



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

Monday, November 11, 2024, 6:30 PM

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

Indigenous Land Acknowledgement:

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.

- 1. Call to Order – Chair, Mayor Deschamps**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
- 5. Delegations and Presentations**
 - a. 2025 Township Pre-Budget Presentation
- 6. Consent Agenda**

Items listed under Consent Agenda are considered routine or no longer require a further discussion and are enacted in one motion. The exception to this rule is that a Member may request that one or more items be pulled for discussion and voted on separately.
- 7. Discussion Items**
 - a. Review of Transfer Station Fees
- 8. Action/Information Items**
 - a. 3rd Quarter Treasury and Reserve Report
 - b. 3rd Quarter Budget Variance Report
 - c. 3rd Quarter Council Remuneration Report
 - d. Maple View Landings - Donation Options - Room Naming
 - e. 2024 Compensation Review - Non-Union Staff

- f. 2024 Township Financial Audit Plan and Engagement Letter
- g. RBC Contract Renewal
- h. Draft Plan Extension Request - Meadowlands
- i. Quarterly Active Subdivision Update
- j. Entranceway Bylaw Review
- k. Winter Operations Report

9. Councillor Inquiries/Notices of Motion

10. Member's Report

11. Question Period

12. Closed Session

13. Adjournment

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Tuesday, October 15, 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
John Hunter (Advisory Member)
Karen Roussy (Advisory Member)

STAFF: Sean Nicholson, CAO
Dave Grant, Director of Operations/Deputy CAO
Rebecca Crich, Clerk
Jessica Crawford, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities
Brian Moore, Fire Chief
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 6:32 p.m.

2. Approval of Agenda

Moved by: C. Ward

Seconded by: J. Martelle

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. Kevin Hawley - Greer Galloway - Traffic Study Presentation

Mr. Hawley provided an overview of Greer Galloway's traffic study report. He noted that the 7-day study focused on traffic volume, heavy truck traffic and average operating speeds. He reviewed the current condition of Jochem Road, current road standards, future remedial recommendations, and the Ministry of Transportation (MTO) guidelines for road speeds.

There was discussion regarding the effect of speed reduction in rural areas, traffic calming options and their viability in a rural setting, and the estimated remaining life of 1-5 years for Jochem Road depending on preventative measures taken.

Committee thanked Mr. Hawley for his presentation.

6. Consent Agenda

Moved by: S. Dillabough

Seconded by: W. Smail

That Committee receives and approves the following consent agenda items as presented:

- a. 2024 Combined 2nd and 3rd Quarter Building Report
- b. 2024 Combined 2nd and 3rd Quarter Building Report
- c. 2024 Combined 2nd and 3rd Quarter Operations Report
- d. 2024 Combined 2nd and 3rd Quarter Facility Maintenance Report
- e. 2024 2nd Quarter Fire Report
- f. 2024 3rd Quarter Fire Report
- g. 2024 MTO Interim Report

Carried

7. Discussion Items

a. Roadside Memorials

Committee was provided with a summary of the report and discussed the following: the prevalence of concerns with roadside memorials, the emotional impact of implementing restrictions on grieving families, alternate memorial recognition options, and regulating set-backs, maintenance and timelines for the memorials.

There was a general discussion regarding concerns with a growing number of roadside advertising signs, highlighting the need for additional discussion regarding a sign bylaw.

b. 2024 Business of the Year

Committee was provided with an overview of the report and discussed the following: challenges in obtaining nominations, the importance of recognition of excellence within the Township, encouraging individual nominations from local volunteer organizations, the scope of the awards ceremony, and the timeline for implementing the proposed new award categories.

Members suggested expanding the current program to include (5) five categories: citizen, youth citizen, community organization/volunteer group, large business and small business of the year. It was decided that the new categories would accept nominations in 2024 however, the expanded award celebrations would be postponed to 2025 with the ad hoc communications committee enlisted in organizing this event. Members noted that should no nominations for the new categories be received, Council may select and award the new categories themselves.

There was consensus of Committee to incorporate the additional 3 categories for 2024 and for staff to prepare the necessary resolution for the October 28 meeting of Council for approval.

c. Blue Box Transition - Ineligible Sources

Committee was provided with a detailed overview of the report and discussed the following: annual bag sale revenues, likely increases to curbside waste collection, providing the collection of ineligible items at the cost to the industrial/institutional/commercial properties, conducting in-house curbside collection services, options for shared services, and the implications on the Township's transfer station of ending curbside collection services.

There was discussion regarding the distribution of educational material regarding ineligible sources, the support of a user pay system, and increases in solid waste collection costs.

There was a majority consensus for option #2: continue to provide curbside Blue Box recycling services to ineligible sources but charge them a user fee for the service.

8. Action/Information Items

a. 2024 Combined 2nd and 3rd Quarter Building Report - CONSENT

Moved by: C. Ward

Seconded by: J. Martelle

That Committee receives the 2024 Combined 2nd and 3rd Quarter Building Report as presented.

Carried

- b. 2024 Combined 2nd and 3rd Quarter Bylaw Report - CONSENT

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

That Committee receives the 2024 Combined 2nd and 3rd Quarter Bylaw Report as presented.

Carried

- c. 2024 Combined 2nd and 3rd Quarter Operations Report - CONSENT

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

That Committee receives the 2024 Combined 2nd and 3rd Quarter Operations Report as presented.

Carried

- d. 2024 Combined 2nd and 3rd Quarter Facility Maintenance Report - CONSENT

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

That Committee receives the 2024 Combined 2nd and 3rd Quarter Facility Maintenance Report as presented.

Carried

- e. 2024 2nd Quarter Fire Report - CONSENT

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

That Committee receives the 2024 2nd Quarter Fire Report as presented.

Carried

- f. 2024 3rd Quarter Fire Report - CONSENT

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

That Committee receives the 2024 3rd Quarter Fire Report as presented.

Carried

g. 2024 MTO Interim Report - CONSENT

Moved by: C. Ward

Seconded by: J. Martelle

That Committee receives the 2024 MTO Interim Report as presented.

Carried

h. MTO Resolution

Committee was provided with a summary of the report and indicated their support of the resolution.

Moved by: S. Dillabough

Seconded by: J. Martelle

That Committee recommends that Council support the draft resolution requesting the MTO to update its agreement with the Ontario Association of Fire Chiefs to recognize emergency response as a service and establish a minimum fee for every response.

Carried

i. Patterson Road - Unopened Road Allowance Update

Committee was provided with a detailed overview of the report including the draft June report and sought clarity on the approval procedure. There was discussion regarding the need of the property owner to apply for a zoning bylaw amendment to ensure the zoning compliance of the aforementioned small business operations, future service implications should the road be improved and opened in accordance with the unopened road allowance policy, road surface proposed in the area, and the requirement to disclose the operation of a local business within the application for road allowance conveyance.

j. Updates to Procedural Bylaw and Terms of Reference - Mayor's Report

Committee was provided with a summary of the report and highlighted the benefits of a "Member's Report" due to the active nature of all members of Council. There was discussion regarding applying the changes both under the procedural bylaw and under the Committee terms of reference as well as implementing a 10-minute time limit for the report similar to delegation restrictions.

Moved by: S. Dillabough

Seconded by: C. Ward

That Committee recommends that Council adopt the updated procedural bylaw, and provide direction to staff regarding the proposed options for updating the terms of reference.

Carried

k. Committee Appointments and Structure 2023-2024

Committee was provided with a summary of the report and discussed possible future considerations granting advisory members voting rights, responsibilities of non-elected members, and the timeline for review of the Port Management Committee Terms of Reference.

l. Maple View Landings - Donation Options Follow-Up

Committee was provided with a summary of the report and sought clarity on the proposed display of the sponsors' names when donating funds to a room and the availability of rooms to select.

m. 2024 MECP Inspection Results - Cardinal and Industrial Park Water Systems

Committee was provided with a summary of the report and commended the Environmental Services department on the inspection results.

n. Curbside Solid Waste Collection Agreement Extension

Committee was provided with a detailed overview of the report and discussed the increase in collection fees, options for re-tendering, deadline for coverage, and exploring cost savings for an extended contract.

Moved by: J. Martelle

Seconded by: W. Smail

That Committee recommend Council direct staff to prepare a 1-year extension agreement with HGC Management Inc in the amount of \$342,000.00 plus HST and authorize the Mayor and Clerk to execute the required documents.

Carried

o. Circular Materials - Promotion and Education Agreement

Committee was provided with a detailed overview of the report and the discussed impact and experience with ineligible items in the City of Brockville, reducing the number of rejected items through public education

materials, and what is included with Circular Materials educational information agreement.

Moved by: S. Dillabough

Seconded by: J. Martelle

That Committee recommends that Council enter into an agreement with Circular Materials for promotion and education services and authorize the Mayor and Clerk to execute the agreement documents.

Carried

p. Jochem Road - Traffic Study Results

Committee discussed the following: impacts to Township roads following North Grenville speed reductions on Smith Road, reducing speeds on Jochem Road, MTO/Highway Traffic Act speed regulations for rural roads, alternate trucking routes, restricting truck access to certain roads, road remediation recommendations, balancing long-standing business operations with resident safety requests, and the general purpose of rural municipal roads versus rural county roads for transportation, not recreation.

9. Councillor Inquiries/Notices of Motion

Deputy Mayor Dillabough put forward a notice of motion for Council to consider reducing the speed to 60km/hr and redirecting heavy trucks from Jochem Road to be brought to the October 28 Council meeting.

Councillor Ward requested a report regarding a sign bylaw to be brought to a future Committee meeting for discussion.

Councillor Smail indicated concerns of rats in the Village of Cardinal.

10. Mayor's Report

Mayor Deschamps reported the following:

- Recognized Township resident Ann Shorey for being showcased in the Leeds and Grenville's 40 Young Professionals under 40.
- Condolences extended to the family of John Dugan a former Councillor of the Village of Cardinal.

11. Question Period

The following questions/comments were raised:

- Applicability of current road standards to older roads.
- Remedial work was performed on Jochem Road.

- Zoning bylaw amendment process and implications to unopened road allowance requests.
- Estimated remaining life of Jochem Road with the current heavy truck traffic.
- Estimated remedial costs for repairing Jochem Road.
- Leveraging municipal grants like the Federal Green Municipal Fund.
- Speeding on Jochem Road.
- Inclusion of recreational path with remediation of 1 side of Jochem Road.

12. Closed Session

None.

13. Adjournment

Moved by: S. Dillabough

Seconded by: C. Ward

That Committee does now adjourn at 9:30 p.m.

Carried

Chair

Deputy Clerk



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: November 11, 2024

Department: Finance

Topic: 2025 Pre-Budget Presentation

Background: Annually before the budget cycle begins, the Treasurer prepares a pre-budget presentation to present to Committee and the public an overview of what information we currently have that may affect the upcoming fiscal year's budget.

The presentation will cover the following items:

1. 2024 Tax Collection Review and Analysis
2. Operating Budget Considerations
3. Financial Impacts to 2025
4. Draft 5-Year Capital Plan
5. Proposed Meeting Schedule

The intention of the presentation is to inform Committee of high-level estimates for future capital items and identify potential financial items that will have an impact on the overall budget.

When the budget meetings occur in 2025, there will be detailed business cases for capital items and more accurate information available to prepare the operating budget.

A handwritten signature in black ink, appearing to read 'J. Brown'.

Treasurer

A handwritten signature in black ink, appearing to read 'S. King'.

CAO

2025 Pre-Budget Presentation

Committee of the Whole – Administration and
Operations

Prepared by: Jessica Crawford, Treasurer

Date: November 11, 2024

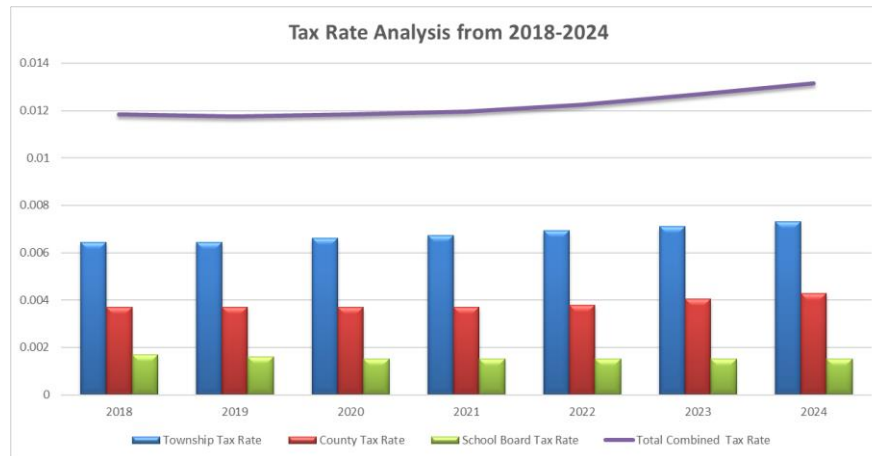
Agenda

1. 2024 Tax Collection Review and Analysis
2. Operating Budget Considerations
3. Financial Impacts to 2025
4. Draft 5 Year Capital Plan
 - a) Overall Summary
 - b) Levy Based Capital Projects
 - c) Rate Based Capital Projects
5. Proposed Meeting Schedule

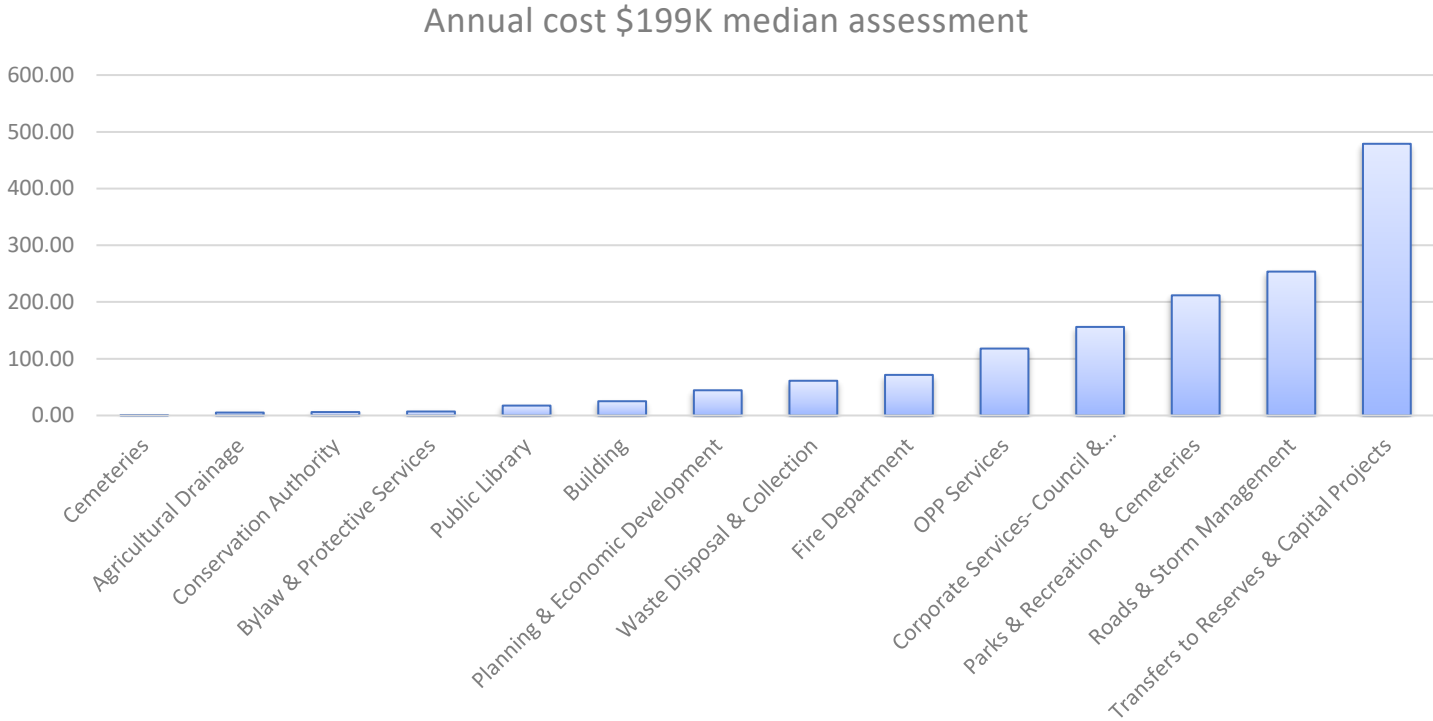
2024 Tax Collection Review and Analysis

Year	Township Tax Rate	County Tax Rate	School Board Tax Rate	Total Combined Tax Rate	Tax Billing per \$100,000.00 Assessment	Change in Tax Overall Bill from Prior Rate		Municipal Increase	County Increase	School Board Increase/(Decrease)
						Year	Increase			
2018	0.00644294	0.00370869	0.00170	0.01185163	\$1,185.16	\$0.09	0.008%	1.432%	0.000%	-5.028%
2019	0.00644294	0.00370869	0.00161	0.01176163	\$1,176.16	(\$9.00)	-0.759%	0.000%	0.000%	-5.294%
2020	0.00660667	0.00369649	0.00153	0.01183316	\$1,183.32	\$7.15	0.608%	2.541%	-0.329%	-4.969%
2021	0.00673294	0.00369475	0.00153	0.01195769	\$1,195.77	\$12.45	1.052%	1.911%	-0.047%	0.000%
2022	0.00692223	0.00378308	0.00153	0.01223531	\$1,223.53	\$27.76	2.322%	2.811%	2.391%	0.000%
2023	0.00710428	0.00404298	0.00153	0.01267726	\$1,267.73	\$44.20	3.612%	2.630%	6.870%	0.000%
2024	0.00731741	0.00429122	0.00153	0.01313863	\$1,313.86	\$46.14	3.639%	3.000%	6.140%	0.000%

Total change over 7 years \$128.79



2024 Tax Spending Analysis



Township portion annual cost \$1,456.17 for \$199K Median Assessment Value



Financial Impacts to 2025

- No updated assessment from MPAC for 2025. Only change we will see is related to growth. Growth is projected by MPAC to be 1.13% or \$11.32M in assessed value, very similar the previous years 1.14%.
- The Consumer Price Index (CPI) is trending down towards a target of 2%, in September 2024 CPI was 1.6% compared to 3.2% in 2023, and 5.4% in 2022.
- The decline in interest rates, will have affects on the interest income on reserves and operating account
- Based on 2024 tax rates, a 1% increase in the tax levy will generate **\$67,815.27** to the Township
- Of the 2024 property taxes collected, 75% were paid by Residential taxpayers, 22% paid by Commercial taxpayers and the remaining 3% paid by other sources. 2025 is expected to be similar in percentages
- Of the total taxes collected, 56% remain in the Township, 32% remitted to the County and 12% remitted to various School Boards

Operating Budget Considerations

Increases in Tax Levy or Funding

- OPP fees for 2025 are set to increase by \$192,024 annually which is an increase of 16.52% from 2024
- The Bank of Canada has been steadily lowering the key interest rate since June 2024 in response to the level of inflation.
 - 2024 budgeted interest income from our main operating account was set at \$220,000. The 2024 realized amount will be closer to **\$250,000**.
 - Interest on this account is currently 4.2% annually in cop. This is the bank prime rate less 1.750%.
 - We can anticipate that the rate will continue to decline which we will have to take into consideration when allocated interest income into the budget.

Decreases in Tax Levy or Funding

- OMPF for 2025 is scheduled to be \$777,800, a \$104,500 increase from 2024

Preliminary Budget – Proposed Township Levy

	Township Budget		Levies & Local Boards		Total	
	\$	%	\$	%	\$	%
Preliminary Budget	-	Inflation	192,024.00	2.83%	-	?
			(104,500.00)	OMPF		
			(87,524.00)	Reserves 0%		

- Proposed to use an inflationary increase to the Township Operating budget to cover increases in insurance and other operating items
- The total increase for OPP amounts to \$192,024 and will be mitigated by reserves and increase from the 2025 OMPF increase to have a net zero impact on the taxation levy

Draft 5-Year Capital Plan

Summary of 5-year Capital Plan

CAPITAL PROJECTS

	2024	2025	2026	2027	2028	2024-2028 Total
<u>Levy Based Capital</u>						
Fire Department	\$ 100,000	\$ 100,000	\$ 300,000	\$ 2,850,000	\$ 2,000,000	\$ 3,350,000
Administration	\$ 200,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 240,000
Recreation	\$ 238,460	\$ 1,053,000	\$ 666,000	\$ 305,000	\$ 217,000	\$ 3,154,300
Public Works	\$ 1,862,482	\$ 880,000	\$ 1,242,600	\$ 1,321,000	\$ 880,000	\$ 8,614,410
Public Works - Roads	\$ 1,837,752	\$ 2,161,230	\$ 1,865,119	\$ 1,180,825	\$ 1,421,600	\$ 15,555,256
Total Levy Based Capital	\$ 4,238,694	\$ 4,234,230	\$ 4,073,719	\$ 5,656,825	\$ 4,518,600	\$ 30,913,966

User Rate Based Capital

Cardinal Wastewater	\$ 51,000	\$ 93,000	\$ 350,000	\$ 200,000	\$ 415,000	\$ 694,000
Cardinal Water	\$ 132,291	\$ 535,000	\$ 300,000	\$ 155,000	\$ 290,000	\$ 1,122,291
Spencerville Wastewater	\$ 86,000	\$ 302,000	\$ 200,000	\$ 325,000	\$ 100,000	\$ 913,000
Industrial Park Water System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Windmill Pumping Station	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total User Rate Based Capital	\$ 269,291	\$ 930,000	\$ 850,000	\$ 680,000	\$ 805,000	\$ 2,729,291

- Funding sources and priorities to be determined by project – point in time estimate of all work to be done
- Funding for Capital comes from a combination of the Operating Surplus, Grants, Reserves and any additional dedicated Capital Levies
- Depreciation expense is targeted to be 1.6M and capital expense should always be higher than depreciation to close the infrastructure gap as per the asset management plan

Levy Based Capital Projects

Fire Department and Administration

CAPITAL PROJECTS	2024	2025	2026	2027	2028	2024-2028 Total
<u>FIRE DEPARTMENT</u>						
Pumper 1	\$ -	\$ -	\$ -	\$ 850,000	\$ -	\$ 850,000
Station #2 Design & Engineering	\$ 100,000	\$ 100,000	\$ 300,000	\$ -	\$ -	\$ 500,000
Bldg. Capital Upgrades	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 4,000,000
Total	\$ 100,000	\$ 100,000	\$ 300,000	\$ 2,850,000	\$ 2,000,000	\$ 3,350,000

Fire Department

- Pumper 1 will need to be tendered in 2025. Delivery is estimated for 2027.

