



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

**Monday, January 13, 2025, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario**

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. UCDSB End to Competitive Sports
 - b. Agricultural Area Review - Municipal Review & Comments
- 8. Action/Information Items**
 - a. Community Improvement Plan (CIP) Proposals
 - b. Pregnancy & Parental Leave Policy
 - c. 2024 Cardinal/Industrial Park Water System Annual Reports
 - d. 2025 Employee Group Benefit Marketing Results
 - e. 2025 Levy-Based Capital Budget Review
 - f. 2025 Draft Fire Department Budget

1. Pumper 1
- g. 2025 Draft Recreation and Facilities Budget
 1. Johnstown Play Structure Replacement
 2. Johnstown Pool Piping Retrofit
 3. Spencerville Arena Dehumidifier
- h. 2025 Draft Public Works Budget
 1. 2025 Capital Road Program
 2. Sidewalk Capital Program
 3. Roadside Mower Attachment
 4. Structural Wall Repair
 5. Oil Grit Separator
 6. Holding Tank
 7. Fleet Coordinator
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, December 2, 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
Rebecca Crich, Clerk
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 6:30 p.m.

2. Approval of Agenda

Moved by: S. Dillabough

Seconded by: J. Martelle

That the agenda be approved as presented.

Carried

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

a. J. Martelle - Regulate the Use of Signs

Home-based business – The Boneyard - posts signage in Township.

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

None.

5. Delegations and Presentations

None.

6. Consent Agenda

None.

7. Discussion Items

a. Regulate the Use of Signs

J. Martelle declared a conflict on this item. (Home-based business – The Boneyard - posts signage in Township.)

Councillor Martelle left the table at 6:31 p.m. and did not participate in the discussions.

Committee was provided with a summary of the report and discussed the following: restrictions to non-local business signage, signage placement and setbacks for sightlines, and implementing a permitting system to regulate large signage.

There was discussion regarding complaints received in regards to the signage, the limitations of the Township's part-time BLEO and the additional onus added to staff with the implementation of a sign bylaw.

Additional concerns with the quantity, erection, maintenance, and removal of advertising signage was noted.

Members noted that while there are some concerns with signage throughout the Township, more pressing issues are at hand and no further direction was provided to staff to pursue the topic.

Councillor Martelle returned to the table at 6:48 p.m.

8. Action/Information Items

a. 2025 Reduced Summer Meeting Schedule

Committee was provided with a brief summary of the report and discussed the successful reduction of the 2024 summer meeting schedule, clarified the proposed schedule, and the benefits of the reduced schedule to accommodate staff holidays and Council conferences.

Further consultation with the incoming Port General Manager regarding the reduced 2025 summer schedule is required. However, pending their approval, the Committee supported the proposal.

Moved by: C. Ward

Seconded by: J. Martelle

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.

Carried

b. Pre-Budget Approval - Website Update

Committee was provided an overview of the report and discussed the following: factors impacting pricing, sole sourcing versus tendering, annual service fees, efficiencies and accessibility of the new software, staff training, mitigation of additional costs, and improved appearance and user experience.

Moved by: C. Ward

Seconded by: W. Smail

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.

Carried

c. Pre-Budget Approval - 2025 UV System Replacement Project

Committee was provided with a summary of the report and discussed the following: ongoing issues with the system, the disposal process, confirmed UV system replaced in 2014 at the sewage plant, the implications of failed inspections, appropriate allocation of the Ontario Community Infrastructure Funding (OCIF), and the impacts of the project to the proposed user-fee increase.

Members noted the possible increased availability of grant funding for infrastructure with the impending Federal elections.

Moved by: S. Dillabough

Seconded by: W. Smail

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.

Carried

d. 2025 Spencerville Pumping Station 1 Upgrades

Committee was provided with an overview of the report and discussed the following: system deficiencies, funding more predominantly through reserves, impending capital costs, and the interchangeability of the pumps with the new system.

Moved by: W. Smail

Seconded by: C. Ward

That Committee recommends 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.

Carried

e. 2025 4x4 Truck Replacement

Committee was provided with a summary of the report and discussed the following: current truck prices, vehicle options, Township vehicles available, zero emission incentives, cost of vehicle repairs to date, the reliability of electric vehicles for on-call use, and the additional costs associated with retrofitting employee residences to accommodate electric on-call vehicles charging.

Members discussed implementing an electric vehicle into the Township fleet, the flexibility of Council to departmentally shuffle vehicles, and reviewed the need to use a 4x4 truck in the Recreation department to deliver goods to the canteen locations.

There was consensus to defer the item to the 2026 budget and remain status quo for 2025.

Moved by: C. Ward

Seconded by: S. Dillabough

That Committee recommend that Municipal Council approve Option 3 to remain status quo for 2025 and defer the vehicle purchase to the 2026 budget discussions.

Carried

f. 2025 Environmental Services Capital Projects

Committee was provided with a detailed overview of the report and discussed interest from the United Counties of Leeds and Grenville in updating the aging infrastructure in the area, and the cost of running fibre optic lines.

Members requested a detailed cost breakdown of the project to better gauge the direct impact to the ratepayer to complete the proposed capital projects.

g. 2025 Water System Budgets

It was noted that the recommendation for adopting the budget would be removed due to the elimination of the 4x4 truck purchase. Staff will return to the December 9 Council meeting with updated budget figures. Additionally, the \$58,000.00 contract fee was noted to be missing in the Cardinal sanitary sewer budget. A handout with updated fees was circulated and is held on file.

Committee was provided with an overview of the report and discussed the following: the increase in revenues under the Industrial Park water budget, available water capacity for the Industrial Park area, and reallocating funding to draw more heavily from reserves.

A proposed 5.8% rate increase to water services; and a proposed 3.8% rate increase to sanitary services was noted. Members discussed the estimated revenue anticipated for reserves with the proposed increases, the allocation of the 2025 Ontario Community Infrastructure Funding (OCIF), and maintaining reserves to cover future costs associated with updating the 1989 Environmental Compliance Approval (ECA) for the Spencerville Lagoon.

Committee requested a breakdown of the estimated revenues realized following the implementation of the user rate increases, current departmental reserve balances, and re-allocating the majority of the costs to reserves with the remaining \$100,000.00 covered by OCIF for the UV replacements at the Cardinal water treatment plant.

h. Pumper 1 Replacement Options

Committee was provided with a summary of the report and discussed the following: impending emissions and engine regulation updates, average useful life of the asset, estimated costs, the importance of the availability of contemporary emergency response equipment, and the ability to issue an RFQ congruently with exploring the Canoe procurement process.

Moved by: J. Martelle

Seconded by: C. Ward

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

Carried

9. Councillor Inquiries/Notices of Motion

Deputy Mayor Dillabough inquired about contacting the UCLG regarding speed reduction along County Road 44 in the Crystal Rock area and the installation of an accessible parking spot on Bennet St. in front of the presbyterian church in Spencerville.

The Mayor requested staff to prepare a Township fleet evaluation report to review options for implementing a strategy for gradual fleet electrification.

10. Member's Report

Member's reported on the following:

- Councillor Ward thanked the Clerk for aiding in food donation collections at the SpencerWhoville event, noting an excellent public turn-out.
- Deputy Mayor Dillabough commended the Spencerville Legion on the successful hosting of their breakfast with Santa event.

11. Question Period

None.

12. Closed Session

None.

13. Adjournment

Moved by: C. Ward

Seconded by: J. Martelle

That Committee does now adjourn at 8:44 p.m.

Carried

Chair

Deputy Clerk



**TOWNSHIP OF EDWARDSBURGH CARDINAL
DISCUSSION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: January 13, 2025

Department: Community Development and Planning

Topic: Agricultural Area Review – Municipal Review and Comments

Background: The Counties Manager of Planning Services provided a letter dated November 18, 2024, which informs local municipalities that the Counties Planning Advisory Committee (PAC), in consideration of the County Council’s position, on the proposed Agricultural Area designation; has provided additional time for municipalities to review and comment on the draft recommended Agricultural Area Mapping prepared by Planscape, dated November 18th, 2024.

Municipalities have until January 15th, 2025, to provide comments to the County. The township has contacted the Manager of Planning Services and made them aware that the township will be providing comments on or before January 15th, 2025.

Members of Council and Township staff met in December 2024 to discuss the mapping and determined there should be proposed alterations to the mapping to remove areas for future growth and include additional lands which may protect existing and future agricultural lands.

A draft report (Exhibit A) has been prepared for the Committee’s review and discussion prior to our submission to the County.

A handwritten signature in blue ink, appearing to read 'T. Fisher', written over a horizontal line.

Tim Fisher, Municipal Land Use Planner

January 15, 2025

Sent by Email

Cherie Mills, Manager of Planning Services
25 Central Avenue, Suite 100
Brockville, Ontario K6V 4N6

**RE: Agricultural Area Review – Mapping Review Comments
Township of Edwardsburgh Cardinal
County File No: D23-2022-01 – Agricultural Area Review**

Dear Mrs. Mills:

The Mayor, Council and staff of the Township of Edwardsburgh Cardinal, appreciate the Counties Planning Advisory Committee (PAC) decision to allow additional time for municipalities within the County to validate the consultants' recommended Agricultural Mapping in the context of local goals and considerations. Municipal staff have been working with our Mayor and members of Council to review and provide comments on the recommended mapping.

The Township of Edwardsburgh Cardinal have fundamental concerns with some areas which are recommended to be added as agricultural designated lands based on the recommended Agricultural Area Mapping prepared by Planscape, dated November 18th, 2024.

Our review focused on three key areas of the municipality. The first area are the lands south of the 401 which includes the Villages of Johnstown and Cardinal settlement area and its potential future expansion. The second key area are lands within and adjacent to the Edwardsburgh Land Bank and the lastly, the third key area focuses on lands in the northern portion of the municipality and east of Highway 416.

The three key areas have been further broken down into ten distinct areas which provides brief rationale for the townships recommendation to remove or add lands to the Recommended Agricultural Area Mapping.

Key Area 1:

The area south of Highway 416 to the St Lawrence River is primarily developed with settlement and industrial areas. The area between the Village of Johnstown and Village of Cardinal are developed with small clusters of residential, agricultural and undeveloped parcels.

This type of development is common in municipalities within the County which have access to Highway 401 and the St. Lawrence River.

Areas south of Highway 401 and along the Lake Ontario and the St. Lawrence River have a history of land

development. Our municipality is unique as a result of the location of Highway 401 and 416, the location of Highway 2 (County Road 2), the rail system, the Port of Johnstown and water access to the St. Lawrence River. Our municipality is one of the few in Ontario with boarder access to the United States of America making this a highly traveled route for commerce and location for small- and large-scale industries.

Lands south of Highway 401 have had infrastructure improvements to accommodate future growth and to meet the demands of existing development in the municipality.

Based on the recommended agricultural mapping, the Township of Edwardsburgh Cardinal is the only municipality which has lands proposed to be designated Agricultural between Highway 401 and the St. Lawrence River.

The Villages of Johnstown and Cardinal are the two largest settlement areas within our municipality and are subject to development applications which will result in the loss of future growth lands. Placing the abutting lands in the Agricultural Area will render future expansion of settlement areas and development outside of settlement areas with another layer of approvals making it harder for economic growth in our rural municipality. The Mayor, Council and township staff recognizes the need to protect

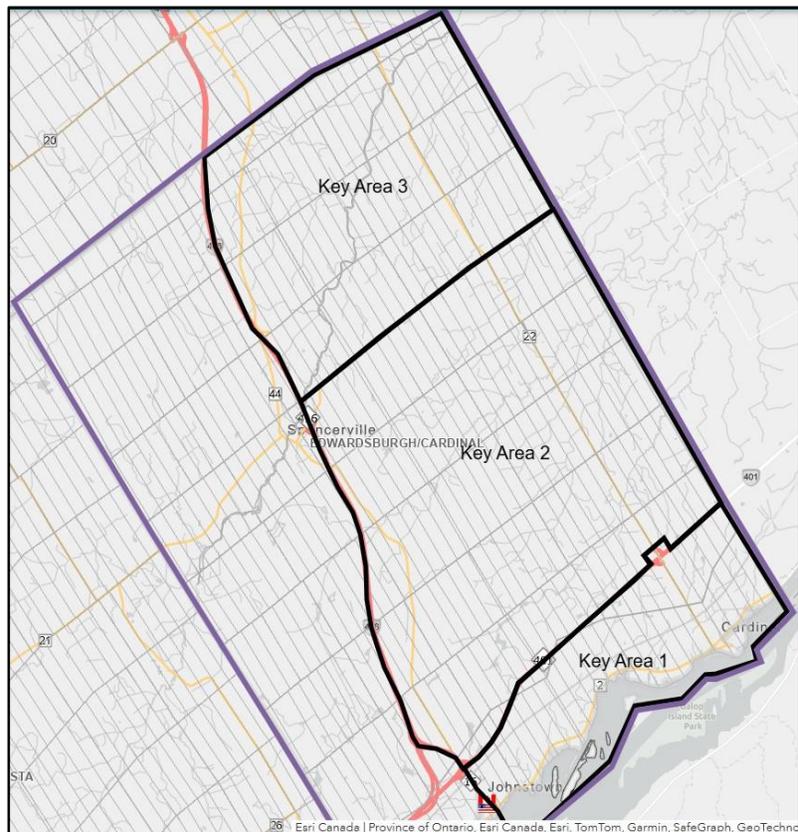


Figure 1: Key Study Areas

agricultural lands; however, keeping some lands as Rural will maintain the existing agricultural uses and allow for future agricultural growth until such time as settlement area expansion is necessary.

