



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

Monday, December 2, 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**
- 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. Regulate the Use of Signs
- 8. Action/Information Items**
 - a. 2025 Reduced Summer Meeting Schedule
 - b. Pre-Budget Approval - Website Update
 - c. Pre-Budget Approval - 2025 UV System Replacement Project
 - d. 2025 Spencerville Pumping Station 1 Upgrades
 - e. 2025 4x4 Truck Replacement
 - f. 2025 Environmental Services Capital Projects

- g. 2025 Water System Budgets
- h. Pumper 1 Replacement Options

- 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

Monday, November 11, 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 Chris Ward
John Hunter (Advisory Member)
Karen Roussy (Advisory Member)

REGRETS: Councillor Waddy Smail

STAFF: Sean Nicholson, CAO
Dave Grant, Director of Operations/Deputy CAO
Rebecca Crich, Clerk
Jessica Crawford, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities
Chris LeBlanc, Manager of Public Works
Tim Fisher, Planner
Candise Newcombe, Deputy Clerk

1. Call to Order – Chair, Mayor Deschamps

Mayor Deschamps called the meeting to order at 6:30 p.m. The Chair noted the attendance of Council members at both the Spencerville and the Cardinal Remembrance Day services, highlighting good attendance at both services.

2. Approval of Agenda

Moved by: S. Dillabough

Seconded by: C. Ward

That the agenda be approved as presented.

Carried

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

None.

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

None.

5. Delegations and Presentations

a. 2025 Township Pre-Budget Presentation

Committee was provided with a summary of the tax collection review and analysis, spending analysis, financial impacts to 2025, levy and rate-based capital projects proposed per department, and reviewed the proposed budget meeting schedule.

There was discussion regarding the splash pad being under a levy-based program, commended the foresight taken to draft the 5-year capital plan and reviewed the priority of repairs at the Johnstown pool.

Members noted the MPPs' announcement regarding their intent to help alleviate the impact of the 2025 OPP budget increases on municipalities.

6. Consent Agenda

None.

7. Discussion Items

a. Review of Transfer Station Fees

Committee was provided with a summary of the report and discussed the following: the intent to attain partial or full-service cost recovery, the inclusion of labour in the cost recovery model, the allocation of transfer card revenues, increases to roadside collection costs, roadside dumping frequency and the residual effects of increases to large waste disposal fees.

Members clarified additional duties contributing to transfer station labour costs, alternate labour configurations to cut costs, and no intent at this point to move to full-cost recovery servicing similar to the curbside collection program.

Consensus of Committee was to remain status quo at this time.

8. Action/Information Items

a. 3rd Quarter Treasury and Reserve Report

Committee was provided with a high-level summary of the report and noted that \$197,292.00 is scheduled to come off the Township's long-term debt schedule in 2025. Members sought clarification regarding the \$42,000 allocated to the Cardinal Tennis Courts within the quarterly capital analysis report.

b. 3rd Quarter Budget Variance Report

Committee was provided with a summary of the report and discussed the remaining overall annual budget amount of 28.56%. Variances of note in revenues, expenses and the overall budget were highlighted.

c. 3rd Quarter Council Remuneration Report

Committee was provided with a summary of the report and confirmed that the Council remuneration report will be posted to the Township website as per Council Expense Reimbursement policy.

d. Maple View Landings - Donation Options - Room Naming

Committee was provided with a summary of the report and discussed the appropriateness of recognizing annual funding contributions to the Township from the Port of Johnstown Committee provided direction for the Community Grants and Donation funds that were allocated to the Maple View Landing project to a living room with the remaining amounts to bins/tote donations as seen fit.

Moved by: S. Dillabough

Seconded by: C. Ward

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.

Carried

e. 2024 Compensation Review - Non-Union Staff

Committee was provided with an overview of the report and discussed the following: inclusion of the 2025 COLA adjustment in the proposed pay grid increases and the importance of pay equity and maintaining market competitiveness to attract and retain employees.

Members discussed the benefits of more frequent salary reviews in managing impacts on the Township operating account.

Moved by: J. Martelle

Seconded by: C. Ward

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

Carried

f. 2024 Township Financial Audit Plan and Engagement Letter

Committee was provided with a summary of the report and discussed the advantages and disadvantages of tendering auditing services, the steady increase to service costs, and the interest in participating in a group tender for auditing services led by the United Counties of Leeds and Grenville.

Moved by: C. Ward

Seconded by: J. Martelle

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.

Carried

g. RBC Contract Renewal

Committee was provided with a summary of the report and discussed the client history to date, current relationship with RBC, and clarified the exclusivity of the contract.

Moved by: S. Dillabough

Seconded by: J. Martelle

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.

Carried

h. Draft Plan Extension Request - Meadowlands

Committee was provided with an overview of the report and discussed how the Township is working with developers to get development underway with the subdivision. Clarification regarding the deadline extension was provided, noting a one-year extension from February 1, 2025.

Moved by: J. Martelle

Seconded by: C. Ward

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.

Carried

i. Quarterly Active Subdivision Update

Committee was provided with an overview of the report.

j. Entranceway Bylaw Review

Committee was provided with a summary of the report and discussed the following: material costs for culvert installation, additional environmental/regulatory requirements for installation, and notification procedures for surface replacement following culvert installation.

Moved by: S. Dillabough

Seconded by: J. Martelle

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

Carried

k. Winter Operations Report

Committee was provided with a review of the report and discussed the benefits of the new Township truck GPS software system, requested snow fall comparison charts included in future reports, and requested that an overview of winter services provided by the Township be posted to the Township website for reference.

9. Councillor Inquiries/Notices of Motion

None.

10. Member's Report

Member's reported on the following:

- Deputy Mayor Dillabough attended the Cardinal Remembrance Day event with Councillor Martelle and noted good attendance.
- The Mayor attended the Spencerville Remembrance Day event with Councillor Ward and noted good attendance.
- Members of Council participating in the upcoming "Light Up the Night" Christmas parade in Prescott and extended the invitation for all committee members, staff and their families to join Council at the event Friday night starting at 6:00 p.m. at the South Grenville District Highschool parking lot.

