



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

Monday, February 10, 2025, 6:30 PM

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

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

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

 - a. 4th Quarter Facility Maintenance Report [See item 8.a]
 - b. 4th Quarter Facility Statistics Report [See item 8.b]
 - c. 4th Quarter Operations Report [See item 8.c]
 - d. 4th Quarter Fire Report [See item 8.d]
 - e. 4th Quarter Bylaw Enforcement Report [See item 8.e]
- 7. Discussion Items**
- 8. Action/Information Items**
 - a. 4th Quarter Facility Maintenance Report - CONSENT
 - b. 4th Quarter Facility Statistics Report - CONSENT
 - c. 4th Quarter Operations Report - CONSENT
 - d. 4th Quarter Fire Report - CONSENT
 - e. 4th Quarter Bylaw Enforcement Report - CONSENT
 - f. 4th Quarter Treasury & Reserve Report
 - g. 4th Quarter Budget to Variance Report
 - h. 4th Quarter Council Remuneration Report

- i. 2024 Cardinal WPCP Annual Report
- j. Cardinal-IP- Water System Summary Reports
- k. 2024 Sanitary Collection Performance Report
- l. 2024 MTO Report
- m. Fire Service Radio & Paging System Upgrade
- n. 2024 River Route Transit Report
- o. Blue Box Transition Update
- p. Revised Entranceway Bylaw

9. Councillor Inquiries/Notices of Motion

10. Member's Report

11. Question Period

12. Closed Session

13. Adjournment

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Monday, 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 INFORMATION ITEM

Committee: Committee of the Whole - Administration & Operations

Date: February 10, 2025

Department: Parks / Recreation & Facilities

Topic: 4th Quarter 2024 Facility Maintenance Report

Background: Below you find a list of work performed at Township facilities during the 4th quarter of 2024. These work orders are over and above the daily routines at our facilities.

Ingredion Centre:

- (WO-4846) replace solenoid switch in shower room 5
- (WO-4839) Carbon Monoxide testing
- (WO-4847) no heat in change rooms – replaced HVAC controller in main unit
- (WO-4899) Fire alarm sensors and panel yearly inspection
- (WO-4915) repairs to canteen door lock

Spencerville Arena:

- (WO-4810) changes and replaced damages lights
- (WO-4815) test and tagged as per TSSA all safety valves Zamboni room
- (WO-4900) Fire alarm sensors and panel yearly inspection
- (WO-4891) replaced horizontal auger bearings on Zamboni

Town Hall

- (WO-4709) electrical work to hook up new dishwasher
- (WO-4792) plumbing work to install new sink and taps
- (WO-4809) upgraded kitchen panel to 100-amp service
- (WO-4835) Fall inspection on both furnace systems
- (WO-4838) replaced control board on furnace boiler 1

Spencerville Library/Cardinal Library

- (WO-4836) Fall inspection on both furnace systems (CL)
- (WO-4837) Fall inspection on both furnace systems (SL)

Johnstown Community Centre

- (WO-4842) Fall inspection on both furnace systems
- (WO-4901) installed new flooring and carpet on the stage area

A handwritten signature in black ink, consisting of several loops and flourishes, positioned above a horizontal line.

Facilities Manager

Committee: Committee of the Whole - Administration & Operations

Date: February 10, 2025

Department: Parks / Recreation & Facilities

Topic: 4th Quarter Facility Stas Report 2024

Background: Attached is the report for the period of October 2024 to December 2024 for the following facilities.

- Ingedion Centre
- Port of Johnstown Meeting Room
- South Edwardsburgh Community Centre
- Townhall (Upstairs Hall)
- Townhall Council Chamber

Ingedion arena offers adult skating Monday – Friday from 7:45 am – 9 am during the normal operations period of October – March. We have a good number of regulars that skate or utilize the walking track. Spencerville offers adult skating on Monday & Fridays at 2 pm and Thursday mornings at 9 am. Both arenas also offer a Parent & Tot skating session once a week. Public skating is from 6-7:30 pm on Friday nights at the Ingedion Arena while Sundays from 2 – 3:30 pm we offer it in Spencerville. All our skating programs are free to the public. I've highlighted the 2024 arena numbers to show a comparison from year to year, the numbers are lower at each rink for the December month as in 2023 there were some tournaments scheduled which didn't happen in 2024.

4th QUARTER
October 2024 – December 2024

October 2024

Facility	Available Hours	Hours Booked	Percentage
South Centre	310	109	35.1 %
Port of Johnstown Meeting Room	310	74.5	24.3 %
Spencerville Arena Hall	310	7	2.2 %
Council Chamber	310	33	10.6%

November 2024

Facility	Available Hours	Hours Booked	Percentage
South Centre	300	135	43.5 %
Port of Johnstown Meeting Room	300	55	17.7 %
Spencerville Arena Hall	300	14	4.5 %
Council Chamber	300	23	7.4%

December 2024

Facility	Available Hours	Hours Booked	Percentage
South Centre	280	157	56 %
Port of Johnstown Meeting Room	280	32	11.4 %
Spencerville Arena Hall	280	18	6.4 %
Council Chamber	280	14	5 %

ICE RENTAL

October 2024

Facility	Available Hours	Hours Booked	Percentage
Ingredion Centre	450	314 (2023) 314	69.7 % 69.7 %
Spencerville Arena	450	265 (2023) 208	58.8 % 46.2 %

November 2024

Facility	Available Hours	Hours Booked	Percentage
Ingredion Centre	450	304 (2023) 305	67.5 % 67.7 %

Spencerville Arena	450	263	58.4 %
		(2023) 249	55.3 %

December 2024

Facility	Available Hours	Hours Booked	Percentage
Ingredion Centre	420	290	69 %
		(2023) 344	81.4 %
Spencerville Arena	420	246	58.5 %
		(2023) 296	70.4 %



Mike Spencer

Committee: Committee of The Whole – Administration & Operations

Date: February 10, 2025

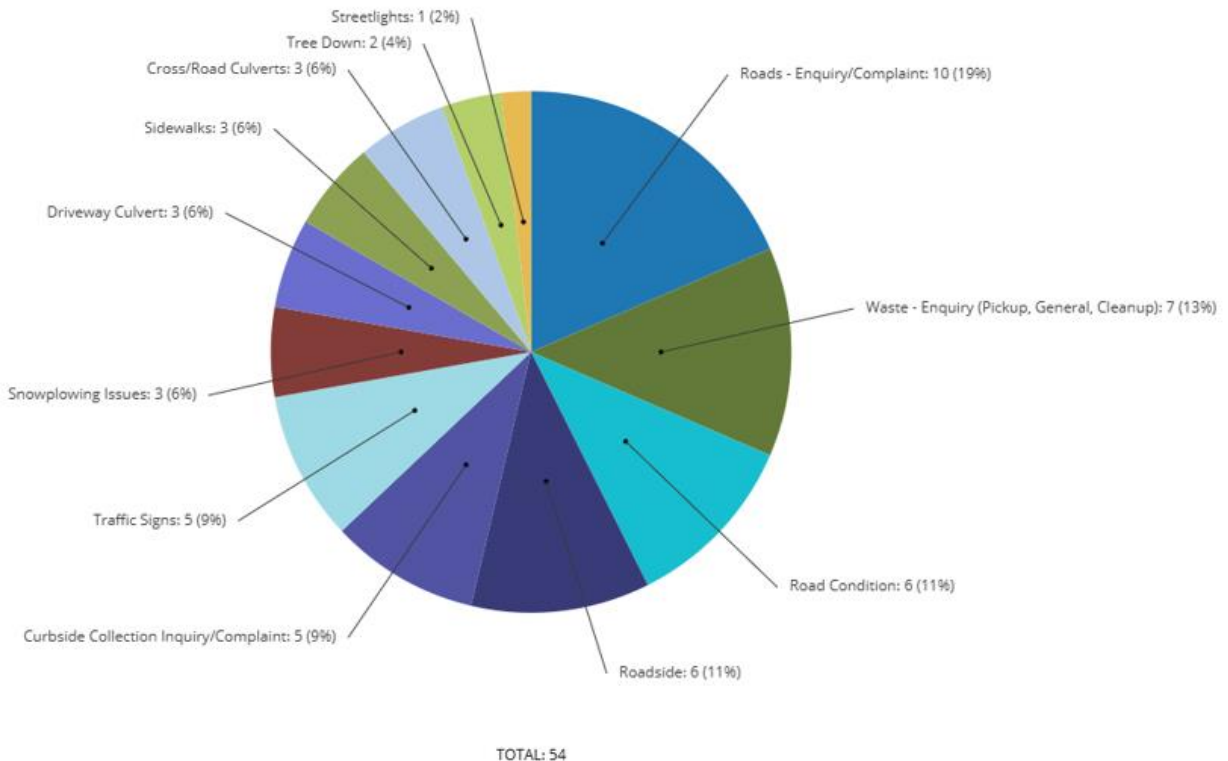
Department: Operations

Topic: 2024 4th Quarter Statistical Report

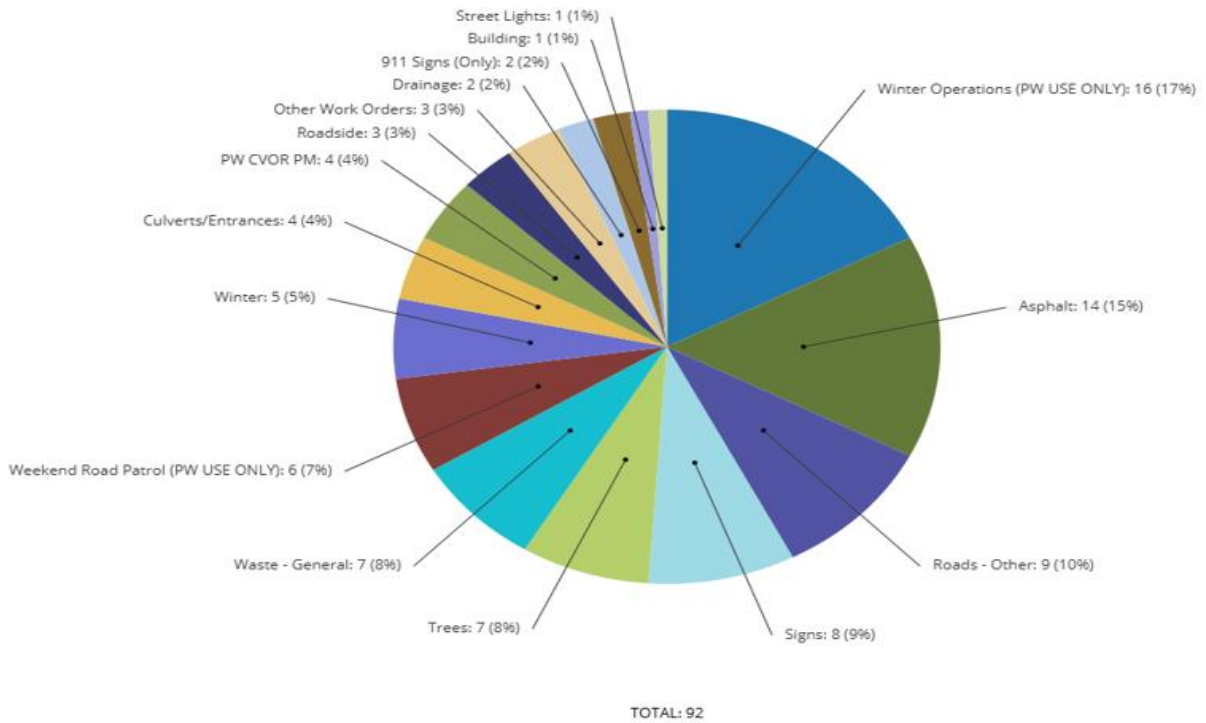
Background:

SECTION 1: Public Works

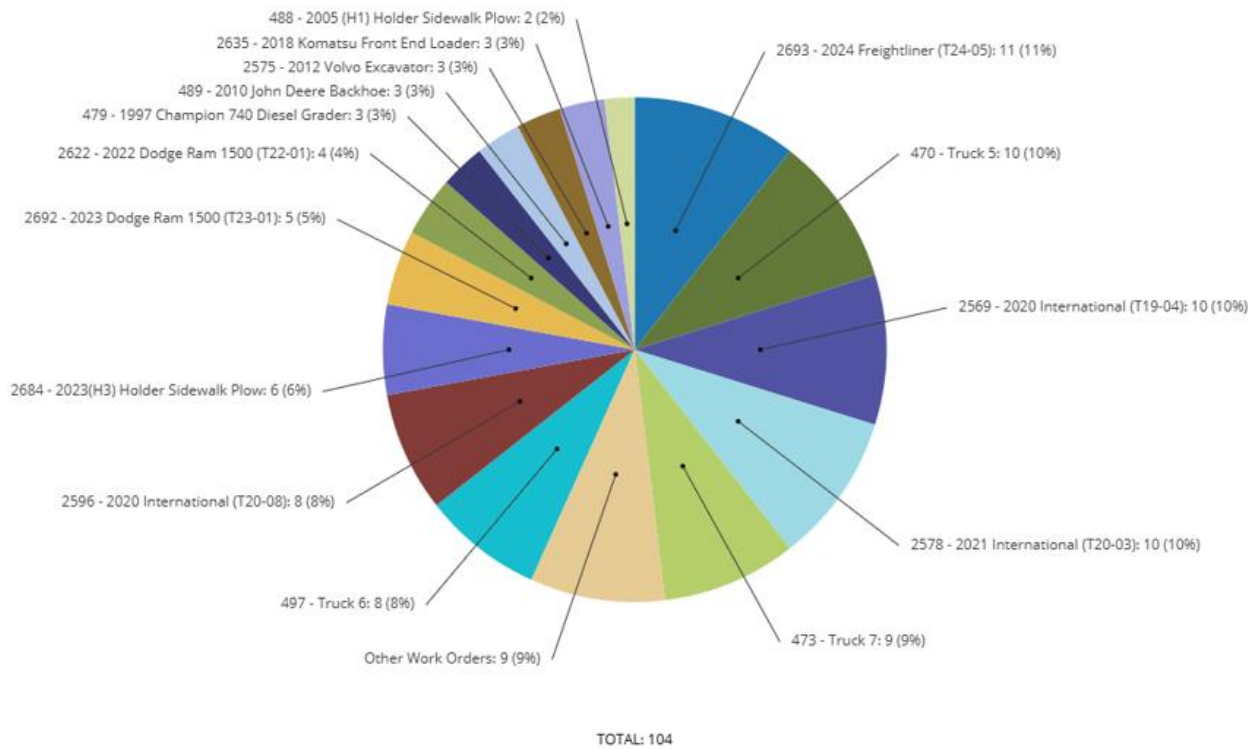
There were 54 service requests created during the 4th quarter. The requests are categorized based on type in the below pie chart.



There were 92 work orders created during the 4th quarter. The orders are categorized based on type in the below pie chart.



There were 104 Fleet Work Orders during the Quarter



SECTION 2: Waste Disposal

- 647 vehicles attended the site over the 13 Saturdays in quarter 4.
- Punch card sales through office: \$ 595.00
- Punch card sales through Cardinal Library: \$ 360.00
- Punch Card sales through Burchell's \$ 3060.00
- Total punch card sales for Quarter 2 and 3: \$ 4015.00
- November Brush/Leaf free and collected in the built-up areas

	Curbside Collection - HGC		Transfer Station – Limerick Env.
Month	Solid Waste (t)	Recycling (t)	Transported offsite (t)
October	94.42	31.24	16.19
November	77.51	30.32	11.90
December	94.92	31.92	9.13
Total	266.85	93.48	37.22

SECTION 3: Environmental Services

<u>4th Quarter Cardinal Water Treatment Plant Flow Summary</u>				
Month	Monthly Flow (m ³)	Minimum Daily Flow (m ³)	Maximum Daily Flow (m ³)	Average Daily Flow (m ³)
October	13,525	326	586	436
November	12,226	330	494	408
December	12,652	309	526	408

<u>4th Quarter Summary of Operational Parameters – Cardinal WTP</u>									
	UV	Filter 1A	Filter 1B	Filter 2A	Filter 2B	pH	Pressure	Raw Cl ₂	Post Chlorine
Average	50.70	0.02	0.02	0.10	0.02	8.22	69.22	1.72	2.56
Unit	mJ/cm ²	NTU	NTU	NTU	NTU		PSI	mg/L	mg/L
Compliance	40	1	1	1	1	6.5-8.5	>20		>0.20

<u>4th Quarter Microbiological Testing for the Cardinal Water System</u>				
	Number of Samples	Total Coliform	<i>E. coli</i>	HPC (min-max)
October - December	52	0	0	<2
Compliance for TC/EC is zero. HPC guideline is less than 500.				

4th Quarter Microbiological Testing- Industrial Park				
	Number of Samples	Total Coliform	<i>E. coli</i>	HPC (min-max)
October - December	13	0	0	<2
Compliance for TC/EC is zero. HPC guideline is less than 500.				

Description	Prysmian Chlorine Residual	Greenfield Chlorine Residual	Pressure (PSI)
Quarterly Average	0.86	0.58	74
Units	mg/L	mg/L	PSI
Compliance	>0.05	>0.05	>20

4th Quarter Report for Windmill Pumping Station				
Month	Total Flow (m³)	Minimum Daily Flow (m³)	Maximum Daily Flow (m³)	Average Daily Flow (m³)
October	76,513	1715	3409	2468
November	75,771	2184	2829	2528
December	70,026	1019	2688	2334

4th Quarter Report for Spencerville Lagoons				
Month	Total Flow (m³)	Minimum Daily Flow (m³)	Maximum Daily Flow (m³)	Average Daily Flow (m³)
October	2526	74	100	82
November	2740	74	105	91
December	3077	82	157	99

4th Quarter Report for Cardinal WWTP				
Month	Total Flow (m³)	Minimum Daily Flow (m³)	Maximum Daily Flow (m³)	Average Daily Flow (m³)
October	16,809	448	658	542
November	15,173	415	698	506
December	25,159	544	1140	812

4th Quarter October - December	BOD (mg/L)	Suspended Solids (mg/L)	Total Phosphorus (mg/L)	Ammonia (mg/L)	<i>E.Coli</i>
Average	3.0	3.6	0.09	1.52	2.9
Units	mg/L	mg/L	mg/L	mg/L	CFU
Compliance	25	25	1		
Objective	<15	<15	< 1	<4	<200

Month	BOD Removal	Suspended Solids Removal	Phosphorus Removal	Ammonia Removal
October	97%	98%	98%	90%
November	98%	98%	97%	94%
December	97%	98%	97%	99%



Director of Operations

Committee: Committee of the Whole – Administration and Operations

Date: February 10, 2025

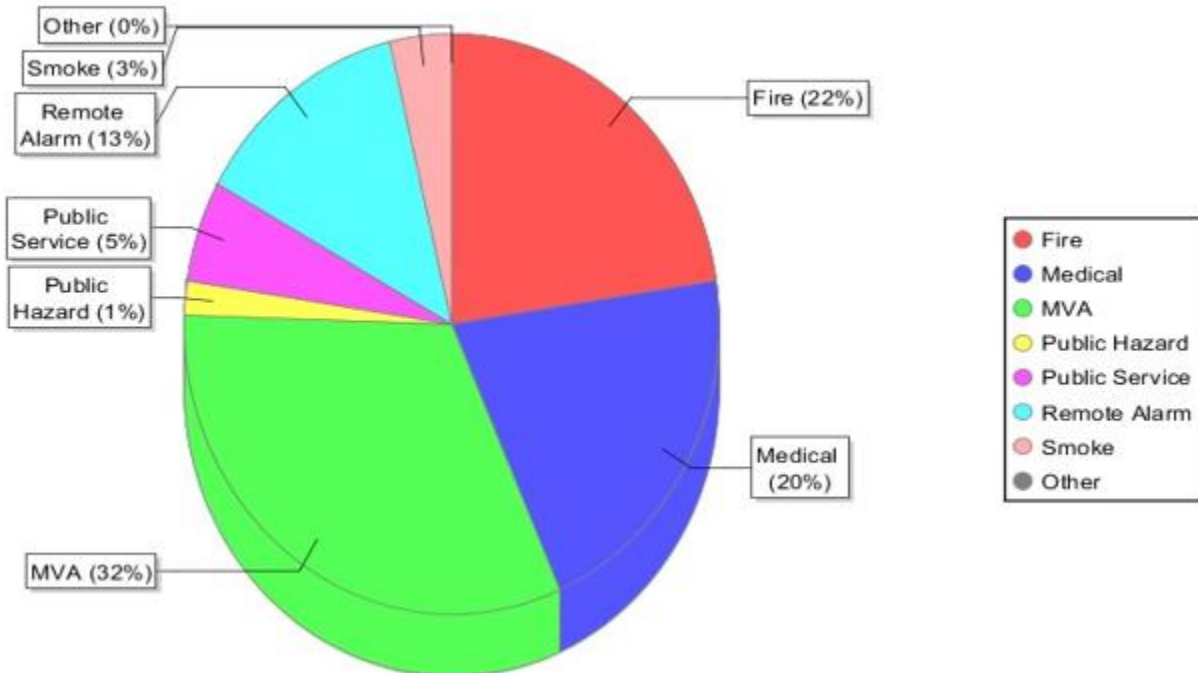
Department: Fire

Topic: Q4 2024 Fire Report

Total incidents in Q4 - 53

Total Incidents in 2024 - 176

Incidents By Type Report



Fire Losses:

- Truck - \$40,000
- Combine - \$5,000
- Woodstove & area - \$30,000
- Welding Shop - \$20,000
- Floor Joists/Floor Area - \$50,000
- Truck - \$60,000

Updates/Changes to Department:

- One firefighter obtained his DZ License
- One member resignation due to work commitment and certification requirements
- Annual rate increase by MTO to \$570.50/hr.
- Five members attended Clarence/Rockland Training Centre for NFPA1021 Fire Officer 1 course
- Wireless headset installed on Pumper 4
- Annual SCBA Maintenance completed
- Annual Ladder Testing completed

Meetings Attended:

- Two Officers Meetings were held
- Training Instructors meeting was held to plan 2025
- Three Wellness Committee meetings were attended by the Chief & Admin

Training/Courses Attended:

- Five training sessions were held, hose handling & SCBA drills were held at the Cardinal waterfront including relay races, further training on hazmat awareness & product identification, CO/4gas meter review, note taking and courtroom procedures presentation
- Five truck & equipment checks were completed
- Twenty members participated in the Live Fire Training at Lyndhurst RTC
- Chief & Admin attended the Lunch & Learn event by AMCTO at the township office on Dealing with Difficult Customers
- One member obtained NFPA 1001 Firefighter II certification
- Training Officer obtained NFPA 1072 HazMat Technician Certification
- Chief obtained NFPA 1031 Fire Inspector Level 1 Certification
- Trans Canada Pipelines provided members with information on the pipelines and locations

Fire Prevention Activity:

- Fire Prevention Officer provided the Cardinal Legion with children's materials for an event they were hosting
- Social media posts were prepared for the "12 Days of Fire Safety"
- Fire Prevention poster contest with each school winning a pizza party
- Fire Prevention Officer along with two members hosted the Sparks & Embers tour of the firehall
- Four residential properties were inspected by the Fire Prevention Officer

Activity:

- Hosted the annual EMS Bootcamp
- Annual fall recruitment program
- Hosted the annual Kids Christmas Party with a visit from Santa Claus
- Hosted the annual FD Christmas Party with about 40 members in attendance
- Participated in Prescott's Light up the Night Parade

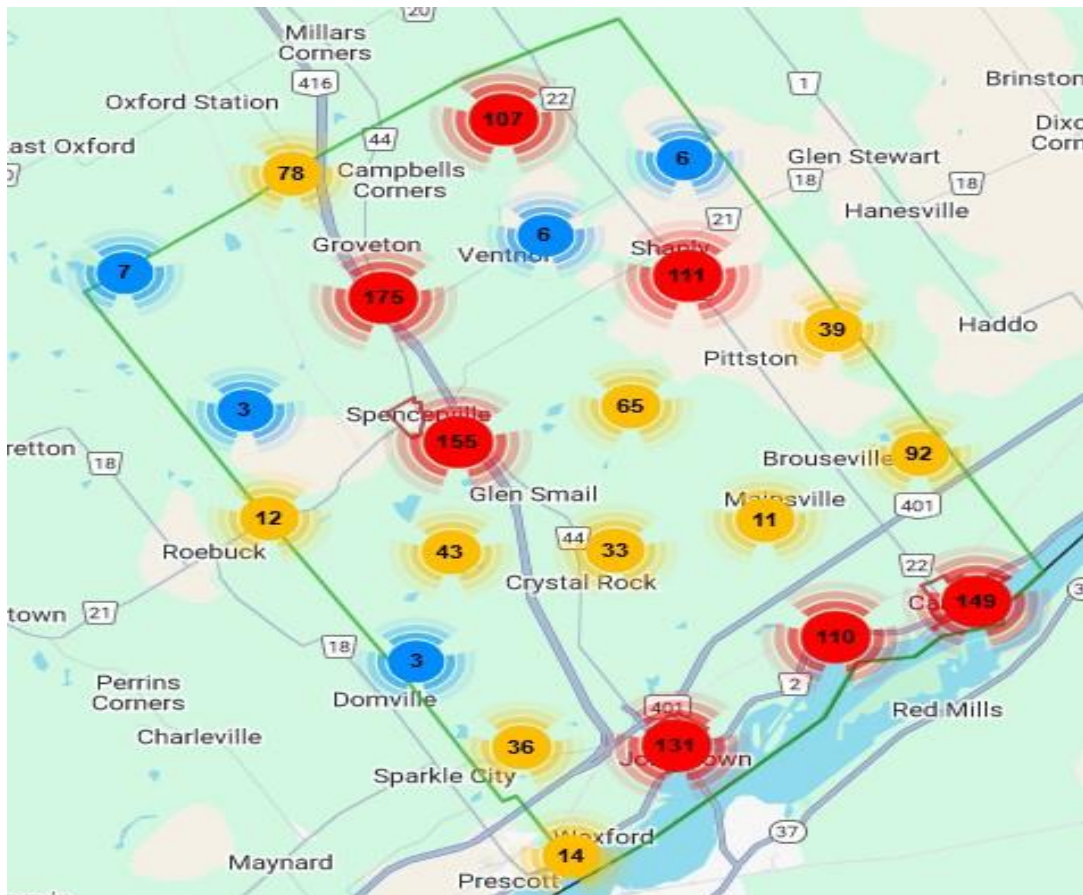
Burn Permits:

Permits created in Q4 –48

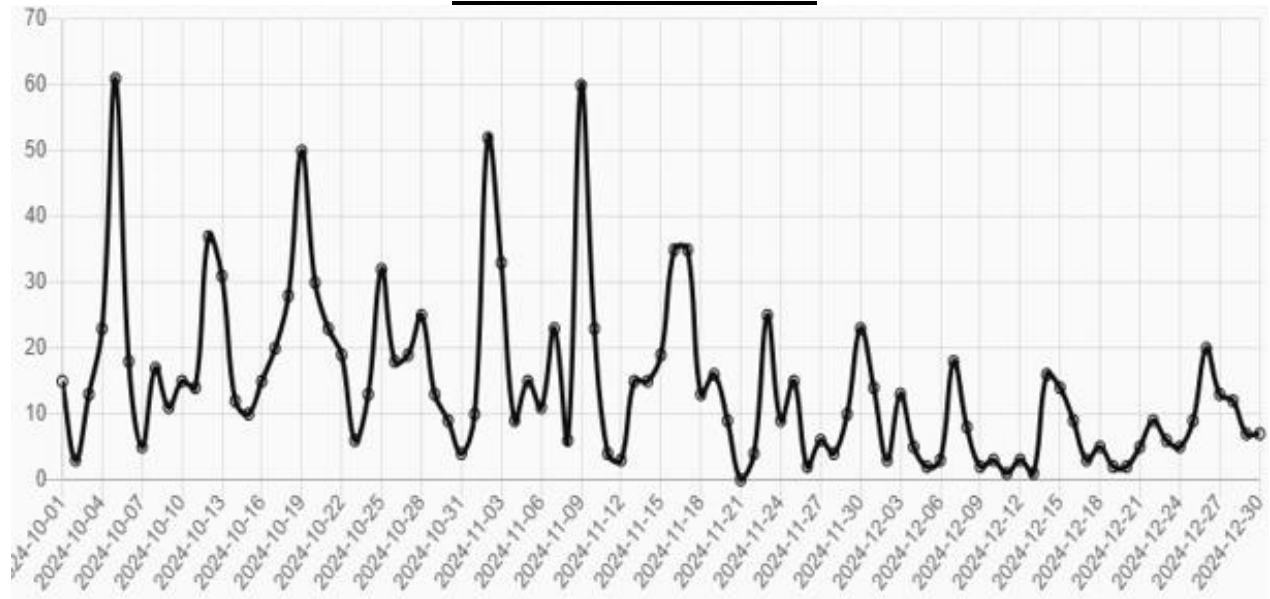
Registered burns in Q4 – 1,379

Total Income - \$1,960.00 (less paypal fees)

Registered Burn Map for Q4



Burn Permit Activations



Fire Department Roster December 31, 2024		
	Station #1	Station #2
	DC Dan Davy	
1.	Capt. Mark Bruce	Capt. Mike Ayerst
2.	Capt. John Dobbie	Capt. Steve Roberts
3.	Capt. Brian Purcell	Capt. Cody Oatway
4.	Jay Bottan	Shawn Bradford - recruit
5.	Brendan Bruce	Liam Bush
6.	Ian Carlow – recruit	Wade Egeberg - recruit
7.	Josh Couture	Jason Jacques
8.	Corey Gillan – recruit	Dustin Krahn
9.	Chris Le Feuvre – recruit	Nathaly Landry - recruit
10.	Erika MacDonald	Shawn Linn
11.	Phil Malcomson	Mathew Perkins - recruit
12.	Jacob Monty	Francis Plamondon - recruit
13.	Tim Nason	Marcio Ramos - recruit
14.	Steve Pietarinen	Lloyd Scott
15.	Pete Rainville	Ann Shorey
16.	Kyle Scharf – recruit	Tyler Varley - recruit
17.	Ryan Van Keulen	Steve West
18.	Patrick Vezina – recruit	Tim Yandeau
19.	Matt Wallace	
		Fire Prevention Officer John Henry

Q4 2024 Incident Summary				
Call Time	Response Area	On Scene	Incident Type	Alarm Source
Tue, 1 Oct 2024 09:25:09	Highway 416 North	Pumper 19:43:56	Sight of Smoke	E-911 Cellular - Phase II
Tue, 1 Oct 2024 11:57:17	Victoria Street	No Data	Medical:Assist	03 from Ambulance
Wed, 2 Oct 2024 19:25:14	County Road 21 & 44	Rescue 19:31:16	MVA:Tiered Response	03 from Ambulance
Sun, 6 Oct 2024 13:44:12	New Street	Rescue 5 3:52:00	Medical:Tiered Response	03 from Ambulance
Sat, 12 Oct 2024 13:34:27	Helen Street	Rescue 5 13:43:00	Public Assistance	E-911 Cellular - Phase II
Wed, 16 Oct 2024 15:30:10	County Road 2	Unit 1 15:30:35	Public Assistance	08 Two-Way Radio
Thu, 17 Oct 2024 08:09:40	County Road 26	Tanker 2 08:35:54	Fire:Structural	E-911 Cellular - Phase II
Thu, 17 Oct 2024 14:31:45	County Road 44	Rescue 1 14:43:54	CO Detector	E-911 Cellular - Phase II
Sun, 20 Oct 2024 07:57:21	Campbell Road	POV 08:04:34	MVA:Tiered Response	03 from Ambulance
Sun, 27 Oct 2024 11:23:31	County Road 2	Rescue 5 11:31:47	Medical:Assist	03 from Ambulance
Mon, 28 Oct 2024 11:44:50	Cedar Grove Road	Tanker 1 12:02:10	Fire:Vehicle:Car	04 from Police Services

Wed, 30 Oct 2024 13:15:38	Maple Street	Rescue 5 13:25:22	Public Assistance	E-911 Cellular - Phase II
Sat, 2 Nov 2024 06:40:51	HIGHWAY 401 WEST	Rescue 506:55:30	MVA:Tiered Response	03 from Ambulance
Sat, 2 Nov 2024 14:24:16	Jochem Road	Pumper 1 14:35:09	MVA:Assist	03 from Ambulance
Tue, 5 Nov 2024 05:35:45	HIGHWAY 416 NORTH EXIT	No Data	MVA:Tiered Response	03 from Ambulance
Sat, 9 Nov 2024 07:38:36	County Road 44	Rescue 1 07:51:14	CO Detector	E-911 Cellular - Phase II
Tue, 12 Nov 2024 19:59:33	Kyle Road	Tanker 1 20:18:33	Fire:Structural	E-911 Cellular - Phase II
Wed, 13 Nov 2024 22:25:42	Goodin Road	Pumper 1 22:38:36	Fire:Vehicle:Truck	E-911 Cellular - Phase II
Fri, 15 Nov 2024 09:09:29	Dixon Road	Tanker 1 09:34:04	Fire:Structural:Barn	E-911 Cellular - Phase II
Fri, 15 Nov 2024 12:42:28	County Road 44	Truck 9 12:53:00	Remote Alarm:Alarm Bells	05 from Monitoring Agency
Sat, 16 Nov 2024 11:50:15	Campbell Road	Pumper 1 11:59:33	Fire:Vehicle:Farm Machinery	E-911 Cellular - Phase II
Sat, 16 Nov 2024 13:48:15	Saint Lawrence Street	No Data	Remote Alarm:Alarm Bells	Manual Call
Mon, 18 Nov 2024 10:25:46	Connell Road	Pumper 1 10:40:58	Remote Alarm:Alarm Bells	E-911 Cellular - Phase II
Sat, 23 Nov 2024 18:51:41	Adelaide Street	Unit 1 19:07:22	Fire:Burning Complaint	01 911