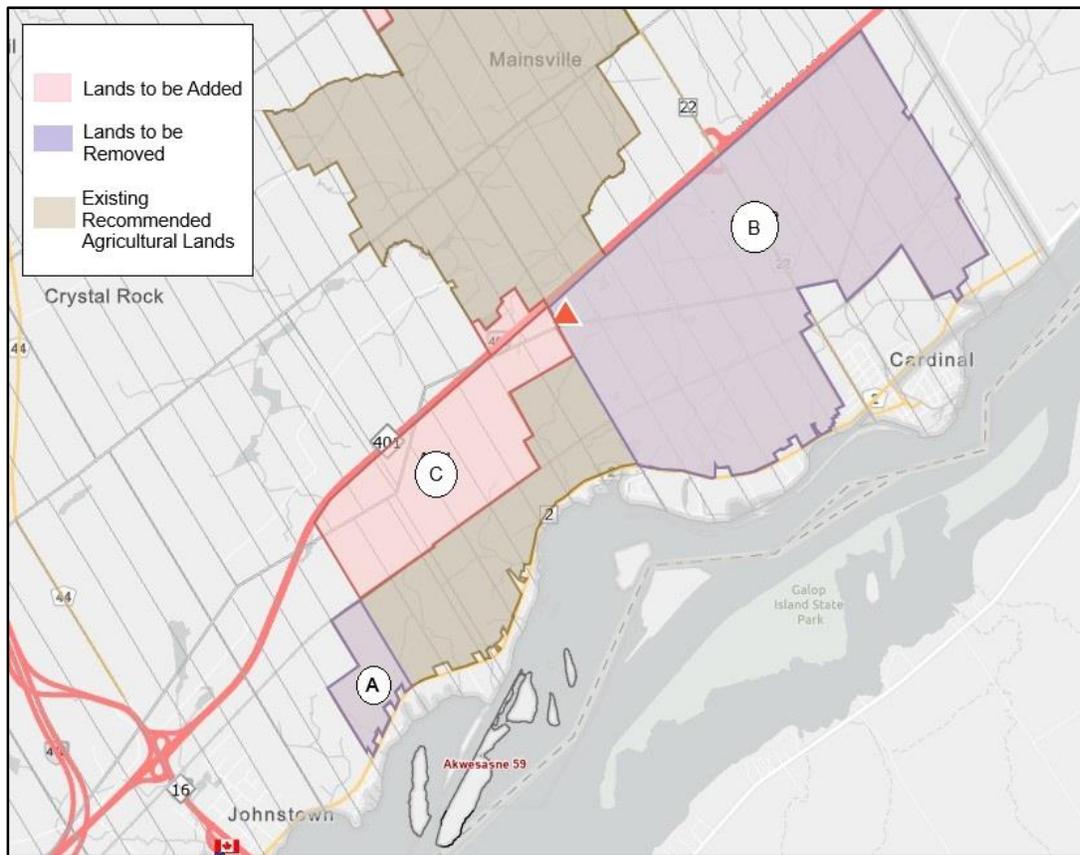


Figure 2: Proposed Changes in Key Area 1

Area A: The Village of Johnstown is a settlement area with a mixture of development on private onsite well and sewage disposal system. The village is adjacent to a large industrial and employment area to the west which is serviced. The village also has direct access to Highway 401, Highway 416, Country Road 2, the Port of Johnstown and the international border crossing into the United States of America. There are development applications for the eastern portions of the village which will result in the need to provide additional lands for the expansion of the settlement area. The township envisions the Village of Johnstown to expand easterly and therefore recommends the removal of an approximate 67 hectare area which is currently recommended to be placed in the agricultural area (see area A in figure 2 above).

Area B: The Village of Cardinal is the only settlement area which has full municipal services. There are proposed development application within the existing vacant lands within the settlement area. The proposed development will remove future growth lands

in the settlement area and the township envisions future expansion of the settlement area to the north and west.

An existing industrial node is located at the intersection of County Road 22 and Highway 401. Development within this node is on individual, private water and sewage disposal system. The township envisions highway commercial uses to be located south along County Road 22 and into the Village of Cardinal, which will result in the need for residential development and expansion of municipal service to the north.

The township also envisions that a mixture of residential, institutional, commercial and industrial development would be focused west of the village to Blair Road. Scott Road is developed with a mix of uses such as Waste Disposal, Industrial, agricultural and residential. These lands are not conducive for agricultural uses regardless of the MNR soil classification type mapping.

The township recommends the removal of an approximate 1040 hectare area which is currently recommended to be placed in the agricultural area (see area B in figure 2 above).

Area C: The township recognizes that there is a band of agricultural lands and established agricultural uses between the Villages of Johnstown and Cardinal. We fundamentally do not have objection to a portion of this area being within the Recommended Agricultural Area mapping; however, we request that an approximate 316 hectare area labeled Area C on figure 2 below be added to the mapping to further protect future agricultural lands and potential future agricultural uses.

Recommendation:

The Township of Edwardsburgh Cardinal requests that the following changes be applied to the Recommended Agricultural Area Mapping, as per Figure 2:

1. That, Area A containing an approximate area of 67 hectares, be removed from the Recommended Agricultural Area Mapping and remain in its existing rural designation, for future expansion of the Village of Johnstown.
2. That, Area B containing an approximate area of 1,040 hectares, be removed from the Recommended Agricultural Area Mapping and remain in its existing rural designation, for future expansion of the Village of Cardinal.
3. That, Area C containing an approximate area of 316 hectares, be added to the Recommended Agricultural Area Mapping to protect additional agricultural lands and existing agricultural uses.

Key Area 2:

The Township requests changes to the Recommended Agricultural Area Mapping within the central area of the municipality.

This area is predominantly developed with residential and agricultural related uses. It is understood that the Lear Project was to identify viable agricultural lands and related adjacent agricultural lands to round out and protect agriculture in the municipality.

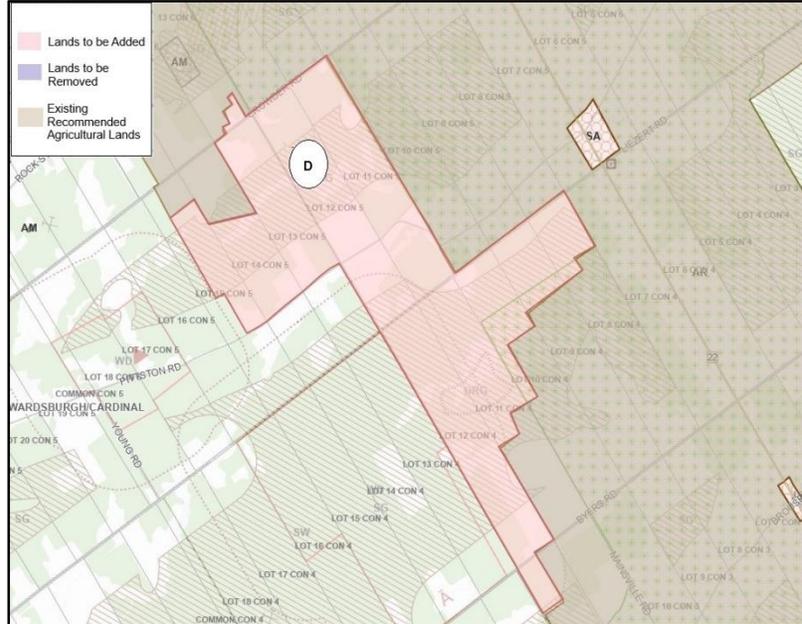


Figure 3: Proposed Changes to Key Area 2

Area D: Based on the townships review of this area, we request that the approximate 545.7 hectare area labeled 'D' in Figure 3 above, be added to the Recommended Agricultural Area Mapping. A portion of this property is located within the Edwardsburgh Land Bank and we feel it would be better served and protected for agricultural use. The northern portion is developed with a number of agricultural uses which in our opinion should be protected for future agricultural lands and potential future agricultural uses.

Recommendation:

The Township of Edwardsburgh Cardinal requests that the following changes be applied to the Recommended Agricultural Area Mapping, as per Figure 3:

4. That, Area 'D' containing an approximate area of 545.7 hectares, be added to the Recommended Agricultural Area Mapping to protect additional agricultural lands and existing agricultural uses.

Key Area 3:

The northern portion of the municipality is developed with scattered residential lots, agricultural uses and undeveloped lots. This area has seen an increase in severances and development along the street frontages.

The Township recognizes that there are areas which are adjacent to the Recommended Agricultural Area Mapping which currently are developed with agricultural uses or have the ability to be used for an agricultural use and should be protected.



Figure 4: Proposed Changes to Key Area 3

Area E: Based on the townships review, we request that Area 'E' which is approximately 71.5 hectares in area should be removed from the Recommended Agricultural Area Mapping. This area has potential for future development resulting from its proximity to Highway 416 and County Road 44. The township envisions this area in the future having direct access on and off Highway 416 as development pushes south from Kemptville.

Area F: The Village of Ventnor is a small community within an area predominantly developed with agricultural uses. As with small villages in the rural area, new lot creation by way of severance, are typically along the major roadways close to the Village. The township has identified a 25.9 hectare area along Ventnor Road, west of the Village as having potential for development and shown as Area 'F' in figure 4.

The lands on the south side of Ventnor Road back onto the South Nation River. There are a number of existing residential lots along the south side and the remaining lots are too small to sustain an agricultural use. The lands are better suited for residential development on private services and typical rural uses. It is also recognized a portion of the lands on the north side Ventnor Road remain outside of Agricultural Area to provide further flexibility for future development along the roadway. The larger tracts of land will be maintained and protected for agricultural use.

Area G: Based on the townships review, we request that Area ‘G’ which is approximately 77.4 hectares in area should be added to the Recommended Agricultural Area Mapping. This portion of Groveton Road is developed with a number of agricultural uses which in our opinion should be protected for future agricultural lands and potential future agricultural uses.

Area H: Based on the townships review, we request that Area ‘H’ which is approximately a 302.4 hectare area, should be added to the Recommended Agricultural Area Mapping. This portion of the municipality is developed with a number of agricultural uses which in our opinion should be protected for future agricultural lands and potential future agricultural uses. An area on the north and south sides of Pittdale Road should remain rural for potential future development.

Area I: Based on the townships review, we request that Area ‘I’ which is approximately a 185 hectare area, should be added to the Recommended Agricultural Area Mapping. This portion of the municipality is developed with a number of agricultural uses which in our opinion should be protected for future agricultural lands and potential future agricultural uses.

Area J: The roadway west of the Village of Hyndman is within the Recommended Agricultural Area Mapping. There’s been an interest in new lot creation along this portion of Hyndman Road. Providing a portion of land along either side of the road will provide owners with the flexibility and possibility for new lot creation and residential development while protecting the majority of the lands to the rear for agricultural uses.

Based on the townships review, we request that Area ‘J’ which is approximately a 64.9 hectare area, should be removed from the Recommended Agricultural Area Mapping.

Recommendation:

The Township of Edwardsburgh Cardinal requests that the following changes be applied to the Recommended Agricultural Area Mapping, as per Figure 4:

5. That, Area ‘E’ containing an approximate area of 71.5 hectares, be removed from the Recommended Agricultural Area Mapping and remain in its existing rural designation, for future development.
6. That, Area ‘F’ containing an approximate area of 25.9 hectares, be removed from the Recommended Agricultural Area Mapping and remain in its existing rural designation, for future development.