11. Question Period

None.

12. Closed Session

None.

13. Adjournment

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

That Committee does now adjourn at 8:17 p.m.

Carried

Chair

Deputy Clerk

Committee: Committee of the Whole – Administration & Operations

Date: December 2, 2024

Department: Administration

Topic: Regulate the Use of Signs within the Township

Background: Following the discussion regarding roadside memorial signs within the Township, a request was made during Councilor inquires to include an item to discuss the regulation of signage within the Township. Council previously discussed the regulation of signage during the spring 2024 following an inquiry about a billboard sign. At that time Council did not proceed with directing staff to prepare a bylaw to regulate signage within the Township as there are typically very few inquires and/or concerns on the matter over the past number of years.

Prior to considering the preparation of a fulsome bylaw, staff are seeking direction from Committee and Council regarding the regulation of signage and have provided some questions/comments to help with the discussion:

- How restrictive do you perceive the bylaw to be?
- Regulate size, setbacks, types of signs, location?
- Regulating small and home-based business signage beyond what is included within the zoning bylaw?
- Additional regulation of municipal election signage?
- Do you envision a permit system where someone must apply prior to the erection of any signage?
- Regulate location by zone/use and type of signs permitted?
- Regulate billboard signs?
- Regulate business signs that are temporarily placed at other residential/business locations when work is being done?
- Regulate illumination of signage?
- Regulate the number of signs permitted for businesses?
- Regulate real estate signs?
- Regulate portable/mobile/trailer signs?
- Regulate roadside memorials?
- Regulate event signage – events that are in and outside the municipality?
- Regulate timeframes for various signage to be displayed?
- Regulate window signs?
- Regulate condition of signage?

- Regulate design/concepts/phrasing?

Policy Implications: If Committee determines that the Township should regulate the use of signs within the Township, a bylaw to that effect would be brought forward for review and approval.

Financial Considerations: Implementing such a bylaw may result in additional requirements through bylaw enforcement time.



Clerk



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration & Operations

Date: December 2, 2024

Department: Administration

Topic: 2025 Reduced Summer Meeting Schedule

Purpose: To recommend reducing the Committee/Council meeting schedule for 2025 summer months of July and August in order to set the annual Committee/Council calendar.

Background: In 2024 the summer (July and August) meeting schedule was reduced to only holding the Regular Council meeting and a single Port Management meeting.

Meetings are held on a weekly basis, each month, except during the month of December and when there are five Mondays in the month. Following the trial period last summer, there continues to be added value and benefits to eliminating all committee meetings during July and August. There is substantial staff effort that is required to preparing reports and agendas on a weekly basis. The reduced schedule would assist with holidays, allow staff time to focus on capital projects that typically are in full swing during the summer months, and catch up in other areas. Additionally, the time gives both Council and staff time to regenerate and continue to strive for a better work/life balance.

The proposed summer schedule would include the Regular Council meeting on July 28 and August 25 only. At the meetings time sensitive action items/reports/bylaws from all committees, including the Port would be included on the agenda, as well as municipal and port disbursements so there would be no delay in the issuance of payments. If a circumstance arises, a special council meeting could be called. All required public meetings required during the break would be coordinated to meet the timelines under the Act.

By deciding now, it provides time for staff to better prepare the annual meeting schedule and gives additional notice to the public and staff.

Policy Implications: A resolution of council is needed to reduce the meeting schedule over the summer months.

Strategic Plan Implications: N/A

Financial Considerations: N/A

Recommendation: That Committee recommends that Council reduce the meeting schedule during the summer months to only Regular Council meetings scheduled for July 28 and August 25.



Clerk



CAO

Committee: Committee of the Whole – Administration & Operations

Date: December 2, 2024

Department: Administration

Topic: Pre-Budget Approval – Website Update

Purpose: To obtain pre-budget approval to update the Township website software to address end-of-life implementation with GHD software.

Background: The Township implemented the current website at the end of 2020 with GHD (then eSolutions). Township staff have been informed by GHD that the current software used to run and manage the website and backend maintenance has reached its end of life, after nearly 25 years in use. Features within the current i:Create software are no longer compatible with various interfaces and GHD has determined that it has reached its end of life, rather than continue to implement work around fixes to various issues on a monthly basis. As a solution, GHD has decided to launch a new platform known as Govstack. GHD confirms that the new software will allow for greater functionality, security, support and usability for both front and back-end users of the system.

Currently over 150 GHD customers from various sectors have transitioned over to the new Govstack software for the website. GHD has informed all users of an end-of-life deadline for 2027, with Edwardsburgh Cardinal scheduled for Fall 2025. Staff have attended multiple webinars and meeting with GHD to discuss implementation costs, transition timeline and how the new front face of the website may look for the public.

Reasons to transition before the Fall of 2025:

- Implementation costs to increase in January 2025.
- Staff would prefer to transition prior to deadline to provide additional staff time to work with GHD to implement new back-end software and customize front-end user experience. This will allow staff and GHD to work out any unknown concerns prior to end-of-life.
- By implementing and transitioning earlier, it will allow more time for staff, the public, council and future candidates to become familiar with the new look and feel of the system prior to the launch of the 2026 election. This will hopefully avoid unnecessary confusion and time for the Township to advertise the new website.

- Staff have negotiated a discount with GHD to transition earlier, with a savings of \$6,300.00, which is valid to the end of December 2024.

Policy Implications: The procurement policy 2023-51 requires that all expenditures shall be within the current approved budget or within approved estimates; otherwise, prior approval of Council shall be required.

Strategic Plan Implications: This initiative related to 2.3 of the strategic plan around good government. Being that the Township is trying to ensure that services are delivered in an effective and efficient manner. With the early implementation of Govstack, it will mitigate the front-end user issues due to current and future interface concerns and alleviate staff time in resolving back-end service concerns.

Financial Considerations: As noted above, staff have negotiated a discount with GHD if the Township enters into the agreement for 2025 implementation start by December 31, 2024. The overall cost for implementation and annual fees is \$34,937.50 plus non-rebated HST (\$25,447.50 one-time fees, plus \$9,490.00 annual fees going forward). It is recommended to incorporate and authorize an upset limit of \$40,000.00 in case staff need additional support from GHD during the migration phase of the website software. Annual maintenance fees, starting in 2026, will be incorporated into the operating budget.