Sun, 24 Nov 2024 17:00:05	HIGHWAY 416 NORTH EXIT	No Data	MVA:Tiered Response	03 from Ambulance
Fri, 29 Nov 2024 12:12:50	County Road 44	Rescue 1 12:30:05	Medical:Assist	03 from Ambulance
Fri, 29 Nov 2024 18:38:27	Campbell Road	POV18:43:11	MVA:Tiered Response	03 from Ambulance
Sat, 30 Nov 2024 21:56:15	Highway 416 North	Tanker 1 22:18:14	Fire:Vehicle:Truck	E-911 Cellular - Phase II
Sun, 1 Dec 2024 07:37:07	Highway 416 South	Rescue 1 07:49:11	MVA:Tiered Response	03 from Ambulance
Sun, 1 Dec 2024 08:16:09	HIGHWAY 416 SOUTH	Truck 8 08:21:38	MVA:Tiered Response	E-911 Cellular - Phase II
Sun, 1 Dec 2024 09:01:09	HIGHWAY 416 SOUTH	No Data	MVA:Tiered Response	03 from Ambulance
Sun, 1 Dec 2024 10:28:01	HIGHWAY 416 SOUTH	No Data	MVA:Tiered Response	03 from Ambulance
Sun, 1 Dec 2024 11:39:32	County Road 44	Pumper 4 12:05:02	Remote Alarm:Alarm Bells	05 from Monitoring Agency
Sun, 1 Dec 2024 17:37:13	HIGHWAY 416 SOUTH	No Data	MVA:Tiered Response	03 from Ambulance
Fri, 6 Dec 2024 21:59:12	County Road 44	Rescue 1 22:15:06	Medical:Assist	03 from Ambulance
Sun, 8 Dec 2024 02:37:42	County Road 22	Pumper 4 02:53:07	MVA:Assist	03 from Ambulance
Mon, 9 Dec 2024 23:44:34	Centre Street	Rescue 1 00:02:26	CO Detector	01 911

Sat, 14 Dec 2024 10:41:42	Brouseville Road	No Data	Medical:Assist	03 from Ambulance
Sun, 15 Dec 2024 17:27:23	Highway 416 South	No Data	MVA:Tiered Response	03 from Ambulance
Mon, 16 Dec 2024 03:10:14	Cherry Street	Pumper 1 03:21:25	Fire:Structural	E-911 Cellular - Phase II
Mon, 16 Dec 2024 07:51:05	HIGHWAY 416 NORTH EXIT	Rescue 1 08:05:45	MVA:Tiered Response	03 from Ambulance
Thu, 19 Dec 2024 06:15:17	County Road 2	Rescue 5 06:24:58	Medical:Tiered Response	03 from Ambulance
Thu, 19 Dec 2024 22:08:04	Reid Street	Rescue 5 22:18:18	Medical:Tiered Response	03 from Ambulance
Fri, 20 Dec 2024 02:46:53	Commerce Drive	Unit 1 03:00:09	Fire:Structural:Industrial	05 from Monitoring Agency
Sat, 21 Dec 2024 13:38:08	Highway 416 North	Tanker 1 13:59:45	Fire:Vehicle:Car	E-911 Cellular - Phase II
Tue, 24 Dec 2024 22:40:23	Dundas Street	No Data	Medical:Assist	03 from Ambulance
Wed, 25 Dec 2024 01:36:24	Dundas Street	Pumper 4 01:47:41	Sight of Smoke	E-911 Cellular - Phase II
Wed, 25 Dec 2024 11:02:23	Latimer Road	POV 11:13:21	Medical:Assist	03 from Ambulance
Thu, 26 Dec 2024 10:55:12	Meadowland Drive	Pumper 4 11:05:56	Public Hazard:Other	Manual Call
Sat, 28 Dec 2024 22:13:51	HIGHWAY 416 SOUTH EXIT	Rescue 1 22:25:19	MVA:Tiered Response	03 from Ambulance

Sun, 29 Dec 2024 13:47:10	McCrea Road	No Data	Medical:Assist:Lift Emergency	03 from Ambulance
Sun, 29 Dec 2024 17:33:06	Highway 416 South	Rescue 1 17:51:11	MVA:Assist:Medical Aid	03 from Ambulance
Sun, 29 Dec 2024 20:57:13	Ventnor Road	Pumper 1 21:08:58	Fire:Vehicle:Transport	E-911 Cellular - Phase II



 Fire Chief



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration & Operations

Date: February 10, 2025

Department: Administration

Topic: 4th Quarter Bylaw Enforcement Report

Background: The Bylaw Enforcement Officer responded to 70 calls for service in the fourth quarter of 2024 involving 147 site visits, several phone calls and email follow-ups.

These calls were separated into the following categories: 4- Illegal Dumping, 11- Clean Yards, 29- Parking Enforcement, 12 - Animal Complaints, 3 - General Inquiries and 11- Winter Parking Violations.

In addition, there are currently 16 outstanding files that remain in various states of investigation or ongoing compliance, accumulating 77 site visits and 9 with POA Summons being served and not yet completed.

As indicated above, there are 9 POA Court files in progress.

The total number of calls for service for 2024 is 216. The attached pie chart will identify bylaw areas of infractions.

The BLEO is continuing to actively identify and respond to many Bylaw concerns that will require education and communication with the property owners.

Handwritten signature of John Buffett in cursive script.

Bylaw Enforcement Officer

Handwritten signature of Rebecca Cuth in cursive script.

Clerk

4th Quarter Statistics

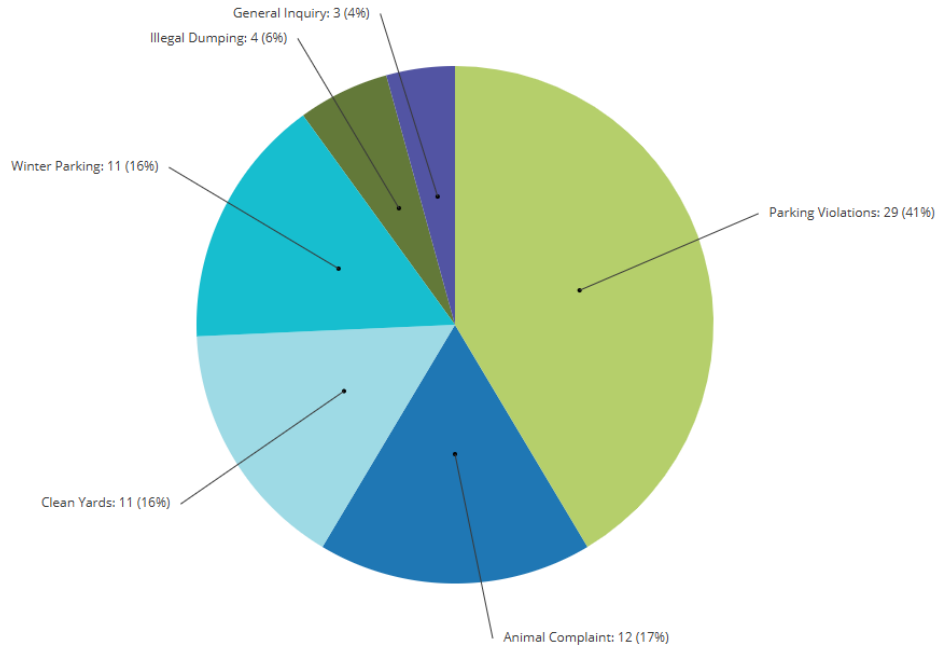
Name	Area	Created Date	Completed Date	Animal Type	Work Orders Count	Phone Calls	Emails	Site Visits	Notices	Orders	Summons
Animal Complaint					12						
WO-4654	Johnstown	9/9/2024 13:27	9/14/2024 12:06	Dog	1	6	1	2	1		
WO-4683	Spencerville	9/27/2024 10:54	10/10/2024 12:20	Other	1	1	1	1	1		
WO-4690	Spencerville	9/30/2024 11:21	10/30/2024 10:34		1		0				
WO-4704	Cardinal	10/10/2024 12:25	10/14/2024 10:57	Dog	1	2	0	1		1	
WO-4719	Spencerville	10/18/2024 11:49	10/30/2024 10:33	Dog	1	6	1	1		1	
WO-4823	Cardinal	11/8/2024 10:45	12/11/2024 9:34	Dog	1		3	5	0		
WO-4825	Cardinal	11/8/2024 10:56	12/11/2024 9:33	Dog	1	3	0	4	1		
WO-4840	Cardinal	11/21/2024 10:28		Dog	1		1				
WO-4841	Spencerville	11/21/2024 10:54	11/23/2024 11:50	Dog	1	2	1	2	1		
WO-4865	Johnstown	11/22/2024 10:43	12/30/2024 11:00	Dog	1	7	8	14			
WO-4973	Spencerville	12/20/2024 12:56	12/30/2024 10:59	Dog	1		1	2			
WO-4987	Johnstown	12/27/2024 11:20	12/30/2024 10:57	Dog	1		1	2	1		
Illegal Dumping					4						
WO-4606	Johnstown	9/3/2024 14:24	9/4/2024 11:38		1	4		2			
WO-4610	Spencerville	9/3/2024 14:34	9/4/2024 12:07		1		1	1			
WO-4611	Spencerville	9/3/2024 14:42	9/4/2024 12:15		1		1	1			
WO-4696	Cardinal	10/3/2024 13:05	10/3/2024 13:07		1			1	1		
General Inquiry					3						
WO-4608	Cardinal	9/3/2024 14:25	9/9/2024 13:34		1		2	1			
WO-4618	Cardinal	9/4/2024 12:00			1			12		1	1
WO-4706	Spencerville	10/10/2024 13:25	12/30/2024 11:01		1		2	2			
Clean Yards					11						
WO-4616	Cardinal	9/4/2024 11:42	9/14/2024 12:07		1	1		3		1	
WO-4685	Cardinal	9/27/2024 11:44	11/22/2024 10:40		1	6	1	7		3	1
WO-4687	Cardinal	9/30/2024 11:10	10/14/2024 11:05		1	10	6	1		1	
WO-4698	Cardinal	10/3/2024 13:25	10/18/2024 11:20		1	2		4	1	1	
WO-4727	Cardinal	10/18/2024 12:53	10/30/2024 10:32		1		1	5		1	
WO-4775	Cardinal	10/22/2024 14:42	10/30/2024 10:31		1	1		3		1	
WO-4796	Cardinal	10/26/2024 12:31	10/30/2024 10:36		1	4		7		1	

WO-4824	Cardinal	11/8/2024 10:51			1					
WO-4833	Johnstown	11/14/2024 11:11			1	6	1	10	1	1
WO-4903	Johnstown	11/28/2024 10:05	12/3/2024 19:20		1	1		2	1	
WO-4926	Cardinal	12/6/2024 10:43	12/13/2024 9:55		1		5	3	1	
Parking Violations					29					
WO-4655	Cardinal	9/14/2024 12:08	9/14/2024 12:13		1			1		1
WO-4656	Cardinal	9/14/2024 12:23	9/14/2024 12:24		1			1		1
WO-4657	Cardinal	9/14/2024 12:24	9/14/2024 12:25		1			1		1
WO-4658	Cardinal	9/14/2024 12:26	9/14/2024 12:27		1					1
WO-4659	Spencerville	9/14/2024 12:27	9/14/2024 12:29		1			1		1
WO-4660	Spencerville	9/14/2024 12:30	9/14/2024 12:31		1			1		1
WO-4661	Spencerville	9/14/2024 12:31	9/14/2024 12:32		1			1		1
WO-4665	Cardinal	9/18/2024 11:01	9/18/2024 11:06		1			1		1
WO-4679	Johnstown	9/23/2024 11:18	9/23/2024 11:20		1			1		1
WO-4680	Johnstown	9/23/2024 11:20	9/23/2024 11:22		1			1		1
WO-4684	Cardinal	9/27/2024 10:56	9/27/2024 11:01		1			1		1
WO-4688	Cardinal	9/30/2024 11:14	9/30/2024 11:16		1			1		1
WO-4689	Cardinal	9/30/2024 11:17	9/30/2024 11:18		1			1		1
WO-4697	Cardinal	10/3/2024 13:07	10/3/2024 13:09		1			1		1
WO-4702	Cardinal	10/9/2024 11:22	10/9/2024 11:24		1			1		1
WO-4752	Spencerville	10/21/2024 10:49	10/22/2024 14:30		1	1		1		1
WO-4772	Cardinal	10/22/2024 14:31	10/22/2024 14:34		1			1		1
WO-4773	Cardinal	10/22/2024 14:34	10/22/2024 14:36		1			1		1
WO-4774	Cardinal	10/22/2024 14:37	10/22/2024 14:39		1			1		1
WO-4794	Cardinal	10/26/2024 11:20	10/26/2024 11:23		1			1		1
WO-4795	Cardinal	10/26/2024 11:24	10/26/2024 11:25		1			1		1
WO-4816	Cardinal	11/1/2024 11:28	11/1/2024 11:32		1	4		1		1
WO-4817	Cardinal	11/1/2024 11:32	11/1/2024 11:35		1			6		1
WO-4832	Cardinal	11/14/2024 10:43	11/14/2024 10:46		1			1		1
WO-4894	Spencerville	11/26/2024 10:06	11/26/2024 10:08		1			1		1
WO-4895	Spencerville	11/26/2024 10:09	11/26/2024 10:10		1	1		1		1
WO-4957	Cardinal	12/13/2024 9:51	12/13/2024 9:55		1			1		1
WO-4988	Cardinal	12/27/2024 11:22	12/27/2024 11:24		1			1		1

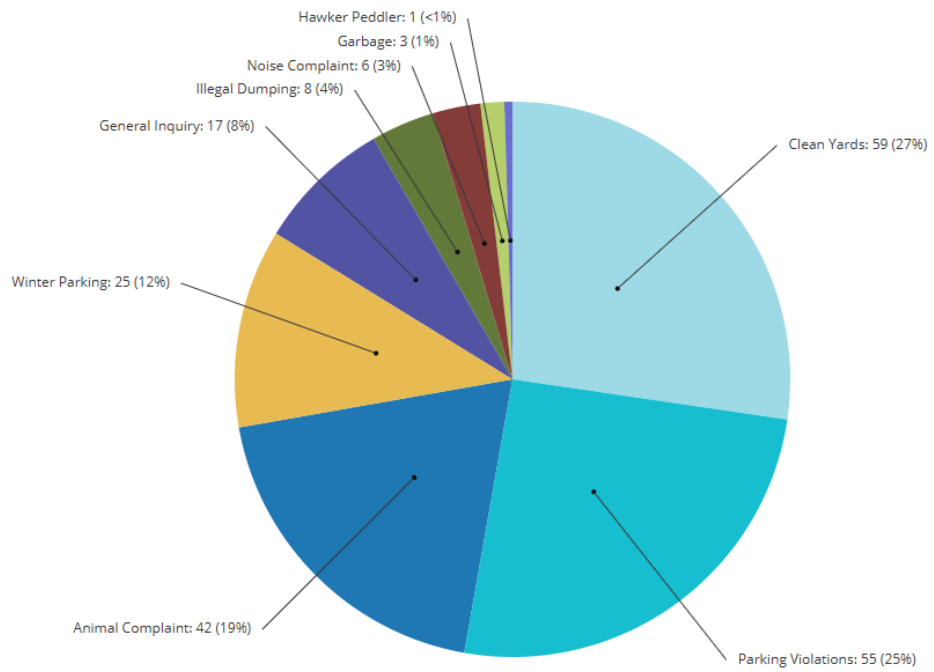
WO-4989	Cardinal	12/27/2024 11:25	12/27/2024 11:28		1			1			1
Winter Parking					11						
WO-4916	Cardinal	12/3/2024 19:22	12/3/2024 19:24		1			3	27		
WO-4924	Johnstown	12/6/2024 10:42	12/11/2024 9:32		1			2			
WO-4946	Cardinal	12/11/2024 9:29	12/11/2024 9:31		1		1	2	1		
WO-4975	Cardinal	12/21/2024 3:51	12/21/2024 3:54		1			1			1
WO-4976	Cardinal	12/21/2024 3:54	12/21/2024 3:56		1			1			1
WO-4977	Cardinal	12/21/2024 3:57	12/21/2024 3:58		1			1			1
WO-4978	Cardinal	12/21/2024 3:59	12/21/2024 4:01		1			1			1
WO-4979	Cardinal	12/21/2024 4:02	12/21/2024 4:04		1			1			1
WO-4980	Spencerville	12/21/2024 4:05	12/21/2024 4:06		1			1			1
WO-4981	Spencerville	12/21/2024 4:07	12/21/2024 4:09		1			1			1
WO-4982	Spencerville	12/21/2024 4:10	12/21/2024 4:11		1			1			1
Totals					70	68	39	147	38	14	38

4th Quarter Work Orders in Progress

ID	Work Order Type	Area	Status	Created Date	Phone Calls	Emails	Site Visits	Notices	Orders	Summons
WO-4226	Animal Complaint	Cardinal	Summons Issued	4/15/2024 10:14	8	2	1			
WO-2645	Animal Complaint	Spencerville	Summons Issued	4/22/2022 11:00	8	4	7		3	1
WO-4833	Clean Yards	Johnstown	Waiting on Customer	11/14/2024 11:11	6	1	10	1	1	
WO-4824	Clean Yards	Cardinal	In Progress	11/8/2024 10:51						
WO-4587	Clean Yards	Cardinal	Waiting on Customer	8/29/2024 11:32	3		2		1	
WO-4508	Clean Yards	Cardinal	Waiting on Vendor/Contractor	7/24/2024 10:57			3	1	1	
WO-4486	Clean Yards	Cardinal	Summons Issued	7/20/2024 12:26		10	17	1	4	2
WO-4446	Clean Yards	Cardinal	Waiting on Vendor/Contractor	7/4/2024 9:36			2	1		
WO-4410	Clean Yards	Cardinal	Waiting on Vendor/Contractor	6/18/2024 9:11	3		4		1	
WO-4329	Clean Yards	Cardinal	Waiting on Vendor/Contractor	5/20/2024 11:22	2		4		1	
WO-3610	Clean Yards	Spencerville	Summons Issued	6/10/2023 19:11		1	1	1		
WO-4078	Garbage	Spencerville	Summons Issued	2/2/2024 13:21	6	4	2			2
WO-4618	General Inquiry	Cardinal	Summons Issued	9/4/2024 12:00			12		1	1
WO-4437	General Inquiry	Cardinal	Summons Issued	6/28/2024 9:30			3			1
WO-4436	General Inquiry	Cardinal	Summons Issued	6/28/2024 9:26			5			1
WO-4434	General Inquiry	Cardinal	Summons Issued	6/28/2024 9:23			4		1	1
Totals In Progress - 16					36	22	77	5	14	9



TOTAL: 70



TOTAL: 216

Dashboard

Departments: Bylaw Enforcement

Work Orders
Open

16





**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: February 10, 2025

Department: Finance

Topic: 2024 Q4 Treasury and Reserve Report

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

1. Financial Report as of December 31, 2024
2. Long Term Debt Schedule as of December 31, 2024
3. YTD 2024 Capital Status Report as of December 31, 2024
4. Reserve Fund Report as of December 31, 2024

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Treasurer

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

CAO

Township of Edwardsburgh Cardinal
Pre-Audit Financial Report
As at December 31, 2024

	Prior Period September 30, 2024	Current Year December 31, 2024	Prior Year December 31, 2023	Comparison to Last Year Balance	Notes/Comments
Assets					
Cash and Bank Balances	4,372,796	1,708,902	3,668,223	(1,959,321)	Capital invoices paid in 4th quarter
Taxes Receivable	1,428,376	620,678	536,978	83,700	
Accounts Receivable	940,972	754,782	1,157,126	(402,344)	
Inventory (Including Land for Resale)	317,927	317,927	317,927	-	
Long Term Receivable	236,550	236,550	246,935	(10,386)	
Equity Investment In RSL	686,455	686,455	686,455	(0)	
Equity Investment In Port	48,410,726	48,410,726	48,410,726	-	
	<u>56,393,801</u>	<u>52,736,018</u>	<u>55,024,370</u>	<u>(2,288,351)</u>	
Liabilities					
Accounts Payable	(1,904,295)	(1,067,153)	(1,691,218)	624,066	Lower due to capital invoices paid
Planning & Drainage Accounts	223,293	501,424	217,293	284,131	
Long Term Debt	(7,224,671)	(7,224,671)	(6,194,521)	(1,030,150)	
Accrued Landfill Closure	(177,588)	(177,588)	(177,588)	-	
	<u>(9,083,263)</u>	<u>(7,967,988)</u>	<u>(7,846,035)</u>	<u>(121,953)</u>	
Tangible Capital Assets	<u>41,236,968</u>	<u>42,923,055</u>	<u>41,236,968</u>	<u>1,686,086</u>	
Reserve & Reserve Funds	<u>8,784,190</u>	<u>7,013,109</u>	<u>9,631,002</u>	<u>(2,617,894)</u>	Reserve transfers to cover 2024 capital expenses

Adjustments may occur due to audit

Prepared By:
Jessica Crawford
Treasurer

TOWNSHIP OF EDWARDSBURGH/CARDINAL
SCHEDULE OF LONG TERM DEBT

Lender	Project	Interest Rate	End Date	Balance Owing Dec 31/23	Balance Owing Mar 31/24	Balance Owing Jun 30/24	Balance Owing Sept 30/24	Balance Owing Dec 31/24	Annual Payments				
1 Infrastructure Ontario	Cardinal Arena	4.59%	Oct-43	4,488,822	4,488,822	4,439,991	4,439,991	4,390,040	303,698	Semi-annual	Only deduct principal		
2 United Counties of L & G	Fire Comm. Equip.	2.88%	Oct-24	13,805	13,805	6,952	6,952	0	14,104	Semi-annual	Only deduct Principal		
5 Royal Bank of Canada	2020 Case Grader	1.73%	Jun-24	51,075	25,572	0	0	0	102,753	Monthly			
6 Scotiabank	2019 GMC Sierra	0.00%	Mar-24	3,604	0	0	0	0	11,435	Twice Monthly			
10 Infrastructure Ontario	2022 Johnstown Drainage	4.82%	Aug-43	1,060,980	1,044,922	1,044,922	1,028,478	1,028,477	83,255	Semi-annual	Only deduct Principal		
11 Ford Credit Canada	Ford Canada	0.00%	Nov-29					82,326	16,744	Monthly			
Township Total				5,614,682	5,573,121	5,491,865	5,475,421	5,500,843	531,989				
8 Tile Drain Loans	Farm Tile Drains	6.00%	various	Paid by Benefiting Farmer		6,409	6,409	6,409	0	0	9,361	October	2340.325
9 Infrastructure Ontario	EMS Station	2.91%	Jul-36	Paid by UCLG		570,746	552,527	552,527	534,044	534,044	53,045	Semi-annual	Only deduct Principal
10 Infrastructure Ontario	Cardinal Wastewater	4.37%	Feb-44	Paid by Cardinal WW users		1,030,150	1,030,150	1,030,150	1,013,768	1,013,768	77,781	Semi-annual	Only deduct Principal
Supported Debt Total				1,607,305	1,589,086	1,589,086	1,547,812	1,547,812	140,187				
Grand Total				7,221,987	7,162,207	7,080,951	7,023,233	7,048,656	672,176				

Prepared by:
 Jessica Crawford
 Treasurer

2024 Final Capital Budget - Quarterly Analysis

Approved Expense				Analysis							Tender Awarded	Comments
GL Code	Department	Project	2024 Budget	Estimated Completion	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total Spend	Remaining		
21-5950	Fire Department	Engineering and Design - Fire Station #2	\$ 100,000	2025				\$ 5,063	\$ 5,063	\$ 94,937	N	Amount carried forward to 2025
17-5950	Administration	Administration Office Upgrades	\$ 200,000	Q2	\$ 38,376	\$ 75,026	\$ 92,271	\$ 994	\$ 206,667	\$ (6,667)	Y	Server relocation, Furniture in council chambers, electrical work
82-5950	Recreation	Parks - Picnic Tables - Replacement	\$ 15,400	Q2		\$ 14,661		\$ -	\$ 14,661	\$ 739	N/A	Project Complete
82-5950	Recreation	Parks - Kayak Docks	\$ 16,000	Q2	\$ 11,499				\$ 11,499	\$ 4,501	N/A	Project Complete
82-5950	Recreation	Parks - Bleachers	\$ 32,000	Q2	\$ 32,461				\$ 32,461	\$ (461)	N/A	Project Complete
83-5950	Recreation	Ball Diamonds - Lights - Johnstown	\$ 106,060	Q3	\$ 50,530	\$ 57,564			\$ 108,094	\$ (2,034)	Y	Project Complete
82-5950	Recreation	Tennis Courts - Cardinal - Phase 1	\$ 30,000	Q3		\$ 42,433			\$ 42,433	\$ (12,433)	N	Project Complete
88-5950	Recreation	South Centre - Furnace/AC unit upgrades	\$ 20,000	Q2	\$ 19,169				\$ 19,169	\$ 831	Y	Project Complete
88-5950	Recreation	South Centre - New Flooring	\$ 19,000	Q3				\$ 20,921	\$ 20,921	\$ (1,921)	N	Project Complete
39-5950	Public Works	1/2 Ton Truck - replace truck T1	\$ 60,000	Q1	\$ 60,344				\$ 60,344	\$ (344)	Y	Project complete
39-5950	Public Works	Tandem Axle Plow Truck - 2023 - delivered 2024	\$ 360,000	Q2	\$ 328,594			\$ 7,878	\$ 336,472	\$ 23,529	Y	Project complete
39-5950	Public Works	Tandem Axle Plow Truck - 2024 - delivered 2025	\$ -	2025					\$ -	\$ -	N	R2024-182 Awarded to Premier Truck Group
39-5950	Public Works	Holder C70 Sidewalk Plow	\$ 160,414	Q1	\$ 163,091				\$ 163,091	\$ (2,677)	N/A	Project complete. Slightly over budget due to additional equipment
41-5613	Public Works	Weir Road Bridge	\$ 900,000	Q3/Q4	\$ 245,934	\$ 483,100	\$ 268,050		\$ 997,084	\$ (97,084)	N/A	Project Complete
41-5613	Public Works	Jordan Road Triple Culvert	\$ 282,068	Q3/Q4	\$ 4,628	\$ 210,106	\$ 16,161		\$ 230,896	\$ 51,172	Y	Project Complete
41-5950	Public Works - Roads	Professional Services - Road Program	\$ 84,750	Q3/Q4	\$ 3,034	\$ 20,745	\$ 31,738		\$ 55,518	\$ 29,232	Y	Resolution 2024-065
41-5748	Public Works - Roads	Rural - Edison	\$ 103,575	Q3/Q4			\$ 87,373		\$ 87,373	\$ 16,202	Y	Project Complete
41-5742	Public Works - Roads	Rural - Totem Ranch Road East	\$ 125,638	Q3/Q4		\$ 80,454	\$ 117,155		\$ 197,609	\$ (71,971)	Y	Project Complete
41-5763	Public Works - Roads	Rural - Cedar Grove	\$ 382,541	Q3/Q4		\$ 2,442	\$ 295,601		\$ 298,043	\$ 84,498	Y	Project Complete
41-5664	Public Works - Roads	Rural - Armstrong Rd.	\$ 275,818	Q3/Q4		\$ 13,640	\$ 476,618		\$ 490,258	\$ (214,440)	Y	Project Complete
41-5664	Public Works - Roads	Rural - Armstrong Rd.	\$ 229,849	Q3/Q4					\$ -	\$ 229,849	Y	Project Complete
41-5680	Public Works - Roads	New Wexford - Riverview Cres.	\$ 49,664	Q3/Q4		\$ 70,149	\$ 70,149		\$ 70,149	\$ (20,485)	Y	Project Complete
41-5681	Public Works - Roads	New Wexford - Reilly St.	\$ 91,879	Q3/Q4			\$ 83,179		\$ 83,179	\$ 8,700	Y	Project Complete
41-5682	Public Works - Roads	New Wexford - Hooker St.	\$ 34,144	Q3/Q4			\$ 26,301		\$ 26,301	\$ 7,843	Y	Project Complete
41-5675	Public Works - Roads	New Wexford - Keefer St.	\$ 27,315	Q3/Q4			\$ 39,957		\$ 39,957	\$ (12,641)	Y	Project Complete
41-5790	Public Works - Roads	Johnstown - Sophia	\$ 146,282	Q3/Q4		\$ 201,271	\$ 42,418		\$ 243,690	\$ (97,408)	Y	Project Complete
41-5792	Public Works - Roads	Johnstown - Sutton Dr.	\$ 76,835	Q3/Q4		\$ 276	\$ 123,748		\$ 124,023	\$ (47,188)	Y	Project Complete
41-5793	Public Works - Roads	Johnstown - Second St.	\$ 78,805	Q3/Q4			\$ 40,759		\$ 40,759	\$ 38,046	Y	Project Complete
41-5794	Public Works - Roads	Johnstown - Fifth St.	\$ -	Q3/Q4		\$ 59,798	\$ 30,728		\$ 90,526	\$ (90,526)	Y	Second St. (Mary to Elizabeth) removed / added Fifth since school started
41-5832	Public Works - Roads	Spencerville - Henderson St.	\$ 20,528	Q3/Q4					\$ -	\$ 20,528	Y	R2024-127 (removed to reduce scope of project). Include in 2025 budget
41-5832	Public Works - Roads	Spencerville - South St.	\$ 95,604	Q3/Q4					\$ -	\$ 95,604	Y	R2024-127 (removed to reduce scope of project). Include in 2025 budget
41-5833	Public Works - Roads	Spencerville - Water St.	\$ 24,832	Q3/Q4					\$ -	\$ 24,832	Y	R2024-127 (removed to reduce scope of project). Include in 2025 budget
41-5834	Public Works - Roads	Cardinal - Reid St	\$ 178,017	Q3/Q4		\$ 4,669	\$ 186,653		\$ 191,322	\$ (13,305)	Y	Project Complete
Total Levy Based Capital			\$ 4,327,019		\$ 261,811	\$ 785,534	\$ 1,268,771	\$ 1,971,445	\$ 4,287,561	\$ 39,458		

Approved Expense				Analysis							Tender Complete	Comments
GL Code	Department	Project	2024 Budget	Estimated Completion	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total Spend	Remaining		
56-5950	Cardinal Wastewater	Henry Street Panel Install	\$ 15,000	Q3		\$ 10,083			\$ 10,083	\$ 4,917	N/A	Project complete
56-5950	Cardinal Wastewater	Sewer Manhole Rehab (8 manholes)	\$ 15,000	Q1		\$ 7,642		\$ 13,066	\$ 20,708	\$ (5,708)	N/A	Project complete
56-5950	Cardinal Wastewater	Boiler Replacement	\$ 21,000	Q1		\$ 18,821			\$ 18,821	\$ 2,179	N/A	Project complete
58-5950	Cardinal Water System	Reid Street Water Service Replacements	\$ 113,250	Q3/Q4				\$ 79,190	\$ 79,190	\$ 34,060	N	Project complete
58-5950	Cardinal Water System	Low lift pump starters/filer analyzer	\$ 19,041	Q3		\$ 17,995	\$ 10,651		\$ 28,646	\$ (9,605)	N/A	Project complete
51-5950	Spencerville Wastewater System	Mag Meter Install	\$ 15,000	Q3			\$ 37,580		\$ 37,580	\$ (22,580)	Y	Project complete - R2024-056 award to Eastern Welding \$33,500.00 plus non-rebated HST
51-5950	Spencerville Wastewater System	Splitter Box Relining	\$ 25,000	Q3			\$ 38,373		\$ 38,373	\$ (13,373)	Y	Project complete - R2024-056 award to Clear Water Structures \$37,709.00 plus non-rebated HST
51-5950	Spencerville Wastewater System	Sewer Manhole Rehab	\$ 16,000	Q1		\$ 16,475			\$ 16,475	\$ (475)	N/A	Project complete
51-5950	Spencerville Wastewater System	ECA Amendment	\$ 30,000	Q4	\$ 16,053		\$ 5,009	\$ 6,191	\$ 27,253	\$ 2,747	Y	Remaining invoices to be received in 2025 - WIP set up
59-5950	Spencerville Wastewater System	Pumping Station #1 - Engineering	\$ 65,500	2025					\$ 13,295	\$ 52,205		Remaining work to be completed in 2025 - WIP set up
Total Rate Based Capital			\$ 334,791		\$ 16,053	\$ 71,015	\$ 91,613	\$ 111,742	\$ 290,423	\$ 44,368		
Total 2024 Capital Program					\$ 277,864	\$ 856,550	\$ 1,360,384	\$ 2,083,187	\$ 4,577,985	\$ 83,825		

