



**AGENDA**  
**REGULAR MEETING OF MUNICIPAL COUNCIL**

**Monday, February 24, 2025, 6:30 PM**  
**Corporation of The Township of Edwardsburgh Cardinal**  
**Council Chambers, Spencerville Ontario**

**1. Call to Order**

**2. Indigenous Land Acknowledgement Statement**

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

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

**3. Approval of Agenda**

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

**5. Delegations & Presentations**

**6. Consent Agenda**

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

- a. Regular Council - January 27, 2025 [See item 7.a]
- b. Public Library Board - November 26, 2024 [See item 9.a]
- c. Port Management Committee - January 23, 2025 [See item 9.b]
- d. Committee of the Whole - Administration and Operations - Budget Meeting #2 - January 23, 2025 [See item 9.c]
- e. Public Meeting - Zoning Bylaw Amendment - Domestic Fowl - February 3, 2025 [See item 9.d]
- f. Committee of the Whole - Community Development - February 3, 2025 [See item 9.e]
- g. Committee of the Whole - Administration and Operations - February 10, 2025 [See item 9.f]
- h. Process Improvements for Building Permits and Planning Approvals [See item 10.a]
- i. 2024 Cardinal WPCP Annual Report [See item 10.b]
- j. Cardinal-IP - Water System Summary Reports [See item 10.c]
- k. 2024 Sanitary Collection Performance Report [See item 10.d]

**7. Minutes of the Previous Council Meetings**

- a. Regular Council - January 27, 2025 - CONSENT

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

**9. Committee Minutes**

- a. Public Library Board - November 26, 2024 - CONSENT
- b. Port Management Committee - January 23, 2025 - CONSENT
- c. Committee of the Whole - Administration and Operations - Budget Meeting #2 - January 23, 2025 - CONSENT

- d. Public Meeting - Zoning Bylaw Amendment - Domestic Fowl - February 3, 2025 - CONSENT
- e. Committee of the Whole - Community Development - February 3, 2025 - CONSENT
- f. Committee of the Whole - Administration and Operations - February 10, 2025 - CONSENT

**10. Action and Information Items from Committees**

- a. Process Improvements for Building Permits and Planning Approvals CONSENT
- b. 2024 Cardinal WPCP Annual Report - CONSENT
- c. Cardinal-IP - Water System Summary Reports - CONSENT
- d. 2024 Sanitary Collection Performance Report - CONSENT
- e. Pumper #1 RFP Results
- f. Port of Johnstown - 2025 Budget
- g. River Route Transit Report - Follow-up
- h. Insurance Renewal
- i. Cormorant Control License Renewal

**11. Correspondence**

**12. Municipal Disbursements**

**13. By-laws**

- a. 2025 Interim Tax Levy
- b. Bylaw to Appoint Shawn Merriman as Chief Building Official

**14. CAO's Administrative Update**

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

**16. Member's Report**

**17. Question Period**

**18. Closed Session**

**19. Confirmation By-law**

**20. Adjournment**

**MINUTES**  
**MUNICIPAL COUNCIL**

**Monday, January 27, 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

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  
Eric Wemerman, Chief Water/Sewer Operator  
Chris LeBlanc, Manager of Public Works  
Tim Fisher, Planner  
Candise Newcombe, Deputy Clerk  
Mary Tessier, Consultant  
Natalie Charette, Interim Clerk

**1. Call to Order**

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

**2. Indigenous Land Acknowledgement Statement**

The Chair read the indigenous land acknowledgement statement.

**3. Approval of Agenda**

**Decision:** 2025-07

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Municipal Council approves the agenda as presented.

Carried

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

None.

**5. Delegations & Presentations**

None.

**6. Consent Agenda**

**Decision:** 2025-08

**Moved by:** W. Smail

**Seconded by:** J. Martelle

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

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

Carried

**7. Minutes of the Previous Council Meetings**

- a. Regular Council - December 9, 2024 - CONSENT

**Decision:** 2025-08

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receives and approves the minutes of the Regular Council Meeting dated December 9, 2024.

Carried

- b. Special Council - December 16, 2024 - CONSENT

**Decision:** 2025-08

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receives and approves the minutes of the Special Council Meeting dated December 16, 2024.

Carried

- c. Special Council - January 13, 2025 - CONSENT

**Decision:** 2025-08

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receives and approves the minutes of the Special Council Meeting dated January 13, 2025.

Carried

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

None.

**9. Committee Minutes**

- a. Port Management Committee - November 18, 2024 - CONSENT

**Decision:** 2025-08

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receives the minutes of the Port Management Committee Meeting dated November 18, 2024.

Carried

- b. Committee of the Whole - Administration and Operations - January 13, 2025 - CONSENT

**Decision:** 2025-08

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receives and approves the minutes of the Committee of the Whole - Administration and Operations Meeting dated January 13, 2025.

Carried

#### 10. Action and Information Items from Committees

- a. Agricultural Area Review - Municipal Review & Comments - CONSENT

**Decision:** 2025-08

**Moved by:** W. Smail

**Seconded by:** J. Martelle

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

Carried

- b. Community Improvement Plan (CIP) Proposals - CONSENT

**Decision:** 2025-08

**Moved by:** W. Smail

**Seconded by:** J. Martelle

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

Carried

- c. 2024 Cardinal/Industrial Park Water System Annual Reports

**Decision:** 2025-09

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT Municipal Council:

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

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

Carried

d. 2025 Employee Group Benefit Marketing Results

Council was provided with a summary of the report and discussed the overall savings experienced by Canada Life's proposed rate cap.

**Decision:** 2025-010

**Moved by:** J. Martelle

**Seconded by:** W. Smail

THAT Municipal Council direct staff to instruct W.A. Pakeman and Associates to switch benefit providers from Sun Life to Canada Life effective in 2025 and authorize the Mayor and CAO to sign the agreement, as recommended by the Committee of the Whole - Administration and Operations.

Carried

e. Dewitt Ritcher Municipal Drain Report

Council was provided with a summary of the report and discussed past repairs, the protocol for drain clearing prior to required maintenance, and the tendering process for the hourly rates of certified contractors authorized to work on municipal drains.

**Decision:** 2025-011

**Moved by:** W. Smail

**Seconded by:** J. Martelle

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

Carried

f. 2025 Johnstown ATV Club - Special Event Exemption for Road Network Access

Council reviewed the report and affirmed that the proposed event aligns with previous exemptions granted.

**Decision:** 2025-012

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

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

Carried

g. Port 2024 Annual Report/Pre-Audit Financial Statement

Council reviewed the report and noted that Members had the opportunity to review the documents at the Port Management Committee meeting earlier in the month. Additionally, Council commended the staff at the Port of Johnstown for completing an ambitious capital project budget in 2024.

**Decision:** 2025-013

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

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

Carried

h. 2025 Port Non-Union Compensation Strategy

Council reviewed the report and noted that the item was discussed thoroughly at the Port Management Committee meeting earlier in the month.

**Decision:** 2025-014

**Moved by:** J. Martelle

**Seconded by:** W. Smail

THAT Council approve the 2025 salary grids for Port of Johnstown non-union staff effective January 1, 2025, as recommended by the Port Management Committee.

Carried

**11. Correspondence**

Council discussed the process for requesting a review of safety precautions on County Roads by the United Counties of Leeds and Grenville.

**Decision:** 2025-015

**Moved by:** W. Smail

**Seconded by:** J. Martelle

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

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

Carried

**12. Municipal Disbursements**

Members noted the rise in fuel expenses and highlighted the legislatively mandated funding allocations for school boards and the United Counties of Leeds and Grenville.

**Decision:** 2025-016

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

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

- Report dated December 13 (2024-205)                      \$2,257,834.02
- Report dated December 18 (2024-211)                      \$132,096.49
- Report dated December 19 (2024-212)                      \$1,601,089.36
- Report dated December 31 (2024-213)                      \$478,590.77

• Report dated January 16 (2024-216)	\$424,596.32
• Report dated January 17 (2024-217)	\$152,999.54
• Report dated January 22 (2025-007)	\$231,153.43
• Report dated January 24 (2025-008)	\$18,907.18
<b>TOTAL:</b>	<b>\$5,297,267.11</b>

Carried

**13. By-laws**

a. Pregnancy & Parental Leave Policy

Members expressed concerns regarding the option to opt out of employee benefit coverage in exchange for increased compensation.

**Decision:** 2025-018

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

THAT the mover be granted leave to introduce a bylaw to adopt a Pregnancy and Parental Leave Policy for full-time non-unionized employees of the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-019

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

THAT a bylaw to establish a Pregnancy and Parental Leave Policy for full-time non-unionized employees of the Township of Edwardsburgh Cardinal, be now read a third and final time and finally passed, signed, sealed and numbered 2025-02.

Carried

b. By-law to Update Committee and Board Appointments

**Decision:** 2025-019

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

THAT the mover be granted leave to introduce a bylaw to appoint members and representatives to certain boards and committees, and this shall constitute first and second reading thereof.

Carried

Members acknowledged the community's interest and support in applying for vacancies as Committee Advisory Members.

**Decision:** 2025-020

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

THAT a bylaw to appoint members and representatives to certain boards and committees, be now read a third and final time and finally passed, signed, sealed and numbered 2025-03.



Carried

Members extended congratulations to those who have previously contributed as advisory committee members and warmly welcomed the new members to the Committee.

- c. By-law to Appoint Sean Nicholson as CAO/Deputy Clerk

**Decision:** 2025-021

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw to appoint a Chief Administrative Officer/Deputy Clerk for the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-022

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT a bylaw to appoint a Chief Administrative Officer/Deputy Clerk for the Township of Edwardsburgh Cardinal, can now be read a third and final time, passed, signed, sealed and numbered 2025-04.

Carried

- d. By-law to Appoint Natalie Charette as Interim Clerk

**Decision:** 2025-023

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT the mover be granted leave to introduce a bylaw to appoint an Interim Clerk for the Township of Edwardsburgh Cardinal, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-024

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT a bylaw to appoint an Interim Clerk for the Township of Edwardsburgh Cardinal, can now be read a third and final time, passed, signed, sealed and numbered 2025-05.

Carried

- e. By-law to Amend Library Board Appointment

**Decision:** 2025-025

**Moved by:** J. Martelle

**Seconded by:** W. Smail

THAT the mover be granted leave to introduce a bylaw to amend bylaw 2023-07 to appoint members of the Edwardsburgh Cardinal Public Library Board, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-026

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

THAT a bylaw amend bylaw 2023-07 to appoint members of the Edwardsburgh Cardinal Public Library Board, be now read a third and final time and finally passed, signed, sealed and numbered 2025-06.

Carried

Council acknowledged the strong interest in the position, noting the high number of applications, which made the decision particularly challenging. Members also welcomed Mr. Tim East to the Library Board.

f. By-law to Appoint Port General Manager

**Decision:** 2025-027

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

THAT the mover be granted leave to introduce a bylaw to appoint Port of Johnstown General Manager, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-028

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

THAT a bylaw to appoint Port of Johnstown General Manager, can now be read a third and final time, passed, signed, sealed and numbered 2025-07.

Carried

Council congratulated Ms. Leslie Drynan on her new role.

g. Port - Masterfeeds Lease Agreement

**Decision:** 2025-029

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

THAT the mover be granted leave to introduce a bylaw to authorize the Mayor, CAO and Port General Manager to execute a lease agreement with Masterfeeds Ltd., and this shall constitute first and second reading thereof.

Carried

Members expressed concerns regarding previous reluctance to commit to parking lot pavement repairs by Masterfeeds Ltd. and inquired whether the new agreement should include contingencies to ensure the completion of the work. It was noted that alternate options were being explored to ensure the completion of the work.

**Decision:** 2025-030

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

THAT a bylaw to authorize the Mayor, CAO and Port General Manager to execute a lease agreement with Masterfeeds Ltd., be now read a third and final time and finally passed, signed, sealed and numbered 2025-08.

Carried

#### 14. **CAO's Administrative Update**

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

- Resident commendations were forwarded to the Environmental Services department for their prompt response to the events on George Street.
- Commended the Township Fire Department for successfully recruiting eight new members, confirmed the proposed locations for the recruits, and noted the details regarding the purchase of a washer and dryer for the bunker gear.
- Inquired about a timeline for the installation of the pedestrian crossings at Dishaw St./County Road 2, Shanly Rd./County Road 2 and Hendersen St./County Road 44.
- Acknowledged the Township's participation in the upcoming Prescott Home Trade Show.
- Commended the Recreation and Facilities Department for successfully recruiting an instructor to sustain the senior exercise classes in Spencerville and Johnstown and confirmed the class times/locations.
- Confirmed participation and proposed date for the South Nation Conservation Free Tree Day event.
- Confirmed January 28, 2025, as the scheduled date for the open house to discuss domestic fowl coops.
- Commended staff for streamlining the permitting system within the Building and Planning Department.
- Acknowledged public interest in a Township-hosted Holiday Tree Burning event.
- Inquired about the role of the United Counties of Leeds and Grenville in fire dispatch calls.
- Commended the Public Works Department for the additional snow removal efforts around local businesses and churches.

**Decision:** 2025-031

**Moved by:** W. Smail

**Seconded by:** J. Martelle

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

Carried

#### 15. **Councillor Inquiries or Notices of Motion**

Deputy Mayor Dillabough inquired about the report requested in December concerning the septic services provided by the South Nation Conservation Authority.

#### 16. **Member's Report**

Members of Council reported on the following:

- Mayor and Deputy Mayor joined Levac Propane in receiving the first shipment of green propane, made with sustainable materials and waste products.

**Decision:** 2025-032

**Moved by:** J. Martelle

**Seconded by:** W. Smail

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

Carried

**17. Question Period**

Questions/comments were raised with respect to the following:

- Further clarity was sought regarding the implications of the Agricultural Area review conducted by the United Counties of Leeds and Grenville.

**18. Closed Session**

None.

**19. Confirmation By-law**

**Decision:** 2025-033

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2025-09.

Carried

**20. Adjournment**

**Decision:** 2025-034

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

That Municipal Council does now adjourn at 7:34 p.m.

Carried

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Mayor

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Deputy Clerk

## **Edwardsburgh Cardinal Public Library Board Meeting Minutes**

November 26, 2024 Cardinal Branch

**Present:** A. Barratt, H. Cameron, J. Cameron, J. Martelle, T. Wilson

**Regrets:** P. Tierney, K. Martin

**Staff:** D. Gladstone, MA. Gaylord

### **1. Call to order**

The meeting was called to order at 5:01 pm, by Chair. Anne Barratt.

### **2. Disclosure of interest – None**

### **3. Additions to agenda**

Motion by Judy Cameron, to approve the agenda, seconded by Tammy Wilson.  
CARRIED

### **4. Approval of minutes from previous meeting**

Motion by Tammy Wilson to approve the October 22, 2024 minutes seconded by Hugh Cameron. CARRIED

### **5. Business arising from minutes**

### **6. Correspondence**

Kim Martin advised in an email that she would be stepping down from the Board in 2025.

The Board accepts Kim's resignation with regret.

The Board has directed the CEO to notify the Township Clerk to advise of Kim's resignation.

### **7. Policy Review**

### **8. Treasurer's report**

The treasurer reported the budget to Actual September 2024.

The draft budget estimates were submitted to the Board for review and approval. The Board discussed the estimates along with the 2025 wage grid. The increase to the Municipal Grant is 4%, which includes an increase to the insurance line, which is the portion allocated to the Library from the Municipality, as well as a 5% increase to salaries, which is COL + 1.75% for Library Assistant. These increases are reflected in the Budget Estimates.

**Motion by Hugh Cameron to approve the Budget Estimates for 2025 seconded by Judy Cameron. CARRIED**

**Motion by Hugh Cameron that the Board make payment in the amount of \$500, from the 2024 Budget line Board Remunerations to L. Lurges to offset costs to the READ for the past 14 months, seconded by Judy Cameron.  
CARRIED**

**9. CEO/Supervisor report attached**

**10. Report from Municipal Council report attached**

**11. New business/Community Activities**

Board Meeting dates for 2025 will continue the 4<sup>th</sup> Tuesday of the Month at 5 pm at the Cardinal Branch.

J. Cameron reported on her recent Virtual Library Conference for Library Boards. The conference was recorded and has been upload in Learn HQ, in which all Board members can create an account and access the recording. A couple highlights included a presentation about Critical Inclusion and AI in libraries, data privacy and misinformation.

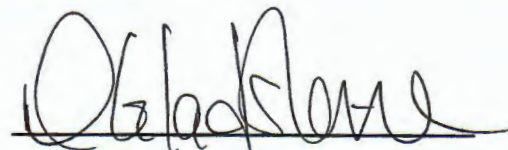
**12. Date of Next Meeting:** Tuesday January 28th, 2025 5pm Cardinal Branch

**13. Adjournment**

Motion by Tammy Wilson seconded by Judy Cameron that the meeting of the Library Board does now adjourn at pm 6:10 pm. CARRIED



Chair



Recording Secretary

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To: ECPL Board Members  
From: Donna Gladstone, Library CEO  
Meeting Date: November 26, 2024  
Subject: Library CEO Report 2024,

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Programs

READ

Baby & Tot Storytime

Nuts about Reading Tree

Remembrance Day Display (information from Veteran's Affairs being distributed) Remembrance Day  
colouring sheets

Saturday Lego Program

Both Branches

Memory Kits were launched at both Branches during Library Week. Friends at both Branches supplied  
treats during Library Week. We had 2 draws at each branch for an adult and child.

We launched our Nuts about Reading Tree and we post the progress of the tree transformation weekly.  
These types of reading incentives are always popular with the kid.

Cardinal Branch

We have been approached by the South Grenville Guild of Fine Art to hang paintings in the Cardinal  
Branch. We had a couple of the members drop into the Branch and they will be placing their work on  
the top of the shelves for the next 6 months. It is an opportunity for them to display their work and to  
add something special to our space. We will be the 3<sup>rd</sup> Library to have their art displayed, along with  
Prescott and Augusta Public Library.

The work of the Guild will be displayed later in November.

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I attended the Virtual Public Library Conference for Staff, as well as for Board

I also attended the Virtual How to Achieve Pay Equity Webinar.

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October 2024 Stats

October 2023 Stats

	Cardinal	Spencerville	Total	YTD		Cardinal	Spencerville	Total	YTD
Persons Entering	319	521	840	7872	Persons Entering	389	428	817	7453
WorkflowHolds	14	17	31	349	WorkflowHolds	8	13	21	347
Email Inquires	1	1	2	60	Email Inquires	0	1	1	38
Phone Inquires	9	13	22	265	Phone Inquires	6	13	19	247
In-person Inquires	10	86	96	723	In-person Inquires	5	34	39	391
ILL	12	5	17	207	ILL	6	21	27	182
PC Use	9	19	28	400	PC Use	8	13	21	324
Wireless Use	24	20	44	319	Wireless Use	4	6	10	60
Curbside Pick-up			0	0	Curbside Pick-up	9	1	10	99
Photocopying/Faxes	12	13	25	148	Photocopying/Faxes	9	7	16	213
Programs	12	10	22	259	Programs	16	7	23	163
Program Attendance	42	41	83	1055	Program Attendance	25	14	39	452
Home Bound Service	1	1	2	24					
Volunteer Hours	27	3	30	311.5	Home Bound Service	1			8
School vists	1	3	4	19	Volunteer Hours	35			114.5
#of students		226	226	1699	School Visits		295		1540
Circulation	747	629	1376	11736	Circulation	578	558	1136	11014
Overdrive	271	179	450	5237	Overdrive	318	219	537	4288
Overdrive Users	51	38	89	897	Overdrive Users	41	88	129	557
New Users	4	2	6	43	New Users	2	1	3	36
New Library Cards	6	23	29	139	New Library Cards	18	42	60	225
					Website Users				231
213 website visits									



**CAO's ADMINISTRATIVE UPDATE TO COUNCIL**

**ADMINISTRATION / ECONOMIC DEVELOPMENT**

Holiday Office Closure	The Township office will close on Tuesday December 24 <sup>th</sup> at noon and will reopen on Thursday January 2 <sup>nd</sup> at 8:30 AM.
UCLG Economic Summit	Economic development staff attended the UCLG Economic Development Summit on November 22 <sup>nd</sup> . Potentia Renewables CEO and Project Manager made a presentation to attendees
Student Newsletter	Staff are working with SGDSS students on the December edition of the Township newsletter. The school has advised that the students will not continue the newsletter into the 2nd semester. The opportunity to continue the newsletter will be available to the 2nd semester grade 9 tech class.
Building and Planning Application Process Improvement	Planning, Building, Frontline and Finance staff are exploring ways to improve building and planning application and permitting processes. The team has completed a process mapping exercise and has engaged software companies to find efficiencies in our payment and application process.
UCLG Fall Planner	Staff attended UCLG's fall Planner's meeting on Nov 15. The agenda included a community consultation presentation on the Counties Housing and Homelessness Plan.
Tourism Symposium	Staff attended Brockville's Tourism symposium on Nov 18. The symposium outlined the benefits of including tourism under the municipal umbrella, hearing from 2 panels of experts speaking on collaboration and marketing.
CIP Redesign	We have received one response to our RFP for the Community Improvement Plan. A review of the proposal is in progress.
Communication Committee	The Communications Committee will meet for their first meeting on December 4th.
Bylaw	The BLEO has been actively distributing public educational materials for the upcoming winter season respecting the winter parking restriction. The BLEO works closely with PW staff to monitor the weather and clean up efforts to ensure that warnings are issued prior to official orders when addressing winter parking.
Upcoming meeting schedule <b>Time – 6:30 p.m. unless noted otherwise</b>	Monday, December 2 – Committee of the Whole – Administration & Operations Monday, December 9 – Annual Awards & Recognitions for Youth/Citizen/Volunteer/Small & Large Businesses – 6:00p.m. Monday, December 9 – Regular Council Monday, January 13 - Committee of the Whole – Administration & Operations

TREASURY

FMW	Staff have been working with FMW to input their budgets and capital projects for 2025. The FMW Salary plan has successfully been completed in moved into the Operating Budget for 2025.
Payment Methods	In response to the Canada Post strike, staff have been working with RBC to explore options for residents to make payments online for invoices, tax certificate/statement and other items that do not relate to property taxes.

FACILITIES/RECREATION

Skate With Santa	Ingredion arena December 13 <sup>th</sup> – 6 pm – 7:30 pm Spencerville Arena December 15 <sup>th</sup> 2 pm – 3:30 pm
Holiday Skate Hours	Listed on our website
Aerobics Instructor	Posting has been up for two weeks with no interest yet.
Art Class	4 weeks session starts this week
Cookie Decorating	Sunday December 8 <sup>th</sup> . Johnstown Hall, registration has been good
Boat Launch	Nonresidents 169 - Township residents 168
Live Barn	I have reached back to Live Barn, and they are still interested in installing their camaras system in the Ingredion arena

OPERATIONS – PUBLIC WORKS

Roads Program	All roadways within the 2024 road program are completed to date. Final review of resurfaced roads to be reviewed for deficiencies by staff, consultant engineers, and contractors.
Ongoing Activities	Perform routine and weekend road patrols. Ongoing work includes vehicle maintenance, winter operations set up of one-way plows and wings. Shop maintenance, pothole patch repairs on various roadways, maintenance grading, culvert installations.
Training/ Meetings	PSD Citywide Route Patrol System completed and in place. Public Works Staff Training on system for road patrol usage. GPS/AVL training in progress for staff.

Lane Light Pedestrian Crossings	Staff met with ACF Electric on-site at the four locations. We will be proceeding with three locations right now: CR2/Dishaw, CR2/Walker and Bennett/Henderson. Some additional work will be required for CR2/Shanly Rd and will be included for 2025 budget discussions.
Augusta Boundary Road Agreement	Staff in both municipalities have worked on formalizing the current practices into an agreement. We will be bringing the agreement to Council on December 9 <sup>th</sup> and Augusta staff will be bringing the agreement on December 16 <sup>th</sup> .
Datacall Blue Box Wrap-Up	This is the final year of Datacall and the online portal will be taken offline on December 15, 2024. The 2025 Municipal Funding Allocation Model will be posted December 2, 2024 and we will be advised by email when the funding amounts become available.
Holiday Wreaths	Rideau St. Lawrence assisted with installing the wreaths on Bridge and Dundas Streets in Cardinal on November 18.
Tree Planting	Manotick Tree services completed the planting of 31 trees. Caliper size ranged between 50mm-70mm. Tree species included red and sugar maple, hack and service berry, oak and ironwood. There were four properties in Johnstown that took advantage of the offer, and the remainder of trees were planted at the back of fire station #1. We appreciate the efforts of SNC for coordination efforts and MNRF for their grant contributions.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Replaced aging ceiling tiles in offices and hallway. Serviced/repaired gear box on Gravity Belt thickener Drained SBR # 2 to repair sludge pump. Semi-annual SCADA servicing completed. Routine maintenance completed.
Cardinal Water Plant	Morrisburg Plumbing repaired boiler. Semi-annual SCADA servicing completed. Replaced MAC control positioner on valve # 1 for Filter 2A. Routine maintenance completed.
Cardinal Distribution System	Routine rounds completed. Fire Hydrants winterized and markers installed.
Industrial Park Water System	Routine rounds completed. Fire Hydrants winterized and markers installed.
Windmill Pumping Station	Routine rounds completed.
Spencerville Wastewater System	Topped up diesel fuel tank-Spencerville P.S 1. Received annual order of SHAC digester chemical. IECBL serviced pump panel at Spencerville P.S # 1.

Cardinal Sewer and Storm Collection System	Routine rounds completed. Henry Street Pumping Station- grease removed and cleaned.
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OPERATIONS – MUNICIPAL DRAINS

	Nothing to report
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FIRE DEPARTMENT

HR	<p>A recruitment information session was completed at each fire station. Seven candidates have completed aptitude test, physical testing and interviews. Potential start date of Jan 6, 2025.</p> <p>Two firefighters suffered injuries in separate incidents during live fire training. One is back to 100% and the other is on the road to recovery. These were not lost time injuries.</p>
Training	<p>The Training Officer completed NFPA 1041 Fire Instructor III at the Huntsville Regional Training Centre.</p> <p>Five members have started NFPA 1021 Fire Officer I that will conclude with 3 days of in person learning at the Clarence Rockland Regional Training Centre.</p> <p>Application submitted to the Ontario Fire College to get one of the mobile live fire training units for several days in 2025.</p>
Fleet	<p>An electrical issue has been identified on pumper 1. Emergency Vehicle Technician is scheduled this week. The truck remains in service.</p>
Fire Prevention	<p>Fire Prevention Officer and chief met with HFI representatives and toured the facility.</p> <p>Received a fire prevention kit from the Fire Marshalls Public Safety Council donated by TC Energy.</p> <p>Twelve Days of Holiday Fire Safety flyers designed/printed and distributed to Leeds Grenville Fire Departments.</p> <p>Firefighters attended several locations for Halloween distributing candy and fire prevention items.</p>

	Fire Chief and Community Development Coordinator met with Potentia to receive a project update and discuss fire safety for the Skyview 2 Energy Project.
Facilities	Exterior lighting on the east side of fire station 1 has failed and will be replaced by month end.
Other	Firefighters participated in the Prescott Light up the Night parade with several trucks.

### EMERGENCY MANAGEMENT

Annual Exercise	An emergency exercise of the Municipal Emergency Control Group was held on October 28. There was good participation and discussions by all members involved with the exercise. Adjustments are being made based on the findings of the exercise.
Annual Review	The Emergency Management Program Committee met on November 25 to review the 2024 activities and begin preparations for the 2025 emergency management program.
New Field Officer	The new field officer for our area (Loyalist Sector) is James Brown.
Annual Compliance Submission	Staff are in the process of completing the submission. Our target date is on or before December 5. Submissions are due by December 31 of every year.

Councilors are reminded to please forward or cc sent/received email correspondence that is a municipal record to [councilmail@twpec.ca](mailto:councilmail@twpec.ca)

**MINUTES**  
**PORT OF JOHNSTOWN MANAGEMENT COMMITTEE**  
**TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE**  
**THURSDAY JANUARY 23, 2025**  
**5:00 PM**

Present: Deputy Mayor Stephen Dillabough, Chair  
Mayor Tory Deschamps  
Councillor Chris Ward  
Councillor Joe Martelle  
Councillor Waddy Smail  
Regina Hernandez, Advisory Member  
Randy Stitt, Advisory Member  
Clint Cameron, Advisory Member

Zoom: Frank McAuley, Advisory Member

Staff: Sean Nicholson, CAO  
Candise Newcombe, Deputy Clerk  
Natalie Charette, Interim Clerk  
Leslie Drynan, General Manager  
Rhonda Code, Office Manager  
Mike Moulton, Operations Manager  
Jeff Wright, Maintenance Manager

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 5:00 p.m.

2. Approval of Agenda

**Moved by:** C. Ward  
**Seconded by:** W. Smail

That Committee approves the agenda as amended to move item 8.h up to #4. Delegations and Presentations with remaining items to follow sequentially.

Carried

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

4. Delegations and Presentations

Year End Presentation – Pre-Audited Financial Statements

Committee was provided with a summary of the report and discussed increased maintenance requirements versus number of maintenance staff, revenues obtained from the sale of access inventory, propane costs versus

realized dryer revenues, and a breakdown of estimated rate of return on investment anticipated for the grain dryer.

**Moved by:** T. Deschamps

**Seconded by:** C. Ward

That the Port Management Committee receives the 2024 Annual Report, and that this includes receiving the Financial Statement as per By-Law 2023-14, Schedule "A" and that these Financial Statements be submitted and interpreted to Council.

Carried

5. Minutes of the Previous POJ Committee Meeting

a) Meeting of November 18, 2024

**Moved by:** T. Deschamps

**Seconded by:** J. Martelle

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated November 18, 2024.

