY-LAW NO. 2024-

**“A BY-LAW TO ESTABLISH TERMS OF REFERENCE FOR AN AD HOC
COMMUNICATIONS COMMITTEE”**

WHEREAS Bylaw 2023-25, as amended, governs the proceedings of Council and Committees of Council authorizes Council to establish Ad Hoc Committees from time-to-time; and

WHEREAS the Council of the Township of Edwardsburgh Cardinal deems it desirable to establish an Ad Hoc Communications Committee;

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

1. That the Ad Hoc Communications Committee is hereby established.
2. That the Terms of Reference for the Ad Hoc Communications Committee attached hereto as Schedule “A”, which forms part of this bylaw, be hereby adopted.
3. That the Ad Hoc Communications Committee shall refer to the established Appointment Policy for the recruitment of citizen advisory members.
4. That this bylaw shall come into force and take effect on the date of passing.

Read a first and second time in open Council this 30 day of September, 2024.

Read a third and final time, passed, signed and sealed in open Council this 30 day of September, 2024.

Mayor

Clerk

Schedule "A"

Bylaw 2024-

Terms of Reference for the Ad Hoc Communications Committee

An Ad Hoc Committee of the Township of Edwardsburgh Cardinal

1. Purpose

The Ad Hoc Communications Committee (the "Committee") is established as an ad hoc committee of the Township of Edwardsburgh Cardinal (the "Township") to provide strategic advice, recommendations, and support on communication matters, including public relations, media engagement, community outreach, and internal communication. The Committee aims to enhance the Township's communication efforts to ensure transparency, engagement, and effective dissemination of information to residents and stakeholders.

2. Objectives

The primary objectives of the Committee are to:

- a) Develop and recommend strategies to improve the Township's communication with residents, businesses, and other stakeholders.
- b) Enhance the Township's online and offline presence, including the use of social media, newsletters, websites, and other communication channels.
- c) Provide guidance on public relations initiatives, including media relations.
- d) Recommend policies and practices to ensure clear, consistent, and effective communication from the Township.
- e) Promote community engagement and feedback on key initiatives and decisions.
- f) Assist in identifying opportunities for community partnerships and collaboration in communication efforts.

3. Scope of Work

The Committee will:

- a) Review and assess current communication practices and tools utilized by the Township.
- b) Develop a communication plan that aligns with the Township's strategic goals and priorities.
- c) Advise on materials for public dissemination.
- d) Collaborate with Township departments including the Port of Johnstown, and Council necessary to ensure coordinated communication efforts.
- e) Propose methods for measuring the effectiveness of communication strategies and recommend improvements.

- f) Stay informed about emerging trends and best practices in municipal communication and community engagement.

4. Membership

- a) The Committee shall consist of the following voting members:
 - i) Up to two members of the Township Council, appointed by Council
 - ii) The Community Development Coordinator
 - iii) The Economic Development & Communications Consultant
 - iv) A Port of Johnstown staff member

- b) The Committee shall consist of the following non-voting members:
 - i) The Chief Administrative Officer, advisory member
 - ii) The Recreation Coordinator, advisory member
 - iii) Up to two advisory members of the public, advisory members, appointed by Council, with experience or interest in communication, public relations, marketing, or community engagement. At least one representative member of the public may be from the business community.

5. Term of Appointment

The Committee shall serve as an ad hoc committee for a term of two years from the date of its establishment, with all appointments expiring by the end of the two year term or by the end of the term of Council. At the end of the term, the Council will review the Committee's progress toward its goals. If the goals have been met, the Committee may continue; if not, the Council will reconsider the Committee's structure, mandate, or necessity. The term may be extended by Council resolution if additional time is required to fulfill its objectives.

6. Meetings

- a) The Committee shall meet monthly or as required to fulfill its mandate.
- b) The Committee shall elect a Chair, Vice-Chair and Secretary from its members at the first meeting.
- c) The Chair, or in their absence, the Vice-Chair, shall preside over meetings.
- d) A quorum for meetings shall be a majority of the total number of voting members.

7. Reporting

- a) The Committee shall report to the Township Council regularly, providing updates on activities, progress, and any recommendations.
- b) Written reports shall be submitted to Council through the Clerk's office and may be presented by the Chair or a designated member of the Committee.

- c) The Committee may also provide additional reports and presentations to Council as needed.

8. Resources and Budget

- a) The Committee shall not have a dedicated budget but may request resources or support from Township staff as needed to fulfill its mandate.
- b) Any expenditure by the Committee must be approved in advance.

9. Review of Terms of Reference

These Terms of Reference shall be reviewed annually or as needed to ensure they remain relevant and effective. Amendments to the Terms of Reference require the approval of Township Council.

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

BY-LAW NO. 2024-

**“A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE A
MEMORANDUM OF UNDERSTANDING WITH THE SOUTH NATION RIVER
CONSERVATION AUTHORITY FOR FORESTRY SERVICES”**

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

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

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

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to enter into a Memorandum of Understanding with South Nation River Conservation Authority for the provision of forestry services on behalf of the Township of Edwardsburgh Cardinal;

NOW THEREFORE 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 the Memorandum of Understand for Forestry Services with South Nation River Conservation Authority, attached hereto as Schedule “A” and shall form a part of this bylaw.
2. That this bylaw shall come into force and take effect upon passing.

Read a first and second time in open Council this 30 day of September, 2024.

Read a third and final time, passed, signed and sealed in open Council this 30 day of September, 2024.