Recommendation: That Committee recommends that Council provide pre-budget approval to an upset limit of \$40,000.00 plus non-rebated HST and authorize the Clerk to execute an agreement with GHD Digital to complete the migration implementation from i:Create to Govstack and supporting software for the Township website in 2025.



Clerk



CAO



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole- Administration and Operations

Date: December 2, 2024

Department: Environmental Services

Topic: 2025 UV System Replacement Project Business Case

Background:

See attached business case.

Handwritten signature of Eric Wemerman in cursive.

Chief Water/Sewer Operator

Handwritten signature of Don Scott in cursive.

Director of Operations



Trojan UV System Replacement Cardinal Water Treatment Plant

2025 Budget

Trojan UV System Replacement

Executive Summary

The Cardinal Water Plant utilizes two Trojan UV Swift Gen 1 Systems. The UV Systems play a critical role in the inactivation of disease-causing organisms including Cryptosporidium, Giardia and Viruses. Cryptosporidium and Giardia outbreaks have occurred around the world causing gastrointestinal disease and severe illness in vulnerable populations. The UV Systems were installed and commissioned in 2003 as part of a larger WTP upgrade outlined in our Engineer's Report prepared as an outcome of the Walkerton Inquiry.

Business Need

Trojan UV provided notice that critical components including the Programmable Logic Controller (PLC) and dosimeter boards are obsolete and can no longer be purchased. Spares were purchased of available stock to ensure adequate protection until the UV systems are replaced. Additional parts including the High-Definition Multimedia Interface (HDMI) touch screen are difficult to locate and the current software is out dated. Trojan UV is recommending replacing the UV reactors and panels with the Generation 2 model.

This project requires engineering services. Environmental Services contacted three qualified firms for pricing.

Engineering Firm	Price
Greer Galloway	\$39,670
WSP Engineering	\$52,900
Nova tech	Declined to price.

Phase 1

- Review to confirm the Trojan UV Swift Gen 2 is a direct replacement.
- Review proposed unit, assist with specific requirements, including discussions with H2Flow.
- Prepare design drawings for mechanical and electrical, including removals.
- Prepare technical specifications and scope of work.
- Provide a cost estimate to complete this project (supply, installation and commissioning).

Phase 1

- Coordinate with Supervisory Control and Data Acquisition (SCADA) service provider- Schneider Electric. Liaise with provider to ensure compatibility with existing system, define scope of work for installation, and specify scope for tendering purposes. Integrator to work directly for Township.

Phase 2

Engineering services in phase 2 would include:

- Develop and issue tender package.
- Tender period assistance including response to questions via addendums, attendance at one bidders meeting.
- Provide a recommendation for contractor awarding.
- Contract administration for project.

This is a significant project for a small user-based system to cover without utilizing the 2025 OCIF funding. The 2025 OCIF funding will be \$475,142. The Cardinal Water System Reserve fund currently has a balance of \$781,299.66.

Options or Solutions Analysis

Option 1: Award Greer Galloway the engineering and contract administration services. Tender project in 2025, return to Municipal Council with a recommendation and seek direction.

Option 2: Status quo. Delay replacement with the increased risk that spare parts will become unavailable.

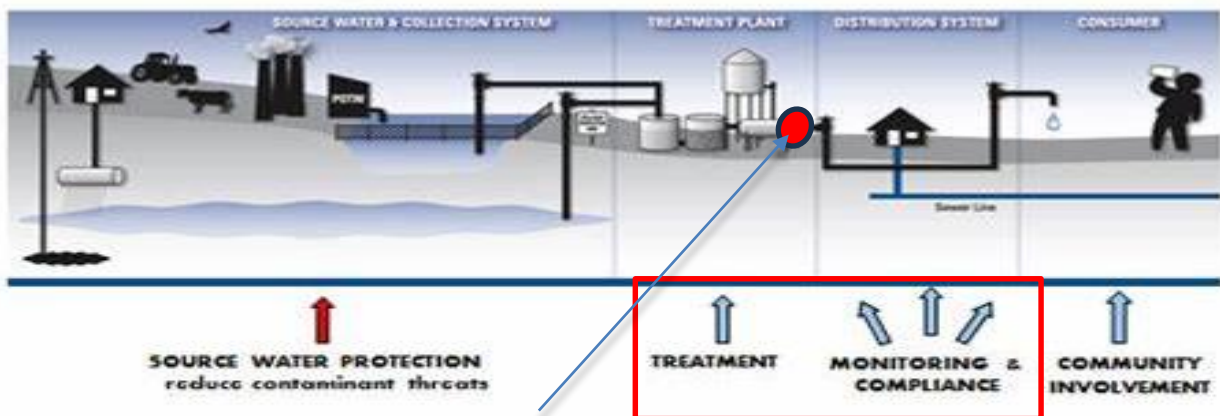
Financial and/or Non Financial Benefits

Option 1: This project is estimated to cost between \$400,000-500,000. Revenue sources to cover the estimated project cost is \$300,000 from the 2025 OCIF funding and the remainder from the Cardinal Water System Reserves. Replacing the UV system will reduce the likelihood of failure and disruption to the treatment process.

Option 2: No initial capital costs.

Risk Analysis

The UV Systems play a critical role in the multi barrier approach for ensuring safe drinking water to consumers. The UV systems provide removal credits for the inactivation of Giardia, Cryptosporidium and Viruses. Losing the UV system would require enhanced chlorination in order to achieve the minimum credits required for disinfection. During the winter months, without the UV, our flow rate capacity would be substantially decreased in order to achieve the necessary credits required due to colder temperatures and pH. This could impact supply availability for fire protection and potentially lead to health and regulatory compliance issues.



The multi barrier approach is designed such that failure of one component may not necessarily shut down your water system but will make it more vulnerable.