CAPITAL PROJECTS	2024	2025	2026	2027	2028	2024-2028 Total
<u>ADMINISTRATION</u>						
Administration Office Upgrades	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Website revamp	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Total	\$ 200,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 240,000

Administration

- 2025 requires a website revamp due to our current provider changing the software used for the backend and requiring users to move to a new software to be compatible with all systems.



Recreation – Parks, Ball Diamonds and Tennis Courts

CAPITAL PROJECTS

		2024	2025	2026	2027	2028	2024-2028 Total
<u>RECREATION</u>							
Parks	Lawn Tractor	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 68,000
	Picnic Tables / Garbage Cans	\$ 15,400	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 45,400
	Splash Pad	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
	Bleachers	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ 32,000
	Docks	\$ 16,000	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 61,000
	Truck	\$ -	\$ 57,000	\$ -	\$ 50,000	\$ -	\$ 162,000
	Paving Walk Way / Legion Way	\$ -	\$ -	\$ 65,000	\$ -	\$ 130,000	\$ 65,000
	Play Structure	\$ -	\$ 80,000	\$ -	\$ 60,000	\$ -	\$ 140,000
	Waterfront Washroom Upgrades	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
Ball Diamonds	North Ball Diamond Lights	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
	Johnstown - Lights/fencing	\$ 106,060	\$ -	\$ -	\$ -	\$ 62,000	\$ 168,060
	Cardinal - Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	Cardinal - Backstop	\$ -	\$ -	\$ 26,000	\$ -	\$ -	\$ 26,000
Tennis Courts	Johnstown Tennis/ Pickle Ball Court	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,840
	Cardinal Tennis/ Pickle Ball Court	\$ 30,000	\$ 151,000	\$ -	\$ -	\$ -	\$ 181,000
Total Parks, Ball Diamonds and Tennis Courts		\$ 199,460	\$ 698,000	\$ 266,000	\$ 175,000	\$ 217,000	\$ 1,775,300

- Cardinal tennis/pickle ball court is contingent on grant which will provide 50% of the total cost of the project
- Splash pad is an addition to current service provided and should be funded through levy

Recreation – Arenas, Pools and Halls

CAPITAL PROJECTS

		2024	2025	2026	2027	2028	2024-2028 Total
Arenas	Spencerville - Decommission arena	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
	Spencerville - Dehumidifier	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
	Ingredion - Generator	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
	Ingredion - HVAC System	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
	Ingredion - Parking Lot Expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
	Portable Defibs - all locations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Pools	Johnstown - Pool Liner/Piping	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
	Johnstown - Pool Piping & Decking	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ 225,000
	Cardinal - Liner Replacement Phase 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 290,000
	Both Pools - Pool Heaters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
South Centre	Hall lighting	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000
	Generator	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000
	Furnace / AC Unit Upgrades	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	New Flooring	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ 19,000
	UV Upgrades	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Total Arenas, Pools and Halls	\$ 39,000	\$ 355,000	\$ 400,000	\$ 130,000	\$ -	\$ 1,379,000	

Public Works – Equipment

CAPITAL PROJECTS

	2024	2025	2026	2027	2028	2024-2028 Total
<u>PUBLIC WORKS</u>						
Vehicles						
1/2 Ton truck	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Tandem Axle Plow truck	\$ 360,000	\$ 425,000	\$ -	\$ 446,000	\$ -	\$ 1,231,000
Roadside Mower	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ 50,000
Sidewalk Plow	\$ 160,414	\$ -	\$ -	\$ -	\$ -	\$ 160,414
Excavator	\$ -	\$ -	\$ 375,000	\$ -	\$ -	\$ 375,000
Brushhead	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
Tractor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grader	\$ -	\$ -	\$ -	\$ -	\$ 425,000	\$ 425,000
Drainage	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 2,891,160
Building Rehab	\$ -	\$ 200,000	\$ 150,000	\$ 50,000	\$ 50,000	\$ 450,000
Sidewalk Rehab	\$ -	\$ 25,000	\$ 140,000	\$ 25,000	\$ 205,000	\$ 395,000
Pedestrian Crossings	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ 105,000
Transfer Site	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,168
Road Construction and Removals	\$ -	\$ -	\$ 438,000	\$ -	\$ -	\$ 438,000
Structural Features	\$ -	\$ -	\$ -	\$ 330,000	\$ -	\$ 330,000
Bridge Rehab						
Galop Canal South Bridge	\$ -	\$ -	\$ 39,600	\$ -	\$ -	\$ 39,600
Weir Road Bridge	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000
Jordan Road Culvert	\$ 282,068	\$ -	\$ -	\$ -	\$ -	\$ 282,068
Campbell Road Culvert	\$ -	\$ -	\$ -	\$ 370,000	\$ -	\$ 370,000
Ventnor Rd. Culvert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tuttle Point Culvert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works						

- Total of three new tandem trucks needed by 2024-2027 to replace aging equipment and reduce repair costs

Public Works – Rural Roads

CAPITAL PROJECTS

					2024	2025	2026	2027	2028	2024-2028
					2024	2025	2026	2027	2028	Total
PUBLIC WORKS										
<u>Various Gravel Roads</u>										
<u>Road reconstruction</u>	<u>Section</u>									
Rural										
Edison	CR2-Greenfield	355	8.2	2911	\$ 103,575	\$ -	\$ -	\$ -	\$ -	\$ 103,575
Totem Ranch Road East	CR44-end	1710	7	11970	\$ 125,638	\$ -	\$ -	\$ -	\$ -	\$ 125,638
Cedar Grove	Fraser -Noe	2050	7	14350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cedar Grove	Noe-Boundry	1550	7	10850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Armstrong Rd.	Rock-CR21	1200	7	8400	\$ 275,818	\$ -	\$ -	\$ -	\$ -	\$ 275,818
Armstrong Rd.	Rock-Crowder	1000	7	7000	\$ 229,849	\$ -	\$ -	\$ -	\$ -	\$ 229,849
Cedar Grove	CR44-Fraser	1200	7	8400	\$ 382,541	\$ -	\$ -	\$ -	\$ -	\$ 382,541
Rock Street	Armstrong - Crowder	2250	5	11250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WIP Edison - 2023					\$ (103,575)					\$ (103,575)
Connell Rd	Pad and patch	300				\$ 44,370	\$ -	\$ -	\$ -	\$ 44,370
Hurley Rd	Pad and patch	400				\$ 59,160	\$ -	\$ -	\$ -	\$ 59,160
Goodin Rd	Pad and patch	200				\$ 29,580	\$ -	\$ -	\$ -	\$ 29,580
Brouseville Rd	Pad and patch	5800				\$ 857,820	\$ -	\$ -	\$ -	\$ 857,820
Pittston Rd East	Pad and patch	2600					\$ 384,540	\$ -	\$ -	\$ 384,540
Cedar Grove	Fraser -Noe	2050	7	14350	\$ -	\$ -	\$ 662,622	\$ -	\$ -	\$ 662,622
Cedar Grove	Noe-Boundry	1550	7	10850	\$ -	\$ -	\$ 501,007	\$ -	\$ -	\$ 501,007
Windmill Rd						\$ -	\$ 290,000	\$ -	\$ -	\$ 290,000
Jochem Rd		1770	7	12390		\$ -	\$ -	\$ 557,550	\$ -	\$ 557,550
Glen Smail		3600	7	25200		\$ -	\$ -	\$ -	\$ -	\$ -
Rock Street	Armstrong - Crowder	2250	5	11250	\$ -	\$ -	\$ -	\$ -	\$ 380,000	\$ 380,000

Public Works – Roads: Cardinal, New Wexford, Johnstown & Spencerville

CAPITAL PROJECTS

		Length (m)	Width (m)	Area (m2)	2024	2025	2026	2027	2028	2024-2028 Total
Cardinal										
Middle St.	John St. -Dundas	240	8	1920	\$ -	\$ -	\$ -	\$ -	\$ 386,400	\$ 386,400
Middle St.	James -John	100	8	800	\$ -	\$ 71,200	\$ -	\$ -	\$ -	\$ 71,200
Reid St	Joseph-Dundas	310	7	2170	\$ 178,017	\$ -	\$ -	\$ -	\$ -	\$ 178,017
Waddell	Dundas-Canal	130	6	780	\$ -	\$ 312,000	\$ -	\$ -	\$ -	\$ 312,000
New St.	John-James	90	10	900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legion Way		110	7	770	\$ -	\$ -	\$ 26,950	\$ -	\$ -	\$ 26,950
Meadowland Drive		330	7	2310	\$ -	\$ -	\$ -	\$ 103,950	\$ -	\$ 103,950
Dishaw Street		540	7	3780	\$ -	\$ -	\$ -	\$ 170,100	\$ -	\$ 170,100
Victoria Street	Lambert to Dundas	80	7	560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Victoria Street	Dundas to James	290	7	2030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
James St.	Tracks - Middle St.	120	6.8	815	\$ -	\$ 93,350	\$ -	\$ -	\$ -	\$ 93,350
Dundas St.	Legion Way - Bridge				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Wexford										
Riverview Cres.	All	200	6	1200	\$ 49,664	\$ -	\$ -	\$ -	\$ -	\$ 49,664
Reilly St.	All	370	6	2220	\$ 91,879	\$ 47,400	\$ -	\$ -	\$ -	\$ 139,279
Hooker St.	All	150	5.5	825	\$ 34,144	\$ -	\$ -	\$ -	\$ -	\$ 34,144
Keefer St.	All	110	6	660	\$ 27,315	\$ -	\$ -	\$ -	\$ -	\$ 27,315
Johnstown										
Sophia	Second-Albert	810	5.5	4455	\$ 146,282	\$ -	\$ -	\$ -	\$ -	\$ 146,282
Sutton Dr.	Sofia-JCC parking	360	6.5	2340	\$ 76,835	\$ -	\$ -	\$ -	\$ -	\$ 76,835
Second St.	Sophia-Elizabeth	400	6	2400	\$ 78,805	\$ -	\$ -	\$ -	\$ -	\$ 78,805
Mary Street		440	7	3080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Elizabeth Street		440	7	3080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Frederick Street		1500	7	10500	\$ -	\$ -	\$ -	\$ -	\$ 472,500	\$ 472,500
Fourth Street	All	340	7	2380	\$ -	\$ -	\$ -	\$ -	\$ 107,100	\$ 107,100
Fifth	Elizabeth to end	120	7	840	\$ -	\$ -	\$ -	\$ -	\$ 37,800	\$ 37,800
Holly Drive		440	7	3080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ross Spencer/Linton /Meyers		460	7	3220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gillis Street	All	120	7	840	\$ -	\$ -	\$ -	\$ -	\$ 37,800	\$ 37,800
Spencerville										
Henderson St.	CR44-School	62	8	496	\$ 20,528	\$ 46,180	\$ -	\$ -	\$ -	\$ 66,708
South St.	Water-Slone	330	7	2310	\$ 95,604	\$ 391,750	\$ -	\$ -	\$ -	\$ 487,354
Water St.	Spencer-Mill	100	6	600	\$ 24,832	\$ 208,420	\$ -	\$ -	\$ -	\$ 233,252
Irving Street		250	7	1750	\$ -	\$ -	\$ -	\$ 328,750	\$ -	\$ 328,750
Hutton Street		65	7	455	\$ -	\$ -	\$ -	\$ 20,475	\$ -	\$ 20,475



EDWARDSBURGH CARDINAL

Rate Based Capital Projects

CAPITAL PROJECTS

	2024	2025	2026	2027	2028	2024-2028 Total
ENVIRONMENTAL SERVICES						
<u>Cardinal Wastewater</u>						
William St Reline	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer manhole rehab (8 manholes)	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Sewer Lining	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Henry Street Panel Install	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Building Mechanical (Rehab/Repair)	\$ -	\$ -	\$ -	\$ 50,000	\$ 175,000	\$ 225,000
Boiler Replacement	\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ 21,000
Dundas Street	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
Middle Street	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ 240,000
SCADA Workstation/historian upgrades (50%)	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Generator and Fuel System Repairs	\$ -	\$ 63,000	\$ -	\$ -	\$ -	\$ 63,000
Total	\$ 51,000	\$ 93,000	\$ 350,000	\$ 200,000	\$ 415,000	\$ 1,109,000

Cardinal Water System

SCADA Workstation/historian upgrades (50%)	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
UV Replacements at Water Plant	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
Reid Street Water Service Replacements	\$ 113,250	\$ -	\$ -	\$ -	\$ -	\$ 113,250
Dundas Street	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
Middle Street	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ 240,000
Building Mechanical (Rehab/Repair)	\$ -	\$ -	\$ -	\$ 100,000	\$ 50,000	\$ 150,000
Interior touch ups Water tower	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ 55,000
Low lift pump starters/filer analyzer	\$ 19,041	\$ -	\$ -	\$ -	\$ -	\$ 19,041
Vehicle Replacement (on-call 4x4)	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
Generator and Fuel System Repairs	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000

CAPITAL PROJECTS

	2024	2025	2026	2027	2028	2024-2028 Total
<u>Spencerville Wastewater System</u>						
Lagoon Weed Removal	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Mag Meter Install	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Splitter Box Relining	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Vehicle Replacement	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
Sewer Manhole Rehab	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000
Generator and Fuel System Repairs	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Spencerville PS 1 Pump Upgrades	\$ -	\$ 262,000	\$ -	\$ -	\$ -	\$ 262,000
Spencerville PS 2 and 3 Pump Upgrades	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
Lagoon ECA upgrades	\$ 30,000	\$ -	\$ 200,000	\$ -	\$ -	\$ 230,000
Total	\$ 86,000	\$ 302,000	\$ 200,000	\$ 325,000	\$ 100,000	\$ 1,013,000
<u>Industrial Park Water System</u>						
Hymax clamps/pipe purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Windmill Station</u>						
Pump station upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

- All charges for rate-based capital are paid by the direct users of the asset

Proposed Meeting Schedule

- January 13th COW-AO – Capital Meeting #1
- January 23rd – Capital Meeting #2 (if needed)
- February 10th COW-AO – Operating Budget #1
- February 20th – Operating Budget #2 (if needed)
- March 10th COW-AO – Final Consolidated Budget Presentation
- March 24th General Council – Budget Bylaw Presented



**TOWNSHIP OF EDWARDSBURGH CARDINAL
DISCUSSION ITEM**

Committee: Committee of the Whole – Administration & Operations

Date: November 11, 2024

Department: Operations

Topic: Review of Transfer Station Fees

Background: This item is being presented for awareness purposes and to better understand the philosophical approach that Council takes to user fee service delivery.

Table 1 below summarizes the revenue and expenses in relation to the operation of the Scott Rd transfer station on Saturday mornings from 2021 to 2023. Certain expenses such as engineering (closed landfill monitoring & reporting), insurance and property tax portions are excluded as they would be necessary expenses regardless of transfer station operation.

Table 1: 2021-2023 Revenue and Expense (Transfer Station)

Year: 2021				
Description	Revenue	Expenses	User Fee	Taxation
Tipping Fees	\$15,314.00			
Recycling (ex. scrap metal)	\$3,687.97			
Labour/Benefits		\$36,042.27		
Site Maintenance		\$26,439.94		
Advertising		\$1,402.84		
Machine rental		\$3,379.00		
Total	\$19,001.97	\$67,264.05	28%	72%
Year: 2022				
Description	Revenue	Expenses	User Fee	Taxation
Tipping Fees	\$14,735.00			
Recycling (ex. scrap metal)	\$5,639.17			
Labour/Benefits		\$46,103.74		
Site Maintenance		\$19,844.67		
Advertising		\$1,205.42		
Machine rental				
Total	\$20,374.17	\$67,153.83	30%	70%
Year: 2023				

Description	Revenue	Expenses	User Fee	Taxation
Tipping Fees	\$19,207.50			
Recycling (ex. scrap metal)	\$3,928.20			
Labour/Benefits		\$48,503.56		
Site Maintenance		\$23,492.67		
Advertising		\$1,526.25		
Machine rental		\$1903.15		
Total	\$23,135.70	\$75,425.63	30%	70%

Table 2 shows a comparison of user fee versus taxation excluding the labour/benefit line item.

Table 2: User Fee vs Taxation (excluding labour)

Year	User Fee	Taxation
2021	61%	39%
2022	97%	3%
2023	86%	14%

When viewing this service or similar services from a cost recovery perspective, should labour costs be included or excluded?

Regardless of viewpoint, the current service is only a partial cost recovery. Should the service be full cost recovery?

One of the challenges associated with considering fee schedule increases in the potential impact to other operating budgets such as bylaw enforcement, road operations and fire department. You could see increased roadside dumping of material or residents choosing less environmentally friendly methods of disposal. The impact is unknown.



Director of Operations

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

BY-LAW NO. 2023-62

**“A BY-LAW TO ESTABLISH, MAINTAIN AND REGULATE A WASTE
MANAGEMENT SYSTEM AND TO PROVIDE FOR THE ESTABLISHMENT OF
POLICIES, REGULATIONS AND FEES FOR THE DISPOSAL OF MUNICIPAL
WASTE AND OTHER REFUSE AT THE MUNICIPAL TRANSFER STATION”**

WHEREAS Section 270(1)(7) of the Municipal Act 2001, S.O 2001, c. 25, as amended, authorizes the Council of a municipality to pass bylaws respecting matters within their jurisdiction of waste management; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to establish, maintain and regulate a system or the disposal of waste within the municipality and to establish policies, regulations, and fees for the disposal of waste and other refuse materials;

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

1. SCOPE

- 1.1 The provisions of this by-law shall apply to all persons, lands, structures and uses within the Township of Edwardsburgh Cardinal.
- 1.2 No person shall dispose of, or cause to be disposed of, any waste, refuse, debris, or garbage except in conformity with the provisions of this By-law, the schedules attached thereto and By-law 2019-64, Collection of Garbage and Other Waste Materials.
- 1.3 This By-law shall not be effective to relieve, reduce or mitigate any person from compliance with any provisions of the Environmental Protection Act, 1990 or any regulations or orders prescribed by the Minister of the Environment, Conservation and Parks.

2. DEFINITIONS

For the purposes of this By-law:

“Commercial Waste” – means waste, refuse, debris, garbage and litter generated from and incidental to any business operation.

“Construction Waste” – means any non-hazardous waste, refuse, debris, garbage and litter generated from and incidental to lawful construction activities and shall include items such as, but not limited to: concrete, bricks, cement, ceramics, glass, insulation and asbestos materials, bituminous mixtures, tar, soil, stones, dredging, scrap lumber, non-treated wood products, asphalt and roofing shingles, roofing materials, plaster, drywall, plywood, oriented chip board, milled lumber, vinyl siding, eavestrough, cabinets, fencing, flooring materials including but limited to carpet, tiles, laminate, vinyl and wood flooring.

“Council” – means the Council of the Corporation of the Township of Edwardsburgh Cardinal.

“Electronics” – means residential household electronics including but not limited to: televisions, audio and video players (CD, DVD, Blu-ray, VCR, VHS), cameras, computers, laptops, tablets, video game consoles, home

theatre equipment, digital clocks, printers, scanners, cellphones, mp3 players, modems, routers.

“ECA” – means the Environmental Compliance Approval issued by the Ministry of Environment, Conservation and Parks.

“Enforcement Officer” – means a municipal bylaw enforcement officer authorized by the Council of the Township of Edwardsburgh Cardinal, any member of the Ontario Provincial Police, and any Provincial Offences Officer pursuant to the Provincial Offences Act.

“Hazardous Waste” – means waste and materials as may be defined from time to time by the Ministry of the Environment Conservation and Parks “MECP” as hazardous and shall include but not limited to the following: Flammable or incendiary materials or liquids, incinerator ash, explosives, sewage, drugs and medicine, chemical wastes, dry cell or wet cell batteries, pathological waste including syringes, needles, dressings, body parts and fluids, tissues, medical instruments or other such items as may or could reasonably contain pathogenic bacteria or micro-organisms, dead animals, motor oil, propane tanks, radioactive materials and other similar materials that may be hazardous or dangerous to the public health, safety or environment.

“Household” – means a residential unit occupied or used as a place of abode other than an industrial, commercial or institutional premise.

“Industrial Waste” – means waste materials from any one or more industrial or manufacturing process, or waste from my property assessed for industrial or manufacturing uses.

“Large Items” – means large residential household furniture items including but not limited to: chesterfields, couches, sofas, chairs, mattresses, box springs, tables, cabinets, dressers, desks.

“Manager of Public Works” – means the person hired as the Manager of Public Works for the Township of Edwardsburgh Cardinal, or in their absence, the Director of Operations for the Township of Edwardsburgh Cardinal.

“Official” – means an officer or employee duly authorized to act on behalf of the Corporation of the Township of Edwardsburgh Cardinal.

“Person” – means any human being, association, firm, corporations and partnerships, incorporated company, agent or trustee and any heirs, executors, successors, assigns or other legal representative of a person to whom a contract can apply according to law.

“Recyclable” – means materials and items as the Township identified as being suitable for recycling purposes.

“Tire” – means personal vehicle tires only, not commercial or industrial tires permitted.

“Township” – means the Corporation of the Township of Edwardsburgh Cardinal.

“Transfer Area” – means that operative area of a municipal transfer station site which is designated as an area for the transfer of waste.

“Transfer Station Attendant” – means an official duly authorized to act on behalf of the Corporation of the Township of Edwardsburgh Cardinal responsible for the supervision and operation of a Township Transfer Station Site and for the administration of this By-law.

“Transfer Station Site” – means any land designated and operated by the Corporation of the Township of Edwardsburgh Cardinal where recyclables and refuse are collected and sorted in preparation for processing in accordance with the provisions of this By-law and the terms and conditions of a certificate of approval issued by the Ministry of Environment, Conservation and Parks.

“Waste” – means garbage, refuse and other waste materials approved for disposal by the Ministry of Environment, Conservation and Parks and the Township Council at the Transfer Station Site and shall for the purpose of this definition shall not include residential/commercial/industrial/institutional waste, hazardous waste, or construction waste.

“White Goods” – means refrigerators, freezers, stoves, ovens, hot water tanks, water tanks, washing machines, clothes dryers, dishwashers, microwaves, range hoods, window air conditioner units and similar such items, goods and materials, and the condenser/compressor shall be removed prior to depositing at the Transfer Station Site.