Carried

6. Business Arising from Previous PMC Minutes (if any) – None

7. Discussion Items – None

8. Action/Information Items

a) Grain Operations Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, grain received/shipped, vessels loaded in December and inquired about the timeline for completion of the cargo dispenser for rail services.

b) Maintenance Report

Port staff provided an overview of the monthly report and highlighted the following items completed: monthly maintenance/electrical work, items from the work order log, the scope and cause of the discharge valve #1 ship loader project, and the process of freeing the conveyors in frigid weather.

c) Capital Projects

Committee was provided with a summary of the capital project status to date and discussed the following: the proposed paving projects to be carried over

to 2025, confirmed remaining capital to be completed in 2025, and confirmed receipt of all grant funding for the new grain dryer.

d) Financial Report

Committee was provided with a summary of the monthly revenue and expenses and year-to-date budget to actual numbers and decreased salt traffic due to unused inventory levels.

e) Vessel Traffic Report

Committee was provided with summary of the report.

f) General Manager's Report

Committee was provided an overview of the report and discussed the advantages of engaging employees about essential internal improvements, providing incentives for improvements that drive production enhancements, retaining casual workers to ensure vacation coverage for full-time employees, estimated timeline for the completion and the scope of the consultation process of the Port of Johnstown Strategic Plan, and reviewed the contingency plans to offset the decline in salt revenue resulting from excess inventory.

g) Port of Johnstown Investments – 4<sup>th</sup> Qtr.

Committee was provided with an overview of the report and discussed the following: impending investment maturity dates, current cash on hand amounts, the current balance and interest rates on the operating account, and setting the annual budget prior to determining investment options.

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That the Port Management Committee received and reviewed items 8. a) Grain Operations Report; b) Maintenance Report; c) Capital Projects Report; d) Financial Report; e) Vessel Traffic Report, f) General Manager's Report; and g) Port of Johnstown Investments – 4<sup>th</sup> Qtr, as presented.

Carried

h) Masterfeeds Commercial Lease Renewal

Committee discussed concerns with paving work required on the property and the strong working relationship fostered between the Port of Johnstown and Masterfeeds to date.

**Moved by:** C. Ward

**Seconded by:** J. Martelle



That the Port Management Committee recommend that Council approves the lease renewal identified as P-35, between the Township of Edwardsburgh Cardinal, Port of Johnstown and Masterfeeds Inc.

Carried

i) Pay Equity Plan

Committee was provided with an overview of the report and noted the February 10th deadline for staff comments.

**Moved by:** T. Deschamps

**Seconded by:** W. Smail

That the Port Management Committee recommend that the Council endorses the Port of Johnstown Pay Equity Plan.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements.

**Moved by:** C. Ward

**Seconded by:** T. Deschamps

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

Withdrawals Total:	\$251,430.02
Batch 33 EFT's	\$21,701.89
Batch 34 EFT's	\$2,619.62
Batch 35 EFT's	\$24,003.82
Batch 1 Cheques	\$292,037.96
Batch 2 EFT's	\$517,341.90
Total of Direct Withdrawal & Batch Listings:	\$1,109,134.81

Carried

10. Councillor Inquiries/Notices of Motion – None.

11. Chair's Report

The Chair reported on the following:

- Attended ROMA, highlighting 2 delegation presentations pertinent to Port operations including the Ministry of Environment, Conservation and Parks regarding salt management, and the Ministry of Energy and Electrification regarding natural gas expansion to the Port.

12. Question Period – None.

13. Closed Session

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee proceeds into closed session at 6:08 p.m. in order to address a matter pertaining to:

- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approve Closed Session Minutes dated May 21, 2024.
- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Compensation Review.

**Moved by:** C. Ward

**Seconded by:** W. Smail

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 6:34 p.m.

Carried

5. Report Out of Closed Session

The Chair reported that Committee met in closed session to discuss the Port of Johnstown compensation review and provided direction to staff.

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Committee receives and approves the minutes of Closed Session dated May 21, 2024.

Carried

13. Adjournment

**Moved by:** T. Deschamps

**Seconded by:** W. Smail

That the Committee meeting adjourns at 6:35 p.m.

Carried

These minutes were approved by Port Management Committee this 18 day of February, 2025.

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**Chair**

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**Deputy Clerk**

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

**Thursday, January 23, 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  
Eric Wemerman, Chief Water/Sewer Operator  
Chris LeBlanc, Manager of Public Works  
Tim Fisher, Planner  
Candise Newcombe, Deputy Clerk  
Wendy Van Keulen, Community Development Coordinator  
Natalie Charette, Interim Clerk

**1. Call to Order – Chair, Mayor Deschamps**

Mayor Deschamps called the meeting to order at 6:47 p.m.

**2. Approval of Agenda**

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

That the agenda be approved as amended to move item 7.d 2025 Draft Public Works Budget, to follow 7.a with all remaining items to follow sequentially.

Carried

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

None.

**4. Delegations and Presentations**

a. Simon Wu, Rideau St. Lawrence Distribution - Shareholders' Agreement

Mr. Wu provided an overview of the agreement, proposed changes and additional powers under the revised United Shareholders agreement (USA). It was noted that the Township's legal representation was given a chance to review and provide feedback on the proposed revisions.

There was discussion regarding the number of board member representatives, term length, and additional powers granted to the board of directors.

It was noted that the draft USA bylaw was intended to be brought forward to the February meeting of Council.

Committee thanked Mr. Wu for his delegation.

**5. Consent Agenda**

None.

**6. Discussion Items**

None.

**7. Action/Information Items**

a. 2025 Revised Levy-Based Capital Budget Review

Committee was provided with a summary of the revisions to the 2025 levy-based capital budget following discussions at the previous budget meeting.

There was noted interest in excluding the proposed splash pad in Spencerville, tennis/pickleball court revitalization in Cardinal, and the South Centre generator from the 2025 capital budget. It was noted that further discussions could be had following the presentation of the prepared business cases.

b. 2025 Draft Public Works Budget

1. 2025 Capital Road Program

Committee was provided with a summary of the proposed changes to the 2025 capital road program, discussed removing the proposed addition of Cedar Grove Road, and reviewed the additional costs to pulverize and resurface a road versus resurfacing only.

2. Sidewalk Capital Program

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

3. Roadside Mower Attachment

Committee reviewed the business case and discussed purchasing a new unit, changes to service levels, and the importance of an impact study following a reduction in services.

There was discussion regarding a cutting schedule alternating between past service levels and proposed changes to ensure proper mitigation of roadside weeds.

There was consensus of Committee to proceed with option 4, to purchase a new mowing unit with reduced servicing to a single pass excluding intersections due to visibility concerns.

4. Structural Wall Repair

Committee was provided with a summary of the business case and discussed the option to use alternate materials, and possible restrictions to the use of the area.

There was a consensus of Committee to proceed with option 3, - complete structural wall repair, minor floor touch-ups and construction of new partial protection wall.

5. Oil Grit Separator

There was consensus of Committee to proceed with option 2 - purchase, install and commission a new oil/grit separator system at the Pittston Works garage.

6. Holding Tank

Committee reviewed the business case and discussed the proposed system location, the use of a condensed system, contamination risks, the expected life of the system, and the anticipated number and cost of pump-outs required.

There was consensus of Committee to proceed with option 2, - replace the existing holding tank.

7. Fleet Coordinator

Committee reviewed the business case and discussed the long-term benefits of in-house fleet maintenance, savings on service calls, annual safety inspections, and possible mitigation of costs by building inventory over a period of time.

c. 2025 Draft Fire Department Budget

1. Pumper 1

Committee was provided with a summary of the business case and discussed the remaining useful life of the asset, the asset replacement value, fleet rotation practices, past replacement of fire tanker in 2023, financing options, the next anticipated asset replacement in 2030, the proposed purchase value of approximately \$700,000.00, and possible savings with early tendering.

Members confirmed 2027 as the end of useful life for the asset, down payment amount of 10%, proceeding with the RFP process to determine pricing options, current reserve balances, and financing used for the tanker purchase.

There was consensus of Committee to proceed with the RFP process with variable delivery date options, obtain pricing details, and re-evaluate options for funding.

d. 2025 Draft Recreation and Facilities Budget

Members noted interest in removing the proposed generator purchase for the South Centre. The item was noted to be added following concerns raised by the Emergency Management Team about the lack of a backup power source.

There was consensus of Committee to remove South Centre generator from the 2025 capital budget.

1. Johnstown Play Structure Replacement

Members reviewed the business case and discussed the degree of deterioration of the play structure, altering the existing play structure to remove the slide, Canadian Standards Association (CSA) approval requirements, a play structure's average useful life expectancy, difficulty with part replacement due to the age of the structure, and reaching out to gauge support from the Township's industrial partners.

The suggestion to explore options for obtaining used parts for the remediation of the current play structure or a used play structure was made.

There was consensus of Committee to keep the play structure replacement in the capital budget with the direction to contact the Township's industrial partners and gauge the interest in possible donations towards the play structure.

2. Johnstown Pool Piping Retrofit

Committee reviewed the business case and there was consensus to keep the pool piping retrofit item in the 2025 capital budget.

Members inquired about the status of the proposed splash pad in Spencerville, suggesting a reduction in the proposed funding allocation from \$400,000.00 to \$100,000.00 due to the estimated timeline for installation. There was discussion regarding project progress to date, balancing recreation improvements throughout the Township, the ongoing expansion of Spencerville, the viability of completing the project in 2025, and the additional roads added to the 2025 road program.

There was consensus of Committee to allocate \$100,000.00 to the Spencerville splash pad project and issue the RFP in 2025 with intended project completion in the spring of 2026.

3. Spencerville Arena Dehumidifier

Committee reviewed the business case and there was consensus to keep the Spencerville arena dehumidifier in the 2025 capital budget.

There was consensus of Committee to keep all proposed recreation items except the South Centre generator in the capital budget.

Staff were directed to explore and return to Committee with funding options to address the remaining \$1.1 million needed to cover the 2025 capital budget.

**8. Councillor Inquiries/Notices of Motion**

Deputy Mayor Dillabough noted the Kraft Hockeyville competition and recommended the submission of the Spencerville arena.

Mayor Deschamps noted being contacted by several local businesses regarding their displeasure with the blue box transition requesting that staff gauge the willingness of local businesses for continued participation in the recycling program at an added expense.

**9. Member's Report**

Member's reported on the following:

- Attended ROMA conference highlighting 3 Township delegations including one with the Minister of Infrastructure regarding the Edwardsburgh land bank.

**10. Question Period**

None.

**11. Closed Session**

**Moved by:** C. Ward

**Seconded by:** S. Dillabough



That Committee proceed into closed session at 8:26 p.m. in order to address a matter pertaining to:

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Approve Minutes of Closed Session dated September 9, 2024
- b. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Potential Land Acquisition Business Case.

Carried

- a. Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Approve Minutes of Closed Session dated September 9, 2024
- b. Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Potential Land Acquisition Business Case

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 8:58 p.m.

Carried

## 12. Report Out of Closed Session

The Chair reported that Committee met in closed session to:

- Receive information regarding the proposed or pending acquisition or disposition of land and provided direction to staff.
- Review minutes of closed session dated September 9, 2024.

**Moved by:** W. Smail

**Seconded by:** J. Martelle

That Committee receives and approves the closed session meeting minutes dated September 9, 2024.

Carried

## 13. Adjournment

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

That Committee does now adjourn at 8:59 p.m.

Carried

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Chair

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Deputy Clerk

**MINUTES**  
**PUBLIC MEETING**  
**COMMITTEE OF THE WHOLE - COMMUNITY DEVELOPMENT**

**Monday, February 3, 2025, 6:00 PM**  
**Corporation of The Township of Edwardsburgh Cardinal**  
**Council Chambers, Spencerville Ontario**

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

STAFF: Sean Nicholson, CAO  
Tim Fisher, Planner  
Wendy VanKeulen, Community Development Coordinator  
Candise Newcombe, Deputy Clerk  
Rachel Porter, Recreation Coordinator  
Natalie Charette, Interim Clerk

**1. Call Meeting to Order**

The Chair called the meeting to order at 6:03 p.m. and requested that members of the public provide names and addresses on the sign-in sheet to record presence as part of the public meeting record. The Chair also extended a warm welcome to the new members of the Community Development Committee, Ms. Holly Howard and Mr. David Jansen.

**2. Approval of Agenda**

**Moved by:** T. Deschamps

**Seconded by:** W. Smail

That the agenda be moved as presented.

Carried

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

Councillor Martelle noted he owns domestic fowl.

**4. Process and Information**

Staff highlighted that the public meeting was being held under the authority of Section 34 of the Planning Act and was advertised in accordance with the requirements of the Act.

Staff outlined the process to share written or verbal comments to Council; the appeal rights; and how to receive a notice of Council's decision for those in attendance. It was noted that the Committee may make a recommendation for Council consideration at a future meeting although there will be no Council decision made on the application during this meeting.

## **5. Proposed Zoning Bylaw Amendment: Domestic Fowl**

### **a. Proposal Details**

The public meeting is regarding a proposed amendment to the zoning bylaw to permit the keeping of domestic fowl coops more broadly within the Township, and in particular, within all settlement areas and to amend the current provisions to protect individual private water sources (wells), wellhead protection area, intake protection area's, distance to lot lines and any window or door openings on an adjacent lot and the minimum and maximum floor space per hen. A permitting system to establish a domestic fowl coop as well as changes to the definition of domestic fowl coop was discussed, which could limit the number of fowl to 3 per coop in settlement areas.

The Township planner provided additional details regarding the proposed amendment and noted constructive public feedback received at the open house meeting held on January 28.

### **b. Public Comment**

The Chair opened the floor for any public comments.

Mr. Drew Lefebvre recommended revising the terminology from "egg-laying chickens" to "female chickens" and noted that the proposed limit on the number of fowl would hinder families' ability to rely on eggs as a consistent food source due to the limited supply. He suggested removing restrictions on the number of coops to accommodate the potential need to quarantine sick chickens, recommending a review of property zoning instead of imposing limits based on lot size. Mr. Lefebvre also proposed applying recommended setbacks to domestic fowl runs, rather than coops, as coops have floors that prevent waste contamination. Additionally, he recommended calculating square footage based on the combined size of coops and runs. He further suggested the Township adopt a model similar to the Township of Augusta, which permits up to 5 hens on properties of half an acre or less, 10 hens on properties of half an acre or more, and 25 hens on rural properties under 25 acres.

Mr. Brandon Pollard expressed concerns regarding potential legislative overreach in the proposed amendments. He recommended providing

clearer definitions, including maps to delineate the affected areas, and excluding agricultural land from the proposed changes.

Josh Reinhart expressed support for Mr. Lefebvre's comments and raised concerns about the lack of communication regarding the open house for the proposed zoning bylaw amendment held on January 28. He noted that the Township newsletter was a missed opportunity to promote the event. Additionally, he emphasized that the current proposed language of the bylaw is too vague and should be more specifically focused on settlement areas, omitting rural properties completely from any restrictions.

Mr. Bob Coville inquired about the method used to determine acreage for permitting rooster ownership and expressed concern that the proposed permitting system imposes too much of a financial burden on residents.

Patti Delmage expressed concerns about legislative overreach and the potential impact these restrictions could have on families' access to a cost-effective food source. She also raised issues with the permitting costs and the use of ratepayer funds for the zoning bylaw amendments proposed.

Dwayne Collard expressed his agreement with the comments made thus far and suggested that the Township review and reconsider the R1 and R2 property zones, maintaining the status quo for the rest of the zoning bylaw.

Karen Lavoie shared that she relocated to the Township to enjoy rural living and recommended increasing the permitted number of domestic fowl to better accommodate the needs of Township residents.

Alex Villemaire expressed concerns about any restrictions on potential food sources for residents.

Will and Rosanna Moulton joined the meeting virtually via Zoom and expressed their agreement with the statements made. They encouraged the Township to focus its review of domestic fowl restrictions solely on the settlement areas.

Madison Couture joined the meeting virtually via Zoom and expressed her agreement with the statements made. She highlighted that the current restrictions render the keeping of domestic fowl coops unviable.

Matthew Stephens joined virtually via Zoom with Jen Ryckman and stated that they had heard of the Zoom meeting via the Facebook group "What's happening Spencerville", and agreed that utilizing social media would help keep families involved in community decisions.

The Committee clarified its intent to reduce restrictions on the keeping of domestic fowl, outlined the steps being taken to improve communication with residents, and thanked the public for their valuable feedback.

c. Committee Discussion

The Committee clarified that the proposed zoning bylaw amendment aims to reduce restrictions on domestic fowl permissions. Members also discussed the need to bridge the communication gap between the Township and its residents, as well as further relax restrictions on domestic fowl in rural areas of the Township.

That Committee direct staff to review the comments received to date and draft wording for the amendments to Section 4.5(2) for domestic fowl coops in the zoning bylaw and investigate an application or licensing process, for review at a later public meeting date.

## **6. Next Steps**

The Chair noted that Staff will take all comments heard into consideration prior to making a recommendation to the Committee of the Whole – Community Development. The changes are meant to include improvements to provisions in the Settlement area and the Rural area. The next meeting Committee meeting is scheduled for March 3. For those who wish to attend virtually, you can email our Clerk for a link before 4:30 p.m. on the day of the meeting. Committee and Council meetings and agendas are posted to the Council Calendar on the Township website: [www.twpec.ca](http://www.twpec.ca).

Committee will review any information and recommendations from staff and make a recommendation to Council. If Committee feels that more revisions are necessary, they will ask our Planner to make changes for another review.

When a decision is made by Council and notice of decision is mailed, there will be a 20-day appeal period.

The Chair noted that if individuals wished to be notified of the Council's decision, they must make a written request to the Township through the Community Development Coordinator.

## **7. Adjournment**

**Moved by:** T. Deschamps

**Seconded by:** S. Dillabough

That Committee does now adjourn at 7:05 p.m.

Carried

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Deputy Clerk

**MINUTES**  
**COMMITTEE OF THE WHOLE**  
**COMMUNITY DEVELOPMENT**

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

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

STAFF: Sean Nicholson, CAO  
Jessica Crawford, Treasurer  
Tim Fisher, Planner  
Wendy VanKeulen, Community Development Coordinator  
Candise Newcombe, Deputy Clerk  
Rachel Porter, Recreation Coordinator  
Mary Tessier, Consultant  
Natalie Charette, Interim Clerk

**1. Call to Order – Chair, Chris Ward**

Councillor Ward called the meeting to order at 7:19 p.m.

**2. Approval of Agenda**

**Moved by:** T. Deschamps

**Seconded by:** W. Smail

That the agenda be approved as presented.

Carried

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

None.

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

Members requested updates on the ongoing LEAR discussions, highlighting an upcoming meeting at the United Counties of Leeds and Grenville in March.

## 5. Delegations and Presentations

- a. Jane Hess - Every Kid in Our Communities Coalition (Formally Part of the United Way of Leeds and Grenville)

Delegation was not present. Staff noted the late start to the meeting and that they would reach out to the individual for future delegation opportunities.

- b. Eric Baker & Rob Thompson - Baker Development

Mr. Thompson highlighted the challenges in coordinating municipal services for the proposed development and recommended utilizing private services through Newterra's water and wastewater treatment systems to expedite progress, with plans to integrate future developments into the municipal service network.

The discussion covered the proposed unit types, the Township's support for the development, and the added benefits to developers of having a Township-employed planner.

## 6. Action/Information/Discussion Items

- a. Live: Land Use Planning

- 1. Shanly Cemetery

The Committee received a summary of the report and discussed the potential for cemetery expansion, as well as the size, location, and proposed purposes of the lot.

- 2. Process Improvements for Building Permits and Planning Approvals

The Committee was presented with a summary of the report and discussed the following topics: the countries of origin of the proposed companies, customer satisfaction history, service modernization, enhanced communication options, consistency across neighboring municipalities, CGIS customizability, and contract flexibility in the event of insufficient services.

**Moved by:** S. Dillabough

**Seconded by:** T. Deschamps

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

Carried

- b. Work: Economic Development



None.

c. Play: Recreation

1. February Recreation - Upcoming Events

The Committee was provided with a summary of the report and discussed the following: ice rental availability, prime-time ice rates, potential discounts on rental rates, current drop-in skating fees, the cost of adult fitness classes, opportunities to maximize unused ice time, and inquiries regarding interest in the Township's lifeguard positions.

d. Social Services Directory

The Committee was provided with a summary of the report and discussed the following: the service's benefits to residents, key metrics to track for future reports, the proposed launch date, and potential alternate uses as a marketing tool for individuals seeking volunteer opportunities in the community.

**7. Inquiries/Notices of Motion**

Deputy Mayor Dillabough requested that staff present a report outlining options for discounted rental rates on unused ice time at the meeting in March.

**8. Member's Report**

None.

**9. Question Period**

None.

**10. Closed Session**

None.

**11. Adjournment**

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

That Committee does now adjourn at 8:19 p.m.

Carried

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Chair

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Deputy Clerk

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

**Monday, February 10, 2025, 6:30 PM**  
**Corporation of The Township of Edwardsburgh Cardinal**  
**Council Chambers, Spencerville Ontario**

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

REGRETS: Deputy Mayor Stephen Dillabough

STAFF: Sean Nicholson, CAO  
Dave Grant, Director of Operations/Deputy CAO  
Jessica Crawford, Treasurer  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Brian Moore, Fire Chief  
Eric Wemerman, Chief Water/Sewer Operator  
Chris LeBlanc, Manager of Public Works  
Candise Newcombe, Deputy Clerk  
Natalie Charette, Interim Clerk

**1. Call to Order – Chair, Mayor Deschamps**

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

**2. Approval of Agenda**

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

That the agenda be approved as presented.

Carried

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

None.

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

The Mayor inquired about the feedback from the United Counties of Leeds and Grenville regarding the Land Evaluation and Area Review (LEAR). It was noted that no feedback had been received to date.

The Mayor pointed out a typographical error in the previous minutes under Councillor Inquiries/Notices of Motion, where the proposed naming of a municipal facility was attributed to "Mr. Walter" instead of "Mr. Walker."

**5. Delegations and Presentations**

None.

**6. Consent Agenda**

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT the following consent agenda items be received as presented:

- a. 4th Quarter Facility Maintenance Report
- b. 4th Quarter Facility Statistics Report
- c. 4th Quarter Operations Report
- d. 4th Quarter Fire Report
- e. 4th Quarter Bylaw Enforcement Report

Carried

**7. Discussion Items**

None.

**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

The Committee was given a comprehensive overview of the report, during which they discussed the fire communications equipment budget,

reviewed the current balance of \$363,000.00 in the fire vehicle reserve, and clarified the purpose of the reserve.

g. 4th Quarter Budget to Variance Report

The Committee received a detailed summary of the report, highlighting a modest Township deficit of \$44,211.00 for 2024. Members praised staff for the increase in building permits and the use of recreational facilities, as well as for effectively managing additional challenges in 2024, such as securing extra Township staff, expanding the 2024 roads program, and addressing overall cost increases in general operational expenses.

The Committee noted that the modest Township deficit indicates staff's cost estimates were sufficiently accurate, ensuring that residents were not charged more than necessary through their property taxes.

Members inquired about the variance in the budget for the proposed 2025 Township Roads program. It was noted that, upon further inspection, the Public Works Department had to expand the project scope to include drainage and sewage work.

Inquiries were made regarding the purpose of the Township working funds account, which was explained to be used as a cash flow reserve to ensure the smooth operation of regular Township business.

h. 4th Quarter Council Remuneration Report

The Committee was provided with a summary of the report, highlighting the increased participation of Council Members in educational conferences in 2024. These conferences offer additional opportunities to secure grant funding for the Township, supporting various services, such as the promotion of local development.

i. 2024 Cardinal WPCP Annual Report

The Committee was given a comprehensive overview of the report, which included a discussion on the reduction in annual flow since 1997, following the resolution of infiltration issues and the replacement of aging infrastructure.

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That Committee recommends that Council receive the 2024 annual report for the Cardinal WPCP; and direct staff to submit the report to MECF prior to the March 31<sup>st</sup> deadline.

Carried

j. Cardinal-IP- Water System Summary Reports

The Committee was provided with a detailed summary of the report and discussed several key points, including the additional capacity available for new development, the reasons behind the decline in water usage in the Industrial Park, and the impact of water main breaks in Prescott on the Township's water lines.

Members discussed the 15.2% decrease in consumption within the Township, the capacity benefits of installing water meters, and the suggestion to reduce the size of the water treatment facility when considering its replacement, due to the limited number of system users. It was noted that, when replacing capital assets, it is recommended to replace them on a like-for-like basis to maintain service levels.

**Moved by:** C. Ward

**Seconded by:** J. Martelle

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

Carried

k. 2024 Sanitary Collection Performance Report

Committee was provided with a high-level overview of the report and discussed the intake and output limits of the Spencerville Lagoon and Industrial Park systems. The current levels of each system were reviewed, along with the Township's proximity to their respective limits, inquiring about the need to enforce usage restrictions on the Industrial Park system.

Members inquired about the life expectancy of the CIPP lining work, which was noted to last for several years, extending the asset life.

**Moved by:** J. Martelle

**Seconded by:** W. Smail

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 31<sup>st</sup> deadline and post to the Township website.

Carried

l. 2024 MTO Report

The Committee was provided with a summary of the report, which included a discussion on increases in emergency response rates, invoices paid to date by the MTO, the cost-recovery process, and the potential for bypassing the MTO by submitting claims directly to insurance companies.

m. Fire Service Radio & Paging System Upgrade

The Committee was given a detailed overview of the report, which included a discussion on the final upgrade schedule, the effectiveness of the United Counties Communications Committee, the allocation of a dedicated budget line for the upgrades, associated costs, and current reserve balances.

n. 2024 River Route Transit Report

The Committee received a comprehensive overview of the report and discussed several key points: the growing public demand for rural transportation, the increasing dependence on the service, the potential inclusion of transportation services during Township special events, and plans for future adaptation and continued service expansion.

Members reviewed ridership metrics to assess Township resident usage, noted the rise in student ridership, evaluated the program's costs, and inquired about expanding the service to northern areas of the Township to ensure equitable access.

Committee requested that staff return to the February 24th meeting of Council with additional information regarding ridership metrics.

o. Blue Box Transition Update

The Committee was provided with a summary of the report and discussed several key points: feedback from Industrial, Commercial, and Institutional (ICI) partners regarding program changes, alternative recycling options for ineligible partners opting out of the program, and clarification on the decision not to cover certain ICI services. It was noted that future plans for municipal recycling pick-up at Township facilities would need to be explored and producer pushback on limiting the amounts eligible for pick-up reviewed. Service coverage for some institutional properties was noted to be available starting in January 2026.

Members emphasized that the intent of the system is to place the responsibility for recycling removal payment on producers. However, they noted that the proposed system resembles a user-pay model rather than a producer-pay model. There was further discussion on the contract hierarchy and concerns about increased curbside waste under the proposed collection system. Members also noted that additional time for public education would have been beneficial.

p. Revised Entranceway Bylaw

The Committee received a summary of the report and discussed several key points: allowing additional time for review and feedback on the proposed bylaw changes, common practices of neighboring municipalities, the annual number of Township culvert installations, and the rationale for narrowing the culvert installation window from July to November to avoid disrupting spring spawning.

There was also discussion on the effectiveness of a flat rate for culvert installation, gauging Committee interest in a full cost recovery system, and the factors influencing the costs of culvert installations.

Staff were requested to compile additional information and bring this item back for review at a subsequent Committee meeting.

**9. Councillor Inquiries/Notices of Motion**

Councillor Martelle congratulated the Township Fire Department on successfully recruiting eight new volunteer firefighters.

**10. Member's Report**

Member's reported on the following:

- Highlighted upcoming events of the Cardinal Festival Committee and encouraged members of the public to visit their Facebook page for event times.
- Mayor/CAO attended the St. Lawrence Economic Development Corridor meeting on March 7. Members discussed possible responses to impending tariffs from the USA, and impacts and difficulties from industrial, commercial, tourism, manufacturers and small business standpoints.

**11. Question Period**

None.

**12. Closed Session**

None.

**13. Adjournment**

**Moved by:** C. Ward  
**Seconded by:** W. Smail

That Committee does now adjourn at 8:33 p.m.

Carried

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Chair

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Deputy Clerk



# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 24, 2025

Resolution Number: 2025- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

THAT Municipal Council proceed with implementing the CGIS permitting module upgrade at an additional cost of \$4,320 annually and investigate complementary solutions to address online payments, as recommended by the Committee of the Whole – Community Development.

Carried     Defeated     Unanimous

Mayor: \_\_\_\_\_

RECORDED VOTE REQUESTED BY: \_\_\_\_\_

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 24, 2025

Resolution Number: 2025- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

THAT Municipal Council receive the 2024 annual report for the Cardinal WPCP; and direct staff to submit the report to MECF prior to the March 31<sup>st</sup> deadline, as recommended by the Committee of the Whole – Administration and Operations.

Carried     Defeated     Unanimous

**Mayor:** \_\_\_\_\_

**RECORDED VOTE REQUESTED BY:** \_\_\_\_\_

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 24, 2025

Resolution Number: 2025- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

THAT Municipal Council receive the 2024 Summary Reports for the Cardinal and Industrial Park Water Systems, as recommended by the Committee of the Whole – Administration and Operations.

Carried     Defeated     Unanimous

**Mayor:** \_\_\_\_\_

**RECORDED VOTE REQUESTED BY:** \_\_\_\_\_

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 24, 2025

Resolution Number: 2025- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

THAT Municipal Council receive the 2024 Sanitary Collection Performance Report and direct staff to submit a copy of the report to the MECF prior to the March 31<sup>st</sup> deadline and post to the Township website, as recommended by the Committee of the Whole – Administration and Operations.

