



AGENDA
REGULAR MEETING OF MUNICIPAL COUNCIL

Monday, January 27, 2025, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

1. Call to Order

2. Indigenous Land Acknowledgement Statement

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

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

3. Approval of Agenda

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

5. Delegations & Presentations

6. Consent Agenda

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

- a. Regular Council - December 9, 2024 (See item 7. a)
- b. Special Council - December 16, 2024 (See item 7.b)
- c. Special Council - January 13, 2025 (See item 7.c)
- d. Port Management Committee - November 18, 2024 (See item 9.a)
- e. Committee of the Whole - Administration and Operations - January 13, 2025 (See item 9.b)
- f. Agricultural Area Review - Municipal Review & Comments (See item 10.a)
- g. Community Improvement Plan (CIP) Proposals (See item 10.b)

7. Minutes of the Previous Council Meetings

- a. Regular Council - December 9, 2024 - CONSENT
- b. Special Council - December 16, 2024 - CONSENT
- c. Special Council - January 13, 2025 - CONSENT

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

9. Committee Minutes

- a. Port Management Committee - November 18, 2024 - CONSENT
- b. Committee of the Whole - Administration and Operations - January 13, 2025 - CONSENT

10. Action and Information Items from Committees

- a. Agricultural Area Review - Municipal Review & Comments - CONSENT
- b. Community Improvement Plan (CIP) Proposals - CONSENT
- c. 2024 Cardinal/Industrial Park Water System Annual Reports

- d. 2025 Employee Group Benefit Marketing Results
- e. Dewitt Ritcher Municipal Drain Report
- f. 2025 Johnstown ATV Club - Special Event Exemption for Road Network Access
- g. Port 2024 Annual Report/Pre-Audit Financial Statement
- h. 2025 Port Non-Union Compensation Strategy

11. Correspondence

12. Municipal Disbursements

13. By-laws

- a. Pregnancy & Parental Leave Policy
- b. By-law to Update Committee and Board Appointments
- c. By-law to Appoint Sean Nicholson as CAO/Deputy Clerk
- d. By-law to Appoint Natalie Charette as Interim Clerk
- e. By-law to Amend Library Board Appointment
- f. By-law to Appoint Port General Manager
- g. Port - Masterfeeds Lease Agreement

14. CAO's Administrative Update

15. Councillor Inquiries or Notices of Motion

16. Member's Report

17. Question Period

18. Closed Session

19. Confirmation By-law

20. Adjournment

MINUTES
MUNICIPAL COUNCIL

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

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

STAFF: Sean Nicholson, CAO
Rebecca Crich, Clerk
Jessica Crawford, Treasurer
Eric Wemerman, Chief Water/Sewer Operator
Candise Newcombe, Deputy Clerk
Mary Tessier, Community Engagement Consultant

1. Call to Order

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

2. Indigenous Land Acknowledgement Statement

The Chair read the indigenous land acknowledgement statement.

3. Approval of Agenda

Decision: 2024-331

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council approves the agenda as presented.

Carried

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

None.

5. Delegations & Presentations

None.

6. Consent Agenda

Decision: 2024-332

Moved by: C. Ward

Seconded by: J. Martelle

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

1. Tri-Council – May 25, 2023
2. Regular Council – November 25, 2024
3. Public Library – October 22, 2024
4. Committee of the Whole – Administration and Operations – December 2, 2024

5. Pumper 1 Replacement Options
6. Port of Johnstown 2024 Financial Audit Service Plan

Carried

7. Minutes of the Previous Council Meetings

- a. Tri-Council - May 25, 2023 - CONSENT

Decision: 2024-332

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of the Tri-Council Meeting dated May 25, 2023.

Carried

- b. Regular Council - November 25, 2024 - CONSENT

Decision: 2024-332

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated November 25, 2024.

Carried

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

None.

9. Committee Minutes

- a. Public Library - October 22, 2024 - CONSENT

Decision: 2024-332

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council receives the minutes of the Public Library Board Meeting dated October 22, 2024.

Carried

- b. Committee of the Whole - Administration and Operations - December 2, 2024 - CONSENT

Decision: 2024-332

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of the Committee of the Whole – Administration and Operations Meeting dated December 2, 2024.

Carried

10. Action and Information Items from Committees

- a. Pumper 1 Replacement Options - CONSENT

Decision: 2024-332

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

THAT Municipal Council direct staff to investigate pumper 1 replacement options and return with a recommendation, as recommended by the Committee of the Whole – Administration and Operations.

Carried

- b. 2024 Port of Johnstown Financial Audit Service Plan - CONSENT

Decision: 2024-332

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

THAT Municipal Council receives and approves the 2024 Port of Johnstown Audit Service Plan presented by MNP LLP Chartered Accountants, as recommended by the Port Management Committee.

Carried

- c. 2025 Reduced Summer Meeting Schedule

Council confirmed that the incoming Port General Manager supports the proposed reduced 2025 summer meeting schedule.

Decision: 2024-333

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

THAT Municipal Council recommend in favour of reducing the meeting schedule during the summer months to only Regular Council meetings scheduled for July 28 and August 25, as recommended by the Committee of the Whole – Administration and Operations.

Carried

- d. Pre-Budget Approval - Website Update

Decision: 2024-334

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

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

Carried

- e. Award RFP - Community Improvement Plan

Council was provided with a summary of the report and discussed the following: the decision rationale, reference feedback, cost negotiations, and liability coverage of the bidder.

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

THAT Municipal Council approves the award of the Community Improvement Plan project to NPG Planning Solutions in the amount of \$27 980 + non rebatable HST.

The mover and seconder removed their support for the recommended motion from the table and remaining members of Council did not move or second it. Council discussed exploring additional options for inquiry of references for NPG Planning Solutions.

The motion to defer the item pending contact of the bidder's references and obtaining additional information was made.

Decision: Verbal

Moved by: S. Dillabough

Seconded by: W. Small

THAT Municipal Council defers the award of the Community Improvement Plan project pending additional due-diligence and additional information obtained on NPG Planning Solutions.

Carried

- f. Draft Plan Extension Request - Lockmaster's Meadow

Decision: 2024-335

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council recommend in favour of a 1-year extension of the Conditions of Draft Approval for the Lockmaster's Meadow subdivision file 07-T-10005.

Carried

- g. Year End Review Report

Council was provided with a summary of the report and highlighted additionally the development of the Potentia battery energy storage system and commended staff on their contributions to various community events throughout the year.

Decision: 2024-336

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council receives the 2024 year end review report as presented.

Carried

- h. Prescott Family Health Team (PFHT) - Support Request

Council clarified discussions had at the Municipal Tri-Council meeting held November 19 regarding the request for financial support from the Prescott Family Health Team to cover general overhead costs. Members discussed the following: the value of retaining and sustaining physicians in the area, the applicability of the United Counties of Leeds and Grenville REDI program, and alternate business plan models to promote sustainability.

Decision: 2024-337

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council approves that staff work with Augusta and Prescott to develop an agreement that addresses the financial request made by the Prescott Family Medical Associates.

Carried

i. Pregnancy/Parental Leave Policy

Council was provided with a summary of the report and discussed the following: the length of pregnancy/parental leave, eligibility, employment standards act requirements, employment insurance payout practices, current parental leave practices, overall operational cost-impact, disadvantages of optional benefit coverage, standard municipal practices, pension plan flexibility, the minimum employment requirements to be eligible for parental leave and basing top-up amounts on the salary grid.

Decision: 2024-338

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council directs staff to prepare a pregnancy and parental leave policy that includes option #1.

Carried

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

Council highlighted that the proposed upgrades replace an integral part of the Township drinking water treatment system, which will ensure quality drinking water standards are continually met.

Decision: 2024-339

Moved by: S. Dillabough

Seconded by: C. Ward

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 a final recommendation, as recommended by the Committee of the Whole – Administration and Operations.

Carried

k. 2025 Spencerville Pumping Station 1 Upgrades

Council clarified that proposed funding sources could be decided during the 2025 municipal budget discussions.

Decision: 2024-340

Moved by: C. Ward

Seconded by: J. Martelle

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 a final recommendation, as recommended by the Committee of the Whole – Administration and Operations.

Carried

l. Revised 2025 Water System Budgets

Council was provided with a summary of the report and discussed the following: the proposed levy increase on water and wastewater, consequences of 0% tax increases of the past, user fee-based system, Ontario Community Infrastructure Fund allocation, reviewing rate increase

needs annually to mitigate large increases, and allocating the proposed rate increases to replenish diminished reserves.

Decision: 2024-341

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council approve the 2025 budget as presented for all Water and Wastewater systems.

Carried

m. Port of Johnstown - GIC Renewal

Council noted that the Port investments would be reviewed at the January Port Management Committee meeting.

Decision: 2024-342

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT Municipal Council approve the following investment recommendations:

1. That the RBC GIC maturing on December 30, 2024, in the estimated amount of \$822,061.56 be transferred into the Port of Johnstown's RBC operating account; and
2. That the incoming Port General Manager and Treasurer of the Township review the port's investments after the capital budget has been approved for 2025 and make further recommendations.

Carried

n. Port of Johnstown - Award RFP - Strategic Plan

Council was provided with a summary of the report and discussed the following: reason for discrepancies in bidders, experience with Port operations, the extended scope of work of the recommended bidder, the added benefits of inviting stevedores during the strategic planning session, and stakeholders in the Port of Johnstown to provide guidance and feedback during the process.

Decision: 2024-343

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council approves the 2025 pre-budget request to award the Strategic Plan RFP for the Port of Johnstown to Town Hall Consulting Inc., in the amount of \$19,700.00 plus HST, to be funded through consulting services in the 2025 Port of Johnstown budget.

Carried

11. **Correspondence**

Decision: 2024-344

Moved by: W. Smail

Seconded by: J. Martelle

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

- November 27, 2024

- December 4, 2024

Carried

12. Municipal Disbursements

Council discussed well testing in the proposed location of the splash pad due to the pre-existence of a well in the area.

Decision: 2024-345

Moved by: J. Martelle

Seconded by: W. Smail

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

• Report dated November 27 (2024-196)	\$187,421.29
• Report dated November 29 (2024-197)	\$214,220.73
• Report dated December 6 (2024-203)	\$2,280.00
TOTAL:	\$403,922.02

Carried

13. Port of Johnstown Disbursements

Council confirmed the replacement tires were for the old Bobcat at the Port.

Decision: 2024-346

Moved by: S. Dillabough

Seconded by: J. Martelle

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

Withdrawals Total:	\$291,214.26
Batch 31 Cheques	\$11,402.60
Batch 32 EFT's	\$138,212.81
 Total of Direct Withdrawal & Batch Listings:	 \$440,829.67

Carried

14. By-laws

- a. 2025 Cardinal Water & Wastewater System Budget & Rates

Council clarified that the proposed 5.8% increase to water and the 3.8% increase to wastewater is a blended rate, not cumulative and would result in an approximate 4.5% overall increase in fees.

Decision: 2024-347

Moved by: J. Martelle

Seconded by: W. Smail

THAT the mover be granted leave to introduce a bylaw to amend bylaw 2013-69 to impose water and wastewater rates for users of the Cardinal water and wastewater system, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-348

Moved by: J. Martelle

Seconded by: W. Smail

THAT a bylaw to amend bylaw 2013-69 to impose water and wastewater rates for users of the Cardinal water and wastewater system, be now read a third and final time and finally passed, signed, sealed and numbered 2024-72.

Carried

b. 2025 Spencerville Sewer System Budget & Rates

Decision: 2024-349

Moved by: J. Martelle

Seconded by: W. Smail

THAT the mover be granted leave to introduce a bylaw to adopt the estimates and impose sewer rates for users of the Spencerville sewer system, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-350

Moved by: C. Ward

Seconded by: J. Martelle

THAT a bylaw to adopt the estimates and impose sewer rates for users of the Spencerville sewer system, be now read a third and final time and finally passed, signed, sealed and numbered 2024-73.

Carried

c. New Wexford/Industrial Park Water System Budget & Rates

Decision: 2024-351

Moved by: W. Smail

Seconded by: J. Martelle

THAT the mover be granted leave to introduce a bylaw to amend bylaw 2022-18 to impose water rates for users of the water distribution system in New Wexford, County Road 2, and the Johnstown Industrial Park, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-352

Moved by: W. Smail

Seconded by: J. Martelle

THAT a bylaw to amend bylaw 2022-18 to impose water rates for users of the water distribution system in New Wexford, County Road 2, and the Johnstown Industrial Park, be now read a third and final time and finally passed, signed, sealed and numbered 2024-74.

Carried

d. Memorandum of Understanding - Township of Augusta - Winter Maintenance Agreement

Council clarified the proposed terms of the agreement, boundary roads affected, and exploring additional similar shared service agreement opportunities with South Dundas.

Decision: 2024-353

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT the mover be granted leave to introduce a bylaw to authorize the Mayor and Clerk to execute an agreement for road maintenance with the Township of Augusta, and this shall constitute first and second reading thereof.

Carried

Decision: 2024-354

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT a bylaw to authorize the Mayor and Clerk to execute an agreement for road maintenance with the Township of Augusta, be now read a third and final time, and finally passed, signed, sealed and numbers 2024-75.

Carried

15. **CAO's Administrative Update**

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

- Commended Public Works on the diligent clearing of the roads and sidewalks Sunday morning.
- Highlighted the free public skating at both Township arenas.
- Benefits to Township risk mitigation with the PSD Citywide patrol system.

Decision: 2024-355

Moved by: J. Martelle

Seconded by: W. Smail

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

Carried

16. **Councillor Inquiries or Notices of Motion**

Deputy Mayor Dillabough inquired about the remaining timeline on the agreement with South Nation Conservation regarding their oversight of septic tank inspections.

17. **Member's Report**

Members reported on the following:

- Commended staff on the clearing of the Legion Way waterfront path in Cardinal.
- Skating with Santa held Friday at the Ingredion Centre and Sunday at the Spencerville arena.
- Well attended Santa breakfast held last Saturday at the Drummond building in Spencerville.

- Health Unit merger approved leading to the formation of the South East Health Unit, with an assured quality of care and additional Provincial funding promised.
- Commended Port of Johnstown staff on hosting the Honorable Minister Rob Flack on December 6.
- Reviewed and highlighted new personnel in 2024 and commended the contributions of long-standing employees.

Decision: 2024-356

Moved by: S. Dillabough

Seconded by: J. Martelle

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

Carried

18. Question Period

None.

19. Closed Session

Decision: 2024-357

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council proceeds into closed session at 8:18 p.m. in order to address a matter pertaining to:

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Approve minutes of Closed Session dated November 25, 2024.
- b. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Possible Land Acquisition.
- c. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Administration.

Carried

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Possible Land Acquisition
- b. Section 239(2)(b) Personal matters about an identifiable individual, including a municipal or local board employee; Specifically: Administration
- c. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Approve minutes of Closed Session dated November 25, 2024.

Decision: 2024-358

Moved by: C. Ward

Seconded by: J. Martelle

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 9:37 p.m.

Carried

20. Report Out of Closed

The Chair reported that Council met in closed session to:

- Received information and provide staff with direction on possible land acquisition;
- Received information and provide staff with direction regarding administration matters; and
- Reviewed minutes of closed session dated November 25, 2024.

Decision: 2024-359

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of Closed Session dated November 25, 2024.

Carried

21. Confirmation By-law

Decision: 2024-360

Moved by: S. Dillabough

Seconded by: J. Martelle

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2024-77.

Carried

22. Adjournment

Decision: 2024-361

Moved by: C. Ward

Seconded by: J. Martelle

THAT Municipal Council does now adjourn at 9:40 p.m.

Carried

Mayor

Deputy Clerk

MINUTES
SPECIAL MUNICIPAL COUNCIL

Monday, December 16, 2024
7:00 PM

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

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

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

1. Call to Order

Mayor Deschamps called the meeting to order at 7:34 p.m.

2. Approval of Agenda

Decision: 2024-362

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council approves the agenda as presented.

Carried

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

None.

4. Question Period

None.

5. Closed Session

Decision: 2024-363

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council proceeds into closed session at 7:35 p.m. in order to address a matter pertaining to:

- a. Section 239(2)(d) Labour relations or employee negotiations. Specifically; Union Negotiations.

Carried

- a. Section 239(2)(d) Labour relations or employee negotiations; Specifically: Union Negotiations

Decision: 2024-364

Moved by: J. Martelle

Seconded by: W. Smail

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 7:57 p.m.

Carried

6. Report Out of Closed Session

The Chair reported that Council met in closed session to:

- Receive information regarding ongoing union negotiations. No direction was provided.

7. Confirmation By-law

Decision: 2024-365

Moved by: W. Smail

Seconded by: C. Ward

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2024-78.

Carried

8. Adjournment

Decision: 2024-366

Moved by: C. Ward

Seconded by: W. Smail

THAT Municipal Council does now adjourn at 7:58 p.m.

Carried

Mayor

Deputy Clerk

MINUTES
SPECIAL MUNICIPAL COUNCIL

Monday, January 13, 2025
5:00 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

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

STAFF: Sean Nicholson, CAO
Rebecca Crich, Clerk
Jessica Crawford, Treasurer
Candise Newcombe, Deputy Clerk
Natalie Charette, Interim Clerk

1. Call to Order

Mayor Deschamps called the meeting to order at 5:18 p.m.

2. Approval of Agenda

Decision: 2025-01

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council approves the agenda as presented.

Carried

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

None.

4. Question Period

None.

5. Closed Session

Decision: 2025-02

Moved by: J. Martelle

Seconded by: W. Smail

THAT Municipal Council proceeds into closed session at 5:20 p.m. in order to address a matter pertaining to:

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Review Committee & Board Advisory Member Applications
- b. Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank
- c. Section 239(2)(d) Labour relations or employee negotiations; Specifically: Approve Minutes of Closed Session dated December 16, 2025

Carried

- a. Section 239(2)(d) Labour relations or employee negotiations; Specifically: Approve Minutes of Closed Session dated December 16, 2024
- b. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Review Committee & Board Advisory Member Applications
- c. Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank

Decision: 2025-03

Moved by: J. Martelle

Seconded by: W. Smail

THAT the closed meeting of Municipal Council does now adjourn and the open meeting does now resume at 5:59 p.m.

Carried

6. Report Out of Closed Session

The Chair reported that Council met in closed session to:

- Review minutes of closed session dated December 16, 2024;
- Reviewed and provided direction to the Clerk regarding committee and board advisory member appointments;
- Received information and provided direction to the CAO to obtain additional information regarding the Edwardsburgh Land Bank.

Decision: 2025-04

Moved by: W. Smail

Seconded by: J. Martelle

THAT Municipal Council receives and approves the minutes of Closed Session dated December 16, 2024.

Carried

7. Confirmation By-law

Decision: 2025-05

Moved by: C. Ward

Seconded by: S. Dillabough

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2025-01.

Carried

8. Adjournment

Decision: 2024-06

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Municipal Council does now adjourn at 6:02 p.m.

Carried

Mayor

Deputy Clerk

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE
MONDAY NOVEMBER 18, 2024
6:30 PM**

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

Regrets: Councillor Chris Ward
Councillor Joe Martelle

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

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 6:30 p.m. and noted the absence of both Councillors Ward and Martelle.

2. Approval of Agenda

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

That Committee approves the agenda as presented.

Carried

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

4. Delegations and Presentations – None

5. Minutes of the Previous POJ Committee Meeting

a) Meeting of October 21, 2024

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

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated October 21, 2024.

Carried

6. Business Arising from Previous PMC Minutes (if any) – None
7. Discussion Items – None
8. Action/Information Items

a) Grain Operations Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, grain received/shipped, vessels loaded in October, consequences of a poor Canadian Grain Commissions rating, impacts from the Port of Montreal interruptions, and volume and efficiencies of the new grain dryer.

b) Maintenance Report

Port staff provided an overview of the monthly report and highlighted the following items completed: monthly maintenance/electrical work, items from the work order log, premise and system inspections performed, ensured follow-up maintenance performed to meet compliance with Federal Safety Inspection recommendations, and that regular equipment maintenance was performed.

c) Capital Projects

Committee was provided with a summary of the capital project status to date and discussed the following: the proposed paving projects to be carried over to 2025, estimated costs, basing capital project priority off the new Strategic Plan in 2025, a surplus of approximately \$80,000.00 on the new grain dryer project, final estimated costs, completion timeline and impacts to operations for the track shed project completion.

d) Financial/3rd Quarter Investment Report

Committee was provided with a summary of the monthly revenue and expenses and year-to-date budget to actual numbers and discussed the sale of grain year over year and the benefits of the breakdown schedule of revenues and expenses per year.

e) Vessel Traffic Report

Committee was provided with summary of the report and clarified foreign versus domestic vessels and the type of cargo they hold.

f) Health and Safety Report

Committee was provided with a summary of the health and safety report. Members inquired if compliance safety reports were done in-house and the availability of the Port for confined space training programs.

g) General Manager's Report

Committee was provided an overview of the report and discussed additional efforts to mitigate Port liability, prevalence of female employees at the Port, and the Masterfeeds lease renewal.

Moved by: W. Smail

Seconded by: T. Deschamps

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

Carried

h) 2024 Financial Audit Service Plan

Committee was provided with an overview of the report and discussed the following: overall cost, materiality cost increases year over year, proposed audit timeline, additional administrative expenses, past concerns with auditors, alternate auditing firms, and possible future county wide tender for auditing services.

Moved by: T. Deschamps

Seconded by: W. Smail

That the Port Management Committee recommend that Committee and Council receives and approves the 2024 Audit Service Plan presented by MNP LLP Chartered Accountants.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements and discussed the following: diesel top-up clarification, refill cost/cost stability for the new grain dryer, and profit/cost comparable since the dryer installation.

Moved by: T. Deschamps

Seconded by: W. Smail

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

Withdrawals Total:	\$229,582.34	
Batch 29 CHEQUES	\$34,970.68	
Batch 30 EFT's	\$902,466.85	
Total of Direct Withdrawal & Batch Listings:	\$1,167,019.87	Carried

10. Councillor Inquiries/Notices of Motion

Mayor Deschamps noted the upcoming visit, December 6, 2024, from the Minister of Agriculture, Food, and Agribusiness, Hon. Rob Flack.

11. Chair's Report

The Chair reported on the following:

- Attended the Hwy H2O Conference held November 12, 2024, in Rideau Lakes, met with Logistec.
- Noted no December Port Management Committee meeting – thanked all advisory members for their contributions and wished everyone a Merry Christmas.