Mayor

Clerk

MEMORANDUM OF UNDERSTANDING

Forestry Services Township of Edwardsburgh Cardinal

This Memorandum of Understanding made on the 1st day of June in the year 2024,

BETWEEN

TOWNSHIP OF EDWARDSBURGH CARDINAL
(a municipal corporation under the Municipal Act, 2001, S.O. 2001 c. 25)
(hereinafter the "Township")

- and -

SOUTH NATION RIVER CONSERVATION AUTHORITY
(a conservation authority under the Conservation Authorities Act, R.S.O. 1990 c. C-27)
(hereinafter "SNC")

WHEREAS The Township has the need for professional forestry services;

AND WHEREAS SNC has the staff and expertise to assist the Township with forestry services;

AND WHEREAS the Township wishes to engage SNC for services and has approved sufficient funds to carry out the work;

NOW THEREFORE the Parties agree as follows:

Entire MOU

1.1 This MOU, together with:

Schedule "A" -	Roles and Responsibilities
Schedule "B" -	Summary of Work Schedule & Budget
Schedule "C" -	2024 SNC Fee Schedule

constitutes the entire agreement between the parties with respect to the subject matter contained in the MOU and supersedes all prior oral or written representations and agreements.

Interpretation and Definitions

2.1 For the purposes of interpretation:

- a) words in the singular include the plural and vice-versa;
- b) words in one gender include all genders;

- c) the headings do not form part of the MOU; they are for reference only and shall not affect the interpretation of the MOU;
- d) any reference to dollars or currency shall be in Canadian dollars and exclude Harmonized Sales Tax; and
- e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

2.2 In this MOU:

“Forest” means forested properties owned by the Township;

“Parties” means the Township and SNC.

“Party” means either the Township or SNC.

“Work” means the responsibilities described in Schedule ‘A’.

Purpose

- 3.1 The purpose of this MOU is to establish a partnership between the Township and SNC for delivery of the Programs.

Representations, warranties, and covenants

- 4.1 SNC represents, warrants, and covenants that:

- a) it is, and shall continue to be, a validly existing legal entity with full power to fulfill its obligations under the MOU; and
- b) it shall have on staff – or retain for the duration of this MOU – qualified professionals to undertake the requirements of the MOU.

Term

- 5.1 The term of the MOU shall commence on signing and expire on March 31, 2025.

Budget

- 6.1 The Township is responsible for contributing all funds necessary for the Work.
- 6.2 The cost for the provision of management services for the Work shall be established annually within the Township budgeting process.

Payment

- 7.1 SNC shall invoice the Township upon completion of work.
- 7.2 The Township shall pay all invoices within thirty (30) days of receipt.

Insurance

- 8.1 Each party, at their own expense, shall maintain insurance requirements for the duration

of the MOU as noted below:

- a) Commercial General Liability issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this MOU. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; Employers Liability; tenants legal liability; cross liability and severability of interest clause. Such insurance shall add the [the Township/ SNC] as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the [the Township / SNC].
 - b) Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000. inclusive for each and every loss.
- 8.2 Each party shall, upon request, provide the other party with a certificate of insurance evidencing the above noted coverage including a 30-day notice of cancellation.
 - 8.3 Each party shall be responsible for the physical damage to their equipment used in providing services as outlined in the MOU. Any applicable Deductible to any insurance coverage shall be the sole responsibility of the Named Insured.
 - 8.4 Each party shall, upon request, provide evidence of WSIB or its equivalent.

Indemnity

- 9.1 Each party hereto agrees to indemnify and save harmless the other (including the other's employees, agents, directors, councillors, officers, and executives) from any and all claims, demands, losses, charges, liabilities, actions, causes of action and any other proceedings of any nature made or brought against, suffered or imposed upon the Parties or their property in respect of any loss, damage, injury or death to any person or property directly or indirectly arising of, resulting from or sustained in relation to work arising out of or allegedly attributable to the negligence, acts, errors, and omissions performed in accordance with this MOU. The obligations set out in this clause shall survive the expiration or termination of this MOU.

Force majeure

10. 1 The Parties shall not be in default or in breach of this Agreement due to any delay or failure to meet any of their obligations caused by or arising from any event beyond their reasonable control and without their fault or negligence, including any act of God or other cause which delays or frustrates the performance of this Agreement (a "force majeure event"). If a force majeure event frustrates the performance of this Agreement, the Contractor shall be entitled to costs reasonably and properly incurred in the performance of the Agreement prior to the date of the event.

- 10.2 The performance of the obligation affected by a “force majeure event” as set out above shall be delayed by the length of time over which the event lasted. SNC may, however, terminate this Agreement should the interruption continue for more than thirty (30) days.
- 10.3 Should either Party claim the existence of a “force majeure event” as above, prompt notice thereof shall be given to the other Party and the Party claiming the existence of a “force majeure event” shall have the obligation to provide reasonable satisfactory evidence of the existence of such event and use its best efforts to mitigate any damages to the other Party.

Termination

- 11.1 Either Party may terminate this MOU by providing a minimum six months written notice to the other Party. Upon a termination notice being given, SNC shall be entitled to costs reasonably and properly incurred in performance of this MOU within fourteen (14) days of termination.

Notice

- 12.1 Any notice, information, or document required under this MOU shall be deemed given if hand-delivered or sent via email or post. Any notice delivered, sent by email shall be deemed to have been received on the next working day after it is sent. Any notice that is mailed via post shall be deemed to have been received five (5) working days after being mailed.