Prepared by:
Jessica Crawford
Treasurer

		Balance	2023 Year End	Balance	2024	2024	2024	2024
EARMARKED RESERVES		31/Dec/23	Adjustments	1/Jan/24	Transfers In	YTD Interest	Transfers Out	YTD Balance
01-3511	Administration	221,465.75	866.14	222,331.89	10,000.00		(100,000.00)	132,331.89
01-3512	Tax Write Offs	102,242.36		102,242.36				102,242.36
01-3513	Election Reserve	6,000.00		6,000.00	6,000.00			12,000.00
01-3514	Fire Department - Vehicles	358,668.57		358,668.57	25,000.00			383,668.57
01-3515	Fire Department - Buildings	328,000.00		328,000.00	25,000.00			353,000.00
01-3516	Fire Department - Comm Equipment	175,208.34		175,208.34	20,000.00			195,208.34
01-3517	Policing Costs	110,715.00		110,715.00				110,715.00
01-3518	Cemeteries	17,253.60		17,253.60	3,500.00			20,753.60
01-3519	Building Dept Reserve	69,233.99		69,233.99				69,233.99
01-3520	Public Works	612,699.39	27,951.51	640,650.90	100,000.00		(328,594.00)	412,056.90
01-3521	Winter Control	168,900.24		168,900.24	10,000.00			178,900.24
01-3522	Environmental Services - Low Lift	95,821.56		95,821.56				95,821.56
01-3525	Environmental Services - Storm Sewers	432,040.01		432,040.01	25,000.00			457,040.01
01-3526	Landfill Closure Reserve	91,000.00		91,000.00				91,000.00
01-3527	Recreation	209,024.46	70,000.00	279,024.46	15,000.00		(160,292.26)	133,732.20
01-3528	Planning Reserve	20,000.00		20,000.00	5,000.00			25,000.00
01-3529	Twp Municipal Drain Reserve	15,000.00		15,000.00				15,000.00
01-3531	Safe Restart COVID-19 Reserve	148,025.00	(90,000.00)	58,025.00	10,000.00		(68,025.00)	-
01-3532	Insurance Reserve	55,778.71		55,778.71				55,778.71
		3,237,076.98	8,817.65	3,245,894.63	254,500.00	-	(656,911.26)	2,843,483.37
01-3540	Working Funds	750,000.00		750,000.00				750,000.00
	Total Reserves	3,987,076.98	8,817.65	3,995,894.63	254,500.00	-	(656,911.26)	3,593,483.37

		Balance	2023 Year End	Balance	2024	2024	2024	2024
RESERVE FUNDS		31/Dec/23	Adjustments	1/Jan/24	Transfers In	YTD Interest	Transfers Out	YTD Balance
98-3801	GIC Investment	1,828,513.60		1,828,513.60	1,250,000.00	78,148.29	(1,835,935.14)	1,320,726.75
98-3816	Industrial Park Investment- HISA account	262.02		262.02		13.85		275.87
98-3813	Industrial Park Land	873,096.99		873,096.99	585,935.14	47,910.32	(1,885,500.00)	(378,557.55)
98-3814	Raw Water Supply System	542,846.70	(267,926.45)	274,920.25	20,000.00	14,866.75		309,787.00
98-3803	Industrial Park Wastewater	53,066.23	(10,227.40)	42,838.83	16,085.00	1,810.63		60,734.46
98-3804	Industrial Park Water	217,960.55	513.67	218,474.22	21,129.00	9,234.04		248,837.26
98-3805	Johnstown Water Wells	57,985.59		57,985.59		2,450.82		60,436.41
98-3812	CCBF- Gas Tax Grant	260,138.73		260,138.73	239,462.63	12,072.09	(500,000.00)	11,673.45
98-3807	Cardinal Hydro	180,397.84		180,397.84	26,541.50	7,624.71		214,564.05
98-3806	Spencerville Wastewater	398,255.14	681.95	398,937.09	10,547.00	16,861.46	(132,976.43)	293,369.12
98-3808	Cardinal Wastewater	(861,896.35)	27,705.17	(834,191.18)	1,100,609.00	8,282.40	(51,000.00)	223,700.22
98-3811	Cardinal Water	615,650.30	140,809.45	756,459.75	104,968.00	31,972.56	(119,041.00)	774,359.31
98-3817	Ontario Modernization Fund	236,218.95		236,218.95		9,984.03	(246,202.98)	-
98-3818	OCIF Formula Based Fund	294,801.72		294,801.72		12,460.11	(300,000.00)	7,261.83
98-3819	Dedicated Capital Reserve Fund (Port)	1,046,253.38		1,046,253.38	241,660.00	48,390.66	(1,063,847.00)	272,457.04
	Total Reserve Funds	5,743,551.39	(108,443.61)	5,635,107.78	3,616,937.27	302,082.72	(6,134,502.55)	3,419,625.22
	GRAND TOTAL	9,730,628.37	(99,625.96)	9,631,002.41	3,871,437.27	302,082.72	(6,791,413.81)	7,013,108.59

Prepared by:
Jessica Crawford
Treasurer



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: February 10, 2025

Department: Finance

Topic: 2024 Q4 Budget Variance Report

Background: The attached report is a summary of revenue and expenditures for the period ending December 31, 2024 with a comparison to the fourth quarter of 2023 and the 2024 budget.

The current unaudited deficit for the Township is **\$44,210.72**.

Township revenues came in 2.24% over budget. The largest contributing factors are:

- Administration revenues are above the budgeted amount due to the sale in assets.
- Building permit revenues are above the budgeted amount due to an increase in permit issuance and large projects that occurred in 2024.
- Johnstown Pool/Summer Day Camp revenues are over the budgeted amount, this is due to the increase in attendance of the summer day camps.

Township expenditures came in 2.55% over budget. The largest contributing factors are:

- Administration expenditures have exceeded the budget due to costs related to consulting fees (asset management plan, compensation review), I.T costs associated with the purchase of hardware and software for new staff, and additional costs related to council chambers renovation.
- Public Works vehicle costs exceeded the budget due to a 43% increase in work order issuance compared to 2023, leading to higher external labour and parts costs.
- Johnstown Pool/Day Camps costs are higher due to an increase in attendance and the need to hire additional staff to accommodate the demand.
- Cardinal Arena had expenditures above budget due to costs related to building repairs, more specifically electrical and HVAC, and costs associated with the refrigeration system to replace the pressure relief valve. There was an increase in hydro costs due to the warm weather in the fall and lastly there

were costs related to Zamboni repairs which required the unit to be floated to Montreal.

- Public Works capital expenditures were over budget due to a requirement for additional granular on Sophia and Armstrong Rd. Additional costs for testing for the bridge and road program which was not captured in the original budget. Lastly, the additional cost related to the additional section of road on Fifth Street to the roads program.

Overall, the year presented many obstacles, staff was able to effectively manage the budget in response, resulting in no significant surplus or deficit.



Treasurer



CAO

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending December 31, 2024

	Actuals 2023 December	4 Council Approved 2024	Actuals Txn 2024 December	Budget Remaining	Percentage Remaining
Revenues					
Taxation, Grants and Payments-In-Lieu					
Taxation Revenue	(6,609,754.86)	(6,897,831)	(6,918,322.13)	20,491	(0.30%)
Penalty on Taxes	(92,779.78)	(90,000)	(96,296.26)	6,296	(7.00%)
Grant in Lieu	(191,875.00)	(197,839)	(196,154.14)	(1,685)	0.85%
Ontario Municipal Partnership Fund	(674,300.00)	(673,300)	(673,300.00)		
Port of Johnstown	(1,000,000.00)	(1,000,000)	(1,000,000.00)		
Total Taxation, Grants and Payments-In-Lieu:	(8,568,709.64)	(8,858,970)	(8,884,072.53)	25,103	(0.28%)
Department Revenues					
Administration	(364,050.41)	(336,200)	(652,508.95)	316,309	(94.08%)
Fire Department	(50,967.96)	(36,500)	(29,999.58)	(6,500)	17.81%
Cemeteries	(63.47)	(100)	(147.12)	47	(47.00%)
Protective Services	(5,065.00)	(4,800)	(3,935.00)	(865)	18.02%
Building	(92,357.39)	(102,000)	(228,959.33)	126,959	(124.47%)
By-Law Enforcement	(4,023.50)	(3,500)	(3,215.25)	(285)	8.14%
Public Works	(55,525.95)	(59,000)	(44,983.53)	(14,016)	23.76%
Waste Disposal & Transfer Site	(20,903.70)	(17,500)	(19,571.61)	2,072	(11.84%)
Curbside Waste & Recycling	(384,637.98)	(361,920)	(359,883.13)	(2,037)	0.56%
Parks & Recreation					
Recreation Administration		(50,000)	(57,892.26)	7,892	(15.78%)
Parks	(100,000.00)	(63,400)	(67,150.00)	3,750	(5.91%)
Ball Diamonds	(1,480.00)	(1,500)	(2,098.68)	599	(39.93%)
Cardinal Pool		(5,000)	(10,000.00)	5,000	(100.00%)
Johnstown Pool/Summer Day Camp	(140,172.50)	(90,000)	(108,745.84)	18,746	(20.83%)

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending December 31, 2024

	Actuals 2023 December	4 Council Approved 2024	Actuals Txn 2024 December	Budget Remaining	Percentage Remaining
Cardinal Arena	(371,077.02)	(284,700)	(273,170.55)	(11,529)	4.05%
Spencerville Arena	(223,956.33)	(209,760)	(208,940.93)	(819)	0.39%
Canteen	(134,116.68)	(110,000)	(92,634.41)	(17,366)	15.79%
South Centre	(3,260.63)	(3,500)	(4,227.12)	727	(20.77%)
Sub-total Parks & Recreation	(974,063.16)	(817,860)	(824,859.79)	7,000	(0.86%)
Planning	(10,597.04)	(9,000)	(11,450.00)	2,450	(27.22%)
Economic Development	(383,882.76)	(28,342)		(28,342)	100.00%
Agricultural Drainage	(2,901.56)	(32,500)		(32,500)	100.00%
Total Department Revenue	(2,349,039.88)	(1,809,222)	(2,179,513.29)	370,291	(20.47%)
Capital Revenues					
Administration	(63,120.32)	(319,000)	(334,227.98)	15,228	(4.77%)
Fire Department	(70,762.50)	(102,500)		(102,500)	100.00%
Public Works	(349,563.65)	(3,203,869)	(3,080,386.00)	(123,483)	3.85%
Storm Water Management	(4,455,109.29)		(3,100.00)	3,100	
Waste Disposal & Transfer Site	(18,594.40)				
Recreation	(195,000.00)	(61,480)	(195,585.80)	134,106	(218.13%)
Economic Development					
Total Capital Revenue	(5,152,150.16)	(3,686,849)	(3,613,299.78)	(73,549)	1.99%
TOTAL REVENUES:	(16,069,899.68)	(14,355,041)	(14,676,885.60)	321,845	(2.24%)
OPERATING & CAPITAL EXPENSES					
Department Operating Expenses					
Council	116,993.14	159,860	137,099.24	22,761	14.24%
Administration	1,325,067.33	1,378,966	1,516,068.88	(137,103)	(9.94%)

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending December 31, 2024

	Actuals 2023 December	4 Council Approved 2024	Actuals Txn 2024 December	Budget Remaining	Percentage Remaining
Fire Department	714,289.16	705,199	701,284.47	3,915	0.56%
Police Services	1,127,851.08	1,162,650	1,149,363.72	13,286	1.14%
Conservation Authority	59,482.00	59,482	62,104.00	(2,622)	(4.41%)
Cemeteries	17,746.40	5,000	3,500.00	1,500	30.00%
Protective Services	16,815.29	22,045	18,909.35	3,136	14.23%
Building	218,716.15	247,540	196,155.47	51,385	20.76%
Bylaw Enforcement	37,752.28	46,801	39,608.65	7,192	15.37%
Public Works					
Overhead Expenses	602,236.38	775,768	708,907.08	66,861	8.62%
Vehicle Expenses	452,190.86	315,430	465,170.19	(149,740)	(47.47%)
Shop Expenses & Fuel	184,175.69	182,500	192,250.19	(9,750)	(5.34%)
Bridges & Culverts	38,389.06	57,500	92,583.80	(35,084)	(61.02%)
Safety Devices	33,466.28	37,500	40,700.74	(3,201)	(8.54%)
Roadside Maintenance	79,555.32	89,400	117,494.11	(28,094)	(31.43%)
Hardtop Maintenance	257,404.42	277,000	247,661.87	29,338	10.59%
Loosetop Maintenance	205,525.50	225,000	212,817.34	12,183	5.41%
Winter Control	298,082.89	318,000	291,892.41	26,108	8.21%
Street Lighting	36,317.25	46,000	68,494.29	(22,494)	(48.90%)
Sub-total Public Works	2,187,343.65	2,324,098	2,437,972.02	(113,874)	(4.90%)
Johnstown Water Wells	1,456.58	15,500	6,162.57	9,337	60.24%
Storm Sewer System	55,249.54	160,534	152,469.70	8,064	5.02%
Waste Disposal & Transfer Site	144,991.41	158,189	158,835.47	(646)	(0.41%)
Curbside Waste & Recycling	447,669.33	445,000	451,555.01	(6,555)	(1.47%)
Parks & Recreation					

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending December 31, 2024

	Actuals 2023 December	4 Council Approved 2024	Actuals Txn 2024 December	Budget Remaining	Percentage Remaining
Recreation Administration	301,464.55	284,960	299,730.32	(14,770)	(5.18%)
Parks	224,050.84	242,770	241,931.33	839	0.35%
Ball Diamonds	6,015.86	6,940	7,069.20	(129)	(1.86%)
Cardinal Pool	30,339.26	37,300	27,706.92	9,593	25.72%
Johnstown Pool/Day Camps	210,455.22	222,400	284,578.62	(62,179)	(27.96%)
Cardinal Arena	885,796.52	780,512	879,518.10	(99,006)	(12.68%)
Spencerville Arena	366,523.28	365,440	388,449.43	(23,009)	(6.30%)
Canteen	130,231.95	116,160	85,436.79	30,723	26.45%
South Centre	27,041.16	26,290	24,272.57	2,017	7.67%
Sub-total Parks & Recreation	2,181,918.64	2,082,772	2,238,693.28	(155,921)	(7.49%)
Libraries	141,405.04	171,850	153,571.38	18,279	10.64%
Planning	140,490.08	249,012	138,998.54	110,013	44.18%
Economic Development	534,007.46	188,900	107,823.28	81,077	42.92%
Job Site Challenge	2,120.53				
Agricultural Drainage	47,690.97	50,715	28,953.78	21,761	42.91%
Total Department Operating Expenses	9,519,056.06	9,634,113	9,699,128.81	(65,016)	(0.67%)
Transfers to Reserves					
Dedicated Capital Reserve Fund					
Transfer to Reserve Fund	805,071.48	241,660	241,660.00		
Fire Department	290,762.50	75,000	70,000.00	5,000	6.67%
Public Works	227,951.51	100,000	100,000.00		
Storm Water Management	227,090.63	25,000	25,000.00		
Recreation Department	85,000.00	15,000	15,000.00		
Total Transfers to Reserves	1,635,876.12	456,660	451,660.00	5,000	1.09%

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending December 31, 2024

	Actuals 2023 December	4 Council Approved 2024	Actuals Txn 2024 December	Budget Remaining	Percentage Remaining
Capital Expenses					
Administration	20,566.71	200,000	206,666.78	(6,667)	(3.33%)
Fire Department		100,000	5,062.56	94,937	94.94%
Public Works	72,725.97	3,703,808	3,816,376.06	(112,568)	(3.04%)
Storm Water Management	3,703,138.53		68,667.19	(68,667)	
Waste Disposal & Transfer Site	9,868.88	22,000		22,000	100.00%
Recreation	807,691.31	238,460	502,764.98	(264,305)	(110.84%)
Economic Development	44,678.39		(29,230.06)	29,230	
Total Capital Expenses	4,658,669.79	4,264,268	4,570,307.51	(306,040)	(7.18%)
Total OPERATING & CAPITAL EXPENSES:	15,813,601.97	14,355,041	14,721,096.32	(366,055)	(2.55%)
SURPLUS (DEFICIT)	256,297.71		(44,210.72)	44,211	



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: February 10, 2025

Department: Finance

Topic: 2024 Q4 Council Remuneration Report

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

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

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

The statement for the 4th quarter of 2024 up to December 31st, 2024, contains all expenses that have been submitted for reimbursement.

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

Treasurer

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

CAO

**Township of Edwardsburgh/Cardinal
Council Remuneration and Expenses
as of December 31, 2024**

Municipal Act Sec 284

COUNCIL	Council Honourarium	Special Meetings Allowance	Conferences & Conventions	Mileage & Other Expenses	Cell Phone Allowance	Committee Meetings By- Law 2018-76	Port of Johntown By- Law 2017-02	Total
T Deschamps	16,631.40	420.00	141.16	0.00	0.00		2,250.00	19,442.56
S Dillabough	13,305.00	480.00	3,612.30	512.96	0.00		2,500.00	20,410.26
J Martelle	11,087.52	480.00	2,760.02	153.18	0.00		2,250.00	16,730.72
W Smail	11,087.52	420.00	2,819.83	783.65	0.00		2,000.00	17,111.00
C Ward	11,087.52	480.00	3,132.71	0.00	0.00		2,500.00	17,200.23
TOTALS	63,198.96	2,280.00	12,466.02	1,449.79	0.00	0.00	11,500.00	90,894.77
COMMITTEES								
J Hunter						210.00		210.00
K Roussy						300.00		300.00
C Cameron							2,500.00	2,500.00
R Hernandez							2,250.00	2,250.00
R Stitt							2,500.00	2,500.00
F MacAuley							2,250.00	2,250.00
TOTALS						510.00	9,500.00	10,010.00
RIDEAU ST. LAWRENCE BOARD								
R Stitt						10,450.00		10,450.00
						10,450.00		10,450.00
Grand Totals	63,198.96	2,280.00	12,466.02	1,449.79	0.00	10,960.00	21,000.00	111,354.77



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole- Administration & Operations

Date: February 10, 2025

Department: Environmental Services

Topic: 2024 Annual Water Pollution Control Plant Report

Purpose: To receive and make available the 2024 annual report for the Cardinal Water Pollution Control Plant.

Background: Owners of municipal water pollution control systems are required to ensure that an annual report is submitted to the MECP prior to March 31st of the following year. In accordance with the conditions set out in Section 13 of the Cardinal WPCP Environmental Compliance Approval (ECA), 3-0341-94-967, the 2024 Annual Water Pollution Control Plant report is before you tonight.

Policy Implications: A requirement under Ontario ECA 3-0341-94-967.

Strategic Plan Implications: N/A

Financial Considerations: None

Recommendation: That Committee recommends that Council receive the 2024 annual report for the Cardinal WPCP; and direct staff to submit the report to MECP prior to the March 31st deadline.

Handwritten signature of Erii Wenerma in cursive.

Chief Water/Sewer Operator

Handwritten signature of Paul Scott in cursive.

Director of Operations

2024

**2024 Annual Cardinal WPCP Summary
Report to Council.docx**



**Prepared by: Eric Wemerman
For: CAO and Council
1/21/2025**

Introduction

Under Environmental Compliance Approval (ECA) # 3-0341-94-957 issued by the Ministry of Environment, Conservation and Parks (MECP), Edwardsburgh/Cardinal is required to report annually on values/parameters listed in the ECA for the Cardinal Water Control Pollution Plant (WPCP). The annual report covers the period of January 1st to December 31st, 2024 and is submitted to Municipal Council and MECP by the March 31st deadline. The report is also made available for public viewing on the Township website.

The facility is normally staffed with a licensed operator Monday thru Friday, with walkthrough inspections performed twice daily and by the rotational on-call operator on weekends and holidays. The wastewater treatment process is operated via a Supervisory Control and Data Acquisition (SCADA) system, monitored by a 3rd party security company which notifies the on-call operator to respond to alarms or customer complaints. Routine in-house and external laboratory sampling is performed to monitor the effectiveness of the treatment process and to ensure system is operating as designed.

Executive Summary

In 2024 the average daily flow into the Cardinal WPCP was 1,044 m³/day or 43 % of the rated capacity for the system. The maximum daily flow recorded was 3144 m³/day. The highest flows occur during periods of heavy rain and snow melt. Ongoing efforts including Cured-In-Place Pipe Work (CIPP) and complete rehabilitation of sanitary mains have decreased peak flow rates as shown in this report. No exceedances of monthly effluent criteria or annual loading rates occurred in 2024. A total of 700 m³ of biosolids were removed in 2024, an increase of approximately 6 % from 2023.

One notice was made to the Spills Action Centre, Leeds & Grenville Health Unit, South Dundas and MECP for a peak flow rate exceedance due to intense precipitation. Operational issues and corrective actions for 2024 have been summarized in this report. The report summarizes monthly flow, influent/effluent chemical results, and percent removal efficiencies. Long term comparison of final effluent results versus objectives and compliance limits demonstrate the Cardinal WPCP is operating within the prescribed ECA.

Common Acronyms

WPCP: Water Pollution Control Plant

MECP: Ministry of Environment, Conservation, Parks

CIPP: Cured in Place Pipework

SCADA: Supervisory Control and Data Acquisition

SBR: Sequential Batch Reactor

ATAD: Auto-Thermophilic Aerobic Digester

WAS: Waste Activated Sludge

IECBL: Industrial Electrical Contractors Brockville

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Process Summary

The Cardinal Waste Water Collection system includes four sanitary lift stations, four forcemains and pipework ranging in size from 200 mm to 450 mm comprised of clay, PVC and CIPP lined main. Influent enters the Cardinal Water Control Pollution Plant via gravity where it is diverted to two continuous flow bar screens. The bar screens remove larger debris and transfer it into a Rotopac compactor. The compactor compresses and dewateres the solids prior to disposal. The influent then passes through a circular vortex grit chamber. Higher density grit, (typically sand), settles and is pumped to a grit dewatering screw. A bin containing grit and compacted debris is removed by a 3rd party company.

Aluminum sulfate is injected, (for phosphorus control), into the influent stream prior to alternately entering one of two Sequential Batch Reactors (SBR's). The SBR's normally operate in five stages. Idle (not filling), static fill (filling but not aerating), aerated fill (aerated and filling), React (Aeration but not filling), settle (60 minutes) and decant (draining SBR). During high flow conditions, the SBRs may transition to a simultaneous stage (fill-settle and fill decant).

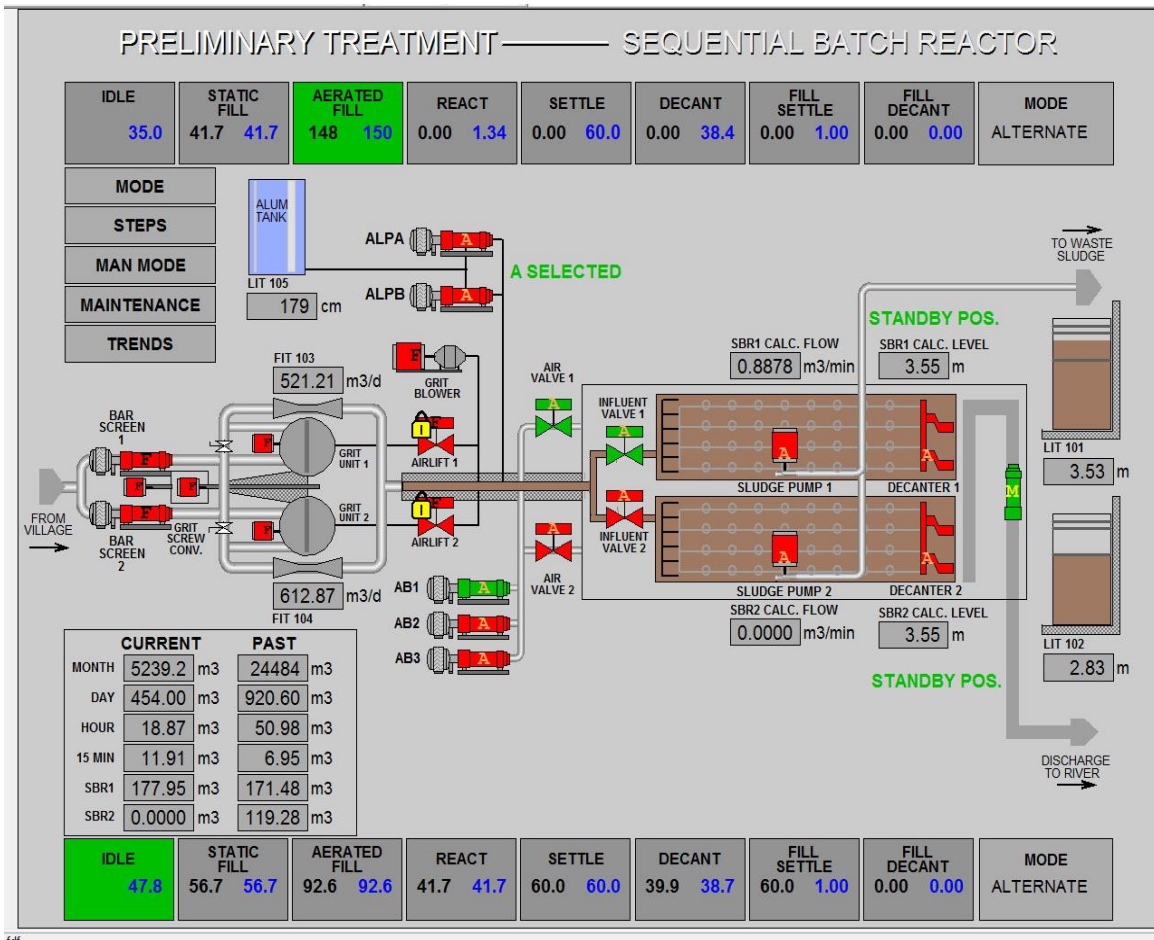
Under normal operations, influent is directed to only one of the two SBR basins at a time. The aeration or aerobic stage, followed by an anaerobic stage, provides a suitable environment for microorganisms to reduce Biochemical Oxygen Demand (BOD), Nitrates and Ammonia below ECA limits and objectives. The settle period allows for the separation of solids and supernatant liquid to ensure effluent total suspended solids is below an annual average of 25 mg/L. Effluent then passes through a Trojan UV 3000B system for disinfection and sterilization of pathogenic micro-organisms.

Waste activated sludge is removed daily from the sequential batch reactors by a process called wasting and transferred into an un-thickened holding tank. A gravity belt thickener is utilized 2 to 3 times per week to thicken the sludge. The thickened sludge is processed into a holding tank. The sludge is then batch treated, (2 to 3 times per week), through the auto-thermophilic aerobic digesters, (ATADs), and pumped into the land application holding tanks. Semi-annually, the digested sludge is hauled away by GFL Environmental

Inc. and applied to a licensed land application site under the authority of Certificate of Approval # 5948-7JRMAJ (issued January 9, 2021) and Approval of Amended NASM, (non-agricultural source material), Plan – 23296 as per regulation 267/03. This is anticipated to remain the same for the 2025 reporting period.

Process Schematic

Schematic drawing showing the process of the Cardinal Water Control Pollution Plant.



System Approvals

<u>System</u>	<u>Environmental Compliance Approval</u>	<u>Renewal Date</u>
Cardinal Water Pollution Control Plant	3-0341-94-957	N/A
Township of Edwardsburgh/Cardinal Sewage Collection System	155-W601	June 15, 2026

Staffing and Licensing

The table below lists the licensed operational staff at the end of the 2024 calendar year.

<u>Name</u>	<u>Position</u>	<u>License #</u>	<u>Type</u>	<u>Class</u>
Eric Wemerman	Chief Operator	64873	WWT	II
		80295	WWC	II
Aaron Campbell	Assistant Chief Operator	81927	WWT	II
		96033	WWC	II
Stephen Campbell	Operator	18529	WWT	II
		76515	WWC	II
Mark Simzer	Operator	93002	WWT	II
		104866	WWC	II
Tyler Selleck	Operator	113844	WWT	II
Jarrett Crich	Operator in Training	OT126392	WWT	OIT
		OT126393	WWC	OIT
Wayne Lefebvre	Public Works Operator	17953	WWC	I

Tabulation of Monitoring Data

Effluent quality obtained leaving the facility met or was better than the effluent objectives set forth in Condition 6 of the Certificate of Approval. A summary of annual concentrations and loadings versus objectives and compliance can be found in the appendices of this report. Effluent and totalized flow trending from 1997 to 2024 versus compliance and objective limits can be found on pages 14 to 16.

There were no occurrences of non-compliance with respect to Condition 7, 8,9 or 10 of the Certificate of Approval as demonstrated in Appendix A, B and C of this report.

Preventative Maintenance Program

Routine and scheduled maintenance was performed based on maintenance and lubrication schedules developed by design consultants and reviewed and modified by operations staff as needed. Routine maintenance is completed in house by Environmental Staff.

Preventative Maintenance Program

<u>Service Provider</u>	<u>System Component</u>	<u>Frequency</u>
Capital Controls	Process control equipment.	Annual
Trojan UV	UV 3000 B System	Annual
GAL Power	Generators	Semi-annual
Schneider Electric	SCADA System	Semi-annual
Claude Bourck Plumbing	Backflow Preventors	Annual
Dundee Marine	Outfall pipework	Bi-annual
Electrical Safety Authority	Electrical compliance.	Annual
Clean Water Works	Pressure cleaning and vacuuming sanitary pumping stations and sewer mains	Annual
Environmental Services	Routine maintenance & lubrication schedule	Weekly

2024 Capital Projects

<u>Project</u>	<u>Cost</u>	<u>Completion Date</u>
Boiler Replacement	\$20,899.35	March 13, 2024

Cardinal WPCP Operational Problems and Maintenance

The following operational problems and maintenance activities occurred at the Cardinal WPCP in 2024.

<u>Date</u>	<u>System Component</u>	<u>Operational Problem</u>	<u>Corrective Action/Maintenance</u>
January 8, 2024	Compressor	Water in air lines	Replaced air dryer unit.
January 10, 2024	Gas Detection	Sensor failed calibration	Capital Controls replaced gas sensor.
January 11, 16, 2024	Bio Filter	Preventative Maintenance	Topped up Bio filter media in all tanks.
January 15, 2024	Air Handling Unit	Temperature Sensor failed	Replaced temperature sensor.
January 18, 2024	SCADA	SCADA trending improvement.	Added peak flow rate to SCADA display.
January 23, 2024	Compressor	Preventative Maintenance	Changed oil and filter.

<u>Date</u>	<u>System Component</u>	<u>Operational Problem</u>	<u>Corrective Action/Maintenance</u>
February 13, 2024	Generator	Preventative Maintenance	Semi-annual servicing.
February 14, 2024	Security	Aging system.	Replaced and added security cameras.
February 14, 2024	Backflow Preventers	Preventative Maintenance	Annual inspection and testing.
February 20, 2024	Boiler	Purge air flow fault	Boiler repaired.
February 22, 2024	ATAD	Auto/Off/Hand switch sticking	Heat Exchanger switch replaced.
February 29, 2024	Effluent Temperature sensor	Abnormal trending	Capital controls re-calibrated. Purchased spare converter unit.
March 12, 2024	Rotopac	Plugging up	Replaced water supply line and solenoid valve.
March 14, 2024	Decanter # 1	Position Switch failed	Replaced position switch.
March 14, 2024	Gravity Belt Thickener	Wash water pump stopped working.	IECBL serviced overload relay.
March 14, 2024	Blowers	Preventative Maintenance	Replaced SBR blower belts.
March 26, 2024	Backflow Preventers	Valve ceased	Boiler room backflow preventer replaced.
March 27, 2024	UV System	Preventative Maintenance	Trojan UV completed annual servicing.
April 15, 2024	Decanter # 1	Preventative Maintenance	Replaced VFD for decanter # 1.
May 28, 2024	Biosolids tank valves	Preventative Maintenance	Rebuilt Dezurik valve.
May 30, 2024	Air Handling System	Preventative Maintenance	Cleaned air filters.
June 11, 2024	Air Handling System	Preventative maintenance	Replaced belts.
June 18, 2024	Effluent Temperature	Abnormal readings	Signal converted replaced.
June 24, 2024	Ceiling Lighting	Preventative maintenance	Upgraded four light fixtures to LED.
June 25, 2024	Flow meter	Display keypad malfunction	Replaced keypad board.
July 22, 2024	Generator	Preventative Maintenance	Semi-annual servicing.

