



**AGENDA
COMMITTEE OF THE WHOLE
COMMUNITY DEVELOPMENT**

**Monday, February 3, 2025, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario**

6:00 p.m. Public Meeting
Proposed Zoning Bylaw Amendment (Domestic Fowl)

Indigenous Land Acknowledgement:

The Township of Edwardsburgh Cardinal is situated on traditional territory of Indigenous peoples dating back countless generations, which is rich in history and home to many First Nations, Métis and Inuit people today.

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

- 1. Call to Order – Chair, Chris Ward**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee Meeting Minutes (if any)**
- 5. Delegations and Presentations**
 - a. Jane Hess - Every Kid in Our Communities Coalition (Formally Part of the United Way of Leeds and Grenville)
 - b. Eric Baker & Rob Thompson - Baker Development
- 6. Action/Information/Discussion Items**
 - a. Live: Land Use Planning
 1. Shanly Cemetery
 2. Process Improvements for Building Permits and Planning Approvals
 - b. Work: Economic Development
 - c. Play: Recreation
 1. February Recreation - Upcoming Events

d. Social Services Directory

7. Inquiries/Notices of Motion
8. Member's Report
9. Question Period
10. Closed Session
11. Adjournment

MINUTES
COMMITTEE OF THE WHOLE
COMMUNITY DEVELOPMENT

Monday, November 4, 2024, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

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

STAFF: Sean Nicholson, CAO
Dave Grant, Director of Operations/Deputy CAO
Rebecca Crich, Clerk
Wendy VanKeulen, Community Development Coordinator
Mike Spencer, Manager of Parks, Recreation & Facilities
Tim Fisher, Planner
Candise Newcombe, Deputy Clerk
Rachel Tremblay, Recreation Coordinator
Mary Tessier, Consultant

1. Call to Order – Chair, Chris Ward

Councillor Ward called the meeting to order at 6:34 p.m.

2. Approval of Agenda

Moved by: T. Deschamps

Seconded by: J. Martelle

That the agenda be approved as presented.

Carried

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

None.

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

None.

5. Delegations and Presentations

a. South Grenville Students - Real World Learning Program

Mr. East provided a summary of the Township newsletter's design process by the South Grenville students, highlighting the use of Canva to implement Township brand colours, logo, and information. Students were in attendance to present the first edition of the newsletter and requested Committee feedback on the design.

There was discussion regarding a distribution plan for the newsletter, the circulation frequency, and future collaboration opportunities with the ad hoc communications committee.

It was noted that staff circulated the newsletter's first edition to local businesses throughout the Township with supportive feedback received.

Committee thanked the students for their presentation and continued collaboration with the Township.

6. Action/Information/Discussion Items

a. Live: Land Use Planning

1. Zoning Considerations - Domestic Fowl Coops

Committee was provided with a summary of the report and discussed the following: consistencies with the current zoning bylaw, identification of the well-head protection zone, increased scope of permittance of coops to include Township hamlets, the 1-acre lot minimum requirement, pre-inspection oversight, and prohibiting the possession of roosters.

Moved by: S. Dillabough

Seconded by: T. Deschamps

That Committee direct staff to schedule a public meeting to consider the proposed zoning bylaw amendment, and further recommend that Council direct staff to draft a policy requiring permits for domestic fowl coops that will ensure compliance with setback requirements.

Carried

b. Work: Economic Development

None.

c. Play: Recreation

1. 2024 Recreation Update and Upcoming Events

Committee was provided with a summary of the report and discussed the skate with Santa schedule at both arenas and the availability, scheduling and attendance of the seniors' fitness class. It was noted that due to the lack of availability of instructors through the Senior Support Services program, the Township will be unable to extend classes to the Spencerville area. There was discussion regarding the possibility of hiring an in-house instructor to accommodate the expansion of the program, course demand, and resident attendance versus non-resident attendance.

Members inquired about the senior technology classes, including the course content, and confirmed that walk-in attendance is allowed.

d. Restrictions to RV Camping - Cardinal Waterfront

A member of Council noted ongoing complaints of RV's parked at the Cardinal waterfront and the level of enforcement available to the Township to oversee the area. He recommended less restrictive enforcement measures for the area to lessen the strain on enforcement and encourage tourist spending throughout the Township via wayfinding signage.

There was discussion regarding the following: short-term use of the area, mitigation efforts of the Bylaw Enforcement Officer to date, alternate parking accommodations nearby, fire parking restrictions in the area, and the potential need for increased enforcement oversight.