Notice shall be addressed to the following:

To the Township: Township of Edwardsburgh Cardinal
18 Centre Street, P. O. Box 129
Spencerville (Ontario) K0E 1X0
Attention: Ms. Rebecca Williams, Clerk

To SNC: South Nation River Conservation Authority
38 Victoria Street,
Finch, ON, K0C 1K0
Attention: Ms. Ronda Boutz, Secretary-Treasurer

Severability of provisions

- 13.1 The invalidity or unenforceability of any provision of the MOU shall not affect the validity or enforceability of any other provision of the MOU. Any invalid or unenforceable provision shall be deemed to be severed.

Counterparts

- 14.1 The MOU may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Amendments

- 15.1 No amendment of this Agreement or waiver of any of its terms and conditions shall be deemed valid unless effected by a written amendment signed by the Parties.

Assignment

- 16.1 SNC shall not assign any of its rights or obligations under the MOU without the prior written consent of the Township. Except as expressly provided in the MOU, all rights and obligations contained in the MOU shall extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

Governing law

- 17.1 This MOU shall be governed by the laws of the Province of Ontario. The Township and SNC agree that the venue for any litigation shall be Ottawa, Ontario.

[signature page follows]

SIGNED

TOWNSHIP OF EDWARDSBURGH CARDINAL

Tory Deschamps,
Mayor

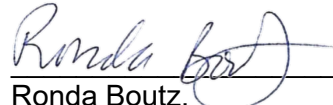
Date

Rebecca Williams,
Clerk

Date

We have authority to bind the Township of Edwardsburgh Cardinal.

SOUTH NATION RIVER CONSERVATION AUTHORITY



Ronda Boutz,
Secretary-Treasurer

July 29, 2024

Date

I have authority to bind the South Nation River Conservation Authority.

SCHEDULE “A”
ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Township shall include:

1. Secure and manage third-party contractors for arboriculture services identified in tree assessments;
2. Communicate and liaise with private landowners regarding tree removals and potential private land planting.
3. Provide program and services funding as determined within the Township budget; and
4. Support the promotion of the programs and services.

The roles and responsibilities of SNC shall include:

1. Tree Assessments
 - a) Conduct site visits and prepare arboricultural workplans to mitigate effects of recent 2022 severe storm events;
 - b) Provide specifications to Township staff for inclusion in Request for Proposals for arboricultural service to third-party contractors.
2. Tree Planting
 - a) Develop planting site plans for municipal-owned and/or private properties.
 - b) Secure tree stock as per planting site plans;
 - c) Coordinate tree delivery and cold storage;
 - d) Secure and manage third-party contracts for site preparation, planting, and tending;
 - e) Supervise tree planting contractors as per the annual work plan.
3. Provide itemized invoice at year-end or when funds are fully allocated, whichever is the earliest date.

SCHEDULE "B"

Summary of Work Schedule & Budget

Description	June		July					August			Sept		Cost
Tree Assessments and Site plans													\$5,000.00
Trimming/Removal/Cleanup (based on condition assessments)													\$50,000.00
Tree Replacements													\$35,000.00
Total													\$90,000.00



SCHEDULE C: INFORMATION AND PROFESSIONAL SERVICES

Product/Service		2024 Fee
Hourly Staff Rate		
	Assistant	\$75/hour
	Technical	\$95/hour
	Specialist	\$110/hour
	Professional	\$115/hour
	Management	\$125/hour
	Senior Management	\$140/hour
Digital Data and Maps		
Monitoring data, GIS files, Aerial photography ¹		\$170 plus staff time (Specialist Rate)
Natural Hazard and Other Digital Maps		\$215 plus staff time (Professional Rate)
Customized Maps		\$90 plus staff time (Specialist Rate)
Reports		
Base Cost (digital and paper)	Small: 1-30 pg	\$140
	Medium: 31-100 pg	\$275
	Large: >100 pg	\$430
Photocopying	Black and White	\$0.55
	Colour	\$1/page - plus staff time
Floodplain Models		
Hydraulic Model (HEC RAS model files) ^{1,2}		\$2,200 per model - plus staff time
Hydrologic Model (HEC-HMS, SWMHYMO model files) ^{1,2}		

Note: There is a minimum staff time charge of ½ hour.

¹ A signed digital data license agreement is required.

² A copy of the updated input and output files and revised floodplain maps must be provided.

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

“A BY-LAW TO ADOPT A BODY-WORN CAMERA POLICY”

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

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

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

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 11(2) provides that a lower-tier municipality may pass bylaws respecting accountability and transparency of the municipality; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 11(2) provides that a lower-tier municipality may pass bylaws respecting the health, safety and well-being of persons; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 11(2) provides that a lower-tier municipality may pass bylaws respecting the protection of persons and property, including consumer protection; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to adopt a body-worn camera policy;

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

1. DEFINITIONS

The following definitions shall apply for the purposes of this bylaw:

“Activation” – means any process which turns on a body worn camera to record audio and/or video data.

“BWC” – shall mean a Body Worn Camera.

“Body Worn Camera” – means a forward-facing camera unit and supporting hardware worn by an Officer and mounted on the front upper torso, in plain view. The BWC is a recording device intended to capture footage during the execution of an Officer’s duties during their shift.

“Call for Service” – means an incident and/or location attended by an Officer in response to a call for assistance/service or request for service, from the public which involved an Investigative Contact.

“Consent” –means permission from a property owner(s) or occupant(s) of a private place who has the authority and capacity to consent, gives consent voluntarily, knowing the nature of the Officer’s conduct, knowing that they can refuse consent at any time, and who is aware of the potential legal consequences of giving that consent.

“Deactivation” – refers to turning off the video and/or audio recording on the BWC.

“Exigent Circumstances” – means circumstances where there are reasonable grounds to suspect there is an imminent threat/danger of bodily harm of death to any person or property.