3. MUNICIPAL TRANSFER STATION SITE

- 3.1 The following area shall be designated as the Municipal Transfer Station Site for the Township of Edwardsburgh Cardinal:
 - 3.1.1 Scott Road Transfer Station Site – Located within the Contamination Retention Zone and referred to by the Ministry of Environment, Conservation and Parks Environmental Certificate Approval No. A441403, as amended.
- 3.2 No person shall use any lands within the Township of Edwardsburgh Cardinal for that of a transfer station site except lands designated for sure use by by-law by the Council of the Corporation of the Township of Edwardsburgh Cardinal.
- 3.3 The Transfer Station Site shall be operated and maintained by the Township in accordance with the terms and conditions of the Environmental Certificate Approval, the provisions of this by-law, Provincial legislation, and the requirements of the Ministry of Environment, Conservation and Parks.
- 3.4 No waste shall be accepted by the Transfer Station Attendant other than from an owner or resident of a property within the geographic limits of the Township, who is able to produce a Transfer Station payment card, with the fees as set out in Schedule “C” of this by-law.
- 3.5 No waste shall be accepted by the Transfer Station Attendant from any commercial, construction, industrial or institutional business or from any commercial waste collector unless said collector is contracted and authorized by the Township.
- 3.6 All materials shall be deposited under the direction of the Transfer Station Attendant.
- 3.7 Notwithstanding any other penalty or remedy of law available to the Township, the owner, occupant, lessee or person using any structure or lands within the boundaries of the Township for the dumping or disposing of garbage, refuse, industrial waste, hazardous waste or materials of any kind where such lands or structures are not designated as a waste disposal site, shall cease using such lands or structures for such purposes and to remove such garbage, refuse, industrial waste, hazardous waste or materials in the manner as may be prescribed by the Township or Ministry of Environment, Conservation and Parks.

4. HOURS OF OPERATIONS OF TRANSFER STATION SITE

- 4.1 The Transfer Station Site shall be open for the disposal of waste and other permitted materials in accordance with the times set out in Schedule "A" of this by-law.
- 4.2 No person shall access or enter onto the Transfer Station Site property other than during operating hours.
- 4.3 Notwithstanding Section 4.2, Township employees, consultants, contractors and other authorized persons shall have access to the Transfer Station Site as required.

5. GENERAL PROVISIONS

- 5.1 Persons shall dispose of permitted waste at the Transfer Station Site in accordance with the directions of the Transfer Station Attendant and in accordance with the provisions of this by-law.
- 5.2 Waste materials conveyed to the Transfer Station Site shall be so contained and transported as not to be blown or scattered from the transport vehicle or to leave deposits along road allowances and abutting lands.
- 5.3 The Transfer Station Attendant shall be and is hereby authorized to refuse access to the Transfer Station Site any person who is in contravention of any provisions of this by-law, as may be reasonably determined by the Attendant. All such persons refused access to or use of the Transfer Station Site shall be referred to the Manager of Public Works by the Attendant to review the grounds of such refusal, such grounds to be provided to that person by the Attendant.
- 5.4 Persons who desire to access the Transfer Station Site will be required to provide evidence or documentation upon request acceptable to the Transfer Station Attendant or other Township official so as to determine the residency of that person or the origination of the waste to be disposed of and the conformity of such residency or origination of waste with the provisions of this by-law.

6. SPECIAL PROVISIONS

- 6.1 Waste:
 - 6.1.1 No person shall dispose of construction waste, commercial waste, industrial waste and/or hazardous waste at the Transfer Station Site.
- 6.2 Recyclables, Scrap Metal, White Goods, Large Items, Electronics, Brush and Leaf:
 - 6.2.1 Accepted recyclable waste shall be identified in Schedule "D" of this by-law.
 - 6.2.2 Recyclable waste shall be separated from other waste to be disposed of in the Transfer Station Site and shall be deposited in the recycling container at the site in accordance with the directions of the Transfer Station Attendant and the provisions of Schedule "D" of this by-law.

- 6.2.3 Scrap metal, white goods, large items, electronics, tires and tire rims shall be separated from other waste to be disposed of at the Transfer Station Site and shall be deposited in the designated areas located within the Transfer Station Site only and in accordance with the directions of the Transfer Station Attendant.
- 6.2.4 No person shall dispose of waste, white goods, electronics, or scrap metal that contains residue of propane, gasoline, toxic chemicals, polychlorinated biphenyls (PCB), chlorofluorocarbons (CFC, otherwise known as freons) or other such hazardous materials at the Transfer Station Site.
- 6.2.5 All waste and materials that contain chlorofluorocarbon condenser/compressor (freon) must be removed prior to disposal at the Transfer Station Site.
- 6.2.6 Tree brush and stumps/limbs may be deposited for disposal at the Transfer Station Site if the tree stumps and limbs are under 30 cm. (12 inches) in length and diameter and in accordance with the directions of the Transfer Station Attendant.
- 6.2.7 No person shall dispose of recyclable waste, material, white goods, large items, electronics, tires or scrap metal except in the areas of the Transfer Station Site designated for such items at the time of visit.

7. PROHIBITIONS

- 7.1 No person shall trespass on the Transfer Station Site except as is required to transfer material to the site in accordance with this by-law, or as is necessary to conduct lawful business with the Township during designated hours of operation in the presence of the Transfer Station Attendant or other Township official.
- 7.2 No person shall salvage, interfere with or scatter any materials from the Transfer Station Site.
- 7.3 No person shall create or cause to be created malicious damage to or at the Transfer Station Site.
- 7.4 No person shall deposit or cause to be deposited waste of any kind on any road, highway, land, street, watercourse, private or public property.
- 7.5 No person shall dispose of any waste without first providing the Transfer Station Attendant with payment by way of the Transfer Station payment card.
- 7.6 No person shall place any waste or recyclable materials, commercial waste, construction waste, industrial waste, hazardous waste, goods, white goods, large items, electronics, scrap metal, refuse or debris or any other materials outside of the gates of the Transfer Station Site.
- 7.7 No person shall dispose of, or cause to be disposed of, any waste at the Transfer Station Site that originates or is generated from a location or use outside of the Township boundaries.
- 7.8 No person shall offer to, or give to, any Transfer Station Attendant any fee or gratuity for services provided by the Township, nor shall any Transfer Station Attendant accept any fee or gratuity.

7.9 No person shall dispose of, or cause to be disposed of, in the Transfer Station Site any prohibited material as listed in Schedule "B" of this by-law or any other materials as previously described.

7.10 No person shall discharge a firearm in the Transfer Station Site.

8. ADMINISTRATION

8.1 The Transfer Station Attendant shall supervise all operations at the Transfer Station Site and shall enforce compliance with the provisions of this by-law.

8.2 Council may by resolution authorize the waiving or reduction of fees or grant minor variances to provisions of this by-law for community groups, special activities/events and other circumstances where Council in its autonomous sole discretion deems that such actions are within the public interest, are not exposing the Township to any risk or liability and not contrary to the intent of this by-law.

8.3 Council may authorize studies and programs and prepare policies for the maximization of the life expectancy, efficiency and effectiveness of the Transfer Station Site and the reduction, reuse and recycling of waste.

9. ENFORCEMENT AND PENALTIES

9.1 Every person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c.P. 33, as amended.

9.2 A person who is convicted of an offence under this by-law is liable for each day or part of a day that the offence continues, where the minimum fine shall not exceed \$500.00 and a maximum fine of \$10,000.00 and the total of all daily fines for the offences is not limited to \$100,000.00 as provided for in Section 429(3) of the Municipal Act, SO 2001, c. 25, as amended.

9.3 Upon registering a conviction for a contravention of any provision of this by-law, the court in which the conviction has been entered, may in addition to any other remedy and to any penalty imposed by this by-Law, make an order prohibiting the continuation or repetition of the offence by the person convicted, pursuant to Section 431 of the Municipal Act 2001, SO 2001, c.25, as amended.

9.4 Where a person fails or defaults to carry out any direction or action required by the Township as authorized by this by-law, upon reasonable and written notice, the Township may proceed to do such things or carry out such actions as directed at the expense of the person and such expense may be recovered by the Township in a like manner as taxes in accordance with the provisions of Section 326 of the Municipal Act, 2001, S.O. c. 25.

9.5 Every person who contravenes this by-law, including a notice to remedy issued under this by-law is guilty of an offence.

9.6 No person shall obstruct or hinder or attempt to obstruct or hinder an Enforcement Officer or other authorized employee or agent of the Township in the exercise of a power or the performance of a duty under this by-law.

9.7 An Enforcement Officer who has reasonable grounds to believe that a person has contravened any provision of this by-law may issue a notice to remedy, notice of violation, an order to comply and every person shall comply with said notice or order.

10. VALIDITY AND SEVERABILITY

10.1 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 by-law 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.

10.2 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.

10.3 Nothing in this policy takes precedence over any bylaws, resolutions, plans or agreements of the Township or other legislation.

11. GENERAL

11.1 That the following Schedules attached shall form and constitute part of this by-law:

Schedule "A" – Transfer Station Site Hours of Operation

Schedule "B" – Prohibited Materials

Schedule "C" – Fee Schedule

Schedule "D" – Recycling Policy

11.2 That By-law 2011-07 and 2014-37 and all other by-laws previously passed that are inconsistent with the provisions of by-law are hereby repealed in its entirety.


11.3 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 27 day of November, 2023.

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


Tory Deschamps (Nov 28, 2023 10:28 EST)

Mayor



Clerk

Schedule "A"
By-law 2023-62
Transfer Station Site
Hours of Operations

Scott Road Transfer Station Site:

Saturdays from 8:00 a.m. to 12:00 p.m. (noon), or as determined to be necessary by the Manager of Public Works.

The Transfer Station Site shall be closed on all statutory holidays.

The Transfer Station Site shall be closed to the public during any absence of the Transfer Station Attendant from the site.

Schedule "B"
By-law 2023-62
Transfer Station Site
Prohibited Materials

The following items shall be prohibited from disposal within the Transfer Station Site:

- Residential waste as defined in the Collection of Garbage and Other Waste Material By-law, and as amended from time to time.
- All commercial waste
- All construction waste
- All industrial waste
- All hazardous waste
- Household construction waste
- Dead animals
- Vehicle bodies
- Farm machinery
- Recyclable waste defined in the Collection of Garbage and Other Waste Material By-law, and as amended from time to time.

Schedule "C"
By-law 2023-62
Transfer Station Site
Fee Schedule

Type of Waste	Fee
Residential waste that cannot be accommodated in the weekly collection provided for in the Collection of Garbage and Other Waste Material By-law, and as amended from time to time.	\$1.00 per cubic foot
Tires and/or tires with rims	Free
White goods as defined in this by-law	\$10.00 each
Large items as defined in this by-law	\$10.00 each
Brush, tree limbs, tree stumps, leaves and garden waste	\$5.00 per load
Scrap metal	\$10.00 per load
Electronics	Free

Schedule "D"
By-law 2023-62
Transfer Station Site
Recycling Policy

Brush shall be accepted at the Transfer Station Site in accordance with the provisions of this by-law.

Scrap metal, white goods, electronics, and tires shall be accepted for recycling at the Transfer Station Site and in accordance with the provisions of this by-law.

Scrap metal, white goods, electronics, and tires shall be placed within the designated collection areas in accordance with the directions of the Transfer Station Attendant.

2023 - Transfer Site Waste and Refuse Bylaw

Final Audit Report

2023-11-28

Created:	2023-11-28
By:	Rebecca Williams (rwilliams@twpec.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAATky9ApmH-olhkdQKPosg4NHJF7eFgCG

"2023 - Transfer Site Waste and Refuse Bylaw" History

-  Document created by Rebecca Williams (rwilliams@twpec.ca)
2023-11-28 - 2:35:36 PM GMT- IP address: 142.116.41.15
-  Document emailed to mayor@twpec.ca for signature
2023-11-28 - 2:37:18 PM GMT
-  Email viewed by mayor@twpec.ca
2023-11-28 - 3:28:01 PM GMT- IP address: 3.219.35.58
-  Signer mayor@twpec.ca entered name at signing as Tory Deschamps
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-  Document e-signed by Tory Deschamps (mayor@twpec.ca)
Signature Date: 2023-11-28 - 3:28:37 PM GMT - Time Source: server- IP address: 24.146.57.224
-  Document emailed to rrich@twpec.ca for signature
2023-11-28 - 3:28:50 PM GMT
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-  Signer rrich@twpec.ca entered name at signing as Rebecca Crich
2023-11-28 - 3:30:07 PM GMT- IP address: 142.116.41.15
-  Document e-signed by Rebecca Crich (rrich@twpec.ca)
Signature Date: 2023-11-28 - 3:30:09 PM GMT - Time Source: server- IP address: 142.116.41.15
-  Agreement completed.
2023-11-28 - 3:30:09 PM GMT



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: November 11, 2024

Department: Finance

Topic: 2024 Q3 Treasury and Reserve Report

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

1. Financial Report as of September 30, 2024
2. Long Term Debt Schedule as of September 30, 2024
3. YTD 2024 Capital Status Report as of September 30, 2024
4. Reserve Fund Report as of September 30, 2024

A handwritten signature in black ink, appearing to read 'J. Brown'.

Treasurer

A handwritten signature in black ink, appearing to read 'G. King'.

CAO

Township of Edwardsburgh Cardinal
Pre-Audit Financial Report
As at September 30, 2024

	Prior Period June 30, 2024	Current Year September 30, 2024	Prior Year September 30, 2023	Comparison to Last Year Balance	Notes/Comments
Assets					
Cash and Bank Balances	3,112,961	4,372,796	4,914,795	(541,999)	Final tax bills payment received
Taxes Receivable	489,398	1,428,376	1,377,692	50,685	
Accounts Receivable	793,546	940,972	819,452	121,520	HST receivable is being reconciled
Inventory (Including Land for Resale)	317,927	317,927	284,093	33,833	
Long Term Receivable	241,742	236,550	259,291	(22,741)	
Equity Investment In RSL	686,450	686,455	666,254	20,201	
Equity Investment In Port	48,410,726	48,410,726	44,617,062	3,793,664	
	<u>54,052,750</u>	<u>56,393,801</u>	<u>52,938,639</u>	<u>3,455,162</u>	
Liabilities					
Accounts Payable	(1,009,974)	(1,904,295)	(2,411,830)	507,534	Lower due to capital invoices not received
Planning & Drainage Accounts	222,055	223,293	208,303	14,990	
					Amounts will be adjusted at year end to reflect loans
Long Term Debt	(7,224,671)	(7,224,671)	(6,457,005)	(767,667)	that have been completed in 2024
Accrued Landfill Closure	(177,588)	(177,588)	(208,654)	31,066	
	<u>(8,190,178)</u>	<u>(9,083,263)</u>	<u>(8,869,186)</u>	<u>(214,077)</u>	
Tangible Capital Assets	<u>41,236,968</u>	<u>41,236,968</u>	<u>37,533,062</u>	<u>3,703,906</u>	
Reserve & Reserve Funds	<u>(10,424,954)</u>	<u>(8,784,190)</u>	<u>(10,374,603)</u>	<u>1,590,413</u>	

Prepared By:
Jessica Crawford
Treasurer

TOWNSHIP OF EDWARDSBURGH/CARDINAL
SCHEDULE OF LONG TERM DEBT

Lender	Project	Interest Rate	End Date		Balance Owing Dec 31/23	Balance Owing Mar 31/24	Balance Owing Jun 30/24	Balance Owing Sept 30/24	Balance Owing Dec 31/24	Annual Payments		
1 Infrastructure Ontario	Cardinal Arena	4.59%	Oct-43		4,488,822	4,488,822	4,439,991	4,439,991		303,698	Semi-annual	Only deduct principal
2 United Counties of L & G	Fire Comm. Equip.	2.88%	Oct-24		13,805	13,805	6,952	6,952		14,104	Semi-annual	Only deduct Principal
5 Royal Bank of Canada	2020 Case Grader	1.73%	Jun-24		51,075	25,572	0	0		102,753	Monthly	
6 Scotiabank	2019 GMC Sierra	0.00%	Mar-24		3,604	0	0	0		11,435	Twice Monthly	
10 Infrastructure Ontario	2022 Johnstown Drainage	4.82%	Aug-43		1,060,980	1,044,922	1,044,922	1,028,478		83,255	Semi-annual	Only deduct Principal
Township Total					5,614,682	5,573,121	5,491,865	5,475,421	0	515,245		
8 Tile Drain Loans	Farm Tile Drains	6.00%	various	Paid by Benefiting Farmer	6,409	6,409	6,409	0		9,361	October	2340.325
9 Infrastructure Ontario	EMS Station	2.91%	Jul-36	Paid by UCLG	570,746	552,527	552,527	534,044		53,045	Semi-annual	Only deduct Principal
10 Infrastructure Ontario	Cardinal Wastewater	4.37%	Feb-44	Paid by Cardinal WW users	1,030,150	1,030,150	1,030,150	1,013,768		77,781	Semi-annual	Only deduct Principal
Supported Debt Total					1,607,305	1,589,086	1,589,086	1,547,812	0	140,187		
Grand Total					7,221,987	7,162,207	7,080,951	7,023,233	0	655,432		

Prepared by:
 Jessica Crawford
 Treasurer

2024 Final Capital Budget - Quarterly Analysis

Approved Expense				Analysis								
GL Code	Department	Project	2024 Budget	Estimated Completion	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total Spend	Remaining	Tender Awarded	Comments
21-5950	Fire Department	Engineering and Design - Fire Station #2	\$ 100,000	Q4					\$ -	\$ 100,000	N	
17-5950	Administration	Administration Office Upgrades	\$ 200,000	Q2	\$ 38,376	\$ 75,026	\$ 90,953		\$ 204,354	\$ (4,354)	Y	Server relocation, Furniture in council chambers, electrical work
82-5950	Recreation	Parks - Picnic Tables - Replacement	\$ 15,400	Q2	\$ 14,661				\$ 14,661	\$ 739	N/A	Project Complete
82-5950	Recreation	Parks - Kayak Docks	\$ 16,000	Q2	\$ 11,499				\$ 11,499	\$ 4,501	N/A	Project Complete
82-5950	Recreation	Parks - Bleachers	\$ 32,000	Q2	\$ 32,461				\$ 32,461	\$ (461)	N/A	Project Complete
83-5950	Recreation	Ball Diamonds - Lights - Johnstown	\$ 106,060	Q3	\$ 50,530	\$ 57,564			\$ 108,094	\$ (2,034)	Y	Project Complete
82-5950	Recreation	Tennis Courts - Cardinal - Phase 1	\$ 30,000	Q3		\$ 42,433			\$ 42,433	\$ (12,433)	N	Project Complete
88-5950	Recreation	South Centre - Furnace/AC unit upgrades	\$ 20,000	Q2	\$ 19,169				\$ 19,169	\$ 831	Y	Received and installed
88-5950	Recreation	South Centre - New Flooring	\$ 19,000	Q3					\$ -	\$ 19,000	N	Completed in November
39-5950	Public Works	1/2 Ton Truck - replace truck T1	\$ 60,000	Q1	\$ 60,344				\$ 60,344	\$ (344)	Y	Project complete
39-5950	Public Works	Tandem Axle Plow Truck - 2023 - delivered 2024	\$ 360,000	Q2		\$ 328,594			\$ 328,594	\$ 31,406	Y	Project complete
39-5950	Public Works	Tandem Axle Plow Truck - 2024 - delivered 2025	\$ -	2025					\$ -	\$ -	N	R2024-182 Awarded to Premier Truck Group
39-5950	Public Works	Holder C70 Sidewalk Plow	\$ 160,414	Q1	\$ 163,091				\$ 163,091	\$ (2,677)	N/A	Project complete. Slightly over budget due to additional equipment
41-5613	Public Works	Weir Road Bridge	\$ 900,000	Q3/Q4		\$ 245,934	\$ 483,100		\$ 729,034	\$ 170,966	Y	Substantial Completion on November 1. Awaiting invoices
41-5613	Public Works	Jordan Road Triple Culvert	\$ 282,068	Q3/Q4		\$ 4,628	\$ 210,106		\$ 214,734	\$ 67,334	Y	Project Complete
41-5748	Public Works - Roads	Rural - Edison	\$ 103,575	Q3/Q4					\$ -	\$ 103,575	Y	Paving and shouldering complete - awaiting invoicing
41-5742	Public Works - Roads	Rural - Totem Ranch Road East	\$ 125,638	Q3/Q4		\$ 80,454			\$ 80,454	\$ 45,184	Y	Project Complete
41-5763	Public Works - Roads	Rural - Cedar Grove	\$ 382,541	Q3/Q4		\$ 294,066			\$ 294,066	\$ 88,475	Y	Paving and shouldering complete
41-5664	Public Works - Roads	Rural - Armstrong Rd.	\$ 275,818	Q3/Q4		\$ 402,920			\$ 402,920	\$ (127,102)	Y	Paving and shouldering complete - soft spots - additional granular B needed
41-5664	Public Works - Roads	Rural - Armstrong Rd.	\$ 229,849	Q3/Q4					\$ -	\$ 229,849	Y	Paving and shouldering complete
41-5680	Public Works - Roads	New Wexford - Riverview Cres.	\$ 49,664	Q3/Q4					\$ -	\$ 49,664	Y	Paving and shouldering complete - awaiting invoicing
41-5681	Public Works - Roads	New Wexford - Reilly St.	\$ 91,879	Q3/Q4					\$ -	\$ 91,879	Y	Paving and shouldering complete - missed lower section south of CR2
41-5682	Public Works - Roads	New Wexford - Hooker St.	\$ 34,144	Q3/Q4					\$ -	\$ 34,144	Y	Paving and shouldering complete - awaiting invoicing
41-5675	Public Works - Roads	New Wexford - Keefer St.	\$ 27,315	Q3/Q4					\$ -	\$ 27,315	Y	Paving and shouldering complete - awaiting invoicing
41-5790	Public Works - Roads	Johnstown - Sophia	\$ 146,282	Q3/Q4		\$ 201,271			\$ 201,271	\$ (54,989)	Y	Paving and shouldering complete - soft spots (diq-outs)
41-5792	Public Works - Roads	Johnstown - Sutton Dr.	\$ 76,835	Q3/Q4		\$ 276			\$ 276	\$ 76,560	Y	Paving and shouldering complete - awaiting invoicing
41-5793	Public Works - Roads	Johnstown - Second St.	\$ 78,805	Q3/Q4		\$ 39,868			\$ 39,868	\$ 38,938	Y	Paving and shouldering complete
41-5794	Public Works - Roads	Johnstown - Fifth St.	\$ -	Q3/Q4		\$ 59,798			\$ 59,798	\$ (59,798)	Y	Second St. (Mary to Elizabeth) removed / added Fifth since school started
41-5831	Public Works - Roads	Spencerville - Henderson St.	\$ 20,528	Q3/Q4					\$ -	\$ 20,528	Y	R2024-127 (removed to reduce scope of project). Include in 2025 budget
41-5832	Public Works - Roads	Spencerville - South St.	\$ 95,604	Q3/Q4					\$ -	\$ 95,604	Y	R2024-127 (removed to reduce scope of project). Include in 2025 budget
41-5833	Public Works - Roads	Spencerville - Water St.	\$ 24,832	Q3/Q4					\$ -	\$ 24,832	Y	R2024-127 (removed to reduce scope of project). Include in 2025 budget
41-5834	Public Works - Roads	Cardinal - Reid St	\$ 178,017	Q3/Q4		\$ 4,669			\$ 4,669	\$ 173,348	Y	Paving and shouldering complete - awaiting invoicing
Total Levy Based Capital			\$ 4,242,269		\$ 261,811	\$ 782,500	\$ 1,967,478	\$ -	\$ 3,011,789	\$ 1,230,480		