7. Inquiries/Notices of Motion

None.

8. Member's Report

Member's reported on the following:

- A UCLG Planning Committee meeting is scheduled for November 6 to discuss the Land Evaluation and Area Review (LEAR) and the potential exclusion of specific lands from the plans to minimize the impact on Township lands.
- Expressed appreciation to all parties involved with hosting the successful Trunk or Treat events in Johnstown and Cardinal.
- Highlighted the upcoming annual Chinese Dinner event hosted by the Spencerville Agricultural Society on November 9 at the Drummond Building.

9. Question Period

None.

10. Closed Session

None.

11. Adjournment

Moved by: S. Dillabough

Seconded by: T. Deschamps

That Committee does now adjourn at 7:27 p.m.

Carried

Chair

Deputy Clerk

TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM

Committee: Committee of the Whole – Community Development

Date: February 3, 2025

Department: Community Development/Planning

Topic: Shanly Road Cemetery, Land Donation Request

Background: The township has been approached by Grant Brown, owner of a 232 square metre parcel of land with no road frontage located at the southwestern corner of the township owned Shanly Cemetery. The parcel of land housed a winter vault also known as a dead house which was part of the Jim Percell Funeral Home. The owner sold the funeral home in 2012 and retained ownership of the subject parcel of land. The vault was then removed sometime around 2015 due to its poor condition. The subject land is currently vacant.



The owner proposes to donate the parcel of land to the township and have it merge on title with the cemetery parcel of land. Regardless of the separate parcel of land and ownership, the former vault was associated with the cemetery use and has a historical significance to the operation of the cemetery. A search for information was conducted on the history of the vault which is outlined below:

“The township is also home to a few cemetery vaults, four of which still stand. Also known as dead houses, these stone vaults were used to store bodies in cold-climate areas until the ground could be excavated for burial. The Shanly cemetery vault is located in close proximity to the hamlet's cemetery. The vault which is estimated to have been built around 1876, was demolished around 2019, as it was in poor condition.”

The subject parcel is zoned Rural (RU) and the cemetery is zoned Institutional (I) in the townships zoning by-law. If the parcels are to be merged, the township may update its zoning schedules during its next zoning by-law administrative updates to have the 232 square metre parcel of land zoned Institutional.

The proposed merger of land will protect a piece of local history which was related to the cemetery and will be consistent with the Cultural Heritage Conservation and Archaeological Resources policies of Section 6.15 of the Official Plan.

The financial implications of the lot merger may result in fees associated with our township solicitor and land transfer fee during the donation process.

Conclusion: Staff is requesting direction from the Committee and Council in proceeding with the donation process of the 232 square metre parcel of land adjacent to the Shanly Cemetery.



Tim Fisher, Municipal Land Use Planner

Committee: Committee of the Whole – Community Development

Date: February 3, 2025

Department: Community Development

Topic: Process Improvements for Building Permits and Planning Approvals

Purpose: To make improvements to administrative processes and customer experience related to the application, tracking and payment process for building and planning applications.

Background: Building, planning, treasury and front line staff met on November 5 to complete a process mapping exercise to outline the application process and identify areas for improvement. The following areas were identified:

- At the inquiry stage, an online and paper checklist of what to prepare for a preconsultation will help front line staff assist developers requesting a preconsultation.
- Where multiple applications are submitted for one project, the applicant shouldn't need to enter the same information multiple times.
- Applicants should be able to submit and pay for an application online.
- Planning staff need to be notified electronically when an application is submitted and paid for so they can take appropriate next steps no matter which office they are working from.
- Streamline the way we circulate applications internally for review.
- Provide an easier way for front line staff to determine how much each application/permit costs.
- When payment is made online, the permit should automatically be issued electronically.

Following this exercise, staff invited representatives from companies CGIS and Citywide, who already provide permitting software to the municipality, to share features available through their software that could help with these improvements. During this process, staff also identified a need to track inquiries and responses on each property in one spot, making it easier for a file to be viewed across departments, and for staff to search for property history. Staff discussed the communication benefits of using the

same software as other departments in our municipality, and the implementation benefits of using the same software as our neighbouring municipalities where staff time is split between offices.