12. Question Period

Requested confirmation of attendees for the Port of Johnstown tour. Noted the final meeting of the current Port of Johnstown General Manager, Robert Dalley, highlighting events and accomplishments of the Port of Johnstown during his years of service.

13. Adjournment

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

That the Committee meeting adjourns at 7:25 p.m.

Carried

These minutes were approved by Port Management Committee this 23 day of January, 2025.

Chair

Deputy Clerk

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

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

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

STAFF: Sean Nicholson, CAO
Dave Grant, Director of Operations/Deputy CAO
Rebecca Crich, Clerk
Jessica Crawford, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities
Brian Moore, Fire Chief
Chris LeBlanc, Manager of Public Works
Tim Fisher, Planner
Candise Newcombe, Deputy Clerk
Natalie Charette, Interim Clerk
Mary Tessier, Community Engagement Coordinator

1. Call to Order – Chair, Mayor Deschamps

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

2. Approval of Agenda

Moved by: C. Ward

Seconded by: J. Martelle

That the agenda be approved as presented.

Carried

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

Councillor Ward noted a potential conflict on item 7.b). He noted he would declare should the need arise.

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. UCDSB End to Competitive Sports

Concerns regarding impending changes to elementary school competitive level sports were noted, however, it was highlighted that there was limited information regarding the proposed changes. Members suggested extending an invitation to Upper Canada School Board Trustee, Ms. Lisa Swan to make a delegation and clarify the proposed changes.

Moved by: C. Ward

Seconded by: S. Dillabough

That staff extend an invitation to Ms. Lisa Swan, Upper Canada School Board Trustee to be a delegate of Committee and obtain additional information regarding the proposed changes to the elementary school sports programming.

Carried

b. Agricultural Area Review - Municipal Review & Comments

Committee was provided with a summary of the report and discussed the consultation process to date, the impacts on Township lands, the Official Plan approval process, the implications of proposing to add additional lands to the review, future aggregate mapping implications, and ensuring consultation with land owners.

There was consensus of Committee to proceed with the request to remove the specified Township lands from the review process without proposing additional lands for inclusion.

Moved by: S. Dillabough

Seconded by: C. Ward

That Committee recommend that Municipal Council requests that the draft letter to the United Counties of Leeds and Grenville be amended to

remove the lands described as Areas C, D, G, H and I, and their existing rural designations remain for future Township expansion within the Recommended Agricultural Area Mapping performed by the United Counties of Leeds and Grenville.

	Yea	Nay
T. Deschamps	X	
S. Dillabough	X	
J. Martelle	X	
W. Smail	X	
C. Ward	X	
Results	5	0

Carried (5 to 0)

8. Action/Information Items

a. Community Improvement Plan (CIP) Proposals

Committee was provided an update following the verification of credentials of NPG Planning Solutions and the flexibility of including additional permitting software within the agreement.

Moved by: S. Dillabough

Seconded by: W. Smail

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.

Carried

b. Pregnancy & Parental Leave Policy

A detailed breakdown of the report was provided to Committee outlining increased eligibility requirements, maximum employment insurance benefit amount, risk with making employee benefits optional, and pension contribution options during and following a leave.

Members noted opportunities to increase the value of the Township workplace benefits in attracting and retaining dedicated employees.

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

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

Carried

c. 2024 Cardinal/Industrial Park Water System Annual Reports

Committee was provided with a summary of the reports and clarified various abbreviation meanings, testing processes, and protocols to address positive tests on Township drinking water.

Committee commended the Environmental Services department on their continued diligence of the Township drinking water.

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

That Committee recommends that Council:

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

Carried

d. 2025 Employee Group Benefit Marketing Results

Committee was provided with a summary of the report and discussed the benefit term length, the flexibility of the renewal date, offered rate caps from each provider. Committee inquired about the overall cost to the Township for the insurance broker agreement.

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

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.

Carried

e. 2025 Levy-Based Capital Budget Review

Committee was provided with a detailed review of the report and discussed the current condition of the Township finances. Discussion was held on expanding the 2025 capital roads program to include Cedar Grove and Pittston roads into the 2025 roads program.

There was consensus of Committee to include Cedar Grove Road (Fraser Rd. to Noe Rd) and Pittston Road east to the 2025 capital roads program.

f. 2025 Draft Fire Department Budget

1. Pumper 1

Committee was provided with an overview of the business case and discussed the impending emission standard changes, compared the RFQ versus the canoe procurement process, \$70,000.00 deposit amount, and the availability of funding opportunities for the purchase of large assets such as pumper trucks.

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

That committee recommends that council include the deposit, \$70,000.00, for the purchase of a fire department pumper in the 2025 budget and direct staff to bring a recommendation to the February council meeting.

Carried

The Chair called a 5-minute recess at 8:25 p.m.

The Chair called the meeting back to order at 8:31 p.m.

g. 2025 Draft Recreation and Facilities Budget

1. Johnstown Play Structure Replacement

Committee was provided with an overview of all capital budget items requested under the Recreation and Facilities budget and discussed the following: consultation with corporate partners regarding interest in donations and support, modifications made to the current play structure, increased costs obtaining discontinued parts, and discontinuing the use of the current structure due to growing safety concerns.

2. Johnstown Pool Piping Retrofit

Discussed under item g.1.

3. Spencerville Arena Dehumidifier

Discussed under item g.1.

There was consensus of Committee to keep all proposed recreation budget items in the capital budget for further discussion.

h. 2025 Draft Public Works Budget

1. 2025 Capital Road Program

Committee was provided with a summary of the business case and discussed the following: the anticipated longevity of a partial depth patch, the implications of the federal election regarding carbon tax costs, and measuring possible savings in deferring the tender process following the federal election.

2. Sidewalk Capital Program

Committee was provided with a summary of the business case and discussed the frequency of sidewalk slip/trip insurance claims, current service standards, time lapsed following the last remediation, and excluding Waddell Street from the proposed remediation at a savings of approximately \$30,000.00.

There was consensus of Committee to exclude Waddell Street from the proposed sidewalk capital program.

3. Roadside Mower Attachment

Committee was provided with a summary of the business case and discussed the following: mower downtime, current service standards and resident expectations, average lifecycle of the asset, roadside pollinator program, the trade-in value of the asset, the benefits of maintaining a spare unit, and the possibility of in-house maintenance of the unit.

There was consensus of Committee to keep the item in the budget for future consideration.

4. Structural Wall Repair

Committee was provided with an overview of the business case and discussed the proposed repairs, the estimated repair life, and the overall condition of the Cardinal Public Works building.

There was consensus of Committee to leave this item in the budget for future discussion.

5. Oil Grit Separator

Committee was provided with a summary of the business case which noted the necessity of the proposed replacement of the oil grit separator.

There was consensus of Committee to leave the item in the budget for future consideration.

6. Holding Tank

Committee was provided with a summary of the business case and discussed the mitigation of pump outs required, the cost of a pump out, and the life expectancy of the proposed system versus a traditional system.

There was consensus of Committee to keep the item in the budget for future discussions.

7. Fleet Coordinator

Committee was provided with a summary of the business case and discussed the following: success of similar positions in neighbouring municipalities, shared servicing options, feasibility of this type of position with a fleet of 50 vehicles, off-season duties, the benefits of in-house servicing and stocking pertinent parts, reduction in asset downtime, current fleet repair costs, contracting the fleet repairs to one local mechanic, potential to share the position with neighbouring municipalities, the viability and value versus the cost of in-house fleet maintenance, and the viability of a single person managing the fleet.

There was consensus of Committee to keep the item in the budget for future discussions.

Moved by: S. Dillabough

Seconded by: C. Ward

That Committee extend the meeting curfew beyond 10:00 p.m.

Carried

9. Councillor Inquiries/Notices of Motion

Councillor Smail inquired about renaming the Cardinal Public Works building in memory of local resident Bill Walker.

Councillor Ward requested additional information regarding the Canoe procurement process be circulated to Council for clarity of the process.

Deputy Mayor Dillabough requested a report on the remaining useful life of the Spencerville arena for the February Committee of the Whole – Administration & Operations meeting.

Deputy Mayor Dillabough highlighted the success of the Township in the 2024 Tri-Municipal Food Challenge.

10. Member's Report

None.

11. Question Period

None.

12. Closed Session

None.

13. Adjournment

Moved by: C. Ward

Seconded by: W. Smail

That Committee does now adjourn at 10:08 p.m.

Carried

Chair

Deputy Clerk

TOWNSHIP OF EDWARDSBURGH CARDINAL

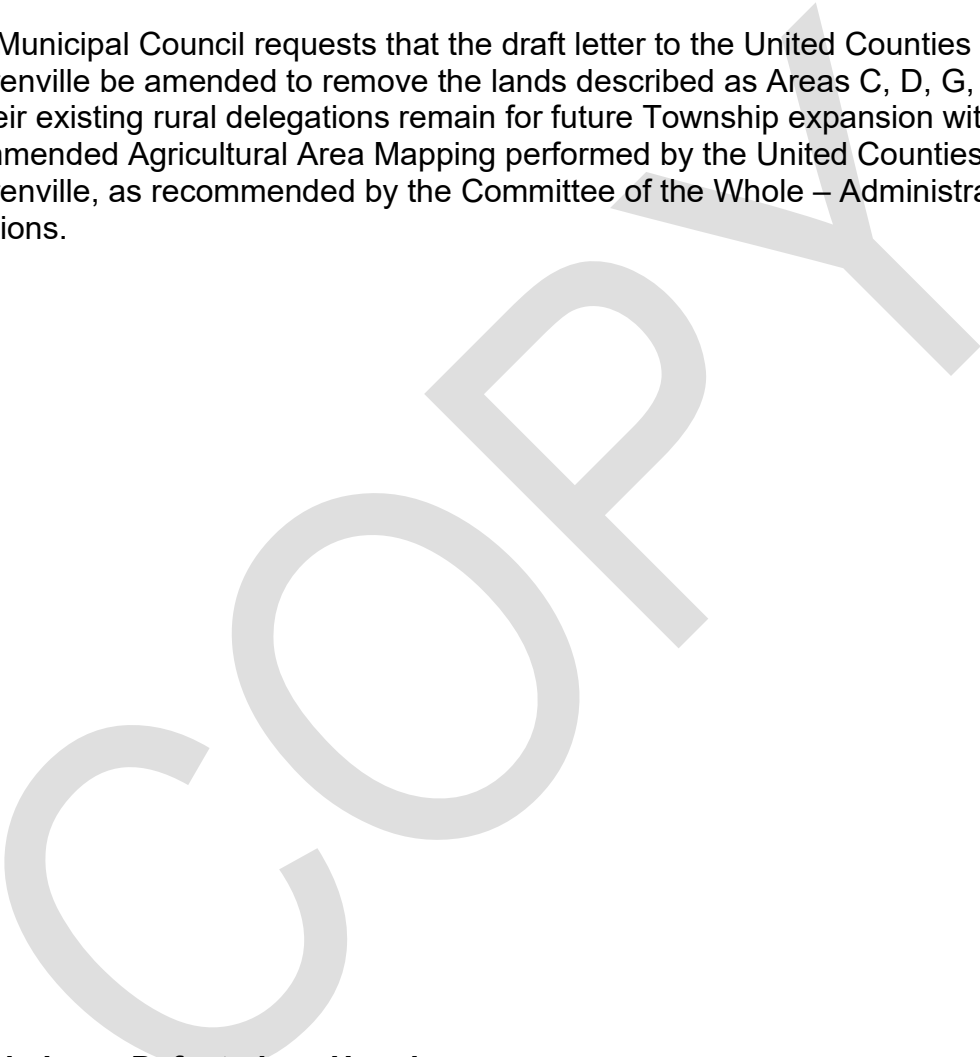
January 27, 2025

Resolution Number: 2025- _____

Moved By: _____

Seconded By: _____

THAT Municipal Council requests that the draft letter to the United Counties of Leeds and Grenville be amended to remove the lands described as Areas C, D, G, H and I, and their existing rural delegations remain for future Township expansion within the Recommended Agricultural Area Mapping performed by the United Counties of Leeds and Grenville, as recommended by the Committee of the Whole – Administration and Operations.



Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

January 27, 2025

Resolution Number: 2025- _____

Moved By: _____

Seconded By: _____

THAT Municipal Council approves the award of the Community Improvement Plan Project to NPG Planning Solutions in the amount of \$27,980 + non rebatable HST, as recommended by the Committee of the Whole – Administration and Operations.

COPY

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

January 27, 2025

Resolution Number: 2025- _____

Moved By: _____

Seconded By: _____

THAT Municipal Council:

- a. Receive the 2024 Annual Water Reports for the CWS and EDS; and
- b. Direct staff to post the Annual Water Reports to Township website: and
- c. Direct staff to notify users via social media and newspaper of report availability.

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

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

TOWNSHIP OF EDWARDSBURGH CARDINAL

January 27, 2025

Resolution Number: 2025- _____

Moved By: _____

Seconded By: _____

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

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Regular Council

Date: January 27, 2025

Department: Operations

Topic: Dewitt Ritcher Municipal Drain Report

Purpose: To seek approval to proceed with maintenance work on the Dewitt Ritcher municipal drain under section 74 of the Drainage Act.

Background: Once a municipal drain has been constructed under the authority of a by-law, it becomes part of that municipality's infrastructure. The municipality, through its drainage superintendent, is responsible for repairing and maintaining the municipal drain on behalf of the community of landowners included in the catchment area of the drain.

The drainage superintendent makes recommendations on required repair and maintenance or future maintenance after completing an inspection of the drain, either through periodic inspection or after a request of a benefitting owner.

See attached inspection report and draft notice to benefitting owners.

Policy Implications: The Drainage Act requires the Township to be responsible for repairing and maintaining the municipal drain, through its appointed drainage superintendent, on behalf of the community of landowners involved in the drain.

Strategic Plan Implications: This work aligns under the infrastructure pillar, more specifically objective 4.8 ensuring adequate drainage for township infrastructure and includes performing drainage assessments.

Financial Considerations: Any work performed on the municipal drain under section 74 or 79 of the Drainage Act would be billed out to the benefitting owners based on the assessment schedule. A draft assessment schedule has been prepared based on the estimated total project cost of \$22,487.00. Some properties would be eligible to receive a 1/3 grant through the agricultural drainage infrastructure program (ADIP) equaling \$4,709.81 bringing the total net cost billed to \$17,777.19.

The township cost portion of the work would be \$2007.26. The amount takes into consideration estimates under \$50.00 being covered through general taxation (\$336.66).

Note: We will not know the total project cost until the work is tendered, awarded and completed. This is just an estimate to provide advanced notice to benefitting owners of potential dollar amounts.

Recommendation: That Council approve proceeding with maintenance work on the Dewitt Ritcher municipal drain as recommended by the drainage superintendent.



Director of Operations



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

640 Cataragui Woods Drive
Unit 2A
Kingston, Ontario
K7P 2Y5

Telephone
(613) 536 - 5420

Facsimile
(613) 548 - 3793

E-mail
Kingston@greergalloway.com



December 19, 2024

RE: Inspection of Culvert at 515 County Road 21 (Dewitt Richter MD)

Client Name: Township of Edwardsburgh Cardinal

Attention: David Grant
Director of Operation / Deputy CAO
Edwardsburgh Cardinal TWP
18 Centre Street PO Boc 129
Spencerville, On K0E 1X0

Mr. Grant,

In the Fall of 2023, Greer Galloway completed a review of the existing farm crossing culvert at 515 County Road 21. Before the site visit, we contacted the homeowner, Mr. Sean Luimes. We had been informed by the property owner that the culvert began to collapse during normal operations when he attempted to cross it with a spreader. After the damage Mr. Luimes stopped using the access. The damage can be seen in Fig 1.



Fig 1: Damage to Culvert

During the inspection it was found that the culvert was not installed properly and had zero cover as shown in Fig 2 below. At the time of installation this would have met the needs of property owners, but due to the increase in size and weight of modern farm equipment this is no longer sufficient. During the site visit it was confirmed that the damaged culvert is along the Dewitt Richter Municipal Drain just prior to its intersection with the James Reilly Main Municipal Drain.



Fig 2: Cover Over Damaged culvert

It is our recommendation that this culvert be replaced and that it be closed until replacement can occur. This culvert can be replaced like for like with a CSP culvert but OPSD 805.010 for height of fill must be followed to ensure that the culvert will function properly. A culvert of this size will require 400-450 mm of cover depending on the type of CSP.

In addition to the replacement of this culvert we recommend that all Municipal Drain culverts be checked to ensure that minimum cover is provided. This would be considered preventative maintenance to mitigate future damage.

Mr. Luimes was contacted after the inspection to let him know that he should continue to avoid using the culvert. Mr. Luimes indicated that he would need access as soon as possible to avoid delays to crop harvest.

If you have any further questions or require further clarification on the information included in this letter, please contact the undersigned.

Sincerely,

**GREER GALLOWAY
CONSULTING ENGINEERS**

Rob Asselstine, C.Tech, RCCA
Drainage Superintendent
rasselstine@greergalloway.com



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

November 28th, 2024

RE: Notice of Municipal Drain Maintenance – Dewitt Richter Municipal Drain

Client Name: Township of Edwardsburgh Cardinal

Attention: Affected Property Owners

Dear Property Owner,

The Township of Edwardsburgh Cardinal received an inspection request in the fall of 2023 from a property owner assessed for the Dewitt Richter Municipal Drain. The request was specific to a deficient farm crossing culvert in Lot 5 of Concession 6. A subsequent inspection by the Drainage Superintendent confirmed that the culvert had failed and was no longer suitable to support farm equipment.

Under the Drainage Act, the Township is responsible for maintaining the municipal drains. Maintenance of a municipal drain may be initiated at the request of one or more property owners assessed for the drain.

The Dewitt Richter Municipal Drain originates in Lot 12 of Concession 6, and outlets to the Sandy Creek Municipal Drain in Lot 5 of Concession 6. The proposed work will be limited to what is necessary to replace the failed culvert.

Property owners that benefit from the Dewitt Richter Municipal Drain will be assessed for the cost of the work.

If you have any questions or comments regarding a known problem with the drains, our inspections, future maintenance or this letter please feel free to contact us at our Kingston office, Tel: (613)-536-5420.

Sincerely,

**GREER GALLOWAY
CONSULTING ENGINEERS**

Rob Asselstine, C.Tech, RCCA
Drainage Superintendent
rasselstine@greergalloway.com

640 Catarqui Woods Drive
Unit 2A
Kingston, Ontario
K7P 2Y5

Telephone
(613) 536 - 5420

Facsimile
(613) 548 - 3793

E-mail
Kingston@greergalloway.com





**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Council

Date: January 27, 2025

Department: Administration

Topic: 2025 Johnstown ATV Club – Special Event Exemption for Road Network Access

Purpose: To bring forward a special event exemption request from the Johnstown ATV Club to access an additional section of road network for an event on February 22.

Background: Staff received a request from the Johnstown ATV Club on January 20 for a special exemption to permit the ATV Club to use a portion of Rock St. to gain access to an existing, privately owned, farm road. The exemption would allow ATV's access to a local private business for a fundraising event scheduled for February 22.

The Johnstown ATV Club has requested that the section of Rock St., from Crowder Rd. north to the third bend on Rock St., where the road allowance meets the private farm road receive a special exemption to Bylaw 2021-09 road network restrictions for the one-day event. The area requested on Rock St. is approximately 860m in length and outlined in the attached GIS print.

Upon receipt of the Johnstown ATV Club request, staff contacted the property owner and it was confirmed that the February 22 event is scheduled and permission granted for the Club to access the portion of the private farm road allowance from the municipal road allowance.

Policy Implications: The current 2021-09 bylaw to regulate the operation of off-road vehicles/ATVs on municipal highways and unopened road allowances does not address special exemption requests for fundraising events/rides. Council may consider granting such special exemption, by resolution, one time for the event being held on February 22.

Strategic Plan Implications: N/A

Financial Considerations: Minimal financial impact as trail enforcement is primarily accomplished through the combined effort of the trail wardens and OPP.

Recommendation: THAT Municipal Council grant the Johnstown ATV Club a special exemption from the 2021-09 Bylaw to access the designated area on Rock St. on February 22 for the Club's event.



Clerk



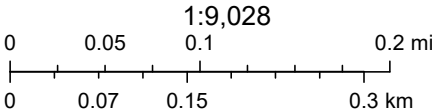
Director of Operations

Proposed ATV Route



2024-02-06, 10:49:57 a.m.

- Parcel
- Surrounding Parcel
- LG_RoadNetwork
- Municipal Road



Teranet Inc., Municipal Property Assessment Corporation (MPAC), and Geographic Information System (GIS) the United Counties of Leeds and

TOWNSHIP OF EDWARDSBURGH CARDINAL

January 27, 2025

Resolution Number: 2025- _____

Moved By: _____

Seconded By: _____

THAT Municipal Council receives the Port of Johnstown 2024 Annual Report, and that this includes receiving the Financial Statement as per By-law 2023-14 Schedule "A", as recommended by the Port Management Committee.

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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



**Port of
Johnstown**



2024

ANNUAL REPORT

January 23, 2025

HIGHLIGHTS



Total cargo processed: 1,464,193 MT



Total throughput of grain: 982,024 MT



+ 45,788 MT from 2023!



Total capital spending: \$7,764,678



Total surplus (un-audited): \$5.38 million

HIGHEST GRAIN MOVEMENT BY VESSEL ON RECORD



26 vessels

- 16 soybean
- 10 corn

Exported to:



6



3



2



2



13

Other elevators

CHAIR AND GENERAL MANAGER MESSAGE

We recognize, with gratitude and respect that the Township of Edwardsburgh Cardinal is situated on traditional territory of Indigenous peoples dating back countless generations, which is rich in history and home to many First Nations, Métis and Inuit people today.

As a Township and Port, 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.

The year 2024 was monumental for the Port of Johnstown, full of collaboration, solid achievements, record numbers, and completion of various multi-year capital projects. To our customers, brokers, stakeholders, partners, and community-at-large, it is with sincere gratitude that we thank you for entrusting us with your commodities.

None of this progress would have been possible if it were not for the skills and dedication of our people. Their efforts continue to solidify the Port of Johnstown as one of the most productive and customer-focused gateways in Eastern Ontario, and we thank them for the ongoing contributions. To Outgoing General Manager Robert Dalley and Operations Manager Kevin Saunders, thank you for your service and best wishes on your retirements!