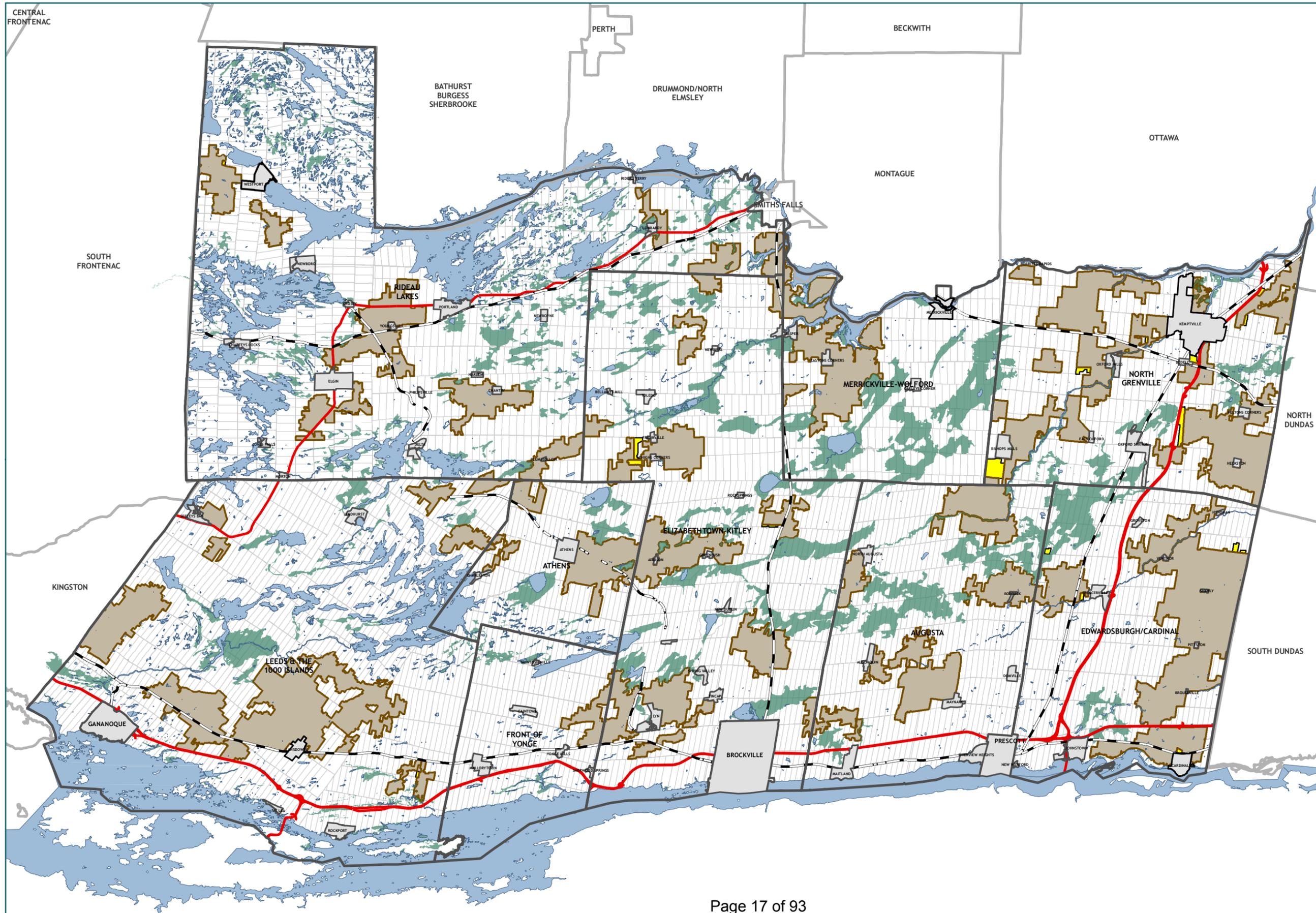
7. That, Area 'G' containing an approximate area of 77.4 hectares, be added to the Recommended Agricultural Area Mapping to protect additional agricultural lands and existing agricultural uses.
8. That, Area 'H' containing an approximate area of 302.4 hectares, be added to the Recommended Agricultural Area Mapping to protect additional agricultural lands and existing agricultural uses.
9. That, Area 'I' containing an approximate area of 185 hectares, be added to the Recommended Agricultural Area Mapping to protect additional agricultural lands and existing agricultural uses.
10. That, Area 'J' containing an approximate area of 64.9 hectares, be removed from the Recommended Agricultural Area Mapping and remain in its existing rural designation, for future development.

We appreciate the work and collaboration that has taken place from all parties that have contributed to this work. Thank you for the opportunity to provide feedback on the Recommended Agricultural Area mapping at this stage.

Sincerely,

Tim Fisher
Municipal Land Use Planner,
Township of Edwardsburgh Cardinal

FINAL RECOMMENDED AGRICULTURAL AREA

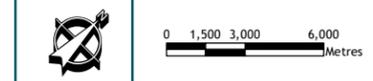


- RECOMMENDATION**
- Prime Agriculture
- NATURAL FEATURES**
- Provincially Significant Wetlands
 - Active/Abandoned Railway
 - Removed Lands (January to March)

The information displayed on this map has been compiled from various sources. While every effort has been made to accurately depict the information, this map should not be relied on as being a precise indicator of locations.

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TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM

Committee: Committee of the Whole – Administration and Operations

Date: January 13, 2025

Department: Community Development

Topic: Community Improvement Plan Proposals

Purpose: To ensure thorough evaluation of references for NPG Planning Solutions were verified and found to be positive. Additionally, the proposal is to be compared against the submission from Wilson & Wilbur, which offered the lowest price.

Background: We are working towards an update to our Community Improvement Plan (CIP), originally established in 2012, to address current economic and social realities, set future development goals, and include a focus on attainable/affordable housing.

At the December 9 Council meeting, staff identified NPG Planning Solutions as the preferred proponent. However, due to the constrained timeline, reference checks could not be completed prior to the meeting. To ensure due diligence, a comprehensive reference check was conducted subsequently to validate the capabilities of NPG Planning Solutions. Additionally, a detailed rationale was provided to explain the decision not to select Wilson and Wilbur.

Five proposals were received. Total points average and cost is provided below for the two lowest priced proposals:

Proponent Name	Total Points Average /100	Total Cost (excluding HST)
NPG Planning Solutions	83	\$27 980
Wilson & Wilbur	68	\$23 000

Based on cost-effectiveness, relevant expertise, and practical, tailored approach that balances with affordability and quality, it is recommended that the Community Improvement Plan RFP be awarded to NPG Planning Solutions. With \$30,000 budgeted for this project in 2024, this decision ensures the Township receives a CIP that addresses its priorities without exceeding its budget constraints.

NPG was chosen over the highest-scoring proponent because their proposal was significantly more cost-effective while still meeting project requirements, as the higher-priced option did not provide sufficient additional value to justify the increased cost.

Summary Report of NPG Planning Solutions' References:

1. Project Management and Delivery:

Town of Penetanguishene: NPG successfully delivered the 2024 Affordable and Sustainable Housing Community Improvement Plan (CIP) on time and within budget.

City of Welland: NPG, alongside TWC, effectively managed the Affordable Rental Housing CIP (2023) project, meeting all deadlines. Previous collaborations included an Environmental Scan and Housing Needs Assessment.

2. Communication and Collaboration:

Penetanguishene: Communication was strong, with NPG providing content for resident engagement initiatives such as surveys and public open houses.

Welland: NPG maintained good communication, actively involving the Affordable Housing Committee at all project stages and participating in public open houses and council presentations.

3. Expertise and Problem-Solving:

Penetanguishene: NPG demonstrated extensive experience, but there was uncertainty about fully leveraging their consultants' expertise.

Welland: NPG displayed excellent industry knowledge and a thorough understanding of project scope and needs.

4. Results and Outcomes:

Penetanguishene: The project was smooth and successful.

Welland: The CIP was well-received, with tangible benefits for residents, including active usage of the plan.

Overall, NPG Planning Solutions has demonstrated strong project management, effective communication, industry expertise, and positive project outcomes across both municipalities.

In addition to references from Penetanguishene and Welland, input was also gathered from the City of Brockville regarding NPG's work on the 10-year update to their Official Plan. According to A. McGinnis, Supervisor of Planning/Chief Planning Officer, NPG demonstrated strong expertise and adaptability:

"They are very good at providing advice and examples of what has worked in some municipalities and what has not. They stay up-to-date with current policy and excel at presenting to Council, offering a clear understanding of changes and their implications for the municipality and taxpayers."

This feedback underscores NPG's ability to combine technical knowledge with practical insights to effectively support municipal planning objectives.

Summary of Comparing Two Lowest Priced Proposals:

Wilson & Wilbur's financial proposal offers services at \$21,000 (excluding HST), while NPG Planning Solutions' proposal is higher, at \$27,980 (excluding HST).

Are proposals the same in services?

While both proposals aim to deliver a Community Improvement Plan (CIP) aligned with Edwardsburgh Cardinal's strategic goals, there are distinctions:

1. Wilson & Wilbur emphasizes a research-intensive, evidence-based approach, focusing on sustainable practices and data evaluation. The community engagement component is notably weak and generalized, lacking specificity and tailored strategies to effectively involve and address the needs of the community.
2. NPG Planning Solutions, partnering with Tim Welch Consulting (TWC), brings specialized expertise in housing-focused CIPs, offering a broader range of deliverables like tailored engagement strategies, detailed financial modeling, and policy design. While speaking to references, they all spoke highly of TWC and the added value this expertise provided the project and final plan.
3. NPG also places more emphasis on affordable housing and adaptive reuse of existing structures, while Wilson & Wilbur generalizes their approach to community improvement.

Why did Wilson & Wilbur score lowest?

1. Specialization: NPG demonstrates significant recent experience with affordable housing Community Improvement Plans (CIPs) in projects comparable to ours,

showcasing a strong understanding of contexts and tailored solutions. Wilson & Wilbur bring experience in similar projects; however, their portfolio includes examples primarily from the United States, reflecting a broader, more general approach that lacks specific exposure to Canadian policies and municipal frameworks.

2. **Engagement Strategy:** NPG outlines a robust engagement plan with specific workshops, surveys, and stakeholder matrices. Wilson & Wilbur's engagement plan is less detailed in comparison.

3. **Breadth of Services:** NPG's proposal includes additional elements such as innovative engagement tools (which we asked for).

While Wilson & Wilbur offers a cost advantage, NPG appears stronger in depth of services, stakeholder engagement, and project-specific experience.

Policy Implications: Requests for Proposals awards must be authorized by Council.

Strategic Plan Implications: Under the Liveable Community pillar of the Strategic Plan, objective 1.3 focuses on increasing affordable housing within the community. This objective includes an action to review and update the community improvement plan to define affordable housing and introduce incentive programs for residents and developers to create housing units that meet affordability criteria.

Financial Considerations: With \$30,000 approved in 2024 to be carried over into 2025, combined with the \$3,000 grant funding from CF Grenville, this project is well within the allocated budget, ensuring its feasibility and financial sustainability.

Recommendation: That Committee recommend that Council approves the award of the Community Improvement Plan Project to NPG Planning Solutions in the amount of \$27 980 + non rebatable HST.



Community Engagement Coordinator



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: January 13, 2025

Department: Finance

Topic: Draft Pregnancy and Parental Leave Policy

Purpose: To present the Committee with a draft pregnancy and parental leave policy for recommendation for Council approval.

Background: As a result of the market survey conducted by Pesce and Associates during the compensation review, it was advised that the Township adopt a policy for a top-up benefit for employees who are absent from work on pregnancy and parental leave. Council was presented options for the structure of a pregnancy and parental leave policy in December 2024.

After discussion option #1 was chosen. This option provides the employee with the choice between two plans. First, to remain on the benefit plan and the premiums paid by the employer and the employee will receive a supplemental pay equal to 15% of their regular pay. The second gives the employee the option to waive their benefits or pay the premiums themselves and receive a supplemental pay equal to 30% of their regular pay.

During the discussion it was recommended that the eligibility criteria be extended to a longer period. This has been incorporated into the draft policy and has been extended from thirteen (13) weeks to twenty-six (26) weeks service with the Township to become eligible for the policy.

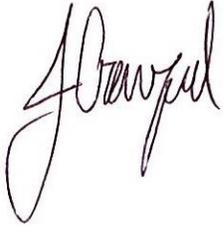
A draft policy has been created and incorporates option #1 and recommendations from Council.

Policy Implications: An adoption of a pregnancy and parental leave policy requires Council approval.

Strategic Plan Implications: N/A

Financial Considerations: The financial impact of the implementation of the policy will be the cost of the top-up during the leave. The amounts will vary as they will be based on the employee's rate of pay during the leave.

Recommendation: THAT Committee directs Council to adopt the pregnancy and parental leave policy as presented.



Treasurer



CAO

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL
BY-LAW NO. 2025-**

**“A BY-LAW TO ESTABLISH A PREGNANCY AND PARENTAL LEAVE POLICY
FOR FULL-TIME NON-UNIONIZED EMPLOYEES OF THE TOWNSHIP OF
EDWARDSBURGH CARDINAL”**

WHEREAS he Council of the Corporation of the Township of Edwardsburgh Cardinal deems it expedient to establish a pregnancy and parental leave policy for its full-time non-union employees at the Township; and

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

1. That the pregnancy and parental leave policy as detailed in Schedule “A” attached hereto and forming part of this by-law is hereby adopted.
2. That this By-law shall be known as the “Pregnancy and Parental Leave Policy By-law”.
3. That this By-law shall come into force and take effect upon passing.

Read a first and second time in open Council this 27 day of January, 2025.

Read a third and final time, passed, signed, and sealed in open Council this 27 day of January, 2025.

Mayor

Clerk

**Schedule A
Pregnancy and Parental Leave Policy – Non-Union
BY-LAW 2025 -**

1. POLICY

Employees who have at least twenty-six (26) weeks of service with the Township of Edwardsburgh Cardinal are entitled to pregnancy and parental leave in accordance with this Policy.

2. OBJECTIVE

To provide pregnancy and parental leave in accordance with the *Employment Standards Act, 2000*.

3. PROCEDURE

Eligible employees shall be granted pregnancy and parental leave as follows:

Pregnancy Leave

A pregnant employee who has been employed with the Township for at least twenty-six (26) weeks prior to the expected date of birth is entitled to take a pregnancy leave without pay and without loss of service/seniority. The pregnancy leave is for a seventeen (17) week period commencing no earlier than the 17 weeks before her due date and the day on which she gives birth;

An employee taking pregnancy leave must provide at least two (2) weeks written notice to the Township advising of the date that the leave is to begin;

In the event of complications with the pregnancy or a birth, still birth, or miscarriage that occurs earlier than the expected date of delivery of the child, the employee must, within two (2) weeks of stopping work, provide written notice to the Township of the date the pregnancy leave will begin or has begun;

If the Township requests it, the employee shall provide a certificate from a legally qualified medical practitioner stating, in the case of an employee who stops working because of a complication; and the pregnancy leave of an employee ends seventeen (17) weeks after the pregnancy leave began. If the employee wishes to return to work earlier, the employee must provide the Township at least four (4) weeks' written notice before the day she wishes to end her leave.