Carried     Defeated     Unanimous

Mayor: \_\_\_\_\_

RECORDED VOTE REQUESTED BY: \_\_\_\_\_

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



**TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM**

**Committee:** Committee of the Whole – Administration and Operations

**Date:** February 24, 2025

**Department:** Fire

**Topic:** Pumper 1 RFP Results

**Purpose:** To inform Council of the Pumper 1 RFP results and recommend proceeding with an early purchase.

**Background:** In January committee was presented with a business case to replace pumper 1. Several items contributed to recommend early replacement, primarily, new upcoming emissions technologies and their impact on cost and reliability of 2027 models.

The RFP was posted on the township and Merx websites from January 28 to February 18. The RFP listed a few basic requirements and was open to stock, demo or build to order trucks with delivery window of Q2 2025 - Q4 2027.

In total seven proposals were received. One proposal was not evaluated as it included a custom chassis. Another proposal included a pump capacity less than the minimum specified in the RFP. This proposal was included in the evaluation and did not make the top three.

The proposals were scored by seven fire department officers using the following matrix.

Price	30%
Expertise and Resources	20%
Warranty and Maintenance	10%
References	5%
Preferred / Additional Features	35%

Score	Vendor	Delivery	Price
84.35	MaxiMetal – Commercial Emergency Equip	Q3 2025	\$679,924
62.83	Rosenbauer – City View Specialty Vehicles	Q1 2026	\$645,650
61.68	Pierce - Commercial Emergency Equip	Q4 2025	\$683,343
49.90	Dependable Emergency Vehicles	Q3 2025	\$549,000
49.20	Battleshield – 1000 gal tank	Q1 2026	\$738,592
42.77	Battleshield – 1400 gal tank	Q1 2026	\$747,806

Prices do not include non-rebated HST.

The proposal from Commercial Emergency Equipment for the MaxiMetal pumper received the highest score by every evaluator. MaxiMetal has been producing fire apparatus at their facility in Saint-Georges Quebec for 42 years.

Standard features in the stock MaxiMetal configuration that influenced scoring include:

- 20% additional water tank capacity (1200 gal)
- Low height hose pre-connects with removeable trays
- Front bumper line for efficient deployment
- Multiple compartment shelves and lower pull-out trays included
- TPMS with dash indicator
- 120 v shore power in cab
- Direct water tank fill with fireman's friend valve
- Recessed step at rear of hose bed for loading

**Policy Implications:** Procurement Policy 2023-51, Paragraph 6.2 states, all expenditures shall be within the current approved budget or within approved estimates; otherwise, prior approval of Council shall be required. The Department Head or Treasurer shall not approve any expenditure that is not within the approved budget or estimates. In the event that the annual budget has not yet been approved, expenditures can be made provided that the expenditures are within the previous year's budget authority.

**Strategic Plan Implications:** This would align with strategic plan objective 4.10 to maintain municipal fire infrastructure.

#### **Options Analysis:**

1. Purchase the pumper from MaxiMetal. Although pricing may be subject to change, an increase is unlikely with a chassis that is already on hand and the truck currently under construction in Canada. Increase the time before the next pumper purchase by 2 years to 5. Ahead of the new engine/emissions equipment and uncertain cost increases.
2. Investigate/negotiate for a delivery in 2026. It may be difficult to acquire firm costing based on chassis availability. Price will have a higher margin for potential increases.
3. Remain status quo and re-issue an RFP in 2026.

**Financial Considerations:** A 10% deposit is required at time of order with the balance due upon delivery of the apparatus. The deposit amount could be taken from the fire department vehicle reserves and debenture remaining cost over a period, not to exceed 10 years, upon arrival.

**Recommendation:** That Council authorize the early pumper replacement in 2025 and direct staff to execute a purchase agreement for the MaxiMetal pumper from Commercial Emergency Equipment; cover the 10% deposit through the fire vehicle reserves and return with debenture options in advance of pumper arrival.



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**Fire Chief**

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 24, 2025

Resolution Number: 2025- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

COPY

THAT Municipal Council approve the Port of Johnstown 2025 Operating and Capital Budgets as presented, as recommended by the Port Management Committee.

Carried     Defeated     Unanimous

Mayor: \_\_\_\_\_

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





**PORT OF JOHNSTOWN  
ACTION ITEM**

**Committee:** Port Management

**Date:** February 18, 2025

**Department:** Port of Johnstown

**Topic:** 2025 Operating and Capital Budgets

**Purpose:** To recommend the approval of the 2025 Operations Revenue and Expense Budget and 2025 Capital budget as presented.

**Background:** The Port of Johnstown operates as a separate division of the Township and has separate financial accounts and therefore has their own operating and capital budget. The attached presentation and background documentation is a compilation of ideas and input from the entire Port of Johnstown team, respectfully submitted for your consideration.

**Policy Implications:** The Operating and Capital Budgets must be presented to the Port Management Committee (PMC) and recommended for approval to Council. All projects over \$75K approved within the budgets, must adhere to the Procurement Policy and return to the PMC for final approval.

**Financial Contributions:**

Summary of Revenue/Expense Budget

Revenues: \$11,474,069

Expenses: \$7,446,264

Net Surplus: \$4,027,805

*\*earnings before interest, taxes, depreciation, amortization*

Total Capital Budget: \$4,293,000

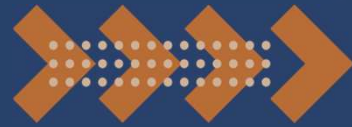
**Recommendation:** That the Port Management Committee recommends that Council approve the 2025 Operating and Capital budgets as presented.

*Leslie Dnyan*

General Manager



PORT OF JOHNSTOWN



# BUDGET 2025

OUR PEOPLE.  
OUR FUTURE.  
OUR UNLIMITED POTENTIAL.



February 18, 2025



# Introduction

Our People. Our Future.  
Our Unlimited Potential.

On behalf of the entire Port of Johnstown employee compliment we are proud to present this draft operating and capital budget to the Port Management Committee.

Development of this budget includes ideas and input from each and every member of our team.

Collectively we are committed to driving economic growth and aggressively pursuing new approaches in collaboration with partners to ensure the competitiveness and sustainability of the Port of Johnstown.



**Customer  
Service  
Excellence**



**Culture  
Strategy  
Partnerships**



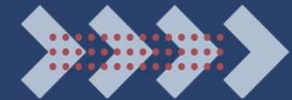
**Optimization  
Development  
Growth**



# Who Are Our People?



# Budget Summary



**Proposed Operating Revenues**

**\$11,474,069**

**\$11,018,095 IN 2024**

**Proposed Operating Expenses**

**\$7,446,264**

**\$6,288,388 IN 2024**

**Proposed Capital Investments**

**\$4,293,000**

**OUR PEOPLE.  
OUR FUTURE.  
OUR UNLIMITED POTENTIAL.**



# Factors Affecting Operating Expenses

*Investing in Our People*

## Wages & Benefits

- Opportunities for Casual Staff to obtain FT employment (cross-training/succession)
  - Fumigator(s), Utility Man 1, Millwright Apprentice, Electrician
  - Retain the quality skilled staff we have!
- Inclusion of Assistant General Foreman, Senior Advisor & Special Projects positions
- Grievance Settlement (2019 - 2022)
- Pay Equity Plan retroactive compensation
- Updated wage rates as per CA & Non-Union Compensation Strategy

## Office Equipment, Technology & Employee Recognition

- Adherence to technology replacement schedule + laptop for Ops
- Additional Adobe licenses
- Replacement office furniture
- Substantial focus on workplace culture & employee morale support



*More People = Increased Cleanliness  
= Less Chemical Use through Fumigation*

## Advertising & Promotions

- Improvements to entrance & internal signage
- Agricultural Promotion (specific focus to youth & 4H)
- Hosting local Earth Day BBQ Lunch
- Customer Appreciation Day in lieu of Port Day 2025



# Factors Affecting Operating Expenses

## Materials & Supplies (+94K over 2024 actuals)

- Painting (Dock, rails, bollards)
- Adding rip rap to berm on west Riverfront dock and SE corner of Hbrfront dock to support erosion
- Replace marine perimeter lights
- Install Job Boxes + tools throughout facility
- Modernized tools for maintenance shop
- Grain Handling Equipment Supplies
- Continuation of urethane liner installation

“Caring about this facility, maintaining these buildings, the land and the grain elevator is a way of preserving industrial history.”

~Hon. Minister Rob Flack



**BUDGET**

# Factors Affecting Operating Expenses

## Outside Services (+296K over 2024 actuals)

- Overdue mandatory staff training
  - First Aid/CPR, WHMIS
  - Confined Space Rescue, Rigging & Lifting
  - Fumigation, Mobile Elevated Work Platform
  - Code of Conduct, Violence & Harassment
- Pest Control Support for Annex
- Increase office housekeeping schedule
- Strategic Plan Consultant
- Creation of outdoor lunch area for employees
- Website Updates to improve Accessibility
- Dock Analysis - see next slide
- Bin sweep compressor maintenance
- Inspection & service of ship loaders



STRATEGIC PLAN



## Exploring Condition of Pier 3 Docks Port Dock A, B and Elevator Dock

\$100K

The Pier 3 area has been utilized over time for storage of bulk salt and various cargo. The South Loading Slip, and its dock walls, are integral for the loading of vessels with bulk grains from the Elevator and the unloading of calcium chloride and various cargos. It has been known for some time that Port Dock's A and B are in poor condition and caution with strict limits to their operations have been in place. While the Elevator dock is generally considered to be good condition local areas of deterioration have been noted.

In April 2018 and September 2023 ODS Marine conducted underwater investigations of Port Docks A and B and the Elevator Dock. Comments provided on next slide, as per S. Houseman, P. Eng.

Port Docks A and B are in poor condition. Since 1978 no significant repairs to these two docks has occurred and the extent of these repairs is unknown. The areas within 60 feet of the dock edge have been designated as 'no load' or no use zones and by and large operated this way. It is not possible to determine a useable life for these two docks without doing considerable and costly investigative work. It is not possible to predict if or when a failure of the dock walls might occur. A failure would likely result in the closure loading Slip A.



The Elevator Dock is considered to be in fair to good condition with known local repairs required. Further investigative work to be included as part of comprehensive engineering report.

# Background Information - Exploring Condition of Pier 3 Docks

## Summary of ODS Marine Underwater Investigations

### Port Dock A and B

- Approximately 5% of the exterior main bearing piles were missing or failed completely most notably at the east end of the dock.
- Approximately 25% of the remaining piles would be considered in poor condition.
- The remainder of the pile pairs, about 70%, could be considered in fair to good condition.
- 100% of the bearing of all piles at the walers and wood filling blocks under the concrete cope wall would be considered to have failed due to the decay of these wood members and in poor condition.
- 90% of the bolted connections both to the main tie rod and pile to pile are in poor condition and no longer functioning.
- The main tie rod connections and its steel walers under the concrete cope wall could not be inspected as they are encased in concrete.
- 100% of the sheet piles have gaps between them of between 1" to 3" with the typical gap being 2". Some amount of material loss has occurred however this does not seem significant.
- At the very east end of Port Dock A material loss through the Junction of Port Dock A and new Phase 3 River Dock has been occurring for several years. This material loss can be seen on the river bottom and is the result of a poor closure of this new wall and the older Port Dock A walls.
- There has been ongoing material loss at the north end of Port Dock B and its intersection with the Elevator Dock. There has been random sinkholes developing in the paved area back of Port Dock A's cope wall. It is believed in all these cases deterioration of the relieving platform deck is the cause of these sink holes and material loss.
- The relieving platform was not inspected.
- The bulge or bow as reported in the 1998 report does not seem to have increased in size.

### Elevator Dock

- On the south face the gap between the bottom of the concrete wall and the river bottom has increased with time in all locations.
- At the very east end of the elevator dock, adjacent the stationary marine tower, the gap between the bottom of the concrete wall and river bottom is consistently 6' deep or deeper and the original sheet piles are fully exposed. The river current at this end of the dock is strong.
- There are a number of places along the Elevator Docks south face where large cracking occurs and also significant portions of the wall have deteriorated with the concrete falling out leaving openings. The depths of these cracks can vary from 3" to greater than 12". In the case of the openings they also vary in size and in most cases extend back to the original wood sheet piles. These openings in the concrete wall are found at the following locations from the docks west end measured in meters; 121 to 125, 135 to 136, 160 to 161, 211 to 219, 238 to 245 and 248 to 255.
- The Elevator Dock north face is by and large in good condition with typical gaps between the bottom of the concrete wall and river bottom. The wall cracking is normal and mainly at the wall bottom. No significant openings were found in the wall face as found in the south wall face noted above.

# REVENUES (EBITDA)

HARBOUR SERVICES	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 Comments
BERTHAGE	140,000	141,877	155,000	3-year average
MOORING	30,000	43,645	35,000	3-year average
GRAIN WHARFAGE	163,957	238,510	215,000	Higher average to align with 2024 actuals
DRY BULK CARGO WHARFAGE	640,000	565,741	670,000	4-year average
BREAK BULK CARGO WHARFAGE	20,000	17,507	5,000	Nothing in the que yet for 2025
LIQUID BULK CARGO WHARFAGE	28,000	25,142	25,000	Align with 2024 actuals
MISC. WHARFAGE/CRUISE BOATS	1,300	-	-	No vessels expected as of Feb 2025
DRY BULK CARGO STORAGE	7,500	12,579	10,000	Business development opportunities
BREAK BULK CARGO STORAGE	25,000	44,574	65,000	Half 3-year average to align with lower 2024 actuals
MARINE SECURITY	62,000	75,045	78,000	3-year average
<b>TOTAL</b>	<b>1,117,757</b>	<b>1,164,619</b>	<b>1,258,000</b>	
<b>GRAIN SERVICES</b>				
GRAIN STORAGE	1,872,800	2,170,951	2,200,000	Align with 2024 actuals
AERATION	182,240	142,419	127,400	3-year average
LAB TESTING	3,500	9,190	4,000	Same as 2024 - 2024 actuals due to increased testing for Greenfield
RECEIVING - VESSELS	-	-	-	Not expected
RECEIVING - RAILS	-	-	-	Not expected
RECEIVING - TRUCK	2,600,000	2,789,307	2,900,000	3-year average + continued increase
DELIVERING - VESSELS	1,175,000	1,333,943	1,300,000	Align with 2024 actuals
DELIVERING - RAIL	25,000	4,046	4,000	Align with 2024 actuals
DELIVERING - TRUCKS	485,000	320,529	428,000	3-year average
DELIVERING - MILL	-	-	-	
<b>(TOTAL IN/OUT)</b>	<b>4,285,000</b>	<b>4,447,825</b>	<b>4,632,000</b>	
CLEANING	8,500	17,867	11,000	3-year average
GRAIN DRYING	535,700	350,250	237,900	3-year average
SOYBEAN DRYING	1,650,000	1,654,800	1,500,000	Price was down in 2024 - working on new drying tables
GRADING	250	60	100	
PROTEIN ANALYSIS	4,696	4,702	3,900	3-year average
SALE OF GRAIN	162,000	-	130,000	3-year average + continued increase
QUALITY CONTROL/FUMIGATION	330,255	409,251	390,000	3-year average + continued increase
<b>TOTAL GRAIN SERVICES</b>	<b>9,215,640</b>	<b>9,207,313</b>	<b>9,421,026</b>	
RAIL STORAGE	10,000	26,856	17,300	3-year average
RAIL CARGO HANDLING	25,000	5,787	90,000	Potential rail partnership development
<b>TOTAL</b>	<b>35,000</b>	<b>32,643</b>	<b>107,300</b>	
<b>LEASES AND LICENSES</b>				
BUSINESS PROPERTY LEASES	63,350	68,197	69,220	1.5% increase
POJ WAREHOUSE PROPERTY LEASES	135,164	145,473	147,655	1.5% increase
CARGO STORAGE LEASES	336,126	341,784	346,310	1.5% increase
LICENSE AGREEMENTS	55,663	57,236	58,095	1.5% increase
COTTAGE LEASES	46,781	47,368	48,078	1.5% increase
SALE ELECTRICITY	10,114	11,315	11,484	1.5% increase
<b>TOTAL</b>	<b>647,198</b>	<b>671,373</b>	<b>681,443</b>	
<b>TOTAL MISCELLANEOUS SERVICES</b>	<b>2,500</b>	<b>5,364</b>	<b>6,300</b>	
<b>TOTAL REVENUES</b>	<b>11,018,095</b>	<b>11,081,312</b>	<b>11,474,069</b>	

# EXPENSES (EBITDA)

	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 Comments
LABOUR REG	1,873,206	1,750,683	2,369,062	Wage actuals + additional positions (contract + FT)
LABOUR OT	243,517	231,383	312,716	Overtime is dependant on harvest requirements
BENEFITS	1,063,391	1,085,955	1,476,543	
<b>LABOUR TOTAL</b>	<b>3,180,113</b>	<b>3,068,021</b>	<b>4,158,321</b>	
ELECTRICITY	447,478	387,982	405,000	5% increase based on 2024 actuals
GAS	180,514	58,428	62,000	5% increase based on 2024 actuals
PROPANE		75,942	75,000	Based on 2024 actuals
EQUIPMENT FUEL	5,000	4,343	5,000	Same as 2024
<b>UTILITIES</b>	<b>732,992</b>	<b>526,695</b>	<b>547,000</b>	
<b>OUTSIDE SERVICES</b>	<b>427,570</b>	<b>348,437</b>	<b>644,540</b>	
<b>MATERIALS AND SUPPLIES</b>	<b>183,600</b>	<b>173,367</b>	<b>267,650</b>	
ADVERTISING	24,850	19,409	22,975	Agriculture Advertising
DONATIONS/SPONSORSHIP	40,205	14,541	44,266	Focus on 4H and Youth in Ag
MEMBERSHIPS	8,050	7,126	13,345	Additional staff members covered
PORT PROMOTIONS	31,850	36,582	37,000	Earth Day BBQ Host, Customer Appreciation Day(s)
<b>TOTAL ADV / DON / SPON / MEMBER</b>	<b>104,755</b>	<b>77,658</b>	<b>117,586</b>	
<b>RENTALS</b>	<b>14,000</b>	<b>9,529</b>	<b>10,000</b>	Genie Boom and Portable Washroom
<b>BUSINESS TRAVEL</b>	<b>10,000</b>	<b>8,263</b>	<b>11,500</b>	Business & Professional Development - Corporate-wide
<b>OFFICE ADMINISTRATION</b>	<b>78,000</b>	<b>83,111</b>	<b>107,167</b>	Office Admin, Technology & Employee Recognition
<b>INSURANCE</b>	<b>368,358</b>	<b>390,961</b>	<b>430,000</b>	Expect 10% increase + cyber coverage
<b>MUNICIPAL HONORARIUM</b>	<b>27,000</b>	<b>21,000</b>	<b>22,500</b>	Honourarium = \$250 per meeting x 10 meetings per year x 9 members
FIXED MANAGEMENT FEES(PIL)	1,000,000	1,000,000	1,000,000	
	-	-	-	
<b>MUNICIPAL ADMIN FEES</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	
<b>GRAIN HANDLING LOSSES</b>	<b>162,000</b>	<b>-</b>	<b>130,000</b>	Replacement of grain through trade - shrinkage
<b>TOTAL OPERATING /ADMIN EXPENSE</b>	<b>2,375,283</b>	<b>2,112,326</b>	<b>2,740,943</b>	
<b>TOTAL EXPENSES</b>	<b>6,288,388</b>	<b>5,707,042</b>	<b>7,446,264</b>	

# LABOUR & BENEFITS SUMMARY

EXPENSES	2024 Budget	2024 Actual	2025 Budget	2025 Comments
<b>LABOUR</b>		0		
REGULAR LABOUR	1,873,206	1,750,683	2,369,062	Wage actuals + additional positions (contract + FT)
OVERTIME	243,517	231,383	312,716	Overtime is dependant on harvest requirements
OVERTIME % OF REGULAR LAB	13.00%	13.2%	13.20%	
TOTAL LABOUR	2,116,722	1,982,066	2,681,778	
<b>BENEFITS</b>				
W.S.I.B.	59,899	65,752	75,578	Rate decreased from 3.09 to 2.68%
UIC	33,460	34,185	44,068	Based on FT positions
CPP	99,709	103,487	139,632	Based on FT positions
OMERS	190,900	188,545	243,440	Based on FT positions
HEALTH CARE PLAN	87,400	86,677	125,784	Based on FT positions
A.D.&D. INSURANCE	1,200	1,080	1,679	Based on labour pool
EMPLOYER HEALTH TAX	47,172	46,350	60,723	Based on labour pool
DENTAL INSURANCE	39,000	38,690	52,764	Based on FT positions
LIFE INSURANCE	8,300	7,540	11,858	Based on FT positions
ANNUAL STAT. & PAID LEAVE	291,239	306,687	391,999	Based on FT positions
SICK LEAVE	38,089	49,459	76,021	
PERSONAL LEAVE	18,385	31,180	73,601	2024 allocation + 2019-2022 grievance settlement
MEAL ALLOWANCE	10,000	12,480	15,000	Based on harvest + overtime requirements
TERMINATION BENEFITS	48,885	40,045	48,000	Align with actuals
SHORT TERM (LOSS OF INCOME)	15,300	14,035	24,398	
CLOTHING & BOOT ALLOWANCE	9,546	11,001	14,500	Increased based on FT compliment
LONG TERM DISABILITY	47,600	43,508	69,110	Increased based on FT compliment
EAP HEALTH & WELLNESS PROGRAM	1,319	1,396	1,688	
VISION CARE	3,749	3,858	6,700	Increased based on FT compliment
TOTAL BENEFITS	1,063,391	1,085,955	1,476,543	
<b>LABOUR AND BENEFITS TOTAL</b>	<b>3,180,113</b>	<b>3,068,021</b>	<b>4,158,321</b>	

# OUTSIDE SERVICES, UTILITIES & INSURANCE SUMMARY

OUTSIDE SERVICES	2024 Budget	2024 Actual	2025 Budget	
1. ENVIRONMENTAL	47,500	40,285	43,000	Environmental Monitoring
2. TRAINING	15,100	1,713	39,800	Several mandatory training sessions required in 2025
3. QUALITY CONTROL (Fumigation)	6,500	180	9,000	QC Equipment Calibration + Pest Control
4. HEALTH AND SAFETY	73,000	77,918	91,600	H&S Consultant, Training, Inspections & Certifications
5. SECURITY	14,150	23,439	15,640	Facility security (cameras, programming support)
6. GENERAL	43,800	38,691	57,520	Licensing, exterior cleaning, scale support, outdoor lunch area
7. HOUSEKEEPING	15,000	12,120	20,000	Cleaning offices and employees washroom
8. ADMINISTRATION	107,520	85,847	140,890	Consultants, Lawyers, Auditors, Marketing, Strategic Plan
9. PORT ENGINEERING/CONSULTING	10,000	0	100,000	Engineering assessments of Port dock
10. PROPERTY - ENGINEERING	10,000	11,100	17,000	Surveying/Berth Soundings
11. RAIL MAINTENANCE	11,500	15,175	11,890	Monthly track inspections + brushing
12. YARDS OUTSIDE SERVICE	17,000	9,449	12,200	Weed control, wildlife removal
13. MAINTENANCE	25,000	2,170	56,000	Millwright contractor, compressor maintenance, new steel doors
14. ELECTRICAL	14,000	11,377	14,500	In-house preventative electrical maintenance
15. EQUIPMENT REPAIR	11,000	16,955	12,500	Additional PM - machining parts, Bob Cats repairs
16. HEATING AND AC	1,500	2,017	3,000	Boiler inspection and service, AC service
17. POJ WAREHOUSE	5,000	0	0	Currently leased
<b>TOTAL OUTSIDE SERVICE</b>	<b>427,570</b>	<b>348,437</b>	<b>644,540</b>	
<b>UTILITIES</b>				
ELECTRICITY	447,478	387,982	405,000	5% increase based on 2024 actuals
NATURAL GAS	180,514	58,428	62,000	5% increase based on 2024 actuals
PROPANE	100,000	75,942	75,000	Based on 2024 actuals
EQUIPMENT FUEL	5,000	4,343	5,000	Same as 2024
<b>TOTAL UTILITIES</b>	<b>732,992</b>	<b>526,695</b>	<b>547,000</b>	
<b>INSURANCE</b>	<b>368,358</b>	<b>390,961</b>	<b>430,000</b>	<b>Expect 10% increase + cyber coverage</b>

## MATERIALS & SUPPLIES SUMMARY

MATERIAL AND SUPPLIES	2024 Budget	2024 Actual	2025 Budget	2025 Comments
1. QUALITY CONTROL - LAB SUPPLIES	4,000	5,029	5,000	Quality control lab supplies
2. DOCK MAINTENANCE	1,000	308	30,500	Aggregate for closure berms on dock, painting, lights
3. HOUSEKEEPING SUPPLIES	3,500	3,927	4,000	Housekeeping supplies
4. QUALITY CONTROL (Fumigation)	2,000	2,586	3,500	Phosphine, Malathion, Fogging agents, DE, new fogger
5. HEALTH AND SAFETY SUPPLIES	12,000	14,478	15,000	H&S Supplies, safety incentives, employee shirts
6. GENERAL SUPPLIES	44,500	38,219	29,000	Radios, dust filters, job boxes
7. SHOP MATERIAL & SUPPLIES	5,500	5,506	9,000	Building and hardware supplies
8. ELECTRICAL MATERIAL & SUPPLIES	22,000	17,253	22,000	Electrical related supplies for in-house work
9. MAINTENANCE MATERIAL & SUPPLIES	71,750	76,769	132,500	Steel, welding supplies, overdue tool upgrades
10. EQUIP. MATERIAL & SUPPLIES	9,500	6,094	9,500	Bobcat, trackmobile, tractors, truck supplies
11. HEATING AND AC	2,000	1,080	5,500	Boiler parts / AC
12. WATER (BOTTLED)	1,850	2,119	2,150	Potable water
13. POJ WAREHOUSE	4,000	0	0	No anticipated costs
<b>TOTAL MATERIAL AND SUPPLIES</b>	<b>183,600</b>	<b>173,367</b>	<b>267,650</b>	<b>Supplies for Operations</b>



## Capital Investments

### Major Capital

\$3,760,000

### Minor Capital

\$533,000

**Total 2025 CapEx**  
**\$4,293,000**





## Proposed Major Capital > \$75K

### Covered Storage - Bulk Cargo Harbourfront Dock

- As a business development opportunity, construction of a covered storage building has been discussed as a key priority over the past few years, with an overarching theme of “if you build it, they will come”.
- The Harbourfront dock is an ideal area to erect a building as it has access to marine, rail and truck modes of transportation.

*Customer Focused & Business Development Investment*

**\$1.3M**



## Proposed Major Capital > \$75K

*Customer Focused Investment*

### Receiving Area Project - Phase 2 (2024 C/O)

**\$620K**

(Repairs, Modifications to Track Shed & Addition of Container Loading Spout)

- Remove steel plates from #6 receiving lane
- Remove top layer of concrete floor (1.5" thick)
- Replace top layer of concrete with reinforced concrete
- Install new, larger receiving hopper for #6 pit
- Replace current drag conveyer for #6 receiving hopper with new enclosed belt conveyor with magnet Conveyor to be moved to the left by 3 feet in order to center the conveyor to the new hopper
- Build new transition from conveyor discharge to #6 lofter
- Repair concrete wall at east end of track shed - northeast column is spalled
- Re-work the roof over the receiving pits to eliminate leaks
- New electrical feeders and printer setup



## Proposed Major Capital > \$75K

### Grain Elevator Concrete Wall Repair Work

\$450K

#### Bin Wall Repairs & Basement Exterior Wall Repair (BEWR)

- In 2013, the Port of Johnstown began a multi-year project to repair the concrete walls of the aging grain elevator structure which was built in 1930. The concrete silos were leaking, and the result was spoilage of grain and in some cases, some of the storage bins became unusable.
- The project began with the structure's outer bin wall repairs and included the removal of the old concrete around the cold joints, as well as the removal of rust from the exposed rebar. A specialized procedure called Shotcrete was used to replace the removed concrete. Shotcrete is a type of concrete that is sprayed onto a surface, as opposed to being poured.



## Proposed Major Capital > \$75K

### Grain Elevator Concrete Wall Repair Work cont'd Bin Wall Repairs & Basement Exterior Wall Repair (BEWR)

- The next phase of the project, which began in 2023, was to repair the basement exterior walls as it was also quickly deteriorating due to the age of the concrete. The work consists of repairing the bin slab edge and its sloped surface to the bin wall and extensive repairs to the concrete around the windows. The deterioration was starting to compromise the windows themselves.
- Repair remaining 37 BEWR units on the South
- Repair 30 BEWR units on the North

*This would leave a remaining 72 BEWR units at an approximate cost of \$400,000 (plus potential price increase) remaining for 2026 to complete this phase of the concrete repairs.*



## Proposed Major Capital > \$75K

### Elevator Replacements

**\$300K**

- Within the grain terminal there are two passenger elevators, neither of which meet TSSA codes for current passenger elevator standards, despite being regularly maintained.
- SGS Elevators are in the process of making an application to TSSA to re-classify the two passenger elevators to freight status due to more efficient maintenance standards and current use.
- The re-classification will permit for the same function of the elevator (passenger) however upgrades will be required to the top hoisting equipment and potentially the doors.
- Re-classification upgrades are pending TSSA approval.



# Proposed Major Capital > \$75K

## Paving Projects (2024 C/O) \$200K

Four areas identified that require resurfacing at the Port.

- East of the Track shed + Rail track #2 – 1180 m<sup>2</sup>
- West side of the Track shed – 500 m<sup>2</sup>
- South of the Annex Bins – 1200 m<sup>2</sup>



Normal wear and tear due to heavy truck traffic over the years.