Improvement	CGIS	Citywide
Preconsultation checklist	Can be prepared through our current website.	Can be prepared in Citywide or through our current website.
Submit and pay base fee for application online	<p>Building permit applications can be submitted through CGIS, but planning forms are not available at this time.</p> <p>CGIS plans to create and add planning forms over the next 12-18 months. Integration with an online payment system is also expected in 12-18 months.</p> <p>For 2025, a website form could be created to submit other applications and fees. Staff would be notified by email of an online application or payment and manually input the information in CGIS.</p>	<p>Applications can be submitted and paid through Citywide customer portal.</p> <p>Any planning, building or other application form can be created by staff using Citywide.</p>
Streamline information required by multiple applications	<p>Applicant data is not carried over to future applications; applicants won't need to create an account to make an application.</p> <p>Each application is saved through a private link that is shared by email. Applicants can make changes and see status updates through this link.</p>	<p>Customer portal will save profile data and streamline repeated information on multiple applications.</p> <p>Applicant's can log onto their account and add information, communicate with staff and see status updates on their applications.</p>
Streamline internal circulation process	Inter-department circulations would continue by email.	All departments would be notified and can comment on an application within Citywide.
Transparency of application fees	CGIS does not automate fee calculations directly in	Application fees can be configured in the system

	the portal. It can provide a link to fee schedules on our website.	and linked to application types.
Online payment and automatic issuance of building permits	CGIS is working to integrate with online payment software over the next 12-18 months.	Payments can be made online once a building permit is ready. Permits are issued automatically when payments are made online.
Track inquiries and property history in one location	Can track inquiries and property history for building and planning. Older building permit files as far back as 2012 are already in CGIS. Legacy planning files can also be added by staff.	Can track inquiries and property history for building and planning. Citywide is already used to track service requests and workorder (911 sign and entranceway) information. Legacy files can be added by Citywide staff for a fee.
Training and implementation	Already used by Prescott and Augusta building staff. Estimated 12-18 months to fully implement, but some benefits will be seen right away. Building and frontline staff are already familiar with the software.	Training will be provided by Citywide staff. Custom forms and processes will need to be created by staff. Estimated 6 months to implement.

Staff have also taken into consideration the difference in pricing to implement the upgrades.

Cost	CGIS	Citywide
Implementation	\$0	Licensing: \$19,950 Implementation: \$54,500 Upload Legacy Data: \$6,500
		Total: \$80,950
Annual Fees	CBO Module (existing): \$8,000 Additional permitting module: \$4,320 (first year 30% off) \$6,170 (regular price)	\$18,950
	Total: \$12,320 \$14,170 (after first year)	

Policy Implications: CGIS was chosen by staff as the preferred option due to its lower cost of implementation and annual fees, making it a more budget-friendly solution for the Township. Additionally, the building department's existing familiarity with CGIS

reduces the need for extensive training and minimizes disruption to current workflows. While CGIS does not include some of the advanced features offered by Citywide, such as integrated online payments or streamlined multi-department circulation, these gaps can be addressed through alternative solutions currently under investigation.

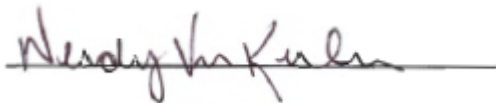
While CGIS provides a cost-effective solution that aligns with existing workflows, staff noted that Citywide offers superior integration, online payment capabilities, and scalability for future growth. These features could significantly enhance the efficiency and customer experience of the Township's permitting and planning processes. The Township could revisit this decision in the future if additional funding becomes available.

Strategic Plan Implications: The chosen system, CGIS, supports the Township's goal of maintaining efficient service delivery by leveraging an existing platform already familiar to staff. This minimizes implementation time and disruption, allowing for immediate improvements in tracking inquiries and processing applications. While CGIS does not fully automate all desired processes, its integration with the current building department's workflows ensures continued service efficiency without the financial burden of a costly implementation.

This approach is consistent with the Township's objective to use partnerships to increase the efficiency of service delivery. CGIS is already used by neighboring municipalities such as Prescott and Augusta, where staff share knowledge and resources. Choosing CGIS enables the Township to benefit from these partnerships by aligning processes and leveraging shared expertise.

Financial Considerations: The cost of our current CBO module is \$8,000/year. Transitioning from CBO to the full GIS system with CGIS will cost an additional \$4,320 in 2025.

Recommendation: That Council direct staff to proceed with implementing the CGIS permitting module upgrade at an additional cost of \$4,320 annually and investigate complementary solutions to address online payments.