Permanent Full-Time employees who qualify for pregnancy benefits under the Employment Insurance Act may elect to receive a supplementary maternity benefit for a maximum of seventeen (17) weeks as follows:

Duration of Leave	Benefits Premiums Paid By	Top-up of salary
17	Employer	+15%
17	Employee	+30%
17	Benefits Waived	+30%

Parental Leave (includes Adoption Leave)

If an employee has been employed with the Township for at least twenty-six (26) weeks and is the parent of a child, he/she is entitled to take an unpaid parental leave, without loss of service/seniority or benefits, for up to sixty-one (61) or sixty-three (63) weeks following the birth of the child, or the coming of the child into the employee's custody, care, and control for the first time. The term "parent" includes a person with whom a child is placed for adoption and a

person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own;

Employees who wish to take a parental leave must commence such leave no later than fifty-two (52) weeks after the day the child is born or comes into the employee's custody, care and control for the first time;

Employees who have taken a pregnancy leave and who also desire to take parental leave, must commence parental leave immediately when the pregnancy leave ends, unless the child has not yet come into the custody, care and control of the employee for the first time;

The employee must give the Township at least two (2) weeks' written notice of the date the leave is to begin. In the event that an employee who is a parent stops working because the child comes into his or her custody, care and control for the first time earlier than expected, the employee's parental leave begins on the date that the employee stopped working and the employee, must give the Township written notice that he or she is taking parental leave within two (2) weeks of stopping work; and

Parental leave ends sixty-one (61) weeks after it began if the employee also took pregnancy leave, and sixty-three (63) weeks after it began, otherwise; or on an earlier day if the employee gives the Town at least four (4) weeks' written notice before the earlier day.

Permanent Full-Time employees who qualify for Parental benefits under the Employment Insurance Act may elect to receive a supplementary maternity benefit for a maximum of sixty-one (61) weeks or sixty-three (63) weeks if the employee has not taken Pregnancy leave.

Duration of Leave	Benefits Premiums Paid By	Top-up of salary
17	Employer	+15%
17	Employee	+30%
17	Benefits Waived	+30%

General Provisions Applicable to Pregnancy and Parental Leave

An employee who has given notice to begin pregnancy or parental leave may change the notice to begin leave upon giving the Township at least two (2) weeks' written notice;

An employee who has given notice to end leave may change the notice to an earlier date upon giving the Town at least four (4) weeks' written notice before the earlier date;

Employees are entitled, during pregnancy and parental leave, to continue participation in the group benefit plans that they participated in prior to taking the leave. The Town will continue to make the Town's contributions for such group benefit plans unless the employee gives the Town written notice that the employee does not intend to pay the employee's contributions during the leave period, in which case such benefits would cease;

While on Pregnancy and Parental Leave, employees continue to accumulate service for the purposes of determining their rights under an employment contract; and

Upon the conclusion of an employee's pregnancy or parental leave, the Township shall reinstate the employee to the position that the employee most recently held with the Township, Upon the conclusion of an employee's pregnancy or parental leave, the Township shall reinstate the employee to the position that the employee most recently held with the Township, if it still exists, or a comparable position, if it does not. This provision does not apply if

the employment of the employee is ended solely for reasons unrelated to the leave.



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole-Administration and Operations

Date: January 13, 2025

Department: Environmental Services

Topic: 2024 Annual Water Reports- CWS and EDS

Purpose: To receive and make available the annual reports for the Cardinal and Edwardsburgh Industrial Park water systems.

Background:

Owners of municipal drinking water systems are required to ensure that annual reports are prepared in accordance with the conditions set out in Section 11 of O. Reg. 170/03 by February 28th of the following year. The owner must also take effective steps to notify the users of the systems when and where a copy of the report can be viewed or received, upon request, at no cost to the user.

A local newspaper ad and social media feeds are used to advise system users of report availability. An electronic copy of the reports are placed on the Township website for viewing purposes.

Policy Implications: A requirement under Ontario Regulation 170/03

Strategic Plan Implications: N/A

Financial Considerations: Newspaper advertising cost.

Recommendation: That Committee recommends that Council:

- 1) Receive the 2024 Annual Water Reports for the CWS and EDS; and
- 2) Direct staff to post the Annual Water Reports to Township website; and
- 3) Direct staff to notify users via social media and newspaper of report availability.

Handwritten signature of Eric Wonerma in cursive script.

Chief Water Sewer Operator

Handwritten signature of Paul Scott in cursive script.

Director of Operations



OPTIONAL ANNUAL REPORT TEMPLATE

Drinking-Water System Number:	220003582
Drinking-Water System Name:	Cardinal Water System
Drinking-Water System Owner:	Township of Edwardsburgh Cardinal
Drinking-Water System Category:	Large Municipal, Residential
Period being reported:	January 1, 2024 to December 31, 2024

<p align="center"><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Cardinal Water Control Pollution Plant 4000 John St Cardinal, Ontario K0E 1E0</p> </div>	<p align="center"><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served: <input style="width: 100px; height: 20px;" type="text"/></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to: <input style="width: 100px; height: 20px;" type="text"/></p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
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Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	N/A

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?
Yes [] No []

Indicate how you notified system users that your annual report is available, and is free of charge.

- [X] Public access/notice via the web
- [] Public access/notice via Government Office
- [X] Public access/notice via a newspaper



- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method _____

Describe your Drinking-Water System

This is a surface water treatment plant that receives its source water supply from the St. Lawrence River. Treatment consists of pre-chlorination, basket screens, chemically assisted coagulation, and flocculation, 4 rapid dual media filters (anthracite coal and sand) for physical removal of turbidity, ultraviolet irradiation (primary disinfection) followed by post chlorination (secondary disinfection). Parameters such as UV intensity, chlorine residual, pH, filter and potable turbidity are continuously monitored. All process and security alarms are monitored 24/7 by Falcon Security. The distribution system includes an elevated storage tank, 6 sample stations, 85 hydrants and a mix of distribution material piping.

List all water treatment chemicals used over this reporting period:

Sodium Hypochlorite – ANSI/NSF 60
SternPAC (Aluminum chloride hydroxide sulphate) –ANSI/NSF 60

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Annual inspection of chlorine injection ring and raw intake structure. (\$2035)
 Semi-annual servicing of Trojan UV Swift 12. (\$4147)
 Semi-annual servicing of backup generator. (\$1642.50)
 Annual backflow testing. (\$847.50)
 Annual servicing and calibration of lab equipment/portable chlorine analyzers. (\$4745)
 Semi-annual servicing of SCADA systems. (\$6000)
 Annual Fire System inspection. (\$557.09)
 UV communication upgrade. (\$10,436)
 Interior ROV inspection of water tower. (\$5749)
 Replaced entry door keypad and door contactor. (\$550)
 Purchased new Dr 3900 HACH Benchtop spectrophotometer (\$8654)
 Repaired radiator in portable generator. (\$7887.60)
 Replaced FBM communication card. (\$1200)
 IECBL replaced two high lift pump starter panels. (\$8000)
 IECBL replaced three low lift pump starter panels (\$7746)
 Purchased new chlorine pump (\$2,221)
 Purchased new turbidity analyzer (\$10,248.91)
 Upgraded ceiling mounted light fixtures to LED. (\$3969)
 Repaired four fire hydrants. (\$3,400.66)
 Purchased and replaced HDMI screen in UV # 1. (\$3099)
 Purchased spare components for chlorine analyzer. (\$1888)
 Replaced 12 water services on Reid Street. (\$77,820)
 Replaced sample hydrant. (\$2000)
 Replaced UPS battery backup unit at water tower. (\$300)



Repair boiler at water plant. (\$822.64)
 Replaced potable chlorine analyzer pH probe. (\$623.87)
 Replaced MAC valve controller on filter 2A. (\$314.60).

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre:

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A	N/A	N/A	N/A	N/A	N/A

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period:

	Number of Samples	Range of E.Coli Or Fecal Results (min)-(max)	Range of Total Coliform Results (min)-(max)	Number of HPC Samples	Range of HPC Results (min)-(max)
Raw	53	0-13	0-300	N/A	N/A
Treated	53	0-0	0-0	53	<2-2
Distribution	159	0-0	0-0	159	<2-6

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report:

Parameter	Number of Grab Samples	Range of Results (min #)-(max #)
Potable Turbidity		
Continuous	8760	0.02-0.06
Grab	366	0.06-0.15
Filter 1A Turbidity		
Continuous	8760	0.01-0.15
Grab	731	0.06-0.13
Filter 1B Turbidity		
Continuous	8760	0.01-0.10
Grab	730	0.03-0.13
Filter 2A Turbidity		
Continuous	8760	0.05-0.35
Grab	732	0.05-0.15
Filter 2B Turbidity		
Continuous	8760	0.01-0.16
Grab	732	0.06-0.18
Chlorine (Primary)		
Continuous	8760	0.50-5.00

NOTE: For continuous monitors use 8760 as the number of samples.



Grab	366	0.28 - 2.01
Chlorine(Point of Entry)		
Continuous	8760	1.48-3.21
Grab	732	1.54-3.25
Chlorine(Distribution)		
Grab: Free:	850	0.42-2.20
Total:	732	0.61-2.44
UV Disinfection	8760	46.18-73.05
Fluoride	N/A	N/A

NOTE: Units of measures include:
 Chlorine – mg/L
 Turbidity – NTU
 UV – mj/cm²

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Microcystin detected in raw water sample collected on September 9, 2024. Spills Action Reference # # 1-AQJAM4. Harmful Algal bloom sampling plan initiated as per Municipal Drinking Water Licence # 155-102.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	June 3, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	July 8, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	August 12, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	September 9, 2024	0.79	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	September 16, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Potable)	September 16, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Shoreline)	September 16, 2024	0.21	ug/L



Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	September 23, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Potable)	September 23, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Shoreline)	September 23, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	October 1, 2024	0.18	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Potable)	October 1, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Shoreline)	October 1, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	October 3, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Potable)	October 3, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Shoreline)	October 3, 2024	0.72	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	October 7, 2024	0.19	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Potable)	October 7, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Shoreline)	October 7, 2024	0.18	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	October 15, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Potable)	October 15, 2024	<0.15	ug/L

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Shoreline)	October 15, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	October 21, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Potable)	October 21, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Shoreline)	October 21, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	October 28, 2024	0.23	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Potable)	October 28, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Shoreline)	October 28, 2024	<0.15	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	November 4, 2024	<0.10	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Potable)	November 4, 2024	<0.10	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Shoreline)	November 4, 2024	<0.10	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	November 11, 2024	<0.10	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Potable)	November 11, 2024	<0.10	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Shoreline)	November 11, 2024	<0.10	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Raw)	November 18, 2024	<0.10	ug/L
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Potable)	November 18, 2024	<0.10	ug/L

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
Municipal Drinking Water Licence (October 22, 2021)	Microcystin (Shoreline)	November 18, 2024	<0.10	ug/L

Summary of Inorganic parameters tested during this reporting period or the most recent sample results:

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	October 7, 2024	0.0001	mg/L	No
Arsenic	October 7, 2024	0.0006	mg/L	No
Barium	October 7, 2024	0.020	mg/L	No
Boron	October 7, 2024	0.017	mg/L	No
Cadmium	October 7, 2024	<0.000015	mg/L	No
Chromium	October 7, 2024	< 0.0010	mg/L	No
*Lead	January 2, 2024	<0.00002	mg/L	No
Mercury	October 7, 2024	<0.00002	mg/L	No
Selenium	October 7, 2024	<0.001	mg/L	No
Sodium	March 4, 2024 October 7, 2024	17.8 17.1	mg/L mg/L	No No
Uranium	October 7, 2024	0.00024	mg/L	No
Fluoride	December 2, 2024	<0.1	mg/L	No
Nitrite	December 2, 2024	0.10	mg/L	No
Nitrate	December 2, 2024	0.18	mg/L	No

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential system

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (mg/L) (min) – (max)	Number of Exceedances
Plumbing	N/A	N/A	0
Distribution	2	0.00005-0.00006	0

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Aalachlor	October 7, 2024	< 0.3	ug/L	No
Atrazine + N-dealkylated metabolites	October 7, 2024	< 0.5	ug/L	No



Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Azinphos-methyl	October 7, 2024	< 1	ug/L	No
Benzene	October 7, 2024	< 0.5	ug/L	No
Benzo(a)pyrene	October 7, 2024	< 0.006	ug/L	No
Bromoxynil	October 7, 2024	< 0.5	ug/L	No
Carbaryl	October 7, 2024	< 3	ug/L	No
Carbofuran	October 7, 2024	< 1	ug/L	No
Carbon Tetrachloride	October 7, 2024	< 0.2	ug/L	No
Chlorpyrifos	October 7, 2024	< 0.5	ug/L	No
Diazinon	October 7, 2024	< 1	ug/L	No
Dicamba	October 7, 2024	< 1	ug/L	No
1,2-Dichlorobenzene	October 7, 2024	< 0.5	ug/L	No
1,4-Dichlorobenzene	October 7, 2024	< 0.5	ug/L	No
1,2-Dichloroethane	October 7, 2024	<0.5	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	October 7, 2024	< 0.5	ug/L	No
Dichloromethane	October 7, 2024	< 5	ug/L	No
2-4 Dichlorophenol	October 7, 2024	< 0.2	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	October 7, 2024	< 1	ug/L	No
Diclofop-methyl	October 7, 2024	< 0.9	ug/L	No
Dimethoate	October 7, 2024	< 1	ug/L	No
Diquat	October 7, 2024	< 5	ug/L	No
Diuron	October 7, 2024	< 5	ug/L	No
Glyphosate	October 7, 2024	< 25	ug/L	No
Malathion	October 7, 2024	< 5	ug/L	No
MCPA	October 7, 2024	< 10	Ug/L	No
Metolachlor	October 7, 2024	< 3	ug/L	No
Metribuzin	October 7, 2024	< 3	ug/L	No
Monochlorobenzene	October 7, 2024	< 0.5	ug/L	No
Paraquat	October 7, 2024	< 1	ug/L	No
Pentachlorophenol	October 7, 2024	< 0.2	ug/L	No
Phorate	October 7, 2024	< 0.3	ug/L	No
Picloram	October 7, 2024	< 5	ug/L	No
Polychlorinated Biphenyls(PCB)	October 7, 2024	< 0.05	ug/L	No
Prometryne	October 7, 2024	< 0.1	ug/L	No
Simazine	October 7, 2024	< 0.5	ug/L	No
THM (Running Annual average)	2024	63.5	ug/L	No
HAA (Running annual average)	2024	33.4	ug/L	No
Terbufos	October 7, 2024	< 0.5	ug/L	No
Tetrachloroethylene	October 7, 2024	< 0.5	ug/L	No
2,3,4,6-Tetrachlorophenol	October 7, 2024	< 0.2	ug/L	No



Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Triallate	October 7, 2024	< 10	ug/L	No
Trichloroethylene	October 7, 2024	< 0.5	ug/L	No
2,4,6-Trichlorophenol	October 7, 2024	< 0.2	ug/L	No
Trifluralin	October 7, 2024	< 0.5	ug/L	No
Vinyl Chloride	October 7, 2024	< 0.2	ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample



OPTIONAL ANNUAL REPORT TEMPLATE

Drinking-Water System Number:	260005112
Drinking-Water System Name:	Edwardsburgh Industrial Park Distribution System
Drinking-Water System Owner:	Township of Edwardsburgh Cardinal
Drinking-Water System Category:	Small Municipal Residential
Period being reported:	January 1, 2024 to December 31, 2024

<p align="center"><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection:</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Cardinal Wastewater Treatment Plant 4000 John St Cardinal, Ontario K0E 1E0</p> </div>	<p align="center"><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served: <input style="width: 100px; height: 20px;" type="text"/></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to: <input style="width: 100px; height: 20px;" type="text"/></p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
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Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?
Yes [] No []



Indicate how you notified system users that your annual report is available, and is free of charge.

Public access/notice via the web

Public access/notice via Government Office

Public access/notice via a newspaper

Public access/notice via Public Request

Public access/notice via a Public Library

Public access/notice via other method: _____

Describe your Drinking-Water System

The Edwardsburgh Industrial Park distribution system receives all its treated water from the Prescott WTP. The system serves approximately 29 residences and 13 industrial/commercial establishments. The system does not provide re-chlorination and does not have a booster station. The system is comprised of approximately 3 km of Cast Iron, PVC and HDPE materials. Continuous monitoring of chlorine residual currently takes place at Prysmian Cables and hand samples are taken within every 72 hours. There are 2 isokinetic sample stations located at the north and south end of Reilly Street.

List all water treatment chemicals used over this reporting period

N/A

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Purchased spare chlorine analyzer (\$9158.51)

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A	N/A	N/A	N/A	N/A	N/A



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period:

	Number of Samples	Range of E.Coli Or Fecal Results (min-max)	Range of Total Coliform Results (min-max)	Number of HPC Samples	Range of HPC Results (min-max)
Raw	N/A	N/A	N/A	N/A	N/A
Treated	N/A	N/A	N/A	N/A	N/A
Distribution	53	0-0	0-0	53	<2

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min)-(max)
Chlorine (Continuous)	8760	0.41-2.00
Chlorine (Grab)	Free: 325 Total: 319	0.31-1.49 0.44-1.75
Fluoride	NA	NA

NOTE: For continuous monitors use 8760 as the number of samples.

*NOTE: Record the unit of measure if it is **not** milligrams per litre.*

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
N/A	N/A	N/A	N/A	N/A

Summary of Inorganic parameters tested during this reporting period or the most recent sample results:

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony				
Arsenic				
Barium				
Boron				
Cadmium				
Chromium				
*Lead				
Mercury				
Selenium				



Sodium				
Uranium				
Fluoride				
Nitrite				
Nitrate				

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (mg/L) (min) – (max)	Number of Exceedances
Plumbing	N/A	N/A	N/A
Distribution	1	0.00029	0

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor				
Aldicarb				
Aldrin + Dieldrin				
Atrazine + N-dealkylated metabolites				
Azinphos-methyl				
Bendiocarb				
Benzene				
Benzo(a)pyrene				
Bromoxynil				
Carbaryl				
Carbofuran				
Carbon Tetrachloride				
Chlordane (Total)				
Chlorpyrifos				
Cyanazine				
Diazinon				
Dicamba				
1,2-Dichlorobenzene				
1,4-Dichlorobenzene				
Dichlorodiphenyltrichloroethane (DDT) + metabolites				
1,2-Dichloroethane				
1,1-Dichloroethylene (vinylidene chloride)				
Dichloromethane				



Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
2-4 Dichlorophenol				
2,4-Dichlorophenoxy acetic acid (2,4-D)				
Diclofop-methyl				
Dimethoate				
Dinoseb				
Diquat				
Diuron				
Glyphosate				
Heptachlor + Heptachlor Epoxide				
Lindane (Total)				
Malathion				
Methoxychlor				
Metolachlor				
Metribuzin				
Monochlorobenzene				
Paraquat				
Parathion				
Pentachlorophenol				
Phorate				
Picloram				
Polychlorinated Biphenyls(PCB)				
Prometryne				
Simazine				
THM (NOTE: show latest annual average)	56.8			
HAA (Annual Average)	28.8			
Temephos				
Terbufos				
Tetrachloroethylene				
2,3,4,6-Tetrachlorophenol				
Triallate				
Trichloroethylene				
2,4,6-Trichlorophenol				
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)				
Trifluralin				
Vinyl Chloride				

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards:

Parameter	Result Value	Unit of Measure	Date of Sample



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: January 13, 2025

Department: Administration

Topic: 2025 Employee Group Benefit Marketing Results

Purpose: To evaluate current benefits and market to other providers to ensure competitive pricing

Background: Once every four years, W.A. Pakeman and Associates, the broker of record for the Township, performs a marketing analysis for the group benefits for the Township and Port of Johnstown to ensure the rates are competitive in the marketplace.

Our current benefit provider is Sun Life. Originally the increase for 2025 from Sun Life was **16%** or an increase of **\$6,217.71 per month (\$74,613.52 annually)** but came back with a revised increase of **1% or \$282.91 per month (\$3,394.92 annually)**. This increase was primarily due to usage of benefits increasing and prescription costs increasing. There are no issues with delivery of services, however it is assumed that we will see the 15% that was clawed back from the original increase reinstated at some future point.

Canada Life was the only other bidder for services. They have offered a **-6.48%** reduction in costs which works out to **\$2,482.89 per month savings (\$29,794.68 annually)**. In prior years, the savings were negated in the following year renewal with large increases in the annual premium. Canada Life has also guaranteed to a cap on increases of 10% for the next two years. This provides cost certainty to the Township through the rest of the council term. The average increase for the next three years would amount to **4.5%** per year increase. Sun Life offered no cap on future renewal fees.

Both quotes include medical and dental benefits for council should they wish to participate.

Policy Implications: As per Personnel Policy 2015-22, the Township and Port of Johnstown is to provide benefits to all full-time employees.

Strategic Plan Implications: Under the pillar of Good Governance, Objective 2.4 is to Develop a Succession Plan and develop our people. By offering a competitive benefit program the Township and Port can recruit and retain staff.

Financial Considerations: All items over \$75,000 must be approved by council.

Recommendation: That Committee recommend that Council direct staff to instruct W.A. Pakeman and Associates to switch benefit providers from Sun Life to Canada Life effective in 2025 and authorize the Mayor and CAO to sign the agreement.

A handwritten signature in black ink, appearing to be 'G. A.', written in a cursive style.

CAO

Edwardsburg Cardinal Marketing Rates

2024-12-17

Benefit	Volume	2024		2025 Renewal		2025 Rvised Renewal				Canada Life		
		Unit Rate	Premium	Unit Rate	Premium	Unit Rate	Premium	Volume	Unit Rate	Premium		
Life	4,168,000	0.354	1,475.47	4,168,000	0.365	1,521.32	4,168,000	0.365	1,521.32	4,168,000	0.440	1,833.92
AD&D	4,168,000	0.054	225.07	4,168,000	0.054	225.07	4,168,000	0.054	225.07	4,168,000	0.050	208.40
DEPENDENT LIFE	53	1.890	100.17	53	1.890	100.17	53	1.640	86.92	53	1.550	82.15
EHC												
Single	6	134.69	808.14	6	168.36	1,010.16	6	136.96	821.76	6	121.00	726.00
Family	53	332.00	17,596.00	53	415.00	21,995.00	53	337.58	17,891.74	53	295.00	15,635.00
Dental												
Single	6	54.23	325.38	6	54.23	325.38	6	44.48	266.88	6	42.00	252.00
Family	53	148.81	7,886.93	53	148.81	7,886.93	53	122.04	6,468.12	53	114.50	6,068.50
EAP		Included			Included			Included			Included	
Short Term Disability	52,612	0.54	2,841.05	52,612	0.74	3,888.03	52,612	0.71	3,735.45	52,612	0.71	3,735.45
Long Term Disability	234,914	3.710	8,715.31	234,914	3.933	9,239.17	234,914	3.933	9,239.17	234,914	3.930	9,232.12
Total			\$39,973.52			\$46,191.23			\$40,256.43			\$37,773.54

Dollar Increase					\$6,217.71			\$282.91			(\$2,482.89)
Percent Increase					16%			1%			-6.48%

Renewal Guarantees ** **10% Renewal Rate Cap 1st 2 re**

EHC: Extendend Health Care

Please bear in mind that the volumes may be higher or lower depending the final number of employees and salaries
 Rates do not include applicable tax.
 Premiums shown are per month. The purpose of this spreadsheet is to compare rates only between the insurers that have quoted on the above company.
 The purpose of this spreadsheet is to compare rates only and forms part of the total marketing analysis
 E. & O.E.



**TOWNSHIP OF EDWARDSBURGH CARDINAL
DISCUSSION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: January 13, 2025

Department: Finance

Topic: 2025 Levy-Based Capital Budget Review

Background: Attached is the budget summary for the levy-based capital and reserve account balances as of December 31, 2024. Business cases for each project will be presented by the individual business segment owner for approval.

Currently, the levy-based capital expense is listed at \$3,615,792 and of these expenses \$3,004,932 is funded through reserves, grants, debt and operating surplus. An additional \$610,860 would be required from levy, debt or Port dividend to fully fund the current capital expenses. Should council decide to go above the amount presented it would require further funding through debt, additional capital levy or Port dividend.

In 2024, the Township did not take a dividend from the Port. In 2023, the amount received from a Port dividend equated to \$563,411. If the Township had taken a similar dividend in 2024, the capital expenses would be fully funded.

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

Treasurer

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

CAO

**2025 Final Capital Budget - Levy Based
Funding Analysis (Capital Meeting #1)**

GL Code	Department	Project	Expense	Funding Type					2025 Tax Levy	Notes
				2025 Budget	Reserves	Grants	WIP	Debt		
21-5950	Fire	Pumper #1	\$ 70,000	\$ (70,000)				\$ (70,000)	\$ -	Deposit for Pumper Truck
21-5950	Fire	Engineering and Design - Fire Station #2	\$ 100,000	\$ (100,000)				\$ (100,000)	\$ -	Fire Department - Building Reserve
17-5950	Administration	Website Revamp	\$ 40,000	\$ (40,000)				\$ (40,000)	\$ -	Admin Reserve
82-5950	Recreation	Picnic Tables/Garbage Cans	\$ 10,000					\$ -	\$ 10,000	Annual replacements
82-5950	Recreation	Splash Pad	\$ 400,000					\$ -	\$ 400,000	Addition to service
81-5950	Recreation	Truck	\$ 57,000	\$ (57,000)				\$ (57,000)	\$ -	Paid in 2024
82-5950	Recreation	Play Structure	\$ 80,000					\$ -	\$ 80,000	Current one not usable
82-5950	Recreation	Holiday Signage	\$ 15,000					\$ -	\$ 15,000	Remembrance Day banners and other signage
82-5950	Recreation	Cardinal Tennis/Pickle Ball Courts	\$ 302,000		\$ (151,000)			\$ (151,000)	\$ 151,000	Contingent on grant funding, option to use Cardinal Hydro Reserve
86-5950	Recreation	Spencerville Arena Dehumidifier	\$ 50,000					\$ -	\$ 50,000	Required for more optimal operations of facility
85-5950	Recreation	Johnstown Pool Piping and Decking	\$ 225,000					\$ -	\$ 225,000	Required for operation in 2025
88-5950	Recreation	South Centre Generator	\$ 65,000					\$ -	\$ 65,000	Recommendation from Emergency Management
88-5950	Recreation	South Centre UV Upgrades	\$ 15,000					\$ -	\$ 15,000	Recommendation from Environmental Services
39-5950	Public Works	Tandem Axle Plow Truck	\$ 425,000				\$ (425,000)	\$ (425,000)	\$ -	Project already has pre-budget approval
39-5950	Public Works	Roadside Mower	\$ 25,000					\$ -	\$ 25,000	Reached useful life and due for replacement
31-5950	Public Works	Building Rehab	\$ 165,000					\$ -	\$ 165,000	Structural wall repair, oil/grit separator, holding tank
39-5950	Public Works	Sidewalk Rehab	\$ 168,000					\$ -	\$ 168,000	Replace an existing asphalt sidewalk
39-5950	Public Works	Pedestrian Crossings	\$ 105,000	\$ (105,000)				\$ (105,000)	\$ -	Project already has pre-budget approval
41-5668	Public Works - Roads	Connell Rd	\$ 44,370	\$ (44,370)				\$ (44,370)	\$ -	Dedicated Capital Reserve
41-5716	Public Works - Roads	Hurley Rd	\$ 59,160	\$ (59,160)				\$ (59,160)	\$ -	Dedicated Capital Reserve
41-5726	Public Works - Roads	Goodin Rd	\$ 29,580	\$ (29,580)				\$ (29,580)	\$ -	Dedicated Capital Reserve
41-5890	Public Works - Roads	Brouseville Rd West	\$ 400,000	\$ (154,210)	\$ (245,790)			\$ (400,000)	\$ -	CCBF/Dedicated Capital Reserve
41-5836	Public Works - Roads	Waddell	\$ 312,000	\$ (11,858)	\$ (300,142)			\$ (312,000)	\$ -	OCIF/Dedicated Capital Reserve
41-5681	Public Works - Roads	Reilly St	\$ 47,400	\$ (47,400)				\$ (47,400)	\$ -	Dedicated Capital Reserve
41-5831	Public Works - Roads	Henderson St.	\$ 46,180	\$ (46,180)				\$ (46,180)	\$ -	Dedicated Capital Reserve
41-5832	Public Works - Roads	South St	\$ 235,050	\$ (118,242)				\$ (118,242)	\$ 116,808	Partially funded through dedicated capital reserve
41-5833	Public Works - Roads	Water St	\$ 125,052					\$ -	\$ 125,052	Partially funded through dedicated capital reserve
			\$ 3,615,792	\$ (883,000)	\$ (696,932)	\$ -	\$ (425,000)	\$ (2,004,932)	\$ 1,610,860	Total Levy Based Capital
									\$ (1,000,000)	Operating Surplus (Estimated)
		Roads Program							\$ 610,860	Additional Levy, Debt or Port Dividend
		Current Dedicated Capital Reserve	\$ (270,000)							
		2025 Dedicated Capital Reserve	\$ (241,000)							
		CCBF	\$ (245,790)							
		OCIF	\$ (300,142)							
			\$ (1,056,932)							Allocate to Roads
		Future Capital Projects								
		Public Works - Roads Middle St	\$ 71,200							
		Public Works - Roads James St	\$ 93,350							
			\$ 164,550							