South of the current annex bins is a repair of the existing asphalt and a widening of the road.

The edges of this area are deteriorating by trucks moving as far to the left as possible before starting their right hand turn into the annex. Widening this area will provide a larger turning radius for the trucks entering the annex which in turn will reduce the wear and tear on the current asphalt.



Normal wear and tear but, also includes a widening of the road for the trucks exiting the loading area on the north side of the building.

This area becomes very congested at harvest when the trucks have to merge with trucks exiting #6 receiving pit.

The widening of the road will create a safer area during this time.



## **Proposed Major Capital > \$75K**

### **Preliminary Work on NEW Grading & Quality Control Lab including Washroom Facility (replacement of existing Grading Trailer)**

**\$200K**

The existing grading trailer is outdated, in substandard condition for employees and as a first point of entry for grain services, is not conducive for customer service excellence.

There is no running water access and washroom facilities are provided by way of portable washrooms for both staff and customers.

In visiting various local industry sites and other grain elevators, it has become evident that there is ample opportunity to develop a cost effective replacement solution that would also improve the efficiency of operations for the Port and its customers.

Prior to the 2025 harvest season, we wish to conduct more preliminary engineered design work, up to and including approval and installation of a septic system, well and develop a concrete plan for installation of a modular, or construction of a new grading and quality control lab. The existing probe and proposed upgrade to the probing system will be transferable to a new building.


## Proposed Major Capital > \$75K

### POJ Warehouse - Culvert Replacement \$165K

- Phase I of this land development project was completed in 2023 and included clearing 22.26 acres of land.
- In 2024, approximately \$50k was carried over in order to complete a topographic survey and a drainage plan. Both were required before any further development could take place.
- The Topographic survey was completed in the fall of 2024 and was supplied to EVB engineering in order to complete the Drainage study.
- EVB is now nearing completion of this study and has forwarded the drawings so that we can include their findings when recommending next steps for his project. While it makes sense to delay investment with the land development project until after the 2025 Port Strategic Plan has been completed, it is recommended that the port deals with the drainage of the lands in 2025.
- The work recommended for 2025 is to replace the current culvert which has deteriorated and has heaved upward where it current sits. It should be noted that alternative areas to run the culvert were considered during this study, however, due to the elevations of the lands and the county ditch, the current location makes the best sense. In 2024, a meeting was held with the County's engineer to clarify the responsibility of this pipe as it is draining a county ditch. According to the engineer, it is the responsibility of the owner of the lands to repair any current drainage pipes, however, if the culvert running under the highway is found to be in need of repair, it would be the responsibility of the County to repair.





An aerial photograph of a riverfront area. A white line highlights a path that runs along the water's edge, separating a grassy area from a paved area. The paved area contains several stacks of logs. The water is visible on the left side of the image.

**Proposed Major Capital > \$75K**

*Accessibility Improvements*

**Paving of Public Walkway \$135K**

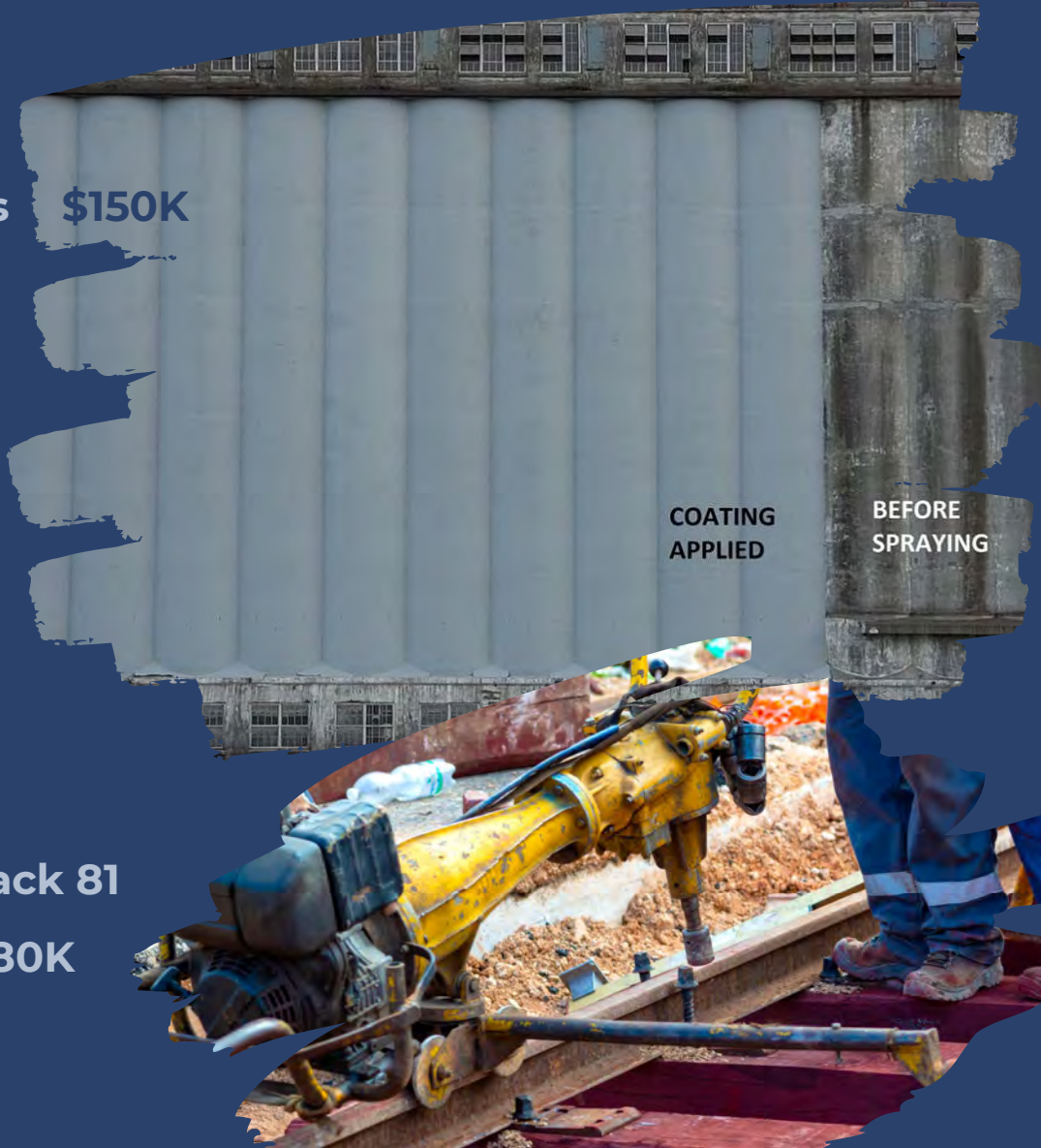
**Public walkway**

- In 2016, the Port created a walking path to provide the public with access to the riverfront. Over the years, this has been widely used by the public who enjoy various recreational activities including bird watching, fishing, and watching ships and pleasure craft making their way along the majestic St. Lawrence river.
- There have been some concerns that the stone public walkway is falling out of repair and that it is not very accessible by the public, particularly those who have accessibility issues. Currently, we have grasses and weeds that require maintenance and are starting to erode the path.

## Proposed Major Capital > \$75K

### Exterior Covering for Grain Elevator Walls \$150K

- An exterior covering needs to be applied to the bin walls in order to protect the major repairs that have been completed. The purpose of the coating is to keep moisture from penetrating the concrete to extend the effectiveness of the repairs and extend the longevity of the repairs. The best coating for this application appears to be a rubberized elastomeric coating that will stretch with movement and remain water resistant.
- The work completed in 2024 will be re-assessed (application technique and crack filling).



### Annual Rail Repair & Re-Installation of Track 81

\$80K

- Replacement of approximately 50 rotten rail ties and re-installation of Track 81 that was removed for Track Shed modifications.

## Proposed Major Capital > \$75K

### Watermain Replacement \$90K

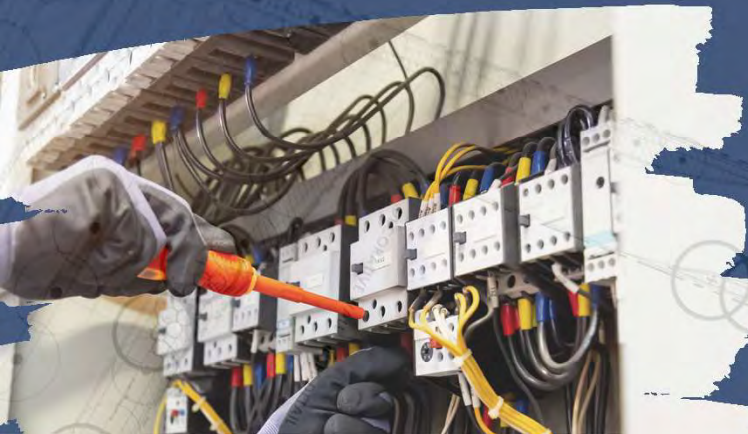
- The watermain to the POJ and Masterfeeds has not been replaced since its original installation. Many repairs have taken place over the years however the scale at which these leaks / breaks are now occurring are costly and detrimental to business continuity.
- The water line is 300 feet in length.



### Electrical Feeders to Basement Motor Control Center (MCC)

\$70  
K

- Original installation date unknown, however installed without insulated bushings.
- Over time, the weight of the wire, has compromised the insulation of the wire.
- It has been repaired extensively however wires do not last forever.
- 630 feet in length; this MCC controls all belts in basement.



*Employee Health & Safety and Preventative Maintenance Investments*

**Proposed Minor Capital < \$75K**

**Dust System Upgrades**

**\$75K**

- Improvements to duct work for air quality & suction capabilities.

**Work Platforms for Access to Dryer & Bins @ Annex**

**\$72K**

- Not included as part of new dryer project. Employees cannot safely access for maintenance.

**New Belt for Conveyor #5**

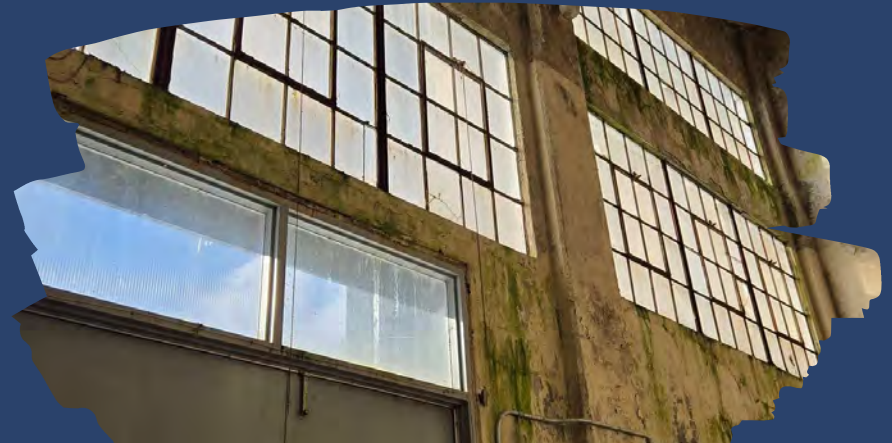
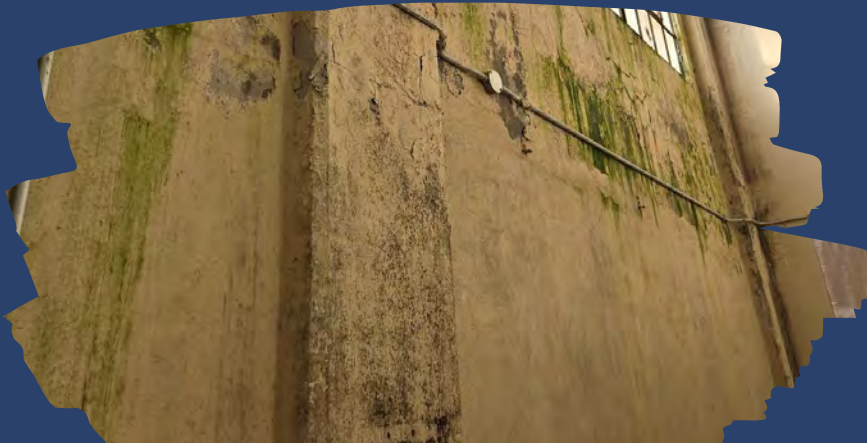
**\$65K**

- Replacement of belt as it is nearing end of life.

**Former Sub-Station Enhancements (Maintenance Building)**

**\$52K**

- Unhealthy environment due to mold, heat and lack of air circulation.
- Mold remediation, spray foam insulation, install fan and replace broken windows.



## Proposed Minor Capital < \$75K

### New Belt for Conveyor #5

**\$65K**

- Replacement of belt as it is nearing end of life.

### Efficiency Upgrade to Probe Station

**\$43K**

- Excess sample return system that allows staff to probe from the grading shed, with excess grain then transported back to the sample probe and emptied into the truck.

### Replacement 3/4 Ton Maintenance Truck (Used)

**\$35K**

- Existing truck purchased used (2007).
- Used for site access efficiency and snow plowing/sanding.
- Repair estimates exceed value; not road worthy and unsafe.
- Plow & sander box transferable to next truck.



### Annex Valve

**\$30K**

- Valve at top of annex has been in place since 2009.
- It is unlined therefore cannot withstand constant pressure of running soybeans.

### Spouting Upgrades

**\$30K**

- Replace worn sections on rail turn head floor and at the annex with urethane lined spouting

## Proposed Minor Capital < \$75K

The Mohawk Council of Akwesasne and Watersheds Canada have partnered on Natural Edge delivery in Akwesasne along the St. Lawrence River since 2021. This partnership combines a turn-key program and Traditional Ecological Knowledge to easily and effectively help waterfront communities create natural shorelands.

### Shoreline Vegetation Plantings Project

\$40K

- In 2023, the port met with the Environmental Services Manager from the department of Infrastructure, Housing, and Environment, Mohawk Council of Akwesasne to develop a plan to stability the shoreline using their Natural Edge Program. This was part of a continued effort to build our relationship with our Indigenous partners and gain valuable insight into their expertise. Several meetings took place and this further developed into the Port hiring Watersheds Canada, a partner of Akwesasne, to develop a plan for planting various plants and along the port's shoreline.
- A full plan was developed by the fall of 2023, however, due to the amount of capital projects that were already on the table for 2024, the recommendation to adopt this plan was delayed. The estimate in 2023 was just under \$60,000. Due to rising costs, this estimate is more likely to be closer to \$70,000. It is recommended that we update the plan and portion this out over the next couple of years. We are therefore recommending that we update the plan and make ready for fall plantings and budget \$20K for 2025.



'**Ribbon of Life**', shorelines are essential to the health and sustainability of Canada's freshwater. They provide numerous benefits, including:

- Mitigate erosion.
- Naturally protect the water quality of lakes, rivers, and streams by intercepting harmful pollutants.
- Provide food and shelter for wildlife, including many at-risk species.
- Contribute to the beauty and economic value of waterfront properties.
- Protect freshwater ecosystems from the impacts of climate change.

## Proposed Minor Capital < \$75K

### HVAC Upgrades

\$25K

- Repair heat source in lower shack for employees to have warmth during vessel loading.
- Install heat source in renovated garage for winter equipment repair work & AC in shop.

### LV Controls Software & Programming Updates/Support

\$20K

- On site meetings with LV Controls to improve and update capability of programs to align with long-term success of Port operations (extend program lifespan).

### Bollard Repairs

- Modify 13 bollards for ease of mooring & accommodate two ropes.

\$15K

### Replacement of Water Treatment Units

- Existing units are outdated and supplier is unable to source parts.
- 2 units for entire facility.

\$13K

### Gate #1 Entrance Upgrades

- Repairs to deteriorating asphalt, potholes and culvert replacement as per UCLG.

\$10K

### New Moisture Meter

- Testing equipment (secondary/back-up unit due to growth and throughput)

\$8K





	Proposed Capital Projects	Category	2025 Budget	Target Completion	Project Lead
<b>MAJOR &gt;\$75K</b>					
	Covered Storage - Bulk Cargo HarbourFront Dock	Growth - Expansion	1,300,000.00	Q3	Mike M
	Receiving Area Project (Repairs, Modifications to Track Shed + Addition of Container Loading Spout)	Growth C/O	620,000.00	Q1	Kevin S
	Concrete Wall Repairs	Maintenance	450,000.00	Q3	Robert D
	Elevator(s) Replacement	Maintenance	300,000.00	Q4	Jeff W
	Paving Projects (Area 1 Track and Road Rehabilitation - Rail east of trackshed. Area 2 Asphalt Paving - Widen Annex Road, Area between track shed and QC trailer.)	Maintenance C/O	200,000.00	Q2	Mike M
	Grading & Quality Control Lab including water and facilities (replacemnt of QC trailer)	Growth - Expansion	200,000.00	Q3	Mike M
	POJ Warehouse - Land Developemnt - Drainage Plan	Growth C/O	165,000.00	Q2	Robert D
	Public Walkway Paving	Accessibility	135,000.00	Q3	Robert D
	Grain Elevator Bin Walls - Exterior covering	Maintenance	150,000.00	Q2 - Q3	Mike M
	Watermain Replacement	Maintenance	90,000.00	Q3	Jeff W
	Annual Rail Repair & Re-installation of Track 81	Maintenance	80,000.00	Q3	Mike M
	Electrical Feeder to Basement MCC	Maintenance	70,000.00	Q3	Jeff W



	Proposed Capital Projects	Category	2025 Budget	Target Completion	Project Lead
<b>MINOR &lt;\$75K</b>					
	Dust System Upgrades	Maintenance	75,000.00	Q4	Jeff W
	Work platforms for dryer and bins at Annex	Growth - Expansion	72,000.00	Q3	Jeff W
	Former Sub-Station Enhancements (Maintenance Building)	Maintenance	52,000.00	Q3	Jeff W
	New belt for conveyor 5	Maintenance	65,000.00	Q3	Jeff W
	Enhancement to Probe Station	Growth - Automation	43,000.00	Q2	Mike M
	Marina Waterfront - Shoreline and Walkway	Maintenance C/O	40,000.00	Q3	Robert D
	Replacement Truck for Maintenance	Maintenance	35,000.00	Q2	Jeff W
	Annex Valve	Maintenance	30,000.00	Q3	Jeff W
	Spouting Upgrades (lined)	Maintenance	30,000.00	Q3	Jeff W
	Heating Upgrades	Maintenance	25,000.00	Q3	Jeff W
	Software & Programming Support (LV)	Growth - Automation	20,000.00	Q3	Shawn F & Justin G
	Bollard Updates	Maintenance	15,000.00	Q3	Jeff W
	Replacement of Water Treatment Units x2	Maintenance	13,000.00	Q3	Jeff W
	Gate 1 Entrance Upgrades	Maintenance	10,000.00	Q3	Jeff W
	Moisture Meter	Growth - Automation	8,000.00	Q2	Justin G

# 2025 Budget Employee Commitment



A significant cultural shift is underway at POJ. We are transforming the way we work, including how we unite and collaborate.

At every level, we are empowering individuals to harness their skills and knowledge in anticipation of delivering on our new mission and shared goals, following completion of our Strategic Plan in Q3.

We are stronger by working together, for the betterment of ALL our people, our community and POJ sustainability.

**OUR PEOPLE.  
OUR FUTURE.  
OUR UNLIMITED POTENTIAL.**



# 2025 Budget Focus

## Fair & Future Focused Investments

Workplace Culture

Optimization & Business Development

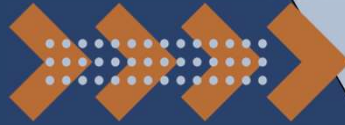
Customer Service Excellence

Infrastructure & Preventative Maintenance





PORT OF JOHNSTOWN



# Thank You

Collectively we are dreaming BIG  
and look forward to a record  
successful year!

"Let's continue to innovate and work together  
to achieve common goals"



<b>OUTSIDE SERVICES</b>	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2025 Comments
<b>ENVIRONMENTAL</b>	<b>\$ 42,500</b>	<b>\$ 11,749</b>	<b>\$ 47,500</b>	<b>40,285.44</b>	<b>43,000.00</b>	<b>Environmental Monitoring</b>
Clean retention Pond	\$ 5,000		\$ 15,000	24,126.27	15,000.00	
BluMetric/Eurofins Environmental	\$ 15,000	\$ 11,749	\$ 15,000	15,043.50	17,500.00	
Fish Habitat Monitoring	\$ 15,000		\$ 10,000		0.00	
Hazardous waste removal	\$ 4,000		\$ 4,000	913.73	2,500.00	
Septic/Holding Tanks					5,000.00	Full assessment and potential pumping required
Misc	\$ 3,500		\$ 3,500	201.94	3,000.00	
<b>TRAINING</b>	<b>\$ 16,000</b>	<b>\$ 4,450</b>	<b>\$ 15,100</b>	<b>1,713.01</b>	<b>39,800.00</b>	<b>Several mandatory training sessions required in 2025</b>
First Aid & CPR	\$ 3,000	\$ 1,100	\$ 1,100		2,500.00	First Aid and CPR \$1050/day, 2 days per session (estimate of 22 people total)
SCBA/Fumigation	\$ 2,000				5,000.00	
Skid Steer / Trackmobile / Telehandler	\$ 2,500	\$ 950	\$ 3,500	950.00	2,500.00	
MEWP (mobile elevated work platform)	\$ 3,000	\$ 2,400			1,100.00	\$950/day for 5 staff
Confined Space Rescue			\$ 4,500		20,000.00	Overdue confined space training for Ops staff
Rigging & Lifting	\$ 4,500		\$ 5,000		1,100.00	\$950/day for 5 staff
WHMIS					1,500.00	\$650/half day (up to 30 - 2 sessions required)
Fire Extinguisher					2,500.00	\$950/day can accommodate up to 30 people per session (more than 1 day based on needs)
Pesticide License training course					1,100.00	Mandatory
Misc	\$ 1,000		\$ 1,000	763.01	2,500.00	Management Training Course (Succession Planning)
<b>QUALITY CONTROL (Fumigation)</b>	<b>\$ 16,500</b>	<b>\$ 14,510</b>	<b>\$ 6,500</b>	<b>180.00</b>	<b>9,000.00</b>	<b>QC Equipment Calibration + Pest Control</b>
Enviroguard - Pest Control					3,000.00	Pest control for Annex
Amspec (NEW)	\$ 4,500				0.00	
Equipment Calibration	\$ 11,000	\$ 14,510	\$ 5,000		6,000.00	
Misc	\$ 1,000		\$ 1,500	180.00	0.00	
<b>HEALTH AND SAFETY</b>	<b>\$ 78,376</b>	<b>\$ 72,942</b>	<b>\$ 73,000</b>	<b>77,918.31</b>	<b>91,600.00</b>	<b>H&amp;S Consultant, Training, Inspections &amp; Certifications</b>
Prevention and Regulatory Solutions	\$ 30,000	\$ 30,675	\$ 27,500	31,259.98	33,000.00	Inflationary increase
ABC	\$ 1,500	\$ 1,036	\$ 1,500	496.00	1,500.00	
Acklands Grainger/DCIS	\$ 7,000	\$ 8,161	\$ 8,200	7,333.96	13,000.00	This includes all working from heights and horizontal lifeline equipment
Electrical Safety Authority	\$ 2,076	\$ 2,039	\$ 2,050	2,038.71	2,500.00	
SGS	\$ 20,000	\$ 19,356	\$ 21,000	21,280.48	28,000.00	Monthly rate is \$1245.69, plus repairs
Levac & uni-tech inspection	\$ 3,000	\$ 1,761	\$ 2,000	1,365.00	2,000.00	Hoisting equipment inspec. and cert.
TSSA Inspection	\$ 3,500	\$ 910	\$ 1,000	955.50	1,500.00	
Annual Fire Alarm and hydrant testing	\$ 4,700	\$ 4,571	\$ 4,700	8,829.40	5,500.00	Annual inspection of fire alarm system and 2 fire hydrants
AJ's Water Treatment	\$ 4,600	\$ 4,434	\$ 4,600	4,359.28	4,600.00	
Misc	\$ 2,000		\$ 450		0.00	
<b>SECURITY</b>	<b>\$ 29,700</b>	<b>\$ 7,507</b>	<b>\$ 14,150</b>	<b>23,438.60</b>	<b>15,640.00</b>	<b>Facility security (cameras, programming support)</b>
Marine Security - Port/Allied	\$ 25,000	\$ 2,160	\$ 1,500		0.00	Now under labour expenses
Falcon Security	\$ 1,500	\$ 1,285	1,300.00	1,104.00	1,140.00	
ADT/Fci	\$ 1,200	\$ 3,002	\$ 3,000	13,913.65	6,000.00	
Misc	\$ 2,000	\$ 1,060	\$ 8,350	8,420.95	8,500.00	Support for purchase and installation of additional cameras
<b>GENERAL</b>	<b>\$ 34,531</b>	<b>\$ 34,966</b>	<b>\$ 43,800</b>	<b>38,691.43</b>	<b>57,520.00</b>	<b>Licensing, exterior cleaning, scale support, outdoor lunch area</b>
Receiver General - Grain Act	\$ 3,750	\$ 3,881	\$ 4,000	4,334.23	4,700.00	
Trucking	\$ 2,500	\$ 4,055	\$ 4,000	10,522.00	6,000.00	
Radio Lic	\$ 781	\$ 781	\$ 800	815.52	820.00	
Waste Management/Limerick/Tomlinson	\$ 20,000	\$ 16,143	\$ 17,500	7,959.66	8,000.00	
Team Industrial	\$ 2,500		\$ 2,500		8,000.00	Pressure Wash Boardwalk + Treat (stain)

NRG - Hydro Notifications						
GTR Scales	\$ 2,500	\$ 7,641	\$ 12,500	14,780.50	15,000.00	Scale calibration & support
Misc	\$ 2,500	\$ 2,466	\$ 2,500	279.52	15,000.00	Outdoor area for employees (BBQ, picnic tables, etc)
<b>HOUSEKEEPING - OFFICE</b>	<b>\$ 15,750</b>	<b>\$ 13,170</b>	<b>\$ 15,000</b>	<b>12,120.00</b>	<b>20,000.00</b>	<b>Cleaning offices and employees washroom</b>
Office Housekeeping	\$ 15,750	\$ 13,170	\$ 15,000	12,120.00	20,000.00	Adding additional areas to contract
Misc						
<b>ADMINISTRATION</b>	<b>\$ 113,180</b>	<b>\$ 99,300</b>	<b>\$ 107,520</b>	<b>85,846.94</b>	<b>140,890.12</b>	<b>Consultants, Lawyers, Auditors, Marketing, Strategic Plan</b>
Acc pac	\$ 2,940	\$ 2,979	\$ 3,150	3,486.14	3,429.12	Finance software license
Agrosoft	\$ 16,000	\$ 14,912	\$ 17,000	16,859.88	18,671.00	Annual fee
EFT Processing Program	\$ 2,660	\$ 3,045	\$ 660	540.00	540.00	Annual Fee
Lawyer Fees	\$ 30,000	\$ 26,548	\$ 25,000	14,755.12	25,000.00	Leases/MECP/CA Bargaining
Auditor fees	\$ 19,000	\$ 30,000	\$ 30,000	27,500.00	27,500.00	Auditor Fees - IFRS
Marketing Consultant/web site	\$ 10,000		\$ 10,000		10,000.00	Development of website RFP (as per Fed Accessibility)
GMP Consultants	\$ 18,000	\$ 6,120		5,179.07	8,000.00	GMP FULL AUDIT
LV Controls - Support	\$ 3,180	\$ 3,180	\$ 3,360	3,360.00	2,750.00	LV Controls
Misc	\$ 3,400	\$ 4,414	\$ 2,000	1,279.13	45,000.00	Shredding, Drivecheck, Employee Wellness, Strategic Plan
<b>PORT ENG./PORT CONSULTANTS</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>0.00</b>	<b>100,000.00</b>	<b>Engineering assessments of Port dock</b>
Engineering	\$ 10,000		\$ 10,000		0.00	
Port Eng. / Development					100,000.00	In depth analysis of Port dock.
Misc					0.00	
<b>PROPERTY ENGINEERING</b>	<b>\$ 23,500</b>	<b>\$ 43,151</b>	<b>\$ 10,000</b>	<b>11,100.00</b>	<b>17,000.00</b>	<b>Surveying/Berth Soundings</b>
Property - expansion / remove buildings	\$ 10,000	\$ 6,400			5,000.00	Property clean up for potential lease/development
Surveying	\$ 10,000	\$ 30,000	\$ 10,000	11,100.00	10,000.00	
Misc	\$ 3,500	\$ 6,751			2,000.00	
<b>RAIL MAINTENANCE</b>	<b>\$ 6,800</b>	<b>\$ 33,313</b>	<b>\$ 11,500</b>	<b>15,175.34</b>	<b>11,890.00</b>	<b>Monthly track inspections + brushing</b>
Mandatory Rail Inspections	\$ 1,800	\$ 1,500	\$ 1,500	1,800.00	1,890.00	Increased \$7.50/month
Repair Track	\$ 5,000	\$ 4,195	\$ 5,000	2,375.34	5,000.00	
Misc.		\$ 27,617	\$ 5,000	11,000.00	5,000.00	Bush/tree trimming along track
<b>YARDS MAINTENANCE</b>	<b>\$ 10,000</b>	<b>\$ 9,363</b>	<b>\$ 17,000</b>	<b>9,449.18</b>	<b>12,200.00</b>	<b>Weed control, wildlife removal</b>
Tree removal/Cottage lands			\$ 5,000			
Weed Control	\$ 9,000	\$ 8,122	\$ 8,500	8,528.55	8,700.00	
Misc.	\$ 1,000	\$ 1,241	\$ 3,500	920.63	3,500.00	Culvert ditching
<b>MAINTENANCE</b>	<b>\$ 26,000</b>	<b>\$ 15,384</b>	<b>\$ 25,000</b>	<b>2,170.00</b>	<b>56,000.00</b>	<b>Millwright contractor, compressor maintenance, new steel doors</b>
Steel Doors	\$ 4,500		\$ 4,500	345.00	7,500.00	
Scale repairs		\$ 1,658	\$ 4,000		4,000.00	
Office Renovations	\$ 2,500		\$ 7,000		2,000.00	Office painting (Building B)
Millwright Services	\$ 15,000	\$ 12,685	\$ 7,500	987.00	7,500.00	
Misc.	\$ 4,000	\$ 1,041	\$ 2,000	838.00	35,000.00	8000 hour maintenance of bin sweep compressor & Inspection and Service ship loaders
<b>ELECTRICAL</b>	<b>7,100</b>	<b>\$ 1,213</b>	<b>\$ 14,000</b>	<b>11,376.51</b>	<b>14,500.00</b>	<b>In-house preventative electrical maintenance</b>
Electrical Repairs	\$ 4,000	\$ 1,213	\$ 2,000	1,792.63	2,500.00	
Misc	\$ 3,100		\$ 12,000	9,583.88	12,000.00	
<b>EQUIPMENT REPAIR</b>	<b>\$ 8,000</b>	<b>\$ 6,833</b>	<b>\$ 11,000</b>	<b>16,955.48</b>	<b>12,500.00</b>	<b>Additional PM - machining parts, Bob Cats repairs</b>
Equipment Repairs/welding/machining	\$ 4,000	\$ 3,310	\$ 3,500	4,497.46	5,000.00	
vehicles, ie trackmobile, truck, tractors, bobcats	\$ 4,000	\$ 3,524	\$ 7,500	5,754.63	7,500.00	
Misc				6,703.39	0.00	
<b>HEATING EQUIPMENT</b>	<b>1,500</b>	<b>938</b>	<b>1,500</b>	<b>2,016.62</b>	<b>3,000.00</b>	<b>Boiler inspection and service, AC service</b>
HVAC - Inspection	\$ 1,000	\$ 938	\$ 1,000	1,744.32	2,500.00	