Community Development Coordinator



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Community Development

Date: February 3, 2025

Department: Recreation

Topic: February Recreation Upcoming Events

Background:

Senior Tech Class

The second session of the senior tech class began on Wednesday, January 15 in Johnstown from 1 pm to 3 pm and on Thursdays from 10 am to 12 pm in Spencerville. No registration required.

Kids Art Class

The Township's kid's art class program has completed the first two sessions of three for this winter. There were 15 participants with the majority being returning children from the previous classes and all Township residents. The next session begins on Thursday, February 13, at the South Edwardsburgh Community Centre from 6 pm to 7:30 pm.

Senior Wellness Program

This free program offers seniors in our community the opportunity to stay active, socialize, and prioritize their health. With activities like art and music therapy, fun games, gentle exercises, and health support from a registered nurse, it's a great way to nurture your overall well-being.

Spencerville Town Hall: Thursdays, 9:30 am to 11 am

- Session 1: February 6 to March 13
- Session 2: April 3 to May 8

South Edwardsburgh Community Centre: Mondays, 9:30 am to 11 am

- Session 1: February 3 to March 31 (Excluding February 17, March 10, 14, and 24)
- Session 2: April 7 to May 19 (Excluding April 21)

Free Family Day Skating

Public skating will be available at both the Spencerville Arena and Ingredion Centre on Monday, February 17 from 2:30 pm to 4 pm.

Adult Fitness Class

The second session of the adult fitness class will begin on Tuesday, March 4, with eight classes from 6 pm to 7 pm on Tuesday evenings at the South Edwardsburgh Community Centre.

Free March Break Skating

Public skating will be available at both the Spencerville Arena and Ingedion Centre during the March break.

Spencerville Arena

- Sunday, March 9 from 2 pm to 3:30pm
- Tuesday, March 11 from 2 pm to 3:30 pm
- Thursday, March 13 from 2 pm to 3:30 pm

Ingedion Centre

- Monday, March 10 from 2 pm to 3:30 pm
- Wednesday, March 12 from 2 pm to 3:30 pm
- Friday, March 14 from 6 pm to 7:30 pm

Upcoming courses for summer 2025

- Standard First Aid and CPR-C
- Safeguard In-person
- National Lifeguard
- National Lifeguard Recertification
- Lifesaving Swim Instructors
- Lifesaving Recertification
- Bronze Courses



Recreation Coordinator



Facilities Manager



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Community Development

Date: February 3, 2025

Department: Community Development

Topic: Social Services Directory

Background:

In October 2023, Council approved the implementation of the Navigi social services mapping project by HelpSeeker Technologies to address the growing need for a comprehensive and accessible directory of local services. Since then, staff have worked closely with HelpSeeker to develop a robust system connecting residents to essential services. To ensure a broader range of support options, the directory includes not only services available within Edwardsburgh Cardinal but also those in neighbouring municipalities and the United Counties of Leeds and Grenville. This area allows residents to access a wider network of 206 organizations and 424 programs.

Designed for seamless integration into the Township's website, the platform ensures easy accessibility for residents. Branded as "EC Connects," the directory will serve as a recognizable and trusted resource reflecting the Township of Edwardsburgh Cardinal's commitment to community well-being. Soft Launch is scheduled for mid-late February. The initiatives public debut will be at the Prescott Spring Home & Trade Show in April 2025, where TWPEC is an event sponsor. HelpSeeker will produce two videos to assist with the launch: one for marketing purposes to promote the platform and another as a user guide to assist residents in navigating the system effectively.

Alternative options, including services from 211 Ontario and the Community Navigation of Eastern Ontario (CNEO), were considered during the project. While these options provided foundational data, Navigi was selected for its superior interface, more comprehensive resource listings, and enhanced customization capabilities. The annual fee for the directory is \$5,000, including database maintenance ensuring it remains up-to-date and effective. These funds are included in current budget proposal for contract renewal in Spring 2025.

Navigi ensures the directory remains accurate and reliable through quarterly updates using advanced taxonomy and AI. Additionally, it empowers users with a straightforward 'Suggest an Edit' feature to flag discrepancies or outdated information. Reports submitted through this feature are sent directly to HelpSeeker Technologies for review

on a monthly basis and then forwarded to TWPEC staff for confirmation, if needed. This collaborative approach helps maintain the integrity and usefulness of the directory for all users.