With 2025 now upon us, the Port of Johnstown is embarking on a period of renewal as we focus our efforts on the development of a Strategic Plan 2025 - 2030. It is the intent that this framework will guide our actions and direct our achievements over the next five years. This ambitious plan will encompass every aspect of our operations, from the well-being of our employees to our impact on communities, sustainable asset management, environmental preservation, operational excellence, technological innovation, and business expansion.

We encourage you to read on for a more detailed review of our 2024 activities.

Stephen Dillabough
Chair, Port Management Committee

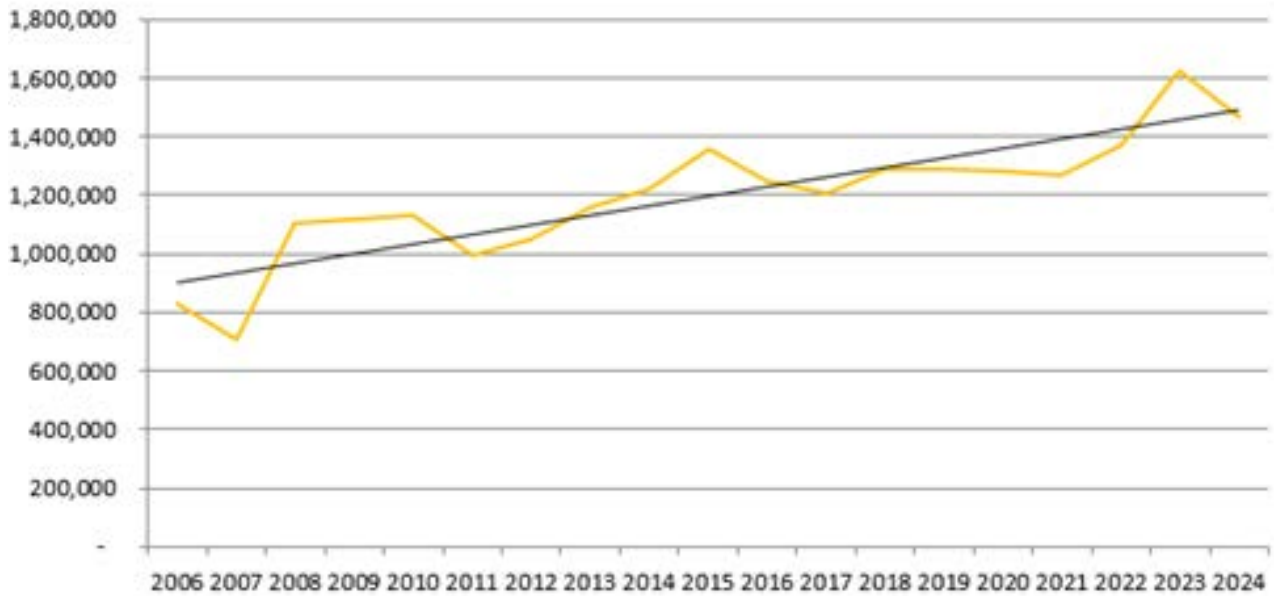
Leslie Drynan
General Manager



2024 TOTAL CARGO

Total cargo processed at the Port in 2024 totaled **1,464,193 MT**; the second highest year on record. Compared to the first eleven years of operation, the Port's average cargo has increased by 32% and continues to move in a positive direction.

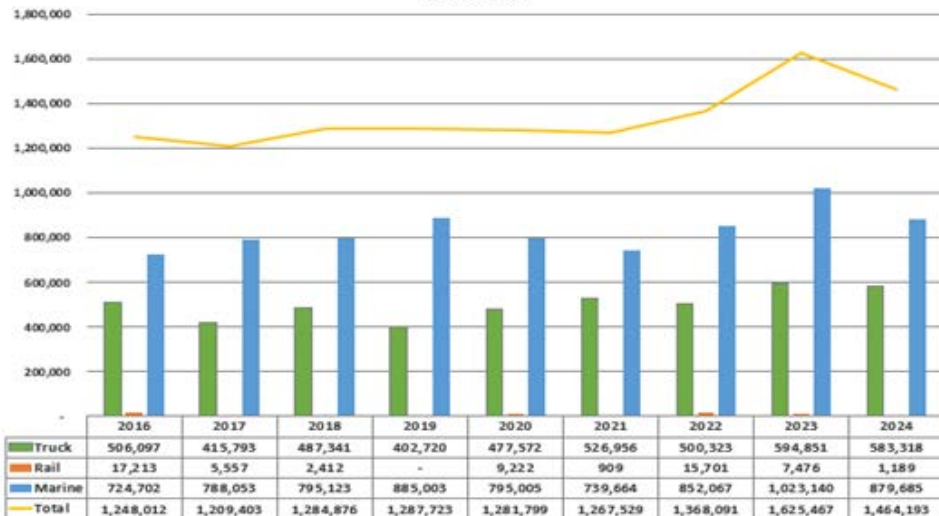
Total Cargo Trend
2006 -2024



2001-2012 average cargo = 872,218 MT
2012-2024 average cargo = 1,153,259 MT

TRI-MODAL TRANSPORT

Total Cargo Processed by Transport Mode
2016 - 2024



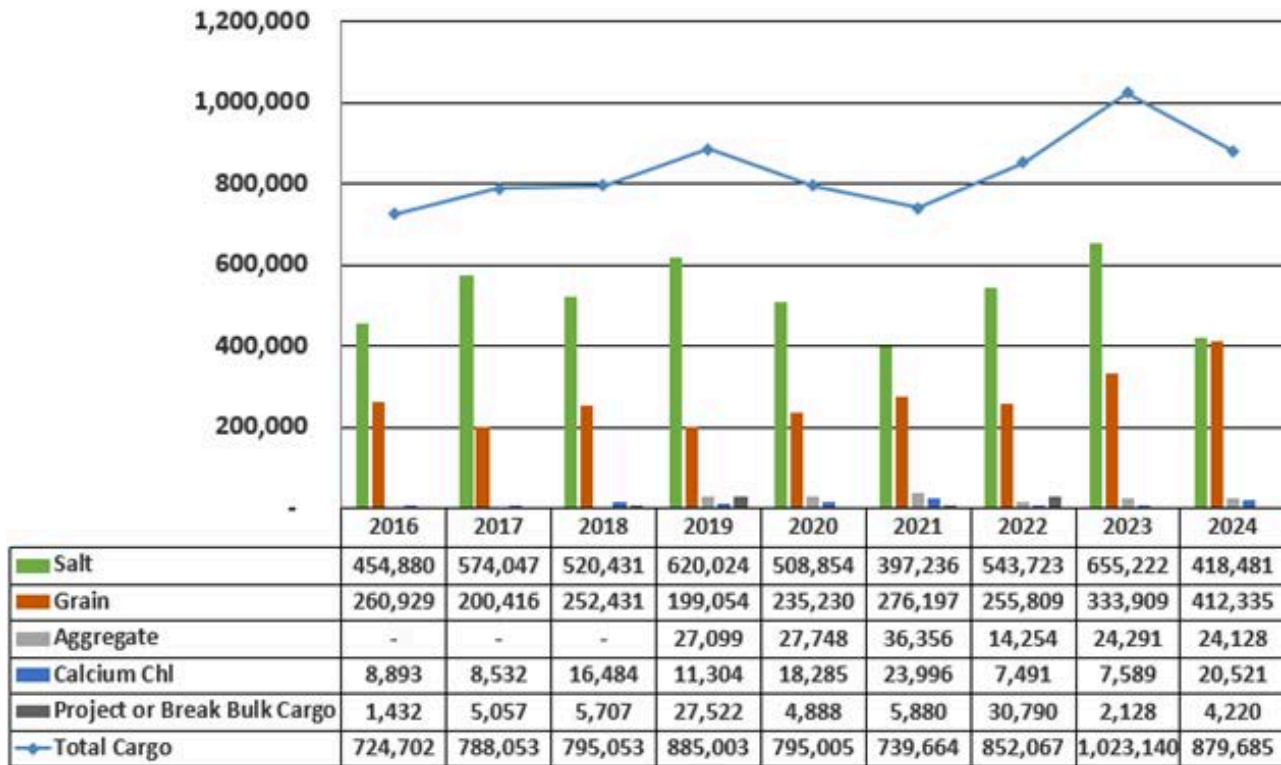
The Port's marine and grain terminals processed a variety of bulk cargos by vessel, truck, and rail.

Marine transport 63%
Trucking 36.5%
Rail 0.5%

MARINE BUSINESS REPORT

The Port processed a total of 879,685 MT of cargo over its docks in 2024, a decrease of 143,455 MT. Notably, salt movement by vessel was down significantly by 236,740 MT, however on a positive note **grain increased by 78,426 MT** which resulted in the **highest grain movement by vessel on record**.

Marine Cargo Breakdown
2016-2024



VESSEL TRAFFIC SUMMARY

Number of vessels

Cargo	2016	2017	2018	2019	2020	2021	2022	2023	2024
Bulk Cargo - Salt	24	26	25	30	22	20	23	34	21
Bulk Cargo - Grain	16	13	18	13	15	15	16	19	26
Project Cargo - Wind Energy	1	1	0	13	0	2	0	0	0
Project Cargo	0	0	0	0	0	0	2	0	1
Cruise	0	4	1	10	0	0	4	0	0
Break Bulk Cargo - Steel	0	2	2	2	1	2	4	1	2
Liquid Bulk Cargo - Calcium Chl.	2	2	3	2	3	4	1	1	3
Bulk Cargo - Aggregate	0	0	0	1	1	2	1	1	1
Other	3	5	5	7	3	8	7	3	5
Total	46	53	54	78	45	53	58	59	59

BULK CARGO

Salt cargo saw a decrease in tonnage by 236,740 MT in 2024.

The Algoma Buffalo made 6 stops at the Port in total over the 2024 shipping season, their first being on April 29, unloading 21,807 MT of salt.



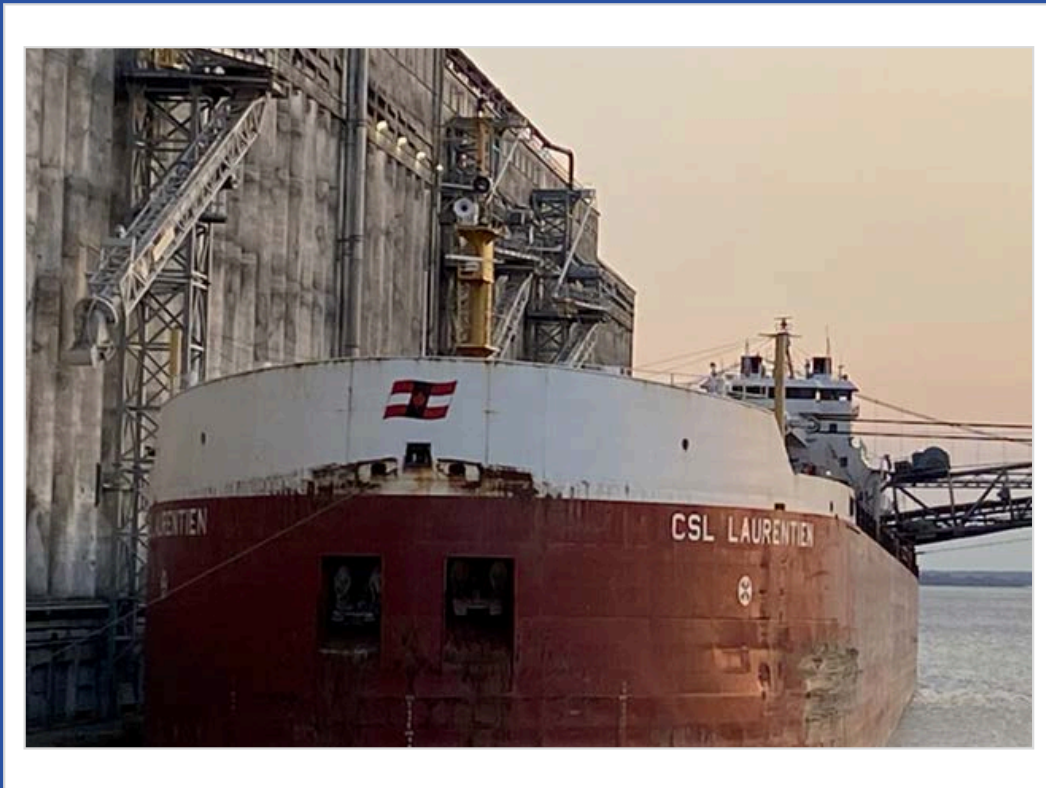
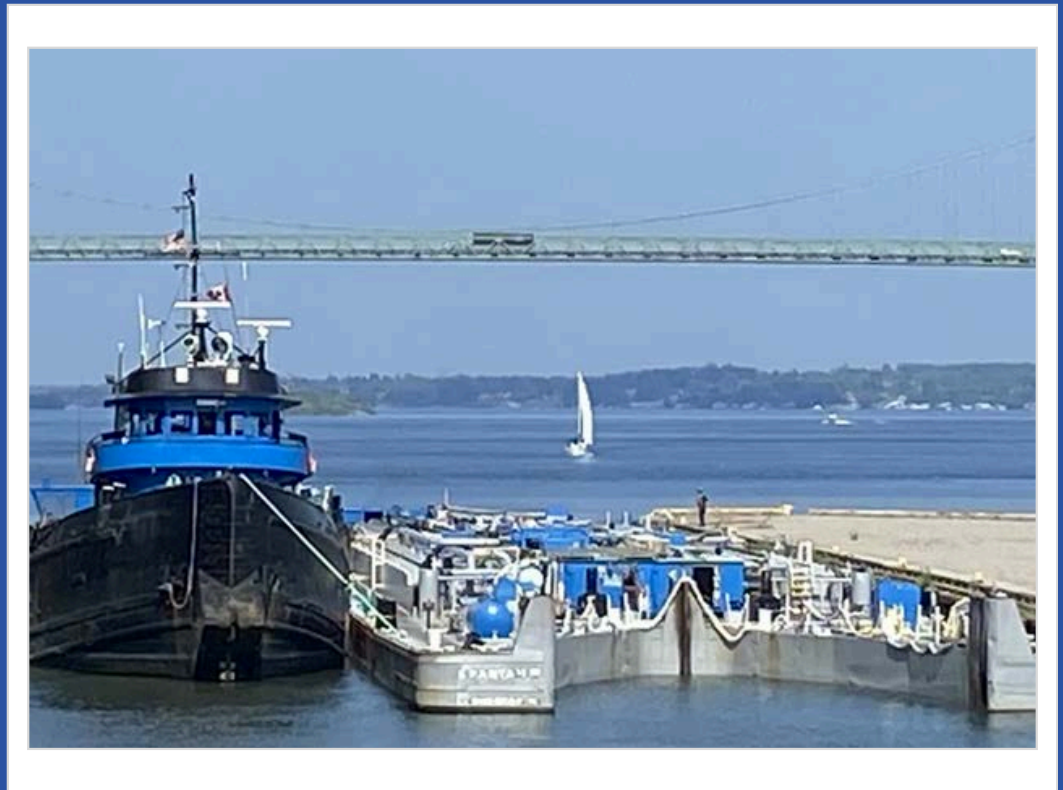
The Algoma Intrepid picked up 24,128 MT of stone on August 21, 2024.



BULK CARGO CONT'D

The Port saw an increase in calcium chloride in 2024.

3 trips were made for a total of 20,521 MT.



The CSL Laurentien made two stops at the Port's Grain Elevator in 2024 moving approximately 57,150 MT of soybean on October 30 and November 5.

The vessels arrived at a steady pace in 2024 resulting in very little interruption to grain receiving.

The Port had a total of **412,335 MT of grain** ship from the Grain Elevator in 2024. A total of **26 vessels** arrived at the Port, including 11 vessels destined for foreign markets.

BREAK BULK CARGO



The Heerengracht arrived on May 24 with 3 windmill blades destined for the Nation Rise Wind Farm.

The Federal Clyde arrived June 21 to unload 3,411 MT of steel beams.



VESSEL SCHEDULE & QUANTITY

SALT VESSELS RECEIVED

Date	Vessel	Commodity	Qty (MT)
Apr 10	CSL Frontenac	Salt*	20,549
Apr 20	CSL Frontenac	Salt*	20,632
Apr 29	Algoma Buffalo	Road Salt	10,281
		Chemical Salt	11,525
May 6	Algoma Buffalo	Salt*	16,972
May 13	CSL Frontenac	Salt*	20,749
May 17	CSL Frontenac	Salt*	21,003
May 30	Algoma Buffalo	Salt	16,849
Jun 5	CSL Frontenac	Salt	20,628
Jun 10	Algoma Buffalo	White Salt	4,505
		Clearlane Salt	12,674
Jul 5	Federal Ruhr	Salt*	20,359
Jul 20	CSL Frontenac	Salt*	21,732
Jul 24	Algoma Buffalo	Salt*	17,122
Aug 1	CSL Frontenac	Salt*	21,776
Aug 23	Algoma Buffalo	Salt*	16,742
Aug 29	Algoma Innovator	Salt	15,782
Sept 1	CSL Frontenac	Salt*	21,330
Sept 17	CSL Frontenac	Salt*	22,450
Oct 12	Algoma Innovator	Salt	17,380
Oct 27	Algoma Compass	Salt	19,151
Nov 28	Algoma Compass	Road Salt	11,902
		Chemical Salt	13,016
Dec 16	Baie Comeau	Salt*	23,371
		Total MT	418,481

* Salt Imported

VESSEL SCHEDULE & QUANTITY

GRAIN SHIPMENTS BY VESSEL

Date	Vessel	Commodity	Qty (MT)
Apr 24	Celina*	Soybeans	10,114
Jun 12	Vectis Pride*	Corn	8,661
Jul 6	Acadia Desgagnes	Corn	5,166
Jul 26	Brant*	Corn	19,401
Jul 27	Ocean Castle*	Corn	18,816
Aug 17	Celina*	Corn	10,504
Sept 1	Acadia Desgagnes	Corn	4,832
		Wheat	3,501
Sept 22	Vectis Progress*	Corn	8,682
Sept 24	Federal Satsuki*	Corn	22,472
Oct 9	Baie St. Paul	Soybeans	28,144
Oct 10	Harvest Spirit	Soybeans	15,467
Oct 20	Shipka*	Soybeans	19,876
Oct 30	CSL Laurentien	Soybeans	28,418
Nov 5	BBC Virginia*	Soybeans	9,562
Nov 5	CSL Laurentien	Soybeans	28,731
Nov 9	Argentia Desgagnes	Soybeans	8,232
Nov 15	Argentia Desgagnes	Soybeans	8,142
Nov 19	Argentia Desgagnes	Soybeans	8,151
Nov 20	Blair McKeil	Soybeans	11,608
Nov 24	Algoma Equinox	Soybeans	29,343
Dec 8	Florence Spirit	Soybeans	12,073
Dec 11	CSL Assiniboine	Soybeans	28,804
Dec 18	Blair McKeil	Soybeans	11,526
Dec 19	Algoma Mariner	Soybeans	24,550
Dec 28	Slavyanka*	Corn	20,052
Jan 2	Federal Bering*	Corn	7,506
		Total	412,335

* Import/Export Vessel

GRAIN BUSINESS REPORT

The Port had another record year with grain throughput at 982,024 MT of grain handled!

The volume of grain received at the Port in 2024 was 496,337 MT (12,410 truckloads of grain), which is up 36,618 MT compared to 2023.

The volume of grain shipped from the Port in 2024 was 485,687 MT up 9,170 MT from 2023.

The weather is always a concern for crop yields but overall, it was favourable in 2024. The Port was busy receiving the three main commodities of wheat, soybean, and corn.



WHEAT

The Port received 51,228 MT which is 13,444 MT less than the record year in 2023, however still a very high volume.

The strong feed market for wheat may have contributed to the reduced intake.

Soft Red Winter Wheat continues to be the main variety planted in our region taking 90% of the wheat storage space.



SOYBEAN

The Port received 277,010 MT which is up 68,564 MT over a record year in 2023.

Excellent yields and quality coupled with a strong vessel schedule, enabled the Port to keep the inbound truck volume to maximum capacity for most of the season (700 truckloads/week).



CORN

The Port received 166,838 MT which is 18,198 MT less than 2023.

Although we did have shipping volume in July and August with "old crop" corn, the market conditions coupled with high inventory levels created a lighter shipping demand.

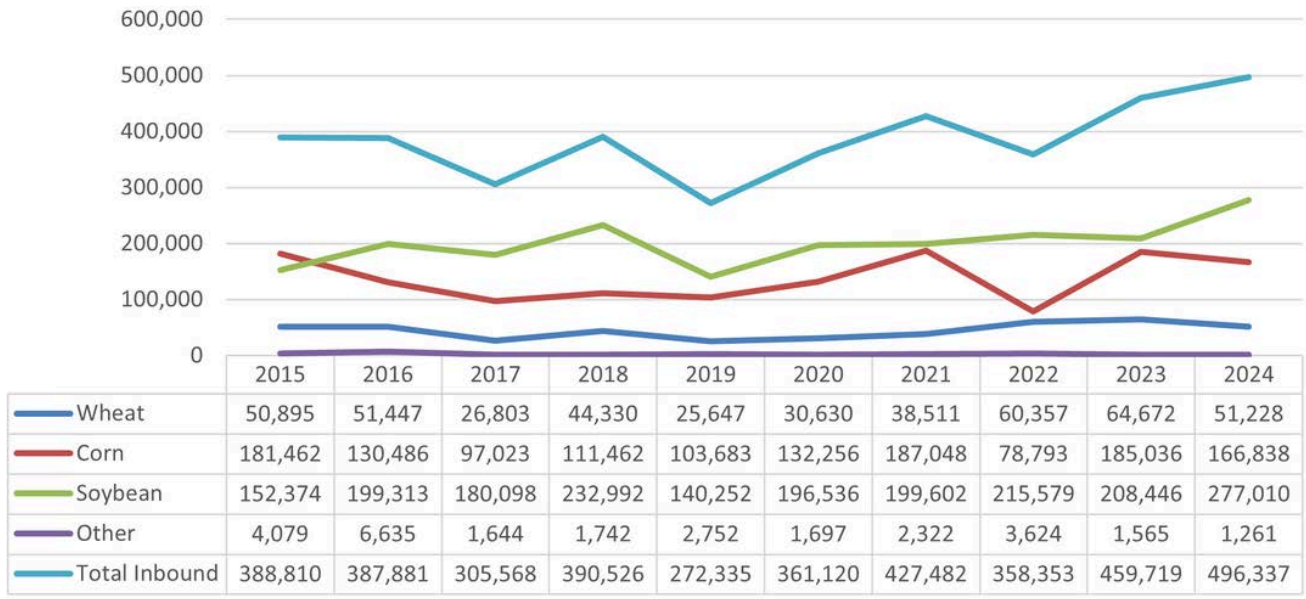
Storage of non-GMO corn continues to be an important aspect of the service that the Port provides; maintaining 10,000 MT of inventory.