Misc	\$ 500		\$ 500	272.30	500.00	
<b>POJ WAREHOUSE OUTSIDE SERVICES</b>	<b>\$ 1,500</b>	<b>\$ 11,259</b>	<b>\$ 5,000</b>	<b>0.00</b>	<b>0.00</b>	<b>Currently leased</b>
Security	\$ 1,500	\$ 295			0.00	
Misc	\$ -	\$ 10,964	\$ 5,000		0.00	
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 440,937</b>	<b>\$ 380,046</b>	<b>\$ 427,570</b>	<b>348,436.86</b>	<b>644,540.12</b>	

<b>MATERIALS AND SUPPLIES</b>	2024 Budget	2024 Actual	2025 Budget	2025 Comments
<b>LAB - MATERIAL &amp; SUPPLIES</b>	<b>4,000</b>	<b>5,028.87</b>	<b>5,000.00</b>	<b>Quality control lab supplies</b>
Lab supplies for QC testing	4,000	5,028.87	5,000.00	
Misc				
<b>HARBOUR - MATERIAL &amp; SUPPLIES</b>	<b>1,000</b>	<b>308.30</b>	<b>30,500.00</b>	<b>Aggregate for closure berms on dock, painting, lights</b>
Dock Timbers and anchor studs	1,000	308.30	1,500.00	
Aggregate			12,000.00	Add rip rap to berm on west Riverfront dock and SE corner of Hbrfront dock to support erosion
Misc			17,000.00	Line painting on dock/bollards. Replacement of perimeter lights.
<b>H.K. - MATERIAL &amp; SUPPLIES</b>	<b>3,500</b>	<b>3,926.77</b>	<b>4,000.00</b>	<b>Housekeeping supplies</b>
Housekeeping	2,000	2,489.22	2,500.00	
Hose for Bin Sweeping	1,500	1,437.55	1,500.00	
Misc				
<b>QUALITY CONTROL(Fumigation) - MATERIAL &amp; SUPPLIES</b>	<b>2,000</b>	<b>2,586.01</b>	<b>3,500.00</b>	<b>Phosphine, Malathion, Fogging agents, DE, new fogger</b>
Fumigation	2,000	2,586.01	3,500.00	
Misc				
<b>S.C. - MATERIAL &amp; SUPPLIES</b>	<b>12,000</b>	<b>14,477.57</b>	<b>15,000.00</b>	<b>H&amp;S Supplies, safety incentives, employee shirts</b>
<b>Health and Safety</b>				
Safety Supplies	7,000	8,772.73	7,000.00	
Fire and Safety	1,000	222.77	1,000.00	
Security		172.78	0.00	
Reflective T shirts, hardhats, vests, gloves, etc.	4,000	2,226.24	4,000.00	Order new summer shirts for staff (5 each)
Misc		3,083.05	3,000.00	Safety incentive support
<b>GEN. - MATERIAL &amp; SUPPLIES</b>	<b>44,500</b>	<b>38,219.29</b>	<b>29,000.00</b>	<b>Radios, dust filters, job boxes</b>
<b>(General)</b>				
Dust Socks	20,000	17,353.38	12,500.00	Rail side from 2024 not used, only need 464 for 2025
Radios for communication	2,500	2,517.07	4,000.00	
Supplies -Hardware Store	3,000	3,031.93	5,000.00	
Shop Furniture	2,000	593	5,000	Install Job Boxes (new)
Misc	2,000	1,321.74	2,500.00	Flags, Misc.



<b>SHOP. MATERIAL &amp; SUPPLIES</b>	<b>5,500</b>	<b>5,506.32</b>	<b>9,000.00</b>	<b>Building and hardware supplies</b>
Hardware Store	2,000	2,949.08	2,500.00	
Building Supply Store	1,500	715.11	1,500.00	
Universal Supply Group	2,000	1,842.13	5,000.00	
Misc				
<b>ELECT. MATERIAL &amp; SUPPLIES</b>	<b>22,000</b>	<b>17,253.01</b>	<b>22,000.00</b>	<b>Electrical related supplies for in-house work</b>
Electrical Supplier	10,000	7,978.55	10,000.00	
MISC	12,000	9,274.46	12,000.00	
<b>MAINT. - MATERIAL &amp; SUPPLIES</b>	<b>71,750</b>	<b>76,768.69</b>	<b>132,500.00</b>	<b>Steel, welding supplies, overdue tool upgrades</b>
Steel	5,000	9,366.53	10,000.00	Steel for machine guards as per Fed Regs
Welding Supplies	3,000	2,462.73	4,000.00	In-house welding repairs
Scales	2,500	2,154.34	2,500.00	
Bin Temperature sensors	10,000	10,720.00	7,500.00	
New Loading Spouts parts	5,000	2,682.00	5,000.00	
Grain Handling Equipment (formerly Supplies for trippers/conveyors)	12,500	14,906.81	20,000.00	Parts for trippers, couplings, bearings, annex valve gearbox
Elevator Buckets			5,000.00	Replacement parts
Urethane liner	20,000	19,641.60	25,000.00	Continue with lining bins/spouts
Annual Lubrication	2,750	3,094.27	3,500.00	
Misc	11,000	11,740.41	50,000.00	Overdue tool upgrades for maintenance shop +to fill job boxes
<b>EQUIP. MATERIAL &amp; SUPPLIES</b>	<b>9,500</b>	<b>6,093.83</b>	<b>9,500.00</b>	<b>Bobcat, trackmobile, tractors, truck supplies</b>
supplies for trackmobile, truck, bob cats, tractors	8,000	6,093.83	8,000.00	
Misc	1,500		1,500.00	
<b>HEATING AND AC - MATERIAL &amp; SUPPLIES</b>	<b>2,000</b>	<b>1,079.72</b>	<b>5,500.00</b>	<b>Boiler parts / AC</b>
Boiler Parts			2,500.00	
Misc	2,000	1,079.72	3,000.00	
<b>WATER - MATERIAL &amp; SUPPLIES</b>	<b>1,850</b>	<b>2,118.99</b>	<b>2,150.00</b>	<b>Potable water</b>
Culligan	1,850	2,118.99	2,150.00	
Misc				
<b>POJ WAREHOUSE MATERIAL &amp; SUPPLIES</b>	<b>4,000</b>	<b>0.00</b>		<b>No anticipated costs</b>
Maint.	3,000		0.00	
Misc	1,000		0.00	
<b>TOTAL MATERIAL AND SUPPLIES</b>	<b>183,600</b>	<b>173,367.37</b>	<b>267,650.00</b>	<b>Supplies for Operations</b>

**THAT** Council of the Township of Edwardsburgh Cardinal approves payment of Port invoices circulated and numbered as follows:

- Withdrawals \$196,127.83

**TOTAL \$196,127.83**

- Batch 3 EFT'S \$345,959.19

- Batch 4 Cheques \$88,058.34

**TOTAL \$434,017.53**

**TOTAL OF DIRECT WITHDRAW & BATCH LISTINGS \$630,145.36**

**PORT OF JOHNSTOWN**

Listing of Montly Direct withdrawl Payments for the Port of Johnstown - February 18, 2025

For approval by Council

	<b>Month</b>	<b>Amount</b>	<b>Withdrawl Date</b>
Payroll Taxes	Jan 15-31	\$38,513.17	24-Jan
Payroll Taxes	Feb 1-14	\$42,903.21	12-Feb
EHT	January	\$4,519.32	15-Feb
HST	January	\$20,318.16	27-Feb
SunLife	February	\$18,179.66	01-Feb
VISA - General Manager	January	\$114.73	10-Feb
VISA - Operations Manager - KS	January	\$76.01	18-Feb
VISA - Operations Manager - MM	January	\$899.96	18-Feb
VISA- Office Manager	January	\$574.09	18-Feb
Hydro One	Dec 1-Jan 1	\$55,878.64	16-Feb
Hydro One	Dec 4-Jan 7	\$352.20	18-Feb
Enbridge	Dec 19-Dec 20	\$7,423.78	11-Feb
Bell	January	\$550.04	09-Feb
Cogeco	January	\$169.44	17-Feb
WSIB	January	\$5,655.42	27-Feb
	<b>Total</b>	<b>\$196,127.83</b>	

A/P Batch Listing - Payment (APCBTCLZ)

From Batch Number [3] To [3]  
 From Batch Date [02/13/2025] To [02/13/2025]  
 Type [Entered, Imported, Generated, System, External]  
 Status [Open, Ready To Post, Posted]  
 Reprint Previously Printed Batches [Yes]  
 Show Tax Details [Yes]  
 Show Adjustment Details [Yes]  
 Show Optional Fields [Yes]

**EFTS**

Batch No.: 3 Description: SYSTEM GENERATED PAYMENT BATCH Total Amount: 345,959.19  
 Batch Date: 02/13/2025 Type: System Source Application: AP No. of Entries: 33  
 Last Edited: 02/13/2025 Status: Open Bank: 01 No. of Checks Printed: 0

Entry No.: 1 System Generated Payment Document No.: PY000010596 Payment Amt.: 1,167.16

Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: ACKL01 ACKLANDS- GRAINGER INC Account Set: TRADE  
 Payment Code: EFT Payment Type: Other **VARIOUS MAINT. AND SAFETY SUPPLIES**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
9389108508					0.00	0.00	0.00	328.60
9391037968					0.00	0.00	0.00	51.64
9391532646					0.00	0.00	0.00	173.26
9398266982					0.00	0.00	0.00	79.33
9398266990					0.00	0.00	0.00	23.84
9399046276					0.00	0.00	0.00	510.49
<b>Total :</b>					0.00	0.00	0.00	1,167.16

Entry No.: 2 System Generated Payment Document No.: PY000010597 Payment Amt.: 361.60

Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: AERO01 AEROTEK ULC Account Set: TRADE  
 Payment Code: EFT Payment Type: Other **FINAL PAYMENT FOR HR LABOUR/CASUAL**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
OC17488147					0.00	0.00	0.00	361.60
<b>Total :</b>					0.00	0.00	0.00	361.60

Entry No.: 3 System Generated Payment Document No.: PY000010598 Payment Amt.: 37,680.72

A/P Batch Listing - Payment (APCBTCLZ)

Transaction Type: Payment      Payment Date: 02/20/2025      Posting Date: 02/20/2025      Year - Period: 2025 - 02  
 Vendor: CGRC01      RECEIVER GENERAL FOR CANADA      Account Set: TRADE  
 Payment Code: EFT      Payment Type: Other      **INSPECTION ON VESSELS BILLED BACK TO BROKER**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
90313864					0.00	0.00	0.00	37,680.72
<b>Total :</b>					0.00	0.00	0.00	37,680.72

Entry No.: 4      System Generated Payment      Document No.: PY000010599      Payment Amt.: 3,541.42

Transaction Type: Payment      Payment Date: 02/20/2025      Posting Date: 02/20/2025      Year - Period: 2025 - 02  
 Vendor: CHAM02      CHAMBER OF MARINE COMMERCE      Account Set: TRADE  
 Payment Code: EFT      Payment Type: Other      **2025 MEMBERSHIP**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
25-315					0.00	0.00	0.00	3,541.42
<b>Total :</b>					0.00	0.00	0.00	3,541.42

Entry No.: 5      System Generated Payment      Document No.: PY000010600      Payment Amt.: 1,141.30

Transaction Type: Payment      Payment Date: 02/20/2025      Posting Date: 02/20/2025      Year - Period: 2025 - 02  
 Vendor: CLAR02      CLARKE CLEANING SERVICE      Account Set: TRADE  
 Payment Code: EFT      Payment Type: Other      **HOUSEKEEPING**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2354					0.00	0.00	0.00	1,141.30
<b>Total :</b>					0.00	0.00	0.00	1,141.30

Entry No.: 6      System Generated Payment      Document No.: PY000010601      Payment Amt.: 188.19

Transaction Type: Payment      Payment Date: 02/20/2025      Posting Date: 02/20/2025      Year - Period: 2025 - 02  
 Vendor: CULL01      CULLIGAN OF OTTAWA      Account Set: TRADE  
 Payment Code: EFT      Payment Type: Other      **BOTTLED WATER**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
73769TO					0.00	0.00	0.00	89.47
84012TO					0.00	0.00	0.00	98.72
<b>Total :</b>					0.00	0.00	0.00	188.19

A/P Batch Listing - Payment (APCBTCLZ)

Entry No.: 7 System Generated Payment Document No.: PY000010602 Payment Amt.: 23.74  
 Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: DRIV01 DRIVERCHECK, INC Account Set: TRADE MONTHLY MEMBERSHIP  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
1790495					0.00	0.00	0.00	23.74
Total :					0.00	0.00	0.00	23.74

Entry No.: 8 System Generated Payment Document No.: PY000010603 Payment Amt.: 148,405.00  
 Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: EARL01 EARL HORST SYSTEMS LTD. Account Set: TRADE CONTAINER LOADING SPOUT - CAPITAL  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
40578					0.00	0.00	0.00	148,405.00
Total :					0.00	0.00	0.00	148,405.00

Entry No.: 9 System Generated Payment Document No.: PY000010604 Payment Amt.: 4,271.40  
 Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: EVBE01 EVB ENGINEERING Account Set: TRADE WAREHOUSE DEVELOPMENT - CARRY FROM 2024 CAPITAL  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
9366					0.00	0.00	0.00	4,271.40
Total :					0.00	0.00	0.00	4,271.40

Entry No.: 10 System Generated Payment Document No.: PY000010605 Payment Amt.: 357.11  
 Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: FARM01 FARMERS FORUM Account Set: TRADE FEBRUARY ADVERTISING  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
90465					0.00	0.00	0.00	357.11

A/P Batch Listing - Payment (APCBTCLZ)

Total : 0.00 0.00 0.00 357.11

Entry No.: 11 System Generated Payment Document No.: PY000010606 Payment Amt.: 182.72  
 Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: FUTU02 FUTURE OFFICE PRODUCTS Account Set: TRADE  
 Payment Code: EFT Payment Type: Other **COPIER CONTRACT**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
FOP230619					0.00	0.00	0.00	182.72
<b>Total :</b>					0.00	0.00	0.00	182.72

Entry No.: 12 System Generated Payment Document No.: PY000010607 Payment Amt.: 38,586.11  
 Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: GIJC01 GIJ CONTRACTING Account Set: TRADE  
 Payment Code: EFT Payment Type: Other **FINAL PAYMENTS ON STORAGE SHED - ACCRUED IN 2024 CAPITAL**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
004-25					0.00	0.00	0.00	6,211.61
086-24					0.00	0.00	0.00	32,374.50
<b>Total :</b>					0.00	0.00	0.00	38,586.11

Entry No.: 13 System Generated Payment Document No.: PY000010608 Payment Amt.: 1,810.83  
 Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: GTRS01 GTR SCALES LTD. Account Set: TRADE  
 Payment Code: EFT Payment Type: Other **SERVICE CALL ON TRUCK SCALE**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
250129POJ					0.00	0.00	0.00	1,810.83
<b>Total :</b>					0.00	0.00	0.00	1,810.83

Entry No.: 14 System Generated Payment Document No.: PY000010609 Payment Amt.: 530.00  
 Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: HOWA01 HOWARD CAMPBELL & SONS LTD. Account Set: TRADE  
 Payment Code: EFT Payment Type: Other **PORTABLE TOILET RENTAL**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
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A/P Batch Listing - Payment (APCBTCLZ)

MR5075			0.00	0.00	0.00	530.00
<b>Total :</b>			<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>530.00</u>

**Entry No.:** 15 System Generated Payment **Document No.:** PY000010610 **Payment Amt.:** 12,543.00  
**Transaction Type:** Payment **Payment Date:** 02/20/2025 **Posting Date:** 02/20/2025 **Year - Period:** 2025 - 02  
**Vendor:** IBWS01 IBW SURVEYORS LTD. **Account Set:** TRADE **SURVEY ENGINEERING ACCRUED FROM 2024**  
**Payment Code:** EFT **Payment Type:** Other

<u>Document No.</u>	<u>Sched. No.</u>	<u>Adj. No.</u>	<u>Adj. Reference</u>	<u>Adj. Description</u>	<u>Adjustment</u>	<u>Discount</u>	<u>Tax Withheld</u>	<u>Amount</u>
A-050932-INV001					0.00	0.00	0.00	3,503.00
A-050933-INV001					0.00	0.00	0.00	3,503.00
A-050934-INV001					0.00	0.00	0.00	5,537.00
<b>Total :</b>					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,543.00</u>

**Entry No.:** 16 System Generated Payment **Document No.:** PY000010611 **Payment Amt.:** 77.97  
**Transaction Type:** Payment **Payment Date:** 02/20/2025 **Posting Date:** 02/20/2025 **Year - Period:** 2025 - 02  
**Vendor:** JOEC01 JOE COMPUTER **Account Set:** TRADE **BACKUP DSL INTERNET**  
**Payment Code:** EFT **Payment Type:** Other

<u>Document No.</u>	<u>Sched. No.</u>	<u>Adj. No.</u>	<u>Adj. Reference</u>	<u>Adj. Description</u>	<u>Adjustment</u>	<u>Discount</u>	<u>Tax Withheld</u>	<u>Amount</u>
214853					0.00	0.00	0.00	77.97
<b>Total :</b>					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>77.97</u>

**Entry No.:** 17 System Generated Payment **Document No.:** PY000010612 **Payment Amt.:** 1,023.60  
**Transaction Type:** Payment **Payment Date:** 02/20/2025 **Posting Date:** 02/20/2025 **Year - Period:** 2025 - 02  
**Vendor:** JONE01 JONES RAIL INDUSTRIES LTD. **Account Set:** TRADE **MONTHLY RAIL MAINT AND CLEANING**  
**Payment Code:** EFT **Payment Type:** Other

<u>Document No.</u>	<u>Sched. No.</u>	<u>Adj. No.</u>	<u>Adj. Reference</u>	<u>Adj. Description</u>	<u>Adjustment</u>	<u>Discount</u>	<u>Tax Withheld</u>	<u>Amount</u>
4703					0.00	0.00	0.00	177.98
4718					0.00	0.00	0.00	845.62
<b>Total :</b>					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,023.60</u>

**Entry No.:** 18 System Generated Payment **Document No.:** PY000010613 **Payment Amt.:** 26,204.70  
**Transaction Type:** Payment **Payment Date:** 02/20/2025 **Posting Date:** 02/20/2025 **Year - Period:** 2025 - 02



A/P Batch Listing - Payment (APCBTCLZ)

Vendor: JPDF01 JPB FABRICATION SERVICES (2019) INC. Account Set: TRADE SPOUTING AND RECEIVING AREA PROJECT - CAPITAL  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
5045					0.00	0.00	0.00	3,898.50
5047					0.00	0.00	0.00	1,333.40
5072					0.00	0.00	0.00	10,825.40
5097					0.00	0.00	0.00	10,147.40
<b>Total :</b>					0.00	0.00	0.00	26,204.70

Entry No.: 19 System Generated Payment Document No.: PY000010614 Payment Amt.: 1,152.29

Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: LEVA01 LEVAC SUPPLY LIMITED Account Set: TRADE SAFETY SUPPLIES, CANADIAN FLAGS  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
1372831					0.00	0.00	0.00	307.05
1373520					0.00	0.00	0.00	845.24
<b>Total :</b>					0.00	0.00	0.00	1,152.29

Entry No.: 20 System Generated Payment Document No.: PY000010615 Payment Amt.: 759.36

Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: LIME01 LIMERICK ENVIRONMENTAL SERVICES LTD. Account Set: TRADE WASTE GRAIN REMOVAL  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2024-3831					0.00	0.00	0.00	759.36
<b>Total :</b>					0.00	0.00	0.00	759.36

Entry No.: 21 System Generated Payment Document No.: PY000010616 Payment Amt.: 11,300.00

Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: MNP001 MNP LLP Account Set: TRADE 2ND INTERIM PAYMENT ON 2024 AUDIT  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
12137691					0.00	0.00	0.00	11,300.00

A/P Batch Listing - Payment (APCBTCLZ)

Total : 0.00 0.00 0.00 11,300.00

Entry No.: 22 System Generated Payment Document No.: PY000010617 Payment Amt.: 820.83

Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: MOTI01 MOTION INDUSTRIES, INC. Account Set: TRADE MAINT. SUPPLIES  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
ON17-00399897					0.00	0.00	0.00	820.83
Total :					0.00	0.00	0.00	820.83

Entry No.: 23 System Generated Payment Document No.: PY000010618 Payment Amt.: 32,639.52

Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: OMER01 OMERS Account Set: TRADE JANUARY EMPLOYEE BENEFITS  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
JAN/25 PENSION					0.00	0.00	0.00	32,639.52
Total :					0.00	0.00	0.00	32,639.52

Entry No.: 24 System Generated Payment Document No.: PY000010619 Payment Amt.: 4,568.05

Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: ONSE01 ONSERVE Account Set: TRADE NEW FOREMAN COMPUTER, IT NETWORK MONITORING  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
68488					0.00	0.00	0.00	2,451.17
68524					0.00	0.00	0.00	1,862.81
68561					0.00	0.00	0.00	254.07
Total :					0.00	0.00	0.00	4,568.05

Entry No.: 25 System Generated Payment Document No.: PY000010620 Payment Amt.: 6,960.80

Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: PREV02 PREVENTION AND REGULATORY SOLUTION Account Set: TRADE HEALTH AND SAFETY  
 Payment Code: EFT Payment Type: Other



A/P Batch Listing - Payment (APCBTCLZ)

Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
110723					0.00	0.00	0.00	1,407.63
<b>Total :</b>					0.00	0.00	0.00	1,407.63

Entry No.: 30 System Generated Payment Document No.: PY000010625 Payment Amt.: 2,474.70

Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: SKSL01 SKS Law LLP Account Set: TRADE  
 Payment Code: EFT Payment Type: Other **2024 LAWYER FEES**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
49844					0.00	0.00	0.00	1,089.04
49845					0.00	0.00	0.00	1,385.66
<b>Total :</b>					0.00	0.00	0.00	2,474.70

Entry No.: 31 System Generated Payment Document No.: PY000010626 Payment Amt.: 2,138.10

Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: STAP02 STAPLES COMMERCIAL Account Set: TRADE  
 Payment Code: EFT Payment Type: Other **VARIOUS OFFICE AND COMPUTER SUPPLIES**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
122686A9					0.00	0.00	0.00	85.87
BF5D29CC					0.00	0.00	0.00	332.06
DCB564C1					0.00	0.00	0.00	222.94
E08718A1					0.00	0.00	0.00	367.25
F39F44BA					0.00	0.00	0.00	1,129.98
<b>Total :</b>					0.00	0.00	0.00	2,138.10

Entry No.: 32 System Generated Payment Document No.: PY000010627 Payment Amt.: 1,357.36

Transaction Type: Payment Payment Date: 02/20/2025 Posting Date: 02/20/2025 Year - Period: 2025 - 02  
 Vendor: TOML02 Tomlinson Environmental Services Ltd. Account Set: TRADE  
 Payment Code: EFT Payment Type: Other **DISPOSAL OF LIGHT BULBS, WASTE GARBAGE REMOVAL**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
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A/P Batch Listing - Payment (APCBTCLZ)

206127	0.00	0.00	0.00	1,041.19
AMINV9597	0.00	0.00	0.00	316.17
<b>Total :</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,357.36</u>

**Entry No.:** 33      System Generated Payment      **Document No.:** PY000010628      **Payment Amt.:** 142.47  
**Transaction Type:** Payment      **Payment Date:** 02/20/2025      **Posting Date:** 02/20/2025      **Year - Period:** 2025 - 02  
**Vendor:** UNIV01      UNIVERSAL SUPPLY GROUP INC.      **Account Set:** TRADE      **SHOP SUPPLIES**  
**Payment Code:** EFT      **Payment Type:** Other

<u>Document No.</u>	<u>Sched. No.</u>	<u>Adj. No.</u>	<u>Adj. Reference</u>	<u>Adj. Description</u>	<u>Adjustment</u>	<u>Discount</u>	<u>Tax Withheld</u>	<u>Amount</u>
964-455607					0.00	0.00	0.00	142.47
<b>Total :</b>					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>142.47</u>

— Batch Summary —

	<u>Invoice</u>	<u>Adjustment</u>	<u>Discount</u>	<u>Payment</u>	<u>Advance Credit</u>	<u>Bank Amount</u>
<b>Total for Batch 3:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>345,959.19</u>	<u>0.00</u>	<u>345,959.19</u>

33 entries printed  
1 batch printed

A/P Batch Listing - Payment (APCBTCLZ)

From Batch Number [4] To [4]  
 From Batch Date [02/13/2025] To [02/13/2025]  
 Type [Entered, Imported, Generated, System, External]  
 Status [Open, Ready To Post, Posted]  
 Reprint Previously Printed Batches [Yes]  
 Show Tax Details [Yes]  
 Show Adjustment Details [Yes]  
 Show Optional Fields [Yes]

CHEQUES

Batch No.: 4 Description: SYSTEM GENERATED PAYMENT BATCH Total Amount: 88,058.54  
 Batch Date: 02/13/2025 Type: System Source Application: AP No. of Entries: 13  
 Last Edited: 02/13/2025 Status: Open Bank: 01 No. of Checks Printed: 0

Entry No.: 1 System Generated Payment Document No.: PY000010629 Payment Amt.: 1,522.00

Transaction Type: Payment Payment Date: 02/19/2025 Posting Date: 02/19/2025 Year - Period: 2025 - 02  
 Vendor: BOLD01 BOLD AGRICULTURE Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0

DOWNGRADED WEHAT

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2025-0033					0.00	0.00	0.00	1,522.00
<b>Total :</b>					0.00	0.00	0.00	1,522.00

Entry No.: 2 System Generated Payment Document No.: PY000010630 Payment Amt.: 217.00

Transaction Type: Payment Payment Date: 02/19/2025 Posting Date: 02/19/2025 Year - Period: 2025 - 02  
 Vendor: CHAM01 SOUTH GRENVILLE CHAMBER OF COMMER Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0

2025 MEMBERSHIP

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
536					0.00	0.00	0.00	217.00
<b>Total :</b>					0.00	0.00	0.00	217.00

Entry No.: 3 System Generated Payment Document No.: PY000010631 Payment Amt.: 344.92

Transaction Type: Payment Payment Date: 02/19/2025 Posting Date: 02/19/2025 Year - Period: 2025 - 02  
 Vendor: CHES01 THE CHESTERVILLE RECORD Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0

FEBRUARY ADVERTISING

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
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A/P Batch Listing - Payment (APCBTCLZ)

39164	0.00	0.00	0.00	344.92
<b>Total :</b>	0.00	0.00	0.00	344.92

**Entry No.:** 4      System Generated Payment      **Document No.:** PY000010632      **Payment Amt.:** 1,243.00

**Transaction Type:** Payment      **Payment Date:** 02/19/2025      **Posting Date:** 02/19/2025      **Year - Period:** 2025 - 02  
**Vendor:** CSCH01      C. SCHWAN EDUCATIONAL SERIVCES      **Account Set:** TRADE      **Check No.:** 0      **FUMIGATION COURSE**  
**Payment Code:** CHECK      **Payment Type:** Check

<u>Document No.</u>	<u>Sched. No.</u>	<u>Adj. No.</u>	<u>Adj. Reference</u>	<u>Adj. Description</u>	<u>Adjustment</u>	<u>Discount</u>	<u>Tax Withheld</u>	<u>Amount</u>
JAN PREP COURSE					0.00	0.00	0.00	1,243.00
<b>Total :</b>					0.00	0.00	0.00	1,243.00