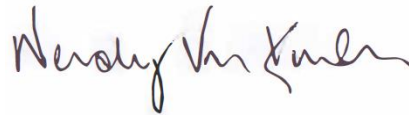
This initiative aligns closely with TWPEC's Strategic Plan objectives. By promoting services, programming, and events for seniors and other groups (Objective 1.2), it connects residents to essential resources. It also supports reducing mental health and addiction challenges (Objective 1.5) by providing accessible information on these services. Furthermore, the integration of "EC Connects" into the Township's website implements modern communication tools (Objective 2.2), expanding the reach and impact of Township communications while improving access to vital information for all residents.

Attachments:

EC Connects Poster & Screenshots



Community Engagement Coordinator



Community Development Coordinator



Introducing
EC CONNECTS
Community Resource Platform



For Use by
All Residents



All-in-One
Resource



Wide Range
of Services



Easy
Navigation



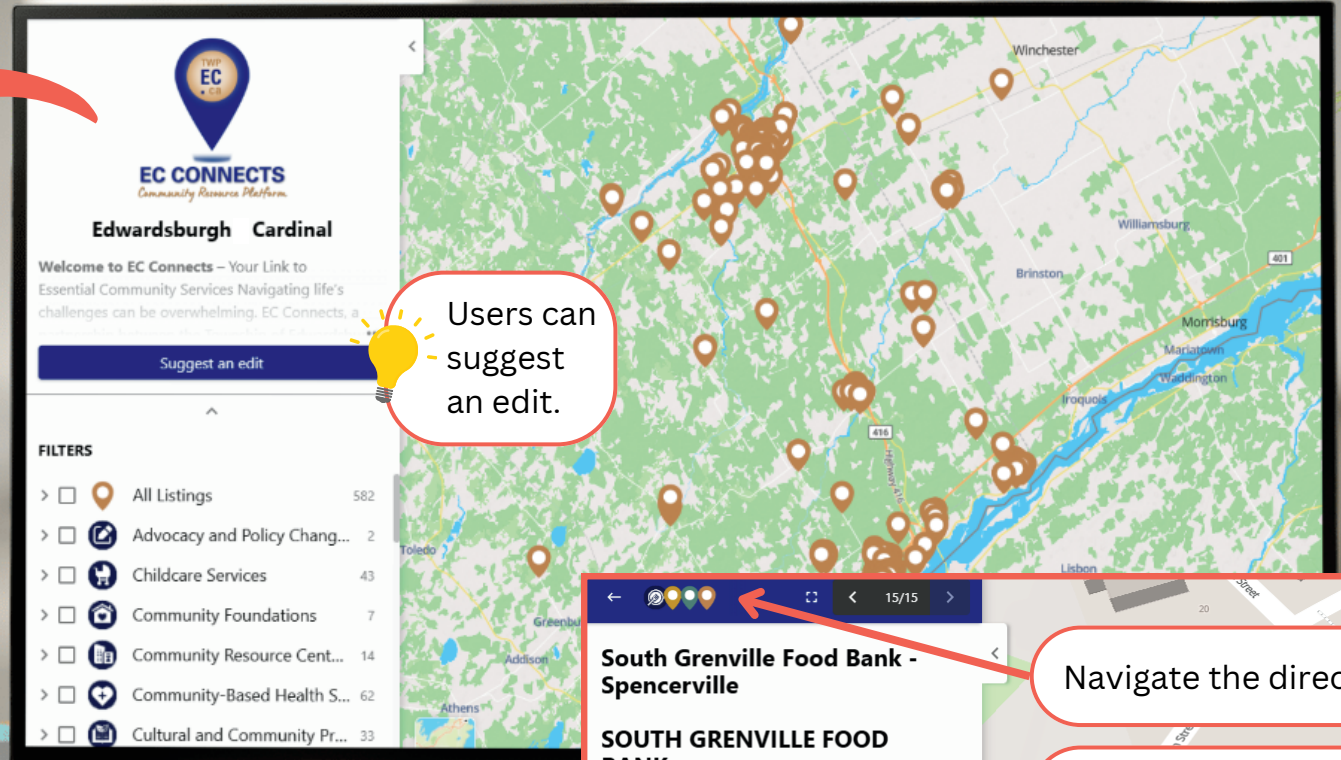
Community
Powered



Quick Access
Anytime



EC Connects: Sneak Peek for Committee of the Whole - Community Development



Find a service category...