				Analysis								
GL Code	Department	Project	2024 Budget	Estimated Completion	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total Spend	Remaining	Tender Complete	Comments
58-5950	Cardinal Wastewater	Henry Street Panel Install	\$ 15,000	Q3		\$ 10,083			\$ 10,083	\$ 4,917	N/A	
58-5950	Cardinal Wastewater	Sewer Manhole Rehab (8 manholes)	\$ 15,000	Q1	\$ 7,642				\$ 7,642	\$ 7,358	N/A	Project complete
58-5950	Cardinal Wastewater	Boiler Replacement	\$ 21,000	Q1	\$ 18,821				\$ 18,821	\$ 2,179	N/A	Project complete
58-5950	Cardinal Water System	Reid Street Water Service Replacements	\$ 113,250	Q3/Q4					\$ -	\$ 113,250	N	Project complete - awaiting invoicing
58-5950	Cardinal Water System	Low lift pump starters/filer analyzer	\$ 19,041	Q3	\$ 17,995	\$ 8,223			\$ 26,218	\$ (7,177)	N/A	Project complete
51-5950	Spencerville Wastewater System	Mag Meter Install	\$ 15,000	Q3		\$ 37,580			\$ 37,580	\$ (22,580)	Y	Project complete - R2024-056 award to Eastern Welding \$33,500.00 plus non-rebated HST
51-5950	Spencerville Wastewater System	Splitter Box Relining	\$ 25,000	Q3		\$ 38,373			\$ 38,373	\$ (13,373)	Y	Project complete - R2024-056 award to Clear Water Structures \$37,709.00 plus non-rebated HST
51-5950	Spencerville Wastewater System	Sewer Manhole Rehab	\$ 16,000	Q1	\$ 16,475				\$ 16,475	\$ (475)	N/A	Project complete
51-5950	Spencerville Wastewater System	ECA Amendment	\$ 30,000	Q4	\$ 15,071	\$ 4,027			\$ 19,097	\$ 10,903	Y	Progress payment
Total Rate Based Capital			\$ 269,291		\$ 15,071	\$ 71,015	\$ 88,203	\$ -	\$ 174,289	\$ 95,002		
Total 2024 Capital Program			\$ 4,511,560		\$ 276,882	\$ 853,516	\$ 2,055,681	\$ -	\$ 3,186,078	\$ 1,325,482		

Prepared by:
Jessica Crawford
Treasurer

	Balance 31/Dec/23	2023 Year End Adjustments	Balance 1/Jan/24	2024 Transfers In	2024 YTD Interest	2024 Transfers Out	2024 YTD Balance
EARMARKED RESERVES							
01-3511 Administration	221,465.75	866.14	222,331.89			(85,975.00)	136,356.89
01-3512 Tax Write Offs	102,242.36		102,242.36				102,242.36
01-3513 Election Reserve	6,000.00		6,000.00				6,000.00
01-3514 Fire Department - Vehicles	358,668.57		358,668.57				358,668.57
01-3515 Fire Department - Buildings	328,000.00		328,000.00				328,000.00
01-3516 Fire Department - Comm Equipment	175,208.34		175,208.34				175,208.34
01-3517 Policing Costs	110,715.00		110,715.00				110,715.00
01-3518 Cemeteries	17,253.60		17,253.60				17,253.60
01-3519 Building Dept Reserve	69,233.99		69,233.99				69,233.99
01-3520 Public Works	612,699.39	27,951.51	640,650.90			(328,594.00)	312,056.90
01-3521 Winter Control	168,900.24		168,900.24				168,900.24
01-3522 Environmental Services - Low Lift	95,821.56		95,821.56				95,821.56
01-3525 Environmental Services - Storm Sewers	432,040.01		432,040.01				432,040.01
01-3526 Landfill Closure Reserve	91,000.00		91,000.00				91,000.00
01-3527 Recreation	209,024.46	70,000.00	279,024.46			(61,480.00)	217,544.46
01-3528 Planning Reserve	20,000.00		20,000.00				20,000.00
01-3529 Twp Municipal Drain Reserve	15,000.00		15,000.00				15,000.00
01-3531 Safe Restart COVID-19 Reserve	148,025.00	(90,000.00)	58,025.00			(58,025.00)	-
01-3532 Insurance Reserve	55,778.71		55,778.71				55,778.71
	3,237,076.98	8,817.65	3,245,894.63	-	-	(534,074.00)	2,711,820.63
01-3540 Working Funds	750,000.00		750,000.00				750,000.00
Total Reserves	3,987,076.98	8,817.65	3,995,894.63	-	-	(534,074.00)	3,461,820.63

	Balance 31/Dec/23	2023 Year End Adjustments	Balance 1/Jan/24	2024 Transfers In	2024 YTD Interest	2024 Transfers Out	2024 YTD Balance
RESERVE FUNDS							
98-3801 GIC Investment	1,828,513.60		1,828,513.60	1,250,000.00	59,610.29	(1,835,935.14)	1,302,188.75
98-3816 Industrial Park Investment- HISA account	262.02		262.02		10.74		272.76
98-3813 Industrial Park Land	873,096.99		873,096.99	585,935.14	47,910.32	(1,885,500.00)	(378,557.55)
98-3814 Raw Water Supply System	542,846.70	(267,926.45)	274,920.25		12,245.16		287,165.41
98-3803 Industrial Park Wastewater	53,066.23	(10,227.40)	42,838.83		1,406.70		44,245.53
98-3804 Industrial Park Water	217,960.55	513.67	218,474.22		7,174.06		225,648.28
98-3805 Johnstown Water Wells	57,985.59		57,985.59		1,904.08		59,889.67
98-3812 CCBF- Gas Tax Grant	260,138.73		260,138.73	117,979.06	8,542.20		386,659.99
98-3807 Cardinal Hydro	180,397.84		180,397.84		5,923.74		186,321.58
98-3806 Spencerville Wastewater	398,255.14	681.95	398,937.09		13,099.90		412,036.99
98-3808 Cardinal Wastewater	(861,896.35)	27,705.17	(834,191.18)	1,030,150.00	6,434.71		202,393.53
98-3811 Cardinal Water	615,650.30	140,809.45	756,459.75		24,839.91		781,299.66
98-3817 Ontario Modernization Fund	236,218.95		236,218.95		7,756.73		243,975.68
98-3818 OCIF Formula Based Fund	294,801.72		294,801.72		9,680.43		304,482.15
98-3819 Dedicated Capital Reserve Fund (Port)	1,046,253.38		1,046,253.38	181,245.00	36,848.18		1,264,346.56
Total Reserve Funds	5,743,551.39	(108,443.61)	5,635,107.78	3,165,309.20	243,387.15	(3,721,435.14)	5,322,368.99
GRAND TOTAL	9,730,628.37	(99,625.96)	9,631,002.41	3,165,309.20	243,387.15	(4,255,509.14)	8,784,189.62

Prepared by:
Jessica Crawford
Treasurer

Committee: Committee of the Whole – Administration and Operations

Date: November 11, 2024

Department: Finance

Topic: 2024 Q3 Budget Variance Report

Background: The attached report is a summary of revenues and expenditures for the period ending September 30, 2024 with a comparison to the third quarter of 2023, the approved 2024 budget and also shows the percentage remaining of the budget.

For this period, it is anticipated that expenses should be approximately 75% of the budget with 25% of the budget remaining. One thing to be mindful of is that particular revenues and expenses do not occur consistently throughout the year, for example they may be received annually, this is true for expenses such as annual memberships, insurance and for revenues certain grants. By the end of the third quarter the majority of the capital projects have been completed, however the invoicing for the work has not been received and therefore will not be shown in expenses until Q4.

The report shows that there is 28.56% of the budget remaining of the overall departmental revenue and operating expenses. At this time there are budgeted transfers to and from reserves to still be recorded, this will be completed in Q4.

Some variances of note in revenues are as follows:

- Building permit fees are 74.78% over budget, this is a result of an increase in the issuance of permits as well as some large projects that have occurred in 2024.
- For both the Spencerville and Cardinal arena, invoicing for advertising signage were sent out the end of October and will be reflected in Q4.
- Parks will receive a transfer from reserve and will be reflected in the Q4 report.

Some variances to note in expenses are as follows:

- Public works vehicle expense is over budget by 9.38%, this is due to an increase in repairs and replacements. These expenses have been discussed during the municipal disbursement reports.
- The winter control budget has just over 50% of the budget remaining which leaves a healthy amount for the remainder of the year.

- Johnstown pool/day camps is over budget by 19.62% which is offset by the over budget revenues of 21.16% due to an increase in the attendance of the summer day camps.



Treasurer



CAO

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending September 30, 2024

	Actuals 2023 September	4 Council Approved 2024	Actuals Txn 2024 September	Budget Remaining	Percentage Remaining
Revenues					
Taxation, Grants and Payments-In-Lieu					
Taxation Revenue	(6,596,071.34)	(6,897,831)	(6,890,177.55)	(7,653)	0.11%
Penalty on Taxes	(67,586.98)	(90,000)	(69,915.17)	(20,085)	22.32%
Grant in Lieu	(112,638.09)	(197,839)	(123,317.26)	(74,522)	37.67%
Ontario Municipal Partnership Fund	(505,725.00)	(673,300)	(504,975.00)	(168,325)	25.00%
Port of Johnstown	(750,000.00)	(1,000,000)	(750,000.00)	(250,000)	25.00%
Total Taxation, Grants and Payments-In-Lieu:	(8,032,021.41)	(8,858,970)	(8,338,384.98)	(520,585)	5.88%
Department Revenues					
Administration	(241,310.72)	(336,200)	(250,832.61)	(85,367)	25.39%
Fire Department	(38,347.90)	(36,500)	(12,095.64)	(24,404)	66.86%
Cemeteries	(63.47)	(100)	(55.08)	(45)	45.00%
Protective Services	(4,845.00)	(4,800)	(3,675.00)	(1,125)	23.44%
Building	(73,671.65)	(102,000)	(178,280.33)	76,280	(74.78%)
By-Law Enforcement	(4,001.75)	(3,500)	(2,573.25)	(927)	26.49%
Public Works	(55,985.95)	(59,000)	(43,812.53)	(15,187)	25.74%
Waste Disposal & Transfer Site	(15,597.50)	(17,500)	(12,848.71)	(4,651)	26.58%
Curbside Waste & Recycling	(272,746.86)	(361,920)	(209,326.65)	(152,593)	42.16%
Parks & Recreation					
Recreation Administration		(50,000)		(50,000)	100.00%
Parks		(63,400)	(3,475.00)	(59,925)	94.52%
Ball Diamonds		(1,500)	(2,098.68)	599	(39.93%)
Cardinal Pool		(5,000)	(10,000.00)	5,000	(100.00%)
Johnstown Pool/Summer Day Camp	(88,967.50)	(90,000)	(109,045.84)	19,046	(21.16%)

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending September 30, 2024

	Actuals 2023 September	4 Council Approved 2024	Actuals Txn 2024 September	Budget Remaining	Percentage Remaining
Cardinal Arena	(169,128.20)	(284,700)	(107,326.26)	(177,374)	62.30%
Spencerville Arena	(129,125.40)	(209,760)	(87,480.76)	(122,279)	58.29%
Canteen	(95,102.18)	(110,000)	(56,258.80)	(53,741)	48.86%
South Centre	(2,946.63)	(3,500)	(3,602.12)	102	(2.91%)
Sub-total Parks & Recreation	(485,269.91)	(817,860)	(379,287.46)	(438,573)	53.62%
Planning	(8,597.04)	(9,000)	(6,150.00)	(2,850)	31.67%
Economic Development	(383,882.76)	(28,342)		(28,342)	100.00%
Agricultural Drainage	(2,901.56)	(32,500)		(32,500)	100.00%
Total Department Revenue	(1,587,222.07)	(1,809,222)	(1,098,937.26)	(710,285)	39.26%
Capital Revenues					
Administration	2,520.00	(319,000)	(144,000.00)	(175,000)	54.86%
Fire Department		(102,500)		(102,500)	100.00%
Public Works		(3,203,869)	(701,255.00)	(2,502,614)	78.11%
Storm Water Management	(1,216,046.08)		(3,100.00)	3,100	
Recreation		(61,480)	(61,480.00)		
Economic Development					
Total Capital Revenue	(1,213,526.08)	(3,686,849)	(909,835.00)	(2,777,014)	75.32%
TOTAL REVENUES:	(10,832,769.56)	(14,355,041)	(10,347,157.24)	(4,007,884)	27.92%
OPERATING & CAPITAL EXPENSES					
Department Operating Expenses					
Council	85,932.03	159,860	112,936.30	46,924	29.35%
Administration	953,573.70	1,378,966	1,117,870.20	261,096	18.93%
Fire Department	331,655.04	705,199	384,840.58	320,358	45.43%

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending September 30, 2024

	Actuals 2023 September	4 Council Approved 2024	Actuals Txn 2024 September	Budget Remaining	Percentage Remaining
Police Services	654,488.68	1,162,650	766,714.24	395,936	34.05%
Conservation Authority	59,482.00	59,482	61,439.00	(1,957)	(3.29%)
Cemeteries	14,246.40	5,000		5,000	100.00%
Protective Services	11,978.94	22,045	14,902.45	7,143	32.40%
Building	165,626.78	247,540	121,170.06	126,370	51.05%
Bylaw Enforcement	28,256.87	46,801	30,225.71	16,575	35.42%
Public Works					
Overhead Expenses	473,514.72	775,768	512,575.57	263,192	33.93%
Vehicle Expenses	310,451.11	315,430	345,006.01	(29,576)	(9.38%)
Shop Expenses & Fuel	144,440.24	182,500	142,085.55	40,414	22.14%
Bridges & Culverts	54,902.07	57,500	73,801.68	(16,302)	(28.35%)
Safety Devices	26,294.37	37,500	34,325.98	3,174	8.46%
Roadside Maintenance	66,499.35	89,400	88,662.41	738	0.83%
Hardtop Maintenance	219,516.08	277,000	93,894.66	183,105	66.10%
Loosetop Maintenance	199,230.06	225,000	210,141.24	14,859	6.60%
Winter Control	203,694.01	318,000	157,134.57	160,865	50.59%
Street Lighting	27,517.36	46,000	25,725.34	20,275	44.08%
Sub-total Public Works	1,726,059.37	2,324,098	1,683,353.01	640,745	27.57%
Johnstown Water Wells	815.36	15,500	803.36	14,697	94.82%
Storm Sewer System	39,671.53	160,534	92,690.03	67,844	42.26%
Waste Disposal & Transfer Site	104,264.52	158,189	98,376.91	59,812	37.81%
Curbside Waste & Recycling	335,898.12	445,000	341,489.06	103,511	23.26%
Parks & Recreation					
Recreation Administration	210,655.57	284,960	239,102.74	45,857	16.09%

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending September 30, 2024

	Actuals 2023 September	4 Council Approved 2024 2024	Actuals Txn 2024 September	Budget Remaining	Percentage Remaining
Parks	193,031.46	242,770	226,312.22	16,458	6.78%
Ball Diamonds	5,143.80	6,940	6,420.31	520	7.49%
Cardinal Pool	27,229.44	37,300	28,893.41	8,407	22.54%
Johnstown Pool/Day Camps	207,241.77	222,400	266,033.74	(43,634)	(19.62%)
Cardinal Arena	564,543.46	780,512	542,778.26	237,734	30.46%
Spencerville Arena	225,201.35	365,440	257,803.12	107,637	29.45%
Canteen	92,636.74	116,160	57,337.43	58,823	50.64%
South Centre	23,466.22	26,290	20,957.97	5,332	20.28%
Sub-total Parks & Recreation	1,549,149.81	2,082,772	1,645,639.20	437,133	20.99%
Libraries	103,224.68	171,850	114,744.42	57,106	33.23%
Planning	90,724.87	249,012	82,971.17	166,041	66.68%
Economic Development	462,468.84	188,900	89,648.13	99,252	52.54%
Job Site Challenge	2,120.53				
Agricultural Drainage	36,474.06	50,715	21,960.06	28,755	56.70%
Total Department Operating Expenses	6,756,112.13	9,634,113	6,781,773.89	2,852,339	29.61%
Transfers to Reserves					
Dedicated Capital Reserve Fund					
Transfer to Reserve Fund	181,245.00	241,660	181,245.00	60,415	25.00%
Fire Department		75,000		75,000	100.00%
Public Works		100,000		100,000	100.00%
Storm Water Management		25,000		25,000	100.00%
Recreation Department		15,000		15,000	100.00%
Total Transfers to Reserves	181,245.00	456,660	181,245.00	275,415	60.31%

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending September 30, 2024

	Actuals 2023 September	4 Council Approved 2024	Actuals Txn 2024 September	Budget Remaining	Percentage Remaining
Capital Expenses					
Administration	20,566.71	200,000	205,672.96	(5,673)	(2.84%)
Fire Department		100,000		100,000	100.00%
Public Works	53,694.73	3,703,808	2,525,438.38	1,178,370	31.82%
Storm Water Management	2,907,565.98		198,182.33	(198,182)	
Waste Disposal & Transfer Site	9,868.88	22,000		22,000	100.00%
Recreation	361,835.32	238,460	421,786.65	(183,327)	(76.88%)
Economic Development			(59,230.07)	59,230	
Total Capital Expenses	3,353,531.62	4,264,268	3,291,850.25	972,418	22.80%
Total OPERATING & CAPITAL EXPENSES:	10,290,888.75	14,355,041	10,254,869.14	4,100,172	28.56%
SURPLUS (DEFICIT)	541,880.81		92,288.10	(92,288)	



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: November 11, 2024

Department: Finance

Topic: 2024 Q3 Council Remuneration Report

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

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

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

The statement for the 3rd quarter of 2024 up to September 30th, 2024, contains all expenses that have been submitted for reimbursement.

A handwritten signature in black ink, appearing to read 'J. Brown'.

Treasurer

A handwritten signature in black ink, appearing to read 'G. [unclear]'.

CAO

**Township of Edwardsburgh/Cardinal
Council Remuneration and Expenses
updated as of September 30, 2024**

	Council Honourarium as of September 30, 2024	Special Meetings Allowance	Council Cell Phone Allowance as of September 30, 2024	Conferences, Training & Development	Mileage & Other Expenses as of September 30, 2024	Subtotal of Expenses- Conferences/ Mileage	Annual Expense Allowance- Bylaw 2020-12	Remaining Expense Allowance	Total Honourarium & Expenses
T Deschamps	12,473.55	0.00	0.00	91.63	0.00	91.63	4,000.00	3,908.37	12,565.18
S Dillabough	9,978.75	0.00	0.00	2,817.61	23.79	2,841.40	3,500.00	658.60	12,820.15
J Martelle	8,315.64	0.00	0.00	2,602.62	153.18	2,755.80	3,500.00	744.20	11,071.44
W Smail	8,315.64	0.00	0.00	2,662.43	508.17	3,170.60	3,500.00	329.40	11,486.24
C Ward	8,315.64	0.00	0.00	2,975.31	0.00	2,975.31	3,500.00	524.69	11,290.95
TOTALS	47,399.22	0.00	0.00	11,149.60	685.14	11,834.74	18,000.00	6,165.26	59,233.96



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration & Operations

Date: November 11, 2024

Department: Administration

Topic: Maple View Landings Donation Options – Room Naming

Purpose: To determine naming rights and how the funding dedicated to the Maple View Landings is to be utilized.

Background: Following discussions at the October Committee of the Whole, staff were directed to seek clarification on the naming/branding of the rooms/bins that would be funded by Edwardsburgh Cardinal.

Question: Would the funded room be named “Township of Edwardsburgh Cardinal or Edwardsburgh Cardinal”?

Answer from UCLG LTC Team: They have not finalized the mock/draft signage that will be used for the rooms. They are currently discussing 2 possible options:

1. The room(s) funded will have a maple leaf plaque or some other type of plaque beside the room name that will indicate that the room was made possible/sponsored through the funding/donation of Township of Edwardsburgh Cardinal; or
2. The room(s) funded may be named Township of Edwardsburgh Cardinal or some variation, however this is undecided as then there may be multiple rooms with the same name, making it confusing for the residents.

Below are the types of rooms and number of rooms left to be funded/sponsored:

Type of Room & # Available	
Sun Rooms - 0	\$15,000 each
Dining Room Balconies - 2	\$10,000 each
Dining Rooms – 4	\$30,000 each
Living Rooms - 5	\$15,000 each
Resident Rooms - 192	\$5,000 each

As previous indicated, there are other priorities the LTC Fundraising Coordinator and team identified that fit within various naming bins:

Furniture & Equipment Cart - support items like wheelchairs, support equipment, furnishing for the facility such as the hair salon and dining areas.

Beautification Bin – enhance the aesthetics and beauty of the facility – from flowers for gardens to seasonal and celebratory décor.

Technology Tote - televisions, large screens, training materials for staff, computers and everything else required for state-of-the-art facility.

In-Demand Dropbox - assign the donation to whatever aspect of the facility is most in need at the time.

Policy Implications: A draft naming agreement is attached, which would need to be complete by Township and UCLG staff based on Committee discussion and direction. Once the utilization of the funding is selected, the completed agreement will be provided to Council for approval.

Strategic Plan Implications: N/A

Financial Considerations: Council passed a resolution granting Maple View Landings funding of \$7,500 per year, for a total of \$22,500 within 3 years. A decision needs to be made as to how the \$22,500 will be distributed between rooms/bins.

Recommendation: That Committee recommends that Council enter into a naming rights agreement with the United Counties of Leeds and Grenville and provide direction as to how the funds are to be utilized to formalize the agreement for Council approval.



Clerk



CAO

THIS AGREEMENT made the ___ of _____ 2024

BETWEEN:

The Corporation of the United Counties of Leeds and Grenville
("Counties")

AND:

Township of Edwardsburgh Cardinal
("Donor")

The following Agreement outlines the terms, conditions and specific details of a \$22,500.00 commitment/donation made by the Township of Edwardsburgh Cardinal (hereinafter referred to as "the Donor") to the United Counties of Leeds and Grenville (hereinafter referred to as "the Counties").

1. Purpose of the Donation:

The donation shall be used to solely support the redevelopment of the Long-Term Care Redevelopment Project and in accordance with the Fundraising Strategy Policy; specifically _____.

2. Payment Amount and Timing:

The Counties and the Donor agree to the following payment(s) and schedule for which the Donor shall receive a receipt from The Counties in the year of the donation:

Date	Dollar Amount

The Donor agrees to make all payments by _____
(Post Dated Cheque, EFT, Bank Draft).

3. Use of the Funds:

The Donor's gift shall be used to enhance the lives of residents and staff of the Counties' new long-term care facility in the Township of Athens, Ontario. The funds may be used for items needed to enhance the lives of the residents and staff unless otherwise directed to a specific purchase as outlined below:

4. Recognition:

The Donor shall be recognized at the appropriate level of the Counties "Donor Tree". Recognition of this funding shall be in the name as specified by the Donor.