<u>Date</u>	<u>System Component</u>	<u>Operational Problem</u>	<u>Corrective Action/Maintenance</u>
July 30, 2024	Generator	Preventative Maintenance	Five-year maintenance.
August 4, 2024	Vessel 2 Foam Cutter	Fuse failure	Replaced fuses and placed online.
August 26, 2024	Polymer Pump	Preventative maintenance	Replaced pump kit assembly.
August 27, 2024	Sludge pump VFD	Loss of power	Repaired power supply wiring.
August 27, 2024	ATAD Vessel Gear Boxes	Preventative maintenance	Replaced oil in gear boxes.
September 18, 2024	Generator Fuel tanks	Inspection	Annual fuel tank inspections.
September 24, 2024	Ceiling Lighting	Preventative maintenance	Seven light fixtures replaced with LED.
September 24, 2024	Sludge pump VFD #1	Preventative maintenance	Replaced VFD.
October 15, 2024	Polymer Pump	Preventative maintenance	Replaced pump
October 30, 2024	Ceiling	Preventative maintenance	Replaced ceiling tiles.
November 15, 2024	Gravity Belt Thickener	Gear Box noisy	Replaced oil and inspected bearings.
November 20, 2024	WAS Pump # 2	Pump leakage while running.	Replaced pump fittings.
November 20, 2024	SCADA	Preventative Maintenance	Schneider Electric serviced SCADA.
November 26, 2024	Influent channel	Preventative maintenance.	Cleaned influent channels.
November 26, 2024	Flooring	None	Re-painted floors.
November 27, 2024	Samplers	Preventative Maintenance	Replaced pump tubing in influent sampler.
November 27, 2024	Alum pump #1	Minor oil drip leak	Took apart- no issue identified.
December 2, 2024	Biofilters	Preventative maintenance	Cleaned biofilter sprayers.
December 3, 2024	UV System	Preventative maintenance.	Replaced all 64 lamps.
December 17, 2024	Generator	Oil drip leak	Valve cover gasket replaced.

<u>Date</u>	<u>System Component</u>	<u>Operational Problem</u>	<u>Corrective Action/Maintenance</u>
December 18, 2024	Ceiling Lighting (pump room).	Preventative maintenance	Upgraded four light fixtures to LED.
December 19, 2024	Flooring	None	Basement pump room floor painted.

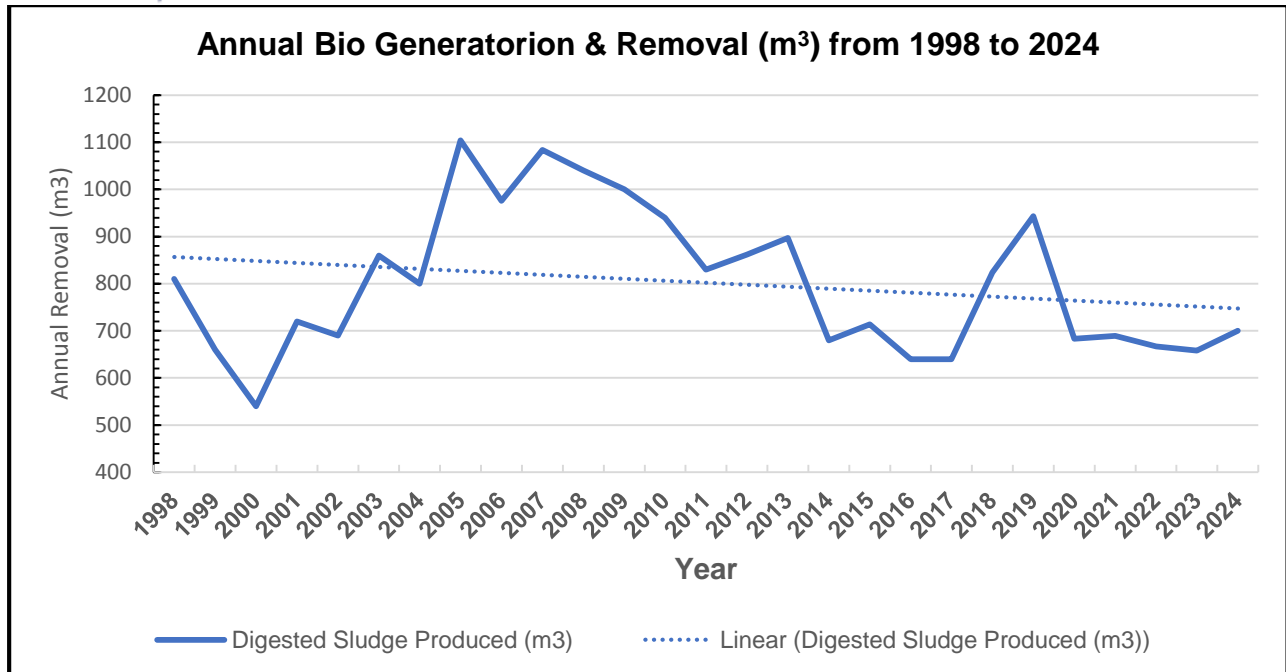
2024 Spills Action Centre Reporting

The following reports were made to the Spills Action Centre in 2024:

<u>Date</u>	<u>Reference #</u>	<u>Volume (m³)</u>	<u>Corrective Action</u>
August 17, 2024	1-9YL8VV	4.11	Peak flow rate exceedance for 5 minutes due to intense precipitation. Reports made to Health Unit, Spills Action Centre and South Dundas. Samples collected. Full treatment maintained.

Bio-Solids Generation and Removal

The total amount of bio-solids treated at the WPCP and removed by GFL Environmental Inc in 2024 was 700 m³ compared to 658 m³ in 2023. Biosolids were transported to GFL digestors in Iroquois for further processing. The graph below summarizes total annual bio-solids generation from 1998 to 2024.



Calibration and Maintenance Procedures

The calibration and maintenance schedules implemented at this facility appear adequate for ensuring that equipment and instrumentation remain in optimal condition. Capital Controls is contracted to conduct both annual and emergency calibrations for the equipment used in the treatment and collection system.

The table below summarizes annual calibration activities that were completed in 2024.

<u>Date</u>	<u>Process</u>	<u>Company</u>	<u>Result</u>
January 8, 2024	North Channel Flume	Capital Controls	Passed
January 8, 2024	South Channel Flume	Capital Controls	Passed
January 8, 2024	LIT Thickened Sludge Tank level	Capital Controls	Passed
January 8, 2024	LIT Un-thickened Sludge Tank level	Capital Controls	Passed

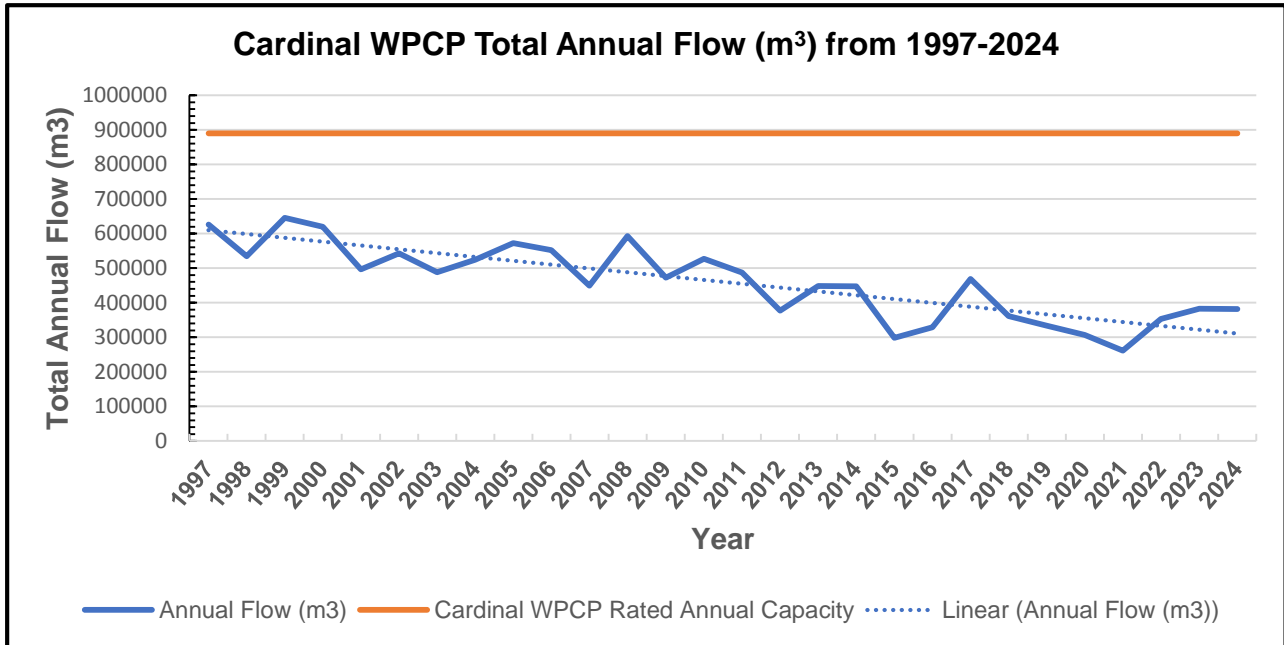
<u>Date</u>	<u>Process</u>	<u>Company</u>	<u>Result</u>
January 8, 2024	AMC 1400 Gas Monitors	Capital Controls	Passed
January 8, 2024	Carbon Monoxide Gas Monitors	Capital Controls	Passed
January 10, 2024	Effluent Temperature Sensor	Capital Controls	Passed
February 29, 2024	Effluent Temperature Sensor	Capital Controls	Passed
June 18, 2024	Effluent Temperature Sensor	Capital Controls	Passed
January 10, 2024	Effluent pH	Capital Controls	Passed
June 18, 2024	Vessel 1 Temperature Sensor	Capital Controls	Passed
June 18, 2024	Vessel 2 Temperature Sensor	Capital Controls	Passed
June 18, 2024	Dissolved Oxygen Sensor	Capital Controls	Passed

Evaluation of Performance and Reliability

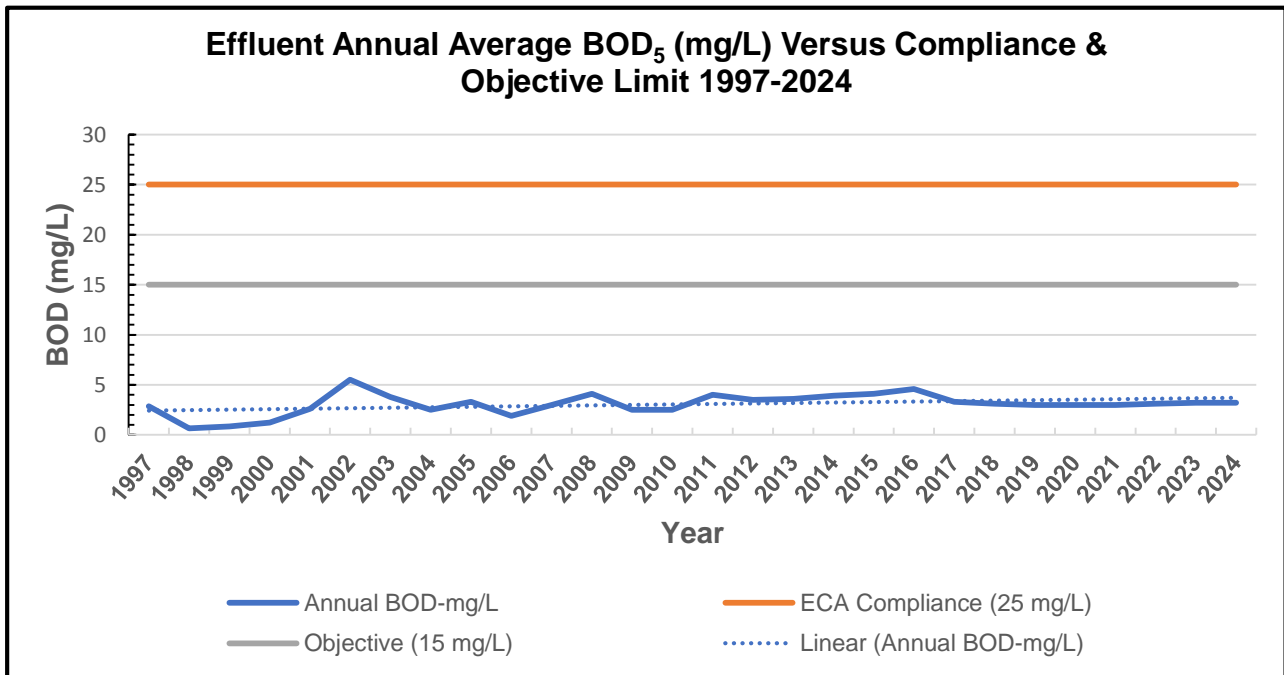
The facility is being operated and maintained to produce high-quality effluent that is demonstrated by the overall results achieved in 2024. Extraneous flows are being addressed through Cured in Place Pipe work and complete replacement of sanitary sewers and manholes. The graphs on page 14-16 shows the total influent flow have steadily decreased since 1997 and effluent quality analysis for Biochemical Oxygen Demand, Total Suspended Solids and Total Phosphorus remain well below compliance limits established in the ECA. Appendices A to D summarizes monthly flow, influent/effluent results, and sludge processing data for 2024.

It is anticipated the volume of biosolids generated will remain consistent in 2025 compared to the 2024 reporting period.

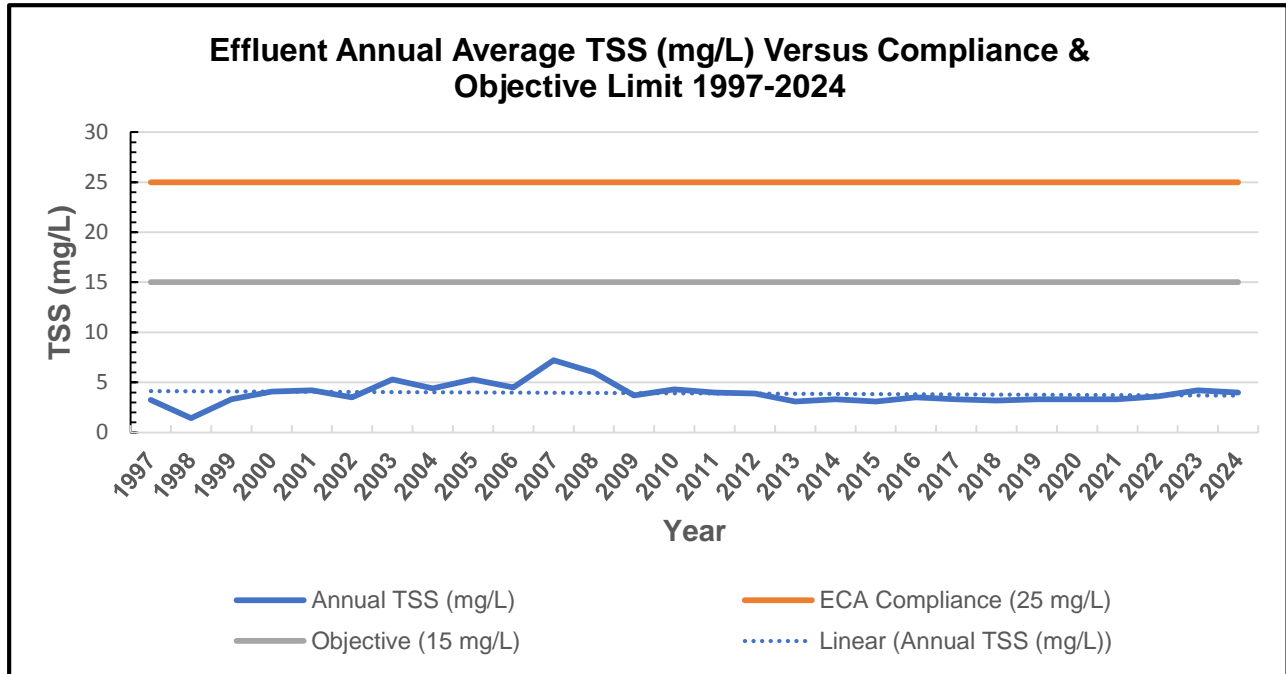
Cardinal WPCP Total Annual Flow



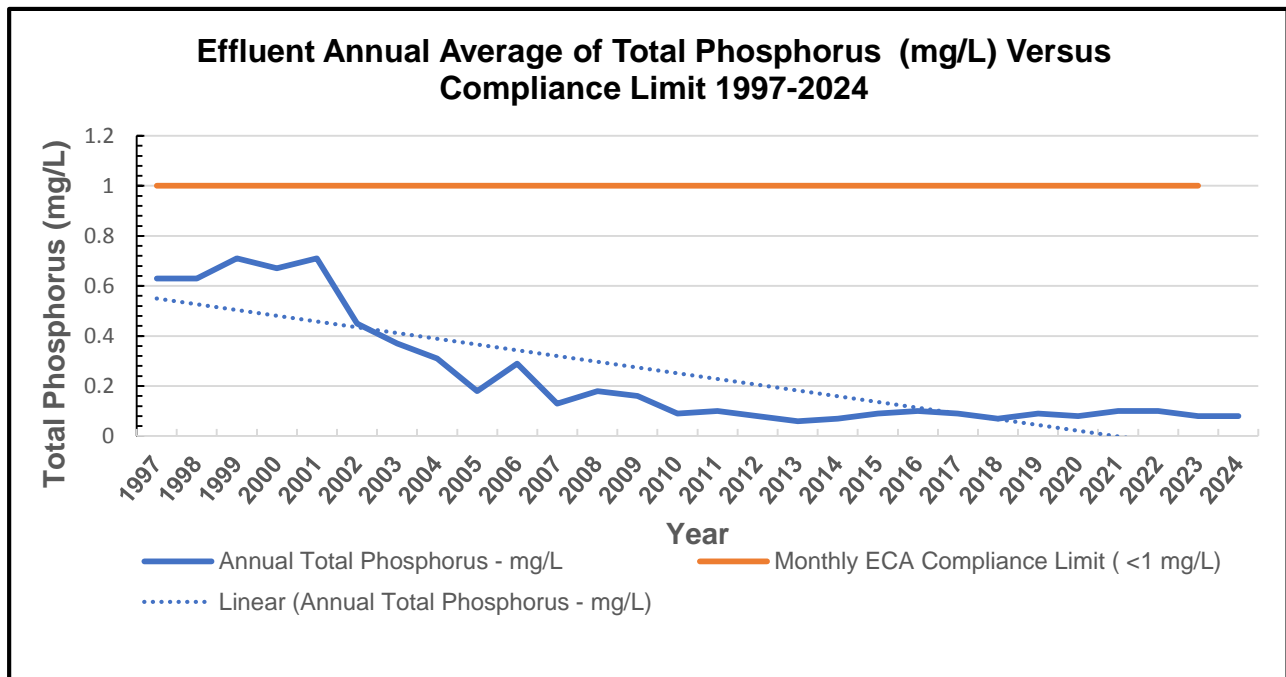
Effluent Biochemical Oxygen Demand (BOD) Performance Summary



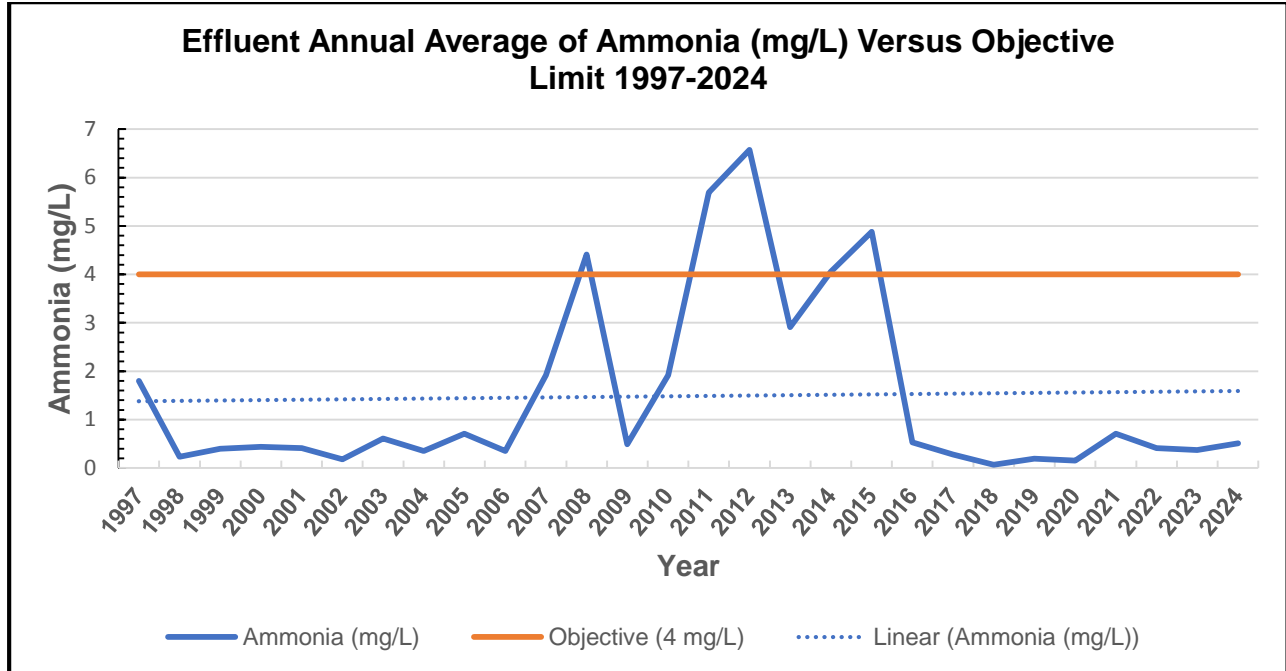
Effluent Total Suspended Solids Performance Summary



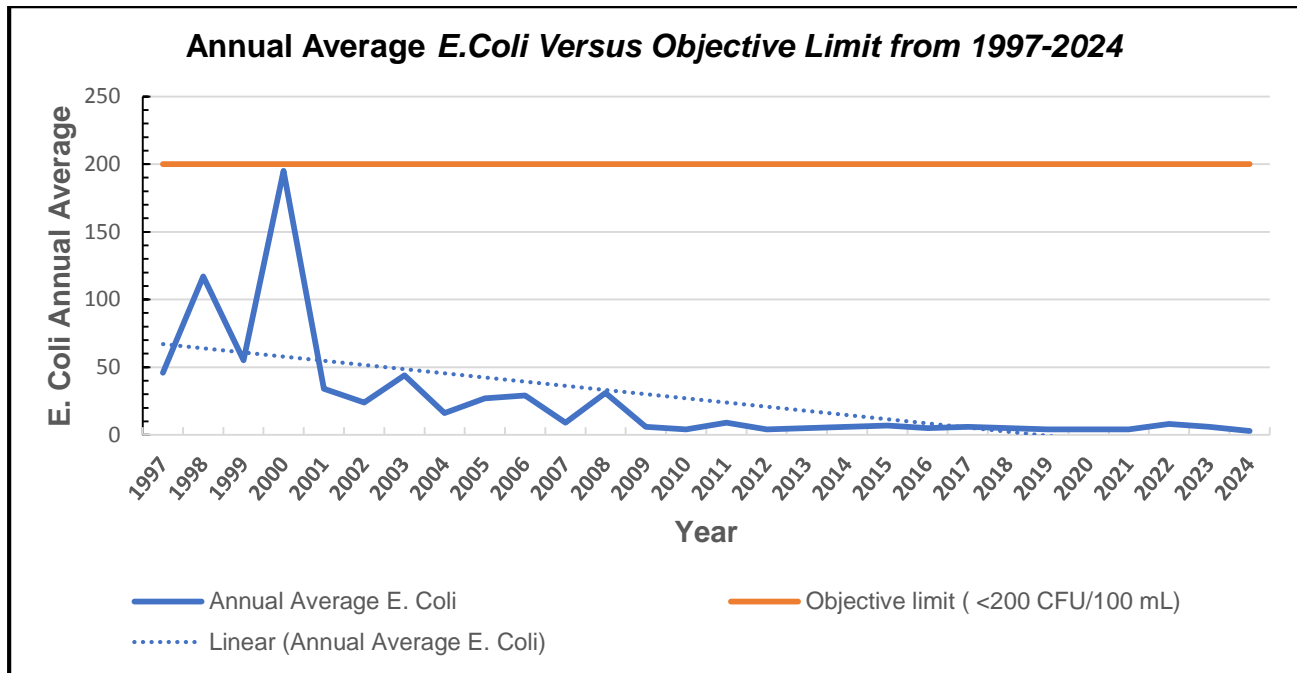
Effluent Total Phosphorus Performance Summary



Effluent Annual Ammonia Summary



Effluent E.Coli Summary



Regular assessment and striving for improvement will endeavor to ensure continued high performance, efficiency, and reliability of this facility.

Appendix A

2024 Annual Monitoring & Performance Report

2024				
ANNUAL AVERAGE EFFLUENT CONCENTRATIONS				
<u>Parameters</u>	<u>Units</u>	<u>Objectives</u>	<u>Compliance</u>	<u>Actual</u>
BOD ₅	mg/L	15.0	25.0	3.2
Suspended Solids	mg/L	15.0	25.0	4.0
Total Phosphorus	mg/L	<1.0	1.0	0.08
Am & Am Nitrogen	mg/L	4.0		0.51
<i>E. Coli</i>	cfu/100 mL	<200/100 mL		3.0
CBOD ₅	mg/L	15		3.1
ANNUAL AVERAGE EFFLUENT LOADING				
<u>Parameters</u>	<u>Units</u>	<u>Objectives</u>	<u>Compliance</u>	<u>Actual</u>
CBOD ₅	kg/day	36		3.24
BOD ₅	kg/day	36.6	61	3.41
Suspended Solids	kg/day	36.6	61	4.38
Total Phosphorus	kg/day	<2.4	2.4	0.09
Am & Am Nitrogen	kg/day	9.8		0.53

“**Annual average concentration**” means the arithmetic mean of the monthly average concentrations of a contaminant in the effluent calculated for a particular calendar year.”

“**Annual average loading**” means the value obtained by multiplying the annual average concentration of a contaminant by the average daily flow over the same calendar year.”

Total Phosphorus: Non-Compliance is deemed to have occurred when the monthly average concentration is greater than 1.0 mg/L based on all composite (and spot sampling).

Appendix B

2024 Monthly Average Loadings

MONTHLY AVERAGE EFFLUENT LOADING						
Month	<u>BOD₅</u>	<u>Annual Compliance</u>	<u>Total Suspended Solids</u>	<u>Annual Compliance</u>	<u>Total Phosphorus</u>	<u>Annual Compliance</u>
	kg/day	kg/day	kg/day	kg/day	kg/day	kg/day
January	3.13	61.0	5.22	61.0	0.08	2.4
February	3.18	61.0	4.24	61.0	0.06	2.4
March	4.32	61.0	4.32	61.0	0.10	2.4
April	4.78	61.0	5.42	61.0	0.10	2.4
May	2.94	61.0	2.94	61.0	0.07	2.4
June	2.44	61.0	2.85	61.0	0.05	2.4
July	3.00	61.0	3.40	61.0	0.07	2.4
August	8.37	61.0	13.25	61.0	0.34	2.4
September	3.21	61.0	4.27	61.0	0.09	2.4
October	1.63	61.0	2.06	61.0	0.04	2.4
November	1.52	61.0	1.64	61.0	0.05	2.4
December	2.43	61.0	2.92	61.0	0.07	2.4

Appendix C

2024 Monthly Flow & Average Effluent Concentrations

2024	FLOWS			BIOCHEMICAL OXYGEN DEMAND			SUSPENDED SOLIDS			PHOSPHORUS			AMMONIA			CHEMICAL BIOLOGICAL DEMAND			<i>E.Coli</i>
	Total Flow	Avg Day Flow	Max Day Flow	AVG RAW	AVG EFF	REMOVAL	AVG RAW	AVG EFF	REMOVAL	AVG RAW	AVG EFF	REMOVAL	AVG RAW	AVG EFF	REMOVAL	AVG RAW	AVG EFF	REMOVAL	AVG EFF Geomean
Units	m ³	m ³	m ³	mg/L	mg/L	%	mg/L	mg/L	%	mg/L	mg/L	%	mg/L	mg/L	%	mg/L	mg/L	%	Cfu/100mL
Month																			
January	32,336	1043	1727	45	3.0	93%	50	5.0	90%	1.70	0.07	96%	14.92	0.08	99%	31.40	3.00	90%	2.3
February	30,746	1060	1533	46	3.0	93%	66	4.0	94%	1.82	0.06	97%	14.50	0.09	99%	24.00	3.00	88%	2.8
March	44,601	1439	2358	42	3.0	93%	95	3.0	97%	1.68	0.07	96%	10.19	0.10	99%	33.25	3.00	91%	2.4
April	47,823	1594	2548	55	3.0	95%	82	3.4	96%	1.61	0.06	96%	10.75	0.06	99%	24.60	3.00	88%	2.0
May	28,000	903	1108	81	3.3	96%	140	3.3	98%	2.41	0.07	97%	17.50	0.13	99%	48.50	3.00	94%	2.8
June	24,402	813	1210	124	3.0	98%	162	3.5	98%	2.61	0.06	98%	17.90	0.39	98%	64.75	3.00	95%	4.4
July	31,012	1000	1604	121	3.0	98%	106	3.4	97%	2.12	0.07	97%	16.08	0.15	99%	44.80	3.00	93%	2.0
August	54,045	1743	3144	75	4.8	94%	59	7.6	87%	1.78	0.19	89%	10.42	0.45	96%	35.00	4.20	88%	5.3
September	32,053	1068	1715	73	3.0	96%	106	4.0	96%	1.76	0.09	95%	16.95	0.10	99%	40.25	3.00	93%	2.8
October	16,809	542	658	116	3.0	97%	160	3.8	98%	3.22	0.08	98%	27.18	*2.71	90%	83.60	3.00	96%	3.2
November	15,173	506	698	131	3.0	98%	207	3.3	98%	3.23	0.10	97%	29.58	1.63	94%	96.00	3.00	97%	3.0
December	25,159	812	1140	93	3.00	97%	181	3.6	98%	2.63	0.09	97%	17.32	0.23	99%	68.00	3.00	96%	2.5
TOTAL	382,159																		
AVERAGE		1044		84	3.2	96%	118	4.0	96%	2.21	0.08	96%	16.9	0.51	98%	49.5	3.10	92%	3.0
MAXIMUM			3144	131	4.8		207	7.6		3.23	0.19		29.6	2.71		95.5	4.20		5.3
OBJECTIVE				15.0			15.0						4.0						<200
COMPLIANCE	Maximum Annual average: 2438 m ³ /day			25.0			25.0			<1.00						15			
	Peak flow Rate: 8900 m ³ /day																		

*Aeration times extended in October due to low flow conditions to improve nitrification and Ammonia removal.

Appendix C

2024 Monthly Influent- Effluent Concentrations

2024 Month	Influent Dissolved Reactive Phosphorus	Effluent Dissolved Reactive Phosphorus	Influent TKN	Effluent TKN	Influent Nitrite	Effluent Nitrite	Influent Nitrate	Effluent Nitrate	Influent Alkalinity	Effluent Alkalinity	Effluent Total Coliform	Effluent Fecal Strep	Influent pH (Composite)	Effluent pH (Composite)	Influent pH	Effluent pH	Effluent Temperature
January	0.76	0.03	18.38	0.86	0.14	0.19	0.93	8.14	241	176	13	4	7.63	7.72	7.13	7.00	13.0
February	0.49	0.03	18.60	0.95	0.18	0.17	1.15	8.08	263	176	12	3	7.73	7.64	7.48	6.94	11.5
March	0.27	0.03	15.33	0.88	0.63	0.31	3.04	7.37	226	184	16	4	7.66	7.62	6.98	6.96	10.0
April	0.57	0.03	15.52	0.82	0.26	0.19	2.42	6.51	236	188	10	3	7.77	7.69	7.13	6.95	5.9
May	0.42	0.02	21.93	1.03	0.07	0.07	0.35	7.93	212	153	23	8	7.52	7.44	7.08	6.83	8.1
June	1.05	0.02	23.68	1.33	0.06	0.17	1.40	5.89	232	141	32	12	7.58	7.25	7.21	6.78	19.5
July	0.46	0.03	20.46	1.08	0.07	0.08	0.27	6.88	237	157	10	2	7.67	7.49	7.51	6.85	21.9
August	0.46	0.07	14.45	1.56	0.12	0.07	2.27	6.08	257	191	24	6	7.74	7.47	7.57	6.96	21.8
September	0.26	0.04	19.9	0.90	0.07	0.14	0.24	7.01	237	162	17	3	7.75	7.73	7.66	6.92	23.9
October	0.91	0.02	31.24	3.28	0.05	0.10	0.11	3.62	191	127	36	4	7.59	7.61	7.64	6.79	24.6
November	1.10	0.04	33.23	2.58	0.05	0.18	0.22	6.48	177	111	29	4	7.31	7.36	6.97	6.77	22.6
December	1.01	0.03	24.26	1.20	0.07	0.07	0.89	7.68	190	133	22	6	7.29	7.17	7.60	6.86	18.2
Minimum	0.26	0.02	14.45	0.82	0.05	0.07	0.11	3.62	177	111	10	2	7.29	7.17	6.97	6.77	5.9
Maximum	1.10	0.07	33.23	3.28	0.63	0.31	3.04	8.14	263	191	36	12	7.77	7.73	7.66	7.00	24.6
Average	0.65	0.03	21.42	1.37	0.15	0.15	1.11	6.81	225	158	20	5	7.60	7.52	7.33	6.88	16.8
Average % Removal	95%		94%		-		-		30%								

- Nitrification process converts Ammonia to Nitrite/Nitrates which shows in the effluent results. The SBR process removed 98% of the influent ammonia.
- The SBR process removed 95% of Dissolved Reactive Phosphorus and 94% of Total Kjeldahl Nitrogen.
- Effluent Total Coliform and Fecal Strep remained low.