FILTERS | Clear all

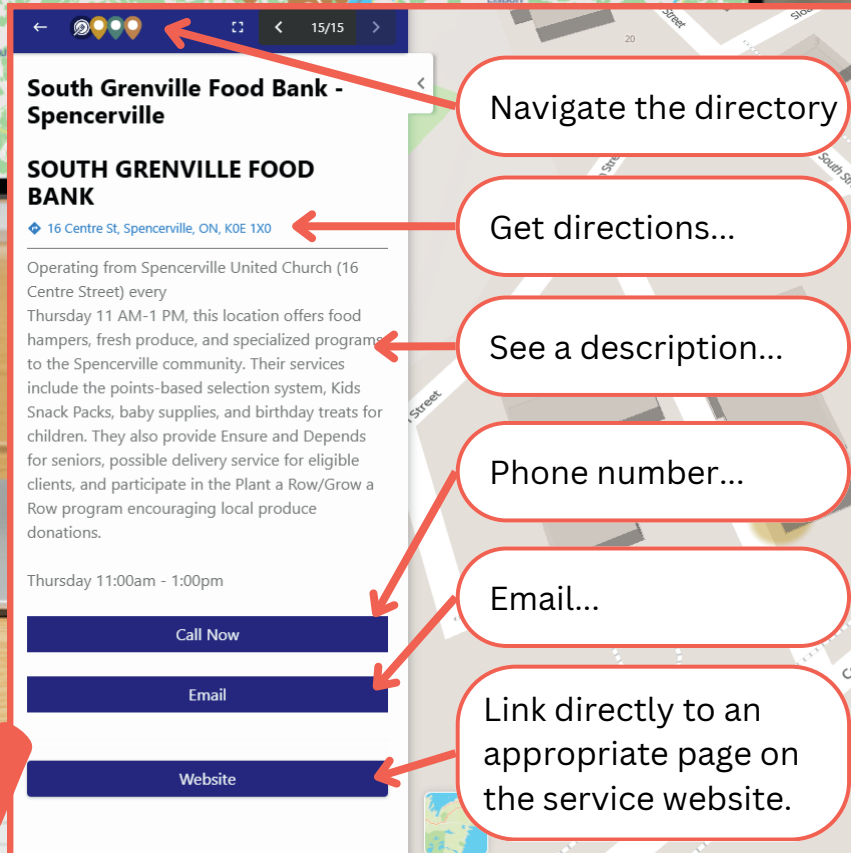
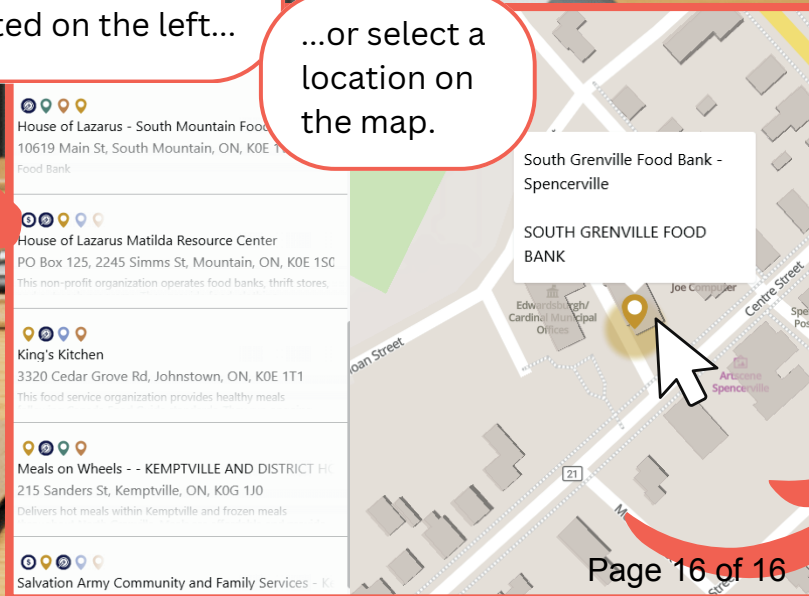
RESULTS (15)

- Financial Support Services 11
- Food Security Programs 15
 - Meal Programs 2
 - Affordable Produce Programs 1
 - Child Nutrition Programs 1
 - Food Banks 10
 - Food...
 - Ot...

See search results listed on the left...

...or select a location on the map.

Users can suggest an edit.



Navigate the directory

Get directions...

See a description...

Phone number...

Email...

Link directly to an appropriate page on the service website.