The Port successfully completed the surveillance audit for its GMP+ Feed Assurance Program and retained its certification! This quality program ensures procedures are in place for the proper receiving, handling, storing, and shipping of grain in accordance with recognized best practices for the feed industry. The program requires a full re-certification audit every three years, with annual surveillance audits. Success of the GMP+ program requires the continued input and participation of all employees.

The Port also continues to support our local corn customers by providing extended working hours, evenings and weekends to ensure that production needs are being met.

VOLUME OF COMMODITY HANDLED PER YEAR

Grain Received at Port (2015 to 2024)

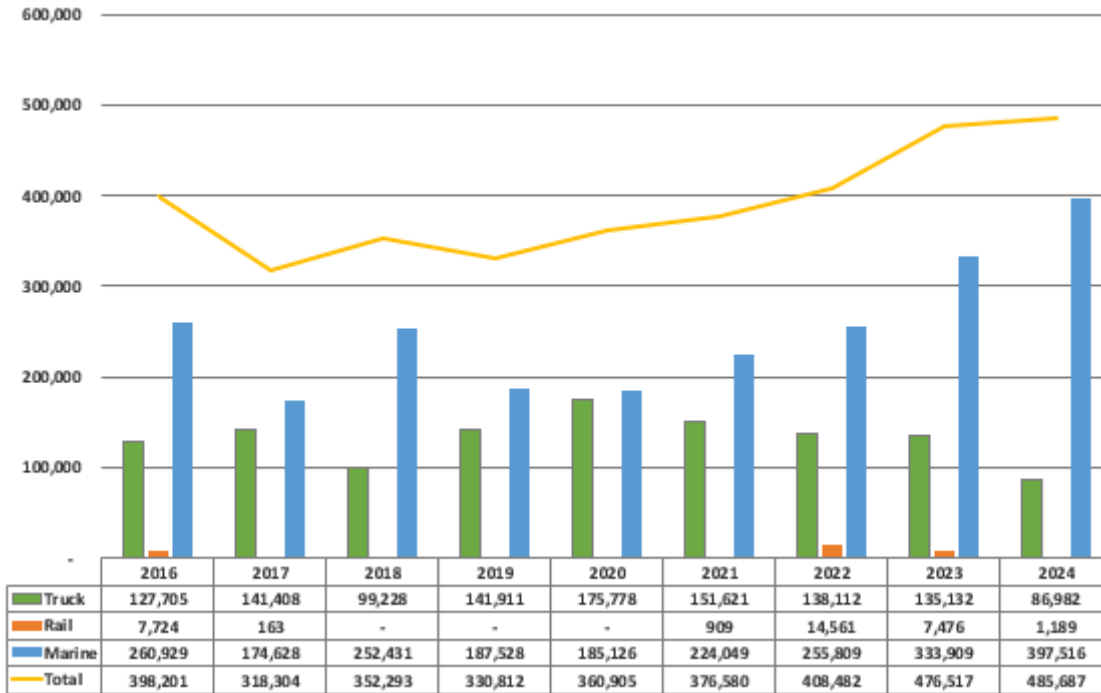


MODE OF TRANSPORT UTILIZED FOR RECEIVING GRAIN



MODE OF TRANSPORT UTILIZED FOR SHIPPING GRAIN

Grain Shipping by Transport Mode
2016 - 2024

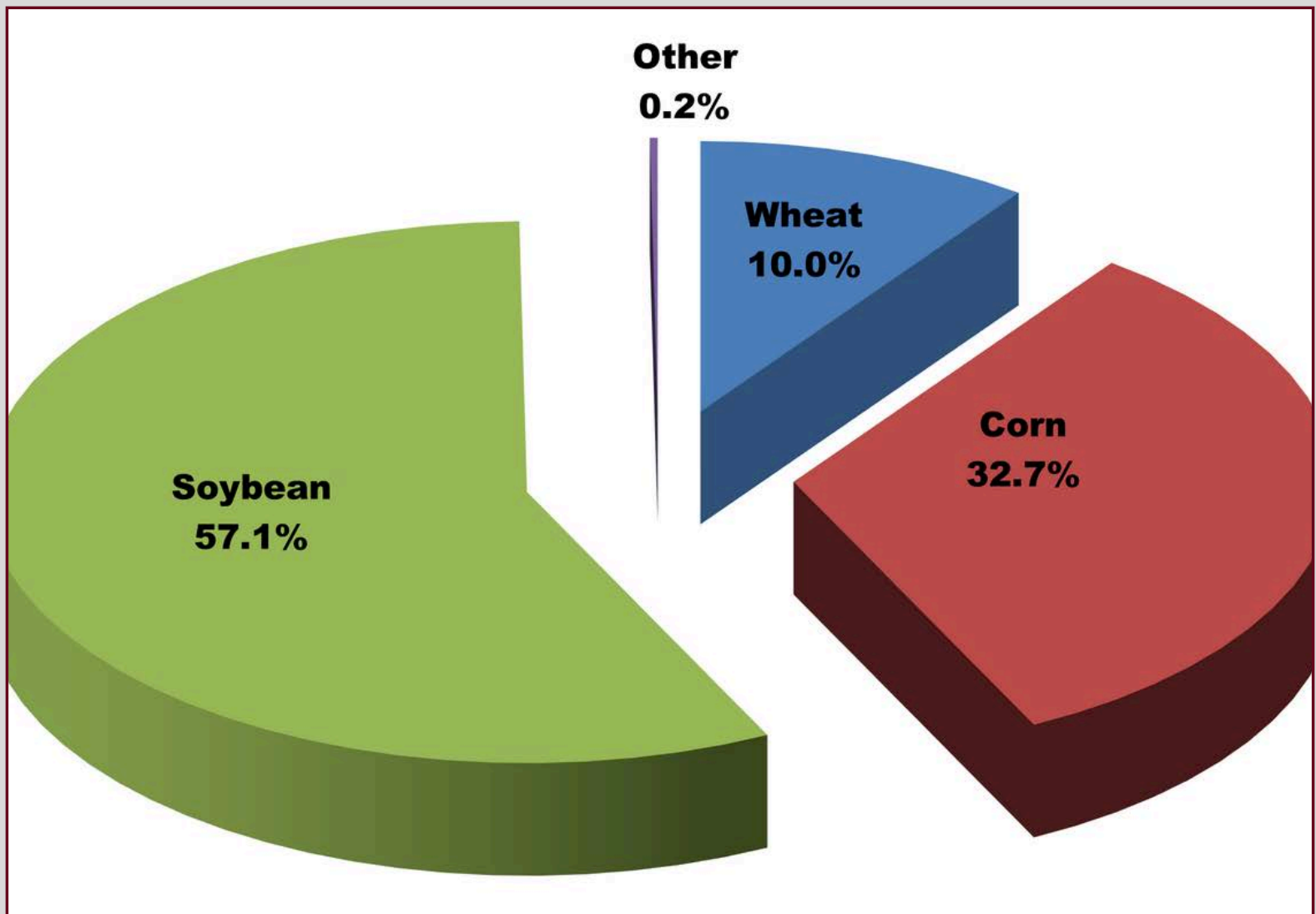


First grain vessel of 2024; the Celina taking a load of soybean in April.

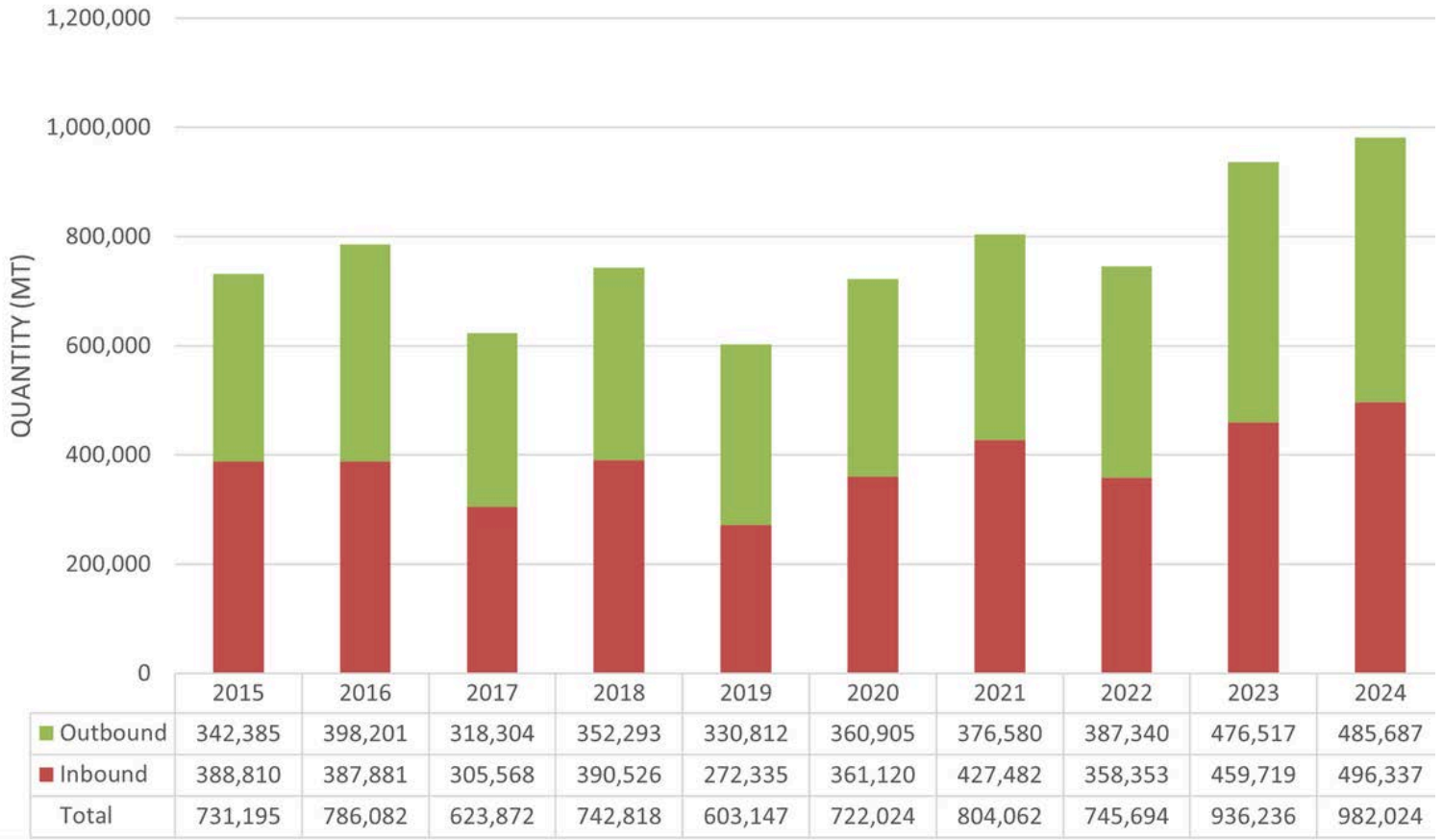


A stylized illustration of a farm scene in shades of blue. It features a large barn with a silo, a tractor, and rolling hills with a tree.

PERCENTAGE OF COMMODITY HANDLED IN 2024



TOTAL VOLUME OF GRAIN HANDLED PER YEAR SINCE 2015



CAPITAL PROJECTS 2024



TOTAL SPENDING

The total spent on capital projects in 2024 was **\$7,764,678 million dollars.**

* NOTE *

A few projects were not completed due to scheduling issues, or deferred as it was determined further work or study was required before proceeding.

These projects will carry over into 2025.

PAVING PROJECT

Rail crossings and paving the areas adjacent to the dryer and receiving area.

Repairs were required to two of the three rail crossings at the main dock entrance as a result of normal wear and tear from trucks travelling over them. Rail tracks were lifted out, new rail panels installed and new asphalt laid.



Unfortunately, the amount of truck traffic over the summer months did not provide an opportunity to pave the other areas identified in this project. The higher-than-expected truck volume was due to corn shipments to ensure corn in place to load on ships.

Paving these areas will require the Port to shut down truck traffic for a minimum of three days to lay the asphalt and allow it time to properly cure before resuming traffic. The plan is to complete these areas in the spring of 2025.

BIN WALL REPAIR WORK



The repair work continued into 2024 as part of a multi-year plan to repair the outer wall surface of the aging concrete grain elevator.

The bin wall portion of this work was completed in 2023, and the repair work around the basement exterior walls was started. For this portion of the project, we measure progress by the amount of window frames that have been completed.

There are a total of 208 windows that require repairs, of which 69 have now been completed, including 49 in 2024.

SPOUT REPAIR IN SHIPPING AREA

This project rearranged the truck loading spouts for Tracks 3 and 4.

The spout to Track 4 is the furthest away from the building and had the lowest angle of descent which slowed the flow of grain to the spout which in turn increased truck loading time.

Switching the spouting increased the angle of descent for Track 4 while maintaining sufficient angle of Track 3.



Before



After

MARINA WATERFRONT – SHORELINE & WALKWAY

This project began in January of 2024 and was completed by the end of Q1.

The project included the removal of the failing cope wall and was replaced with a berm, eliminating the safety hazard as shown in the 'before' photo.

The necessity of a walkway portion of the project will be looked at in 2025 and part of an overall study that will include the replacement of the drainage pipe that runs from the county ditch to the riverfront.



Before



After

TRACK SHED REPAIRS & IMPROVEMENTS

This project was undertaken to address three objectives to improve and expand the Port's business.

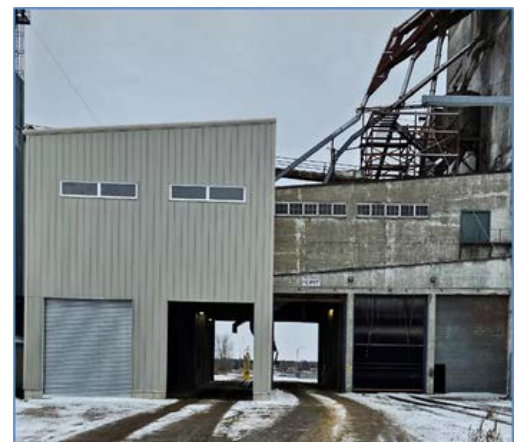
1. Repair the floor in the receiving area to address normal wear and tear.
2. Place a roof line over #6 receiving pit to protect it from the weather to address a finding during a GMP quality audit.
3. Add an additional receiving pit to the main building to maintain receiving volume due to the new dryer at the annex.

In addition, the new building would contain a new container loading spout for loading sea containers which was under a separate project.

The project was divided into individual sections as a result of no bids received on the complete package in the fall of 2023. These sections consisted of foundation, pre-engineered building, mechanical and electrical. The work completed in 2024 saw the foundation, pre-engineered building and the new receiving hopper and conveyor installed. Delays in the building construction pushed the electrical work into 2025.



Before



After

NEW GRAIN DRYER

This project was completed with the support of the Agricultural Clean Technology (ACT) funding program through Agriculture and Agri-Food Canada.

The project installed a new grain dryer, two hopper bins for wet grain storage, an additional bin for dry grain storage, and the associated equipment to connect the dryer to the existing annex facility to address the demand for grain drying services.

The addition of the new dryer has allowed the Port to begin receiving wet corn much sooner than in past years due to the increasing volume of soybeans which consume the storage space in the main elevator. The dryer was operational in time for the corn harvest.



UPGRADE EXISTING GARAGE



This project raised the roofline on the existing garage to accommodate the height of the Trackmobile.

In addition, the project included installation of a new concrete floor and was insulated. It now provides our team a heated area to work on equipment in the winter months and during inclement weather.

NEW COVERED STORAGE



The Port built a new covered storage building to protect its equipment from the elements and the environment.

It is expected that the covered storage will help increase the life span of the equipment.

MAINTENANCE REPORT

2024 was another busy year in the Maintenance Department. Throughout the year departmental work varies from routine inspection and GMP maintenance of all equipment to breakdown maintenance when a piece of equipment fails or is found to be still functioning but in need of repair. Inspections from regulatory bodies such as ESA, TSSA and CGC were also administered throughout the year. The following summary provides a brief overview of work completed in 2024.

MECAHNICAL

- Replaced #7 lofter belt and installed 700 new buckets and hardware. (Capital)
- Replaced urethane liner in 6 receiving drag conveyor.
- Replace gearbox and motor of 8 receiving belt. (Capital)
- Perimeter fence and gate inspection and adjustments.
- Washed, painted and sent (20) 1000 kg scale test weights to Measurements Canada for inspection and certification. (Must be done every 5 years)
- Removed old and installed new truck probe system. (Capital)
- Installed new aerator fan and duct work on north side of annex bin 7.
- Fabricated and installed work platforms at grain sample points of new grain dryer conveyors to allow for safe access to these points.
- Installed more urethane liner in various spouting sections throughout the elevator.
- Replaced gearbox on the RPS drive of dust system B1.
- Annual, routine and GMP maintenance of all grain handling equipment.
- Weekly and monthly dust system inspections and maintenance.
- Modified/fabricated equipment guarding throughout the facility as per Federal Safety Inspection.

ELECTRICAL

- Installed new electrical circuits to propane system for new grain dryer.
- Replaced 130' of electrical feeders to MCC 8.
- Replaced ship loader lifting winch brake rectifiers on all 3 ship loaders.
- Rewired newly renovated garage.
- Annual housekeeping and maintenance of all motor control centers.
- Installed a new phone cable from the annex office to admin. A office.
- Weigh scale testing and calibration.
- Replace power supplies of 1 and 3 scale controllers.
- Assisted with testing and commissioning of new grain dryer and associated equipment.

CONTRACTORS

- Horst replaced a section of spouting above the annex surge tank. (Capital)
- HW Supplies fabricated and supplied 10 new test cylinders, hoses and control for scale testing. This eliminates the safety concern of carrying the existing set of scale test cylinders and hoses from the marine to the rail. (Capital)
- ESA conducted two inspections of electrical equipment and installations.
- Drapeau Fire tested and certified our fire alarm system. They also tested our 2 remaining fire hydrants.
- Grainger conducted the annual inspection and certification of all Working from Heights PPE.
- Unitech performed inspection and certification of hoisting equipment.
- AJ's Water Treatment services, maintains and submits water samples from our small drinking water system in accordance with the local Health Unit Directive.

HEALTH & SAFETY / TRAINING / ENVIRONMENT

Below is a summary of the environmental and health & safety program activities for the 2024 year that were provided by Prevention and Regulatory Solutions Ltd.

MANAGEMENT SUPPORT

- Prepared recommendations for short and longer-term areas of program development and training. Regularly discussed priorities with management and updated the action list.
- Prepared information for management regarding potential regulatory changes to health and safety legislation concerning industrial hygiene and thermal stress.

GENERAL H&S SUPPORT

- Reviewed safety committee inspections, safety committee meeting minutes, and incident investigation reports from the previous year, and updated the hazard prevention program (HPP) assessment with new data. Reviewed the new HPP content and recent or planned future safeguards with management, then consulted with the safety committee on adjustments before reissuing the updated 2024 annual assessment.
- Updated documentation for the top five confined space entry (CSE) classes that were deemed to be the most necessary for Port operations. Updates were made to comply with new CSE regulations, and included consultations with the Port's CSE team and safety committee. Conducted employee training to make them aware of changes to the CSE assessments, permits, and responsibilities under the new regulation.
- Updated the Port's workplace harassment and violence policy, hazard assessment, training program and quiz, jointly with management and the safety committee, on a 3-year regulatory update cycle.
- Updated the Port's respiratory protection procedure, training program, and quiz on a 3-year Port update cycle. Updated the respiratory protection hazard assessment on a 2-year update cycle as specified by CSA standard. Reviewed all changes with Port management and safety committee, then finalized documents. Conducted training sessions for all available personnel.
- Conducted respiratory fit testing and updated user surveillance forms for all available personnel who are required to wear a respirator.
- Updated the Port's injury / hazardous occurrence reporting and investigating procedure and the Port's incident reporting form on a 3-year Port update cycle. Reviewed with Port management and safety committee, then finalized procedure, and circulated to management for self-review.
- Updated the Port's H&S committee procedure and training program on a 3-year Port update cycle. Reviewed with Port management and safety committee, then finalized procedure and conducted training with safety committee members. Scope of training included the H&S committee procedure content and the injury / hazardous occurrence reporting method and form.
- Updated the Port's personal protection equipment (PPE) policy on a 3-year Port update cycle. Reviewed with Port management and safety committee, then finalized and issued policy.

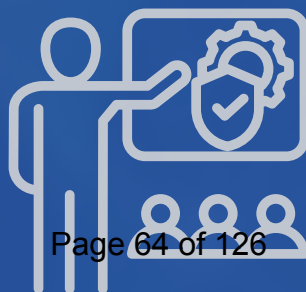
HEALTH & SAFETY / TRAINING / ENVIRONMENT CONT'D

GENERAL H&S SUPPORT CONT'D

- Updated the Port's health and safety rules, training program, and quiz on a 2-year Port update cycle. Reviewed with Port management and safety committee, then finalized and issued documents. Conducted training sessions in H&S Rules and Marine Security for all available personnel.
- Updated the Port's H&S training procedure on a 3-year Port update cycle. Reviewed with Port management and safety committee, then finalized and issued procedure.
- Updated the Port's working from height (WFH) procedure on a 3-year Port update cycle. Reviewed with Port management and safety committee, then finalized and issued the procedure. Provided a list of differences to Port management between the federally based Port procedure and the provincially based training programs that are provided to Port employees.
- Provided heat stress prevention awareness information to management for sharing with personnel.
- Participated in meetings with Port management following a facility inspection by Labour Canada inspectors. Assisted in the preparation of an assurance of voluntary compliance report that was submitted to Labour Canada outlining the response plan.
- Conducted an H&S orientation session for a new office administration employee.
- Discussed incident investigation reporting requirements with Port supervision and management following a workplace injury. Sent information regarding personnel training method and warning signage for the Humphrey manlift.
- Updated orientation training content for new Port casual employees and conducted 3 training sessions for new personnel.