Appendix D

2024 Sludge Processing Performance Summary

2024										
Month	Waste Activated Sludge	Thickened Waste Activated Sludge			Digested Sludge			Volatile Solids	Reactor Temperatures	
	Volume (m ³)	Volume (m ³)	TS %	VS %	Volume (m ³)	TS %	VS %	% Reduction	R 1 °C	R 2 °C
January	333.83	56.9	4.16	62.2	73.5	3.39	50.2	34	33.1	56.5
February	277.12	53.4	4.34	64.4	63.5	3.51	51.8	35	33.3	61.2
March	323.38	56.6	4.20	63.8	77.6	3.35	50.2	37	32.4	57.3
April	264.53	54.5	4.29	61.3	66.2	3.43	47.7	38	35.4	56.9
May	190.45	43.8	4.02	61.2	46.3	3.37	47.5	35	40.8	57.5
June	161.91	40.4	4.08	63.7	49.4	3.32	48.7	38	45.1	63.4
July	222.56	58.5	3.69	58.8	69.1	3.33	45.4	30	44.3	64.8
August	238.08	58.2	3.75	59.0	71.7	3.50	46.7	26	40.7	64.1
September	216.74	53.9	3.80	54.4	61.2	3.21	48.6	25	35.9	62.2
October	313.39	61.7	3.94	59.2	71.6	3.53	46.7	29	31.5	58.2
November	318.59	63.6	4.06	65.9	78.4	3.37	54.1	32	29.0	57.5
December	315.74	60.5	4.23	66.1	73.9	3.23	53.7	38	28.4	57.6
Total	3176.32	661.9			802.4					
Average	264.69	55.16	4.05	61.65	66.87	3.38	49.28	33%	35.81	59.75

2024 Auto-Thermophilic Aerobic Vessel # 2 Digester Results

2024 Month	Total Solids mg/L	pH @25 C	Nitrate (N) mg/L	Total Ammonia mg/L	TKN mg/L	Total Phosphorus mg/L	Arsenic mg/L	Cadmium mg/L	Chromium mg/L	Cobalt mg/L	Copper mg/L	Lead mg/L	Mercury mg/L	Molybdenum mg/L	Nickel mg/L	Selenium mg/L	Zinc mg/L	Total Coliform Cfu/100 mL	Fecal Strep Cfu/100 mL	E. Coli Cfu/100 mL
January	43500	8.16	1.2	2.00	3450	1220	0.2	0.03	4.03	0.16	8.70	2.4	0.004	0.34	1.05	0.3	23.2	<1000	<1000	<1000
February	42800	8.32	1.1	1920	3030	1100	0.3	0.04	4.60	0.12	7.85	1.2	0.006	0.34	1.10	0.3	22.2	<1000	<1000	<1000
March	41400	8.53	1.5	2470	4040	1280	0.2	0.03	4.54	0.12	8.22	0.8	0.003	0.30	1.02	0.2	21.8	<1000	<1000	<1000
April	40700	8.39	0.6	2150	4110	1230	0.2	0.03	3.76	0.09	5.95	0.6	0.004	0.22	0.87	0.2	17.2	<1000	28000	<1000
May	41100	8.72	3.3	1600	4420	1580	0.3	0.04	4.97	0.09	7.25	0.7	0.004	0.29	1.11	0.3	21.8	<1000	<1000	<1000
June	39100	8.63	1.8	2510	4040	1370	0.3	0.04	4.48	0.06	7.75	0.6	0.002	0.30	0.99	0.3	21.2	<1000	<1000	<1000
July	47500	8.50	0.9	2640	4180	1360	0.2	0.03	4.22	0.12	10.4	1.6	0.005	0.33	0.99	0.3	24.6	<1000	<1000	<1000
August	41900	8.53	1.1	2560	3130	1170	0.2	0.03	3.99	0.08	8.70	0.7	0.002	0.37	0.91	0.3	24.1	<1000	<1000	<1000
September	39800	8.39	0.2	1910	3740	1320	0.2	0.04	3.72	0.09	7.77	0.7	0.004	0.28	0.84	0.3	24.0	<1000	<1000	<1000
October	41000	8.32	0.9	1720	2610	1020	0.2	0.04	3.18	0.09	5.75	0.9	0.006	0.20	0.72	0.2	20.3	<1000	3000	<1000
November	40100	7.95	1.5	2050	3350	1090	0.2	0.03	2.60	0.08	7.22	0.6	0.004	0.22	0.61	0.2	20.4	<1000	13000	<1000
December	33500	7.91	2.5	871	3410	1240	0.2	0.04	2.65	0.10	7.80	0.8	0.004	0.27	0.68	0.2	24.4	<1000	17000	<1000
Minimum	33500	7.91	0.2	2.00	2610	1020	0.20	0.03	2.60	0.06	5.75	0.60	0.002	0.20	0.61	0.20	17.20	<1000	<1000	<1000
Maximum	47500	8.72	3.3	2640	4420	1580	0.30	0.04	4.97	0.16	10.40	2.40	0.006	0.37	1.11	0.30	24.60	<1000	28000	<1000
Average	41033	8.00	1.38	1867	3626	1248	0.23	0.04	3.90	0.10	7.78	0.97	0.004	0.29	0.91	0.26	22.10	<1000	5750	<1000

Hauled Biosolids Sample Results

2024	Total Solids mg/L	pH @25 C	Nitrate (N) mg/L	Total Ammonia mg/L	TKN mg/L	Total Phosphorus mg/L	Arsenic mg/L	Cadmium mg/L	Chromium mg/L	Cobalt mg/L	Copper mg/L	Lead mg/L	Mercury mg/L	Molybdenum mg/L	Nickel mg/L	Selenium mg/L	Zinc mg/L	Total Coliform Cfu/100 mL	Fecal Strep Cfu/100 mL	E. Coli Cfu/100 mL
April 24, 2024	27300	7.66	0.6	3040	3930	1220	0.2	<0.03	2.82	0.09	5.25	0.5	0.003	0.22	0.70	0.2	18.6	10000	2000	<1000
April 24, 2024	19400	7.69	0.8	2370	4090	1260	0.2	<0.03	3.12	0.10	5.95	0.6	0.003	0.24	0.78	0.2	17.6	20000	3000	<1000
October 3, 2024	7270	7.98	<0.1	2090	2190	219	<0.1	<0.03	0.67	<0.03	1.17	<0.1	<0.002	<0.18	0.23	<0.1	4.15	2000	<1000	<1000
October 3, 2024	6710	7.94	<0.1	2210	2410	203	<0.1	<0.03	0.57	<0.03	0.89	<0.1	<0.002	<0.18	0.21	<0.1	3.44	1000	<1000	<1000
Minimum	6710	7.66	<0.1	2090	2190	203	<0.1	<0.03	0.57	<0.03	0.89	<0.1	<0.002	<0.18	0.21	<0.1	3.44	1000	1000	<1000
Maximum	27300	7.98	0.8	3040	4090	1260	0.2	<0.03	3.12	0.10	5.95	0.6	0.003	0.24	0.78	0.2	18.6	20000	3000	<1000
Average	15170	7.82	0.4	2428	3155	726	0.15	<0.03	1.80	0.06	3.32	0.33	0.0025	0.21	0.48	0.15	10.95	8250	1750	<1000

- Biosolids transported (by GFL) to a GFL Facility in Iroquois Ontario (12 Bath Road) for processing.
- Monthly grab sample is collected from Vessel # 2 Digester (post Hygenization)
- Two sets of biosolid samples are collected during spring and fall removal.
- Monthly laboratory results are provided to GFL prior to hauling biosolids.



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole- Administration & Operations

Date: February 10, 2025

Department: Environmental Services

Topic: 2024 Cardinal & Industrial Park Water System Summary Reports

Purpose: To receive the 2024 Summary Reports.

Background: Owners of municipal drinking water systems are required to ensure that, not later than March 31st of each year, a Water System Summary Report is prepared in accordance with subsection (2) and (3) of Schedule 22-2 of Ontario Regulation 170/03 for the preceding calendar year.

For Drinking Water systems owned by a Municipality, the report is to be made out by the Operating Authority and presented to the Municipal Council. The report must list the requirements of the Act, the Regulations, the Drinking Water Works Permit, Municipal Drinking Water License and any Provincial Orders that were not satisfied at any point during the period of the report. Where Provincial standards were not maintained, the report must specify the duration of the failure and the measures that were taken to correct the deficiency.

Policy Implications: A requirement under Ontario Regulation 170/03 Safe Drinking Water Act.

Strategic Plan Implications: N/A

Financial Considerations: There are no financial impacts associated with receiving the Annual Summary Reports.

Recommendation: That Committee recommends that Council receive the 2024 Summary Reports for the Cardinal and Industrial Park Water Systems.

Handwritten signature of Eric Wenevma in cursive.

Chief Water/Sewer Operator

Handwritten signature of Paul Sabat in cursive.

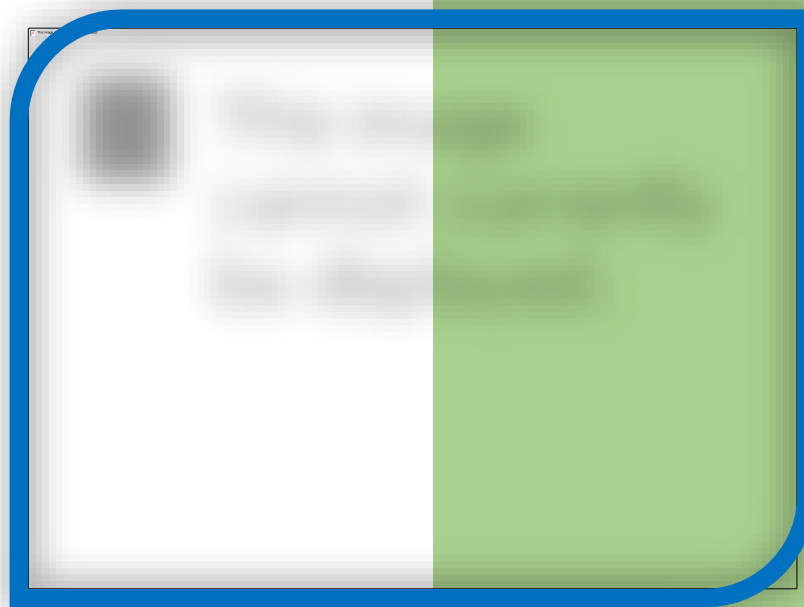
Director of Operations



EDWARDSBURGH CARDINAL

2024

Industrial Park Water System Summary Report



Prepared by: Eric Wemerman
Prepared For: CAO & Council
1/20/2025



Introduction

Schedule 22 of Ontario Regulation 170/03 mandates the preparation and submission of summary reports to council members by March 31st annually. These reports must detail any unmet requirements of the Act, Regulations, Permits, licenses, or orders, along with the corrective actions undertaken to address these deficiencies. Furthermore, the reports must include a summary of flow rates and quantities in relation to the approved capacities, enabling an evaluation of the system's ability to accommodate both current and future uses.

Potable drinking water is provided to the distribution system by the Corporation of the Town of Prescott. An agreement regarding water supply exists between Edwardsburgh/Cardinal and the Town of Prescott, established under By-law # 54-2016 of the Corporation of the Town of Prescott. The Town of Prescott is relied upon for the delivery of safe drinking water to the Industrial Park Water Distribution System.

The distribution system provides potable water to the following users - 29 residential and 13 commercial/industrial. The piping age ranges from seven to thirty-five years with diameter sizes spanning 150mm to 450mm. The piping material consists of cast iron, PVC and HDPE.

The system has 13 hydrants and four sampling locations for measuring chlorine residual. The four sampling locations are listed below:

- Reilly Street South Sampling Station
- Reilly Street North Sampling Station
- 137 Commerce Drive - Prysmian Cable
- 141 Commerce Drive - Greenfield Ethanol

Executive Summary

In 2024 the average monthly water consumption was 3668 m³ for the Industrial Park Water System. The maximum monthly water consumption was 5400 m³. Total water consumption for 2024 decreased by 15.2% compared to 2023. There were no water main breaks or adverse water quality incidents for the reporting year. Monitoring data, maintenance activities and customer complaints are summarized in this report.

Common Acronyms

MECP: Ministry of Environment, Conservation, Parks

DWQMS: Drinking Water Quality Management System

PVC: Poly Vinyl Chloride

HDPE: High-density polyethylene

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Staffing and Licensing

The table below lists the licensed operational staff at the end of the 2024 calendar year.

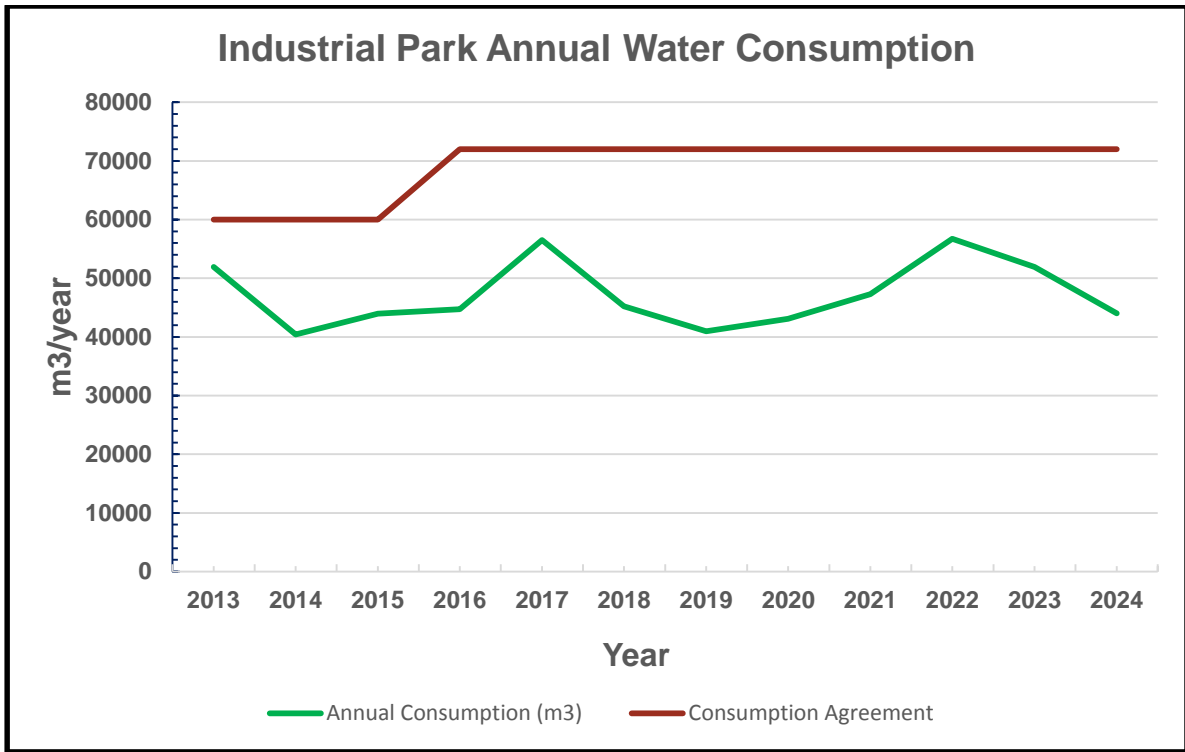
Name	Position	Licence #	Type	Class
Eric Wemerman	Chief Operator/ORO	61726	WT	II
		78182	WD	II
Aaron Campbell	Assistant Chief Operator	91541	WT	II
		95696	WD	II
Stephen Campbell	Operator	54771	WT	II
		73567	WD	II
Mark Simzer	Operator	93001	WT	II
		104867	WD	II
Tyler Selleck	Operator	113843	WT	II
			WD	II
Jarrett Crich	Operator in Training	OT126390	WT	OIT
		OT126391	WD	OIT

Failure to meet the Act, Regulations, System Approvals or Orders

The MECP conducted a detailed inspection of the Industrial Park Water System on July 23, 2024. The inspection found no areas of non-compliance with regulatory requirements or recommended best practices.

Tabulation of Monitoring Data

The stand-alone distribution system does not require a Permit to Take Water since it receives all its water from the Town of Prescott. The quantity of monthly water taking is set by an agreement between Corporation of the Township of Edwardsburgh Cardinal and the Corporation of the Town of Prescott. The total water consumed in 2024 was 44,010 cubic meters compared to 51,900 cubic meters in 2023, a decrease of approximately 15.2%.



Summary of Maintenance

<u>Service Provider</u>	<u>System Component</u>	<u>Activity</u>
Environmental Services	Chlorine Analyzer	Monthly calibrations.
Environmental Services	Fire Hydrants & Valves	Semi-annual flushing.
Lakeshore Hydrant Services	Fire Hydrants	Repair as needed.
Cornwall Gravel	Distribution	Installed a 50 mm water service and 150 mm fire hydrant service at Alantra.

Capital Projects

<u>Project</u>	<u>Price</u>	<u>Activity</u>
None	None	None

Adverse Water Quality Incidents

The following Adverse Water Quality Incidents occurred in the Industrial Park Water System in 2024.

<u>Date</u>	<u>AWQI</u>	<u>Parameter</u>	<u>Standard (mg/L)</u>	<u>Result (mg/L)</u>	<u>Corrective Action</u>	<u>Completion Date</u>
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Drinking Water Quality Management System Activity Summary

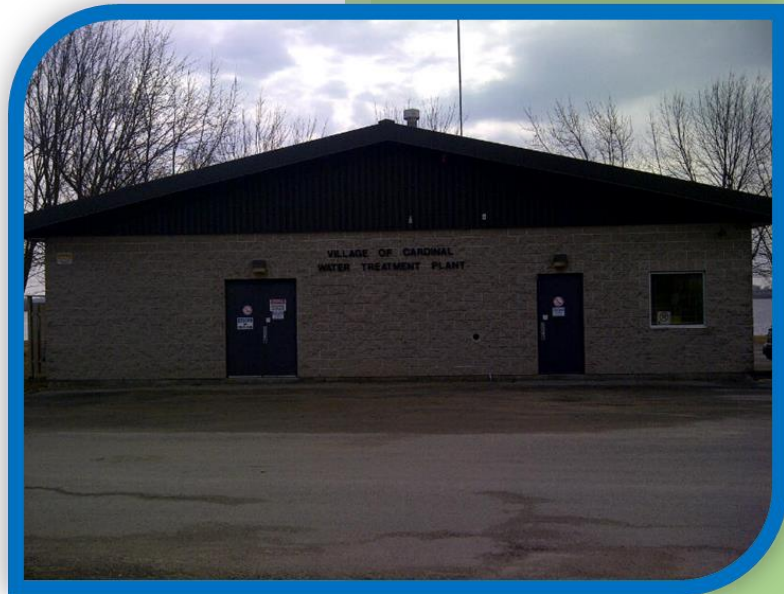
The following DWQMS reviews were completed in 2024.

<u>Date Completed</u>	<u>DWQMS Element</u>	<u>Review</u>
January 11, 15, 17, 18, 2024	19	Internal Audit
January 17, 2024	7-8	Risk Assessment
March 6, 2024	14-15	Infrastructure
May 30, 2024	18	Emergency Table Top Exercise
June 5, 2024	19	NSF 3 rd Party Audit
October 28, 2024	20	Management Review

System Incidents/Complaints

<u>Incident/Complaint</u>	<u>Frequency</u>	<u>Corrective Action</u>
None	-	-

Cardinal Water Plant Summary Report



Prepared by: Eric Wemerman
Prepared For: Council
1/28/2025

Introduction

Schedule 22 of Ontario Regulation 170/03 mandates the preparation and submission of summary reports to Municipal Council by March 31st of the following year. These reports must detail any non-compliance with the Act, Regulations, Permits, licenses, or orders, along with the corrective measures implemented. Furthermore, the reports must include a summary of flow rates and quantities in relation to the approved capacities, enabling an evaluation of the system's ability to accommodate both current and future uses.

The facility is normally staffed with a licensed operator Monday thru Friday, with walkthrough inspections and operational rounds performed twice daily, by the rotational on-call operator, during weekends and holidays. The Cardinal Water Plant process is operated via a Supervisory Control and Data Acquisition (SCADA) system, monitored by a 3rd party security company which dispatches the on-call operator to respond to alarms or customer complaints. In-house and external laboratory sampling is performed to monitor the effectiveness of the treatment process and to ensure system is operating as designed and within regulatory compliance.



Executive Summary

In 2024 the average daily treated flow leaving the Cardinal Water Plant was 403 m³/day or 11.4 % of the rated capacity for the system. The maximum daily flow was 750 m³/day. Elevated water consumption typically occurs in the summer months, during semi-annual fire hydrant flushing and water main breaks. Routine 3rd party calibration and maintenance activities are performed as per manufacturers guidelines and Environmental Compliance Approvals. Operational and preventative maintenance, repairs and capital projects demonstrate the Cardinal Water System is being proactively maintained. A summary of system complaints and corrective actions completed are summarized in this report.

Common Acronyms

MECP: Ministry of Environment, Conservation, Parks

DWQMS: Drinking Water Quality Management System

PTTW: Permit to Take Water

SCADA: Supervisory Control and Data Acquisition

IECBL: Industrial Electric Brockville Limited

NSF: National Sanitation Foundation

PVC: Poly Vinyl Chloride

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Process Summary

The Cardinal Water System receives its raw water supply from the St. Lawrence River through a single intake line with an intake structure located approximately 60 meters offshore at a depth of 6 meters. Water is taken into the water plant via gravity. Zebra mussel chlorination with Sodium Hypochlorite occurs at the intake structure when the river temperature increases to 12 degrees Celsius. Raw water chlorination occurs in the raw well when river temperature is below 12 degrees Celsius. Raw water passes through two basket screens to remove any larger debris before being pumped via one of three vertical turbine low lift pumps into two flocculation tanks. Polyaluminum-Chloride (PAC) is injected along the way and flash mixing occurs. Particulates in the raw water bind with the PAC to create floc before flowing via gravity to the four Ecodyne dual media filter systems. The Ecodyne filter media is comprised of one layer of anthracite-coal and one layer of sand removes the floc from the stream. Effluent from each filter is continuously monitored by an individual inline turbidity analyzers and results are trended via a SCADA system. Filtered water then flows via gravity through a discharge header to the clearwell and distributed into three clearwell chambers. Chlorine residual and pH of the water in the clearwell are monitored via an inline chlorine analyzer and trended on SCADA. Water is pumped from the clearwell chambers via one of three vertical turbine high lift pumps and is post chlorinated. It continues through parallel Trojan UV Swift 12 reactors (operated lead/stand-by). Potable water then passes through a magnetic flow meter before entering the distribution system to users. Post chlorine residual and pH are continuously monitored via an inline chlorine analyzer and results trended on SCADA System.

Primary disinfection is met through a combination of chlorination (virus), ultraviolet irradiation (giardia) and filtration. The ultraviolet system is designed to achieve a minimum 1-log removal of giardia, by providing a minimum dose of 40 mj/cm², minimum UV transmittance of 86 %, at a maximum flow rate of 41 l/s. The zebra / pre-chlorine system is operated to meet the required Contact Time, (CT), based on the Procedure for Disinfection of Drinking Water in Ontario. Secondary disinfection is met through



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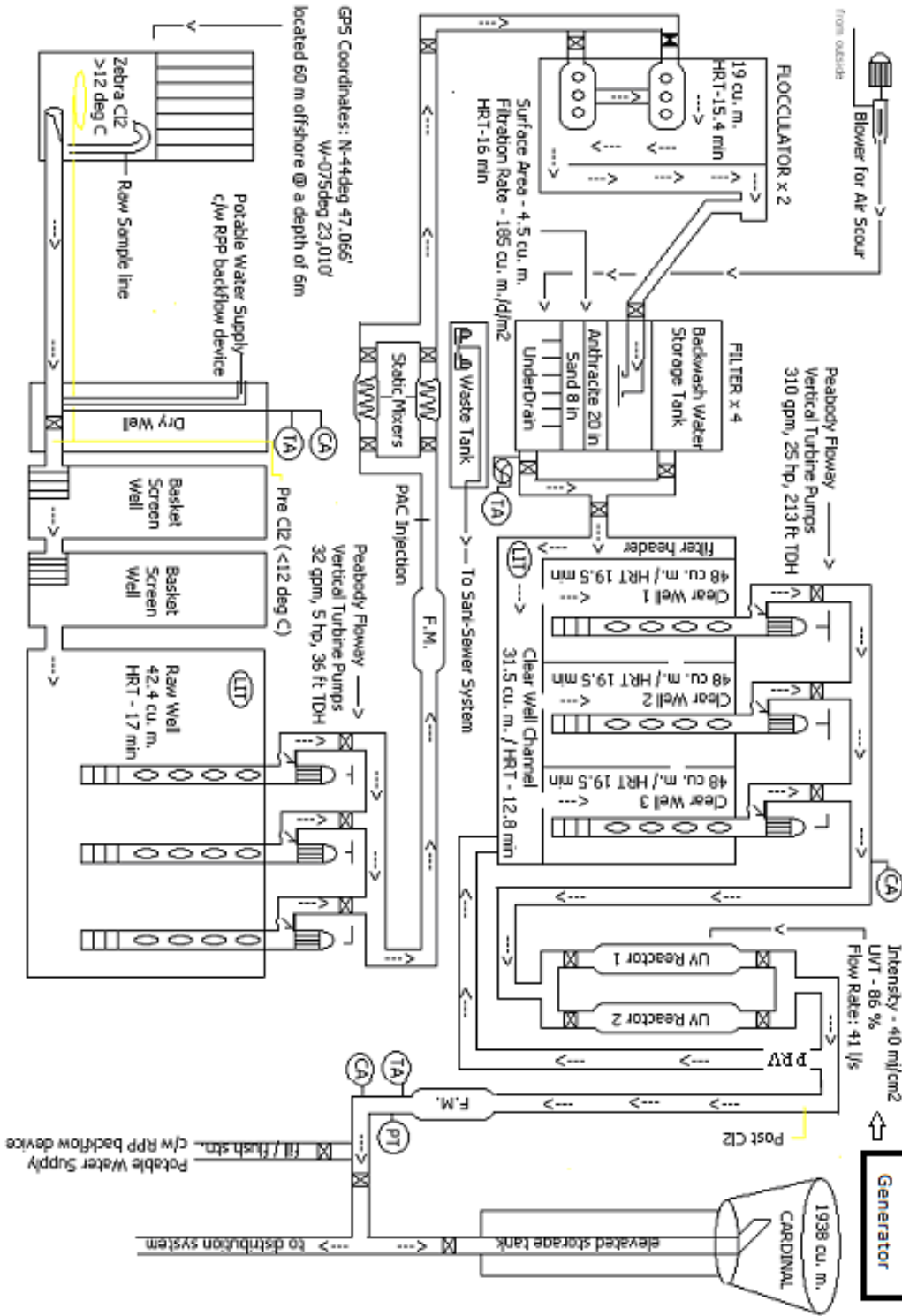
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E-mail: mail@twpec.ca

P.O. Box 129,
18 Centre St.
Spencerville, Ontario
K0E 1X0

chlorination alone and is operated to maintain a minimum of 0.20mg/L of free residual chlorine in all parts of the system.

The distribution system includes a single elevated storage tank with a capacity of 1938 m³, 85 hydrants, 135 isolation valves, 6 isolated sample stations and a network of piping largely composed of 100 mm, 150mm and 200 mm diameter polyvinyl chloride (PVC), asbestos cement, and cast iron. The Cardinal Drinking Water System services approximately 790 households.

Below is the process schematic for the Cardinal Water Plant



Staffing and Licensing

The table below lists the licensed operational staff at the end of the 2024 calendar year.

Name	Position	Licence #	Type	Class
Eric Wemerman	Chief Operator/ORO	61726	WT	II
		78182	WD	II
Aaron Campbell	Assistant Chief Operator	91541	WT	II
		95696	WD	II
Stephen Campbell	Operator	54771	WT	II
		73567	WD	II
Mark Simzer	Operator	93001	WT	II
		104867	WD	II
Tyler Selleck	Operator	113843	WT	II
			WD	II
Jarrett Crich	Operator in Training	OT126390	WT	OIT
		OT126391	WDS	OIT

Failure to meet the Act, Regulations, System Approvals or Orders

The MECP conducted a focused inspection of the Cardinal Water System on July 23, 2024. The inspection found no areas of non-compliance with regulatory requirements and no best management practice recommendations.

Tabulation of Monitoring Data

The following chart provides you with the numerical values for maximum flow and day rates. The graphs on page nine and ten of this report plot the corresponding numerical value in reference to the Permit to Take Water and Drinking Water License. Based on the values, the water system has the capability to meet the present demands of the system users with room for expansion. The average daily flow out of the facility was 403 cubic meters and the total water produced in 2024 was 147,507 cubic meters. This represents a decrease in water production of approximately 4.8% over 2023 volumes of 154,892 cubic meters.



Month	Max Day Flow In (m ³ /day)	Max Flow Rate In (L/min)	Max Day Flow Out (m ³ /day)	Max Flow Rate Out (L/min)
January	554	1603	499	1326
February	505	1591	460	1280
March	631	1629	566	1589
April	688	1625	607	1217
May	744	1594	653	1159
June	717	1606	641	1182
July	595	1650	502	1167
August	586	1567	531	1196
September	838	1573	750	1291
October	649	1544	586	1187
November	579	1557	494	1162
December	587	1550	526	1158

Potable Water Produced VS Water Consumed

As previously mentioned, potable water production for 2024 totaled 147,507 cubic meters (147,507,000 liters). Records show total system water consumption in the amount of 104,765.47 cubic meters.