Recommendation

That Committee recommend that Municipal Council include the estimated \$500,000 project into the 2025 budget for the Cardinal Water System and authorize staff to issue tender documents requesting submissions from qualified bidders and return to Council with tender results and final recommendation

Implementation Plan

Award engineering by end of December 2024. Issue request for tender documents by January 2025. Council award of successful bidder by end of February. Installation and commissioning in May or June 2025.

Documentation

Greer Galloway engineering proposal.

Acceptance Sign-off

Lead Department

Prepared By: Eric Wemerman, Chief Water/Sewer Operator **Date:** 11/14/2024

Signature: *Eric Wemerman*

Approved By: Jessica Crawford, Treasurer **Date:** [month][day], [year]


Signature: _____

Approved By: Sean Nicholson, CAO **Date:** 11/25/2024

Signature: *Sean Nicholson*

Cardinal WTP UV Replacement October 2024

Project Manager Tony Guerrero	Senior Electrical Engineer Steve Lane	Mechanical Engineer Sam Hutton	Project Coordinator	Technical Staff/CAD	Site Inspector
\$ 1,600	\$ 1,440	\$ 960	\$ 720	\$ 600	\$ 600
per diem	per diem	per diem	per diem	per diem	per diem
\$ 200	\$ 180	\$ 120	\$ 90	\$ 75	\$ 75



COST BREAKDOWN

Labour	Disburs.	TOTAL	Total Hrs
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1.00	Project Management										
1.01	Project Startup Meeting and site visit	4.00		8.00				\$ 1,760	\$ 150	\$ 1,910	12
1.02	Collection and Review of Background and Project Information (UV SYSTEM)	4.00	2.00	2.00	2.00			\$ 1,580	\$ 50	\$ 1,630	10
1.05	60% Detailed Design Progress Meeting	2.00	1.00	2.00	2.00			\$ 1,000	\$ 50	\$ 1,050	7
1.07	Final Detailed Design Progress Meeting	2.00	1.00	2.00	2.00			\$ 1,000	\$ 50	\$ 1,050	7
2.00	Design										
2.01	Preliminary design brief / scope of work	2.00	2.00	2.00				\$ 1,000		\$ 1,000	6
2.02	Design drawings 60%	4.00	4.00	8.00	2.00	24.00		\$ 4,460	\$ 100	\$ 4,560	42
2.03	Final Design drawings	2.00	4.00	8.00	2.00	24.00		\$ 4,060	\$ 100	\$ 4,160	40
2.04	Technical Specifications	2.00	2.00	12.00	2.00			\$ 2,380	\$ 100	\$ 2,480	18
2.05	Construction Cost Estimate	2.00		1.00				\$ 520		\$ 520	3
2.06	Coordination with Integrator	2.00	4.00	2.00				\$ 1,360		\$ 1,360	8
2.07	Prepare and Submit Tender package	4.00		8.00	2.00			\$ 1,940	\$ 200	\$ 2,140	14
3.00	Tender Period Assistance										
3.01	Publish all tender ready documentation and final estimate	2.00		4.00	2.00			\$ 1,060	\$ 50	\$ 1,110	8
3.02	Facilitate and attend pre-tender site meeting	1.00		8.00	2.00			\$ 1,340	\$ 150	\$ 1,490	11
3.03	Issue addendums to respond to inquiries from bidders/bidders meeting	4.00	2.00	4.00		4.00		\$ 1,940	\$ 50	\$ 1,990	14
3.04	Tender review and Recommendation for Award of Tender	2.00		2.00				\$ 640	\$ 50	\$ 690	4
4.00	Construction Period Assistance										

4.01	Shop Drawing Review	2.00	2.00	4.00	4.00			\$ 1,600		\$ 1,600	12
4.02	Respond to RFIs, issue CO, PCs, virtual meetings	8.00	2.00	12.00	4.00	4.00		\$ 4,060		\$ 4,060	30
4.03	Site Inspection based on 4 days on site						32.00	\$ 2,400	\$ 600	\$ 3,000	32
4.04	Commissioning assistance based on 2 days on site						16.00	\$ 1,200	\$ 300	\$ 1,500	16
4.05	Final Review visit						8.00	\$ 600	\$ 150	\$ 750	8
4.06	Issue Substantial Completion	1.00		1.00	1.00			\$ 410		\$ 410	3
4.07	As constructed drawings	1.00	1.00	2.00	1.00	4.00		\$ 1,010	\$ 200	\$ 1,210	9
GRAND TOTAL		51.00	27.00	92.00	28.00	60.00	56.00	\$ 37,320	\$ 2,350	\$ 39,670	314

Note: Prices do not include HST

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat						
October						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																		
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March		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																
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May					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
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July				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																	
September				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole- Administration and Operations

Date: December 2, 2024

Department: Environmental Services

Topic: Spencerville Pumping Station # 1 Upgrades-Business Case

Background:

See attached business case.

Handwritten signature of Eric Wemerman in cursive.

Chief Water/Sewer Operator

Handwritten signature of Don Scott in cursive.

Director of Operations



Spencerville Pumping Station # 1 Upgrades

2025 Budget

Spencerville Pumping Station# 1 Upgrade

Executive Summary

Spencerville Pumping Station # 1 was commissioned in 1989. The station utilizes two 5 horsepower (HP) Myers pumps to transmit untreated sewage to the Spencerville Stabilization Ponds for treatment. The Myers pumps are frequently being serviced and replaced due to wear and plugging. This project was scheduled for 2026 however due to the frequency of repairs the project has been moved to 2025. At the September 30th Council meeting, the engineering for the upgrade was awarded to Novatech.

Business Need

The pump panel is aging and the pumps are frequently being replaced due to impellor wear and plugging up. The proposed upgrade would include replacing the pump, rail and panel systems to Flygt. Flygt systems are working well in Cardinal and are of superior quality to the Myers system. The impellor design allows for improved performance, fewer blockages and are reliable.

Novatech has completed some preliminary engineering and provided an initial Class D estimate totaling \$206,641.50. We are budgeting \$250,000 for this project as final engineering is not complete and the large variability in cost for bypass operations.

This is a significant project for a small user-based system to finance. Utilizing a portion of the 2025 OCIF funding is recommended. OCIF funding for 2025 is \$475,142. The Spencerville Wastewater Reserve Fund currently has a balance of \$408,597.99.