“Investigative Contact” – means any in-person contact between an Officer and a member of the public where the contact is for the purpose of an investigation in relation to the enforcement of any and all bylaws, procedures and/or policies enacted by the Township of Edwardsburgh Cardinal in force at the time.

“Manager” – means the Clerk/Manager of Bylaw Enforcement or designate employed by the Corporation of the Township of Edwardsburgh Cardinal.

“MFIPPA” – means the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, CHAPTER M. 56, as amended from time to time

“Officer” – means the Bylaw Enforcement Officer for the Township of Edwardsburgh Cardinal.

“Overt” – means shown openly, plainly, or readily apparent, not secret or hidden.

“Person” – means any human being, association, firm, corporation or partnership, agent or trustee together with any heirs, executors, successors, assigns or other legal representative of a Person.

“Private Place” – means a place where a Person enjoys a reasonable expectation of privacy and may reasonably be expected to be safe from uninvited intrusion or surveillance but does not include a place to which the public has lawful access. Private Places including, but are not limited to, inside a dwelling, a place of worship, a lawyer’s office and healthcare settings.

“Redaction” – refers to the removal or obscuration of privileged, sensitive or irrelevant information prior to the disclosure or release of a copy of a BWC recording.

“Township” – means the Corporation of the Township of Edwardsburgh Cardinal.

2. GENERAL DESCRIPTION

2.1 The use of body worn cameras (BWC) is an effective tool that regulatory and law enforcement agencies use to demonstrate commitment to transparency, enhanced safety for officers and for the public, accountability, increased public trust, and protection of its members from unjustified complaints of misconduct. The Township’s Bylaw Enforcement is committed to establishing a BWC policy that reinforces its responsibility for protecting the public and promoting Officer safety.

2.2 The BWC is a small recording device with the singular purpose of recording audio/visual records, specifically designed to be mounted on a Person.

3. PURPOSE

3.1 The purpose of this policy is to provide rules and guidelines for the use of BWCs in the Township of Edwardsburgh Cardinal along including the collection, management, storage, and retrieval of digital media recorded using the BWC. This policy authorizes Officers to deploy and use BWCs in a manner that prioritizes the public interest by:

3.1.1 Improving the transparency of the Township in relation to potential allegations of discreditable conduct, improper conduct or other types of misconduct by staff;

- 3.1.2 Ensuring the accountability of the Township and its staff through internal and public oversight systems;
- 3.1.3 Protecting individuals' right to privacy by limiting access to recordings from BWCs to the greatest extent possible;
- 3.1.4 Ensuring there is a process for the public to request access to personal information pertaining to them which is collected by BWCs;
- 3.1.5 Enhancing public trust during all enforcement processes;
- 3.1.6 Enhancing public and Officer safety;
- 3.1.7 Providing improved evidence for investigative, judicial and oversight purposes;
- 3.1.8 Ensuring a timely and fair response to misconduct allegations against municipal staff in a manner that enhances public and staff confidence in the Township's complaint and enforcement processes;
- 3.1.9 Providing information to enhance the effectiveness of the Township's procedures and training.

4. GENERAL POLICY AND PROCEDURES

- 4.1 Officers shall activate the BWCs when such use is appropriate to the performance of their official duties, where the recordings are consistent with this policy and other applicable law.
- 4.1 This policy is designed to:
 - 4.1.1 Implement recommendations made the Office of the Privacy Commissioner of Canada and the Information and Privacy Commissioner of Ontario and to ensure that new recommendations and best practices continue to be monitored and implemented as they are identified by the relevant Provincial and Federal authorities.
 - 4.1.2 Specifically identify the legislative authority for the collection of personal information that will be captured by BWCs and ensure that any such collection aligns with relevant legislation, including any legislative provisions addressing data, information or record storage, access, use and disclosure.
 - 4.1.3 Ensure that all use of the BWCs are consistent with the Ontario Human Rights Code, RSO 1990, c. H.19

5 OBJECTIVES OF BWC USE

- 5.1 The BWC is an overt recording device to assist Officers in the execution of their duties. BWCs are intended to capture specific interactions with the public and are not intended for full-shift recordings. Any personal-use recording is prohibited. The Township will use BWCs to accomplish several objectives, as follows:
 - 5.1.1 BWCs allow for accurate documentation of officer-public contacts, investigations, and critical incidents. They also serve to enhance the accuracy of Officer reports and testimony in court.
 - 5.1.2 Audio and video recordings also enhance the Township's ability to review enforcement proceedings, Officer interaction with the members of the public, the gathering of evidence for investigative

and prosecutorial purposes, and to provide additional information for Officer training.

5.1.3 BWCs may also be useful in documenting infractions, violations or other events that include the confiscation, removal of equipment, personal items and vehicles from the Township or private property.

6 USE OF BWCs

6.1 Officers equipped with a BWC shall activate their BWC as soon as reasonable possible, prior to arriving at a call for service and all interactions with the public that are undertaken in whole or in part to further a valid law enforcement purpose. Interactions with the public include statements that would normally be taken in the field including utterances and spontaneous statements. Officers are not required to activate their BWC immediately if there is a threat to the life or safety of the Officer or a member of the public making it impossible, impractical or dangerous to activate the BWC.

6.2 Officers can deactivate their BWC once the interaction with the Person is complete.

6.3 Officers shall not intentionally prevent a BWC from capturing video or audio during an interaction with a member of the public.