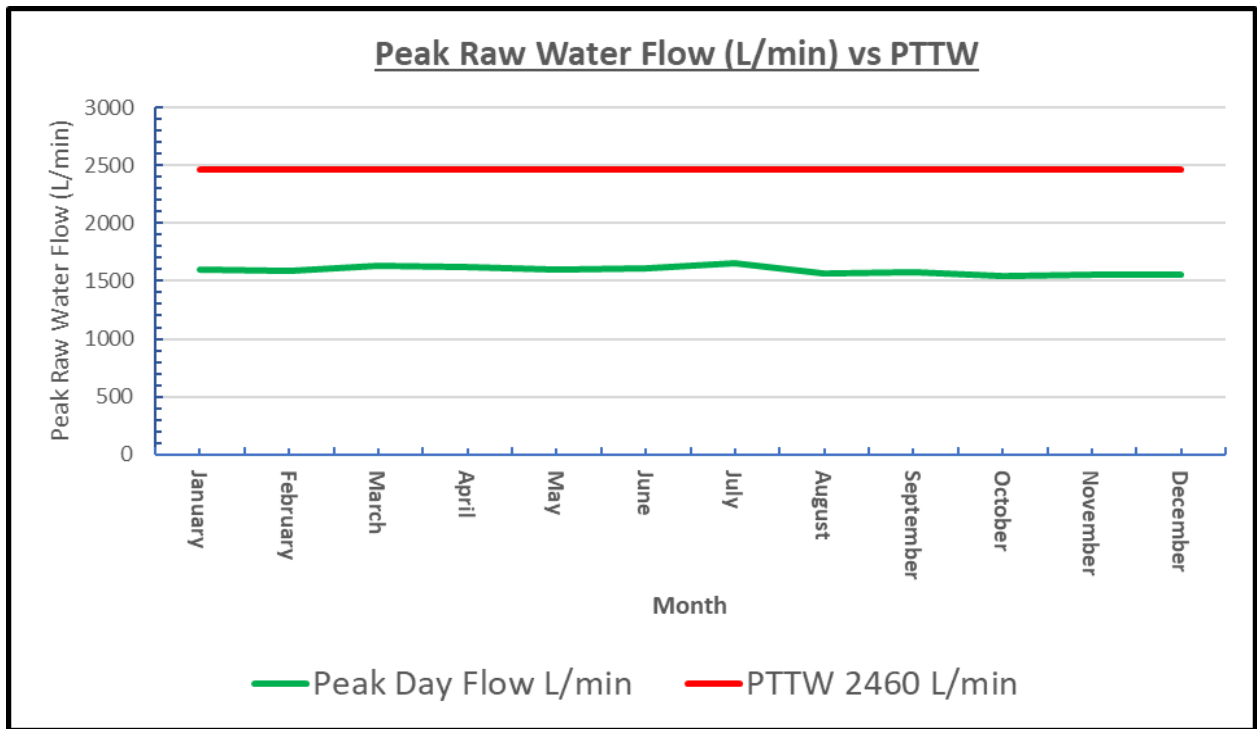
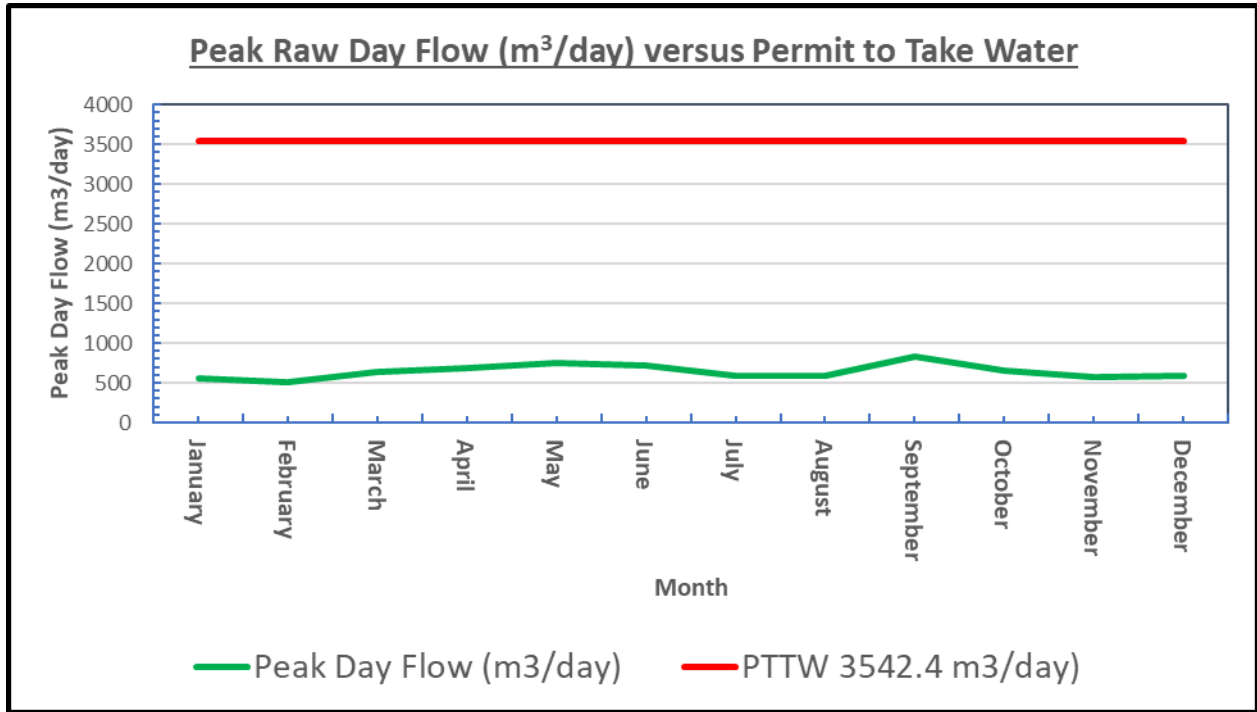
The difference between total water leaving the water plant and metered water from Rideau St Lawrence can be attributed to the following (but not limited to): Cardinal Water Pollution Control Plant, Public Works and Fire Hall water consumption, distribution leaks, semi-annual flushing of fire hydrants and water main breaks.



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Spencerville, Ontario
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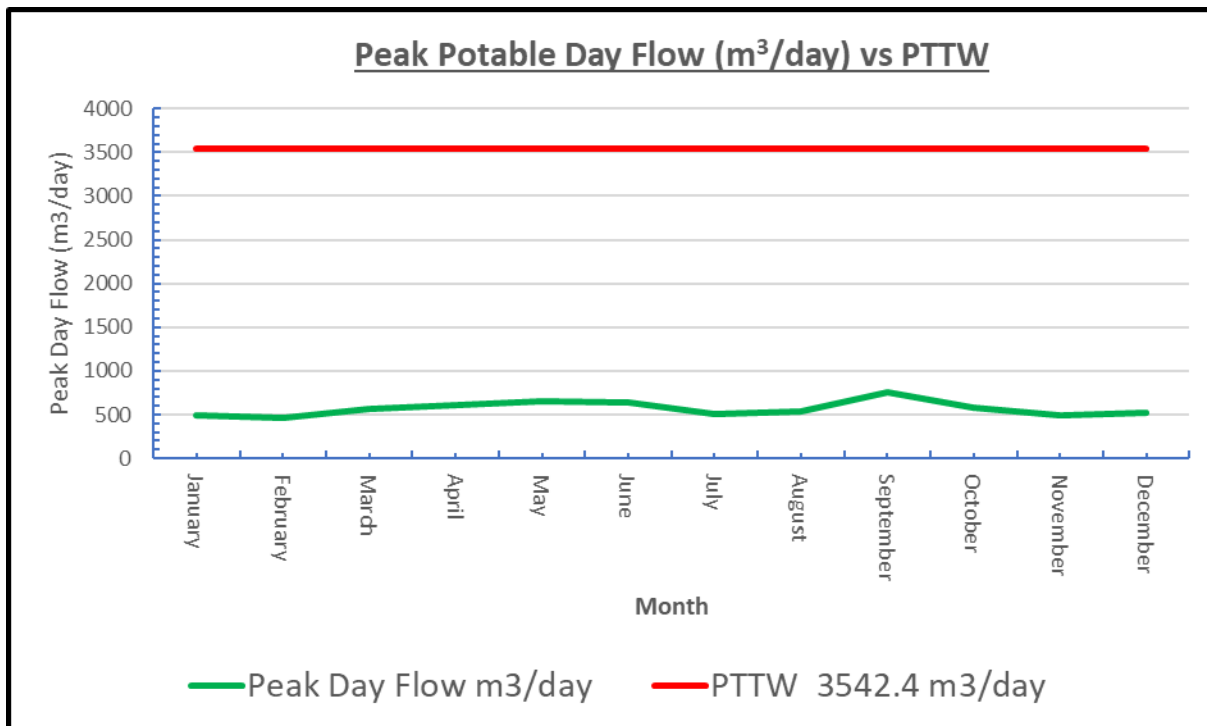
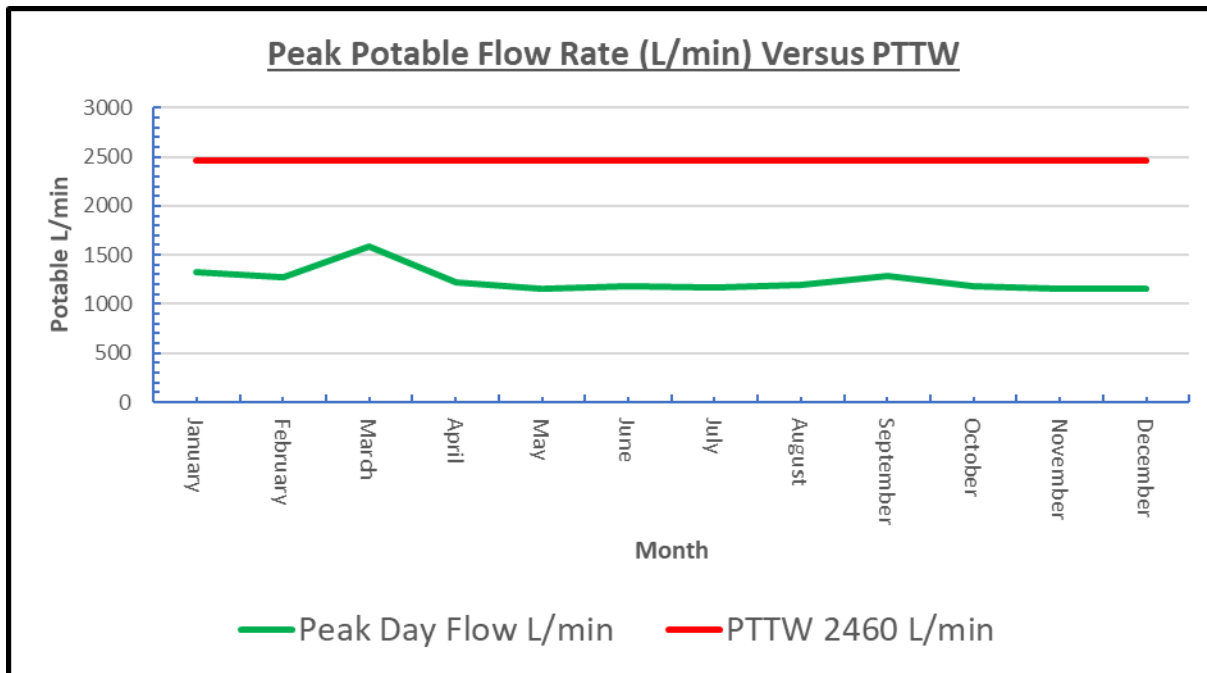




EDWARDSBURGH CARDINAL

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Preventative Maintenance Program

<u>Service Provider</u>	<u>System Component</u>	<u>Frequency</u>
Capital Controls	Greyline Level Controllers/ Flow Meters- Service, repair, and verification.	Annual
Trojan UV	Trojan UV Swift 12	Semi-Annual
GAL Power	Generator	Semi-annual
Schneider Electric	SCADA System	Semi-annual
HACH	HACH laboratory equipment	Annual
Claude Bourck	Backflow Preventors	Annual
Dundee Marine	Intake inspection	Annual
Stelem-Lakeshore	Repair and service Fire Hydrants	As needed.
Landmark	ROV Inspection of Water Tower	Bi-annual
Drapeau Fire Protection	Fire Alarm System Inspection	Annual
Environmental Services	Inline Analyzer calibrations and laboratory equipment verifications.	Monthly
Environmental Services	Removal and inspection of basket screens	Semi-annual
Environmental Services	Drain and inspect filter system	Monthly
Environmental Services	Zebra & Raw chlorine System switchover	Semi-annual
Environmental Services	Pull, inspect, and clean basket screens	Semi-annual
Environmental Services	Fire Hydrant flushing and valve operation	Semi-annual

2024 Capital Projects

Three capital projects were completed in 2024. The project, scope and costs are summarized below.

<u>Project</u>	<u>Scope</u>	<u>Cost</u>
Turbidity analyzer	Purchased turbidity analyzer	\$11,046
Low lift pump starters	Replaced 3 low lift pump starters	\$7,746
Water services (Reid Street)	Replaced twelve residential water services from water main to curb stop with Schedule K copper.	\$77,820

Cardinal Water Plant Maintenance Summary

The following is a summary of scheduled and unplanned maintenance activities that occurred during the reporting period.

<u>Date</u>	<u>System Component</u>	<u>Maintenance Activity</u>
January 4, 2024	Generator	Inspected and serviced radiator.
January 18, 2024	UV System	Updated SCADA logic for UV valve communication.
February 15, 2024	Laboratory Equipment	HACH DR 3900 benchtop spectrophotometer purchased.
February 16, 2024	Alarm communication	Communicator panel and keypad replaced.
February 21, 2024	Compressor	Air supply lines replaced.
February 29, 2024	SCADA	Faulty FBM card replaced.
March 13, 2024	High Lift Pumps	High Lift Pump # 2 starter panel replaced.
March 25, 2024	Portable Generator	Repaired radiator.

<u>Date</u>	<u>System Component</u>	<u>Maintenance Activity</u>
May 7, 2024	Laboratory	Annual re-certification completed.
May 14, 2024	High Lift Pumps	Replaced high lift pump # 3 starter panel
May 28, 2024	Chlorine pumps	Replaced raw chlorine pump.
May 30, 2024	Low Lift Pumps	Replaced low lift pump starter.
June 10, 2024	Turbidity Analyzer	Purchased spare turbidity analyzer.
June 24-25, 2024	Interior Lighting	Upgraded ceiling mounted light fixtures to LED.
June 25, 2024	Low Lift Pump starters	Replaced two low lift pump starters.
July 8-9, 2024	Flocculator Tanks	Drain, clean and inspect flocculator tanks.
August 15, 2024	UV # 1	Capital Controls replaced HDMI screen.
September 18, 2024	Generator	Fuel system inspection.
October 4, 2024	Fire Alarm System	Annual inspection completed.
October 17, 2024	Fire Alarm System	Replaced batteries in panel.
October 29, 2024	Heating System	Serviced boiler.
November 21, 2024	Filter valves	Filter 2A Mac valve controller replaced.
November 21, 2024	Heating System	Thermocouple replaced.

2024 Cardinal Water Distribution Maintenance Summary

The following is a summary of maintenance activities that occurred in the Cardinal Distribution System.

<u>Date</u>	<u>System</u>	<u>Maintenance Activity</u>
April 2, 2024	Distribution	Repaired bent curb stop.
April 3, 2024	Tower	Bi-annual CCTV robotic inspection.
June 24, 2024	Fire Hydrants	Lakeshore Hydrant Services serviced four fire hydrants.
August-September 2024	Distribution	Replaced 12 residential water services on Reid Street (PVC to $\frac{3}{4}$ copper).
July 4, 2024	Fire Hydrants	Extended guard valve casing for hydrant on Walker Street.
August 21, 2024	Distribution	Repaired curb stop- County Road 2.
September 17, 2024	Sample Station	Replaced Walter St. Sample Station.
October 23, 2024	Water Tower	Replaced UPS Battery backup unit.
December 12, 2024	Distribution	Froze water service and replaced curb stop valve on First Street.
December 13, 2024	Distribution	Hand delivered two notices regarding high water consumption detection from residential water meters.
December 30, 2024	Distribution	Replaced leaking residential water service on George Street (PVC to $\frac{3}{4}$ copper).

Drinking Water Quality Management System Activity Summary

The following DWQMS reviews, audits and exercises were completed in 2024 for the Cardinal Water System.

<u>Date Completed</u>	<u>DWQMS Element</u>	<u>Review</u>
January 11, 15, 17, 18, 2024	19	Internal Audit
January 17, 2024	7-8	Risk Assessment
March 6, 2024	14-15	Infrastructure
May 30, 2024	18	Emergency Table Top Exercise
June 5, 2024	19	NSF 3 rd Party Audit
October 28, 2024	20	Management Review

Adverse Water Quality Incidents

The following Adverse Water Quality Incidents occurred in the Cardinal Drinking Water System for the reporting period.

<u>Date</u>	<u>AWQI</u>	<u>Parameter</u>	<u>Standard</u>	<u>Result</u>	<u>Corrective Action</u>	<u>Completion Date</u>
-	-	-	-	-	-	-

Cardinal Water System Complaints

The following table summarizes complaints received and corrective actions undertaken in 2024.

<u>Date</u>	<u>Complaint</u>	<u>Corrective Action</u>
April 5, 2024	High water usage	Advised resident of high-water consumption. Running toilet was repaired by homeowner.
April 22, 2024	Outside tap not working	Outside tap was used to supply temporary water during the County Road 2 project. Plumber repaired tap.
July 9, 2024	Curb Stop	Raise curb stop ahead of driveway paving.
August 21, 2024	Water Pressure George Street	E/S investigated and determined internal plumbing issue with strainers.
October 1, 2024	Water Pooling on roadway (George Street)	On call operator investigated and determined resident was draining pool. No water main or service leak.
December 7, 2024	Low water pressure	On call operator shut curb stop off due to a leak on private property (First St). Homeowner replaced water service to curb stop. New curb stop valve installed.
December 10, 2024	Water Quality	Resident concerned water is drying her skin. E/S attended, took chlorine residual (F-1.89 mg/l), advised water quality is monitored extensively and strict regulations are followed. Resident satisfied with result and issue appeared to be with hot water tank.
December 28, 2024	Water leak	Water service leak at 920 George Street. Water pressure normal. Replaced service on December 30 th .



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole- Administration & Operations

Date: February 10, 2025

Department: Environmental Services

Topic: 2024 Sanitary Collection Performance Report

Purpose: To receive the 2024 Sanitary Collection Performance Report.

Background:

Under Environmental Compliance Approval Linear (ECA) # 155-W601 issued by the Ministry of Environment, Conservation and Parks (MECP), Edwardsburgh/Cardinal is required to prepare and submit an annual performance report for the Sanitary Collection System by March 31st of the following year. The performance report covers the period of January 1st to December 31st, 2024 and is submitted to Municipal Council and the MECP. The report must also be made available for public viewing on the Township website.

The report must summarize monitoring data, preventative and unplanned maintenance activities, bypass or spills for reporting year, alterations to the system and best efforts to reduce collection system overflows or spills.

Policy Implications: A requirement under Environmental Compliance Approval Linear (ECA) # 155-W601.

Strategic Plan Implications: N/A

Financial Considerations: There are no financial impacts associated with receiving the annual performance report.

Recommendation: That Committee recommends that Council receive the 2024 Sanitary Collection Performance Report and direct staff to submit a copy of the report to the MECP prior to the March 31st deadline and post to the Township website.

Handwritten signature of Eric Wemerman in cursive.

Chief Water/Sewer Operator

Handwritten signature of Dan Scott in cursive.

Director of Operations

2024

**2024 Sanitary Collection System
Performance Report.docx**

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**EDWARDSBURGH
CARDINAL**

**Prepared by: Eric Wemerman
For: CAO and Council
1/21/2025**

Introduction

Under the Environmental Compliance Approval Linear (ECA) # 155-W601 issued by the Ministry of Environment, Conservation and Parks (MECP), the Township of Edwardsburgh/Cardinal is required to prepare and submit an annual performance report for the Sanitary Collection System by March 31st of the following year. This performance report covers the timeframe from January 1st to December 31st, 2024, and is submitted to both Municipal Council and the MECP. Additionally, the report will be accessible for public viewing on the Township's website.

The Cardinal Sanitary Collection System consists of four sanitary lift stations, four force mains, and piping that varies in diameter from 200 mm to 450 mm, constructed from clay, PVC, and CIPP lined materials. The flow is directed to the Cardinal Water Control Pollution Plant for treatment.

The Spencerville Sanitary Collection System was constructed in 1989 and comprises roughly 4,000 meters of PVC piping, with diameters varying from 100 mm to 250 mm. This system utilizes two remote pumping stations in addition to one main pumping station, which transports sewage through a 125 mm force main to one of two facultative stabilization ponds for treatment.

The Sanitary Collection System of the Edwardsburgh/Cardinal Industrial Park is composed of gravity pipework with diameters varying from 300 mm to 914.4 mm, constructed from reinforced concrete and PVC materials. The collected flow is directed to Prescott's Water Control Pollution Plant for treatment.

Executive Summary

The yearly performance report provides a comprehensive overview of monitoring data, operational challenges, inspections, maintenance, calibration activities, and overflow incidents related to the Edwardsburgh-Cardinal Sanitary Collection System. This report also summarizes efforts made to mitigate overflows within the collection system.

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System Approvals

System	Linear ECA	Renewal Date
Edwardsburgh/Cardinal Sewage Collection System	155-W601	June 15, 2026

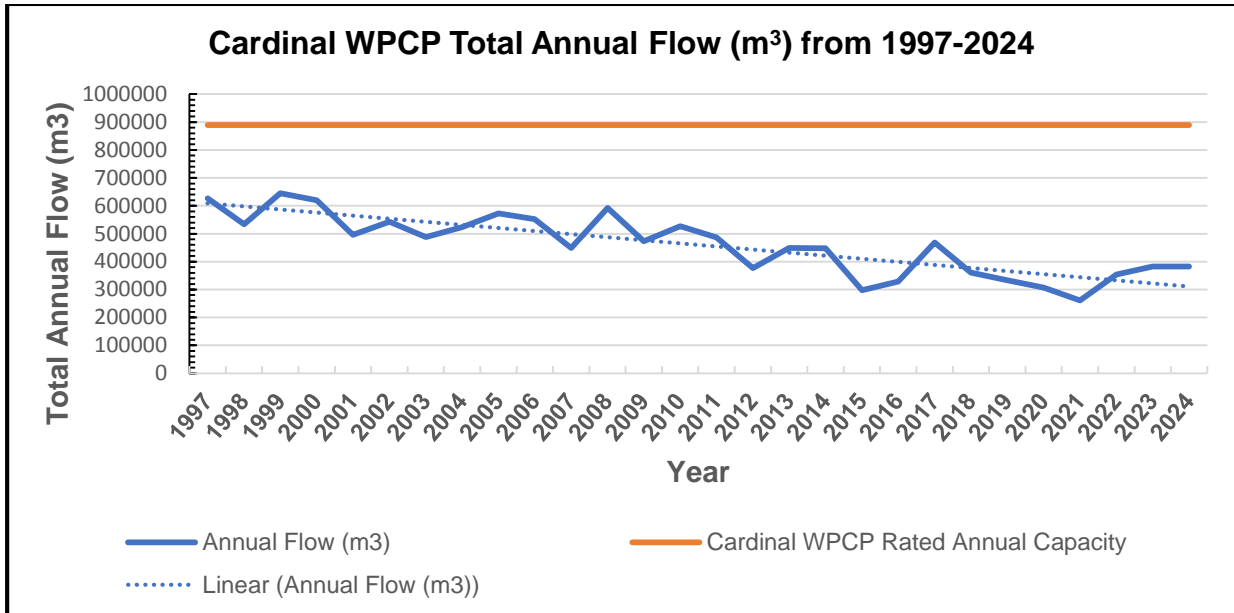
Sanitary Collection System Monitoring Data

2024	Cardinal North Station (m³)	Cardinal South (m³)	Spencerville (m³)	Industrial Park Prescott WPCP (m³)
January	13,876	18,460	5,882	8,536
February	13,803	16,943	6,196	9,182
March	19,146	25,455	6,452	12,029
April	18,972	28,851	5,709	11,493
May	9,929	18,071	3,922	6,225
June	8,628	15,774	4,414	7,090
July	9,826	21,186	4,462	5,837
August	18,793	35,252	3,873	10,679
September	8,693	23,360	2,819	4,967
October	5,892	10,917	2,526	5,596
November	6,281	8,892	2,740	5,033
December	10,489	14,670	3,077	6,233
Summary (m³)				
Minimum	5,892	8,892	2,526	4,967
Maximum	19,146	35,252	6,452	12,029
Average	12,027	19,819	4,339	7,742
Total	144,328	237,831	52,072	92,900
Measurement	Daily Readings collected off ABB Totalizer for all flow on north side of Cardinal.	Calculation. Totalized flow at Cardinal WPCP minus Adelaide Stn Flow.	Readings collected off ABB Totalizer for all Collection System flow.	Prescott WPCP calculates Industrial Park usage by taking the difference from Station 6 and 5 flow meter readings.

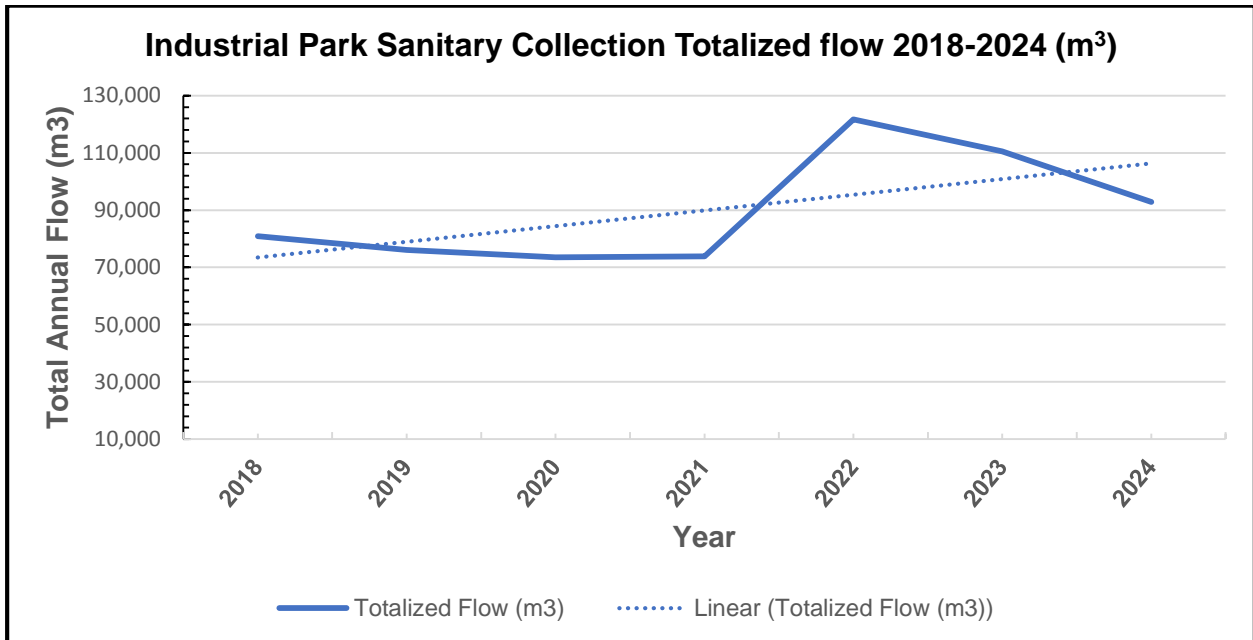
Monitoring Data Trending Review/ 5-year review

Totalized sanitary flow into the Cardinal WPCP has been steadily declining since 1997. This can be attributed to sanitary main replacement, CIPP lining and a potable water metering program.

Cardinal WPCP Totalized Flow

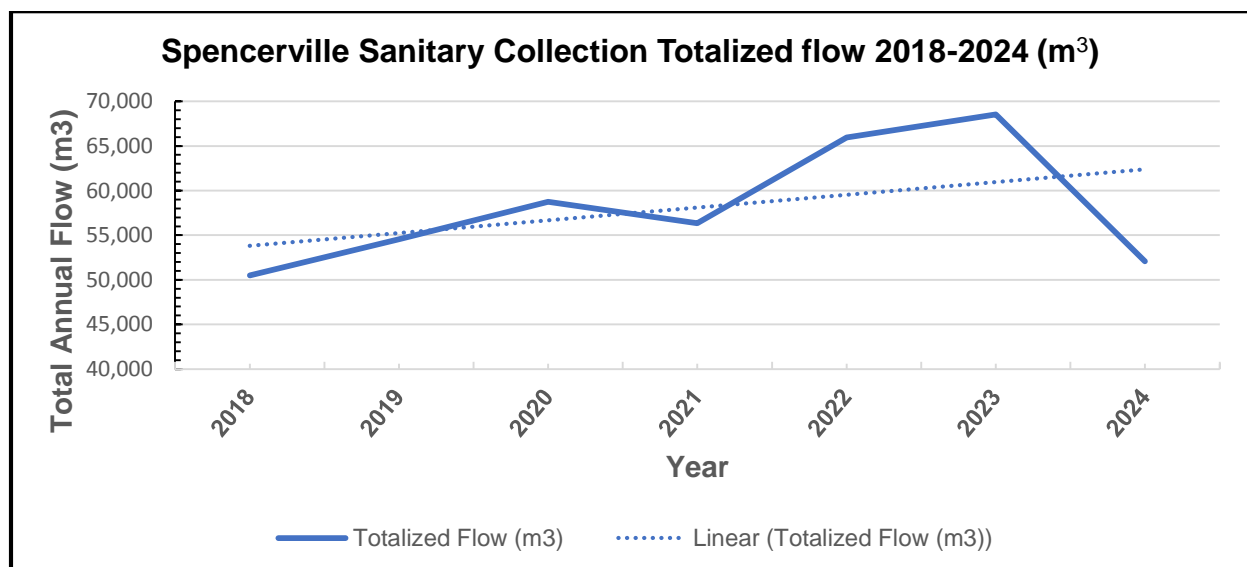


Industrial Park Sanitary Collection Consumption



Totalized flow into the Prescott WPCP steadily declined from 2018 through 2021. Flow increased between 2021 to 2023 due to increased industrial usage and above average precipitation. Totalized flow in 2024 decreased by approximately 16% compared to 2023.

Spencerville Sanitary Collection Annual Consumption Review



Totalized flow into the Spencerville lagoons decreased by approximately 24% from 2023. Sanitary manhole lining was completed in 2024 to address infiltration and reduce extraneous flows.

Inspection, Maintenance, Repair and Operational Problems

The following is a summary of inspection, maintenance, repair and operational problems for the sanitary collection systems.

2024 Inspection, Repairs and Maintenance Summary

CARDINAL SANITARY COLLECTION SYSTEM			
<u>Date</u>	<u>System</u>	<u>Asset ID</u>	<u>Inspection/Corrective Action</u>
January 3, 2024	Adelaide Stn.	604	Heater fan motor replaced.
January 30, 2024	Adelaide Stn Henry Stn.	604 603	High pressure cleaned stations.
February 13, 2024	Adelaide Stn.	604	Semi-annual generator servicing.
February 26, 2024	Adelaide Station	604	Pump # 1 starter relay replaced.
April 25, 2024	Sanitary laterals	1227	CCTV inspected sanitary lateral on Reid Street. No issue identified.
April 29, 2024	Adelaide Stn.	604	Replaced starter-alternative and stop relays for pump # 1.
May 15, 2024	Henry Stn.	603	Replaced pump panel (Capital).
May 16, 2024	Henry Stn.	603	Pump starters replaced.
May 21, 2204	Henry Stn.	603	Greyline pressure board replaced.
May 21, 2024	Perry St	1175	Replaced sanitary lateral.
May 22, 2024	Adelaide Stn.	604	Voltage alarm on generator. Loose wire repaired.
May 23, 2024	Henry Stn.	603	Replaced pump due to seal leak.
May 29, 2024	Adelaide Stn.	604	Replaced start-stop-alternate relays for pump # 2.
June 3, 2024	Henry Stn.	603	Purchased spare 10 HP pump.
June 3, 2024	Sanitary manholes	N/A	Inspected sanitary manholes.
June 4, 2024	Adelaide Stn.	604	Serviced primary DCS communicator.
July 2, 2024	Adelaide Stn.	604	Upgraded DCS communicator.
August 13, 2024	Sanitary manholes	1236	James Street sanitary manholes inspected.
August 27, 2024	Flett Stn.	2608	Clean and inspect floats.
August 28, 2024	Sanitary manholes	1172	Repaired cement benching around pipework in manhole on Walker Street.
September 3, 2024	Sanitary manhole	1222	Removed calcite build up in manhole on Reid Street.
November 12, 2024	Henry Stn.	603	Hosed out station and removed grease.
November 26, 2024	Henry Stn	603	Visual inspection of overflow pipe. Removed weeds.
December 12, 2024	Middle Street	1293	Replaced section of no-corrode lateral pipework.
December 18, 2024	Walker St south.	1178	Flushed sanitary manholes.
SPENCERVILLE SANITARY COLLECTION SYSTEM			
<u>Date</u>	<u>System</u>	<u>Asset ID</u>	<u>Inspection/Corrective Action</u>
January 2-3, 2024	Station 1	2605	Overload relays replaced.
January 5, 2024	Station 1	2605	Replaced faulty overload relay.
January 19, 2024	Station 1	2605	Pull north pump and unplug.
January 28, 2024	Station 1	2605	Pull north pump and unplug.

<u>Date</u>	<u>System</u>	<u>Asset ID</u>	<u>Inspection/Corrective Action</u>
January 30, 2024	All stations.	2605-2607	High pressure cleaned.
February 1, 2024	Station 1	2605	Serviced north pump impellor.
February 13, 2024	Station 1	2605	Semi-annual generator service.
February 19, 2024	Station 1	2605	Removed blockage from pump.
February 26, 2024	Station 1	2605	Removed blockage from pump.
February 29, 2024	Station 1	2605	Replaced north pump.
March 11-15, 2024	Sanitary manholes	N/A	Five sanitary manholes sealed to address infiltration. (Capital)
March 15, 2024	Station 1	2605	Removed blockage from pump.
March 21, 2024	Station 1	2605	Serviced pump impellor.
April 12, 2024	Station 1	2605	Removed blockage from pump.
April 16, 2024	Station 1	2605	Pulled north pump- inspect impellor.
April 18, 2024	Social media	N/A	Social media posting on what shouldn't be flushed.
April 18, 2024	Station 1	2605	Replaced north pump base plate. Starter relays and capacitors replaced.
April 25, 2024	Station 1	2605	Serviced pump panel.
May 1, 2024	Station 1	2605	Service north pump seal and replaced capacitor.
May 2, 2024	Station 1	2605	Ordered new face plate assembly for north pump.
June 19, 2024	Station 1	2605	Replaced capacitors and unplugged pump.
June 26, 2024	Station 1	2605	Pump starter relay replaced.
July 2, 2024	Station 1	2605	Serviced pump panel.
July 15, 2024	Station 1	2605	Semi-annual generator servicing
July 19, 2024	Station 1	2605	IECBL adjusted pump relay settings as per manufacturer's directions.
July 25, 2024	Station 1	2605	Engineering meeting for pump/panel replacement project.
August 1, 2024	Station 1	2605	5-year generator servicing maintenance completed.
August 14, 2024	Spencerville	N/A	15 sanitary manholes inspected.
August 21, 2024	Lagoon Building	590	Replaced collection system mag meter.
August 27, 2024	Spencerville	N/A	16 sanitary manholes inspected.
September 18, 2024	Station 1	2605	Fuel system inspections completed.
September 18, 2024	Station 1	2605	Removed blockage from pump.
October 9, 2024	Station 1	2605	Replaced stop float.
October 21, 2024	Station 1	2605	Replaced north pump starter relay.
October 29, 2024	Station 1	2605	Fuel delivery received.
November 4, 2024	Station 1	2605	IECBL serviced pump starters.
November 26, 2024	Station 1	2605	Visual inspection of overflow. No issues identified.
INDUSTRIAL PARK SANITARY COLLECTION SYSTEM			
<u>Date</u>	<u>System</u>	<u>Asset ID</u>	<u>Inspection/Corrective Action</u>
August 29, 2024	Sanitary service	N/A	Contractor installed a new sanitary lateral service at Alantra.