Options or Solutions Analysis

Option 1: Proceed with issuing tender package and return to Council with results and recommendation.

Option 2: Status quo. Delay project with the increased risk of pump and panel failures.

Financial and/or Non Financial Benefits

Option 1: The total project cost for the project is estimated to be \$250,000. Utilizing \$175,000 from OCIF and the remainder from the Spencerville Wastewater Reserve Fund could be one option depending on the tender results. Upgrading aging infrastructure will ensure we are maintaining a reliable system for the users of Spencerville. This project also aligns with section 4.4 of the strategic plan, maintaining good infrastructure within Edwardsburgh/Cardinal.

Option 2: No initial capital cost.

Risk Analysis

The increased frequency of operator confined space entries to assist in pulling the pumps from the wet well has an increased risk of leading to operator injuries. In addition, pump and panel failures increase the risk of sanitary main backups and overflow events to the South Nation River. Sanitary main backups pose a health risk to residents and can compromise public trust. Overflow events have both a health and environmental impact.

Recommendation

That Municipal Council include the estimated \$250,000 project into the 2025 budget for the Spencerville Wastewater system and authorize staff to issue tender documents requesting submissions from qualified bidders and return to Council with tender results and final recommendation.

Implementation Plan

Issue request for tender documents by January 2025. Council award of successful bidder by end of February. Installation and commissioning in July or August 2025.

Documentation

Novatech's preliminary cost estimate

Acceptance Sign-off

Lead Department

Prepared By: [Eric Wemerman, Chief Water/Sewer Operator] **Date:** 11/12/2024

Signature: *Eric Wemerman*

Approved By: Jessica Crawford, Treasurer **Date:** [month][day], [year]

Signature: _____

Approved By: Sean Nicholson, CAO **Date:** 11/25/2024

Signature: *Sean Nicholson*



Spencerville PS Upgrade Preliminary Cost Estimate

ITEM NO.	ITEM	EST. QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
SECTION A - GENERAL					
1	Submittals	1	LS	\$1,500.00	\$1,500.00
2	Demonstration and Testing	1	LS	\$4,000.00	\$4,000.00
3	Commissioning	1	LS	\$5,000.00	\$5,000.00
TOTAL SECTION A - GENERAL					\$10,500.00
SECTION B - WET WELL					
1	Temporary bypass pumping	1	LS	\$9,500.00	\$9,500.00
2	a) Xylem pump package	1	LS	\$57,400.00	\$57,400.00
	b) Wet Well (Installation) (Includes Controls, Pumps, and Piping Modificaions)	1	LS	\$26,000.00	\$26,000.00
	c) Existing leak repairs	1	LS	\$5,000.00	\$5,000.00
TOTAL SECTION B - CIVIL WORKS AND MECHANICAL					\$97,900.00
SECTION C - ELECTRICAL AND INSTRUMENTAL					
1	Control Panel				
	a) Control Panel (Includes Contol Panel components, controls)	1	LS	\$29,255.00	\$29,255.00
	b) Electrical	1	LS	\$17,500.00	\$17,500.00
	c) Conduits to Wet Well	1	LS	\$2,500.00	\$2,500.00
	d) Alarm Panel	1	LS	\$1,300.00	\$1,300.00
SECTION C - ELECTRICAL AND INSTRUMENTAL					\$50,555.00
Construction Total					\$158,955.00
35% Soft Costs and Contingency					\$47,686.50
Total					\$206,641.50



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole- Administration and Operations

Date: December 2, 2024

Department: Environmental Services

Topic: 2025 4 X 4 Truck Replacement Business Case

Background:

See attached business case.

Handwritten signature of Erii Wenema in cursive script.

Chief Water/Sewer Operator

Handwritten signature of D. S. Cat in cursive script.

Director of Operations



Environmental Service Truck Replacement

2025 Budget

Environmental Services Truck Purchase

Executive Summary

Environmental Services currently has a fleet of three trucks to carry out essential daily tasks and to respond to emergencies. The 2015 4X4 GMC truck is aging, having accumulated 252,000 kilometers thus far, and serves as our on-call vehicle.

Business Need

Routine maintenance, such as the replacement of rocker panels, oil changes, and various repairs, has contributed to the longevity of the vehicle. However, the truck requires exterior rust proofing repairs if we were to maintain the vehicle beyond 2025. A 4X 4 truck is required to ensure operators can respond to emergencies during adverse winter weather events.

Options or Solutions Analysis

Option 1: Issue an RFP to local dealerships for a 2024/2025 4 X 4 truck to an upset limit of \$75,000. Financing the purchase will be less impactful for a user-based system and can be incorporated into the operational budgets for multiple systems.

Option 2: Issue an RFP to local dealerships for a 2024/2025 4 X 4 truck to an upset limit of \$75,000. Purchase outright without financing. This option is less desirable as we have proposed significant capital projects in 2025 that may draw down reserves in the Cardinal Water and Spencerville Wastewater Systems.

Option 3: Status quo. Delay purchase.

Financial and/or Non Financial Benefits

Replacing aging vehicles will ensure reliable transportation to respond to emergency situations. This purchase would also align with the Townships Asset Management Plan in ensuring we are replacing aging assets.

Risk Analysis

Increased risk of vehicle breakdowns and repair costs if aging vehicles are not replaced.

Recommendation

Option 1: Issue an RFP to local dealerships for a 2024/2025 4 X 4 truck to an upset limit of \$75,000. Financing the purchase will be less impactful for a user-based system and can be incorporated into the 2025 operational budget for multiple systems.

Implementation Plan

Purchase a 2024/2025 4X4 truck to an upset limit of 75,000.

Documentation

Nil.