6.4 Notwithstanding sections 6.2 and 6.3 of this policy, an Officer may cover the lens of a BWC to protect the dignity of an individual during situations of a sensitive nature. Situations of a sensitive nature may include nudity, medical episodes, medical treatment, and extreme emotional distress. In these cases, an Officer shall take steps to protect the dignity of the individual while ensuring that they are not in a situation where they might be encountering an element of danger while the lens is covered. Officers must always be aware of the impact that recording may have on the member of the public whom they are recording.

6.5 Notwithstanding sections 6.2 and 6.3 of this policy, an Officer may deactivate a BWC before the conclusion of an incident for the purpose of protecting bylaw enforcement strategies, provided that:

6.5.1 The officers are not interacting with member(s) of the public or are in the vicinity of member(s) of the public while the BWC is deactivated.

6.5.2 The BWC is reactivated at the earliest opportunity and prior to any interaction with a member of the public.

6.5.3 The reason for the deactivation is recorded in the officer's duty notebook.

7 RESTRICTIONS ON THE USE OF BWC

7.1 BWCs shall be used only in conjunction with official bylaw enforcement duties. The BWCs shall not generally be used to record:

7.1.1 Communications with other Township staff without the permission of the Manager of designate.

7.1.2 When on break, when driving or otherwise engaged in personal activities.

7.1.3 In any location where individuals have a reasonable expectation of privacy, such as the restroom.

7.1.4 Discussions relating to investigative tactics or personnel safety, health, and wellness.

7.1.5 Situations that reveal investigative techniques and procedures.

7.1.6 Administrative duties.

- 7.1.7 Interactions which could potentially identify a confidential source of information.
- 7.1.8 To disseminate BWC images to any person or entity unless expressly authorized by law.
- 7.1.9 In a covert capacity.
- 7.2 BWC's shall not be activated in a Private Place, except under exigent circumstances or with lawful authority. These locations include, but are not limited to, court rooms, places of worship, hospital or other recognized healthcare facilities, and places protected by legal privilege (law officers and media facilities).
- 7.3 No officer shall use a BWC to record communications that they are not party to.

8 NOTICE OF RECORDING

- 8.1 Officers shall, whenever possible, advise members of the public that they are being recorded at the earliest opportunity during an interaction.
- 8.2 Officers shall attempt wherever possible to ensure that a notice of recording to the public is itself recorded by the BWC.
- 8.3 Recording within a Private Place is dependent on the lawful authority upon which an Officer's attendance at the location is based (For example, consent of the owner/occupant, exigent circumstances or pursuant to a search warrant).
- 8.4 Officers are required to provide the owner/occupant with an opportunity to refuse or consent to being recorded. When entering a Private Place with consent, the Officer shall inform the owner/occupant of the intended use of a BWC.

9 RECORDING WITH THE CONSENT OF THE OWNER/OCCUPANT

- 9.1 Subject to this policy, an Officer shall obtain the consent of the owner/occupant of a Private Place before recording in a Private Place. The Officer shall advise the owner/occupant that he/she is wearing a BWC, state the purpose of using a BWC, that the owner/occupant is entitled to refuse to consent to the use of a BWC in a Private Place and that consent may be withdrawn at any time during the interaction in the Private Place. If consent for recording is revoked by the owner/occupant, the officer shall deactivate the BWC.

10 RECORDING IN EXIGENT CIRCUMSTANCES OR WHILE EXECUTING A SEARCH WARRANT & OBJECTIONS TO RECORDING

- 10.1 Officers may encounter situations where individuals object to being audio and/or video recorded. If the objection occurs while in a public place, officers shall continue to record in accordance with this policy.
- 10.2 If the objection occurs while in a Private Place, except where the attendance at the location is based on exigent circumstances, pursuant to a search warrant or otherwise in accordance with law, Officers shall continue to record in accordance with this policy.

11 PROCESS FOR ACTIVATION/DEACTIVATION OF BWC

- 11.1 Where reasonably possible, an Officer activating or deactivating their BWC should record a brief audible statement on the recording device indicating the reason why the BWC is being activated or deactivated. If an Officer has not recorded in full or in part an interaction with a member

of the public, the Officer shall document the specific reason that a recording was not made in part or in full in both their duty notebook and, where applicable, the service request/work order file.

12 TRAINING

- 12.1 Officers are required to receive training for the use of a BWC before being issued a BWC to ensure compliance with this policy.

13 TRANSPARENCY

- 13.1 Up-to-date information shall be posted on the Township website concerning the collection of BWC recordings including:
 - 13.1.1 A copy of this policy.
 - 13.1.2 How an individual may submit a complaint/concern about the use/lack of use of BWCs.
 - 13.1.3 What information is collected.
 - 13.1.4 Record retention periods.
 - 13.1.5 How individuals can make requests to view recordings generated by BWCs.
 - 13.1.6 Information about how to appeal to the IPC where a request is denied in whole or in part.

14 SECURE RETENTION AND DISPOSAL OF RECORDINGS

- 14.1 In accordance with applicable legislation, recordings from BWCs, including meta-data produced by the BWCs or technology supporting the BWC will be:
 - 14.1.1 Stored on a secure Canadian storage server to prevent any editing, tampering and unauthorized access to recordings and meta-data.
 - 14.1.2 Encrypted within the camera, during transit to the storage server, and while in storage.
 - 14.1.3 Destroyed at the end of their retention period in a secure manner which prevents recovery and unauthorized access to the recordings and meta-data.
- 14.2 All BWC recordings will be categorized within the record keeping platform to ensure they are subject to the following retention periods:
 - 14.2.1 Non-evidentiary recordings are kept for sixty (60) days and will be destroyed if there is no circumstances that triggers a longer retention period.
- 14.3 The following types of records are considered non-evidentiary:
 - 14.3.1 Calls for service that do not involve interaction with member(s) of the public for investigative or enforcement purposes; (For example: providing directions or information to a passerby would not be considered an Investigative Contact).
 - 14.3.2 Recordings that do not contain meaningful evidence (For example, routine issuance of a parking ticket where photographs are taken for evidence and a BWC recordings would be redundant).
 - 14.3.3 Recordings that are unrelated to enforcement or investigative activities.
- 14.4 Evidentiary recordings shall be kept for a minimum of two (2) years plus one (1) day and then destroyed if there is no circumstance that triggers a longer retention period. Recordings of calls of service that involve

interaction with member(s) of the public for investigative or enforcement purposes or contain evidence captured during an investigation are considered evidentiary.