Cardinal Sanitary Collection Rehabilitation Program

Ongoing efforts are occurring to reduce extraneous flow into the collection and treatment systems. Below is a summary of capital maintenance activities since 2011.

Year	Street	Project
2011	Joseph Street	CIPP lined.
2011	George Street	CIPP lined.
2012	East Street	CIPP lined.
2012	Victoria Street	CIPP lined.
2012	Middle Street	CIPP lined.
2012	Dundas Street	CIPP lined.
2012	Gill Street	Sanitary main and manholes replaced.
2013	Hoy Street	CIPP lined.
2013	Adelaide Street	CIPP lined.
2013	County Road 2	CIPP lined.
2016	James Street	Sanitary main and manholes replaced.
2017	Walter St Easement	CIPP lined
2018	William-Henry Easement	CIPP Lined
2018	Walker Street	Sanitary main and manholes replaced.
2019	Marjorie Street	CIPP lined.
2022	Helen/Walker to Helen/Shanly Road.	CIPP lined.
2023	County Road 2/St Lawrence to 740 County Road 2.	Sanitary main and manholes replaced.
2024	Sanitary manholes	Spin casted three sanitary manholes for ensure structural stability and address infiltration.

Sanitary Main flushing and CCTV Inspection Program

Edwardsburgh Cardinal routinely high pressure cleans sanitary mains to reduce the likelihood of backups. CCTV inspections are completed to assess and identify structural defects and prioritize mains for CIPP work or replacement.

CARDINAL SANITARY COLLECTION SYSTEM			
Year	Street	Cleaning	CCTV Inspection
2018	Walker-Adelaide-Marjorie	High Pressure cleaning.	Walker Street
2019	Dishaw-Canal-West	High Pressure cleaning.	N/A
2020	County Road 2	High Pressure cleaning.	N/A
2021	George-Benson-Helen, William-Flett-Loyalist	High Pressure cleaning.	William and Helen Street
2022	East-Middle- Victoria- Dundas	High Pressure cleaning.	N/A
2023	Dundas West easement	High Pressure cleaning.	Dundas St
2023	New- Adelaide West	High Pressure cleaning.	New Street.
2024	County Road 2	High Pressure cleaning.	N/A
2024	Reid	High Pressure cleaning.	Reid Street
2024	Walker South	High Pressure cleaning.	N/A
2024	Walker St South-Canal and West	High Pressure cleaning.	CCTV inspected
2024	Meadowlands- Maple- St Lawrence	High Pressure cleaning.	N/A
2024	James-New-Middle	High pressure cleaning.	CCTV inspected

SPENCERVILLE SANITARY COLLECTION SYSTEM			
Year	Street	Cleaning	CCTV Inspection
2012	Goodin-Bennett-South, Spencer-David-Cedar- Irving Water Streets	High Pressure Cleaning	CCTV inspected
2020	Center- Ryan-David, Cedar-Charles-Irving, South- Station 3 force main.	High Pressure cleaning	CCTV Inspected
2022	Charles-David-Cedar, Irving	High Pressure cleaning	CCTV Inspected
2023	County Road 44/Sloan to Pumping Station # 1.	High Pressure cleaning	N/A
INDUSTRIAL PARK SANITARY COLLECTION SYSTEM			
Year	Street	Cleaning	CCTV Inspection
2016	Giant Tiger Blvd.	High Pressure Cleaning	CCTV Inspected
2016	County Road 2	High Pressure Cleaning	CCTV Inspected
2020	Commerce Drive	High Pressure Cleaning	

Summary of Calibration and Equipment Maintenance

Capital Controls is sub-contracted to complete annual calibrations and repairs to process equipment. The following work was completed during the 2024 review period.

<u>Date</u>	<u>System</u>	<u>Activity</u>	<u>Corrective Action (if applicable)</u>
August 23, 2024	Spencerville	Calibration	Calibration passed.
June 18, 2024	Adelaide Station	Calibration	Calibration passed.
December 27, 2024	Spencerville	Flow rate error message	Capital control troubleshooted, flow meter totalizing normal. Alarm reset. No cause identified. Flow meter calibrated and passed verification.

Summary of Complaints

The following complaints were received during the reporting year.

<u>Date</u>	<u>System</u>	<u>Complaint</u>	<u>Corrective Action(s)</u>
January 3, 2024	Cardinal	Sewer lateral blockage due to stones.	Cavanaugh Construction high pressure cleaned County Road 2 sanitary main and laterals.
April 6, 2024	Cardinal	Sanitary main stoppage (Walker St South)	High pressured cleaned. No complaints from residents.
May 1, 2024	Cardinal	Lateral stoppage	Perry Street lateral augured and CCTV inspected. Section of lateral replaced from curb to main with PVC.
May 29 & June 13, 2024	Cardinal	Sanitary main stoppage	Routine inspection identified a blockage on Walker Street South. Aqua Drain contracted to high pressure clean and CCTV inspect.
August 8, 2024	Cardinal	Sanitary lateral stoppage	No corrode pipework on private property. Homeowner replaced.
August 16, 2024	Cardinal	Lateral Stoppage	Gill Street lateral augured and CCTV inspected. Private property issue (no corrode piping).
September 12, 2024	Cardinal	Lateral Stoppage	Lateral augured and CCTV inspected. No corrode pipework on private property. Homeowner replaced.

Date	System	Complaint	Corrective Action(s)
October 25, 2024	Cardinal	Lateral Stoppage	Plumber augured and CCTV inspected lateral on New Street. Issue identified on private property.
December 10, 2024	Cardinal	Lateral stoppage	Plumber augured but was unable to clear obstruction. Replaced section of no corrode pipework on December 11 th .
December 14, 2024	Cardinal	Lateral stoppage	Lateral stoppage on Middle Street). Issue identified on private property.

Alterations to Authorized System

There were no alterations completed in 2024.

Collection System Overflows and Leaks

Date	Start Time	End Time	Volume (m ³)	Loading Concentration	Disinfection
-	--	-	-	-	-

Efforts made to reduce Collection System Overflows, Spills, STP Overflows and/or STP Bypasses.

Edwardsburgh/Cardinal proactively works to reduce infiltration and collection system overflows through preventative maintenance, repairs and capital replacement projects.

Cardinal Collection System

- Three sanitary manholes were repaired to address infiltration and reduce extraneous flows.
- Pump start/stop and alternative relays were replaced in the Adelaide Street pump panel.
- Henry St pump panel and pump were replaced.
- Purchased spare pump for Henry Street Station for added redundancy.
- Sanitary mains high pressure cleaned and CCTV inspected.
- Routine inspection of sanitary manholes to confirm structural integrity are ongoing.
- High pressure cleaned sanitary pumping stations.

Spencerville Collection System

- Replaced north pump at Spencerville Station # 1.
- Five sanitary manholes were sealed and repaired to address infiltration.
- Replaced starter relays and capacitors at Spencerville Station # 1.
- Replaced stop float at Spencerville Station # 1.
- Engineering ongoing for pump/panel and rail system replacements for Spencerville Station # 1. (2025 project)
- Ongoing routine inspection of sanitary manholes to confirm structural integrity.
- High pressure cleaned sanitary pumping stations.

Monitoring

Sanitary pumping stations in Cardinal, equipped with Greyline level transmitters, are also fitted with a secondary pressure sensor to mitigate the impact of signal losses. This feature enhances redundancy and minimizes the likelihood of overflows or bypass events.

Routine inspections are conducted three times weekly at all sanitary pumping stations. Pump amperages are monitored to confirm proper performance. Pumps exhibiting elevated amperage levels are removed for cleaning and inspection. Additionally, high-level and power loss alarms are tested on a weekly basis to ensure the effective transmission of alarm signals.



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: February 10, 2025

Department: Fire

Topic: 2024 MTO Report

Background: When the fire department responds to an emergency on a provincial highway and approved services are performed, the MTO will pay the Municipality a rate of \$570.50 per vehicle/hour for up to 3 vehicles, unless the circumstances require more.

When submitting a claim to the MTO; all services performed, supplies used, and fire apparatus' purpose must be documented in detail. Only apparatuses that perform a service qualify for payment. In the event that more than one fire department responds to an incident, only one claim can be made to the MTO. Upon payment from MTO, the host Municipality then distributes the funds as appropriate.

Services eligible for payment include; vehicle extrication, vehicle stabilization, fire extinguishment, spill containment, traffic control and stand-by if requested by OPP. Rendering first aid, directing traffic and no service calls, i.e., a vehicle in the ditch with no injuries are examples of highway responses that do not qualify for payment.

No-service MTO calls is a priority by the Ontario Association of Fire Chiefs. Unfortunately, multiple requests for data have been unsuccessful, indicating a lack of support for this issue. Staff assisted Leeds and Thousand Islands with data and documentation for their MTO delegation at ROMA in January. Staff continue to document all responses and invoice the MTO when approved services have been performed.

With EMS transitioning to the Medical Priority Dispatch System, staff expect to see a decrease in no-service calls. A car in the ditch with no further information will now be a low priority call and not trigger a fire department response.

Fire department Officers do an excellent job delegating services that are both "approved" by the MTO and appropriate in the circumstances to mitigate the situation.

2024 MTO Report					
Submitted			Not Submitted		
Date	Hwy	Amount	Date	Hwy	Amount
1/28/2024	416	\$1,679.58	1/11/2024	416	\$1,119.72
2/29/2024	416	\$2,519.37	1/12/2024	416	\$1,119.72
3/4/2024	416	\$2,567.37	1/12/2024	416	\$1,119.72
4/12/2024	401	\$2,669.37	1/25/2024	416	\$559.86
6/11/2024	401	\$2,859.51 *	01/27/2024	401	\$1,679.58
6/29/2024	416	\$1,679.58	3/20/2024	416	\$1,119.72
9/12/2024	416	\$1,679.58	3/24/2024	416	\$1,119.72
11/30/2024	416	\$559.86	4/9/2024	416	\$1,679.58
12/1/2024	416	\$559.86	5/13/2024	416	\$0.00
12/1/2024	416	\$1,119.72	5/23/2024	416	\$1,119.72
12/28/2024	416	\$1,679.58	7/31/2024	416	\$1,119.72
12/29/2024	416	\$2,799.30	8/16/2024	416	\$1,119.72
			9/1/2024	416	\$1,119.72
			9/12/2024	416	\$1,679.58
			9/14/2024	401	\$1,119.72
			10/1/2024	416	\$1,119.72
			11/2/2024	401	\$1,119.72
			11/5/2024	416	\$559.86
			11/24/2024	416	\$1,119.72
			12/1/2024	416	\$1,679.58
			12/1/2024	416	\$1,119.72
			12/1/2024	416	\$1,679.58
			12/15/2024	416	\$1,119.72
		\$22,372.54	12/16/2024	416	\$559.86
*Less \$1519.72 to PFD		- \$1519.72			
		\$20,852.82			\$26,873.28


 Fire Chief



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: February 10, 2025

Department: Fire

Topic: Fire Service Communications System Upgrade

Background: Fire Department communications in Leeds and Grenville is delivered using assets owned by both the county and the City of Brockville.

The UCLG own and maintain 8 radio sites across the County that provide digital radio and paging for fire departments throughout Leeds and Grenville. The UCLG also maintain the GIS mapping and address information used by the computer aided fire dispatch system Crisys.

Dispatching services are provided by the City of Brockville under a fire dispatch service agreement. Brockville is responsible for the computer aided dispatch system, Motorola dispatch consoles and all other associated items such as updates, uninterruptable power systems, back-up dispatch center etc.

In 2014 UCLG transitioned from analog to digital P25 communications and paging. The transition included new Motorola equipment at the radio sites, fire dispatch and new user gear for fire departments. In 2017 the Counties entered into a 10-year service agreement with Bell Mobility that included 3 system upgrades. The final upgrade is scheduled for April 2025 and will allow the current system to continue to be supported by Motorola for at least 2 more years.

Given that significant upgrades and support costs are anticipated to support the communications system beyond 2027, and that the system has not been evaluated in over 10 years, the Counties are engaging in a study to review the system and develop an upgrade strategy. The fire chiefs of UCLG have established a communications committee that will be working with county staff and the consultant to ensure any system updates meet the needs of the fire service.

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

Fire Chief



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: February 10, 2025

Department: Administration

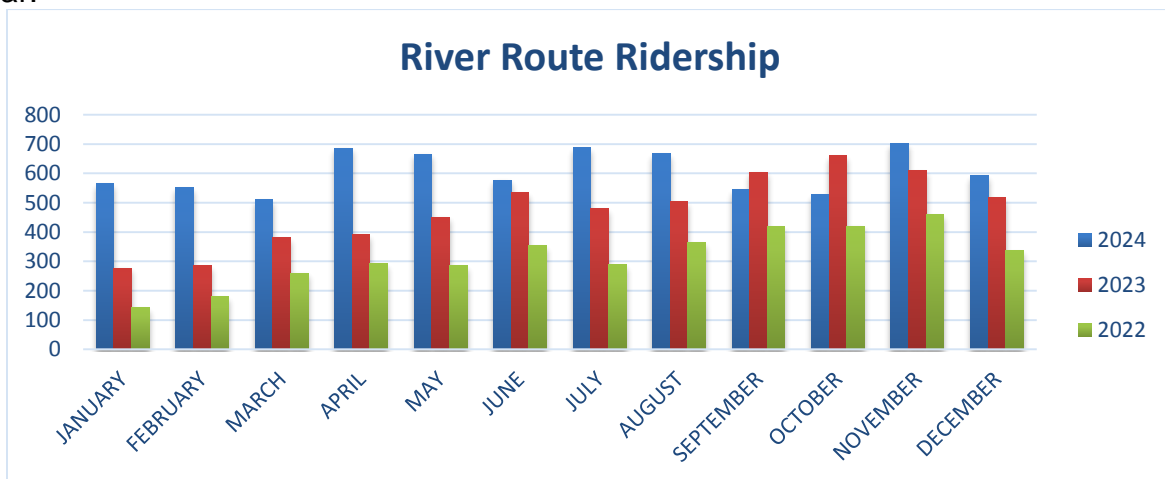
Topic: 2024 River Route Transit Report

Purpose: To review the 2024 revenue/expenses, proposed 2025 draft budget and recommend renewing the partnership agreement for the upcoming period between April 1, 2025 to March 31, 2026.

Background: The River Route Transit Service Partnership Agreement between the Township of Augusta, City of Brockville, Township of Edwardsburgh Cardinal, and the Town of Prescott requires a yearly review by the partners to affirm their commitment to renew the agreement.

The information contained below is meant to assist in evaluating the River Route Transit Service.

Ridership on the River Route increased 28% in 2024 with a total ridership of 7,277. Total ridership in 2023 and 2022 was 5,694 and 3,805 respectively. The initial ridership target set for the River Route when it began in 2021 was to get to 25 daily riders. The River Route service surpassed this target in 2024 – averaging 29.3 daily riders for the year.



In 2024 the City of Brockville modified their policy to allow Youth 14 and under to ride for free; prior it was five and under. This policy change extended to the River Route. With the change, the number of Youth rides increased to 350, which was previously 94 and 36 in 2023 and 2022. Staff reported an increase in high school students using the River Route to get home after High School extra-curricular activities (e.g. sports practices, club meetings) that extend after school bus hours.

The City of Brockville is in the process of installing Automated Vehicle Location (AVL) devices on all buses, including the River Route. It will allow for recording time and location of riders getting on and off the bus. This data will allow for better route planning and understanding of ridership patterns moving forward.

Policy Implications: The partnership agreement expires on March 31, 2025. The agreement requires each partner municipality to provide written notice by February 28 of their intention to either renew for the upcoming 12-month period or their wish to terminate participation in the agreement. A copy of the partnership agreement is attached.

Strategic Plan Implications: Aligns with the strategic pillars of Liveable Community and Good Governance. 1.1 - seek out opportunities with neighbouring municipalities and organizations to enhance the community living experience and 2.3 - ensure that services delivered are effective and efficient

Financial Considerations: Each of the three municipalities contributed \$30,000 for the 12-month period which was sufficient to cover the operating costs for 2024. A contribution from each municipality of \$30,000 for 2025 will be sufficient to cover the operating costs. Our contributions in prior years were covered through the modernization reserve fund however this fund is now used up.

The cost share for each municipality for 2024 is \$4,067 lower than budgeted due to increased ridership revenue and fuel costs being lower than expected. The success of the River Route Transit Service is measured on the concept of continuous improvement in decreasing the cost per ride. Cost per rider will be calculated by taking the total operating expenses of the River Route Transit Service and dividing by the number of rides provided for the applicable period of time. In 2022 the cost per ride was \$43.20. The increase in ridership in 2023 resulted in a decrease in the average cost per ride to \$29.90. A further increase in ridership in 2024 has decreased the estimated cost per ride to \$22.93.

The 2025 Budget has been developed accounting for inflation increases in costs with an overall aim to increase ridership by 5%.

The table below provides the financial results to December 31, 2024 and draft 2025 budget.

	2024 Total	2024 Budget	2025 Budget	2023 Total	2023 Budget	2022 Total
Revenue						
Bus Fares	29,438	25,996	30,910	25,239	20,220	19,258
EOLC Pilot Funding	-	-	-	-	-	-
Provincial Gas Tax (Est.)	71,516	78,086	75,695	72,970	74,271	71,553
Augusta	21,972	26,040	23,339	24,018	26,270	25,382
Edwardsburgh Cardinal	21,972	26,040	23,339	24,018	26,270	25,382
Prescott	21,972	26,040	23,339	24,018	26,270	25,382
Total Revenue	166,870	182,200	176,621	170,262	173,300	166,956
Expenses						
Salaries	110,873	119,900	116,416	115,027	116,400	113,008
Fuel	34,805	42,000	38,285	37,162	40,000	38,090
Maintenance	14,518	18,800	15,244	17,904	15,400	14,660
Tickets, Signs, Prog	6,675	1,500	6,675	170	1,500	1,197
Total Expenses	166,870	182,200	176,621	170,262	173,300	166,956
Ridership						
Total Rides	7,277	4,058	7,641	5,694	4,058	3,865
Operating Days	248	252	250	249	252	252
Rides per Day	29.34	16.10	30.56	22.87	16.10	15.34
Continuous Improvement Measurement						
Cost per Ride	22.93	44.90	23.12	29.90	42.71	43.20

Additional Considerations for 2025

The use of a spare bus from the City of Brockville made it possible to get the River Route Transit Service off the ground. The City of Brockville typically replaces buses on a 6-year lifecycle. The River Route has been using a bus slated for replacement for a 7th year when it would typically be disposed. 2025 will be the final year that Brockville will have a bus available to extend one additional year, with no replacements scheduled before 2028. The Federal government has a Rural Transit Solutions Fund grant program targeting transit service servicing populations smaller than 50,000. The grant will cover up to 80% of the cost of buses and shelters.

Council could consider supporting and contributing to the Town of Prescott application submission to the Rural Transit Solution Fund that, if successful, would provide a dedicated bus for the River Route service. Up to an additional \$12,000 would be required to cover our portion of the new bus if successful. There is already \$18,000 in

reserve from each municipality at the end of 2024. The estimated cost of the bus is \$180,000. The asset would be the Town of Prescott's.

The Ontario Transit Infrastructure Fund is a provincial grant used to support the start-up and growth of transit projects. Projects must expand service to unserved areas or close a demonstrable transit gap to be eligible. The Town of Prescott will be exploring this funding option for expanding hours of service and/or route locations and returning with details for consideration.

Alternatives: Council could decide to not proceed with continuing to support the ongoing operation of the River Route System which would cease operation on March 31, 2025.

Recommendation: That Committee recommends that Council: 1) Renew the River Route Transit Service Partnership Agreement for the upcoming period of April 1, 2025 to March 31, 2026; and 2) Direct staff to work with the Town of Prescott staff to explore funding options to support a new bus purchase and expanded hours of operation and return with details for consideration; and 3) Include our portion (upset of \$42,000) into the 2025 budget and cover the expense through general taxation.



Director of Operations

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

BY-LAW NO. 2022-61

**“A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE THE
RIVER ROUTE TRANSIT SERVICE PARTNERSHIP AGREEMENT”**

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 Municipal Council deems it desirable to enter into the River Route Transit Partnership Agreement with the Township of Augusta, City of Brockville, and Town of Prescott to provide transportation services within the municipality.

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

1. That the Mayor and Clerk is hereby authorized to execute the River Route Transit Partnership Agreement, attached hereto as Schedule “A” and forming part of this bylaw.
2. That this by-law shall come into force and take effect on the date of passing.

Read a first and second time in open Council this 26 day of September, 2022.

Read a third and final time, passed, signed and sealed in open Council this 26 day of September, 2022.

Mayor

Clerk

RIVER ROUTE TRANSIT SERVICE PARTNERSHIP AGREEMENT

THIS AGREEMENT made this 11 day of Oct, 2022.

BETWEEN:

TOWNSHIP OF AUGUSTA

- and -

CITY OF BROCKVILLE

- and -

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH CARDINAL

- and -

CORPORATION OF THE TOWN OF PRESCOTT

1. Definitions

In this Agreement, the following are defined terms:

"Bus" means a vehicle that is capable of carrying more than nine passengers and meets all federal and provincial requirements to be used as for a municipal public transit service.

"River Route Transit Service" means the public bus service operated by the City of Brockville traversing a route through the Township of Augusta, Township of Edwardsburgh Cardinal and Town of Prescott.

2. Term

The term of this agreement shall run from April 1, 2022 to March 31, 2023 which coincides with the Provincial Gas Tax funding year.

3. Renewal

Each partner shall provide written notice of their intent to renew this agreement for 12 months (April 1st to March 31st) by February 28th of each year.

4. Termination

If a partner wishes to terminate their participation in this agreement, they must provide written notice by February 28th for termination on March 31st.

5. Service Provider

The City of Brockville shall act as the service provider for the River Route Transit Service. These responsibilities include the following:

- Operation of a bus that meets all federal and provincial requirements
- Provide qualified staffing to operate the bus
- Provide fuel for the bus
- Provide the preventative and remedial maintenance on the bus
- Provide adequate vehicle and liability insurance for the operation of the bus
- Track all incremental revenue and expenses related to the River Route Transit
- Track daily ridership data by stop and provide on a weekly basis
- Provide monthly financial data on the revenues and expenses of the River Route Transit by the 21st calendar day of each month for the month prior
- Provide the information necessary to complete the reporting requirements for the Provincial Gas Tax Funding Program
- Invoice the Town of Prescott for the net expense of the River Route Transit Service

6. Financial Arrangements

As the Service Provider, the City of Brockville will be reimbursed for all incremental expenses to operate the River Route Transit Service, including the following:

- Qualified staffing to operate the bus
- Fuel for the bus
- Preventative and remedial maintenance on the bus

The Township of Augusta, The Corporation of the Township of Edwardsburgh Cardinal, and the Town of Prescott shall share equally in the cost net expense to operate the River Route Transit Service. The net expense to operate the River Route Transit Service will be calculated as follows:

- Plus User Fees Collected for the River Route Transit Service
- Plus Provincial Gas Tax Funding received by the Corporation of the Town of Prescott on behalf of the Township of Augusta, the

Corporation of the Township of Edwardsburgh Cardinal, and the Corporation of the Town of Prescott – April 1st to March 31st

Less: Incremental expenses of the City of Brockville to operate the River Route Transit Service

Equals Net Expense to operate the River Route Transit Service

The Oversight and Operating Committee will be responsible for preparing and agreeing on the annual operating budget by January 15th of each year and this draft budget will be forwarded to each municipality for presentation to Council for review and consideration.

7. Staff

The City of Brockville will be responsible for all staffing and contractors related to the operation of the River Route Transit Service.

These staff and contractors will have employment and/or contractual arrangements with the City of Brockville and not with the Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, or the Corporation of the Town of Prescott.

All issues or disputes between the City of Brockville and their employees and/or contractors is specifically to exclude the Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, or Corporation of the Town of Prescott as nothing in this agreement shall be construed or understood to create a contractual obligation between the Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, or the Corporation of the Town of Prescott and employees and/or contractors working for the City of Brockville to operate the River Route Transit Service.

8. Administrative Lead

The Corporation of the Town of Prescott agrees to act as the administrative lead for the River Route Transit Service, responsible for the following:

- Applying for, receiving, and reporting to Provincial Gas Tax Funding Program on behalf The Township of Augusta, The Corporation of the Township of Edwardsburgh Cardinal, and the Corporation of the Town of Prescott.
- Invoicing the Township of Augusta and the Corporation of the Township of Edwardsburgh Cardinal on a quarterly basis for their financial contribution to the River Route Transit Service
- Payment to the City of Brockville for the monthly invoice for incremental expenses to operate the River Route Transit Service
- For receiving and assembling the ridership and financial data to be reported to the Township of Augusta and Corporation of the Township of Edwardsburgh Cardinal formally on a quarterly basis and on an as needed basis as requested

- The Chief Administrative Officer for the Corporation of the Town of Prescott will act as the Chair the Oversight and Operations Committee but will not have a vote when determining consensus to avoid creating an unbalance the representation between the partners.

9. Oversight and Operations Committee

Each party to the agreement shall appoint two staff members to an Oversight and Operating Committee. The Committee will be responsible for reviewing and deciding on the following in relation to the River Route Transit Service:

- Hours of operation
- Route travelled
- Stop locations
- User Fees
- Annual operating budget
- Marketing and promotions

Decisions of the Committee will be based on consensus and with the agreement of the City of Brockville that they can be reasonably implemented. Any decision that would increase the net cost of the River Route Transit Service above the budgeted yearly contribution, will be brought to each individual Council for contemplation.

The Oversight and Operations Committee will meet at least quarterly and on an as needed basis at the request of any member of the Committee. Semi-annual updates on Committee activities will be provided at the Tri-Council meeting.

10. Bus Vehicle

The City of Brockville is currently in the process of replacing their fleet of buses over the next several years. The River Route Transit Service will use the buses that are slated for replacement until it is no longer feasible to do so.

The Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, and the Corporation of the Town of Prescott will be responsible for purchasing a replacement bus on or before the date at which it is no longer feasible for the City of Brockville to provide a bus that has been slated for replacement due to age, maintenance, repairs, or operating costs. It is estimated that a replacement will need to be purchased in 2025 or 2026 based on the current bus replacement plan. Approval of the capital contributions and the decision to purchase a bus will require Council approval from the applicable municipalities.

The Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, and the Corporation of the Town of Prescott will seek out any and all Federal and Provincial funding programs to offset the cost of a new bus. The net cost of a new bus which shall be calculated by the cost of a new bus less any funding received for the new bus shall be shared equally between The Township of Augusta, Corporation

of the Township of Edwardsburgh Cardinal, and the Corporation of the Town of Prescott.

11. Continuous Improvement

The success of the River Route Transit Service will be measured based on continuous improvement in decreasing the cost per ride. Cost per rider will be calculated by taking the total operating expenses of the River Route Transit Service and dividing by the number of rides provided for the applicable period of time.

12. Dispute Resolution

The Chief Administrative Officer or designate of each partner will act as the dispute resolution body.

13. Mutual Indemnity

Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, and Corporation of the Town of Prescott agree to and shall indemnify and hold harmless the City of Brockville for any legal fees, disbursements, damages, or other related or associated expenses arising out of any action against the City of Brockville relating to the operation of the River Route Transit Service.

This indemnity clause shall not apply if the City of Brockville or its staff is determined to be negligent by a court of competent jurisdiction.

The City of Brockville agrees to and shall indemnify and hold harmless the Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, and Corporation of the Town of Prescott for any legal fees, disbursements, damages, or other related or associated expenses arising out of any action against the Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, or Corporation of the Town of Prescott relating to the operation of the River Route Transit Service.

This indemnity clause shall not apply if the Township of Augusta, Corporation of the Township of Edwardsburgh Cardinal, or Corporation of the Town of Prescott or its staff is determined to be negligent by a court of competent jurisdiction.

14. Compliance with Laws

All parties agree that itself, its employees, representatives and agents shall at all times comply with any and all applicable federal, provincial and municipal laws, by-laws, statutes, rules, regulations and orders in respect of the performance of this Agreement.

15. Time

Time shall be of the essence of this Agreement.

16. Non-Assignability

A party shall not assign any of its rights or obligations under this Agreement, without the written consent of the other parties, and such consent shall not be unreasonably withheld.

17. No Waiver

No waiver of any breach of any term or condition of this Agreement shall be construed to waive any subsequent breach of the same or any other term or condition of this Agreement.

18. Notices

Any notice, request, demand, consent, approval, correspondence, report or other communication required pursuant to or permitted under this Agreement must be in writing and must be given by personal delivery, or transmitted by fax, email or other electronic medium that provides a hard copy, or be sent by first class mail, postage or charges prepaid, and addressed to the parties to whom it is intended at its address as set out below:

Township of Augusta
3560 County Road 26
Prescott, ON, K0E 1T0
Phone: 613 925-4231

City of Brockville
1 King Street West
P.O. Box 5000
Brockville, ON, K6V 7A5
Phone: 613 342-8772
Fax: 613 342-8780

Township of Edwardsburgh/Cardinal
18 Centre Street
P.O. Box 129
Spencerville, ON, K0E 1X0
Phone: 613 658-3055
Fax: 613 658-3445

Town of Prescott
360 Dibble St W,
Prescott, ON, K0E 1T0
Phone: 613 925-2812
Fax: 613 925-4381

19. Severability

If any provision of this agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

20. Governing Law

This agreement shall be governed by the laws of the Province of Ontario.

21. Authority

Each Party has full power and authority to enter into and perform this contract, and the person signing this contract on behalf of the respective Party has been properly authorized and empowered to enter into this contract. Each Party further acknowledges that it has read this agreement, understands it, and agrees to be bound by it.

22. Substitution and Changes

Substitution or changes may be made in writing to this Agreement, by mutual consent of the parties.

23. Headings not Controlling

Headings and titles used in this Agreement are for reference purposes only and shall not be deemed a part of this Agreement.

24. Entire Agreement

This Agreement contains the entire understanding of the Parties hereto and neither it nor the rights and obligations hereunder may be changed, modified or waived except by an instrument in writing signed by the parties hereto.

25. Binding Effect

This Agreement will endure to the benefit of, and be binding upon, the Parties and their respective successors, administrators and assigns.

In witness whereof the Parties have caused this Agreement, which shall inure to the benefit of and be binding upon the successors of the respective Parties, to be signed and entered as of the date first mentioned above.

SIGNED, SEALED AND DELIVERED

in the presence of:

Township of Augusta

Per:

Day McDele

Mayor

Janette Sim

Clerk

We have authority to bind the Corporation.

City of Brockville

Per:

[Signature]

Mayor

[Signature]

Clerk (Acting)

We have authority to bind the Corporation.

**Corporation of the Township of
Edwardsburgh Cardinal**

Per:

[Signature]

Mayor

[Signature]

Clerk

We have authority to bind the Corporation.

Corporation of the Town of Prescott

Per:



Mayor



Clerk

We have authority to bind the Corporation.



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: February 10, 2025

Department: Community Development and Operations

Topic: Blue Box Transition Update

Background: The Blue Box Regulation shifts financial and operational responsibility for recycling programs from municipalities to producers of packaging and paper products. Edwardsburgh Cardinal transitioned to this new system on February 1, 2025. This change applies to all residential properties, with minimal disruption expected for residents during the transition period, which continues until December 31, 2025.

For Industrial, Commercial, and Institutional (ICI) properties, the regulation excludes recycling collection from the producer-funded program. The Township has taken steps to ensure these properties are informed and supported during this transition based on the consensus outcome at the October 15 Committee of the Whole – Administration & Operations.