		Balance	2023 Year End	Balance	2024	2024	2024	2024
		31/Dec/23	Adjustments	1/Jan/24	Transfers	YTD	Transfers	YTD
EARMARKED RESERVES					In	Interest	Out	Balance
01-3511	Administration	221,465.75	866.14	222,331.89	10,000.00		(100,000.00)	132,331.89
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			12,000.00
01-3514	Fire Department - Vehicles	358,668.57		358,668.57	25,000.00			383,668.57
01-3515	Fire Department - Buildings	328,000.00		328,000.00	25,000.00			353,000.00
01-3516	Fire Department - Comm Equipment	175,208.34		175,208.34	20,000.00			195,208.34
01-3517	Policing Costs	110,715.00		110,715.00				110,715.00
01-3518	Cemeteries	17,253.60		17,253.60	3,500.00			20,753.60
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	100,000.00		(328,594.00)	412,056.90
01-3521	Winter Control	168,900.24		168,900.24	10,000.00			178,900.24
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	25,000.00			457,040.01
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	15,000.00		(102,400.00)	191,624.46
01-3528	Planning Reserve	20,000.00		20,000.00	5,000.00			25,000.00
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	10,000.00		(68,025.00)	-
01-3532	Insurance Reserve	55,778.71		55,778.71				55,778.71
		3,237,076.98	8,817.65	3,245,894.63	254,500.00	-	(599,019.00)	2,901,375.63
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	254,500.00	-	(599,019.00)	3,651,375.63

		Balance	2023 Year End	Balance	2024	2024	2024	2024
		31/Dec/23	Adjustments	1/Jan/24	Transfers	YTD	Transfers	YTD
RESERVE FUNDS					In	Interest	Out	Balance
98-3801	GIC Investment	1,828,513.60		1,828,513.60	1,250,000.00	78,148.29	(1,835,935.14)	1,320,726.75
98-3816	Industrial Park Investment- HISA account	262.02		262.02		13.85		275.87
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	20,000.00	14,866.75		309,787.00
98-3803	Industrial Park Wastewater	53,066.23	(10,227.40)	42,838.83	16,085.00	1,810.63		60,734.46
98-3804	Industrial Park Water	217,960.55	513.67	218,474.22	21,129.00	9,234.04		248,837.26
98-3805	Johnstown Water Wells	57,985.59		57,985.59		2,450.82		60,436.41
98-3812	CCBF- Gas Tax Grant	260,138.73		260,138.73	239,462.63	12,072.09	(500,000.00)	11,673.45
98-3807	Cardinal Hydro	180,397.84		180,397.84	26,541.50	7,624.71		214,564.05
98-3806	Spencerville Wastewater	398,255.14	681.95	398,937.09	10,547.00	16,861.46	(86,000.00)	340,345.55
98-3808	Cardinal Wastewater	(861,896.35)	27,705.17	(834,191.18)	1,100,609.00	8,282.40	(51,000.00)	223,700.22
98-3811	Cardinal Water	615,650.30	140,809.45	756,459.75	104,968.00	31,972.56	(119,041.00)	774,359.31
98-3817	Ontario Modernization Fund	236,218.95		236,218.95		9,984.03	(230,975.00)	15,227.98
98-3818	OCIF Formula Based Fund	294,801.72		294,801.72		12,460.11	(300,000.00)	7,261.83
98-3819	Dedicated Capital Reserve Fund (Port)	1,046,253.38		1,046,253.38	241,660.00	48,390.66	(1,063,847.00)	272,457.04
	Total Reserve Funds	5,743,551.39	(108,443.61)	5,635,107.78	3,616,937.27	302,082.72	(6,072,298.14)	3,481,829.63
	GRAND TOTAL	9,730,628.37	(99,625.96)	9,631,002.41	3,871,437.27	302,082.72	(6,671,317.14)	7,133,205.26

Prepared by:
Jessica Crawford
Treasurer



Pumper 1 Business Case.docx

Pumper 1

2025 Budget

Pumper 1 Replacement

Executive Summary

This business case recommends the issuance of an RFP to facilitate the purchase of a new frontline pumper to replace current frontline pumper 1. Although not scheduled for replacement until 2027, significant savings may be realized if we are able to secure a stock truck currently in production vs a traditional build to order purchase.

Business Need

Pumper 1 replacement is based on the Fire Underwriters Survey service schedule which for small and rural communities is 20 years of front-line service. The apparatus can then remain in service as 2nd line duty for 5 years followed by an additional 5 years in reserve status. Fire insurance grades of the community may be adversely impacted by not replacing frontline units at the specified guidance intervals. This could result in increased rates to property owners.

Pumper 1 has spent some time out of service in recent years, primarily waiting for parts. It has a unique chassis that utilizes parts that are not stocked locally.

Options or Solutions Analysis

Option # 1: Purchase a build to order truck to be delivered in 2027. This would maximize the amount of in-service time by the existing unit but increase the cost of replacement. Proposals for a 2027 delivery will be very difficult to obtain within the current market.

Option #2: Purchase a truck using the Canoe Procurement program where tenders have been issued and contracts negotiated on our behalf. Committee members identified that this option restricts proposals to only those manufacturers participating in the program.

Option #3: Issue an RFP for a pumper listing the minimum required specifications along with flexible delivery schedule allowing all manufacturers an opportunity to submit proposals for consideration.

Financial and/or Non-Financial Benefits

Significant savings achieved by purchasing now. New emissions standards are passed and take effect on vehicles for 2027. The technology has not been proven in the field and may be unreliable and costly to maintain, similar to the emission regeneration phase. The frontline pumper purchase could be debentured up to a 10year period to

reduce the taxation burden in a single year. Early replacement will extend the timeline in between the next frontline pumper purchase. (Pumper 4 in 2030)

Risk Analysis

Option # 3 provides the greatest flexibility and potential to attract proposals from a wider range of manufacturers to locate a pumper with features that satisfy the needs of the fire department.

Recommendation

That committee recommends that council include the deposit for the purchase of a fire department pumper in the 2025 budget and direct staff to bring a recommendation to the February council meeting.

Implementation Plan

Issue an RFP in Q1, 2025.

Bring a recommendation to the February Council meeting for the award of a new frontline pumper.

Acceptance Sign-off

Lead Department: Administration

Prepared By: Brian Moore, Fire Chief

Date: 01/08/2025

Signature: 

Approved By: Jessica Crawford, Treasurer

Date: January 9, 2025

Signature: 

Approved By: Sean Nicholson, CAO

Date: January 9, 2025

Signature: 



BUSINESS CASE

Recreation Department
Johnstown Play Structure Replacement

2025 Budget

Page Break

Parks & Facilities Johnstown Play Structure Replacement

Executive Summary

Our current Play Structure at Johnstown Park is over 20 years old and by far our most used within our department. Some of the structures pieces show signs of wear and deterioration. This poses both a safety risk and a potential accessibility issue for children and families using the park. The proposed budget allocation will allow for the complete replacement of outdated equipment with modern, safe, and accessible play structures. The renovation will ensure compliance with current safety standards and make the park more inclusive for children of all abilities.

Business Need

The proposed budget allocation will allow for the complete replacement of outdated equipment with modern, safe, and accessible play structures. The renovation will ensure compliance with current safety standards and make the park more inclusive for children of all abilities.

Options or Solutions Analysis

Having to block off one of the larger slides will certainly create more congestion at the one end, where having the new system in place will allow for:

1. Incorporates a mix of slides, climbing structures, and interactive elements like music panels, tactile walls, or sensory activities.
2. Modular systems can be customized to fit the space and meet safety standards.
3. Non-toxic, durable materials such as high-density polyethylene (HDPE) or recycled plastic for sustainability.

Financial and/or Non-Financial Benefits

The benefits of replacing the older unit with a new state of the art system which we would be purchasing through our Canoe Procurement plan would also be cost savings and allow us the ability to have it ready for the summer programs.

Risk Analysis

Removing the play structure and just having the swings in place is an option.
[Recommendation](#)

Proceed with issuing a tender document for the replacement of the play structure and have new one installed for early June.

[Implementation Plan](#)

Project would start in early spring and be ready for the start of summer season.

Lead Department

Prepared By: [Mike Spencer **Date:** January 8, 2025

Signature: 

Approved By: Jessica Crawford, Treasurer **Date:** January 9, 2025

Signature: 

Approved By: Sean Nicholson **Date:** January 9, 2025

Signature: 



BUSINESS CASE

Recreation Department
Johnstown Pool Piping Retrofit

2025 Budget

Page Break

Parks & Facilities Johnstown Pool Piping Retrofit

Executive Summary

The current pool piping system is over 40 years old, and after years of wear and tear, it has begun to show signs of significant deterioration. The piping material has become increasingly prone to leaks, blockages, and reduced flow capacity, all of which compromise the efficiency of the entire pool filtration and circulation system. Out of the eight skimmers installed in the pool, two are currently non-functional. The malfunctioning skimmers have significantly impacted the pool's ability to properly remove debris and maintain adequate surface circulation.

Business Need

As you are aware, skimmers are a critical component of maintaining water quality and meeting health standards for pool sanitation. Without proper functioning skimmers, there is an increased risk of water contamination, which could lead to health hazards for pool users and may cause the pool to fail inspection. As the existing pool piping and malfunctioning skimmers pose a direct risk to public health and safety, we believe that replacing the outdated piping and repairing or replacing the faulty skimmers is essential for ensuring compliance with health regulations and maintaining the integrity of the pool system.

Options or Solutions Analysis

Quite frankly, the only solution for this project is replacing the piping like what was completed at the Cardinal Pool in the summer of 2023. The only difference between this project is the filtration system is in good spade not like Cardinal which was replaced at the same time the piping was completed.

Financial and/or Non-Financial Benefits

The benefits of replacing the piping would be to have the pool available for another busy summer of programs.

Risk Analysis

Cancelling this project would jeopardize the summer programs at the Johnstown Pool.

Recommendation

Proceed with issuing a tender document with a closing of mid February and to have to work completed in the Spring of 2025.

Implementation Plan

Project would start in early spring and be ready for the start of pool season the first week of June.

Lead Department

Prepared

By:

[Mike Spencer

Date: January 8, 2025

Signature:



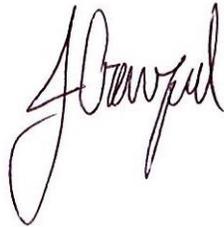
Approved

By:

Jessica Crawford, Treasurer

Date: January 9, 2025

Signature:



Approved

By:

Sean Nicholson

Date: January 9, 2025

Signature:





BUSINESS CASE

Recreation Department
Spencerville Arena Dehumidifier

2025 Budget

Page Break

Parks & Facilities Spencerville Arena Dehumidifier

Executive Summary

We are requesting approval and funding for the installation of a second dehumidifier in the Spencerville Arena. The need for this additional equipment has become increasingly urgent due to shifting seasonal weather patterns, particularly the trend toward extended warmer falls and earlier springs that we have experienced in recent years. These climate changes are affecting the performance of our arena's ice surface and increasing the operational challenges we face in maintaining ideal conditions for both players and spectators.