Should "Anonymous" be entered on the line above no recognition shall be advertised or provided for this donation.

5. Naming Rights

If the purpose of the donation in Section 1, is identified as Naming Rights, the Donor understands that such rights expire at the sole discretion of The Counties on the earlier of:

- a. The building being decommissioned as a long-term care facility
- b. Such time as the Counties determines the entire donation is not collectable, despite any amounts already donated.
- c. At any point in time the Counties determines the Donor's activities or the name bestowed at the request of the Donor reflects negatively on The Counties' image, brand or ability to operate effectively.

The Counties and the donor shall work together to establish the official name to be used to recognize the Naming Right donation.

The Donor agrees the Counties shall have the final say on all naming rights assigned to any part of the facility; however, the donor requests the following name be considered:

The Township of Edwardsburgh Cardinal and that this name be used to describe

The Counties on signing this donation agreement has determined the following name has been approve the Township of Edwardsburgh Cardinal specifically describe

_____.

6. Applicable Law

This agreement represents the entire agreement of the parties; supersedes all prior agreements, and may not be amended except by the written agreement of The Counties. This agreement will be governed by the laws of Ontario and Canada accordingly.

7. Communication

That once signed by the donor, Council will be notified of an agreement receipt by email and information from the agreement will be added to a confidential donor list at the next Committee of Management. No public announcement of donors will be made until a scheduled announcement event is held, after Committee of Management is notified of the donor.

Donor Contact Information:

Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Authorization:

IN WITNESS WHEREOF the Parties have duly executed this Agreement

) **CORPORATION OF THE UNITED COUNTIES**
) **OF LEEDS AND GRENVILLE**

)

)

)

) _____
) per: Interim Chief Administrative Officer

)

) I have the authority to bind the Corporation

)

) **Donor Name:**

)

)

)

) _____
) per:

)

)

)

) _____
) per:

) **I/We have the authority to bind**



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: November 11, 2024

Department: Finance

Topic: 2024 Compensation Review – Non-union and Council Remuneration

Purpose: To approve the 2025 salary grids for non-union staff and Council remuneration

Background: On July 25th Pesce & Associates were retained by Township staff to do a comprehensive salary, pay equity and market competitiveness review of the non-union staff and council remuneration at the Township. The process included job evaluations for all non-union staff and market surveys were done with 11 other municipalities.

The last time this market review was conducted was in 2013.

The results of the survey were presented by Pesce & Associates in a closed session on Monday November 4th with direction given to staff to present the grids attached to the report.

In prior years there would be a discussion around the cost-of-living adjustment (COLA) at this time. Given the changes required for the grid to be competitive in the market and all positions having been reviewed, the new grids will not need COLA at this time. In December 2025 the regular process of determining the COLA for 2026 will be based on the OMERS inflation rate as per current policy.

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

Strategic Plan Implications: This initiative relates to 2.1 of the strategic plan around good governance. By being competitive in the marketplace, it will ensure that we are able to attract and retain staff.

Financial Considerations: Based on current staffing levels, the 2025 grid will add approximately \$178,732 to the 2025 salary budget. The changes to Council remuneration will add \$34,652 to the 2025 council budget.

Recommendation: That Committee recommend that Council approve the 2025 salary grids for non-union staff, and council remuneration effective January 1, 2025.



Treasurer



CAO

2025
Salary Grid after Compensation Review

Township of Edwardsburgh Cardinal
Salary Grids
As of January 1, 2024

4.93% Increase

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	140,520	147,546	154,571	161,598	168,624	175,650
7	115,226	120,988	126,749	132,511	138,272	144,032
6	95,148	99,905	104,663	109,421	114,178	118,936
5	78,022	81,924	85,824	89,726	93,626	97,528
4	63,977	67,177	70,375	73,575	76,773	79,972
3	52,462	55,084	57,708	60,331	62,955	65,578
2	43,019	45,169	47,320	49,471	51,623	53,773
1	35,276	37,039	38,803	40,566	42,330	44,095

Township of Edwardsburgh Cardinal
Hourly Grids
As of January 1, 2024

4.93% Increase

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	67.56	70.94	74.31	77.69	81.07	84.45
7	55.40	58.17	60.94	63.71	66.48	69.25
6	45.74	48.03	50.32	52.61	54.89	57.18
5	37.51	39.39	41.26	43.14	45.01	46.89
4	30.76	32.30	33.83	35.37	36.91	38.45
3	25.22	26.48	27.74	29.01	30.27	31.53
2	20.68	21.72	22.75	23.78	24.82	25.85
1	16.96	17.81	18.66	19.50	20.35	21.20

Township of Edwardsburgh Cardinal
Salary Grids
As of January 1, 2025

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	149,739	157,227	165,090	173,347	182,000	191,110
7	124,946	131,186	137,738	144,622	151,861	159,453
6	109,346	114,816	120,536	126,568	132,912	139,547
5	93,746	98,426	103,355	108,514	113,942	119,642
4	78,125	82,035	86,133	90,438	94,973	99,715
3	62,525	65,666	68,952	72,384	76,003	79,810
2	46,946	49,275	51,750	54,330	57,054	59,904
1	Minimum Wage					35,776

Township of Edwardsburgh Cardinal
Hourly Grids
As of January 1, 2025

40 Hour Work Week

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	71.99	75.59	79.37	83.34	87.50	91.88
7	60.07	63.07	66.22	69.53	73.01	76.66
6	52.57	55.20	57.95	60.85	63.90	67.09
5	45.07	47.32	49.69	52.17	54.78	57.52
4	37.56	39.44	41.41	43.48	45.66	47.94
3	30.06	31.57	33.15	34.80	36.54	38.37
2	22.57	23.69	24.88	26.12	27.43	28.80
1	Minimum Wage					17.20



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: November 11, 2024

Department: Finance

Topic: 2024 Audit Plan and Engagement Letter

Purpose: To obtain authorization to respond to the auditor’s letter dated October 7th, 2024, that accompanied the Audit Service Plan and Engagement Letter for the 2024 audit to be completed by MNP LLP.

Background: MNP LLP has been appointed as the Township’s audit firm for the 2024 fiscal year audit. They performed an internal audit on October 21st, 2024, and the year end audit will take place early 2025.

The change in year over year fees in an increase of \$1,000 for a total of \$38,000 to \$39,000.

Policy Implications: An officer is required to sign the engagement letter before the year end audit can proceed.

Strategic Plan Implications: Not Applicable

Financial Considerations: Not Applicable

Recommendation: THAT Committee recommends that Municipal Council receives the 2024 audit plan and authorizes the CAO to sign the engagement letter as a requirement of the annual audit.

Treasurer

CAO

October 7, 2024

Sean Nicholson, CAO
Corporation of the Township of Edwardsburgh/Cardinal
P.O. Box 129
18 Centre Street
Spencerville, ON K0E 1X0

Dear Mr. Nicholson:

This letter will confirm the arrangements discussed with you regarding the services we will render to Corporation of the Township of Edwardsburgh/Cardinal (the "Municipality") commencing with the fiscal year ending December 31, 2024.

Our responsibilities

We will audit the financial statements of Corporation of the Township of Edwardsburgh/Cardinal for the year ended December 31, 2024.

Our audit will be conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we will plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements taken as a whole are free of material misstatement, whether caused by fraud or error.

Our responsibilities, objective, scope, independence and the inherent limitations of an audit conducted in accordance with Canadian generally accepted auditing standards are detailed in Appendix A, which forms part of our mutual understanding of the terms of this engagement.

Management's responsibilities

The operations of the Municipality are under the control of management, which has responsibility for the accurate recording of transactions and the preparation of the financial statements in accordance with Canadian public sector accounting standards. This includes the design, implementation and maintenance of internal controls relating to the preparation and presentation of the financial statements.

Appendix B, which describes in detail management's responsibilities with respect to this engagement, forms part of our mutual understanding of the terms of this engagement.

Reporting

Unless unanticipated difficulties are encountered, our report will be substantially in the form illustrated in Appendix C.

Fees and expenses

Our fees and expenses are discussed in detail in Appendix D.

Other matters

We will, as permitted by the Code of Professional Conduct, provide additional services upon request, in areas such as taxation, leadership and human resource management, communication, marketing, strategic planning, financial management and technology consulting.

Our standard terms and conditions, included as Appendix, form part of our mutual understanding of the terms of this engagement. In the event that you choose to terminate this engagement based on the terms outlined in Appendix, we reserve the right to notify all financial statement users of the change.

These terms will continue in effect from year to year, unless changed in writing.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning the engagement letter to us.

It is a pleasure for us to be of service to you. We look forward to many years of association with you and Corporation of the Township of Edwardsburgh/Cardinal.

Sincerely,

MNP LLP

**Chartered Professional Accountants
Licensed Public Accountants**

encls.

RESPONSE:

This letter correctly sets forth the understanding of Corporation of the Township of Edwardsburgh/Cardinal.

Officer Signature

Title

Date

Appendix A: Our Audit Responsibilities, Objective, Scope and Limitations

The following details our responsibilities as auditors and the objective, scope, independence and inherent limitations of an audit conducted in accordance with Canadian generally accepted auditing standards.

Our responsibilities, objective and scope

Our audit will be planned and performed to obtain reasonable assurance that the financial statements taken as a whole are free of material misstatement, whether caused by fraud or error. If any of the following matters are identified, they will be communicated to the appropriate level of management:

- Misstatements, resulting from error, other than immaterial misstatements;
- Fraud or any information obtained that indicates that a fraud may exist;
- Material uncertainties related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern;
- Any evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations has occurred;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatements; and
- Related party transactions identified that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

Furthermore, we will consider the Municipality's controls over financial reporting for the purpose of identifying types of potential misstatement, considering factors that affect the risks of material misstatement, and determining the nature, timing and extent of auditing procedures necessary for expressing our opinion on the financial statements. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of controls over financial reporting nor to identify all significant deficiencies in the Municipality's system of financial controls.

Independence

The Code of Professional Conduct require that we are independent when conducting this engagement. We will communicate to Council any relationships between the Municipality (including related entities) and MNP LLP ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence.

If matters should arise during this engagement that can reasonably be assumed to have impaired our independence, we may need to withdraw from this engagement.

Audit limitations

An audit involves performing procedures to obtain audit evidence regarding the amounts and disclosures in the financial statements. This includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation, structure and content of the financial statements, including disclosures.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected because of factors such as the use of judgment, selective testing of data, inherent

Appendix A: Our Audit Responsibilities, Objective, Scope and Limitations *(continued from previous page)*

limitations of controls, and the fact that much of the audit evidence available is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material misstatement due to fraud.

While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, we cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The audit of the financial statements and the issuance of our audit opinion are solely for the use of the Municipality and those to whom our report is specifically addressed. We make no representations of any kind to any third party in respect of these financial statements and we accept no responsibility for their use by any third party. If our name is to be used in connection with the financial statements, you will attach our independent audit report when distributing the financial statements to third parties.

We ask that our names be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

Appendix B: Management Responsibilities

During the course of our audit, you will be required to provide and make available complete information that is relevant to the preparation and presentation of the financial statements, including:

- Financial records and related data, including data relevant to disclosures made in the financial statements;
- Copies of all minutes of meetings of Council and committees of Council;
- Access to personnel to whom we may direct our inquiries;
- Information relating to any known or possible instances of non-compliance with laws, legislative or regulatory requirements (including financial reporting requirements);
- Information relating to all related parties and related party transactions; and
- Allowing access to those within the entity from whom the auditor determines it necessary to obtain audit evidence.

Management's responsibility with respect to fraud and misstatement includes:

- The design and implementation of controls for its prevention and detection;
- An assessment of the risk that the financial statements may be materially misstated;
- Disclosure of situations where fraud or suspected fraud involving management, employees who have significant roles in controls, or others, where the fraud could have a material effect on the financial statements, have been identified or allegations have been made; and
- Communicating your belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

In accordance with Canadian generally accepted auditing standards, we will request a letter of representation from management at the close of our audit in order to confirm oral representations given to us and reduce the possibility of misunderstanding concerning matters that are the subject of the representations. These representations are used as evidence to assist us in deriving reasonable conclusions upon which our audit opinion is based.

If the Municipality plans any reproduction or publication of our report, or a portion thereof, printer's proofs of the complete documents should be submitted to us in sufficient time for our review, prior to making such documents publicly available. It will also be necessary for you to furnish us with a copy of the printed report. Further, it is agreed that in any electronic distribution, for example on Corporation of the Township of Edwardsburgh/Cardinal's website, management is solely responsible for the accurate and complete reproduction of our report and the subject matter on which we reported, and for informing us of any subsequent changes to such documents. However, we are responsible to read the documents to ensure accuracy, and consider the appropriateness of other information accompanying the audited financial statements, upon initial posting.

Appendix C: Illustrative Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers of Corporation of the Township of Edwardsburgh/Cardinal:

Opinion

We have audited the financial statements of Corporation of the Township of Edwardsburgh/Cardinal (the "Municipality"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, accumulated surplus, remeasurement gains and losses net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2024, and the results of its operations net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

Appendix C: Illustrative Independent Auditor's Report (continued from previous page)

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the Municipality as a basis for forming an opinion on the financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Cornwall, Ontario

Chartered Professional Accountants

Licensed Public Accountants

Appendix D: Fees and Expenses

Our fees are determined on the basis of time spent on the engagement at the tariff rates of various members of our team. Any disbursements will be added to the billing.

Excluding administrative expenses and applicable taxes, the estimate of fees for the audit services to be provided are \$39,000. Invoices expected to be issued that do not adhere to this schedule, or are in excess of these amounts, will be discussed with you for your approval. Refer to Appendix E for information about the relevant administrative expenses and taxes.

Invoices will be rendered as work progresses in accordance with the following schedule:

Description	Amount
Progress billing #1 - Start of interim audit procedures	\$ 12,500
Progress billing #2 - Start of year-end audit procedures	\$ 12,500
Progress billing #3 - Upon review of draft financial statements with management	\$ 8,500
Final billing – upon release of the Independent Auditor’s Reports	\$ 5,500
Total	\$ 39,000

The estimated fees noted above exclude administrative expenses and applicable taxes. Refer to Appendix E for information about the relevant administrative expenses and taxes.

In signing this letter, you acknowledge your approval of the above billing schedule and amounts. Invoices expected to be issued that do not adhere to this schedule, or are in excess of the amounts noted above, will be discussed with you for your approval. Fees collected will be applied to overdue invoices first, followed by subsequently issued invoices in order of issuance. If payment is not received in accordance with the above schedule, we will at our discretion cease all work until the scheduled payments are received.

Our estimated fees are based on our past experience and our knowledge of the Municipality. This estimate relies on the following assumptions:

- No significant deficiencies in the system of internal control which cause procedures to be extended;
- No major unadjusted misstatement(s) or un-reconciled balances;
- Significantly all adjusting entries are completed prior to the trial balance and journal entries being provided to the audit team;
- All management and required staff are available as needed;
- Information and working papers required, as outlined in our letter of fiscal year-end requirements, are provided in the mutually agreed form and timing; and
- There are no changes to the agreed upon engagement timetable and reporting requirements.

We will ask that your personnel, to the extent possible, prepare various schedules and analysis, and make various invoices and other documents available to our team. This assistance will facilitate the progress of our work and minimize the cost of our service to you.

Appendix D: Fees and Expenses *(continued from previous page)*

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the practitioner leading your engagement so a mutually agreeable solution can be reached. In accordance with our standard terms and conditions, included as Appendix E, if significant changes to the arrangements set forth in this engagement letter are required, any change in scope of the engagement will need to be agreed in writing.

Appendix E: Standard Terms and Conditions

The following standard terms and conditions and engagement letter to which they are attached form one agreement (the "Agreement") and set out the terms and conditions upon which MNP LLP ("MNP") will provide services to you (the "Municipality").

1. **Timely Performance** - MNP will use all reasonable efforts to complete, within any agreed-upon time frame, the performance of the services described in the engagement letter to which these terms and conditions are attached. However, MNP shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the Municipality of its obligations as set out in the engagement letter.
2. **Right to Terminate Services** - The Municipality may terminate the engagement upon 30 days written notice. If this occurs, the Municipality shall pay for time and expenses incurred by MNP up to the termination date, together with reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner. Should the Municipality not fulfil its obligations as set out herein and in the engagement letter, and in the event that the Municipality fails to remedy such default within 30 days following receipt of notice from MNP to that effect, MNP may, upon written notification and without prejudice to its other rights and resources, terminate provision of our services as described in the engagement letter. In such case, MNP shall not be responsible for any loss, costs, expenses, or damages resulting from such termination.
3. **Change Order** - If, subsequent to the date of this engagement letter, the Municipality requires significant changes to the arrangements set forth in this engagement letter, the Municipality will be required to agree to the change in scope of the engagement in writing, in a "Change Order" agreement. The "Change Order" agreement will set forth the revised arrangements and scope of services to be performed and any related additional fees associated.
4. **Fees** - Any fee estimates by MNP take into account the agreed-upon level of preparation and assistance from the Municipality's personnel. MNP undertakes to advise the Municipality's management on a timely basis should this preparation and assistance not be provided, or should any other circumstances arise which cause actual time to exceed the estimate.
5. **Administrative Expenses** - A non-reimbursable administrative expense fee (the "Administrative Fee") equal to 5% of the professional fees charged will be levied for administrative expenses. The administrative fee will be added to the professional fees and will be payable at the same time. Out-of-pocket expenses, including travel and accommodation expenses, incurred in connection with and necessary to the provision of our Services will be charged to the client.
6. **Billing** - Bills will be rendered on a regular basis as the assignment progresses. Accounts are due and payable upon receipt. Interest may be charged on the balance of any accounts remaining unpaid for more than 30 days, at a rate of 1.5% per month (19.56% per annum).
7. **Taxes** - All fees and other charges do not include any applicable federal, provincial, or other goods and services or sales taxes, or any other taxes or duties whether presently in force or imposed in the future. The Municipality shall assume and pay any such taxes or duties, without deduction from the fees and charges hereunder.

Appendix E: Standard Terms and Conditions *(continued from previous page)*

8. **Governing Law** - The engagement will be governed and construed in accordance with the laws of the Province of Ontario, and shall be deemed in all respects to be an Ontario contract. The Municipality and MNP submit to the courts of that jurisdiction with respect to all matters arising under or by virtue of this Agreement.
9. **Working Papers** - MNP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the Municipality's accounting records. MNP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools and working papers were developed specifically for our purposes and without consideration of any purpose for which the Municipality might use them, any such tools which may be provided to the Municipality, will be made available on an "as is" basis only, at our discretion, and should not be distributed to or shared with any third party. Except as indicated in the Code of Professional Conduct or by any legal proceeding, we have no responsibility to share our working papers with you or with any other parties.
10. **Personal Information** - Except to the extent necessary for the performance of the services, the Municipality shall not provide any personal information, as defined in Canadian federal and provincial privacy legislation, to MNP in connection with this engagement. If personal information is disclosed to or by MNP, or is accessed, collected, used, or disclosed by MNP, the Municipality consents to the same and represents and warrants that it has or will collect all necessary consents, provide any necessary notices, and do all such other things as are required under applicable law in respect of such personal information. Any collection, use or disclosure of personal information will be subject to MNP's privacy policy (available for review at www.mnp.ca/privacy) and will comply with applicable Canadian federal and provincial laws.
11. **Confidentiality** - To the extent that, in connection with this engagement, MNP comes into possession of any proprietary or confidential information of the Municipality, MNP will not disclose such information to any third party without the Municipality's consent, except: (a) when properly acting in the course of providing the Services (including to such of MNP's subcontractors, affiliates and advisors as may have a need to know), (b) as may be required by applicable law, or as may be permitted by applicable professional standards; or (c) to the extent such information: (i) shall have otherwise become publicly available (including, without limitation, any information filed with any governmental agency and available to the public) other than as the result of a disclosure by MNP in breach hereof; (ii) is disclosed by the Municipality to a third party without substantially the same restrictions as set forth herein; (iii) becomes available to MNP on a non-confidential basis from a source other than the Municipality whom MNP believes is not prohibited from disclosing such information to MNP by obligation to the Municipality; (iv) is known by MNP prior to its receipt from the Municipality without any obligation of confidentiality with respect thereto; or (v) is developed by MNP independently of any disclosures made by the Municipality to MNP of such information. The Municipality acknowledges that our client files may be periodically reviewed by provincial or national practice inspectors as required by law, including for reporting-issuers by the Canadian Public Accountability Board, the Public Company Accounting Board, or other regulators, and by other MNP personnel that may be located extra-provincially to ensure we are adhering to professional and MNP standards.

Appendix E: Standard Terms and Conditions *(continued from previous page)*

12. **Data Analytics** - The Municipality agrees that MNP may use relevant portions of the Municipality information disclosed to MNP in the course of the Engagement, which may include Confidential information and Personal information (the "Client Data") for the purpose of performing individualized (using your data only, for your eyes only) and aggregated benchmarking and industry models and reports (using de-identified data from a variety of sources). Aggregated benchmarking and industry reporting services will be performed to provide valuable insights on financial and other trends either (a) within your specific business organization over time, or (b) on an aggregated basis across an entire industry or sector. MNP may use such information to provide services to its clients or for other business purposes. None of the aggregated reporting will contain any information that would allow a third party to identify you. The data will not be re-identified or removed following the aggregation process.
13. **Nature of the Limited Liability Partnership (LLP)** - MNP is a registered limited liability partnership, as permitted by legislation enacted in our governing jurisdiction of the Province of Alberta. This legislation provides that a partner of an LLP is not personally liable for any of the debts, obligations, or liabilities of the LLP or any of the other partners which may arise as a result of any negligent act or omission of another partner of the LLP, or by any employee of the partnership, unless such act or omission is committed by the partner him or herself or by a person under the partner's direct supervision and control. All partners of an LLP remain personally liable for any acts or omissions arising as a result of their own negligence, and for the acts or omissions of those directly under their supervision or control, and shall continue to be subject to unlimited personal liability for all of the other liabilities of the partnership. The legislation does not reduce or limit in any way the liability of the partnership itself, and all of the partnership's assets and insurance coverage remain at risk.
14. **Release and Limitation of Liability** - The Municipality and MNP agree to the following with respect to MNP's liability to the Municipality:
 - a. In any action, claim, loss or damage arising out of the engagement, the Municipality agrees that MNP's liability will be several and not joint and the Municipality may only claim payment from MNP of MNP's proportionate share of the total liability based on the degree of fault of MNP as finally determined by a court of competent jurisdiction.
 - b. Other than for matters finally determined to have resulted from the gross negligence, fraud or willful misconduct of MNP, whether the claim be in tort, contract, or otherwise:
 - i. MNP shall not be liable to the Municipality and the Municipality releases MNP for all claims, damages, costs, charges and expenses (including legal fees and disbursements) incurred or suffered by the Municipality related to, arising out of, or in any way associated with the engagement to the extent that the aggregate of such amounts is in excess of the total professional fees paid by the Municipality to MNP in connection with this engagement during the 12 month period commencing from the date of the engagement letter to which these terms and conditions are attached; and,
 - ii. MNP shall not be liable to the Municipality for any consequential, indirect, lost profit or similar damages, or failure to realize expected savings, relating to MNP's services provided under the engagement letter to which these terms and conditions are attached.