Key Actions Taken

1. Communication to Residents

A news release was prepared and shared on the Township’s website and social media channels and printed on mailed curbside collection schedules. The communication highlights that:

- There are no changes to the materials residents can recycle or the collection schedule in 2025.
- Residents with recycling inquiries should contact Emterra, which is managing the program on behalf of Circular Materials.
- Garbage collection services remain unchanged and will still be managed by the Township, through HGC.
- FAQs were included to address common questions and clarify the roles of Circular Materials, Emterra, and HGC.

2. Communication to ICI Properties

Letters were sent to all ICI property owners outlining their exclusion from the producer-funded system. Key points included:

- The Township will extend HGC's contract to provide recycling collection for ICI properties in 2025, at a cost of approximately \$120 per property, to be billed in January 2026.
- An **opt-out option** was provided for properties that do not require municipal curbside recycling collection.
- A caution that ICI property owners will be responsible for arranging their own recycling services as of January 1, 2026.

3. Staff Preparedness

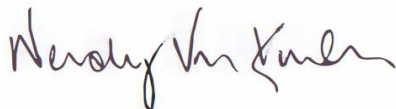
- Staff were briefed on the transition to respond to public inquiries effectively. Internal resources include a summary of the transition, contact information for Circular Materials, Emterra, and HGC, and a flowchart for handling escalations.

Next Steps

Updates to our website will link directly to a webpage prepared for EC residents by Circular Materials: <https://www.circularmaterials.ca/resident-communities/edwardsburgh-cardinal/>.

Additional communications and educational materials will be distributed later in 2025 as the Township approaches the full transition deadline in 2026.

Staff will monitor inquiries from residents and businesses for any trends or issues that may require further action.



Community Development Coordinator



Director of Operations

Attached:

- **News Release: Changes to Blue Box Recycling Program, January 16, 2025**
- **Letter to Industrial, Commercial, Institutional properties, January 16, 2025**

Changes to the Blue Box Recycling Program

(for website) January 16, 2025

Starting February 1, 2025, the Township of Edwardsburgh Cardinal's Blue Box recycling program will transition to being fully managed by Circular Materials, the administrator of the common collection system and a not-for-profit organization committed to building an efficient and effective recycling system in Ontario. This change is part of a province-wide shift to a full producer-funded system under Ontario's Blue Box Regulation and applies to all residential properties in Edwardsburgh Cardinal.

What this means for you

For residential properties, there will be no changes to the materials you can recycle or your collection schedule this year. Simply place your recyclables curbside by 7 a.m. on your regular collection day, just as you do now.

In 2026, you will be able to recycle even more materials. Stay tuned for details.

Contact information for recycling inquiries

Starting February 1, any questions or concerns about recycling collection should be directed to Emterra:

- Email: customercareont@emterra.ca
- Phone: 1-888-597-1541

If you have questions about your garbage collection or missed pickups, please continue to contact HGC at 1-833-425-2442.

Who is responsible for recycling and garbage collection?

The transition to a full producer-funded recycling system brings several changes to how services are managed, but the experience for residents will remain familiar:

- **Circular Materials:** Administers the Blue Box recycling program in Ontario, ensuring consistency and efficiency.
- **Emterra:** Manages recycling collection for Edwardsburgh Cardinal under Circular Materials and has subcontracted these services to HGC for 2025.
- **HGC:** A familiar name, HGC has been contracted by the Township for garbage and recycling collection prior to the transition. HGC will continue to collect garbage for the Township and now also collects recycling as a subcontractor for Emterra.

Although there are new organizations managing the program, the actual collection process will remain the same for residents throughout 2025.

Looking ahead

This transition period lays the groundwork for a more enhanced and effective recycling system across Ontario. As we approach the full transition in 2026, residents will see more education and information about recycling later this year. These efforts will help us all prepare for the final steps of the transition and ensure we're recycling as effectively as possible.

Frequently Asked Questions [accordion format on website]

1. Why is the program changing?

Historically, Ontario's blue box programs were operated by municipalities who were responsible for paying about half of the costs of the program, with producers responsible for the other half. Now, under the Blue Box Regulation, Ontario is transitioning to a new model where producers – the organizations that produce the products and packaging – are 100% responsible for operating and funding the program.

2. How does Circular Materials Ontario fit into this?

Circular Materials is the administrator of the common collection system and a not-for-profit organization that is committed to building an efficient and effective recycling system in Ontario. Edwardsburgh Cardinal is collaborating with Circular Materials to deliver a best-in-class system that continues to deliver recycling services and support our residents.

During the transition period, there will be no change to what residents can recycle. Following transition, Ontario can expect to have a convenient, consistent, and effective recycling system in place that will improve recycling rates and meet the needs of Ontarians. Learn more about Circular Materials at www.circularmaterials.ca/ON.

3. What does extended producer responsibility (EPR) mean?

EPR is a framework in which producers – the businesses that supply paper and packaging to residents – are responsible for managing the end-of-life management of these materials. EPR enables innovation, operational efficiencies, increased standard levels, and access to materials. It is recognized as one of the most effective mechanisms to improve recycling rates.

4. What advantages are associated with this new system?

EPR is recognized as one of the most effective mechanisms to improve recycling rates and advance a circular economy where materials are collected, recycled,

and returned to producers for use as recycled content in new products and packaging.

5. What about industrial, commercial, and institutional properties?

Industrial, commercial and institutional properties are not included in Circular Materials' collection program. The Township will reach out directly to these properties during the 2025 transition period to provide information and help develop recycling solutions.

6. Does this transition mean my taxes or cost of garbage bags will be reduced?

Any financial impacts will be evaluated over time. The Township will still be responsible for solid waste collection and there are many factors that impact this cost. We do not expect any immediate reduction in the cost of curbside collection.

7. Will my recycling be picked up at the same time as garbage?

Yes, recycling will continue to be picked up on the same day and time as your garbage. Please continue to have your garbage and recycling placed curbside by 7 a.m. on collection day to ensure it is ready for collection. Should there be any changes to your collection day in the future, you will be made aware in advance.

Collection can occur at different times each week due to several factors, but if your garbage or recycling has not been picked up by 6 p.m., please report a missed collection to HGC or Emterra (recycling only).

Learn more

Visit circularmaterials.ca/edwardsburgh-cardinal for additional details about the recycling program and a copy of your recycling schedule.

Thank you for your cooperation and support as we transition to a more efficient and effective recycling system. Together, we're making a difference for our community and the environment!

January 16, 2025

Notice to Industrial, Commercial and Institutional Property Owners

Re: Changes to Recycling Collection for Industrial, Commercial, and Institutional Properties in 2025

Dear Property Owner,

We are writing to inform you about upcoming changes to the Blue Box recycling program that will affect industrial, commercial, and institutional (ICI) properties in Edwardsburgh Cardinal. As part of the province-wide transition to a full producer-funded recycling system under Ontario's Blue Box Regulation, collection services for ICI properties are no longer included in the free weekly Blue Box program.

While this change is mandated by provincial legislation, the Township of Edwardsburgh Cardinal remains committed to supporting ICI properties during this transition period. To ensure continuity of service in 2025, the Township has extended curbside recycling collection for ICI properties through the transition period that are receiving this service currently.

What this means for you

1. Recycling collection for 2025

Curbside recycling collection will continue for your property in 2025 at a cost of **\$120 per property for the year**. This cost will be billed in January 2026.

2. Opt-out option

If you do not require municipal curbside recycling collection in 2025—for example, if you already have a private contract or on-site bins—you can opt out of this service.

To opt out, please send written notification before March 31 by email to mail@twpec.ca or by mail to:

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

Please include your business/organization name and the property address(es) you'd like to opt out of recycling service for 2025.

3. Changes coming in 2026

Starting January 1, 2026, ICI properties will be fully responsible for managing their own recycling collection services. The Township encourages all property owners to begin planning for this change.

There are no planned changes to the curbside collection of solid waste. As per their contract with the municipality, HGC will continue to provide garbage collection services without interruption for properties that were eligible prior to the transition.

Curbside collection for residential properties will continue in 2025 with no changes. See www.twpec.ca/blue-box-transition to learn more about the transition to full producer responsibility for residential properties. If your business is operating out of a home, recycling collection for your home will continue with no fees.

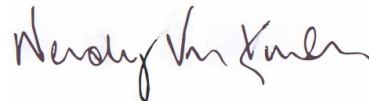
We understand that these changes may raise questions, and we are here to assist. Please contact us if you have any questions about this transition or the opt-out process.

Thank you for your cooperation and understanding as we work together to implement these provincial changes while continuing to meet the needs of our community.

Sincerely,



Dave Grant,
Director of Operations / Deputy CAO
Township of Edwardsburgh Cardinal
P: 613-658-3001 x5
E: dsgrant@twpec.ca



Wendy Van Keulen,
Community Development Coordinator
Township of Edwardsburgh Cardinal
P: 613-658-3055 x101
E: wvankeulen@twpec.ca



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: February 10, 2025

Department: Public Works

Topic: New Entranceway Bylaw Draft

Purpose: To review and either recommend approval of the draft new entranceway bylaw or provide direction to staff on additional refinements.

Background: At the November 25 Council meeting, staff was directed to prepare a new entranceway bylaw for consideration. The bylaw outlines requirements and responsibilities for installation and maintenance of entranceway culverts. Below are some of the high-level adjustments:

The definition section was broadened to include various types of entrances including commercial, agricultural/farm, emergency and temporary. Temporary entrances are applicable to utilities requiring access to their infrastructure for a limited time period. An example would be pipeline integrity digs.

The requirement for obtaining a permit prior to paving your entranceway was removed. The bylaw does outline how the Township would deal with replacements and construction projects. Example: If the owner has a hard surface (asphalt or stone pavers); the surface would be reinstated with asphalt only. No decorative or supportive headwalls or retaining walls will be reinstated during culvert replacements.

Provides clarification on when during the year a full culvert installation will take place and finally requirements for when the culvert install is being completed by a private contractor on behalf of the owner. Additional requirements include a deposit and going through the municipal consent process for acknowledging having read the disclaimer.

Policy Implications: Given the age and state of the current 2013 bylaw, the development of a new bylaw versus updating the existing is the preferred course of action.

Strategic Plan Implications: The review of fees and the new draft bylaw align with section 2.3 ensuring that services delivered are effective and efficient by continuing to track, review and assess key benchmarks related to service delivery.

Financial Considerations: The fee schedule is over a decade old and requires substantial adjustment to cover the material cost of installation.

Example: A residential standard culvert entrance fee is proposed to move from \$700.00 plus a \$100.00 administration fee to \$1,100.00 plus a \$100.00 administration fee. The material costs (pipe and stone) to install a standard culvert in 2024 is \$1,025.00. This does not include labour or equipment costs. The proposed fee update is required to ensure that material costs are at least covered.

Alternatives: Council could consider remaining status quo with the fee schedule or implement a staged approach to raising the fees. In both of these circumstances, general taxation would be subsidizing the installs.

Recommendation: That Committee recommends that Council approve the new entranceway bylaw, as attached.



Director of Operations

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

BY-LAW NO. 2013-30

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

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

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

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

DEFINITIONS

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

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

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

REGULATIONS

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

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

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

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

WORKS

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

MAINTENANCE

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

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

FEES AND PENALTIES

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

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

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


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

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


REPEAL

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

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



Mayor



Clerk

Schedule A of By-law 2013-30

Fees and Costs

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

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

Name of Contractor/ Utility Company: _____

Mailing Address of Contractor/Utility Company:

Contact Person Name: _____

Contact Person Phone #: _____ email: _____

Name of Road to be Cut: _____

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

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

Dates of Work: _____

Restoration of Road Structure Proposed

Compaction Lift Depth: _____ Pavement Thickness: _____

Backfill Material: _____

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

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

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

Reasons for non-approval:

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

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

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

**CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2025-

**“BEING A BY-LAW TO REGULATE THE INSTALLATION AND USAGE OF
ENTRANCEWAYS”**

WHEREAS Section 27 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended provides that a municipality may pass By-Laws in respect of a highway if it has jurisdiction over the highway;

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

AND WHEREAS the Township of Edwardsburgh Cardinal receives requests from time to time from ratepayers and other interested parties for permission to construct entrances that connect private property to Township Roads;

AND WHEREAS the Township of Edwardsburgh Cardinal has a responsibility to ensure all entrances connecting to Township Roads are safe for the public who use the Township Roads;

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

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

1.0 DEFINITIONS

2.1 **“Applicant”** shall mean any human being, association, firm, corporation or partnership, agent or trustee together with any heirs, executors, successors, assigns or other legal representative of an applicant.

2.2 **“Commercial Entrance”** means an entrance opening onto a municipal road from a property used for commercial, industrial, or institutional use or a combination thereof and includes residential properties such as apartments, townhouse developments and other multiple dwelling unit developments having common parking areas;

2.3 **“Design”** shall mean the requirements, as set out by the Manager of Public Works or their designate, which need to be met in order to construct an entrance. Requirements may include a culvert, the size and length of which shall

be determined by the Manager of Public Works or their designate through inspection of the described area, including minimum standards for the amount of gravel needed, the grade of the gravel, the slope needed on the entrances etc.

2.4 “**Emergency Entrance**” shall mean an entrance that provides access to residential developments for emergency vehicles only, in the event that the access to the development is not passable. Adequate measures are to be incorporated in the emergency access to prevent (adequately discourage) use by private residents or delivery vehicles.

2.5 “**Entranceway**” shall mean any driveway, lane, private road, entrance or other structure or facility constructed or used as a means of access and/or egress to and/or from a roadway under the jurisdiction of the Corporation of the Township of Edwardsburgh Cardinal, herein defined as a Township Road, and includes the tiling and covering or filling in of a roadside ditch for the purpose of improving a lawn or other frontage.

2.6 “**Entrance Permit**” shall mean a permit issued by the Township to give permission to an Applicant to construct an entrance on a Township Road.

2.7 “**Farm/Agricultural Entrance**” means an entrance opening onto a municipal road from a farm, field, bush, or other agricultural use;

2.8 “**Front Yard Ditch Filling**” shall mean the tiling, installation of a culvert and/or covering or filling in of a municipal roadside ditch, in front of the property for the purpose of improving a lawn or another frontage.

2.9 “**Officer**” shall mean a Municipal Law Enforcement Officer appointed by the Township under Section 15 of the *Police Services Act, R.S.O. 1990, CP. 15*.

2.10 “**Person**” means an individual, association, firm, partnership, corporation, trust, organization, trustee, agent or legal representative of an individual; a single person as distinguished from a group or class, or a corporation treated as having the rights and obligations of a person.

2.11 “**Public Entrance**” means an entrance opening onto a municipal road from a public road, street, or highway or thoroughfare, maintained by the Township;

2.12 “**Residential Entrance**” means an entrance opening onto a municipal road from one or more residential dwelling units where there is no common parking area;

2.13 “**Temporary Entranceway**” shall mean an entranceway that provides access to properties for a limited period not to exceed six (6) months for the purpose of construction, repairs or improvement on that property or to facilitate a staged development.

2.14 “**Temporary Entrance**” means an entrance opening onto a municipal road that will be used for a limited period not to exceed six (6) months to permit construction or other short-term access. Once temporary entrance is completed then a new entrance application for a permanent entrance shall be filed.

2.15 **“Temporary Permit”** shall mean a permit issued to utility companies before and while the work is being completed on the entrance. Temporary permits must be confirmed as permanent permits within 1-year or the entrance shall be removed by the Public Works department on behalf of the Township.

2.16 **“Township”** shall mean the Corporation of the Township of Edwardsburgh Cardinal and its appointed representatives designated to act on behalf of the Corporation.

3.0 REGULATIONS AND RESTRICTIONS

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

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

3.3 THAT all entranceways shall be constructed and/or complete to the satisfaction of the Manager of Public Works or their designate as represented by the Township. The diameter, gauge, length, type of culvert, number of catch basins and type of catch basins to be used shall be determined by the Manager of Public Works or their designate, but in no case shall the culvert be less than 300mm (12 in) in diameter and 8m (26ft) in length.

3.4 THAT no permanent entranceway will be installed between November 15th and July 15th of any year unless a specific exemption to this clause is issued by the Manager of Public Works or their designate.

3.5 THAT the location of the entranceway must be approved by the Manager of Public Works or their designate, to ensure maximum safety, free flow of traffic and compliance with municipal by-laws and to minimize the possibility of interference with the road or the creation of a maintenance problem.

3.6 THAT an entrance will not be permitted in a location that in the opinion of the Manager of Public Works or their designate would cause a traffic hazard. The applicant may be required to obtain a survey and/or Engineering review to demonstrate that safe access to the Township Road system is possible.

3.7 THAT sightlines for every entrance shall be based on a measurement of 1.4 meter (4.59 feet) (vertical) from the ground or at the discretion of the Manager of Public Works or designate.

3.8 THAT every person that applies for a new entrance shall also apply for an Emergency Response (e-9-1-1) number at a cost to the owner as specified by the Municipal Addressing/911 Sign System by-law. This fee is non-refundable. The application for an Emergency Response (e-9-1-1) number will not be deemed complete without an existing approved entrance or approved new entrance permit.

3.9 THAT a maximum of one entrance may be approved for each lot.

3.10 THAT a multiple occupancy commercial/industrial building, such as a shopping plaza, on one apparent block of land with a common access is given one Civic Number and each unit is assigned a unit letter (#1001 Shopping Plaza Road, Unit A).

3.11 THAT a cottage, resort, trailer park, or recreational vehicle park or campground shall be assigned one Civic Number and the individual units or sites may be identified by their internal unit or site numbers for a large unit range (e.g. #101 Trailer Park Road, Site 1).

3.12 THAT no new (additional) entrance permits shall be granted to existing lots which have an existing entrance whether shared or otherwise onto a Township Road, unless approved by the Manager of Public Works or their designate. Should a lot have more than one entrance, the Manager of Public Works or their designate, in their sole discretion, reserves the right to require the removal of as many entrances as required to comply with the provisions of this by-law.

3.13 THAT each front yard ditch filling onto a Township Road must be designed by an engineer and certified engineer drawings provided to the Township for review, at the expense of the owner, constructed and maintained in a manner that will accept surface water from the Township Road and prevent surface water from adjoining properties from being discharged onto the travelled portion of the Township Road. All permitted ditch filling is done at the applicant's risk with no guarantee of continued right of use.

3.14 THAT shared residential entrances should only be considered if individual entrances are not possible due to the physical and/or safety constraints above and beyond the spacing requirements identified in the Township Zoning By-law 2022-37. Permits may be issued for new shared residential entrances provided that:

3.14.1 The main buildings have the same use and qualify for the same entrance standard;

3.14.2 A legal framework is established to secure adequate access rights for all properties making use of the shared residential access;

3.14.3 All other requirements of this by-law are satisfied.

3.15 THAT in instances where the entrance or ditch filling occurs within a Municipal Drain, the applicant will be required to first obtain approval from the Drainage Superintendent and other applicable authorities to perform the work prior to applying for an entrance permit.

3.16 THAT any new pipes or works installed within Municipal Drains and their subsequent maintenance, repairs, alterations, replacements, surface repairs, etc., shall be the responsibility of the property owner. Work shall take place in accordance with provisions noted within the Drainage Act and approval obtained from the Drainage Superintendent and subsequently the Manager of Public Works as represented by the Township.

3.17 THAT no person shall apply asphalt or other hard surface to that portion of an entranceway on the road allowance of a Township Road except by a permit issued by the Manager of Public Works or their designate. The work shall be carried out under a

contractor approved by the Township and in accordance with Township specifications at the expense of the applicant.

3.18 THAT no person shall obstruct any drain or watercourse either situated on a Township Road allowance or providing an outlet for a watercourse on a Township Road allowance.

3.19 THAT any person found to be obstructing a drain or watercourse, as provided in 3.15 and 3.16 shall, when requested by the Manager of Public Works or their designate to do so, remove the obstruction and in default thereof, same shall be done by the Township at such person's expense, and the cost recovered by the Township through the tax account of the property.

3.20 THAT where a culvert in excess of 12m (40 ft) in length is required, as determined by the Manager of Public Works or their designate, the applicant shall be required to pay the entire cost of constructing as many catch basins as may be necessary in the opinion of the Manager of Public Works or their designate, to facilitate surface drainage from the roadway.

4.0 ENTRANCE PERMITS

4.1 Entrance permits are required for:

- 4.1.1 Creation of a new entrance (paved or unpaved).
- 4.1.2 Changing the design of an existing entrance.
- 4.1.3 Changing the location of an existing entrance.
- 4.1.4 Changing the use of an existing entrance (e.g from residential to commercial).
- 4.1.5 Construction of a temporary entrance or the use of any part of the highway right-of-way as a means of temporary access.
- 4.1.6 Construction of an off-road parking area.

5.0 ISSUANCE OF PERMITS

5.1 No applicant shall construct, alter or change an entrance or the classification (use) of an entrance or shall proceed with the filling or alteration of a front yard ditch adjacent to a Township Road, until they have obtained an approved permit and paid the prescribed fees.

5.2 Each application for permit shall be made on the prescribed Municipal Form attached herein as "Schedule B" with corresponding sketch/drawing of the proposed work attached for review and proof of property ownership or owner designation of authority for the performance of work included.

5.3 The granting of a permit shall be subject to provisions of this By-law and shall be issued on behalf of the Township by the Manager of Public Works or their designate.

5.4 Temporary permit applications are subject to a Municipal Consent application approval prior to approval for the temporary entrance permit.

5.5 Where an entrance is to be changed, or altered or where the property is used for any purpose other than its original use, a permit shall be required and for the installation must comply and be subject to all the provisions set out in this By-law.

5.6 An application for an entrance permit shall be completed whenever an applicant wishes to create an entrance as defined in section 4. The application shall be returned to the Manager of Public Works or their designate, for inspection of the described area and review of the proposed design. If the area and the design are acceptable to the Manager of Public Works or their designate, and receipt of prescribed fees is confirmed, then approval may be granted.

5.7 A building permit will not be issued, nor work commenced, until the applicant has obtained an entranceway permit in accordance with this by-law.

5.8 All costs associated with construction, alteration of an entrance, front yard ditch filling, construction of catch basins, curbs, gutters, sidewalks, islands, granular, pipes, vegetation or other necessary appurtenances shall be born entirely by the applicant and be determined necessary by the Manager of Public Works or their designate.

5.9 The sketch/drawing submitted with an entrance permit application must provide enough information to enable the Manager of Public Works or designate to locate the proposed entrance location, dimensions to building, and/or landmarks such as fences, hedgerows, tree lines, property lines, etc. In addition, the applicant shall stake out or suitably mark the location of the proposed entrance for inspection by municipal staff.

6.0 WORKS

6.1 The construction, repair or replacement of all entrance ways shall be carried out under the direction of the Manager of Public Works or their designate, whether performed by Public Works Staff, Township Staff, a Township contractor and/or subcontractor or an approved private contractor.

6.2 Where the applicant wishes to hire a private contractor to perform the work(s), the applicant/contractor shall provide and maintain liability insurance that is acceptable to the Manager of Public Works prior to any works begins.

6.3 Where an entrance way is being constructed, repaired or replaced by a private contractor:

- 6.3.1 The Manager of Public Works or their designate shall be informed, in advance, no later than 3 business days, of when the work is to take place;
- 6.3.2 Work shall not commence until the Township authorizes the start of the work;
- 6.3.3 The Manager of Public Works or their designate shall be permitted to oversee said work, as desired;
- 6.3.4 The Manager of Public Works or their designate shall be notified of completion of said work so that an inspection can be carried out.

6.4 The locations and mode of construction and repair of all entranceways shall be in accordance with standards and specifications established by the Manager of Public Works or their designate, as follows:

- 6.4.1 Residential entranceway culverts can be up to a total length of 9 meters (29.5 ft). Special culvert length provisions may be made by the Manager of Public

Works or their designate with regards to the depth of the entranceway culvert below the surface.

6.4.2 Agricultural entranceway culverts can be up to a total length of 16 meters (52.5 ft). Special culvert length provisions may be made by the Manager of Public Works or their designate with regards to the depth of the entranceway culvert below the surface.

6.4.3 Where an existing entrance is affected by the reconstruction of a Township Road or the reconstruction or cleaning of a ditch, the Township shall reinstate, existing residential entrances at the Township's cost, to match the existing layout or the current standards applicable under this by-law (whichever is greater as circumstances dictate) provided the entrance is deemed safe in the sole discretion of the Township. Commercial entrances impacted by Township initiated work will be reinstated in accordance with an applicable standard for the current commercial use. Restoration of surfaces will be with gravel (for non-paved entrances) or asphalt (for any hard-surfaced entrance). Reinstatement will be limited to the area physically disturbed during the work. Concrete and paver stone surfaces will not be replaced by the Township. Surface restoration will be identical to the road surface. Where there is more than one entrance onto a Township Road, the multiple entrances will be reinstated as above unless the entrance poses a safety concern, or, if otherwise agreed upon between the Township and the landowner.

7.0 MAINTENANCE

7.1 Where an existing entranceway is affected by the reconstruction of a Township Road, the Township will reinstate the entranceway at no cost to the property owner. The reinstatement will conform to this policy. Any salvaged materials of construction, shall remain the property of the Township.

7.2 The general maintenance and costs of all entranceways shall be the responsibility of the owner.

7.3 Head walls, retaining walls or structures (i.e. pillars, timber/railway tie/ block/ stone/ brick walls or any other type of material) at culvert ends shall not be permitted within the Township's Road allowance on roads with a speed limit greater than 50 km/h. These shall be removed by the applicant upon written direction issued by the Manager of Public Works or their designate. The Township will not be responsible for replacing repairing, or providing financial compensation for any structures connected with any entrance while doing any maintenance work within the road allowance.

8.0 COMPLIANCE

8.1 In the case that an entranceway or ditch either situated on a Township Road Allowance or providing an outlet for water discharged from the Township Road Allowance is filled in and does not satisfy the standards of the Township:

8.1.1 A registered letter shall be sent to the landowner stating that their entranceway for use of access to a specific roadway must be rectified within 15 days;

- 8.1.2 If after 15 days, the entranceway or ditch has not been rectified to the satisfaction of the Township, a second registered letter shall be sent to the landowner notifying them that action must be taken to rectify their entranceway within 15 business days of the date on which the second registered letter was sent, and if action is not taken, the Township will then have the authority to rectify the issue and bill the landowner for the work; and
- 8.1.3 Should the situation be deemed an emergency impacting the Township Road network, the notification process will be waived and action taken immediately at the cost of the owner;
- 8.1.4 If the landowner does not pay the bill issued by the Township for the work that was completed, the amount shall be added to the landowner's property tax account.
- 8.1.5 An Officer may enter upon the land, for the purpose of carrying out an inspection to determine whether any of the following are being complied with:
- 8.1.6 The provisions of this by-law;
- 8.1.7 A notice sent pursuant to this by-law; and/or;
- 8.1.8 An order made under section 431 of the Municipal Act, S.O. 2001, c25 as amended.

8.2 The Township, its employees, Officers and agents may enter onto the land, at any reasonable time, for the purpose of carrying out the work described under the Compliance provisions of this By-law.

9.0 FINAL INSPECTION

9.1 A field inspection shall be carried out by the Manager of Public Works or their designate upon commencement and/or completion of the work.

9.2 No person shall hinder, obstruct, or attempt to hinder or obstruct, a Township representative in the exercise of a power or the performance of a duty.

9.3 The Township may require modifications be performed if the installation of the entrance does not conform to the plans, specifications, and permit conditions.

9.4 In the event that modification is required, the Township shall provide written notice of the modifications to the applicant at the applicant's address as shown on the entrance permit application. The applicant shall carry out the required modifications within 30 days of the written notice and is responsible for the cost of the inspection and any modifications required.

10.0 OFFENCES AND PENALTIES

10.1 Where such owner, contractor or utility fails to provide or maintain all matters and things required by this by-law, upon written request by the Township, the owner, contractor or utility shall remedy the default thereof.

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

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

10.4 A person who is convicted of an offence under this By-law is liable for each day or part of a day that the offence continues, where the minimum fine shall not exceed \$500.00 and a maximum fine of \$10,000 .00 and a total of all daily fines for the offences is not limited to \$100,000.00 as provided for in Section 429(3) of the Municipal Act, S.O. 2001, c.25, as amended.

10.5 Upon registered a conviction for a contravention of any provision of this By-law, the court in which the conviction has been entered, may in addition to any other remedy and to any penalty imposed by this by-law, make an order prohibiting the continuation or repetition of the offence by the person convicted, Pursuant to Section 431 of the Municipal Act, S.O. 2001, c.24, as amended.

10.6 Where a person fails or defaults to carry out any direction or action required by the Township as authorized by this By-law, upon reasonable and written notice, the Township may proceed to do such things or carry out such actions as directed at the expense of the person and such expense may be recovered by the Township in a like manner as taxes in accordance with the provision of Section 326 of the Municipal Act, S.O. 2001, c.24, as amended.

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

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

11.0 VALIDITY AND SEVERABILITY

11.1 If any section, subsections, clause, paragraph or provision or part or parts thereof are declared by a Court of competent jurisdiction to be invalid, illegal, unenforceable, or beyond the powers of Municipal Council to enact, such section, subsection, clause, paragraph, provision or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the By-law as a whole or part thereof and all other sections of the By-law shall be deemed to be separate and independent there from and enacted as such.

11.2 Whenever any reference is made under this By-law to a statute or regulation of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute or regulation and all successor legislation to such legislation.

11.3 Nothing in this By-law takes precedence over any by-laws, resolutions, plans or agreements of the Township or other legislation.

12.0 GENERAL

12.1 That the following Schedules attached shall form and constitute part of his By-law:

Schedule "A" – Fee Schedule
Schedule "B" – Application Form

12.2 That By-law 2013-30 and all other By-laws previously passed that are inconsistent with the provisions of this By-law are hereby repealed in its entirety.

12.3 That this By-law shall come into force and take effect on the date of passing.

Read a first and second time in open Council this ___ day of _____, 2025.

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

Mayor

Clerk

Bylaw 2025-
Schedule "A" – Fee Schedule

Work Required:

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Costs:

Administration Fee	\$100.00
Residential Standard Culvert Entrance (300mm [12 in] in diameter and 8m [26ft] in length)	\$1,100.00 plus Administration Fee
Agricultural or Commercial Special Culvert Entrance (300mm minimum [12 in] in diameter and 16 m [52ft] in length)	\$2,200.00 plus Administration Fee
Culvert Extension (up to 3m)	\$500.00 plus Administration Fee

*Note: Should the Manager of Public Works or their designate as represented by the Township determines the installation of a culvert is not required, a refund for the cost of the culvert installation will be issued excluding the \$100.00 administration fee will be provided.

Entranceway Permit Application

ENTRANCEWAY APPLICATION:

Please note that a \$100.00 administration fee applies to all entranceway applications. In addition, a standard entranceway installation is \$1,100.00 (26' long X 18" diameter culvert). Additional costs may apply for non-standard culvert dimensions. Special or commercial entranceway installations are all material and labour cost. The price to submit this application is \$1,200.00.

All proposed entranceway locations are subject to inspection and approval by the Road Superintendent prior to installation. The applicant shall provide a sketch with this application and place a stake on the site clearly marking the center of the proposed entranceway. The wooden stake shall be flagged or painted orange/red at the top, and identified by the words "ENTRANCE LOCATION" on the side of the stake facing the road. Absence of a stake may result in delays to project implementation. Scheduling of the entranceway installation is contingent upon departmental work priorities in progress at the time of application.

Do you agree to these terms and conditions? (required)

I agree

Please complete the following fields.

Which of the following best describes the changes you would like to make to your entranceway? *

New entrance

Extension

Repair/replacement

*If new entrance please provide the following:

Permit # _____ Building permit # _____

Entranceway Location

If known, please provide the address of the location you are looking to have culvert work done. If not known, please provide a description of the area.

Street address 1 _____

Street address 2 _____

Road name _____

Town _____

Postal code _____

Lot _____

Please describe the location of the property. For example, 'directly north of 18 Centre Street.' If you are requesting a repair or replacement of an entranceway, just include your civic address.

Please include a sketch of entranceway location:

Are there any notes you would like to add?

Please complete the following fields.

Applicant information

First and last name: _____

Phone number: _____

Email address: _____

* Which of the following best describes you? *

I am the property owner.

I am an authorized agent of the property owner.

Signature: _____

Date: _____

Where the applicant wishes to hire a private contractor to perform the culvert installation, a two thousand dollar (\$2,000) refundable deposit shall be provided to the Township. Such deposit to be refunded once the Manager of Public Works or their designate has approved the final construction of the entrance way. Where the work is found to be non-conforming or substandard in any way, the deposit will be used in whole or in part to ensure full conformity with approved design standards. Any remaining amount in the deposit shall be reimbursed to the applicant.

Scheduling of the entranceway installation is contingent upon departmental work priorities in progress at the time of application. Applications are not deemed complete until payment is received in full.

Please remember to put a wooden stake flagged or painted orange/red at the top, and identified by the words "ENTRANCE LOCATION" on the side of the stake facing the road at the location you would like the entranceway. Absence of a stake may result in delays to project implementation.