Business Need

As you are aware, the primary function of a dehumidifier in an ice arena is to control the humidity levels in the building, which directly impacts the quality of the ice surface and the comfort of those using the facility. In recent years, the warmer temperatures during fall and spring have made it more difficult to maintain the proper balance of temperature and humidity. Higher humidity levels in these extended shoulder seasons can lead to several issues, including:

Reduced Ice Quality:

Excess moisture in the air can cause condensation on the ice surface, leading to soft ice, pitting, and inconsistent playing conditions. This not only affects the quality of the game but also increases maintenance costs and downtime for resurfacing the ice.

Increased Energy Consumption:

When humidity levels rise, our current dehumidifier struggles to keep up, forcing our cooling systems to work harder to maintain the desired temperature for the ice surface. This results in higher energy consumption and increased utility costs, impacting both operational budgets and environmental sustainability.

Building Comfort and Safety:

Excessive humidity can also lead to discomfort for spectators, players, and staff, contributing to an unpleasant atmosphere within the arena. Additionally, high humidity levels can accelerate wear and tear on the building infrastructure and equipment, leading to more frequent repairs.

Options or Solutions Analysis

Given these challenges, the addition of a second dehumidifier would significantly improve our ability to maintain optimal humidity levels throughout the year. This would

ensure better ice quality, reduce energy consumption, and enhance the overall experience for all users of the arena. By having an additional dehumidifier to handle the increased load during the warmer seasons, we would be able to maintain a more stable and efficient environment year-round.

Financial and/or Non-Financial Benefits

This results in higher energy consumption and increased utility costs, impacting both operational budgets

Risk Analysis

By not having the second unit in place it creates more work for the current unit and increases the humidity levels in the arena for longer periods.

Recommendation

Proceed with issuing a tender document for the installation of a second dehumidifier through our Canoe procurement and to have it in place for the start of the fall hockey season.

Implementation Plan

Project would completed this summer.

Lead Department

Prepared

By: [Mike Spencer

Date: January 8, 2025

Signature:



Approved

By: Jessica Crawford, Treasurer

Date: January 9, 2025

Signature:



Approved

By: Sean Nicholson

Date: January 9, 2025

Signature:

A handwritten signature in black ink, consisting of a large, stylized 'G' followed by a cursive 'A' and a flourish.



2025 Capital Road Program Business Case

Public Works

2025 Budget

Public Works

Capital Road Program

Executive Summary

The proposed program utilizes three different types of treatment techniques; partial depth patching (6700 meters), asphalt resurfacing (162 meters) and reconstruction (560 meters). The estimated cost of the work is \$1,298,792.00.

Business Need

The road network forms the largest share of the Township's asset portfolio. Our actual reinvestment rate is less than the optimal target reinvestment rate. A phased in approach will need to be utilized over multiple years to close the gap.

The asset management plan estimates the useful life of a paved surface at 20 years. We have 123 kilometers of paved surface, so we should be making improvements to at least 6.15 kilometers of road per year. The 2025 program aims to make improvements on 7.42 kilometers of road.

Options or Solutions Analysis

Option # 1: Remain status quo.

Option # 2: Complete 7.42km of asphalt improvements using a combination of reconstruction, resurfacing and partial depth patching as outlined in the financial benefit section.

Option # 3: Include any additional roads to the proposed program.

Financial and/or Non Financial Benefits

Option #1: No immediate capital investment and no benefit.

Option #2: Proposed list of roads

Partial Depth Patching Program			
Road	Length (m)	Estimated Cost	Notes
Brouseville West	5800	\$400,000.00	This technique is used for pavement distresses like raveling, rutting, delamination and cracking.
Connell	300	\$44,370.00	
Hurley	400	\$59,160.00	
Goodin	200	\$29,580.00	
Total	6700	\$533,110.00	

Resurfacing Program			
Road	Length (m)	Estimated Cost	Notes
Reilly	100	\$47,400.00	The section south of CR2 was missed in the 2024 program.
Henderson	62	\$46,180.00	This section was deferred in 2024. Wider platform width
Total	162	\$93,580.00	

Reconstruction Program			
Road	Length (m)	Estimated Cost	Notes
South	330	235,050.00	Asphalt replacement, drainage modifications and partial storm pipe replacement.
Water	100	\$125,052.00	Asphalt replacement, drainage modifications and partial storm pipe replacement.
Waddell	130	\$312,000.00	Asphalt replacement, full storm pipe system.
Total	560	\$672,102.00	

Option # 3: Additional Work

Optional Additional Roads			
Road	Length (m)	Estimated Cost	Notes
James	120	\$93,350.00	Possible partnership with Ingredion
Middle (James to John)	100	\$71,200.00	Possible partnership with Ingredion
Total	220	\$164,550.00	

Risk Analysis

Option # 1: Doing nothing will further deteriorate the assets and create a larger backlog of work in the coming years.

Option # 2: Achieves the objective of maintaining the overall road condition network in fair condition. This would adjust the current asset condition ratings of the listed roads from a poor/fair to a fair/good level.

Option # 3: Achieves the objective of maintaining the overall road condition network in fair condition.

Recommendation

That committee recommends that Council include the proposed road program (option # 2) for consideration into the 2025 budget.

Implementation Plan

Q1 – Prepare and issue tender

Q2 – Award of work, subject to Council approval

Q2/Q3 – work scheduled and completed.

Acceptance Sign-off

Lead Department: Public Works

[Capital Road Program, Public Works, 2025]

Prepared By: Chris LeBlanc, Public Works Manager

Date: January 9, 2025

Signature: 

Approved By: Jessica Crawford, Treasurer

Date: January 9, 2025

Signature: 

Approved By: Sean Nicholson, CAO

Date: January 9, 2025

Signature: 



2025 Sidewalk Capital Program Business Case

Public Works

2025 Budget

Public Works
2025 Capital Sidewalk Program

Executive Summary

The program proposes to replace an existing asphalt sidewalk (750 meters), replace existing concrete sidewalks (180 meters) and extend a 30meter section of concrete sidewalk. The estimated cost of the work is \$168,000.00. A service level change is also presented as a potential option.

Business Need

The sidewalk network is assessed every year for distresses and hazards. The results of the assessment assist in developing the upcoming years program. Slips, trip and fall hazards are a leading candidate for insurance claims. Performing regular inspections, repairs and replacement help to mitigate claims. The program proposes to replace an existing asphalt sidewalk, replace existing concrete sidewalks and extend a section of concrete sidewalk.

Options or Solutions Analysis

Option # 1: Remain status quo.

Option # 2: Complete the proposed program listed under the financial section.

Option # 3: Service level change consideration listed under financial section.

Financial and/or Non Financial Benefits

Option # 1: Lowest cost however not resolving the issue.

Option # 2: Proposed list of sidewalks

Asphalt Sidewalk Program			
Road	Length (m)	Estimated Cost	Notes
CR2	750	\$105,000.00	St. Lawrence Street to east end.

[Capital Sidewalk Program, Public Works, 2025]

Replace Concrete Sidewalk Program			
Road	Length (m)	Estimated Cost	Notes
Waddell	130	\$39,000.00	Full replacement with road/storm work
South	50	\$15,000.00	Some section replacements
Total	180	\$54,000.00	

New/Extend Concrete Sidewalk Program			
Road	Length (m)	Estimated Cost	Notes
Dundas/CR2	30	\$9,000.00	New landing area for pedestrian crossing at intersection of Shanly Road and CR2

Option # 3: Service Level Change consideration

Removal or Material Change of Sidewalk			
Road	Length (m)	Estimated Cost	Notes
CR2	750	\$50,000.00	Remove asphalt and replace with stone dust
CR2	750	\$15,000.00	Remove sidewalk completely
Waddell	130	\$5,000.00	Remove sidewalk completely

Risk Analysis

Option # 1: Does not address the distress hazards and potential increase in liability claims

Option # 2: Proceeding with this option achieves the objective of maintaining the overall sidewalk condition network in fair condition.

Option # 3: Proceeding with this option reduces the number of sidewalk assets. However, with CR2 in particular, you would be routing pedestrians to the side of a busy roadway.

Recommendation

That committee recommends that Council include the proposed sidewalk program (option # 2) for consideration into the 2025 budget.

Implementation Plan

Q2 – Receiving quotes and award of work.

Q3 – Completion of work

Acceptance Sign-off

Lead Department: Public Works

Prepared By: Chris LeBlanc, Public Works Manager

Date: January 9, 2025

Signature: 

Approved By: Jessica Crawford, Treasurer

Date: January 9, 2025

Signature: 

Approved By: Sean Nicholson, CAO

Date: January 9, 2025

Signature: 



Roadside Mower Attachment Business Case

Public Works

2025 Budget

Public Works

Roadside Mower Attachment

Executive Summary

The roadside mower attachment has reached its established useful life and due for replacement. The unit helps to maintain approximately 280 lane km of rural roads. Options considered in the report include remaining status quo, replacement, 3rd party contract and changes in service level. Replacement of the roadside mower attachment was determined to be the most cost effective and reliable option.

Business Need

The mower attachment is used seasonally, between May and October, to maintain grassed areas of Township right of ways. The mower typically makes two passes during the season. The first pass is limited to the front side of the ditch and is primarily done for sightline control purposes. The second pass extends beyond the front ditch and extends to the fence line in several areas. Each pass is approximately 280 lane km in distance however the second pass covers substantially more area of the ROW.

The expected useful life of the asset is 2-3 years based on historical trends. Most recent replacements include 2016, 2020, 2022 and now due in 2025. Some of the factors that lead to the short EUL include the steep inclines, rough terrain and undetected deposited materials hidden within the longer grass. This creates additional wear and tear on parts and additional downtime.

Both operating expenses and downtime increase substantially during year 3 of the cycle.

Options or Solutions Analysis

Option # 1: Remain status quo. Extend the unit beyond it's useful life by completing an extensive overhaul in preparation to operate for another cutting season.

Option # 2: Replace the existing mower attachment with a similar model. This is the most cost effective and reliable option that also provides some limited warranty on non-wearable parts.

Option # 3: Tender for 3rd party services. This was assessed in 2021 and determined to be less cost effective and limited the flexibility to adjust work schedule.

[Roadside Mower, Public Works, 2025]

Option # 4: Service level change. Limit the two passes to only include the front portion of the ditch. This would be considered a reduction in service. However, leaving the back portion of the ditch and area between ditch and fence line in a more natural state could lead to the establishment of a pollinator habitat area.

Financial and/or Non Financial Benefits

The mower attachment has operated for 1243hrs since purchased in 2022. The capital and operating expenses for the attachment during this period are summarized below in Table 1 and compared to 2021 external 3rd party rates for mowing the Spencerville Lagoons. Note: the mowing of the Spencerville Lagoons was moved in-house in 2022.

Expenses included tractor repair, labour, fuel, mower repair and capital replacement cost of mower.

Table 1:

In-house Operating and Capital

	Year 2022	Year 2023	Year 2024	
Total Expenses	\$35,753.00	\$ 45,002.00	\$ 54,389.00	<u>3 year total</u> \$135,144.00
Hours of Operation	476	392	375	<u>3 year total</u> 1243
Cost per Hour	\$ 75.11	\$ 114.80	\$ 145.04	
External Cost (\$120.00 per hour)	\$57,120.00	\$47,040.00	\$45,000.00	<u>3 year total</u> \$149,160.00
In-house savings (Total)				
2 year cycle	\$17,538.00			
3 year cycle	\$14,016.00			

Option # 1: The cost would be covered under the operating portion of the 2025 budget and be lower in comparison to Option # 2 and 3. Estimate \$15,000.00.

Option # 2: Higher upfront cost and provides a better return on investment. The first 2 years of operation provide the best cost efficiency. Estimate \$25,000.00

Option # 3: No capital asset investment. Annual operating cost would increase to between \$50,000.00 and \$60,000.00 based on the same hours of operation.

Option # 4: Potential to reduce operating depending on the service level change however the unit would still need to be overhauled or replaced.

Risk Analysis

Option # 1: High cost for shortest return. Higher probability of breakdowns.

Option # 2: Best return in the short range and minimizes the chances of downtime, at least in the first two years of operation.

Option # 3: Highest cost, loss of some control and could negatively impact staff morale.

Option # 4: Increased risk of incidents involving vehicles and animals (wildlife and domestic) based on limited visibility of entire ROW. Vegetation growth could reduce the effectiveness of natural water channeling and create water pooling hazards.

Recommendation

That committee recommends that Council include the replacement of the roadside mower attachment for consideration into the 2025 budget.

Implementation Plan

If approved, mower would be ordered for delivery, setup and initial training in advance of the 2025 roadside mowing activities.

Acceptance Sign-off

Lead Department: Public Works

Prepared By: Chris LeBlanc, Public Works Manager **Date:** January 9, 2025

Signature: 

Approved By: Jessica Crawford, Treasurer **Date:** January 9, 2025

Signature: 

Approved By: Sean Nicholson, CAO **Date:** January 9, 2025

Signature: 



Cardinal PW Garage Structural Wall Repair Business Case

Public Works

2025 Budget

Public Works
Cardinal PW Garage – Structural Wall Repair

Executive Summary

The block wall in bay 5 had been displaced below the sill plate requiring repairs. The most likely cause of the displacement is the applied lateral force to the blocks over time from the reoccurring practice of cold asphalt material being pushed up against the wall. Staff engaged the services of Greer Galloway to complete a structural review and prepare engineered drawings to complete repairs. Repairs should be completed in the first half of 2025.