ENVIRONMENTAL PROGRAM SUPPORT

- Researched environmental permitting for Ontario-based bulk storage of salt, and sent findings to the General Manager.
- Participated in strategies, and prepared and presented alternative actions and timelines to the Ministry of Environment, Conservation, and Parks (MECP). This was in response to the MECP's mandate for a significant redesign of the Port's saltwater management facility.
- Updated two procedures covering the management of air emissions equipment, and operation and maintenance of air emission equipment. Finalized the procedures, and circulated to management for self-review.
- Discussed and reviewed the emissions management requirements with the Port project manager regarding the new dryer project.

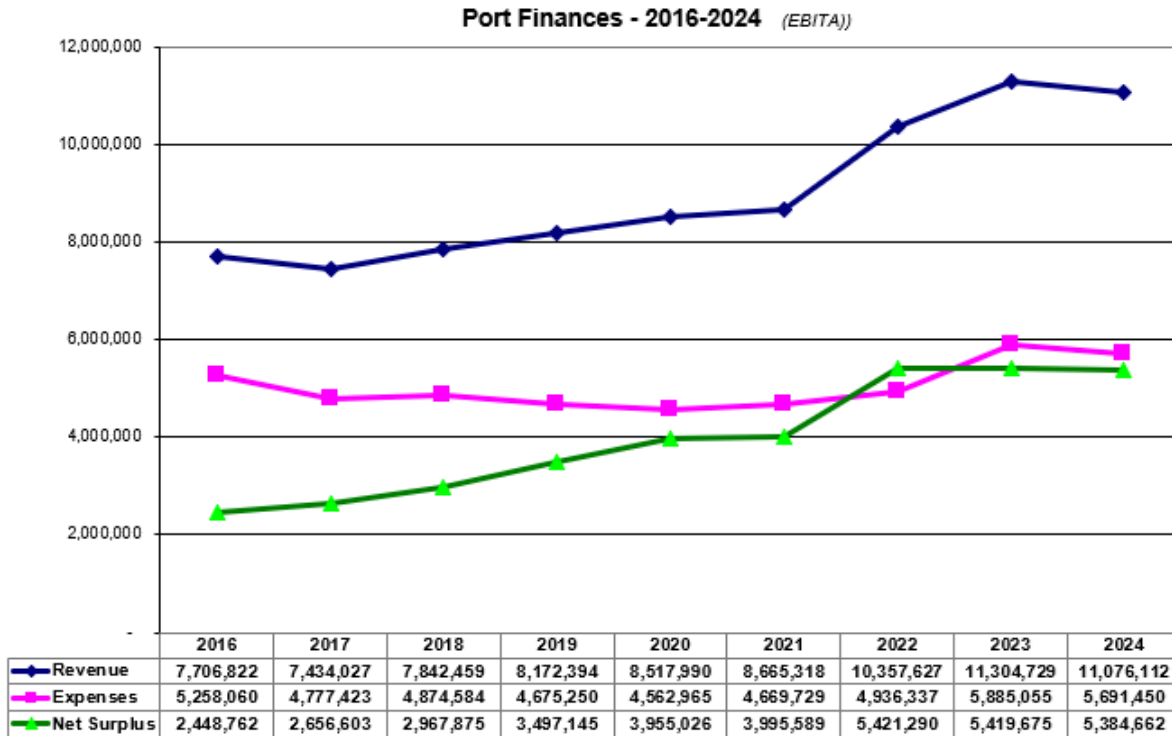


2024 HEALTH AND SAFETY METRICS

Apart from the PandRS training hours, the following performance metrics were provided by Port Administration.

REGULAR SAFETY COMMITTEE MEETINGS	10
SPECIAL SAFETY COMMITTEE MEETINGS	6
WORKPLACE INSPECTIONS CONDUCTED	12
INCIDENT OR SAFETY INVESTIGATIONS CONDUCTED	3
SAFETY COMPLAINTS FILED	0
WORK REFUSALS FILED	0
ACCIDENTS RESULTING IN MEDICAL AID ONLY	0
ACCIDENTS RESULTING IN LOST WORKDAYS	1
LOST WORKDAYS DUE TO ACCIDENTS	2
TRAINING HOURS PROVIDED BY PANDRS	32
TRAINING HOURS BY OTHERS FOR TELEHANDLER	8

FINANCIAL REPORT (Pre-Audited EBITA)



2024 RESULTS

The Port has completed another very successful year. As evidenced in the above chart, 2024 resulted in achieving the second highest revenues since the Township acquired the Port. Although decreased slightly by 2% over 2023 figures, a **surplus of \$5.38 million** was achieved which puts 2024 as the third highest surplus since the Township took ownership.

POINTS OF INTEREST

- 2024 expenses were \$195k lower than previous year.
- Labour costs: +\$124k (4.2%); primarily due to additional labour hours required as a result of a record year in total grain processed, also included is the additional Admin staff and the crossover of GM's.
- Utilities: -\$69k (13.1%) due to less usage in Natural Gas & Electricity.
- Operating & Admin: -\$93k (4.6%) factors include no longer contributing to the Aquatarium and no repairs or maintenance done at the POJ warehouse in 2024, the Port also incurred no grain handling losses in 2024.
- Insurance premiums: +\$50k (14.6%). Inflation and impacts of rising revenues.

2024 PORT HIGHLIGHTS



FIRST VESSEL OF THE YEAR!

The first vessel that arrived in the 2024 shipping season was the CSL Frontenac on April 10.

Deputy Mayor Stephen Dillabough and General Manager Robert Dalley were on hand to welcome Captain Brandon Durant and present him with a few local goodies and a Port of Johnstown hat and golf shirt.

PORT DAY – JUNE 22, 2024



2024 PORT HIGHLIGHTS CONT'D

OUTGOING GENERAL MANAGER & OPERATIONS MANAGER



We celebrated the many accomplishments and retirements of Port GM Robert Dalley and Operations Manager Kevin Saunders!



INCOMING GENERAL MANAGER

Leslie Drynan joined the Port on October 21 as the Incoming General Manager.

2024 PORT HIGHLIGHTS CONT'D

PORT TOURS

The Port hosted tours for the Agricultural program at Algonquin College, Ontario Federation of Agriculture and the Ontario Soil and Crop Improvement Association.



2024 PORT HIGHLIGHTS CONT'D

PORT TOURS



The Port welcomed Ontario Ministry of Agriculture, Food and Agribusiness Minister Rob Flack for a presentation and tour of the Port of Johnstown.

2024 PORT HIGHLIGHTS CONT'D

DONATIONS



Port staff members presented donations to the South Grenville Foodbank, the United Way, Beacon Bags and the Angel Tree Program.

2024 PORT HIGHLIGHTS CONT'D

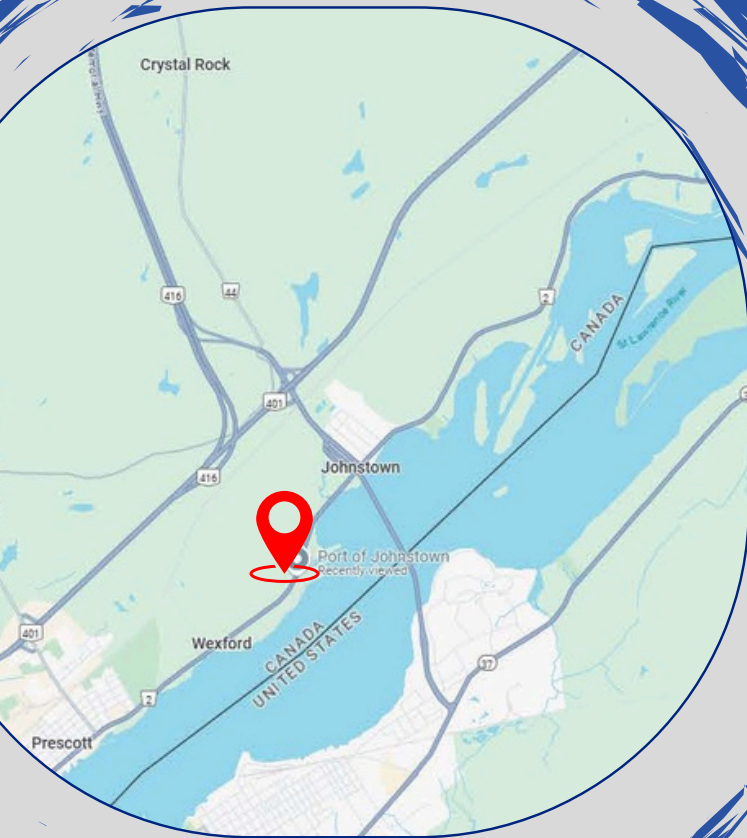
DONATIONS CONTINUED



Deputy Mayor Stephen Dillabough presented SERA (South Edwardsburgh Recreation Association) with a donation on behalf of the Port of Johnstown.



**Port of
Johnstown**



With special thanks to the Port Management Committee:

- Chair, Stephen Dillabough (Deputy Mayor)
- Tory Deschamps (Mayor)
- Joe Martelle (Councillor)
- Waddy Smail (Councillor)
- Chris Ward (Councillor)
- Frank McAuley (Advisory Member)
- Clint Cameron (Advisory Member)
- Regina Hernandez (Advisory Member)
- Randy Stitt (Advisory Member)

Port of Johnstown

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Eastern Ontario's
PREMIER PORT

Port of Johnstown 2024

Pre-Audited Financial Statements – Operations Revenues and Expenses

**PORT OF JOHNSTOWN
FINANCIAL STATEMENT - PRE-AUDIT
YEAR ENDING 2024**

REVENUES - *EBITDA

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
HARBOUR SERVICES			
BERTHAGE	138,323	140,000	141,877
MOORING	28,440	30,000	43,645
GRAIN WHARFAGE	199,289	163,957	238,510
DRY BULK CARGO WHARFAGE	873,648	640,000	565,741
BREAK BULK CARGO WHARFAGE	5,321	20,000	17,507
LIQUID BULK CARGO WHARFAGE	9,236	28,000	25,142
MISC. WHARFAGE/CRUISE BOATS	-	1,300	-
DRY BULK CARGO STORAGE	7,401	7,500	12,579
BREAK BULK CARGO STORAGE	173,112	25,000	44,574
MARINE SECURITY	62,610	62,000	75,045
TOTAL	1,497,379	1,117,757	1,164,619
GRAIN SERVICES			
GRAIN STORAGE	1,824,213	1,872,800	2,170,951
AERATION	169,155	182,240	142,419
LAB TESTING	3,780	3,500	3,990
RECEIVING - VESSELS	-	-	-
RECEIVING - RAILS	-	-	-
RECEIVING - TRUCK	2,522,279	2,600,000	2,789,307
DELIVERING - VESSELS	1,176,562	1,175,000	1,333,943
DELIVERING - RAIL	25,557	25,000	4,046
DELIVERING - TRUCKS	492,240	485,000	320,529
DELIVERING - MILL	-	-	-
(TOTAL IN/OUT)	4,216,639	4,285,000	4,447,825
CLEANING	11,716	8,500	17,867
GRAIN DRYING	246,521	535,700	350,250
SOYBEAN DRYING	2,026,823	1,650,000	1,654,800
GRADING	270	250	60
PROTEIN ANALYSIS	3,671	4,696	4,702
SALE OF GRAIN	168,194	162,000	-
QUALITY CONTROL/FUMIGATION	373,273	330,255	409,251
TOTAL GRAIN SERVICES	9,044,255	9,215,640	9,202,113
RAIL STORAGE	720	10,000	26,856
RAIL CARGO HANDLING	122,945	25,000	5,787
TOTAL	123,665	35,000	32,643
LEASES AND LICENSES			
BUSINESS PROPERTY LEASES	62,414	63,350	68,197
POJ WAREHOUSE PROPERTY LEASES	133,167	135,164	145,473
CARGO STORAGE LEASES	331,158	336,126	341,784
LICENSE AGREEMENTS	54,841	55,663	57,236
COTTAGE LEASES	46,090	46,781	47,368
SALE ELECTRICITY	9,965	10,114	11,315
TOTAL	637,634	647,198	671,373
TOTAL MISCELLANEOUS SERVICES	1,796	2,500	5,364
TOTAL REVENUES	11,304,729	11,018,095	11,076,112

PORT OF JOHNSTOWN
FINANCIAL STATEMENT - PRE-AUDIT
YEAR ENDING 2024

EXPENSES - EBITDA

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
LABOUR REG	1,697,313	1,873,206	1,750,683
LABOUR OT	260,978	243,517	231,383
BENEFITS	985,634	1,063,391	1,085,955
LABOUR TOTAL	2,943,925	3,180,113	3,068,021
ELECTRICITY	426,170	447,478	387,982
GAS	164,103	180,514	58,428
PROPANE			75,942
EQUIPMENT FUEL	5,253	5,000	4,343
UTILITIES	595,526	732,992	526,695
OUTSIDE SERVICES	380,046	428,070	346,247
MATERIALS AND SUPPLIES	235,374	168,600	159,965
ADVERTISING	20,558	24,650	19,409
DONATIONS/SPONSORSHIP	78,088	40,205	14,541
MEMBERSHIPS	5,285	8,050	7,126
PORT PROMOTIONS	2,424	31,850	36,582
TOTAL ADV / DON / SPON / MEMBER	106,355	104,755	77,658
RENTALS	12,175	14,000	9,529
BUSINESS TRAVEL	7,365	10,000	8,263
OFFICE ADMINISTRATION	84,269	78,000	83,111
INSURANCE	341,072	368,358	390,961
MUNICIPAL HONORARIUM	23,500	27,000	21,000
FIXED MANAGEMENT FEES(PIL)	1,000,000	1,000,000	1,000,000
SURPLUS SHARING		-	
MUNICIPAL ADMIN FEES	1,000,000	1,000,000	1,000,000
GRAIN HANDLING LOSSES	155,448	162,000	-
TOTAL OPERATING /ADMIN EXPENSES	2,345,604	2,360,783	2,096,734
TOTAL EXPENSES	5,885,055	6,273,888	5,691,450

NET SURPLUS - EBITDA

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
TOTAL REVENUES	11,304,729	11,018,095	11,076,112
TOTAL EXPENSES	5,885,055	6,273,888	5,691,450
TOTAL NET SURPLUS	5,419,675	4,744,207	5,384,662

*Pre-audited earnings before interest,taxes,depreciation and amortization



PORT OF JOHNSTOWN ACTION ITEM

Committee: Council

Date: January 27, 2025

Department: Port of Johnstown

Topic: 2025 Non-Union Compensation Strategy

Purpose: To seek approval to adopt and apply the recently approved Township Compensation Strategy for the Port of Johnstown in 2025.

Background: By-law 2015-22, being a by-law to establish employment and personnel policies for the non-unionized salaried and hourly rated employees of the Township of Edwardsburgh Cardinal was adopted on May 25, 2015. Included in the provisions (policies and compensation) of this by-law are non-union employees at the Township and the Port of Johnstown (POJ).

Earlier this year, the Township retained Pesce & Associates to undertake a comprehensive salary, pay equity and market competitiveness review of non-union staff at the Township. Given that the Port of Johnstown had previously engaged another consulting firm to undertake a pay equity review to ensure compliance with federal legislation, non-union POJ staff were not included as part of the Township's comprehensive review. It was the intent of the POJ to proceed with a port specific non-union compensation review in 2025 (pending budget approval).

Estimated costs to undertake a compensation review can range from \$20K – \$50K, depending on the scope. With this potential substantial cost, staff-initiated efforts to complete this task in-house. Several other factors outlined below supported this in-house initiative.

1. As part of the Port's pay equity review, the Pay Equity Committee, consisting of both non-union and unionized staff completed a thorough review and updates to the job evaluation database for all positions (work that is required as part of a compensation review process).
2. Soliciting compensation rates from other Ports within the Province to be used as market comparators has either been met with no success, or compensation rates that can simply not be recommended in this market.

3. With the Port being owned by the Township, resulting in all staff technically and legally being Township employees, there is an obligation to ensure internal equity, in that employees in similar positions, with similar experience, skills, and contributions, should receive comparable compensation and recognition. Internal equity eliminates pay disparities and creates an inclusive work environment.

Considering the above noted factors, staff applied the recent Port's job evaluation data to the recently approved Township compensation structure. The results create a fair compensation structure framework that ensures non-union employees across the board (Township and Port) are treated fairly and equally for their work.

The results of this proposal were presented to the Port Management Committee in closed session on Thursday, January 23, with direction given to staff to present the grids attached to the report.

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

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

Financial Considerations: Based on current staffing levels, the 2025 grid will add approximately \$135K to the 2025 salary budget.

Recommendation: That Council approve the 2025 salary grids for Port of Johnstown non-union staff effective January 1, 2025.

Leslie Dwyman
General Manager



CAO

TOWNSHIP OF EDWARDSBURGH CARDINAL

January 27, 2025

Resolution Number: 2025- _____

Moved By: _____

Seconded By: _____

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

- December 11, 2024
- December 19, 2024
- January 15, 2025
- January 22, 2025

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

RESUMÉ

of *correspondence*

December 11th 2024

FROM	DATE	SUBJECT
AMO	Dec 5	Watchfile
AMO	"	Policy Update: Pre-Budget, Advocacy on Water, Bills and BO's
Prescott Legion	Dec 6	Invite to Prescott Legion's New Year's Levee
Town of Prescott	"	RES: Request to Re-Examine O.P.P Billing
AMO	"	AMO Policy Update – Gender-Based Violence Toolkit
Health Unit	"	Media Release: merge to form the South East Health Unit
Sacred Heart Community Church	"	Your invited to participate in the piping in ceremony at 11.30 am
Health Unit	Dec 9	Media Release: Free Mental Health Support Group
NOW Caucus	"	RES
EMOB	Dec 10	Modernize: Emergency Management & Civil Protection Act
UCLG	"	Economic Development eNews December 10 2024
SNC	Dec 11	Raisin-South Nation SPP - Policy Updates & Public Consult
Town of Deep River	"	RES: Province to Amend Ontario Regulation 391/21: Blue Box

RESUMÉ

of *correspondence*

December 19th 2024

FROM	DATE	SUBJECT
AMO	Dec 12	Watchfile
AMO	"	Policy Update – Homelessness Encampments Legislation
AMO	"	Policy Update – Municipal Codes of Conduct Legislation
MMAH	Dec 13	Letter from Minister Paul Calandra
Municipality of Wawa	"	RES: Ambulance Shortage and Healthcare System
Town of Cobalt	"	RES: Improvements to "catch and release" system
UCLG	"	Media Release: Holiday Hours: LGL HU Programs and Services
AMO	Dec 16	Policy Update: Key Messages for Use at ROMA
Health Unit	"	Media Release: Mental Health During the Holiday Season
TWP Elizabethtown Kitley	Dec 17	Media Release: Dan Downey Appointed Councillor for EK

RESUMÉ of correspondence

January 15th, 2025

FROM	DATE	SUBJECT
Health Unit	Jan 8	Media Release: Be Prepared for Winter Emergencies
City of Stratford	"	RES: Establishment of an Ontario Rural Road Safety Program
City of Stratford	"	RES: Ontario Deposit Return Program
AMO	Jan 9	Watchfile
AMO	"	Policy Update – Reports on Ontario’s Homelessness Crisis
Benjamin Sayah	"	Resident letter/petition - Speeding County Road 21 & 22
SLR – Immigration Partnership	"	Research Project - Surveys and Feedback Sessions
City of Woodstock	"	RES: Child Welfare Services Sector need for Services Funding
Student letter	Jan 10	Criminal Justice Class – request for police patch
SNC	Jan 11	Memo - Community Free Tree Days
Cardinal Legion	Jan 13	Veterans Dinner & Honours & Awards
Min. of Rural Affairs	"	2024 Year-In-Review/Greetings from the Hon. Lisa Thompson
Min. Solicitor General	"	Letter: Associate Min. of Auto Theft and Bail Reform
TWPEC	Jan 14	Response to UCLG – Agricultural Area Review

RESUMÉ

of *correspondence*

January 22nd, 2025

FROM	DATE	SUBJECT
AMO	Jan 16	Watchfile
AMO	"	AMO Policy Update – AMO 2025 Pre-Budget Submission
K. Smail	"	Re upcoming re opening: Cardinal Treasure Chest
Health Unit	"	Media Release: EO PHU: Growing Crisis of Food Insecurity
ROMA	"	Board Update: Drainage Act legal action, ROM Zone meeting
AMO	Jan 19	Policy Update - Vote Like Your Quality of Life Depends on It
MRA	"	Letter from the Honourable Lisa Thompson, Min. of Rural Affairs
UCLG	Jan 21	Economic Development eNews January 21, 2025

TOWNSHIP OF EDWARDSBURGH CARDINAL

January 27, 2025

Resolution Number: 2025- _____

Moved By: _____

Seconded By: _____

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

- | | |
|---------------------------------------|-----------------------|
| • Report dated December 13 (2024-205) | \$2,257,834.02 |
| • Report dated December 18 (2024-211) | \$132,096.49 |
| • Report dated December 19 (2024-212) | \$1,601,089.36 |
| • Report dated December 31 (2024-213) | \$478,590.77 |
| • Report dated January 16 (2024-216) | \$424,596.32 |
| • Report dated January 17 (2024-217) | \$152,999.54 |
| • Report dated January 22 (2025-007) | \$231,153.43 |
| • Report dated January 24 (2025-008) | \$18,907.18 |
| TOTAL: | \$5,297,267.11 |