- 14.5 Circumstances that may trigger a longer retention period include recordings being required for ongoing investigations, court purposes, legal proceedings, or a request for access to records pursuant to MFIPPA.
- 14.6 In case of a potential or actual access breach of the Township's recording and meta-data storage services, the Township shall make a public post on the Township's website and social media to notify the public and impacted individuals of the potential breach.
- 14.7 The Township shall store all data on locally operated storage services, with the ability to back up data on off-site cloud server storage platforms hosted within Canada.
- 14.8 The Township shall take reasonable steps to ensure that all data is protected and backed up accordingly on a daily or weekly basis based on Officer hours and availability. The Township and its employees shall not be held responsible for any data loss which occurs due to circumstances that are beyond the control of the Township. These circumstances may include, but are not limited to loss of data due to:
 - 14.8.1 Data breaches from external parties or malfunctions;
 - 14.8.2 A storage device or server malfunction;
 - 14.8.3 A power outage/surge;
 - 14.8.4 Theft of storage device or equipment;
 - 14.8.5 Fire or natural disaster.

15 USE AND DISCLOSURE OF BWC RECORDINGS

- 15.1 Access to or viewing of production of BWC records for the public will be provided only in accordance with this policy or required by law. Without limiting the generality of the foregoing, the following are examples of circumstances where this may occur:
 - 15.1.1 Any Person with lawful authority (by statute, regulation or prior judicial authorization) shall have access to such recordings, including in relation to the prosecution of Township Bylaw Enforcement cases;
 - 15.1.2 Members of the public or their representatives can make a request for access to BWC footage pursuant to a request for access to records under MFIPPA;
- 15.2 The Township shall ensure that additional safeguards enhance the storage and limit access to recordings of minors who are suspected of an offence or are witnesses to a suspected offence, in accordance with the applicable legislation.
- 15.3 The Township may refuse to release to the public recordings where such refusal is in accordance with the MFIPPA, provided that the reason for the refusal is provided to the requestor in writing.

16 EVIDENTIARY DISCLOSURE

- 16.1 The disclosure of BWC recordings and records for law enforcement or evidentiary disclosure shall only be completed by the Officer under the supervision of the Manager.

- 16.2 All BWC evidence where provincial offences proceedings have been commenced will be vetted, redacted and electronically disclosed to the POA Prosecutor, where applicable, no later than seven (7) to fourteen (14) days from the date of the first appearance.
- 16.3 Where BWC recordings containing private and sensitive information of victims, witnesses, and/or third parties must be disclosed, the Officer, under the supervision of the Manager, shall consult with the POA Prosecutor to determine whether the disclosure should be made under an undertaking or court order to explicitly prohibit the misuse of the recording.
- 16.4 The Officer, under the supervision of the Manager, shall be responsible for managing and responding to law enforcement requests for BWC recordings. Institutions or law enforcement agencies that request BWC recordings will be required to submit a request in writing and provide the following:
 - 16.4.1 Incident or occurrence associated with the investigation;
 - 16.4.2 Name and badge number of the requesting officer;
 - 16.4.3 Date, time, and location of incident;
 - 16.4.4 Brief description of incident.

17 AUDITING AND REPORTING

- 17.1 The Township may conduct an audit of:
 - 17.1.1 Incidents where a misconduct case is filed during the report and retention period.
 - 17.1.2 A sample of incidents during the reporting period that was not initiated by a call for service.
 - 17.1.3 Incidents wherein a BWC was disabled for the purpose of protecting law enforcement strategies.
 - 17.1.4 A sample of incidents whose retention period has expired during the reporting period.
 - 17.1.5 The recording begins prior to the beginning of the interaction with the member of public, and if not, that a satisfactory explanation for the failure to activate the BWC before the interaction began was provided in accordance with available Township procedures.
- 17.2 The audit may include a review of BWC recordings for the above incidents to ensure that:
 - 17.2.1 The subject of the recording is informed at the earliest opportunity that the interaction is being recorded for video and audio.
 - 17.2.2 Any obstruction of the lens or gaps in the recording are justified and of reasonable duration.
 - 17.2.3 The recording ends:
 - 17.2.3.1 After conditions for an exception have been established.
 - 17.2.3.2 After the interaction has ended and the officer has left the scene.
 - 17.2.4 All access to the recordings was justified and necessary.
 - 17.2.5 The Township is following required retention and destruction practices.

18 PROCEDURE FOR BWC USE

- 18.1 BWC equipment is issued to Officers appointed as Municipal Bylaw Enforcement Officers. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by the Manager or designate, in consultation with the CAO.