Appendix E: Standard Terms and Conditions *(continued from previous page)*

15. **Indemnity** - The Municipality agrees to jointly and severally indemnify and hold harmless MNP against:
- a. All claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, other than those finally determined by a court of competent jurisdiction to have resulted from MNP's gross negligence, fraud or willful misconduct; and,
 - b. Notwithstanding "a.," all claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, that arise from or are based on any deliberate misstatement or omission in any material, information or representation supplied or approved by any officer or member of the Board of Directors of the Municipality.

For the purposes of paragraph 14. and 15., "MNP" shall mean MNP LLP and its directors, officers, partners, professional corporations, employees, subsidiaries and affiliates and to the extent providing services under the engagement letter to which these terms are attached, MNP LLP, its member firms, and all of their partners, principals, members, owners, directors, staff and agents; and in all cases any successor or assignee.

16. **Survival of Terms** - The Municipality and MNP agree that clauses 14. and 15. will survive termination of the engagement.
17. **Electronic Communications** - Unless the Municipality prefers we use a particular manner of communication and specifies as much in writing, MNP will use whatever form of communication it deems most efficient in the circumstances. In many instances, this will involve the use of internet e-mail. With respect to internet e-mail, MNP and the Municipality both acknowledge that neither party has control over the performance, reliability, availability, or security of internet e-mail. Additionally, MNP staff may be required or requested to work from your offices during which visits access to and use of and reliance upon your electronic environment (including but not limited to, your network, Internet, and extranet resources) is necessitated. The Municipality accepts that MNP shall not be liable for any loss, damage, expense, harm or inconvenience resulting from any loss, delay, interception, corruption, security breach, delivery failure, incompatibility, incompleteness or alteration of any document or transmission arising from the use of e-mail or the transmission of any document outside of MNP's electronic environment.
18. **Third Party Services** - In connection with this engagement, MNP may use certain third parties to provide professional, administrative, and analytical services and other clerical support. As a result, Client Data may transit or be used, stored or accessed in jurisdictions outside your province of residence or outside of Canada, and may be subject to disclosure in accordance with the laws applicable in such jurisdiction, which laws may not provide the same level of protection as Canadian federal and provincial privacy laws. MNP will require such third parties to undertake confidentiality obligations that are equivalent to those contained in this Agreement. For clarity, MNP does not warrant and is not responsible for any third-party product or service obtained independently by the Municipality notwithstanding any participation or involvement by MNP in the procurement of such services.

Appendix E: Standard Terms and Conditions *(continued from previous page)*

19. **Praxity** - We are an independent accounting firm allowed to use the name "PRAXITY" in relation to our practice. We are not connected by ownership to any other firm using the name "PRAXITY" and we will be solely responsible for all work carried out by us on your behalf. In deciding to instruct us you acknowledge that we have not represented to you that any other firm using the name "PRAXITY" will in any way be responsible for the work we do.

20. **Solicitation** - The Municipality agrees that for a period of one year after completion of the services, it shall not, directly or indirectly, for itself or for any third party, solicit the services of, hire, contract for the services of, or otherwise entice away from their partnership, employment or contract of services with MNP or any MNP Person. In the event of a breach of this section by the Municipality, the Municipality shall be obliged to pay to MNP liquidated damages in the amount of one hundred fifty (150%) percent of the total compensation the Municipality or third party offered to pay the individual in their first year of service to such party, or one hundred fifty (150%) percent of total compensation the Municipality or third party actually paid to the individual in their first year of service to such party, whichever is greater. The Municipality further understands that any breach by the Municipality of this provision may result in a threat to our independence which may prevent us from accepting or continuing any engagement to provide assurance services to the Municipality. "MNP Person" means any and all partners, employees and contractors providing services to MNP, whether for a defined or indefinite period or on a part-time or full-time basis, and with whom the Municipality had contact during the term of this engagement.



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: November 11, 2024

Department: Finance

Topic: RBC Contract Renewal for Deposit Interest Rates and Service Fees

Purpose: To obtain authorization to engage with RBC for banking services from September 1, 2024 to August 31, 2029.

Background: The service agreement between the Township and RBC for banking services expired as of August 31, 2024. The previous agreement was signed for 5 years beginning September 1, 2019.

RBC has presented the Township with a 5-year contract renewal to take place September 1, 2024 to August 31, 2029. The main and only change from the previous agreement is the interest arrangement where a minimum balance of \$250,000 is set for our current interest rate of prime -1.75. All services and service fees have remained the same as the previous agreement.

Policy Implications: Two signing officers are required to sign the agreement to continue banking services with Royal Bank of Canada.

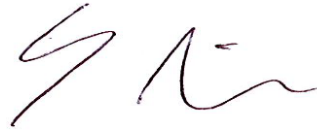
Strategic Plan Implications: Not Applicable

Financial Considerations: Not Applicable

Recommendation: THAT Committee recommends that Municipal Council enters into a contract renewal with Royal Bank of Canada from September 1, 2024 to August 31, 2029 for banking services and authorize the Mayor and Treasurer to sign the agreement.



Treasurer



CAO



Royal Bank

Dena Heming
Sr. Relationship Manager, Public Sector

Royal Bank of Canada
90 Sparks Street
Ottawa, Ontario, K1P 5B4
705-313-2430

August 31, 2024

The Corporation of the Township of Edwardsburgh Cardinal
18 Centre Street
Spencerville, Ontario, K0E 1X0

Dear Sean Nicholson;

Re: Negotiated Deposit Interest Rates and Service Fees

Royal Bank of Canada (“RBC”) is currently providing the The Corporation of the Township of Edwardsburgh Cardinal (Township) the services listed in Schedules “A” and “B” attached. The current pricing and interest rates for these services expired on August 31, 2024.

RBC would be pleased to continue to provide these services for an additional 5 years, commencing on September 01, 2024 and ending on August 31, 2029.

Our proposal is based on your historical 12-month average account balances and levels of activity, as well as the expectation that these will continue.

Each of the Township and RBC has the right to terminate this agreement upon 90 days’ prior written notice to the other party. Termination shall not affect the rights, obligations, and/or remedies of each party hereto accrued to the date of termination notwithstanding the termination provision set out in the Schedule “A” Deposit Interest Agreement attached.

This agreement amends, terminates, and replaces all prior agreement(s) between RBC and the Township with respect to the pricing and rates of the services listed in Schedules “A” and “B” only. This agreement does not replace any agreement the Township may have with RBC with respect to any other subject matter which continue to apply. Any new services introduced during the proposed new term will be negotiated separately and will be considered supplemental hereto.

In addition to the services currently being used, we will continue to introduce alternative banking solutions to the Township that have the potential to further reduce administrative costs, improve efficiencies and minimize the risk of potential exposure to fraudulent activity.

We would like to thank you for choosing RBC to be your provider of banking services. We value your business and look forward to our continued relationship.

If you have any questions, do not hesitate to contact me.

Please provide your agreement to and acceptance of our offer by signing below and initialing Schedules "A" and "B". Return a copy of this agreement to RBC at the address set out above.

Yours truly,

Royal Bank of Canada

By: Dena Heming
Sr. Relationship Manager, Public Sector

Accepted and Agreed by:

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

Per: _____
Name:
Title:

Per: _____
Name:
Title:

Please note the information contained in this letter agreement is confidential information of RBC and you are not permitted to share it with any person without our prior written consent.

The Corporation of the Township of
Edwardsburgh Cardinal

Effective September 01, 2024

SCHEDULE "A"
DEPOSIT INTEREST AGREEMENT

Deposit Interest Arrangement

This interest arrangement applies to the following CAD Account(s):

Transit	Account
<u>04782</u>	<u>1000116</u>
<u>04782</u>	<u>1001189</u>
<u>04782</u>	<u>1001981</u>
<u>04782</u>	<u>1002427</u>
<u>04782</u>	<u>1002450</u>
<u>04782</u>	<u>1003292</u>
<u>04782</u>	<u>1191519</u>

Existing Arrangement

The deposit interest arrangement calculates interest on the average monthly balance (AMB) in the Accounts, using the average Royal Bank Prime (RBP) as a reference rate. Interest is calculated on the interest-bearing balance at a rate of RBP -1.75%.

New Arrangement

The deposit interest arrangement calculates interest on the average monthly balance (AMB) in the Account, using the average Royal Bank Prime (RBP) as a reference rate. Interest is calculated on the interest-bearing balance at a rate of RBP -1.75% with a \$250,000 minimum balance on all accounts.

Definitions

"Account" means each current account, CAD or USD, referenced in this Schedule "A"

"Average Monthly Balance" or "AMB" is the average of the daily closing credit balances for the month.

"Interest Bearing Balance" or "IBB" is the gross balance less compensating balance and/or float if applicable.

"Royal Bank Prime" or "RBP" is the annual rate of interest announced by us from time to time as a reference rate then in effect for determining interest rates on Canadian Dollar commercial loans in Canada. The average RBP is determined each month by dividing the aggregate daily RBP for the month by the number of days in that month.

All interest rates herein are annual interest rates. All interest calculations herein are simple interest calculations.

Terms and Conditions

For arrangements that use either the RBP, USBR or USTBR as a reference rate, interest is paid directly to your account on the second business day of each month, backdated to the first.

All reference rates are available upon request and are posted in our branch and/or on our website.

Unless otherwise expressly indicated herein, we may change the interest rate(s) indicated above, including, without limitation, any reference rate(s) used to calculate such interest rate(s), at any time by providing you with at least thirty (30) days' prior notice. We may also at any time, at our sole discretion and upon at least thirty (30) days' prior notice, charge interest on deposits to the Account(s).

Unless we agree otherwise in writing, you confirm and agree that funds deposited into the Account(s) are not being invested on behalf of any third party, and do not belong to and are not for the benefit of any third party ("Third Party Funds"). If we have not agreed in writing, you agree to advise us should any Third Party Funds be deposited into any Account and we reserve the right, at our discretion and without notice, to pay interest at a rate or rates different than the rate(s) indicated above, for such periods of time as we may choose at our discretion, on any Third Party Funds that are deposited into the Account(s).

You agree to advise us by (i) 10:00 a.m. Pacific Time if your Account is located in Pacific or Mountain time zones; or (ii) 11:00 a.m. Eastern Time if your Account is located in any other time zone, on the same business day of any fluctuations that would cause your end of day balance to increase or decrease by CAD/USD (based on currency of the Account) twenty-five million dollars (\$25,000,000.00) or more ("Fluctuations").

We reserve the right, at our discretion and without notice, to pay interest at a rate or rates different than the rate(s) indicated above, for such periods of time as we may choose at our discretion, on any funds that were deposited into the Account(s) as a result of Fluctuations, whether advised or not. Should it be necessary to use a different rate or rates, then the amount of interest to be paid will be determined by multiplying the revised rate or rates by the amount of funds that were deposited into the Account(s) as a result of the Fluctuations (or the amount of any remaining funds, if a portion of the funds have been withdrawn) for the number of days that such funds (or remaining funds) remain in the Account(s).

We reserve the right, at our discretion and without notice, to pay interest at a rate or rates different than the rate(s) indicated above on an amount equal to the difference between any funds that were withdrawn from the Account(s) as a result of unadvised Fluctuations and CAD/USD (based on currency of the Account) twenty-five million dollars (\$25,000,000.00) ("Difference"). Should it be necessary to use a different rate or rates, then the amount of interest to be paid on the Difference will be determined by multiplying the revised rate or rates by the amount equal to the Difference for one day.

We may at any time, at our discretion and without notice, refuse any deposit to any Account, impose a cap on the amount of funds in any Account, or refuse to process any instruction, Instrument, request, communication, or other document, for any reason in accordance with our policies, procedures, or guidelines.

This agreement is in addition to any other services we may have with you concerning the Account(s).

This agreement constitutes a service material or service agreement under the Master Client Agreement for Business Clients, Financial Services Agreement, or the Business Services Agreement, as applicable (each, a "Master Agreement") between you and us. All provisions of the Master Agreement apply to this agreement as if they were contained in this agreement, unless expressly excluded or modified herein. If

there is any inconsistency between the Master Agreement and this agreement, this agreement will prevail to the extent of any inconsistency for this deposit interest arrangement.

These arrangements commence on **September 01, 2024**, and supersede and replace any prior arrangements for the payment of interest on your Account(s). Unless otherwise expressly indicated herein, we may terminate or change any part of these arrangements at any time by providing you with notice at least thirty (30) days' prior to the effective date of termination or the change.

"We", "us", and "our" means Royal Bank of Canada. "You" and "your" means each account holder to whom this document is addressed. "We", "us", and "our" means Royal Bank of Canada. "You" and "your" means each account holder to whom this document is addressed.

Initials:

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SCHEDULE "B"

BANKING SERVICE FEES

ACCOUNTS AND SERVICES	MONTHLY VOLUME	CURRENT PRICE	CURRENT TOTAL	PROPOSED PRICE	PROPOSED TOTAL
CHEQUE-PRO					
ACC # 64700591701 (04782 1191519)					
STANDARD PRODUCT FEE	1	\$35.00	\$35.00	\$35.00	\$35.00
TOTAL CHEQUE-PRO			\$35.00		\$35.00

ACCOUNTS AND SERVICES	MONTHLY VOLUME	CURRENT PRICE	CURRENT TOTAL	PROPOSED PRICE	PROPOSED TOTAL
RBC EXPRESS					
ACC # 64700591701 (04782 1191519)					
AUTO DEPOSIT REGISTRATION	1				
ALERTS - SENT		\$0.00		\$0.00	
MOBILE - MONTHLY FEE		\$0.00		\$0.00	
NEW TOKEN FEE	1	\$50.00	\$50.00	\$50.00	\$50.00
SECURID TOKENS - MONTHLY FEE		\$5.00		\$5.00	
TOTAL RBC EXPRESS			\$50.00		\$50.00

ACCOUNTS AND SERVICES	MONTHLY VOLUME	CURRENT PRICE	CURRENT TOTAL	PROPOSED PRICE	PROPOSED TOTAL
RBC EXPRESS WIRE PAYMENTS					
ACC # 2006470059170 (04782 1191519)					
MONTHLY FEE		\$60.00		\$60.00	
*PAY AS YOU GO		\$20.00		\$20.00	
PYMTS TO FI IN USA		\$16.00		\$16.00	
PYMTS TO FOREIGN FI		\$30.00		\$30.00	
PYMTS TO OTHER FI IN CANADA		\$16.00		\$16.00	
PYMTS TO RBC UNIT IN CAN		\$6.00		\$6.00	
PYMTS WITH NO IBAN		\$35.00		\$35.00	
RECALLS		\$50.00		\$50.00	
TRACE REQUEST INQUIRY		\$50.00		\$50.00	
TOTAL RBC EXPRESS WIRE PYMTS			\$0.00		\$0.00

ACCOUNTS AND SERVICES	MONTHLY VOLUME	CURRENT PRICE	CURRENT TOTAL	PROPOSED PRICE	PROPOSED TOTAL
RBC EXPRESS CORE SERVICES					
ACC # 64700591701 (04782 1191519)					
MONTHLY FEE - MLE		\$20.00		\$20.00	
MONTHLY FEE 1 USER- (FREE)		\$25.00		\$25.00	
MONTHLY FEE 2-5 USERS		\$25.00		\$25.00	
MONTHLY FEE 6 + USERS	1	\$25.00	\$25.00	\$25.00	\$25.00
ACCOUNTS OTHER FI		\$15.00		\$15.00	
ACCOUNTS RBC IN CANADA - (UPTO 5 FREE)	5	\$0.00	\$0.00	\$0.00	\$0.00
	3	\$5.00		\$5.00	
ACCOUNTS RBC IN USA - (UPTO 5 FREE)					
ACCOUNTS RBC INT'L - (UPTO 5 FREE)					
TRANSACTIONS OTHER FI					
TRANSACTIONS RBC CANADA - (UPTO 2499 FREE)	523				
TRANSACTIONS RBC INT'L - (UPTO 2500 FREE)					
TRANSACTIONS RBC USA - (UPTO 2500 FREE)					
ACBS LOANS - (UPTO 5 FREE)					
BILL PAYMENTS - (UPTO 10 FREE)	3				
CREDIT CARDS - (UPTO 5 FREE)	5	\$0.00	\$0.00	\$0.00	\$0.00
	8	\$2.00		\$2.00	
CREDIT LINES - (FREE)					
GIC'S - (FREE)	1				
IMAGED ITEMS - E-STATEMENTS - (FREE)	1				
IMAGED ITEMS HIGH VOLUME BDA					
IMAGED ITEMS PAPER STATEMENT					
LOANS - (UPTO 5 FREE)	2				
MLE BDA A/CTS - (UPTO 5 FREE) -SAME TIER OPT 2					
MORTGAGES - (FREE)					
NON OWNED BDA ACCOUNTS - (UPTO 25)					
NON OWNED BUSINESS LOANS - (UPTO 5 FREE)					
NON OWNED OTHER A/C TYPES - (UPTO 5 FREE)					
RBCX USER WITH SERVICE ACCESS - (FREE)	6				
RBCX USER WITHOUT ACCESS - (FREE)					
RETRIEVAL OF IMAGED ITEM	1				
STATEMENT IMAGE E-STATEMENT - (FREE)	26				
STATEMENT IMAGE-PAPER STMT		\$2.50		\$2.50	
STOP PAYMENTS	1	\$5.00	\$5.00	\$5.00	\$5.00
TRANSFERS FROM CREDIT CARDS - (FREE)					
TRANSFERS FROM CREDIT LINE - (FREE)					
TRANSFERS FROM DEPOSIT A/C - (UPTO 10 FREE)	4				
TOTAL RBC EXPRESS CORE SERVICES			\$30.00	\$30.00	\$30.00

ACCOUNTS AND SERVICES	MONTHLY VOLUME	CURRENT PRICE	CURRENT TOTAL	PROPOSED PRICE	PROPOSED TOTAL
(PAP) - PERSONALLY APPROVED PAYMENTS (ACH DIRECT PAYMENT) (NG)					
(PC PAP) - PERSONALLY APPROVED PAYMENTS					
ACC # 5910220000 (04782 1191519)					
ACCOUNT MAINTENANCE FEE	1	Waived		Waived	
BLOCKED FILES RECEIVED		Waived		Waived	
BULK MAINTENANCE REQUESTS		Waived		Waived	
BULK MAINTENANCE TRANSACTIONS		Waived		Waived	
CROSS BORDER MONTHLY FEE		\$10.00		\$10.00	
FILES RECEIVED	1	\$5.00	\$5.00	\$5.00	\$5.00
FILES SCHEDULED FOLLOW UP		Waived		Waived	
FILES UNSCHEDULED INPUT		Waived		Waived	
INVESTIGATIONS		Waived		Waived	
PYMTS ELECTRONIC (tiered)	787	\$0.08	\$62.96	\$0.08	\$62.96
PYMTS HELD-ERROR	1	Waived		Waived	
PYMTS MAINTENANCE BY BANK		Waived		Waived	
PYMTS MAINTENANCE BY CLIENT		Waived		Waived	
PYMTS SENT TO USA (tiered)		Waived		Waived	
RE-PRESENTED PAYMENTS	3	\$0.50	\$1.50	\$0.50	\$1.50
REPORT DATA FILES		Waived		Waived	
REPORT FORMATTED FILES	9	\$0.50	\$4.50	\$0.50	\$4.50
REPORT PAGES FAX LONG DIST OTHER		Waived		Waived	
REPORT PAGES FAX NORTH AMERICA		Waived		Waived	
REPORT PAGES PRINTED		Waived		Waived	
REPORTS OPTIONAL		Waived		Waived	
RETURNED PYMTS	5	\$0.75	\$3.75	\$0.75	\$3.75
RETURNED PYMTS MANUAL POSTING		\$0.75		\$0.75	
TEST RUNS		Waived		Waived	
TOTAL P.A.P.			\$77.71		\$77.71

ACCOUNTS AND SERVICES	MONTHLY VOLUME	CURRENT PRICE	CURRENT TOTAL	PROPOSED PRICE	PROPOSED TOTAL
ONLINE TAX FILING (PAY FILING)					
ACC # 3083037 (04782 1191519)					
BILL PAYMENTS	4				
over 4-99999999					
Total					
GOVERNMENT TAX FILINGS	11	\$2.00	\$22.00	\$2.00	\$22.00
SAME CREDITOR PAYMENTS		\$0.15		\$0.15	
TOTAL ONLINE TAX FILING (PAY FILING)			\$22.00		\$22.00

ACCOUNTS AND SERVICES	MONTHLY VOLUME	CURRENT PRICE	CURRENT TOTAL	PROPOSED PRICE	PROPOSED TOTAL
PAYMENT DISTRIBUTION SERVICE (PDS) (ACH DIRECT DEPOSIT) (NG)					
PC - PAYMENT DISTRIBUTION SERVICES (PDS)					
ACC # 1645430000, 3253910000, 8368310000 (04782 1191519)					
ACCOUNT MAINTENANCE FEE	3	Waived		Waived	
BLOCKED FILES RECEIVED	1	Waived		Waived	
BLOCKED FILES RECEIVED-PAYG		Waived		Waived	
BULK MAINTENANCE REQUESTS		Waived		Waived	
BULK MAINTENANCE TRANSACTIONS		Waived		Waived	
CROSS BORDER MONTHLY FEE		\$10.00		\$10.00	
FILES RECEIVED	8	\$5.00	\$40.00	\$5.00	\$40.00
FILES SCHEDULED FOLLOW-UP		Waived		Waived	
FILES UNSCHEDULED INPUT		Waived		Waived	
INVESTIGATIONS		Waived		Waived	
PYMTS ELECTRONIC-PAYG	21	Waived		Waived	
PAYMENTS ELECTRONIC (tiered)	344	\$0.08	\$27.52	\$0.08	\$27.52
PYMTS HELD-ERROR	26	Waived		Waived	
PYMTS MAINTENANCE BY BANK	1	Waived		Waived	
PYMTS MAINTENANCE BY CLIENT	4	Waived		Waived	
PYMTS SENT TO USA (tiered)		Waived		Waived	
REPORT DATA FILES		Waived		Waived	
REPORT FORMATTED FILES	31	Waived		Waived	
REPORT PAGES FAX LONG DIST OTHER		Waived		Waived	
REPORT PAGES FAX NORTH AMERICA		Waived		Waived	
REPORT PAGES PRINTED		Waived		Waived	
REPORTS OPTIONAL		Waived		Waived	
REPORTS OPTIONAL - PAYG		Waived		Waived	
RETURNED PYMTS	1	Waived		Waived	
RETURNED PYMTS MANUAL POSTING		Waived		Waived	
TEST RUNS	1	Waived		Waived	
TOTAL PDS			\$67.52		\$67.52