Carried Defeated Unanimous

Mayor: _____

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

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00205 to 2024-00205

Bank Code - EFT - electronic funds transfer

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	ACF Electric Ltd	801	pw-pedestrian corssing	37,918.64	37,918.64
PP -	AGO Industrries Inc	1153180 26279	pw/wwtp/wtp-2024 fall closthing & pw-return sweatshirt	3,092.27 -79.10	3,013.17
PP -	Abell Pest Control Inc.	A6270225	rec- pest control	97.08	97.08
PP -	Ault & Ault LLP In Trust	20452 20444 20443 20453 20442	plan-Markus/Bedrock-depot SPL re Plan-Alantra-SPC Registration Plan-Simard(Retained) SPC Regis Plan-Purple Farms SPC Regist Plan-Johnstown-Mini Storage SPC	196.11 432.54 441.69 438.08 540.63	2,049.05
PP -	Black Dog Tirecraft Morrisburg	IM0061728	pw-H3 tire bead leaking	224.33	224.33
PP -	Brandt Tractor Ltd	CP221768 CP221793 CS54280 CP221884 CP221886	pw-GI mud flaps pw- LED lamps pw-T5 Several air leaks pw-T7 pigtails pw-T20-03-cleaning supplies	31.62 130.52 10,853.56 17.85 106.39	11,139.94
PP -	Brenntag Canada Inc.	46901567	es-sodium hypo-chemicals	3,250.22	3,250.22
PP -	CIMCO Refrigeration	90941062	rec-repairs and inspection	1,478.52	1,478.52
PP -	Caduceon Enterprises Inc.	I24-021651 I24-021652 I24-021653 I24-021654 I24-021655	es- lab testing es- lab testing es-lab testing es- lab testing es- lab testing	95.67 1,970.27 262.67 179.13 3,379.08	5,886.82
PP -	Canadian Union Of Public	Dec 2024	Nov 2024 Union dues collected	800.00	800.00
PP -	Catholic District School Board	Dec 4, 2024	4th Qtr Final 2024 Payment	112,778.61	112,778.61
PP -	Clean Water Works Inc.	W45680	pw-hydo vac - water street	1,892.52	1,892.52
PP -	Cleary, Kirsten	Nov 2024	rec- tech class instructor	1,200.00	1,200.00
PP -	Coca-Cola Refreshments Canada	44531667004	Rec- canteen supplies	1,683.39	1,683.39
PP -	Conseil Des Ecoles Publique De	4th Qtr 2024	4th Qtr 2024	6,186.61	6,186.61
PP -	Corey Gillan	Nov 2024	fd- Dz license	692.75	692.75
PP -	Coville Electric	6915	rec- repair & install new lamps	1,152.25	1,152.25
PP -	Crich, Rebecca	Mar-Dec 2024	Mileage for Mar-Dec 2024	671.35	671.35

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00205 to 2024-00205

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	DW Building Restoration Servic				
	BRS 24-36-06		pw-Weir Rd Bridge Final PP # 6	254,969.24	254,969.24
PP -	Dupuis, Susan & Giles				
	Dec 3, 2024		Over pd on Taxes 701-030-29901	300.96	300.96
PP -	Elmer's Construction				
	38562		pw- Feb-holding tank pump	480.25	
	39660		pw- Nov-pump holding tank	423.75	904.00
PP -	Erika MacDonald				
	Nov 2024		fd- kids xmap party	433.93	433.93
PP -	Fisher, Tim				
	Nov/Dec		Plan-Mileage Nov/office chair	224.55	224.55
PP -	Future Office Products				
	FOP228995		Shredder Annual Contract	282.50	
	FOP229324		adm-Nov 2024 Monthly Contract	310.76	593.26
PP -	G T Automotive				
	051226		es-winter tire install	67.80	67.80
PP -	HGC Management Inc				
	55972		w/d contract collection Nov 2024	34,128.35	34,128.35
PP -	HW Supplies Inc				
	220000022803		pw-shank drills/hose guard	158.48	158.48
PP -	Hach Sales & Service Canada Lt				
	368411		wtp- chlorine chemicals	1,062.20	1,062.20
PP -	Hansler Smith Limited				
	5812361		rec-cleaning supplies	95.41	
	5812442		rec- cleaning supplies	515.40	610.81
PP -	IN Engineering & Surveying				
	403387		plan - peer review lockmaster	2,210.00	2,210.00
PP -	Industrial Electrical				
	5458		es-SPS # 1 Pump panel repairs	1,002.03	1,002.03
PP -	Joe Computer				
	212209		Internet	138.99	138.99
PP -	John Henry				
	Nov 30 2024		fd-fire prev - mileage Nov	64.40	64.40
PP -	Johnston, Chelsea				
	Dec 9, 2024		Refund deposit on permit # 2023-C	1,000.00	1,000.00
PP -	Keystone Bridge Management Cor				
	2428		pw-capital Weir Rd Bridge CA Fine	6,946.68	6,946.68
PP -	Local Authority Services Ltd.				
	MGBP00007959		Adm-Paper & kleenex/kitchen supj	244.99	244.99
PP -	M&L Supply Fire & Safety				
	024343		fd- Hose adaptors	520.14	520.14
PP -	Mac's Convenience Store Inc.				

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00205 to 2024-00205

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		148579	pw-T19-01 fuel	121.00	
		148582	pw-T23-01 fuel	86.00	
		148569	wmpss-fuel	115.05	
		148592	pw-T19-01 fuel	113.25	
		148599	rec- truck fuel	84.01	
		148605	wwtp-fuel	115.85	
		148607	pw-T19-01 fuel	74.00	
		148608	rec- truck fuel	93.84	
		148609	es- fuel truck	72.65	
		148611	rec- truck fuel	90.88	
		148612	wwtp-fuel	105.85	
		148613	rec-truck fuel	159.55	
		148617	pw-T22-01 fuel	116.00	
		148619	pw- T22-01 fuel	91.01	
		1486520	wtp-fuel	113.70	
		148623	rec- fuel	90.40	1,643.04
PP -	MacLean, Ian & Judith				
	Nov 28, 2024		Walker House 2024 x 2	50.00	50.00
PP -	Marley Perrin				
	Nov 2024		Nov 2024 Cleaning	750.00	
	Dec 2024		Dec 2024 Cleaning	600.00	1,350.00
PP -	Morrisburg Plumbing & Heating				
	30235		rec- service call no heat in change	263.86	
	30236		rec-Room 5 shower issue	331.57	
	30276		pw-Pittston Shop-low water pressu.	190.97	786.40
PP -	Nors Construction Equipment Canada				
	92545681		pw-GII - diff lock repairs	1,873.41	1,873.41
PP -	Novatech				
	1039907		plan-general planning	1,043.56	1,043.56
PP -	O'Reilly's Independent Grocer				
	03 4464		fd- fd- xmas party expense	386.01	386.01
PP -	OnServe				
	68185		IT contract services Dec 2024 A	1,177.49	
	68117		IT contract services Dec 2024	4,079.67	5,257.16
PP -	Ontario One Call				
	202464229		pw-locates	130.70	130.70
PP -	Ouimette, Gerald				
	Nov 26, 2024		Refund-Applied entranceway for C	800.00	800.00
PP -	PSD Citywide Inc				
	22307		Adm-Asset Management - PLS	6,196.16	
	22401		Adm- FMW	1,017.00	
	22668		adm-FMW -Final	10,019.34	
	22842		Adm-AMP - levels of service	6,196.16	23,428.66
PP -	Paul Revington				
	901440		Spen Sanitary - SHHC order	9,492.00	9,492.00
PP -	Pesce & Associates Inc				
	3704		adm-salary survey	2,373.00	2,373.00
PP -	Porter, Rachel				
	Nov 2024		rec-program supplies	41.19	41.19
PP -	Postmedia Network Inc				

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00205 to 2024-00205

PROPOSED PAYMENTS

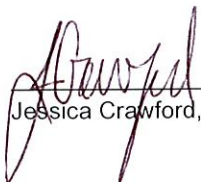
Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		IN130981	Adm-Volunteer Adv Committee/Ag	226.00	
		IN130982	Adm-Volunteer Adv Committee/Ag	593.25	819.25
PP -	R & D Dairies Ltd	999.B244644	Rec Canteen supplies	31.48	
		999.B244871	rec-canteen supplies	74.77	106.25
PP -	Riverside Body Shop	22447	es-floor pan repair 2014 6MC	1,581.77	1,581.77
PP -	Robinson Consultants Inc	0072498	Mun Drains-Newport /CR2 MD	2,075.25	
		0072497	Mun Drains/CR 2 MD	292.39	2,367.64
PP -	Roger Huttman	Oct/Nov 2024	Oct/Nov 2024 Mileage	1,001.00	1,001.00
PP -	Rush Truck Centres of Canada	3039625224	pw- shop grommet pump	11.28	11.28
PP -	Sally Mellon	EC2412	Animal Control Dec 2024	1,412.50	1,412.50
PP -	Sands	00725191	fd- uniform shirt	49.99	49.99
PP -	Seaway Doors Ltd.	39727	pw-reset rollers/replace hinge	305.10	305.10
PP -	Secureway	2387124	rec- fire alarm yearly testing	1,293.85	
		2387024	rec- fire alarm year testing	468.95	
		2394024	rec- repairs to canteen lock	520.65	2,283.45
PP -	South Grenville Beacon	1125	adm-remembrance day, Bus Non	414.71	414.71
PP -	South Nation Conservation	IN10019	pw-SNC support	764.16	764.16
PP -	Spencerville Home Hardware	86645	rec- misc	4.85	
		87859	pw- Shelft brackets	50.77	
		87860	adm- softner salt	40.63	
		87861	rec- lights & misc	43.47	
		87897	es- coffee supplies	20.89	
		87912	adm-cleaning supplies	11.29	
		87914	Adm- misc	39.53	
		87915	rec- light bulbs	108.38	
		24D761	pw-Fifth St- asphalt tests	1,305.15	
		24D762	pw-Weir Bridge Concrete tests	1,542.45	
		87939	es- supplies	158.18	
		87957	rec- filters	9.59	
		87967	rec-misc	9.03	3,344.21
PP -	TNT Dynamite Signs	338005	rec-truck logos & straper	423.86	423.86
PP -	Tenaquip Ltd.	16454193-00	wwtp-supplies	531.19	
		16457846-00	fd- bulletin board & course supplie:	121.96	653.15
PP -	Teri Brown	Dec 2024	Adm-Non Covered Dental	500.00	500.00
PP -	Tessier, Mary	SI-149	Ed dev - Mary Consulting Services	2,440.80	2,440.80

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00205 to 2024-00205


PROPOSED PAYMENTS

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Top Graphics Design Inc. 12927	rec- program supplies	135.60	135.60
PP -	Ultramar 03916804707405	pw-1500.80L Clear diesel-Cty Rd 2	2,503.66	2,503.66
PP -	United Counties Of Leeds & final 2024	Final 2024 Payment of Taxes	1,179,842.91	1,179,842.91
PP -	Universal Supply Group 3735 964-451231	pw- fleet fluids as listed	383.75	
	964-451234	pw- T24-05 conspicuity tape	154.57	
	964-451780	es-Bulbs	38.68	577.00
PP -	Upper Canada District Final 2024	Final 2024 Payment of Taxes	506,325.58	506,325.58
PP -	WE Finance 18193	es- xerox lease	495.28	495.28
PP -	Walkerton Clean Water Centre 91546672	Lib-replace air filter	169.50	
	93863612	es- Boiler Repair	438.44	607.94
PP -	Walter Smail Nov-Dec	Council-Mileage	192.50	192.50
PP -	Wendy Van Keulen Nov 2024	Mileage & Maps	239.09	239.09
PP -	White's Wearparts Ltd. 0000145248	pw-T24-05-plow shoes - winter bla	1,898.40	1,898.40
PP -	eSCRIBE Software Ltd. 11143	Adm-Escribe Pro License Nov-Aug	185.75	185.75
			Total Proposed Payments:	<u>2,257,834.02</u>
			Total EFT:	<u>2,257,834.02</u>

Certified Correct This Friday, December 13, 2024



Jessica Crawford, Treasurer



Sean Nicholson, CAO

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00211 to 2024-00211

Bank Code - PAD - Preauthorized Debit

PROPOSED PAYMENTS

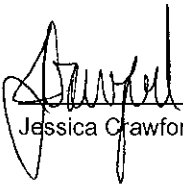
Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Bell Canada			
	657 4468 11-24	WTP Phone	138.95	
	925 5822 11-24	Sout Centre Johnstown	141.78	
	657 4606 11-24	Pittston Phone	150.92	
	657 3210 11-24	Cardinal Arena	151.53	
	657 4850 11-24	WWTP phone	193.56	
	657 3765 11-24	John St	382.42	
	543665566 11-24	Admin/Fd/PW Rec Internet	372.72	1,531.88
PP -	Hydro One Networks Inc.			
	62670 11-24	wwtp-flett st	39.79	
	25495 11-24	spencerville library	145.14	
	71283 11-24	lagoon- 1 Spencer	193.50	
	03696 11-24	fd stn 1	816.71	
	84483 11-24	pw- Sophia St	7.98	
	53082 11-24	lagoon 2803 CR 21	37.92	
	32562 11-24	lagoon 4 Charles	38.91	
	24430 11-24	ball diamonds	79.27	
	27613 11-24	admin-townhall	594.53	
	41324 11-24	parks-CR44 clock	50.08	
	05572 11-24	Adm-1416 Byers Road	166.78	2,170.61
PP -	Ontario Municipal Employees			
	Nov 2024	Nov 2024 Contributions	42,022.60	42,022.60
PP -	Rideau St Lawrence			
	502-00 11-24	ball diamond Cardinal	35.39	
	250-00 11-24	cardinal pool	35.66	
	496-00 11-24	wwtp-417 Hwy2	48.03	
	290-00 11-24	parks-1700 Dundas	51.20	
	504-00 11-24	parks 1800 Dundas	54.86	
	501-00 11-24	fd stn 2	253.76	
	500-01 11-24	cardinal library	371.98	
	231-00 11-24	pw-4035 Dishaw	871.35	
	119-01 11-24	ind park water	7,850.98	
	450-00 11-24	wtp-water tower	73.79	
	270-00 11-24	pw-cardinal streetlghts	2,195.29	
	464-00 11-24	4000 John wwtp	6,959.16	
	505-01 11-24	cardinal arena	21,627.10	40,428.55
PP -	Sun Life Financial			
	Dec 2024	Monthly Premiums	26,645.76	26,645.76
PP -	Superior Propane			
	51272025	rec - 4050 Dishaw St	117.61	
	51272026	22 Sloan Street	88.21	
	51329210	5 Henderson St	508.90	
	51329211	6055 County Rd #44	1,766.79	
	51375523	rec - 4050 Dishaw St	88.51	
	51375524	22 Sloan Street	118.02	
	51385389	rec - 4050 Dishaw St	9.89	
	51420302	Twp Office	1,263.89	3,961.82
PP -	Telus Mobility			
	39265058 11-24	adm-Nov 2024 Business Phone Ac	2,077.55	2,077.55

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00211 to 2024-00211


PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Union Gas Limited				
		69531 2 11-24	4035 Dishaw St	43.10	
		72687 6 11-24	70 Adelaide St	49.97	
		72598 5 11-24	Library -618 Cty Rd 2 Nov 2024	94.52	
		72780 5 11-24	4035 Dishaw St	352.91	
		21619 4 11-24	24 sutton Dr	197.70	
		44787 6 11-24	87 Legion Way	788.04	
		44825 1 11-24	Rec - 4050 Dishaw -Card Arena	3,452.17	4,978.41
PP -	Workplace Safety & Insurance				
		Nov 2024	Nov 2024 Premium	8,279.31	8,279.31
				Total Proposed Payments:	132,096.49
				Total PAD:	132,096.49

Certified Correct This Wednesday, December 18, 2024



Jessica Crawford, Treasurer



Sean Nicholson, CAO

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00212 to 2024-00212

Bank Code - EFT - electronic funds transfer

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	ACF Electric Ltd	804	pw-street light repairs	248.60	248.60
PP -	Abell Pest Control Inc.	A6555522	Monthly pest control	94.14	94.14
PP -	Ault & Ault LLP In Trust	20662	plan-legal - Lockmaster /Waste Ag	5,361.89	5,361.89
PP -	BFP Inc.	6058	pw-Pittston-annual fire ext insp	518.85	518.85
PP -	Brandt Tractor Ltd	5017785	pw-backhoe-maitenance/repairs	5,719.87	
		5017880	pw-backhoe-hyd hoses leaking	6,617.68	
		CS54347	pw-T7-wheel seal leak	285.02	
		CP222289	pw-harness roll	54.13	12,676.70
PP -	Burchell's Home Hardware	51806	pw-paint/chair	467.79	
		51804	rec- misc	30.44	
		51823	wwtp-floor paint/sawzall blades	664.19	
		51886	pw-paint/extension cords	784.59	
		51931	fd- Stn # 2 - supplies	159.91	
		52038	rec- Floor vents	220.75	
		52041	pw-jack posts	608.39	
		52042	rec-cleaning supplies	43.01	2,979.07
PP -	Crane Supply	14-555139	wwtp-adaptor	458.52	458.52
PP -	Culligan Water	43997TN	fd- water	41.82	41.82
PP -	Davie Deline	Oct 2024	Cleaning Services for Oct 2024	1,000.00	
		Nov 2024	Cleaning Services for Nov 2024	975.00	1,975.00
PP -	EVB Engineering	9148	lagoon-Spencerville lagoon EA	2,533.82	2,533.82
PP -	Eastern Engineering Group Inc	29806	pw-PB # 3- Hot Mix Program	21,161.94	21,161.94
PP -	Eric Wemerman	Dec 17, 2024	wwtp -gen set gasket	38.38	38.38
PP -	G T Automotive	051288	pw-T23-01 oil change	125.41	125.41
PP -	G. Tackaberry & Sons	G-0091275A	pw-duplicate ticket credit	-150.91	
		G-0093475	pw-hot mix tender as listed	858,287.00	858,136.09
PP -	GIP Paving Inc	1390447	w/d Scott Rd Blocks	2,915.40	2,915.40
PP -	Goldsmith Saw	1995925	rec- zamboni blade	152.55	
		1995929	rec-zamboni blade sharpened	196.62	349.17
PP -	Greer Galloway Consulting Eng	29705-R	pw-prof service Jordan Rd Culvert	13,962.54	13,962.54
PP -	HW Supplies Inc				

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00212 to 2024-00212

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		220000023263	pw-T6 parts	79.46	
		220000023276	pw-T6-nuts/washers	21.29	
		220000023320	pw-pressure washer hose	344.66	
		220000023538	pw-antifreeze	239.67	685.08
PP -	Hach Sales & Service Canada Lt				
		368544	wwtp-silicone tube	400.02	400.02
PP -	Howard Campbell & Sons Ltd.				
		MR4428	portable rental transfer site	150.00	150.00
PP -	Jennifer Durant				
		Dec 6, 2024	Rec- Fitness Class instructor	360.00	360.00
PP -	John Buffet				
		367	Bylaw- Nov 2024	1,620.00	1,620.00
PP -	Mac's Convenience Store Inc.				
		148597	pw- T23-01 fuel	106.10	
		148604	pw- T23-01 fuel	96.55	
		148618	wwtp fuel	91.02	
		148621	rec-truck fuel	106.15	
		148622	pw-T19-01 fuel	127.49	
		148625	pw-T22-01-fuel	86.00	
		148626	pw-T22-01 fuel	105.00	
		148627	rec- truck fuel	79.25	
		148628	wmpss-fuel	80.60	
		145503	pw-T22-01 fuel	99.00	
		145505	rec- truck fuel	106.00	
		145506	rec- truck fuel	102.65	
		145516	rec- fuel	110.70	1,296.51
PP -	Mark's Commercial				
		90112028	pw-G.Lahaie/K.Stephenson/T.Tem	650.28	650.28
PP -	Minister of Finance				
		381712241317051	Oct 2024 OPP billing	96,888.00	96,888.00
PP -	Novatech				
		1039988	es-prof services pump station upgr	14,764.02	14,764.02
PP -	Ontario One Call				
		20246229	pw-locates	130.70	130.70
PP -	PSD Citywide Inc				
		22927	pw-CW-route patrol services	6,026.66	6,026.66
PP -	Paul Kingston				
		2074	drainage-beaver control	1,762.80	1,762.80
PP -	Postmedia Network Inc				
		IN143387	adm-agenda advertising	226.00	226.00
PP -	R & D Dairies Ltd				
		999.B245130	Rec Canteen purchases	32.65	
		999.B245344	Rec Canteen Purchases	68.36	101.01
PP -	Realtax Inc.				
		99781	adm- tax reg # 070170105007215f	779.70	
		99782	adm- tax reg # 070170102002804f	497.20	
		100999	adm- tax reg # 070170105007215f	276.85	
		00837992	rec- canteen purchases	993.85	2,547.60
PP -	Secureway				
		2386924	fd- Stn # 1 - annual insp	305.10	305.10
PP -	St. Lawrence Testing &				

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00212 to 2024-00212

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		24D761	pw-fifth st-apshalt tests	1,305.15	
		24D762	pw-Weir Brdige concrete tests	1,542.45	2,847.60
PP -	Thomas Cavanagh Construction				
		153459	storm-Cty Rd 2 w/s - PB #9	111,075.90	
		161444	storm-Cty Rd 2 w/s - HB Release	422,530.83	533,606.73
PP -	Ultramar				
		03916792707406	pw-2101L Color diesel-Cty Rd 22	3,260.39	
		03916804707407	pw-1024.5L Clear diesel-Cty Rd 22	1,694.05	
		05466141707408	pw-1123.2 L Marked diesel-Dish	1,770.30	
		05466141707409	pw-920.80L Clear diesel-Dish	1,544.94	8,269.68
PP -	Universal Supply Group 3735				
		964-451967	pw-T19-04-mounting Cr/Pw-led lar	164.74	
		964-452173	rec- misc	29.92	194.66
PP -	VS Landscape Group				
		SVS1435	Snow Plowing & Salting - Nov 2022	1,525.50	1,525.50
PP -	Walker Climate Care				
		91546672	lib-replace air filter	169.50	
		105317399	adm-repairs to left boiler	1,065.36	1,234.86
PP -	Westburne Ontario				
		4199732	es- spencerville PS # 1 relays	1,115.55	1,115.55
PP -	White's Wearparts Ltd.				
		0000145315	pw-GII - grader teeth	803.66	803.66
				Total Proposed Payments:	1,601,089.36
				Total EFT:	1,601,089.36