- 18.2 Officers shall use only BWCs issued by the Township. The BWC equipment and all data, images, videos, and meta-data captured, recorded, or otherwise produced by the equipment is the sole property of the Township.
- 18.3 BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning.
- 18.4 Officers shall inspect and test the BWC prior to each shift to verify that they are fully charged and properly functioning and shall notify the Manager or designate of any problems.
- 18.5 Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior authorization and approval from the Manager or designate.
- 18.6 Officers shall inform the Manager or appropriate authorities of any recordings that may be of significant interest or sensitive nature.
- 18.7 If, in the opinion of the Manager, a matter of significant consequence is captured using a BWC, the matter may be disclosed and brought forward to the CAO for further direction.
- 18.8 Officers shall note an incident and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports or duty notebook entries.

19 VALIDITY AND SEVERABILITY

- 19.1 If any section, subsection, clause, paragraph or provision of this by-law or parts thereof are declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Municipal Council to enact, such section, subsection, clause, paragraph, provision or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the bylaw as a whole or part thereof and all other sections of the by-law shall be deemed to be separate and independent there from and enacted as such.
- 19.2 Whenever any reference is made under this by-law to a statute or regulation of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute or regulation and all successor legislation to such legislation.
- 19.3 Nothing in this policy takes precedence over any bylaws, resolutions, plans or agreements of the Township or other legislation.

20 GENERAL

- 20.1 That this bylaw shall come into force and take effect on the date of passing.

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

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

Mayor

Clerk

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Proclamations	Three proclamations have been prepared and shared on social media and the website based on eligibility criteria of the Proclamation Policy: <ul style="list-style-type: none"> • Rail Safety Week – Sept 23-29 • National Day for Truth and Reconciliation – Sept 30 • Fire Prevention Week – Oct 6-12
Citizen of the Year Awards	Ads and information will be circulated in the newspaper, website and social media for the opening of submissions to the Youth and Regular Citizen of the Year Award nominations. Deadline to submit is November 20.
Bylaw	The BLEO continues to provide educational information to residents on maintaining clean yards and assisting with the boat launch parking permit system.
Upcoming meeting schedule Time – 6:30 pm unless otherwise noted	Monday, Oct 7 – Committee of the Whole – Community Development Tuesday, Oct 15 – Committee of the Whole – Administration & Operations Monday, Oct 21 – Port Management Committee Monday, Oct 28 – Regular Council

TREASURY

ADP	Implementation of the payroll system is virtually complete. We are waiting to sign off on the project with the lead implementation specialist. Our team has been utilizing the service team through ADP for any assistance with the program.
FMW	Capital plan is being worked on through the test environment, and training is being provided on this module. Training is scheduled for department managers for the end of October on how to input operating budgets, execute budget reports, go over capital budget entry and capital budget reports.
Interim Audit	We have scheduled the interim audit with MNP the week of October 21 st

FACILITIES/RECREATION

Spencerville Fair	Fair executives were extremely pleased with the support and help from the Recreation department throughout the week. Cleanup with assistance from the Public Works went well on the Monday as well.
Spencerville Arena	Staff did an excellent job getting the arena prepped after the fair, the ice installation went smoothly this year, and the arena opened September 26 th .
Public Skating	Both arenas public skate times start up this week.
Parks	Staff continue to maintain the parks which have been very busy with the warmer September. Waterfront washrooms will remain open for a couple more weeks.
New Staff	John Henderson started last week as our newest Facilities Operator. John will continue his training over the next couple of weeks and be stationed out of the Spencerville arena this winter.
Co Op Student	We have a Co-op student from South Grenville District High school that started on September 19 th . Zack White will be working a full day co-op (6) hours per day and will split his time between the two arenas.
Spencerville Arena Canteen	With the arena primarily used as a practice facility for the associations we have installed a vending machine in the lobby for this winter instead of operating our canteen.

OPERATIONS – PUBLIC WORKS

Weir Bridge	Work is progressing. The contractor is behind schedule due to weather-related delays. The Contractor has transitioned to the west side of the bridge for completion.
Jordan Rd Culvert Replacement	Triple Culvert Installation has been completed at location. Guiderail installation is 90% at completion.
Totem Ranch Rd West	Asphalt resurfacing and shouldering were completed with the Township North Grenville and Township of Edwardsburgh Cardinal.
Roads Program	<p>Reid St – Subcontractor completed installation of water service lines. Roadway set to begin excavation of gravel and soil material in roadbed and apply granular material to roadbed surface for preparation of asphalt reinstatement.</p> <p>Cedar Grove Rd – Asphalt reinstatement and shouldering completed. Pavement markings completed.</p> <p>Armstrong Rd – Asphalt reinstatement and shouldering completed. Pavement markings completed.</p> <p>Edison Ave – Asphalt resurfacing and shouldering completed.</p> <p>Riverview Cres – Catch Basin and pipe system installation has been completed.</p>