**Entry No.:** 5      System Generated Payment      **Document No.:** PY000010633      **Payment Amt.:** 250.00

**Transaction Type:** Payment      **Payment Date:** 02/19/2025      **Posting Date:** 02/19/2025      **Year - Period:** 2025 - 02  
**Vendor:** GIRL01      GIRLS INC. OF UPPER CANADA      **Account Set:** TRADE      **Check No.:** 0      **2025 DONATION**  
**Payment Code:** CHECK      **Payment Type:** Check

<u>Document No.</u>	<u>Sched. No.</u>	<u>Adj. No.</u>	<u>Adj. Reference</u>	<u>Adj. Description</u>	<u>Adjustment</u>	<u>Discount</u>	<u>Tax Withheld</u>	<u>Amount</u>
2025-001					0.00	0.00	0.00	250.00
<b>Total :</b>					0.00	0.00	0.00	250.00

**Entry No.:** 6      System Generated Payment      **Document No.:** PY000010634      **Payment Amt.:** 100.00

**Transaction Type:** Payment      **Payment Date:** 02/19/2025      **Posting Date:** 02/19/2025      **Year - Period:** 2025 - 02  
**Vendor:** GREN02      GRENVILLE SOIL AND CROP ASSOCIATION      **Account Set:** TRADE      **Check No.:** 0      **2025 MEMBERSHIP**  
**Payment Code:** CHECK      **Payment Type:** Check

<u>Document No.</u>	<u>Sched. No.</u>	<u>Adj. No.</u>	<u>Adj. Reference</u>	<u>Adj. Description</u>	<u>Adjustment</u>	<u>Discount</u>	<u>Tax Withheld</u>	<u>Amount</u>
868					0.00	0.00	0.00	100.00
<b>Total :</b>					0.00	0.00	0.00	100.00

**Entry No.:** 7      System Generated Payment      **Document No.:** PY000010635      **Payment Amt.:** 500.00

**Transaction Type:** Payment      **Payment Date:** 02/19/2025      **Posting Date:** 02/19/2025      **Year - Period:** 2025 - 02  
**Vendor:** GREN05      GRENVILLE FISH AND GAME CLUB      **Account Set:** TRADE      **Check No.:** 0      **2025 DONATION**  
**Payment Code:** CHECK      **Payment Type:** Check

A/P Batch Listing - Payment (APCBTCLZ)

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2025 SPONSOR					0.00	0.00	0.00	500.00
<b>Total :</b>					0.00	0.00	0.00	500.00

**Entry No.:** 8 System Generated Payment **Document No.:** PY000010636 **Payment Amt.:** 305.10  
**Transaction Type:** Payment **Payment Date:** 02/19/2025 **Posting Date:** 02/19/2025 **Year - Period:** 2025 - 02  
**Vendor:** HEND01 HENDERSON PRINTING INC **Account Set:** TRADE  
**Payment Code:** CHECK **Payment Type:** Check **Check No.:** 0 **ALL STAR WINTER CLASSIC DONATION**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
80220					0.00	0.00	0.00	305.10
<b>Total :</b>					0.00	0.00	0.00	305.10

**Entry No.:** 9 System Generated Payment **Document No.:** PY000010637 **Payment Amt.:** 226.00  
**Transaction Type:** Payment **Payment Date:** 02/19/2025 **Posting Date:** 02/19/2025 **Year - Period:** 2025 - 02  
**Vendor:** LLOY02 LLOYD MCMILLAN EQUIPMENT LTD. **Account Set:** TRADE  
**Payment Code:** CHECK **Payment Type:** Check **Check No.:** 0 **STONE DUST FOR YARD MAINT.**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
37449					0.00	0.00	0.00	226.00
<b>Total :</b>					0.00	0.00	0.00	226.00

**Entry No.:** 10 System Generated Payment **Document No.:** PY000010638 **Payment Amt.:** 200.00  
**Transaction Type:** Payment **Payment Date:** 02/19/2025 **Posting Date:** 02/19/2025 **Year - Period:** 2025 - 02  
**Vendor:** OTTA02 THE OTTAWA VALLEY SEED GROWERS ASSC **Account Set:** TRADE  
**Payment Code:** CHECK **Payment Type:** Check **Check No.:** 0 **FARM SHOW SPONSORSHIP**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
66					0.00	0.00	0.00	200.00
<b>Total :</b>					0.00	0.00	0.00	200.00

**Entry No.:** 11 System Generated Payment **Document No.:** PY000010639 **Payment Amt.:** 81,944.10  
**Transaction Type:** Payment **Payment Date:** 02/19/2025 **Posting Date:** 02/19/2025 **Year - Period:** 2025 - 02  
**Vendor:** RDST01 R.D. STEELE CONSTRUCTION (1979) LTD. **Account Set:** TRADE  
**Reference:** 5036HB **10% HOLDBACK RELEASE RECEIVING AREA - CAPITAL**



A/P Batch Listing - Payment (APCBTCLZ)

Payment Code: CHECK Payment Type: Check Check No.: 0

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
5036HB					0.00	0.00	0.00	81,944.10
<b>Total :</b>					0.00	0.00	0.00	81,944.10

Entry No.: 12 System Generated Payment Document No.: PY000010640 Payment Amt.: 706.42

Transaction Type: Payment Payment Date: 02/19/2025 Posting Date: 02/19/2025 Year - Period: 2025 - 02  
 Vendor: RIVE01 RIVERSIDE MOTORS LTD Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0 **REPAIR WORK ON 2ND TRUCK - ACCRUED IN 2024**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
22442					0.00	0.00	0.00	706.42
<b>Total :</b>					0.00	0.00	0.00	706.42

Entry No.: 13 System Generated Payment Document No.: PY000010641 Payment Amt.: 500.00

Transaction Type: Payment Payment Date: 02/19/2025 Posting Date: 02/19/2025 Year - Period: 2025 - 02  
 Vendor: STLA03 ST. LAWRENCE RIVER INSTITUTE OF ENVIR Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0 **2025 DONATION**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2025 SPONSORSHIP					0.00	0.00	0.00	500.00
<b>Total :</b>					0.00	0.00	0.00	500.00

— Batch Summary —

	Invoice	Adjustment	Discount	Payment	Advance Credit	Bank Amount
Total for Batch 4:	0.00	0.00	0.00	88,058.54	0.00	88,058.54

13 entries printed  
 1 batch printed

**TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM**

**Committee:** Regular Council

**Date:** February 24, 2025

**Department:** CAO

**Topic:** River Route Ridership

**Purpose:** As requested at Committee of the Whole – Administration and Operations, staff was asked to provide ridership numbers by community to assess usage.

**Background:** At the February 10, 2025, Committee of the Whole – Administration and Operations meeting it was requested that the CAO provide detailed ridership numbers by Township to assess value to the community to justify the spending.

On February 20<sup>th</sup> a meeting was held with the CAO's from Prescott and Augusta to discuss the River Route. It was agreed that the CAO's will meet more regularly to ensure there is proper education and promotion of the River Route to all residents and to assess stops and perhaps alter the route to draw more people from Augusta.

Unfortunately, they do not track individual usage of the bus anymore. However, the bus is now installed with Automated Vehicle Location (AVL) which tracks where the doors are opened. For the first week of usage, the AVL indicated that 58% of the stops were in the Edwardsburgh Cardinal Township. The CAO's will meet again in March or April to go over the data when there is a larger sample size.

The new bus, as indicated in the last report, qualifies for potential grant funding and Prescott will be applying for this funding that will cover 80% of the cost of the bus. The remaining will be covered by reserves already in place so there will be no extra costs incurred other than the agreed upon \$30,000 amount for 2025.

**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.

**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 and must be funded through taxation.

**Recommendation:** 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 \$30,000) into the 2025 budget and cover the expense through general taxation.



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CAO



**TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM**

**Committee:** Regular Council

**Date:** February 24, 2025

**Department:** CAO

**Topic:** Authorization for the CAO to Bind Insurance Renewal

**Purpose:** To authorize the CAO to bind the insurance renewal for the 2025-2026 insurance policy for the Township.

**Background:** The renewal from BFL for 2025 insurance was received at a cost of \$298,331.00. The policy was \$329,812.00 in 2024 which represents a **9.55% reduction** in cost to the Township for 2025.

There were also two unsolicited bids for service. In a closed session on February 20<sup>th</sup>, 2025, council reviewed all three bids and chose to remain with BFL for 2025 given the long standing relationship and service. The last RFP was completed in 2021 and should be done every five years to ensure market competitiveness. Council may wish to complete an RFP for the fall of 2025 for the 2026-2027 renewal period.

**Policy Implications:** Council must approve all contracts over \$75,000 as per the Procurement Policy.

**Strategic Plan Implications:** N/A

**Financial Considerations:** Any financial item over \$75,000 requires Council approval as per the Procurement Policy.

**Recommendation:** THAT Council grant authority to the CAO to bind the Township insurance renewal with BFL effective March 1, 2025.

A handwritten signature in black ink, appearing to be 'G. K.' or similar.

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CAO



**TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM**

**Committee:** Regular Council

**Date:** February 24, 2025

**Department:** CAO

**Topic:** Cormorant Control License Renewal

**Purpose:** To renew the agreement with Ontario Power Generation (OPG) to grant a license to the Township to perform Cormorant control.

**Background:** The cormorant is a type of aquatic bird commonly found near coastal areas and inland waters. The St. Lawrence Seaway, a system of locks, canals, and channels that allows ships to navigate from the Atlantic Ocean to the Great Lakes, provides a suitable habitat for various bird species, including cormorants. Cormorants are often seen in and around bodies of water, where they hunt for fish. The St. Lawrence Seaway, with its diverse ecosystem and abundant fish population, can attract cormorants for feeding and nesting. These birds are skilled divers and swimmers, using their webbed feet to pursue and catch fish underwater.

Edwardsburgh/Cardinal notes that the general bird presence is not an issue. Only nesting and roosting birds in concentration that are causing property damage need to be addressed by trappers. This approach has been publicly vetted and approved as it ensures the birds are disposed of safely as per regulation. In addition, it recognizes Cormorant benefits (eating round gobies) and does not require a change to the protected status for Cormorants. It should be noted that there are no natural predators in the area to help cull the population. The only intervention available is by trapper.

By employing a trapper to act on behalf of the municipality, this allows for a targeted response specific to the protection of property and the health and safety for Canadians, wildlife, domestic animals and possibly poultry

**Policy Implications:** N/A

**Strategic Plan Implications:** Strategic plan pillar 6.1 – Protect and manage tree assets and conservation applies to the Cormorant Control program.

**Financial Considerations:** Trapper John Courtney has overseen the Edwardsburgh/Cardinal Cormorant control program since 2016, and the municipality has spent approximately \$50,000 to date on this program.

**Recommendation:** THAT Council approves the Mayor and CAO to sign the 5-year license with OPG to perform Cormorant control.

A handwritten signature in black ink, appearing to be 'G. A.', is located above a horizontal line.

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CAO

## LICENCE AGREEMENT

THIS LICENCE made as of the 15 day of March, 2025,

### BETWEEN:

**ONTARIO POWER GENERATION INC.**, a corporation incorporated under the laws of the Province of Ontario (“**OPG**”)

-and-

The **TOWNSHIP OF EDWARDSBURGH/CARDINAL**, a corporation incorporated under the laws of the Province of Ontario (the “**Licensee**”)

(each a “**Party**” and together the “**Parties**”)

### RECITALS:

- A. OPG is the owner of the Lands described below.
- B. OPG and the Licensee had previously entered into a licence agreement (the “Prior Licence”) on August 12, 2019 to allow the Licensee to enter onto the Lands for the removal of nuisance cormorants as part of the Licensee’s Cormorant Control Program. The Prior Licence was provided with a one-year term and the option for the Licensee to request four (4) one-year extension terms. The Licensee had exercised its rights to the four (4) extension terms, with the last extension term of the Prior Licence being expired on July 31, 2024.
- C. The Licensee has now requested OPG to grant a new licence agreement for the continued access, use, occupancy and enjoyment of a portion of the Lands being the area depicted in the Sketch (as defined below) (the “**Licensed Lands**”) on a non-exclusive basis for the joint effort of the removal of cormorants and OPG has agreed to permit the Licensee to use, occupy and enjoy the Licensed Lands for such purpose(s), subject to the terms and conditions contained herein (this “**Licence**”).

**NOW THEREFORE** in consideration of the covenants and conditions hereinafter contained to be kept and performed by OPG and the Licensee, the Parties agree as follows:

### 1. DEFINITIONS

For the purposes of this Licence, the following definitions shall apply:

- (a) “**Applicable Laws**” in respect of any person, property, transaction or event, means all applicable federal, provincial, municipal and local laws, statutes, rules, regulations, orders, guidelines, codes, by-laws, ordinances, standards, treaties, judgments and decrees applicable to that person, property, transaction or event at the applicable time and, whether or not having the force of law, all applicable approvals, requirements, requests, directives, rules, guidelines, instructions, circulars, manuals, policies and formal interpretations thereof of any governmental authority having or purporting to have authority over that person, property, transaction or event at the applicable time;
- (b) “**Authorized Representatives**” means the Licensee’s employees, contractors, agents and assigns;
- (c) “**Business Day**” means any day other than a Saturday, Sunday or statutory holiday in the Province of Ontario;
- (d) “**Environmental Laws**” mean all applicable federal, provincial, municipal and local laws, statutes, regulations, guidelines, provincial policies, and by-laws, official plans, and all orders, directives, rulings and decisions rendered by any ministry, department or administrative or regulatory agency or court, including any obligations or requirements arising under common law, relating to the protection of the environment, mining, drinking water, wildlife, human health and safety or the manufacture, processing, sewage treatment, storage, disposal, transport, handling, containment, clean-up or other remediation or corrective action or in respect of a Hazardous Substance;
- (e) “**Event of Default**” has the meaning set forth in Section 11;
- (f) “**Hazardous Substance**” means any substance, material, chemical, waste of any nature, or thing (including asbestos, asbestos containing material, petroleum, petroleum by-products, radioactive substances, pesticides, herbicides, polychlorinated biphenyls) which is or is deemed or defined to be, alone or in any combination, hazardous, dangerous, toxic, a pollutant, a deleterious substance, a dangerous good, a designated substance, a contaminant or a source of pollution or contamination

or is otherwise regulated, and includes all analogous concepts as defined in or pursuant to any Environmental Law or designated under any Environmental Law;

- (g) **“Lands”** means the lands known as Part Spencer Island in the St. Lawrence River Opposite Lot 21 and Lot 22 Concession 1 Geographical Township of Edwardsburg; Part Bed of the St. Lawrence River Parts 6, 7, 8, & 9, 15R143, PIN 68186-0091, now the Township of Edwardsburgh/Cardinal and Part Bed of the St. Lawrence River, Part 48, 15R144, PIN 68186-0095, in the Township of Edwardsburgh/Cardinal, in the United Counties of Leeds and Grenville, as further described on Schedule “A” highlighted in red, attached hereto;
- (h) **“Licence”** has the meaning set forth in the Recitals;
- (i) **“Licence Fee”** Not applicable to this Licence;
- (j) **“Licensed Lands”** has the meaning set forth in the Recitals;
- (k) **“OPG Indemnitees”** has the meaning set forth in Section 10;
- (l) **“OPG Representatives”** means OPG’s officers, employees, workers, permittees, servants, agents, contractors, and subcontractors;
- (m) **“OPG Works”** means all structures, facilities and equipment wherever located, owned or used by OPG in connection with the generation, transmission, distribution or sale of electricity including, without limitation, all transmission lines (including buried cables and wires), towers, poles, guys, anchors and transformers (including pad mounted transformers, and communication structures and equipment).
- (n) **“Prior Hazardous Substances”** has the meaning set forth in Section 10;
- (o) **“Prior Environmental Law Breaches”** has the meaning set forth in Section 10;
- (p) **“Release”** has the meaning prescribed in any Environmental Law and includes any release, intermittent or gradual release, spill, leak, pumping, addition, pouring, emission, emptying, discharge, injection, escape, leaching, disposal, dumping, deposit, spraying, burial, abandonment, incineration, seepage, placement or introduction, whether accidental or intentional;
- (q) **“Reporting”** means reporting on the dispatch of the cormorants as per Section 4 (o) utilizing the form on Schedule “B attached hereto and forming part of this Licence;
- (r) **“Sketch”** means the general site sketch illustrating that portion of the Lands being the subject of this Licence as indicated by yellow ‘X’s on Schedule “A” attached hereto and forming part of this Licence;
- (s) **“Term”** has meaning as set out in Section 2.

## 2. DEMISE AND TERM

- (a) OPG hereby grants a licence to the Licensee to use, occupy and enjoy the Licensed Lands in accordance with the covenants and agreements herein, and subject to all existing encumbrances on the Lands, for a period of five (5) years, commencing on March 15, 2025 and terminating on March 14, 2030 (the **“Term”**).
- (b) Except as otherwise provided for in this Licence, this Licence may be terminated by OPG at any time during the Term upon thirty (30) days’ prior written notice to the Licensee.

## 3. USE

It is a condition of this non-exclusive Licence and of the exercise of the rights and privileges hereunder granted to the Licensee, that the Licensed Lands, together with all facilities of ingress and egress to the Licensed Lands be used for the sole purposes of the removal of cormorants and other cormorant control purposes or uses as may be agreed to between the Parties from time to time in writing.

## 4. LICENSEE’S COVENANTS

The Licensee hereby covenants and agrees with OPG as follows:

- (a) To be responsible for all costs associated with the removal and control of the cormorants;



- (b) To permit OPG and OPG Representatives at all reasonable times to enter and view the condition of the Licensed Lands, and to promptly alter, repair, restore and maintain them to the satisfaction of OPG in accordance with written notice by OPG or OPG Representatives;
- (c) To assume full responsibility for the acts or omissions of the Licensee's employees, workmen, contractors, sub-contractors, agents and all other persons or entities (the "**Licensee's Representatives**") permitted by the Licensee to enter the Licensed Land in their use and occupation of the Licensed Land and shall forthwith remove from same any individual that OPG, in its sole discretion, deems to be acting in an incompetent, illegal or unsafe manner;
- (d) To comply satisfactorily with all instructions of OPG's inspectors including without limitation instructions to halt business and operations if, in the opinion of such inspectors, the safe or efficient operation thereof or access thereto may be interfered with or the safety of the public may be in jeopardy;
- (e) To erect traffic controls on the Licensed Lands if requested by OPG;
- (f) acknowledges OPG may raise or lower the water level at the shoreline of the Licensed Lands to suit OPG's operational needs;
- (g) acknowledges having had the opportunity to inspect the Licensed Lands prior to entering into this Licence and hereby accepts the Licensed Lands on an "as is, where is" basis;
- (h) To prevent and not to permit or suffer any nuisance or anything which shall cause unnecessary annoyance or disturbance to OPG or the community;
- (i) Not to alter the existing grade, contours, drainage, or water courses, nor apply gravel or asphalt to the Licensed Lands, nor erect or construct any building, structure or facility on the Licensed Lands, including retaining walls, without first having obtained all required municipal and governmental permits and approvals, and only after submitting detailed plans for the approval of OPG and having obtained OPG's prior written consent thereto;
- (j) To comply with all rules and regulations of OPG as OPG may at any time and from time to time require and to ensure all employees, agents, contractors, sub-contractors, consultants, workers and permittees of the Licensee observe same;
- (k) To use and maintain the Licensed Lands (and any improvements thereon) and perform the uses specified herein:
  - (i) strictly in accordance with Applicable Laws and Environmental Laws;
  - (ii) in a reasonable and careful manner as a prudent owner would do; and
  - (iii) in accordance with all rules, regulations and requirements, as may be prescribed from time to time by OPG or any authority with relevant jurisdiction;
- (l) To obtain and maintain in good standing all necessary permits and licences required for the uses permitted on the Licensed Lands;
- (m) To maintain the Licensed Lands and all structures, facilities and improvements located thereon in a good state of repair and condition;
- (n) To be solely responsible for access to and from the Licensed Lands from adjacent properties. There is no obligation under this Licence for OPG to maintain any required ingress or egress routes to the Licensed Lands, including any roadways, footpaths, or access ways on the Licensed Lands, for use by the Licensee;
- (o) At the expiration or earlier termination of this Licence, to vacate and yield up to OPG the Licensed Lands in a good state of repair and condition, as determined by OPG acting reasonably;
- (p) To immediately notify OPG of any Release of a Hazardous Substance;
- (q) To contract to a prescribed agent under the *Fish and Wildlife Conservation Act, 1997*, as amended, and Ontario Regulation 665/98 (the "Agent") for the removal of the cormorants.
- (r) To ensure that the Agent fits into one of the prescribed classes of agents under section 132(1) of Ontario Regulation 665/98. If the Agent is a trapper, the Licensee will be responsible for supplying OPG with a copy of the Agent's valid trappers licence under Ontario Regulation 667/98, on an annual basis, for the year in which the Agent will be undertaking the work. If the Agent fits into

another prescribed category under section 132(1) of Ontario Regulation 665/98, the Licensee must provide written proof to OPG that the Agent meets all prescribed requirements. Failure of OPG to demand such evidence of full compliance with this requirement or failure of OPG to identify a deficiency from evidence provided will not be construed as a waiver of the Licensee's obligation to maintain such licence; and

- (s) To ensure that the Agent reports to OPG, Eastern Operations, Site Environmental Advisor, on a monthly basis, the following:
  - (i) Daily reporting of the number of Double-Crested Cormorants dispatched;
  - (ii) Confirmation that there was/is no bi-catch of other bird species inadvertently dispatched by the Agent;
  - (iii) No dispatching of Double-Crested Cormorants while in flight over water;
  - (iv) Both before and after pictures of any and all "roost trees" cut down to confirm and document that there were no nests disturbed; and
  - (v) Requirement that any and all "roost trees" that are cut down fall on land and do not fall into water so as to create navigational hazards nor result in wood debris floating down stream and impacting OPG's operations.

## 5. INSURANCE

- (a) The Licensee shall obtain and maintain in full force and effect, at its sole cost, throughout the Term and during such other time as the Licensee occupies or otherwise is in possession of the Licensed Lands, the following insurance:
  - (i) "all risks" property insurance covering all property of the Licensee, including property for which it is legally liable, located within the Licensed Lands and the Lands, including all contents, Licensee improvements, inventory, stock-in-trade, furniture and moveable equipment, in an amount of not less than the full replacement cost thereof ;
  - (ii) commercial general liability insurance on an occurrence basis with limits of not less than Five Million Dollars (\$5,000,000.00) CAD, inclusive, for both bodily injury, including death, personal injury and damage to property, including loss of use thereof, for each occurrence. Coverage shall specifically include but not be limited to the following: blanket contractual liability, damage to all property of OPG, including loss of use thereof, pollution liability coverage on at least a sudden and accidental basis, products & completed operations, employer's liability; non-owned automobile liability; the Licensee's legal liability and, broad form property damage with respect to the Licensee's business, use or occupation of the Licensed Lands by the Licensee or any of its servants, agents, contractors or persons for whom the Licensee is in law responsible and showing OPG as additional insured with respect only to liability arising from the operations of the Licensee and with a severability of interests and a cross-liability clause;
  - (iii) automobile liability insurance, covering all licensed motor vehicles operated by the Licensee, covering bodily injury and property damage liability to a combined inclusive minimum limit of \$2,000,000 CAD and mandatory accident benefits; and
  - (iv) any other forms of insurance as OPG, acting reasonably, may require from time to time, in amounts and for insurance risks against which a prudent owner would insure.
- (b) Each of the Licensee's insurance policies will contain, as appropriate:
  - (i) a waiver of any subrogation rights which the Licensee's insurers would have against OPG or any person for whom OPG is in law responsible;
  - (ii) a provision stating that the Licensee's insurance policy will be primary and will not call into contribution any other insurance available to OPG; and
  - (iii) a waiver, as respects the interests of OPG, of any provision in any of the Licensee's insurance policies with respect to any breach of any warranties, representations, declarations, or conditions contained in the Licensee's policies.
- (c) All policies will be taken out with insurers and be in a form satisfactory to OPG. The Licensee will deliver to OPG prior to the date it occupies the Licensed Lands for any purpose, and thereafter at OPG's reasonable request, certificates of insurance evidencing the Licensee's insurance policies.

Failure of OPG to demand such certificate or other evidence of full compliance with these insurance requirements or failure of OPG to identify a deficiency from evidence provided will not be construed as a waiver of the Licensee's obligation to maintain such insurance. The acceptance of delivery by OPG of any certificate of insurance evidencing the required coverage's and limits does not constitute approval or agreement by OPG that the insurance requirements have been met or that the insurance policies shown in the certificates of insurance are in compliance with the requirements;

- (d) All policies will contain an undertaking by the insurers that no cancellation or termination of any policy will be made unless OPG has received at least thirty (30) days prior notice of the change, which notice shall be delivered in accordance with Section 11 of this Licence;
- (e) If the Licensee at any time fails to take out, keep in force or pay the premiums on any insurance as required in this Licence, or if the Licensee fails from time to time to deliver to OPG satisfactory proof of the good standing of any such insurance or the payment of premiums as required in this Licence then OPG will, without prejudice to any of its other rights and remedies under this Licence, have the right, but not the obligation, to place such insurance on behalf of the Licensee. This cost together with all expenses incurred by OPG and an amount equal to Fifteen Percent (15%) of those costs and expenses to cover OPG's overhead and supervision costs will be paid by the Licensee to OPG promptly upon demand.

## **6. PROTECTIVE INSTALLATIONS**

In the event OPG considers it necessary that any of the OPG Works be fenced or otherwise protected or made separate, the Licensee shall at its sole cost and expense, erect and maintain such fences or other protective installations as OPG may reasonably require.

## **7. OPG ACTIVITIES**

- (a) OPG may at any time upon reasonable notice to the Licensee, except in an emergency when no notice shall be required, enter onto the Licensed Lands and inspect, install, maintain, repair, replace, remove, alter, relocate or add to any of the OPG Works located thereon and may construct, install, inspect, maintain, repair, replace and remove any new works on the Licensed Lands and conduct excavation without liability to the Licensee. For greater certainty, the Licensee acknowledges that OPG shall not be responsible for any damage to the Licensee's improvements, facilities, landscape or business caused by OPG in the exercise of the above rights.
- (b) Notwithstanding anything to the contrary in this Licence, the Licensee acknowledges and agrees that the primary use of the Licensed Lands is for OPG's operations, and the Licensee's use is secondary to OPG's in all material respects, and the Licensee further acknowledges that its operations may from time to time be affected, adversely or not, by OPG's operations.

## **8. INCREASE IN OPG'S COSTS**

If at any time or times this Licence or any of the operations carried out pursuant to this Licence or any improvements made to the Licensed Lands by or for the benefit of the Licensee should, in the reasonable opinion of OPG, directly or indirectly increase the cost or expense of any existing or future OPG Works, or the maintenance, construction or operation thereof, the Licensee shall pay to OPG upon thirty (30) days' prior written notice from OPG, such increase in cost or expense, including without limitation, the cost to OPG of acquiring any additional lands or rights which would not have been required but for the existence of this Licence or of the Licensee's improvements, use or possession of the Licensed Lands; provided that the Licensee shall have the option of terminating this Licence within such 30 day notice period, in which case all other provisions of this Licence (including restoration obligations under Section 6 (k)) shall be applicable.

## **9. PERMITTED ENCUMBRANCES**

This Licence and the Licensee's interest herein shall be subject to all existing leases, licences, easements, rights of use or occupation and other property rights which may exist at the date hereof, whether or not registered, and OPG may from time to time renew or extend such arrangements or enter into new ones, whether or not with the same parties, and to which new arrangements this Licence shall also be subject, so long as the rights granted thereunder do not interfere unreasonably with the Licensee's use of the Licensed Lands.

## **10. LIMITATION OF LIABILITY; REMEDIES**

- (a) In consideration of the rights and privileges granted herein, the Licensee shall assume all liability and obligation for any and all loss, damage or injury (including death), by reason of fire, accident

or otherwise to all persons or property, howsoever arising, as a result of or connected in any way with the use and occupation of the Licensed Lands by the Licensee or that otherwise would not have occurred but for the granting of this Licence or the use and occupation of the Licensed Lands by the Licensee or the Licensee's Representatives save and except for any loss, damage or injury (including death) arising out of OPG's gross negligence or willful misconduct (or any person for whom it is in law responsible).