Certified Correct This Thursday, December 19, 2024



Jessica Crawford, Treasurer



Dave Grant, Deputy CAO

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00213 to 2024-00213

Bank Code - PAD - Preauthorized Debit

PROPOSED PAYMENTS


Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Bell Canada			
	658-2141 12-24	spencerville arena	131.11	
	658-3001 12-24	fd/pw- phone split	150.95	
	658-3055 12-24	admin	477.53	
	536626539 12-24	Cardinal Arena internet	56.44	
	546532571 12-24	Rec- Bell Internet J.Town	132.15	948.18
PP -	Drummond's Gas			
	2473591	rec-fuel	120.00	
	2530147	fd-fuel T9	86.01	
	2530149	fd-fuel T1	75.00	
	2530169	fd-fuel T1	27.04	
	2530170	fd-fuel	204.88	
	2530166	fd-fuel	45.73	
	2530173	fd-fuel	21.12	
	2530182	fd-fuel	80.00	
	2530183	fd-fuel	55.00	
	2530184	fd-fuel	74.26	
	2589968	rec-fuel	16.00	805.04
PP -	Eastlink			
	22785397	pw/fd phone	226.66	226.66
PP -	Hydro One Networks Inc.			
	02595 11-24	spencerville arena	2,679.29	
	19876 11-24	spencerville arena	10,921.90	
	16052 11-24	johnstown pool	39.65	
	77395 11-24	south centre	318.66	
	64439 11-24	wwtp-3207 Windmill	2,945.88	
	03768 11-24	ball diamond	35.51	
	05572 12-24	Adm-1416 Byers Road	146.66	
	14330 12-24	St Lights Var Nov 2024	1,017.17	
	18196 12-24	lagoon-2301 RD 21	211.08	
	62670 12-24	wwtp-flett st	39.43	
	53082 12-24	lagoon 2803 CR 21	44.14	
	32562 12-24	lagoon 4 Charles	45.51	
	25495 12-24	spencerville library	156.14	
	71283 12-24	lagoon- 1 Spencer	291.04	
	27613 12-24	admin-townhall	893.84	
	03696 12-24	fd stn 1	758.56	
	24430 12-24	ball diamonds	82.79	
	84483 12-24	pw- Sophia St	8.32	20,635.57
PP -	Northpoint Commercial Finance Inc			
	2795954	Adm- Dec 2024-Jan 2025 Copier L	183.06	
	2808207	fd/pw-Jan-Mar 2025	169.50	352.56
PP -	Reliance Home Comfort			
	4422619 12-24	rec hot water heater rental	251.31	251.31
PP -	Rideau St Lawrence			
	435-00 11-24	wwtp-172 Henry	138.10	
	370-00 11-24	wwtp-adelaide	284.37	
	430-00 11-24	wtp-87 Legion Way	1,834.28	2,256.75
PP -	Royal Bank Visa			

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00213 to 2024-00213

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		2095 11-24	R.Williams RBC visa Oct 2024	4.51	
		2113 11-24	S.Nicholson Oct 2024	313.66	
		7159 -12-24	M. Spencer Dec 2024	1,743.13	
		2067 -12-24	D Grant - RBC Visa Dec 2024	144.58	
		2095 12-24	R.Crich RBC visa Dec 2024	1,282.81	
		2076 12-24	S.Nicholson Dec 2024	149.29	
		8912 12-24	B. Moore RBC Visa Dec 2024	388.39	
		8247 12-24	Leslie Drynan RBC Visa Dec 2024	30.00	
		8940 12-24	J.Crawford RBC Visa Dec 2024	152.25	4,208.62
PP -	Superior Propane				
		51489312	rec - 4050 Dishaw St	90.83	
		51489313	22 Sloan Street	121.10	
		51554087	4145 County Rd 22	2,253.56	
		51594196	rec - 4050 Dishaw St	90.83	
		51594197	22 Sloan Street	90.83	2,647.15
PP -	Telus Mobility				
		16215291195	Dec 2024 Corporate Account	449.14	449.14
PP -	Township of Edwardsburgh/Cardi				
		PP 25 2024 PT/F	PP 25 2024 PT/FT Payroll	318,307.96	
		PP 20 2024	PP 20 2024 ADP Payroll Fee	703.22	
		PP 12 2024 Coun	PP 12 2024- Council Payroll	6,284.91	
		PP 26 2024 PT/F	PP 26 2024 PT/FT Payroll	120,353.10	445,649.19
PP -	Walker Climate Care				
		91551816-01	Lib-maitenance pkg	20.32	
		91563126-01	Lib-maitenance package	20.32	
		91562365-01	rec-maitenance pkg	52.78	
		91562761-01	adm-maitenance pkg-furnance & A	67.18	160.60
				Total Proposed Payments:	478,590.77
				Total PAD:	478,590.77

Certified Correct This Monday, December 30, 2024



Jessica Crawford, Treasurer



Sean Nicholsont, CAO

Township of Edwardsburgh/Cardinal

List of Accounts for Approval

Batch: 2024-00216 to 2024-00216

Date Printed
1/16/2025 12:43 PM

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Bank Code - EFT - electronic funds transfer

PROPOSED PAYMENTS

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	AGO Industries Inc 1160663	pw- safety jacket - J. Simzer	195.66	195.66
PP -	Abell Pest Control Inc. A6531025	rec- pest control	97.08	97.08
PP -	Acklands-Grainger Inc. 9327053717 9336135596 9339896673	wwtp- tube kits wwtp-hex nuts/screws wwtp-chart recorder pens	224.26 66.36 340.13	630.75
PP -	Approved Professionals Nov 25, 2024	Spring Trade Show Registration &	1,111.90	1,111.90
PP -	Brandt Tractor Ltd CS54373 CP222686	pw- T20-08-PM maintenance pw-T20-03-supplies	1,296.86 122.42	1,419.28
PP -	Burchell's Home Hardware 52088 52140 92094 52106 52164 52194 52323 52329	rec-misc rec-light bulbs pw-jack posts/truck supplies wwtp-electrical/plumbing supplies adm-drywall material rec-boots & cleaning supplies fd- nut pw- bulbs	84.11 9.37 409.08 389.95 27.43 159.31 2.93 21.78	1,103.96
PP -	CIMCO Refrigeration 90950606	rec-tape	27.07	27.07
PP -	Canadian Union Of Public Jan 2025	Dec 2024 Union dues collected	800.00	800.00
PP -	CarQuest Canada Ltd 16042-7264	fd- hydraulic oil	41.97	41.97
PP -	Chemtrade Chemicals Canada Ltd 90184087	wwtp-alum sulfate	5,680.28	5,680.28
PP -	Chris LeBlanc Dec 2024	pw-microwave - Pittston Shop	135.59	135.59
PP -	Compass Minerals Canada 1411425	pw- winter salt	9,112.56	9,112.56
PP -	Crane Supply 14-548815 14-560154 14-560888	wwtp- pitless adapter wtp-plumbing supplies/es-fitting/pip wtp- couplings	439.57 3,416.06 72.32	3,927.95
PP -	DBC Environmental Services Ltd 013127	pw-flush culvert at commerce	1,087.63	1,087.63
PP -	DW Building Restoration Servic 24-36-07HB	pw-Weir Rd Bridge Holdback Rele	104,955.20	104,955.20
PP -	Davie Deline Dec 2024	Cleaning Services for Nov 2024	1,175.00	1,175.00
PP -	Dican Inc. 30811 31052 30974	pw-Geo tab Nov billing pw-T20-08-GP modem adaptor pw- Geotab program - Dec	1,123.22 559.35 1,123.22	2,805.79
PP -	Drummond's Gas			

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00216 to 2024-00216

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		2589989	fd- truck fuel	78.00	
		2589991	fd-truck fuel	101.73	
		2589852	fd-truck fuel	112.01	
		2589939	fd-truck fuel	113.68	
		2589942	fd-truck fuel	53.64	
		2589943	fd-truck fuel	115.04	
		2590001	fd-truck fuel	72.02	
		2590020	fd-truck fuel	85.00	
		2590021	fd-truck fuel	65.80	
		2590023	fd-truck fuel	49.45	
		2589905	pw-H1 fuel	105.07	
		2590032	rec-truck fuel	30.00	981.44
PP -	Eastern Engineering Group Inc				
		29924	pw-PB # 5- Hot Mix Program	14,081.95	14,081.95
PP -	Elster Solutions Canada Inc				
		5268711111	wtp-handheld unit for water meters	1,127.18	1,127.18
PP -	Emond Harnden LLP				
		264708	Admin Legal CBA	215.27	
		264709	Admin Legal CBA	1,291.59	
		264710	Admin Legal CBA	12,126.60	13,633.46
PP -	Fire Marshal's Public Fire				
		IN167460	fd- text books	1,861.91	1,861.91
PP -	Fisher, Tim				
		Dec 2024	Plan-mileage Dec 2024	79.80	79.80
PP -	Future Office Products				
		FOP229942	adm-Dec 2024 Monthly Contract	410.81	410.81
PP -	G T Automotive				
		051374	pw- T22-01- oil change	90.99	90.99
PP -	GAL Power Systems Ottawa Ltd				
		125587	wtp- rad fluid leak	441.27	441.27
PP -	Gin-Cor Industries				
		89284	pw-cross conveyors/plow stock	3,809.88	3,809.88
PP -	Goldsmith Saw				
		1996193	rec- zamboni blade	288.15	288.15
PP -	Greer Galloway Consulting Eng				
		30114	drainage - prof service Nov 2024	2,339.10	
		30146	pw- prof service Galop Canal Rd	2,825.00	
		30234	es- UV Engerineering	802.58	5,966.68
PP -	HW Supplies Inc				
		220000020014	pw-stock hydraulic hose	41.60	
		220000022360	pw-Trailer 7 way connection	14.24	
		220000022403	pw-Trailer 14 gauge wire	47.90	
		220000022752	pw-Trailer - aire line/couplers	276.39	
		220000023576	pw-stock - hydraulic hose	306.83	686.96
PP -	Hansler Smith Limited				
		5816565	rec-cleaning supplies	470.07	
		5816567	rec- cleaning supplies	210.79	
		5816627	rec-cleaning supplies	867.13	1,547.99
PP -	Industrial Electrical				
		5533	lagoon/wtp-monthly maintenance	1,352.55	
		5562	wtp-pump room lighting	1,921.00	3,273.55

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00216 to 2024-00216

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Innovative Control Solutions				
		00000-00272183	es- valve controllers - fillers	405.84	405.84
PP -	J. Quattrocchi & Co Ltd				
		00837992	rec- canteen purchases	993.85	
		00838625	rec- canteen supplies	401.54	
		00836022	Rec- Canteen supplies	1,009.39	
		00836658	Rec- canteen supplies	880.93	3,285.71
PP -	Jewell Engineering				
		00120772	storm-Cty Rd 2-prof services Nov	76.28	76.28
PP -	John Dobbie				
		Dec 2024	fd-knowledge test - DZ license	23.75	23.75
PP -	John Henry				
		Dec 2024	fd-fire prev - mileage Dec	19.53	19.53
PP -	Jp2g Consultants Inc				
		43138	Waste Disp Scott Road Consult	18,630.56	
		43142	Waste Disp Scott Road Consult	5,085.00	23,715.56
PP -	Limerick Environmental Svcs				
		2024-2757	bin pickup transfer site	3,080.55	
		2024-3162	bin pickup transfer site	396.63	
		2024-3161	bin pickup transfer site	3,043.20	6,520.38
PP -	Local Authority Services Ltd.				
		MGBP000008084	adm- File folders	39.65	
		MGBP000008095	adm- Envelopes	70.05	
		MGBP000008103	fd- recruit binders	148.71	
		MGBP000008119	adm- wireless mouse	57.39	
		MGBP000008122	adm- envelopes	50.84	
		MGBP000008025	pw-planner & desk pads/fd-desk p:	83.64	450.28
PP -	M&L Supply Fire & Safety				
		024534	fd- SCBA- annual maitenance	2,817.46	2,817.46
PP -	Mac's Convenience Store Inc.				

**Township of Edwardsburgh/Cardinal
List of Accounts for Approval**

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Batch: 2024-00216 to 2024-00216

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PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		148614	pw- T23-01-fuel	98.98	
		148615	pw- T19-01-fuel	96.00	
		148624	pw-T23-01 fuel	117.00	
		145504	pw-T22-01 fuel	120.00	
		145507	wwtp-fuel	93.15	
		145508	pw-T19-01 fuel	96.25	
		145509	wtp-fuel	108.30	
		145510	fd- T9-fuel	89.00	
		145511	pw-T23-01 fuel	114.09	
		145512	fd-T9-fuel	112.00	
		145513	pw-T22-01 fuel	113.00	
		145514	indp park -fuel	94.95	
		145515	lagoon-fuel	86.90	
		145517	pw-T22-01 fuel	105.00	
		145518	pw-T19-01 fuel	122.20	
		145519	es- truck fuel	73.50	
		145520	pw- T22-01 fuel	83.00	
		145521	pw- T22-01 fuel	92.00	
		145522	rec-fuel	104.05	
		145523	wmpss fuel	54.60	
		145524	pw-T22-01 fuel	79.00	
		145525	pw-T22-01 fuel	91.00	
		145526	pw-T22-01 fuel	103.00	
		145527	rec-fuel	97.85	
		145528	pw-T23-01 fuel	118.46	
		145529	wtp-fuel	116.05	
		145530	wwtp-fuel	91.50	
		148648a	RWSS- fuel	114.34	
		148581	RWSS- fuel	76.00	
		148629	RWSS-Fuel	86.00	
		145502	pw-T19-01 fuel	101.60	3,048.77
PP -	Mark's Commercial				
		90120187	pw/wwtp/wtp-safety boots	711.87	711.87
PP -	Minister of Finance				
		381212241057038	fd-college reg fees Jan-Mar 31, 20	195.00	
		381312240028041	fd-college reg fees Apr-Jun, 2024	195.00	
		381612241018042	fd-college reg fees Jul-Sep, 2024	195.00	
		382012241256048	OPP credit -Jul-Sep 2024	-2,886.52	
		382012241053051	Nov 2024 OPP billing	96,888.00	94,586.48
PP -	Nine Mile Repair Inc				
		919	pw- H1-repairs	2,309.23	
		917	pw- Volvo bucket repairs	3,588.62	
		920	pw-T20-03 main pump line repairs	2,199.09	
		928	pw-T6- main pump line replaceme	1,968.15	
		929	pw-T7-replaced hoses for spinner	1,027.17	
		931	pw-T5-repairs salter spreader	457.65	
		932	pw-T3-hose brace repairs/hose	1,909.02	
		934	pw-T20-08 repair centre pivot	452.00	
		935	pw-T20-03 replace hyd trans hose	876.82	14,787.75
PP -	Novatech				

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00216 to 2024-00216

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		1040211	plan-ZBL-HK Amendment	968.13	
		1040212	plan-dometic fowl ZBA	3,652.73	4,620.86
PP -	O'Reilly's Independent Grocer	02 1827	fd- officers mtg	46.56	46.56
PP -	Octacom Limited & Image Advantage,	INV060172	Adm-File Hold Annual Support	998.92	998.92
PP -	OnServe	68262	council-mayor laptop	169.50	169.50
PP -	Ontario One Call	202465204	pw-locates	146.29	146.29
PP -	Ottawa Restaurant Service Inc.	83749	fd- furnace maitenance	694.95	
		83748	fd- furnance maitenance	553.70	1,248.65
PP -	PSD Citywide Inc	23073	Adm-AMP - levels of service	6,196.16	6,196.16
PP -	Pitney Bowes	Dec 30, 2024	Postage	2,825.00	2,825.00
PP -	Poppa Corn Corp.	366836	rec- canteen supplies	265.20	265.20
PP -	Postmedia Network Inc	IN146522	adm- volunteer members ad	593.25	
		IN139842	adm-agenda advertising	226.00	819.25
PP -	Prescott Building Centre	2082483	pw-lumber shop	17.99	
		2082484	pw-lumber shop	19.57	
		2082574	Rec - misc	20.09	57.65
PP -	R & D Dairies Ltd	999.B245604	Rec Canteen Supplies	26.87	
		999.B245811	Rec Canteen supplies	62.16	89.03
PP -	Realtax Inc.	100845	adm- tax reg # 070170102504605t	892.70	
		100846	adm- tax reg # 070170103514900t	694.95	1,587.65
PP -	Riverside Motors Ltd	337038	rec- truck repairs 2573	1,660.94	1,660.94
PP -	Robinson Consultants Inc	0072397	pw-Newport Drain Oct 2024	5,713.62	5,713.62
PP -	Roger Huttman	Dec 2024	Dec 2024 Mileage	921.00	921.00
PP -	South Grenville Beacon	1225	adm-christmas hrs-pw/w/d/ lib adv	752.58	752.58
PP -	South Nation Conservation	IN10142	Newport drain -culvert	665.00	
		IN10146	pw-Jordan Rd culvert	840.00	1,505.00
PP -	Spencerville Home Hardware				

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00216 to 2024-00216

PROPOSED PAYMENTS


Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
	86710	pw-bypass/lopper/supplies	102.80	
	24D761CR	pw-wrong vender credit	-1,305.15	
	24D762CR	pw-wrong vender credit	-1,542.45	
	87974	pw- lights	22.53	
	87975	pw-extension cord-cty garage	22.57	
	87987	pw- snow shovels	70.04	
	88027	pw-shop supplies	157.00	
	88028	pw-extension cord	67.80	
	88094	rec- misc	-27.15	
	88045	rec- misc	28.24	
	88127	es-coffee supplies	45.98	
	88142	rec- misc	13.75	
	88143	rec- cleaning supplies	25.75	
	88144	pw- leather gloves	22.59	
	88145	pw-mailboxes/supplies	297.08	
	88167	rec- lamp bulbs	28.23	
	88180	adm- misc	13.42	
	88184	adm- misc	10.15	
	88187	W/D Garbage Bags	7,907.47	
	86645a	rec- light bulbs	4.85	
	87101	rec- plumbing supplies	50.26	
	88073	Lagoon-lubricant	9.02	
	88122	Adm-fan unt for bathroom	71.18	
	88124	Adm- Credit Fan unit & new fan un	64.41	
	86710a	pw-bypass lopper/gloves	102.80	
	87908	pw- sealent/adhesive	37.27	6,300.44
PP -	Steve Polite Sand & Gravel			
	20770	wtp-water break George St	1,271.25	1,271.25
PP -	Tessier, Mary			
	SI-158	Ed dev - Mary Consulting Services	2,186.55	
	SI-159	Ed dev - Mary Consulting Services	991.58	3,178.13
PP -	Thompson Timber Mart			
	F38450	pw- plywood	166.78	166.78
PP -	Ultramar			
	03916804707410	pw-2551.6L Clear diesel-Cty Rd 2	4,242.20	
	05466141707411	pw-1328.30L Clear diesel-Dish	2,257.18	
	03916804707412	pw-1367.5L Clear diesel-Cty Rd 2	2,323.02	8,822.40
PP -	United Counties Of Leeds &			
	IVC 06763	pw-Jochem Road Traffic sign	644.73	644.73
PP -	Universal Supply Group 3735			
	964-453119	pw-shop supplies oil	145.36	145.36
PP -	VS Landscape Group			
	SVS1462	Snow Plowing & Salting - Dec 202	18,503.75	18,503.75
PP -	Walker Climate Care			
	91551767	adm-Twp Office	967.28	
	105491186	wwtp-blockage repairs	638.45	
	105573130	wwtp-blocked sewer	858.80	
	93947785	rec-replace control sensor for mair	16,631.11	19,095.64
PP -	Waste Connections of Canada			
	7150-0000456322	Bin Collection	1,849.77	
	7150-0000458425	Bin Collection	1,878.02	3,727.79

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00216 to 2024-00216

PROPOSED PAYMENTS

Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
PP -	Wendy Van Keulen Dec 2024	Ec Dev - planning breakfast & supj	76.84	76.84
			Total Proposed Payments:	424,596.32
			Total EFT:	424,596.32

Certified Correct This Tuesday, December 31, 2024



Jessica Crawford, Treasurer



Sean Nicholsont, CAO

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
 Batch: 2024-00217 to 2024-00217

Date Printed
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Bank Code - AP - REVENUE FUND

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	416 Courier				
		2139	Adm-Oct Water Sample Courier	259.90	
		2151	Adm-Nov Water Sample Courier	206.11	
		2172	Adm-Dec Water Sample Courier	154.58	620.59
PP -	Beverley Comba				
		Walker 2025	council- walker house 2025	25.00	25.00
PP -	Byers, Daniel				
		Dec 5, 2024	overpayment on 2024-095	115.00	115.00
PP -	Desjardins, McKenzie				
		Dec 5, 2024	refund over pd bldg permit # 2024-	115.00	115.00
PP -	Evans Utility & Municipal				
		0000171605	es- sample stn	2,369.61	2,369.61
PP -	FireFixx				
		1965	fd-annual ladder testing	1,649.54	1,649.54
PP -	GIGPRINT				
		C04112024E	rec- stickers for trucks	107.35	107.35
PP -	Grant's Carpet Cleaning Inc.				
		1588	rec-cleaning carpets & chairs	960.50	960.50
PP -	J & A Hydrovac Services Ltd				
		2877	es-406 First St Repair/548 Middle	1,603.47	
		2893	es- George St water service repair	2,333.74	3,937.21
PP -	Jones, Victoria & Austin				
		Dec 5, 2024	Overpayment onf 2024-093	115.00	115.00
PP -	Lawrence, Andrew				
		Dec 5, 2024	Refund Over pd bldg permit 2024-t	608.00	608.00
PP -	Levac Supply Ltd.				
		1370090	pw- both shops-eye wash	56.44	56.44
PP -	Maximum Signs				
		108970	pw- winter parking signs	880.72	880.72
PP -	Minister of Finance				
		SC2019-29-11-24	Garnishment for November 2024	667.42	
		SC2019-29-12-24	Garnishment for December 2024	705.80	1,373.22
PP -	Mun. of North Grenville				
		10410	pw-Totem Ranch Rd - 50% Paving	130,095.68	130,095.68
PP -	Municipal Equipment				
		5011	Fd- fire hose	4,253.66	4,253.66
PP -	Pauline McCurrie				
		Walker House 20	Walker House 2024	25.00	25.00
PP -	Royal Canadian Legion Cardinal				
		222468	fd - Wreath Cardinal donation	100.00	100.00
PP -	Tile Tech Floor & Bath Solutions				
		416901	rec- extra fee on project for carpet	1,328.59	1,328.59
PP -	Trackmatics Inc.				
		42799	pw- calibrations as listed	1,130.00	
		42929	pw-T20-08 Cirus spreader	3,118.80	4,248.80
PP -	Watts' Small Engines				
		31481	rec-fuel	14.63	14.63
				Total Proposed Payments:	152,999.54


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Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2024-00217 to 2024-00217