Acceptance Sign-off

Lead Department

Prepared By: [Eric Wemerman, Chief Water/Sewer Operator] **Date:** 11/13/2024

Signature: *Eric Wemerman*

Approved By: Jessica Crawford, Treasurer **Date:** [month][day], [year]

Signature: _____

Approved By: Sean Nicholson, CAO **Date:** 11/25/2024

Signature: *Sean Nicholson*



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole- Administration & Operations

Date: December 2, 2024

Department: Environmental Services

Topic: 2025 Environmental Services Capital Projects

Background:

SCADA Workstation Upgrades

Schneider Electric provides a lifecycle road map for every component of the Supervisory Control and Data Acquisition (SCADA system). The road map will classify if a component or support service is at the preferred stage (readily available), lifetime (nearing obsolete) or obsolete (no longer available). The work stations have moved into the lifetime stage which means support services and replacement parts may become obsolete with little warning. Software within the computers require upgrading. The current SCADA system utilizes one historian at the Cardinal WPCP. The historian software collects real-time operational data including turbidity, chlorine and UV readings which are required to ensure regulatory compliance and for process control /monitoring. This upgrade would also include a redundant historian at the Cardinal Water Plant which adds additional protection in the event of a fiber optic line failure. Schneider Electric has quoted \$60,000 with proposed funding split 50/50 between the Cardinal Water and Wastewater Systems.

Generator System Repairs

Environmental Services was provided notification from GAL Power that fuel systems inspections are required to be completed annually to ensure conformance to CSA B139-19 code. A certified OBT 1 Fuel Technician completed inspections on all diesel operated systems and identified deficiencies that are out of compliance with the CSA B139-19 code. Fuel system codes evolve over time and systems that previously were compliant may no longer adhere to current standards. Estimated repair costs are \$63,000 for the Cardinal WPCP, \$30,000 for the Cardinal WTP and \$40,000 for Spencerville Station # 1. Failing to complete the necessary repairs may impact delivery of diesel fuel which could impact operations during power disruptions.

Dundas Street West Engineering

The Counties have expressed interest in replacing aging stormwater infrastructure between Dundas/Bridge to Dundas/County Road 2 in Cardinal. Similar to the County Road 2 project there may be an opportunity for a collaborative project to replace aging water and sanitary assets at the same time. This project requires engineering in 2025 to ensure project readiness in 2026. We have proposed a budget of \$30,000 for the Cardinal Sanitary and \$30,000 for the Cardinal Water Systems.

Eric Wemerman

Chief Water/Sewer Operator



Director of Operations



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: December 2, 2024

Department: Finance

Topic: 2025 Water System Budgets

Purpose: To review and approve the 2025 Water and Wastewater systems budget estimates.

Background: There are a total of 5 water and wastewater systems operated by the Municipality and paid for by the users of each system.

From the asset management plan that was conducted in 2024, it was noted that the financial strategy developed to address the annual capital funding gap would require a rate increase of 5.8% for Water and 3.8% for Sanitary to eliminate the Townships infrastructure deficit based on a 15-year plan.

The last increase for the users to all the systems was implemented in 2021. We will implement the advised rate increases for 2025 to address the capital funding gap for the increased capital work that is required to ensure that the water and wastewater systems are operating effectively and efficiently.

Policy Implications: By-law 2020-67 adopted a reserve and reserve funds policy. The policy indicates any annual operating surplus, or deficit should be transferred to or from this reserve fund. This applies to each system and segregated to their own account. This is completed once the fiscal year is audited.

Strategic Plan Implications: This aligns with the Strategic Plan Objective 4.6 which states the sustainability of water and stormwater infrastructure.

Financial Considerations: No financial considerations to indicate as the increase will be applied to the direct users of the systems.

Recommendation: THAT Committee recommend that Council approve the 2025 budget as presented for all Water and Wastewater systems.



Treasurer



CAO

Budget Report 2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
Environmental Services			
56 Cardinal Sanitary Sewer			
56-4210 Cardinal Sewer Revenue	(677,355)	(656,502)	(3.08%)
56-4211 Capital Levy	(52,263)	(52,263)	
56-4299 Cardinal Wastewater Misc Revenue	(5,000)	(5,000)	
56-4710 Transfer From Reserve Fund	(51,000)	(123,000)	141.18%
56-5102 Wages Wastewater Treatment	182,135	183,747	0.89%
56-5105 Wages On Call Wastewater Treatment	4,800	9,234	92.38%
56-5111 Canada Pension Plan	8,869	9,068	2.24%
56-5112 Employer Health Tax	3,552	3,763	5.94%
56-5113 Employment Insurance	2,451	3,384	38.07%
56-5114 Workers Compensation	4,823	5,953	23.43%
56-5115 Group Insurance	22,588	21,315	(5.64%)
56-5116 Omers	18,711	18,879	0.90%
56-5201 Heat	27,000	28,000	3.70%
56-5202 Hydro	77,000	77,000	
56-5204 Chemicals and Supplies	19,000	20,000	5.26%
56-5301 Stationery	700	700	
56-5306 Materials	2,500	2,500	
56-5307 Miscellaneous	1,000	1,500	50.00%
56-5309 Telephone	6,300	7,000	11.11%
56-5310 Equipment Repair	40,000	42,000	5.00%
56-5321 Legal	1,500	1,500	
56-5326 Contract Fee	58,000		(100.00%)
56-5327 Professional Associations	400	550	37.50%
56-5329 Professional Development	4,800	6,000	25.00%
56-5331 Postage/Courier	200	200	

Budget Report 2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
56-5334 Insurance	27,830	30,613	10.00%
56-5335 Lab Testing	27,000	28,000	3.70%
56-5336 Vehicle Expense	4,000	12,100	202.50%
56-5337 Sludge Removal	17,000	18,000	5.88%
56-5350 Property Tax	2,000	2,300	15.00%
56-5585 Cardinal WWTP Debenture Principal	17,000	17,000	
56-5586 Cardinal WWTP Debenture Interest	23,000	23,000	
56-5725 Allocated Labour Cardinal WW Coll	4,000	4,000	
56-5726 Mach Rental Twp Cardinal WW Coll	1,000	1,000	
56-5727 Maintenance Cardinal WW Coll	55,000	65,000	18.18%
56-5901 Transfer to Reserve	70,459	70,459	
56-5950 WWTP Capital	51,000	123,000	141.18%
Total 56 Cardinal Sanitary Sewer			
Total Environmental Services			
Total Cardinal Sanitary Sewer			