- (b) The Licensee does hereby release and forever discharge OPG, its subsidiary and affiliated corporations, predecessors, agents, successors, assigns and all persons acting on its or their behalf (together, the "**OPG Indemnitees**"), from all claims, actions, suits, demands or any proceedings which are attributable to or connected with, or arising from, or that which would not have occurred but for the granting of this Licence or the use and occupation of the Licensed Lands by the Licensee or the Licensee's Representatives including any charges, expenses or costs associated therewith, and whether arising in law, equity, or otherwise and in further considerations of same. The Licensee hereby agrees to indemnify and save harmless the OPG Indemnitees from and against all such claims, actions, suits, demands or proceedings which are attributable to or connected with, or arising from, or that which would not have occurred but for the granting of this Licence or the use and occupation of the Licensed Lands by the Licensee or the Licensee's Representatives including any expenses or costs associated therewith, and whether arising in law, equity or otherwise, save and except for any loss, damage or injury (including death) arising out of OPG's gross negligence or willful misconduct. These indemnities are in addition to any other indemnities contained in this Licence and shall survive the expiration or earlier termination of this Licence.
- (c) All personal property owned by or in the possession of Licensee on the Licenced Lands shall be at the sole risk of the Licensee. OPG shall not be liable for any loss or damage thereto, however occurring. The Licensee releases and indemnifies the OPG Indemnitees from all claims and demands in respect of any such loss or damage.
- (d) With respect to Hazardous Substances which are on or under or about the Licenced Lands as of the initial date of this Licence ("**Prior Hazardous Substances**") or any breach or violation of any Environmental Law respecting the Lands which existed prior to the initial date of this Licence ("**Prior Environmental Law Breaches**"), the Licensee shall have no responsibility or obligation whatsoever to remediate the Licenced Lands in relation to Prior Hazardous Substances or to rectify Prior Environmental Breaches except to the extent that a liability or obligation to remediate Prior Hazardous Substances or to rectify Prior Environmental Law Breaches has resulted or arisen out of or would not otherwise have occurred but for the Licensee's activities on the Licensed Lands during the Term. The Licensee agrees that OPG is not obliged to provide the Licensee or any of its Authorized Representatives with a list of or any information relating to Hazardous Substances on, under, or about the Licenced Lands and that if such a list or information is required to be provided to any of the Licensee's Authorized Representatives, pursuant to statute or otherwise, this is the Licensee's obligation alone.
- (e) Without limiting the foregoing, if at any time OPG or the Licensee is required by any governmental authority pursuant to any Environmental Laws to take remedial action in respect of Hazardous Substances or any breach or violation of Environmental Laws respecting the Licenced Lands which would not have occurred but for the granting of this Licence or the Licensee's or its Authorized Representatives' use, occupation or activities on the Licenced Lands, then Licensee shall, at its cost, take all required remedial action in respect of the Hazardous Substances or breach or violation of Environmental Law, including any repairs or replacements to the Licenced Lands and the facilities and the removal, treatment, disposal, restoration and replacement of the soil or any other part of the Licenced Lands.
- (f) OPG shall have all remedies, including without limitation, damages and injunction, available to OPG at law or in equity arising upon any default by the Licensee under this Licence.

## 11. EVENTS OF DEFAULT AND TERMINATION

An event of default ("**Event of Default**") shall be deemed to have occurred hereunder if any one or more of the following events occurs:

- (a) if default is made in the due payment of any monies payable hereunder, and such default is not remedied within five (5) days after written notice specifying the default has been delivered by OPG to the Licensee;
- (b) if default is made by the Licensee in the performance of or compliance with any other covenants, agreements, terms or conditions contained in this Licence, other than those referred to in subsection 13(a) above, and such default has not been remedied within fifteen (15) days after written notice specifying the default has been delivered by OPG to the Licensee, or in the case of failure to obtain

or maintain insurance, within three (3) Business Days after written notice specifying the default has been delivered by OPG to the Licensee, or in the case of a default which affects, or is likely to affect, the operations of OPG, within twenty (24) hours after written notice specifying the default has been delivered by OPG to the Licensee. However, with respect to any such default (other than a failure to obtain or maintain insurance, or a default which affects, or is likely to affect, the operation of OPG for which there shall be no extension) which is of a nature that it cannot, with reasonable diligence, be cured within a period of fifteen (15) days, an Event of Default shall not be deemed to exist if the Licensee has commenced to diligently cure such default within ten (10) days after written notice thereof from OPG and so long as the Licensee thereafter proceeds with all due diligence and takes all appropriate action to complete the curing of such default;

- (c) if the Licensee files a voluntary assignment in bankruptcy or is adjudicated bankrupt or insolvent, or files any petition or answer seeking a reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief from creditors under any Applicable Laws, or seeks or consents to or acquiesces in the appointment of any trustee, receiver or liquidator of the Licensee or of all or of any substantial part of its property, or makes any general assignment for the benefit of creditors, as the case may be;
- (d) if a petition is filed against the Licensee or any party comprising the Licensee seeking an adjudication of bankruptcy of the Licensee or the reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief from creditors under any Applicable Laws and remains undismissed or unstayed for an aggregate of ninety (90) days (whether or not consecutive), or if a trustee, receiver or liquidator of the Licensee or of all or of any substantial part of its property, is appointed and such appointment remains unvacated or unstayed for an aggregate of 90 days (whether or not consecutive).

If any Event of Default occurs, then and in every case and so often as same shall happen, OPG shall have the right, at its option, and in addition to any other rights or remedies which OPG is entitled to hereunder or at law or in equity:

- (e) to remedy any default of the Licensee, provided that the Licensee shall pay to OPG promptly upon demand all reasonable costs incurred by OPG in remedying or attempting to remedy any such default; or
- (f) to re-enter onto the Licensed Lands or to terminate this Licence with or without re-entry, by giving the Licensee not less than ten (10) days' notice of cancellation and termination, and upon the expiration of the time fixed in such notice, all rights of the Licensee with respect to the Lands or any part thereof and this Licence shall be absolutely forfeited and shall lapse in the same manner and with the same force and effect as if the expiration of the time fixed in such notice of cancellation and termination were the end of the term including all permitted extensions.

## 12. FORCE MAJEURE

If either Party shall be prevented or delayed from punctually performing any obligation or satisfying any condition under this Licence by any strike, labour dispute, Act of God, fire or other casualty or by any other event beyond the control of such party, other than financial inability, then the time to perform such obligation or satisfy such condition shall be postponed by the period of time consumed by the delay, provided that nothing herein contained shall be construed so as to postpone or delay the payment of the Licence Fee or other sums owing hereunder.

## 13. NOTICE

- (a) Except as otherwise provided in this Licence, every notice required or permitted under this Licence must be in writing and may be delivered in person, by courier or by electronic mail to the applicable Party as follows:

**To OPG at: Ontario Power Generation Inc.**  
700 University Avenue,  
Toronto, ON M5G 1X6

Telephone: 416-592-1743

Attention: Ray Davies, Director, Real Estate Services

**To the Licensee at: Township of Edwardsburgh/Cardinal**  
P.O. Box 129, 18 Centre St.  
Spencerville, ON, K0E 1X0

Telephone: 613-658-3055 ext. 104

Email: [snicholson@twpec.ca](mailto:snicholson@twpec.ca)  
Attention: Sean Nicholson, CAO

or to any other address, or individual that a Party designates by notice. Any notice under this Licence, (i) if delivered personally or by courier will be deemed to have been given when actually received, or (ii) if delivered by electronic mail before 3:00 p.m. on a Business Day, will be deemed to have been delivered on that same Business Day.

- (b) Unless otherwise specified, notice of any accident, incident, spill, damage, injury, or emergency shall be given at the same time as notice is required by law to be given under any legal authority or forthwith if there is no specific notice requirement set by law. All such notice shall be properly given if done in person, by email and/or by phone.

#### **14. NO ASSIGNMENT**

The Licensee shall not be entitled to assign, transfer or sublicense its rights and obligations under this Licence or the benefit of this Licence without the prior written consent of OPG, which consent may be withheld in its sole and unfettered discretion.

#### **15. TITLE**

The Licensee hereby agrees to keep title to the Lands, including every part thereof, free and clear of any lien, encumbrance or security interest or notice thereof. The Licensee shall not enter into any agreements for the Licensed Lands, which would run with the Licensed Lands and become an obligation of OPG upon termination or expiry of this Licence without OPG's prior written consent, which consent may be withheld in OPG's sole discretion.

#### **16. NO RELEASE OF LIABILITY**

No termination of this Licence or permitted assignment of this Licence shall relieve the Licensee of its liability and obligations hereunder and such liability and obligations shall survive any such termination or assignment.

#### **17. SUCCESSORS AND ASSIGNS**

This Licence shall enure to the benefit of and binds the Parties and their respective successors and permitted assigns.

#### **18. GENERAL**

- (a) In this Licence, words importing the singular number only will include the plural and vice versa; words importing the masculine gender will include the feminine and neuter genders and vice versa; the terms "this Licence", "hereof", "hereunder" and similar expressions refer to this Licence and not to any particular section or other portion hereof and include any agreement supplemental hereto; "including" or "includes" will be without limitation; "Section", "subsection" or "Article" followed by a number or a letter refers to the correspondingly numbered or lettered section or article hereof; "person" will be interpreted broadly and includes an individual, partnership, association, trust, body corporate or other entity.
- (b) This Licence constitutes the entire agreement between the Parties with respect to the subject matter and supersedes all prior agreements, negotiations, discussions, representations, warranties and understandings, whether written or verbal.
- (c) Nothing contained herein shall be deemed or construed by the Parties, nor by any third party, as creating the relationship of principal and agent, landlord and tenant, or of partnership or of joint venture between the Parties, it being understood and agreed that none of the provisions contained herein, nor any of the acts of the Parties shall create any relationship between the Parties other than that of licensor and licensee as described in the Licence.
- (d) The Parties intend that this Licence will not benefit or create any right or cause of action in favour of any person or entity, other than the Parties.
- (e) Except as otherwise expressly provided in this Licence, each Party will be responsible for its own costs and expenses incurred in connection with the negotiation, execution and performance of this Licence.
- (f) This Licence may only be amended, supplemented or otherwise modified by written agreement executed by the Parties.

- (g) The Licensee shall not have the right to register this Licence or notice hereof against title to the Lands or any part thereof.
- (h) No waiver of any of the provisions of this Licence will constitute a waiver of any other provision (whether or not similar). No waiver will be binding unless executed in writing by the Party to be bound by the waiver. A Party's failure or delay in exercising any right under this Licence will not operate as a waiver of that right. A single or partial exercise of any right will not preclude a Party from any other or further exercise of that right or the exercise of any other right it may have.
- (i) If any provision of this Licence is determined to be illegal, invalid or unenforceable by an arbitrator or any court of competent jurisdiction from which no appeal exists or is taken, that provision will be severed from this Licence and the remaining provisions will remain in full force and effect. The Parties shall engage in good faith negotiations to replace such provision with a valid, enforceable, and applicable provision, the effect of which substantially reflects that of the illegal, invalid or unenforceable provision it replaces.
- (j) This Licence, and all activities undertaken in connection with this Licence by any Party (or anyone for whom it is at law responsible) shall fully comply with and will be governed by, interpreted and enforced in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.
- (k) This Licence may be signed and delivered in any number of counterparts (including counterparts by electronic mail), each of which when signed and delivered is an original but all of which taken together constitute one and the same instrument.

*[Remainder of page intentionally left blank; signature page follows]*

**IN WITNESS WHEREOF**, the Parties have executed this Licence as of the date first above written.

**ONTARIO POWER GENERATION INC.**

By: \_\_\_\_\_  
Name: Ivan Cheung  
Title: Real Estate Associate  
[I/We] have the authority to bind the Corporation

**TOWNSHIP OF  
EDWARDSBURGH/CARDINAL**

By: \_\_\_\_\_  
Name: Tory Deschamps  
Title: Mayor

By: \_\_\_\_\_  
Name: Sean Nicholson  
Title: Chief Administrative Officer  
[I/We] have the authority to bind the Corporation





**SCHEDULE “B”**

**REPORTING FORM**

(Form to be submitted to Eastern Operations, Site Environmental Advisor)

<b>Cormorant Control</b>				
<b>Daily Reporting – Submit on a Monthly Basis</b>				
<b>Date</b>	<b>Number of Cormorants Dispatched</b>  <i>*NOTE: Double crested cormorants cannot be dispatched while in flight over water</i>	<b>Bi – Catch</b>  (other bird species inadvertently dispatched)		<b>Roost Trees Cut Down</b>  <i>*NOTE: Roost Trees cut down must fall on land, not in the water &amp; Before and after pictures of all Roost Trees that are cut down as documentation that no nests are disturbed. (Note by Date)</i>
		Yes	No	

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 24, 2025

Resolution Number: 2025- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

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

- January 29, 2025
- February 5, 2025
- February 12, 2025
- February 19, 2025

Carried     Defeated     Unanimous

Mayor: \_\_\_\_\_

RECORDED VOTE REQUESTED BY: \_\_\_\_\_

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 24, 2025

Resolution Number: 2025- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

COPY

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

• Report dated January 30 (2025-010)	\$575,833.84
• Report dated January 31 (20254-012)	\$234,422.04
• Report dated February 18 (2025-020)	\$434,456.65
• Report dated February 21 (2025-025)	\$224,680.42
• Report dated February 21 (2025-026)	\$39,816.44
<b>TOTAL:</b>	<b>\$1,509,209.39</b>

Carried     Defeated     Unanimous

**Mayor:** \_\_\_\_\_

**RECORDED VOTE REQUESTED BY:** \_\_\_\_\_

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

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

Date Printed  
1/30/2025 8:24 AM

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Bank Code - EFT - electronic funds transfer

**PROPOSED PAYMENTS**

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>1200' Darch Fire</b> CI30011653	fd- firefighting gloves	1,056.48	1,056.48
PP -	<b>AGO Industries Inc</b> 1158080	pw-safety sweatshirt	92.77	92.77
PP -	<b>AMCTO</b> 236377	Adm-AMCTO Membership N.Char	276.85	276.85
PP -	<b>Abell Pest Control Inc.</b> A6670688	rec- pest control	97.08	
	A6535060	Monthly pest control	94.14	191.22
PP -	<b>Acklands-Grainger Inc.</b> 9378772579	wwtp-Effluent Sample refridgerator	313.98	
	9381668707	wtp-water meter supplies	66.47	
	9383091437	wwtp-wall mounted heater motor	121.38	501.83
PP -	<b>Alarm Systems - Brockville</b> 1532610	es- ind park-annual alarm fees	569.52	
	1535439	pw- Pittston Shop-door contract re	209.55	
	1535881	rec- monitoring yearly fee	298.32	
	1535880	fd- Stn # 2 annual monitor	433.92	
	1535882	wtp- quarterly monitoring	220.35	
	1535883	wwtp--henry st-quarterly monitoring	159.33	
	1535884	wwtp-John St - quaterly monitoring	261.00	
	1535885	wtp-water tower - quarterly monitor	159.33	
	1535886	wwtp-Hwy 2 quarterly monitoring	159.33	
	1537855	wtp-alarms systems repairs	163.85	2,634.50
PP -	<b>Atel Air &amp; Electric</b> 3298	Cardinal sanitary-AHN Repair	490.42	
	3323	wwtp-fan coil repair	432.00	922.42
PP -	<b>BFP Inc.</b> 6094	fd- fire extinguisher	118.65	118.65
PP -	<b>Barton, Kaelan</b> Jan 2025	Rec-Kaelan - glassess	446.41	446.41
PP -	<b>Black Dog Tirecraft Morrisburg</b> IM0062174	pw-volvo-tires replaced	918.27	918.27
PP -	<b>Brandt Tractor Ltd</b> CP221873	pw- Led lamps returned	-130.52	
	CS54491	pw-T19-04 PM Maitenance	263.97	
	CS54493	pw-T24-05-PM Maitenance	371.32	
	CS54503	pw- T6 PM Maitenance	263.97	
	CS54505	pw- T20-03-PM Maitenance	263.97	
	CS54512	pw-T7-PM Maitenance	257.41	
	CS54518	pw-T5-PM inspection	451.55	
	CS54520	pw-T20-08-PM-inspection	257.41	1,999.08
PP -	<b>CGIS Spatial Solutions</b> 45658	bldg-CGIS Q1 2025	2,034.89	2,034.89
PP -	<b>Caduceon Enterprises Inc.</b>			

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

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		I24-022915	wwtp-testing	1,970.27	
		I24-0232225	ind park testing	179.13	
		I24-023226	wtp-testing	1,116.26	
		I24-023227	wwtp-testing	262.67	
		I24-023228	lagoon-testing	95.67	3,624.00
PP -	<b>Candise Newcombe</b>				
	Jan 14, 2025		Adm-Mileage	58.66	58.66
PP -	<b>Capital Controls</b>				
	88251		Card Sani/Water-Annual Calibratio	3,406.95	
	88260		Cardinal Water-Filter 2A analyzer i	875.19	4,282.14
PP -	<b>Coca-Cola Refreshments Canada</b>				
	45034308010		rec-canteen supplies	1,558.61	1,558.61
PP -	<b>Compass Group of Canada</b>				
	D347100		rec-canteen supplies	757.46	757.46
PP -	<b>Corporation of the Town of Prescott</b>				
	RR2024-01		ec dev - river route	30,000.00	
	WWTP-EC23		wwtp- industrial park wwtp	95,900.42	
	2024-ECFA-Q4		fd- prescott agreement	6,222.86	132,123.28
PP -	<b>Coville Electric</b>				
	6996		pw- damage repairs	2,378.86	
	7021		rec-replaced 4 outside building light	1,217.76	3,596.62
PP -	<b>Crane Supply</b>				
	14-563423		wtp- copper tubing	744.31	744.31
PP -	<b>Crich, Rebecca</b>				
	Jan 11, 2025		Adm-mileage	66.78	66.78
PP -	<b>Culligan Water</b>				
	64001TO		fd- water	43.82	43.82
PP -	<b>Dave's Reliable Signs Ltd.</b>				
	25447		pw-911 numbers	220.35	220.35
PP -	<b>Donald Gibson</b>				
	Jan 2025		Mileage for Severance MVA A	58.80	
	Jan 14, 2025		C of A -Minor Variance	50.00	108.80
PP -	<b>Drummond's Gas</b>				
	2587838		es- truck fuel	102.07	
	2590033		fd- fuel pumper 1	95.14	
	2587830		es-truck fuel	51.93	249.14
PP -	<b>Evoqua Water Technologies Ltd</b>				
	906834161		wtp- ball check valve	585.65	585.65
PP -	<b>Extend Communications</b>				
	000035-209-961		rec- staff calling	517.52	517.52
PP -	<b>Firechek Protection Services</b>				
	12463		fd- compressor maintenance	1,438.68	1,438.68
PP -	<b>FirstOnSite Restoration Limited</b>				
	SOBV-DV23002H		adm- office repair - water damage	212.83	
	SOBV-DV23002J		Adm-Office repair water damage	890.76	1,103.59
PP -	<b>Fisher, Tim</b>				
	Jan 29, 2025		Plan-Mileage/OACA Membership	214.20	214.20
PP -	<b>Future Office Products</b>				
	FOP229974		fd/pw-Oct-Dec 2024 photocopier s	115.70	115.70
PP -	<b>G-Force Marketing</b>				
	AG6020		adm- assessment roll book	260.59	260.59

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

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>G. Tackaberry &amp; Sons</b>	G-0094081	pw-Capital-Hold Back-2024 Road I	211,753.69	
		G-0094062	pw-PB # 3 Hot Mix Tender as lister	68,177.50	279,931.19
PP -	<b>Gin-Cor Industries</b>	89710	pw- Cardinal plow parts	693.76	693.76
PP -	<b>Grand &amp; Toy</b>	V273144	es-credit for backups	-1,183.47	
		V278092	Adm-office supplies	157.02	
		V340604	Adm-New clear chair	740.04	
		V356937	Adm-desk calendar/pw/fd-desk pa	53.90	
		V340598	pw- printer cartridge	114.04	
		V394939	adm- binder & lysol wips	65.47	
		V417353	adm-recycling schedule paper	103.15	50.15
PP -	<b>Groeneveld-BEKA Canada Inc</b>	0508738903	pw-T6-grease pump repairs	815.25	815.25
PP -	<b>HGC Management Inc</b>	56452	w/d contract collection Dec 2024	34,128.35	34,128.35
PP -	<b>Hansler Smith Limited</b>	5817980	rec- garbage bags	487.34	
		818109	rec- cleaning supplies	242.23	
		518112	rec-cleaning supplies	121.11	850.68
PP -	<b>Henderson, John</b>	01 2025	rec-work boots	307.34	307.34
PP -	<b>Howard Campbell &amp; Sons Ltd.</b>	MR5043	portable rental transfer site	150.00	150.00
PP -	<b>Ignite Printing</b>	250447	fd- smoke alarm cards	67.80	67.80
PP -	<b>J. Quattrocchi &amp; Co Ltd</b>	00839441	rec-canteen supplies	746.38	
		00840573	rec- canteen supplies	874.54	
		00841126	rec- canteen supplies	999.27	2,620.19
PP -	<b>Joe Computer</b>	213561	Internet	138.99	138.99
PP -	<b>Josh Lahaie</b>	Jan 2025	pw-safety boots	309.63	309.63
PP -	<b>Jp2g Consultants Inc</b>	43432	waste collection-WTS - Eng Servic	2,118.85	2,118.85
PP -	<b>Ketchum Manufacturing Inc.</b>	448673	admin - 2025 Dog Tag	368.02	
		448745	Council - Novelty cheques	282.50	650.52
PP -	<b>Lahaie, Richard</b>	Jan 2025	rec-Spouse contact lens	169.00	169.00
PP -	<b>Limerick Environmental Svcs</b>	2024-2758	Cardinal sanitary-grit removal	158.65	158.65
PP -	<b>Local Authority Services Ltd.</b>	MGBP000008345	adm- lysol wipes	30.33	
		MGBP000008415	adm-kitchen supplies	65.97	
		MGBP000008424	adm- journals	73.20	
		MGBP000008513	adm- kitchen supplies	65.97	
		MGBP000008536	Adm-file folders	101.54	337.01
PP -	<b>Mac's Convenience Store Inc.</b>				

**Township of Edwardsburgh/Cardinal**  
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PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		145531	lagoon -fuel	94.40	
		145532	pw-T22-01 fuel	116.00	
		145533	rec- truck fuel	92.37	
		145534	pw- T19-01-fuel	113.51	
		145535	pw-T22-01 fuel	97.00	
		145536	fd- T9-fuel	105.00	
		145537	wtp-fuel	106.60	
		145538	rec-fuel	99.51	
		145539	pw-T22-01 fuel	106.00	
		145540	rec- truck fuel	104.00	
		145541	pw-T22-01 fuel	130.00	
		145542	lagoon-fuel	109.70	
		145544	rec- truck fuel	127.75	
		145545	ind park - fuel	108.55	
		145546	pw- T22-01 - fuel	118.00	
		145547	pw- T19-01 - fuel	99.45	
		145548	rec- fuel	140.93	
		145549	wmpps-fuel	44.75	
		145550	rec-fuel	100.95	
		145551	ind park - fuel	41.00	
		145552	lagoon-fuel	69.14	
		145553	pw-T23-01 - fuel	94.62	
		145554	pw-T22-01 - fuel	62.00	
		145555	wwtp-fuel	105.75	
		145556	pw- T22-01- fuel	92.00	
		145558	rec- fuel	35.30	
		145559	rec- fuel	111.40	
		145560	rec- fuel	116.35	
		145557	wmpps-fuel	68.00	
		145562	wpt-fuel	38.25	
		145563	pw-T22-01 - fuel	46.00	2,894.28
PP -	<b>Marley Perrin</b>				
	IN160680		Adm- agenda adv	113.00	
	Jan 2025		Jan 2025 Cleaning	600.00	713.00
PP -	<b>Martelle, Joseph</b>				
	Jan 23, 2025		Council-Roma Conference exp	1,205.08	1,205.08
PP -	<b>Mike Spencer</b>				
	Jan 23, 2025		rec- fryer filters	986.72	986.72
PP -	<b>Municipal Employer Pension</b>				
	0004926		adm-2025 Employer Municipal Cor	355.95	355.95
PP -	<b>OnServe</b>				
	68316		IT contract services Jan 2025	4,350.47	
	68372		IT contract services Jan 2025 A	1,200.21	
	68426		adm- Mary Tessier license	84.75	5,635.43
PP -	<b>Paul Kingston</b>				
	2076		drainage-beaver control	728.85	728.85
PP -	<b>Pitney Bowes</b>				
	Jan 29, 2025		Postage	2,260.00	2,260.00
PP -	<b>Porter, Rachel</b>				



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

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**PROPOSED PAYMENTS**

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		01 2025	rec-canteen purchases/food handli	154.76	
		Jan 27, 2025	rec- canteen purchases	655.31	
		Jan 28, 2025	rec-program purchases	59.55	869.62
PP -	<b>Postmedia Network Inc</b>				
		IN157297	plan-planning policy review-chicke	798.58	
		IN160680	adm-agenda adv	113.00	911.58
PP -	<b>Prescott Building Centre</b>				
		2082738	pw-Cardinal shop - lumber	209.98	209.98
PP -	<b>R &amp; D Dairies Ltd</b>				
		999B246324	Rec Canteen supplies	80.57	80.57
PP -	<b>Realtax Inc.</b>				
		101301	adm-fee for proceed of tax sale	1,282.55	1,282.55
PP -	<b>Rideau St. Lawrence Utilities</b>				
		EDCW-01	es- Jan 2025 w/s billing as listed	4,018.95	
		DFO-003	wwtp/wtp-loose-fibre optic cable	3,390.00	7,408.95
PP -	<b>SDR Electric Plumbing &amp;</b>				
		13075	rec- frozen pipe service call	169.50	169.50
PP -	<b>Sands</b>				
		00725489	fd-BP monitor/defib pads	292.66	292.66
PP -	<b>Schneider Electric Systems</b>				
		915434936	Cardinal Water/Sanitary-SCADA U	16,807.34	16,807.34
PP -	<b>Sean Nicholson</b>				
		Jan 2025	Roma - hotel & dinner	804.87	804.87
PP -	<b>Seaway Doors Ltd.</b>				
		39877	pw- Pittston - reset cable	293.80	293.80
PP -	<b>Secureway</b>				
		2393424	rec-replace bulbs on exit & backup	816.76	816.76
PP -	<b>Selleck Truck &amp; Trailer Repair</b>				
		135375	pw- T20-08 new tires	3,420.31	3,420.31
PP -	<b>Spencerville Home Hardware</b>				
		86710CR	pw-bypass lopper/gloves	-102.80	
		88218	rec-misc screw & nuts	9.70	
		88241	pw-screws/lag screws	52.96	
		88258	adm- key cut	6.77	
		88292	rec- plumbing material	44.33	
		88294	rec- light bulbs	38.40	
		88306	rec- tape	4.05	
		88311	rec- plumbing repairs	12.97	
		88336	pw- screw drivers/wrenches	126.03	
		88351	rec- misc	26.95	
		88352	rec- misc	16.94	
		88353	lagoon cleaning supplies	29.36	
		88375	rec- cleaning supplies	35.10	
		88385	adm- salt water softner	60.95	
		88391	Adm-misc	6.20	
		88386	lagoon cleaning supplies	2.26	370.17
PP -	<b>Stephanie Summers</b>				
		Jan 14, 2025	C of A for MV A	50.00	50.00
PP -	<b>Stephen Campbell</b>				
		Jan 2025	es-Eye Glass S. Campbell Spouse	496.43	496.43
PP -	<b>Technical Standards &amp; Safety</b>				

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

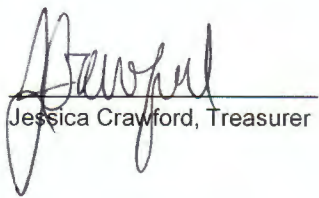
Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		10083068	rec- TSSA Fee for Townhall lift	262.50	262.50
PP -	<b>Templeman LLP</b>	INV01-29940	Adm- claim defense	2,891.11	2,891.11
PP -	<b>Tenaquip Ltd.</b>	16485649-00	fd- supplies	12.71	
		16490846-00	fd- supplies credit	-12.71	
		16556423-00	wwtp-supplies	193.24	193.24
PP -	<b>Teri Brown</b>	Jan 27, 2025	Adm-Mileage for bldg course	224.00	224.00
PP -	<b>Tessier, Mary</b>	SI-160	Ed dev - Mary Consulting Services	3,051.00	3,051.00
PP -	<b>Tim Allen's Aerial Services</b>	23452	pw-tree removal on roadway	2,260.00	2,260.00
PP -	<b>Tim Nason</b>	Jan 14, 2025	C of A for MV A	50.00	50.00
PP -	<b>Ultramar</b>	05466141707413	pw-721L Clear diesel-Dish	1,252.89	
		03916804707414	pw-2935.9L Clear diesel-Cty Rd 2	5,212.89	
		05466141707415	pw-755.6 L Marked diesel-Dish	1,300.20	
		05466141707416	pw-1152L Clear diesel-Dish	2,099.47	
		03916804707417	pw-2202.2L Clear diesel-Cty Rd 2	4,039.56	13,905.01
PP -	<b>United Counties Of Leeds &amp;</b>	IVC06767	pw-annual sign inspection	691.71	
		IVC06771	pw- H1- salt Spencerville	360.63	1,052.34
PP -	<b>Universal Supply Group 3735</b>	964-453444	es-truck light bulbs	73.07	
		964-453591	pw- washer fluid	309.03	
		964-453885	pw-T20-03 convex mirror	299.43	
		964-45452	pw- LED work lamp	45.25	
		964-454621	pw- shop wiper blades	53.63	
		964454631	pw- shop combo wrenches	44.02	
		964-454627	pw-shop truck wash	115.05	
		964-454630	pw-shop seals beams	88.34	1,027.82
PP -	<b>Upper Canada Elevators</b>	31865	rec- lift inspection	260.00	260.00
PP -	<b>Walker Climate Care</b>	10532566	rec- replacement of shower valve	2,959.47	
		106127069	rec-new control system for HVAC	7,635.15	
		106682077	rec-service call to fix in floor heatin	553.70	11,148.32
PP -	<b>Walkerton Clean Water Centre</b>	91546672CR	lib-wrong vendor credit	-169.50	
		93863612CR	es-wrong vendor credit	-438.44	
		3083609	wtp- course exp	355.95	
		3083750	e/s-training	355.95	103.96
PP -	<b>Walter Smail</b>	Jan 20, 2025	Council-mileage & roma conferenc	1,237.12	1,237.12
PP -	<b>Waste Connections of Canada</b>	7150-0000460519	Bin Collection	1,878.02	1,878.02
PP -	<b>Wayne Lefebvre</b>	Jan 2025	pw-glasses spouse	189.08	189.08
PP -	<b>White's Wearparts Ltd.</b>				

**Township of Edwardsburgh/Cardinal**  
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PROPOSED PAYMENTS

<u>Payment #</u>	<u>Vendor Name</u>	<u>Reference</u>	<u>Invoice Amount</u>	<u>Payment Amount</u>
	0000145589	pw- H3-carbide blades	675.29	675.29
			Total Proposed Payments:	575,833.84
			Total EFT:	575,833.84