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Total AP: 152,999.54

Certified Correct This Tuesday, December 31, 2024



Jessica Crawford, Treasurer



Sean Nicholsont, CAO

Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2025-00007 to 2025-00007

Bank Code - PAD - Preauthorized Debit

PROPOSED PAYMENTS

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	Bell Canada			
	657 4468 12-24	WTP Phone	138.95	
	925 5822 12-24	Sout Centre Johnstown	141.78	
	657 4606 12-24	Pittston Phone	150.92	
	657 3210 12-24	Cardinal Arena	151.53	
	657 4850 12-24	WWTP phone	193.56	
	657 3765 12-24	John St	380.83	
	543665566 12-24	Admin/Fd/PW Rec Internet	372.72	1,530.29
PP -	Hydro One Networks Inc.			
	10647 12-24	pw-Pittston Shop	466.06	
	41324 12-24	parks-CR44 clock	52.64	518.70
PP -	Joe Computer			
	1100	Adm-Wellness Committee Xmas D	2,874.71	2,874.71
PP -	John Buffet			
	370	Bylaw- Dec 2024	2,025.00	2,025.00
PP -	LBC Capital			
	2823476	copier lease	183.06	183.06
PP -	MuniSoft			
	2024-25-04757	Adm-E-Notices - A/R	632.00	632.00
PP -	Rideau St Lawrence			
	270-00 12-24	pw-cardinal streetlghts	2,318.42	
	502-00 12-24	ball diamond Cardinal	37.73	
	250-00 12-24	cardinal pool	37.74	
	290-00 12-24	parks-1700 Dundas	44.34	
	496-00 12-24	wwtp-417 Hwy2	50.93	
	504-00 12-24	parks 1800 Dundas	57.55	
	501-00 12-24	fd stn 2	327.15	
	500-01 12-24	cardinal library	382.31	
	231-00 12-24	pw-4035 Dishaw	1,060.71	
	119-01 12-24	ind park water	6,936.69	
	435-00 12-24	wwtp-172 Henry	126.81	
	450-00 12-24	wtp-water tower	218.50	
	370-00 12-24	wwtp-adelaide	307.79	
	430-00 12-24	wtp-87 Legion Way	1,695.61	
	464-00 12-24	4000 John wwtp	6,607.66	
	505-01 12-24	cardinal arena	18,499.64	38,709.58
PP -	Royal Bank Visa			
	8356 -12-24	D Grant - RBC Visa Dec 2024	149.99	149.99
PP -	Sun Life Financial			
	Jan 2025	Monthly Premiums	26,645.76	26,645.76
PP -	Superior Propane			

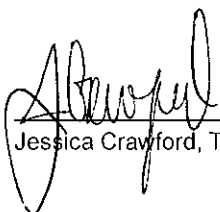
Township of Edwardsburgh/Cardinal
List of Accounts for Approval
Batch: 2025-00007 to 2025-00007

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		51692892	5 Henderson St	438.34	
		51692893	Twp Office	1,347.15	
		51692894	6055 County Rd #44	1,786.39	
		51710112	22 Sloan Street	90.32	
		51710111	rec - 4050 Dishaw St	90.32	
		51795061	rec - 4050 Dishaw St	122.04	
		51795062	22 Sloan Street	122.04	
		51813979	rec - 4050 Dishaw St	9.89	
		51860979	rec - 4050 Dishaw St	61.02	
		51860980	22 Sloan Street	61.02	
		51876765	Twp Office	1,305.26	
		51876766	6055 County Rd #44	849.29	6,283.08
PP -	Telus Mobility	39265058 12-24	adm-Dec 2024 Business Phone Ac	1,976.99	1,976.99
PP -	Township of Edwardsburgh/Cardi	PP 1 2025 PT/FT	PP 1 2025 PT/FT Payroll	133,858.75	
		PP 1 2025 Fee	PP 1 2025 ADP Payroll Fee	856.36	
		PP 1 2025 Counc	PP 1 2025- Council Payroll	8,883.64	143,598.75
PP -	Union Gas Limited	72687 6 12-24	70 Adelaide St	77.93	
		72598 5 12-24	Library -618 Cty Rd 2 Dec 2024	206.87	
		69531 2 12-24	4035 Dishaw St	352.91	
		72780 5 12-24	4035 Dishaw St	663.16	
		21619 4 12-24	24 sutton Dr	248.85	
		44787 6 12-24	87 Legion Way	910.97	
		44825 1 12-24	Rec - 4050 Dishaw -Card Arena	3,404.24	5,864.93
PP -	Walker Climate Care	106617371	Lib-maitenance pkg	20.32	
		106622989	Lib-maitenance package	20.32	
		106623341	rec-maitenance pkg	52.77	
		106617274	adm-maitenance pkg-furnance & A	67.18	160.59
				Total Proposed Payments:	231,153.43

Total PAD: 231,153.43

Certified Correct This Wednesday, January 22, 2025



Jessica Crawford, Treasurer



Sean Nicholsont, CAO

**Township of Edwardsburgh/Cardinal
List of Accounts for Approval**

Date Printed
1/24/2025 8:51 AM

Batch: 2025-00008 to 2025-00008

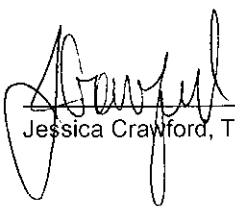
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Bank Code - AP - REVENUE FUND


PROPOSED PAYMENTS

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	1910659 Ontario Inc 8437	rec- testing of sprinkler system	1,695.00	1,695.00
PP -	2506418 Ontario Inc Jan 13, 2025	refund excess planning fees	808.31	808.31
PP -	Alantra Leasing Inc Jan 13, 2025	Refund excess planning fee	817.46	817.46
PP -	Association of Municipalities 0004561	Adm-2025 Membership	3,714.00	3,714.00
PP -	Chenier, Melissa Jan 7, 2025	Refund Partial payment not permit	1,300.00	1,300.00
PP -	District 8 Road Supervisors 2025 ALAD-02	pw-2025 Road Supervisors memb	80.00	80.00
PP -	Eastern Ontario Firefighters Associati January 1, 2025	fd-EOFA Dues	100.00	100.00
PP -	Good Roads 77364 77365 77366 77367	PW-2025 EM Course C. Leblanc pw-TJMahoney Course - T. Templ pw-TJ Mahoney Course -K.Stephe pw-TJ Mahoney Course-J. Simzer	1,418.15 1,418.15 1,418.15 1,418.15	5,672.60
PP -	McCurrie, Mike & Pauline Jan 14, 2025	Walker House 2025	50.00	50.00
PP -	Ontario Municipal Water Association 2025-M-001	es-OMWA renewal 2025	942.40	942.40
PP -	PSI Inc 34524	wwtp-charts	644.10	644.10
PP -	Simard, Denis Jan 13, 2025	refund excess planning fee	58.31	58.31
PP -	Sue Waddell Walker 2025	Walker House 2025	25.00	25.00
PP -	Watson, Jamie & Reynolds, John Jan 13, 2025	Refund payment reg property 035-	3,000.00	3,000.00
			Total Proposed Payments:	18,907.18
			Total AP:	18,907.18

Certified Correct This Friday, January 24, 2025



Jessica Crawford, Treasurer



Sean Nicholsont, CAO

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

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

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

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal

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

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

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
61-63	Employer	+15%
61-63	Employee	+30%
61-63	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.

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

BY-LAW NO. 2025-

**“TO APPOINT MEMBERS AND REPRESENTATIVES
TO CERTAIN BOARDS AND COMMITTEES.”**

WHEREAS Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass by-laws respecting the governance and structure and its local boards;

AND WHEREAS it is deemed desirable to appoint representatives to various boards and committees;

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

1. That the following are appointed to the Committee of Adjustment:

Donald Gibson
Tim Nason
Stephanie Summers
Tim Fisher (Secretary/Treasurer)

2. That the following are appointed as Fenceviewers:

Doug Cleary
Gary Cooper
John Hunter

3. That the following are appointed to the Edwardsburgh Cardinal Cemetery Board:

Barry Brown
Steve Deschamps
James Deyo
Robert Hamilton
Henk Heykoop
Greg Modler
Brian Purcell
Jim Purcell
Dave Robertson
Jessica Crawford (Treasurer)

4. That the following is appointed as the Livestock Valuer:

John Hunter

5. That the following are appointed to the Committee of the Whole – Administration and Operations for a term of two years:

Tory Deschamps (Chair)
Stephen Dillabough
Joe Martelle
Waddy Smail
Chris Ward
John Hunter (Advisory Member)

By-law 2025
Appoint Boards & Committees

Karen Roussy (Advisory Member)

6. That the following are appointed to the Committee of the Whole - Community Development for a term of two years:

Chris Ward (Chair)
Tory Deschamps
Stephen Dillabough
Joe Martelle
Waddy Smail
Chris Ward
David Jansen (Advisory Member)
Holly Howard (Advisory Member)

7. That the following is appointed to the Prescott Wastewater Treatment Facility Management Board:

Tory Deschamps

8. That the following is appointed to the Rideau-St. Lawrence Utilities Inc. Board of Directors:

Randy Stitt

9. That the following are appointed to the Spencerville Arena Wall of Honour Selection Committee:

Stephanie Summers

10. That all appointments except where indicated are for the term January 1, 2023 to November 14, 2026.

11. That structure, representation, practices, appointment policy, honourariums and terms of reference for Boards and Committees is guided by the policy adopted by by-law 2022-71.

12. That the duties and responsibilities of each committee are as outlined in statute or by-law and the committee may make recommendations to Council for revisions to the terms of reference;

13. That the Mayor is hereby appointed as an ex-officio member of each committee;

14. That all previous by-laws and resolutions to appoint members to boards and committees including By-law 2023-06, as amended, are hereby repealed.

15. That this by-law will come into effect upon passing and may be referred to as the Committee Appointments By-law.

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

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

Mayor

Clerk

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

BY-LAW NUMBER 2025-

**“A BY-LAW TO APPOINT A
CHIEF ADMINISTRATIVE OFFICER/DEPUTY CLERK”**

WHEREAS *the Municipal Act, 2001* S.O. 2001, c. 25, Section 228(2) states that a municipality may appoint deputy clerks who have all the powers and duties of the clerk under this and any other Act.

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

1. That Sean Nicholson is hereby appointed Chief Administrative Officer/Deputy Clerk for the Township of Edwardsburgh Cardinal.
2. That Sean Nicholson shall do all things and perform all duties of this office heretofore stated, pursuant to the statutory authority quoted heretofore.
3. That this By-law shall come into force and take effect on January 27, 2025.

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

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL
BY-LAW NUMBER 2025-
“A BY-LAW TO APPOINT AN INTERIM CLERK”**

WHEREAS *the Municipal Act, 2001* S.O. 2001, c. 25, Section 228(1) states that a municipality shall appoint a Clerk;

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

1. That Natalie Charette is hereby appointed Interim Clerk for the Township of Edwardsburgh Cardinal.
2. That Natalie Charette shall do all things and perform all duties of this office heretofore stated, pursuant to the statutory authority quoted heretofore.
3. That this By-law shall come into force and take effect on January 27, 2025.

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

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

BY-LAW NO. 2025-

**“TO AMEND BYLAW 2023-07 TO APPOINT MEMBERS OF THE
EDWARDSBURGH CARDINAL PUBLIC LIBRARY BOARD”**

WHEREAS Bylaw 2023-07, being a bylaw to appoint members of the Edwardsburgh Cardinal Public Library Board was passed by Municipal Council at its regular meeting of January 30, 2023; and

WHEREAS it is deemed advisable to amend said bylaw;

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

1. That Section 1 of Bylaw 2023-07 is amended by deleting the following appointment:

Kimberly Martin
2. That Section 1 of Bylaw 2023-07 is amended by adding the following appointment:

Tim East
3. That all other provisions of Bylaw 2023-07 shall remain in force and effect.
4. That this bylaw 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

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

BY-LAW NUMBER 2025-

“A BY-LAW TO APPOINT PORT OF JOHNSTOWN GENERAL MANAGER”

WHEREAS the *Municipal Act, SO 2001, c. 32*, Section 11(1) provides that a lower-tier municipality and upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4).

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

1. That by-law 2014-69 shall be repealed and replaced by this by-law.
2. That Leslie Drynan is hereby appointed as General Manager for the Port of Johnstown.
3. This by-law shall come into force and take effect on January 27, 2025.

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

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

BY-LAW NO. 2025-

**“A BY-LAW TO AUTHORIZE THE MAYOR, CAO AND PORT GENERAL
MANAGER TO EXECUTE A LEASE AGREEMENT WITH MASTERFEEDS INC.”**

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 8(1) states that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 8(2) states that in the event of ambiguity, the ambiguity shall be resolved so as to include, rather than exclude, municipal powers that existed before the Municipal Act, 2001 came into force; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 9 gives the municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this Act; and

WHEREAS the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to enter into a lease agreement with Masterfeeds Inc. for a 10-year term with a 10-year renewable option to utilize Port of Johnstown lands and property identified as property P-35, as described within the agreement.

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

1. That the Mayor, CAO and Port General Manager are hereby authorized to execute the lease agreement with Masterfeeds Inc. attached hereto as Schedule “A”, on behalf of the Township of Edwardsburgh Cardinal and the Port of Johnstown.
2. That the Masterfeeds Inc. Lease Agreement and its Schedules attached hereto shall form part of this by-law.
3. This by-law will come into force and take effect on its 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

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Bylaw	The BLEO is actively monitoring and enforcing winter parking restrictions during winter events. The BLEO is working with the Public Works Department to coordinate when the team is called out for winter events to issue warnings and infractions that impede winter control efforts.
Council AV	Staff have finalized the last portions of the new Council av system. This will result in the public having access to livestreaming on the Township website through the council meeting calendar at the same time as the meeting is taking place (possible 30 second delay on livestream depending on the user's internet speeds). Additionally, the public will be able to access a more accessible and user-friendly viewing of the meeting the following day through the html agenda where the video is segmented by agenda item. This will result in the public user's ability to watch the portion of the video related to specific items, instead of watching and scrolling through the full video.
Home and Trade Show	Ontario Approved Professional's Spring Home and Trade Show is April 24-26 this year at the Leo in Prescott. The Township is a title sponsor and will have a booth at the event. Council is welcome to support at the booth – a sign-up sheet will be circulated closer to the event. This year's event has expanded to include outdoor vendors on Dibble Street. Staff are working on engagement activities and messaging that will align with our Strategic Plan.
SNC Free Tree Day	We are partnering with SNC for Free Tree Day. As in previous years, we have matched their \$500 contribution to make more trees available to EC residents. OPG has also made a donation for additional stock.
Community Newsletter	Students at South Grenville District High School have agreed to continue with the monthly newsletter outside of classroom time, as volunteers. In addition to the online version, EC staff have been distributing 200 print copies to local businesses each month. The February edition will be published this week.
UCLG Growth Management Study	UCLG will be conducting a Growth Management Study this year, in advance of their 10-year Official Plan review scheduled for 2026. Our Planner will be on the Technical Advisory Committee and provide updates to Council throughout the study.
Communications Committee	Our communications committee has had a successful first two meetings and has scheduled monthly meetings going forward.
Upcoming meeting schedule	Monday, February 3 – Public Meeting – Zoning Bylaw Amendment – Domestic Fowl 6:00pm Monday, February 3 – Committee of the Whole – Community Development

Time – 6:30 p.m. unless noted otherwise	Monday, February 10 – Committee of the Whole – Administration & Operations Tuesday, February 18 – Port Management Committee Thursday, February 20 – Tentative – Committee of the Whole – Administration & Operations (Budget Meeting – if needed) Monday, February 24 – Regular Council
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TREASURY

2024 year-end audit	There is ongoing correspondence with the auditing team in regard to the 2024 year-end audit and staff have been actively responding to requests. While the audit has not been officially scheduled yet, staff continue to work through the necessary preparations.
GIC Redemption	On January 17 th , the \$1,250,000 360-day GIC was redeemed and allocated to the Industrial Park Land Reserve.
Online Payment Processing	Staff have been actively researching online payment processing options and will be shown demos from a couple of providers to evaluate their solutions.

FACILITIES/RECREATION

Senior Tech Class	Session two continues with weekly sessions in Johnstown & Spencerville
Seniors Exercise	We have secured an instructor and will begin Weekley exercise and wellness classes in Johnstown and Spencerville
Family Day	February 17 th , both arenas will offer free family day skating
Coop Student	We have had a fulltime coop student from SGDHS since October, Zack White was working out of the Ingredion arena during this time which will end this week.
Summer Employment	Advertising is out for all our pool & camp positions.
Art Class	New session begins February 13 th for 4 weeks at the Johnstown Hall
Summer Pool Courses	Information and advertising for these programs are now available on our website

OPERATIONS – PUBLIC WORKS

Christmas Tree Pick-up and Drop-off	Christmas Tree pickups were completed between January 6 and January 17 in Cardinal, Spencerville, Johnstown, and New Wexford. Christmas Treed drop-off free of charge continues until the end of January on Saturday mornings at the Scott Rd waste
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	transfer station. All decorations, tinsel and plastic must be removed.
Ongoing Activities	Perform routine and weekend road patrols of TWPEC – Roads and Sidewalks Network. Ongoing work includes vehicle maintenance, shop maintenance, pothole patch repairs on various roadways. Preventative Maintenance Checks performed on Trucks #19-04, #20-03, #24-05, #20-08, #5, #6, #7. Winter Operations in month of January – 11 occasions
Training	GPS/AVL training continues for staff
Lane Light Pedestrian Crossings	Footings for light crossings installation is completed at CR2/Dishaw St, CR2/Walker St, and Bennett/Henderson St.
Blue Box Transition	The 2025 calendar has been placed on our website and a bulk distribution in the mail. Letters to ICI's have been sent. We will be scheduling weekly social media posts starting in February educating residents on the transition and what to expect with the new program that takes full effect on January 1, 2026.
Curbside Solid Waste	Contract has been executed with HGC for 2025. Staff will issue an RFP later in the year for these services that would begin on January 1, 2026.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Received a bulk load of Alum. Serviced/repaired Air Handling unit. Capital Controls completed annual calibration/verification on process equipment. Replaced effluent sampler refrigerator. Routine maintenance completed. Quarterly Effluent Regulatory Reporting Information System (ERRIS) reporting completed. GAL Power scheduled to complete fuel and exhaust system repairs the week of February 24 th . (Capital)
Cardinal Water Plant	UV System project engineering has started. Capital Controls completed annual calibration/verification on process equipment. Annual Permit to Take Water data submission completed. Replaced Filter 2A turbidity analyzer. DWQMS annual internal audit completed. DWQMS annual risk assessment review completed.
Cardinal Distribution System	Replaced leaking water service on George Street. Routine rounds and sampling completed.

Industrial Park Water System	Routine rounds completed. Annual O. Reg 450/07 reporting completed for industries that used more than 7200 m3 per year of water (Prysmian Cables and Giant Tiger Distribution Centre for 2024).
Windmill Pumping Station	Routine rounds completed.
Spencerville Wastewater System	Capital Controls serviced mag meter. Annual ERRIS reporting completed. GAL Power scheduled to complete fuel and exhaust system repairs the week of March 24 th (Capital).
Cardinal Sewer and Storm Collection System	Repaired section of lateral on Middle Street. Routine rounds completed. Stormwater Sewer shed summary table submitted to MECP.

OPERATIONS – MUNICIPAL DRAINS

Dewitt – Richter	This item is in front of Council tonight to approve proceeding with maintenance work on the drain recommended by the drainage superintendent. Notification letters and draft assessment schedule are ready.
James Reilly Branch # 2	Notification letters and draft assessment schedule are ready.
General Maintenance Work	We will be taking an alternative approach to maintenance work on municipal drains this year. We will be issuing an RFQ for vendors of record for hourly equipment rates. We feel this will be more cost effective and provide greater flexibility. We will also extend this to other equipment outside municipal drain specific work.

FIRE DEPARTMENT

HR	Eight new recruits started with the department on January 8 and will be on probation for the next year.
Training	NFPA 1001 Firefighter Level 1 class begins on February 5 th with certification testing scheduled on May 3 rd . The class of 17 is comprised of 14 from EC and 3 from Prescott. The course will include a day of practical training at the Leeds 1000 Islands training centre.
	EC was successful in securing one of the Ontario Fire College, Mobile Live Fire Training Units at station 1 October 1-5. The 53' custom trailer with extendable second storey will allow firefighters

	from EC, Prescott and Augusta to train on various skills including; ladders, ventilation, live fire attack, search and forcible entry.
Fleet	All vehicles are performing as designed.
Fire Prevention	FPO and 2 Captains are working with Giant Tiger staff to develop an emergency response plan for the robotic portion of the facility.
	With the assistance of the building department the FPO has started a program where residents of homes that reach 10 years old receive a birthday card reminding them to replace their smoke and CO alarms. Information on alarm selection and contact information for assistance is included.
Facilities	The south bay heater at station 2 has been repaired and all other heating equipment serviced. The centre bay heater at station 1 remains out of service waiting costing and schedule for replacement. All other heating equipment has been serviced and operating well.
	Preliminary station 2 floor plans and perspectives have been received from CKA Architects. A meeting will be scheduled with the station committee in the near future to provide comment/feedback.
Other	EC will receive a \$16460.90 fire protection grant for the purchase of a bunker gear washer and dryer for station 2. This project will expedite gear cleaning after an incident in an effort to reduce firefighter exposure to products of combustion.
	EC has been awarded a \$1562.82 grant from the Fire Marshalls Public Fire Safety Council to support educational needs associated with firefighter certification. This will go towards a much-needed update to our projectors through the Best Buy Business program.
	The Leeds Grenville Fire Chefs have re-established a communications committee and several chiefs are working in coordination with Counties staff on the communications study/update.
	Annual self contained breathing apparatus (SCBA) flow testing and maintenance was completed with only a couple minor repairs required.

EMERGENCY MANAGEMENT

CEMC Update	We have received confirmation through the EMO portal that Brian Moore has been approved and is now designated as the new Community Emergency Management Coordinator for the Township.
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Councilors are reminded to please forward or cc sent/received email correspondence that is a municipal record to councilmail@twpec.ca

TOWNSHIP OF EDWARDSBURGH CARDINAL

January 27, 2025

Resolution Number: 2025- _____

Moved By: _____

Seconded By: _____

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

COPY

Carried Defeated Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

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

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

BY-LAW NO. 2025-

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

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

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

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

1. That the actions of the Township of Edwardsburgh Cardinal, at its meeting held on January 27, 2025 in respect of recommendations contained in the reports of committees considered at the meeting and in respect of each motion, resolution and other action taken by the Township of Edwardsburgh Cardinal at its meeting are, except where the prior approval of the Ontario Municipal Board or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and the appropriate officials of the Township of Edwardsburgh Cardinal are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Township of Edwardsburgh Cardinal referred to in the preceding section.
3. That except as otherwise provided, the Mayor and Clerk are authorized and directed to execute all documents necessary on behalf of the Township of Edwardsburgh Cardinal.

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

Mayor

Clerk