Budget Report

2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
Environmental Services			
58 Cardinal Water			
58-4210 Cardinal Water Revenue	(597,073)	(643,246)	7.73%
58-4211 Capital Levy	(44,130)	(44,130)	
58-4299 Water Miscellaneous Revenue Cardinal	(5,000)	(5,000)	
58-4710 Transfer From Reserve Fund	(119,041)	(565,000)	374.63%
58-5102 Wages Water Treatment	177,342	178,911	0.88%
58-5105 Wages On Call Water Treatment	4,800	8,991	87.31%
58-5111 Canada Pension	8,636	8,830	2.25%
58-5112 Employer Health Tax	3,459	3,664	5.93%
58-5113 Employment Insurance	2,386	3,295	38.10%
58-5114 Workers Compensation	4,696	5,796	23.42%
58-5115 Group Insurance	21,993	20,754	(5.63%)
58-5116 Omers	18,218	18,382	0.90%
58-5125 Allocated Labour	4,000	4,000	
58-5126 Machine Rental Township	1,500	1,500	
58-5201 Heat	11,000	12,000	9.09%
58-5202 Hydro	27,000	27,000	
58-5204 Chemicals and Supplies	27,000	28,000	3.70%
58-5301 Stationery	400	400	
58-5306 Materials	2,500	2,500	
58-5307 Miscellaneous	1,000	1,800	80.00%
58-5309 Telephone	4,700	5,200	10.64%
58-5310 Equipment Repair	55,000	57,000	3.64%
58-5326 Contract Fee	60,000	68,000	13.33%
58-5327 Professional Associations	1,700	1,700	
58-5329 Professional Development	6,000	8,000	33.33%

Budget Report

2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
58-5331 Postage/Courier	100	400	300.00%
58-5334 Insurance	24,805	27,285	10.00%
58-5335 Lab Testing	18,000	25,000	38.89%
58-5336 Vehicle Expense	4,000	12,400	210.00%
58-5350 Property Tax	6,000	6,600	10.00%
58-5727 Maintenance Cardinal Water treat	45,000	50,000	11.11%
58-5901 Transfer to Reserve	104,968	104,968	
58-5950 WTP Capital	119,041	565,000	374.63%
Total 58 Cardinal Water			
Total Environmental Services			
Total Cardinal Water			

Budget Report

2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
Environmental Services			
52 Industrial Park Wastewater			
52-4210 Industrial Park Wastewater Revenue	(76,787)	(91,775)	19.52%
52-4215 Industrial Park Capital Levy	(2,900)	(2,900)	
52-4220 Ind Park Wastewater Interest Revenue	(40)	(40)	
52-4299 Industrial Park Wastewater Misc Revenue	(17,601)	(17,601)	
52-5326 Industrial Park WWTP Contract Treatment	79,215	94,000	18.66%
52-5333 Industrial Park Insurance	2,028	2,231	10.01%
52-5901 Transfer to Reserve Fund	16,085	16,085	
Total 52 Industrial Park Wastewater			
Total Environmental Services			
Total Industrial Park Wastewater			

Budget Report

2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
Environmental Services			
53 Industrial Park Water			
53-4220 Ind Park Water Interest Revenue	(1,000)	(1,000)	
53-4221 Industrial Park Water	(187,041)	(209,530)	12.02%
53-5102 Salaries & Wages	33,551	33,848	0.89%
53-5105 Wages - On Call		1,701	
53-5111 Canada Pension Plan	1,634	1,670	2.20%
53-5112 Employer Health Tax	654	693	5.96%
53-5113 Employment Insurance	451	623	38.14%
53-5114 Workers Compensation	888	1,097	23.54%
53-5115 Group Insurance	4,161	3,927	(5.62%)
53-5116 Omers	3,447	3,478	0.90%
53-5301 Miscellaneous	250	250	
53-5309 Industrial Park Telephone	1,500	2,000	33.33%
53-5320 System Optimization	1,000	1,000	
53-5326 Industrial Park Contracts	2,000	2,500	25.00%
53-5329 Professional Development	1,000	1,500	50.00%
53-5333 Insurance	7,376	8,114	10.01%
53-5335 Water Sampling	4,000	4,500	12.50%
53-5336 Vehicle Expense	4,000	6,000	50.00%
53-5612 Industrial Park Water Line Maintenance	16,000	16,000	
53-5631 Prescott Water Costs	90,000	90,000	
53-5641 Johnstown Water Supply & System Repairs	10,500	10,500	
53-5901 Transfer To Reserve Fund	16,129	16,129	
53-5902 Transfer to Reserve (Segregated)	5,000	5,000	
Total 53 Industrial Park Water	15,500		(100.00%)
Total Environmental Services	15,500		(100.00%)

Budget Report

2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
Total Industrial Park Water	15,500		(100.00%)

Budget Report 2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
Environmental Services			
55 Raw Water			
55-4210 Raw Water Supply System Revenue	(138,367)	(133,016)	(3.87%)
55-5102 Labour	17,100	20,551	20.18%
55-5105 Wages On Call	4,800	1,033	(78.48%)
55-5111 Canada Pension Plan	810	1,014	25.19%
55-5112 Employer Health Tax	425	421	(0.94%)
55-5113 Employment Insurance	320	378	18.13%
55-5114 Workers Compensation	700	666	(4.86%)
55-5115 Group Insurance	2,400	2,384	(0.67%)
55-5116 Omers	1,750	2,111	20.63%
55-5202 Hydro	35,000	30,000	(14.29%)
55-5203 Building Repairs	3,000	3,000	
55-5204 Chemicals and Supplies	9,500	6,500	(31.58%)
55-5301 Stationery	100	100	
55-5306 Materials	500	500	
55-5307 Miscellaneous	100	100	
55-5309 Telephone	1,600	2,500	56.25%
55-5310 Equipment Repair	13,250	13,250	
55-5311 L L Pump Stn Leased Equipment	6,000	1,000	(83.33%)
55-5326 Contract Services	5,000	5,000	
55-5329 Training & Development	2,000	2,500	25.00%
55-5331 Postage and Courier	50	50	
55-5334 Insurance	5,962	6,558	10.00%
55-5336 Vehicle Costs	8,000	13,400	67.50%
55-5902 Transfer to Reserve Funds	20,000	20,000	
Total 55 Raw Water			