ACCOUNTS AND SERVICES	MONTHLY VOLUME	CURRENT PRICE	CURRENT TOTAL	PROPOSED PRICE	PROPOSED TOTAL
CORPORATE CREDITOR SERVICE					
ACC # 10418, 01082 (04782 1191519)					
BILL PAYMENTS	160	\$0.065	\$10.40	\$0.065	\$10.40
MAINTENANCE FEE - TYPE 1	1	\$15.00	\$15.00	\$15.00	\$15.00
REPORTS	19	\$1.25	\$23.75	\$1.25	\$23.75
TOTAL CORPORATE CREDITOR SERVICE			\$49.15		\$49.15

ACCOUNTS AND SERVICES	MONTHLY VOLUME	CURRENT PRICE	CURRENT TOTAL	PROPOSED PRICE	PROPOSED TOTAL
CURRENT ACCOUNT SERVICES USD (NG)					
ACC # 04782 4001020					
# ELECTRONIC DEBITS	1	Waived		Waived	
# ELECTRONIC DEPOSITS/CREDIT	2	Waived		Waived	
# REGULAR CHEQUES/DEBITS	1	Waived		Waived	
# REGULAR DEPOSITS/CREDITS		Waived		Waived	
# ITEMS ON DEPOSIT		Waived		Waived	
AMT OF CASH DEP-ATM		Waived		Waived	
AMT OF CASH DEP-IN BRANCH		Waived		Waived	
AMT OF CASH DEP-NIGHT DEPOSIT		Waived		Waived	
# CHEQUES CERTIFIED		Waived		Waived	
# DEBIT TRANSFERS AUTO		Waived		Waived	
# DUPLICATE STATEMENTS		Waived		Waived	
# E-STATEMENT RETRIEVAL		\$2.50		\$2.50	
# INTERIM STATEMENTS		Waived		Waived	
# ITEMS DEPOSITED RTD		Waived		Waived	
# MANUAL TRANSFERS		Waived		Waived	
# OL BKG ARCHIVE ITEMS		Waived		Waived	
# OL BKG COPY ITEMS		Waived		Waived	
# PAPER STATEMENTS WITH IMAGES		Waived		Waived	
# PAPER STATEMENTS WITHOUT IMAGES		Waived		Waived	
# REPRINT STATEMENT		\$5.00		\$5.00	
# STOP PAYMENT ORDERS - ASSISTED		\$5.00		\$5.00	
# STOP PAYMENT ORDERS - SELF SERVE		\$5.00		\$5.00	
# TRACE ARCHIVE ITEMS		Waived		Waived	
# TRACE ITEMS		Waived		Waived	
TOTAL CURRENT ACCOUNT USD			\$0.00		\$0.00

ACCOUNTS AND SERVICES	MONTHLY VOLUME	CURRENT PRICE	CURRENT TOTAL	PROPOSED PRICE	PROPOSED TOTAL
USD PAR CROSSING					
ACC # 04782 4001020					
MONTHLY PER ACCOUNT	1	Waived		Waived	
TOTAL USD PAR CROSSING			\$0.00		\$0.00

Initials:

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**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: November 11, 2024

Department: Community Development

Topic: Request for Draft Plan Extension, Meadowlands North Subdivision

Purpose: To consider a request for a 1-year extension to the lapsing date for draft approval of the Meadowlands North Subdivision, Counties file 07-T-09001.

Background: Subdivision 07-T-09001 first received draft approval from the Counties on August 26, 2010. An amendment was granted by the Counties on February 8, 2017, requiring all conditions to be met by February 8, 2020. A 3-year extension was granted by the Counties in 2019, changing the lapsing date to February 8, 2023. Another amendment to the draft plan and conditions was granted by the Counties on November 22, 2022, allowing an additional 40 dwelling units. Another 1-year extension, changing the lapsing date to February 8, 2024 and another to February 10, 2025 was granted by the Counties.

The applicant has requested that the Township support their request to the Counties for a 1-year extension to allow for additional time to address the conditions of approval and register the subdivision.

Staff have been working closely with the developer over the past year to facilitate conversation with CN and Ingredion in order to obtain approval to construct a railway crossing at Gill Street, as required by condition #11.

The railway crossing in the northwest corner has been difficult to navigate, and the developer has purchased abutting lands to the east for a future phase of the subdivision. Both of these will necessitate minor changes to the Draft Plan, and Township staff have identified several things which are required to support these Plan changes.

Staff feel that an extension would allow further conversation to take place and/or other options explored to provide a construction and secondary access to the subdivision.

Policy Implications: The final decision to extend the lapsing date rests with the United Counties of Leeds and Grenville.

Condition #3 allows that Draft Approval may be extended for additional periods not to exceed 12 months and shall be granted only with the written concurrence of the Township and the Counties.

Financial Considerations: There are no Township fees associated with this request.

Recommendation: That Committee recommends that Council recommend in favour of a 1-year extension of the Conditions of Draft Approval for the Meadowlands North subdivision file 07-T-09001.



Municipal Land Use Planner

October 31, 2024

United Counties of Leeds & Grenville
25 Central Avenue West, Suite 100
Brockville, ON K6V 4N6

Attention: Elaine Mallory, Planner II

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

Attention: Wendy Van Keulen, Community Development Coordinator

**Re: Draft Plan Extension Application – Meadowlands
Part of Lot 5, Concession 1, Township of Edwardsburgh Cardinal
County File 07-T-09001**

ZanderPlan continues to work with Lockwood Brothers Construction and their consulting team to address the Draft Plan conditions on the above-noted subdivision. As discussed in recent meetings with staff, the railway crossing in the northwest corner has been difficult to navigate, and the developer has purchased abutting lands to the east for a future phase of the subdivision. Both of these will necessitate minor changes to the Draft Plan, and Township staff have identified several things which are required to support these Plan changes. It will take some time to prepare this new information and revised Draft Plan for submission; however, we don't want the current Draft Plan Approval to lapse on February 10, 2025.

On behalf of Lockwood Brothers Construction, we are respectfully requesting that the Township of Edwardsburgh/Cardinal support, and the United Counties of Leeds and Grenville approve, a one-year extension of the current Draft Plan Approval, as contemplated by Condition 3, to allow for continued time to address the conditions, consider Plan changes, and register the subdivision.

Please let me know if you require any additional information in order to process this request.

With kind regards,



Tracy Zander, M.Pl, MCIP, RPP



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole, Administration and Operations

Date: November 11, 2024

Department: Community Development and Planning

Topic: Quarterly Update of Active Subdivision Applications

Background: The Township currently has two active applications for subdivision. Committee members requested staff to provide an update on each of the subdivisions to keep them apprised of their status in the application process.

Staff created a summary page for each active application which provides a detailed outline of when the application was submitted, the status of the application, file number, draft plan approval date, draft plan amendment dates, total number of units and housing types, and owner/ agent contact information.

The following summaries are provided:

- Lockmaster's Meadow Status, 2024-11-06; and
- Meadowlands North Status, 2024-11-06

This report will be prepared on a quarterly basis or when requested by the Committee.

A handwritten signature in blue ink, appearing to be 'C. H.' or similar, written over a horizontal line.

Municipal Land Use Planner

APPLICATION FOR SUBDIVISION MEADOWLANDS NORTH

County File No: 07-T-09001
Part of Lot 5, Concession 1
Village of Cardinal
Township of Edwardsburgh Cardinal
United Counties of Leeds and Grenville

Application Status:

**Request to Extend Lapsing Date
Report Sent to CDC/ Council**

Contact Info:

Lockwood Brothers Construction
c/o Corey Lockwood
2010 Totem Ranch Road East
Oxford Station, ON K0G 1T0
613-258-4225

Consultant:

ZanderPlan
c/o Tracy Zander
PO Box 20148
Perth ON K7H M6
613-264-9600

Draft Plan Submission Date	2009
Draft Plan Approval Date	2010-08-26
Lapsing Date	2013-08-26

	Total No. Residential Units	Single Lots	Semi Blocks	Town Blocks	Apartment Blocks	Commercial Blocks
Original Draft Plan (2010)	49	49	n/a	n/a	n/a	n/a
Revised Draft Plan (2016)	106	42	32	n/a	n/a	n/a
Revised Draft Plan (2021)	146		40	12	n/a	n/a
Revised Draft Plan (2024) IN REVIEW					n/a	n/a

Request Lapsing Extension or Change in Conditions	Revised Lapsing Date	Notes
Request to Extend Revised Lots (2016)	2020-02-08	Approved, Conditions Updated, Lots and Unit Types, 2017-02-08
Request to Extend Revised Conditions (2021)	2024-02-08	Approved, Conditions Updated, Lots and Unit Types, 2022-11-25
Request to Extend (2023)	2025-02-10	Approved
Request to Extend (2024) IN REVIEW		

Pre-Servicing Agreement Request (optional)	
Securities Received by Applicant	
Securities Amount	
Pre-Servicing Agreement Registered on Title	

Final Plan Submission Date	
Securities Received by Applicant	
Securities Amount	
Agreement Registered on Title	
Final Plan Approval Date	

NOTES:

Request to extend lapsing date to address CNR comments and crossing. The owner proposes to purchase adjacent lot to the east in order to provide a secondary/ construction entrance and expand the subdivision in future phases.

Report Created:

Wednesday, November 6, 2024

APPLICATION FOR SUBDIVISION LOCKMASTER'S MEADOW

County File No: 07-T-10005
Part of Lot 7, Concession 1
Village of Cardinal
Township of Edwardsburgh Cardinal
United Counties of Leeds and Grenville

**Application
Status:**

**On Hold
Information Required by Applicant**

Contact Info:

Edwardsburgh Development Inc.
c/o David Simpson
434-300 Earl Grey Drive
Kanata, ON K2T 1C1
Phone: 613-282-5601

Consultant:

Building Investments Inc.
c/o Nick Legault
190 Bronson Ave, Suite 3
Ottawa ON K1R 6H4
613-853-4833

Draft Plan Submission Date	2010
Draft Plan Approval Date	2013-04-24
Lapsing Date	2016-04-24

	Total No. Residential Units	Single Lots	Semi Blocks	Town Blocks	Apartment Blocks	Commercial Blocks
Original Draft Plan (2010)	93	93	n/a	n/a	n/a	n/a
Revised Draft Plan (2022)	95	95	n/a	n/a	n/a	n/a

Request Lapsing Extension or Change in Conditions	Revised Lapsing Date	Notes
Request to Extend (2016)	2019-04-24	Approved
Request to Extend (2019)	2022-04-24	Approved
Request to Extend & Revised Conditions (2022)	2025-02-25	Approved, Number of residential lots increased to 95 Lots

Pre-Servicing Agreement Request (optional)	Yes
Securities Received by Applicant	No
Securities Amount	
Pre-Servicing Agreement Drafted	Yes
Pre-Servicing Agreement Registered on Title	No

Request for Final Plan Submission	Yes
Securities Received by Applicant	No
Securities Amount	
Subdivision Agreement Drafted	Yes
Agreement Registered on Title	No
Final Plan Approval Date	

NOTES:

Applicant requested final subdivision approval however additional information is required regarding securities and timelines. CNR Agreement and easement needs to be finalized. Applicant requested a reduction in securities or an alternative. Township and Applicant agreed to a Pre-Servicing Agreement approach which will allow the applicant to proceed with site works with nominal securities (based on site works only). During that time the applicant can address securities to finalize the subdivision and approval process.

Report Created:

Wednesday, November 6, 2024



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: November 11, 2024

Department: Public Works

Topic: Entranceway Bylaw Review

Purpose: To review and propose adjustments to both the process and fee schedule to better reflect current costs and conditions.

Background: The current bylaw outlines requirements and responsibilities for installation and maintenance of entranceway culverts. For a standard straight forward installation, the process is adequate. However, there are a number of instances where requests fall outside the standard install and require an improved process. A few examples include, farm, commercial and temporary entrances.

An improved process will bring added clarity and understanding to the responsibilities of all parties involved with the entranceway.

Prior to bringing anything forward, there are a few areas that staff wanted to draw attention to Council. First, our current fees are not covering the material costs. See the financial consideration section for more details. Secondly, there are a large number of entranceways that have been improved over the years with either asphalt, interlock or other hard surface without a permit or approval. Typically, the hard surface extends into the ROW to abut to the paved portion of the road, where applicable. This can make for a more expensive and challenging reinstatement when road improvements or reconstruction takes place. Finally, it's becoming more challenging during particular times of the year to complete culvert installations from a regulatory and environmental protection perspective. These areas will look to be addressed in the updated version.

Policy Implications: Given the age and state of the current bylaw, the development of a new bylaw versus updating the existing is the preferred course of action.

Strategic Plan Implications: The review and update align with section 2.3 ensuring that services delivered are effective and efficient by Continuing to track, review and assess key benchmarks related to service delivery.

Financial Considerations: The standard culvert entrance fee is set at \$700.00 plus a \$100.00 minimum flat rate. The material costs (pipe and stone) to install a standard culvert in 2024 is \$1,025.00. This does not include labour or equipment costs. An update of fees for all entranceway culverts are required to ensure that material costs are at least covered.

Recommendation: That Committee recommends that Council direct staff to prepare a new entranceway bylaw for their consideration.



Director of Operations

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

BY-LAW NO. 2013-30

**"A BY-LAW TO REGULATE THE USE OF AND WORK PERFORMED ON
PUBLIC HIGHWAYS, THE INSTALLATION OF ENTRANCEWAYS AND TO
PROHIBIT THE OBSTRUCTION OF ANY DRAIN, DITCH OR WATERCOURSE
WITHIN OR PROVIDING OUTLET TO ANY PUBLIC HIGHWAY"**

Whereas Section 44 of the *Municipal Act 2001*, SO 2001, c. 25 requires that the municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge;

And Whereas it is deemed expedient to regulate the use of highways under the jurisdiction of the Corporation of the Township of Edwardsburgh/Cardinal, to regulate the installation of entranceways over ditches and over watercourses within or providing outlet to any public highway under the jurisdiction of the Corporation of the Township of Edwardsburgh/Cardinal, and to regulate and prohibit the obstruction of any drain or any watercourse within or providing outlet to any public highway under the jurisdiction of the Corporation of the Township of Edwardsburgh/Cardinal;

Now Therefore the Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

DEFINITIONS

1.00 **THAT**, in this by-law:

(1) "Entranceway" shall mean any driveway, lane, private road, entrance or other structure or facility constructed or used as a means of access to a township road, and include the tiling and covering or filling in of a roadside ditch for the purpose of improving a lawn or other frontage.

(2) "Township" shall mean the Corporation of the Township of Edwardsburgh/Cardinal and its appointed representatives designated to act on behalf of the Corporation.

REGULATIONS

2.00 **THAT** no person shall use any portion of any highway under the jurisdiction of the Township, except in accordance with this By-law. Uses not specifically permitted in this by-law may be permitted by Council with the passing of a by-law to permit and regulate that use.

2.01 **THAT** no person shall construct, alter or change the use of an entranceway without obtaining a permit from the Township to do so.

2.02 **THAT** all entranceways shall be constructed and/or completed to the satisfaction of the Township. The diameter, gauge, length, type of culvert, number of catch basins and type of catch basins to be used shall be determined by the Roads Superintendent, but in no case shall the culvert to be less than 300mm (12 in) in diameter and 8m (26 ft) in length.

- 2.03 **THAT** the location of the entrance way must be approved by the Roads Superintendent to ensure maximum safety, free flow of traffic and compliance with municipal by-laws and to minimize the possibility of interference with the road or the creation of a maintenance problem.
- 2.04 **THAT** no person shall apply asphalt or other hard surface to that portion of an entranceway on the road allowance of a township road except by a permit issued by the Roads Superintendent. The work shall be carried out under a contractor approved by the Township and in accordance with Township specifications at the expense of the owner.
- 2.05 **THAT** no person shall obstruct any drain or watercourse either situated on a Township road allowance or providing an outlet for a watercourse on a Township road allowance.
- 2.06 **THAT** where a culvert in excess of 12m (40 ft) in length is required, as determined by the Roads Superintendent, the owner shall be required to pay the entire cost of constructing as many catch basins as may be necessary in the opinion of the Roads Superintendent to facilitate surface drainage from the roadway.

WORKS

- 3.00 **THAT** the construction, repair or replacement of all entrance ways shall be carried out under the direction of the Roads Superintendent; whether performed by Township staff or a private contractor.
- 3.01 **THAT** where an entrance way is being constructed, repaired or replaced by a private contractor:
- (1) the Roads Superintendent shall be permitted to oversee said work, as desired;
 - (2) the Roads Superintendent shall be notified of completion of said work so that an inspection can be carried out.
- 3.02 **THAT** no utility or contractor shall carry out activities that may include but not limited to new installation, repair or replacement of any underground/above ground services that may impact the roadway without first obtaining a road cut permit (Schedule B).
- 3.03 **THAT** a utility, in an emergency situation, does not require a permit to be filed prior to the commencement of any repair work. A permit should be filed at the earliest possible time after the repair is completed.

MAINTENANCE

- 4.00 **THAT** where an existing entranceway is affected by the reconstruction of a Township Road, the Township will reinstate the entranceway at no cost to the property owner. The reinstatement will conform to this policy. **ANY** salvaged materials of construction, shall remain the property of the Township.
- 4.01 **THAT** the maintenance of all entranceways shall be the responsibility of the owner.

4.02 **THAT** the contractor or utility understands that it is responsible for the condition of the road section repaired by the contractor or utility until the Township seals or alters the repair work in anyway, at which time, the Township will assume the maintenance of the repaired section.

FEES AND PENALTIES

5.00 **THAT** a standard entrance permit will not be issued until the owner pays the fee to the Township as outlined in Schedule A of this By-law.

5.01 **THAT** a road cut permit fee as outlined in Schedule A of this By-law is paid prior to issuance of permit.

5.02 **THAT** where such owner, contractor or utility fails to provide or maintain all matters and things required by this bylaw, upon written request by the Township, the owner, contractor or utility shall remedy the default thereof.


5.03 **THAT** where such remedy is not forthcoming as requested by the Township, the Township may, at the cost and expense of the owner, utility or contractor do all such matters and things that are in default, failing which the Township may cause the expense to be added to the tax roll of the property and collected in like manner as taxes.

5.04 **THAT** every person who contravenes any provision of this By-law is guilty of an offence, and upon conviction, shall be liable to a fine of up to two thousand dollars.


REPEAL

That Bylaw No. 2001-59, a bylaw to Regulate the Use of Public Highways, the installation of entranceways and to prohibit the obstruction of any drain, ditch or watercourse within or providing outlet to any Public Highway is hereby repealed.

By-law read, signed, sealed and passed this 27th day of May, 2013.



Mayor



Clerk

Schedule A of By-law 2013-30

Fees and Costs

Minimum Flat Rate	\$100.00
No Culvert Required (as determined by Roads Superintendent)	Minimum Flat rate only
Standard Culvert Entrance (450mm or 18" diameter by 8m or 26 ft length)	\$700.00 + minimum flat rate
Special or Commercial Entrance	All material and labour cost + minimum flat rate
Road Cut Permit Fee	\$75.00

Schedule B of Bylaw 2013-30
Township of Edwardsburgh/Cardinal
Road Cut Permit

Name of Contractor/ Utility Company: _____

Mailing Address of Contractor/Utility Company:

Contact Person Name: _____

Contact Person Phone #: _____ email: _____

Name of Road to be Cut: _____

Location of Cut (nearest intersection/pole # etc...) _____

Cut Depth _____ (m) Width _____ (m) Length _____ (m)

Dates of Work: _____

Restoration of Road Structure Proposed

Compaction Lift Depth: _____ Pavement Thickness: _____

Backfill Material: _____

Note: It is highly recommended that backfill material be compacted at 6-10 inch lifts, and that the pavement being placed is at least the thickness of the existing pavement or three inches thick, whichever is greater. Cold patch is permitted to be used as a temporary pavement material when asphalt plant is shut down for the season, however, the patch must be replaced prior to the summer season after the plant reopens in the Spring.

Approved : _____ Date: _____
Signature, Road Superintendent or Designate

Not Approved: _____ Date: _____
Signature, Road Superintendent or Designate

Reasons for non-approval:

In issuing this permit, the contractor or utility company understands that it is responsible for the condition of the road section repaired by the contractor or utility in perpetuity until the Township seals or alters the repair work in any way, at which time, the Township will assume the maintenance of the repaired section

An administrative fee of \$75.00 is required to be paid to the Township upon issuance of the road cut permit. The fee is waived for any municipal utility or its contractors.

Emergency situations do not require a permit to be filed prior to the commencement of any repair work. A permit should be filed at the earliest possible time after the repair is completed.

Committee: Committee of the Whole – Administration and Operations

Date: November 11, 2024

Department: Public Works

Topic: Winter Maintenance Operations Report

Background: The Winter Maintenance Level of Service Policy, By-Law 2019-65 sets a procedural framework for ensuring that the Township continuously improves on the safe and sustainable delivery of winter maintenance services. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

The Public Works Department winter season period is between November 1st and April 15th of each calendar year. During this period, staff maintain Township resources at readiness to respond to a winter event, recognizing that, should adverse conditions occur regardless of the time of year, resources will be deployed as necessary.

The Public Works Department is responsible for providing the Winter Maintenance Service throughout the Township. Some of the following components form the service delivery: developing a salt management plan, establishing proper treatment rates for roadways, design of plow and sidewalk routes, ensuring availability of resources (owned or hired equipment, materials), ensuring proper up to date weather forecasts services and condition monitoring systems as necessary, provide information in a timely manner when asked and always reviewing to find best practices.

During Winter Weather Events, it is recognized that operational decisions will need to be made based on local conditions depending upon the extent and severity of a winter storm event, and as a result, there may need to be some reasonable deviations from the Level of Service Policy.

At a minimum, the Township will adhere to the Minimum Maintenance Standards for Municipal Highways as prescribed by the Ontario Ministry of Transportation under *Regulation 239/02, as amended* from time to time. All other regulatory requirements will also be met, including but not limited to those set out in the *Occupational Health and Safety Act, as amended*, and the *Highway Traffic Act, as amended*.

Our road network is comprised of local roads which carry local traffic to United Counties of Leeds and Grenville roads network. These roads fall under class 4, 5, 6 roads as

defined in the Ontario Regulation 239/02 (Minimum Maintenance Standards) Classification of Highways Table. (See attached Policy)

The purpose of Winter Operations is to reduce the hazards of snow covered and icy road conditions to motorists, to maintain public access to all community and industrial facilities, to ensure an accessible road system for the handling of emergencies by fire, ambulance and police services, to maintain safe, passable school bus routes, and to provide safe and passable sidewalks for pedestrians in areas designated for winter maintenance.