	<p>New Wexford – Asphalt reinstatement is completed on roadways in New Wexford. Topsoil and shouldering are yet to be completed to date.</p> <p>Fifth St – Added to Tender – To be completed.</p> <p>Sutton Dr – To be completed.</p> <p>Public Works assist Tackaberry Construction with excavation of unsettling material on Keefer St.</p> <p>Remainder of roads scheduled for October.</p>
Tree Removals	Tree and stump removals have been completed in Johnstown at various locations.
Road Patrol App	Staff working with Citywide to link road segment assets and create additional road assets near completion. Trial runs are being conducted and near completion. System operational for upcoming winter season.
Ongoing Activities	Perform routine road patrols. Ongoing work includes Vehicle Maintenance, Shop Maintenance, Pothole patch repairs on various roadways, roadside mowing, maintenance grading, entrance culvert installations, 911 sign installations, roadside/sidewalk sweeping and roadside brushing on Noe Rd, Fraser Rd, Gallop Canal Rd, Newman Rd, Glen Smail Rd. Road Cuts on Perry St, Helen St, Walter St, and Cardinal Cenotaph Sidewalk reinstatement is completed.
Training/Meetings Attended	Labour Management Committee Meeting. Weekly PSD Citywide Route Patrol update meetings. AORS – Association of Ontario Road Supervisors – District 8 meeting. Meet with Hydro One representatives for installation of Hydro Conduit on Water St. Municipal Housing Infrastructure – Enabling Core Servicing (MHIP-HECS) Webinar
Community Events	Supply units for Touch a Truck Event at Spencerville Fair.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	<p>Serviced gear boxes- Vessel 1 and 2- changed oil.</p> <p>IECBL replaced sludge transfer pump VFD.</p> <p>Upgraded 7 ceiling mounted light fixtures to LED.</p> <p>Cleaned bio-humidification tower</p> <p>Annual fire extinguisher inspections are completed.</p> <p>Annual fuel tank inspection completed.</p> <p>Drained and cleaned UV channel. Completed cement patch work in channel.</p>
Cardinal Water Plant	GAL completed semi-annual generator maintenance. Annual fuel tank inspection completed.

	<p>Microcystin detected in raw water sample. Algal Bloom sampling plan initiated as per requirement in drinking water permit, notifications to Health Unit, MECP and Spills Action Center completed.</p> <p>Received MECP Focused inspection report. No non-compliances or best management practices identified.</p>
Cardinal Distribution System	<p>Reid Street water service replacement completed. (Capital)</p> <p>Replaced Walter Street Sample Station. Purchased spare unit.</p> <p>Hydrant flushing on going.</p>
Industrial Park Water System	<p>Routine rounds completed.</p> <p>Received MECP detailed inspection report. No non-compliances or best management practices identified.</p>
Windmill Pumping Station	<p>Routine rounds completed.</p>
Spencerville Wastewater System	<p>Mag meter installation completed (Capital).</p> <p>Capitol Controls commissioned and calibrated mag meter.</p> <p>Splitter Box Relining project completed (Capital).</p> <p>Sanitary manhole inspections completed (in house).</p> <p>Annual fire extinguisher inspections completed.</p> <p>Annual fuel tank inspection completed.</p>
Cardinal Sewer and Storm Collection System	<p>High pressure cleaned section of sanitary main on James Street through to Middle Street and CCTV Inspected.</p> <p>High pressure cleaned storm catch basins and mains by Dundas/Lower streets.</p> <p>Cleaned and inspected floats in Flett Station.</p> <p>GAL Power completed semi-annual generator maintenance.</p> <p>Aqua Drain completed parging repairs on sanitary manhole on Walker Street south.</p>

OPERATIONS – MUNICIPAL DRAINS

CR2/Newport	<p>Phase 2 of this project is set to begin on September 30th. All work is contained within the County ROW and includes the replacement of the cement box culvert.</p>
Branch 2 James Reilly / Dewi Ritcher	<p>Staff met with Drainage Superintendent on next steps.</p>

FIRE DEPARTMENT

HR	Only a couple applications have been received for the fighter bootcamp thus far. SM engagement will be increased in an effort to solicit additional interest.
	Several fire department applications have been received and will be included in the recruitment process.
Training	Four firefighters registered for NFPA 1021 Officer I at the Clarence Rockland regional training centre.
	One firefighter completing NFPA 1001 Firefighter II at Leeds Thousand Islands training centre.
	The fire department has rented the training grounds at the Leeds and Thousand Islands Training Centre to conduct live fire training and other evolutions on October 26.
Fleet	All apparatus has passed their annual pump capacity testing. Some minor repairs and vacuum leaks will be completed in the coming weeks.
	Krown rust treatment has been applied to all fire department vehicles except tanker 7.
Fire Prevention	Spencerville Fair display was well attended throughout the weekend. Over 200 fire safety packages were distributed.
	September 28 is "Saved by The Beep" test your smoke alarm day. The fire department will be in Spencerville from 10-11 AM near the County Rd 21 and 44 intersection and Cardinal from 1-2 PM near Home Hardware for community engagement.
	Fire Prevention week is Oct 6-12 and this year's theme is "Smoke alarms: Make them work for you!" Plans include a SM campaign and school poster contest with 4 classes winning a pizza lunch.
Facilities	CKA Architects are working on preliminary layouts for station 2. Anticipate meeting with the station 2 committee in the near future.
	The sign at fire station 1 has been refreshed and updated to current municipal branding.
	A couple exterior light fixtures have failed at fire station 1. We continue to update faulty units to LED type lighting.
Other	The Regional Paramedic Program for Eastern Ontario annual bootcamp is scheduled to take place at fire station 1 and the Spencerville Fairgrounds on Thursday October 10.
	Ambulance Dispatch will transition to the Medical Priority Dispatch System (MPDS) on February 5, 2025. MPDS uses a more detailed triage protocol, enabling dispatchers to better discern and prioritize the most urgent calls and the most appropriate responses potentially resulting in less "lights and sirens" calls. Residents may notice longer wait times for minor issues and fire department medical responses may be reduced. Using MPDS, EMS standby at

	incidents like structure fires will become a low priority based on lack of patient information.
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EMERGENCY MANAGEMENT

HIRA 2024 Updates	Staff will be attending a virtual demonstration session on October 2 and be receiving a brief update on the 2024 renewal of the Hazard Identification and Risk Assessment Program. We will also be introduced to a new Hazard Risk and Resilience Assessment Tool.
ERP Review and Exercise	Staff are working on scheduling a couple of dates in October to complete these items.

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

September 30, 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 September 30, 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 30 day of September, 2024.

Mayor

Clerk