Budget Report

2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
Total Environmental Services			
Total Raw Water			

Budget Report

2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
Environmental Services			
51 Spencerville Wastewater			
51-4210 Spencerville Wastewater	(164,753)	(179,860)	9.17%
51-4220 Spencerville Wastewater Interest Revenue	(1,000)	(1,000)	
51-4710 Spencerville Trans from Reserves	(86,000)	(302,000)	251.16%
51-5102 Salaries & Wages	46,732	50,994	9.12%
51-5105 Spencerville Wastewater Wages On Call	4,800	2,369	(50.65%)
51-5111 Canada Pension Plan	2,276	2,530	11.16%
51-5112 Employer Health Tax	911	1,041	14.27%
51-5113 Employment Insurance	911	942	3.40%
51-5114 Workers Compensation	1,237	1,646	33.06%
51-5115 Group Insurance	5,796	5,986	3.28%
51-5116 Omers	4,801	5,209	8.50%
51-5125 Allocated Labour	1,500	1,500	
51-5126 Machine Rental - Township	400	400	
51-5202 Hydro	7,700	8,000	3.90%
51-5203 Repairs	10,000	10,000	
51-5204 Chemicals and Supplies	15,000	16,000	6.67%
51-5307 Miscellaneous	2,800	3,000	7.14%
51-5309 Telephone	900	1,000	11.11%
51-5310 Equipment	1,000	1,000	
51-5326 Contract Fee	12,000	12,000	
51-5331 Lab/Courier	4,400	4,600	4.55%
51-5334 Insurance	5,542	6,096	10.00%
51-5335 Vehicle Expenses	3,000	6,000	100.00%
51-5336 Snow Plowing	3,500		(100.00%)
51-5727 Maintenance Spencerville WW Collection	20,000	30,000	50.00%

Budget Report

2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
51-5902 Transfer to Reserve Funds	10,547	10,547	
51-5950 Spencerville Wastewater Capital	86,000	302,000	251.16%
Total 51 Spencerville Wastewater			
Total Environmental Services			
Total Spencerville Wastewater			

**2025 Capital Budget - Rate Based
Funding Analysis**

GL Code	Department	Project	Expense	Funding					2024 User Fee	Notes	
			2025 Budget	Reserves	Grants	Financing	WIP	Total			
56-5950	Cardinal Wastewater	Dundas St W - Engineering	\$ 30,000	\$ (30,000)					\$ (30,000)	\$ -	Covered by existing capital levies
56-5950	Cardinal Wastewater	SCADA Workstation/Historian Upgrades (50%)	\$ 30,000	\$ (30,000)					\$ (30,000)	\$ -	Covered by existing capital levies
56-5950	Cardinal Wastewater	Generator and Fuel System Repairs	\$ 63,000	\$ (63,000)					\$ (63,000)	\$ -	Covered by existing capital levies
			\$ 123,000	\$ (123,000)	\$ -		\$ -		\$ (123,000)	\$ -	
58-5950	Cardinal Water System	SCADA Workstation/Historian Upgrades (50%)	\$ 30,000	\$ (30,000)					\$ (30,000)	\$ -	Covered by existing capital levies
58-5950	Cardinal Water System	UV Replacements at Water Plant	\$ 400,000	\$ (100,000)	\$ (300,000)				\$ (400,000)		OCIF and covered by existing capital levies
58-5950	Cardinal Water System	Dundas St W - Engineering	\$ 30,000	\$ (30,000)					\$ (30,000)		Covered by existing capital levies
58-5950	Cardinal Water System	Vehicle Replacement (on-call 4x4)	\$ 75,000			\$ (75,000)			\$ (75,000)		Vehicle will be financed. Cost added to operating budgets
58-5950	Cardinal Water System	Generator and Fuel System Repairs	\$ 30,000	\$ (30,000)					\$ (30,000)	\$ -	Covered by existing capital levies
			\$ 565,000	\$ (190,000)	\$ (300,000)	\$ (75,000)	\$ -		\$ (565,000)	\$ -	
51-5950	Spencerville Wastewater System	Spencerville PS 1 Pump Upgrades	\$ 250,000	\$ (75,000)	\$ (175,000)				\$ (250,000)	\$ -	OCIF and covered by existing capital levies
51-5950	Spencerville Wastewater System	Generator and Fuel System Repairs	\$ 40,000	\$ (40,000)	\$ -				\$ (40,000)	\$ -	Covered by existing capital levies
			\$ 290,000	\$ (115,000)	\$ (175,000)	\$ -			\$ (290,000)	\$ -	
53-5613	Industrial Park Water System		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
55-5950	Windmill Pumping Station		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
			\$ 978,000	\$ (428,000)	\$ (475,000)	\$ (75,000)	\$ -		\$ (978,000)	\$ -	Total Rate Based Capital



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: December 2, 2024

Department: Fire

Topic: Pumper 1 Purchase Options

Purpose: To receive direction to investigate Pumper 1 replacement options.

Background: Pumper 1 is a 2007 International built by Arnprior Fire Trucks. The truck has served us well throughout its life and is scheduled for replacement in 2027. Based on current market conditions and impending 2027 emissions and engine updates, going to market as soon as possible may result in significant savings.

Policy Implications: Utilizing the Canoe Procurement Program, options can be investigated for Council consideration relatively quickly without the onerous RFP and tender process.

Procurement Policy – Item 5.5 states “The Township may participate in co-operative purchasing with other municipalities, agencies, boards or broader public sector entities. The co-operative purchasing process may be conducted in accordance with the procurement policies and procedures of the entity that is responsible for coordinating and leading the process. Providing that those policies and procedures are consistent with the Township’s obligations under applicable trade agreements and the Township’s goals and objectives set out in this policy.”

Strategic Plan Implications: This would align with objective 4.10, maintain municipal fire infrastructure.

Financial Considerations: No financial impact at this stage.

Recommendation: That Committee recommend that Council direct staff to investigate pumper 1 replacement options and return with a recommendation.

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

Fire Chief