Certified Correct This Thursday, January 30, 2025

  
\_\_\_\_\_  
Jessica Crawford, Treasurer

  
\_\_\_\_\_  
Sean Nicholsont, CAO

**Township of Edwardsburgh/Cardinal**

**List of Accounts for Approval**

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Bank Code - PAD - Preauthorized Debit

**PROPOSED PAYMENTS**

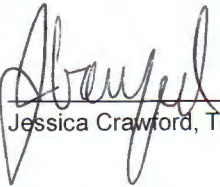
Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>Bell Canada</b>			
	658-2141 01-25	spencerville arena	135.91	
	658-3001 01-25	fd/pw- phone split	146.41	
	658-3055 01-25	admin	484.71	
	536626539 01-25	Cardinal Arena internet	56.44	
	546532571 01-25	Rec- Bell Internet J.Town	132.15	955.62
PP -	<b>Canadian National Railway Co.</b>			
	91773345	pw - crossing maintenance	2,421.00	2,421.00
PP -	<b>Eastlink</b>			
	22940253	pw/fd phone	226.66	226.66
PP -	<b>Hydro One Networks Inc.</b>			
	02595 12-24	spencerville arena	3,288.81	
	19876 12-24	spencerville arena	10,559.51	
	03768 12-24	ball diamond	32.75	
	16052 12-24	johnstown pool	36.08	
	77395 12-24a	south centre	269.39	
	64439 12-24	wwtp-3207 Windmill	2,791.31	
	10647 01-25	pw-Pittston Shop	519.48	
	14330 01-25	St Lights Var Jan 2025	1,031.95	
	18196 01-25	lagoon-2301 RD 21	238.28	
	62670 01-25	wwtp-flett st	39.43	
	25495 01-25	spencerville library	176.14	
	71283 01-25	lagoon- 1 Spencer	434.61	
	03696 01-25	fd stn 1	771.92	20,189.66
PP -	<b>MuniSoft</b>			
	2024/25-03800	adm-annual support for 2025	6,793.56	6,793.56
PP -	<b>Ontario Municipal Employees</b>			
	Dec 2024	Dec 2024 Contributions	44,324.62	44,324.62
PP -	<b>Reliance Home Comfort</b>			
	4422619 01-25	rec hot water heater rental	251.31	251.31
PP -	<b>Royal Bank Visa</b>			
	2095 12-24a	R.Williams RBC visa Dec 2024	4.51	
	2113 12-24	S.Nicholson Dec 2024	350.30	
	8912 01-25	B. Moore RBC Visa Jan 2025	540.00	
	2067 -01-25	D Grant - RBC Visa Jan 2025	504.56	
	8940 01-25	J.Crawford RBC Visa Jan 2025	2,077.44	
	7159 -01-25	M. Spencer Jan 2025	5,159.40	
	1258 01-25	R.Crich RBC visa Dec 2024	2,270.16	
	2076 01-25	S.Nicholson Jan 2025	140.44	11,046.81
PP -	<b>Superior Propane</b>			
	51962778	4145 County Rd 22	2,821.71	
	52010758	rec - 4050 Dishaw St	64.17	
	52010759	22 Sloan Street	96.26	
	52111004	rec - 4050 Dishaw St	134.13	
	52111005	22 Sloan Street	100.59	
	52132770	5 Henderson St	615.96	
	52132769	6055 County Rd #44	2,184.26	
	52150226	Twp Office	1,563.82	7,580.90
PP -	<b>Telus Mobility</b>			

**Township of Edwardsburgh/Cardinal**  
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**PROPOSED PAYMENTS**

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		16215291196	Jan 2025 Corporate Account	427.89	427.89
PP -	<b>Township of Edwardsburgh/Cardi</b>	PP 2 2025 PT/FT	PP 2 2025 PT/FT Payroll	128,593.95	128,593.95
PP -	<b>Union Gas Limited</b>	53951 1 12-24	wwtp-4000 John natural gas	2,306.05	2,306.05
PP -	<b>Workplace Safety &amp; Insurance</b>	Dec 2024	Dec 2024 Premium	9,203.77	
		4th Qtr 2024	library WSIB Oct 1-Dec 31, 2024	100.24	9,304.01
Total Proposed Payments:					234,422.04
				Total PAD:	234,422.04

Certified Correct This Friday, January 31, 2025

  
\_\_\_\_\_  
Jessica Crawford, Treasurer

  
\_\_\_\_\_  
Sean Nicholsont, CAO

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
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Bank Code - EFT - electronic funds transfer

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>AIG Insurance Company of Can.</b>				
	Feb 3, 2025		fd- AD& D Insurance	9,432.72	
	Feb 12, 2025		FD-VFIS Insurance	236.52	9,669.24
PP -	<b>Acklands-Grainger Inc.</b>				
	9393270270		wtp-lab supplies	44.79	44.79
PP -	<b>Atel Air &amp; Electric</b>				
	3335		es-heater repair	875.75	875.75
PP -	<b>Bent Wrench Garage Inc</b>				
	15523		fd- Truck 9 Service	142.85	142.85
PP -	<b>Bibby, Allen</b>				
	Dec 2024		rec-eye glasses self	148.70	148.70
PP -	<b>Black Dog Tirecraft Morrisburg</b>				
	IM0062506		pw- T7-tire repairs	1,265.77	1,265.77
PP -	<b>Burchell's Home Hardware</b>				
	52341		rec- misc	5.07	
	52358		rec-new light	90.39	
	52398		es-supplies	329.45	
	52410		rec- misc	226.06	
	52437		pw-cords/wrenches/trans flush	279.01	
	52532		fd-supplies	26.86	
	52585		pw-T20-08 - funnuel	6.77	963.61
PP -	<b>Caduceon Enterprises Inc.</b>				
	I25-000192		es- lab testing	2,044.38	
	I25-000193		es- lab testing	703.39	
	I25-00194		es-wwtp sampling	2,462.84	
	I25-000430		es-lab testing	44.78	
	I25-000431		es-sampling	44.78	
	I24-000432		es-lab testing	44.78	
	I25-001146		es-lab testing	44.78	
	I25-001147		es-lab testing	44.78	
	I25-001237		es-lab testing	95.67	
	I25-001238		es-lab testing	262.67	5,792.85
PP -	<b>Cambridge Environmental</b>				
	298843		es-lab supplies	627.15	627.15
PP -	<b>Capital Controls</b>				
	88288		es-gas sensor - wwtp	658.79	658.79
PP -	<b>Chris Ward</b>				
	Ja 27, 2025		Special Council Mtg Attendance 2(	480.00	480.00
PP -	<b>Coca-Cola Refreshments Canada</b>				
	45561010006		rec-canteen supplies	1,420.30	1,420.30
PP -	<b>Colbourne &amp; Kembel,</b>				
	7334		fd- fire hall study	11,243.50	11,243.50
PP -	<b>Compass Minerals Canada</b>				
	1426766		pw- salt-cardinal	12,123.70	
	1427577		pw-salt - Pittston	12,152.06	
	1427458		pw-salt-pittston	8,948.37	
	1426505		pw-salt-cardinal	12,629.29	
	1433192		pw-salt - cardinal	13,007.32	
	1434075		pw-salt-Pittston	8,592.79	67,453.53

**Township of Edwardsburgh/Cardinal**  
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PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>Corporation of the Town of Prescott</b>				
	WWTP-EC-22		wastewater treatment plant share	96,000.08	
	2025-0031		council- training	225.00	96,225.08
PP -	<b>Culligan Water</b>				
	8991TO		fd- water	43.82	43.82
PP -	<b>Drummond's Gas</b>				
	2590082		es-fuel	109.62	
	2590100		es-fuel	90.93	
	2587614		es-fuel	67.27	
	2587629		es-fuel	103.53	371.35
PP -	<b>Electrical Safety Authority</b>				
	900365546		CSSP quarterly invoice	2,884.95	2,884.95
PP -	<b>Emond Harnden LLP</b>				
	266604		adm- legal fees	6,960.24	6,960.24
PP -	<b>Eric Wemerman</b>				
	Feb 6, 2025		es-valve kit - urinal	91.32	91.32
PP -	<b>Extend Communications</b>				
	000035-520-401		rec-call service	261.56	261.56
PP -	<b>Future Office Products</b>				
	FOP230714		adm-Jan 2025 Monthly Contract	290.78	290.78
PP -	<b>G T Automotive</b>				
	051544		pw-T22-01-oil change	146.26	146.26
PP -	<b>GAL Power Systems Ottawa Ltd</b>				
	126808		wtp-generator servicing	536.75	
	126809		es-battery charger replacement	571.67	
	126810		wwtp-generator servicing	536.75	
	126811		es-generating servicing	536.75	
	126813		wwtp-generator servicing	542.49	
	126814		wwtp-generator servicing	536.75	3,261.16
PP -	<b>Gin-Cor Industries</b>				
	90025		pw-conveyer chain & arm spring	2,038.81	2,038.81
PP -	<b>Grand &amp; Toy</b>				
	V464036		pw/fd-stationery	97.26	97.26
PP -	<b>Greer Galloway Consulting Eng</b>				
	30273		pw-Dec2024-drainage super servic	1,640.38	
	30286		pw-Pittston shop-grit seperator de	1,977.50	
	30297		pw-Cardinal-structual insp	2,149.26	5,767.14
PP -	<b>HGC Management Inc</b>				
	56832		w/d contract collection Jan 2025	43,521.95	43,521.95
PP -	<b>HW Supplies Inc</b>				
	22000002533		pw-handy packs	17.09	
	220000025736		pw-T20-08-plow bolt/nut	42.04	59.13
PP -	<b>Hach Sales &amp; Service Canada Lt</b>				
	373029		wtp-buffer solution	176.51	176.51
PP -	<b>Hansler Smith Limited</b>				
	5822806		rec-cleaning supplier	20.45	20.45
PP -	<b>Howard Campbell &amp; Sons Ltd.</b>				
	MR5093		portable rental transfer site-Scott F	150.00	150.00
PP -	<b>J. Quattrocchi &amp; Co Ltd</b>				
	00842207		rec-canteen supplies	1,149.55	1,149.55
PP -	<b>Joe Computer</b>				

**Township of Edwardsburgh/Cardinal**  
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PROPOSED PAYMENTS

Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
	Invoice #			
	214857	Internet	138.99	138.99
PP -	<b>John Buffet</b>			
	371	Bylaw- Dec 2024	1,620.00	1,620.00
PP -	<b>John Henry</b>			
	Jan 31, 2025	fd- Mileage Jan 2025	29.40	29.40
PP -	<b>John Hunter</b>			
	Jan 27, 2025	Committee Member Honorarium 21	210.00	210.00
PP -	<b>Joseph Martelle</b>			
	Jan 27, 2025	Special Countil Mtg Attendance 20	480.00	480.00
PP -	<b>Local Authority Services Ltd.</b>			
	MGBP000008640	Adm-Note pads, etc	17.33	
	MGBP000008646	Adm-envelopes	451.63	
	MGBP000008702	Adm-Card stock for bylaws	93.88	562.84
PP -	<b>Mac's Convenience Store Inc.</b>			
	145561	pw-T23-01 fuel	54.00	54.00
PP -	<b>Minister of Finance</b>			
	383001251357054	Dec 2024 OPP billing	96,888.00	96,888.00
PP -	<b>Octacom Limited &amp; Image Advantage,</b>			
	INV060267	adm-file hold annual support	6,863.62	6,863.62
PP -	<b>OnServe</b>			
	68521	IT contract services Feb 2025	4,380.98	
	68574	IT contract services Feb 2025 A	1,190.91	5,571.89
PP -	<b>Ontario Association Of Fire</b>			
	66239	fd-license authority course M.Ayer:	593.25	
	66301	fd-2025 OAFD Dues	310.75	
	66807	fd- OAFD Symposium Chief Officer:	1,372.95	
	66807a	fd-OAFD conference 2025 M.Ayer:	1,372.95	3,649.90
PP -	<b>Ontario One Call</b>			
	2025010102	pw-locates	152.95	152.95
PP -	<b>PSD Citywide Inc</b>			
	23287	Adm-AMP-Levels of service	6,196.16	6,196.16
PP -	<b>Postmedia Network Inc</b>			
	IN166374	Adm-Agenda Adv	226.00	
	IN174477	Adm-Agenda Adv	226.00	452.00
PP -	<b>R. Thurston Technologies</b>			
	12479	fd-pager repairs	160.44	160.44
PP -	<b>Rideau St. Lawrence Utilities</b>			
	RSL025-010	pw-streetlight pole repairs	7,639.24	
	EDCWS-02	es- Feb 2025 w/s billing as listed	4,018.95	11,658.19
PP -	<b>Roger Huttman</b>			
	Jan 31, 2025	bldg-mileage Jan 2025	451.50	451.50
PP -	<b>Rojan Millwork Div of 1081593 Ontario I</b>			
	090251	Adm-Kitchen installation	2,832.40	2,832.40
PP -	<b>Roussy, Karen</b>			
	Jan 27, 2025	Committee Member Honorarium 21	300.00	300.00
PP -	<b>SCG Process</b>			
	4005706	wtp-turbidity analyzer	6,548.35	6,548.35
PP -	<b>South Grenville Beacon</b>			
	161b	Adm/Fd-2025 Subscription	104.00	
	122a	adm/plan- advertising	494.94	598.94
PP -	<b>Spencerville Home Hardware</b>			

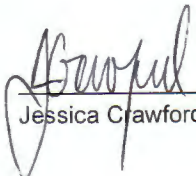


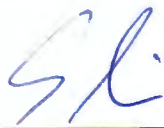
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**PROPOSED PAYMENTS**

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
	88506	rec-water	6.75	
	88515	rec-switch for sump pump	79.08	85.83
PP -	<b>Stephen Dillabough</b> Jan 20, 2025	Council-ROMA Hotel & Meals	1,215.20	
	Jan 27, 2025	Special Council Mtg Attendance 20	480.00	1,695.20
PP -	<b>Tessier, Mary</b> SI-161	Ed dev - Mary Consulting Services	3,440.85	3,440.85
PP -	<b>Tory Deschamps</b> Jan 27, 2025	Special Council Mtg Attendance	420.00	420.00
PP -	<b>Township of Leeds &amp; The 1000</b> 2025-11	fd- RTC Live fire training	2,435.96	2,435.96
PP -	<b>Ultramar</b> 03916804707418	pw-3469.5L Clear diesel-Cty Rd 20	6,136.83	
	05466141707419	pw-1544.7L Clear diesel-Dish	2,727.88	8,864.71
PP -	<b>Universal Supply Group 3735</b> 964-454253	pw-shop towels/w washer	227.10	
	964-454451	pw-Led worklamp	45.25	
	964-454623	pw-shop lube/mirrors/antifreeze	971.52	
	964-454806	pw-shop towels/air chucks	260.51	1,504.38
PP -	<b>Walkerton Clean Water Centre</b> 107542788	adm-service call HVAC Pump	100.57	100.57
PP -	<b>Walter Smail</b> Jan 27, 2025	Special Council Mtg Attendance 20	420.00	420.00
PP -	<b>Zamboni Company Ltd.</b> 123860	rec-edger for rink	5,765.43	5,765.43
			<b>Total Proposed Payments:</b>	<b>434,456.65</b>
			<b>Total EFT:</b>	<b>434,456.65</b>

Certified Correct This Tuesday, February 18, 2025

  
\_\_\_\_\_  
Jessica Crawford, Treasurer

  
\_\_\_\_\_  
Sean Nicholsons, CAO

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2025-00026 to 2025-00026

Bank Code - AP - REVENUE FUND

PROPOSED PAYMENTS

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>A.J. Stone Co. Ltd</b> 0000188677	fd- Bunker gear detergent	491.21	491.21
PP -	<b>Ann Cooper</b> Jan 21, 2025	Walker House 2025	25.00	25.00
PP -	<b>Ann Gladstone-Dunlop</b> Jan 6, 2025	Council - Walker House 2025	25.00	25.00
PP -	<b>Association of Ontario Road</b> 380	pw-cert renewal 2025 - C. Leblanc	192.10	192.10
PP -	<b>Beattie Dodger Chrysler</b> 385200	fd-T8-oil change and recall	124.29	124.29
PP -	<b>Bonnie Labranche</b> Jan 21, 2025	walker house 2025	25.00	25.00
PP -	<b>Brandt Ottawa</b> 5017785	pw-backhoe - unit overhaul	5,719.87	5,719.87
PP -	<b>Champion Industrial Equipment</b> 034398	pw-T24-05-calibration	680.26	680.26
PP -	<b>Chenier, Melissa</b> Jan 31, 2025	Tax Reg in Progress return 701-02	200.00	200.00
PP -	<b>City of/Cite De Clarence-Rockland</b> 10074124	fd- officer course fee	1,525.50	1,525.50
PP -	<b>Crate, Chris</b> Jan 27, 2025	dup burn permit refund EDCA-202	10.00	10.00
PP -	<b>CriSys Limited</b> 4151	fd- crisys annual maitenance	1,288.20	1,288.20
PP -	<b>Dianne Hart</b> Jan 13, 2025	council- walker house 2025	25.00	25.00
PP -	<b>Dorothy Goldie</b> Jan 17, 2025	Walker House 2025	25.00	25.00
PP -	<b>Jenstar Ltd</b> Jan 27, 2025	refund credit balance on Acct JEN	180.00	180.00
PP -	<b>Kemira Water Solution Canada</b> 9019252520	wtp-chemicals	5,693.84	5,693.84
PP -	<b>Margaret (Peggy) Taylor</b> Jan 6, 2025	council-walker house 2025	25.00	25.00
PP -	<b>Matrix Foods Inc</b> 999.B120035 999.B120604 999.B121167	Rec-Canteen Supplies rec- canteen supplies rec- canteen supplies	36.12 25.00 41.68	102.80
PP -	<b>Ministry of Transportation</b> Sep/Oct/Nov 202	MTO ARIS	8.25	8.25
PP -	<b>Municipal Equipment</b> 5036	fd- caibrations gas	509.23	509.23
PP -	<b>Tile Tech Floor &amp; Bath Solutions</b> 416892	rec- tile flooring completed in 2024	21,903.69	21,903.69
PP -	<b>Tropical Pools &amp; Spas Ltd.</b> 5270	rec- chemicals, etc	1,012.20	1,012.20
PP -	<b>Victoria Cameron</b> Feb 4, 2025	Walker House 2025	25.00	25.00
			Total Proposed Payments:	39,816.44

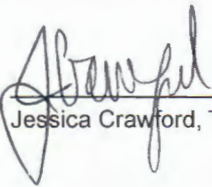
**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2025-00026 to 2025-00026

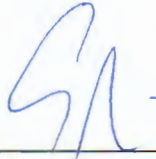
PROPOSED PAYMENTS

<u>Payment #</u>	<u>Vendor Name</u> <u>Invoice #</u>	<u>Reference</u>	<u>Invoice Amount</u>	<u>Payment Amount</u>
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Total AP: 39,816.44

Certified Correct This Friday, February 21, 2025

  
\_\_\_\_\_  
Jessica Crawford, Treasurer

  
\_\_\_\_\_  
Sean Nicholson, CAO

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

**“BEING A BYLAW TO AUTHORIZE AN INTERIM TAX LEVY IN ADVANCE OF  
THE ADOPTION OF THE TAX RATES FOR 2025”**

**WHEREAS** Section 317(1) of the Municipal Act 2001, C 25 as amended, authorizes a local municipality, before the adoption of the tax rates for the year, to pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**AND WHEREAS** Section 317(3) of the Municipal Act 2001, S.O. 2001, C. 25 as amended specifies the amounts to be levied are subject to the following rules:

1. The amount levied on a property shall not exceed the prescribed percentage or 50 per cent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.
2. The percentage under paragraph 1 may be different property classes but shall be the same for all properties in a property class.
3. For the purposes of calculating the total amount of taxes for the previous year under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.

**AND WHEREAS** the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to authorize an interim tax levy in advance of the adoption of the tax rates for 2025;

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

1. Interim tax levies are hereby imposed on the whole of the assessment for real property for properties according to the most recently revised assessment roll and shall be in the amount equal to fifty per cent (50%) of the final 2024 taxes, as amended, on the property.
2. The said interim tax levy shall become due and payable in one installment, on the 31<sup>st</sup> day of March 2025, and non-payment of the amount on the date stated in accordance with this section shall constitute default.
3. The Tax Collector, not later than 21 days prior to the date that the interim installment is due, shall mail or cause to be mailed to the address of the residence or place of business of each person a notice setting out the tax payment or payments required to be made pursuant to this by-law, the respective date by which they are to be paid to avoid penalty and the particulars of the penalties imposed by this by-law for the late payments.
4. A percentage charge of 1.25% per month shall be imposed as a penalty for non-payment of taxes and shall be added to every installment or part thereof remaining unpaid on the first day following the last day for payment of each such installment and thereafter an additional charge of 1.25% shall be imposed and shall be added to every tax installment or part thereof remaining unpaid on the first day of each calendar month in which default continues up to and including December, 2025. Interest on arrears of taxes is at the rate of 1.25% per month.
5. Notwithstanding paragraphs 2 and 4, for owners enrolled and in good standing in the pre-authorized payment plan, no discount shall be allowed on prepayments and no penalty shall be charged on current taxes.

6. Where arrears of taxes exist, any payment toward taxes received shall first be applied against penalty and interest and then arrears until fully paid, before being applied to current taxes.
7. It shall be the duty of the Tax Collector, immediately after the date named in Section 2, to collect by distress or otherwise under the provisions of the Statutes in that behalf all such tax installments or parts thereof as shall not have been paid on or before the respective dates provided aforesaid, together with the said percentage charges as they are incurred.
8. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment does not affect the timing of default or the date from which interest shall be imposed,
9. Taxes shall be payable to the Township of Edwardsburgh Cardinal and shall be paid to the Tax Collector at the Municipal Office or at a Bank designated by the Municipality.

Read a first and second time in open Council this 24 day of February, 2025.

Read a third and final time, passed, signed and sealed in open Council this 24 day of February, 2025.

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**Mayor**

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**Clerk**

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

**BY-LAW NO. 2025-**

**“A BY-LAW TO APPOINT A CHIEF BUILDING OFFICIAL”**

**WHEREAS** the Building Code Act 1992, SO 1992, C.23, Section 3(2), directs that each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the Act in the areas in which the municipality has jurisdiction;

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

1. That Shawn Merriman shall be appointed as the Chief Building Official for the Township of Edwardsburgh Cardinal effective upon passing.
2. That Shawn Merriman shall do all things and perform all duties of this office heretofore stated, pursuant to the statutory authority quoted heretofore.
3. That By-law 2024-41 is hereby repealed.

Read a first and second time in open Council this 24 day of February, 2025.

Read a third and final time, passed, signed and sealed in open Council this 24 day of February, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**CAO's ADMINISTRATIVE UPDATE TO COUNCIL**

**ADMINISTRATION / ECONOMIC DEVELOPMENT**

BLEO	Staff are still experiencing some localized issues with vehicles being parked overnight during snow removal and clearing events. Will continue with educating residents and look at stricter enforcement in the future.
CIP Project	Staff have had an initial meeting with NPG to discuss the new CIP project. NPG is planning to speak with Council about the project at our March Council meeting.
EC Connects	EC Connects is now live on our website at <a href="http://www.twpec.ca/EC-Connects">www.twpec.ca/EC-Connects</a> . We're using the slow traffic time to work out any errors, but we will start advertising this week. Staff are working with HelpSeeker for ways we can use the tool to connect volunteers to organizations in the future.
Website Migration	We're working on website content migration to our new site and we are on track to launch the updated site in Spring.  We've created a webpage specifically to advertise public meetings and open houses: <a href="http://www.twpec.ca/public-meetings">www.twpec.ca/public-meetings</a> . Residents can subscribe to the page to be notified of upcoming open houses or public meetings. This does not replace the existing Council Calendar.
Trade Show	Staff are preparing for the Prescott Home and Trade Show on April 24-26. We've invited businesses to share digital ads with us to display at our booth in place of our traditional give away bags. Other booth elements are being planned under the theme "Grow in TWPEC".

**TREASURY**

2024 year-end audit	The year end audit is scheduled for February 24-28.
Online Payment Processing	Staff have reviewed two demonstrations of online payment processing, and one company will be providing a demonstration to the senior management team on February 25 <sup>th</sup>

**FACILITIES/RECREATION**

Senior Tech Class	Classes have concluded, each class we averaged 3-5 residents coming in for support on their tablets or phones
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Senior Exercise Class	We have started classes averaging 8-10 per week at both locations.
Pool Tender	RFP for the Johnstown pool is currently open with a closing date of March 4 <sup>th</sup> .
March Break Skating	Both rinks offer free public skating during the March break, actual times are listed on our website
Co-Op Student	We have taken on a new Co-op student from Iroquois High School, based out of the Ingredion Arena.
Summer Programs	Registration is open April 1 <sup>st</sup> for the Camp, swimming lessons in mid-May

### OPERATIONS – PUBLIC WORKS

Annual Operating Tenders	Requests for quotations are issued for granular and dust suppressant materials. Submissions are due March 4 and depending on the costing received, the item(s) will come forward to the Committee and Council for award.
2025 Roadside Spraying Program	Staff have submitted a preliminary list of rural roads for herbicide treatment to help control wild parsnip and other noxious weeds. The current program is done on a 2year cycle with a 50/50 split. UCLG has moved to a 3year cycle in certain areas, and we could implement this cycle this year or starting in 2026.
Significant Weather Event	We declared a significant weather event on February 16th at 9:25am and ended the declaration on February 17th at 12:35pm. Public notifications were done through social media and our website. A significant weather event is defined as an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality.

### OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	GAL Power completed semi-annual servicing of generator. Atel air replaced the fan motor in a wall mounted heater. Annual backflow preventor inspections completed. GAL power scheduled to complete fuel tank and exhaust system repairs the week of February 24 <sup>th</sup> . <b>(Capital)</b> . Trojan UV is scheduled to complete annual UV servicing on February 26 <sup>th</sup> . Routine maintenance completed.
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Cardinal Water Plant	<p>Repaired PAC pump pipework. Raw water quality testing completed ahead of 2026 system license renewal. GAL Power completed semi-annual servicing of generator. Annual backflow preventor inspections completed. Trojan UV is scheduled to complete semi-annual UV servicing on February 25<sup>th</sup>. Routine maintenance completed.</p>
Cardinal Distribution System	<p>Repaired water service at 426 County Road 2. RFP for Dundas Street water-sewer-storm and roadwork rehabilitation submitted to Counties for review.</p>
Industrial Park Water System	<p>Responded to one water complaint (low water pressure- water meter frozen).</p>
Windmill Pumping Station	<p>Routine rounds.</p>
Spencerville Wastewater System	<p>GAL Power completed semi-annual servicing of generator. Replaced generator battery and faulty charger. Routine rounds and maintenance completed.</p>
Cardinal Sewer and Storm Collection System	<p>GAL Power completed semi-annual servicing of generator. Submitting RFP for sanitary force main feasibility study on March 3<sup>rd</sup>. Routine rounds and maintenance completed.</p>

OPERATIONS – MUNICIPAL DRAINS

	Nothing to report
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FIRE DEPARTMENT

HR	<p>SCBA mask/N95 mask fit testing scheduled to be completed by month end for all firefighters.</p>
Training	<p>NFPA 1001 Firefighter 1 started on February 5 with training taking place every Wednesday evening and occasional Saturdays. Individuals are completing various courses including; courtroom procedures, fire and life safety educator and driver's license signing authority.</p>
Fleet	<p>Batteries failed on Tanker 2 and replaced. Pumper RFP closed with 7 proposals received. Proposals will be reviewed by the officer group and results presented to council on Monday.</p>

	Truck 8 recall completed. Both pickups have been serviced.
Fire Prevention	A new fire prevention initiative started with Birthday cards sent out to 19 homes constructed in 2015 with a reminder to replace smoke and CO alarms.
	The County Fire Prevention Committee meeting was held at the Athens FD.
	Fire safety plan review is ongoing.
Facilities	Met with Todd Colbourne to provide feedback on station 2 drawings. Plans will be updated at the proper time.
Other	Bunker gear washer and dryer have arrived at station 2. Waiting for the detergent pump to arrive and be programmed prior to going into service.
	EOFA meeting hosted in South Mountain

### EMERGENCY MANAGEMENT

Public Education	Social media and township website campaign focused on resident safety and recommended actions before, during and after the storm.
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Councilors are reminded to please forward or cc sent/received email correspondence that is a municipal record to [councilmail@twpec.ca](mailto:councilmail@twpec.ca)

# TOWNSHIP OF EDWARDSBURGH CARDINAL

February 24, 2025

Resolution Number: 2025- \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**COPY**

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

Carried     Defeated     Unanimous

Mayor: \_\_\_\_\_

RECORDED VOTE REQUESTED BY: \_\_\_\_\_

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

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

**BY-LAW NO. 2025-**

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

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

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

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

1. That the actions of the Township of Edwardsburgh Cardinal, at its meeting held on February 24, 2025 in respect of recommendations contained in the reports of committees considered at the meeting and in respect of each motion, resolution and other action taken by the Township of Edwardsburgh Cardinal at its meeting are, except where the prior approval of the Ontario Municipal Board or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and the appropriate officials of the Township of Edwardsburgh Cardinal are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Township of Edwardsburgh Cardinal referred to in the preceding section.
3. That except as otherwise provided, the Mayor and Clerk are authorized and directed to execute all documents necessary on behalf of the Township of Edwardsburgh Cardinal.

Read, passed, signed and sealed in open Council this 24 day of February, 2025.

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**Mayor**

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**Clerk**