PROCEDURES – Roadways and Sidewalks

Plowing Operations

Plowing operations will begin as early as 0400hrs and continue if needed until 1800hrs. No plowing operations will be conducted between 1800hrs and 0400hrs, except for public safety concerns or in extreme conditions. Salt/Sanding operations will begin as soon as practicable, after becoming aware that road conditions have become icy and will continue until slippery conditions are relieved. Plowing operations will not exceed 13 hours a day as per the Highway Traffic Act, Reg.4/93. Plowing operations are broken down into 7 Plow Routes and 2 Sidewalk Plow Routes. The combination plow/sander units complete the assigned route on an average of 5.5 hours. All units are equipped with Automatic Vehicle Location (AVL) equipment providing the following information:

- Vehicle Identification
- Location
- Time
- Plow up/down
- Wing Up/down
- Application on /off
- Application rate

Snow Accumulation

Roadways: Winter maintenance, consisting of plowing and salting/sanding will begin within 8 hours after the accumulation of 8cm of snow.

Paved Road Surfaces: Road salt will be applied on paved roads within urban areas of Cardinal, Johnstown, and New Wexford. Sand/salt mixture material will be applied as required on rural roads and in Spencerville. This rate shall increase based on weather conditions and road temperatures.

Gravel Road Surfaces: When the gravel has not been completely frozen, snow accumulations less than 10cm will not be plowed to protect the road surface. Sand/Salt mixture will be applied to surface during Winter Operations once the threshold has been met.

Sidewalk Surfaces: Resources to clear snow from sidewalks shall be deployed within 48 hours after the snow accumulation has ended to reduce the snow depth to a maximum of 8cm. Salt material will be applied as required to improve traction.

Ice Formation

Paved Road Surfaces: Salt/sand application will begin within 8 hours as practicable after becoming aware that the roadway has become icy and will continue as practicable until conditions are safe.

Gravel Road Surfaces: Sand/salt application will begin within 8 hours as practicable after becoming aware that the roadway has become icy and will continue as practicable until conditions are safe. Ice blading (grader) can be used after the weather event has completed and when staff members become available.

Sidewalks Surfaces: Salt application operations will begin as soon as practicable to improve traction within 48 hours after becoming aware that the sidewalk has become icy and will continue as practicable until conditions are deemed safe.

Winter Maintenance Activities are operated from two patrol garages in Cardinal and Pittston. Cardinal garage houses and deploys three combination plow/spreader units, sidewalk unit, front end loader, and backhoe for operations. Pittston Garage houses and deploys 4 combination plow/spreader units, two graders, front end loader for operations. An additional sidewalk unit is stored at the United Counties of Leeds and Grenville Patrol Garage on County Rd #21 for the winter season for sidewalk winter operations in Spencerville. The Township deploys units to perform winter maintenance activities on assigned routes, Truck#20-08 – Parking Lots, Truck #5 – Route#2 (Cardinal), Truck#7 – Route#7 (Rural Route, New Wexford, Johnstown). H3 – Sidewalks in Cardinal, Truck#19-04 (Rural Route), Truck#24-05 (Rural Route, Spencerville), Truck# 20-03 (Rural Route) Truck #6 (Rural Route) H1 – Sidewalks in Spencerville.

If breakdowns occur during winter operations, combination spreader/plow routes are doubled up to complete routes in a timely manner. Sidewalk units would be dispatched to complete sidewalk routes in Cardinal or Spencerville to achieve minimum maintenance standards during this period.

Snow Removal Operations

Snow removal on roadways and parking lots will be carried out when required, by the Public Works Department. Depending on the area and number of locations to be cleared, a decision will be made to implement a specific operation to carry out the removal process. The Manager of Public Works will determine if removal is required, and if so, which type of removal process will be utilized.

Snowbanks are removed or reduced in size when they begin to restrict sightlines, travel widths, or pedestrian and vehicular traffic. Residents are responsible for snowbanks along their private driveway.

Snowbank removal operations come secondary to standard snow clearing operations (i.e., when there is a storm, and teams must plow and/or treat roads and sidewalks).



Manager of Public Works



Director of Operations

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

BY-LAW NO. 2019-65

**“A BY-LAW TO ADOPT A WINTER MAINTENANCE LEVEL OF SERVICE
POLICY”**

WHEREAS Ontario Regulation 239/02 made substantive changes to the Minimum Maintenance Standards for Municipal Highways; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh/Cardinal deems it advisable to adopt a policy which establishes the service priority levels for winter snow clearing, ice control and snow removal operations for specified infrastructure within the Township boundaries; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to adopt a winter maintenance level of service policy;

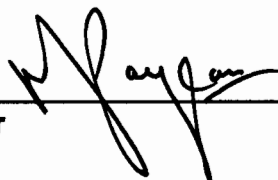
NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

1. That the Winter Maintenance Level of Service Policy, as described in Schedule “A” attached hereto and forming part of this by-law, is adopted.
2. That all previous by-laws and resolutions to establish the winter maintenance level of service including By-laws 2014-58 and 2015-59 are hereby repealed.
4. That this by-law shall come into force and take effect on the date of passing.

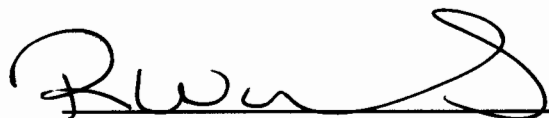
Read a first and second time in open Council this 28th day of October, 2019.

Read a third and final time, passed, signed and sealed in open Council this 28th day of October, 2019.

Mayor



Deputy Clerk



Township of Edwardsburgh/Cardinal

Winter Maintenance - Level of Service Policy

Purpose

To designate responsibility for, and to establish service priority levels for winter snow clearing, ice control and snow removal operations for specified infrastructure within the Township boundaries. This policy is to be read in conjunction with the applicable sections of Ontario Regulation 239/02, as amended, Minimum Maintenance Standards for Municipal Highways.

Policy Statement

The Winter Maintenance Level of Service Policy is based on the assumption that not all infrastructure needs to be maintained to the same level of service depending on its role in the transportation network and on other various services the Township provides, be they emergency or non-emergency. To simplify further, the various infrastructures listed below have been designated classes and/or priorities. These are explained in more detail later in this policy.

Responsibility

The responsibility for providing winter maintenance activities, such as, snow clearing, ice control and snow removal from the Township's infrastructure rests entirely with the Public Works Department. However, the Township may contract out any or all of the components.

Snow and ice operations may be conducted on a 24-hour basis, 7 days a week. The Roads Superintendent will coordinate the overall snow and ice control clearing and removal operations, and determine the most effective operation to be undertaken from the procedures as developed by the Public Works Department. The Public Works Department is prepared to shift from normal work procedures any time it becomes necessary to institute snow and ice operations.

Parking Restriction By-Law

In order to facilitate winter maintenance operations, residents are reminded that By-Law 2018-29 as amended prohibits overnight winter parking on any roadway from November 1 to April 15 each day between 1:00 am and 7:00 am.

Property Damage

During the course of operations through any given winter, a certain amount of damage to Township and private property may occur. In the event that sod damage is sustained, it will be restored by the Public Works Department using topsoil and seed at the earliest availability of material and resources (typically April). The owner of the property is responsible for maintaining the repair area.

If a Township plow or truck damages a mailbox either through direct contact or due to the force of the snow rolling off the plow, the mailbox will be repaired or replaced by the Public Works personnel, as soon as practical, with a standard type mailbox as established by the Public Works

Department. The Township cannot replace decorative mailboxes with the same. A property owner who installs decorative materials on the Township right-of-way does so at his/her own risk.

Driveway Entrance Clearing

It can be expected that snow will be plowed into driveways as a normal part of roadway and sidewalk snow clearing operations. Owners of properties serviced by driveways are responsible for removal of the snow deposited in their entrance by Township snow clearing operations.

Under no circumstances shall a property owner or a property owner's hired contractor push, blow or otherwise deposit any snow, dirt or any other debris on or across any Township roadway, sidewalk or road allowance. Further regulations and fines are outlined in By-law 2018-29, as amended.

Assistance to Private Property

Under no circumstances will a Township employee be allowed to use a Township owned vehicle to push, pull, or tow a stranded private vehicle from a roadway or parking lot. Likewise, under no circumstances, will a Township employee use a Township owned vehicle to perform any snow removal or ice control operation on private or commercial property and employees are not allowed to use personal equipment during working hours.

Winter Maintenance Priorities

This policy pertains to winter maintenance activities for Township Infrastructure. The priorities set out in this policy are governed by Ontario Regulation 239/02, as amended and by policy set by Council. For the purpose of setting infrastructure priorities for this policy and in conjunction with Ontario Regulation 239/02, as amended, the following will apply;

1. Roads,
2. Winter Maintained Sidewalks,
3. Parking Lots,
4. Snow Removal.

Significant Weather Event

Ontario Regulation 239/02, as amended, defines a significant weather event as "an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality". The criteria for declaring this type of event is outlined in Appendix B of this policy.

SNOW CLEARING & ICE CONTROL OPERATIONS

ROADWAY

Class Designation

Every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in accordance with Regulation 239/02, as amended, as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on speed limit and average daily traffic.

The roadway sections within this Township are classified as Class 4, 5 or 6.

No roadway section will be classified at a lower classification than specified in the Classification Table of O. Reg. 239/02, as amended.

LEVEL OF SERVICE

Snow Accumulation

- 1) a) while the snow continues to accumulate, Public Works will deploy resources to clear the snow as soon as practical after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table below; and
b) after the snow accumulation has ended and after becoming aware that the snow accumulation is greater than the depth set out in the Table 1, Public Works will clear the snow accumulation in accordance with subsections (2) and (3) within the time set out in the table.
- 2) The snow accumulation must be cleared to a depth less than or equal to the depth set out in the table.
- 3) The snow accumulation must be cleared from the roadway to provide a total width of at least five (5) metres.
- 4) This section does not apply to that portion of the roadway designated for parking and only applies during the season when winter highway maintenance is performed (Nov. 1 to April 15)
- 5) In this section, the depth of snow accumulation means the natural accumulation of new fallen snow, wind-blown snow or slush that covers more than half a lane width of a roadway.

Table 1
Snow Accumulation

Class of Highway	Snow Depth	Completion Time
4	8 cm	16 hours
5	10 cm	24 hours
6	15 cm	48 hours

Icy Roadways

- 1) If it is determined per the Regulation that there is a substantial probability of ice forming on roadways and it is practical to prevent ice formation, Public Works will deploy resources for that purpose.
- 2) Public Works will deploy resources to treat an Icy Roadway as soon as practical after becoming aware that the roadway is icy; and
- 3) Public Works will treat the Icy Roadway within the time set out in Table 2 after becoming aware that the roadway is icy.

Table 2

Icy Roadways - Treatment

Class of Highway	Completion Time
4	12 hours
5	16 hours
6	24 hours

Sidewalks

For winter maintenance operations, the Township sidewalks have been divided into two tiers.

Primary sidewalks: the snow accumulation after accumulation has ended will be reduced to a depth less than or equal to 8 centimetres within 48 hours and to provide a minimum sidewalk width of 1 metre. These sidewalks are highlighted in green on the Spencerville and Cardinal Sidewalk Maps found in Appendix C.

Icy Sidewalks: If it is determined per the regulation there is a substantial probability of ice forming on sidewalks and it is practical to prevent ice formation, Public Works will deploy resources for that purpose.

If ice forms on a sidewalk and the municipality becomes aware of the condition, the standard is to treat icy sidewalks within 48 hours. Treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk.

Secondary sidewalks: These sidewalks do not receive snow clearing and ice control operations during the winter maintenance season. These sidewalks are highlighted in red on the Spencerville and Cardinal Sidewalk Maps found in Appendix C.

Parking Lots

Table 5 below lists parking lots servicing municipally operated buildings and facilities that receive snow clearing and ice control operations. During a storm, access to these lots will be restricted to the driving lanes between the parking rows and/or to the front of the facility. Final snow clearing and ice control will be completed by next day facility opening.

Table 5
Parking Lots

Category	Location
Fire Stations	Spencerville & Cardinal
Waste Water Treatment Plant	Cardinal
Water Treatment Plant	Cardinal
Lagoons	Spencerville
Pumping Stations	Cardinal and Spencerville
Ingredion Centre	Cardinal
Municipal Office	Spencerville
Spencerville Arena	Spencerville
Library Parking Lots	Spencerville & Cardinal
Legion Parking Lot	Cardinal
South Edwardsburgh Community Centre	Johnstown

SNOW REMOVAL OPERATIONS

Snow removal on roadways and parking lots will be carried out when required, by the Public Works Department. Depending on the area and number of locations to be cleared, a decision will be made to implement a specific operation to carry out the removal process. The Roads Superintendent will determine if removal is required, and if so, which type of removal process will be utilized.

Roadways

Roadway intersection sight line requirements and snow storage conditions will be assessed by the Roads Superintendent following the completion of the post storm snow clearing operations.

Qualifying factors for consideration for removal will be:

- 1) If snow storage at intersections restricts required visibility sight lines
- 2) If snow storage at the sides of the roadway impedes normal traffic flow
- 3) If snow storage significantly hampers occupants of the vehicle from safely accessing the sidewalks in the downtown core or school zone areas.
- 4) If additional snow storage is required for sidewalk clearing operations or in cul-de-sac and no exit locations.

Types of removal

- 1) All intersections will be eligible for removal if qualifying factors are met (sight lines)
- 2) Full length removal in downtown business core and school zones in Cardinal and Spencerville
- 3) Rural areas will have snow winged back to provide additional snow storage capacity
- 4) Cul-de-sac, dead ends and parking lots will be eligible for removal if additional snow storage capacity is determined to be required.
- 5) Urban residential streets in extreme circumstances where safe motor vehicle travel is impeded.

Appendix A: Plow Route Map



Appendix B:
Significant Weather Event Form

**Township of Edwardsburgh Cardinal
(Significant Weather Event Criteria Form)**

Date:

1. Did Environment Canada issue a weather hazard under their public weather alerting program. YES or NO
If yes, list the weather hazard: _____
Forecasted Start of Storm: _____

2. Does the weather hazard pose a significant danger to the users of the road: YES or NO:
Forecasted Accumulation: _____/hr, **Total, Duration:** _____ hrs

3. Do we have adequate municipal staffing to respond to the weather hazard: YES or NO. If no, explain: (ex. employee illness)

4. Do we have adequate resources to respond to the weather hazard: YES or NO
If no, explain: (ex. vehicle breakdown)

5. Is the road system capable of handling the weather hazard: YES or NO
If no, explain: (ex. Roadside ditches at full capacity); **Accumulation amounts will make it difficult to maintain roads to the standard and visibility will make it difficult for staff to see the roads**

If you answered Yes to Question 1 and 2 and answered No to either Question 3, 4 or 5. Declare a significant weather event.

Significant Weather Event Declaration Issued

Date: _____ Notification Method: _____

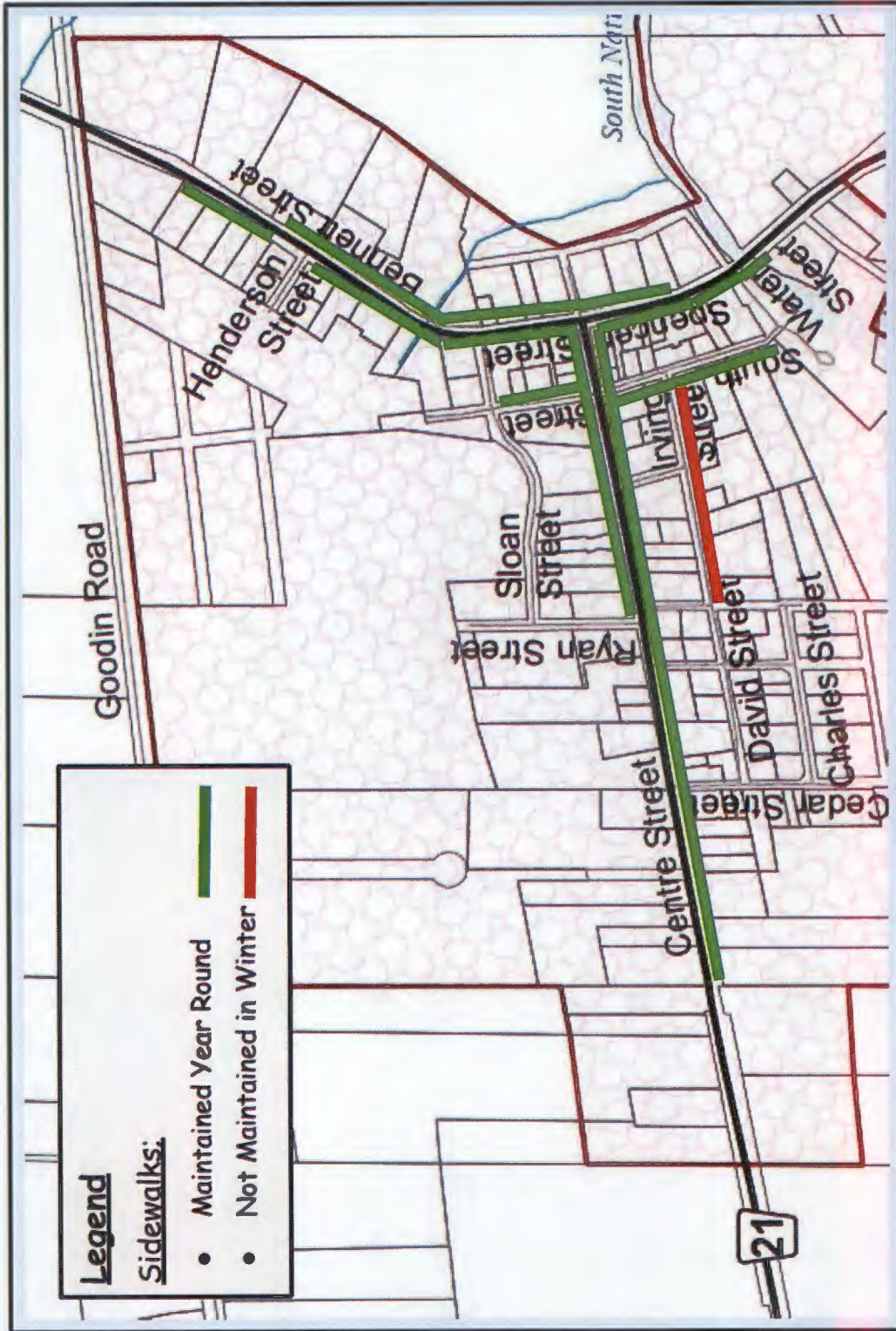
Time: _____ Authorized By: _____

Significant Weather Event Declaration Ended

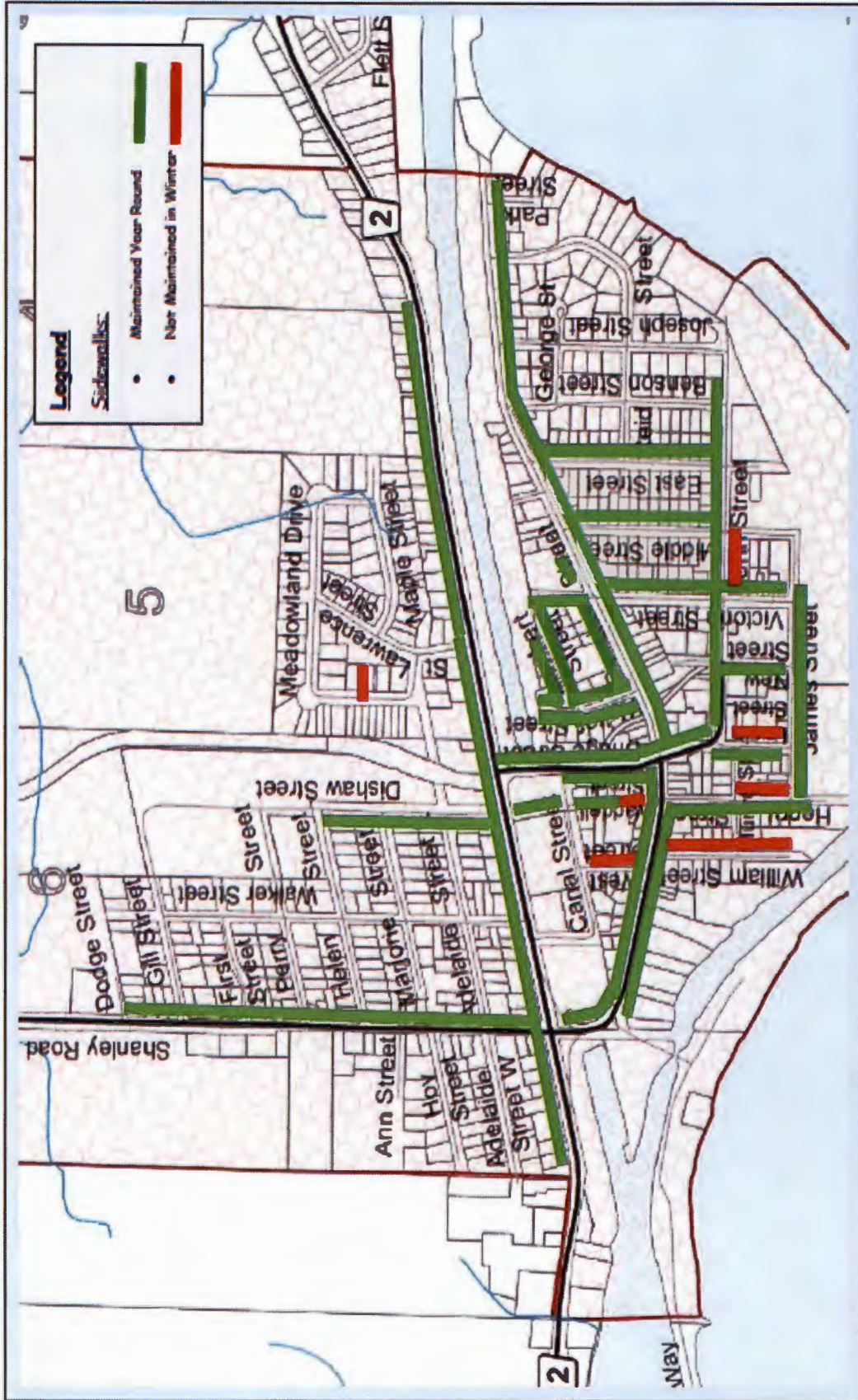
Date: _____ Notification Method: _____

Time: _____ Authorized By: _____

Appendix C: Sidewalk Maps



	Township of Edwardsburgh Cardinal	Spencerville Sidewalks	Dwg No.: 19-SW-1
		Date: September 16, 2019	



TWP
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**Township of
Edwardsburgh Cardinal**

Cardinal Sidewalks

Date: September 16, 2019

Dwg No.: 19-SW-1