Business Need

In June 2024, the north wall in bay 5 was raised as an area of concern. The block wall below the sill plate had been displaced for an unknown duration of time. The Manager of Public Works contacted the Interim CBO to assist in completing a preliminary assessment on the magnitude and urgency of the situation. The advice was to proceed with repairs to the structural wall prior to the upcoming winter season.

On July 22, 2024 Council resolution 2024-183 authorized staff to proceed with the structural repairs and new partial wall in bay 5 at the Cardinal Works Garage to an upset limit of \$30,000.00 and to cover the unbudgeted expense through a combination of operational adjustments and reserves.

Staff contacted three contractors to view the area and provide a quote on completing the structural repairs. Contractors were hesitant to proceed with the work without receiving additional guidance of a structural engineer.

Staff engaged the services of Greer Galloway to complete a structural review. The area was reviewed and temporary structural shoring put in place to provide added support to the roof structure. Engineering design of structural rehabilitation to repair the damaged structure and preparation of suitable stamped engineering drawings are in process.

Options or Solutions Analysis

Option # 1: Remain status quo. Keep temporary shoring in place for an extended time period or barricade a portion of the building off limits until a repair is made.

Option # 2: Complete the necessary structural wall repairs only with minor floor touch-ups.

Option # 3: Complete structural wall repair, minor floor touch-ups and construction of new partial protection wall.

Financial and/or Non Financial Benefits

Structural engineering services will cost between \$8,000.00 and \$10,000.00

Option # 1: Lowest cost however not resolving the issue.

Option # 2: Completes the minimum required work to return the structure back to original state. Estimate \$50,000.00

Option # 3: Highest cost. Completes the minimum required work to return the structure back to original state and provides a protection barrier to mitigate reoccurrence. Estimate: \$75,000.00

Risk Analysis

Option # 1: Does not address the risk and potentially additional costs when repair eventually proceeds based on some structural components being exposed to outside elements for an extended period of time.

Option # 2: Proceeding with this option returns the structure back to original state and full utilization.

Option # 3: Proceeding with this option returns the structure back to full utilization and adds a protective barrier to mitigate reoccurrence.

Recommendation

That committee recommends that Council include to complete structural wall repair, minor floor touch-ups and construction of new partial protection wall for consideration into the 2025 budget.

Implementation Plan

Q1 – Receiving quotes and award of work.

Q2 – Completion of work

Acceptance Sign-off

Lead Department: Public Works

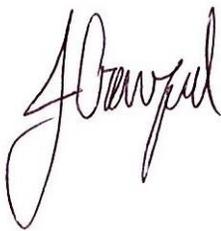
Prepared By: Dave Grant, Director of Operations

Date: January 8, 2025

Signature: 

Approved By: Jessica Crawford, Treasurer

Date: January 9, 2025

Signature: 

Approved By: Sean Nicholson, CAO

Date: January 9, 2025

Signature: 

Pittston PW Garage Oil/Grit Separator Business Case

Public Works

2025 Budget

Public Works

Pittston PW Garage – Oil / Grit Separator

Executive Summary

The current oil/grit cleanout is damaged at the Pittston works garage. The cleanout needs to be replaced with a system that meets today's standard. Civil and mechanical engineering services have been retained and design work is in process.

Business Need

The current oil/grit cleanout is damaged at the Pittston works garage. This is used to separate grit and sediment received from the floor grates in the shop. The system may have been an acceptable method at the time of installation however standards have changed.

Staff have engaged civil and mechanical engineering services to design a new system and confirm no additional remedial work is required.

Options or Solutions Analysis

Option # 1: Remain status quo.

Option # 2: Replace with a system meeting today's standard.

Financial and/or Non Financial Benefits

Engineering services will cost between \$10,000.00 and \$15,000.00

Option # 1: No capital cost

Option # 2: Installation and commissioning on a new system. Estimate \$45,000.00

Risk Analysis

Option # 1: Does not resolve the issue and increases potential future liability with an incorrect functioning system.

Option # 2: Mitigates risk by having a proper functioning system that meets today's standard.

Recommendation

That committee recommends that Council include the purchase, installation and commissioning of a new oil/grit separator system at the Pittston works garage for consideration into the 2025 budget.

Implementation Plan

Q1 – Design work

Q2 – Tender and award

Q2/Q3 – Completion of the work

Acceptance Sign-off

Lead Department: Public Works

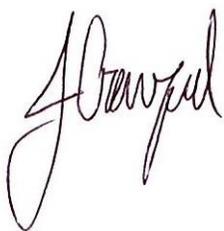
Prepared By: Dave Grant, Director of Operations

Date: January 8, 2025

Signature: 

Approved By: Jessica Crawford, Treasurer

Date: January 9, 2025

Signature: 

Approved By: Sean Nicholson, CAO

Date: January 9, 2025

Signature: 

Pittston PW Garage Holding Tank Business Case

Public Works

2025 Budget

Public Works

Pittston PW Garage – Holding Tank

Executive Summary

The holding tank at the Pittston garage is due for replacement. Options looked at include a like for like replacement and a more traditional septic system model.

Business Need

The current holding tank is experiencing infiltration issues. Repairs were done in 2016 to temporarily resolve the issue. However, the holding tank is experiencing infiltration problems again and is due for replacement.

Options or Solutions Analysis

Option # 1: Remain status quo.

Option # 2: Replace existing holding tank.

Option # 3: Replace with a more traditional septic system model.

Financial and/or Non Financial Benefits

Option # 1: No capital cost. Continue with more frequent pump outs around \$2000.00 per year.

Option # 2: Less expensive capital investment. Estimated cost: \$10,000.00. This would still require periodic pump outs costing between \$750.00 and \$1000.00 per year.

Option # 3 Largest capital investment. Estimated cost: \$30,000.00. Would not require regular pump outs.

Risk Analysis

Option # 1: More frequent pump outs and the risk if infiltration exists there is the potential for exfiltration to occur in the future creating a large issue

Option # 2: This would resolve the issue and reduce the frequency of pump outs. Still limited to the capacity of the holding tank.

Option # 3: Better long-term solution and eliminates the regular pump outs.

Recommendation

That committee recommends that Council include the replacement of the existing holding tank with a traditional septic system at the Pittston works garage for consideration into the 2025 budget.

Implementation Plan

Q1/Q2 – Receive quotes and permits

Q2/Q3 – Completion of the work

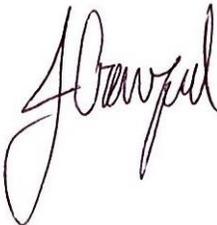
Acceptance Sign-off

Lead Department: Public Works

Prepared By: Dave Grant, Director of Operations **Date:** January 8, 2025

Signature: 

Approved By: Jessica Crawford, Treasurer **Date:** January 9, 2025

Signature: 

Approved By: Sean Nicholson, CAO **Date:** January 9, 2025

Signature: 



Fleet Coordinator Position Business Case

Operations

2025 Budget

Operations

Fleet Coordinator Position

Executive Summary

This business case recommends the establishment of a new fleet coordinator (mechanic) position. The position will add value to the organization in the areas of fleet asset longevity, performance, reliability and cost-effectiveness over the long-term. The individual would be required to have a valid license for both light duty and heavy vehicles at a minimum. Individuals with their EVT (emergency vehicle technician) certificate would be a bonus. This would be a level 5 non-union position with a requirement to respond to after hour vehicle breakdowns for public works and fire department.

Business Need

Our township fleet consists of 50 vehicles and wheeled maintenance equipment. The annual fleet costs are now exceeding \$650,000.00. Almost all vehicle/equipment maintenance and repairs are conducted by external parties. The heavy truck shop labour rate for a mechanic starts around \$120 per hour. We have received great service and accommodation from the majority of shops/garages where we take our fleet. However, their primary focus is not on the longevity and performance of the asset. Moving to an in-house fleet coordinator/mechanic for almost all maintenance and repairs would shift the direction toward asset longevity and performance. The degree of maintenance would be increased resulting in improved reliability of the assets when needing to be deployed.

Options or Solutions Analysis

Option # 1: Remain status quo. This option uses a siloed departmental approach to fleet management. Limited ability to manage costs effectively.

Option #2: Preferred Vendor agreement. This would establish a contract between the township and an approved vendor to receive preferential pricing and priority treatment.

Option #3: Establishing Fleet Coordinator Position. This would take a more holistic approach to organizational fleet asset management. Allows for strategic planning and utilization of an asset and opportunities to evaluate some alternative technology applications into the fleet.

Some of the primary duties and responsibilities of the position would include:

- Perform year-round maintenance of municipal fleet to provide for their safe operation and meet applicable legislative requirements.
- Prepare budget for the annual maintenance, repair and operation of vehicles and equipment
- Manage parts inventory
- Keep vehicle and equipment maintenance records up-to-date
- Perform safety inspections and issue safety certificates
- Vehicle assignments based on need and purpose

(See draft job description for more details)

Financial and/or Non Financial Benefits

Option #1: Indirect benefit of supporting local business although shop labour rates will only continue to increase over time.

Option #2: Potential for reduced labour rate costs and indirect benefit of supporting local business.

Option #3: The return on investment may not be recognized for a couple years as there are additional costs associated with establishing a fleet coordinator (mechanic). Costs include obtaining an inspection licence through Drive On program, purchasing a hoist and other associated tools/equipment (\$100,000.00), vehicle and the establishment of an inventory of parts estimated to be around \$250,000.00. We anticipate the hourly starting range to be between \$42.00 and \$50.00 per hour plus benefits. The majority of the costs associated with the new position would be covered through reallocation of funds versus additional costs in 2025 budget. The fleet coordinator would also be tasked with determining vehicle assignments based on need, purpose and extending useful life.

Risk Analysis

Option # 3 provides the greatest return on investment from a risk mitigation perspective, deployment and extending the longevity of assets.

Recommendation

That committee recommends that Council include the establishment of a new fleet coordinator (mechanic) position in the 2025 budget.

Implementation Plan

2025 Q1 – approval of position and job description. Post position, conduct interviews and select successful candidate

2025 Q2 – applying and obtaining license through Drive On program. Purchase of hoist and vehicle. Begin performing maintenance inspections

2025 Q3 and Q4 – development of a scheduled maintenance program.

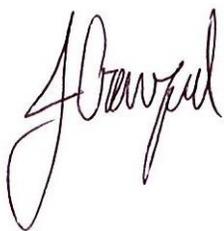
Acceptance Sign-off

Lead Department: Operations

Prepared By: Dave Grant, Director of Operations **Date:** January 9, 2025

Signature: 

Approved By: Jessica Crawford, Treasurer **Date:** January 9, 2025

Signature: 

Approved By: Sean Nicholson, CAO **Date:** January 9, 2025

Signature: 

TOWNSHIP OF EDWARDSBURGH CARDINAL JOB DESCRIPTION

JOB TITLE: Fleet Coordinator
REPORTS TO: Director of Operations
SALARY GRID LEVEL: 5
Date: January 2025

Position Summary:

Reporting to the Director of Operations, the Fleet Coordinator is responsible to lead the activities of the maintenance department to ensure that fleet and heavy equipment is available, dependable and safe at all times.

Provide hands on quality service while adhering to all Municipal and Provincial policies and regulations. The Fleet Coordinator will also provide guidance on preventative maintenance programs, compliance programs and general direction of the Maintenance Department and be a key player in the Asset Management Program (AMP).

Duties and Responsibilities:

- Analyze maintenance costs and provide recommendations on fleet utilization and replacement.
- Track fleet usage and maintain accurate inventory of equipment.
- Assist in the development of maintenance budget by providing input relative to policy, costs.
- Ensure the maintenance records for fleet are accurate and up-to-date.
- Negotiate service agreements to ensure cost efficiencies.
- Complete special projects and perform other duties as assigned.

Minimum Knowledge and Skills Required to Perform the Job:

- Minimum 5 years' experience in a Fleet management role.
- Experience with off-road heavy equipment a must.
- Plant and Building maintenance experience would be an asset.
- Strong troubleshooting skills.
- Excellent interpersonal skills and team orientation.
- Computer literate with experience using MS Office.
- Excellent time management and organizational skills.
- Excellent interpersonal, teambuilding and oral/written communication skills.
- Strong analytical and computer skills.

- Minimum grade 12 education along with valid Certificates of Qualification (310T- Truck and Coach) (310S – Class A Mechanic) trade licenses from the Ontario College of Trades.
- Five years of experience in the trade as a licensed technician following an accredited apprenticeship program.
- Must have a valid G Driver’s License; D or C Ontario Driver’s License with a “Z” endorsement is preferred. A drivers’ abstract will be required to verify a driving record in good standing.
- Emergency Vehicle Technician (EVT) Certificate would be an asset

Qualifications:

- Must possess leadership and team building skills.
- Ability to coordinate the work of others.
- Ability to function in a computerized environment.
- Ability to support and facilitate positive work relationships.
- Good public and employee relations skills.
- Creative/innovative focus on service delivery.
- Commitment to customer service and continuous improvement.

Work Environment:

- Must be able to work in all-weather including extremes.
- Will encounter frequent exposure to noise, dust, chemicals and heavy equipment.
- May be exposed to unpleasant sight and smells.
- Potential to handle dangerous/toxic materials and must comply with all safety controls to ensure there is no risk of contamination to themselves or others.
- Available to work a flexible work schedule including evening and weekend work and on-call, with the ability to work planned or unplanned overtimes as required.

Physical and Mental Requirements:

- Must be able to work independently on a schedule and use effective time management.
- Stressful situations may occur due to: tight deadlines, problems, inconveniences, direction of others, managing a range of responsibilities, high number of tasks to complete, time of year and seasonal weather conditions.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent to this classification.